

1 February 2015

### **Fate of old Greytown branch line railway station –urgent heritage issue**

I alert the public to this critical Greytown heritage issue. The old station is sited on surplus ex railway land at Woodside up for tender, closing date 11 February 2015. The land, 2.2156 ha, has a rateable value of \$140,000.

The station was built at/near Cotter Street, Greytown in 1880. It was moved to Woodside to be used as a goods shed in 1955, following the closure of the Woodside – Greytown branch line.

I understand this heritage building is in reasonably sound condition and would be able to be moved and appropriately re-sited. It has no heritage protection registered with Heritage NZ/Pouhere Taonga or the South Wairarapa District Council - Combined Wairarapa District Plan.

Time and fate is of the essence. We can probably only hope at this late stage that a “sympathetic “ local landowner successfully tenders– and is then agreeable to the old station being removed back to town.

Successful removal would likely depend on a building removal company or local truckers doing the job for free! But there is a precedent. In the 1980s the Greytown community and a local company successfully moved and re-sited the old Masonic Hall from West Street to Stella Bull Park on Main Street. It became the local library.

The Greytown Community Heritage Trust (“the Trust”) supports the retention and re-siting of the old station. We are aware of and supported a proposal for the station to be removed to the proposed William Nation Arbor Day nursery/woodlot, on Council owned land near off Cotter Street. The idea is the building would be closed in and secured as an implement shed or something similar.

Alternatively, The Trust would expect significant and immediate interest from Cobblestones Museum. They already house Greytown’s first church and hospital.

Likewise, the Trust hopes the hugely successful Greytown Trails Trust will take more than a passive interest in this issue. Those wonderful people initiated and made a bicycle trail from Cotter Street, Greytown to Woodside Station. It follows the route of the old Greytown Railway Branch line. It is well used/ very popular. I note Council's role and that of neighbouring landowners in supporting the Trail.

Frank Minehan

Secretary, Greytown Community Heritage Trust



## Greytown Community Board

Minutes 10 December 2014

- Present:** Cr Margaret Craig (chair), Ian Farley, Leigh Hay and Connor Taumoepeau.
- In Attendance:** Mayor Adrienne Staples (until 8:10pm), Paul Crimp (Chief Executive) and Suzanne Clark (Committee Secretary).
- Conduct of Business:** The meeting was conducted in public in the WBS Room, Greytown Town Centre on 29 October 2014 between 7:00pm and 8:35pm.
- Also in Attendance:** Mike Gray (Greytown CDEM Community Response Team).

### PUBLIC BUSINESS

#### 1. APOLOGIES

*GCB RESOLVED (GCB 2014/72)* to receive apologies from Christine Stevenson, Shane Atkinson and Cr Viv Napier.

*(Moved Hay/Seconded Farley)*

Carried

#### 2. CONFLICTS OF INTEREST

Members agreed that Mr Farley did not have a conflict of interest with the application for financial assistance from Miles Eckford and Victoria Ross.

#### 3. PUBLIC PARTICIPATION

There was no public participation.

#### 4. TREE ADVISORY GROUP

Apologies were received from Katie Abbott.

#### 5. GREYTOWN CDEM COMMUNITY RESPONSE TEAM

Mr Gray tabled an update on civil defence matters and gave a report on the volunteer training undertaken in November 2014.

#### 6. COMMUNITY BOARD MINUTES/EXPENDITURE

6.1 Greytown Community Board Minutes – 29 October 2014

*GCB RESOLVED (GCB 2014/73)* that the minutes of the Greytown Community Board meeting held on 29 October be received and confirmed as true and correct.

*(Moved Hay/Seconded Farley)*

Carried

#### DISCLAIMER

*Until confirmed as a true and correct record, at a subsequent meeting, the minutes of this meeting should not be relied on as to their correctness.*

6.2 Matters Arising

There were no matters arising.

6.3 Action Items From Previous Meeting

The Community Board reviewed the action items and updates were provided.

6.4 Income and Expenditure Statement to 31 October 2014

*GCB RESOLVED (GCB 2014/74)* to receive the Income and Expenditure Statement to 31 October 2014.

*(Moved Craig/Seconded Hay)*

Carried

**7. OPERATIONAL REPORTS – COUNCIL OFFICERS**

7.1 Officers' Report to Community Boards

Mr Crimp discussed the annual report audit results, the Greytown waste water consent, the relocation of the memorial gun and the delayed opening of the Greytown Swimming Pool with members.

*GCB RESOLVED (GCB 2014/75)* to receive the Officers' Report to Community Boards.

*(Moved Farley/Seconded Hay)*

Carried

7.2 Sponsorship of Free Family Swim Day

*GCB RESOLVED (GCB 2014/76):*

1. To receive the information.
2. To approve sponsorship of a free family swim day on Wellington Anniversary Day (19 January 2015).
3. That Leigh Hay place a notice advising the community of the free event in the Grapevine and on the Community Board Facebook page.

*(Moved Hay/Seconded Farley)*

Carried

7.3 LGNZ Community Boards Conference

*GCB RESOLVED (FCB2014/77)* that Leigh Hay and Ian Farley would attend the 2015 LGNZ Community Boards Conference and that Ian Farley's costs would be met by the Community Board.

*(Moved Cr Craig/Seconded Hay)*

Carried

7.4 Local Government Commission Update

Mr Crimp updated the Community Board on the Local Government Commission recommendation of a combined Wellington Region Council, how the proposed authority would look, and the process from here through to potential implementation in October 2016.

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- 7.5 Council decision on GCB recommendation to Council on holding funds on behalf of the Friends of Stella and Sarah  
Members noted the Council decision as advised to the Friends of Stella and Sarah in outwards correspondence.

## **8. COMMUNITY BOARD/COUNCILLORS REPORTS**

### 8.1 Greytown Christmas Decorations

Mrs Hay outlined plans to decorate the town in future years utilising Craig Thorburn's expertise with financial support from retailers.

*GCB RESOLVED (GCB 2014/78):*

1. To approve an additional \$300, making \$800 in total for Christmas decorations for the Greytown Town Centre.

*(Moved Hay/Seconded Farley)*

Carried

2. Action 765: Write and thank Craig Thorburn for his expertise and time donated in creating Christmas decorations for the Greytown Town Centre; Shane Atkinson

*GCB RESOLVED (GCB 2014/79) to approve \$40, payable to Lamb-Peters Print, for printing a laminated Christmas poster of Greytown Community Board projects and outcomes for 2014.*

*(Moved Farley/Seconded Cr Craig)*

Carried

### 8.2 Greytown Information Centre

*GCB RESOLVED (GCB 2014/80) to approve up to \$300 for a Christmas lunch for Greytown Information Centre volunteers.*

*(Moved Cr Craig/Seconded Farley)*

Carried

### 8.3 Digitisation of Mervyn Greathead Papers;

Mr Farley tabled correspondence from Greytown Community Heritage Trust relating to a grant of \$1,500 being given for the digitisation of the Mervyn Greathead papers. The project now had \$2,820 allocated and the Board agreed that Mr Farley should seek funding from the South Wairarapa Rotary Club.

### 8.4 Cobblestones Museum

Mrs Hay reported that the Cobblestones Museum new entrance building official opening went well.

## **9. CORRESPONDENCE**

### 9.1 Inwards

To Ian Farley, Greytown Community Board, from Stuart Roper, Greytown Trust Lands, dated 24 November 2014

To Greytown Community Board from Margaret Cole, Greytown Trails Trust, dated 22 November 2014

To Ian Farley, from Greytown Heritage Community Trust, dated 5 December 2014 (tabled)

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9.2 Outwards

To Ruth Evans, Friends of Stella and Sarah, from Committee Secretary on behalf of the Greytown Community Board dated 4 November 2014  
To Frank Minehan, Greytown Heritage Trust, from Committee Secretary on behalf of the Greytown Community Board dated 10 November 2014  
To Ruth Evans, Friends of Stella and Sarah, from Committee Secretary on behalf of the Greytown Community Board dated 25 November 2014  
*GCB RESOLVED (GCB 2014/81)* to receive the inwards and outwards correspondence; including tabled items.  
*(Moved Hay/Seconded Farley)*

Carried

**10. FINANCIAL ASSISTANCE**

10.1 Miles Eckford and Victoria Ross

*GCB RESOLVED (GCB 2014/82)* to receive the application for financial assistance and grant Miles Eckford and Victoria Ross \$200 to fund the cost of set building for the proposed production noting that only this portion of the project would have been fundable by the Creative Communities Scheme and was funded by the Board in this instance as the proposed project would have been completed before the CCS February 2015 funding round closed.  
*(Moved Cr Craig/Seconded Hay)*

Carried

10.2 The Wairarapa Balloon Society

The Community Board agreed to consider the application in February 2015 when more members were present.

10.3 Kahungunu Rangitane ki Wairarapa Basketball

*GCB RESOLVED (GCB 2014/83)* to receive the tabled application for financial assistance from Kahungunu Rangitane ki Wairarapa Basketball and to decline the application as it didn't met the criteria, and to recommend that the Greytown team member submit a personal application to Greytown District Trust Lands Trust, Greytown Lions and the Rotary Club of South Wairarapa.  
*(Moved Cr Craig/Seconded Hay)*

Carried

**Confirmed as a true and correct record**

.....Chairperson

.....Date

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**Greytown Community Board  
Action Items  
From 10 December 2014**

Ref #	Meeting	Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
160	GCB	2-Apr-14	Resolution	Christine Stevenson	GCB RESOLVED (GCB 2014/14) to support the concept of a digital notice board with material jointly managed by Greytown Sport and Leisure and the Greytown Community Board and to approve a budget for purchase and installation up to \$800, with details to be agreed and approved by the Community Board via email. (Moved Atkinson/Seconded Cr Craig) Carried	Open	In commitments, GCB to advise progress
176	GCB	2-Apr-14	Action	Christine Stevenson	Liaise with the Tree Advisory Group regarding the proposed name of 'William Nation Arbor Reserve for the plant nursery	Open	
384	GCB	25-Jun-14	Action	Connor Taumoepeau	Write a few paragraphs outlining the student survey finding that Greytown youth wanted a venue to hang out and invite feedback from the community (provide article to Mrs Stevenson for inclusion under the GCB article)	Open	
385	GCB	25-Jun-14	Action	Connor Taumoepeau	Share the student survey results with Greytown Sport and Leisure and invite ideas	Open	
462	GCB	6-Aug-14	Action	Mark	Instigate a trapping and poisoning programme in O'Connor's Bush to replace the programme no longer undertaken by GWRC (as previously discussed and agreed)	Open	25/8 Officer to follow up. 3/10 Officer currently in discussion with GWRC. 4/11/14: Poison ordered. Training to be organised. 24/11/14: Officer waiting on GWRC. 5/12 Still waiting on GWRC but hope to arrange this before Christmas; if not, then early in new year.
467	GCB	6-Aug-14	Action	Christine Stevenson	Contact a member of the Woodside Preservation Society (now in recess) to see if funds would be available for relocating/preserving the old Woodside Station	Open	
556	GCB	17-Sep-14	Action	Christine Stevenson	Obtain the latest version of the GCB Work Plan for inclusion in the October agenda	Open	
636	GCB	29-Oct-	Action	Murray	Write to property owners of trees 'first' registered in the	Open	

