

On 14 November 2016 at 10:59, Sid Kempton <[Sid.Kempton@asb.co.nz](mailto:Sid.Kempton@asb.co.nz)> wrote:

Hi Leigh,

I hope you had a good weekend.

Could I please have a 5 minute slot at the 23 November GCB to provide members with an update on the Greytown Wheels Park?

In summary:

- The steering group have identified 13 publically and privately owned potential sites around Greytown. The preferred option is 4-6 Pierce Street (across road from dog park);
- The Development is likely to be in two stages. Stage 1 would be a children's cycleway, with Stage 2 being the skate/scooter facility;
- We have had discussions with two of the top New Zealand designers for the skate/scooter area and also gained information from other amenity managers at Councils around the country. General pricing discussions and examples of other facilities around New Zealand for the skate/scooter facility indicate development costs in the region of \$250k-\$300k. The children's cycleway would be in the region of \$50-\$70k. We would also need toilet facilities (cost unknown at this stage).
- 31 Aug *GCB RESOLVED (GCB 2016/59) that up to \$3,000 from the money granted in the 15/25 LTP be released to the Greytown Wheels Park Steering Group so concept plans for a Greytown youth park can be pursued.* None of this allocation has been spent yet.
- We have a draft Trust deed that we are working on. It is modelled on other skate/scooter facilities in NZ;
- Due to the likely the likely timeframe involved in getting a functional facility completed (2-3 years) we have been donated a number of materials to build a temporary 'pop-up' park that could be transported on trailers and used for a few hours at the swimming baths carpark or potentially the school or college (subject to approval from the relevant authority);
- Our last meeting was held on 13<sup>th</sup> September 2016.

Many thanks,

**Sid Kempton**



## Greytown Community Board First Meeting of the Triennium 2016-2019

**Minutes – 26 October 2016**

- Present:** Leigh Hay (Chair from 7:05pm), Mike Gray, Ann Rainford, Christine Stevenson, Cr Paora Ammunson and Cr Margaret Craig.
- In Attendance:** Viv Napier (Mayor), Paul Crimp (Chief Executive) and Suzanne Clark (Committee Secretary).
- Conduct of Business:** The meeting was held in the WBS Room, Greytown Town Centre, Greytown. The meeting was conducted in public between 7.00pm and 8:10pm.

### **The Chief Executive in the Chair**

#### **A CONDUCT OF BUSINESS**

- A1 Apologies  
There were no apologies.

#### **B DECLARATIONS AND ELECTION OF CHAIRPERSON**

- B1 Declaration by Members  
The elected Greytown Community Board Members made public declarations and were sworn in by the Chief Executive.
- B2 Election of Chairperson  
Christine Stevenson nominated Leigh Hay to the position of Chairperson. The motion was seconded by Cr Margaret Craig.  
Mike Gray nominated Ann Rainford to the position of Chairperson. The motion was seconded by Cr Paora Ammunson.  
Following a show of hands, the Chief Executive advised that neither motion was carried and that the matter would be resolved by lot as per clause 25 Schedule 7 of the Local Government Act.  
Leigh Hay was declared Chairperson following her name being successfully drawn by Mayor Napier.

### **Leigh Hay assumed the Chair**

#### **DISCLAIMER**

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

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**B3 Election of Deputy Chairperson**

Leigh Hay nominated Christine Stevenson to the position of Deputy Chair. The motion was seconded by Cr Paora Ammunson.

Mike Gray nominated Ann Rainford to the position of Deputy Chair. The motion was seconded by Cr Margaret Craig.

Following a show of hands, Mrs Hay advised that neither motion was carried and that that the matter would be resolved by lot as per clause 25 Schedule 7 of the Local Government Act.

Ann Rainford was declared Deputy Chairperson following her name being successfully drawn by Mayor Napier.

**C BUSINESS IN ACCORDANCE WITH PART I OF SCHEDULE 7 OF THE LOCAL GOVERNMENT 2002**

**C1 Legislation Affecting Elected Members – General Explanation**

Mr Crimp provided an overview of the legislation affecting elected members as required by the Local Government Act 2002.

*GCB RESOLVED (GCB2016/67)* to receive the information.

*(Moved Cr Craig/Seconded Gray)* Carried

**C2 Schedule of Ordinary Meetings**

*GCB RESOLVED (GCB2016/68):*

1. To receive this information.  
*(Moved Rainford/Seconded Stevenson)* Carried

2. To adopt the revised 2016 schedule of meetings.  
*(Moved Cr Craig/Seconded Gray)* Carried

3. To adopt the 2017 schedule of ordinary meetings for Council, community boards and committees.  
*(Moved Gray/Seconded Stevenson)* Carried

4. To set the regular meeting time of the Greytown Community Board for Wednesday at 7:00pm.  
*(Moved Gray/Seconded Cr Craig)* Carried

**D MATTERS FOR DECISION**

**D1 Code of Conduct for Elected Members**

*GCB RESOLVED (GCB2016/69):*

1. To receive this information.  
*(Moved Cr Craig/Seconded Rainford)* Carried

2. To adopt the Code of Conduct for Elected Members for the 2016-2019 triennium with amendments as noted.  
*(Moved Cr Craig/Seconded Gray)* Carried

3. Action 643: Amend the Code of Conduct for elected members as follows: Clause 2.3 replace ‘Appendix H of the model’ with ‘clause 18.3 of the

LGNZ', clause 4.4 replace 'Securities Act 1978' with 'Financial Market Conducts Act 2013'; P Crimp

D2 Establishment of and Appointments to Committees

Cr Paora Ammunson declared a conflict of interest with appointments to the Greytown Sports Facilities Taskforce due to his employment at Greytown Sport and Leisure.

Cr Craig tabled an updated Terms of Reference for the Tree Advisory Group which had been agreed by the Group but not formally approved.

*GCB RESOLVED (GCB2016/70)* that the draft Terms of Reference for the Tree Advisory Group be placed on the November Community Board agenda for approval.

*(Moved Cr Craig/Seconded Hay)* Carried

*GCB RESOLVED (GCB2016/71):*

1. To receive the information.  
*(Moved Gray/ Seconded Stevenson)* Carried
2. That Leigh Hay be appointed as the Community Board liaison for the Greytown Information Centre.  
*(Moved Stevenson/ Seconded Rainford)* Carried
3. That Christine Stevenson, Ann Rainford and Cr Paora Ammunson be appointed as the Community Board representatives on the Greytown Wheels Park Steering Group.  
*(Moved Hay/ Seconded Cr Craig)* Carried
4. That Christine Stevenson be appointed as the Community Board representative on the Greytown Sports Facilities Taskforce.  
*(Moved Hay/ Seconded Cr Craig)* Carried
5. That the Tree Advisory Group be established as a subordinate decision-making body and that Mike Gray be appointed as the Community Board liaison.  
*(Moved Cr Craig/ Seconded Hay)* Carried
6. That Mike Gray be appointed as the Community Board liaison for WREMO and Civil Defence Emergency Management.  
*(Moved Hay/Seconded Stevenson)* Carried
7. That Ann Rainford be appointed as the Community Board representative on the Papawai Stream Care Group.  
*(Moved Gray/Seconded Cr Craig)* Carried
8. That Ann Rainford be appointed as the Community Board representative on the Community Safety and Resilience Working Party.  
*(Moved Hay/Seconded Gray)* Carried

- 9. That Christine Stevenson be appointed as the Community Board representative on the Greytown Waste Water Treatment Community Liaison Group.  
*(Moved Cr Craig/Seconded Cr Ammunson)* Carried
- 10. That Leigh Hay be appointed as the Community Board representative on the Waiohine Floodplain Management Advisory Committee.  
*(Moved Rainford/Seconded Stevenson)* Carried

*GCB RESOLVED (GCB2016/72)* to recommend to Council to appoint Dr Rob Tuckett to the Arbor House Trust Board to fulfil the requirements of the Arbor House Trust deed.  
*(Moved Hay/Seconded Cr Craig)* Carried

D3 Community Board Terms of Reference  
It was noted that the first sentence of paragraph two of the officer’s report should refer to ‘Greytown’ not ‘Martinborough’.  
*GCB RESOLVED (GCB2016/73)* to receive the information.  
*(Moved Rainford/Seconded Stevenson)* Carried

D4 Model Standing Orders for Meetings  
Members queried the process for presenting to Council under ‘Community Board Input’.  
*GCB RESOLVED (GCB2016/74):*

- 1. To receive the information.
- 2. To adopt the LGNZ Standing Orders for meetings with changes as presented and Option C for speaking and moving motions.  
*(Moved Cr Craig/Seconded Gray)* Carried
- 3. Action 644: Refine the process for Community Board Input to Council meetings and advise the community boards; P Crimp

**Confirmed as a true and correct record**

.....Chairperson

.....Date

# GREYTOWN COMMUNITY BOARD

23 NOVEMBER 2016

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## AGENDA ITEM 7.1

### 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 information.*

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

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

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

#### **2. Appendices**

Appendix 1 - Action Items to 23 November 2016

Contact Officer: Suzanne Clark, Committee Secretary

Reviewed By: Paul Crimp, Chief Executive

# **Appendix 1 – Action Items to 23 November 2016**

Ref #	Meeting	Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
43	GCB	3-Feb-16	Resolution	Leigh Hay	GCB RESOLVED (GCB 2016/06) to approve a budget of up to \$1,000 to remove old Greytown entrance way signs. (Moved Cr Craig/Seconded Stevenson) Carried	Open	In Commitments
240	GCB	27-Apr-16	Resolution	Mark	GCB RESOLVED (GCB 2016/17) to support the submission of Graeme Gray, representing the Greytown 2000 Project, to update the Greytown Cemetery name boards, including burials and cremations, in the immediate future. (Moved Cr Craig/Seconded Hay) Carried	Open	19/5/16: Advised that the Wairarapa Branch of the Society of Genealogists has been approached looking for volunteers to work through the update as there is currently no staff capacity. No time-frame for completion but the project has started. 07/06 Genealogists have a team to work on this, preliminary meeting next week 22/07 Genealogists under way with compiling revised list to update sign ( <i>this action is to remain live until completed</i> )
331	GCB	8-Jun-16	Resolution	Kyra	GCB RESOLVED (GCB 2016/35) that up to \$3,000 plus GST be approved as per the agreed budget and street beautification plan proposal for planting arrangements in 16 wine barrels. (Moved Farley/Seconded Cr Napier) Carried	Open	16/8/16: Invoice for laurels \$1,836
332	GCB	8-Jun-16	Resolution	Kyra	GCB RESOLVED (GCB 2016/36) that up to \$1,500 plus GST be approved as per the agreed budget and street beautification plan proposal for purchase of street banners. (Moved Cr Napier/Seconded Cr Craig) Carried	Open	Invoice not yet received
547	GCB	31-Aug-16	Resolution	Paul	GCB RESOLVED (GCB 2016/59) that up to \$3,000 from the money granted in the 15/25 LTP be released to the Greytown Wheels Park Steering Group so concept plans for a Greytown youth park can be pursued. (Moved Cr Napier/Seconded Hay) Carried	Open	
640	GCB	26-Oct-16	Resolution	Paul	GCB RESOLVED (GCB2016/72) to recommend to Council to appoint Dr Rob Tuckett to the Arbor House Trust Board to fulfil the requirements of the	Actioned	In hand, to go to the 14 December Council meeting



Ref #	Meeting	Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
					Arbor House Trust deed. (Moved Hay/Seconded Cr Craig) Carried		
643	GCB	26-Oct-16	Action	Paul	Amend the Code of Conduct for elected members as follows: Clause 2.3 replace 'Appendix H of the model' with 'clause 18.3 of the LGNZ', clause 4.4 replace 'Securities Act 1978' with 'Financial Market Conducts Act 2013'	Actioned	
644	GCB	26-Oct-16	Action	Paul	Refine the process for Community Board Input to Council meetings and advise the community boards	Actioned	Workshop to be held before formal Nov meeting

# GREYTOWN COMMUNITY BOARD

23 NOVEMBER 2016

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## AGENDA ITEM 7.2

### INCOME AND EXPENDITURE STATEMENTS

#### **Purpose of Report**

To present the Community Board with the most recent Income and Expenditure Statement for the 16/17 year.

#### **Recommendations**

Officers recommend that the Community Board:

1. *Receive the information.*

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

The Income and Expenditure Statement for 1 July 2015- 30 June 2016 and for 1 July 2016 - 30 September 2016 are attached in Appendix 1 for information. The Chair may ask the Chief Executive for comment and all members may ask the Chief Executive for clarification and information through the Chair.

An existing arrangement exists with the Friends of Stella and Sarah to hold funds for the Cabbage Tree sculpture, the current balance is attached. A grant from Greytown District Trust Lands has been incorrectly allocated to the project, this will be corrected for the next meeting.

#### **2. Appendices**

Appendix 1 - Income and Expenditure Statements

Contact Officer: Suzanne Clark, Committee Secretary

Approved By: Paul Crimp, Chief Executive

# **Appendix 1 – Income and Expenditure Statements**

<b>Greytown Community Board</b>	
<b>Income &amp; Expenditure to 30 June 2016</b>	
<b>INCOME</b>	
Balance 1 July 2015	10,339.48
Annual Plan 2015/16	20,954.00
<b>TOTAL INCOME</b>	<b>31,293.48</b>
<b>EXPENDITURE</b>	
Members' Salaries	14,050.00
<b>Total Personnel Costs</b>	<b>14,050.00</b>
AP City Care Greytown barrels - July 15	120.00
AP Greathead papers-digitisation	3,260.00
AP Mr M Gray Friends of O'Connors Bush reimb	32.93
AP Artwork for Welcome to Gtn sign	150.00
AP City Care Gtn Barrels - Aug 15	120.00
AP Local Governmen Annual C/Brd levy 2015/16	166.67
AP City Care Greytown Barrels - Sept 15	120.00
Diary 2016	11.99
Ink for Information Centre - reimburse Leigh Hay	79.79
AP Student workshop 20/6/15	500.00
AP Mark's Signs Pick up after your pet sign	420.00
AP Stationery & Info Cen volunteers lunch	324.38
expenses x wages NOV	0.00
AP Phase 2 Xmas decorations GCB	500.00
AP City Care December 15 Gtn Barrels	120.00
AP City Care October 15 Gtn Barrels	120.00
AP City Care November 15 Gtn Barrels	120.00
AP City Care January 16 Gtn Barrels	120.00
AP City Care Gtn Barrels Feb 16 Weed & Water Main	120.00
AP Lamb-Peters Pri 1600xA5 flyers CD preparedness Training	214.00
AP City Care Gtn Barrels March 2016 water & weed	120.00
AP City Care Gtn barrels - April 2016	120.00
Free Swim Day GCB 2015/59	140.50
AP City Care Gtn Barrels June	120.00
<b>Total General Expenses</b>	<b>7,120.26</b>
AP Grant-Rimutaka Crossing Reenactment	200.00
AP Greytown Trails GCB grant promotion of trail	1,000.00
AP NZ Council of V Programme costs-grant	500.00
AP Lanza Jute Tote Bags GCB grant Grant was to Greytown Country Market	524.40
C B WHYTE - JUTE BAGS GCB GRAN	-20.87
AP Friends of Cobb GCB grant"Carols at Cobblestones"	200.00
AP Greytown Little "Take a Chance on Me" grant	400.00
AP Wairarapa Mathe GCB Grant - Aug 16 Maths Week	200.00
AP GCB 16 grant wet weather overalls	500.00
<b>Total Grants</b>	<b>3,503.53</b>
<b>TOTAL EXPENDITURE</b>	<b>24,673.79</b>
<b>ACTUAL NET SURPLUS/(DEFICIT) YEAR TO DATE</b>	<b>6,619.69</b>
<b>LESS: COMMITMENTS</b>	
Salaries to 30 June 2016	-3,600.00
City Care Maintain barrels in town centre	240.00
Remove Old Welcome to Greytown Signs	1,000.00
Lamb-Peters - New Sign for information centre	235.00
<b>Total Commitments</b>	<b>-2,360.00</b>
<b>BALANCE TO CARRY FORWARD</b>	<b>8,979.69</b>

<b>Greytown Community Board</b>	
<b>Income &amp; Expenditure to 30 September 2016</b>	
<u>INCOME</u>	
Balance 1 July 2016	5,369.69
Annual Plan 2016/17	31,954.00
<b>TOTAL INCOME</b>	<b>37,323.69</b>
<u>EXPENDITURE</u>	
Members' Salaries	4,012.50
<b>Total Personnel Costs</b>	<b>4,012.50</b>
AP City Care Gtn Barrels - May 2016	120.00
AP City Care Gtn Barrels July 2016	120.00
AP City Care Gtn Barrels - Aug 16	120.00
AP Lamb-Peters Pri 1xfootpath sign, Tourist Info Centre Layout and Proofing \$30.00 (ov	265.00
AP City Care Weed & water barrels Gtn	120.00
AP Local Governmen Annl Com Brd's levy Fsn, Gtn, Mbo	166.67
<b>Total General Expenses</b>	<b>911.67</b>
AP Greytown Scout GCB Grant-jamboree	500.00
AP Greytown Trails GCB Grant Mtc costs of trail	1,000.00
<b>Total Grants</b>	<b>1,500.00</b>
<b>TOTAL EXPENDITURE</b>	<b>6,424.17</b>
<b>ACTUAL NET SURPLUS/(DEFICIT) YEAR TO DATE</b>	<b>30,899.52</b>
<u>LESS: COMMITMENTS</u>	
Salaries to 30 June 2016	11,887.50
City Care Maintain barrels in town centre 2016/17	960.00
Remove Old Welcome to Greytown Signs	1,000.00
<b>Total Commitments</b>	<b>13,847.50</b>
<b>BALANCE TO CARRY FORWARD</b>	<b>17,052.02</b>

<b><u>Cabbage tree Grant income received</u></b>	
<b>2014/15</b>	
CABBAGE TREE SCULPT-FRIENDS OF	1,000.00
Greytown district trust lands (Greathead papers to be moved)	1,000.00
<b>2015/16</b>	
Sculpture Stella Bull	500.00
CCS GRANT, KOUKA SCULPTURE 40S	1,000.00
HOLMES CONSTRUCTION, KOUKA SCU	1,000.00
Trust House	3,000.00
Fresh Choice - Kouka Sculp 7/1	500.00
Fresh Choice - Kouka Sculp 20/1	500.00
PBL Sculpture	500.00
Rotary	1,000.00
Liz Koh	500.00
Aratoi	5,000.00
Bequest Sargood	2,250.00
<b>Total Collected to 30 July 2016</b>	<b>17,750.00</b>
<b><u>Cabbage tree Expenditure</u></b>	
Progress payment 150 hrs work	5,250.00
<b>Total Expenditure to 30 July 2016</b>	<b>5,250.00</b>
<b>ACTUAL NET SURPLUS/(DEFICIT) YEAR TO DATE</b>	<b>12,500.00</b>

# GREYTOWN COMMUNITY BOARD

23 NOVEMBER 2016

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## AGENDA ITEM 7.3

### OFFICERS' REPORT TO COMMUNITY BOARDS

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#### **Purpose of Report**

To report to community boards/Maori Standing Committee on general activities.

