



## Greytown Community Board

### Minutes – 19 February 2014

- Present:** Christine Stevenson (Chairperson), Shane Atkinson, Cr Margaret Craig, Leigh Hay, Cr Viv Napier and Connor Taumoepeau (student representative).
- In Attendance:** Mayor Adrienne Staples, Mark Allingham (Infrastructure & Services Group Manager) and Suzanne Clark (Committee Secretary).
- Conduct of Business:** The meeting was conducted in public in the WBS Room, Greytown Town Centre on 19 February 2014 between 7:00pm and 8:45pm.
- Public Participation:** Mike Kelly (Citizens Advice Bureau)
- Also in Attendance:** Katie Abbott (Tree Advisory Group) and Geoff Shepherd (Kuranui College).

#### **PUBLIC BUSINESS**

The Community Board agreed to add to the agenda items of correspondence from the Greytown Lions Club and an email from Catherine Rossiter-Stead.

#### **1. APOLOGIES**

*GCB RESOLVED (GCB 2014/01) to receive apologies from Paul Crimp.  
(Moved Cr Craig/Seconded Hay)*

Carried

#### **2. NEW ELECTED MEMBER DECLARATION**

Mr Farley made a public declaration and was sworn in by the Group Manager Infrastructure and Services.

#### **3. CONFLICTS OF INTEREST**

Mr Farley declared a conflict of interest with the correspondence from the Lions Club of Greytown as he is a member of the Club.

Mrs Hay declared a conflict of interest with the application for financial assistance from Greytown Early Years as she sits on the Board.

#### **4. PUBLIC PARTICIPATION**

##### **4.1 Mike Kelly, Citizens Advice Bureau**

Mr Kelly requested Community Board support for setting up a Citizens Advice Bureau clinic in Greytown to operate from the Greytown Town Centre.

#### **DISCLAIMER**

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## 5. TREE ADVISORY GROUP

Mrs Abbott advised the Community Board that the Tree Advisory Group had recommended to Council that Kowhai trees be used as replacement plantings on Humphrey Street.

Friends of O'Connors Bush were now growing Kahikatea seedlings to order and were planning a planting in Kay Gray's memory.

## 6. GREYTOWN CDEM COMMUNITY RESPONSE TEAM

Mr Gray tendered his apologies and submitted that an update will be provided at the next meeting.

## 7. KURANUI COLLEGE – SOCIAL SECTOR TRIAL

Geoff Shepherd, Kuranui College principal advised the Community Board that Kuranui was participating in the Wairarapa Social Sector Trial. The specific outcome that Mr Shepherd was working towards was reduced truancy, as outlined in the Wairarapa Youth Action Plan. Mr Shepherd advised that retailer assistance across the Wairarapa would be sought in conjunction with an advertising campaign.

## 8. ACTIONS FROM PUBLIC PARTICIPATION AND PRESENTATIONS

### 8.1 Citizens Advice Bureau

Discussion was held over for consideration under financial assistance.

### 8.2 Tree Advisory Group

The Community Board would consider making the Tree Advisory Group a subcommittee of the Community Board at the 2 April 2014 meeting.

## 9. COMMUNITY BOARD MINUTES/EXPENDITURE

### 9.1 Greytown Community Board Minutes – 11 December 2013

*GCB RESOLVED (GCB 2014/02)* that the minutes of the Greytown Community Board meeting held on 11 December 2013 be received and confirmed as a true and correct record.

*(Moved Stevenson/Seconded Hay)*

Carried

### 9.2 Matters Arising

There were no matters arising.

### 9.3 Action Items From Previous Meeting

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

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- 9.4 Income and Expenditure Statement to 31 December 2013  
*GCB RESOLVED (GCB 2014/03)* to receive the Income and Expenditure Statement to 31 December 2013.

*(Moved Cr Craig/Seconded Stevenson)*

Carried

## **10. OPERATIONAL REPORTS – COUNCIL OFFICERS**

### 10.1 Officers' Report to Community Boards

The Community Board reviewed the report and discussed a problem with urban water races with the Group Manager Infrastructure and Services. Mr Atkinson advised that he had attended a Graffiti Working Party meeting.

*GCB RESOLVED (GCB 2014/04)* to receive the Officers' Report to Community Boards.

*(Moved Stevenson/Seconded Cr Napier)*

Carried

### 10.2 Farley Oak

*GCB RESOLVED (GCB 2014/05):*

1. To receive the tabled information.
2. That a yearly arborist's report on Farley's Oak should be undertaken and to review the 2015 report on the trees condition for the purposes of determining whether the trees health was improving or declining.

*(Moved Atkinson/Seconded Stevenson)*

Carried

### 10.3 Greytown Swimming Pool Free Swimming Day

*GCB RESOLVED (GCB 2014/06)* to make 20 January 2014 a free swimming day for the community and to fund the cost of lost revenue and an extra lifeguard at Greytown Swimming Pool during regular pool hours.

*(Moved Cr Napier/Seconded Atkinson)*

Carried

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

### 11.1 Information Centre Report

Mrs Hay spoke to her report.

### 11.2 2014 Christmas Decorations

Mrs Hay provided a verbal update of plans for creating a children's Christmas tree, Christmas bunting and fundraising for tree decorations.

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11.3 Vodafone/2 Degrees Coverage in Greytown

Mrs Hay proposed to undertake a survey going to see how problematic and widespread the lack of cell phone coverage in Greytown was.

11.4 Greytown Entrance Signs

Mrs Stevenson had met with Roger Thompson, the design winner for the Greytown entrance sign project, and modified drawings would be available mid-March.

11.5 Facebook Business Cards

Mrs Hay gave a verbal update on the Greytown Community Facebook site, the recent audit undertaken by Destination Wairarapa and upcoming promotions.

*GCB RESOLVED (GCB 2014/07)* to approve the expenditure of \$59.48 for printing of Greytown Facebook business cards.

*(Moved Hay/Seconded Cr Craig)*

Carried

11.6 Greytown Community Board Long Term and Annual Plan

*GCB RESOLVED (GCB 2014/08)* to adopt the tabled Greytown Community Board Long Term and Annual Plan.

*(Moved Stevenson/Seconded Hay)*

Carried

11.7 Old Library Building

The Community Board discussed uses for the old library building and the Group Manager Infrastructure and Services advised that there had been no new interest in renting the property. A change of use for the building would need to be considered and assessed through the annual plan process.

*GCB NOTED:*

1. Action 92: Follow-up marketing of the Greytown old library building and ask that it is listed on Open2View or Trademe (or both) with rental cost, size and limitations made publicly available; M Allingham

11.8 Greytown 160<sup>th</sup> Year Celebrations

Mrs Stevenson reported that various community groups had signalled interest in running an event in celebration of Greytown's 160<sup>th</sup> year and that street flags were being designed.

11.9 Greytown Fire Brigade Quiz Night

Members agreed to support the fundraising quiz evening for Lily Hooper by entering a team.

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#### 11.10 Fabians Road Rifle Range Monument

Mr Farley tabled a letter from the Greytown Lions Club and spoke in support of erecting a WWI military monument on Fabians Road.

The Group Manager Infrastructure and Services advised that roading engineers would need to review the proposed location from a hazards perspective and as the proposed location was on Council roadside reserve Council would need to approve placement.

Mr Farley undertook to progress the project.

#### 11.11 Seating around Greytown

Mr Farley tabled a letter from the Greytown Lions Club seeking Community Board support to erect additional seating in and around Greytown.

*GCB NOTED:*

1. Action 93: Undertake research on locations in Greytown which might benefit from placement of a new seat; Christine Stevenson

#### 11.12 Greytown Men's Shed

Mr Atkinson reported that the Men's Shed were organising working bees and seeking quotes for power installation to the building.

## 12. CORRESPONDENCE

### 12.1 Inwards

From Friends of Stella and Sarah to Greytown Community Board

From Eastern and Central Community Trust to Greytown Community Board dated 10 December 2013

From Eastern and Central Community Trust to Greytown Community Board dated 29 January 2014

From Trust House Ltd to Greytown Community Board dated 29 November 2013

From Life Education Trust to Greytown Community Board

From Victim Support to Greytown Community Board dated 19 December 2013

From Mike Green to Christine Stevenson, Greytown Community Board dated 6 February 2014

From Greytown Lions Club to Greytown Community Board dated 15 February 2014 (Re: WWI military monument)

From Greytown Lions Club to Greytown Community Board dated 15 February 2014 (Re: Seating around Greytown)

From Catherine Rossiter-Stead to Christine Stevenson, Greytown Community Board

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*GCB RESOLVED (GCB 2014/09) to receive the inwards correspondence.*

*(Moved Stevenson/Seconded Cr Napier)*

Carried

**13. FINANCIAL ASSISTANCE**

13.1 Greytown Early Years

*GCB RESOLVED (GCB 2014/10) to grant Greytown Early Years \$500 towards the costs of a Village Fete fundraiser.*

*(Moved Cr Napier/Seconded Cr Craig)*

Carried

13.2 Citizens Advice Bureau

*GCB RESOLVED (GCB 2014/11) to grant Citizens Advice Bureau \$500 towards the costs of setting up and running a clinic in Greytown.*

*(Moved Stevenson/Seconded Hay)*

Carried

**Confirmed as a true and correct record**

.....**Chairperson**

.....**Date**

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**Greytown Community Board  
Action Items  
From 19 February 2014**

Ref #	Meeting	Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
22	GCB	30-Jan-13	Action	Mark	Assess the health of some trees within the Greytown Campground and assess for safety to campers. Removal of two kowhais recommended. Assess the poplar trees on the Greytown Campground boundary for camper safety	Open	Note: Tree Advisory Group recommends two Kowhai trees could be removed). TAG have assessed trees and can advise which trees need to be assessed. In progress - one of the trees fell down and had to be removed. Awaiting arborist report on the rest. CityCare arranged arborist report - still awaiting this 06/06/13. 6/6 Have received report, Officer looking into resource consents. 28/6 Ongoing. 5/7 Officer to talk to planning department regarding resource consents, meeting scheduled for next week. Officer waiting on feedback from tree advisory group. 19/8 - In progress 5/9 <b>Have not heard back from Tree advisory group, so will schedule meeting with CityCare and Officers on site.</b> 8/11 Had meeting on site with GTWN TAG, GTWN TAG consent to remedial works to trees. Poplars on boundary are on the neighbours land, they are in poor condition and are risk to the campground. Officer believes they should be removed.
438	GCB	17-Jul-13	Action	Paul	Laminate a list of defibrillator locations and seek permission to place in the Greytown supermarket and the Greytown Library	Open	Awaiting confirmation from the contact people on the original list that they are the right people to contact. Emailed prior to Christmas. 26/3/14 - Leigh Hay has checked and updated Greytown list. Still waiting to hear from Masterton Lands trust where the 4 Square defib will be moved to

