



## GREYTOWN COMMUNITY BOARD

**Agenda  
7 June 2017**

**Notice of a meeting to be held in the WBS Room of the Greytown Town Centre, 89 Main Street, Greytown, on Wednesday 7 June 2017 commencing at 7:00pm.**

### **MEMBERSHIP OF THE COMMITTEE**

Leigh Hay (Chair), Cr Paora Ammunson, Cr Margaret Craig, Mike Gray, Ann Rainford and Christine Stevenson. Student representative AJ Southey.

### **PUBLIC BUSINESS**

#### **1. APOLOGIES:**

#### **2. CONFLICTS OF INTEREST:**

#### **3. PUBLIC PARTICIPATION:**

- 3.1 Debbie Malneek, Connecting Communities Neighbourhood Support **7:00pm**

#### **4. PRESENTATIONS:**

- 4.1 Katie Abbott and Jeremy Partridge, Tree Advisory Group update **7:05pm**

#### **5. ACTIONS FROM PUBLIC PARTICIPATION/PRESENTATIONS:**

*As per standing order 14.17 no debate or decisions will be made at the meeting on issues raised during the forum unless related to items already on the agenda.*

#### **6. COMMUNITY BOARD MINUTES:**

- 6.1 Minutes for Approval: Greytown Community Board Minutes of 26 April 2017 **Pages 1-5**

*Proposed Resolution: That the minutes of the Greytown Community Board meeting held on 26 April 2017 be confirmed as a true and correct record.*

#### **7. CHIEF EXECUTIVE AND STAFF REPORTS:**

- 7.1 Action Items Report **Pages 6-10**  
7.2 Income and Expenditure Statements **Pages 11-16**  
7.3 Officers' Report to Community Boards **Pages 17-56**

7.4	Requests for Financial Assistance	<b>Pages 57-58</b>
7.5	Beautiful Towns and Cities Awards	<b>Pages 59-63</b>
<b>8.</b>	<b>NOTICES OF MOTION:</b>	
8.1	None advised	
<b>9.</b>	<b>CHAIRPERSON'S REPORT</b>	
9.1	Chairperson's Report	<b>Pages 64-65</b>
<b>10.</b>	<b>MEMBER REPORTS (INFORMATION)</b>	
10.1	Kuranui College Field Trips; Ann Rainford	<b>Pages 66-67</b>
10.2	Community Boards Conference Report; Ann Rainford	<b>Pages 68-70</b>
10.3	Disaster Planning Workshop – 28 May 2017; Mike Gray	
10.4	Safety Concerns – West Street access and egress from Freshchoice carpark; Mike Gray	
<b>11.</b>	<b>CORRESPONDENCE</b>	
	<i>Proposed Resolution: That the outwards correspondence be approved.</i>	
11.1	Outwards	
	To Jo Seddon, Chorus, from Committee Secretary on behalf of Greytown Community Board, dated 4 May 2017	<b>Page 71</b>
	To Jan Eagle, Friends of Stella and Sarah, from Greytown Community Board, dated 4 May 2017	<b>Page 72</b>



## Greytown Community Board

Minutes – 26 April 2017

- Present:** Leigh Hay (Chair), Cr Paora Ammunson, Mike Gray and Ann Rainford.
- In Attendance:** Mark Allingham (Infrastructure and Services Group Manager), Mayor Viv Napier and Suzanne Clark (Committee Secretary).
- Conduct of Business:** The meeting was conducted in public in the WBS Room, Greytown Town Centre on 26 April 2017 between 7:00pm and 8:25pm.
- Also in Attendance:** Geoff Clark, Katie Abbott (Tree Advisory Group).

### PUBLIC BUSINESS

#### 1. APOLOGIES

*GCB RESOLVED (GCB 2017/24)* to receive apologies from Christine Stevenson, Cr Margaret Craig, AJ Southey and Paul Crimp.

*(Moved Hay/Seconded Cr Ammunson)*

Carried

#### 2. CONFLICTS OF INTEREST

Leigh Hay declared a conflict of interest with agenda item 7.5 Requests for Financial Assistance; specifically the application from Cobblestones Museum.

