

GREYTOWN COMMUNITY BOARD

**Agenda
21 November 2018**

Notice of a meeting to be held in the WBS Room of the Greytown Town Centre, 89 Main Street, Greytown, on Wednesday 21 November 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 | Craig Percy (developer) and Lucy Cooper (Perception Planning), speaking about the Orchards Retirement Village, Greytown. | 7:05pm |
| 3.2 | Heather King, Kevin Lyford, David Green, speaking about maintenance of a section of Udy Street. | 7:10pm |

4. PRESENTATIONS:

- | | | |
|-----|---|---------------|
| 4.1 | Katie Abbott and Jeremy Partridge, Tree Advisory Group update | 7:15pm |
|-----|---|---------------|

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 10 October 2018 | Pages 1-5 |
|-----|---|------------------|

Proposed Resolution: *That the minutes of the Greytown Community Board meeting held on 10 October 2018 be confirmed as a true and correct record.*

7. CHIEF EXECUTIVE AND STAFF REPORTS:

- | | | |
|-----|--|--------------------|
| 7.1 | Officers' Report | Pages 6-47 |
| 7.2 | Action Items Report | Pages 48-52 |
| 7.3 | Income and Expenditure Statement Report | Pages 53-62 |
| 7.4 | Schedule of Ordinary Meetings | Pages 63-66 |
| 7.5 | Applications for Financial Assistance | Pages 67-68 |
| 7.6 | SWDC Logo and Branding Working Party Report | Pages 69-71 |
| 7.7 | Change to Naming of Public Roads, Private Roads and Rights-of-Way Policy | Pages 72-80 |

8. NOTICES OF MOTION:

- 8.1 None advised

9. CHAIRPERSON'S REPORTS:

- | | | |
|-----|----------------------|--------------------|
| 9.1 | Chairperson's Report | Pages 81-86 |
|-----|----------------------|--------------------|

10. MEMBER REPORTS (INFORMATION):

Proposed Resolution: That members' reports are received.

- | | | |
|------|---|----------------|
| 10.1 | Emergency Management Liaison; Mike Gray | Page 87 |
| 10.2 | Udy Street Maintenance Concerns; Mike Gray | |
| 10.3 | Setup of Community Patrol in Greytown; Ann Rainford | |

11. CORRESPONDENCE

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

- | | | |
|------|--|--------------------|
| 11.1 | Outwards | |
| | To FreshChoice from Greytown Community Board, dated 2 November 2018 | Page 88 |
| | To Papawai Marae, from Greytown Community Board, dated 9 November 2018 | Pages 89-90 |
| 11.2 | Inwards | |
| | To Greytown Community Board from Cr Adrienne Staple, Greater Wellington Regional Council, dated 9 November 2018 (attachment available www.swdc.govt.nz/greytown-community-board-agenda-and-minutes-2018) | Pages 91-92 |

Greytown Community Board

Minutes – 10 October 2018

- Present:** Leigh Hay (Chair), Mike Gray, Ann Rainford (Deputy Chair), Cr Margaret Craig and Lachlan O’Connell (student representative).
- In Attendance:** Mark Allingham (Group Manager Infrastructure and Services) from 7:05pm and Suzanne Clark (Committee Secretary).
- Conduct of Business:** The meeting was conducted in public in the WBS Room, Greytown Town Centre on 29 August 2018 between 7:00pm and 8:30pm.
- Also In Attendance:** Warren Woodgyer.

PUBLIC BUSINESS

1. APOLOGIES

GCB RESOLVED (GCB 2018/62) to receive apologies from Christine Stevenson and from Mayor Viv Napier.

(Moved Cr Craig/Seconded Rainford)

Carried

2. CONFLICTS OF INTEREST

There were no conflicts of interest.

3. PUBLIC PARTICIPATION

3.1 Warren Woodgyer

Mr Woodgyer requested answers to questions on rates collection and infrastructure expenditure in Greytown. Mr Woodgyer asked that a pie chart be prepared for meetings showing what was spent on the various sectors within Greytown and asked that the Community Board make a case to Council for this information to be regularly provided.

4. TREE ADVISORY GROUP

There was no report from the Tree Advisory Group. Members discussed the Collier Reserve arborist’s report Council had commissioned.

5. ACTIONS FROM PUBLIC PARTICIPATION/PRESENTATIONS

Members noted work and budgets were undertaken on a district basis not a town basis and undertook to discuss how to provide relevant expenditure information to ratepayers.

GCB NOTED:

1. Action 673: Provide a response to Warren Woodgyer's questions by the 21 November 2018 and circulate to the Greytown Community Board; M Allingham

6. COMMUNITY BOARD MINUTES

6.1 Greytown Community Board Minutes – 29 August 2018

GCB RESOLVED (GCB 2018/63) that the minutes of the Greytown Community Board meeting held on 29 August 2018 be confirmed as a true and correct record.

(Moved Gray/Seconded Rainford)

Carried

7. CHIEF EXECUTIVE AND STAFF REPORTS

7.1 Officer's Report

Members discussed the Waihinga Centre opening and budget, request for changes to the Officers' Report, amenities improvements and outstanding works and library statistics.

GCB RESOLVED (GCB 2018/64) to receive the Officer's Report.

(Moved Cr Craig/Seconded Rainford)

Carried

7.2 Action Items Report

Members discussed the action items and updates were made.

GCB RESOLVED (GCB 2018/65) to receive the Action Items Report.

(Moved Hay/Seconded Rainford)

Carried

GCB RESOLVED (GCB 2018/66) that an update on the Greytown Town Centre oak tree grid placements be provided.

(Moved Hay/Seconded Cr Craig)

Carried

7.3 Income and Expenditure Report

GCB RESOLVED (GCB 2018/67):

1. To receive the Income and Expenditure Statement for the period 1 July 2018 – 31 August 2018 subject to the correct statements being provided.

(Moved Hay/Seconded Cr Craig)

Carried

2. Action 674: Advise whether the Greytown beautification budget can be presented in the previous format; J Mitchell

7.4 Applications for Financial assistance

GCB RESOLVED (GCB 2018/68):

1. To receive the Applications for Financial Assistance Report.

2. To grant the Greytown Tennis Club \$169, to be paid from the beautification budget, to purchase paint so that the volley board that faces the Greytown Campground can be painted.
(Moved Rainford/Seconded Gray) Carried
3. Action 675: To request the Greytown Early Years latest financial reports and defer consideration of the application until the 21 November 2018; P Crimp

- 7.5 Financial Assistance Accountability Report
GCB RESOLVED (GCB 2018/69) to receive the Financial Assistance Accountability Report.
(Moved Hay/Seconded Rainford) Carried

8. NOTICES OF MOTION

There were no notices of motion.

9. CHAIRPERSONS REPORT

9.1 Chairperson's Report

Mrs Hay reported that the dog waste bag stickers had been printed and that the Menz Shed were making dog waste bag holders for the Greytown Rail Trail.

10. MEMBERS REPORTS (INFORMATION)

10.1 Emergency Management

Mr Gray spoke to his report as submitted in meeting papers. Meetings had been held with key groups with the intention of ensuring that when a disruption occurred there would be enough people able to lead hub operation.

GCB NOTED:

1. Action 676: Work with Mike Gray about the possibility of installing a small emergency water tank at the Greytown Town Centre, determine what would be required to install a generator plug and liaise with CDEM regarding the emergency preparedness upgrades; M Allingham

10.2 Stella Bull Park Users Group

Minutes from the meeting on 24 September 2018 were included in the Community Board agenda.

Council officers undertook to set a reminder for the Board for them to schedule a Stella Bull Park meeting in March 2018.

10.3 Community Board Clinic

Mr Gray spoke to his report as submitted in meeting papers. Members noted that Council had received plans for a 3-storey development at 68 Main Street and that the Greytown Heritage Trust were being consulted.

GCB RESOLVED (GCB 2018/70):

1. That a letter be sent to Freshchoice, Greytown acknowledging their commitment to improve safety exiting their carpark and removing a bush.

(Moved Gray/Seconded Rainford)

Carried

2. Action 677: Provide information to the Greytown Community Board on why swimming pool owners are being charged \$168 for inspections (anecdotally inspections were every three years and conducted at no charge to the user); R O'Leary
3. Action 678: Provide information to the Greytown Community Board on options for painting a solid line down/centre line down West Street, Greytown; M Allingham

10.4 Community Patrol and Neighbourhood Support

Mrs Rainford reported that a public meeting had been held to discuss neighbourhood support and set up of a community patrol. Although not well attended it appears as though there is support for a community control. Until the patrol was setup it would be managed by the Community Board.

10.5 Community Board Working Group

Item would be held over for discussion following completion of the governance review and setup of committees and working groups by the Mayor.

10.6 Proposed Community Gathering

Mrs Rainford requested that the Community Board work with Council to run a community gathering sometime in autumn 2019 and undertook to prepare a paper outlining objectives, outcome and format for the next meeting.

11. CORRESPONDENCE

11.1 Inwards

From Victim Support, to Greytown Community Board, dated 13 September 2018

GCB RESOLVED (GCB 2018/71) to receive the inwards correspondence and approve the tabled draft letter to Greater Wellington Regional Council as outwards correspondence.

(Moved Hay/Seconded Gray)

Carried

Confirmed as a true and correct record

.....**Chairperson**

.....**Date**

GREYTOWN COMMUNITY BOARD

21 NOVEMBER 2018

AGENDA ITEM 7.1

OFFICERS' REPORT

Purpose of Report

To report to community boards and the Māori Standing Committee on general activities.

Recommendations

Officers recommend that the Community Board/Committee:

1. *Receive the Officers' Report.*

CHIEF EXECUTIVE

1. Executive Summary

The finalisation of the Annual Report has been front and centre since the last report, this process has once again gone extremely well with special thanks to Kyra Low and Jennie Mitchell.

A productive meeting was held between the three Wairarapa councils, the Regional Council, and Wairarapa Water Ltd, to advance the discussion on the future requirements for water in the Wairarapa. The main output will be a position type statement about future water requirements and possible solutions. This will inform our Annual Plan debate, and is a key part of the Regional Economic Development Strategy.

The Wairarapa Economic Development Strategy and Action Plan, due for release shortly, is a progressive and actionable Plan. While this is a long term plan, we need to commence implementation as soon as possible, and we are progressing discussions on the transition from writing to implementation.

It is pleasing to observe that the Wairarapa Councils are actively engaged in Wairarapa wide, long term matters that need to be discussed and resolved now, the future is not that far away!.

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	2017/18	2017/18	COMMENTS
		ACTUAL	TARGET	ACTUAL	
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	79% (13/14: 73%)	75%	-	The National Research Bureau (NRB) Customer Satisfaction survey was not carried out this year. For the 2015/16 year, in addition to the 79% (2014: 73%) positive response, 13% (2014: 16%) felt they were unable to comment.
	Ratepayers and residents feel that the Mayor and councillors give a fair hearing to their views	63% (13/14: 62%)	75%	-	The National Research Bureau (NRB) Customer Satisfaction survey was not carried out this year. For the 2015/16 year, in addition to the 63% (2014: 62%) positive response, 23% (2014: 21%) 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	70% (14/15: 59%)	80%	-	The National Research Bureau (NRB) Customer Satisfaction survey was not carried out this year. For the 2015/16 year, in addition to the 70% (2014: 59%) positive response, 14% (2014: 11%) felt they were unable to comment. The 2014/15 result of 59% was a separate survey with a sample size of 117, and was used to provide an interim indication. The NRB survey size of 300, which is our main survey and has a significantly lower margin of error. The previous NRB survey was in 2013/14. The result for that survey was 76% satisfied with a further 8% 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)	65% (13/14: 64%)	80%	-	The National Research Bureau (NRB) Customer Satisfaction survey was not carried out this year. For the 2015/16 year, in addition to the 65% (2014: 64%) positive response, 14% (2014: 14%) felt they were unable to comment.
Community Boards make decisions that consider local issues	Community Board decision - making reports on local issues	GTN 96% FTN 95% MBA 92%	90%	GTN 90% FTN 94% MBA 93%	This measure reports on the percentage of resolutions made that relate solely to local issues.
	% of ratepayers and residents who know how to contact a community board member	69% (13/14: 65%)	71%	-	The National Research Bureau (NRB) Customer Satisfaction survey was not carried out this year. For the 2015/16 year, in addition to the 69% (2014: 65%) positive response, 0% (2014: 14%) 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 decisions it makes	47% (13/14: 49%)	72%	-	The National Research Bureau (NRB) Customer Satisfaction survey was not carried out this year. For the 2015/16 year, in addition to the 47% (2014: 49%) positive response, 31% (2014: 26%) felt they were neither satisfied nor dissatisfied, and 5% (2014: 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%	100%	100%	Maori Standing Committee met on 7 occasions. In total 24 resource consent applications were considered. (2017: 7 meetings and 21 resource consent applications).

2.1 Representation Review

Submissions closed 21 September.

Hearings and deliberations were held 24th October.

3. Strategic Planning and Policy Development

3.1 Meetings/Conferences

3.1.1. Chief Executives Forum

One Chief Executives forum was held during the reporting period.

Agenda items included NZTA Update, Wellington Regional Amenities Fund (of which the Wairarapa Economic Development Strategy is a subset), and the Wellington Regional Amenities fund.

3.1.2. Featherston Wastewater Application

Deliberations continue with the Regional Council in an effort to advance this application.

Interpretations on sections and provisions in the Regional Councils Proposed Natural Resources Regional Plan have caused issues for us; we continue to discuss these with the Regional Council.

3.1.3. Alistair Scott and Jacqui Dean

MP's Alistair Scott, and Jacqui Dean met with Deputy Mayor Jephson, Councillor Vickery, and I to discuss matters local government.

Jacqui Dean is the shadow minister for Local Government.

We had a wide ranging discussion on local issues and wider local government matters.

4. Corporate

4.1 Annual Report for the Year Ended 30 June 2018

The Annual Report for the year ended 30 June 2018 is presented at this meeting for adoption.

We have had another good year, with costs and revenues controlled and variances forecast and well understood.

We are in a strong financial position, and this, allied with our strong understanding of our infrastructural assets means we are well set up for the future.

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 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.

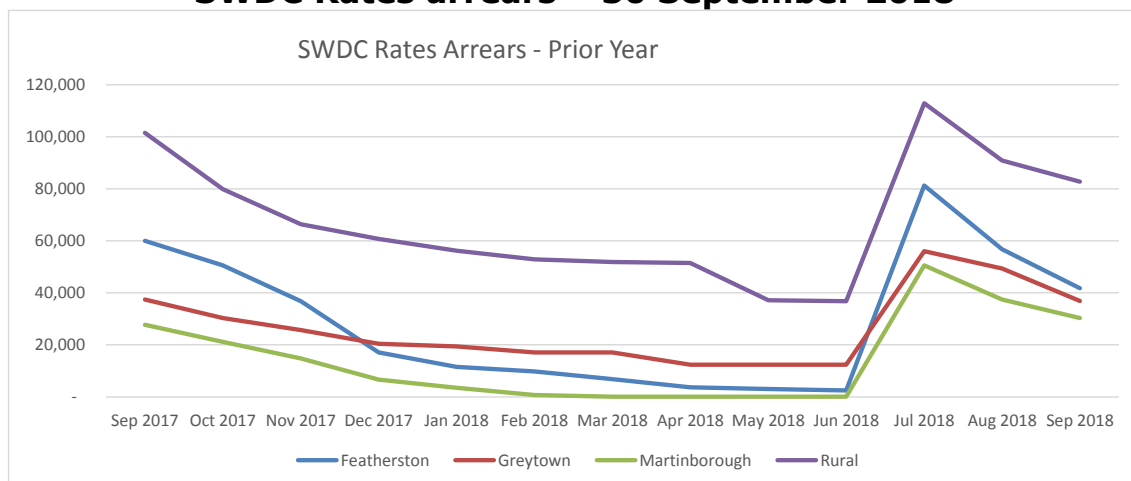
The financial summary, attached as Appendix 2, is reviewed by the construction committee and also presented and discussed at the audit and risk meeting. This summary includes variations to the original programme; variations are approved at the construction team meetings.