Ref #	Meeting	Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
							after they close at the end of March. They need to consult with St Johns and will let me know.
569	GCB	28-Aug-13	Action	Mark	Investigate whether anything can be done to deter dumping of rubbish at the corner of McMaster and Massey Streets and remove any rubbish that has been dumped	Open	26/3/14 sign received and in process of getting it installed.
804	GCB	11-Dec-13	Action	Paul	Forward Christine Stevenson the NZTA contact for discussing placement of Greytown entranceway signs	Open	
808	GCB	11-Dec-13	Action	Christine Stevenson	Consider whether the Tree Advisory Group should be a formal subcommittee to the Community Board at the 22 January 2013 strategic plan meeting	Actioned	Place on April agenda
90	GCB	19-Feb-14	Resolution	Kyra	Greytown Early Years GCB RESOLVED (GCB 2014/10) to grant Greytown Early Years \$500 towards the costs of a Village Fete fundraiser. (Moved Cr Napier/Seconded Cr Craig) Carried	Actioned	in hand
92	GCB	19-Feb-14	Action	Mark	Follow-up marketing of the Greytown old library building and ask that it is listed on Open2View or Trademe (or both) with rental cost, size and limitations made publicly available	Open	
93	GCB	19-Feb-14	Action	Christine Stevenson	Undertake research on locations in Greytown which might benefit from placement of a new seat	Open	



<b>Greytown Community Board</b>	
<b>Income &amp; Expenditure to 28 February 2014</b>	
<u>INCOME</u>	
Balance 1 July 2013	23,216.09
Annual Plan 2013/14	14,505.36
Tree Donations - Arbor Day 201	417.39
<b>TOTAL INCOME</b>	<b>38,138.84</b>
<u>EXPENDITURE</u>	
Members' Salaries	5,489.26
<b>Total Personnel Costs</b>	<b>5,489.26</b>
AP Fairfax Media GCB new entrance	105.00
AP 16 guests 10/9/13 C/Brds	37.10
Arbor day and meeting expenses	134.35
AP Ms A McMaster Reimb Guest speaker gift	20.00
AP Printing	148.00
AP SOLGM Desk/Pocket Diaries 2014	31.80
AP Clareville Nurs 6 punnets & potting mix	31.03
expenses x wages exps x wages Sept/Oct	84.50
M Gray's Bkfst refund 10/5/13	-19.00
AP Power Services Take down/replace flags	144.00
AP NZ Local Govern Annual Com Brd levies	166.66
AP Catherine's Kit 17 x half high teas	221.74
AP Power Services GCB remove banners	72.00
Flowers	78.00
<b>Total General Expenses</b>	<b>1,255.18</b>
AP Wairarapa Mathe Community Board Grant 2013	200.00
AP Kokomai Creative Festival 2013	1,000.00
AP Arbor House Grant for new wing-art work	250.00
AP Greytown Plunke Grant for printing 2014 calendar	500.00
NZ Council of Victim Support Groups	500.00
Life Education Trust	500.00
AP Citizens Advice GCB Grant CAB clinic	500.00
<b>Total Grants</b>	<b>3,450.00</b>
<b>TOTAL EXPENDITURE</b>	<b>10,194.44</b>
<b>ACTUAL NET SURPLUS/(DEFICIT) YEAR TO DATE</b>	<b>27,944.40</b>
<u>LESS: COMMITMENTS</u>	
Salaries to 30 June 2014	4,515.74
City Care Maintain barrels in town centre	1,560.00
Menz Shed - Grant	500.00
Facebook business cards	59.48
GTN Early years Village Fete Fundrasier	500.00
<b>Total Commitments</b>	<b>6,575.74</b>
<b>BALANCE TO CARRY FORWARD</b>	<b>21,368.66</b>

# GREYTOWN COMMUNITY BOARD

2 APRIL 2014

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## AGENDA ITEM 9.1

### OFFICERS' REPORT

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#### **Purpose of Report**

To update the Committee/Community Board on the Council activities.

#### **Recommendations**

Officers recommend that the Committee/Community Board:

1. *Receives the information.*

#### **Chief Executive Report**

##### **1.1 Staffing**

We are currently recruiting for the role vacated by JP Irwin. There has not been a lot of interest so far and we are exploring all our options to ensure the requirements of this role are covered.

##### **1.2 Occupational Health and Safety**

There were no incidents reported since the last Council meeting.

There has been a change in legislation signaled which will come into effect mid/late this year.

This is a significant change in direction with more liability placed on organisations, and this flows through to contractors working for those organisations.

As more information comes to hand we will brief Council.

##### **1.3 Local Government Commission/Governance Review**

The Local Government Commission (the Commission) continues its background work.

The Commission signalled the preferred option would be announced mid-March in its latest newsletter, and a few days later we were informally advised that the date had been pushed out to late April/early May.

Councillors will be updated as new information comes to hand.

## **1.4 Meetings**

The period since the last meeting has been highlighted by the attendance of the SOLGM Retreat at Wanaka, and a couple of weeks "leave".

### **1.4.1. SOLGM Retreat**

This was held at Wanaka and was attended by around 30 participants from around the country.

The conference was well worthwhile with a couple of key presentations of relevance.

Bruce Robertson from the OAG gave a presentation on recent audit issues and spoke in some detail about the Mangawhai incident. There were a number of relevant points for us:

- Mangawhai built a flash treatment plant before they had anywhere to disperse the treated waste. This resulted in a "fire purchase" where expensive land had to be purchased quite some distance away
- Very long term project with no clear strategy
- Complex financing arrangements which meant debt was not on balance sheet and visible
- Auditors could not really work out how much the project had cost, this resulted from:
  - Poor management
  - Poor recordkeeping
  - Poor management
- Flawed contracting process – Kaipara DC started the process with a PPP approach, legislation changed which meant this was no longer applicable, KDC kept discussions with initial contractor (whose parent company had subsequently gone into liquidation)...

I had a discussion with Bruce Robertson (OAG) and will engage again in due course to discuss our project.

Olympic Rowing champions Hamish Bond and Eric Murray were the motivation speakers and while I thought this would be interesting I anticipated that it would be the usual "go away feeling really motivated, then wake up in the morning to the real world" BUT there was a real gem in there and it was that while they think about the next Olympics, they really only concentrate on the next three or four months.

This has real relevance to our big projects, you have to concentrate on and meet the short term requirements (get the consents filed) otherwise you won't achieve the endgame.

Johnathan Salter from Simpson Grierson also gave an interesting presentation on current legal issues, as usual the lawyers cannot come up with much concrete stuff because a lot relies on interpretation of individual situations.

All in all a worthwhile conference.

### **1.4.2. TOI Wairarapa**

I attended an initial meeting to ascertain the scope of the review Council agreed to fund.

This review process will be based around the existing charter and will take a couple of months to complete.

The actual mechanics of the review have not been decided as there are still some funding issues to be resolved.

### **1.5 Legislation**

The pace of legislative change continues unabated and while I won't comment specifically, one matter I noted from the SOLGM submission on the LGA Amendment Bill No 3 was that a lot of the commentary was on the actual structure and wording of the Bill. The point was that it appears poorly drafted, which means that unless it is changed, when it is enacted, a lot of misinterpretation will result.

Hopefully this will be fully remedied.

### **1.6 Elections**

The Greytown Community Board by-election was successfully completed.

### **1.7 Wastewater Update**

A significant milestone was reached with the lodgement of consents for all three towns.

In consultation with GW, these have been lodged as "working drafts" which allows better informal discussions prior to formal lodgement due end March.

The timeline for final issuance is end November 2014, this does depend on the process, however we are confident consents will be issued by that date.

As mentioned this is a significant milestone for SWDC and in particular Mark Allingham and Bill Sloan need to be commended.

### **1.8 Insurance Review**

LGNZ commissioned a review of the Local Government insurance market, the author (Craig Stobo) arrived at three recommendations –summarised:

- Encourage councils to spend more on risk profiling, risk management, and risk mitigation
- Create a Local Authority owned agency, not an insurance provider (like Civic), but to get the best deals in the market
- Rearrange the 60/40 split between LA's and the Government – change to self-insurance, commercial insurance, and taxpayer support.

This is a complex issue and I will keep members updated as progress is made.

## 1.9 Financial Statements

Financial Statements for the seven months ended 28 February will be tabled.

## 2. Discussion

### 2.1 Rate Arrears

Efforts continue on rate arrears. The table below outlines the situation as at 17 June 2013, and excludes multi ownership Maori land.

<b>Date</b>	<b>Amount \$'000</b>	<b>Number</b>	<b>Days since installment due</b>	<b>SWDC component \$'000  (81%)</b>
30 June 2011	\$851	631	31	\$689
1 August 2011	\$780	463	64	\$632
28 November 2011	\$969	760	7	\$785
1 March 2012	\$925	690	7	\$740
16 March 2012	\$830	602	23	\$672
23 March 2012	\$790	555	30	\$640
1 June 2012	\$855	722	10	\$692
19 June 2012	\$730	632	31	\$591
10 September 2012	\$947		21	\$767
15 February 2013	\$820	565	57	\$664
17 June 2013	\$913	740	27	\$739
4 March 2014	\$1,033	863	12	\$836

9 ratepayer accounts have been referred to our lawyers for an initial letter. If there is not response to these initial letters formal legal action will commence. The cost of this formal legal; action is recovered from the ratepayer.

A further 45 demands have been made to organisations who have an interest in properties that are in arrears. This is mainly banking institutions.

### 2.2 Service Performance Measures

The following table updates results year to date for the service performance targets set for the 2013/14 Annual Plan. The "don't know" column is included so readers can ascertain the "non negative" results, e.g. in the first measure below there were 11% of the respondents that felt they could not make contact.

	<b>2013/14 Target</b>	<b>2013/14 Survey result</b>	<b>Don't Know</b>	<b>Source</b>
Ratepayers and residents feel they can contact a Council member to raise an issue or problem	75%	73%	16%	NRB Survey 3 yearly*
Ratepayers and residents feel that the Mayor and councillors give a fair hearing	75%	62%	21%	NRB Survey 3 yearly

	<b>2013/14 Target</b>	<b>2013/14 Survey result</b>	<b>Don't Know</b>	<b>Source</b>
to their views				
Ratepayers and residents are satisfied with Council's decisions and actions	50%	76% (very or fairly satisfied)	8%	NRB Survey 3 yearly
Ratepayers and residents are satisfied with how Council allocates rates/funds to be spent on the services and facilities provided (target peer group age)	78%	64%(very or fairly satisfied)	14%	NRB Survey 3 yearly
Community Board decision - making reports on local issues	90%			Community Board reports and minutes
% of ratepayers and residents who know how to contact a community board member	65%	65%		NRB Survey 3 yearly
Ratepayers and residents satisfied with the way Council involves the public in the decision it makes	65%	49%	31%	NRB Survey 3 yearly
The Maori Standing Committee makes recommendations to Council in relation to policy and plan development and resource management applications	100% applicable applications			Maori Standing Committee minutes

### **2.3 LGOIMA Requests**

- 14-Jan Vomle Springford, Wairarapa Times Age: re: Noise complaints in 2013, type of noise, street and outcome. The response noted there were 183 complaints during the period with one seizure of equipment.
- 7-Feb Jordan McCluskey, NZ Taxpayers' Union Re: Mayor's office costs including staff. A response has not been prepared at the time of this report.
- 7-Feb Jordan McCluskey, NZ Taxpayers' Union Re: Rates and charges levied by Council. A response has not been prepared at the time of this report.
- 18-Feb Katherine Raue asking about the sculpture in Featherston. A response has not been prepared at the time of this report.