#### 3. PUBLIC PARTICIPATION

##### 3.1 Geoff Clark

Mr Clark requested Community Board assistance in the provision of seating for the community, particularly for people waiting at the bus stop outside the Hub. Mr Clark queried why the Community Board would express interest in purchasing an inflatable slide that had health and safety concerns for the Greytown Pool.

#### 4. PRESENTATIONS:

##### 4.1 Katie Abbott, Tree Advisory Group (TAG)

The Tree Advisory Group had started planning Arbor Day celebrations, with the celebrations scheduled for 7 July 2017. Ms Abbott sought Community Board interest in a combined hedge planting venture on the southern boundary of the Greytown cemetery.

The TAG supported the removal of the chain barrier from O'Connors Bush.

#### 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.*

The TAG had met with Greytown Community Heritage Trust. The Trust had agreed to represent Greytown historic trees in addition to heritage buildings.

## **5. ACTIONS FROM PUBLIC PARTICIPATION/PRESENTATIONS**

### **5.1 Geoff Clark**

Mrs Hay responded that Greytown Community Heritage Trust had been proactive and successful in sourcing suitable seating for outside the Hub. The Trust would pay for the new seat and installation of the seat. It was noted that the inflatable slide was approved for use in the Greytown Pool due to the deeper pool depth compared to Martinborough and Featherston.

## **6. COMMUNITY BOARD MINUTES**

### **6.1 Greytown Community Board Minutes – 15 March 2017**

*GCB RESOLVED (GCB 2017/25)* that the minutes of the Greytown Community Board meeting held on 15 March 2017 be confirmed as a true and correct record.

*(Moved Hay/Seconded Rainford)*

Carried

## **7. CHIEF EXECUTIVE AND STAFF REPORTS**

### **7.1 Action Items Report**

*GCB RESOLVED (GCB 2017/26):*

1. To receive the Action Items Report.

*(Moved Hay/Seconded Rainford)*

Carried

2. That the chain across the western entrance of O’Connors Bush be removed and that a wooden barrier similar to the one at the eastern end of the walkway be installed.

*(Moved Gray/Seconded Rainford)*

Carried

### **7.2 Income and Expenditure Report**

The draft Annual Plan 17/18 had a proposed beautification budget at the same level as previous years and Mrs Hay had requested unspent funds be carried over to the 17/18 year.

*GCB RESOLVED (GCB 2017/27)* to receive the Income and Expenditure Statement for the period 1 July 2016 – 31 March 2017.

*(Moved Hay/Seconded Gray)*

Carried

### **7.3 Officers Report**

The Group Manager Infrastructure and Services discussed civil defence matters, fitting bike stands in Greytown, footpath improvements and pedestrian crossings and the Greytown future development area and structure plan process.

#### **DISCLAIMER**

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*GCB RESOLVED (GCB 2017/28)* to receive the Officers' Report.  
(*Moved Hay/Seconded Rainford*)

Carried

7.4 Requests for Financial Assistance

Mrs Hay vacated the chair prior to consideration of the application from Cobblestones Museum.

Mrs Rainford assumed the chair.

*GCB RESOLVED (GCB 2017/29):*

1. To receive the Requests for Financial Assistance.
2. To grant the Greytown Information Centre up to \$300 for the purchase of the most appropriate shelving for the space available.

(*Moved Gray/Seconded Cr Ammunson*)

Carried

3. To grant Cobblestones Museum \$500 for Museum shop signage.

(*Moved Gray/Seconded Rainford*)

Carried

Mrs Rainford vacated the chair.

Mrs Hay assumed the chair.

7.5 Chorus Cabinet Art Community Board Project Opportunity

The cabinet initiative had been presented to Mayor Napier and the Mayor presented the idea to the Board as a possible initiative.

Members undertook to discuss the Project with the Greytown Heritage Trust to ensure it was appropriate for the historical precinct and discussed using student artists.

*GCB RESOLVED (GCB 2017/30):*

1. To receive the Chorus Cabinet Art Project Report.
2. To locate the Greytown cabinets and identify the most appropriate cabinet for the Cabinet Art Project.

(*Moved Hay/Seconded Gray*)

Carried

7.6 Poppy Road Signs Project

The Poppy Road Signs Project had been presented to Mayor Napier and the Mayor presented the idea to the Board as a possible initiative.