#### **Recommendations**

Officers recommend that the Community Board/Committee:

*Receive the information.*

### **CHIEF EXECUTIVE REPORT**

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

This has been a very busy period for all, dominated by two key matters.

The elections add a significant workload in a few areas every three years which has to be managed on top of the normal day to day routine. Voter turnout at slightly under 57% was excellent when compared to the rest of the country, where the average was 41.8%. While we weren't the top, we were certainly in the upper quartile. Well done to Barbara Gavan for coordinating the process from our end.

While it is difficult to assess the reason for the higher turnout, in my view there are two key aspects. Having a Mayoral race usually increases voter turnout, and this election was hotly contested. Also, the excellent progress that has been made on key infrastructural and amenity projects has put what we do in the public eye more than in the past.

Like the elections, the Annual Report creates additional pressures once a year with increased and changed reporting requirements. The adoption of the Annual Report will mark the culmination of four months solid effort, thanks to Kyra Low and Kim Whiteman for again bringing this together. It is pleasing that no significant or even moderate issues have been raised.

We continue to make good progress on other key projects, the Waihinga Centre/Town hall; Health and Safety initiatives; and the Local Government Commission work streams.

## 2. Governance/Leadership/Advocacy

The following table provides the year to date results for KPI's set for the Governance output [note this report updated and is as at 30 June 2016]

GOVERNANCE, LEADERSHIP AND ADVOCACY MEASURING SERVICE DELIVERY PERFORMANCE					
SERVICE LEVEL	KEY PERFORMANCE INDICATORS	2014/15	2015/16	2015/16	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	73%	75%	73%	The National Research Bureau (NRB) Customer Satisfaction survey was carried out during 2013/14. In addition to the 73% (2011 75%) positive response, 16% (2011 14%) felt they were unable to comment.
	Ratepayers and residents feel that the Mayor and councillors give a fair hearing to their views	62%	70%	62%	The NRB Customer Satisfaction survey was carried out during 2013/14. In addition to the 62% (2011 55%) positive response, 21% (2011 28%) felt they were unable to comment.
Council determines what activities it should engage in through consultation and regulatory requirements then sets clear direction	Ratepayers and residents are satisfied with Council's decisions and actions	59%	80%	76	The Colmar Brunton (CB) Customer Satisfaction survey was carried out in 2015 in addition to the 59% satisfied 11% felt they were unable to comment. The full NRB customer satisfaction survey was carried out during 2013/14. In addition to the 76% (2011 73%) positive response, 8% (2011 9%) felt they were unable to comment.
	Ratepayers and residents are satisfied with how Council allocates rates/funds to be spent on the services and facilities provided (target peer group age)	64%	78%	64%	The NRB Customer Satisfaction survey was carried out during 2013/14. In addition to the 64% (2011 59%) positive response, 14% (2011 9%) felt they were unable to comment.
Community Boards make decisions that consider local issues	Community Board decision - making reports on local issues	Greytown 92% Featherston 95% Martinborough 95%	90%	Greytown 98% Featherston 97% Martinborough 97%	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	65%	65%	65%	The NRB Customer Satisfaction survey was carried out during 2013/14. In addition to the 64% (2011 59%) positive response, 14% (2011 9%) felt they were unable to comment.
Opportunities are available to raise local issues and understand what will happen as a result	Ratepayers and residents satisfied with the way Council involves the public in the decision it makes	49%	68%	49%	The NRB Customer Satisfaction survey was carried out during 2013/14. In addition to the 49% (2011 50%) positive response, 26% (2011 25%) indicated they were neither satisfied nor dissatisfied, and 5% (2011 5%) felt they were unable to comment.
Opportunities are available to raise issues relating to Maori through the Maori Standing Committee	The Maori Standing Committee makes recommendations to Council in relation to policy and plan development and resource management applications	Achieved	100% applicable applications	100%	Maori Standing Committee met on 6 occasions. In total 5 resource consent applications were considered, however due to the timing of the meetings 1 was considered outside normal meetings.



## **2.1 Local Government Commission**

The Local Government Commission continue their analysis of the various workstreams:

Water (high level review of operations western part of region)

Transport

Spatial planning

Communities of interest

Wairarapa

Input on Spatial Planning, Communities of Interest, and Wairarapa continue where needed, and various meetings have been attended.

Work continues on the options for the Wairarapa, with regular meetings covering various aspects that require analysis. It is apparent the Commission will look to release their preferred option for consultation late Q1 next year.

## **2.2 Local Government Elections**

56.28% (4,253 out of 7,556) was an excellent turnout, particularly compared to the 41.8% national average. Saturday morning (8 October) was far busier than last election; where close to 150 envelopes were couriered down for counting (approx.to 2%).

The election process commenced some months before nominations opened, and it has been quite a busy time since then. Elections, nominations, roll preparation, and voting is a very legalistic process and particular care needs to be taken in this process.

While this phase closes, gearing up for the new triennium is in full swing with induction, swearing in, training the various administrative matters that are required at this time.

We have received the Martinborough Community Board by election material from Electionz and will be working this through as soon as we are able. Election costs will be in the order of \$16,000, which will need to be collection next year.

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

### **3.1 Meetings/Conferences**

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

One CE forum was held. Matters covered were a discussion on the elections (from the CE's perspective), service delivery reviews, and an update from the Local Government Commission.

#### **3.1.2. SOLGM Conference**

This year's SOLGM annual summit was held in Auckland with the usual wide variety of speakers and topics.

Sessions included Monica Barone, CE of City of Sydney, talking about implementing the long term vision for Sydney, with access to sunlight being one of the key matters of importance in the CBD, and how this was achieved. An international panel discussion canvassed issues facing local authorities from New Zealand, Australia, United Kingdom and Canada, and while each jurisdiction has their own idiosyncrasies, many of the issues are common including, engagement (electoral and general issues), funding, asset management. It is apparent there is no quick fix, with all participants indicating they keep trying new and different approaches to solve problems. Some work, some don't.

I attended a workshop on Post Settlement working with iwi, a key learning was that interacting with the "Post Settlement Governance Entities" does not mean you are dealing with iwi, as the PSGE are effectively corporate bodies. This was food for thought for SWDC.

Finally a workshop on Infrastructure, one of the presenters was Wellington Water and it was a useful insight into the better use of data to ascertain future revenue requirements and maintenance issues.

### **3.1.3. Community Boards**

No meeting were held in the run up to the election.

### **3.1.4. Maori Standing Committee**

No meetings were held.

## **4. Corporate**

### **4.1 2015/16 Annual Report**

Preparation of the 2015/16 Annual report is nearing completion. This is a significant project and was started early July.

The Audit New Zealand team of between four and six members have largely completed their fieldwork and no significant issues have been raised.

Our result is once again close to budget, and we have largely met our non-financial performance metrics.

### **4.2 Occupational Health and Safety**

We continue to make good progress on health and safety matters, assisted by Major Consulting. We are completing the initial physical works at the Libraries/Service centres, with work on creating "safe rooms" underway. We are also finalising operating procedures for a range of events that may occur.

The judgement in regards to the Ashburton incident has been released, and we have considered the findings. As anticipated, we will have to make some modifications to various reception areas and these are being considered.

No issues have been notified during the period.

### 4.3 Rates Arrears (Incl. GST)

DATE	AMOUNT \$'000	NUMBER	DAYS SINCE INSTALMENT DUE	SWDC COMPONENT \$'000 (81%)
1 June 2012	\$855	722	10	\$692
17 June 2013	\$913	740	27	\$739
19 August 2014	\$818	592	91	\$663
3 July 2015	\$624	669	39	\$505
18 August 2015	\$580	547	59	\$470
11 November 2015	\$498	572	83	\$404
1 February 2016	\$521	558	73	\$422
30 March 2016	\$651	531	27	\$527
2 May 2016	\$489	428	72	\$396
2 June 2016	\$699	769	12	\$566
1 Aug 2016	\$466	367	72	\$378
1 Sept 2016	\$681	956	10	\$552
1 Oct 2016	\$545	762	42	\$441

Arrears are further analysed in the table below:

Arrears analysis as at 03/10/2016 42 days since last installment					
		# Properties	Arrears	Outstanding	TOTAL
Featherston	Urban	191	\$ 77,867.85	\$ 67,700.67	\$ 145,568.52
	Commercial	12	\$ 4,508.98	\$ 7,638.86	\$ 12,147.84
Greytown	Urban	142	\$ 49,850.79	\$ 46,673.58	\$ 96,524.37
	Commercial	14	\$ 5,000.94	\$ 11,527.52	\$ 16,528.46
Martinborough	Urban	129	\$ 27,412.36	\$ 35,875.28	\$ 63,287.64
	Commercial	17	\$ 10,761.85	\$ 8,486.17	\$ 19,248.02
Rural		257	\$ 85,588.23	\$ 106,146.06	\$ 191,734.29
<b>TOTAL</b>		<b>762</b>	<b>\$260,991.00</b>	<b>\$ 284,048.14</b>	<b>\$ 545,039.14</b>

## 4.4 LGOIMA Requests

TOPIC OF INFORMATION REQUEST	REQUEST RESPONSE
Since 2008 the number of Code of Compliance certificates issued.	Information supplied
Council owned Art works, their value and which are publically displayed.	Information supplied
All information that led the SWDC decision to impose a mandatory \$1000 charge when rate payers apply for a resource consent on land that is impacted by draft 100 year floods as promoted in a draft flood plain plan by GWRC.	Substantial amount of research required to provide. Material held by Masterton district Council. Could transfer request if preferred.
All the papers relating to what is known as Lysters Lane including notes of discussions around Council table.	requested to be more specific as to dates
Flood hazard information	Information supplied
Waiohine Flood Plain Scheme and resource consents.	Information supplied
Seeking from Mayor names and email addresses of those to whom emails sent.	Information supplied
Signage "Love of Books".	Response provided
Advertising spend last 12 months including Facebook etc.	
Was Mayoral car was on business in Masterton and that the mayor was not soliciting votes while there.	Mayor confirmed that she was attending Council business and was not there for other purposes.
Costs of a judicial review.	
Dogs impounded or euthanized.	Information supplied
GWRC Draft Waiohine flood plain management proposal -the SWDC business case considering the pros and cons of this proposal.	
Shooting Butts Road information.	

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.

## 4.5 Quarterly Report from Destination Wairarapa

The report attached in Appendix 1 has been received from Destination Wairarapa for the quarter ended 30 Sept 2016.

## 5. Appendix

Appendix 1 – Destination Wairarapa Report

Contact Officer: Paul Crimp, Chief Executive Officer

# **Appendix 1 – Destination Wairarapa Report**

## Destination Wairarapa Council and Trust Report 30 September 2016

### More Visitors, Staying Longer & Spending More

#### Overview

#### Visitor Arrivals

Wairarapa's growth has continued particularly with international visitor guest nights up each month for the past year. The average monthly growth has been 48% for international visitors.

Domestic growth has also continued with 10 of the past 12 months improving on the previous year and with an average of 5.4% per month.

We have seen a marked decline in length of stay which is disappointing but we continue to educate members on how to package and give that reason to stay another night.

<b>Commercial Accommodation Monitor</b>					
Statistics New Zealand					<b>July 2016</b>
	<b>Wairarapa</b>	<b>Greater Wellington</b>	<b>Hawkes Bay</b>	<b>Taupo</b>	<b>National</b>
<b>Guest Arrivals</b>					
2016	7,575	92,288	32,664	47,790	1,259,558
2015	6,314	94,690	27,730	44,103	1,166,482
Variance	20.0%	-2.5%	17.8%	8.4%	8.0%
<b>Guest Nights</b>					
2016	13,546	211,635	69,690	83,732	2,636,046
2015	12,860	206,401	56,885	79,469	2,467,016
Variance	5.3%	2.5%	22.5%	5.4%	6.9%
<b>Occupancy</b>					
2016	17.5%	60.2%	31.4%	34.1%	36.3%
2015	16.5%	58.8%	25.3%	31.3%	34.4%
Variance	1.0	1.4	6.1	2.8	1.9
<b>Length of Stay</b>					
2016	1.79	2.29	2.13	1.75	2.09
2015	2.04	2.18	2.05	1.80	2.11
Note: Greater Wellington excludes Wellington City					

Carterton and South Wairarapa statistics are grouped together so the following table for Masterton is not available for the other two TLAs.

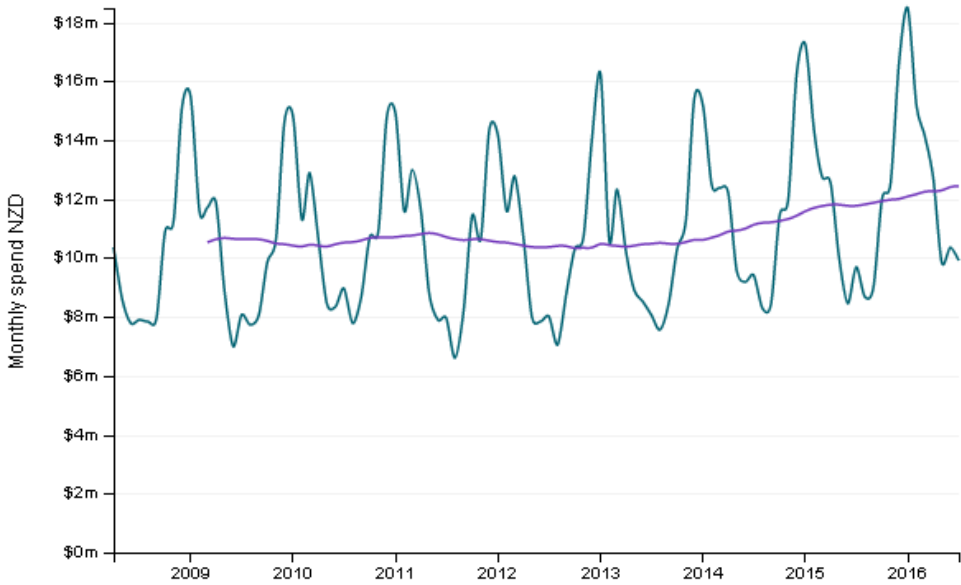
<b>Commercial Accommodation Monitor</b>			
Statistics New Zealand	<b>12 Months Ending July 2015 v 2016</b>		
	<b>Wairarapa</b>	<b>Masterton</b>	<b>National</b>
<b>Guest Arrivals</b>			
2016	120,405	68,378	18,908,371
2015	108,952	66,101	17,551,414
Variance	9.5%	3.3%	7.2%
<b>Guest Nights</b>			
2016	220,724	135,673	37,734,415
2015	201,462	127,544	35,599,693
Variance	8.7%	6.0%	5.7%
<b>Occupancy</b>			
2016	23.2%	27.3%	42.7%
2015	21.0%	26.5%	40.8%
Variance	2.2	0.8	1.9
<b>Length of Stay</b>			
2016	1.83	1.94	2.00
2015	1.85	2.01	2.03

**Visitor Spend**

The data Destination Wairarapa has used in the past to report on credit card spend is not currently available as MBIE overhaul their systems. There are also no reports available at the moment specific to individual TLAs. RTONZ the Regional Tourism Organisation association is working with MBIE and Statistics NZ to get the TLA reports operational again before the end of 2016.

This series of graphs is a more aggregated view of spend but still shows growth for all visitors at YE July 2016.