Contact Officer: Paul Crimp, Chief Executive

# PLANNING AND ENVIRONMENT GROUP REPORT

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## 1. Group Overview

The Group is responsible for the resource management and public protection (building consents and enforcement, noise control and enforcement, dog and animal control and liquor, health, food licencing) significant activities of Council.

Principally staff are focussed on processing Resource Consents, Building Consents, Food/Liquor/Health Licences, Dog/Animal Control and bylaws enforcement, along with developing plans, policies, strategies and bylaws.

## 2. Resource Management

2.1 **Resource Management Act Service Level** – *all consents will be processed efficiently.*

Annual Plan Target	Period 10/1/14 to 25/2/14	2013-14 Year to date	2012-13	2012-11
100% (no) of Resource Consents completed within statutory time frames (Non - Notified 20wd's; Notified but no hearing 50wd's)	100% (15)	97% (78)	97% (100)	99% (101)
100% (number) of S.223 Certificates issued within 10wd's	100% (5)	100% (30)	100% (24)	97% (39)
100% (number) of S.224 Certificates issued within 15wd's of receiving all required information	100% (7)	96% (25)	100% (18)	91% (48)

Council received 17 (the previous year 10) resource consent applications between 10/1/2014 and 25/2/2014. Officers provide detailed information as part of fortnightly updates, subject to data availability, on all consents direct to Council and Community Board members, so this information is not listed here.

**2.2 Local Government Service Level - it is easy to purchase information on my property in the district.**

<b>Annual Plan Target</b>	<b>Period from 10/1/14 to 25/2/14</b>	<b>2013-14 Year to date</b>	<b>2012-13</b>	<b>2011-12</b>
100% (no) of Land Information Memoranda processed within 10 working days.	100% (22)	100% (73)	100% (204)	98.9% (180)
100% (number) of Land Information Memoranda processed within 4 working days	100% (29)	100% (85)	N/A	N/A
100% of LIMS contain all relevant and accurate information (complaints received)	100%	100%	99.5% (1 query)	N/A

There has been a 36% increase in the number of LIMs this year (year to date 158) compared to this time last year (YTD 116). Between 10 January and 25 February 51 LIMs were processed, for the same period last year, 36 were processed. There has been a 75% increase of LIMs due out within the specified "Urgent" timeline (5 working days) compared to this time last year.

**2.3 Reserves Act Service Level - Council has a reserve management programme.**

<b>Annual Plan Target</b>	<b>2014-13 Year to date</b>	<b>2013-12</b>	<b>2012-11</b>
One new or reviewed Reserve Management Plan completed and adopted	1 Programme completed for year	1	1

**2.4 Plans, Policies and Strategies Service Levels – Council has a combined District Plan that provides certainty of land use / environmental outcomes at the local and district levels. The combined District Plan has a monitoring programme that provides information on the outcomes of the District plan at local and district levels. Our environment is being cared for. The Council works with others to protect natural and cultural icons of the district. Accurate, prompt and courteous advice will be delivered to people to help understand the District Plan rules.**

<b>Annual Plan Target</b>	<b>2013-14 NRB Survey</b>	
65 % of ratepayers and residents satisfied with the District as a better place to live.	35%	57% same or unsure



65 % of ratepayers and residents satisfied with the image of the closest town centre	70% very fairly satisfied	1% don't know
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### 3. Public Protection

**3.1 Building Act Service Levels** - 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.

Annual Plan target	Period 15/1/14-26/2/14	2013 -14 Year to date	Same period last year
Consents received	47	258	40
Consent processing performance (100% within 20wd's)	100%	98.76%	100%
Certificate of Acceptance processing performance (100% within 20wd's)	100%	83.33%	N/A
Code Compliance Certificate processing performance (100% within 20wd's)	100%	99.54%	96.30%
Council maintains processes so that it meets BCA Accreditation every 2 years	Renewed Feb 2014	IANZ review 28/1/2014	N/A
Earthquake prone building reports received to date (60% 13/14 year)	3	127/221 (57.46%)	1

Building consent numbers from 1 July 2013 to 26 February 2014 (Year to Date) total 258 consents. For the same period the year before (2013 - 14) the total was 250.

Type	Number	Value
<b>Commercial</b> (shops, restaurants, rest home – convalescence, restaurant /bar / cafeteria / tavern, motel, commercial building demolition - other commercial buildings)	5	\$425,000
<b>Industrial</b> (covered farm yards, building demolition, warehouse and/or storage, factory, processing plant, bottling plant, winery)	5	\$344,095
<b>Residential</b> (new dwellings, extensions and alterations, demolition of building, swimming and spa pools, sleep-outs, garages, relocations, heaters, solid fuel heaters.	29	\$1,086,830
<b>Other</b> ( public facilities - schools, toilets, halls, swimming pools)	1	\$300,000
<b>Totals</b>	40	\$2,155,925

## **IANZ Accreditation Assessment**

The 2-yearly IANZ (International Accreditation NZ) accreditation assessment was completed on 29, 30, 31 January 2014. The purpose of this audit is to ensure the BCA (Building Consent Authority) at SWDC continues to meet the criteria set out in the accreditation regulations.

The audit is a fact-finding exercise undertaken jointly by the IANZ staff and the assessment team. The objective of the assessment is to confirm that the organization is actually doing what their manuals say they do and that the required outcomes are achieved.

During its on-site visit, the assessment team focused on the technical operations, the management system, the competence of key personnel, and on the methods and procedures used in the consenting and inspection activities.

Information gathering included, but was not limited to, review of records, discussions with management and technical and support personnel and the observation of consenting and inspection activities. The team witnessed inspections and other work relevant to the consenting and inspection processes.

The assessment took three full working days. It began with an entry meeting between the assessment team and the senior building staff to:

- a) Introduce the team members and BCA personnel
- b) Finalise the timetable
- c) Finalise Witnessing arrangements
- d) Resolve any immediate queries that the assessors or staff may have.

The assessment ended with an exit meeting during which a summary of areas of non-compliance found were presented. All findings were fully discussed before the team left and agreement was reached on the actions required to address the non-compliances.

SWDC has now received the written report on the assessment findings. A copy of the assessment report has also been provided to MBIE (Ministry of Business, Innovation and Employment). The report normally places the findings into two categories,

- **Corrective Action Requests** are actions that the organisation must carry out before accreditation can be granted. CARs will relate to non-compliance with The Act, Regulations, the organisation's documented systems or related technical standards, specifications etc.
- **Recommendations** are actions that the organisation is urged to carry out in the interests of good practice, but are not considered CARs. A strong recommendation, if ignored, may lead to corrective action at a subsequent assessment.

The result of the audit for SWDC was excellent in that no CARs were identified.

This result places SWDC's BCA in an elite few where no CARs were created and is an outstanding result.

There were however 24 strong recommendations and 23 recommendations.

The strong recommendation will need to be addressed prior to the next IANZ audit in 2016 otherwise these will automatically become CARs. The recommendations do not need any action as these are only observations from the IANZ team to provide improvements to procedures seen within the time they were here.

Work has already started on addressing the strong recommendations.

The audit team were very impressed with SWDC's BCA. Very positive comments were made at the exit meeting by the auditors. Comments were also made in the audit report that stated:

*"Working with the BCA staff was very rewarding as there was a very professional commitment to continuous improvement of all quality systems both technical and non-technical. No corrective action requests were determined. Because the BCA had been very proactive in their implementation of their quality system the assessment team was able to focus on fine tuning the BCA's processes and this resulted in a number of strong recommendations being made".*

## 4. Public Protection

4.1 **Sale and Supply of Alcohol Act Service Level** –*The supply of liquor is controlled by promoting responsible drinking.*

<b>Annual Plan Target</b>	<b>Target 2013/2014</b>	<b>Period 1/12/13- 21/1/14</b>	<b>2013-14 Year to date</b>
Premises that sell liquor are checked prior to renewal to make sure they comply with the Sale of Liquor Act/Sale and Supply of Alcohol Act	100%	100% (8)	100% (25)
% of premises that fail at first inspection	20%	0%	0%

2 On-Licences and 3 Manager's Certificates were renewed from 1 January to 28 February 2014. 15 new Manager's Certificates were issued.

**4.2 Health Act and Food Hygiene Regulations Service Level – Food services used by the public are safe.**

<b>Annual Plan Target</b>	<b>Period 1/12/13- 21/1/14</b>	<b>2013-14 Year to date</b>	<b>2012-13</b>	<b>2011-12</b>
Premises failing to comply with Food Hygiene regulations that are re-inspected within a 3 month period and enforcement is affected if offence continues	Nil	100% (2)	100%	100%

**Food Safety Review**

The Government Inquiry into the Whey Protein Concentrate (WPC) Contamination Incident was finally released in December 2013. The Food Bill has been on hold pending the outcome of this inquiry.

The Inquiry recommends any further work on the Bill be completed promptly and sees no reason to delay the enactment of the Bill. In the interim Council officers are continuing with the voluntary implementation of Food Control Plans with food premises who have agreed to change to the new system.

To date 19 food premises have changed from the Food Hygiene Regulations regime to the new Food Safety Plan. Audits of each FSP are presently completed on an annual basis. The new system currently takes longer to complete than a Food Hygiene inspection.

**Safe Food- Martinborough Fair**

All participating food stalls at Martinborough Fair were inspected during the February and March Fairs. In general terms there was good compliance. Officers are intending to have a debrief session with the Fair Convenor with the intention of improving the advice and information for food stall holders and the procedures for collecting information and approvals.

**4.3 Resource Management Act Noise Control Service Level –the Council will respond when I need help with noise control**

<b>Annual Plan targets</b>	<b>2013-14 year to date</b>	<b>2012 -13</b>
% of calls received by Council that have been responded to.	96.4%	100%

There were 27 afterhours noise complaints from 1 January 2014 to 28 February 2014. 16 of these were in Featherston, 3 in Greytown and 8 in Martinborough.