*GCB RESOLVED (GCB 2017/31):*

1. To receive the Poppy Road Signs Project.
2. To identify possible locations for remembrance as part of the Poppy Road Signs Project.

(*Moved Hay/Seconded Rainford*)

Carried

7.7 Review Policy C700 Street Banners and Flags

Members discussed the amended Policy and the need to advise groups that fly town flags of the amendments once the Policy had been adopted by Council.

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*GCB RESOLVED (GCB 2017/32):*

1. To receive the Street Banners and Flags Policy Review Report.
2. To approve the amendments to the Policy.
3. To agree that the next review date should be April 2020.

*(Moved Hay/Seconded Gray)*

Carried

4. Action 226: Correct the spelling of ‘non-evacuation’ to ‘non-excavation’ in point 6 of Guidelines; J Mitchell

## **8. NOTICES OF MOTION**

There were no notices of motion.

## **9. CHAIRPERSONS REPORT**

### 9.1 Chairperson’s Report

Mrs Hay undertook to seek a discount for the price of the street planting resource consent and discussed flag design, quality and hanging systems, the intention to advance the Tree Advisory Group Terms of Reference, and the successful ti kouka sculpture with members.

*GCB RESOLVED (GCB 2016/33):*

1. To receive the Chairperson’s Report.
2. To receive the street planting scheme report and approve a cost of \$360 for resource consent for barrels.

*(Moved Hay/Seconded Rainford)*

Carried

3. To approve a cost of up to \$1,500 for new street flags and a cost of up to \$400 for erecting street flags.

*(Moved Hay/Seconded Rainford)*

Carried

4. To write to Jan Eagle, Friends of Stella and Sarah, congratulating her on her hard work with fundraising and successful completion and installation of the new sculpture.

*(Moved Hay/Seconded Gray)*

Carried

5. To pay \$180 plus GST towards an advertisement to be placed in the Grapevine magazine for the public meeting of Greytown’s Civil Defence Strategy.

*(Moved Hay/Seconded Gray)*

Carried

6. To receive the report on bike stands for Greytown.

*(Moved Hay/Seconded Rainford)*

Carried

## **10. MEMBERS REPORTS (INFORMATION)**

There were no member reports.

**DISCLAIMER**

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**11. CORRESPONDENCE**

11.1 Outwards

To Margaret Cole, from Committee Secretary on behalf of the Greytown Community Board, dated 16 March 2017.

**Confirmed as a true and correct record**

.....**Chairperson**

.....**Date**

**DISCLAIMER**

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# GREYTOWN COMMUNITY BOARD

7 JUNE 2017

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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 7 June 2017

Contact Officer: Suzanne Clark, Committee Secretary

Reviewed By: Paul Crimp, Chief Executive



# **Appendix 1 – Action Items to 7 June 2017**

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 13/4/17: This should take place within the next month. Permission for consent has been lodged with NZTA Still awaiting permission from NZTA. Met with Pope & Grey on 24 <sup>th</sup> May.
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 7-2-17 Still underway 05/12 Genealogists are almost finished with their work, just waiting on final spreadsheet 03/03/17 Genealogists touched base to say they are about two weeks away from being finished with their work. Trish and Helen to meet with them when they finish, and then plan the updated signage <i>(this action is to remain live until completed)</i>
331	GCB	8-Jun-16	Resolution	Leigh Hay	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	Actioned	16/8/16: Invoice for laurels \$1,836; 22/11/17 stencils \$287 (Lamb-Peters); 30/8/16 Potting Mix \$595 (Farmlands), Lansdowne Nursery \$120 (TO DATE TOTAL: \$2,838, GCB to advise if more invoices to come) NO more costs to come this item can be removed
60	GCB	1-Feb-17	Action	Paul	Review the proposed Greytown CDEM Community Response Team's TOR for uniformity (as compared to the Featherston and Martinborough documents), against WREMO's contracted responsibilities and	Open	

