



GREYTOWN COMMUNITY BOARD

**Agenda
18 July 2018**

Notice of a meeting to be held in the WBS Room of the Greytown Town Centre, 89 Main Street, Greytown, on Wednesday 18 July 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 | Polly Cantlon, speaking about Greytown street tree planting | 7:05pm |
| 3.2 | Cr Colin Wright, speaking about six preliminary options for floodplain management as identified by the Waiohine Action Group | 7:10pm |

4. PRESENTATIONS:

- | | |
|-----|---|
| 4.1 | Katie Abbott and Jeremy Partridge, Tree Advisory Group update |
|-----|---|

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 6 June 2018 | Pages 1-4 |
| <i>Proposed Resolution: That the minutes of the Greytown Community Board meeting held on 18 April 2018 be confirmed as a true and correct record.</i> | | |

7. CHIEF EXECUTIVE AND STAFF REPORTS:

- | | | |
|-----|------------------|-------------------|
| 7.1 | Officers' Report | Pages 5-43 |
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7.2	Action Items Report	Pages 44-50
7.3	Income and Expenditure Statement Report	Pages 51-55
7.4	Applications for Financial Assistance	Pages 56-57
7.5	Grants Policy Review	Pages 58-67
7.6	Proposed Naming of Rights of Ways, East Street, Greytown	Pages 68-75
7.7	Working with Volunteers	Pages 76-81
8.	NOTICES OF MOTION:	
8.1	None advised	
9.	CHAIRPERSON'S REPORTS:	
9.1	Chairperson's Report	Pages 82-83
10.	MEMBER REPORTS (INFORMATION):	
10.1	GCB Monthly Clinic; Mr Gray	Page 84
10.2	Poppy Places; Mrs Stevenson	Pages 85-87
10.3	LGNZ Conference on Housing 2030 (to be tabled); Mrs Rainford	
10.4	Kuranui IT Clinic and IT work with elderly; verbal update from Mrs Rainford and Cr Craig	
11.	CORRESPONDENCE	
	<i>Proposed Resolution: That the inwards correspondence be received.</i>	
11.1	Inwards From Victim Support, to Featherston Community Board, dated 22 June 2018	Pages 88-92

Greytown Community Board

Minutes – 6 June 2018

- Present:** Leigh Hay (Chair), Mike Gray, Ann Rainford (Deputy Chair), Christine Stevenson, Cr Margaret Craig 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 6 June 2018 between 7:00pm and 9:02pm.
- Also In Attendance:** Bob Toswill (Five Towns Trails Trust) and Ted Ward (Greytown Trails Trust), Barbara and Ray Stedman.

PUBLIC BUSINESS

1. APOLOGIES

GCB RESOLVED (GCB 2018/33) to receive apologies from Cr Paora Ammunson and lateness apologies from Mayor Viv Napier.

(Moved Cr Craig/Seconded Stevenson)

Carried

2. CONFLICTS OF INTEREST

Mrs Rainford declared a conflict of interest with the proposed discussion of the Greytown Town Centre Artwork Policy under the Chairperson’s Report.

3. PUBLIC PARTICIPATION

3.1 Bob Toswill and Ted Ward

Bob Toswill updated members on the purpose of the Five Towns Trails Trust and liaison work with Wellington Regional Economic Development Agency (WREDA) and the five Wairarapa towns. Mr Ward updated members on publicity, popularity and high use of the Greytown Rail Trail.

3.2 Barbara and Ray Stedman

Barbara Stedman with support from Ray Stedman noted that Cotter Street traffic issues continued and were exasperated by the Governors Green development, the Dog Park location, and the success of the Greytown Rail Trail. The Stedman’s believed the withdrawn Council report on Cotter Street misrepresented the issues and wanted to know why it was withdrawn and when a decision will be made.

4. TREE ADVISORY GROUP

Members noted the report as submitted.

5. ACTIONS FROM PUBLIC PARTICIPATION/PRESENTATIONS

Mrs Hay noted that Council officers were undertaking traffic counts on Cotter Street and that this information would be fed into a decision report to Council in due course.

GCB NOTED:

1. Action 378: Consider options for relocating amenity signs located on Cotter Street to alternative locations; including impact and any consultation required; L Hay

6. COMMUNITY BOARD MINUTES

6.1 Greytown Community Board Minutes – 18 April 2018

GCB RESOLVED (GCB 2018/34) that the minutes of the Greytown Community Board meeting held on 18 April 2018 be confirmed as a true and correct record.

(Moved Hay/Seconded Rainford)

Carried

7. CHIEF EXECUTIVE AND STAFF REPORTS

7.1 Officer's Report

Members discussed inspections under the Sale and Supply of Alcohol Act, Long Term Plan waste minimisation proposals and the LED lighting upgrade project.

GCB RESOLVED (GCB 2018/35):

1. To receive the Officer's Report.
(Moved Cr Craig/Seconded Stevenson) Carried
2. Action 379: In light of the successful dog education sessions undertaken in Featherston and Kahutara schools, undertake an education session for Greytown School; R O'Leary

7.2 Action Items Report

Members discussed outstanding action items.

GCB RESOLVED (GCB 2018/36) to receive the action items report.

(Moved Stevenson/Seconded Cr Craig)

Carried

7.3 Income and Expenditure Report

GCB RESOLVED (GCB 2018/37):

1. To receive the Income and Expenditure Statement for the period 1 July 2017 – 30 April 2018.

(Moved Hay/Seconded Rainford)

Carried

2. Action 380: Delete the following GCB I&E commitments as they have been paid or transferred to the beautification budget ‘ Greytown clinic advertising boards, framing of certificate and Menz Shed frontage beautification’; J Mitchell

7.4 Applications for Financial assistance

GCB RESOLVED (GCB 2018/38):

1. To receive the Applications for Financial Assistance Report.
2. To grant Maths Wairarapa \$300 to assist with the costs of running the Wairarapa wide school maths competition.
3. To decline the application from the Greytown Cricket Club.
4. To grant Arbor House \$500 to assist with the costs of purchasing a chest freezer.

(Moved Hay/Seconded Stevenson)

Carried

8. NOTICES OF MOTION

There were no notices of motion.

9. CHAIRPERSONS REPORT

9.1 Chairperson’s Report

Mrs Hay discussed maintenance of Greytown town assets, the proposal to purchase cycle stands, Greytown Cemetery planting, the proposed Town Centre side entrance project and the Greytown Town Centre Artwork Policy.

Members discussed the continued hanging of the Anzac tapestry and agreed that it should remain in place until at least Armistice Day as it was created as part of the WWI project.

GCB RESOLVED (GCB 2018/39):

1. To receive the Chairperson’s Report.
2. To approve up to \$50 be paid to each elected community board member for the current financial year July 17-June 18 for computing consumables, and thereafter to be paid on 1 July in each financial year on the provision of receipts.

(Moved Hay/Seconded Rainford)

Carried

(Moved Gray/Seconded Stevenson)

Carried

Christine Stevenson declined the payment.

3. To approve a cost of up to \$250 plus GST for costs of printing and distribution of leaflets for the Kuranui IT project.

(Moved Hay/Seconded Gray)

Carried

4. Action 381: Write to the South Wairarapa Bridge Club, reminding them of their responsibilities as a lessee of the Greytown Town Centre; specifically that they are asked to put away the Bridge Club sign after every meeting as per the Greytown Town Centre Artwork Policy; M Allingham

GCB RESOLVED (GCB 2018/40) not to agree with or support the proposed side entrance modification to the Greytown Town Centre.
(*Moved Hay/Seconded Gray*) Carried

GCB RESOLVED (GCB 2018/41) to pay up to \$250 for the repair and replacement of the picture glass for the tree tapestry artwork.
(*Moved Hay/Seconded Gray*) Carried

10. MEMBERS REPORTS (INFORMATION)

10.1 Community Board Clinic

Mrs Rainford reported that at the last clinic members of the public expressed safety concerns with the large pine trees overhanging Reading Street, and street crossings not being wheelchair friendly.

10.2 Kuranui College

Mrs Rainford continued to work with Kuranui College on student-employer visits for year 12 students and the IT tuition project for the elderly.

GCB RESOLVED (GCB 2018/42):

1. To receive the members' reports.
(*Moved Hay/Seconded Stevenson*) Carried
2. Action 382: Write a letter to Andrew Murphy, noting that an issue had been raised at the Greytown Community Board clinics about concern for public safety underneath his pine trees that overhang Reading Street and ask if he would consider trimming them; R O'Leary

Confirmed as a true and correct record

.....Chairperson

.....Date

GREYTOWN COMMUNITY BOARD

18 JULY 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 Long Term Plan continues to dominate, and while having been through a number of Annual and Long Term Plan processes now, this LTP has maintained my interest.

I say that because we are in the enviable position of being able to move away from an "infrastructural asset centric" discussion and document to a document that advances the district in terms of amenity, planning, and promotion.

The presentation at the combined council meeting from the Children's Commissioner, Andrew Becroft, was interesting in its own right, the highlight for me however was the linkage to our LTP in regards to the initiatives we are supporting in the youth space. Our involvement with Kuranui College on a couple of fronts, and The Wairarapa Whanau Trust are examples of initiatives targeted at our young people.

This meeting marks the end of the 2017/18 financial year, and the commencement of the 2018/19 financial year. Both events have different processes and management requirements, so a very busy time.

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)

2.1 Featherston Ward By Election

Voting has commenced, with the postal voting period running from Monday 18 June until noon Tuesday 10 July.

Five candidates have put their names forward for the vacancy.

3. Strategic Planning and Policy Development

3.1 Meetings/Conferences

3.1.1. Chief Executive Forum

Two CE forum were held. Agenda items included Regional Transport update, Regional Investment Plan, Go Shift, and Three waters updates.

A Second forum was held to specifically discuss the Wellington Regional Investment Plan – which is the basis of discussions with the Government on shared funding initiatives. One issue for the Wairarapa is that we are in the Wellington region, which is not included in the Regional Investment Fund, however Wairarapa has an exemption to this.

3.1.2. Mayoral Forum

One Mayoral forum was held during the reporting period. Agenda items included Lifelines (Wgtn); Public Transport; Let's Get Wellington moving; Wellington Regional Investment Plan; and an update from National Council LGNZ.

3.1.3. Rural & Provincial

The second Rural and Provincial meeting for the year was held 7 & 8 June. A high level of engagement with the Government continues, with Ministers Mahuta; Sage; Shaw; Little; and Robertson presenting on their respective portfolios.

Other key agenda items included 1bn trees; three waters; Institutes of Technology and Polytechs.

3.1.4. Combined Council

As mentioned in my executive summary, South Wairarapa hosted the latest round of combined council meetings. Agenda items included Minister Faafoi speaking on Civil Defence; Ruamahanga Whaitua committee update; Children's Commissioner Judge Becroft; Safe Communities initiative; and Wairarapa Trails Advisory Group.

3.1.5. Wellington Water

Discussions continue with Wellington water on various matters in relation to the operation, and issues surrounding our three waters network.

There is a lot happening in this space, in particular with the announcements from the Government that "the status quo is not an option". While there is some conjecture on what the options are, we can really only wait for announcements, and keep abreast of the discussions at this stage.

4. Corporate

4.1 Long Term Plan

The Long Term Plan is due for adoption at this meeting.

This is the culmination of a tremendous amount of work, and the inclusion of community boards and Maori Standing Committee members through this process was a very productive initiative.

There have been a couple of people who have held this process together and special thanks to Jenny and Kyra for their efforts.

4.2 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 April is included in Appendix 1.

4.3 Waihinga Centre/Martinborough Town Hall

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

Occupancy is now planned for October/November.

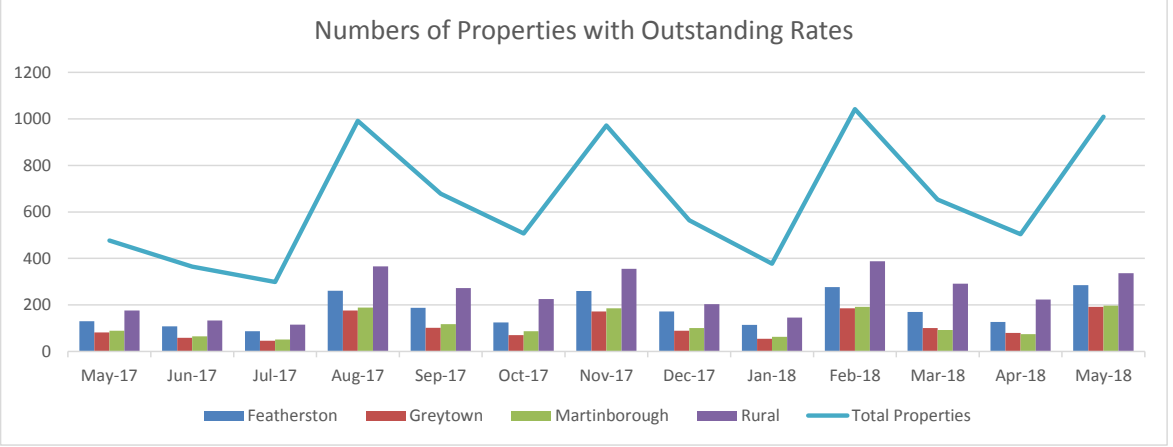
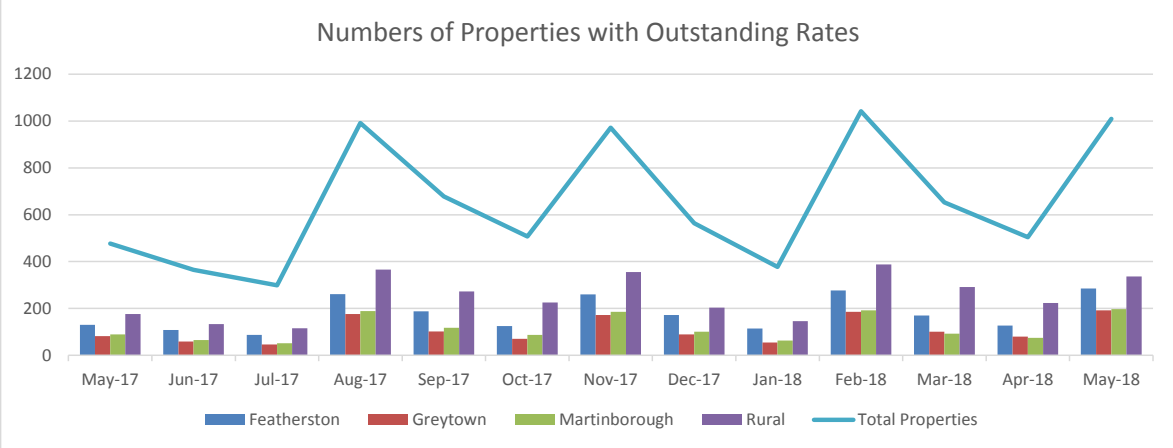
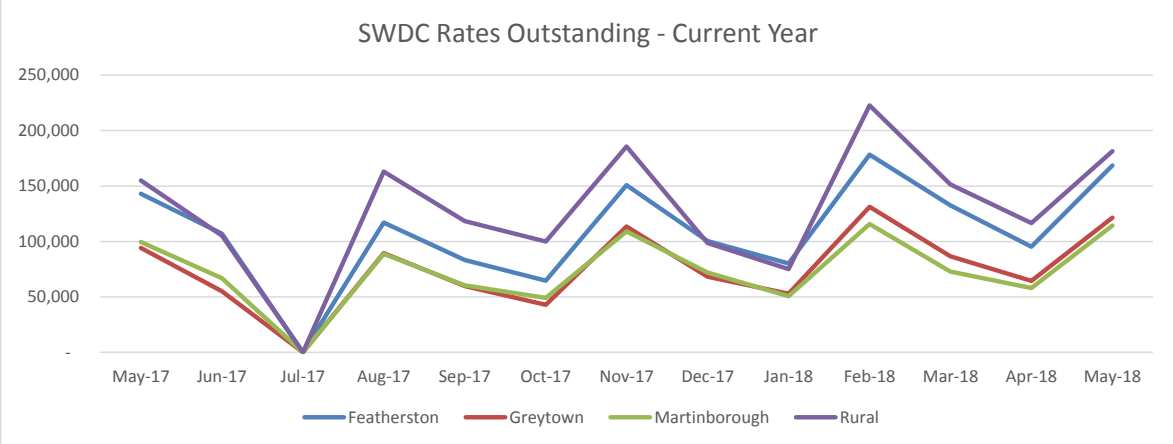
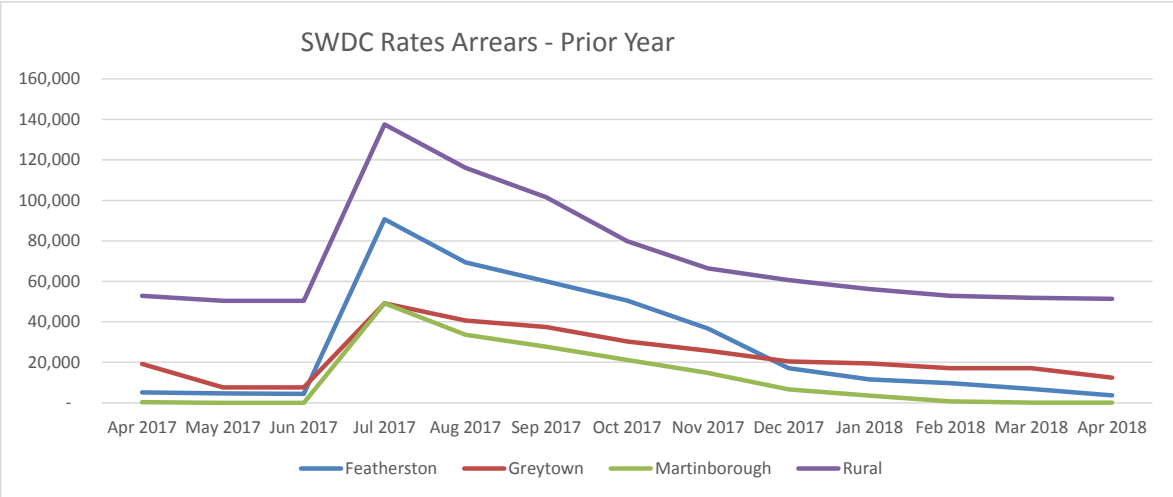
Fortnightly construction team meetings continue to be held, ensuring the project is monitored closely. The construction team includes Mayor Napier, Vicky Read (Waihinga Trust / users rep), Max Stevens (Waihinga Trust / user rep), David Borman (SWDC project Manager), Mike Arnopp (Riggs) and I. The pleasing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