Ref #	Meeting	Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
		14			Wairarapa district Plan at its adoption in 2011, and advise them of the registered status of the tree and their responsibilities		
638	GCB	29-Oct-14	Action	Christine Stevenson & Leigh Hay	Put together the application for resource consent for the Greytown entrance way signs	Open	
759	GCB	10-Dec-14	Resolution	Kyra	GCB RESOLVED (GCB 2014/78): 1. To approve an additional \$300, making \$800 in total for Christmas decorations for the Greytown Town Centre. (Moved Hay/Seconded Farley) Carried	Actioned	Paid 12/12/14
760	GCB	10-Dec-14	Resolution	Kyra	GCB RESOLVED (GCB 2014/79) to approve \$40, payable to Lamb-Peters Print, for printing a laminated Christmas poster of Greytown Community Board projects and outcomes for 2014. (Moved Farley/Seconded Cr Craig) Carried	Actioned	In hand, invoice in queued for payment
761	GCB	10-Dec-14	Resolution	Kyra	GCB RESOLVED (GCB 2014/80) to approve up to \$300 for a Christmas lunch for Greytown Information Centre volunteers. (Moved Cr Craig/Seconded Farley) Carried	Actioned	Paid 27/1/15
763	GCB	10-Dec-14	Resolution	Kyra	GCB RESOLVED (GCB 2014/82) to receive the application for financial assistance and grant Miles Eckford and Victoria Ross \$200 to fund the cost of set building for the proposed production noting that only this portion of the project would have been fundable by the Creative Communities Scheme and was funded by the Board in this instance as the proposed project would have been completed before the CCS February 2015 funding round closed. (Moved Cr Craig/Seconded Hay) Carried	Open	Advice letter sent 12/12/14 requesting bank account details. Further request for details sent 9/2/15.
765	GCB	10-Dec-14	Action	Shane Atkinson	Write and thank Craig Thorburn for his expertise and time donated in creating Christmas decorations for the Greytown Town Centre	Actioned	

<b>Greytown Community Board</b>	
<b>Income &amp; Expenditure to 31 January 2015</b>	
<b>INCOME</b>	
Balance 1 July 2014	18,960.01
Annual Plan 2014/15	20,954.00
<b>TOTAL INCOME</b>	<b>40,783.58</b>
<b>EXPENDITURE</b>	
Members' Salaries	6,033.38
<b>Total Personnel Costs</b>	<b>6,033.38</b>
AP Greytown Sports Printing Gtn After 5 invites	16.00
AP Greytown Sports GA5 Drinks (50% of cost)	55.96
AP Gtn Barrels July (water & weed)	120.00
AP aRTe Sculptural Greytown New Entrance Signs-deposit	3,000.00
AP Greytown Barrels August	120.00
AP Barrels Sept - weed/water	120.00
AP Gtn Barrels Oct 14-weed & water	120.00
AP Friends of Stel Grant - Stella Bull Park	480.00
AP Solway College Grant 2014-Gtn After 5 invites	50.00
AP Gtn Barrells water/week Nov 14	120.00
AP Local Governmen Annual C/Board Levy x 3	166.67
AP Xmas Decorations Gtn Library	800.00
AP aRTe Sculptural Ref 458 GCB 6/8/14 payment 2 (halfway)	3,000.00
AP House of Travel I Farley Wn-Kerikeri May 2015	331.30
AP SOLGM Diaries	31.80
AP Slow Burner Ltd Gtn Info Centre volunteers lunch	246.96
<b>Total General Expenses</b>	<b>8,778.69</b>
AP Cobblestone Tru Grant Museum Sign Brds/Brochure	680.00
AP Greytown Trails Annual Mtc Grant	1,000.00
<b>Total Grants</b>	<b>1,680.00</b>
<b>TOTAL EXPENDITURE</b>	<b>16,492.07</b>
<b>ACTUAL NET SURPLUS/(DEFICIT) YEAR TO DATE</b>	<b>24,291.51</b>
<b>LESS: COMMITMENTS</b>	
Salaries to 30 June 2015	4,416.62
City Care Maintain barrels in town centre	600.00
AP aRTe Sculptural Greytown New Entrance Signs-deposit	4,000.00
Funding towards Digital notice Board etc.	800.00
Donation to Solway College for orninal artwork used in the GA5 invitations	50.00
Greytown Trustlands Trust to fund the digitisation of the Greathead papers	320.00
Stella Bull Park inc - Sarah's Garden	480.00
Lamb-Peters Print - laminated Christmas poster of Greytown Community Board	40.00
Miles Eckford and Victoria Ross - set building for proposed production	200.00
<b>Total Commitments</b>	<b>10,906.62</b>
<b>BALANCE TO CARRY FORWARD</b>	<b>13,384.89</b>

# GREYTOWN COMMUNITY BOARD

18 FEBRUARY 2015

## AGENDA ITEM 7.1

### OFFICERS' REPORT

#### Purpose of Report

To update the community boards and Maori Standing Committee on Council activities for the last period.

#### Recommendations

Officers recommend that the Community Board/Committee:

1. *Receive the information.*

### PLANNING AND ENVIRONMENT GROUP

#### 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 2014/15	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Ratepayers and residents satisfied with the District as a "better" place to live	65%	N/A	NRB Survey
Ratepayers and residents satisfied with the image of the closest town centre shown as "satisfied"	65%	N/A	NRB Survey

Staff have engaged a consultant to assess and pull together the VUW students work on Featherston in preparation for the Planning and Infrastructure meeting in February.

The consultant is identifying the common themes developed within the student's group and individual projects and then ranking them in terms of very broad priorities and principles (e.g. is it directly connected to Council's responsibilities).

This work is designed to simplify the process of reviewing the information for Council and the Community Board, and to assist in making decisions on those aspects that are highly relevant, can be packaged and which could be further developed and implemented.

## 1.2 Resource Management Act - Consents

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

RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET 2014/15	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Consent applications completed within statutory timeframes	100%	97.1%	NCS – Of the 2 of 70 applications which exceeded the time limit, 1 was for SWDC (1 day over), the other was a notified application put on hold by the applicant.
s.223* certificates issued within 10 working days	100%	90%	NCS (on-hold times not recognised by NCS)
s.224* certificates issued within 15 working days of receiving all required information (note no statutory requirement)	85%	97%	NCS (on-hold times not recognised by NCS)

Council received 6 (last year 8) resource consent applications between 12 December 2014 and 15 January 2015. Overall however the number of resource consent applications is running at 40% over the annual average rate for the last 4/5 years. Officers provide detailed information as part of regular updates, subject to data availability, on all consents direct to Council and Community Board members, so this information is not listed here. As noted above in the table, the NCS system is still not generating the required reports for staff. NCS have been asked to address these issues.

## 1.3 Reserves Act – Management Plans

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

RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET 2013/14	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Number of Management and/or Plans adopted or revised	1	0	A report will be presented to the April meeting on any remaining reserves to decide whether these should be covered by an RMP or not.

## 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 2013/14	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
My LIM contains all relevant accurate information (no proven complaints)	Yes	Yes	Council's LIM template covers all statutory matters required to be included in LIM
My non-urgent LIM is processed within 10 days	100%	100%	NCS data

TYPE	YTD (1 JULY 14 TO 16 JAN 15)	PREVIOUS YTD (1 JULY 13 TO 16 JAN 14)	PERIOD (5 Nov 14 TO 16 JAN 15)	PREVIOUS PERIOD (5 Nov 13 TO 16 JAN 14)
Standard LIMs (Processed within 10 working days)	73	81	26	25
Urgent LIMs (Processed within 5 working days)	66	51	26	21
<b>Totals</b>	<b>139</b>	<b>132</b>	<b>52</b>	<b>46</b>

## 2. Building Act - Consents and Enforcement

### 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 2013/14	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Code Compliance Certificate applications are processed within 20 working days	100%	100%	NCS – Continued monitoring of processing days.
Building consent applications are processed within 20 working days	100%	100%	NCS – Continued monitoring of processing days.
Council maintains its processes so that it meets BCA accreditation every 2 years	Yes	Yes	IANZ review 2016
Earthquake prone buildings reports received	100%	142/228	The government is proposing to make changes where by the assessments will need to be completed by a certain time. No further information from the government has been provided.

Building consent numbers from 1 July 2014 to 13 January 2015 (Year to Date) total 166 consents. For the same period last year the total was 192.

The following table provides a snapshot of the number and types of building consents granted for the period.

TYPE	NUMBER	VALUE
<b>Commercial</b> (shops, restaurants, rest home – convalescence, restaurant /bar / cafeteria / tavern, motel, commercial building demolition - other commercial buildings)	4	\$254,500
<b>Industrial</b> (covered farm yards, building demolition, warehouse and/or storage, factory, processing plant, bottling plant, winery)	5	\$823,631
<b>Residential</b> (new dwellings, extensions and alterations, demolition of building, swimming and spa pools, sleep-outs, garages, relocations, heaters, solid fuel heaters.	46	\$5,656,116
<b>Other</b> ( public facilities - schools, toilets, halls, swimming pools)	1	\$35,000
<b>Totals</b>	56	\$6,769,247

Residential consents still dominate the work flows. Site inspections have consequently been in heavy demand as the continuing dry weather has enabled works to proceed without interruption. Consequently some other areas of work have been delayed until such time as staff become available, this in the main involving BWOFF (Building Warrants of Fitness) and Code of Compliance sign-offs. BWOFF can involve critical safety systems in buildings (e.g. relating to fire) so these will become a focus of work in the next few weeks to enable Council to catch-up with these checks.

### 3. Public Protection

#### 3.1 Dog Control Act – Registration and Enforcement

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

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET 2013/14	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	6 visits	0	2 visits to schools in Term 1 will be completed.
Complaints about roaming and nuisance dogs are responded to within 4 hours	100%	100%	NCS

As at 14th January 2015 there were 2843 registered dogs in the district.

68 are unregistered, with 31 owners involved. Of the unregistered dogs 33 have been paid for, but tags cannot be issued because of incomplete application information.

6 infringement notices have been issued during this period, 5 for failure to keep a dog under control or confined and 1 for failure to register.

32 unpaid infringement notices for "failure to register" and 1 for "failure to control" were sent to the Courts in December.

The following table provides a snapshot of dog control incidents for the period by type and location.

INCIDENTS REPORTED	MARTINBOROUGH	FEATHERSTON	GREYTOWN
Attack on Pets	0	0	1
Attack on Person	1	0	0
Attack on Stock	0	2	0
Barking and whining	1	1	1
Lost Dogs	5	3	0
Found Dogs	1	2	2
Rushing Aggressive	1	1	1
Wandering	2	4	1
Welfare	0	0	1
<b>Total</b>	<b>11</b>	<b>13</b>	<b>7</b>

### 3.2 Public Places Bylaw 2012 - Stock Control

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

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET 2013/14	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Stock causing a traffic hazard is responded to within 1 hour	100%	100%	CEM & NCS service requests
Council responds to complaints regarding animals within 40 hours	100%	100%	CEM & NCS service requests

The following table provides a summary snapshot of stock control incidents between 7 November 2014 and 14 January 2015.