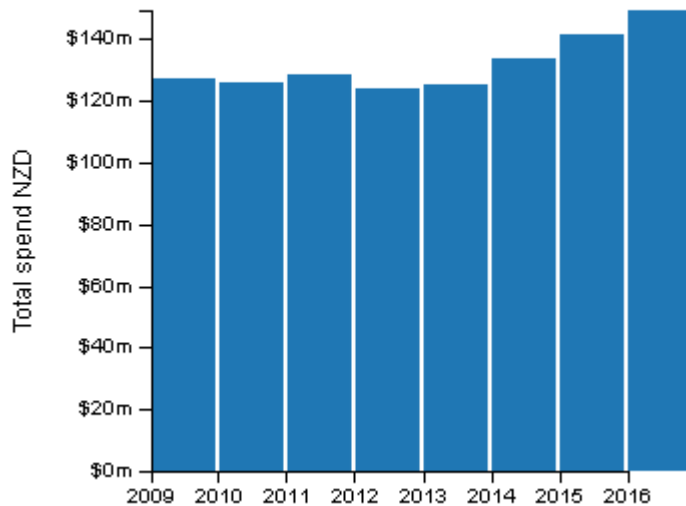
**Historical monthly spending pattern**



The financial objective for the tourism industry is outlined in the Tourism 2025 framework. In a Wairarapa context this means growing annual tourism revenue from \$134 million (YE 2014) by \$78 million to \$212 million a year by 2025.

Revenue from tourism YE July 2016 for the Wairarapa is \$149 million. That's an average growth of 5.6% per annum. The target is average growth of 5.3% per annum, so the Wairarapa is well on track for doing its part for the New Zealand tourism industry.

### Total spending for year to July



The following graph shows spend in the Wairarapa by product for July 2016. This order of products purchased doesn't change when viewed for 12 months. The importance of tourism to retail and therefore retail to tourism cannot be understated in the Wairarapa. Getting as many retailers open 7 days a week is a real opportunity for the towns.

### Spend by Product





# Building our Councils into the Tourism Spend in NZ Local Government 2015/2016

Hammond-Robertson has developed a simple format based on sector research to determine the value for council's tourism investment and compare it nationally and by population cohort.

The three Wairarapa District Councils perform very well compared to other TLAs throughout NZ in terms of spend on tourism v return from tourist spend. All three spend between 1/3 and 1/6 of the national average.

Masterton's spend on tourism by the TLA is at about par with the average spend of similar sized populations. Carterton and South Wairarapa are again between 1/3 and 1/6 of the average of similar sized populations.

Compared to the Visitor spend in the 10 largest cities in New Zealand, South Wairarapa performs better than the average. Masterton performs better than the 10<sup>th</sup> largest city and Carterton is just below the 10<sup>th</sup> largest city.

Visitor dollars earned per dollar of Council spend on tourism ranks South Wairarapa ahead of Queenstown, Carterton just below the national average and Masterton just behind Wellington, just ahead of Taupo but below the national average.

It is interesting to note that the MOU with the three District Councils has Taupo and Wellington as comparative destinations should Wairarapa GDP growth rates not be reached.

For all of the following comparisons, additional money does need to be added to the three Wairarapa District Councils for what they spend on tourism grants for investment in cycleway construction. But does not include spending on public toilets, expanded sewerage and water schemes, bylaw regulation and rubbish services.

**The first data table in the report (page 10) shows the top 11 cities investment in the visitor sector.**

6. Wellington City Council	\$6.5 million spend	\$31.90 per head of pop.
10. Taupo District Council	\$3.35 million spend	\$94.20 per head of pop.

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*NZ Average*

*\$37.90 per head of pop.*

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Masterton District Council	\$271,000 spend	\$11.68 per head of pop.
South Wairarapa District Council	\$115,000 spend	\$11.05 per head of pop.
Carterton District Council	\$54,000 spend	\$5.62 per head of pop.

Masterton District Council advises that Wairarapa population is divided as follows:

Carterton	9,600
South Wairarapa	10,400
<u>Masterton</u>	<u>23,200</u>
TOTAL	43,200

**The next table (page 12) shows the TLA expenditure by population cohort**

10,000 – 20,000	No. TLAs	Av. Spend	Av. Spend / head
	10	\$303,000	\$20.73
Masterton		\$271,000	\$11.68
Under 10,000	14	\$412,000	\$59.60
South Wairarapa		\$115,000	\$11.05
Carterton		\$54,000	\$5.62

The only real comparison here is the population of the towns in the cohorts. Some small TLAs will have enormous tourism spend and possibly have a targeted rate enabling the larger investment in tourism.

**(page 15) Visitor Spend per head of pop. In 10 largest cities**

1. Wellington	\$8,047 per head of pop.
South Wairarapa	\$6,250 per head of pop.

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*NZ Average \$5,054 per head of pop.*

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Masterton	\$2,844 per head of pop.
10. New Plymouth	\$2,531 per head of pop.
Carterton	\$1,875 per head of pop.

Wellington and Christchurch spend will severely distort the average spend given their comparatively low populations. The three Wairarapa TLAs perform very well in the national mix based on the top 10 cities.

**(page 16) Visitor \$ earned per \$ of Council spend**

South Wairarapa	\$565.21 visitor \$ earned /\$ Council spend
Queenstown	\$467.20

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*NZ Average \$379.15 per head of pop.*

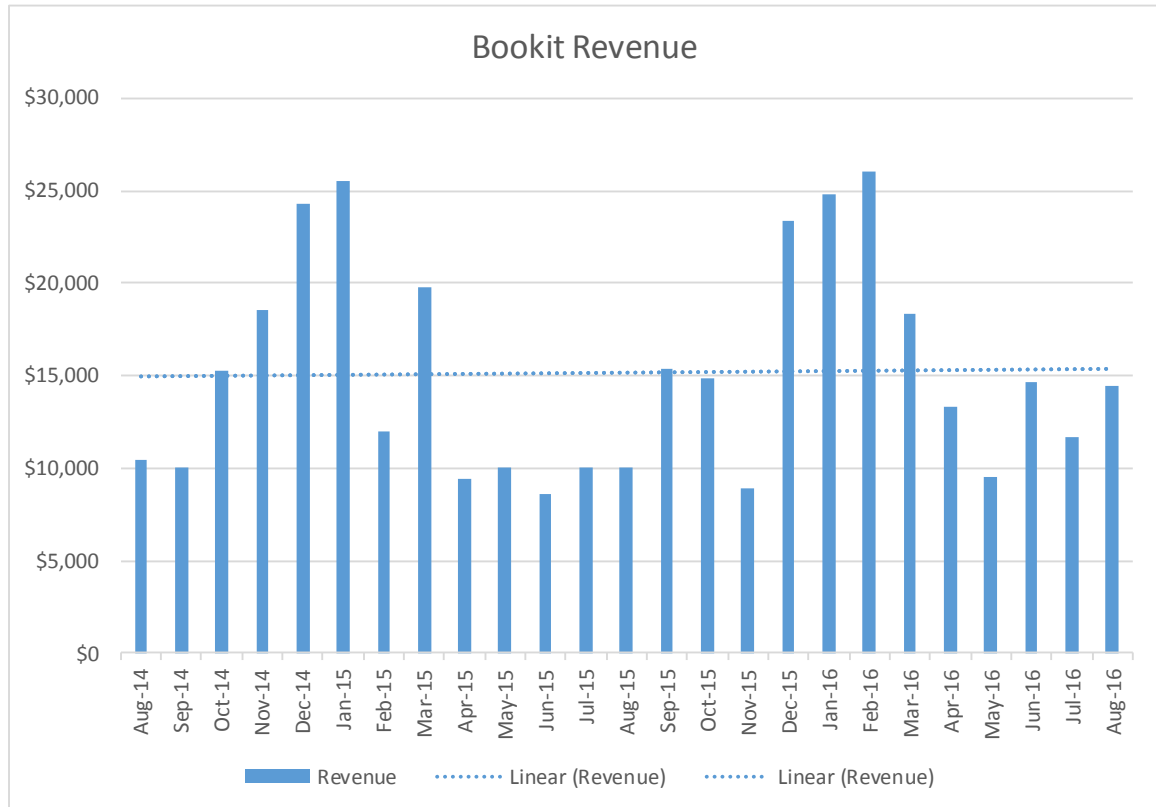
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Carterton	\$333.33
Wellington	\$252.30
Masterton	\$243.54
Taupo	\$137.20
New Plymouth	\$26.20

All three TLAs rank very well against other Councils in the country producing a strong return on tourism marketing investment.

## Bookit

Bookit is the online booking engine on the Destination Wairarapa website. Bookit continues to perform and the winter campaign has had a positive impact. Through June to August booking volumes were up 34.4% on the same period last year and 37.4% up on revenue. This is revenue going direct to local businesses.



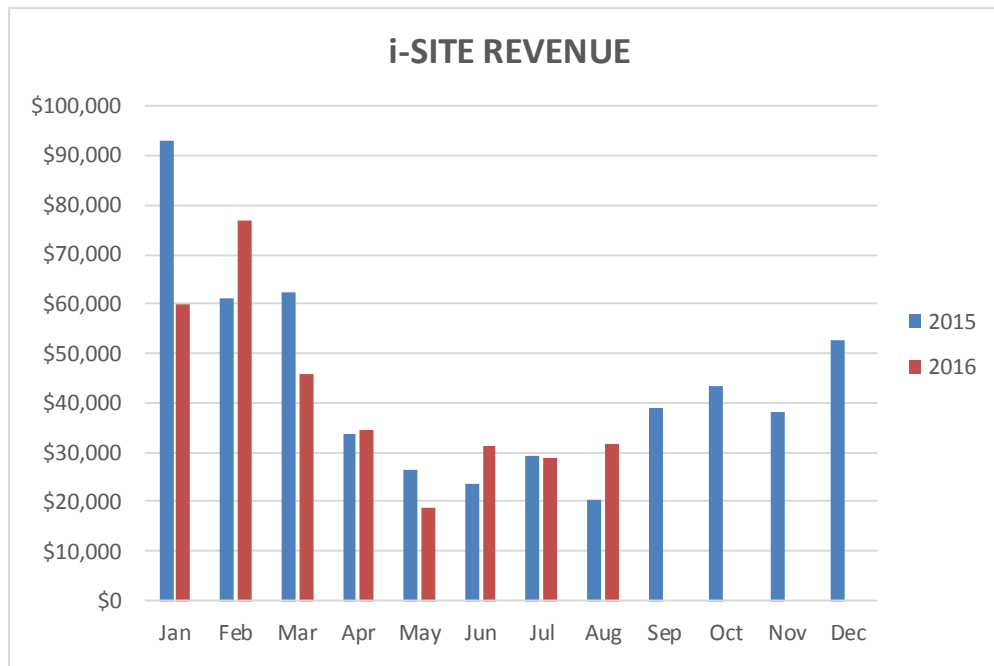
## Winning Business Events

Currently working through 2017 Business Event Trade Shows which the partners want to attend as a Wairarapa collective.

## i-SITE Visitor Centres

### Highlights:

- **i-SITE Total Sales**
  - i-SITE Visitor Centre gross revenue for YE August 2016 (\$501,319) was down 6.8% on the previous 12 months but improved 5 points since July 2016.
  - More work is being done to remind the industry that the i-SITE Visitor Centres are there for onward promotion and sales



#### Product Development

- Development of operators to become China ready with three workshops being prepared
- Development of a coastal guided tour product
- Development of Rivenrock mountain bike park
- Development of a new stellar tourism experience
- Assistance connecting new retailer with local contacts
- Continued development of New Zealand Cycle Classic & Huri Huri; Wairarapa's Bike Festival

#### Operator Development

- Accommodation providers meeting was held in Masterton
- Hosted the Carterton District Business Inc function
- Becoming 'China Ready' workshop was held for members. 1<sup>st</sup> of 3

**David Hancock**  
**General Manager**

# Profit & Loss

## Destination Wairarapa Inc. For the month ended 31 August 2016

	Actual	Budget	Var NZD	Var %	YTD Actual	YTD Budget	Var NZD	Var %
<b>Income</b>								
Accommodation Commission	965	2,500	(1,535)▼	-61.4%▼	1,460	3,500	(2,040)▼	-58.3%▼
Bookit	581	150	431▲	287.4%▲	919	650	269▲	41.4%▲
Interest Received	86	208	(122)▼	-58.7%▼	200	416	(216)▼	-51.8%▼
Membership	182	-	182▲	0.0%	325	500	(175)▼	-35.1%▼
Other Revenue	1,287	100	1,187▲	1187.0%▲	(649)	100	(749)▼	-748.9%▼
Ticket Commission	376	70	306▲	436.5%▲	407	140	267▲	190.8%▲
Tourism Products	248	150	98▲	65.1%▲	434	270	164▲	60.9%▲
Travel Sales	409	120	289▲	241.1%▲	704	490	214▲	43.7%▲
<b>Council Grants</b>								
Grants - CDC	4,417	4,595	(178)▼	-3.9%▼	8,833	9,190	(357)▼	-3.9%▼
Grants - MDC	66,560	-	66,560▲	0.0%	66,560	68,250	(1,690)▼	-2.5%▼
Grants - SWDC	28,866	-	28,866▲	0.0%	28,866	29,443	(577)▼	-2.0%▼
<b>Total Council Grants</b>	<b>99,842</b>	<b>4,595</b>	<b>95,247</b>	<b>2072.8%</b>	<b>104,259</b>	<b>106,883</b>	<b>(2,624)</b>	<b>-2.5%</b>
<b>Retail Sales</b>								
Retail Sales	850	400	450▲	112.6%▲	1,251	790	461▲	58.3%▲
Less Cost of Sales	(475)	-	(475)▼	0.0%	649	-	649▲	0.0%
<b>Total Retail Sales</b>	<b>375</b>	<b>400</b>	<b>(25)</b>	<b>-6.1%</b>	<b>1,900</b>	<b>790</b>	<b>1,110</b>	<b>140.4%</b>
<b>Total Income</b>	<b>104,351</b>	<b>8,293</b>	<b>96,058</b>	<b>1158.3%</b>	<b>109,959</b>	<b>113,739</b>	<b>(3,780)</b>	<b>-3.3%</b>

# Profit & Loss

	Actual	Budget	Var NZD	Var %	YTD Actual	YTD Budget	Var NZD	Var %
<b>Less Cost of Sales</b>								
Cost of Goods Sold	-	880	(880)▼	-100.0%▼	-	960	(960)▼	-100.0%▼
<b>Total Cost of Sales</b>	-	<b>880</b>	<b>(880)</b>	<b>-100.0%</b>	-	<b>960</b>	<b>(960)</b>	<b>-100.0%</b>
<b>Gross Profit</b>	<b>104,351</b>	<b>7,413</b>	<b>96,938</b>	<b>1308.0%</b>	<b>109,959</b>	<b>112,779</b>	<b>(2,820)</b>	<b>-3.0%</b>

## Less Operating Expenses

<b>Corporate Support Expenses</b>								
ACC Levies	1,040	125	915▲	731.6%▲	1,040	250	790▲	315.8%▲
Accounting Fees	1,200	1,200	-	0.0%	2,400	2,400	-	0.0%
Audit Fees	-	-	-	0.0%	35	-	35▲	0.0%
Bad Debts	39	42	(3)▼	-7.1%▼	39	84	(45)▼	-53.6%▼
Bank Fees - ANZ	42	71	(29)▼	-41.1%▼	122	142	(20)▼	-14.0%▼
Board Members Expenses	-	-	-	0.0%	-	100	(100)▼	-100.0%▼
Depreciation	-	1,334	(1,334)▼	-100.0%▼	-	2,668	(2,668)▼	-100.0%▼
Electricity Corporate	145	145	▲	0.3%▲	291	280	11▲	4.1%▲
Entertainment	-	-	-	0.0%	489	-	489▲	0.0%
Equipment Rental	91	100	(9)▼	-9.2%▼	182	200	(18)▼	-9.2%▼
Fringe Benefit Tax	-	600	(600)▼	-100.0%▼	493	1,200	(707)▼	-58.9%▼
Information Technology	1,097	592	505▲	85.3%▲	1,559	1,184	375▲	31.6%▲
Insurance	409	450	(41)▼	-9.0%▼	819	900	(81)▼	-9.0%▼
Interest Expense	432	432	-▼	-0.1%▼	870	871	(1)▼	-0.1%▼
Kitchen Supplies Corporate	69	29	40▲	136.3%▲	69	58	11▲	18.2%▲
KiwiSaver Employer Contributions	-	971	(971)▼	-100.0%▼	983	1,942	(959)▼	-49.4%▼
Membership Expenses	707	-	707▲	0.0%	2,617	500	2,117▲	423.4%▲
Merchant & BNZ Bank Fees	142	317	(175)▼	-55.3%▼	314	634	(320)▼	-50.5%▼