Project financials are included in Appendix 2.

4.4 Rates Arrears (Incl. GST) as at 31 May 2018

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.



4.5 LGOIMA Requests

Topic of Information Request	Request Response
Governance Review Terms of reference	Information supplied.
Sexual Harassment Survey to all Councils	Information supplied.
Details in relation to Featherston commercial property	Information supplied.
Pensioner Housing Featherston	Information supplied.
Details relating to Property swap. Details in relation to waste water disposal option in Featherston.	Information supplied.
Property numbers and rates income details	
Building Consent files	Information supplied.
Property Values as they relate to proposed water scheme	
Details relating to purchase of Hodder Farm	Information supplied.
Additional Questions on Hodder Farm sale and in regards to HRT system.	

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 – Health and Safety Report

Appendix 2 – Waihinga Centre Finances

Contact Officer: Paul Crimp, Chief Executive Officer

Appendix 1 – Health and Safety Report

South Wairarapa District Council Health and Safety Report 1 May 2018 – 15 June 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:

- Continuing the review of our hazard register to ensure that we have captured all risks and our controls are effective.
- Reviewing our lone/remote worker monitoring procedure for rollout across council.

Near Miss reports

One near miss reported in the period 1 May 2018 – 15 June 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 continue to engage with contractors through pre-start meetings, inductions and safety audits.
- Five safety audits undertaken in the period 1 May to 15 June 2018, three meeting audit requirements. Two did not meet audit requirements, remedial action taken.
- No contractor incidents reported.

HEALTH AND SAFETY ACCIDENT & INCIDENT REPORTING (Lag indicators)

No new incidents or accidents reported during the period 1 May to 15 June 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 are 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
<p>Lone / remote workers</p>	<p>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>	<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>Consideration to be given to having vehicles 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>Garmin InReach remote contact device currently being used 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>A second Garmin device has been purchased for use by the remainder of staff who work in lone/remote situations. This will be monitored, with additional devices purchased if required.</p> <p>Monitoring process for sign out/in system developed by H&S contractor and Bylaws team, for implementation across council.</p> <p>Emergency Action Plans developed.</p> <p>Training in the use of the device, monitoring, and emergency procedures currently being developed for roll out to all staff who work alone or remotely.</p>

Appendix 2 – Waihinga Centre Finances

SWDC
Waihinga Centre
Project forecast - Actuals to May 2018

Per Council decision 18.1.2017

\$ 5,132,010

Made up as follows:

	Budget	Invoiced to 31.05.2018	Invoices to come	Forecast spend
Rigg Zschokke Construction Contract	4,223,709	2,245,086	1,978,623	4,223,709
Rigg Zschokke Agreed Variations*		53,995	3,704	57,699
		<u>2,299,081</u>	<u>1,982,327</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		49,013	-	
Warren and Mahoney - Site Monitoring		38,308	2,692	
Warren and Mahoney - Variations*		11,578	6,000	
		<u>98,898</u>	<u>8,692</u>	<u>107,590</u>
Development & Design Variations**		83,376	18,013	101,389
Insurance extension to 31 July 2018		4,414		4,414
QS Services to completion	50,000			
Venture Consulting		22,500	7,500	
Clendon Burns & Park		13,438	3,562	
		<u>35,938</u>	<u>11,062</u>	<u>47,000</u>
Budgeted Core costs	5,132,010			
Plus Contingency	200,000			181,079
Overall budget	\$ 5,332,010	3,299,508	2,020,094	\$ 5,313,089

***Construction Variations to date:**

	Invoiced to 31.05.2018	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		17,578
Insurance extension to 31 July 2018	4,414		4,414

****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)	39,129	6,513	
Holmes Consulting - Construction Monitoring	9,042	5,350	
	<u>83,376</u>	<u>18,013</u>	<u>101,389</u>

Net cost/(savings) from Variations:

181,079

PLANNING AND ENVIRONMENT

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.

1.1.1. Greytown Development Area Structure Plan

The commissioner's recommendation on the Greytown Development Area was released to Council on 10th May 2018. Mr van Voorthuysen heard submissions on 16 and 17 April 2018, his recommendation is for approval of the Structure Plan with some amendments (including removal of two local roads, amending the location of the easternmost local road, retaining the Wilks Block" as Future Development Area) to that of the notified version.

1.1.2. Martinborough Residential Growth

Consultants have undertaken further identification of consideration aspects associated with the proposed Martinborough Residential Growth Area. Proposed future investigation work along with community consultation needs to be undertaken as part of further progress and analysis work on the area and the proposed structure plan/plan change.

The future aim of this work is to provide Council with sufficient information to make a decision to rezone the land from rural to urban (residential) and to apply an appropriate set of controls for the management of development, over that land.

1.1.3. Trees

Work on the assessment of the nominated trees continues, with arborist Richie Hill finalising the nominated trees Standard Tree Evaluation Method (STEM) assessments.

Once this assessment is complete a report of the work to date will be presented to Council for consideration prior to the final drafting of a Plan Change. A key decision to make will be whether Council wishes to list trees that the TAG and other members of the community have nominated without landowner agreement, and if so, what STEM assessment threshold is appropriate.

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%	97%	134 of 138 applications (land use, subdivision, and permitted boundary activities) were processed within statutory timeframes. NCS.
s.223 certificates issued within 10 working days	100%	89%	43 of 45 s223 certificates were processed within statutory timeframes. NCS.
s.224 certificates issued within 15 working days of receiving all required information (note no statutory requirement)	95%	100%	42 s224 certificates processed. NCS.

Council received 19 applications (9 subdivision, 8 land use, 1 s226, and 1 permitted boundary activity) between 1 May 2018 and 31 May 2018.

Officers provide detailed information as fortnightly updates on all consents 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%	99.5%	G:\LIMs\LIMS PROCESSED 2017-18 One LIM application via email was missed and was issued late.

TYPE	YTD 1 ST JULY 2017 TO 31 ST MAY 2018	PREVIOUS YTD 1 ST JULY 2016 TO 31 ST MAY 2017	PERIOD 1 ST MAY 2018 TO 31 ST MAY 2018	PREVIOUS PERIOD 1 ST MAY 2017 TO 31 ST MAY 2017
Standard LIMs (Processed within 10 working days)	208	205	22	20
Urgent LIMs (Processed within 5 working days)	72	80	10	6
Totals	280	285	32	26

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%	99.08%	NCS – 324 of 327 CCC's were issued within 20WD. NCS status error caused incorrect report data for 3 CCC's which went overtime.
Building consent applications are processed within 20 working days	100%	100%	NCS – 466 consents were issued within 20WD
Council maintains its processes so that it meets BCA accreditation every 2 years	Yes	Yes	Next accreditation review due January 2020. Council was re-accredited in January 2018
BCA inspects new building works to ensure compliance with the BC issued for the work, Council audits BWOF's and Swimming Pools	Yes	Yes	Building Consents Council inspects all new work to ensure compliance (May 2018 – 435 inspections) BWOF's – Total 169 – average of 3 audits per month required, 4 audit carried out in May. Swimming Pools – Total 279 – average of 7 audits per month required. 8 audit carried out in May
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 engineer assessment 11 - still being assessed by LGE 15 - identified as EQP and have been sent notices to be affixed to the building.

TYPE – MAY 2018	NUMBER	VALUE
Commercial (shops, restaurants, rest home – convalescence, restaurant /bar / cafeteria / tavern, motel, commercial building demolition - other commercial buildings)	4	\$80,000
Industrial (covered farm yards, building demolition, warehouse and/or storage, factory, processing plant, bottling plant, winery)	6	\$183,000
Residential (new dwellings, extensions and alterations, demolition of building, swimming and spa pools, sleep-outs, garages, relocations, heaters, solid fuel heaters).	59	\$4,215,577
Other (public facilities - schools, toilets, halls, swimming pools)	2	\$15,000
Totals	71	\$4,493,577

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	3	South Featherston school visit occurred on 14 December 2017. Positive feedback was received from school staff and children. Kahutara School presentation was done 20 March 2018. Featherston School done 11 May and was an excellent visit.
Complaints about roaming and nuisance dogs are responded to within 4 hours	100%	99.0%	K:\resource\Bylaw Officers\Registers\AC Service Requests.xls 216/218
Complaints about dog attacks on persons or stock are responded to within 1 hour	100%	87.0%	20/23 3 incidents previously reported

INCIDENTS REPORTED 1 MAY 18 TO 31 MAY 18	FEATHERSTON	GREYTOWN	MARTINBOROUGH
Attack on Pets	1	-	1
Attack on Person	1	-	-
Attack on Stock	-	-	-
Barking and whining	1	1	-
Lost Dogs	2	2	2
Found Dogs	2	2	2
Rushing Aggressive			1
Wandering	9	3	4
Welfare	1	-	-
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 17 incidents
In cases where multiple stock escapes (more than 1 occasion)	100%	-	No incidents

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
have occurred from a property taking compliance or enforcement 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 33 incidents

INCIDENTS REPORTED	TOTAL 1 JULY 17 TO 31 MAY 2018
Stock	26

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%	97.7%	K:\resource\Health\Resource Management\Noise Control Complaints\Year Records 2010-2017.xls 84/86 attended within timeframe Two incidents in December 2017 previously reported on.

AFTER HOURS NOISE CONTROL COMPLAINTS RECEIVED	YTD 1 JULY 2017 TO 31 MAY 2018	PREVIOUS YTD 1 JULY 2016 TO 31 MAY 2018	PERIOD 1 MAY 2018 TO 31 MAY 2018	PREVIOUS PERIOD 1 MAY 2017 TO 31 MAY 2017
Total	86	118	1	2

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 (47).
Premises that are high or medium risk are inspected annually, while low risk premises are audited no less than once every three years.	100%	61.53%	There are 26 premises and 30 licences that are high or medium risk. Of these, 16 premises and 17 licences have been inspected. The premises yet to be inspected have been scheduled to have an

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
			unannounced compliance check during the 2017/18 reporting period. A review of the medium risk premises has shown that one business is no longer a medium risk premises and previous inconsistencies were due to reporting premises on one report and licenses on the other without making this distinction clear. Future reports will document the number of premises and the number of licenses. Percentage value shown is the percentage of premises inspected annually.
Compliance activities are undertaken generally in accord with the Combined Licencing Enforcement Group agreement.	100%	-	The CLEG has met and compliance inspections are schedule for late June in conjunction with Police and Public Health

ALCOHOL LICENCE APPLICATIONS PROCESSED	YTD 1 JULY 2017 TO 31 MAY 2018	PREVIOUS YTD 1 JULY 2016 TO 31 MAY 2017	PERIOD 1 MAY 2018 TO 31 MAY 2018	PREVIOUS PERIOD 1 MAY 2017 TO 31 MAY 2017
On Licence	24	19	0	0
Off Licence	8	14	2	1
Club Licence	2	4	0	0
Manager's Certificate	88	115	24	3
Special Licence	54	49	6	3
Temporary Authority	3	4	4	0
Total	215	212	36	7

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. 25 premises inspected at new or renewal application stage to date
Premises are inspected in accord with regulatory requirements.	100%	100%	NCS data. 59 premises inspected at new or renewal application stage to date

2.7 Bylaws

Between 1 May 18 and 31 May 18 there were 21 notices relating to trees and hedges, two litter and no abandoned vehicle complaints.

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

INFRASTRUCTURE AND SERVICES

1. Group Manager highlights

The last 6 weeks has seen work continuing on the transport efficiency review. This was proposed to come to council in this meeting however with added discussions this will now be discussed at the August meeting. The work has been very thorough, looking at all aspects of delivery of our transport and roading services.

Similarly, there have been discussion in waters with Wellington Water looking at opportunities to increase collaboration across councils. This included storm water consenting, climate change and the findings from Hastings reports. Safeguarding the Wellington Region's Drinking Water Joint Working Group is being formed and in the process of confirming a Memorandum of Understanding and Draft Terms of Reference. This highlights the priority that water safety is now taking nationally and regionally.