**4.4 Dog Control Act Service Levels – dogs do not wander freely in the street or cause menace to humans or stock.**

<b>Annual Plan Target</b>	<b>2013 -14 year to date</b>	<b>2012 - 13</b>
Undertake public education, school and community visits to promote safe behaviour around dogs and/or responsible dog ownership	None to date. 1-2 visits planned for Gtn School in May 2014	Did not meet target
Complaints about roaming and nuisance dogs are responded to within 4 hours.	100%	100%

**4.5 Stock Control Service Level – stock do not wander on roads, farmers are aware of their responsibilities**

<b>Annual Plan Targets</b>	<b>2013 -14 year to date</b>	<b>2012 - 13</b>
Stock causing a traffic hazard is responded to within 1 hour (100%)	100% (31)	100% (56)
Council responds to complaints regarding animals within 40 hours (100%)	100% (2)	100% (8)

**Dog Registration**

As at 27 February 2014 there are 2,827 registered dogs with 1,605 owners. There are currently 36 unregistered dogs, with 30 owners who have been or are in the process of being infringed for this offence.

**Dog and stock control incidents**

The following table provides a summary snapshot of dog and animal control incidents between 1 December 2013 and 21 January 2014.

<b>INCIDENTS REPORTED</b>	<b>Martinborough</b>	<b>Featherston</b>	<b>Greytown</b>
Attack on Pets	1	1	0
Attack on Person	0	0	0
Barking and whining	2	1	1
Lost Dogs	0	2	0
Found Dogs	0	0	1
Rushing Aggressive	0	0	1
Wandering	1	6	1
Welfare Concerns	0	0	1
Stock	1	2	4
<b>Total</b>	<b>5</b>	<b>12</b>	<b>9</b>

## **Bylaws**

2 litter complaints were received from 14 January 2014 to 27 February 2014. 22 long grass notices were issued and 7 letters regarding over grown trees and hedges were issued. 3 abandoned vehicles were reported and 2 general complaints were received.

## **Coastal Ranging Activity**

The season (from December 1, 2013 to February 28, 2014) was weather-affected. The campers were generally well behaved, but numbers were lower than what could have been expected.

Sandy Bay boat launch was very well used. An initial problem of some users blocking the boat launching area occurred but was resolved. Camping at Sandy Bay was not a problem, with only 1 eviction during the season.

Ngawi and Te Awaiti were far and above the heaviest used Reserves as shown in the Average Daily Users table below.

<b>Area</b>	<b>December</b>	<b>January</b>	<b>February</b>	<b>Maximum</b>
<i>Tora</i>	6	2.2	4.2	30
<i>North Tora</i>	4	2	0.6	20
<i>Te Awaiti</i>	14	11	7	80+
<i>Ngawi</i>	23	25	11	100+

Both Earth Care Environmental and City Care performed well with rubbish collections and the new setup with plastic bins worked efficiently. Only on 2 occasions was it necessary for Earth Care Environmental to provide 'next-day' pickups at Ngawi.

Over the season 6 illegal and potentially dangerous fires were extinguished. Vandalism has been limited to 1 signpost, which was repaired, and 2 "No Camping" signs, which were replaced.

People claimed they were unaware that dogs were prohibited. This was a contentious issue at times with campers "ordered off" because they had dogs with them. Officers are looking at options for addressing this problem for the next season through better information.

Even so, SWDC's Coastal Camp sites were greatly appreciated. The vast majority of campers were considerate and took pride in this resource. They were respectful and appreciative of the council's service, and took great pains to keep things tidy and pleasant.

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

# INFRASTRUCTURE AND SERVICES GROUP REPORT

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## **1. Consents**

### **1.1 Wastewater**

The three discharge consent applications (Working Draft Format) for the Council wastewater treatment plants were submitted to Greater Wellington by 31 January 2014 in accordance with the required time frame.

Separately and arising from a meeting with Papawai Residents on 22 January 2014, attended by the Mayor, Councillors and a Council officer were a range of concerns expressed about Councils future intentions for the land now owned by Council between Tilson's Road and Pah Road, adjacent to the Papawai Marae and associated existing housing communities.

Subsequently, residents requested the Regional Council to grant Council additional time for full lodgement of the Greytown Wastewater Discharge consent application. This was to provide time for further pre- consultation with the local community and other interests.

Greater Wellington Regional Council have considered this request and on 4 February 2014 granted Council a three month extension of time. This will not impact overall planned timeframes.

Further consultation will take place with the Papawai Residents and Marae interest group in the near future.

This additional consultation will not impact the planned consent issuance of late November 2014, as the issues can be worked through at the same time as the consent is progressed with GW.

In respect of the Martinborough and Featherston consents, the Council team proposes to prepare the working draft applications to final draft status by the middle of March for consideration by the Regional Councils Consent processing team.

It is anticipated the Greytown consent application will be finalised and submitted in April once pre- consultation with the Papawai community has been concluded.

### **1.2 Water**

All water take consents are current. Council is advised that a new consent will be required take water from the new bores at Woodside for the Waiohine Water Treatment Plant.

These new bores form part of the improvement programme underway for the Featherston/Greytown water supply upgrade.

### **1.1 1.3 Coastal**

Consultation continues to take with place affected parties and nearby landowners as the Site Environmental Management Plan required for the

Whatarangi Foreshore protection works is developed for regulatory approval.

### **1.2 1.4 Gravel Pit Extraction and Other**

Awaiting DoC feedback for the Otakaha Stream mouth extraction rights (new site) so that consent renewal processes can resume.

Separate consent is required for a one off proposal gravel take in the Awhea Catchment. This take is necessary to provide an affordable source of road construction material for proposed road improvement works at Fullers Bridge.

### **1.3 1.5 Water Supply Capital Improvements**

The new production bore at Woodside required for the water supply upgrade has been drilled. Testing, development and yield confirmation is expected to be completed by the end of March 2014.

Following that detailed design for the borehead and transmission pipeline works will get under way.

## **2. Operations Utility Assets and Services**

### **2.1 2.1 Wastewater Treatment Plants**

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

### **2.2 2.2 Wastewater Reticulation**

There were four reported pipeline blockages during the period.

### **2.3 2.3 Water Treatment Plants**

Martinborough and the Featherston/Greytown Water Treatment Plants operated routinely throughout the period.

River levels have been monitored as trending information shows that the levels have come close to the trigger points, although the levels have remained above the trigger points, and no water restrictions have been imposed.

Community water usage and rainfall records and trending is attached for Council's information in Appendix 1.

### **2.4 2.4 Water Reticulation**

There were 26 water reticulation repairs reported and rectified during the period.

There was a transgression for E Coli at the Pirinoa water treatment supply that was reported to the Drinking Water Assessor and followed up, as per the Drinking Water Standards. The transgression indicated low-level contamination that was potentially related to the high rainfall in the previous days. The three follow-up samples were taken and were all clear,



this indicated that it was a one-off event. A sanitary survey was completed by CCL and showed that the treatment plant was operating normally and there was nothing out of the ordinary. The school was notified on the transgression and all follow up actions were undertaken under the direction of the Drinking Water Assessor.

### **2.5 2.5 Water Races**

The routine monthly inspections and blockage clearing of the water race network has been performed by City Care Ltd to maintain satisfactory flows. There were eight reported accounts and requests for blockage clearing and cleaning for the Moroa and Longwood network over the period. Notices to land owners where required for water race cleaning have been sent out.

### **2.6 2.6 Waste Management**

There has been on-going complaints regarding refuse and recycling collection specifically in Featherston and Martinborough, this will be addressed at the next Waste Minimisation Monthly Contract Meeting held 10 March 2014.

The waste minimisation officer will consult with the community looking at alternative location options available for recycling out at Tukurumuri.

Waste export and recycling tonnage data for the period is attached in Appendix 2.

### **2.7 2.7 E-Waste Collection District Wide**

The contractor advises that the free TV take back scheme continues to be successful and that there has only been minimal focus on other e -waste items.

Once the TV take-back scheme is concluded possible as early as the end of this month Council might like to consider what level of subsidy it can offer to encourage the separation of e -waste componentry from the residual waste stream.

Officer will prepare some reporting around this in the future.

## **3. Roding and Reserves**

### **3.1 3.1 Roding Maintenance – Oldfield Asphalts**

Inspections have taken place on several unsealed roads and road maintenance methods will be discussed with the contractor. While unsealed roads should be treated and driven on as such there are areas that can be improved via changes in methodology and frequency's.

### **3.2 Road remarking's**

The Contractors have just completed the annual road remarking programme region wide, which included centre lines, giveway and stop signs, pedestrian crossings and bus stops. New markings were also completed such as carparks at Kuranui College and on Ohio Street.

### 3.3 Tenders for Contracts

Tenders are now open for both the Bridge Maintenance contract and the Road Maintenance contract; closing dates are 11 March and 31 March respectively. The Road Maintenance contract has been done in conjunction with both Carterton and Masterton District Council, with all three contract's tenders closing and being awarded on the same days.

This contract is still to be let as 3 separate contracts without alternates being considered. Discussions need to take place at the earliest convenience should this wish to be revisited

## 4. Amenities

### 4.1 4.1 Graffiti

**Table 1 – Graffiti strikes January 2014**

Town	Strikes on SWDC property	Strikes – other property	Total strikes	Location
Featherston	6	4	10	Lamp post opposite playground, Cross creek railway station, Otarua Reserve
Greytown	0	0	0	
Martinborough	9		9	Corner of Malcolm and Jellicoe Street on the street sign and side walk

**Table 2 – Graffiti strikes February 2014**

Town	Strikes on SWDC property	Strikes – other property	Total strikes	Location
Featherston	3		3	Cherry tree park, Garden of Remembrance,
Greytown	1	1	1	Greytown town centre, Woodside railway station
Martinborough	0	0	0	

**Table 3 – Graffiti strikes March 2013 – February 2014**

Town	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	TOTAL
Featherston	23	87	101	0	5	1	1	50	44	12	10	3	337
Greytown	1	0	0	1	0	0	1	0	0	0	0	1	4
Martinborough	0	0	13	0	0	0	2	3	0	0	9	0	27
TOTAL	24	87	114	1	5	1	4	53	44	12	19	4	368

**4.2 4.2 Non-graffiti vandalism****Table 4 – Vandalism strikes – January 2014**

Town	Strikes on SWDC property	Location
Featherston	14	9 x public toilets, 2 x playground, 2 x Anzac Hall windows, Information Centre fence
Greytown	2	2 x Arbour Reserve toilet
Martinborough	3	Blister gardens, street bin lids ripped off

**Table 5 – Vandalism strikes – February 2014**

Town	Strikes on SWDC property	Location
Featherston	9	2 x Library back fence, Library courtyard fence, Library shed, Anzac Hall- windows, 2 x swimming pool fence, Dorset Square fence, Info Centre windows
Greytown	0	
Martinborough	0	

**4.3 4.3 Playgrounds**

Two pieces of equipment are currently out of action at Martinborough playground. The rotating platform is beyond repair and requires replacement. The large slide is under repair, but is technically non-compliant with current standards and should be replaced.