# Profit & Loss

	Actual	Budget	Var NZD	Var %	YTD Actual	YTD Budget	Var NZD	Var %
Office Supplies & Photocopying Corporate	493	583	(90)▼	-15.4%▼	1,143	1,166	(23)▼	-2.0%▼
Personnel incl. Training Corporate	33	250	(217)▼	-86.8%▼	443	500	(57)▼	-11.5%▼
Printing & Stationery	-	-	-	0.0%	(16)	-	(16)▼	0.0%
Rent & Rates Corporate	1,156	1,292	(136)▼	-10.6%▼	2,311	2,584	(273)▼	-10.6%▼
Salaries	19,905	21,250	(1,345)▼	-6.3%▼	37,796	42,500	(4,704)▼	-11.1%▼
Subscriptions & Membership	813	500	313▲	62.6%▲	5,959	4,875	1,084▲	22.2%▲
Telecom incl Mobiles Corporate	822	883	(61)▼	-6.9%▼	1,646	1,766	(120)▼	-6.8%▼
Vehicle Leases	544	550	(6)▼	-1.1%▼	1,088	1,100	(12)▼	-1.1%▼
Vehicle Operating Costs	1,275	808	467▲	57.8%▲	2,194	1,616	578▲	35.7%▲
<b>Total Corporate Support Expenses</b>	<b>30,452</b>	<b>32,524</b>	<b>(2,072)</b>	<b>-6.4%</b>	<b>64,885</b>	<b>69,520</b>	<b>(4,635)</b>	<b>-6.7%</b>
<b>Total I-Site Expenses</b>								
Electricity i-SITES	311	335	(24)▼	-7.1%▼	625	1,140	(515)▼	-45.1%▼
Kitchen Supplies i-SITES	44	25	19▲	75.9%▲	61	50	11▲	21.7%▲
Office Supplies i-SITES	81	100	(19)▼	-19.3%▼	81	200	(119)▼	-59.7%▼
Personnel incl Training & Conferences i-SITES	578	167	411▲	246.0%▲	1,250	334	916▲	274.3%▲
Photocopier i-SITES	115	196	(81)▼	-41.5%▼	249	392	(143)▼	-36.4%▼
Rent & Rates i-SITES	2,448	1,958	490▲	25.0%▲	4,343	3,916	427▲	10.9%▲
Repairs & Maintenance i-SITES	-	-	-	0.0%	65	100	(35)▼	-34.7%▼
Telecom i-SITES	405	367	38▲	10.5%▲	774	734	40▲	5.4%▲
Wages	12,530	14,750	(2,220)▼	-15.0%▼	23,965	29,500	(5,535)▼	-18.8%▼
<b>Total Total I-Site Expenses</b>	<b>16,512</b>	<b>17,898</b>	<b>(1,386)</b>	<b>-7.7%</b>	<b>31,413</b>	<b>36,366</b>	<b>(4,953)</b>	<b>-13.6%</b>
<b>Total Marketing Expenses</b>								
Advertising	-	-	-	0.0%	-	270	(270)▼	-100.0%▼
Business Events Marketing	-	3,000	(3,000)▼	-100.0%▼	-	3,000	(3,000)▼	-100.0%▼

# Profit & Loss

	Actual	Budget	Var NZD	Var %	YTD Actual	YTD Budget	Var NZD	Var %
CNZWT Marketing	-	-	-	0.0%	2,500	3,500	(1,000)▼	-28.6%▼
Distribution	800	1,000	(200)▼	-20.0%▼	1,550	2,000	(450)▼	-22.5%▼
Domestic Marketing	619	-	619▲	0.0%	619	-	619▲	0.0%
Domestic Marketing Email Distribution	323	333	(10)▼	-3.1%▼	619	666	(47)▼	-7.1%▼
Domestic Marketing Facebook	-	125	(125)▼	-100.0%▼	-	250	(250)▼	-100.0%▼
Domestic Marketing Spring Campaign	-	1,000	(1,000)▼	-100.0%▼	-	1,000	(1,000)▼	-100.0%▼
Domestic Marketing Winter Campaign	-	-	-	0.0%	278	3,000	(2,722)▼	-90.7%▼
Domstic Marketing Consumer Expos	-	-	-	0.0%	486	1,600	(1,114)▼	-69.6%▼
International Marketing Alliance	-	-	-	0.0%	5,000	-	5,000▲	0.0%
Media Hosting	649	375	274▲	73.0%▲	2,026	750	1,276▲	170.1%▲
Relationship Marketing	176	150	26▲	17.1%▲	410	300	110▲	36.6%▲
Trade Events & Training	-	575	(575)▼	-100.0%▼	-	1,150	(1,150)▼	-100.0%▼
Trade Famils	34	667	(633)▼	-94.9%▼	34	1,334	(1,300)▼	-97.4%▼
Website	200	1,583	(1,383)▼	-87.4%▼	459	3,166	(2,707)▼	-85.5%▼
<b>Total Total Marketing Expenses</b>	<b>2,800</b>	<b>8,808</b>	<b>(6,008)</b>	<b>-68.2%</b>	<b>13,979</b>	<b>21,986</b>	<b>(8,007)</b>	<b>-36.4%</b>
<b>Total Operating Expenses</b>	<b>49,764</b>	<b>59,230</b>	<b>(9,466)</b>	<b>-16.0%</b>	<b>110,278</b>	<b>127,872</b>	<b>(17,594)</b>	<b>-13.8%</b>
<b>Operating Profit</b>	<b>54,588</b>	<b>(51,817)</b>	<b>106,405</b>	<b>205.0%</b>	<b>(318)</b>	<b>(15,093)</b>	<b>14,775</b>	<b>98.0%</b>
<b>Non-operating Expenses</b>								
Entertainment - Non deductible	67	-	67▲	0.0%	682	-	682▲	0.0%
<b>Total Non-operating Expenses</b>	<b>67</b>	<b>-</b>	<b>67</b>	<b>0.0%</b>	<b>682</b>	<b>-</b>	<b>682</b>	<b>0.0%</b>
<b>Net Profit</b>	<b>54,521</b>	<b>(51,817)</b>	<b>106,338</b>	<b>205.0%</b>	<b>(1,000)</b>	<b>(15,093)</b>	<b>14,093</b>	<b>93.0%</b>



# PLANNING AND ENVIRONMENT GROUP REPORT

## 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 2016/17	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Ratepayers and residents satisfied with the image of the closest town centre shown as "satisfied"	72%	92%	NRB 3 Yearly Survey
The district plan has a monitoring programme that provides information on the achievement of its outcomes (AER's)	Yes	-	Work has begun to establish what data and how data is recorded and stored in NCS so as to enable more effective reporting against AER's in WCDP.

Work is continuing on the development of the Structure Plan for the Greytown residential future development area.

In order to cover off the requirements of the NES for Soil Contamination, analysis of soils is largely complete. This work is indicating only very minor levels of contamination over the bulk of the land. Slightly higher levels exist at one or two locations, which might need remediation works to be considered further down the line.

Work on bulk services design is commencing and an internal project team (planning, engineers) is being established to coordinate Council inputs to the consultants and to assist the consultant with design ideas.

A project brief has been completed for consultants to undertake independent assessment work on trees which have been selected for possible inclusion into Appendix 1.4 of the WCDP. A consultation process has also been developed for bringing forward a Plan Change next year.

### 1.2 Resource Management Act - Consents

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

RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET 2016/17	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Consent applications completed within statutory timeframes	100%	93%	NCS 3 applications have gone over 20 w/d due to mislaid correspondence, notice of payment not being forwarded or unforeseen overlap in staff being away from office. Excludes Planning certificate statistic – recorded under Sale and Supply of Alcohol Act.
s.223* certificates issued within 10 working days	100%	100%	NCS
s.224* certificates issued within 15 working days of receiving all required information (note no statutory requirement)	85%	89%	NCS (1 S224 certificate was 1 day over 15w/d due to time taken to verify work completed to standard)

Council received 30 applications (including Planning Certificates required under the Sale and Supply of Liquor Act 2012) between 1 September 2016 and 12 October 2016.

We have continued to contract out consents as required (4 at present, 17 in total to date), in order to cope with workloads.

Officers provide detailed information as part of regular updates, subject to data availability, on all consents direct to Council and Community Board members, so this information is not listed here.

### 1.3 Reserves Act – Management Plans

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

RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET 16/17	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Council maintains and updates reserve management plans as required.	1	0	No action required

### 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 16/17	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
My LIM contains all relevant accurate information (no proven complaints)	0	1	One proven complaint received to date. This resulted from an error in the property title data supplied to Council by LINZ. It was agreed to refund the fee in part compensation for this error.
My non-urgent LIM is processed within 10 days	100%	100%	All processed within statutory timeline.

TYPE	YTD 1 JULY 2016 TO 30 SEPTEMBER 2016	PREVIOUS YTD 1 JULY 2015 TO 30 SEPTEMBER 2015	PERIOD 1 SEPTEMBER 2016 TO 30 SEPTEMBER 2016	PREVIOUS PERIOD 1 SEPTEMBER 2015 TO 30 SEPTEMBER 2015
Standard LIMs (Processed within 10 working days)	71	56	22	21
Urgent LIMs (Processed within 5 working days)	23	10	10	3
<b>Totals</b>	<b>94</b>	<b>66</b>	<b>32</b>	<b>24</b>

Actual numbers of LIM applications remain very high (94 YTD). This YTD figure is close to 50% up on last year.

This reflects on the positive levels of economic activity in the district.

## 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.*

<b>PUBLIC PROTECTION KEY PERFORMANCE INDICATORS</b>	<b>TARGET 2016/17</b>	<b>YTD RESULT</b>	<b>COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET</b>
Code Compliance Certificate applications are processed within 20 working days	100%	100 %	NCS – Continued monitoring of processing days. Year to date, one CCC accidentally went over the 20WD's.
Building consent applications are processed within 20 working days	100%	99%	NCS – Continued monitoring of processing days. Due to staff issues processing contractors have been used to maintain service levels. Even so I BC has gone over time by one day.
Council maintains its processes so that it meets BCA accreditation every 2 years	Yes	Yes	Next IANZ review set for January 2018. Council was re-accredited in January this year.
Earthquake prone buildings reports received	70%	63.43 %	Currently 144 of 227 known premises have been addressed. However work in this area has been put on hold until the new statutory regime takes effect next year. This is timed for March 2017.

Building Consent applications have continued at high levels in recent months with a definite “spike” in numbers.

The consents are also more substantial in terms of the building work covered, for instance in the week ending 7 October we received 11 new house applications as opposed to the long term average of 3 per week.

We have recently extended (both the time span and hours) an existing contract with a consultant to assist us at up to 30 hours per week through to Xmas.

Without this private sector input we could not currently meet our statutory responsibilities in terms of timelines or complexity.

<b>TYPE</b>	<b>NUMBER</b>	<b>VALUE</b>
<b>Commercial</b> (shops, restaurants, rest home – convalescence, restaurant /bar / cafeteria / tavern, motel, commercial building demolition - other commercial buildings)	2	\$18,000.00
<b>Industrial</b> (covered farm yards, building demolition, warehouse and/or storage, factory, processing plant, bottling plant, winery)	5	\$165,994.00
<b>Residential</b> (new dwellings, extensions and alterations, demolition of building, swimming and spa pools, sleep-outs, garages, relocations, heaters, solid fuel heaters.	30	\$2,746,862.00
<b>Other</b> ( public facilities - schools, toilets, halls, swimming pools)	0	0
<b>Totals</b>	<b>37</b>	<b>\$2,936,856.00</b>

## 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.*

<b>PUBLIC PROTECTION KEY PERFORMANCE INDICATORS</b>	<b>TARGET 15/16</b>	<b>YTD RESULT</b>	<b>COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET</b>
Undertake public education, school and community visits to promote safe behaviour around dogs and/or responsible dog ownership	3 visits	0	Education programme targeting schools is in progress using the Christchurch City Council Dog Smart programme.
Complaints about roaming and nuisance dogs are responded to within 4 hours	100%	90%	K:\resource\Bylaw Officers\Registers\Animal Control Service request register.xls

The prosecution by Council of a dog owner (Shane McEntee) took place in the Masterton District Court on the 10<sup>th</sup> of October 2016. This prosecution was taken because of an incident on White Rock Station where 2 dogs were shot while attacking 9 sheep.

It was suspected that up to 70 had been killed by these dogs, many of these sheep were also in lamb making the loss even greater for the station. Unfortunately, we did not have sufficient evidence to take a more extensive prosecution.

The dog owner was fined a modest amount of \$300 and ordered to pay \$1440 in reparation and \$150 in costs.

<b>INCIDENTS REPORTED</b>	
Attack on Pets	2
Attack on Person	1
Attack on Stock	0
Barking and whining	4
Lost Dogs	3
Found Dogs	0
Rushing Aggressive	2
Wandering	23
Welfare	2
Fouling	1
<b>Total</b>	<b>38</b>

## 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 15/16	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\Animal Control Service request register.xls
Council responds to complaints regarding animals within 40 hours	100%	100%	K:\resource\Bylaw Officers\Registers\Animal Control Service request register.xls
Council responds to complaints regarding animals within 48 hours.	100%	100%	K:\resource\Bylaw Officers\Registers\Animal Control Service request register.xls

INCIDENTS REPORTED	TOTAL
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 15/16	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
% of calls received by Council that have been responded to	100%	100%	K:\resource\Health\Resource Management\Noise Control Complaints\Year Records 2010-2017.xls

AFTER HOURS NOISE CONTROL COMPLAINTS RECEIVED	YTD 1 JULY 16 TO 30 SEPTEMBER 16	PREVIOUS YTD 1 JULY 15 TO 30 SEPTEMBER 15	PERIOD 1 SEPTEMBER 16 TO 30 SEPTEMBER 16	PREVIOUS PERIOD 1 SEPTEMBER 15 TO 30 SEPTEMBER 15
Total	23	16	3	11

## 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 2016/17	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Premises are inspected as part of licence renewals or applications for new licences.	100%	100%	All premises inspected at new or renewal application.
Premises that are high or medium risk are inspected annually, while low risk premises are audited no less than once every three years.	100%	100%	All premises inspected at new or renewal application.
Compliance activities are undertaken generally in accord with the Combined	100%	100%	

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET 2016/17	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Licencing Enforcement Agencies agreement.			

ALCOHOL LICENCE APPLICATIONS PROCESSED	YTD 1 JULY 2016 TO 30 SEPTEMBER 2016	PREVIOUS YTD 1 JULY 2015 TO 30 SEPTEMBER 2015	PERIOD 1 SEPTEMBER 2016 TO 30 SEPTEMBER 2016	PREVIOUS PERIOD 1 SEPTEMBER 2015 TO 30 SEPTEMBER 2015
On Licence	3	4	1	0
Off Licence	6	7	2	0
Club Licence	0	1	0	1
Manager's Certificate	28	26	8	0
Special Licence	10	6	3	1
Temporary Authority	0	1	0	0
<b>Total</b>	<b>47</b>	<b>45</b>	<b>14</b>	<b>2</b>

## 2.6 Health Act - Safe Food

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

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET 2016/17	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%	NCS data
Premises are inspected in accord with regulatory requirements.	100%	100%	NCS data

#### **2.6.1. Bylaws**

1 litter complaint was received. 16 letters regarding overgrown trees and hedges were issued. 1 abandoned vehicle was reported. 4 general complaints were received.

Contact Officer: Murray Buchanan, Group Manager, Planning and Environment

# INFRASTRUCTURE AND SERVICES GROUP REPORT

## 1. Group Manager highlights

The month has been primarily involved around Audit NZ and the annual reporting. While there were landmark events such as 'Breaking Ground' on the Waihenga Centre and the Featherston Town Square opening, officers were predominantly involved in the preparation for and audit of the Annual Report and Key Performance Indicator's (KPIs).

There have been developments within the land transport area with the review of communication tools to be used internally and outward facing to residents. This is to better inform them and staff off issues in real time. This is also associated with the purchase of a Drone to be used over the contracts. This will be a valued asset in the event of slips or when roads are closed.

Officers have also had a variety of other initiatives come forward. These range from the possible development of a regional mountain bike strategy, the use of electric vehicles, and implementation of fibre optic connectivity to name a few.

While the day to day issues of potholes and rubbish pick-ups combined with the audit process has dominated the last 6 weeks, progress is still being made on the waste water consents, new water supply, coastal protection and other major projects.

## 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 2015/16	COMPLAINTS		INCIDENTS	
		SEPTEMBER	YTD	SEPTEMBER	YTD
The average consumption of drinking water per day per resident within the territorial authority	<400 Lt		341		
Compliance with resource consent conditions/water permit conditions to "mainly complying" or better	95%				
Water supply systems comply with Ministry of Health Bacteriological Drinking Water Standards guidelines 2000*	95%		99.6%		
Water supply systems comply with Ministry of Health Protozoa Drinking Water Standards guidelines 2000	95%		99.9%		
The total number of complaints received by the local authority about drinking water taste per 1000 connections	<15	0 per1000 connections (0 complaint)	0 per1000 connections (0 complaint)	0	0
The total number of complaints received by the local authority about drinking water odour per 1000 connections	<15	0 per1000 connections (0 complaint)	0.25 per1000 connections (1 complaint)	0	1
The total number of complaints received by the local authority about drinking water pressure of	<15	0 per1000 connections	1.27 per1000	0	5

WATER SUPPLY KEY PERFORMANCE INDICATORS	TARGET 2015/16	COMPLAINTS		INCIDENTS	
flow per 1000 connections		(0 complaint)	connections (5 complaint)		
The total number of complaints received by the local authority about continuity of supply per 1000 connections	<15	0.25 per1000 connections (1 complaint)	2.04 per1000 connections (8 complaint)	1	8
The total number of complaints received by the local authority about drinking water clarity per 1000 connections	<15	0 per1000 connections (0 complaint)	0.75 per1000 connections (2 complaint)	0	3
Ratepayers and residents satisfied with level of service for water	75%				
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	(1/2) 50%	-	2	21
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	(2/2) 100%	-	2	21
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	(16/19) (84%)	-	19	82
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	(16/19) (84%)	-	19	82
Fire hydrants tested annually that meet NZ Fire Service Code of Practice	20%	40%	40%		
The % of real water loss from the local authority's networked reticulation system identified by establishing and measuring night flow	<20%		45.5%		

## 2.2 Services

### 2.2.1. Water supply capital improvements Featherston

With the Woodside bore-field now in operation, the focus is to complete the plant extension and the extra treatment fit-out. As reported earlier this is expected to be completed before Christmas. Building extension work has commenced with the floor slab poured and walls being constructed. The purpose of the upgrade is to provide infrastructure capable of meeting the New Zealand Drinking Water Standards.