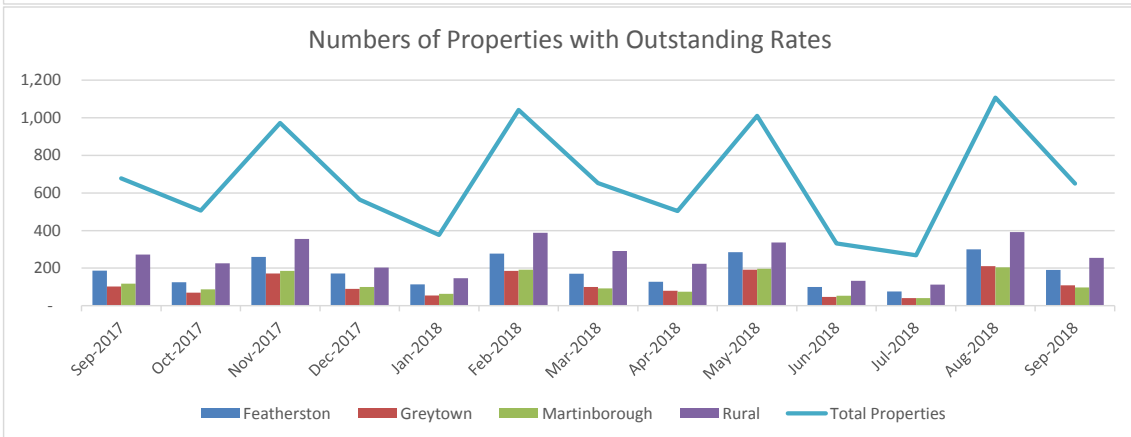
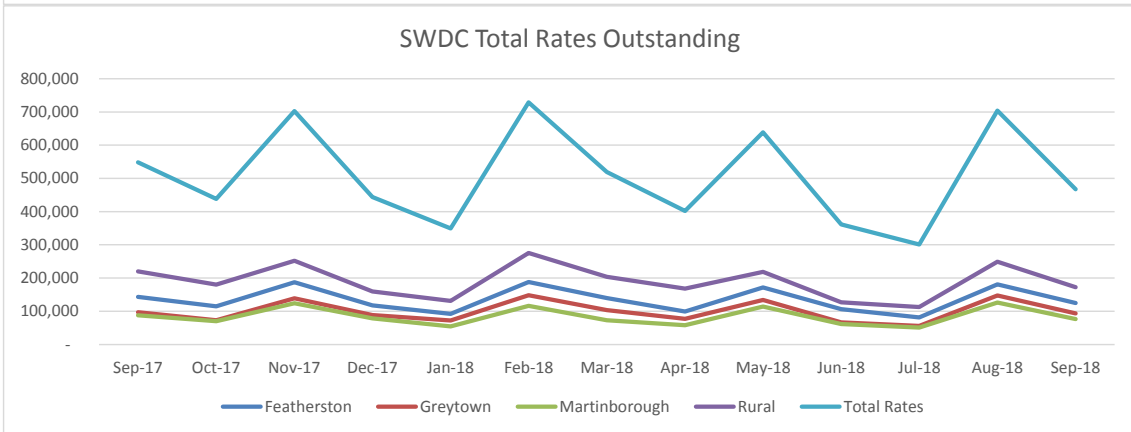
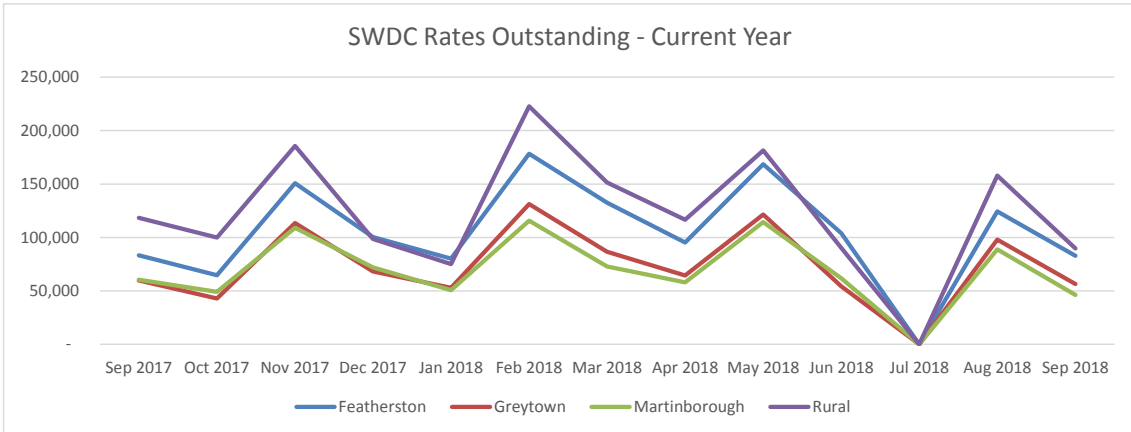
4.4 Rates Arrears (Incl. GST) as at 30 June 2018

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 slightly lower level to the same period last year.

SWDC Rates arrears – 30 September 2018





4.5 LGOIMA Requests

TOPIC OF INFORMATION REQUEST	REQUEST RESPONSE
Population projections	Information supplied
Pool Fencing	Information supplied
HRT system for Featherston Sewage.	
Costs associated with Cape Palliser Road	Information Supplied
Total cost of legal advice and services in the three years to 20 June 2018 in matters relating to defamation.	Information Supplied
Total increase in property value for the residential zoned portion of each of 3 SWDC towns from the 2014 RV to the 2017 RV and related increase s in rates take.	
Featherston Wastewater	
Information relating to GIS Systems	Information Supplied

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 8 September 2018 – 10 October 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:

- Looked at how the team can keep health and safety alive through contributing in team meetings and providing messages to team mates in the health and safety newsletter.
- Contributed to content for health and safety notice boards
- Contributed to initiatives promoting health and wellness.

Near Miss reports

No near misses reported in the period 9 September – 10 October 2018.

Wellness

Organizations that prioritize wellbeing have better engagement, reduced absenteeism and higher productivity, while people have improved wellbeing, greater morale and higher job satisfaction.

- All staff continue to be offered flu injections.
- All staff offered annual wellness payment of \$200.
- We are looking at a Health and wellness program based on Health promotion agency and Mental health foundation toolkit - Five Ways to Wellbeing - **Connect, Be Active, Take Notice, Keep Learning, and Give**. These areas of focus are internationally proven to help people find balance, build resilience and boost mental health and wellbeing. The Five Ways to Wellbeing can also support workplaces to meet their health and safety obligations to manage risks to mental health and wellbeing.
- Currently running "Let nature in", photo competition, encouraging staff to take part by sharing photos of being active in the outdoors.

Working with our Contractors

2 Contractor audits undertaken	1 Contractor audits met expectations	0 Did not meet expectations	1 Minor remedial actions taken
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SWDC staff member observed non-Council contractor operating in an unsafe manner and provided advice to rectify the situation.

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, promoting Councils health and safety expectations.
- No contractor incidents reported.

HEALTH AND SAFETY ACCIDENT & INCIDENT REPORTING (Lag indicators)

1 minor injury incident reported during the period 8 September 2018 to 10 October 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 currently being 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
<p>Contractors</p>	<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 added to the audit checklists 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. Device currently being trialled by Roading team. This will be monitored, with additional devices purchased if required.</p> <p>Monitoring process for sign out/in system developed and implemented by Bylaws and Roading teams.</p> <p>Training in the use of the device, monitoring, and emergency procedures rolled out to Managers, Bylaws and Roading team. Emergency Action Plans developed.</p>

Appendix 2 – Waihinga Centre Finances

SWDC
Waihinga Centre
Project forecast - Actuals to September 2018

Per Council decision 18.1.2017

\$ 5,132,010

Made up as follows:	Budget	Invoiced to 30.09.2018	Invoices to come	Forecast spend
Rigg Zschokke Construction Contract	4,223,709	3,296,652	907,057	4,203,709
Rigg Zschokke Agreed Variations*		27,387	10,204	37,591
		<u>3,324,039</u>	<u>917,261</u>	<u>4,241,300</u>
Insurance		27,442	-	27,442
Professional fees (design team) to Jan-17	509,459			
Adamsons Survey		6,581		
Engeo Geotech		17,160		
Holmes Consulting - Design & Fire		137,425		
HVAC Design		14,175		
Perception Planning		6,918		
Warren and Mahoney - Design		327,200		
		<u>509,459</u>	<u>-</u>	<u>509,459</u>
Other fees to Jan-17 (including SGL, QS)	268,842			
Rawlinsons (Quantity Surveyers)		38,000		
SGL		230,343		
		<u>268,343</u>	<u>-</u>	<u>268,343</u>
Architect & Engineer construction monitoring	80,000			
Holmes Consulting - Construction Monitoring		47,500		
Warren and Mahoney - Site Monitoring		35,235		
Warren and Mahoney - Variations*		11,578		
		<u>94,312</u>	<u>-</u>	<u>94,312</u>
Development & Design Variations**		112,876	675	113,551
QS Services to completion	50,000			
Venture Consulting		22,500	7,500	
Clendon Burns & Park		13,438		
		<u>35,938</u>	<u>7,500</u>	<u>43,438</u>
Budgeted Core costs	5,132,010			
Plus Contingency	200,000			190,162
Overall budget	<u>\$ 5,332,010</u>	<u>4,372,410</u>	<u>925,436</u>	<u>\$ 5,322,172</u>

***Construction Variations to date:**

	Invoiced to 30.09.2018	Invoices to come	Forecast spend
Rigg Zschokke			
Removal of asbestos	7,310		
Insurance obtained directly	(20,000)		
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	9,500		
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	3,500	1,500	
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		
Materials supply savings	(5,000)		
Foundation beam kitchen	3,885		
	<u>27,387</u>	<u>10,204</u>	<u>37,591</u>
Warren and Mahoney			
Alternative cladding product + Addl Toilet	11,578	0	11,578
Additional Insurance	27,442		27,442
**Development & Design Variations:			
SGL	5,500		
Engeo Geotech	13,715		
Holmes Consulting - Design & Fire	8,475		
HVAC Design	7,990	675	
Rawlinsons (Quantity Surveyers)	5,000		
Warren and Mahoney - Design(SWDC excl from original budget)	45,158		
Holmes Consulting - Construction Monitoring	27,038		
	<u>112,876</u>	<u>675</u>	<u>113,551</u>
Net cost/(savings) from Variations:			<u>190,162</u>

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.

1.2 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%	83%	15 of 19 Land Use applications were processed within statutory timeframes. 18 of 22 Subdivision applications were processed within statutory timeframes. 7 of 7 permitted boundary activity applications were processed within statutory timeframes. Total 40/48. NCS.
s.223 certificates issued within 10 working days	100%	94%	15 of 16 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%	93%	14 of 15 s224 certificates processed. NCS.

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%	98%	G:\LIMs\LIMS PROCESSED 2017-18

TYPE	YTD 1 ST JULY 2018 TO 30 TH SEPTEMBER 2018	PREVIOUS YTD 1 ST JULY 2017 TO 30 TH SEPTEMBER 2017	PERIOD 1 ST SEPTEMBER 2018 TO 30 TH SEPTEMBER 2018	PREVIOUS PERIOD 1 ST SEPTEMBER 2017 TO 30 TH SEPTEMBER 2017
Standard LIMs (Processed within 10 working days)	74	50	24	24
Urgent LIMs (Processed within 5 working days)	9	14	2	4
Totals	83	64	26	28

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%	100%	NCS – 134 CCC's were issued within 20WD
Building consent applications are processed within 20 working days	100%	100%	NCS – 135 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 (September 2018 – 431 inspections) BWOF's – Total 169 – average of 3 audits per month required, 2 audit carried out in September. Swimming Pools –

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Earthquake prone buildings reports received	90%	N/A	<p>Total 279 – average of 7 audits per month required. 12 audit carried out in September.</p> <p>Under previous legislation 148 of 229 known premises had been addressed.</p> <p>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.</p> <p>104 letters sent out in total. 69 - identified as no longer EQP 20 - require engineer assessment 12 - still being assessed by LGE 15 - identified as EQP and have been sent notices to be affixed to the building.</p>

TYPE – AUGUST 2018	NUMBER	VALUE
Commercial (shops, restaurants, rest home – convalescence, restaurant /bar / cafeteria / tavern, motel, commercial building demolition - other commercial buildings)	5	\$905,800
Industrial (covered farm yards, building demolition, warehouse and/or storage, factory, processing plant, bottling plant, winery)	10	\$311,425
Residential (new dwellings, extensions and alterations, demolition of building, swimming and spa pools, sleep-outs, garages, relocations, heaters, solid fuel heaters).	118	\$6,904,485
Other (public facilities - schools, toilets, halls, swimming pools)	11	\$468,329
Totals	144	\$17,545,004

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	1 visits	100%	1 visit to school holiday program in Greytown
Complaints about roaming and nuisance dogs are responded to within 4 hours	100%	100%	K:\resource\Bylaw Officers\Registers\AC Service Requests.xls 62/62
Complaints about dog attacks on persons or stock are responded to within 1 hour	100%	100%	2/2

INCIDENTS REPORTED FOR PERIOD 1 AUGUST 18 TO 30 SEPTEMBER 18	FEATHERSTON	GREYTOWN	MARTINBOROUGH
Attack on Pets	1	-	-
Attack on Person	-	-	-
Attack on Stock	-	-	-
Barking and whining	6	-	-
Lost Dogs	-	1	3
Found Dogs	-	-	3
Rushing Aggressive	4	-	1
Wandering	12	3	11
Welfare	-	-	-
Fouling	-	-	-
Uncontrolled	-	-	-

2.3 Public Places Bylaw 2012 - Stock Control

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

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Stock causing a traffic hazard is responded to within 1 hour	100%	100%	K:\resource\Bylaw Officers\Registers\AC Service Requests.xls 8 incidents
In cases where multiple stock escapes (more than 1 occasion) have occurred from a property taking compliance or enforcement or prosecution action against the property owner	100%	-	No incidents
Council responds to complaints regarding animals within 48 hours.	100%	100%	K:\resource\Bylaw Officers\Registers\AC Service Requests.xls 18 incidents

INCIDENTS REPORTED	TOTAL FOR PERIOD 1 AUGUST 2018 TO 30 SEPTEMBER 2018
Stock	6

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%	100%	K:\resource\Health\Resource Management\Noise Control Complaints 26/26 attended within timeframe

AFTER HOURS NOISE CONTROL COMPLAINTS RECEIVED	YTD 1 JULY 2018 TO 30 SEPTEMBER 2018	PREVIOUS YTD 1 JULY 2017 TO 30 SEPTEMBER 2017	PERIOD 1 SEPTEMBER 2018 TO 30 SEPTEMBER 2018	PREVIOUS PERIOD 1 SEPTEMBER 2017 TO 30 SEPTEMBER 2017
Total	26	13	16	3

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%	30.0%	MAGIQ data. All premises inspected at new or renewal application stage (15/50*). *Number of inspections completed of licences coming up for renewal within the YTD period. 120 licences in total. Total number of licences is subject to change month by month as new businesses open and existing premises close.
Premises that are high risk are inspected annually, while low or medium risk premises are audited no less than once every three years.	100%	27.3%	MAGIQ data. There are no high risk premises in the district. Low and medium risk premises are inspected every 3 years as part of the renewal process. There are currently 22 low and medium licences due for renewal or new inspections in the coming 12 months. 6 of these have been inspected as at 30 September 2018. Total number of licences is subject to change month by month as new businesses open and existing premises close. (6/22)
Compliance activities are undertaken generally in accord with the Combined Licencing Enforcement Agencies agreement.	100%	0%	No CLEG meetings scheduled to date.