INCIDENTS REPORTED	MARTINBOROUGH	FEATHERSTON	GREYTOWN
Stock	6	8	1
<b>Total</b>	<b>6</b>	<b>8</b>	<b>1</b>

### 3.3 Resource Management Act – afterhours Noise Control

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

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET 2013/14	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
% of calls received by Council that have been responded to	100%	100%	It appears that some complaints were not dealt with while the difficulties with the afterhour's response system occurred.

A number of problems arose in the week prior to Xmas with the afterhour's noise response system. Due to a change in the afterhours call centre contracted by Amourguard (they changed provider) the 0800 number used by the public to report incidents ceased to operate.

Neither Amourguard nor Council was aware of this situation until raised by Citycare, who were suddenly receiving many afterhours noise complaints on Council's general afterhour's number.

This caused some incidents to be incorrectly reported and resulted in some confusion and delays with Citycare transferring the calls to Amourguard.

Some complaints may have been "lost" and not responded to at this time as well, although we have no data to confirm this at present. This is the reason for still applying the 100% response figure in this report.

This problem was literally resolved on Xmas eve. The service subsequently operated normally through Xmas/New Year which is always a busy period.

AFTER HOURS NOISE CONTROL COMPLAINTS RECEIVED	YTD (1 JULY 14 TO 16 JAN 15)	PREVIOUS YTD (1 JULY 13 TO 16 JAN 14)	PERIOD (6 NOV 14 TO 16 JAN 15)	PREVIOUS PERIOD (6 NOV 13 TO 16 JAN 14)
<b>Total</b>	<b>58</b>	<b>73</b>	<b>19</b>	<b>40</b>

### 3.4 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 2013/14	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Premises that sell liquor that are checked prior to renewal to make sure they comply with the Sale and Supply of Alcohol Act 2012	100%	100%	NCS data and Inspectors reports to the District Licensing Committee

ALCOHOL LICENCE APPLICATIONS PROCESSED	YTD (1 JULY 14 TO 16 JAN 15)	PREVIOUS YTD (1 JULY 13 TO 16 JAN 14)	PERIOD (5 NOV 14 TO 16 JAN 15)	PREVIOUS PERIOD (5 NOV 13 TO 16 JAN 15)
On Licence	18	9	5	3
Off Licence	12	10	3	1
Club Licence	0	2	0	1
Manager's Certificate	53	79	17	25
Special Licences	29	34	10	13

#### 3.4.1. District Licensing Committee

The District Licensing Committee had two hearings to determine Temporary Authority orders. All other applications were determined by the deputy Chairperson on the papers.

#### 3.4.2. Toast Martinborough

Each participating winery was granted a special licence under the Sale and Supply of Alcohol Act by the DLC. Compliance inspections with the Medical Officer of Health and Police were undertaken by the licensing inspector. Police report that the Liquor Ban in the square continues to be a valuable tool.

### 3.6 Health Act - Safe Food

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

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET 2013/14	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Premises failing to comply with Food Hygiene regulations that are re-inspected within a 3 month period and enforcement is affected if offence continues	100%	100%	

Annual audits of food premises using the template FSP continue to be a steady workload.

#### **3.6.1. Bylaws**

Five litter and three abandoned vehicles complaints were received between 7 November 2014 and 14<sup>th</sup> January 2015.

#### **3.6.2. Long Grass:**

Bylaws officers have been actively checking and issuing long grass notices to properties where conditions are likely to cause a hazard. 38 long grass notices have been issued and staff have followed up on these throughout January, to ensure compliance. 10 notices have been complied with as at 16 January 2015

#### **3.6.3. Coastal Camping**

A permanent part time Bylaws Officer has been appointed (Brodie Simmons).

The BO amongst other duties, monitors coastal free camping areas to ensure visitors comply with the Coastal Camping Bylaw 2009 and enforces Councils “no dogs” policy at the sites. Good compliance with the Coastal Camping Bylaw was evident with only minor issues arising that were able to be resolved on site.

Prior to the holiday season starting, additional work to raise awareness of the no dog’s policy in the Coastal reserves was undertaken; in particular a revised information pamphlet was widely distributed and well received.

However, the problem with people taking their dogs to the prohibited areas particularly at Ngawi continues to be an issue and so the BO has been making every effort to raise awareness of the Bylaw requirements. At this stage enforcement has been by way of verbal warnings only.

Contact Officer: Murray Buchanan, Group Manager Planning and Environment

# INFRASTRUCTURE AND SERVICES GROUP

## 1. Group Manager Highlights

Customer service has been the focus of this reporting period. With the Christmas break, increased rubbish and tourism coupled with several water related issues and minimal staffing, customer interaction has been very high. The feedback on all the issues from the public has been exceptionally positive highlighted by a letter to the editor in the local paper praising council's water saving efforts.

As the beginning of the work season for civil contracts has started most of councils roading projects are about to commence. This is coupled with the final roading budget drafts which are due by Wednesday 28 January. The Asset Management Plans and Long term plan budgets have also been a work in progress for some time.

The recent water issues experienced has also seen council officers looking at our current systems, both physical and processes to see what improvements can be made. A strong focus on leak detection and repair is also being undertaken by council staff and contractors to ensure we set a good example.

## 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 fire fighting.*

### 2.1 Key Performance Indicators

WATER SUPPLY KEY PERFORMANCE INDICATORS	TARGET 2013/14	RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Compliance with resource consent conditions/water permit conditions to "mainly complying" or better	95%		Council provides annual report to Greater Wellington for water supply consents. The compliance reports are available to Council Sept/Oct yearly.
Water supply systems comply with Ministry of Health Bacteriological Drinking Water Standards guidelines 2000**	95%		Ministry of Health supplies Council with compliance reports 6 months after year end. Reports apply to previous year.
Ratepayers and residents satisfied with level of service for water	75%	60%	NRB Survey 2013
Urgent (dirty, cloudy, smelly, or bad tasting water or no water at all) requests for service responded to within 1 day	95%		CEMs and drinking water complaints. Officer to complete
Fire hydrants tested annually that meet NZ Fire Service Code of Practice	100%	33% per year	There is a requirement of testing all Council hydrants over a 5 year period - The costs to this will be about \$20 per test. Requirements will be 40 hydrants over 3 towns annually = 120. x \$20 = \$2400 annually to meet the required amount of testing

### 2.2 Services

#### 2.2.1 Water supply capital improvements Featherston

Slower than expected progress with design and documentation of Stage 1 of the works, comprising the pipeline and bore intake infrastructure, has meant that the physical work will not be able to be tendered until the New Year. The programme is not expected to be completed before the end of

June 2016. Drilling and testing of the third bore was completed during January 2015.

### 2.3 Water treatment plants

The Greytown, Martinborough, Featherston and Lake Ferry wastewater treatment plants operated routinely throughout December however heavy holiday demand has seen significant increases in daily output across the three communities over the period.

System failure at the Martinborough water supply occurred on 7 January 2015 resulting in little water and low pressures on Friday 9 January. Full services were resumed almost immediately however it took several days to refill the reservoirs.

Sprinkler restrictions were imposed on 5 January for all supplies and expected to remain in place until further notice. Normal monitoring for flow and compliance reporting continued throughout the period.

### 2.4 Water reticulation

There were 42 reticulation repairs reported and rectified during the period. Given the current weather and water restrictions council is asking its contractors to be vigilant in detection and repairs.

### 2.5 Water races

Routine monthly inspections and blockage clearing of the water race network has been performed by Council contractors, City Care Ltd, to maintain satisfactory flows. There was two reported account for blockage clearing or no water flow for the Moroa and 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 2013/14	RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Number of blockages per 1000 connections	10		
Ratepayers and residents satisfaction with waste water services	70%	60%	NRB Survey 2013
% of resource consent conditions complied with to mainly complying or better**	90%		Council provides annual report to Greater Wellington for water supply consents. The compliance reports are available to Council Sept/Oct yearly.
Proportion of urgent waste water service requests responded to within 6 hours of notification	95%		

### 3.2 Wastewater treatment plants

The Greytown, Martinborough, Featherston and Lake Ferry wastewater treatment plants operated routinely over the period. Normal monitoring for flow and compliance reporting continued throughout the period.

### 3.2 Wastewater reticulation

There were 7 pipeline blockages reported during the period.

## 4. Storm Water Drainage

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

### 4.1 Key Performance Indicators

STORM WATER DRAINAGE KEY PERFORMANCE INDICATORS	TARGET 2013/14	RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
% of ratepayers and residents satisfied with stormwater drains	50%	54%	NRB Survey 2013
% of urgent (any blockage causing extensive flooding of buildings or other serious flooding) requests for service responded to within 5 hours	90%		

## 5. Solid Waste Management

*SERVICE LEVEL – Recycling stations are accessible and maintained. Refuse and recycling collection services are provided and waste minimisation actively promoted.*

### 5.1 Key Performance Indicators

WASTE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET 2013/14	RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Number of communities with recycling centres	6	6	Recycling centres at Greytown, Featherston, Martinborough, Pirinoa and Hinakura.
Volume of waste disposed out of district	Decreasing by 2.5%	30.4%	
% of ratepayers and residents satisfied with the level of service	90%	66%	NRB Survey 2013

### 5.2 Waste management

The contracted kerbside collection and transfer station services were delivered routinely over the district throughout December. The holiday period had extra coastal collections in late December/early January to cater for additional volume. Some overflow in public areas occurred at various locations between Christmas and New Year but were largely attended to the following day.

Excess vegetation issues at the Greytown and Featherston sites were resolved before Christmas.

#### 5.2.1. Wairarapa Environmental and Sustainability Advisor

The appointment of the Wairarapa Environmental and Sustainability Advisor has seen a lot of work put in towards the development of several new initiatives and documents. The primary one was the Draft Wairarapa Environmental and Sustainability Strategic Plan as attached in Appendix 5.

A survey has also been developed and trialled to gauge community concerns and interests in sustainability issues such as greenhouse gasses,

recycling and energy use. Meetings will be held to discuss the strategy and workshop the initiatives to be developed. Reporting will also be done via the

## 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 2013/14	RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Using the RAMM measurement system, average smooth travel exposure on urban roads to be 85% and rural roads 95% with maximum variation of 5%	95%		
Ratepayers and residents fairly/very satisfied with the roads	82%	75%	NRB Survey 2013
(20km ± 10% variation) sealed roads are resealed each year subject to availability of NZTA subsidy	100%		
The pavement condition index as measured by the NZTA pavement integrity index	95%		
The number of crashes causing injuries is reduced	Group and control average		
Ratepayers and residents are satisfied with footpaths in the district	70%	66%	NRB Survey 2013
Availability of footpaths on at least one side of the road down the whole street	90%		

### 6.2 Roothing maintenance – Fulton Hogan

Fulton Hogan have completed the first 6 months of the Roothing Maintenance Contract. All initial start-up concerns are now being addressed and expectations have been made clear.