### 2.3 Water treatment plants

The Waiohine and Martinborough plants operated routinely over the period.

### 2.4 Water reticulation

There were 10 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 was 1 account 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 2015/16	COMPLAINTS		INCIDENTS	
		SEPTEMBER	YTD	SEPTEMBER	YTD
Number of blockages per 1000 connections	<10	1.24 per1000 (5 complaint)	4.23 per1000 (17 complaint)	1.24 per1000 (5 complaint)	4.23 per1000 (17 complaint)
Ratepayers and residents satisfaction with waste water services	70%	Annual survey	Annual survey	Annual survey	Annual survey
Number of dry weather sewerage overflows per 1000 connections	<10	-	-	0 per 1000 connections (0 overflow)	0 per 1000 connections (0 overflow)
Attendance time: from notification to arrival on site	< 1 Hr	-	-	4/5 (80%)	20
Resolution time: from notification to resolution of fault	< 4 Hrs	-	-	5/5 (100%)	20
% of resource consent conditions complied with to mainly complying or better*	90%				
No. of abatement notices	<2				0
No. of infringement notices	0				0
No. of enforcement notices	0				0
No. of convictions	0				
No. of complaints per 1000 connections received about sewage odour	< 15	0	0.5 per 1000 connections (2 complaint)	0	0.5 per 1000 connections (2 complaint)
No. of complaints per 1000 connections received about sewage systems faults	< 15	0	0.2 per 1000 connections (1 complaint)	0	0.2 per 1000 connections (1 complaint)
No. of complaints per 1000 connections received about sewage system blockages	< 15	1.24 per1000 (5 complaint)	4.23 per1000 (17 complaint)	1.24 per1000 (5 complaint)	4.23 per1000 (17 complaint)
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%	5/5 100%	-	5/5 (100%)	90% (18/20)

#### 3.2 Waste water treatment plants

##### 3.2.1. Capital and consents

###### 1. Featherston waste water consent application

As reported to the Infrastructure and Planning Working Party meeting on 7 September:

*Lodgement date for the application was 31 August. Unfortunately our team has been unable to complete the application to a point where*

*we could lodge with confidence that a 35 year consent term was going to be acceptable to the Commissioners.*

*We haven't been able to complete the report that would confirm the improvement plan around transitioning to land over time would be acceptable to the provisions of the RMA as far as adverse effects on the environment is concerned.*

*In order to do this, additional ecological study is needed in Donald's Creek (where it is planned to discharge over winter only at Stages 1A,1B and 2A plus 2B in emergencies) to confirm whether or not we can do this or some other improvement plan needs to be devised.*

Officers have met with GWRC since and it was agreed additional time be given to complete the application. No timeline has been offered up as yet but it is expected to have the additional study and reporting required completed by the end of October, with the full application to be lodged before the New Year.

## 2. Staged improvements at Martinborough and Greytown WWTPs

The consents commence with minor improvement at each site (Stages 1A). The new inflow metering is in place and operating for both sites.

Conceptual design work for Stage 1B works has been completed at each site with design work to proceed in the near future. Martinborough already has UV disinfection in place, so council is requesting proposals from experienced irrigation contractors for the adjacent land. The plan is to have the system operating for this summer.

### **3.2.2. Operational**

Featherston, Greytown and Martinborough plants operated routinely during the period with no reported issues. Lake Ferry had some high flow issues at the pump stations during the heavy rain period mid-September. The plant coped well, with no breach of consent.

### **3.2.3. Waste water reticulation**

There were 1 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 2015/16	COMPLAINTS		INCIDENTS	
		MONTH	YTD	MONTH	YTD
% of ratepayers and residents satisfied with stormwater drains	54%	Annual survey	Annual survey	Annual survey	Annual survey
% 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 were no issues reported within the reporting 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 2015/16	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%	Decreased by 17% for December	Increased 4.9% on 2014	-	-
% of ratepayers and residents satisfied with the level of service	80%	Annual survey	Annual survey	Annual survey	Annual survey

### 5.2 Waste management

Routine services have been delivered successfully over the period.

## 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 2015/16	COMPLAINTS		INCIDENTS	
		SEPTEMBER	YTD	SEPTEMBER	YTD
Using the RAMM measurement system, average smooth travel exposure on urban roads to be 85% and rural roads 95% with maximum variation of 5%	95%				
Ratepayers and residents fairly/very satisfied with the roads	78				
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	68%				
Availability of footpaths on at least one side of the road down the whole street	87%				
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%	18/24 (75%)	68/91 (75%)	24	91
Meet annual plan footpath targets	Yes				

### 6.2 Roothing maintenance – Fulton Hogan

September has been another busy month. A large amount of works were completed including a wet weather event in which a small number of roads were closed and some minor damage occurred.

Fulton Hogan has completed the weed spraying of the road side furniture and storm water drains. The high cut program is complete. There is an unusually large amount of grass growth due to wet weather so the mowing cycle may need to be completed earlier this year.

The “Gluepot” at Tora continues to require maintenance work at regular intervals. Thankfully we have not had as many extreme weather events as last winter, so 3 callouts according to our contractors is quite low in number compared to 2 years ago where there were approximately 15 callouts.



*Fig 6.4.2: The "Gluepot" on a good day*

## **6.3 Other contracts**

### **6.3.1. North Street Lime Footpath: Opus Consultants**

The construction of the North Street Lime Footpath is being project managed by Opus Consultants who manage our footpath maintenance contract. Pope and Gray who completed the lime footpath in Oxford Road will be undertaking the physical work.

### **6.3.2. Footpath maintenance and renewals 2016/17: Fulton Hogan**

The combined Carterton District Council (CDC) and South Wairarapa District Council (SWDC) footpath maintenance and renewal contract has progressed well. A kerb extension in East Street adjacent to Cobblestones will be completed within this contract along with a small safety project which is an improved vehicle access at the site of the childhood centre in Jellico Street. Opus continues to manage this contract on behalf of SWDC and CDC.

## **6.4 Other activity**

### **6.4.1. Shooting Butts Road**

Unfortunately a fatality occurred on Shooting Butts Road this month. Our maintenance contractor Fulton Hogan aided police by providing temporary traffic management at the scene. Initial discussions have occurred with police and the serious crash unit investigator. SWDC are providing information as required.

As part of the routine maintenance cycle grading work has since been done in the area which included Shooting Butts Road at the site of the accident.

SWDC will await the coroner's report to see if any safety improvements are recommended.

### **6.4.2. Bridge Repairs**

Routine bridge inspections identified a number of bridges in the district that require further investigation by the Consultant Structural Engineer/s. Calibre Consulting undertake these inspections and will continue to work with us to identify any additional physical works required.

The Donald's Creek footbridge has been identified as requiring remedial works these have been designed by Calibre Consulting and are being priced by our maintenance contractor Fulton Hogan. A building consent has been granted for the proposed work.

### **6.4.3. Speed Limits**

District Speed limit review is being undertaken by Opus Consulting with initial findings from the Facebook consultation exercise being reported on.

The district schools will be looked at as a separate exercise using internal resources. Initial investigation has begun at each school with the existing layout being noted. Discussions have been had with Wairarapa Safety Council, NZTA and others experienced in road safety regarding what can be done to improve safety around our schools. The next step will be to initiate discussions with district school principals/staff. These discussions will be undertaken with Wairarapa Road Safety Officer/s with input from Community boards.



Fig 6.4.2: Kahutara School approach.

## **7. Amenities**

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

*SERVICE LEVEL – Parks and reserves enhance the quality of life in our communities. Our playgrounds are safe and enjoyed by the community. Clean safe public swimming pools can be accessed in the District. Provision of some low cost housing for the elderly (or in line with Council policy) in each town. Well*

*maintained hall facilities that are available for the public to book. Public toilets are convenient, clean and safe. There is a wide range of library stock including up to date material.*

## 7.1 Key Performance Indicators

AMENITIES KEY PERFORMANCE INDICATORS	TARGET 2015/16	COMPLAINTS		INCIDENTS	
		MONTH	YTD	MONTH	YTD
Users satisfied with parks and reserves	90%				
Ratepayers and residents are satisfied with Council playgrounds	80%				
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	65%				
Occupancy of pensioner housing	99.8%				
Ratepayers and residents satisfied with town halls	74%				
Cycle strategy	Developed				
Ratepayers and residents satisfied with public toilet facilities	90%				
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%				

## 7.2 Parks and Reserves

### 7.2.1. Featherston

Featherston Town Square was opened on 1 October 2016 with an official early morning blessing, and a community event later in the day.



The cherry tree garden at the Featherston camp reserve on SH1 was officially renamed Sakura Garden in a ceremony with the visiting Chor Farmer Choir on 12 September 2016. A new sign, which was funded by donations from the choir, was unveiled.



Card Reserve has now been prepared for the athletics season with new line-marking.

### **7.2.2. Greytown**

The new interpretive sign for Stella Bull Park has been made and will be erected shortly. The sign gives the history of the park land and the development of the park and orchard.

### **7.2.3. Martinborough**

Bee Aware month was celebrated in September with new seeds sown in our bee-friendly wildflower gardens. In Martinborough, the wildflower garden at Centennial Park was extended with the help of children from Martinborough School.





#### **7.2.4. Lake Ferry**

The reserve at the north end of Lake Ferry town ship is being fenced with bollards and rope to match the fencing around the children's play area. Much of the work has been done by local residents.

#### **7.3 Community housing**

There have been no changes to the waiting lists for community housing, with five people waiting for flats at Martinborough, two at Greytown and ten at Featherston.

A number of application forms have been sent out to various people making enquiries for SWDC community housing. These are yet to be returned.

Funding from Enable NZ has been approved for modifications to create an accessible bathroom for one of the tenants at Cicely Martin flats in Martinborough. The funding will cover around half the cost of the work, with council funding the remainder. The work is expected to be complete by mid-November 2016.

#### **7.4 Cemeteries**

##### **7.4.1. Purchases of burial plots/niches 8 September to 12 October 2016**

	Greytown	Featherston	Martinborough
Niche	2	1	
In-ground Ashes Beam	2		
Plot	1		

##### **7.4.2. Ashes interments/burials 8 September to 12 October 2016**

	Greytown	Featherston	Martinborough
Burial	1	1 (reserved plot)	
Ashes in-ground	1 (interred with husband existing plot)		
Ashes wall	1	1	

#### **7.5 Property**

##### **7.5.1. Featherston**

The contract has been let for the storm-water drainage renewal for the Anzac hall, but the work has been deferred until after the hall's centenary celebrations on the weekend of 15-16 October. A commemorative plaque will be unveiled by the Governor-General at the hall on 16 October. The "rock" garden and new flagpoles on the Birdwood Street side of the building will be completed in time for a public ceremony on 15 October.

At Featherston Library, work to make the building wheelchair accessible is almost complete, with just changes to the existing ramp remaining to be finished.

The entrance doors at the Featherston Information Centre have been altered so that it is clearer for people where to come in.

### **7.5.2. Greytown**

The management plan for Greytown Town Centre is currently under review and will be reported to council at a later date. The cause of the long-standing problem with the storm-eater gutters on the McMaster Street side of the building has been found, although a permanent solution has yet to be devised.

### **7.5.3. Martinborough**

Martinborough Town Hall, having been decommissioned ready for building work to start, was broken into by young people in the school holidays. Extra fortifications have been added to prevent further incursions.

## **7.6 Swimming pools**

Preparations are under way to ready the pools for the 2016/17 season. The changing sheds at Martinborough have been brightened up with a fresh coat of paint.



## **7.7 Toilets**

The new toilets for Ngawi are ready to be installed as soon as the building consent is granted. A solution for the problem with the septic tank at Ngawi fire station has been developed and priced. Once funding has been confirmed, this will be installed and will mean that the public toilets at the front of the building can be returned to use.

A concrete pad for Portaloos has been installed at Lake Ferry close to the beach. Two Portaloos were put there for the white-baiting season and will remain in place over the summer. The concrete pad has tie-down points so the Portaloos can be anchored against the wind.

## **7.8 Events**

### **7.8.1. Featherston**

*Completed events:*

Featherston Town Square Opening held 1 October 2016

Sakura Garden Opening held 12 September 2016

*Future events:*

ANZAC hall Centenary Family Picnic being held on 15 October 2016 (Clifford Square and Featherston Town Square)

Anzac Hall rock garden dedication to be held on 15 October 2016

Anzac Hall centennial official ceremony to be held on 16 October 2016  
Ride the Rail (Cross Creek Railway Society Inc) being held every Sunday from the first Sunday in September 2016 through to the last Sunday in April 2017 (Clifford Square, Featherston)  
Rimutaka Country Music Group Charity Concert being held on 29 October 2016 (ANZAC Hall)

### **7.8.2. Greytown**

*Completed events:* Spring Fair Greytown – 10 September 2016 (Greytown Town Centre and front courtyard)

*Future events:* Greytown Country Market at Stella Bull Park – The dates for the markets start from: 16 October then 20 November, 18 December 2016, 15 January, 19 February, 19 March and 16 April 2017

Hospice Wairarapa Country Christmas Fete – 5 and 6 November 2016 (Greytown Town Centre and front courtyard)

### **7.8.3. Martinborough**

*Completed events:*  
Turf Turning Celebration - 10 October 2016



*Future events:*  
Guy Fawkes Night 5 November 2016 (Considine Park, Martinborough)

Vegas Wedding Chapel Community Picnic - 23 October 2016 (Martinborough Town Square)

Barrel Race - 19 November 2016 (Martinborough Square – P & K to Wine Makers Services)

Toast Martinborough -20 November 2016. This is the 25<sup>th</sup> year for Toast.

Martinborough Christmas Parade -17 December 2016 (Martinborough Town Square)

Cruise Martinborough - 28-31 January 2017 (Martinborough Square 28/01/2017)

## **7.9 Libraries**

The south Wairarapa libraries completed a busy school holiday period with various programmes, including the Winter Warmers reading programme at all libraries, and the Maths is Fun programme at Greytown Library.

Martinborough Library has a new flag which flies at the Village Café entrance to the building on Kitchener Street. This will make the library easier for visitors to find.



Auckland War Memorial Museum offered the loan of one of their online cenotaph kiosks to coincide with the celebration of the Anzac hall centenary. The kiosks provide access to the online database of all who have served in

the New Zealand armed forces. Users can research family and community members – the files for those who served in World War 1 are linked to the Archives New Zealand collection of digitised personnel files. Users can leave a virtual poppy on the cenotaph, and they can also contribute further information about individuals. The kiosk has the facility to digitise artefacts such as photos, letters and medals so that images can be added to the database. By agreement with the Museum, the kiosk is on loan for four months, and will spend a month each at Featherston, Greytown and Carterton libraries and the Wairarapa Archive. It is at Featherston Library until 4 November, before moving on to Greytown.

He Pou Aroha | Community  
**CENOTAPH**  
aucklandmuseum.com/cenotaph

The He Pou Aroha Community Cenotaph mobile roadshow unit is visiting your community to help you discover, connect and share stories of those who served.

Contribute to Online Cenotaph by digitising your taonga, documents, letters, medals, photographs and war memorabilia. These items and information will be uploaded to the database to create a lasting memory for future generations.