**4.4 4.4 Sports fields and facilities**

The timetable and process for transitioning Soldiers' Memorial Park from cricket to football has been agreed with City Care and the sporting bodies. The agreement enables a final fundraising cricket match to be held on the park on 5 April.

**4.5 4.5 Pensioner housing**

One new resident moved into the Cicely Martin Flats in Martinborough in January. There are currently no vacancies at any of the flats. There are 7

people on the waitlist for Martinborough, 5 for Westhaven and 10 for Featherston.

A review of the exteriors and grounds of the flats has been carried out by officers and City Care.

#### **4.5.1 Burling flats, Featherston**

General maintenance has been carried out, with the hedges being trimmed and some gardens directly outside the flats being removed. Soil is being dug out to get the garden level lower as the soil has been touching the wood of the buildings which causes rot. The beds are currently being prepared for winter planting. The entrance to the Burling Flats has been tidied up and a new 'Burling Flats' entrance sign erected. The broken concrete picnic table now has a new wooden top.

#### **4.5.2 Westhaven flats, Greytown**

General maintenance and grounds tidying has also begun at Westhaven, with the bushes at the southern end of flats being trimmed, tidied and raised. A new picnic table has also been installed in the park area, built by the members of the Greytown Menz Shed. Planting on the road frontage garden of the flats where the pencil cypress trees were removed will be carried out late autumn to winter.

General maintenance and grounds maintenance works will be completed at Matthews and Cicely Martin Flats in the coming months.

### **4.6 4.6 Parks and Reserves**

#### **4.6.1 Featherston**

Remedial works to the "Windgrass" sculpture were carried out by the artist, Kon Dimopoulos, assisted by City Care staff. All rods have now been replaced.

### **4.7 4.7 Toilets**

#### **4.7.1 South coast**

Planning is underway for a replacement to the current "long-drop" toilet at the Ngawi surf break.

### **4.8 4.8 Properties**

#### **4.8.1 Featherston**

The carpet in the Featherston Information Centre has now been completely replaced. The carpet had become loose and baggy as a result of rising damp from undrained stormwater beneath the building. A new stormwater system has been put in.

### **4.9 4.9 Cemeteries**

#### **4.9.1 Featherston**

There was one burial and one ashes interment in February. Work will start shortly on the construction of the third ashes wall.

#### **4.9.2 Greytown**

There was one burial in January and one ashes interment in February. Planning has begun for the installation of the first in-ground ashes beam at Greytown Cemetery.

#### **4.9.3 Martinborough**

There was one burial and one ashes interment in January and one burial in February. The services (RSA) ashes wall is showing some cracking, assumed to be from the 21 January Eketahuna earthquake. Planned repair work will involve partial disassembly of the wall to insert reinforcing. This work will not affect any of the occupied niches.

#### **4.10 4.10 Swimming Pools**

This season is still on track to finish on 16 March 2014. School classroom swimming sessions are operational daily at all three pools as well as special events such as the Featherston Community Relay, various school swimming sports and cluster swims. Featherston and Greytown pools also have regular evening use by Featherston and Greytown swimming clubs. January statistics are provided in table 6 below.

**Table 6 – Public opening hours - swimmer numbers for all pools January 2014**

	Greytown	Featherston	Martinborough
January swimmer numbers	1388	601	1240
Concessions as %age of total swimmers	30%	31%	26%
Peak day	15/01/2014 : 172	20/01/2014 : 68	19/01/2014 & 25/01/2014 : 117
Number of unattended days	1	2	1

#### **4.10.1 Wellington Anniversary Day Free Swims**

Greytown and Featherston Pools both hosted very successful free swim days on Wellington Anniversary day, 20 January 2014. Featherston and Greytown Community Boards sponsored these for their respective pools. Featherston Pool had its highest swimmer numbers for the month that day, with 68 swimmers. Greytown pool hosted 88 swimmers which was the fifth highest swimmer number for the month.

#### **4.10.2 Sponsorship of 10-swim tickets**

Featherston Community Board sponsored 30 child 10-swim tickets and Martinborough community board 20, to be given out to local families who might not otherwise be able to afford regular swimming. The tickets were passed on to Child Youth and Family as well as the Safer Communities Council to distribute. Due to privacy requirements, no attempt was made to monitor the uptake and usage of the tickets. However CYF staff said they thought the idea was extra special and very kind giving at Christmas/school holidays and would be greatly received.

### **4.10.3 Family Swim Nights**

The three pools also hosted free family swim nights thanks to sponsors Earthcare Environmental, City Care and CLM (SWDC pools contractor). The swim nights had a reasonable turn out given that the weather was less than ideal.

### **4.10.4 Compliments**

There was great feedback received from a parent attending the South Wairarapa Interschool swimming for regional primary schools. During the event one of the children dived into the pool and appeared to lose his goggles. He put his hand up in the air and appeared pretty distressed. The lifeguard on duty reacted very quickly and dived into the pool to assist the child. The parent commented that it was a superb display of reacting to what might have been a real problem, and most parents there were very impressed with the lifeguard.

### **4.10.5 Martinborough Inflatable Slide**

The new inflatable slide at Martinborough Pool has been operational now since mid-January and is proving very popular with children of all ages. The slide also received a great write up in the *Wairarapa Times-Age*. The slide takes two people to inflate it and two lifeguards must be on-site when it is operational, one to monitor the slide and one the rest of the pool. Although the slide is intended to be available every day, there are days where it cannot be inflated due to staff absences.



## **4.11 Events**

### **4.11.1 Featherston**

Annual Commemorative Wreath Laying service at Featherston's Garden of Remembrance, to mark the 71<sup>st</sup> Anniversary of the Featherston Incident.

#### **4.11.2 Martinborough**

February saw the first Martinborough Fair for the year. City Care staff worked extra hard in the week leading up to the Fair to ensure Martinborough was looking great. Their extra efforts were rewarded with a number of compliments saying how great the Square was looking and that the annual beds were looking better than ever.

## **5. Libraries**

### **5.1 Statistics all Libraries**

See Appendix 3 for issues and transactions statistics.

## 6. Department Service Performance Indicators

The following table outlines progress year to date in relation to the service performance measures set in the Annual and Long Term Plan.

<b>Emergency Management</b>	<i>2013/14 Target</i>	<i>2013/14 Result</i>	<i>Comment</i>
Ratepayers and residents prepared for an emergency	65%	74%	
Regional Civil Defence Emergency Plan developed and implemented	<i>Implemented</i>	<i>Work continues with WREMO to complete this suite of plans</i>	
<b>Roading</b>	<i>2013/14 Target</i>	<i>2013/14 Result</i>	<i>Comment</i>
Using the RAMM measurement system, average smooth travel exposure on urban roads to be 85% and rural roads 95% with maximum variation of 5%	95%		
Ratepayers and residents fairly/very satisfied with the roads	82%	75%	
(20km ± 10% variation) sealed roads are resealed each year subject to availability of NZTA subsidy	100%		
The pavement condition index as measured by the NZTA pavement integrity index	95%		
The number of crashes causing injuries is reduced	Group and control average		
Ratepayers and residents are satisfied with footpaths in the district	70%	66%, 5% don't know	
Availability of footpaths on at least one side of the road down the whole street	90%		
<b>Water</b>	<i>2013/14 Target</i>	<i>2013/14 Result</i>	<i>Comment</i>
Compliance with resource consent conditions/water permit conditions to "mainly complying" or better	95%	<i>Annual result</i>	
Water supply systems comply with Ministry of Health Bacteriological Drinking Water Standards guidelines 2000**	95%		
Ratepayers and residents satisfied with level of service for water	75%	73%, 22% don't know	
Urgent (dirty, cloudy, smelly, or bad tasting water or no water at all) requests for service responded to within 1 day	95%		
Fire hydrants tested annually that meet NZ Fire Service Code of Practice	100%		



<b>Solid Waste</b>	<i>2013/14 Target</i>	<i>2013/14 Result</i>	<i>Comment</i>
Number of communities with recycling centres	6	6	
Volume of waste disposed out of district	Decreasing by 2.5%		
% of ratepayers and residents satisfied with the level of service	90%	<i>Recycling 77%, 14% don't know Refuse 73%, 23% don't know</i>	
<b>Wastewater</b>	<i>2013/14 Target</i>	<i>2013/14 Result</i>	<i>Comment</i>
Number of blockages per 1000 connections	10		
Ratepayers and residents satisfaction with waste water services	70%	<i>58%, 38% don't know</i>	
% of resource consent conditions complied with to mainly complying or better**	90%	<i>Annual Result</i>	
Proportion of urgent waste water service requests responded to within 6 hours of notification	95%		
<b>Stormwater</b>	<i>2013/14 Target</i>	<i>2013/14 Result</i>	<i>Comment</i>
% of ratepayers and residents satisfied with stormwater drains	50%	<i>54%, 18% don't know</i>	
% of urgent (any blockage causing extensive flooding of buildings or other serious flooding) requests for service responded to within 5 hours	90%		