On a more localised note, there has been work done individually with the community boards to resolve outstanding actions and be more responsive to the boards.

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	
		MAY	YTD	MAY	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: No 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	2.56 per 1000 (10 complaints)	1	10
The total number of complaints received by the local authority about continuity of supply per 1000 connections	<15	0.51 per 1000 (2 complaints)	4.2 per 1000 (17 complaints)	0	17

WATER SUPPLY KEY PERFORMANCE INDICATORS	TARGET 2017/18	COMPLAINTS		INCIDENTS	
The total number of complaints received by the local authority about drinking water clarity per 1000 connections	<15	0	1.52 per 1000 (6 complaints)	0	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 51mins	0	35
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	0	35
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	(17/20) 85%	Median Time 18h 48mins	20	349
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	(15/20) 75%	Median Time 26h 35mins	20	349
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

Quotes have been received for an additional bore (approximately \$50k for bore); connection to pipe and pump install will need to be developed. Ongoing discussion with Greater Wellington Regional Council (GWRC) about consent to drill and the consent renewal (existing consent expires December 2019).

Request for proposal being prepared to convert one of the raw water storage ponds adjacent to the water treatment plant, which will give approximately 2 days storage for both Featherston and Greytown.

2.2.2. Water reticulation renewal

Stage 3 of the trunk main renewal contract from the railway line to the plant progressing well since the start in late May. Anticipated contract length is 12 weeks.

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) 16 March and commissioned 25 March to provide improved treatment and achieve full bacteriological compliance. The Waiohine plant and Greytown Bore have operated routinely.

2.4 Water reticulation

There were 20 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 5 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	
		MAY	YTD	MAY	YTD
Number of blockages per 1000 connections	<10	0.12 per 1000 (1 complaint)	10.18 per1000 (43 complaint)	3	43
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	2/3 (66%)	Median Time 47min	3	59
Resolution time: from notification to resolution of fault	< 4 Hrs	2/3 (66%)	Median Time 2h 19m	3	59
% 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	0.24 per 1000 (1 complaint)	0.74 per 1000 (3 complaint)	1	3
No. of complaints per 1000 connections received about sewage systems faults	< 15	0	2.68 per 1000 (11 complaint)	0	11
No. of complaints per 1000 connections received about sewage system blockages	< 15	0.24 per 1000 (1 complaint)	10.18 per1000 (43 complaint)	3	43
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%	2/3 (66%)	89% (53/59)	3	59

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. GWRC notified on 16 May 2018, with an expected hearing in October 2018.

Extension of time was requested and granted, new date for submissions is 12 July. Various objections or alternatives have been suggested and while there is potential for some flexibility within the application the council will still have to discharge to land.

Staged improvements at Martinborough and Greytown WWTPs

At Martinborough WWTP irrigation to land last irrigated to land in May. Since then the field has been too wet to irrigate.

At the Greytown site, Water Force NZ has established onsite with ground investigation completed. The contractor is undertaking site preparations to raise the ground level for the irrigation/UV building. The contractor has been delayed with the bridge due to be installed at the end of June.

Waite Street, Featherston Renewal

Perkinson Civil was awarded the contract to replace 1800m of the 375mm main from Revans Street to the wastewater treatment plant. Flow monitoring estimates that 25 % of the inflow and infiltration (I&I) occurs within this main. This is in line with the consent application and will reduce the size of the storage pond that will be required for winter period when the ground is too wet for irrigation.

3.3 Operational

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

3.3.1. Wastewater reticulation

There were 3 pipeline blockages reported during the period, with increased rain increasing flow levels.

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 2016/17	COMPLAINTS		INCIDENTS	
		MONTH	YTD	MONTH	YTD
% of ratepayers and residents satisfied with stormwater drains	55%			NRB survey:	57%
% of urgent (any blockage causing extensive flooding of buildings or other serious flooding) requests for service responded to within 5 hours	95%	0	0	0	0
No. of flooding events	0	0	0	0	0
No. of habitable floors affected per flooding event per 1000 properties connected	0	0	0	0	0
No. of abatements notices	0				
No. of infringement notices	0				
No. of enforcement notices	0				
No. of convictions	0				

STORM WATER DRAINAGE KEY PERFORMANCE INDICATORS	TARGET 2016/17	COMPLAINTS		INCIDENTS	
Median Response time to flooding events (Notification to personnel reaching site in hrs)	3	-	-	0	0
No. of complaints about stormwater per 1000 properties connected	0	0	0	0	0

There was 1 storm water blockage reported during the period.

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

SOLID WASTE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET 2016/17	COMPLAINTS		INCIDENTS	
		MONTH	YTD	MONTH	YTD
Number of communities with recycling centres	6		6		
Volume of waste disposed out of district	Decreasing by 2.5%	Increase of 11% compared to May 2016	Current average month increased 26% on 2014	-	-
% of ratepayers and residents satisfied with the level of service	85%			NRB survey:	66%

5.2 Zero Waste

- Attended Waste Forum held at Upper Hutt District Council.
- A focus on the importance of safe disposal of e-waste and diverting from landfill by recycling and that we can do better.
- Support for soft plastics; currently supplies far exceeds demand of the end of market products. It was emphasised that it requires commitment from all District Councils to purchase the repurposed products (suitable for parks and reserves). This would keep this initiative working well.
- Investigating a personal development option through Zero Waste Education programme for training to enhance role to further educate and to be resourced to deliver this programme. This has yet to be approved.
- Attended the Enviroschools joint council Hui. A forum has been formed for council officers in the Wellington region to partake in the future direction of Enviroschools, i.e. extending programme towards years 9-13.
- Held waste minimisation presentations at businesses and community groups, with some of these also we have also run beeswax wraps workshops (Carterton school holiday programme, Te Awhina Cameron Community House, Carterton Kindergarten, Whaiora) to name a few.

5.3 Transfer Station

There was an issue during the repairs for the netting at the Martinborough transfer station. The scale of the operation required use for 4 days, so it was shut on the regular Wednesday time. The transfer station operated as expected over the period. The contractor is awaiting the outcomes of the long term plan consultations for planning of services.

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	
		APRIL	YTD	APRIL	YTD
Using the RAMM measurement system, average smooth travel exposure on urban roads to be 85% and rural roads 95% with maximum variation of 5%	95%				
Ratepayers and residents fairly/very satisfied with the roads	80%			NRB Survey:	73%
5% of sealed roads are resealed each year subject to availability of NZTA subsidy	100%				
The pavement condition index as measured by the NZTA pavement integrity index	95%				
The number of crashes causing injuries is reduced	Group and control average				
The number of fatalities and serious injury crashes on the local road network	<7				
Ratepayers and residents are satisfied with footpaths in the district	70%			NRB Survey:	63%
Availability of footpaths on at least one side of the road down the whole street	88%				
Footpath Condition rating 95% compliant with SWDC AMP Standard	95%				
The % of customer service requests relating to roads and footpaths responded to within 48 hours	95%	36/39 (92%)	115/154 (75%)	39	154
Meet annual plan footpath targets	Yes				

6.2 Roading Maintenance – Fulton Hogan

129km of grading was carried out during May, 96km of the graded length was completed with a tow behind roller. The rolling operation provided a tight smooth surface with less loose material.

1623 m3 of maintenance metal was applied to various unsealed roads.

Signs have been upgraded on Cape Palliser Road.

Rural roads had the autumn mowing cycle completed, along with the chemical control of signs, bridges and water-tables.

All urban sumps were cleaned prior to winter.

An increased cleaning cycle of urban streets was instigated to remove the autumn leaf fall.

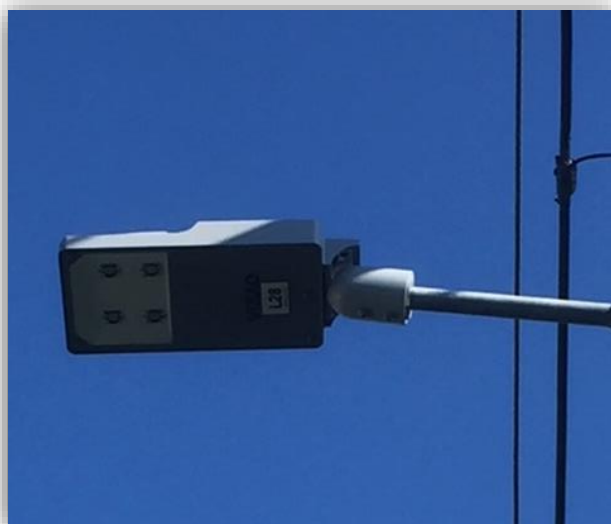
Cape Palliser seal extension has commenced with the formation of water-tables, culvert headwalls and aggregate overlay. Works are planned to be completed by end of June 2018.

6.3 Other activities

Higgins Contracting have completed sealed road pavement rehabilitation on the three White Rock road sites and commenced Shooting Butts Road and Cape Palliser Road.

The joint South Wairarapa, Carterton District Council Sealed Pavement Rehabilitation contract has commenced. The 3 sites on White Rock Road have been started first due to the sheltered nature of the sites impacting on the ability to seal a dry surface and logging traffic.

The LED street light upgrade is coming to a completion with Featherston and Greytown complete. Martinborough is 60% complete.



New LED light installed

Fulton Hogan have completed this years footpath renewals and in total approximately 1.5 km has been completed.

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, eleven public toilets and 22 other properties. The Amenities Manager is the contract manager for the City Care parks and reserves contract, and is also responsible for the management of the libraries.

SERVICE LEVEL – Parks and reserves enhance the quality of life in our communities. Our playgrounds are safe and enjoyed by the community. Clean safe public swimming pools can be accessed in the District. Provision of some low

cost housing for the elderly (or in line with Council policy) in each town. Well maintained hall facilities that are available for the public to book. Public toilets are convenient, clean and safe. There is a wide range of library stock including up to date material.

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%				
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

7.2.1. Featherston

Powerco has advised that the remaining trees along the Underhill Road side of Card Reserve will need to be removed this summer. They are underneath a major 11Kv line and pose a risk to the power supply for a large part of Featherston. The bulk of the costs will be met by Powerco. Officers will be talking to reserve users about the implications and possible future planting.



7.3 Community housing

Flat inspections for Cicely Martin and Matthews Flats were carried out in May. All community housing flats are tenanted, except for one at Cicely Martin, which has recently become vacant after a long term tenant left to live with family. This flat is waiting on an asbestos check before minor work is done to prepare it for a new tenant.

7.4 Cemeteries

The hedges at both Martinborough cemeteries have been trimmed.

7.4.1. Purchases of burial plots/niches 9 May to 14 June 2018

	Greytown	Featherston	Martinborough
Niche	0	0	0
In-ground ashes Beam	1	0	0
Burial plot	1	1	1
Total	2	1	1

7.4.2. Ashes interments/burials 9 May to 14 June 2018

	Greytown	Featherston	Martinborough
Burial	2	2	5
Ashes in-ground	1	1	0
Ashes wall	0	0	1
Total	3	3	6

7.5 Events

7.5.1. Featherston

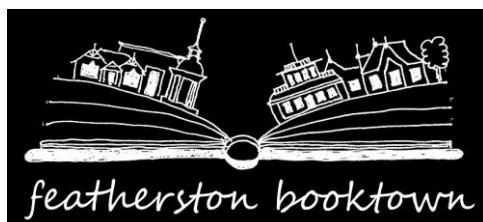
Completed events:

Eb & Sparrow – See Things Album Tour held Friday, 11 May 2018



Cross Creek Railway Ride the Rail –Operated during Featherston Booktown - 11-13 May 2018

Featherston Booktown 2018 – Friday 11 May to Sunday 13 May 2018



Darren Watson – Too Many Millionaires LP Release NZ Tour held on Friday 18 May 2018



Future events:

The Time Travellers Ball being held on Saturday, 23 June 2018



7.5.2. Greytown

Completed events:

Greytown Kids Cross Country held on Sunday, 20 May 2018



Jennian Homes Mother's Day Fun Run/Walk held on Sunday, 13 May 2018



8. Libraries

The three libraries are preparing for the Winter Warmers reading programme in the upcoming school holidays. Featherston is also offering Maths is Fun these holidays, and Greytown will have it in the October holidays.

Greytown has two girls doing Duke of Edinburgh Award work in the library. The story time for pre-school children and parents has started again at an unusual time of 3.30 on Wednesday afternoon (usually it is a morning event in all three libraries, however this is apparently the time that suits the Greytown parents).

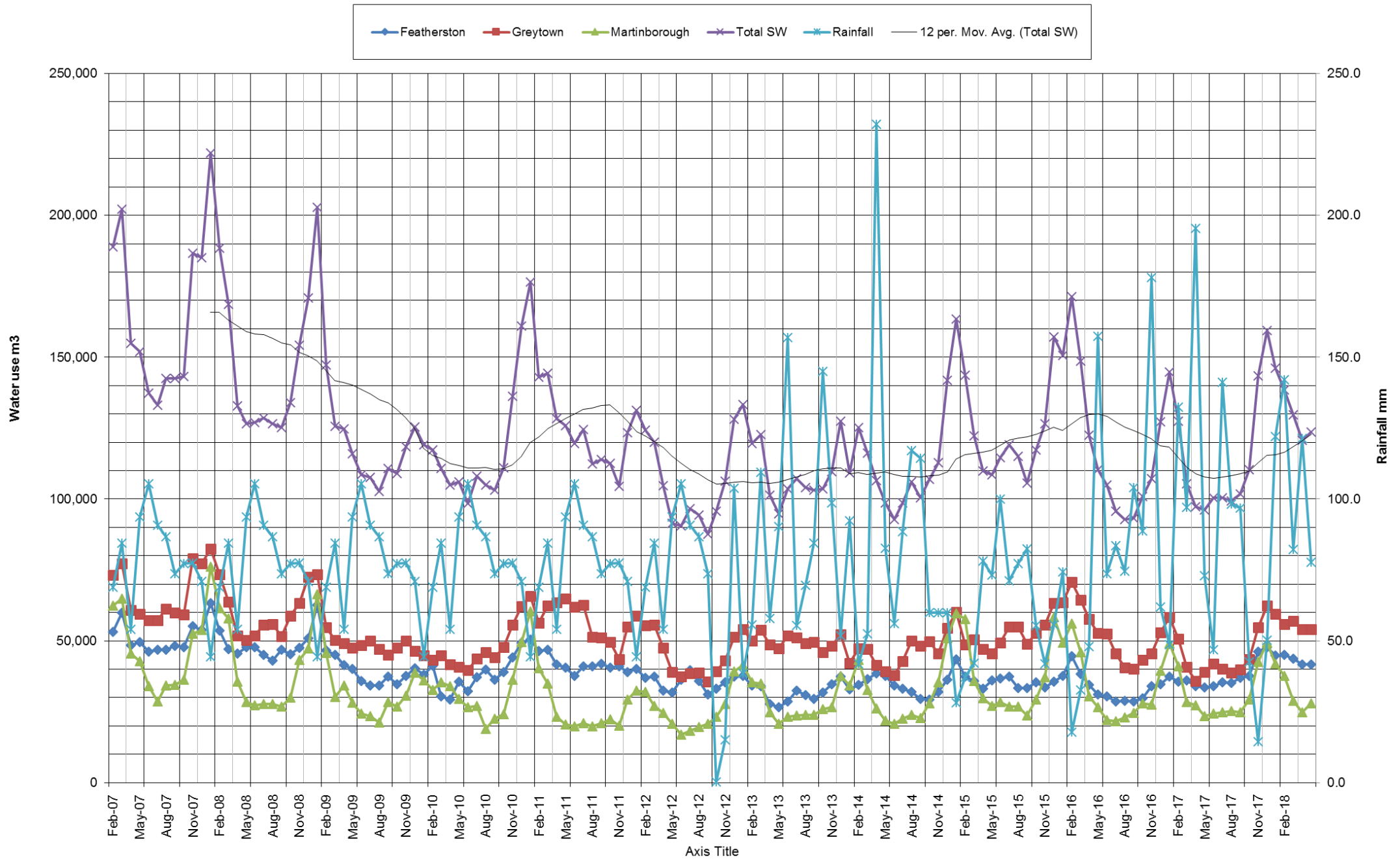
9. Appendices

- Appendix 1 Monthly water usage
- Appendix 2 Waste exported to Bonny Glen
- Appendix 3 Library statistics