If you are interested in hosting He Pou Aroha Community Cenotaph within your community, or would like further information please contact: [CommunityCenotaph@aucklandmuseum.com](mailto:CommunityCenotaph@aucklandmuseum.com)

 Lottery Grants Board  
Te Puna Tahua  
LOTTO FUNDS FOR YOUR COMMUNITY

**AM**  
TĀMAKI PAENGA HIRA  
AUCKLAND WAR MEMORIAL MUSEUM

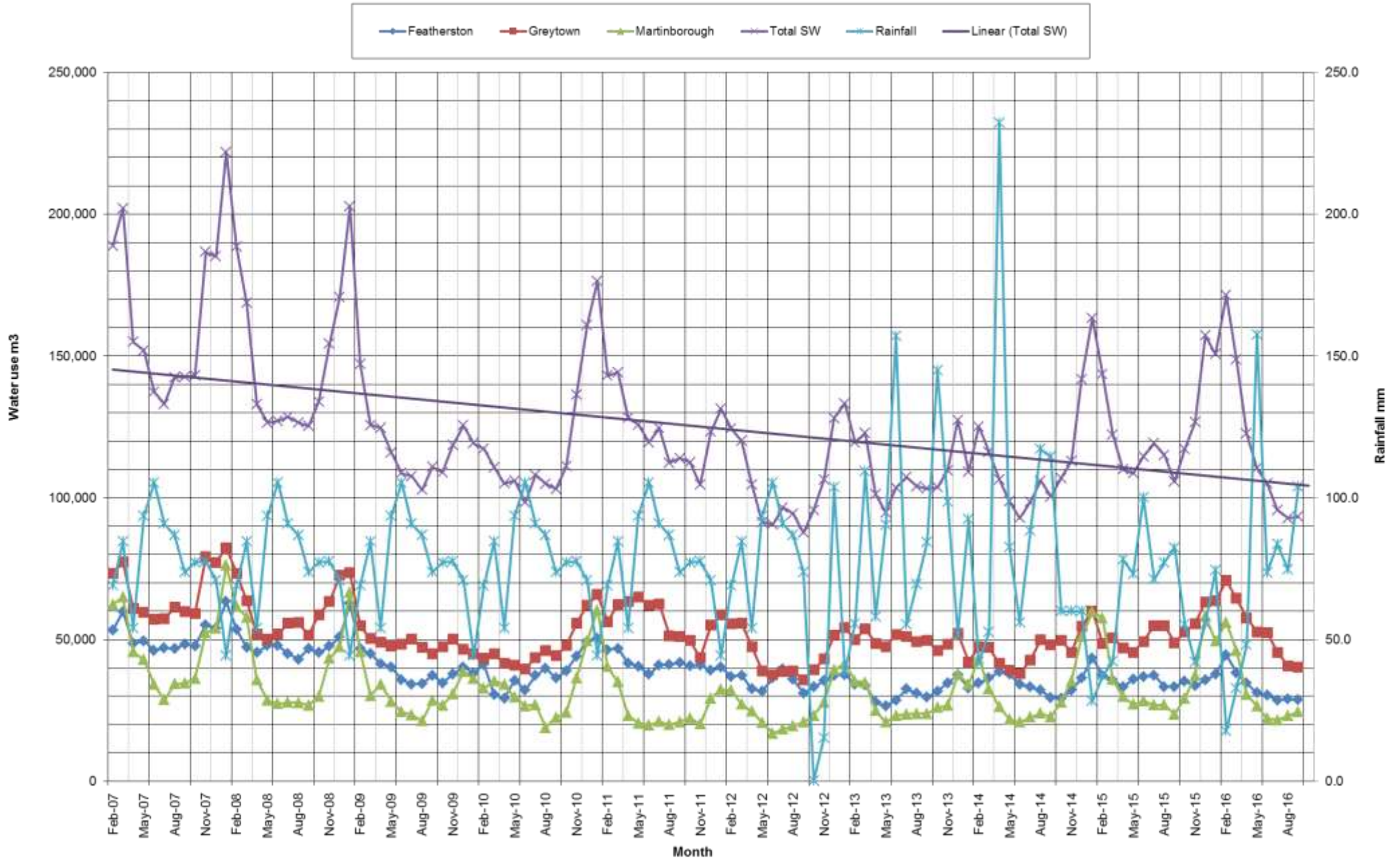
## **8. Appendices**

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

Contact Officer: Mark Allingham, Group Manager Infrastructure and Services

# **Appendix 1 - Monthly water usage**

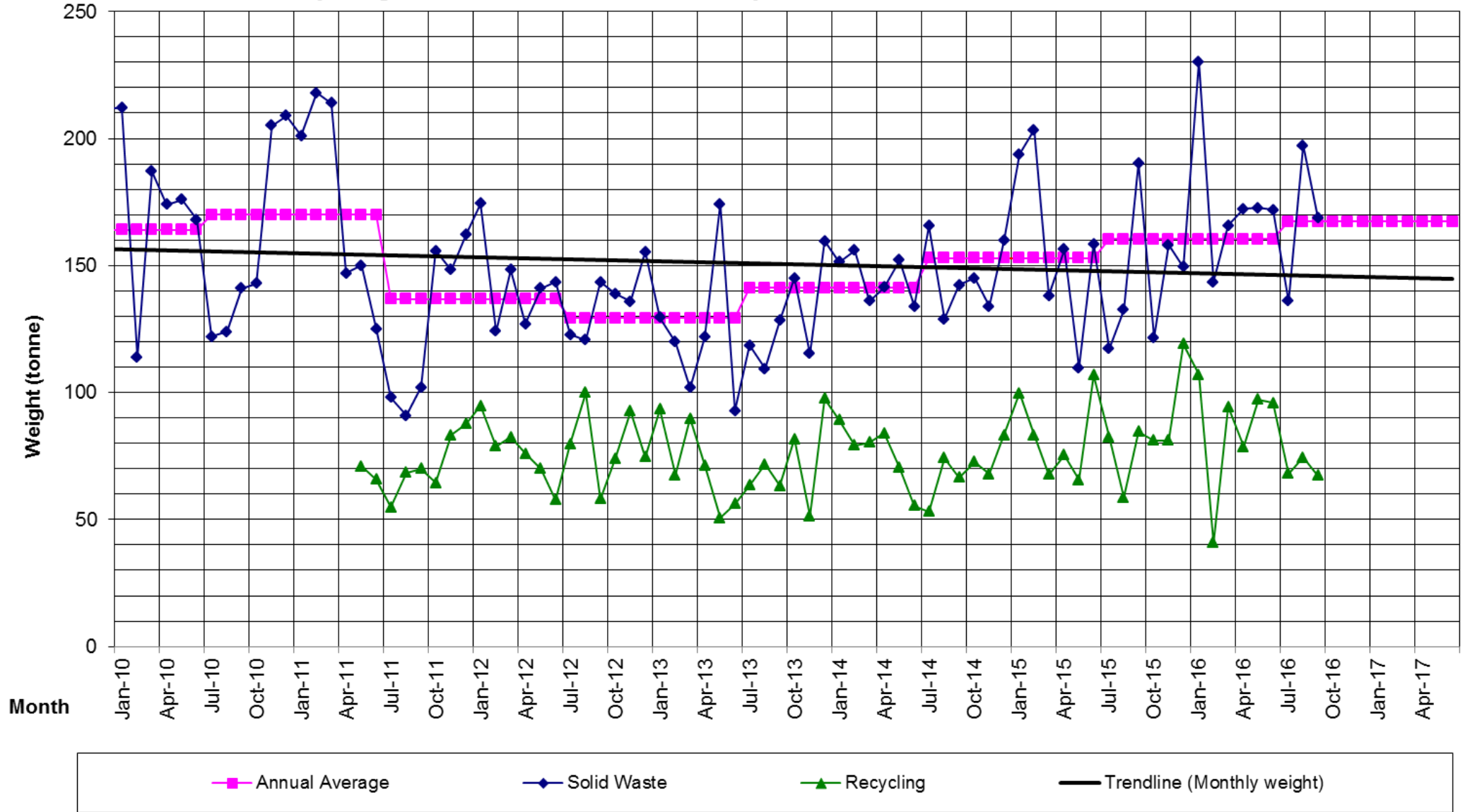
# Water use South Wairarapa District Council





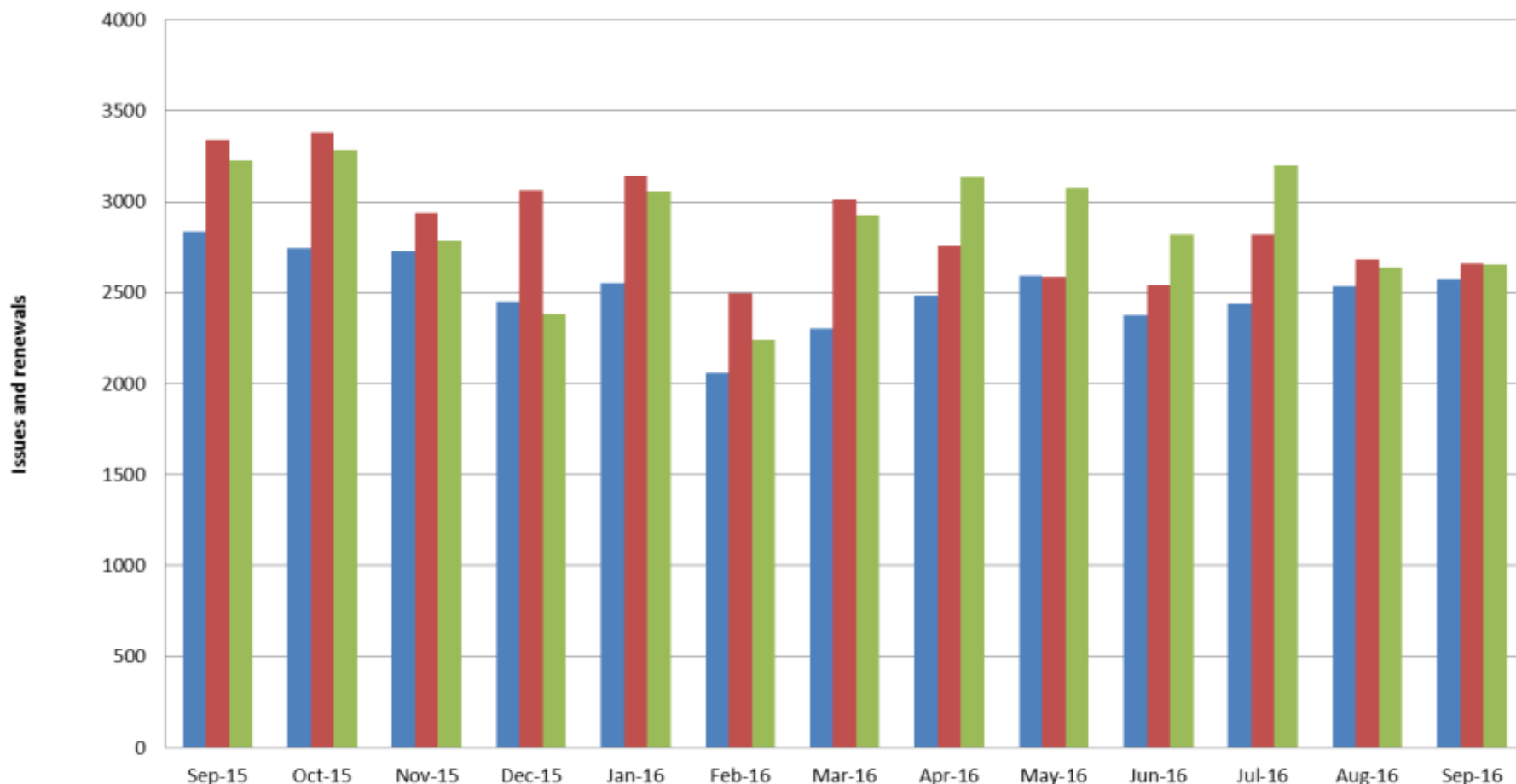
## **Appendix 2 -Waste exported to Bonny Glen**

Monthly weight of waste transferred to Bonny Glen



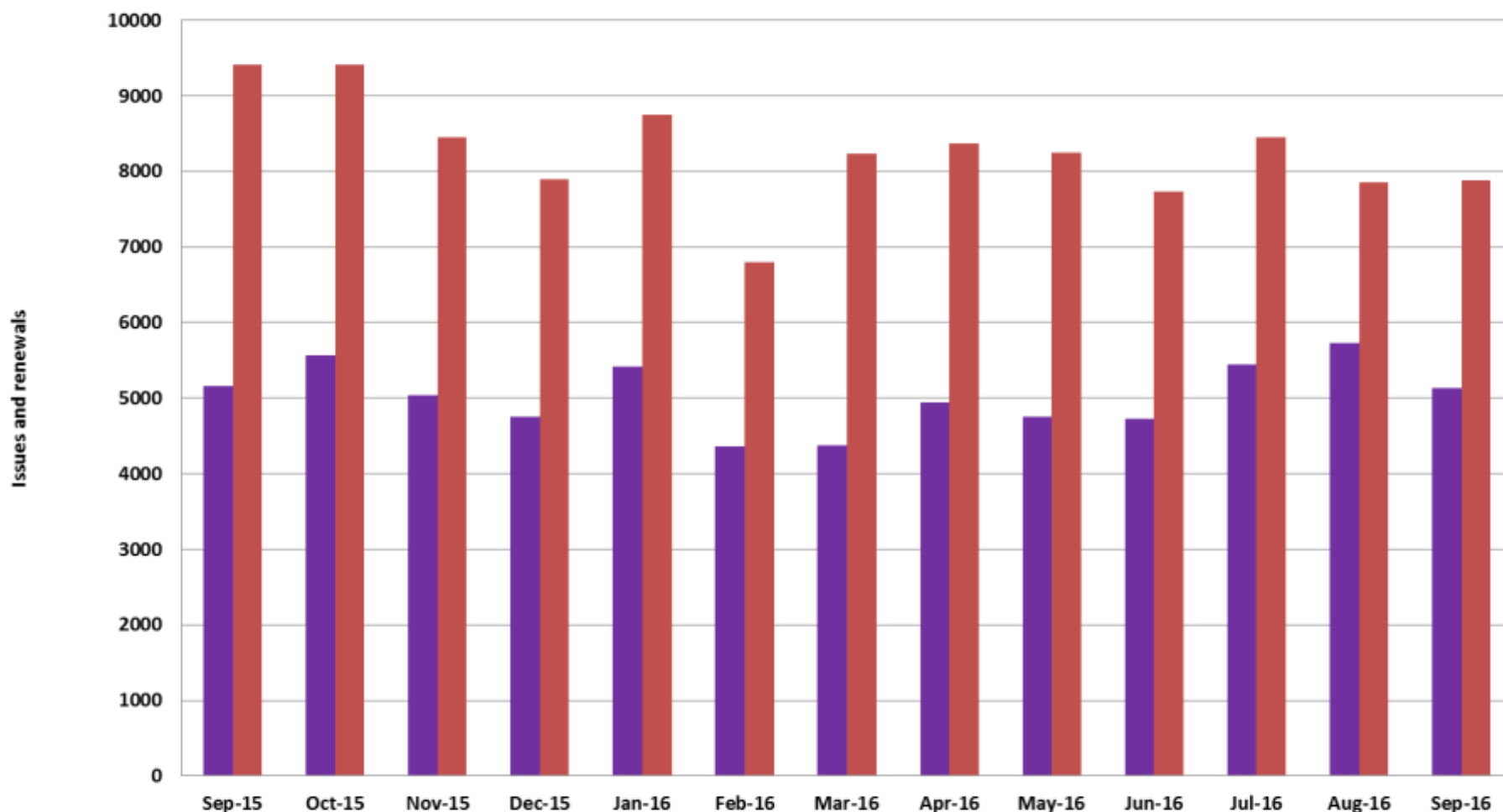
# **Appendix 3 – Library statistics**

### South Wairarapa libraries - issues and renewals to September 2016



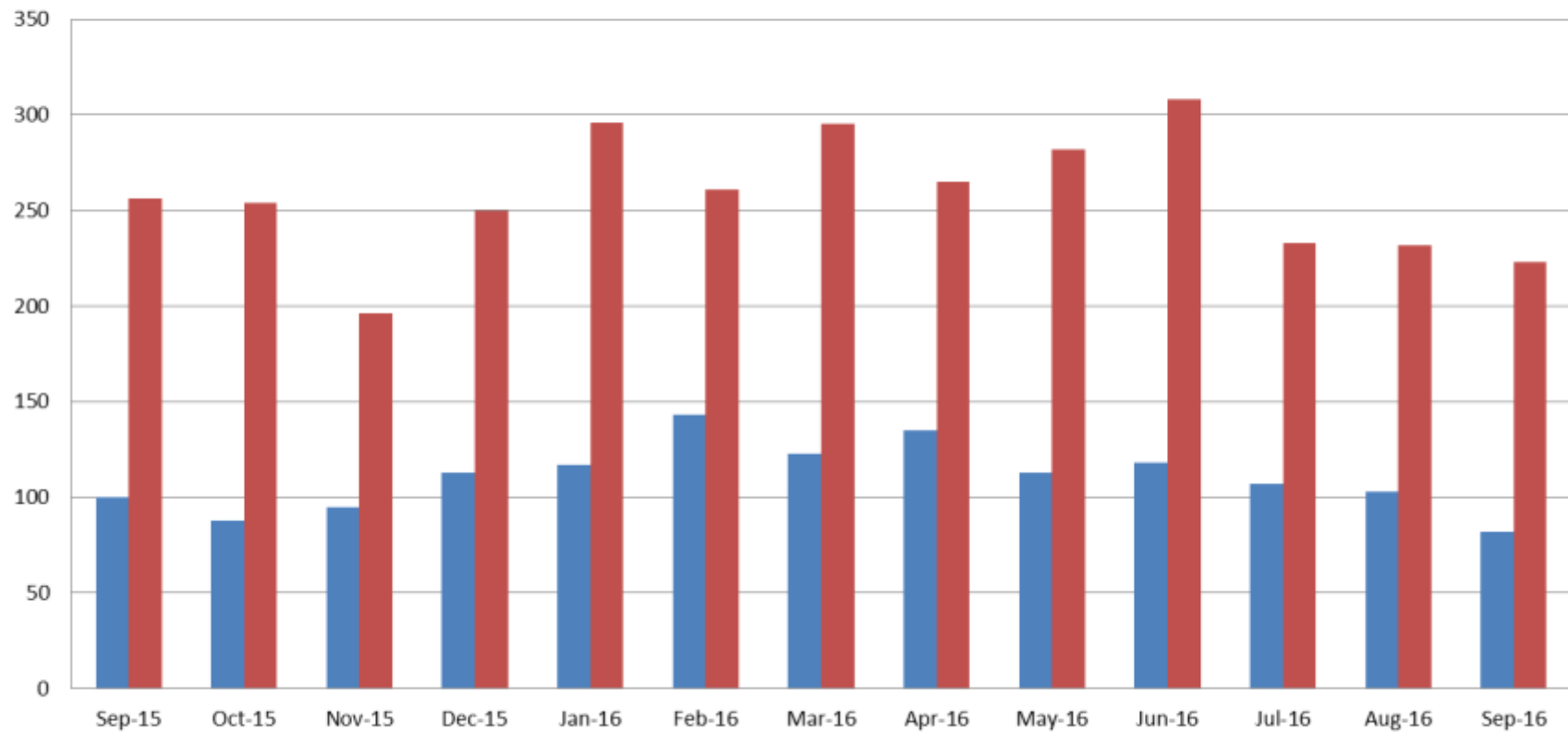
	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16
■ Featherston	2838	2748	2728	2450	2550	2057	2304	2482	2591	2375	2440	2533	2574
■ Greytown	3343	3383	2936	3062	3143	2495	3010	2757	2588	2543	2820	2684	2659
■ Martinborough	3230	3283	2787	2381	3058	2242	2925	3134	3074	2820	3197	2635	2654