## **7. Appendices**

Appendix 1 - Monthly Water Usage

Appendix 2 – Waste Exported to Bonny Glen

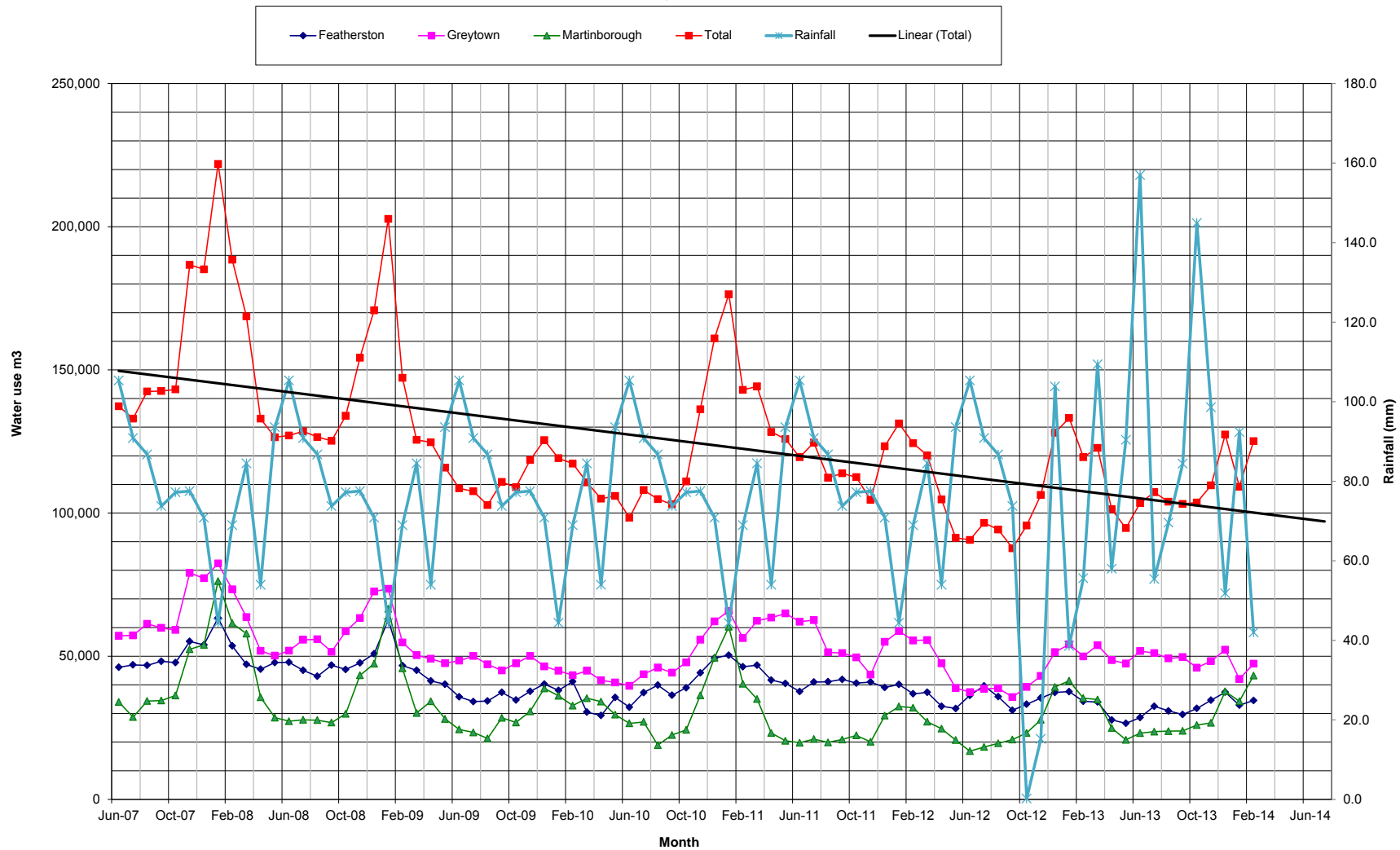
Appendix 3 – Library Statistics

Contact Officer: Mark Allingham, Group Manager Infrastructure and Services

Reviewed By: Paul Crimp, Chief Executive

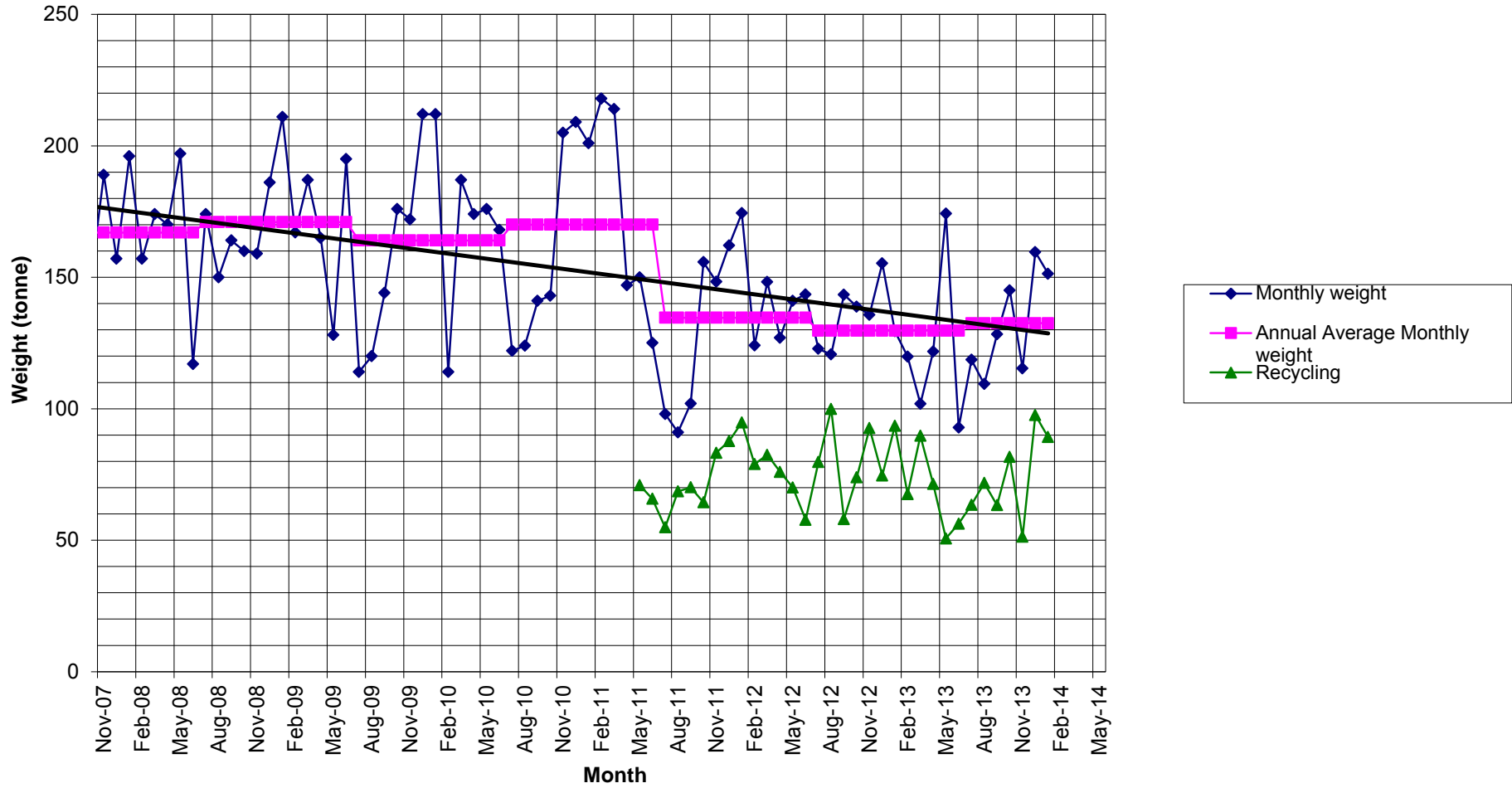
# **Appendix 1 – Monthly Water Usage**

### Water use South Wairarapa District Council



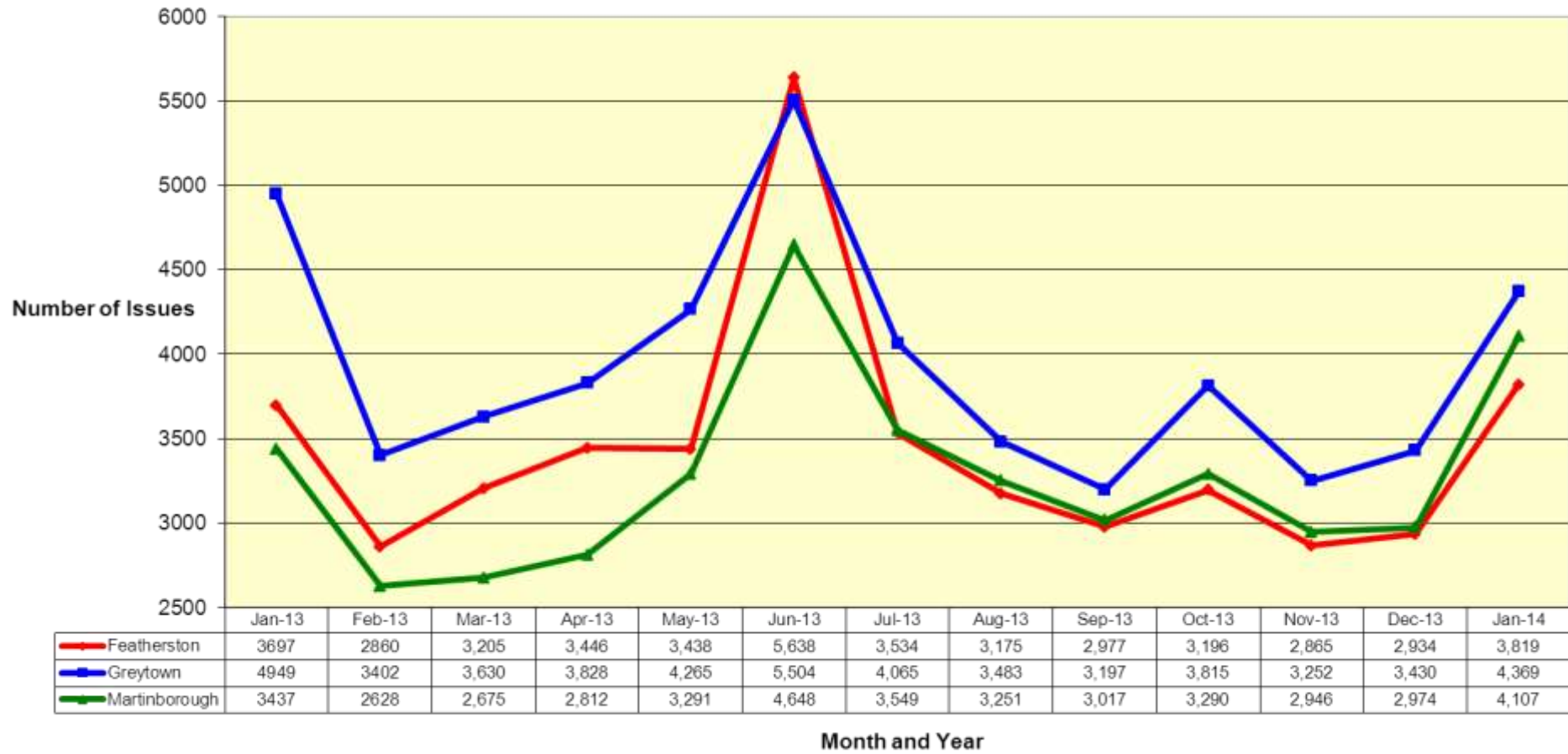
# **Appendix 2 – Waste Exported to Bonny Glenn Including Recycling**

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



# **Appendix 3 – Statistics all Libraries**

### Issues to January 2014





# GREYTOWN COMMUNITY BOARD

2 APRIL 2014

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## AGENDA ITEM 9.2

### ANNUAL PLAN PROCESS TIMETABLE

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#### **Purpose of Report**

To inform the Committee/Community Board of the 2014/2015 annual plan process for delivering the Council 2014/2015 Annual Plan.