Contact Officer: Mark Allingham, Group Manager Infrastructure and Services

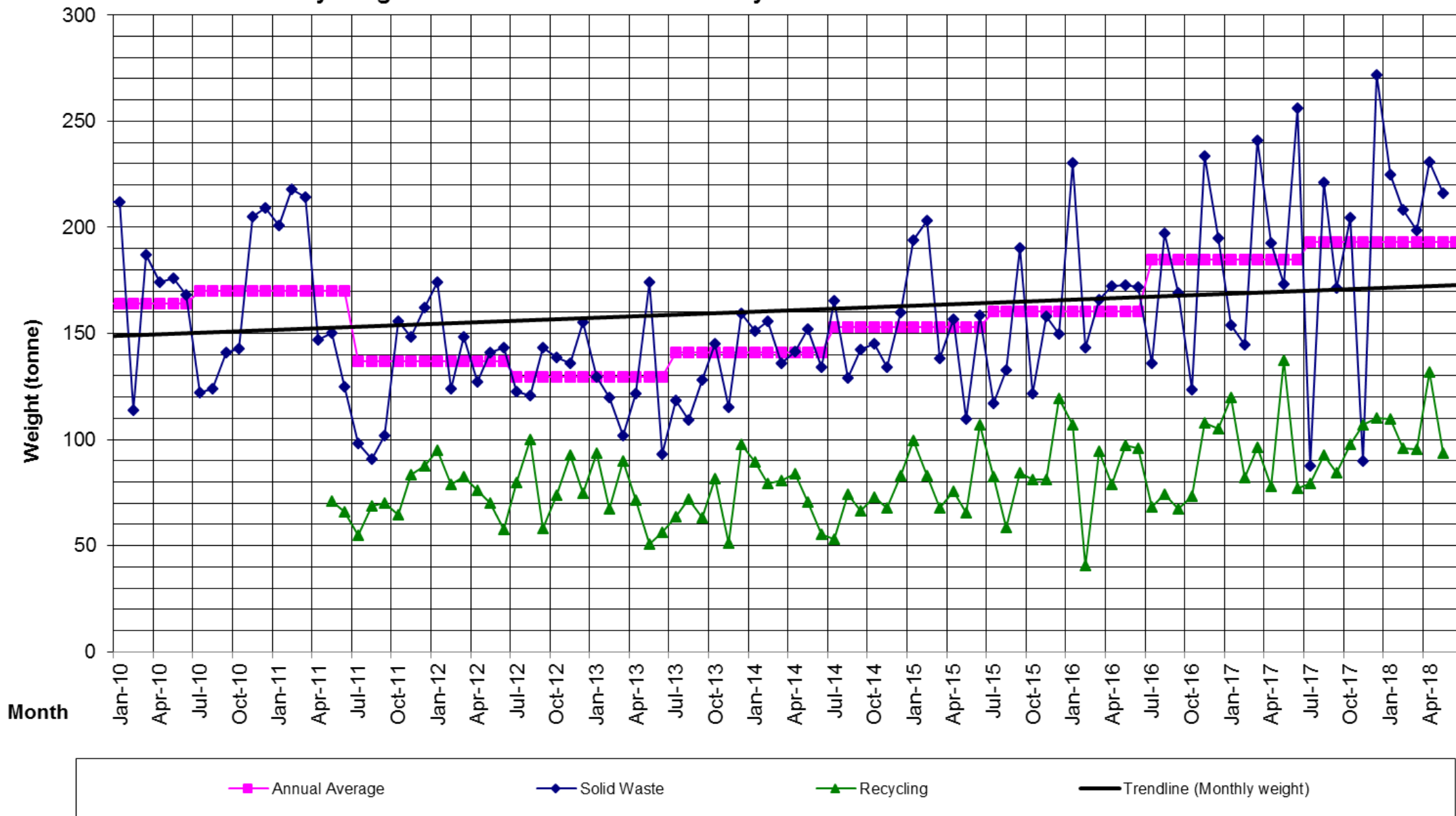
Appendix 1 - Monthly water usage

Water use South Wairarapa District Council



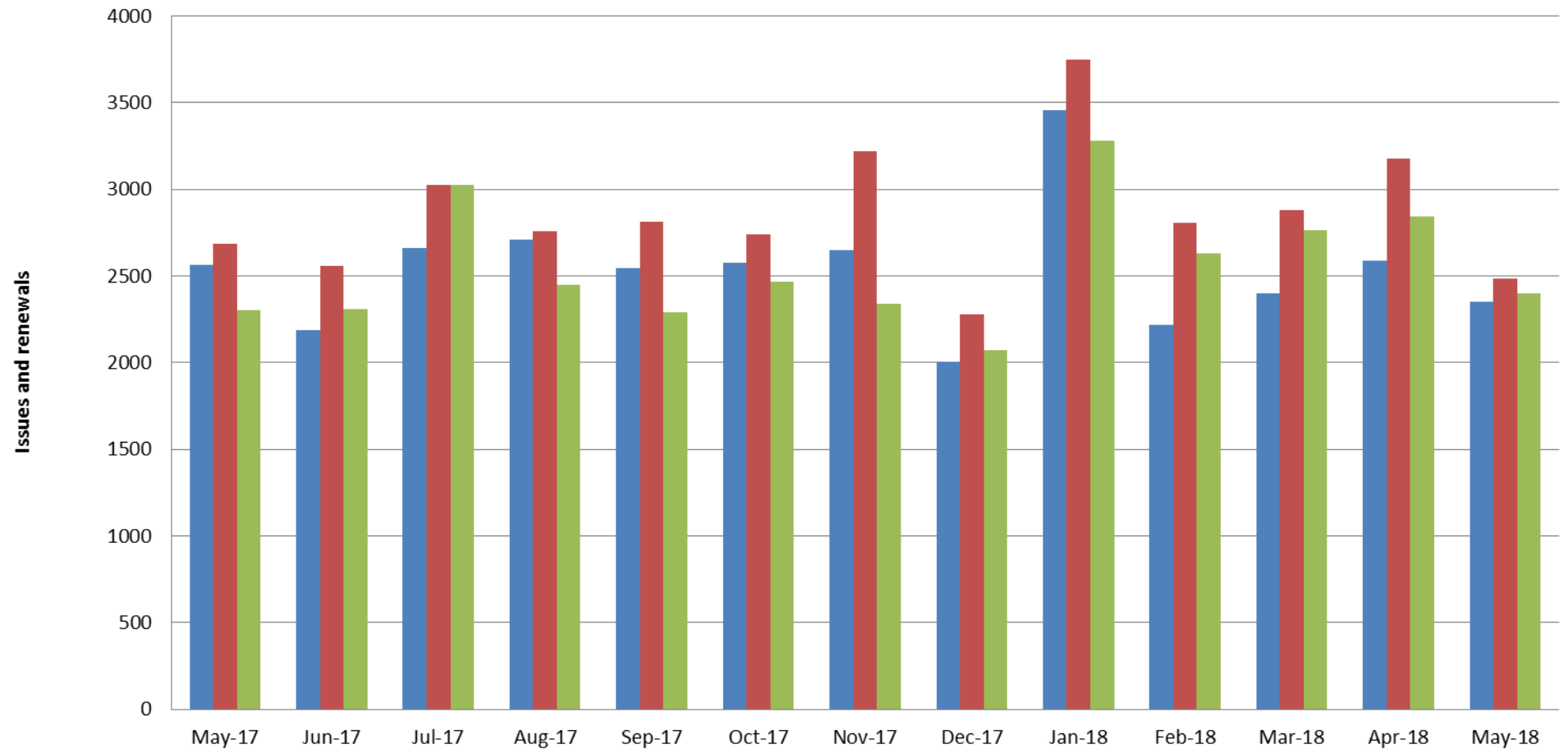
Appendix 2 -Waste exported to Bonny Glen

Monthly weight of waste transferred to Bonny Glen



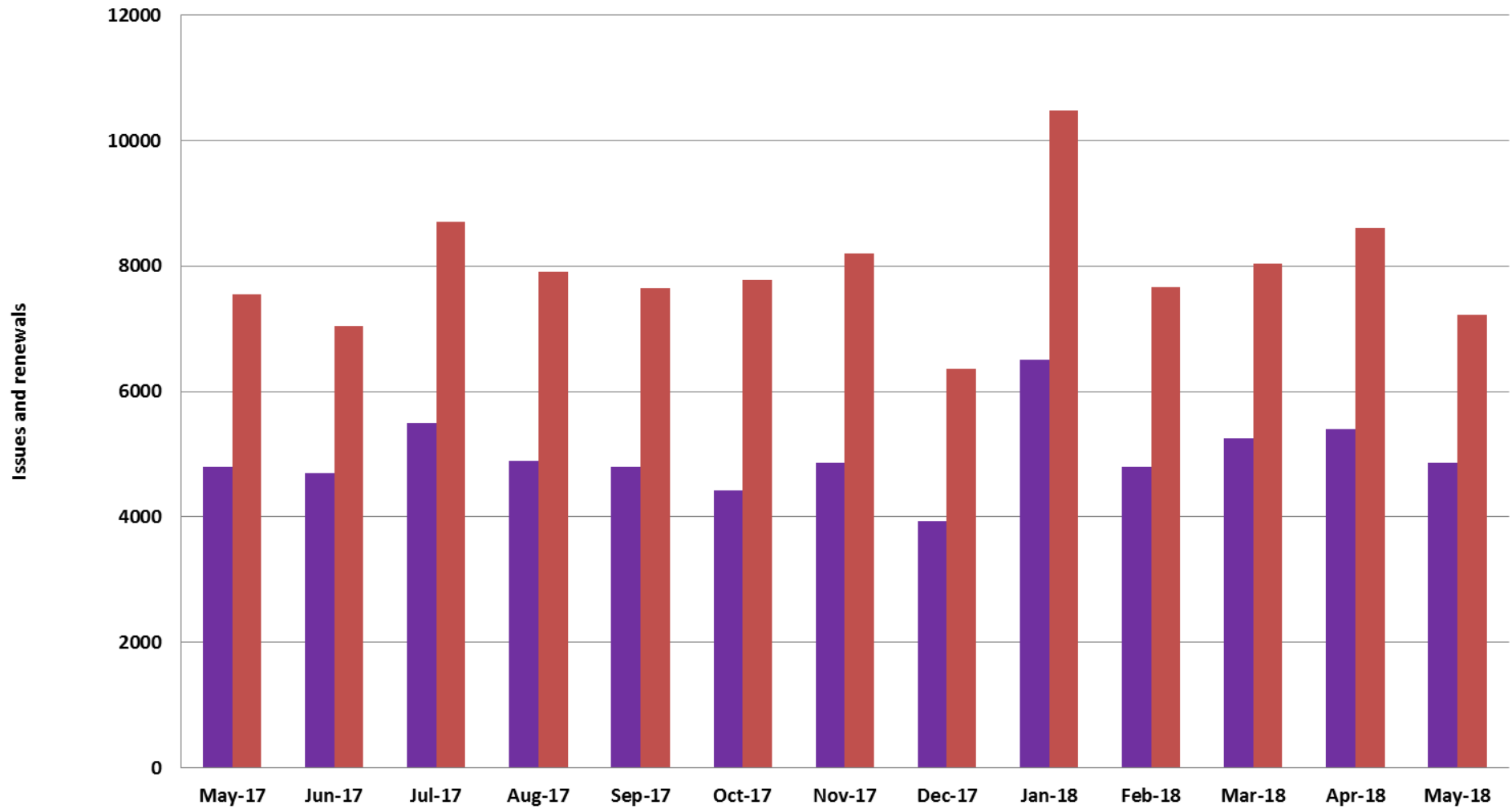
Appendix 3 – Library statistics

South Wairarapa libraries - issues and renewals to May 2018



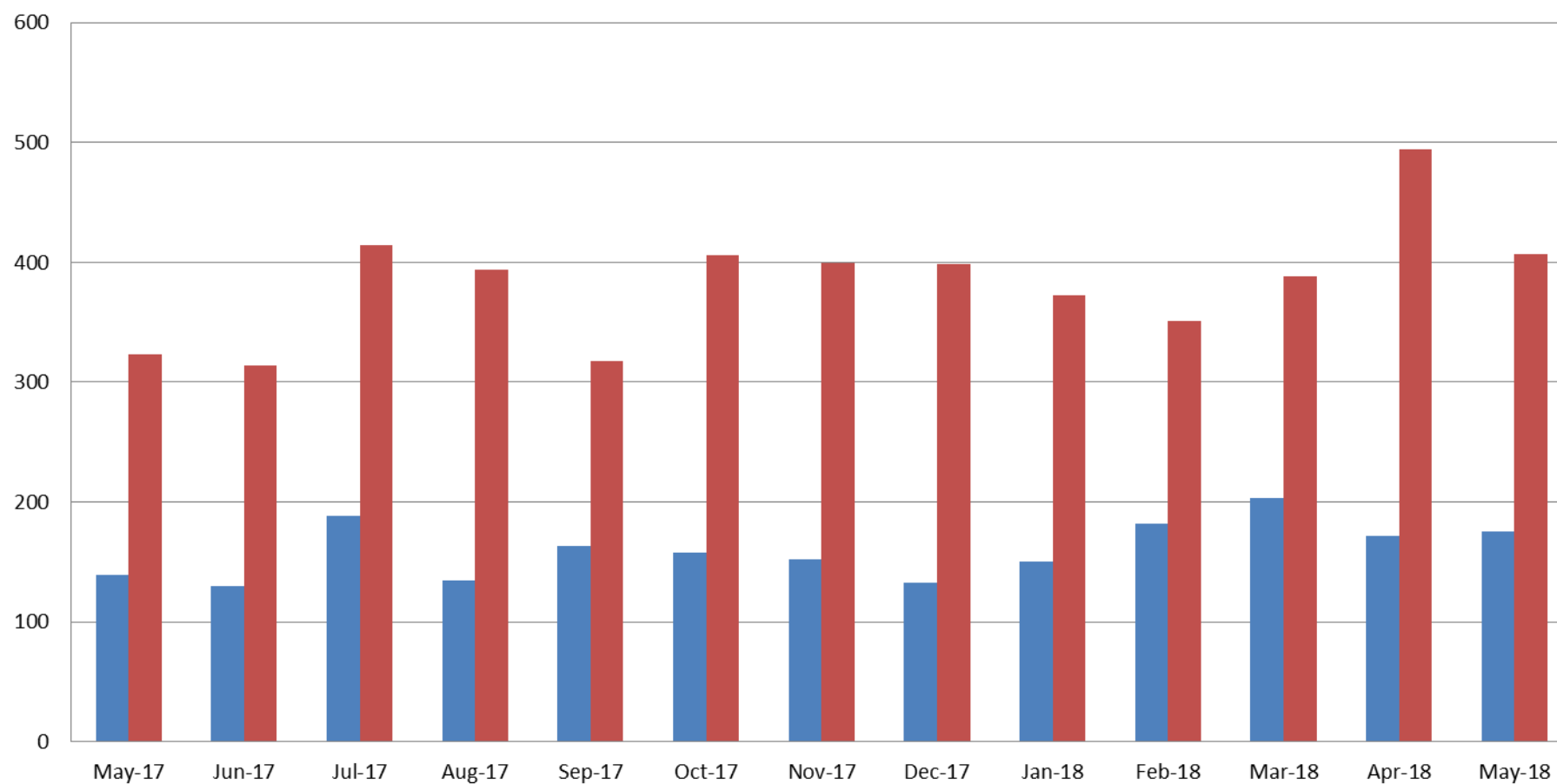
	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18
Featherston	2563	2186	2663	2707	2543	2577	2647	2006	3456	2216	2400	2590	2348
Greytown	2687	2558	3023	2756	2811	2738	3218	2278	3748	2809	2878	3178	2483
Martinborough	2302	2306	3027	2451	2289	2468	2336	2071	3281	2632	2761	2842	2400