### Wairarapa Library Service - issues and renewals to September 2016



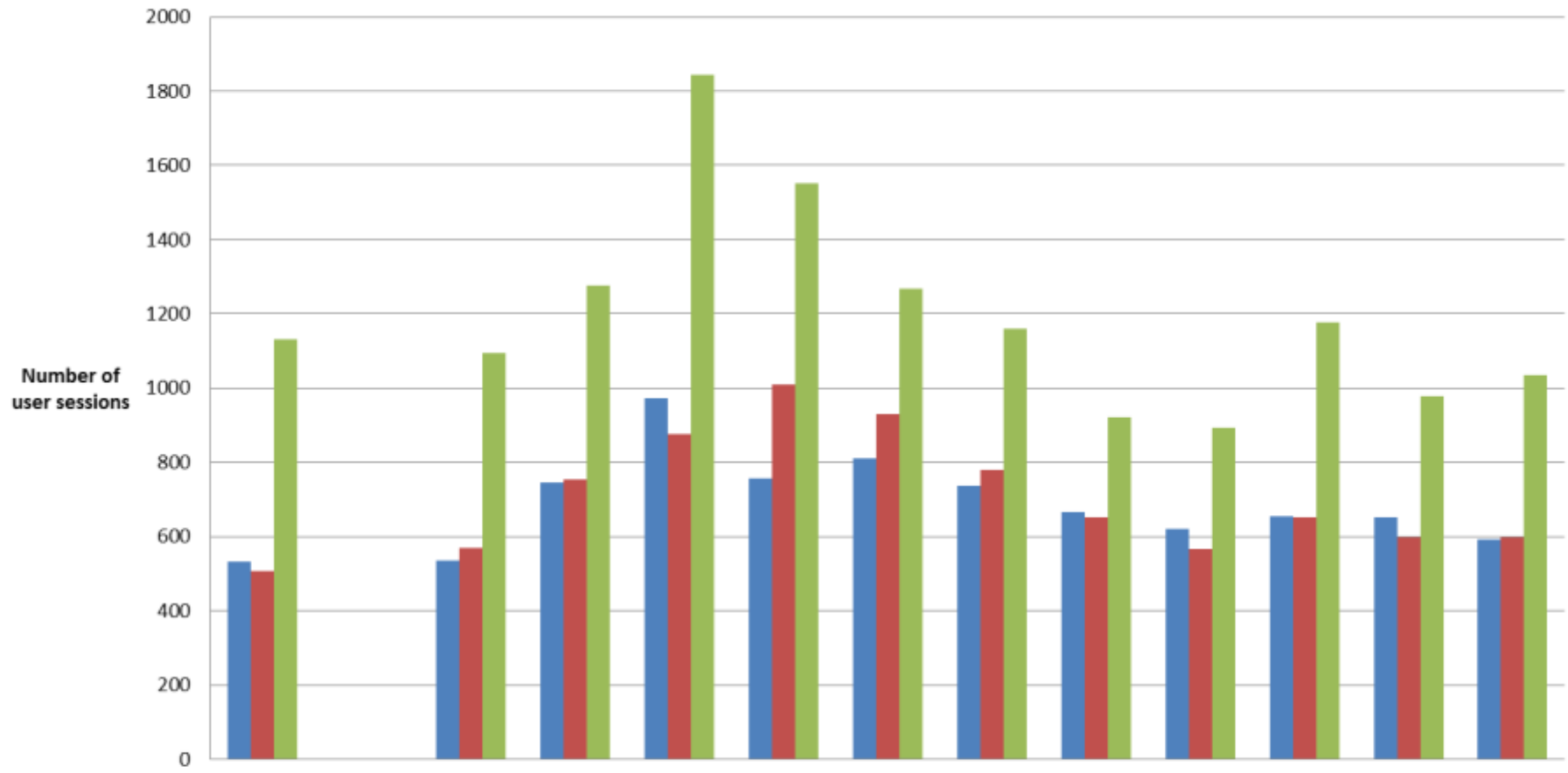
	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16
Carterton	5161	5570	5042	4759	5422	4362	4378	4948	4752	4730	5444	5733	5126
South Wairarapa	9411	9414	8451	7893	8751	6794	8239	8373	8253	7738	8457	7852	7887

## Wairarapa Library Service - audio and e-book issues to September 2016



	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16
Audiobooks	100	88	95	113	117	143	123	135	113	118	107	103	82
E-books	256	254	196	250	296	261	295	265	282	308	233	232	223

### APNK Wi-fi user sessions to September 2016



	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16
■ Featherston	533		535	744	971	757	810	738	666	621	655	653	593
■ Greytown	507		568	755	876	1008	931	779	651	567	653	599	597
■ Martinborough	1131		1095	1277	1844	1552	1267	1159	920	894	1177	977	1036

# GREYTOWN COMMUNITY BOARD

23 NOVEMBER 2016

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## AGENDA ITEM 7.4

### TERMS OF REFERENCE TREE ADVISORY GROUP

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#### **Purpose of Report**

To approve the draft terms of reference (TOR) for the Tree Advisory Group.

#### **Recommendations**

Officers recommend that the Community Board:

1. *Receive the information.*
2. *Adopt the Terms of Reference for the Tree Advisory Group.*

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

The Greytown Community Board recognises the value that the community places on its heritage and significant trees and has a formal relationship with a community group that advocates for their protection and preservation.

To formalise this relationship a terms of reference for the Tree Advisory Group has been established and needs to be formally approved by the Board. The Tree Advisory Group has approved the draft TOR.

#### **2. Appendices**

Appendix 1 – Draft Terms of Reference Tree Advisory Group

Contact Officer: Suzanne Clark, Committee Secretary

Approved By: Paul Crimp, Chief Executive



# **Appendix 1 – Terms of Reference Tree Advisory Group**

## Terms of Reference for the Greytown Tree Advisory Group

<b>Name:</b>	<b>THE GREYTOWN TREE ADVISORY GROUP</b>
<b>Purpose:</b>	The Greytown Tree Advisory Group aims to increase public awareness about the important contribution of trees to Greytown's history and heritage
<b>Goals:</b>	<ul style="list-style-type: none"> <li>- Recognise and recommend individual heritage trees or groups of trees of significance for inclusion in the schedule of natural and historic heritage sites</li> <li>- To educate the community about the benefits and significance of our trees</li> <li>- To retain and protect these trees as part of Greytown's heritage</li> <li>- To advocate for the protection of Greytown's trees</li> </ul>
<b>Activities of the T A G Include:</b>	<ul style="list-style-type: none"> <li>- Advice to the Greytown Community Board about matters pertaining to all significant trees of Greytown</li> <li>- Tree planting</li> <li>- Public education about the importance of trees</li> <li>- Arbor Day planning</li> <li>- Maintain a list of trees which could be recommended for protection in the Combined District Plan</li> <li>- Liaise with interested groups and stakeholders</li> <li>- Assist with the management plans of Greytown's Reserves</li> <li>- Maintain a partnership with the South Wairarapa District Council</li> </ul>
<b>Note to Activities:</b>	<ul style="list-style-type: none"> <li>- <i>It is recognised that individual members of the Tree Advisory Group may hold different views to the Greytown Community Board and/or the SWDC and that they are free to express those views but not as a representative of the Tree Advisory Group</i></li> </ul>
<b>Points of contact</b>	Katie Abbott and Jez Partridge
<b>The points of contact will:</b>	<ul style="list-style-type: none"> <li>- Work with the Community Board and members of the Tree Advisory Group to identify priorities for the Tree Advisory Group for the coming year</li> <li>- Provide regular reports to meetings of the Greytown Community Board</li> <li>- Provide feedback to the Community Board prior to the Annual Plan Process</li> <li>- Ensure members of the Group know where responsibility for decision-making lies in relation to different projects <i>[i.e. Decisions made by Council, decisions delegated to the Community Board or decisions delegated to Council Officers]</i></li> </ul>
<b>The Community Board will:</b>	<ul style="list-style-type: none"> <li>- Seek the views of the Tree Advisory Group when preparing a strategic plan</li> <li>- Seek feedback from the Tree Advisory Group prior to preparing their submission as part of the Annual Plan process</li> <li>- Maintain an overview of the work of the Tree Advisory Group to ensure it is aligned with the Community Board's and Council's strategic and operational objectives</li> <li>- Appoint a Community Board member to Liaise with the Greytown Tree Advisory Group</li> </ul>

<b>Review:</b>	This agreement will be reviewed at the first full meeting of the Greytown Community Board in each Triennium, to ensure it continues to be relevant and it is up to date
<b>Signed on behalf of The Greytown TAG</b>	
<b>Signed on behalf of the Greytown Community Board:</b>	
<b>Date:</b>	

DRAFT

# GREYTOWN COMMUNITY BOARD

23 NOVEMBER 2016

## 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 information.*
2. *Consider the application from the Greytown Cricket Club against the grant criteria and consider allocating the requested \$500 for the 150<sup>th</sup> year jubilee.*
3. *Consider the application from the Hospice Wairarapa Community Trust against the grant criteria and consider allocating the requested \$2,000 for the Country Christmas self-drive tour.*
4. *Consider the application from the Wairarapa Citizen Advice Bureau against the grant criteria and consider allocating the requested \$350 general running costs of the service.*
5. *Consider the application from the Greytown Mens Shed against the grant criteria and consider allocating the requested \$500 to help cover costs associated with fitting-out a container to provide more space for members.*
6. *Consider the application from the Greytown Swimming Club against the grant criteria and consider allocating the requested \$1,000 to assist with the costs of purchasing 6 new starting blocks for the Greytown Pool*

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

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

Applications will be provided to members in confidence.

## 2. Criteria

The criteria of the grant are:

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

1. Applicants need not be incorporated bodies, but the Board must be satisfied that they are responsible organisations which will be fully accountable for any grants they receive, have relevance to the Community and do not qualify for Creative Communities New Zealand funding.
2. Successful applicants are required to expend grants received within six months of payment being made. A request must be made, should an extension of time be needed.
3. An accountability in report form (form will be supplied), together with evidence of the expenditure of a grant received (copies of invoices or receipts) is required within three months of a grant being expended.
4. The maximum grant will be \$500 unless special circumstances are considered to exist. (GST will be added to grants approved for GST registered applicants).

## 3. Accountability Reports

<b>Applicant</b>	<b>Status of Accountability Forms for Previous Grants</b>
Greytown Cricket Club	No outstanding accountability forms
Hospice Wairarapa Community Trust	No outstanding accountability forms
Wairarapa Citizens Advice Bureau	No outstanding accountability forms
Greytown Mens Shed	No outstanding accountability forms
Greytown Swimming Club	No outstanding accountability forms
Greytown School Board of Trustees	No outstanding accountability forms

Contact Officer: Suzanne Clark, Committee Secretary

Approved By: Paul Crimp, Chief Executive

# GREYTOWN COMMUNITY BOARD

23 NOVEMBER 2016

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## AGENDA ITEM 7.6

### **NAMING OF NEW ROAD, GREYWOOD LTD SUBDIVISION, 30-44 WOOD STREET, GREYTOWN**

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#### **Purpose of Report**

To seek the Community Board's support for a proposed road name prior to approval by Council.

#### **Recommendations**

Officers recommend that:

1. *the information be received, and*
2. *the Community Board support the use of the name "Hewson Lane".*

## **1. Background**

Gary Hewson of Greywood Limited seeks to name a road that will vest in Council as part of a residential subdivision (RC 160025) at 30-44 Wood Street, Greytown (see appended plan in the request at Appendix 1).

Council has authority to accept or reject suggested names of public roads in the South Wairarapa pursuant to Section 319(1)(j) of the Local Government Act 1974.

## **2. Discussion**

### **2.1 Legal Implications**

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

In general the names are to be listed in preference order with a brief statement of their significance. In this case, the owner has put forward the following three options (in order of preference):

- Hewson Lane
- Greywood Lane
- Oak Lane

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

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

There are no roads or right of ways which include "Hewson" or "Greywood" within the Wairarapa.

This is currently an "Oak View Place" in Greytown. On this basis, Oak Lane is not considered to be a suitable name as it could cause confusion in an emergency.

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

Not applicable.

4.3.3 *The name should have significant local content or meaning.*

The application provides the following comment on local content and meaning;

- *"Also from 1887-Sept. 1889, Rev. Joseph Hewson was a clergy in the district and is buried in Greytown Cemetery"*
- *"Greywood is a combination of Greytown and Wood Street, therefore reflecting well known local names"*

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.*

Of the proposed names (see policy 4.3.1), neither are particularly long names but neither are exactly in proportion to the length of road. Hewson is the shorter name.

See below for an indication of how the cul-de-sac would look on a map with the names "Hewson Lane" and "Greywood Lane".

However, neither name will cross an existing road. The proposed name will not be difficult to display on a map.

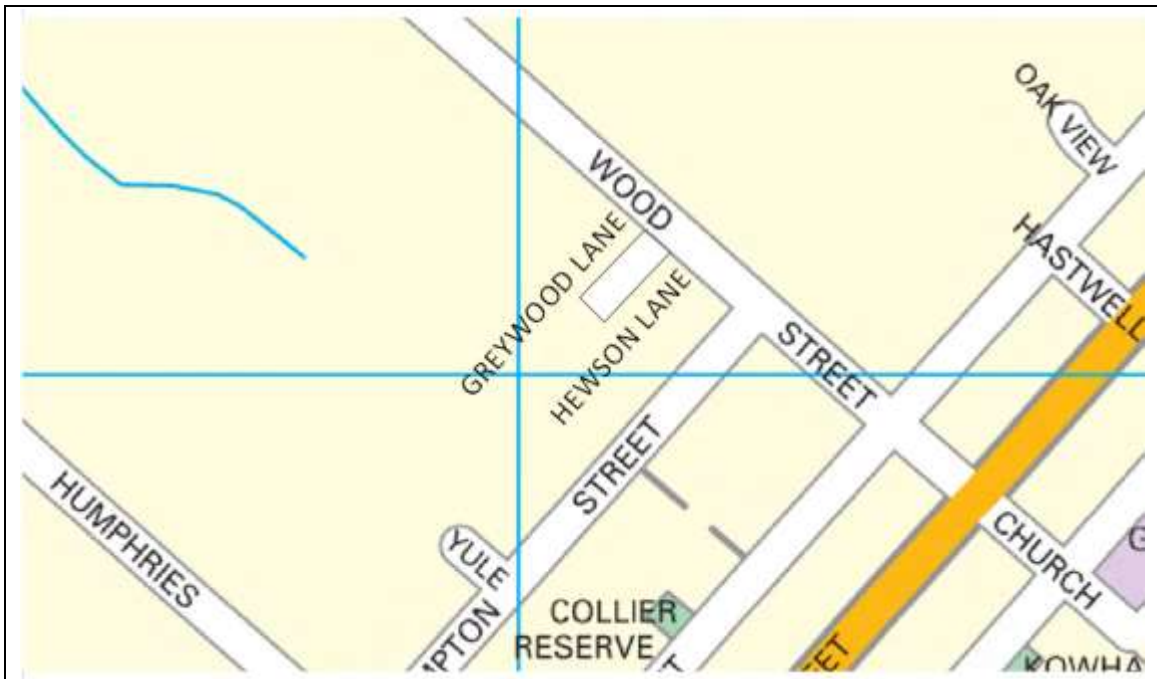


Figure 1 – An indication of how the name would look on a map

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

Lane (defined as “a narrow road”) is consistent with the policy.

Place (a short, sometimes narrow road) or Street (a road that usually has houses on both sides) also reflects the character of the new road.

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

Not applicable.

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.*

Not applicable

### **3. Conclusion**

It is recommended that the Community Board support the applicants preferred road name being “Hewson Lane”. This name is generally consistent with the guideline criteria in the road naming policy.