Pre-seal repairs and berm mowing have been the recent focus and are now complete.

Focus over the next month will be on sealed pavement repairs concentrating on Greytown urban streets, White Rock and Western Lake Roads. Work on Western Lake Road will also focus on low and narrow shoulder repairs, improving drive safety along the section from Pigeon Bush to East West Access Road.

In preparation for the wetter months a program for unsealed road strengthening is being developed.

Fulton Hogan’s monthly audit of routine and cyclic activities is done on a monthly basis and their performance is charted below.



### 6.2.1. Network Road Classification

ONRC Performance Measures, Guidance Document and Reporting Template now available and Council has submitted classifications and amended the classifications based on feedback for moderation. This phase may take some time.

A significant ONRC milestone has been reached with the publication of a Guidance Document explaining the process for implementing the Performance Measures of the ONRC. This will (and is) being incorporated into council's asset management plans.

The Guidance Document was produced by the REG Best Practice Asset Management Group to support the implementation and the change of investment 'culture' that it represents. More specifically, the Guidance Document focuses on the immediate expectation of RCAs to apply the measures and develop their Transition Plan ahead of the 31 March, 2015 deadline.

#### ONRC Performance Measures – Immediate Key Actions

1. RCAs to classify their network and undergo moderation (National moderation process likely to be in March 2015) Sept 2014 - Feb 2015
2. Apply the ONRC performance measures. Complete the ONRC Reporting Spreadsheet for the 2013/14 financial year and submit to [roadefficiencygroup@nzta.govt.nz](mailto:roadefficiencygroup@nzta.govt.nz) March 31st 2015
3. RCAs submit their Transition Plans for the 2015-18 NLTP describing how the RCA will meet the ONRC expectations ahead of the 2018-21 NLTP. March 31st 2015
4. Performance measures and targets undergo amendment where necessary with the feedback on the provisional targets and measures

expected from the industry. Significant changes notified to the sector to adjust Transition Plans. April-June 2015

The Performance Measures will be reviewed annually in the first three years of implementation to ensure sustainable implementation across the sector.

### **6.2.2. Flood warning**

Attached in Appendix 4 is the example of the flood warning signs to be erected to assist in the directions in bridge closure situations. Discussions have been held in conjunction with NZTA to have 3 signs erected rather than the two suggested. Locations proposed are Bidwells Cutting and SH53 and SH2 intersections, and at the Kahutara Rd SH53 intersection.

### **6.2.3. Funding Assistance Rate (FAR) Review**

Council is writing to NZTA to have a review of the calculation of their revised FAR. This is in the context of the FAR rates of neighbouring councils being higher than that of SWDC however the economic climate and regional characteristics are similar to all councils.

### **6.2.4. Contracts**

The footpath contract is complete. Council officers will soon be discussing future work with the community boards for the next 3 years schedules of work. It is also suggested that kerb and storm water is also looked at in conjunction with these works.

The Rehabilitation contract has been let and is inclusive of the Te Muna Road seal extension of (1.6 Km). The Fraters Road section (1.3 km) had been omitted due to a funding issue however this work is now being priced as a possible variation if required. These works are anticipated to start in March.

The Reseals contract has also been let and all pre-seal work is complete. This work is anticipated to start in March with an amendment to the program relating to the proposed sealing of Jellicoe Street. An asphalt surface is preferred due to noise and possible bleeding issues associated with chip seal.

Costs for the Tukurumuri Road raising has been sought (\$726,000). This is well above original estimates which includes \$250,000 in culvert work. The Featherston Trail costs have been revised taking into consideration bridge crossings and painting/signage through town to terminate at the train station. This cost is at \$700,000 (inclusive of \$320,000 of bridge work) with an annual maintenance cost of \$25,000. The submission will be finalised for NZTA approval this month.

Whatarangi Cliffs work has started with gravel being extracted and placement starting in the last week of January. There is approximately \$320,000 of 100% subsidised work taking place.

## **7. Amenities**

*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 2013/14	RESULTS	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Users satisfied with parks and reserves	90%	95%	NRB Survey 2013
Ratepayers and residents are satisfied with Council playgrounds	75%	94%	NRB Survey 2013
Council playground equipment that meets national standards	95%		
Council pools comply with NZ swimming pool water testing standards	95%		
Ratepayers and residents satisfaction with Council swimming pools	70%	78%	NRB Survey 2013
Occupancy of pensioner housing	97%	98%	SWDC occupancy statistics
Ratepayers and residents satisfied with town halls use	77%	84%	NRB Survey 2013
Ratepayers and residents satisfied with public toilet facilities	60%	95%	NRB Survey 2013
Taking programmes out into the community and providing a wide variety of programmes in the library	>3 per library		
Ratepayers and residents satisfied with libraries	97%	87%	NRB Survey 2013

## 7.2 Pensioner housing

There are six applicants on the waitlist for Martinborough, three for Greytown and seven for Featherston. One person has shown interest in the vacant flat at Burling.

## 7.3 Parks and Reserves

### 7.3.1. Mowing

On recommendation from the Wairarapa Rural Fire District, City Care has halted all mowing with their large ride-on mowers until such time as this dry spell breaks. Hand held mowers will still be used in smaller areas.

### 7.3.2. Greytown

The rocking donkey at Greytown playground was vandalised at the start of January. Unfortunately the donkey was past repair and will have to be replaced.

## 7.4 Toilets

### 7.4.1. South coast

The Ngawi surf break toilet has been completed.



## **7.5 Cemeteries**

### **7.5.1. Featherston**

There were no burials in November or December.

### **7.5.2. Greytown**

There were two burials in November and two in December.

### **7.5.3. Martinborough**

There were two burials and one ashes burial in November and one burial in December.

## **7.6 Swimming Pools**

### **Swimmer numbers for all pools 29 November – 31 December 2014**

	Greytown	Featherston	Martinborough
December swimmer numbers	1317	609	1451
Concessions as %age of total swimmers	24%	28%	28%
Peak day	27/12/2014: 207	29/12/14 : 92	29/12/14 : 179
Number of unattended days (no swimmers), excluding 25 December	0 (opened 20 <sup>th</sup> Dec)	5	0

The above table makes interesting reading when compared to data from December 2013. This data has been inserted below. Greytown Pool had 1.5 times the swimmers in December 2014 compared to December 2013, and it was only open for 12 days! The weather was warmer this December, and of course the draw card of checking out the new refurbished pool. Peak days

for Greytown and Martinborough are well up in 2014, though concession percentages have dropped.

**Swimmer numbers for all pools 30 November – 31 December 2013**

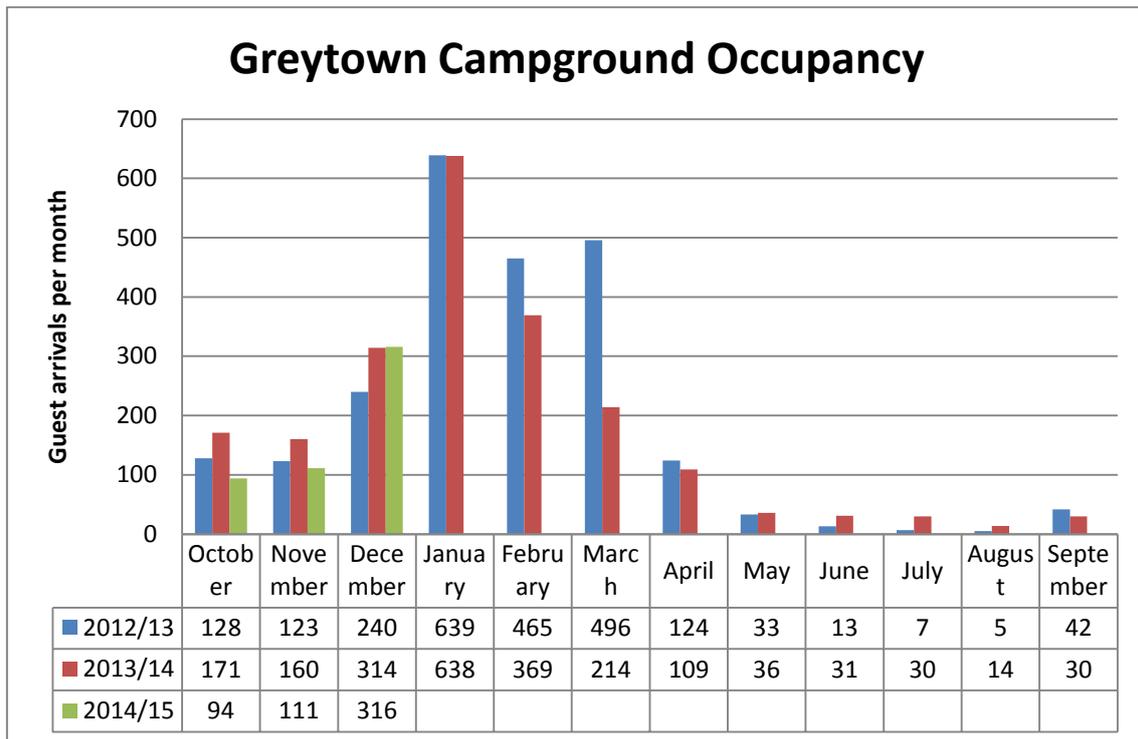
	Greytown	Featherston	Martinborough
December swimmer numbers	886	765	1025
Concessions as %age of total swimmers	38%	36%	27%
Peak day	31/12/2013 : 119	14/12/13 : 96	31/12/13 : 88
Number of unattended days (no swimmers), excluding 25 December	0	3	1

**7.6.1 Greytown pool**

Greytown swimming pool opening was delayed due to the refurbishment running over schedule; the revised season for Greytown is 20 December – 29 March. This left some additional hours in the operating budget, so the opening hours were extended until 7pm over the Christmas / New Year period and then again on weekends until Sunday 25 January. The pool is looking great! Staff reported what a great environment it is to work in.



## 7.7 Greytown Campground



## 7.8 Libraries

The three libraries have had fantastic visitors for the start of the year. Zappo the magician wowed the kids (and big kids) with his disappearing acts and reappearing animals.



Tanya Batt is a self-confessed story-o-phile and frock-o-holic who entertained the kids with her fabulous storytelling. The iRead kids had a blast at Featherston Library doing a drama workshop with Mary Kippenberger, and NZ's Ultimate Rotten Pirate Entertainer Captain Festus McBoyle visited all three libraries too, with songs stories and pirate games for all!



These activities are all part of the summer reading programme run in all three South Wairarapa Libraries. Over summer there has also been 'i Read' for the intermediate-age children and Read X for the college-age children at Featherston Library.



All libraries reported a large amount of book returns when they arrived back at work on 5 January. Martinborough Library shared this photo to their Facebook page.