Wairarapa Library Service - issues and renewals to May 2018



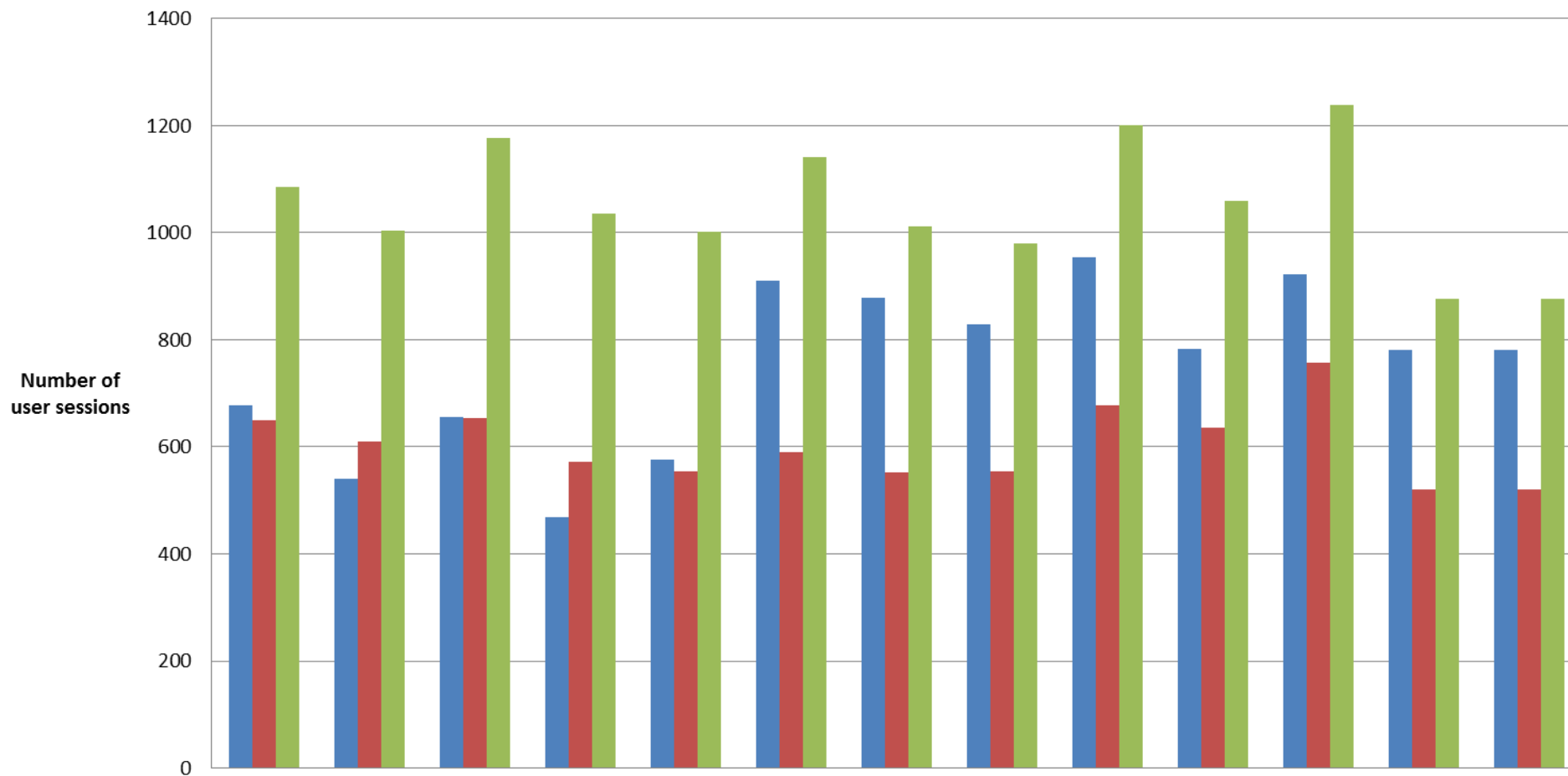
	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18
Carterton	4794	4694	5505	4887	4792	4418	4870	3940	6500	4789	5261	5397	4861
South Wairarapa	7552	7050	8713	7914	7643	7783	8201	6355	10485	7657	8039	8610	7231

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



	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18
Audiobooks	139	130	188	134	163	158	152	133	150	182	203	172	175
E-books	323	314	414	394	318	406	399	398	372	351	388	494	407

APNK Wi-fi user sessions to May 2018



GREYTOWN COMMUNITY BOARD

18 JULY 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 be remain in a master register but no longer reported on.

2. Appendices

Appendix 1 - Action Items to 18 July 2018

Contact Officer: Suzanne Clark, Committee Secretary

Reviewed By: Paul Crimp, Chief Executive

Appendix 1 – Action Items to 18 July 2018

Ref #	Raised Date	Action Type	Responsible Manager	Action or Task details	Status	Notes	Due Date
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. Tirsh 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 31/05 Final data entry queries being resolved, cemetery visit required to update numbering of plots and maps to be updated 04/07 Dedicated resources allocated to ensure this action is completed by GCB meeting 18/07 <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	Open	6/6/17: GCB supporting the project and to identify suitable locations 22/11/17: Christine to speak to RSA to see	

Ref #	Raised Date	Action Type	Responsible Manager	Action or Task details	Status	Notes	Due Date
				remembrance as part of the Poppy Road Signs Project. (Moved Hay/Seconded Rainford) Carried		if they were interested in moving the project forward. 22/6/18: RSA suggested Humphries, Udy, Jellicoe, Christine to liaise with Claire Bleakley on next steps.	
601	11-Oct-17	Resolution	Mark	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 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	Actioned	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) 25/05 Full assurance received from contractors that this action will be completed by the evening of Tuesday 29 May	
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		

Ref #	Raised Date	Action Type	Responsible Manager	Action or Task details	Status	Notes	Due Date
52	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	In conjunction with 53 below - report to be tabled at Council Meeting 16/05 as a decision paper. 31/05 Paper withdrawn 04/07 Traffic count completed for Cotter St, pending further feedback as requested by IPWP. Report to be represented at next Council meeting to include new findings and to include points raised in initial report	
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	Lachlan had spoken to Maree Patten, Acting Principal, and would follow-up with the arts department and arts students to see what they think and report back.	
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. Project is being run through Steve James (NZTA). All locations have been confirmed. M Allingham to notify the Chair of date of installation and L Hay to circulate to local media. Wairarapa Road Safety Manager may do a media release. 01/06 NZTA data collection almost complete, installation likely to be before end June 2018. 04/07 Programme for installations advised by NZTA - to be completed by 31/08.	
225	18-Apr-18	Action	Mike Gray	In consultation with Council's Amenities Manager, call and publicly notify a Stella Bull Park Users Group meeting; advice should be sought on whether the Development Plan needs to be reviewed with a view to allowing children's play equipment at the Park	Open		
226	18-Apr-18	Action	Jennie	Delete the following I&E commitments as payments have been made ' Town Hall Christmas decorations', 'Installation of flags' as	Actioned	GCB I&E budget Susan: deleted from commitments April accounts	

Ref #	Raised Date	Action Type	Responsible Manager	Action or Task details	Status	Notes	Due Date
				well as the 'promotional material' beautification budget commitment of \$3,000			
227	18-Apr-18	Action	Leigh Hay	Make a GCB submission to Council's LTP with responses to proposals as discussed at the meeting	Actioned		
373	6-Jun-18	Resolution	Jennie	GCB RESOLVED (GCB 2018/38): 1. To receive the Applications for Financial Assistance Report. 2. To grant Maths Wairarapa \$300 to assist with the costs of running the Wairarapa wide school maths competition. 3. To decline the application from the Greytown Cricket Club. 4. To grant Arbor House \$500 to assist with the costs of purchasing a chest freezer. (Moved Hay/Seconded Stevenson) Carried	Actioned	Commitments added to I&E (Susan)	
374	6-Jun-18	Resolution	Jennie	GCB RESOLVED (GCB 2018/39): 1. To receive the Chairperson's Reports. (Moved Hay/Seconded Rainford) Carried 2. To approve up to \$50 be paid to each elected community board member for the current financial year July 17-June 18 for computing consumables, and thereafter to be paid on 1 July in each financial year on the provision of receipts. (Moved Gray/Seconded Stevenson) Carried Christine Stevenson declined the payment. 3. To approve a cost of up to \$250 plus GST for costs of printing and distribution of leaflets for the Kuranui IT project. (Moved Hay/Seconded Gray) Carried	Actioned	At the request of council officers it was agreed that up to \$50 per year can be claimed but should be done on the basis of an expense with receipt supplied. This also would avoid tax implications for members. Leaflet costs commitment added to I&E report (Susan)	
375	6-Jun-18	Resolution	Paul	GCB RESOLVED (GCB 2018/40) not to agree with or support the proposed side entrance modification to the Greytown Town Centre. (Moved Hay/Seconded Gray) Carried	Open		

Ref #	Raised Date	Action Type	Responsible Manager	Action or Task details	Status	Notes	Due Date
376	6-Jun-18	Resolution	Jennie	GCB RESOLVED (GCB 2018/41) to pay up to \$250 for the repair and replacement of the picture glass for the tree tapestry artwork. (Moved Hay/Seconded Gray) Carried	Actioned	Picture has been inspected and is undamaged.	
378	6-Jun-18	Action	Leigh Hay	Consider options for relocating amenity signs located on Cotter Street to alternative locations; including impact and any consultation required	Open		
379	6-Jun-18	Action	Russell	In light of the successful dog education sessions undertaken in Featherston and Kahutara schools, undertake an education session for Greytown School	Actioned	Discussion to be had with Greytown schools on dog education sessions and potential timing.	
380	6-Jun-18	Action	Jennie	Delete the following GCB I&E commitments as they have been paid or transferred to the beautification budget ' Greytown clinic advertising boards, framing of certificate and Menz Shed frontage beautification'	Actioned	Commitments deleted (Susan)	
381	6-Jun-18	Action	Mark	Write to the South Wairarapa Bridge Club, reminding them of their responsibilities as a lessee of the Greytown Town Centre; specifically that they are asked to put away the Bridge Club sign after every meeting as per the Greytown Town Centre Artwork Policy	Actioned		
382	6-Jun-18	Action	Russell	Write a letter to Andrew Murphy, noting that an issue had been raised at the Greytown Community Board clinics about concern for public safety underneath his pine trees that overhang Reading Street and ask if he would consider trimming them	Actioned	Officer undertaken site inspection to check compliance with bylaw.	

GREYTOWN COMMUNITY BOARD

18 JULY 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 – 30 June 2018.*

1. Executive Summary

The Income and Expenditure Statement for 1 July 2017 – 30 June 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 – 30 June 2018

Contact Officer: Suzanne Clark, Committee Secretary

Approved By: Mark Allingham, Group Manager Infrastructure and Services

Appendix 1 – Income and Expenditure Statement for the period 1 July 2017 – 30 June 2018

Greytown Community Board		
Income & Expenditure to 30 JUNE 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	15,764.22
	Mileage reimbursements	1,356.07
	Total Personnel Costs	15,764.22
28/09/2017	Printer inks - Leigh Hay	154.99
7/09/2017	AP Local Governmen Annual CBD lewy 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
20/02/2018	AP Grand Illusions Putting up Xmas Decorations Nov 2017	75.00
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
13/03/2018	AP Lamb-Peters Pri A5 flyers - disaster simulation	254.00
31/03/2018	AP Lamb-Peters Pri 2 x footpath signs - GCB clinic	556.00
10/04/2018	AP Greytown Early Mtc of barrels Jan-March 2018	510.00
1/05/2018	Exp x Wages APR: Mike Gray CDEM Training supplies, Flyer delivery.	93.24
30/05/2018	exp x wages MAY	50.00
21/06/2018	exp x wages JUN	139.12
26/06/2018	rain water tank CD raffle prize	91.30
	Total General Expenses	6,037.86
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
11/05/2018	AP Greytown Netbal Grant to assist with balls & bibs purcha	483.00
5/06/2018	AP Wairarapa Rape Operational support GCB 2018	200.00
7/06/2018	AP Maths Wairarapa GCB grant asst running schools maths com	300.00
	Total Grants	2,483.00
	TOTAL EXPENDITURE	24,285.08
	ACTUAL NET SURPLUS/(DEFICIT) YEAR TO DATE	16,132.73

	<u>LESS: COMMITMENTS</u>	
	Salaries to 30 June 2018	149.78
	Remove Old Welcome to Greytown Signs	1,000.00
	Greytown early Years - watering town barrels	510.00
	Greytown Rotary - Christmas Parade and Market	350.00
	Promotion and support of the hub and civil defence initiatives to promote public awareness	906.76
	Cobblestones Museum	500.00
	Bench plaques 2x288.89	577.78
	Arbor House for purchase of Chest Freezer	500.00
	Printing and distrib of leaflets - Kuranui IT project	250.00
	\$50 per CB member to be reimbursed on supply of receipts	150.00
	Total Commitments	4,894.32
	<i>add back Mileage not budgeted for as decision by remuneration authority not made when AP finalised</i>	1,356.07
	BALANCE TO CARRY FORWARD	12,594.48

	Greytown Beautification budget	
	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
7/06/2018	Greytown Menz Shed Beautify West St	1,840.00
0/01/1900	AP Greytown Anglic Grant for cable bracing gum tree	750.00
	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	23,221.38
	ACTUAL NET SURPLUS/(DEFICIT) YEAR TO DATE	28,468.62
	LESS: COMMITMENTS	
	C Turvey 3D Designs - options welcome to Greytown signs - balance remaining	1,166.01
	Barrels and plants - balance remaining	996.08
	Total Commitments	2,162.09
	BALANCE TO CARRY FORWARD	26,306.53

GREYTOWN COMMUNITY BOARD

18 JULY 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 the Lions Club of Greytown and consider allocating the requested \$500 to assist with the costs of purchasing a trishaw cycle and associated equipment costs.*
3. *Consider the application from the Greytown Trails Trust and consider allocating the requested \$1,000 to assist with the costs of maintaining and promoting the Greytown Rail Trail.*
4. *Consider the application from the Greytown MeNZ Shed and consider allocating the requested \$500 to assist with the costs of purchasing three lathes and associated hardware.*
5. *Consider the application from the Greytown JAB Rugby and consider allocating the requested \$380 to assist with the costs of restocking first aid kits.*

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.