ALCOHOL LICENCE APPLICATIONS PROCESSED	YTD 1 JULY 2018 TO 30 SEPTEMBER 2018	PREVIOUS YTD 1 JULY 2017 TO 30 SEPTEMBER 2017	PERIOD 1 SEPTEMBER 2018 TO 30 SEPTEMBER 2018	PREVIOUS PERIOD 1 1 SEPTEMBER 2017 TO 30 SEPTEMBER 2017
On Licence	5	3	0	1
Off Licence	6	2	2	1

Club Licence	3	1	1	1
Manager's Certificate	18	31	13	10
Special Licence	9	9	3	2
Temporary Authority	4	0	2	0
Total	45	46	21	15

2.6 Health Act - Safe Food

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

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET 17/18	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Premises have appropriate FMP in place and meet the risk based standards set out in the Plan.	100%	100%	FHR – 6 FCP (Food Act) – 69 FCP (Deemed) – 5 NP – 29 The changes in the Food Act 2014 require that businesses have an appropriate Risk Based Measure in place by end of transition period (Feb 2019). Total number of premises is subject to change month by month as new businesses open and existing premises close.
Premises are inspected in accord with regulatory requirements.	100%	35.14%	FCP verifications – 26/74 *Total number of premises is subject to change month by month as new businesses open and existing premises close.

2.7 Bylaws

Between 1 July 2018 and 30 September 2018 there were three notices relating to trees and hedges, seven litter and five abandoned vehicle complaints.

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

INFRASTRUCTURE AND SERVICES

1. Group Manager highlights

Recruiting is complete and an appointment has been made for the group administrator starting on 15 October. Recruitment is about to start for the Amenities Manager position.

With possible changes to services in waters and transport it is an important time to look at the department in regards to shared services and how services can be delivered within the South Wairarapa district. Discussions are still ongoing regarding the combining of the Wairarapa roads contracts and further market analysis is to be done. This will be the final phase in the roading service and contract review determining the procurement contract model.

A focus of the last few months has been the delivery on community board and council actions. Many of these tasks are now complete and the department is looking how it can best communicate and deliver these localised activities through the boards and community.

The Annual report audit is complete with the senior staff being engaged with audit and the corporate services staff for two weeks reviewing the annual report and performance indicators.

Work continues on the annual works programs and long term projects such as the water upgrades and waste water consents.

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	
		AUG	YTD	AUG	YTD
The average consumption of drinking water per day per resident within the territorial authority	<400 Lt		440		
Compliance with resource consent conditions/water permit conditions to "mainly complying" or better	95%		100%		
Water supply systems comply with Ministry of Health Bacteriological Drinking Water Standards guidelines 2008*	FTN: Yes GYT: Yes MTB: Yes		FTN: No GYT: No MTB: No		
Water supply systems comply with Ministry of Health Protozoa Drinking Water Standards guidelines 2008	FTN: Yes GYT: Yes MTB: Yes		FTN: No GYT: No MTB: No		
The total number of complaints received by the local authority about drinking water taste per 1000 connections	<15	0	0	0	0
The total number of complaints received by the local authority about drinking water odour per 1000 connections	<15	0	0	0	0

WATER SUPPLY KEY PERFORMANCE INDICATORS	TARGET 2017/18	COMPLAINTS		INCIDENTS	
The total number of complaints received by the local authority about drinking water pressure or flow per 1000 connections	<15	0	0.25 per 1000 (1 complaints)	0	1
The total number of complaints received by the local authority about continuity of supply per 1000 connections	<15	0.75 per 1000 (3 complaints)	0.75 per 1000 (3 complaints)	0	3
The total number of complaints received by the local authority about drinking water clarity per 1000 connections	<15	1	0.25 per 1000 (1 complaints)	1	1
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 2mins	0	1
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 2h 36mins	0	1
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	(17/26) 65%	Median Time 18h 27mins	26	50
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	(21/26) 81%	Median Time 36h 47mins	26	50
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%		41.3%		

2.2 Water supply capital improvements

2.2.1. Featherston water supply

Plans for drilling of an additional bore (approximately \$40k for bore) continue with drilling later in October; connection to pipe and pump install to be developed. Ongoing discussions are taking place with Greater Wellington Regional Council (GWRC) about consent to drill and the consent renewal (existing consent expires December 2019).

Request for proposal currently being prepared to convert one of the raw water storage ponds adjacent to the water treatment plant. This will give approximately 2 days storage at peak summer usage for both Featherston and Greytown.

2.2.2. Water reticulation renewal

Stage 3 of the trunk main renewal contract completed for Greytown water main to the Waiohine plant.

2.3 Water treatment plants

The Waiohine plant and Greytown Bore have operated routinely. The Martinborough plant operated as normal with a report being completed for manganese removal.

2.4 Water reticulation

There were 26 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 4 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	
		AUG	YTD	AUG	YTD
Number of blockages per 1000 connections	<10	0.48 per 1000 (3 complaint)		3	3
Ratepayers and residents satisfaction with waste water services	70%			NRB survey:	49%
Number of dry weather sewerage overflows per 1000 connections	<10	0	0	0	0
Attendance time: from notification to arrival on site	< 1 Hr	1/3 (33%)	Median Time 1h 2min	3	9
Resolution time: from notification to resolution of fault	< 4 Hrs	1/3 (33%)	Median Time 3h 4m	3	9
% 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	1 per 1000 (1 complaint)	.24 per 1000 (1 complaint)	1	3
No. of complaints per 1000 connections received about sewage systems faults	< 15	2	0.24 per 1000 (1 complaint)	1	3
No. of complaints per 1000 connections received about sewage system blockages	< 15	0.48 per 1000 (2 complaint)	1.1 per1000 (5 complaint)	2	5
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%	3/3 (100%)	89% (8/9)	3	9

3.2 Waste water treatment plants

3.2.1. Capital and consents

Featherston WWTP

The consent application was lodged on 28 February 2017. GWRC notified on 16 May 2018. Ongoing discussion with response to the panel required from council on decision for the consent by 26 October.

Two further meetings with neighbour and Iwi to provide more information and answer questions. No further meetings have been planned, however discussion around the suggested working group are on-going.

The flow into the plant following the recent dry weather is getting low so the WWTP may stop discharging later in October.

Staged improvements at Greytown WWTP

A temporary UV system has operated successfully since 29 August to meet the 1 September consent condition. It is constructed so that when the irrigation building is complete the plant can be relocated as constructed into the building. Construction of the building has started with the construction of the wet-well under the building. This will be 4.5m below the floor of the building with a connection for the future winter storage to flow through under gravity. Earthworks have started this week to lift the surrounding area 1.8m from current level which will be above a 100 year flood.

Irrigation at Martinborough WWTP

At Martinborough WWTP irrigation to land stopped in May and has restarted in September. The Ruamahanga River level has started to get low and since the 22 September we have started irrigating to land again.

Since starting to irrigate to land in November, 186 bales of bailage have been cut.

Waite Street, Featherston renewal

Perkinson Civil have started the replacement of 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 2 pipeline blockages reported during the period.

4. Storm water drainage

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

4.1 Key Performance Indicators

STORM WATER DRAINAGE KEY PERFORMANCE INDICATORS	TARGET 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 abatement notices	0				
No. of infringement notices	0				
No. of enforcement notices	0				
No. of convictions	0				
Median Response time to flooding events (Notification to personnel reaching site in hrs)	3	-	-	0	0
No. of complaints about stormwater per 1000 properties connected	0	0	0	0	0

There was 2 storm water blockages 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 1% compared to SEP 2017	Current average annual increased 21% on 2014	-	-
% of ratepayers and residents satisfied with the level of service	85%			NRB survey:	66%

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 Roothing Maintenance – Fulton Hogan

From 3 - 6 September road closures occurred on Ponatahi and White Rock Roads. The wet climatic conditions also caused slips and dropouts on White Rock, Tora, Te Awaiti, Pahaoa, Wainuioru, Moeraki, Ngakonui, Summerhill, Hinekura, Longbush and Lake Ferry Roads. All roads are open but there are remedial works required over the drier summer period.



Flooding and road closure at Haungarua Bridge, Ponatahi Road



Flooding and road closure White Rock Road approximately 3km before Tukurumuri School



Drop out and road closure at Ushers Hill, White Rock Road

95km of grading was carried out during August; 83 km of the graded length was completed with a tow behind roller. The rolling operation provided a tight smooth surface with less loose material.

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

Preseal repairs were carried out on the sealed road network. Both urban and rural sections were repaired.

Kerb and channel repairs were completed on Papawai Road.

Drainage works were carried out behind Ngwai Village in conjunction with the KawaKawa Trust. As part of this work culverts and sumps were flushed out in Ngwai village.

Spraying of road side drains, signs and marker pegs commenced as part of spring vegetation control. No spray zones have been identified and marked out.

Greytown, Featherston and Martinborough had various kerb and channel swept as part of the monthly cycle.

6.3 Other activities

Higgins Contactors have commenced on the seal extension and sealed pavement rehabilitation on Western Lake Road and is programmed to be completed by the end of November 2018.

Calibre Consultants have been engaged to carry out scoping Geotechnical Reports for "The Glue Pot" on Te Awaiti Road and "Johnsons Hill" on Cape Palliser Road, along with design of the pier renewal on Tora Farm Settlement Bridge.

The bus stop on Fitzherbert Street, Featherston adjacent to Birdwood Street has been relocated and became operational on 30 September 2018.

7. Amenities

The Amenities team is responsible for the management of Council's parks, reserves and other amenities. The team looks after 12 parks, 31 reserves, 41 buildings, five sports facilities, four cemeteries, 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:	
Ratepayers and residents satisfied with town halls	76%			NRB Survey:	74%

AMENITIES KEY PERFORMANCE INDICATORS	TARGET 2017/18	COMPLAINTS	INCIDENTS
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

Work has commenced on the site adjacent to the Town Square for the installation of the Featherston Camp Memorial Sculpture. This work is being carried out by the Sculpture Trust, but council's parks and reserves contractors will also be doing some landscaping in the area.



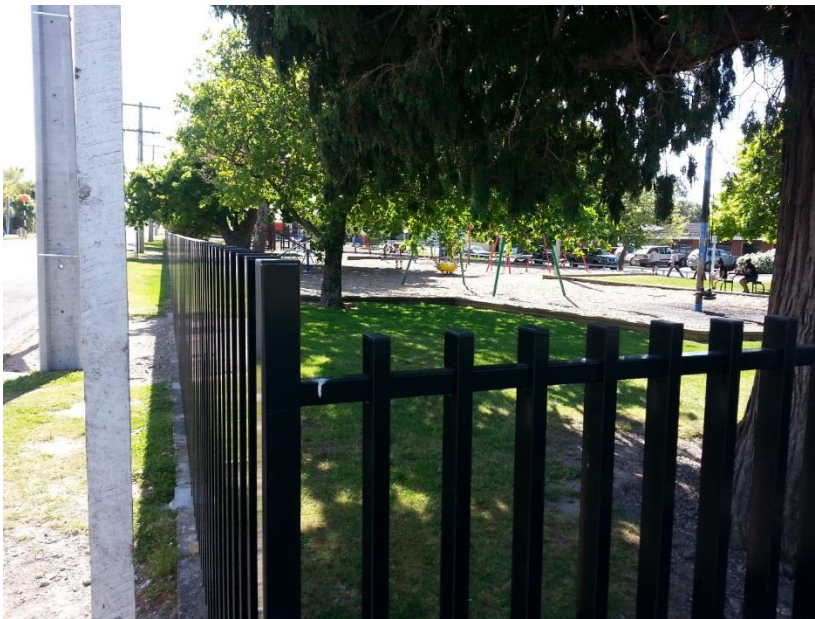
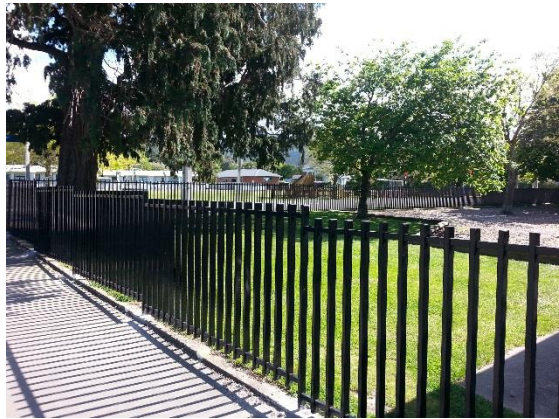
A new seat has been placed in the small park near the wind sculpture. This seat was given as a memorial for Peter Norden, and was placed with the assistance of the Featherston Beautification Group.



As part of the work for the installation of the Featherston Camp Memorial Sculpture, council approved the relocation of the bus stop from in front of the site to a few metres east near the Windgrass sculpture.



The new fence on the Birdwood Street side of the Featherston playground has been completed. This was the only fence originally planned, to prevent small people from running onto Birdwood St. However, the community has asked for the fencing to be continued around the whole playground, and a price for this is being obtained.



7.2.2. Greytown

The Arbor Reserve toilet has been painted and tidied up, and even the resident rooster is happy!!



7.3 Community housing

The vacant flats are Burling and Cicely Martin are still waiting on our contractors to fit them in with their busy workload.

7.4 Cemeteries

7.4.1. Purchases of burial plots/niches 11 September to 10 October 2018

	Greytown	Featherston	Martinborough
Niche	1	0	0
In-ground ashes Beam	0	0	0
Burial plot	4	2	0
Total	5	2	0

7.4.2. Ashes interments/burials 11 September to 10 October 2018

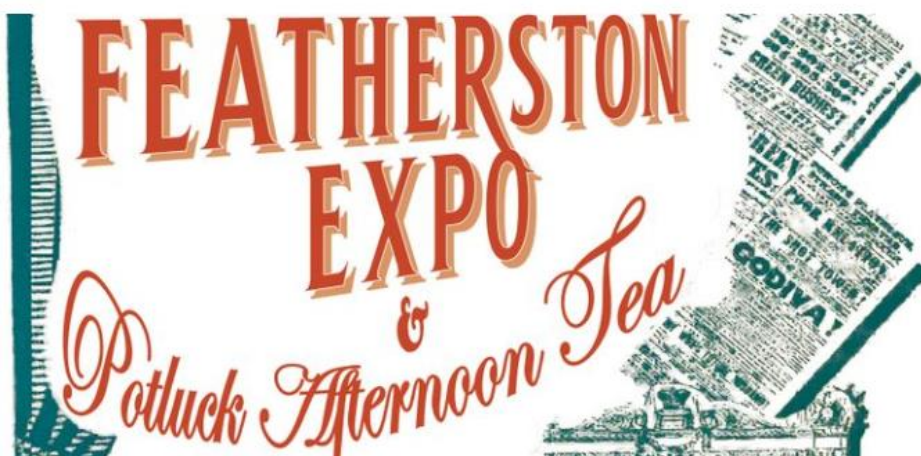
	Greytown	Featherston	Martinborough
Burial	3	3	0
Ashes in-ground	0	0	0
Ashes wall	0	0	0
Total	3	3	0

7.5 Events

7.5.1. Featherston

Completed events:

Featherston Expo – held on Sunday, 30 September 2018



Community Barn Dance & Pie Contest - held Saturday 15 September 2018



Future events:

Dedication of Camp Memorial Sculpture – 10 November 2018

Armistice Day Commemorations – 11 November 2018

Featherston Festivals of Choirs – being held Sunday, 18 November 2018

Featherston Market – being held every fourth Saturday: 27 October, 24 November, 22 December 2018, 26 January, 23 February and 23 March 2019

Christmas in the Squirrel – being held Saturday, 3 November 2018

In the Shadow of War – being held Sunday, 11 November 2018



7.5.2. Greytown

Completed events: Nil

Future events:

The Greytown Country Market – being held 21 October, 18 November, 23 December 2018, 20 January, 17 February and 17 March 2019



7.5.3. Martinborough

Completed events: Nil

Future events:

Martinborough Charity Fun Ride – being held Sunday, 28 October 2018



Toast Martinborough – being held on Sunday, 18 November 2018



Christmas Magic in Martinborough – being held Saturday, 8 December 2018

8. Libraries

Library statistics for September 2018 are attached in Appendix 3. There are no statistics for wi-fi usage in August and September for Featherston and Greytown, due to the change of network provider. Martinborough Library will change to the new provider once the library moves to the Waihinga Centre.