#### **Recommendations**

Officers recommend that the Committee/Community Board:

1. *Receive the information.*

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

Council's Annual Plan will outline our intentions for the 2014/2015 period. It will set out what Council intends to achieve in the coming year for each significant activity, the variations between the corresponding year of Councils 2012/22 LTP and what is now proposed, what the planned activities will cost and how they will be funded.

The process for delivering the Annual Plan for the 2014/2015 year is as per Appendix 1.

The Local Government Act 2002 requires every district council to produce, once every three years, a Long Term Council (LTP) which sets out what Council will do for at least the next ten years. An annual plan is required for years that an LTP is not produced.

#### **2. Appendices**

Appendix 1 – Annual Plan Timetable

Contact Officer: Suzanne Clark, Committee Secretary

Reviewed By: Paul Crimp, Chief Executive

# **Appendix 1 – Annual Plan Timetable**

## 2014/2015 Annual Plan Timetable

March	Wed	12	Council / Policy & Finance Meetings
	Wed	12	Draft first cut AP to councillors
	Wed	19	Annual Plan workshop
April	Wed	2	Deliver final Draft Annual Plan to Mayor / councillors
	Wed	2	Draft to Audit for review
	Wed	9	Adopt Draft Annual Plan- Special Meeting
	Fri	18	Good Friday
	Mon	21	Easter Monday
	Tues	22	Draft AP published in Midweek
	Wed	23	Council / Policy & Finance Meetings
	Fri	25	ANZAC Day
May	Tue	6	Public consultation (Featherston)
	Wed	7	Public consultation (Greytown)
	Thurs	8	Public consultation (Martinborough)
	Mon	19	Submissions close
	Fri	30	Submission summary to Mayor / councillors
June	Wed	4	Council / Policy & Finance Meetings
	Mon	9	Hearing of submissions
	Tue	10	Hearing of submissions (reserve day) Annual Plan to Audit NZ for legislative review
	Wed	25	Adopt Annual Plan - Special Meeting

# GREYTOWN COMMUNITY BOARD

2 APRIL 2014

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## AGENDA ITEM 9.3

### ESTABLISHMENT OF THE TREE ADVISORY GROUP AS A SUBORDINATE GROUP OF GREYTOWN COMMUNITY BOARD

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#### **Purpose of Report**

To recommend that the Tree Advisory Group be made a subordinate group of the Greytown Community Board.

#### **Recommendations**

Officers recommend that the Community Board:

1. *Receive the information.*
2. *Establish the Tree Advisory Group as a subordinate decision-making body of the Greytown Community Board that has the required structure and representation to make recommendations to the Community Board.*

#### **1. Background**

On 2 February 2011 the Greytown Community Board established the Tree Advisory Group as a Committee of the Board. Member Kay Gray was appointed as the Community Board representative.

At the first meeting of the triennium in November 2013 the Community Board elected not to formally reconstitute the Tree Advisory Group and Christine Stevenson was appointed as a liaison with the Group.

Over the last year Council officers have sought the advice of the Tree Advisory Group on several Greytown tree related matters, including:

- Replacement plantings on Humphries Street,
- Tree removals and remedial work in Soldiers' Memorial Park Campground, and
- Farley's Oak.

In addition, members of the community have been directed to the Group by Council officers for advice on pruning, removals and how to get a tree listed.

Although the Tree Advisory Group advice has been gratefully received, currently the Group has no recognised authority to provide advice to Council on behalf of the Greytown community. It is therefore recommended that this Group be made a subordinate decision-making body of the Greytown Community Board able to make recommendations to the Community Board and Council on tree related matters.

## **2. Appointment of Members**

The appointment of Christine Stevenson as a liaison to the Group still remains valid and Katie Abbott has kindly agreed to provide regular updates to the Greytown Community Board at meetings.

The Board may appoint a member to the Tree Advisory Group, or the Board may elect to continue with current arrangements.

Attached in Appendix 1 is a template for developing a basic terms of reference, contact points and membership of community groups. Council requests that this form is completed for the Tree Advisory Group, and all current members, including contact details, recorded. The terms of reference can then be formally received at the next Community Board meeting.

## **3. Appendix**

Appendix 1 – Establishing a Community Group

Contact Officer: Suzanne Clark, Committee Secretary

Reviewed By: Paul Crimp, Chief Executive

# **Appendix 1 – Establishing a Community Group**

# ESTABLISHING A NEW COMMUNITY GROUP OR CONSOLIDATING EXISTING COMMUNITY GROUPS

Once a Community Board has decided that a community group should be established they should work through this form to make sure the key issues have been addressed. This form serves as a basic terms of reference for the community group and memorandum of understanding between the community group and the Community Board. This copy of the form includes instructions for filling it in (shaded). A blank copy follows.

<b>Name:</b>	For consistency and to avoid any confusion, groups will be called "Friends of ...." or ".....working group" or ".....community group". The term subcommittee or committee will be avoided.
<b>Purpose:</b>	Explain in a few sentences. It may include advocacy, engagement, on-the-ground works, expertise. Perhaps refer back to the Community Board's strategic plan or specific reserve management or development plans. For example – To support the implementation of the .... Park development plan and ....
<b>Point of contact:</b>	Name, email address, postal address
<b>The point of contact will:</b>	<ul style="list-style-type: none"> <li>- work with the Community Board and members of the community group to identify priorities for the community group for the coming year</li> <li>- provide a written update to the Community Board on progress on priorities at least once during and at the end of the year</li> <li>- provide feedback to the Community Board prior to the Annual Plan process</li> <li>- Welcome other members of the community to be part of the community group</li> <li>- Let members of the group know where responsibility for decision-making in relation to different projects. [For example there are some decisions that need to be made by Council, others that have been delegated to Community Boards, and some decisions that can be made by Council Officers. It is important that these requirements are understood and implemented].</li> </ul>
<b>The Community Board will:</b>	<ul style="list-style-type: none"> <li>- Seek the views of the community group when preparing a strategic plan</li> <li>- Seek feedback from the community group prior to preparing their submission as part of the Annual Plan process</li> <li>- Maintain an overview of the work of the community group to ensure it is aligned with the Community Board and Council's strategic and operational objectives. [This does not mean CB members will need to have a permanent representative on the group or attend every working bee]</li> <li>- Provide advice and guidance to the group about Council processes, delegated responsibilities, and any other</li> </ul>

	relevant requirements. [Community Board members will direct the community group to or will seek advice from staff for answers to any operational requirements]
<b>Review:</b>	This agreement will be reviewed every two years to ensure it continues to be relevant and it is up to date.
<b>Signed on behalf of the community group:</b>	
<b>Signed on behalf of the Community Board:</b>	



## ESTABLISHING A NEW COMMUNITY GROUP OR CONSOLIDATING EXISTING COMMUNITY GROUPS FORM

<b>Name:</b>	
<b>Purpose:</b>	
<b>Point of contact:</b>	
<b>The point of contact will:</b>	
<b>The Community Board will:</b>	
<b>Review:</b>	
<b>Signed on behalf of the community group:</b>	
<b>Signed on behalf of the Community Board:</b>	

**Greytown Community Board – Information Centre Report by Leigh Hay - March 2014.**

1. **A volunteers meeting** was held on Monday 10<sup>th</sup> Feb to discuss the years plans & any suggestions/training needed to improve the service. New name badges were issued with help from Barb (SWDC). New signage place on desk when it is not manned by volunteers. Discussion about seeking sponsorship for a Free Greytown postcard to give out at visitor centre approx Cost \$120 for 1,000 units. Geoff Clark has sought sponsorship from WRC which was declined for new Heritage Tree brochure.
2. **A Famil Trip** for local accommodation providers & activities is planned on Wednesday 26th March. We have new accommodation providers, Fantail Olive Grove (tasting session) & Kahikatea Gardens lined up.
3. **I-Site Manager**-Has offered to give us their brochure rack which they no longer need. This would be extremely useful and is very attractive. Before this can be put up, the Info Centre needs to be painted. SWDC to FU with Helen McNaught.
4. Have met with Carterton information centre manager Cheryl Jaggard and exchanged ideas. She has invited Greytown Volunteers to Carterton Famils and we have reciprocated. This allows us to knowledgably cross-sell both locations.
5. **Info Centre Stats:** Stats for 1<sup>st</sup> Quarter are not yet available.
6. **Working with Destination Wairarapa to Promote Greytown:** Leigh Hay met with independent Journalist on Sunday 16<sup>th</sup> and spent the morning with her. In the past she has generated great press (nationally). This was set up by Destination Wairarapa. A further meeting is planned for 25th March to look at how we leverage off WOW and support Greytown businesses.
7. **Greytown Community Board Facebook:** This is being well received in the community and LIKES are growing (now 138). A business card has being produced promoting GCB Facebook page. This is being given out by GCB Members & Councillors. It has been being given to retail shops, Medical Centre & supermarket.

Below is the latest breakdown of our age/gender stats. Largest Reach so far is 992. Best days to post are Tues/Wed 2pm-8pm.



**REPORT FROM:** Shane Atkinson  
**SUBJECT:** Sir George Grey Statue

A large painted wooden statue of Sir George Grey was erected in front of the Town Hall on the centenary of his death, in September 1998. The statue, by Wairarapa artist Harry Watson, was commissioned and paid for by the Greytown Heritage Society. Like the historical Sir George himself, the statue was controversial. The statue was not durable and was removed in 2004. Its existence and present whereabouts are unknown despite extensive enquires. Only two photos of the statue have been located.

The GCB would like to commemorate the 160th anniversary of the founding of Greytown with reference to Sir George, who was instrumental in purchasing the land on which it stands and after whom the town was named and to acknowledge the critical (and also controversial) role of local Maori leaders in the land purchases. The GCB proposes to erect an interpretative sign or signs, together with an image of the statue, in front of the Town Hall. Discussions are underway with local Iwi to include appropriate images and wording in the signs. The signs would be erected for 2014 only.

## **Greytown Community Board – Press Coverage for Greytown- Report by Leigh Hay - March 2014.**

1. **Greytown Community Board** is continuing to meet with journalists and send Press Releases to support local or community events and tourism. It also seeks to engage the media on issues relating to Greytown.
  