Ref #	Meeting	Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
					Councils standard templates		
141	GCB	15-Mar-17	Resolution	Leigh Hay	GCB RESOLVED (GCB 2017/17): 1. To receive the Naming of New Roads Report. 2. To submit a list of approved names and support the revised road approval process. (Moved Cr Craig/Seconded Gray) Carried	Open	13/4/17: Leigh Hay has contacted Ian Farley to put forward significant local names (with Explanations) for consideration. Paora has submitted a list of significant Maori names,
145	GCB	15-Mar-17	Resolution	Ann Rainford	GCB RESOLVED (GCB 2017/21) to receive the information and once financial amounts were known update the report and send to sponsors. (Moved Cr Craig/Seconded Stevenson) Carried	Actioned	Done reports sent and bills sent to sponsors
218	GCB	26-Apr-17	Resolution	Mark	GCB RESOLVED (GCB 2017/26): 1. To receive the Action Items Report. (Moved Hay/Seconded Rainford) Carried 2. That the chain across the western entrance of O'Connors Bush be removed and that a wooden barrier similar to the one at the eastern end of the walkway be installed. (Moved Gray/Seconded Rainford) Carried	Open	
221	GCB	26-Apr-17	Resolution	Jennie	GCB RESOLVED (GCB 2017/29): 1. To receive the Requests for Financial Assistance. 2. To grant the Greytown Information Centre up to \$300 for the purchase of the most appropriate shelving for the space available. (Moved Gray/Seconded Cr Ammunson) Carried 3. To grant Cobblestones Museum \$500 for Museum shop signage. (Moved Gray/Seconded Rainford) Carried	Actioned	22/5/17: Applicants advised, in hand so action closed.
222	GCB	26-Apr-17	Resolution	GCB	GCB RESOLVED (GCB 2017/30): 1. To receive the Chorus Cabinet Art Project Report. 2. To locate the Greytown cabinets and identify the most appropriate cabinet for the Cabinet Art Project. (Moved Hay/Seconded Gray) Carried	Open	GCB to support project, contact Chorus and ask local artists to participate.
223	GCB	26-Apr-17	Resolution	GCB	GCB RESOLVED (GCB 2017/31): 1. To receive the Poppy Road Signs Project. 2. To identify possible locations for remembrance as part of the Poppy Road Signs Project.	Open	GCB to support the project and identify suitable locations.

Ref #	Meeting	Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
					(Moved Hay/Seconded Rainford) Carried		
225	GCB	26-Apr-17	Resolution	Leigh Hay	<p>GCB RESOLVED (GCB 2016/33):</p> <ol style="list-style-type: none"> <li>1. To receive the Chairperson's Report. (Moved Hay/Seconded Rainford) Carried</li> <li>2. To receive the street planting scheme report and approve a cost of \$360 for resource consent for barrels. (Moved Hay/Seconded Rainford) Carried</li> <li>3. To approve a cost of up to \$1,500 for new street flags and a cost of up to \$400 for erecting street flags. (Moved Hay/Seconded Rainford) Carried</li> <li>4. To write to Jan Eagle, Friends of Stella and Sarah, congratulating her on her hard work with fundraising and successful completion and installation of the new sculpture. (Moved Hay/Seconded Gray) Carried</li> <li>5. To pay \$180 plus GST towards an advertisement to be placed in the Grapevine magazine for the public meeting of Greytown's Civil Defence Strategy. (Moved Hay/Seconded Gray) Carried</li> <li>6. To receive the report on bike stands for Greytown. (Moved Hay/Seconded Rainford) Carried</li> </ol>	Actioned	

# GREYTOWN COMMUNITY BOARD

7 JUNE 2017

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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 Income and Expenditure Statement for the period 1 July 2016 – 30 April 2017.*

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

The Income and Expenditure Statement for 1 July 2015- 30 June 2016 and for 1 July 2016 – 30 April 2017 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.

The beautification budget income and expenditure is now included.

An existing arrangement exists with the Friends of Stella and Sarah to hold funds for the Cabbage Tree sculpture, the balance to 30 April 2017 is attached.