9. Appendices

Appendix 1 - Monthly water usage

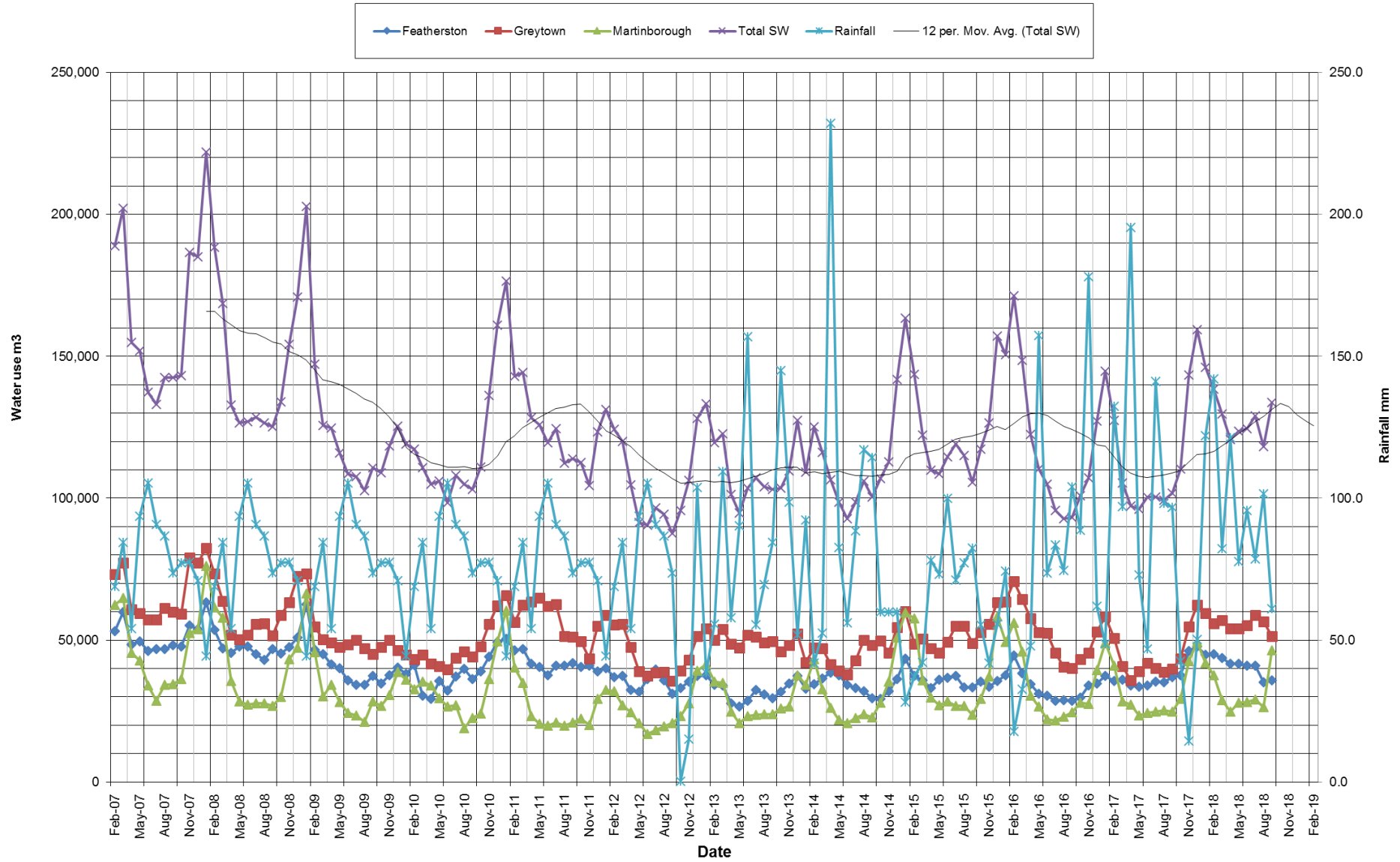
Appendix 2 - Waste exported to Bonny Glen

Appendix 3 - Library statistics

Contact Officer: Mark Allingham, Group Manager Infrastructure and Services

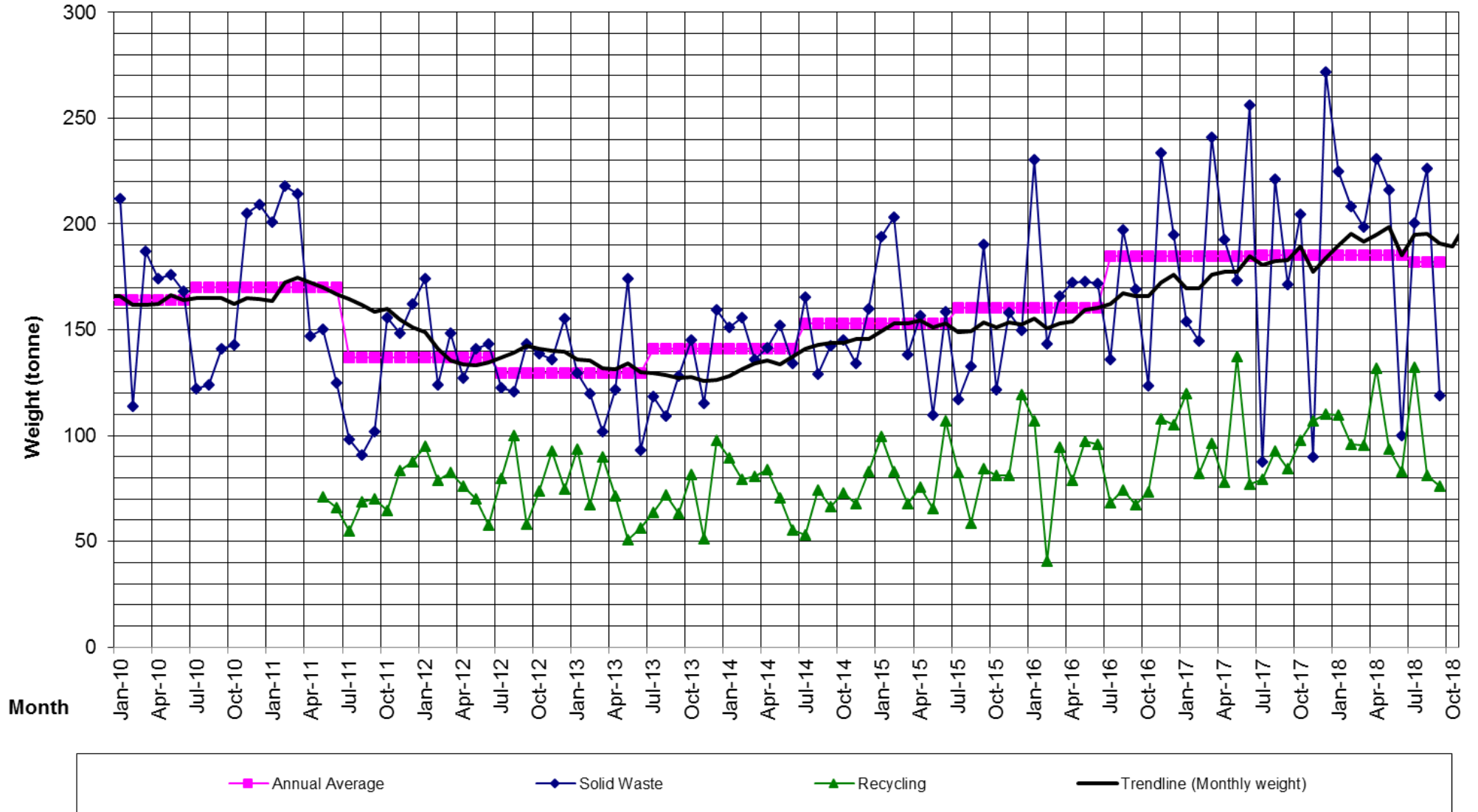
Appendix 1 - Monthly water usage

Water use South Wairarapa District Council



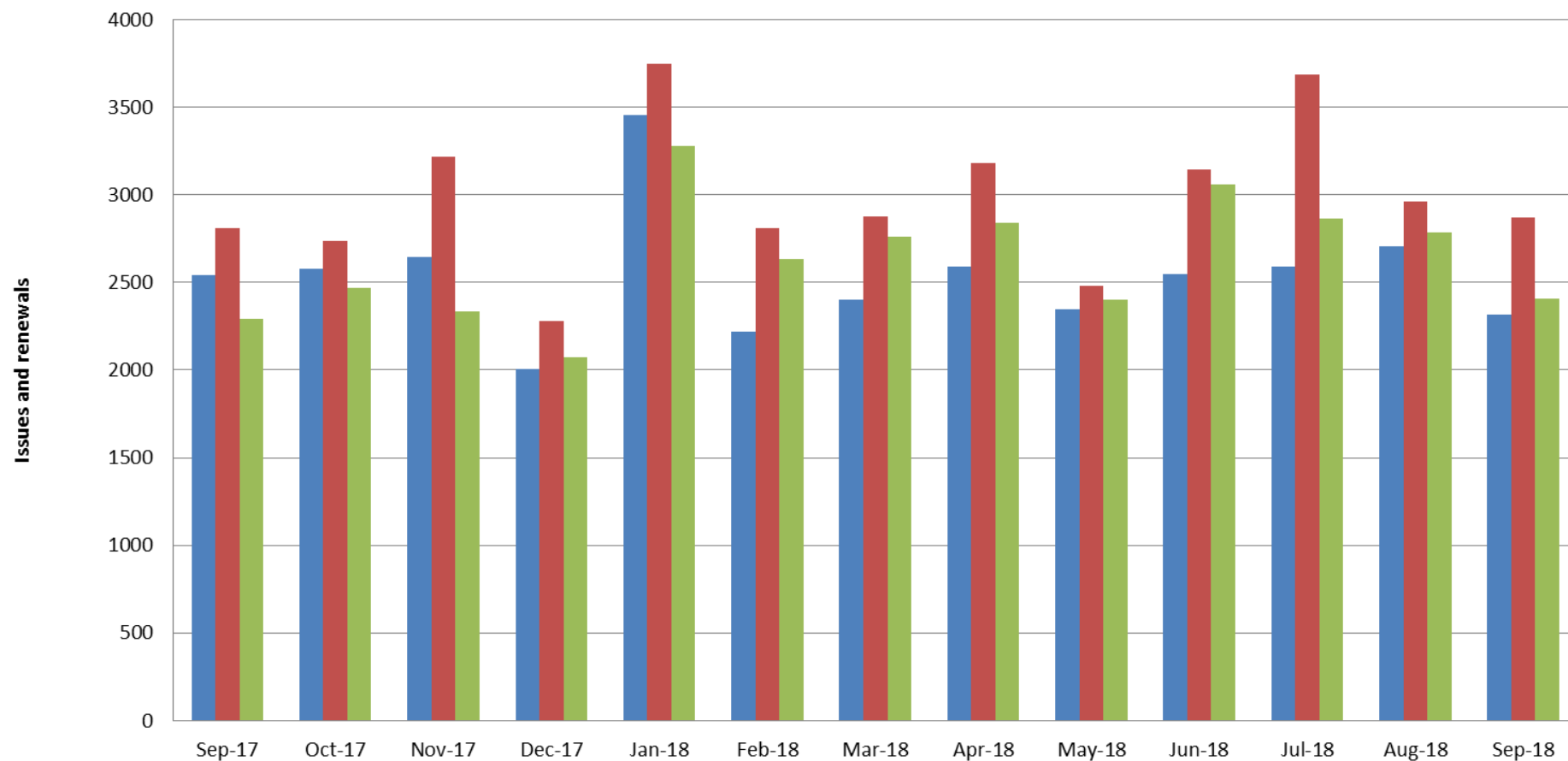
Appendix 2 -Waste exported to Bonny Glen