## 8. Civil Defence and Emergency Management

*SERVICE LEVEL – People are prepared for a civil defence emergency.*

### 8.1 Key Performance Indicators

CIVIL DEFENCE AND EMERGENCY MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET 2013/14	RESULTS	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Ratepayers and residents are prepared for an emergency	65%		NRB Survey 2013
Regional Civil Defence Emergency Plan developed and implemented	Implemented		

### 8.2 Wellington Regional Emergency Management Office (WREMO)

#### 8.2.1 Update

The Wellington CDEM Group will be involved in the nationwide Civil Defence Emergency Management (CDEM) monitoring and evaluation (M&E) programme over the next few months. The programme centres around the 'CDEM Capability Assessment Tool' (CAT), a set of nationally-consistent performance indicators and measures ('capability criteria') organised in an assessment tool format. It would make sense for representatives from the **three council's** to contribute to the completing of the assessment. The GMIS will attend a workshop to discuss and formulate a response; if

Councillors have any comments can they be made to the GMIS before the end of January.

A draft copy of the Featherston Plan has been completed. A community meeting is scheduled for 7pm Tuesday 11 February. Please let me know if you are available and the contact details for any members of the community you think could add value to the plan. The aim is to sign the plan off before the February Community Board meeting and launch with an event in conjunction with the Community Centre, Neighbourhood Support and Neighbours Day on 1 March.

## **9. Appendices**

Appendix 1 - Monthly water usage

Appendix 2 – Waste exported to Bonny Glen

Appendix 3 – Library statistics

Appendix 4 – Flood warning signs – examples

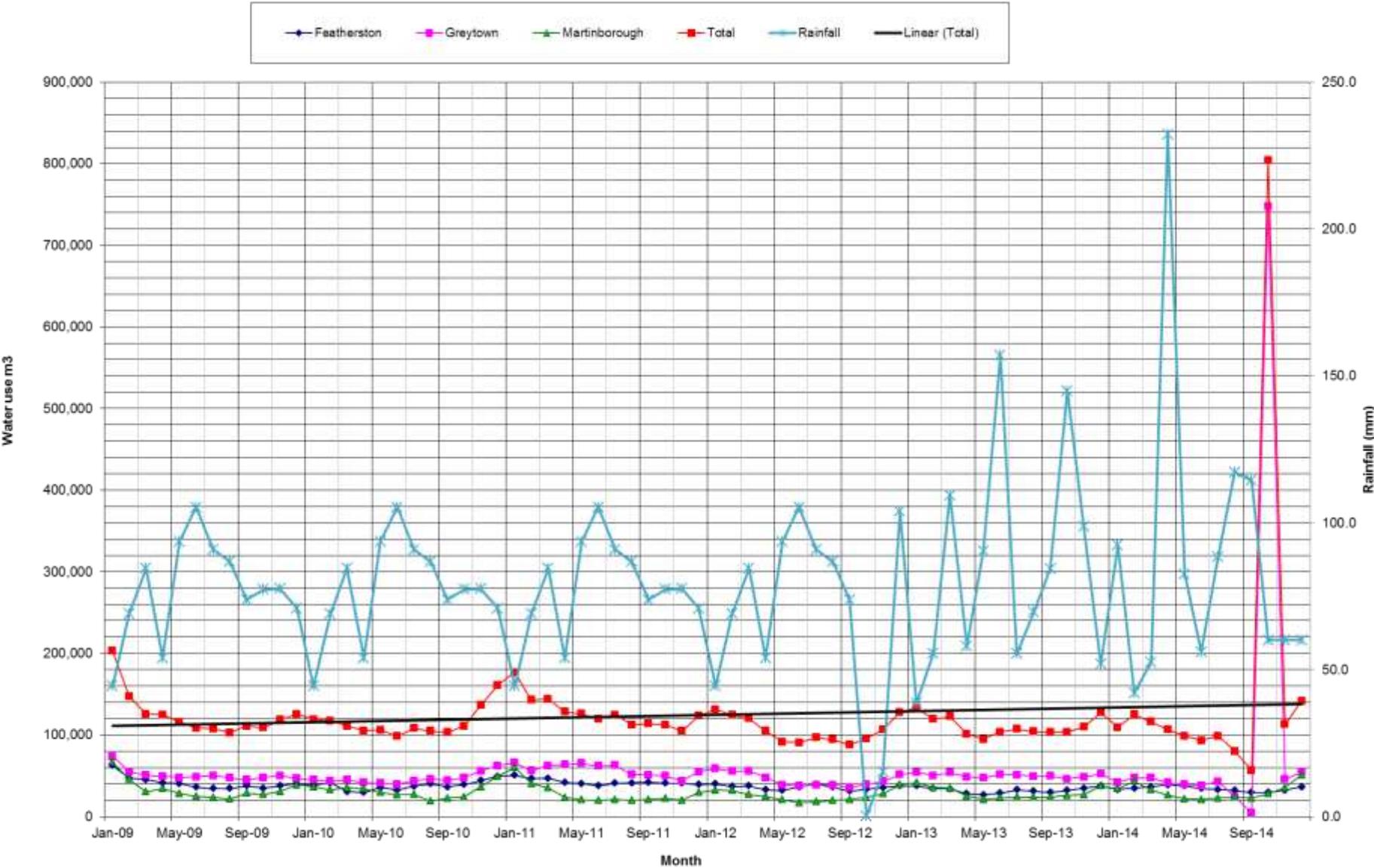
Appendix 5 – Wairarapa Environmental and Sustainability Strategic Plan

Contact Officer: Mark Allingham, Group Manager Infrastructure and Services

# **Appendix 1**

## **Monthly Water Usage**

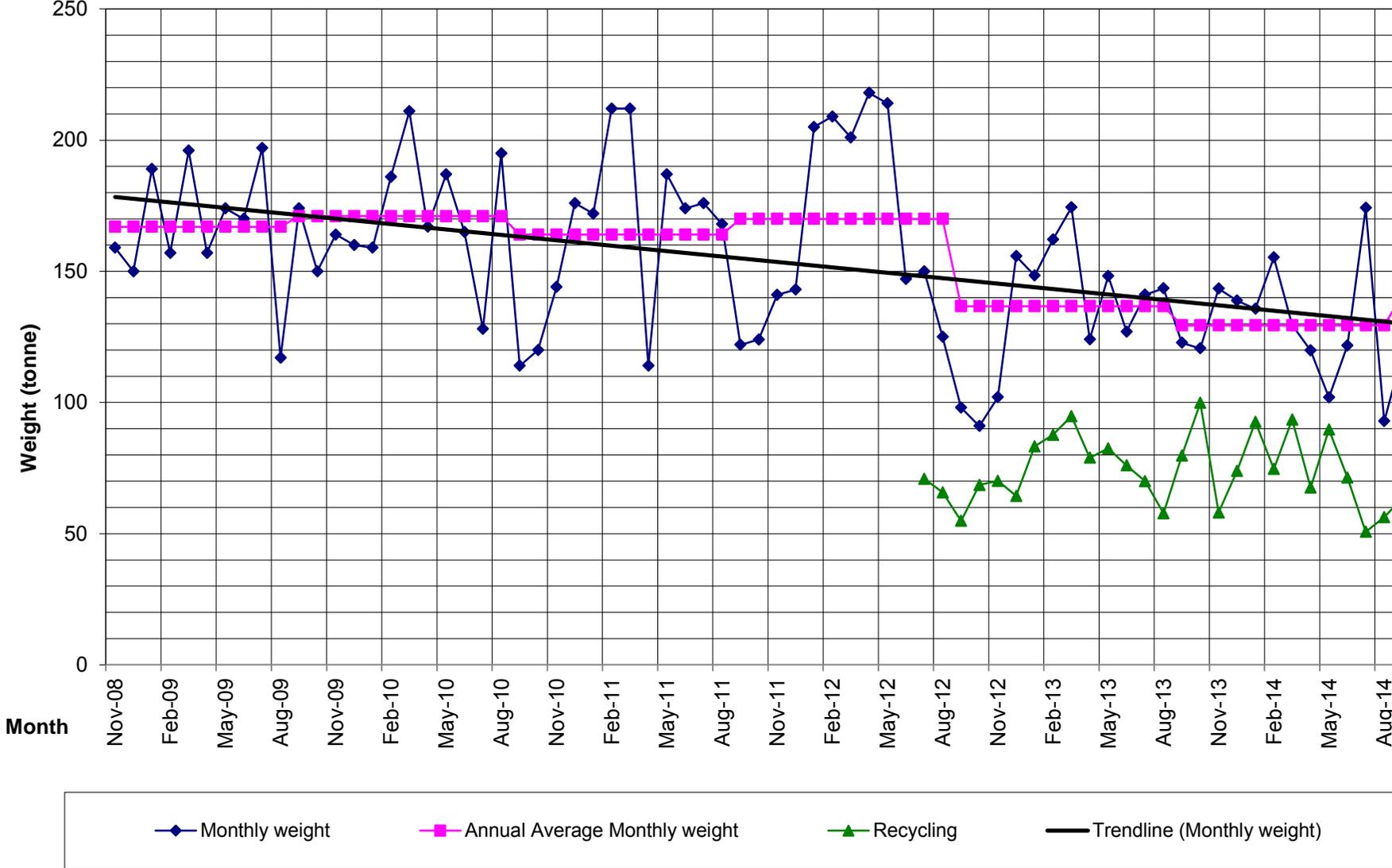
Water use South Wairarapa District Council