#### **2. Appendices**

Appendix 1 - Income and Expenditure Statement for the period 1 July 2016 – 30 April 2017

Contact Officer: Suzanne Clark, Committee Secretary

Approved By: Paul Crimp, Chief Executive

**Appendix 1 – Income and  
Expenditure Statement for  
the period 1 July 2016 – 30  
April 2017**

<b>Greytown Community Board</b>		
<b>Income &amp; Expenditure to 30 April 2017</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	12,941.48
	<b>Total Personnel Costs</b>	<b>12,941.48</b>
1/07/2016	AP City Care Gtn Barrels - May 2016	120.00
26/07/2016	AP City Care Gtn Barrels July 2016	120.00
25/08/2016	AP City Care Gtn Barrels - Aug 16	120.00
1/09/2016	AP Lamb-Peters Pri 1xfootpath sign,Tourist Info Centre Layout and Proofing \$30.00 (ov	265.00
27/09/2016	AP City Care Weed & water barrels Gtn	120.00
27/09/2016	AP Local Governmen Annl Com Brd's levy Fsn,Gtn,Mbo	166.67
26/10/2016	AP City Care Gtn Barrels weed/water Oct 16	120.00
31/10/2016	AP OfficeMax New Z Stationery	11.19
25/11/2016	AP Fitting out container-space	500.00
25/11/2016	AP Greytown Swimmi Purchase 6 new starting blocks	500.00
25/11/2016	AP Greytown Cricke Costs 150th year Jubilee	500.00
29/11/2016	AP City Care Gtn Barrels weed & garden - November 16	120.00
8/12/2016	AP Printcraft Business cards 250 x 19 names	164.00
28/12/2016	AP City Care Gtn Barrels - Dec weed and garden	120.00
17/01/2017	AP City Care Gtn Barrels - January 2017	120.00
27/02/2017	AP City Care Gtn Barrels weeding/watering Feb 17	120.00
4/12/2016	AP Instal Xmas decorations for town hall	400.00
31/03/2017	AP City Care Gtn Barrels weeding/watering March 17	120.00
21/04/2017	AP City Care Greytown Barrels - April 17	120.00
	<b>Total General Expenses</b>	<b>3,826.86</b>
1/08/2016	AP Greytown Scout GCB Grant-jamboree	500.00
31/08/2016	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>18,268.34</b>
	<b>ACTUAL NET SURPLUS/(DEFICIT) YEAR TO DATE</b>	<b>19,055.35</b>
	<u>LESS: COMMITMENTS</u>	
	Salaries to 30 June 2017	2,958.52
	City Care Maintain barrels in town centre 2016/17	120.00
	Remove Old Welcome to Greytown Signs	1,000.00
	Free Swim Month	1,250.00
	Rsource Consent for Barrels	360.00
	New Street Flags	1,500.00
	Erecting Street Flags	400.00
	Advertisement Greytowns Civil Defence Strategy	207.00
	<b>Total Commitments</b>	<b>5,328.52</b>
	<b>BALANCE TO CARRY FORWARD</b>	<b>13,726.83</b>

<b>Greytown Beautification budget</b>	
<b>Budget</b>	
2013/2014	10,300.00
2014/2015	10,000.00
2015/2016	10,220.00
2016/2017	10,460.00
<b>Total Budget</b>	<b>40,980.00</b>
<b>16/17 expenditure</b>	
Flag makers GTN branded flags	1,498.54
Leafland plants for wine barrels	1,836.00
Power services	595.00
Faerlands	252.00
Lamb-Peters wine barrel stencils etc.	287.00
Lansdown nursery - herb plants	105.00
<b>15/16 expenditure</b>	
Marks signs	380.00
<b>14/15 expenditure</b>	
City care - entrance way project	8,716.72
City care - entrance way project	1,953.83
<b>13/14 expenditure</b>	
City care	1,106.80
<b>Total Expenditure</b>	<b>16,730.89</b>
<b>ACTUAL NET SURPLUS/(DEFICIT) YEAR TO DATE</b>	<b>24,249.11</b>
<u>LESS: COMMITMENTS</u>	
<b>Total Commitments</b>	-
<b>BALANCE TO CARRY FORWARD</b>	<b>24,249.11</b>