Monthly weight of waste transferred to Bonny Glen



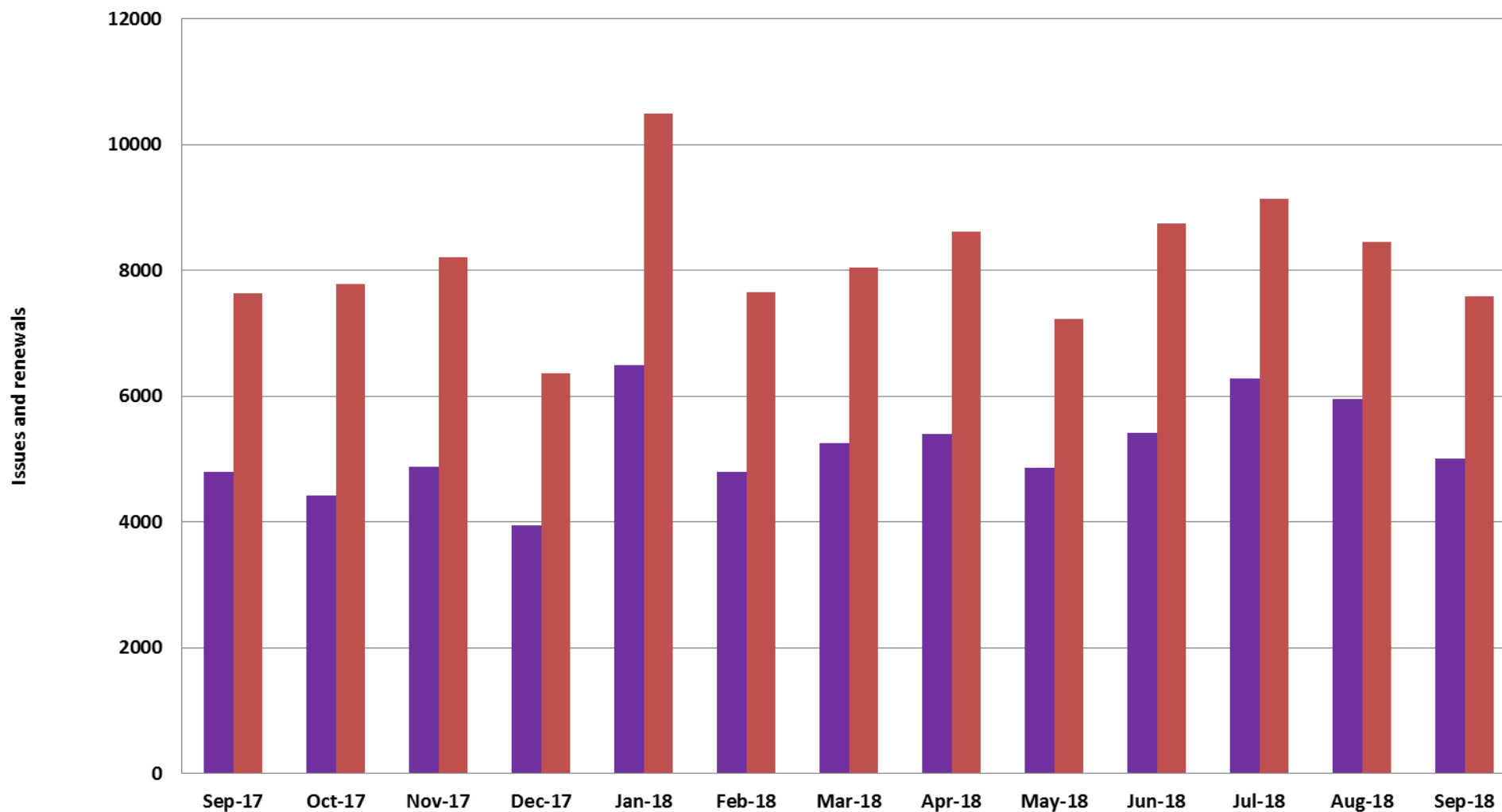
Appendix 3 – Library statistic

South Wairarapa libraries - issues and renewals to September 2018



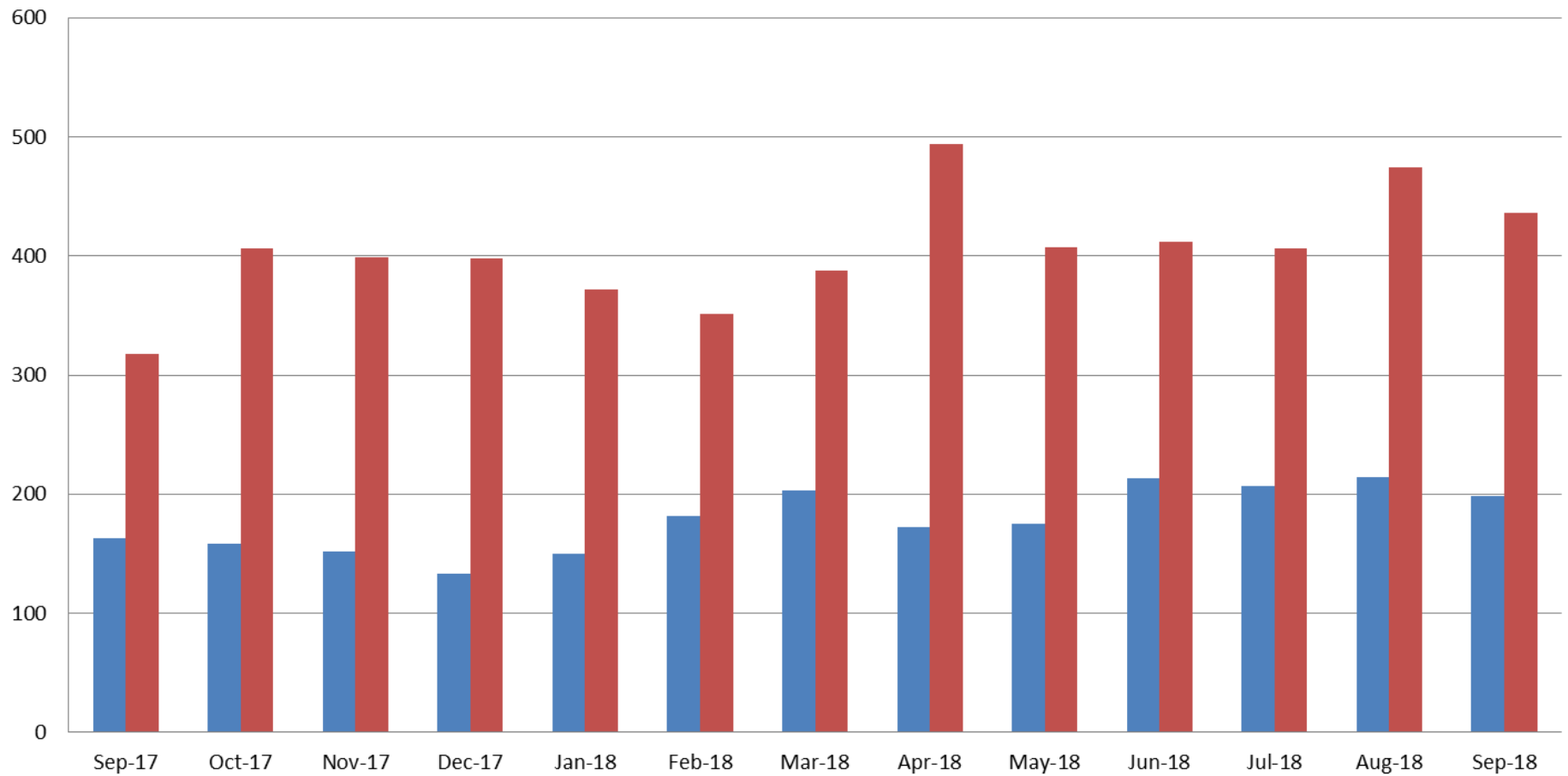
	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18
■ Featherston	2543	2577	2647	2006	3456	2216	2400	2590	2348	2550	2588	2703	2316
■ Greytown	2811	2738	3218	2278	3748	2809	2878	3178	2483	3143	3689	2964	2872
■ Martinborough	2289	2468	2336	2071	3281	2632	2761	2842	2400	3058	2866	2784	2407

Wairarapa Library Service - issues and renewals to September 2018



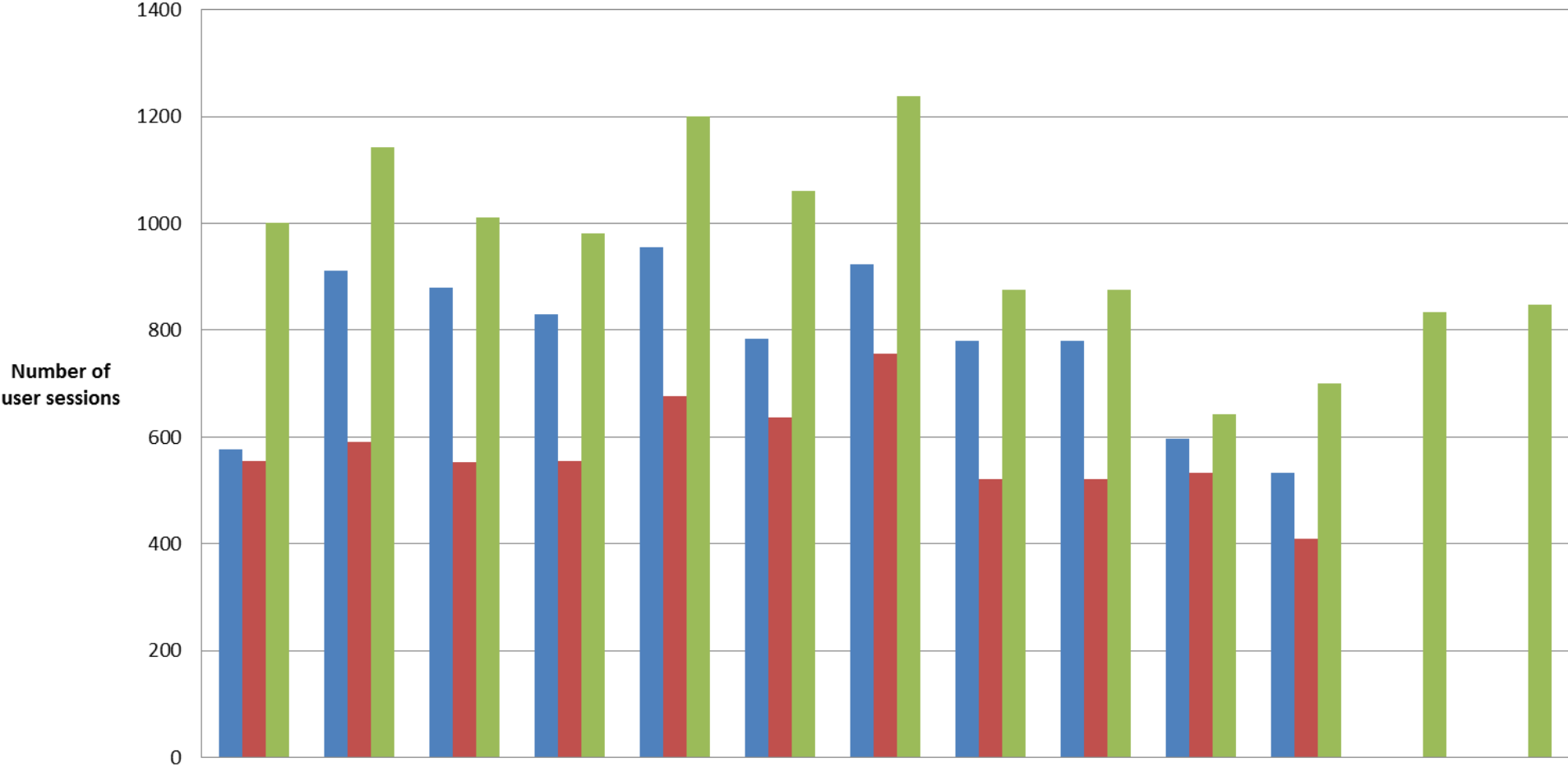
	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18
Carterton	4792	4418	4870	3940	6500	4789	5261	5397	4861	5422	6279	5962	5009
South Wairarapa	7643	7783	8201	6355	10485	7657	8039	8610	7231	8751	9143	8451	7595

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



	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18
Audiobooks	163	158	152	133	150	182	203	172	175	213	207	214	198
Ebooks	318	406	399	398	372	351	388	494	407	412	406	474	436

APNK Wi-fi user sessions to September 2018



	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18
■ Featherston	576	911	879	829	955	784	923	781	781	596	533		
■ Greytown	555	590	553	555	677	636	757	521	521	532	409		
■ Martinborough	1001	1142	1011	981	1201	1060	1239	876	876	643	701	834	847

GREYTOWN COMMUNITY BOARD

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

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

2. Appendices

Appendix 1 - Action Items to 21 November 2018

Contact Officer: Suzanne Clark, Committee Secretary

Reviewed By: Paul Crimp, Chief Executive

Appendix 1 – Action Items to 21 November 2018

Ref #	Raised Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
223	26-Apr-17	Resolution	Christine Stevenson	GCB RESOLVED (GCB 2017/31): 1. To receive the Poppy Road Signs Project. 2. To identify possible locations for remembrance as part of the Poppy Road Signs Project. (Moved Hay/Seconded Rainford) Carried	Open	6/6/17: GCB supporting the project and to identify suitable locations 22/11/17: Christine to speak to RSA to see if they were interested in moving the project forward. 22/6/18: RSA suggested Humphries, Udy, Jellicoe, Christine to liaise with Claire Bleakley on next steps. 29/08/18: Ian Farley researched streets and Jellicoe St fits criteria. Council to prepare a road sign for Jellicoe Street, but hold off installing until RSA have been consulted
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	
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. 29/08/18: Students are busy with exams, suggest the project be done for summer 19/20 with students designing the art to a theme and professional artists contracted to paint. GCB to approve designs. Potentially to be placed in the grassy corner area of the pool
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. 29/8/18: Request for 1 sign to be placed in different location, awaiting new finish date for that sign 28/09 The matter is with NZTA

Ref #	Raised Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
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/Secoded Gray) Carried	Open	
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	
439	18-Jul-18	Action	Leigh Hay	Order a replacement plant for the Greytown Main Street barrels, thrip spray and fertiliser; to be paid from the funds committed for Greytown barrels and plants	Open	added note to I&E (Susan)
443	18-Jul-18	Action	Paul	Provide clarification about determining risk category as Greytown Heritage Trust have identified improvements that they would like to undertake around Greytown	Open	
545	29-Aug-18	Action	Mike Gray	Draft a letter to Cr Adrienne Staples, GWRC, asking for priority to be placed on communicating connecting bus schedules to weekend train travellers	Actioned	
667	10-Oct-18	Resolution	Mark	GCB RESOLVED (GCB 2018/66) that an update on the Greytown Town Centre oak tree grid placements be provided. (Moved Hay/Secoded Cr Craig) Carried	Open	
669	10-Oct-18	Resolution	Jennie	GCB RESOLVED (GCB 2018/68): 1. To receive the Applications for Financial Assistance Report. 2. To grant the Greytown Tennis Club \$169, to be paid from the beautification budget, to purchase paint so that the volley board that faces the Greytown Campground can be painted. (Moved Rainford/Secoded Gray) Carried	Actioned	18/10/18: Applicant advised. In Commitments (SM)
671	10-Oct-18	Resolution	Paul	GCB RESOLVED (GCB 2018/70): 1. That a letter be sent to Freshchoice, Greytown acknowledging their commitment to improve safety exiting their carpark and removing a bush. (Moved Gray/Secoded Rainford) Carried	Actioned	

Ref #	Raised Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
673	10-Oct-18	Action	Jennie	Provide a response to Warren Woodgyer's questions and circulate to the Greytown Community Board	Open	
674	10-Oct-18	Action	Jennie	Advise whether the Greytown beautification budget can be presented in the previous format	Actioned	2/11/18: The previous budget will be included in the report, but the current beautification budget will remain a current year report (consistency with other CBs and I&E reports)
675	10-Oct-18	Action	Paul	To request the Greytown Early Years latest financial reports and defer consideration of the application until the 21 November 2018	Actioned	
676	10-Oct-18	Action	Mark	Work with Mike Gray about the possibility of installing a small emergency water tank at the Greytown Town Centre, determine what would be required to install a generator plug and liaise with CDEM regarding the emergency preparedness upgrades	Open	
677	10-Oct-18	Action	Russell	Provide information to the Greytown Community Board on why swimming pool owners are being charged \$168 for inspections (anecdotally inspections were every three years and conducted at no charge to the user)	Actioned	Email provided
678	10-Oct-18	Action	Mark	Provide information to the Greytown Community Board on options for painting a solid line down/centre line down West Street, Greytown	Open	

GREYTOWN COMMUNITY BOARD

21 NOVEMBER 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 18/19 year.

Recommendations

Officers recommend that the Community Board:

1. *Receive the Income and Expenditure Statement for the period 1 July 2018 – 30 September 2018.*
2. *Receive the Income and Expenditure Statement for the period 1 July 2018 – 31 October 2018.*

1. Executive Summary

The Income and Expenditure Statement for 1 July 2018 – 30 June 2018 is attached in Appendix 1. The Income and Expenditure Statement for 1 July 2018 – 30 September 2018 is attached in Appendix 2 and 1 July 2018-31 October 2018 is in Appendix 3.

The beautification budget at year end 30 June 2018 will continue to be provided for reference as the beautification income and expenditure statement will only be prepared for the current year.