## **Appendix 2**

# **Waste Exported to Bonny Glen**

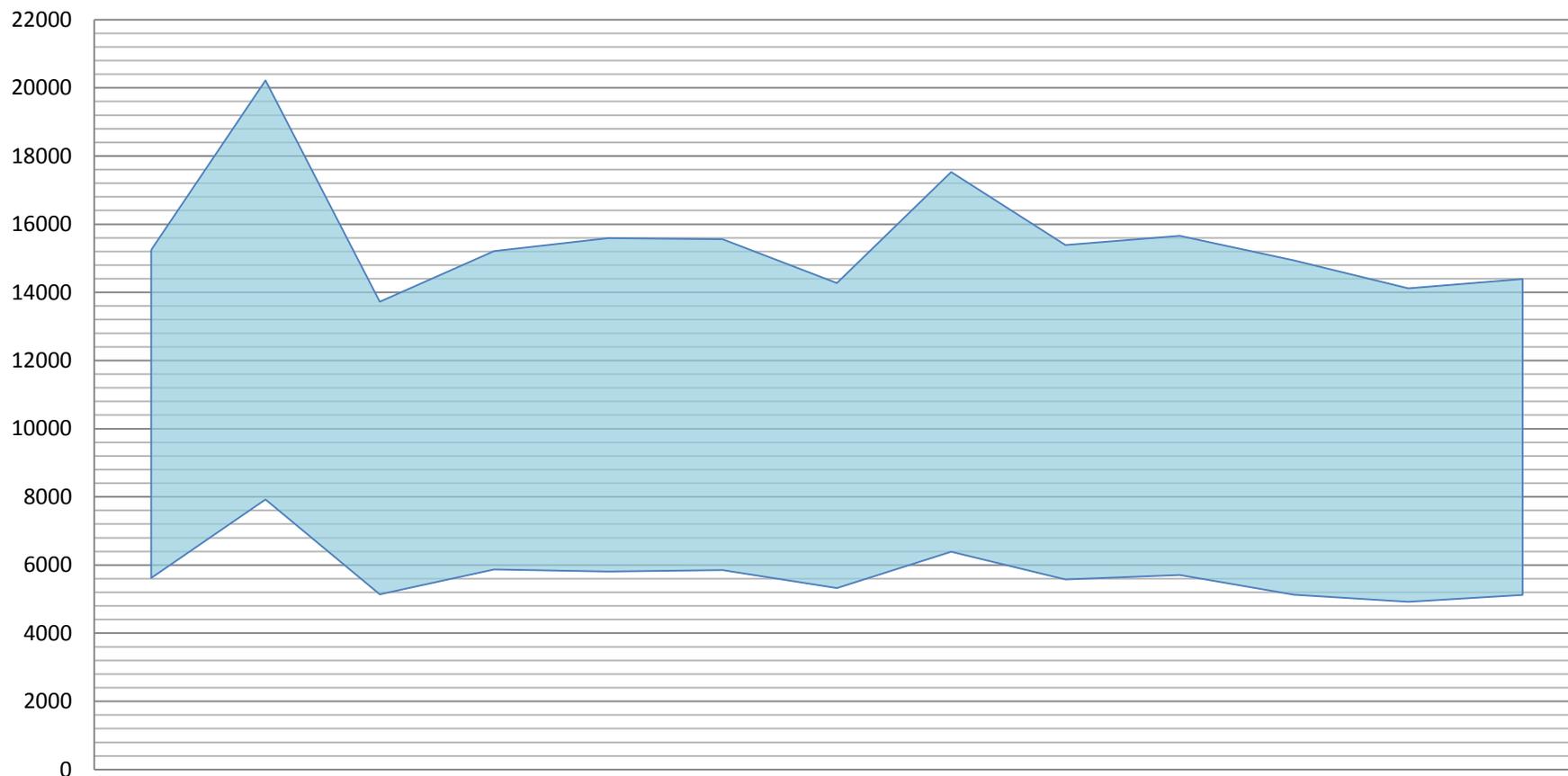
Monthly weight of waste transferred from Martinborough transfer station to Bonny Glen



# **Appendix 3**

## **Library Statistics**

## Wairarapa Library Service - monthly issues



	Dec-13	Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14
South Wairarapa	9626	12295	8586	9340	9783	9708	8948	11140	9811	9951	9808	9197	9269
Carterton	5620	7924	5139	5870	5808	5851	5324	6390	5577	5708	5129	4921	5122

## **Appendix 4**

### **Flood warning signs – examples**

**ROAD INFORMATION**

**53** MARTINBOROUGH

**Alternative Routes**

VIA Kahatura

VIA Ponatahi

VIA Western Lake Road

www.nzta.govt.nz  
PHONE 0800 444 449

2400 mm

4300 mm

**ROAD INFORMATION**

**53** FEATHERSTON

**Alternative Routes**

VIA Kahatura

VIA Ponatahi

VIA Western Lake Road

www.nzta.govt.nz  
PHONE 0800 444 449

2400 mm

4300 mm



													
FREEPHONE 0800 274 463													
													
													
Client: Name: Phone: Email:													
MATERIAL SPECIFICATIONS													
SPECIAL INSTRUCTION													
INSTALLATION NOTE													
GENERAL NOTES													
Colour Specifications Indicator Only													
REVISION SCHEDULE													
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# **Appendix 5**

## **Wairarapa Environmental and Sustainability Strategic Plan**

# Wairarapa Environmental and Sustainability

## Strategic Plan

DRAFT

prepare	Carl Reller	Wairarapa Environmental and Sustainability Advisor	05 JAN 15
approve	Sue Southey	District Planner, MDC	09 JAN 15
review	Garry Baker	Operations manager, CDC	
	Mark Allingham	Group Manager Infrastructure Services, SWDC	
distribute	Pim Borren	CEO, MDC	
	Colin Wright	CEO, CDC	
	Paul Crimp	CEO, SWDC	

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General Approach

Three Year Implementation Plan

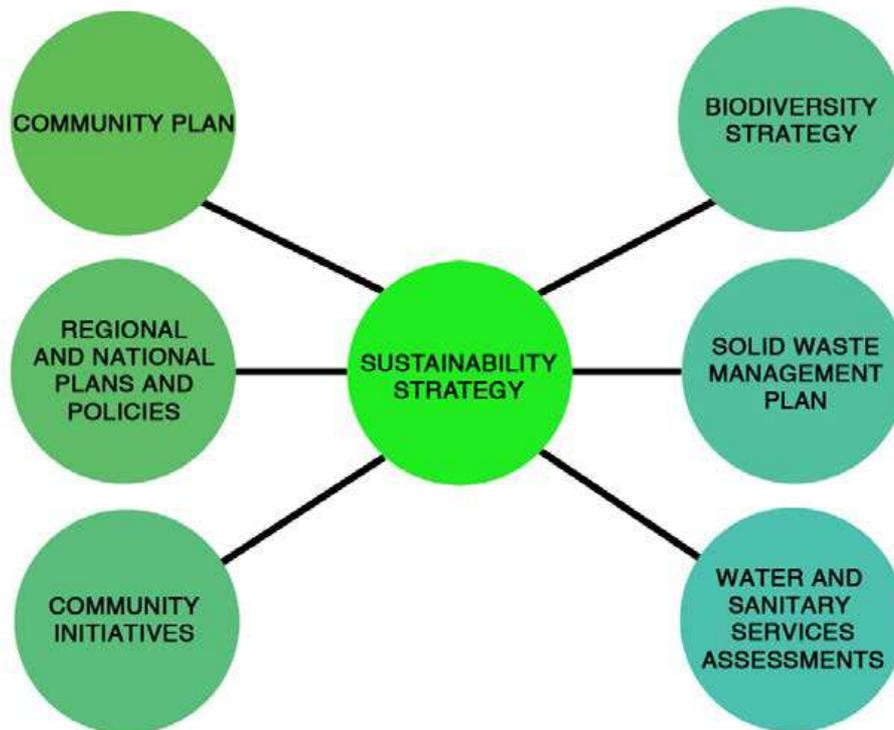
Conclusion

References

Appendix

## Introduction

In 2010 a draft Sustainability Strategy<sup>1</sup> found overlap and interconnectivity with other policies, plans, departments and partners as shown below:



Acknowledgment of community groups such as Sustainable Wairarapa and Wai Not Go Green and community initiatives such as the Makoura Stream Planting Project, suggested strong support for sustainability which was likely to increase as residents become more aware of the potential benefits of living more sustainably; such as, energy efficiency savings, stream bank planting and jobs that would be created by resource recovery.

Currently, environmental and sustainability commitments are acknowledged in CDC, SWDC and MDC Long Term Plans (2012-2022.) Carterton<sup>2</sup> emphasizes the need for sustainability in determining future directions in all activities. South Wairarapa<sup>3</sup> identified a key vision: "a sustainably managed district where economic development and environmental management go hand in hand." Masterton<sup>4</sup> articulated the need for a Sustainable Plan able to balance the budget. In addition Councils:

- made commitments to a sustainable approach toward economy and community;
- acknowledged short-term effects of climate change model predictions of warmer temperatures and more frequent storm events resulting in causing increased operating costs, particularly electricity and insurance;
- a need for preparedness and resiliency for natural disasters, especially earthquakes; and

- focused on bringing infrastructure, Council and community buildings to a higher standard of earthquake resistance.

All Councils have expressed a commitment to develop a joint *Environment and Sustainability Strategy* which will meet the needs of Wairarapa as a whole.

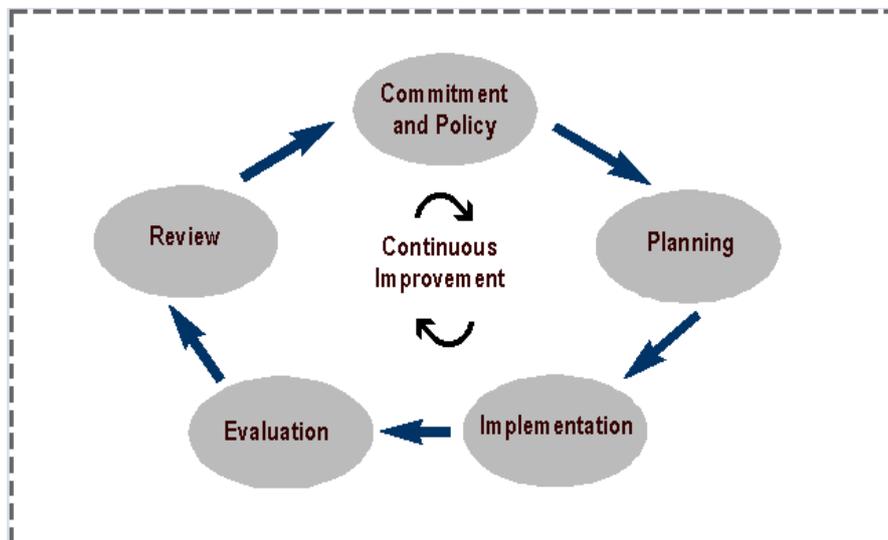
## Proposed Methodology

In general, strategies are approaches viewed by an organization as necessary to accomplish its mission and achieve a preferred future. Specifically, environmental and sustainability strategies follow well established guidelines and principles; such as:

- Environmental Management Systems (ISO 14001,)
- Principles for Social Responsibility (ISO 26000.)
- Energy Efficiency (ISO 50001,)
- Global Reporting Initiative (GRI,)
- Climate Registry,
- Carbon Disclosure,
- Global Compact and
- Green Building Council.

A summary of the advantages and disadvantages of each approach can be found in a referenced report<sup>5</sup>.

In addition, generic management systems have been adopted like Baldrige Criteria, Total Quality Management and Life Cycle Assessment. Nevertheless they all follow a similar approach as illustrated below.



Currently in New Zealand the Sustainable Business Council has adopted GRI in a simplified format to assist organizations beginning the journey and providing shared learning, case studies and bench marking, appendix A lists current members. If Wairarapa councils decide to follow this path the following section describes typical steps.

## **General Approach**

In preparation for reporting, Councils should follow general reporting "Principles" outlined by GRI:

- prepare,
- connect,
- define,
- monitor, and
- communicate.

These principles facilitate an organizational framework for collecting high quality information, monitoring, continuously improving Council processes, and communicating sustainability performance to our stakeholders.

### **Prepare**

As the initial step in the sustainability reporting process, we'll want to begin an internal dialog to identify environmental, economic, and social impacts with the management team. The process will help promote internal discussion early in the reporting process, engage leadership and staff outside of operations, and help to identify both the positive and negative impacts.