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
Lions Club of Greytown	No outstanding accountability forms
Greytown Trails Trust	No outstanding accountability forms
Greytown MeNZ Shed	One project unaccounted for; funds received June 2018
Greytown JAB Rugby	No outstanding accountability forms

Contact Officer: Suzanne Clark, Committee Secretary

Approved By: Mark Allingham, Group Manager Infrastructure and Services

GREYTOWN COMMUNITY BOARD

18 JULY 2018

AGENDA ITEM 7.5

GRANTS POLICY REVIEW REPORT

Purpose of Report

To advise Community Boards of the proposed changes to the Grants policy (M700).

Recommendations

Officers recommend that the Community Board:

1. *Receive the Grants Policy Review Report.*
2. *Agree the amendments to the policy.*
3. *Agree the next review date should be February 2021.*

1. Executive Summary

The policy M700 Grants policy was due for review in February 2018. Due to Long Term Plan commitments, this review was delayed until the LTP process had been completed. During the LTP process, the Audit & Risk working party noted that a number of the grants approved did not strictly comply with the current policy and agreed that the policy should be amended to reflect the wishes of Council to support some community groups in the manner agreed during the LTP deliberations/

The Policy has been reviewed with this in mind and changes made. These changes are presented to the Community Boards for their review before going to the Audit & Risk working party and then for approval by Council.

Any changes made are shown as tracked changes on the attached document.

2. Discussion

The changes to the policy are summarised below:

Adding that allocation of grants needs to contribute to Council's vision, mission, values and strategic plan.

Add references to Annual Plans (AP) as well as Long Term Plans (LTP) as grants are allocated during both processes. LTPs occur once every three years and APs occur in the two years between LTPs.

To clarify the rules for concessions on licences and bylaw permits for completeness. The Policy previously covered Resource, Building, Plumbing consents, road closures and Council halls, parks and reserves but made no mention of licences and bylaw permits.

To delete references to Council owned buildings not being eligible for concessions under the policy.

To add the requirement for applicants to complete application forms and accountability forms.

To delete reference to pool grants as swimming pool entry is now free in all SWDC pools.

Delete reference to discretionary grants as other changes to criteria make this clause redundant.

Add reference to the new grant regime to be administered via the Maori Standing committee (MSC) going forward and confirm the procedures will mirror those currently carried out by Community Boards (CB).

Add reference to the new Youth grant pool introduced in the 2018/28 LTP process.

Adjust the criteria for grants and "Grants will not be distributed for" sections to reflect the Council's decisions to support some areas that had previously been excluded.

Amend terminology regarding applications and accountability to reflect the new forms introduced as part of the 2018/28 LTP process.

3. Appendices

Appendix 1 – Grants Policy

Prepared By: Jennie Mitchell, Group Manager Corporate Services

Reviewed By: Paul Crimp, CEO

Appendix 1 – Grants Policy

GRANTS POLICY

1. INTRODUCTION

The purpose of the ~~Community~~ Grants Policy is the consistent allocation and management of contestable and discretionary community grants awarded at the local or regional level ensuring fairness to all. These grants support the delivery of a wide range of outcomes identified in the South Wairarapa Long Term Plan, Annual Plan, and other key strategic documents.

South Wairarapa District Council's commitment to the provision of grants is one aspect of the Council's overall support function within the community. The total amount of annual funding to be allocated for the purpose of community grants will be decided upon through the Council's Long Term Plan (LTP) and subsequent annual plans (APs). A Community Grant is a 100% rate-funded form of donation to a not-for-profit organisation, ~~generally not-for-profit~~.

It is recognised that Local Authorities are one of the few organisations that can levy a tax, and in this context we are receiving revenue from the ratepayer who has little choice and transferring it to another person or group.

The Policy will ensure that the allocation and distribution of grant funding:

- Is clear on who can apply and for what
- Occurs in a consistent, efficient, effective manner
- Is transparent, equitable, fair and accountable
- Supports the direction outlined in the LTP/AP
- Best meets Community Outcome objectives
- Contributes to the social, cultural and environmental well-being of the community
- Contributes to Council's vision, mission, values and strategic plan
- Assists in strengthening the community and developing self-reliance
- Allows Council and/or its community partners to target areas of highest need.

Throughout this policy "Council" means:

- South Wairarapa District Council (SWDC)
- Community Boards, Committees and Sub-Committees of SWDC

Council's policy seeks to support and resource initiatives that meet identified community needs, which contribute to community empowerment and strengthen communities. Community grants are primarily for the benefit of the district's residents.

Grants will be allocated to organisations which contribute to the community in at least one of the following areas:

- Social
- Environmental
- Recreational
- Cultural
- Arts
- Sport
- Heritage Preservation
- Maori
- Economic Development
- Events

The activities must benefit the South Wairarapa District, or, at the discretion of the Council, the Wairarapa region. Regional funding will be considered on a per capita basis and must show a tangible direct or indirect benefit to South Wairarapa.

2.0 GRANTS

2.1 Eligibility

- 2.1.1 Organisations and groups making an application ~~for a concession~~ must be not-for-profit, and not involved with any commercial activity. They must be South Wairarapa based or with a distinct activity in the District and be in line with the objectives and community outcomes of the South Wairarapa District Council Community Plan.
- 2.1.2 They should preferably be incorporated in their own right or directly linked to another organisation that is ~~(e.g. Martinborough Round the Vines and Martinborough School)~~.
- 2.1.3 Individuals may not apply.
- 2.1.4 Applicants may not be in receipt of any other Council concessionary or financial support, approved or given for the same financial year. Not-for-profits may apply for Excludes Community Board grants) in addition to Council grants.

2.2 Concession for Charitable and like community organisations and groups

Services and Facilities for which a Concession may be given.

2.2.1. Planning and Regulatory.

2.2.1.1 Applications for Resource, Building or Plumbing Consents and Licences and Bylaws Permits are not eligible for a concession, either monetarily or otherwise. However, affected organisations may seek a grant from the Council in accordance with its policies and practices in respect to grants.

2.2.1.2 Road closures for street days or other fund-raising activities are eligible for a concession of up to 50% of the cost of any related advertising, that is placed by the Council.

2.2.2 Council Halls, Parks and Reserves.

2.2.2.1 A concession of up to 50% of the cost or a charge for rent or similar fee payable for the short term use of a Council owned facility may be given. Except where a concession is already built in and disclosed in the charge.

2.2.2.2 Deposits required against due performance may not receive a concession.

~~2.2.3 Lessees of all or part of Council owned buildings and facilities are not eligible for a concession under this Policy.~~

2.3 Annual Grants

As part of the Long term Plan or Annual Plan process Council nominates funds to support Community organisations delivering against Council objectives. These funds can be applied for through the Long Term Plan and Annual Plan submission process. Applicants need to complete a grant application form and provide an accountability form once the grant has been allocated. Copies of these forms can be found on SWDCs website.

2.4 Discretionary Grants

~~Council may, at its discretion, provide grants up to \$2,000, which do not fall into any of the above categories but meet the criteria in section 3 of this Policy. An amount for discretionary grants will be identified in Council's Annual Plan.~~

2.5 Special Grants

2.5.1 Creative Communities Grant

The Creative Communities Scheme supports and encourages local communities to create and present diverse opportunities for accessing and participating in arts activities within the South Wairarapa. The scheme is a partnership between Creative NZ and the Council who administer the scheme. Recipients must show that the proposed project meets one or more of the funding criteria: Broad community involvement, diversity and/or young people.

Applications are considered 2-4 times per year by the Local Assessment Committee.

2.5.2 Sport NZ Grants

The Sport NZ (formerly SPARC) Rural Travel Fund is open to South Wairarapa sports clubs and school teams with young people aged between 5 and 19 years who require subsidies to assist with transport expenses to local sporting competitions. The scheme is a partnership between Council and Sport NZ and was developed in response to concerns about the lack of participation in sport by young people living in rural communities.

Applications are considered annually by the Local Assessment Committee.

~~2.5.3 Pool Grant~~

~~Pool passes may be granted for use as player of the day awards for sports teams, prizes at community fundraisers etc where no other sponsorship has been obtained.~~

2.5.4 Community Board Grants

Each community board (CB) has their own funds and policy to support the distribution of their funds. These can be found on www.swdc.govt.nz

2.5.5 Maori Standing Committee Grants

From the 2018/19 financial year, the Maori standing committee (MSC) has been allocated grant funding to be administered in a similar format to that of the CB grants. These will need to meet the grant criteria set by the MSC and application and accountability forms will be required to be completed.

2.5.6 Youth Grants

From the 2018/19 financial year, SWDC will allocate grants targeted at youth development in addition to the general community grants. These will require application and accountability forms will be required to be completed. These grants will be allocated as part of the LTP or AP process along with general community grants.

3. CRITERIA FOR GRANTS

- ~~• There must be an identifiable project, except for discretionary grants~~
- Organisations must demonstrate the ability to responsibly plan and administer the project
- The organisation must be a non-profit organisation, except in relation to economic development and heritage grants.
- Except for Sport NZ (formerly SPARC), grants cannot be for individuals.
- ~~• Except for economic development grants, a grant must not be for economic gain.~~
- The project must be of economic, environmental, social or cultural good to the community or district, consistent with community priorities established in the current LTP or AP
- Grants must support Council's objectives of achieving equity and fairness throughout the district
- When considering applications Council will give recognition to funds already approved, including base funding, ~~minor grants and rates funding~~ before making allocations from the funding pool.
- Council May seek comments and recommendations from the Community Board ~~or from other members of the Council~~ should it be deemed necessary.
- ~~• Applicants can seek advice from the administering body about what can be applied for.~~

- Funds must be used only for the purpose for which they were sought and/or approved, and in accordance with any terms or conditions imposed by the grant distributors (e.g. Creative communities or Sport NZ)

Further considerations to be made when deciding on Community Grant distribution:

- The level of compliance with the requirements by the applicant on any previous grant from the South Wairarapa District Council or grant distributor
- Collaboration or partnerships with other groups or organisations and minimising of duplicated services
- The ability of the applicant to successfully deliver the services (demonstrated by the adequacy of the organisation's structures, its financial and management practices and previous track record for services or projects)
- Other possible sources of funding available to the applicant and its fundraising capabilities
- The applicant's compliance with all relevant legislative requirements and standards of good practice.

4. GRANTS WILL NOT BE DISTRIBUTED FOR

4.1 ~~Activities that subsidise on-going organisational activity, unless by prior agreement by the Council, such as:~~

~~Capital improvements to facilities not owned by the applicant (except for community infrastructure previously supported and/or owned by Council)~~

~~Wages/salaries~~

~~Administration expenses~~

- Overseas travel
- Reducing debt servicing
- ~~Food/Catering~~
- ~~Subscriptions~~
- Prizes/trophies
- ~~Entry fees~~

- Private expenses outside of the agreed project scope
- Services or projects seeking to promote commercial, political or religious objectives, including political advocacy projects or commercial enterprises
- Costs associated with fundraising events where profits are redistributed to another group

4.2 Applications in retrospect

4.3 The complete cost of a project

4.4 ~~R~~ates as these are covered under the rates remission policy.

5. APPLICATION

5.1 Applications must state in writing using the SWDC grant application form:

- Description of the project
- Benefit to the ~~c~~Community or ~~D~~istrict
- Total cost of the project
- Reason for the project
- ~~-~~Outcomes of the project
- Contribution, if any, by applicant or other organisations

5.2 Applications over the amount of \$5,000 must have accompanying:

- Financial statements and a full project budget

5.3 Applications must be received at least 2 weeks prior to the event/activity.

5.4 Applications will not be considered in retrospect.

5.5 A decision made in respect to an application for a concession is final and there is no right of appeal

6. PAYMENT OF GRANTS

6.1 All applicants will be notified in writing of the outcome of their application for funding.

6.2 Grants are payable upon receipt of the necessary documentation from the applicant:

- a GST invoice, where applicable, for the grant
- proof of expenditure, such as invoices if requested at the time the grant is approved
- a deposit slip with account number and organisation's name
- ~~documentation to prove that the purpose for which the grant was given has been fulfilled.~~

~~6.3 In special circumstances, a grant may be paid out in advance of the expenditure being incurred.~~

6.4 ~~3~~ The recipient is required to inform the grant distributors if any difficulties and/or potential difficulties arise which may compromise the service or project.

7. ACCOUNTABILITY

7.1. ~~Expenditure returns~~An accountability report is ~~are~~ required from an organisation receiving funding, either:

- as soon as the funds are spent, or
- within one (1) calendar year of receipt of funds, whether spent or not

7.2. Any unspent funds must be returned to SWDC within one year of receipt unless there is prior agreement to carry over such funds.

7.3 Any discrepancies in funding (e.g. funds spent on other than the intended project) may result in an audit of the organisation's accounts and a request to return the grant funding to SWDC.

7.4 Organisations receiving a grant over \$5,000 must provide Financial Statements disclosing the grant and the purpose to which the grant was put.

GREYTOWN COMMUNITY BOARD

18 JULY 2018
AGENDA ITEM 7.6

PROPOSED NAMING OF RIGHTS OF WAYS, EAST STREET, GREYTOWN

Purpose of Report

To seek the Greytown Community Board's support, or otherwise, of a proposed right of way name.

Recommendations

Officers recommend that the Community Board:

1. *Receive the Proposed Naming of Rights of Ways, East Street, Greytown.*
2. *Support one of the proposed names.*

1. Background

The Prime Community Trust seeks to name a right of way providing access to properties created in subdivision RC170119 off East Street, Greytown. This site formed part of the old Greytown Hospital grounds.

Council names roads and private ways in the South Wairarapa pursuant to Section (1)(j) of the Local Government Act 1974.

Council has requested that road naming applications are first considered by the relevant Community Board.

Subdivision location:



2. Discussion

2.1 Legal situation

Under Council's guidelines (Clause 4.2) for road naming, owners are requested to suggest at least three possible road names.

The names are to be listed in order of preference with a brief statement of their significance.

The applicant has requested that the following names are considered;

1. Bey Lane

Note: Applicant initially requested Bey Place but subsequently advised that Bey Lane was preferred in accordance with 4.3.6 of the Policy.

2. Wyett Lane

Note: Applicant initially requested Wyatt Lane but subsequently advised that the correctly spelt Wyett Lane was preferred.

3. Prime Way

2.2 Assessment of Councils Policy

The applicants request has been assessed against the Council's criteria for Naming of Public Roads, Private Roads and Rights-of-Way (the Policy), including the following;

4.3.1 There must not be another road with the same name in the South Wairarapa District emergency services area; this includes the same road names with a different suffix. However, existing roads with the same names as of the date of adoption of this Policy are allowed.