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

2. Appendices

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

Appendix 2 - Income and Expenditure Statements for the period 1 July 2017 – 30 September 2018

Appendix 3 - Income and Expenditure Statement for the period 1 July 2017 – 31 October 2018

Contact Officer: Suzanne Clark, Committee Secretary

Approved By: Paul Crimp, Chief Executive

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

Greytown Community Board
Income & Expenditure For the year ended 30 June 2018

INCOME	
Balance 1 July 2017	12,245.47
Annual Plan 2017/18	26,868.00
Greytown trust lands trust - water slide	652.17
SW Rotary Water slide	652.17
TOTAL INCOME	40,417.81
EXPENDITURE	
Members' Salaries	15,764.22
Mileage reimbursements	1,483.38
Total Personnel Costs	15,764.22
AP Local Governmen Annual CBD levy 2017/18	216.67
AP OfficeMax New Z Stationery etc	19.2
AP OfficeMax New Z Stationery etc	4.34
Most Beautiful Town - L Hay	292.54
AP Greytown Early Barrels - Gtn Oct-Dec 2017	510
AP Power Services Erect flags in Greytown main street	252
correct coding credit water barrels city care	-205.76
AP New Zealand Red Psychological First Aid GCB group x 20	665.22
AP Lamb-Peters Pri Feb Grapevine advertising	360
purchase inflatable slide from mba com board	2000
AP Lamb-Peters Pri A5 flyers - disaster simulation	254
AP Lamb-Peters Pri 2 x footpath signs - GCB clinic	556
AP Greytown Early Mtc of barrels Jan-March 2018	510
exp x wages APR	93.24
exp x wages MAY	50
AP Lamb-Peters Pri Gtn Com Board flip chart papers	32
Corrn GCB expenses L Hay Printer inks corr coding	154.99
exp x wages JUN	139.12
rain water tank CD raffle prize	91.3
EXP x Wages elected JUN YE	50
AP Grand Illusions Putting up Xmas Decorations Nov 2017	75
Total General Expenses	6,119.86
AP Greytown Trails Grant-maintain Gtn rail trail/promotion	1,000.00
AP Wairarapa U13 b GCB grant-attending Hockey tournament in	500.00
AP Greytown Netbal Grant to assist with balls & bibs purcha	483.00
AP Wairarapa Rate Operational support GCB 2018	200.00
AP Maths Wairarapa GCB grant asst running schools maths com	300.00
Total Grants	2,483.00
TOTAL EXPENDITURE	24,367.08
ACTUAL NET SURPLUS/(DEFICIT) YEAR TO DATE	16,050.73
BALANCE TO CARRY FORWARD	16,050.73

Greytown Community Board		
Income & Expenditure to 30 JUNE 2018		
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
8/06/2018	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

**Appendix 2 - Income and
Expenditure Statements for
the period 1 July 2017 – 30
September 2018**

Greytown Community Board

Income & Expenditure For the Period Ended 30 September 2018

	<u>INCOME</u>	
	Balance 1 July 2018	16,050.73
	Annual Plan 2018/19	27,639.00
	TOTAL INCOME	43,689.73
	<u>EXPENDITURE</u>	
	Members' Salaries	3,987.21
	Mileage reimbursements	81.76
	Total Personnel Costs	4,068.97
30/06/2018	AP Lamb-Peters Pri GCB 500 x A5 flyers IT support Kuranui	157.00
23/08/2018	AP Local Governmen CBEC levy for 2018/19	216.66
	Student Representative	100.00
	Computer Consumables	50.00
	Total General Expenses	523.66
25/07/2018	AP Greytown Trails - promoting Rail Trail 2018	1,000.00
25/07/2018	AP Greytown Lions - Trishaw cycle/equip 2018	500.00
30/07/2018	AP Greytown Menz Shed	500.00
30/08/2018	AP Life Education Trust - Deliver life skills to schools in region	500.00
30/08/2018	AP Citizens Advice Recognition of good service in Gtn ward	200.00
31/08/2018	AP Greytown Rugby - First aid Kit	380.00
7/09/2018	AP Arbor House - to assist chest freezer moving costs	500.00
	Total Grants	3,580.00
	TOTAL EXPENDITURE	8,172.63
	ACTUAL NET SURPLUS/(DEFICIT) YEAR TO DATE	35,517.10
	<u>LESS: COMMITMENTS</u>	
	Salaries to 30 June 2019	12,197.79
	Mileage to 30 June 2019	418.24
	Members computing consumables 2018 & 2019	250.00
	Remove old welcome to Greytown signs	1,000.00
	Promotion and support of the hub and civil defence initiatives to promote public awareness	906.76
	Cobblestones museum	500.00
	Printing and distribution of leaflets - Kuranui IT project	93.00
	Featherston Phoenix 1 advertisement Kuranui IT Programme	80.00
	Four Stickers for Dog Bag Poles	100.00
	BALANCE TO CARRY FORWARD	19,971.31

Greytown Community Board		
Beautification fund For the Period Ended 30 September 2018		
	Balance 1 July 2018	28,468.62
	Annual Plan 2018/19	10,710.00
	TOTAL INCOME	39,178.62
30/08/2018	AP Greytown Croque Plants for estab green boundary	750.00
14/09/2018	Greytown Barrels Apr/May/Jun From Gen to beautification budget	510.00
	TOTAL EXPENDITURE	1,260.00
	ACTUAL NET SURPLUS/(DEFICIT) YEAR TO DATE	37,918.62
	<u>LESS: COMMITMENTS</u>	
	C Tuvey 3D Designs - options welcome to Greytown signs	1,166.01
	Barrels and plants (Thrip spray/fertiliser to come from these funds)	486.08
	Bench Plaque	288.89
	Three Seater Bench	751.39
	BALANCE TO CARRY FORWARD	35,226.25

**Appendix 3 - Income and
Expenditure Statement for
the period 1 July 2017 – 31
October 2018**

Greytown Community Board
Income & Expenditure For the Period Ended 31 OCTOBER 2018

	<u>INCOME</u>	
	Balance 1 July 2018	16,050.73
	Annual Plan 2018/19	27,639.00
	TOTAL INCOME	43,689.73
	<u>EXPENDITURE</u>	
	Members' Salaries	5,316.28
	Mileage reimbursements	251.12
	Total Personnel Costs	5,567.40
30/06/2018	AP Lamb-Peters Pri GCB 500 x A5 flyers IT support Kuranui	157.00
23/08/2018	AP Local Governmen CBEC levy for 2018/19	216.66
	Student Representative	100.00
	Computer Consumables	50.00
	Total General Expenses	523.66
25/07/2018	AP Greytown Trails - promoting Rail Trail 2018	1,000.00
25/07/2018	AP Greytown Lions - Trishaw cycle/equip 2018	500.00
30/07/2018	AP Greytown Menz Shed	500.00
30/08/2018	AP Life Education Trust - Deliver life skills to schools in region	500.00
30/08/2018	AP Citizens Advice Recognition of good service in Gtn ward	200.00
31/08/2018	AP Greytown Rugby - First aid Kit	380.00
7/09/2018	AP Arbor House - to assist chest freezer moving costs	500.00
	Total Grants	3,580.00
	TOTAL EXPENDITURE	9,671.06
	ACTUAL NET SURPLUS/(DEFICIT) YEAR TO DATE	34,018.67
	<u>LESS: COMMITMENTS</u>	
	Salaries to 30 June 2019	10,868.72
	Mileage to 30 June 2019	248.88
	Members computing consumables 2018 & 2019	250.00
	Remove old welcome to Greytown signs	1,000.00
	Promotion and support of the hub and civil defence initiatives to promote public awareness	906.76
	Cobblestones museum	500.00
	Printing and distribution of leaflets - Kuranui IT project	93.00
	Featherston Phoenix 1 advertisement Kuranui IT Programme	80.00
	Four Stickers for Dog Bag Poles	100.00
	BALANCE TO CARRY FORWARD	19,971.31

Greytown Community Board		
Beautification fund for the Period Ended 31 October 2018		
	Balance 1 July 2018	28,468.62
	Annual Plan 2018/19	10,710.00
	TOTAL INCOME	39,178.62
30/08/2018	AP Greytown Croque Plants for estab green boundary	750.00
14/09/2018	Greytown Barrels Apr/May/Jun From Gen to beautification budget	510.00
8/10/2018	Greytown Barrels JUL/Aug/Sep From Gen to beautification budget	510.00
	Total Beautification	1,770.00
	TOTAL EXPENDITURE	1,770.00
	ACTUAL NET SURPLUS/(DEFICIT) YEAR TO DATE	37,408.62
	<u>LESS: COMMITMENTS</u>	
	C Turvey 3D Designs - options welcome to Greytown signs	1,166.01
	Bench Plaque	288.89
	Three Seater Bench	751.39
	Greytown Tennis Club paint for volley board	169.00
	BALANCE TO CARRY FORWARD	35,033.33

GREYTOWN COMMUNITY BOARD

21 NOVEMBER 2018

AGENDA ITEM 7.4

SCHEDULE OF ORDINARY MEETINGS

Purpose of Report

To provide Councillors with the proposed schedule of ordinary meetings for Council, community boards and committees for 2019.

Recommendations

Officers recommend that the Community Board:

1. *Receive the Schedule of Ordinary Meetings Report.*
2. *Adopts the 2019 schedule of ordinary meetings for Greytown Community Board to the end of September.*
3. *Sets a meeting start time for ordinary meetings.*
4. *Delegate to the Chief Executive the authority to alter the schedule of ordinary meetings following consultation with the Chair.*

1. Background

Each year Council adopts a schedule of Council, committee and community board meeting dates for the coming 12-month period. The schedule complies with Council policy and meets the Local Government Act 2002 requirements to 'hold meetings that are necessary for the good government of its district'.

The Community Board is being asked to adopt the schedule of meetings as presented to Council and set a meeting start time for ordinary meetings.

A meeting schedule, once adopted, can be amended so there is still flexibility to respond to a change of circumstances. For clarity the Community Board has been asked to endorse the recommended process should such a change arise.

2. Discussion

2.1 Proposed 2019 Schedule of Ordinary Meetings

A proposed schedule of 2019 meetings is provided in Appendix 1. Meetings are scheduled every six weeks as per Council policy. Where possible community board meetings are coordinated to be in the same week for Council officer work flow purposes.

The calendar has been aligned with legislative timeframes for Council to adopt the Long Term Plan and Annual Report during scheduled Council ordinary meetings.

If there is urgent business that cannot wait until the next scheduled ordinary meeting, section 8 of Standing Orders outlines how an extraordinary meeting may be called by the Board.

Martinborough Community Board have indicated an intention to move their meetings to Thursday. Both the Council adopted schedule and the proposed new dates are provided.

2.2 Meeting Times

Meeting times have been retained the same as for 2018. The Community Board should decide on a time that suits members.

2.3 Venue

Unless otherwise advised the venue will be the WBS Room, Greytown Town Centre, Greytown.

2.4 2019 Local Government Elections

The 2019 local government elections will be held on the 12 October 2019, with results declared 17-23 October 2019 (or as soon as practicable). There will not be an ordinary meeting for community boards in October, instead the Chief Executive will call the first meeting of the triennium which is expected to be scheduled towards the end of October.

The new Council and community boards will adopt a schedule of meetings for the remainder of the year.

2.5 Public Notification

Once the meeting schedule has been adopted by all of the community boards and the Maori Standing Committee the schedule will be published on our website.

3. Appendices

Appendix 1 – Proposed Schedule of Ordinary Meetings 2019

Contact Officer: Suzanne Clark, Committee Secretary

Reviewed By: Paul Crimp, Chief Executive

Appendix 1 – Proposed Schedule of Ordinary Meetings 2019

**SOUTH WAIRARAPA DISTRICT COUNCIL
PROGRAMME OF MEETINGS 2019**

<i>MEETING</i>	<i>TIME</i>	<i>DAY</i>	<i>JAN MTG 2019</i>	<i>FEB MTG 2019</i>	<i>MAR MTG 2019</i>	<i>APR MTG 2019</i>	<i>MAY MTG 2019</i>	<i>JUN MTG 2019</i>	<i>JUL MTG 2019</i>	<i>AUG MTG 2019</i>	<i>SEP MTG 2019</i>
Martinborough Community Board	6:30PM	Mon	28	-	11	29	-	10	15	26	-
Featherston Community Board	7:00PM	Tues	29	-	12	23	-	4	16	27	-
Greytown Community Board	7:00PM	Wed	30	-	13	24	-	5	17	28	-
Martinborough Community Board	6:30PM	Thurs	31		14	17 (Wed)		6	18	29	
Maori Standing Committee	6:30PM	Mon	-	11	25	-	6	17	29	-	9
COUNCIL	9.00AM	Wed	-	20		3	15	26	-	7	18

NOTES:

1. The dates of all other meetings will be separately notified
2. Waitangi Day: 6 February 2019
3. Easter: Good Friday 19 April 2019 and Easter Monday 22 April 2019
4. Anzac Day: Thursday 25 April 2019
5. Queen's Birthday: Monday 3 June 2019
6. Labour Day: Monday 28 October 2019

COUNCIL MEETING VENUE:

Waihinga Centre Martinborough: 26 June

WBS Room, Greytown Town Centre: 3 April, 7 August

Kiwi Hall, Featherston: 20 February, 15 May, 18 September

Election: 12 October 2019

GREYTOWN COMMUNITY BOARD

21 NOVEMBER 2018

AGENDA ITEM 7.5

APPLICATIONS FOR FINANCIAL ASSISTANCE

Purpose of Report

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

Recommendations

Officers recommend that the Community Board:

1. *Receive the Applications for Financial Assistance Report.*
2. *Consider the application from the Greytown Early Years and consider allocating the requested \$500 to assist with the costs of purchasing toys for construction and storytelling.*
3. *Consider the application from the 1st Greytown Scouts group and consider allocating the requested \$500 to assist two of its Venturers, Rhys Kill and Aiden Pogson, to go to Illuminante (Venturer jamboree) from 31 December to 11 January.*

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.

The Community Board asked Greytown Early Years to supply their financial accounts and deferred consideration of the request until the next meeting after they have been received. The financials supplied and the application have been 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
Greytown Early Years	No outstanding accountability forms
Greytown Scouts	No outstanding accountability forms

Contact Officer: Suzanne Clark, Committee Secretary

Approved By: Paul Crimp, Chief Executive

SOUTH WAIRARAPA DISTRICT COUNCIL

21 NOVEMBER 2018

AGENDA ITEM 7.6

SWDC LOGO AND BRANDING WORKING PARTY

Purpose of Report

To inform community boards and Māori Standing Committee of the progress on the new SWDC logo.

Recommendations

Officers recommend that the Community Board/Committee:

1. *Receive the SWDC Logo and Branding Working Party Report.*

1. Executive Summary

Advertisements for design studios, agencies and graphic designers to register their interest (EOI) in the development of the new council logo and request briefing documents resulted in 21 requests for the briefing papers.

We received 8 submissions from design companies, advertising agencies and graphic design companies from across the Wairarapa and Wellington. All submissions were on time and all signed confidentiality clauses and Conflict of interest forms. No conflict of interest was recorded.

A short list of four companies was drawn up and appointments made to meet with the Logo Working party. We met with the four short-listed candidates on Thursday 18th October 2018.

Jennie Mitchell, (Group Manager Corporate Support) made special arrangements for our new communications manager (who starts on 25th Oct) to attend the meetings. We found this extremely valuable and added to the robustness of the decision making process.

Candidates presented to us, we had a range of questions for all of them from members of the Logo working party. The views of those members of the working party who were unable to attend the interviews were sought via phone, email & txt.

We accessed the companies and rated them against the following criteria.

1. Partnership Potential
2. Strategic Thinking

3. Market Research
4. Ability to Work Across All Platforms
5. Value for Money
6. Credentials/Experience
7. Creativity
8. Project Management

Of the four companies the standout company was Satellite Design. We were unanimous in our agreement that would be the ideal fit for SWDC. They were the only company that gave a further presentation (in addition to their original submission) on how we would proceed from here and had clearly given a lot of thought to the needs of SWDC.