### **Connect**

Management will next need to identify key stakeholders most affected by Council's activities including ratepayers, employees, governmental organisations, suppliers, and potentially more. A recent study by Ernst and Young surveyed over 200 companies to research which stakeholder groups were driving organizational sustainability initiatives in order of importance. Although customers were ranked first at 37%, employees were ranked 2nd at 22%, a full 7% ahead of shareholders at 15%.

### **Define**

Stakeholders are particularly important to sustainability reporting as they help Council define what to measure and report. Although management will generate an initial list of positive and negative impacts, stakeholders that are most impacted will often help to clarify which impacts are the most relevant to them. Further, stakeholder input in deciding which indicators are "material" for Council to report is considered essential in the GRI Guidelines. Without this process of stakeholder engagement, the sustainability report is not viewed as complete.

### **Monitor**

Once GRI indicators have been identified, Councils need to monitor and measure performance. Council already measures and reports within the Long Term Plan framework; for example, outcomes, level of service, and performance measures.

### **Performance Measures**

Outcomes	Level of Service	Performance Measures	Baseline 2010/11	Performance Targets			
				2012/13	2013/14	2014/15	Years 4-10
<b>A Strong, Resilient Economy</b>	Provide an efficient and effective stormwater system to minimise the impact of heavy rainfall and reduce flooding risk	Percentage of residents satisfied with stormwater services	67% Peer Av: 66%	NA *	Maintain satisfaction level	NA *	Maintain satisfaction level
		Proportion of reported stormwater ponding incidents cleared within two days of a rainfall event ending	100%	100%	100%	100%	100%
<b>A Sustainable, Healthy Environment</b>	Deliver stormwater services in a manner that is acceptable, safe and where possible enhances the environment	Compliance with resource consents	100% compliant	100% compliant	100% compliant	100% compliant	100% compliant
		Proportion of reported stormwater / flooding incidents that resulted in residual environmental effects	0%	Less than 1% for a one in ten year event	Less than 1% for a one in ten year event	Less than 1% for a one in ten year event	Less than 1% for a one in ten year event

from: MDC Long Term Plan volume 1, page 51.

Beyond these environmental indicators, additional monitoring may be required to measure indicators that may be more broadly defined during the stakeholder engagement process or for which data is not currently collected. Monitoring should be integrated into Council's operations and larger framework for setting Council strategy, implementing policies, and assessing Council outcomes with continuous improvement in mind.

### **Communicate**

Lastly, Councils will need to determine what content and information should be included in their report based on goals, expectations and interests of its stakeholders. Councils will want to decide report format, how and where it will be disseminated, and to which stakeholders. Further, Council will want to insure information in the report is balanced, comparable, accurate, timely, clear and reliable.

## **Three Year Implementation Plan**

### **Year One – Prepare, Define, Connect**

Council should focus the first six months of year one on developing systems and structures needed for reporting. To prepare, Councils will want to engage its internal management team to begin dialog necessary for identifying environmental, economic, and social impacts. LandCare has developed a participative game to stimulate interest in future directions for New Zealand and to aid strategic-thinking about sustainability. This could be used with representative stakeholders to initiate the process and prepare an Environment and Sustainability Policy<sup>6</sup>.

Preparing for a sustainability report will give a new purpose to a Sustainability Committee by engaging multiple functional departments throughout the organization. This cross functional team will help identify the broad base of impacts of the Council actions, activities, products and services. Further, Council will want to define roles and responsibilities for staff early in the process so that members are clear on what they are accountable for, including data collection, coordination, report writing, editing, design, and more. This is particularly important when responsibilities exist across departments and deadlines are interdependent. In the third quarter of year one, the Sustainability Committee would develop a process for confirming the stakeholders that are most affected by the organization. The committee should then systematically engage key stakeholders through interviews, surveys, focus groups and other tools. Their feedback will shape and inform identification of material impacts.

The LTP process has already sought broad public comment. These comments can provide a starting point as they have already identified the impacts that are most meaningful to key stakeholder. During the final quarter of the first year, the Sustainability Committee will want to define the content and boundaries of the report so that staff has a clear directive for the data and information that will need to be collected. The committee will need to identify and prepare to report on the indicators that are most relevant to Council using GRI's principles of materiality, stakeholder inclusiveness, sustainability context, and reporting boundaries. Materiality, as discussed earlier, is a GRI principle that helps insure that indicators reported reflect the organization's key sustainability impacts likely to influence the decisions of its stakeholders.

Stakeholder inclusiveness asks Council to highlight how they have responded to the interests of their stakeholders. Sustainability context refers to the need to place reporting performance within the larger context of sustainability at the local, state, or global level. Finally, setting reporting boundaries entails defining minimum standards for the inclusion of activities of entities over which Council has control or influence over, both up and down stream. From these decisions, staff will then need to establish processes for data collection for reporting on key performance indicators. The committee will want to identify these in relation to the capacity of the organization to monitor, collect, analyses and report the goals set forth by Council. Throughout year one, Councils should continue to develop systems and processes in preparation for reporting.

### **Year Two - Report**

Councils will want to focus year two on preparing the information needed for the GRI report as well as the communication strategy to disseminate the report to stakeholders. The organization should align the reporting timetable with other internal deadlines that are dependent on this information. For example, if Council implements integrated reporting through their annual report, they will want to have the GRI data collection

completed in advance of the content requirements for their annual report. Once the GRI report is ready, Councils will need to notify GRI, and provide them with a hard and soft copy of the report. Councils should then register the report in GRI's online database. Council will self declare its reporting level based on its analysis of the report content against the GRI Application Levels.

### **Year Three - Review**

Councils will want to use year three to focus on evaluation and readjustment. The organization should assess the effectiveness of the reporting process as well as its influence on the sustainability performance of the organization through informal dialogue and interviews or through more formal survey instruments. Councils can then readjust the reporting process, content or communications as needed. Council may decide that it is ready to report again in year three at a higher level. Alternatively, it may decide that increasing reporting levels or frequency of reporting is not a priority and that the organization's focus should be on the improvement of the indicators that are already being reported. Once the organization has adjusted its strategy, it will resume the process of defining, connecting, monitoring, and then setting a timeline and strategy for Council's next report.

## **Conclusions**

Sustainability reporting can provide significant strategic value. As a management tool, it will enable the management team to identify and drive efficiencies, reduce costs and improve Council performance. It can also provide a framework with which the organization can determine impacts, select key performance indicators, measure and report. Council wants to improve its own environmental footprint. The Long Term Plan introduced in 2014 outlines several important initiatives to improve data collection and reduce resource use and waste. Reporting will provide a framework by which to track and measure results for these initiatives, and allow Councils to better manage its performance in the future.

As a communications tool, a sustainability report will provide Council's stakeholders with more transparency and insight into the organization's impacts and the strategies, programs and plans to improve upon them. By publicly communicating their sustainability goals and achievements, Council elevates its accountability and enhances its credibility and trust. In addition to being a leader and pioneer in environmental advocacy, Council's can be a leader and pioneer in sustainability reporting.

There are other benefits to sustainability reporting including enhanced employee engagement and pride. Council leadership wants to "walk the walk" and lead by example in the area of sustainability reporting. It is important to engage all staff and to communicate clear reporting goals. Management engagement will be important to the successful implementation of the LTP and sustainability reporting.

Given that there are few local authorities reporting on their sustainability, there is sufficient opportunity for Council to differentiate itself and establish itself as a leader in this area.

## References

1. Sustainability Strategy. MDC, 2<sup>nd</sup> draft 2010.
2. Carterton District Council Long Term Plan 2012–2022
3. South Wairarapa District Council Long Term Plan 2012/2022.
4. Masterton District Council Long Term Plan 2012-2022.
5. Comparison of Sustainability Standards, p45. Sustainability Reporting and the NRDC. August 2010.  
<http://www.earth.columbia.edu/sitefiles/file/education/capstone/summer2012/Sustainability-Reporting-NRDC.pdf>
6. LandCare Research. Sustainable Business and Living. 2004  
<http://www.landcareresearch.co.nz/science/living/sustainable-futures/future-scenarios/classic-edition>.

## Appendix

### Members of NZ Sustainable Business Council

3R Group Ltd	KPMG
Air New Zealand	La Nuova Apparel master
Anderson Lloyd	Landcare Research
Andrew.Stewart Ltd	Les Mills Group Lion NZ
Aotearoa Fisheries Limited	Living Earth Ltd
Archeus	Massey University College of Business
Auckland Airport	Meridian Energy
Auckland Council	Ministry of Social Development
Bathurst Resources	New Zealand Post Group
Beca Group Ltd	New Zealand Steel
BMW Group New Zealand	Ngāi Tahu Holdings Corporation Ltd
BNZ	OCS
BRANZ	OfficeMax
Catapult	O-I New Zealand
Chevron NZ	Opus
Contact Energy	PE Australasia Ltd
Countdown	Ports of Auckland
Dairy Transport Logistics	Ricoh NZ Ltd
DB Breweries	Sanford Ltd
Deloitte	Shell NZ
Department of Conservation	Siemens (NZ) Ltd
Downer	SKYCITY Entertainment Group
ecoPortal	Sovereign Assurance Company Ltd
Ecostore	Terra Moana
EECA Business	The Warehouse Group Ltd
Energy & Technical Services Ltd	Thought Partners
Energy Solutions Providers	Toyota New Zealand Ltd
Enviro-Mark Solutions	URS New Zealand Ltd
ERM	Vector
Fletcher Building	Victoria University of Wellington
Flick Electric Co	Vodafone NZ Ltd
Fonterra Co-Operative Group Ltd	Waikato Management School
Fujitsu	Waikato Regional Council
GHD Ltd	Wellington Zoo
Golder Associates	Westpac
IAG	Wright Communications Ltd
Ideas Shop	Z Energy
Kiwi Rail	

## CHIEF EXECUTIVE

### 1. Executive Summary

The close of 2014 was dominated by the purchase of the Hodder farm adjacent to the Featherston Wastewater treatment plant. This is a fantastic opportunity for us and gives SWDC the ability to distribute almost 100% of its treated wastewater to land – over time.

The wastewater distributed to land is treated to a very high standard and the main contaminants that disposal to land covers are nitrates and phosphates.

The end of year close down passed generally without incident, apart from those who wanted a cuppa in Martinborough at a certain time.

Following the successful “Cruise Martinborough” event, we are in discussions the organising body to make this an annual event – another great event for the South Wairarapa. A new date around the end of January is planned and there is a slot available in the “classic and hot rod” calendar for this to happen.