<b><u>CABBAGE TREE SCULPT INCOME AND EXPENDITURE</u></b>	
<b><u>Cabbage tree Grant income received</u></b>	
<b>2014/15</b>	
CABBAGE TREE SCULPT-FRIENDS OF	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 Sculpt 7/1	500.00
Fresh Choice - Koura Sculpt 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>2016/17</b>	
FOOD FOREST ORG	500.00
BETTY THOMPSON FAM	100.00
GTN TRUST LANDS TST	1,000.00
BLACKWELL A	500.00
THE LOLLY JAR	100.00
SOUTHEY CONSTRUCTION	50.00
CIVIC SQUARE LTD	500.00
NIKAU FOUNDATION	1,500.00
CRIGHTONS ITM	200.00
GREYTOWN DUTCHERY	100.00
STEPHEN MAURIC	100.00
WHITE SWAN	500.00
TRUST HOUSE	500.00
GREENWOOD TR	500.00
MALONE R M	200.00
<b>Total Collected to 30 April 2017</b>	<b>23,100.00</b>
<b><u>Cabbage tree Expenditure</u></b>	
Progress payment Niko Thomsen	6,037.50
Progress payment Niko Thomsen	6,037.50
<b>Total Expenditure to 30 April 2017</b>	<b>12,075.00</b>
<b>ACTUAL NET SURPLUS/(DEFICIT) YEAR TO DATE</b>	<b>11,025.00</b>

<b>Greytown Community Board</b>	
<b>Income &amp; Expenditure For the year ended 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	15,300.00
<b>Total Personnel Costs</b>	<b>15,300.00</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
AP Mark`s Signs Pick up after your pet sign	420.00
expenses x wages OCT	79.79
AP Student workshop 20/6/15	500.00
Diary 2016	11.99
AP Stationery & Info Cen volunteers lunch	324.38
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>25,923.79</b>
<b>ACTUAL NET SURPLUS/(DEFICIT) YEAR TO DATE</b>	<b>5,369.69</b>
<b>BALANCE TO CARRY FORWARD</b>	<b>5,369.69</b>

# GREYTOWN COMMUNITY BOARD

7 JUNE 2017

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## AGENDA ITEM 7.3

### OFFICERS' REPORT TO COMMUNITY BOARDS

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#### **Purpose of Report**

To report to the Community Board/Maori Standing Committee on general activities.

#### **Recommendations**

Officers recommend that the Community Board/Committee:

1. *Receive the Officers' Report to Community Boards.*

#### **CHIEF EXECUTIVE**

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

Preparation of the 2017/18 Annual Plan continues with the public meeting round being held in the three towns. While not particularly well attended good feedback was received and interesting discussion held.

The building consent for the Waihinga Centre was finalised during the reporting period, there are now no barriers to completing this project.

This report is somewhat truncated owing to varying types of leave taken.

## 2. Governance/Leadership/Advocacy

The following table provides the year to date results for KPI's set for the Governance output.

GOVERNANCE, LEADERSHIP AND ADVOCACY MEASURING SERVICE DELIVERY PERFORMANCE					
SERVICE LEVEL	KEY PERFORMANCE INDICATORS			COMMENTS	
		2016/17 TARGET	2016/17 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	75%	79%	The National Research Bureau (NRB) Customer Satisfaction survey was carried out late 2016. In addition to the 79% (2014:73% 2011 75%) positive response, 13% (2014; 16% 2011 14%) felt they were unable to comment.	
	Ratepayers and residents feel that the Mayor and councillors give a fair hearing to their views	72%	63%	The NRB Customer Satisfaction survey was carried out late 2016. In addition to the 63% (2014; 62% 2011 55%) positive response, 23% (2014:21% 2011 28%) felt they were unable to comment.	
Council determines what activities it should engage in through consultation and regulatory requirements then sets clear direction	Ratepayers and residents are satisfied with Council's decisions and actions	80%	70%	The NRB Customer Satisfaction survey was carried out late 2016. In addition to the 70% (2014; 76% 2011 73%) positive response, 14% (2014; 8% 2011 9%) felt they were unable to comment.	
	Ratepayers and residents are satisfied with how Council allocates rates/funds to be spent on the services and facilities provided (target peer group age)	79%	65%	The NRB Customer Satisfaction survey was carried out late 2016. In addition to the 65% (2014; 64% 2011 59%) positive response, 14% (2014; 14% 2011 9%) felt they were unable to comment.	
Community Boards make decisions that consider local issues	Community Board decision - making reports on local issues	90%	Greytown 98% Featherston 97% Martinborough 97%	This measure reports on the percentage of resolutions made that relate solely to local issues. (year ended 30 June 2016)	
	% of ratepayers and residents who know how to contact a community board member	68%	69%	The NRB Customer Satisfaction survey was carried out late 2016. In addition to the 69% (2014; 64% 2011 59%) positive response, 0% (2014; 14% 2011 9%) felt they were unable to comment.	
Opportunities are available to raise local issues and understand what will happen as a result	Ratepayers and residents satisfied with the way Council involves the public in the decision it makes	70%	47%	The NRB Customer Satisfaction survey was carried out late 2016. In addition to the 47% (2014; 49% 2011 50%) positive response, 31% (2014; 26% 2011 25%) indicated they were neither satisfied nor dissatisfied, and 5% (2014; 5% 2011 5%) felt they were unable to comment.	
Opportunities are available to raise issues relating to Maori through the Maori Standing Committee	The Maori Standing Committee makes recommendations to Council in relation to policy and plan development and resource management applications	100% applicable applications	100%	Maori Standing Committee met on 6 occasions. In total 5 resource consent applications were considered, however due to the timing of the meetings 1 was considered outside normal meetings.(Year ended 30 June 2016)	