We also undertook reference checks with clients of Satellite Design all of whom could not recommend them highly enough.

Council agreed we appoint Satellite Design as our agency of choice to work on our logo.

We have started to first of the meetings to begin the process. Members of the logo working party and Reuben Tipoki (MSC) attended. The purpose was to use photos to create a mood board. We also had input from other council staff and councillors.

2. Background on Satellite Design

Satellite Design is based in Tauherenikau, South Wairarapa. They sit firmly in the geographic heart of our region. They have the experience and proven track record, both internationally and locally. They are passionate about the Wairarapa and have the ability to deliver our vision. When considering the final company we also had to ensure that council were getting value for money.

We believe that Jo Lysaght and Dave Murray from Satellite Design will be the perfect fit for SWDC.

They specialise in responsive websites, graphic design and illustration, and many other services that answer clients many different digital needs. With 20 years agency experience we can confidently say they know their way around the changing digital world and can provide us with hassle-free solutions. They were very strategic in their thinking about the needs of SWDC.

They do not out source as they have all the technical knowledge and experience in house. This has big implications for SWDC, in terms of cost savings and deadlines.

Their references were exemplary. Details of their references are available. To summarise comments from clients "With Satellite Design you are getting

big city experience, knowledge and service levels with small town prices and accessibility.

3. Transparency and Robustness of the Process

While it has taken slightly longer than anticipated to get to this point and for the successful applicant to be chosen we believe the process has been robust, transparent and above all very professional. We have confidence this will result in a better outcome for council and our ratepayers and a level of transparency in our processes which will stand the council in good stead in the long term.

4. Where To From Here?

We have started work on a mood board and together with extensive briefing documents presented earlier work has now begun. We have to structure the process around council meeting so hope to have it finished in time for the Feb meeting or April at the latest.

5. Bi-Lingual Logo/Input from MSC

All logos will be bi-lingual. The words are "Te Waharoa o Wairarapa" which translates as "Gateway to the Wairarapa" will be included in our logo. Cr Maynard (who sits on the MSC) emphasised at the interviews the need to consider our Maori heritage in the design.

6. Communications

We issued a press release to local papers on Wednesday 24th October regarding the new appointment. This will be done in consultation with the Logo working party and the new communications manager.

6. Conclusion

We are on track with new logo development and are very pleased with the decision to appoint Satellite Design.

Written By: Leigh Hay, Chair Council Logo and Branding Party

GREYTOWN COMMUNITY BOARD

21 NOVEMBER 2018

AGENDA ITEM 7.7

CHANGE TO NAMING OF PUBLIC ROADS, PRIVATE ROADS AND RIGHTS-OF-WAY POLICY

Purpose of Report

To report on Council approved changes to the Policy on Naming of Public Roads, Private Roads and Rights-of-Way. In particular, for a simpler and effective process for requests correcting the spelling of existing road names.

Recommendations

Officers recommend that the Community Board:

1. *Receive the Approved Change to Naming of Public Roads, Private Roads and Rights-of-Way report.*

1. Background

The South Wairarapa District Council is responsible for the naming of roads and under its current policy, right of ways serving more than four sites.

A consistent and considered approach is needed when naming roads in the District.

Roads are named to ensure ease of identification for the Council, the public, and especially for key service providers such as emergency response organisations (police / fire / ambulance), and postal and utility services.

The Council is empowered to name roads under Sections 319 and 319A of the Local Government Act of 1974 (LGA 1974).

The "Policy on Naming of Public Roads, Private Roads and Rights-of-Way" (the Policy) includes provision for changing road names (4.4 of the Policy).

Correcting the spelling of a road name is set out as a reason for changing road names.

Section 4.4.3 of the Policy sets out the procedure for changing a road name. This includes a requirement for a significant majority of residents and owners along the road to support the proposed name change.

On the 24 October 18, Council approved an amendment to the Policy to allow a more simple procedure for correcting spelling errors. In future,

spelling errors could be amended via an officer report and approval by Council without carrying out consultation. Officers would then correct the spelling where appropriate, and subsequently notify residents and owners.

A recent request has been made for the correction of the spelling of Hinakura Road to Hinekura Road and Pah Road to Pā Road. Liaising with the multitude of residents and owners along roads such as Hinakura Road or Pah Road to ascertain support of a spelling correction is considered to be an unnecessary level of consultation and would consume a significant amount of officer time, and is seen as not relevant to the effective correcting and updating of road names.

2. Approved Changes

The Policy on Naming of Public Roads, Private Roads and Rights-of-Way was amended as below (additions underlined);

4.4 CHANGING EXISTING ROAD NAMES

4.4.1 Where there is uncertainty about a road name, generally the most recently gazetted name will be the officially recognized name for the road.

4.4.2 A name change will only be made if the Council considers that the change will result in a clear benefit to the community. Reasons for changing road names may include:

- To correct the spelling*
- To eliminate duplication in spelling or sound*
- To clarify a situation where more than one name is used for a road*
- To make geographical corrections*
- To assign different names to separate ends of a road with a permanently impassable section somewhere along the length*

4.4.3 Where a road name is requested to be changed, a significant majority of residents and owners along the road must support the proposed change. The applicant shall also provide any history relating to the existing street name. The road name change report shall be presented to the relevant Community Board for comment prior to the Council meeting. However, the final decision to allow a road name to be changed and the new name of the road is always at the discretion of the Council.

4.4.4 Where a road name is requested to be changed to correct a demonstrated spelling error, the change shall be presented to Council for approval without the requirement for prior consultation with the relevant Community Board and residents and landowners.

Council also elected to make the following change to the Policy. Officers will also forward any requests that they consider should be reviewed by the Maori Standing Committee (for example the use of Māori given or family names, or Māori area names).

4.4.3 Where a road name is requested to be changed, a significant majority of residents and owners along the road must support the proposed change. The applicant shall also provide any history relating to the existing street name. The road name change report shall be presented to the relevant Community Board and to the Maori Standing Committee, (if required), for comment prior to the Council meeting. However, the final decision to allow a road name to be changed and the new name of the road is always at the discretion of the Council.

3. Consultation

Recommended changes to this Policy are normally reviewed by community boards prior to Council. As the change was a process change rather than a request to approve significant changes, the Audit and Risk Working Party were comfortable that it be considered by Council on the 24 October 2018. The community boards and Māori Standing Committee are now being advised of the changes.

4. Appendices

Appendix 1 - Policy on Naming of Public Roads, Private Roads and Rights-of-Way (as amended)

Contact Officer: Suzanne Clark, Committee Secretary

Reviewed by: Jennie Mitchell, Group Manager Corporate Support

Appendix 1 - Policy on Naming of Public Roads, Private Roads and Rights-of- Way (as amended)



Policy on Naming of Public Roads, Private Roads and Rights-of-Way

1.0 RATIONALE:

The South Wairarapa District Council is responsible for naming roads within its boundaries. A consistent and comprehensive approach is needed for naming of roads in the District. Roads are named to ensure ease of identification for the Council, the public and key services such as emergency, postal and utility services. The Council is empowered to name roads under Section 319A of the Local Government Act of 1974. The procedures under which the Council wishes to achieve the abovementioned objectives are defined below.

2.0 PURPOSE:

To set out guidelines and standards relating to the naming of public roads, private roads and rights-of-ways in the South Wairarapa District. The Council's policy will apply to new or unnamed roads, both public and private, including roads with existing names that may be locally, but not officially, recognized and will also apply to proposals to change the name of an officially named road. The policy also includes areas that would benefit from an official address for identification purposes such as private rights-of-way serving more than four lots. This policy is critical for correct addressing, which is used by emergency services, making our community safer.

3.0 DEFINITIONS (for purposes of this Policy only):

Road – A generic term that for the purposes of this policy only encompasses public roads, private roads and rights-of-ways that serve more than four lots.

Private Road – any roadway, place or arcade laid out on private land by the owner thereof intended for the use of the public generally. Private roads are not maintained by the Council but shall be formally named for the reasons set out in Sections 1.0 and 2.0 of this Policy.

Public Road – Any road open to public travel that is under the jurisdiction of and maintained by the Council.

Rights-of-Way (Private Way) - An easement, a privilege to pass over the land of another, whereby the holder of the easement acquires a reasonable and usual enjoyment of the property,

(normally the right to pass and re-pass) and the owner of the land retains the benefits and privileges of ownership consistent with the right of way easement. Rights-of-ways are not maintained by the Council but those rights-of-ways that serve more than four lots may be formally named for the reasons set out in Sections 1.0 and 2.0 of this Policy.

Suggested Suffixes – Terms such as “road”, “street”, “lane” etc. are to be used in circumstances appropriate to the physical situation, with the following suffix definitions acting as a guide:

Avenue	A wide straight road planted with trees on either side
Boulevard	A wide, main road, often planted with rows of trees
Circle	A street surrounding a circular or oval shaped space
Common	A street with a reserve or public open space along one side
Court	A short enclosed road, i.e. a cul-de-sac
Crescent	A crescent shaped street, generally with both ends intersecting the same street
Crest	A road running along the top or summit of a hill
Cul-de-sac	A short enclosed road
Drive	An especially scenic road or a main connecting route in a subdivision
Glade	A tree covered street or passage between streets
Green	As for Common, but not necessarily bounded by a reserve
Grove	A road that often features a group of trees standing together
Heights	A road traversing high ground
Lane	A narrow road
Lookout	A road leading to or having a view of fine natural scenery
Parade	A public promenade or road
Place	A short, sometimes narrow road
Ridge	A road along the top of a hill
Rise	A road going to a higher place of position
Road	A route between places, general usage
Row	A road with a line of professional buildings on either side
Street	A road that usually has houses on both sides
Track	A narrow country street that may end in pedestrian access
View	A road commanding a wide panoramic view across the surrounding areas
Way	A narrow road, often synonymous with lane

4.0 GUIDELINES:

4.1 GENERAL

- 4.1.1 The naming of roads provides a unique address to enable a property to be identified for power, telephone, mail and emergency services.
- 4.1.2 The Council is responsible for naming roads.
- 4.1.3 The Council will actively promote the formal naming of

existing unnamed (or informally named) public or private roads and any rights-of-ways that serve more than four lots.

4.1.4 All approved road and rights-of-way names, both public and private, will be recorded in the Council's GIS system and flagged as a public road, private road or rights-of-way.

4.1.5 This Policy will be reviewed and amended from time to time.

4.2 PROCEDURE FOR NAMING ROADS

4.2.1 Applications for naming all roads that are created or extended as part of a subdivision are required to be submitted as part of the resource consent process.

4.2.2 To assist Council in assigning a name, an application for subdivision consent where a road is proposed to be named shall include three possible road names to Council for consideration and approval. For rights of way serving more than four lots where it is proposed to name the right of way, the users of the right of way shall jointly submit an agreed proposed name which shall be adopted by Council subject only to the guidelines for the selection of new road names being satisfied.

The names should be listed in order of preference with a brief statement of their significance. The applicant must also submit a concept/survey plan identifying the road, and pay the appropriate fee.

4.2.3 Once Council receives the application, it will check the suitability of the preferred and alternative names against its Policy.

4.2.4 The road naming application will be submitted to the relevant Community Board for a recommendation prior to consideration and decision by Council. The final decision to approve the name shall remain at the discretion of Council.

4.2.5 The Council will approve, amend or decline the name by way of a formal resolution adopted by Council.

4.2.6 Council will advise the applicant in writing of the decision.

4.2.7 Council will ensure that the road naming process is completed and the signs are installed at no cost to Council before the Section 224C certificate is prepared for issue. Performance bonds will not be accepted.

4.2.8 Applications for naming of existing roads are required to be submitted to the Council's Chief Executive Officer. The Council will consider and make a decision on the road name application and will follow steps 4.2.3 to 4.2.5.

4.2.9 The Council also requires to be consulted for naming of existing private roads and rights-of-way to ensure that a current or proposed name complies with Council policy and the various agencies to be informed are appropriately advised.

- 4.2.10 Applications for private road and rights-of-way names are to be submitted to the Council on a standard form that is available from the Council office after consideration by officers. Such applications will be submitted to the Council for the adoption of a name, or names.
- 4.2.11 Immediately after Council approves the name of any road, the Council will advise Land Information NZ, Quotable Value, Council's rating and GIS departments and all emergency services in the area of the name of the road.

4.3 GUIDELINES FOR THE SELECTION OF NEW ROAD NAMES

- 4.3.1 There must not be another road with the same name in the South Wairarapa District emergency services area; this includes same road names with a different suffix. However, existing roads with the same names as of the date of adoption of this Policy are allowed.
- 4.3.2 Identical names with different spellings will not be accepted (e.g. Beach, Beech).
- 4.3.3 The name should have significant local content or meaning.
- 4.3.4 Names are to be selected in proportion to the length of the road. Long names on short cul-de-sac's can be difficult to display on a map.
- 4.3.5 The end name for the roadway should be the one that most accurately reflects the type of roadway that it is.
- 4.3.6 All private roads and rights-of-ways serving more than four lots are to have the suffix "Lane" or "Way".
- 4.3.7 Where the road is a continuation of an existing named road, or will in the future link to an existing named road, then the current road name will automatically apply.
- 4.3.8 Names are entirely at the discretion of Council, whether for policy reasons or for other considerations.

4.4 CHANGING EXISTING ROAD NAMES

- 4.4.1 Where there is uncertainty about a road name, generally the most recently gazetted name will be the officially recognized name for the road.
- 4.4.2 A name change will only be made if the Council considers that the change will result in a clear benefit to the community. Reasons for changing road names may include:
- To correct the spelling
 - To eliminate duplication in spelling or sound
 - To clarify a situation where more than one name is used for a road
 - To make geographical corrections
 - To assign different names to separate ends of a road with a permanently impassable section somewhere along the length

- 4.4.3 Where a road name is requested to be changed, a significant majority of residents and owners along the road must support the proposed change. The applicant shall also provide any history relating to the existing street name. The road name change report shall be presented to the relevant community board and to the Maori Standing Committee, (if required), for comment prior to the Council meeting. However, the final decision to allow a road name to be changed and the new name of the road is always at the discretion of the Council.
- 4.4.4 Where a road name is requested to be changed to correct a demonstrated spelling error, the change shall be presented to Council for approval without the requirement for prior consultation with the relevant community board and residents and landowners.

4.5 SIGNAGE

- 4.5.1 If Council approves the name of a road as part of a subdivision, a standard Council road sign shall be created and erected at the applicant's expense. This requirement will usually be a Section 224 condition of resource consent.
- 4.5.2 Street signs on private roads and rights-of-ways must have the word "Private" under the street name and the applicant is required to pay for the sign, its installation and maintenance.
- 4.5.3 Repair, maintenance or replacement of any road sign for a private road or rights-of-way will not be at Council's expense.
- 4.5.4 Council will provide and erect nameplates and posts for existing public roads that are newly named (not part of a recent subdivision).
- 4.5.5 Council will maintain all road signs on public roads.
- 4.5.6 Where appropriate, and at the discretion of Council, when signage for a road that has a significant historic name is to be replaced, a sign plate may be erected that identifies the historic significance of the name.