## **4. Appendices**

Appendix 1            Road name request

Contact Officer:    Russell Hooper, Resource Management Planner  
Reviewed By:       Murray Buchanan, Group Manager Planning and  
                                 Environment

# **Appendix 1 - Road Name Request**

# Application for a New Road or Right of Way Name




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

The application must include:

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

## 1 Applicant Details

Contact Name	Gary Hewson		
Address	100 East Street Greytown 5712		
Telephone	021813711		
Email	garyhewson@gmail.com		
Signature		Date	10 / 11 / 2016

## 2 Road Details and Proposed Names

<b>Road 1</b>	<input checked="" type="checkbox"/> Vested in Council	<input type="checkbox"/> Private
Legal description	Lots 1 - 9 and 11 being subdivision of Lot 3 DP 85639	
First Choice	Hewson Lane	
Second Choice	Greywood Lane	
Third Choice	Oak Lane	
<b>Road 2</b>	<input type="checkbox"/> Vested in Council	<input type="checkbox"/> Private
Legal description		
First Choice		
Second Choice		
Third Choice		
<b>Road 3</b>	<input type="checkbox"/> Vested in Council	<input type="checkbox"/> Private
Legal description		
First Choice		
Second Choice		
Third Choice		

### 3 Background Details

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

#### Road 1

Choice 1. Hewson is our family name and we live in Greytown. We will continue to live in Greytown, with our family home being being sited on the new road. Also from 1887-Sept. 1889, Rev. Joseph Hewson was a

clergy in the district and is buried in Greytown Cemetery

Choice 2. Greywood is a combination of Greytown and Wood Street, therefore reflecting well known local names.

Choice 3. There several lovely Oak trees that are prominent at the front of the property

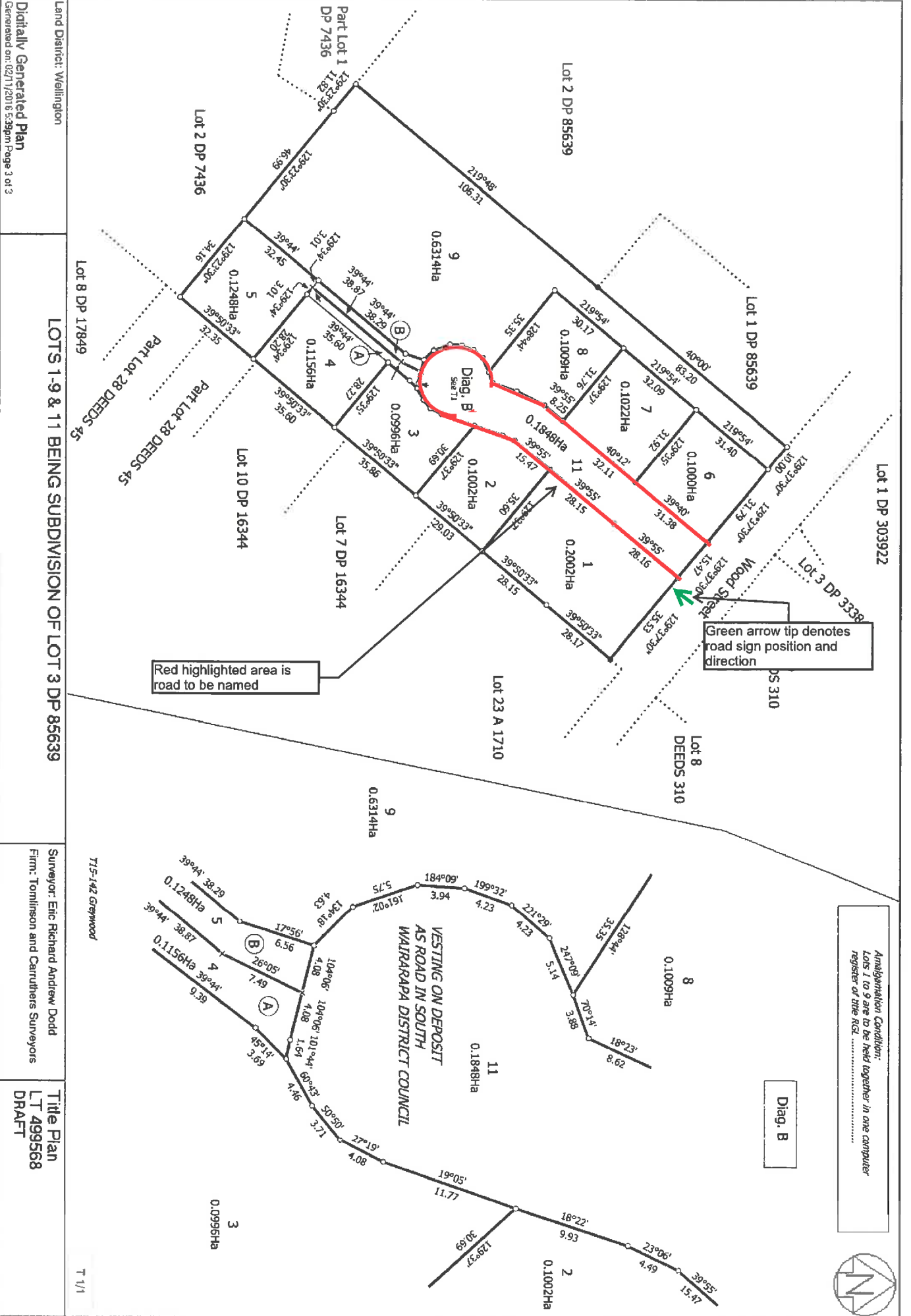
These options all have significant local content or meaning

#### Road 2

#### Road 3

#### Notes:

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



Green arrow tip denotes road sign position and direction

Red highlighted area is road to be named

Amalgamation Condition:  
Lots 1 to 9 are to be held together in one computer register of title. Reg. ....

Diag. B

VESTING ON DEPOSIT  
AS ROAD IN SOUTH  
WAIRARAPA DISTRICT COUNCIL

LOTS 1-9 & 11 BEING SUBDIVISION OF LOT 3 DP 85639

Land District: Wellington  
Digitally Generated Plan  
Generated on: 02/11/2018 5:39pm Page 3 of 3

Surveyor: Eric Richard Andrew Dodd  
Firm: Tomlinson and Carruthers Surveyors

Title Plan  
LT 499568  
DRAFT

# GREYTOWN COMMUNITY BOARD

23 NOVEMBER 2016

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## AGENDA ITEM 7.7

### POLICIES REVIEW REPORT

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#### **Purpose of Report**

To provide community boards the opportunity to feedback on new and reviewed policies.

#### **Recommendations**

Officers recommend that the Community Board:

1. *Receive the information.*
2. *Provide feedback on the policies.*

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

In line with the following decision new and reviewed policies are now to go to the three community boards for consideration.

“That any proposed new policies or changes to current South Wairarapa District Council policy be referred to the three community boards for input before being presented to the Policy and Finance Committee for adoption. That despite number 4 above, Council retains overriding authority to adopt a policy if it has not been presented at a community board meeting.”

The Remuneration Policy is up for cyclical review while the Risk and Health and Safety Policies are new. Update on Banners Policy.

#### **2. Background**

All council policies are on a review timeframe the Naming of Public Roads and Water by Meter Leak Write off policies are up for regular review.

#### **3. Discussion**

The proposed changes to the Water by Meter Leak Policy are the inclusion of the following:

- The write-off will only apply to the previous financial year unless previous contact with the council has been made.
  - and the period taken to repair the leak is reasonable.
- The proposed changes to the Community Housing Policy are:

- As per attached tracked changes

No changes are proposed to the Naming of Public Roads Policy.

#### **4. Conclusion**

Please review and provide feedback.

#### **5. Appendices**

Appendix 1 – SWDC Water By Meter Policy

Appendix 2 – SWDC Naming of Public Roads Policy

Appendix 3 - SWDC Community Housing Policy

Contact Officer: Paul Crimp, CEO

Reviewed By: Paul Crimp, CEO

# **Appendix 1 – SWDC Water by Meter Write Off Policy**





## WATER BY METER LEAK WRITE-OFF POLICY

### 1. Rationale

To provide for write-off of water by meter usage charges where genuine reasons exist to do so.

To encourage reduction in water usage through prudent application of policies.

### 2. Purpose

- To set out fair procedures for the write-off of water by meter charges where a leak has been detected.
- To reduce overall consumption through identification and repair of leaks.
- To recognise genuine and real hardship.

### 3. Guidelines

1. Current owners will be allowed one write-off under this policy per financial year.

~~2.~~ The write-off will only apply to the previous financial year unless previous contact with the council has been made.

~~3.~~ The write-off will only apply where the leak identified is of such magnitude that usage will exceed the allowance set in any year. For example, a slowly dripping tap is unlikely to result in excess usage.

~~4.~~ A copy of the invoice for repair is supplied. Again the nature of the repair must indicate that excess usage is likely and the period taken to repair the leak is reasonable.

~~5.~~ Meter readers will be issuing notices where they suspect excess usage, at the time they read the meter. If this notice is not acted on within four weeks then this policy will not apply.

~~6.~~ A write-off will be available due to council error, or the meter reading inaccurate usage.

~~7.~~ If a property changes ownership during the year, usage for the rest of that year will start from nil from the time of change of ownership.

~~8.~~ If a write-off is agreed, but the user has a history of usage in excess of the allowance, and an estimated usage (based on historical usage) amount will be calculated and invoiced.

#### 4. Delegation

Implementation of this policy is delegated to the Chief Executive who may further delegate as is seen fit.

# **Appendix 2 – SWDC Naming of Public Roads Policy**



# 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 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.

## **4.5 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.



# **Appendix 3 – SWDC Community Housing Policy**



# COMMUNITY HOUSING POLICY

## 1. Rationale

To provide clear guidelines for staff implementing this policy.

## 2. Purpose

To establish a policy for housing for the elderly and others with special housing needs.

## 3. Council Housing Units Guidelines

### 3.1 Eligibility

3.1.1 Units are let only to persons being 65 years of age or over and in receipt of New Zealand Superannuation, or 55 years of age or over, or to persons and in receipt of an invalid's or widow's benefit.

**Comment [HM-AM1]:** Clarifies, and aligns with Carterton

3.1.2 All such persons must have a housing need. i.e. an inability to afford market rentals. Income must be below the level set by Work and Income (or its successor agency) to qualify for social housing ie single people up to 1.5 x the net weekly rate of living alone rate of New Zealand Superannuation, and for couples up to 1.5 x the net weekly married rate of New Zealand Superannuation.

**Comment [HM-AM2]:** Income qualification added and pegged to WINZ qualification. Currently \$577.14 after tax single and \$887.91 after tax couple

3.1.3 The value of the applicant's assets must not exceed the cash asset limit set by Work and Income to qualify for social housing, which is 10% of the national median house sales price. The following assets are excluded from the asset test :

**Comment [HM-AM3]:** Pegged to WINZ qualification. Currently \$42,700

- personal effects
- motor vehicle principally used by the client for private use
- funds held in KiwiSaver and other retirement scheme accounts (unless the person is able to withdraw them due to being aged over 65 years)
- Maori land where the title is in tribal trust and individual ownership cannot be identified, the client cannot realise or readily convert the land into a cash asset.

**Comment [HM-AM4]:** Same as WINZ qualification

3.1.4 The above qualifications do not apply to existing tenants; however, if officers believe that an existing tenant's circumstances have changed, they can initiate a review of the tenant's circumstances to ensure that they still meet the eligibility requirements that applied at the commencement of their tenancy. If

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Revised : 03/06/2015  
Next Review : May 2016

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the existing tenant does not meet the eligibility requirements that applied at the commencement of their tenancy, they can be given notice to vacate if there are people meeting the eligibility requirements under 3.1.1 – 3.1.3 above on the waiting list.

~~be equal to or below the appropriate threshold depending on circumstances. From 1 July 2011, applicants who:~~

~~3.1.3 do not have a spouse/partner~~

~~3.1.4 must have assets valued at \$210,000 or less to qualify for community housing; or~~

~~3.1.5 have a spouse/partner who is in long term residential care~~

~~3.1.6 3.1.4 must have combined total assets valued at \$210,000 or less to qualify for community housing.~~

~~3.1.7 3.1.5~~ Preference is given to those who are living or have lived in the South Wairarapa district after due regard to the following residency criteria:

*a. length of time resident in the district; or*

*b. if from out of the district, the length of time immediate family (children or those without children - brothers and sisters) have lived in the district.*

~~3.1.8 3.1.6~~ Tenants must be able to live harmoniously and in a non-disruptive manner with other tenants and neighbours.

~~3.1.9 3.1.7~~ Tenants must be able to live independently or be receiving sufficient support eg housework, assisted showering, to enable them to live safely and maintain a reasonable standard of personal and household hygiene.

3.1.8 Units are generally allocated on a first come, first served basis. However, an applicant may be categorised as having immediate housing needs, and be moved to the top of the waiting list if they meet the eligibility criteria and are either currently homeless or have pending tenancy termination in less than 30 days.

~~3.1.10 3.1.9~~ In the event that there is no-one either on the waiting list or who has responded to advertising for the flats who meets the eligibility criteria, a flat may be rented to a person who is otherwise ineligible at full market rent for a fixed term of one year. This may be renewed for a further year unless there are eligible people on the waiting list.

**Comment [HM-AM5]:** This has been done informally in the past in emergency situations where a vacant flat was available, however needs to be supported by policy

## 3.2 Applications

Applications for tenancy must be in writing on the Community Housing Application Form.

## 3.3 Rental

Rental is to be paid fortnightly in advance by bank automatic payment.

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### **3.4 Tenant obligations and responsibilities**

- 3.4.1 Tenants are to supply their own furniture and furnishings, appliances and services such as telephone, electricity and television.
- 3.4.2 Tenants are to pay for all services they use, including electricity, telephone and television.
- 3.4.3 Tenants will supply any aerial or satellite dish required for their television service. Existing aerials/satellite dishes and cabling left in place by previous tenants become the tenant's responsibility to maintain, unless they ask for them to be removed at the time of taking up the tenancy.
- 3.4.4 Tenants must keep their unit in a clean and tidy condition.
- 3.4.5 Tenants will advise Council immediately of any leaks, damage or maintenance issues.
- [3.4.6 Vacating tenants must leave their unit in a clean and tidy condition, with all rubbish removed from the premises.](#)

### **3.5 Council obligations and responsibilities**

- 3.5.1 The Council supplies and maintains the wall and floor coverings, stove (including replacement elements), drapes, telephone jacks, and one built-in heater.
- 3.5.2 The Council is responsible for the maintenance of the units including electrical and plumbing systems.
- [3.5.3 Council officers will carry out flat inspections on a six-monthly basis to ensure that each tenant is meeting their obligations.](#)

### **3.6 Grounds**

Lawns and gardens are maintained by Council. Tenants may have their own garden immediately adjacent to their own flat. If there is no existing garden, and a tenant wishes to create one, the location and size must be agreed with Council. Tenants must be able to maintain these themselves.

### **3.7 Outbuildings**

Where tenants finance the construction of carports or garden sheds, these buildings become the property of Council and will be maintained by the council. No additional rental will be payable as a result of the additions. Council reserves the right to remove additions where they become too expensive or difficult to maintain.

### **3.8 Smoking**

All units are smoke-free. Tenants may smoke in the exterior porch of their unit as long as this does not cause inconvenience to their neighbours.

Adopted 29 June 2011  
Revised : 03/06/2016<sup>5</sup>  
Next Review : May 2017<sup>6</sup>

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### **3.9 Animals**

Tenants wishing to keep a pet such as a bird, cat or small dog must seek Council permission in writing. Pets are permitted provided they are well behaved, properly cared for, and do not pose a nuisance to other tenants.

Tenants will immediately repair at their own expense any damage to Council or other tenants' property caused by the animal.

Tenants with pets will arrange for the flat to be commercially cleaned at their expense on vacating the flat. A certificate for the work must be produced when handing in the keys and before getting the bond back.

### **3.10 Marketing and Usage**

The Council will maintain a waiting list of prospective tenants which will be regularly reviewed and updated. If there are no waiting applicants, the Council will advertise and promote its community housing to ensure maximum usage.

### **3.11 Welfare**

The Council acknowledges its role as landlord, and as such, will be accessible and diligent towards the general welfare of its tenants. This will not extend to the provision of social services to tenants as these services are better provided by other professional service providers.

The Council will endeavour to provide its tenants with the contact information for professional service providers. Council staff will consult with health, social welfare and other professional service providers where tenant concerns or difficulties arise outside of the Council's expertise.

## **4. Policy Review**

This policy is reviewed during the Annual Plan process. Units are to be self-supporting with no input from ratepayers.

Adopted 29 June 2011  
Revised : 03/06/2016<sup>5</sup>  
Next Review : May 2017<sup>6</sup>

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# GREYTOWN COMMUNITY BOARD

23 NOVEMBER 2016

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## AGENDA ITEM 8.1

### CHAIRPERSON'S REPORT

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#### **Recommendations**

The chairperson recommends that the Community Board:

1. *Receive the information.*
2. *Fund the cost, including any promotion costs for a Free Swim Day at the Greytown Memorial Pool in Jan 2017 at a cost of no more than \$400.*
3. *Fund the cost for Christmas decorations for the Greytown Town Hall to replace those stolen in 2016 at a cost of no more than \$500.*

Written By: Leigh Hay, Chair Greytown Community Board