2. **Press Coverage in Feb/March**
  - Vodafone Issue –Wairarapa Times Age- Front Page Feb 26<sup>th</sup>
  - Vodafone Issue –Wairarapa Times Age- Letters to the editor (online & offline) Feb 2014
  - Cobblestones New Board & Building-Wairarapa News March 5<sup>th</sup>
  - Cobblestones Market & Cobblestones New Building –Wairarapa Midweek March 4<sup>th</sup>
  - Heritage Today Newsletter- Feb/March Issue
  - Greytown Early Years Poster Campaign (with Cobblestones prominently mentioned), Greytown, Carterton Shops, Info Centre, Raffle Sales, Facebook (over 2,000 views),SWDC internal network, Destination Wairarapa Web Site, Event Finder (poster sent last week)
  - 160 years & Greytown Village fete- Wairarapa Midweek- March 18<sup>th</sup>
  - Grapevine
  - Leigh Hay met with a journalist Sunday 16<sup>th</sup> March (via destination Wairarapa) for tour of Cobblestones. Greytown, Accommodation providers. She is a freelance & covers all of NZ. Her focus for this trip is Visiting Greytown. Last year she produced a number of articles throughout NZ on the region (last yr focus was on Martinborough).

## **Greytown Community Board – Library Report by Leigh Hay - March 2014.**

The first meeting for the triennium was held on the 28<sup>th</sup> Jan 2014. The following matters were discussed.

### **COMMITTEE MEETING RULES / ELECTION OF CHAIR**

The meeting agreed that the general meeting rules would follow those of Council and committees. The practice from the previous triennium of having co-Chairs, one from each Council, was agreed to continue. Cr Palmers (Carterton) and Cr Riddell (South Wairarapa) were elected as co-Chairs.

### **GENERAL UPDATE AND DISCUSSION**

The officers updated committee members on the libraries. The main issues for this year will be :

- Completion of the revision of the WLS Strategic Plan by staff; then to be agreed by the Committee before going to Councils for final approval
- Development of workplan from the revised Strategic Plan
- Involvement with other libraries in two national RFPs, one for supply and services, the other for serials
- Closer relationship with Masterton Library
- Staff training in technology including e-readers

### **OTHER BUSINESS**

Agreed that for future meetings, a joint report from SWDC/CDC on the library service would be provided

Cr Carter reminded members that the Committee is a governance committee, and that operational matters, particularly staffing, remained with the officers.

### **The Wairarapa library service committee met on Tuesday 11 March**

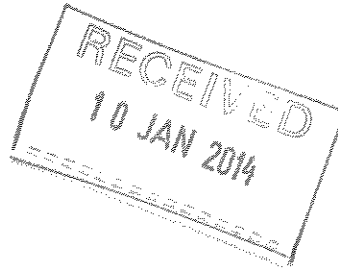
The following matters were discussed:

- Library update
- Strategic plan
- Other library technology
- Closer relationships with other libraries

Report Prepared by Leigh Hay, Greytown Community Board Member.

E: [hay4greytown@gmail.com](mailto:hay4greytown@gmail.com) P: 021 710103

26 March 2014



8 January 2014

Suzanne Clark  
Committee Secretary  
South Wairarapa Community Boards  
PO Box 6  
Martinborough 5741

Dear Suzanne

**Re: Martinborough, Featherston & Greytown Community Board Grants to The Wairarapa Arts Festival Trust**

We would like to take the opportunity of once again expressing our thanks for the combined Community Board Grants totally \$2,500.00 toward expenses for the inaugural Kokomai Creative Festival, Wairarapa 2013.

The 10 day creative festival held between 18<sup>th</sup> and 27<sup>th</sup> October 2013 throughout the entire Wairarapa was a great success; not only providing unique opportunities for inhabitants of South Wairarapa, but also attracting many visitors to the region.

Enclosed, as evidence of expenditure of the Community Board Grants, are invoices totally \$2,531.28 – predominantly for advertising and marketing expenses.

Once again, thank you for your support of Kokomai Creative Festival, Wairarapa 2013.

Yours sincerely

pp. Paora Ammunson  
Trustee

**THE WAIRARAPA ARTS FESTIVAL TRUST  
\$2,500 GRANTS - SWDC COMMUNITY BOARDS**

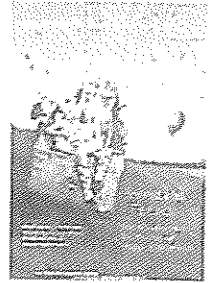
INVOICE ATTACHED	AMOUNT (Excl. GST)	
Lifestyle Magazine - Inv# 2823	\$	475.00
The Sign Factory - Inv# 18441	\$	645.00
The Sign Factory - Inv# 18601	\$	150.00
Radio Network - Inv# WEL75447-1	\$	500.28
The Art Department - Inv# 0041	\$	400.00
Printcraft - Inv# 104232	\$	361.00
<b>Total Invoices Attached</b>	<b>\$</b>	<b>2,531.28</b>



# Lifestyle Magazine

312 WATSONS ROAD, TE ORE ORE, MASTERTON

Phone: 027 308 6071



Kokomai Creative Festival, Wairarapa

*Jenny Gasson*  
40 WYNDHAM ST  
MARTERTON

Tax Invoice 00002823

GST Reg. Number: 93-991-281

SPRING ISSUE #31

1/4 page casual rate

Amount

\$475.00

*"Mktg" - Advertising 1/4x0*

*03 CG B*

*CG #000040*

SALE AMOUNT \$475.00

GST: \$71.25

Balance Due: \$546.25

Payment for this account is due for payment on the 20th September 2014.  
In the event that this account is not paid BY THE 20TH SEPTEMBER a 10% LATE PENALTY FEE will apply. Wairarapa Lifestyle reserves the right to add all fees and costs to the collection of this account pursuant to the Fair Trading Act 1986.



# THE SIGN FACTORY

P O Box 8  
 Masterton  
 Ph 06 378 7179

Wairarapa Arts Festival Trust  
 P O Box 173  
 Carterton

## Tax Invoice

GST Reg. Number: 107-551-123  
 DATE: 30/08/2013  
 Tax Invoice Number: 00018441  
 Order No.

DESCRIPTION	QTY.	UNIT COST	AMOUNT (excl GST)
Trailer decal ½ price			\$145.00
Coreflute 2400x1200			\$150.00
Rimutaka sign 3000x1500			\$150.00
Decals for trailers	2	\$100.00	\$200.00
<b>PLEASE NOTE:</b>			
<i>All signage supplied remains the property of The Sign Factory until fully paid for.</i>			
Bank A/C 06 0689 0292276 00			
SALE AMT.			\$645.00
GST			\$96.75
BALANCE DUE			\$741.75

# THE SIGN FACTORY

P O Box 8  
 Masterton  
 Ph 06 378 7179

Wairarapa Arts Festival Trust  
 P O Box 173  
 Carterton

## Tax Invoice

GST Reg. Number: 107-551-123  
 DATE: 27/09/2013  
 Tax Invoice Number: 00018601  
 Order No.

DESCRIPTION	QTY.	UNIT COST	AMOUNT (excl GST)
Coreflute sign 2400x1200			\$150.00
<p><b>PLEASE NOTE:</b>            All signage supplied remains the property of The Sign Factory until fully paid for.</p> <p>Bank A/C 06 0689 0292276 00</p>		<p>SALE AMT. \$150.00</p> <p>GST \$22.50</p> <p>BALANCE DUE \$172.50</p>	

'Signage' ✓ rec.  
 04.10.13 chg #000054  
 signed PA & JS  
 16.10.13

# radionetwork

The Wairarapa Arts Festival Trust  
 PO Box 173  
 Carton 5743

## GST Tax Invoice

GST Number 66-443-590  
 Date 31/10/13  
 Debtor ID WAIART\_25514  
 Invoice Number WEL75447-1  
 Advertiser The Wairarapa Arts Festival T  
 Adv Product  
 Your Reference  
 Booked by  
 Our Reference WEL75447-1

Qty	Description	Gross	Amount
44	(1) Coast ZONED 06:00-22:00 Start Date 12/10/13 End Date 25/10/13	91.96	91.96
44	(2) NTZB ZONED 06:00-22:00 Start Date 12/10/13 End Date 25/10/13	315.92	315.92
44	(3) SPORTWN ZONED 06:00-22:00 Start Date 12/10/13 End Date 25/10/13	92.40	92.40

Totals

500.28

500.28

Terms of payment for standard advertising is strictly 20th month following.

Direct Credit to 03-0291-0181410-26. Account queries pls contact Olivia (A-K) 09-3674732, Christine (L-Z) 09-3035652, Luana (60dy+) 09-367467.

Total spots 132

Gross 500.28  
 Less Discounts  
 Net 500.28  
 Plus GST 75.04  
**Total Invoice \$575.32**

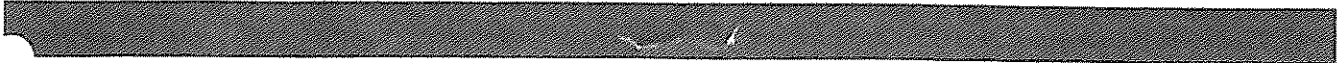
The Radio Network - Wellington

54 Cook Street  
 Private Bag 92198  
 Victoria Street West  
 Auckland 1142

# INVOICE.

The Art Department

date 1-09-2013  
inv 0041  
client Kokomai Creative Festival  
job Art Direction and design.



Task	Amount
Kokomai adverts designed to size and supplied for papers.	\$400

"Kero - Advertising"

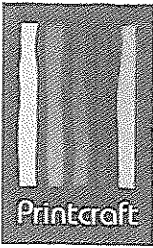
cg # 000410

06.11.13



sub total	\$400
gst	\$60
total	\$460

The Art Department and Company Ltd / gst 65-982-617 / bank acc 06-0185-0456337-00 / mob 021 817 284 / email brent@theartdepartment.co.nz / web www.theartdepartment.co.nz / Payment due within 30 days.



289 Queen Street  
 PO Box 64  
 Masterton  
 Ph: +64 6 378 2431  
 Fax: +64 6 378 6079  
 Freephone: 0800-PRINTER  
 E-mail: sales@printcraft.co.nz  
 Web: www.printcraft.co.nz

# TAX INVOICE

## INVOICE TO

KOKOMAI  
 P O BOX 173  
 CARTERTON 5743

GST No: 41-785-950  
 Invoice No: 104232

Invoice date: 19/11/13  
 Customer Order No: JENNY  
 Job Number: 79947  
 Customer Code: KOKO

Quantity: 1  
 Job Title: **ARTWORK - TIMES AGE ADVERT**  
 Details: FILE SEARCH & RETRIEVAL - 0.3 HOURS  
 ARTWORK CHANGES REQUIRED - 1.5 HOURS  
 NEW ARTWORK/DESIGN - 1.7 HOURS  
 FORMATTING FINISHED ARTWORK FOR CLIENT USE - 0.3 HOURS

*Advertising  
 27 Nov 2013  
 c9 # 435*

Net \$361.00  
 G.S.T \$54.15

Bank Account details:- 03-0687-0212615-00  
 Unpaid accounts will incur late payment fees and collection costs.

\$415.15



Q-BASE