GREYTOWN COMMUNITY BOARD

21 NOVEMBER 2018

AGENDA ITEM 9.1

CHAIRPERSON REPORT

Recommendations

The chairperson recommends that the Community Board:

1. *Receive the information.*
2. *Recommendation to approve a cost of \$2,000+GST as a grant to St Luke's Church to be used for work required for the Gum Tree to be paid from the beautification budget.*
3. *Recommendation to approve a cost of \$3,000+GST as a grant to The Greytown Heritage Trust to be used for the costs towards printing of the new Heritage Trail signs. This is to be paid for from the beautification budget.*
4. *Recommendation to approve a cost of \$300+GST for artwork for the new Greytown Cemetery sign. This is to be paid from the beautification budget.*
5. *Recommendation to approve a cost of \$2,000+GST for work on the dog park programme including gates. This is to be paid from the beautification budget.*
6. *Recommendation to approve a cost of \$410+GST for Installation of Town Hall Xmas decorations and new lights.*
7. *Recommendation to approve a cost of \$755 inc GST for conference registration and up to \$1,000 for 3 nights' accommodation, food and petrol costs.*
8. *Recommendation to approve a cost of \$1,000 + GST to Rotary as a contribution towards the costs for the traffic management plan.*
9. *To approved a cost of up to \$800 for advertising of meetings in December and January for public consultation for annual plan submissions.*

1. Topic 1 – Bench to recognise Jan Eagle in Stella Bull Park

This has been paid for and will shortly be delivered. The MENZ shed will install the bench and in consultation with the Friends of Stella Bull Park we plan to have a small ceremony to mark the occasion.

The Bronze plaque is 100mm x 50mm including 4 screw holes. We have recommended using bronze as these last forever and are more visible. The Plaque will read (after further consultation with Jan Eagle's Family), This Bench was given by the Greytown Community Board in memory and recognition of the significant work Jan Eagle has done for our community 2018.

2. Topic 2 – Gum Tree at St Luke's Church

Planted in approx. 1860 the St Luke's Church Eucalypt (Eucalyptus regnans) Mountain Ash – was also known as "The Church Gum" or "St Luke's Gum" in earlier days.

In 1982 the Greytown Beautifying Society, in their recommendations to the Greytown Borough Council with a list of trees for protection, thought that "the Greytown Gum" was number one. They included Burstall's measurements for both height and diameter and some historic facts.

For some time there have been concerns round the safety and long term health of this tree. Recently after an arborist report was commissioned by St Luke's Church, it was deemed necessary that significant work on the tree was required. Despite a number of fundraising activities by St Luke's the costs for the work on this tree remain significant.

The Greytown Community Board considers this the most significant tree in Greytown. It has been the subject of books and is a significant tourist attraction.

For these reasons the GCB have decided to allocate a grant of \$2,000 towards the work which has to be done on the Gum Tree. This will come out of our beautification budget. We believe this is a right and proper use of this money.

Recommendation to approve a cost of \$2,000+GST as a grant to St Luke's Church to be used for work required for the Gum Tree to be paid from the beautification budget.

3. Topic 3 – Greytown Heritage Trust Grant

The Greytown Heritage Trust is a group of committed volunteers advocating for and preserving the unique history and heritage features – the buildings, trees and streetscape of Greytown in South Wairarapa; New Zealand's first planned inland town.

The town's renowned historic buildings and trees are protected by council bylaws and the Trust works to uphold these. Greytown Community Heritage Trust was established in 1993 with five founding members and \$10 in capital. Since that time the Trust has grown significantly and the board provides invaluable professional advice to both the Community Board and council officers at SWDC.

The Trust developed the "Greytown Heritage Sign Trail". This is a fascinating walking trail featuring around 40 properties, and is an ongoing project. Signs give information about the heritage features of each property. They are now using QR codes on some signs to enable the public to access more information.

The Greytown Heritage Trail is a much loved tourist attraction. The Trust has printed a new brochure for visitors and it is available online.

They are in the process of updating all the signs (with QR codes) which is a significant and costly project.

The community board believes the Heritage trail adds significantly to Greytown, respecting our history, and adding knowledge to both locals and visitors alike. We would also like to acknowledge the significant work done by the Greytown Heritage Trust in a meaningful way that is of benefit to both the Trust and Greytown.

We are recommending a grant of \$3,000 to be given to the Trust to use for the printing of the new signs. This will come out of our beautification budget. We believe this is a right and proper use of this money.

Recommendation to approve a cost of \$3,000+GST as a grant to The Greytown Heritage Trust to be used for the costs towards printing of the new Heritage Trail signs. To be paid from the beautification budget.

4. Topic 4 – Arbor Day Planting Programme –Greytown Cemetery

The Greytown Community Board are looking at planting an avenue of Lime trees on the northern border of the cemetery. Work will be done in consultation with council officers to ensure the ongoing health and watering of the trees is taken into account. The approx. budget for this will be \$5,000-\$7,000 and this will come out of the beautification budget. Arbor Day in Greytown celebrates its 130yr anniversary and this would form part of a fitting celebration of that.

5. Topic 5 – Entrance Signs to Greytown

We plan to work with the Greytown Heritage Trust on this and relocate the decorative part of existing signs to Main St. We will also work in collaboration with the MENZ shed on this project.

6. Topic 6 – Quote for art work for new Cemetery sign

We are doing a new sign for the Greytown Cemetery. This will be installed once the new logo has been approved. However work on the sign design will commence immediately. This will come out of the beautification budget.

Recommendation to approve a cost of \$300+GST for artwork for the new Greytown Cemetery sign. This is to be paid from the beautification budget.

7. Topic 7 – Greytown Submission to Keep NZ Beautiful as The Most Beautiful Main St in New Zealand.

We plan to begin work on our submission in the New Year.

8. Topic 8 – Dog Park Initiative

Following the submission to council by the Featherston Dog Park group, the Community Board believe this would be an excellent initiative in Greytown. We think the idea of upcycling material used in SW roading projects, as suggested by Mark Allingham shows real leadership in waste minimisation. To that end Eve Boom, from Greytown (who is a leading specialist in dog behaviour and dog training) has agreed to spearhead the project in collaboration with the MENZ shed and council officers.

With a significant dog population in Greytown we believe this would have the added benefit of improving dog behaviour, assisting in dog training and potentially involving council officers in their ongoing dog education programme.

This project would take place over a period of 2-3 years. The initial area of concern is to improve the gate system at the park and provide an alternative exit gate.

This will come out of our beautification budget. We believe this is a right and proper use of this money.

Recommendation to approve a cost of \$2,000+GST for work on the dog park programme including gates. This is to be paid from the beautification budget.

9. Topic 9 – Installation of Xmas Decorations

Installation of Town Hall Xmas decorations and Replacement of Xmas lights stolen in 2017. Installation costs are \$150.00 +GST and 2 new light sets at \$130 each is \$260+GST

Recommendation to approve a cost of \$410+GST for Installation of Town Hall Xmas decorations and new lights

10. Topic 10 – The Great Greytown Expo -2019

As part of a celebration of the 30 year anniversary of the SWDC in 2019 we plan to hold a Greytown Expo. This will form part of our community engagement plans and will highlight what is on offer in the community for both new and long term residents in Greytown. There is also an opportunity for community groups to acquire new members, supporters and volunteers.

11. Topic 11 – LG Community Boards Conference-2019

The 2019 Community Boards Conference will take place on 11-13 April 2019 in New Plymouth. The New Zealand Community Boards Conference takes place every two years. The biennial conference was introduced in 1997 to bring together the community boards of New Zealand to share practice and to help improve the understanding and work of community boards. The theme of the conference is **Community Boards in a Time of Change**.

Council pays for the attendance of one member at the conference including travel costs. The Greytown Community Board would like to send a second board member as we believe these conferences are a huge benefit (allowing a sharing of ideas that benefit our community). Early bird registration reduces the fee. We would like to take advantage of that. We propose to claim actual petrol costs rather than a per km rate to minimise costs.

A full copy of the programme can be seen here:

http://www.nzcbc2019.co.nz/nzcbc19/programme_speakers/programme

Recommendation to approve a cost of \$755 inc GST for conference registration and up to \$1,000 for 3 nights' accommodation, food and petrol costs.

12. Topic 12 – Rotary Grant for Xmas Parade

We have been asked if we could contribute towards the cost of the traffic management plan for the Greytown Xmas Parade. In the past this has been sponsored by Futon Hogan. Rotary have successfully organised the Xmas parade for a number of years with no financial contribution from the Greytown Community Board. The Xmas parade is a very successful community event and also formed part of our submission for the most beautiful small town as an example of a successful community event and community engagement. We support a contribution of \$1,000 towards the cost.

Recommendation to approve a cost of \$1,000 + GST to Rotary as a contribution towards the costs for the traffic management plan.

13. Topic 13 – Ongoing Greytown Community Board's Initiatives and Planning

- The Chair, Leigh Hay, GCB attended The South Wairarapa District Council full day training for Tangata Tiriti- Treaty People at Hau Ariki Marae, Martinborough on 17th October 2018.
- Ongoing attendance by Chair at Infrastructure and Planning committee meetings to represent Greytown's interest.
- Maintenance of Key Town Assets: we continue to work with council officers and will submit ideas at time of annual plan, including the possibility of upgrading the sound and IT system at Town Hall.
- Work on submissions by Greytown Community Board to annual Plan.
- 30yrs anniversary for SWDC 2019 – Opportunity to promote what we have achieved across SWDC.
- GCB –Booklet on Papawai.
- We hope to hold our GCB Meeting March 13th at Papawai Marae.
- Attendance at Featherston Sculpture unveiling - 3pm 10th Nov.
- Review of Soldiers Memorial Park Plan 2019. Review all signage at the park with the view of including historical content.
- Sign at Arbor Reserve with historical interpretation.

- Work with council officers to see whether it is possible to expand pool hours.

Report compiled by Leigh Hay
Chair
Greytown Community Board

MEMBER REPORT
for
Greytown Community Board Meeting
21st November 2018

Member Name	Mike Gray
Group Name	Emergency Management Liaison
Meeting Date	29 th Sept & November 3 rd . Discussions with MENZ Shed on Community Preparedness (Resilience), possible roles in activation of 'Community Emergency Hub', and support in event of a significant community disruption – e.g Earthquake.
Key issues from meeting	Interest in assisting with communications – radio operations. One member briefed on Wednesday 7 th Nov. Also Members are willing to offer support in relevant ways – depending on nature and scale of disruption and coordinated by MENZ Shed.
Specific item/s for Community Board consideration	Continuing need for building support 'structures' to ensure effective operation of Community Emergency Hub and general readiness of community. Radio Operations - Training/familiarisation is available.
General	Self and Stan Mangin attended a WREMO Workshop – 14 th November at Carterton Events Centre – focus was on Individual, Family etc Preparedness.

Greytown Community Board

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



2 November 2018

Chris Ward
FreshChoice Greytown
12 Hastwell Street
Greytown 5712

Dear Chris

CAR PARK SAFETY IMPROVEMENTS

As a follow-up to our letter of 19 June 2017 expressing concern about visibility and safety exiting your car park, Mike Grey, Greytown Community Board member asked that we write to thank you for your recent changes on the West Street exit from the carpark. Visibility has been improved for motorists exiting the car park, and we are grateful to you for undertaking this work and making our community a safer place to work and live.

We would also like to take this opportunity to thank you for all the things you do for the Greytown community and look forward to continuing to work with you.

Yours sincerely

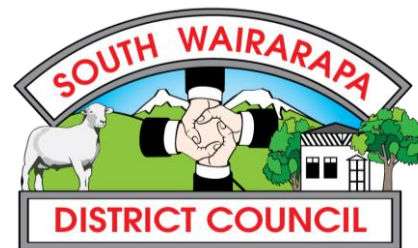
A handwritten signature in blue ink, appearing to read 'Leigh Hay'.

Leigh Hay
Chair, Greytown Community Board



Greytown Community Board

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



09 November 2018

Amiria Te Whaiti,
Board Member,
Papawai Marae,
23 Pah Road,
RD1
Greytown 5794

Tēnā koe Amiria,

It was a pleasure talking to you today to discuss some of the ideas the Greytown Community Board has for strengthening ties with Papawai Marae. The people of Papawai have a long proud history and the Marae is one of New Zealand's most historically important. We believe as a board that working together can only be for the greater good of our communities.

With that in mind, we wondered if your board would consider us having one of our official community board meetings at Papawai Marae. This would be held on 13th March 2019 or 24th April 2019 (or later if these dates did not suit you). Generally our meetings start at 7pm on a Wednesday and your suggestion of starting at 6.30pm with a Powhiri would work well. Normally we would have up to 10 people in the official party. The public are allowed to attend our meetings but have no speaking rights. We would anticipate we may have more people attending the meeting than normal given that it was at the Marae.

If you agree, we would be guided by the Papawai Board as to what would be the most appropriate and what works best for you.

The other matter which I wanted to bring to the attention of the board is signage at the Marae. As you will no doubt see on a regular basis, many people drive by the Marae and pull up at the gate wanting to look around. The last time I was at Papawai I noticed there was no sign giving the history and importance of Papawai Marae.

The Greytown Community Board has a beautification budget that could be used to pay for an attractive sign at Papawai that would enhance and inform. Obviously this would be subject to costs and final sign off (on costs) by the board but I believe there would be significant support for such a project.

There has been some work done in Auckland with signs being erected throughout the city, which tells stories about local Maori history at each location. The signs showcase the history, culture and traditions of local iwi.

Perhaps you can discuss this and let me know if you have any interest in this project?

From time to time Paora Ammunson and I have discussed a book about Papawai. Just last week I was approached by a local children's author who wants to write a book about Papawai. At a community board meeting last week there was support for a grant towards such a project (again as always subject to costs). After speaking to council they also suggested that a book may be eligible for our South Wairarapa Creative grants. You may want to consider this as well.

I look forward to hearing from you,

Nga Mihi

Leigh Hay
Chair
Greytown Community Board



From: Adrienne Staples [mailto:gum.grove@xtra.co.nz]
Sent: Friday, 9 November 2018 11:15 a.m.
To: GCB- Leigh Hay <hay4greytown@gmail.com>
Cc: Suzanne Clark - Committee Secretary <Suzanne.Clark@swdc.govt.nz>
Subject: reply to letter

Leigh Hay,
Chairperson,
Greytown Community Board.

Dear leigh

Thank you for contacting me regarding the weekend bus service to and from Greytown.

Firstly I wish to apologise for the tardiness of this reply. Unfortunately our home server which receives forwarded email from my GWRC address suffered a terminal failure and we were without email for over a week. Our IT consultant (Don) has had to recover hundreds of emails (one of them yours) and they are still coming through. So again – sincere apologies.

Mayor Viv raised this issue with me earlier in the year and while I genuinely understand your concern I do need to clear up some misconceptions.

Firstly, changes to the network are not spur of the moment and these came after the review required by the government Public Transport Operating Model (PTOM) late 2015 – 2016. Local councils were part of a working group formed at the time and users were part of the process.

Greytown has not lost its Saturday service, it simply takes passengers to and from Featherston Station rather than Woodside. Greytown also now has a Sunday service which it did not have before.

While I appreciate that a successful town like Greytown would prefer the concept of the Woodside/Greytown connection, Metlink needs to consider Greytown as part of the Wairarapa network with connections to the other towns as well. A Woodside service would require another bus and the average loading of 3 simply didn't justify that. What is important though is that passengers who wish to go to and from Greytown can find out how to do that easily.

I checked the Metlink website and found it easy enough to follow but your letter indicates that there are problems with this for others so this needs to be fixed. We would welcome suggestions on how to do this so I will ask our officers to contact you directly to iron out any problems that passengers may be experiencing. It is important that they can understand what the timetable is telling them and perhaps we need to work with some local outlets to ensure everyone knows what's what?

Finally, all transport systems are reviewed from time to time and if loadings increase in Greytown then there may be opportunities to adjust the timetable.

I have attached FYI, a copy of the Transport Review presentation I sent to Mayor Viv and will forward your letter to our Transport Department.

Again my sincere apologies for the late reply to your letter.

Kind Regards

Adrienne Staples
Councillor GWRC