There are no existing roads or right of ways which include "Bey", "Wyett", or "Prime" within the Wairarapa.

4.3.2 Identical names with different spellings will not be accepted (e.g. Beach, Beech).

No issue identified.

4.3.3 The name should have significant local content or meaning.

The application has set out why the preferred names have been selected.

"Bey Lane" recognises Dr William Bey who was a longstanding Greytown doctor and surgeon at Greytown Hospital. The subdivision is part of the old Greytown Hospital site.

Bey, William, M.B. and C.M., Physician and Surgeon, Main Street, Greytown North. P.O. Box 36. Bankers, Bank of New Zealand. Dr. Bey is a native of Tarland, Aberdeenshire. He arrived in New Zealand in 1880, per ship "Hurunui." He was educated at the Grammar School, Old Aberdeen, and Aberdeen University, and took his degree in 1876. From 1876 to 1880 he practised in England. He commenced the practise of his profession in Greytown in 1882. He has been surgeon of the Greytown Hospital since settling in this district, and also honorary surgeon of the Masterton Hospital. He is examining officer for the Government and other insurance companies, public vaccinator for the district, and surgeon to the New Zealand Militia. He is also a Justice of the Peace.

Source – The Cyclopedia of New Zealand
[Wellington Provincial District]

"Wyett Lane" recognises Mr George Wyett who was a Chairman of the Hospital Trust.

Mr. George Wyett, the Manager of the Permanent Investment and Loan Association, has had considerable experience in connection with large institutions. In London, where he was born, he was for fifteen years employed by the Alliance Assurance Company. Owing to failing health he was ordered to seek a change of climate, and decided to try New Zealand. Arriving in 1875, he joined the Permanent Investment and Loan Association two years later. Mr. Wyett is president of the Waiohine River Board, of the Greytown Town Lands Trust, and of the Greytown Hospital, and is a prominent member of the Church of England.

Source – The Cyclopedia of New Zealand
[Wellington Provincial District]

"Prime Way" recognises the contribution of the Prime Community Trust.

All names are considered to have significant local content or meaning.

4.3.4 Names are to be selected in proportion to the length of the road. Long names on short cul-de-sac's can be difficult to display on the map

None of the proposed names are particularly long and can be clearly displayed on a map.

4.3.5 The end name for the roadway should be one that most accurately reflects the type of roadway that it is.

All proposed names are considered consistent with the policy.

4.3.6 All private roads and rights-of-ways serving more than four lots are to have the suffix "Lane" or "Way".

All proposed names are considered consistent with the policy.

4.3.7 Where the road is continuation of an existing named road, or will in the future link to an existing named road, then the current road name will automatically apply.

Not applicable.

3. Conclusion

It is recommended that the Greytown Community Board support one of the applicants proposed road names.

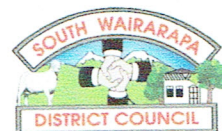
4. Appendices

Appendix 1 – Road name application

Prepared by/Contact Officer: Russell Hooper, Planning Manager

Appendix 1 - Road Name Application

Application for a New Road or Right of Way Name

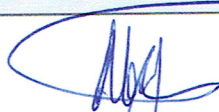


Please review Council's Policy on Naming of Public Roads, Private Roads and Rights of Way (including the list of suggested suffixes) to guide you in selecting a road name.

The application must include:

- A copy of the subdivision plan highlighting the road(s) or Right of Way to be named.
- A map indicating the proposed location of any sign posts and the direction the sign should point.
- Application fee of \$115 (GST inclusive).

1 Applicant Details

Contact Name	ALISTER SKENE - PRIME COMMUNITY TRUST	
Address	P.O. BOX 38012, WELLINGTON MAIL CENTRE, LOWER HUTT 5045	
Telephone	(021) 244 9464	
Email	alister@primecommunitytrust.net.nz	
Signature		Date 11 / 4 / 2018

2 Road Details and Proposed Names

Road 1 ☐ Vested in Council ☒ Private

Legal description	203 EAST STREET LOT 1 DP461648
First Choice	BEY PLACE
Second Choice	WYATT LANE
Third Choice	PRIME WAY

Road 2 ☐ Vested in Council ☐ Private

Legal description	
First Choice	
Second Choice	
Third Choice	

Road 3 ☐ Vested in Council ☐ Private

Legal description	
First Choice	
Second Choice	
Third Choice	

3 Background Details

Provide reasons for the preferred names, referencing specific sections of the Road Naming Policy:

Road 1

BEY PLACE - Longstanding Dr Bey, lead doctor at Greytown hospital 1880s-1900s,
WYATT LANE - Mr Wyatt head of Board of Trustees of Hospital Trust led fundraising effort for 'new' brick hospital in 1901
PRIME WAY - In recognition of the Prime Community Trust, charitable community funder and current land owner. Funded Greytown organisations and projects for 20 years including local schools, library redevelopment and Greytown Sport & Leisure.

Road 2

Road 3

Notes:

- Fees can be paid by cash, cheque, or by direct deposit to 02-0680-0027337-00 with the reference "roadname" where possible.
- The application will be considered by the full Council at their next available meeting. Applicants will be informed of the Council's decision in writing.
- The Council will then arrange nameplates, posts, brackets and installation, and will invoice the applicant for all costs.
- Re-naming an existing road requires community consultation and a recommendation from the relevant Community Board and is a separate process to naming a new road or Right of Way.

GREYTOWN COMMUNITY BOARD

18 JULY 2018

AGENDA ITEM 7.7

WORKING WITH VOLUNTEERS

Purpose of Report

To present the Community Board with a process for working with volunteers.

Recommendations

Officers recommend that the Community Board:

1. *Receive the information.*
2. *Note the process for assessing whether volunteers can be utilised.*

1. Executive Summary

The new health and safety legislation has placed much more stringent obligations on organisations to ensure workers of any kind are kept safe.

Ultimate responsibility falls on the "Officer", who is personally liable. The "Officer" in the case of South Wairarapa District Council is the Chief Executive.

The volunteer workforce is very active in New Zealand, there are many people and organisations who take great pride in "doing their bit".

Unfortunately, many volunteers are injured or worse in the course of carrying out the volunteer activity. The health and safety legislation is to reduce harm in all work environments, including the volunteer sector.

2. Discussion

Attached as Appendix 1 are guidelines we will be using when assessing opportunities where volunteers may be available.

3. Process

The process will be:

- Identify opportunity
- Contact SWDC relevant manager or group manager at SWDC, this will depend on the nature of the work, to discuss opportunity.

- SWDC manager assess opportunity against criteria as discussed in Appendix 1.
- SWDC officer will decide whether to approve opportunity or not.
- If opportunity to use volunteer(s) is not approved, further discussion required to resolve how work will be undertaken.

4. Appendices

Appendix 1 – Guidelines for assessing volunteer opportunities

Contact Officer: Paul Crimp, Chief Executive

Appendix 1 – Guidelines for assessing volunteer opportunities

Guidelines for working with volunteer groups

Volunteer activities

On behalf of Council, Community boards enlist the help of volunteer groups such as Lions to assist with council projects. There are no contractual agreements in place and no payments are made for the work done. There have been times where the council's contractor has supervised the work done by volunteer groups.

Volunteer groups have assisted council with installing park benches and paths, building seating, and may assist with light pruning, cutting trees small trees and other garden maintenance work.

Legal requirements

In the context of the Health and Safety at Work Act, South Wairarapa District Council is a person conducting a business or undertaking (PCBU). SWDC have no worker obligations when there are no SWDC workers on are site. SWDC does have worker obligations when contractors are engaged on site. SWDC also has legal obligations when volunteers are working on council projects.

The health and safety at Work Act, differentiates between two groups of volunteers, volunteers and casual volunteers. A PCBU has differing requirements in respect to these two groups, as shown in the table below.

Volunteers	Casual volunteers
Can carry out work in any capacity for council	Does not meet the requirements of volunteers.
With the knowledge and consent of council	Examples:
On an ongoing or regular basis	<ul style="list-style-type: none"> participating in garden maintenance working bees participating in fund-raising activities for council. assisting with sports or recreational activities.
Are an integral part of the council.	
Council requirements	
Need to ensure volunteers understand the hazards and risks of their work and are competent to work safely.	Same duty of care as every other person.
Not obliged to have a worker engagement or participation process.	

Note: A volunteer association, such as Lions, is not defined as a PCBU under the act.

The diagram below gives an over view of our working with volunteer process

Low risk

Volunteer guideline
Volunteer induction
How to report an incident or hazard

Medium risk

Contractor questionnaire
Pre-start meeting - discuss hazards and controls, agree responsibilities
Safety checks
Post work review

High risk

Contractor questionnaire
Site specific safety plans
Pre-start meeting - discuss hazards and controls, agree responsibilities
Contractor induction
Ongoing meetings
Contractor audits
Post contract review

Pre-work Assessing our risk

Any work done on council facilities or amenities creates a risk to council that needs to be managed, and as such, there are potential hazards and risks with the work being undertaken in community projects. To ensure the risks are managed effectively, Council will undertake a risk assessment for all proposed work. Where the risks are deemed medium to high level, this work would be awarded to an approved contractor. Council will also determine if the work will be self supervised by the volunteer workers, or if a council representative will supervise the work.

Low risk activities could be done by volunteer groups. Where appropriate, council will provide a health and safety guide, equipment and tools to ensure the safety of volunteers, as with any other person who comes into contact with the work. Any work that requires a Traffic Management Plan will not be done by volunteers.

[..\4. H&S Forms & checklists\Volunteer work risk assessment.docx](#)

During work

Before work starts a meeting will be held between the council representative and volunteer workers to discuss health and safety risks and controls. Volunteer workers will be given a volunteer induction which will include how to report hazards, accidents and incidents. [Volunteer application and induction DRAFT.docx](#). All volunteers will be provided with a copy of council's volunteer health and safety guide. [H&S guide for SWDC volunteers DRAFT.docx](#)

To ensure the work is progressing as agreed and risks are being effectively managed, a council representative will periodically observe work which is supervised by the volunteer group.

Post project works

Following completion of work, council representative will hold post work review, and where appropriate meet with volunteers, which will include verification the risks were managed effectively, the work was done in a safe manner or not, and identify any learnings for future engagement of volunteer workers.

GREYTOWN COMMUNITY BOARD

18 JULY 2018

AGENDA ITEM 9.1

CHAIRPERSON REPORT

Recommendations

The chairperson recommends that the Community Board:

1. *Receive the Chair's Report.*

1. Topic 1 – Stella Bull Management Plan Meeting

This has been delayed due to the inability of key stakeholders to attend. This will be rescheduled.

2. Topic 2 - Cost of Computer Consumables for GCB

Further to last month's meeting regarding personal computer costs it was agreed that an annual cost of up to \$50 could be claimed. For accounting and auditing purposes (and to prevent personal tax on this) a claim must be accompanied with a receipt.

Hope this is OK with you. As mentioned this applies only to elected CB members and excludes Christine Stevenson who said she does not require it.

3. Topic 3 - Maintenance of Town Assets

A priority list was set and reviewed by GCB on key Greytown amenities and assets. Leigh Hay (Chair) met with Infrastructure Services, Mark Allingham and a representative of City Chair to inspect all these facilities on Thursday 31st May.

At the time of writing this report we still have not heard when urgent chem wash work on Old Library Building and Town Centre will be done and repairs to guttering on Town Centre, and gutter cleaning on the old library building will be done.

City Care contacted L Hay and has shown dog bag dispensers and we have agreed on four positions on Main St that these can be placed (not on privately owned buildings). At the time of writing it was expected these would be in place by the week beginning 11th July. We anticipate that SWDC will also order bags and arrange long term replacement of these with City Care.

4. Topic 4 - Bike Stands

The GCB would like to purchase bike stands for use across Greytown. We are in consultation with Rail Trail members and other cycle groups, seeking additional information and feedback. Some feedback has been given but we are waiting on feedback from Rail Trail Bike users.

5. Topic 6 – Tapestry Painting Repairs

This has been inspected and is in good condition. No repairs are required. Please take this off commitment list.

MEMBER REPORT
for
Greytown Community Board Meeting
18th July 2018

Member Name	Mike Gray
Group Name	GCB Monthly Clinic
Meeting Date	7 th July 2018
Key issues from meeting	To be Tabled
Specific item/s for Community Board consideration	TBT
General	TBT

MEMBER REPORT
for
GREYTOWN Community Board Meeting
17th July

Member Name	Christine Stevenson
Group Name	Greytown Community Board
Meeting Date	Wednesday 17 th July
Specific item/s for Community Board consideration	Poppy Places Progress
General	<p>So far I have a list from Poppy places and RSA see below and Ian Farley's response. I need to clarify all these details with Poppy places and talk with Ian, on my return.</p> <p>RSA</p> <p>1st WW</p> <p style="padding-left: 40px;">J Humphries L C Humphries E E Udy F R Wood</p> <p style="padding-left: 40px;">2nd WW L D Loasby</p> <p>Poppy Places</p> <p>The first step for you to complete upon your return from overseas will be to confirm Councils support for the project as it is Council who funds the replacement blades with the poppies attached.</p> <p>2. Secondly identify some streets and we will certainly assist you in getting started but in most cases the verification of why a street was so named is held within Council records. I have had a look at Greytown's street list and suggest the following is an ideal number to start the project within Greytown and other streets can follow later:</p> <p style="padding-left: 40px;">a. Humphries Street - This could be a poppy places if it is named in honour of J and/or LC Humphries who were WW1 casualties.</p>

	<p>b. Jellicoe Street - This could be a poppy place if named in honour of Admiral Jellicoe of the Battle of Jutland WW1 fame.</p> <p>c. Loasby Place - This could be a poppy place if named in honour of Laurence David Loasby the son of David and Olive Loasby of Greytown a casualty of WW2.</p> <p>d. Udy Street - This could be a poppy place if named in honour of Edwin Elder Udy, born in the Wairarapa, a casualty of WW1.</p> <p>e. Wood Street - This could be a poppy place if named in honour of Fred R Wood from Masterton a WW1 casualty.</p> <p>3. Once the verification has been determined please forward to me at info@poppyplaces.nz a short brief confirming the reason for naming. I will then register the streets on our database, send you an information template to guide the story compilation and also send the poppy specifications to council for the signs to be made.</p> <p>4. After the signs are ready for installation a small launch ceremony can be held to establish the project in the town.</p> <p>I spoke at length with Claire Bleakly. She got all the street names in Featherston from the Council Plan and got the school/s to research why every road in Featherston was so named and then picked out specific ones. It took over a year to do this. I don't know if this is worth doing but I could ask Greytown School if you would like me to.</p> <p>IAN FARLEY'S EMAIL</p> <p>As outlined in my email of 14 June 2018, only Jellicoe St has any connection with WW1. All the other streets are named after different people pre-WW1. Both Humphries Street and Udy Street were in use in the 1880s.</p> <p>The information comes from 'Street Wise: How the Streets of Carterton, Greytown, Featherston and Martinborough Got Their Names', Gareth Winter, Wairarapa Archive, 1999; 'The Years Between: Greytown Borough Centennial 1878 – 1978', B.H. (Jack) Bull, Greytown Borough Council 1986, 'and the Wairarapa Standard, 5 March 1886.</p> <p>a. Humphries Street: Named after William Humphries who came to Greytown in 1858 and died in 1875. A NZ war veteran 65th Regiment of foot.</p> <p>b. Jellicoe Street: Previously called Great Frederick St and was changed in 1925 in honour of Viscount Jellicoe. This is the only Greytown street with a WW1 connection.</p>
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	<p>c. Loasby Place: Named after D.P. Loasby, Mayor of Greytown 1907-1919.</p> <p>d. Udy Street: Named after Hart Udy Snr, Hart Udy Jnr, and William Udy who were all Mayors of Greytown between 1880-1907.</p> <p>e. Wood Street: Named after F. H. Wood, Mayor of Greytown on five occasion between 1881-1903.</p> <p>Start at least with Jellicoe Street and take it from there.</p>
--	--

22 June 2018

8329
The Chair
Greytown Community Board
C/- SOUTH WAIRARAPA DISTRICT COUNCIL
PO Box 6
Martinborough 5741

Dear Chair,

When Sheryl and Adrian first came to Victim Support, life had dealt them a hand crueller than most of us could imagine.