### 2. Governance/Leadership/Advocacy

*The following table provides the year to date results for KPI’s set for the Governance output [note this report is as at 30 June 2014]*

GOVERNANCE/LEADERSHIP/ADVOCACY KEY PERFORMANCE INDICATORS	TARGET 2013/14	YTD RESULT 2013/14	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Ratepayers and residents feel they can contact a Council member to raise an issue or problem	75%	73%	NRB Survey 3 yearly*
Ratepayers and residents feel that the Mayor and councillors give a fair hearing to their views	75%	62%	NRB Survey 3 yearly
Ratepayers and residents are satisfied with Council’s decisions and actions	50%	76% (very or fairly satisfied)	NRB Survey 3 yearly
Ratepayers and residents are satisfied with how Council allocates rates/funds to be spent on the services and facilities provided (target peer group age)	78%	64%(very or fairly satisfied)	NRB Survey 3 yearly
Community Board decision - making reports on local issues	90%		Community Board reports and minutes
% of ratepayers and residents who know how to contact a community board member	65%	65%	NRB Survey 3 yearly
Ratepayers and residents satisfied with the way Council involves the public in the decision it makes	65%	49%	NRB Survey 3 yearly
The Maori Standing Committee makes recommendations to Council in relation to policy and plan development and resource management applications	100% applicable applications		Maori Standing Committee minutes

#### 2.1 Local Government Commission/Governance Review

The Local Government Commission (the Commission) announced its (predictable) recommendation for a Super City.

Two relatively detailed documents have been prepared by the Commission and submissions have been called for, closing 2 March 2015.

Next steps are adequately covered on page 279 of volume 2 of the technical report. I will not replicate this information in this report.

### **3. Strategic Planning and Policy Development**

#### **3.1 Meetings/Conferences**

##### **3.1.1. Chief Executive Forum**

No meetings were held.

##### **3.1.2. Mayoral Forum**

No meetings were held.

#### **3.2 Legislation**

While no new legislation has been introduced recently, we are still bedding down the various pieces of legislation recently enacted, and I believe it will be some time before we fully understand the resourcing implications required to comply.

#### **3.3 Wastewater Consents**

The purchase of the Hodder block has required a rethink on the delivery timeframes against the Wastewater Strategy set some years ago.

This is a fantastic opportunity for us, but it does require a rethink of the capital expenditure program to ensure rates increases are not impacted too severely.

Settlement on this property is Tuesday 2 June 2015.

Councils strategy remains unchanged, the delivery methodology has changed somewhat. The previous methodology included the installation of a high rate treatment plant. This is now no longer necessary, however as we have spent a significant sum of money years earlier than anticipated a rejig of the capital program is required.

#### **3.4 Long Term Plan**

Work has commenced internally on the LTP, with our first two workshops being held, and timetable set.

An update will be presented at the meeting on next steps.

While we are not behind in our program, we do need to focus on completing our programme.

### 3.5 Rates Arrears (Incl. GST)

DATE	AMOUNT \$'000	NUMBER	DAYS SINCE INSTALMENT DUE	SWDC COMPONENT \$'000 (81%)
30 June 2011	\$851	631	31	\$689
1 August 2011	\$780	463	64	\$632
28 November 2011	\$969	760	7	\$785
1 March 2012	\$925	690	7	\$740
16 March 2012	\$830	602	23	\$672
23 March 2012	\$790	555	30	\$640
1 June 2012	\$855	722	10	\$692
19 June 2012	\$730	632	31	\$591
10 September 2012	\$947		21	\$767
15 February 2013	\$820	565	57	\$664
17 June 2013	\$913	740	27	\$739
4 March 2014	\$1,033	863	12	\$836
14 April 2014	\$954	675	53	\$773
19 August 2014	\$818	592	91	\$663
30 September 2014	\$1,008	809	37	\$816
11 November 2014	\$770	627	83	\$623
27 January 2015	\$672	537	68	\$544

As at 30 September the balance outstanding amounted to \$1,008K of which \$608K related to prior year (30 June 2014 and earlier).

We have demanded payment from the mortgagors after having given the requisite notice. These demands cover 76 properties and amount to \$165K. We anticipate receiving these funds in the next two to three weeks.

In addition we are pursuing \$26K through our solicitors. The next installment is due 20 February.

## 4. Corporate

### 4.1 Staffing

Emma Davidson left us to take up a role in Wellington, we wish Emma all the best (and hope she enjoys the commute!).

Roger Wale has joined the building department, and is quickly getting to know the South Wairarapa District.

### 4.2 Occupational Health and Safety

There were no OH & S matters since the last reporting period.

### 4.3 General Revaluation

Quotable Value have completed their triennial revaluation of the district.

This valuation is specific for the rates database, the aim of which is to split up the district by property values so that rates can be calculated from a consistent and comparable base.

The revaluation will be as at 1 September 2014 and will apply to the rates database from 1 July 2015.

The revaluation notices were sent, and the time period for objections has closed. There were 138 objections received, compared to 130 for the 2011 revaluation.

#### 4.4 LGOIMA Requests

<b>5 December</b>	Seeking further additional information relating to the Resource Consent relating to Alloa Gun Club	Details provided
<b>10 December</b>	Seeking information about records held on any analysis/costing done to share or merge services for ICT in the GW region.	No records to the best of our knowledge. Some work was done by Wellington Councils but did not involve this Council.
<b>24 December</b>	Grants to churches/ religious groups or organisations from December 2011	
<b>6 January</b>	All material relating to consents sought by Westwood Commercial Ltd or Steve Pilbrow Ltd, for the development at the old Four Square building site. All correspondence from Greytown Heritage Trust on same issue.	
<b>12 January</b>	A schedule of all payments made to Sustainable Wairarapa since 1 January 2012, including details of what each payment was for.	No payments made.
<b>13 January</b>	Requesting numbers of Euthanized dogs	

Contact Officer: Paul Crimp, Chief Executive Officer



# Greytown Community Board Grants Feedback Form

RECEIVED  
05 DEC 2014

The goal of the Greytown Community Board is to support applications 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.

Please note as per your application accountability in report form, 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. No further grants will be considered until we have received this feedback form.

Please return the completed form to –

Suzanne Clark  
South Wairarapa District Council  
PO Box 6  
Martinborough 5741  
[Suzanne.clark@swdc.govt.nz](mailto:Suzanne.clark@swdc.govt.nz)

1. Name of Organisation	Life Education Trust - Wairarapa & Southern H.B.
2. Project Name	Delivering our Education Programme to Greytown Primary School.
3. Date of Project	Term 4 2013
4. Amount received from the Greytown Community Board	\$500-00

5. Provide details of the project

Using our mobile classroom and Teacher we delivered the Life Education programmes of life skill modules to the Greytown and Southern Wairarapa Primary Schools.



# Greytown Community Board Grants Feedback Form

6. Was the money used exactly for the intended purpose as per your application? Please give details and reasons for any variation

Yes - contributed towards salary costs of our educator

7. How did your project benefit the wider Greytown community?

Giving children the insight, knowledge and skills to assist them to make healthy choices and decisions

8. How many people or groups from the Greytown community were involved or benefited from your project? Please provide actual numbers of members living in the Greytown area (postal codes 5712, 5794 and rural families with Greytown as their home address). Please state this number versus the total number (e.g. 3 Greytown individuals versus 20 other Wairarapa individuals).

300+ children attending Greytown School.

9. Which sector does your organisation have an impact on (as per our stated objectives for funding?)

Education for young people



## Greytown Community Board Grants Feedback Form

10. What are the longer term gains for the Greytown ward as a result of your project (if appropriate for your project)?

Better informed children making better  
healthier choices and decisions in the  
future, benefiting families and the  
community at large.

11. Was your application a one-off application or do you see the need for further funding in the future? Which other organisations supported you in your project?

No - the programme is ongoing.

12. Invoices and Receipts: Please provide evidence of the grant expenditure (copies of invoices or receipts) within 3 months of a grant being expended.

Thank you for your feedback. This allows us to carefully consider the Greytown ward grant applications and put our money to the best possible use for the good of the Greytown community.

12 Kempton Street

Greytown

The Secretary

Greytown Community Board

Dear Christine, I enclose a letter to the Mayor for your consideration.

The story of the rerouting of the water race is complicated and entertaining but unfortunately there is no written record . I think it was done to drain farm land which it does most effectively but with catastrophic results nearer the village.

The problem needs to be acknowledged and fixed before any more development takes place

Yours sincerely

*Alison Werry*

12 Kempton Street,

Greytown

February 5 2015

The Mayor,

South Wairarapa District Council.

Dear Adrienne, I understand that there is a proposed residential development in Wood Street on land that borders my property at 12 Kempton Street.

My section is bounded on the western and northern boundaries by a section of the town's water race system. This part of the water race was changed in 1954 and is now much deeper than other races and carries a large volume of surface water in times of heavy rain. There is a very large gully behind sections further up Wood Street that I believe was once part of a creek and this fills with water and acts as a reservoir. This overflows and floods part of the Wood street property and right across my section. This has happened three times since we developed this section. The last time this happened a number of other sections were also flooded and some remedial action was taken to drain water away in Wood Street but this does not remove the basic problem nor will it stop the flooding of my section.

Council does not seem to have any record of the changes that were made to the depth of the water race in the fifties nor of this large gully. As there is a significant problem with storm water in Greytown I feel there is an urgent need for this to be investigated before any development takes place. There is also a problem with boundary pegs. There are none on the northern boundary so it is not clear where the boundary is.

I also wonder if, as a neighbour, I will be notified or if there will be public notification.

I hope that some notice will be taken of these problems before it is too late.

Yours sincerely



Office of the Mayor  
Adrienne Staples



P.O. Box 6  
MARTINBOROUGH  
Telephone (06) 306 9611  
Cell 0274 468 060  
Email – [themayor@swdc.govt.nz](mailto:themayor@swdc.govt.nz)

19 Kitchener Street  
MARTINBOROUGH  
Telephone (06) 306 9611  
Facsimile (06) 306 9373  
Email [enquiries@swdc.govt.nz](mailto:enquiries@swdc.govt.nz)

10 February 2015

Mrs A Werry  
12 Kempton tree  
Greytown

Dear Alisoun

Thank you for your letter raising concerns around storm water and a proposed subdivision adjacent to your property.

Subdivision consents and their conditions are dealt with at an operational level, not through the political process. I have therefore referred your letter to Murray Buchannan, Group Manager of Environment and Planning. He will investigate this matter and be in contact in due course.

I have circulated your letter to Councillors for their information.

Yours sincerely

Adrienne Staples  
**MAYOR**

## Greytown Community Board

Chair: Christine Stevenson  
143 Papawai Road  
RD 1  
Greytown 5794  
06 304 9175



12 December 2014

Craig Thorburn  
107 Main Street  
Greytown 5712

Dear Craig

### **GREYTOWN CHRISTMAS DECORATIONS**

On behalf of the Greytown Community Board I would like to extend our thanks to you for the design and preparations of the Greytown Town Centre Christmas decorations.

The outside wreaths and inside piano decorations are very elegant and are in keeping with the heritage design of the building and village as a whole. Board members have received many positive comments from the public. Leigh Hay has outlined plans for decorating Greytown over future Christmas' and we can't wait to see the results.

Once again, thank you for your kind donation of your skills and time in order to help brighten our community for Christmas 2014.

Yours sincerely

Shane Atkinson  
Deputy Chair Greytown Community Board  
[shane.anne@clear.net.nz](mailto:shane.anne@clear.net.nz)