Their tiny grandson, not yet three years old, had been beaten to within an inch of his life. Unconscious and barely breathing, he was on his way to Auckland's Starship Hospital with serious brain injuries. Sheryl was there with him as quickly as she could be, only having time to grab her handbag on the way out.

Suddenly there she was, miles from home, sitting at his bedside, refusing to give up hope. Machines and wires everywhere. Doctors, nurses, police, and others suddenly in their lives while their grandson was fighting just to stay alive.

When she received a call from Victim Support's volunteer Support Worker Gail, Sheryl wondered how anyone could help. But Sheryl found herself opening up to Gail. As days turned into weeks and months, Victim Support became Sheryl and Adrian's lifeline through their time of crisis.

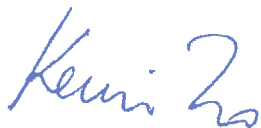
Gail made sure Sheryl was taken care of in Auckland. That she had accommodation, that she didn't have to worry about the little things and could stay at her grandson's bedside.

Ahead of them lay a long recovery, a police investigation, two court cases, giving evidence, victim impact statements, sentencing, parole hearings and more. Not to mention a lifetime of 24-hour care for their now permanently disabled grandson.

Victim Support were with them each step of the way as their case was investigated and went to trial, helping them to deal with Police and the courts, make their victim impact statements, and understand what was coming up at each step.

In this edition of *Voice*, we are incredibly grateful to Adrian, Sheryl, Sally, and Charlotte who have all shared their personal journeys with Victim Support. Their resilience is testament that while you may never get over an incident, with the right support, you can get through it.

Thank you,



Kevin Tso
Chief Executive





Hear our VOICE!

This issue of Voice is dedicated to all victims of crime and trauma, and we particularly thank those who have kindly shared their stories.



It's a privilege for our staff and volunteer Support Workers to enter people's lives, at what might be a terribly difficult time.

With national **Volunteer Week** upon us, it's also timely to recognise and give thanks to our incredible volunteers – the heart of our community.

While we can't take away the pain of what's happened, we can help people to get through – by providing emotional and practical support, guidance, advocacy, and assistance through the justice process.

The stories in this edition might seem confronting, but are real. The people are real, but some names have been changed.

Wherever we
are needed
**we'll be
there**

SALLY

Sally says the day she walked in to a Police Station and asked for help was one of the most significant of her life.

Sally's husband never hit her, but over many torturous years found every other way he could to inflict the pain and suffering that had left her broken.

Walking into the Police station that day was years in the making. They referred her to Victim Support.

Sally was married and had a young daughter. Her family begged her many times to leave her marriage but Sally couldn't see a way out.

For years her husband had told her she was stupid, told their young daughter that she was 'dumb like her mother', told her who to speak to and what to say. Controlled, belittled, tormented every day, she had become a prisoner in her own home.

"If words were punches, I'd be black and blue – there are wounds that never show, that are deeper than anything that bleeds. I had sometimes wished he had hit me, then people would have believed what he was doing, what he was capable of," said Sally.

"I was too proud to talk to anyone in the early stages because there was no proof, no physical marks, no bruises," she said.



"They [Victim Support] made sure I knew my options, they empowered me, they gave me the strength to have a voice."

Like many others, Sally pretended all was well, yet was desperate for someone to say, 'you're not okay'.

With the help of her Support Worker, Sally learned family violence is not just physical, and that help was available for her and her daughter.

"They made sure I knew my options, they empowered me, they gave me the strength to have a voice," said Sally.

With ongoing support Sally found strength, deciding to leave her marriage, the home, seek a protection order and resettle with her daughter.

"If it wasn't for Victim Support, I don't know where I'd be," she said. "To be truthful, I probably wouldn't be here – there were days I just couldn't cope, I'd shut off."

Inspired by her own experience and wanting to pay it forward, Sally has since joined Victim Support as a volunteer. Knowing there are others out there, suffering in silence, Sally is passionate to help.

Sally says, "I'm a survivor. By telling my journey, I'm not reliving it, I'm not being re-victimised – it's about courage, empowerment and strength."

We thank Sally (name changed) for kindly sharing her story. Victim Support helped over ten thousand victims of family harm last year. If you need help, call us on 0800 842 846.





From Kevin's desk

Every single day people are delivered the devastating news that something awful has happened.

How will we react? We might be a nation of "she'll be right", but sometimes it just isn't.

We're overcome, overwhelmed and have more than our fair share to cope with. Suddenly we might need to deal with Police, agencies, the Courts and media, understand medical staff, organise a funeral, face the perpetrator in Court, or face financial pressure – all while looking after the family and on top of the stress of the incident.

That's where Victim Support comes in.

Our Support Workers help victims navigate through unknown territory at an awful time, without judgment, for as long as it takes, for free.

It takes a combination of specific skills, training and commitment to be a Support Worker, and I'm personally grateful to every one of ours – as are 35,000 people a year.

With national **Volunteer Week** upon us this edition of Voice highlights the incredible role our volunteers play in people's lives – amazing people like Donne Knoef who has given an outstanding contribution for over 20 years. I'm thrilled Donne and fellow volunteer Chris Cowell are honoured this year as *Kiwibank Local Heroes* – thoroughly deserved and true local heroes.

This edition is incredibly special as some people we've supported, have shared their heartfelt journeys.

This is the work we do. Every single day.

Ngā mihi
Kevin Tso, Chief Executive

Volunteer DONNE KNOEF

West Coast volunteer Support Worker Donne's motto is 'bloom where you are planted'.

"It's about being a healthy citizen within your own community and giving back to it whenever you can. If we help people the wellness in our community is up, and we all want to live in strong, positive communities," says Donne.

Donne's been a volunteer on the Coast for over 20 years and supported hundreds of victims in that time. Donne was awarded a *Kiwibank Local Hero* award earlier this year, recognising her outstanding contribution.

She's frequently rostered on – meaning callouts at any hour of the day or night, often travelling large distances.

Donne is homicide, suicide, family harm and sexual violence specialist trained, and coupled with her extensive experience, is fully armed to support victims from all eventualities. "I do a little bit of everything," says Donne. But I do a lot of work in the sexual violence area, where there can be quite a range of offences."

Donne usually does some Victim Support work every day. On the morning we chatted,

Donne had already made calls to four victims, and prepared for an afternoon meeting that'll have a two-hour return journey.

"If we don't help people they're left in a void. They might feel that it doesn't matter, but that's why I'm here, it does matter," says Donne. "We need to stand up and help people who are unable



"It's about being a healthy citizen within your own community and giving back to it whenever you can."

to help themselves, until they can help themselves."

"I really, really enjoy this work, and I really enjoy helping people," she says. "I've learnt so much doing this work, and been privileged to learn about people's resilience and their ability to rebuild their lives. When I take on support work with a victim, I see it through to the end. Often that's through a trial, and I'm committed to the relationship for the victim and their empowerment."

"Donne's commitment to all she supports is second to none," says Victim Support's West Coast Co-ordinator, Sonja Hoetjes. "Her contribution is simply invaluable, she's very good at encouraging and empowering the victim, and she stands by them."

With the vast area she covers, a callout may mean hours away from home.

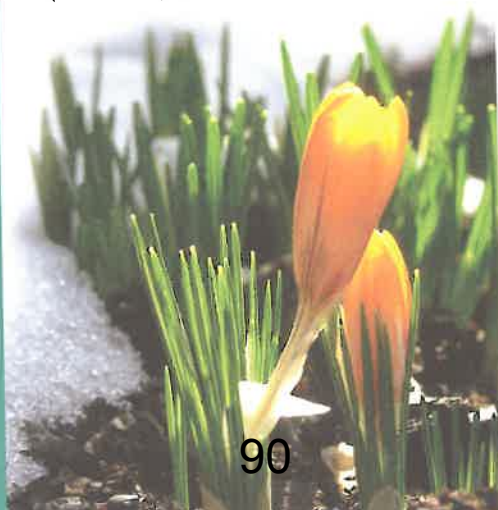
"If I need to go to a sexual violence victim, I'll spend time with them locally and might then travel with them and the detective to Christchurch to see the sexual violence attack team. It may mean an overnight stay if we're unable to immediately travel back to the West Coast, or if the evidential interview with the victim is not until the next day. Suddenly a callout has turned into a 24 hour exercise."

"I need to stay on top of my game to give victims the best support, so I look after my physical and mental health, and am well organised with a grab bag and food and water in the car," says Donne.

Donne's also an Ambulance officer as an Emergency Technician. Add to that a lifestyle block, animals and family, and her life is balanced but full-on. She's extremely proud that her children and grandchildren are active in community work, also living the mantra – bloom where you are planted.

Want to make a difference in someone's life?

**Call now to volunteer
0800 865 868**



ADRIAN AND SHERYL

Suddenly, Adrian and Sheryl's lives were turned upside down, forever.

Their treasured grandson, not yet three years old, had been beaten to within an inch of his life. His injuries were significant. He was unconscious and barely breathing.

Once in Auckland's Starship Hospital, he had emergency surgery to relieve the pressure on his brain, and monitored around the clock. Survival was touch and go.

"It was extremely scary. There were lots of tears, lots of anger and confusion. How did this happen? Why did this happen? All those sorts of things go through your mind. I wouldn't wish that sort of thing on anyone," says Adrian.

"You hear about it on the news but you don't realise the impact until it happens and it's horrific," says Sheryl.

Their despair was unimaginable. Who should they turn to? The Police referred them to Victim Support and Gail, a volunteer Support Worker, was quickly in touch.

Unfamiliar with Victim Support's services, Sheryl couldn't imagine how we could help – but soon found herself opening up to Gail, who quickly became a lifeline in her time of crisis.

Gail arranged her accommodation in Auckland and made sure she was looked after, to cope and get through. Gail told Sheryl she'd keep calling her for as long as she wanted, and was her sounding board, her rock through that particularly tough time on her own while Adrian stayed home to work.

"It was just so scary and you're on autopilot, you can't stop and think about yourself, you just keep going," says Sheryl. Gail's calls meant a lot to Sheryl, it was her time out to say how she was feeling.

Their grandson eventually moved to a rehabilitation unit before moving to live with Adrian and Sheryl permanently.

There was a police investigation, two trials for the perpetrator (their grandson's mother's ex-boyfriend), numerous parole hearings, and more stress.

"I was absolutely terrified, I didn't want to go to court, I didn't want to do any of those things and Julie [also Victim Support] helped me get through that.



"For me, they were the lifeline."

"Every step of the process, no matter how tiny it is it seems huge to someone who's never been through it – we just wanted to focus on our grandson; we'd been through so much, I didn't think we could make it through a court case as well."

For Adrian, the court process was foreign and quite difficult to navigate. "Particularly in our case where there were two trials, so we had to go through the whole process twice – that was pretty harrowing. It meant

time away from home, time away from our grandson and its unbelievably stressful," he says.

"The role that Victim Support play, they minimise that impact on you... they help you through the process so when it's your turn to give evidence, they're there and they provide someone to sit next to you even."

"They hold your hand right through, and it's fantastic. Just having people around who can help and are willing to help is a godsend.

"They provide the victims an outlet to have some support because everything seems to be geared towards the offender. It would be an even more scary place without them.

"They move the ball a bit more into the victim's court which empowers them. I think that's really, really important.

"Victims need to be more empowered and feel like they've got some rights because through the judicial process it doesn't seem that way."

Today, Adrian and Sheryl report their grandson is doing well, but with such severe head injuries, he will never fully recover. He has extremely high needs, health issues and suffers seizures. He must still be monitored, 24 hours a day.

We are extremely grateful to Adrian and Sheryl for sharing their story, to highlight the work we do, and wish the three of them, all the very best.

Need support?
Call now
**0800
842 846**



"If Victim Support hadn't been there I wouldn't have got through it," says Sheryl.



CHARLOTTE

"Victim Support probably saved my life," said Charlotte.

Charlotte was waiting for her stepfather's trial, when Victim Support came into her life.

The man who was supposed to love her, sexually abused her for virtually her entire childhood, starting when she was only two years old.

At 15 she found the courage to speak up, to say what he'd been doing to her and her sisters, and the offending stopped.

Years later, married and with children of her own, Charlotte felt ready to talk to the police. "I decided to take him to court and make him accountable," she said.

This was a massive step for Charlotte. Despite being wonderfully supported by family she felt she needed someone not attached to her family to talk to and help her through, particularly with the trial getting closer.

That's when a Victim Support volunteer was assigned to work with Charlotte. "I felt really safe, this person on the end of the phone was empathetic, she listened to me, she gave me really practical coping advice," she said.

"Until then, I didn't have a clue what Victim Support did, I'd heard of them but I didn't even know they were available to me."

"Victim Support were amazing, they were like an advocate, they were my voice when I felt I was voiceless."

Once the crime is reported to Police, an investigation ensues so it can take months or years to get to Court, and the process can be confusing.

"I had two years waiting for court, feeling sick, stressing, tormenting myself thinking about it, she said. "It was a pretty black place of despair and there were times that I thought 'I can't do this'."

In fact, Charlotte was close to pulling out, the thought of giving evidence just too awful. "I felt like I was drowning, I couldn't do things, I couldn't function," she said.

The trial was in another city, adding further stress and financial worry. However, her Support Worker helped her work through her stress, apply for financial assistance through the Victim Assistance Scheme, and manoeuvre through the prosecution process. "Victim Support were amazing, they were like an advocate, they were my voice when I felt I was voiceless," she said.

"Victim Support's a bit like health insurance isn't it – you don't need it until you really need it."

Like others, in time, Charlotte wanted to pay it forward and now volunteers too. "Because of that amazing, positive experience I wanted to give something back – I feel really passionate about that and really honoured to be there for people in their time of need and empower them and especially to let them know 'you will survive this'," said Charlotte.

Our heartfelt thanks to Charlotte, for sharing her story.

THANK YOU BayTrust!

We're grateful to the team at BayTrust for their generosity over this last year.

Their funding supported our operational and volunteer programme in the Bay of Plenty, enabling us to support those in need in their local communities.

"Our volunteers provide such an essential service, to victims from a wide-range of incidents, and to know that we've got great support from organisations in the Bay, is simply fantastic," said Victim Support Area Manager, Lydia Allan.

BayTrust provides charitable, cultural, philanthropic, recreational and other benefits to Bay of Plenty communities.

Thank you BayTrust!



(Tear here)

Yes! Here is my donation to help victims of crime and trauma

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