## 2.1 Local Government Commission

The Local Government Commission released their draft proposal on 15 March. Submissions closed on 3 May, the commission are now gearing up for hearings as outlined below:

Date	What is happening
15 March (TBC)	Draft proposal released and submissions called for
Weekends in April	Public information stands at various locations in the Wairarapa
3 May	Submissions close
Tuesday 23 May	Hearings commence in Martinborough – with SWDC at 9am
May onwards	Commissioners consider submissions and decide whether to release a final proposal
July - November	Commissioners aim to release final proposal (if sufficient community support), or a final decision
Nov 2017 – April 2018	If final proposal issued, poll will be held sometime during this period
Early 2018	If poll endorses final proposal, transition Board formed
Oct 18 – Oct 19	Election of new council

## 3. Strategic Planning and Policy Development

### 3.1 Meetings/Conferences

#### 3.1.1. Chief Executive Forum

One CE forum was held. This meeting was to specifically discuss replacement for Bruce Pepperell. It has been decided to split the roles of Group Controller and Regional Manager. During an incident, both tasks need to be performed and this is not an optimal situation.

#### 3.1.2. Mayoral Forum

No Mayoral forum was held.

#### 3.1.3. Community Boards

Community Board meetings were held, although I was not able to attend due to absence from the office.

## 4. Corporate

### 4.1 Occupational Health and Safety

We continue to make good progress on health and safety matters. No matters were reported during the period. Attached as Appendix 1 is a summary of activities for 1 February to 30 April 2017.

### 4.2 Waihinga Centre/Martinborough Town Hall

The project has commenced with work in the Town Hall being the initial focus.

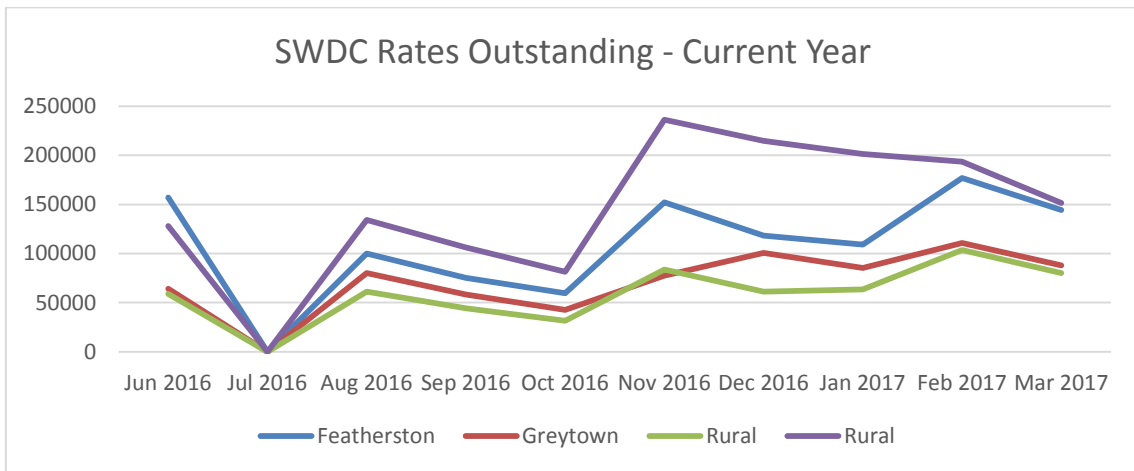
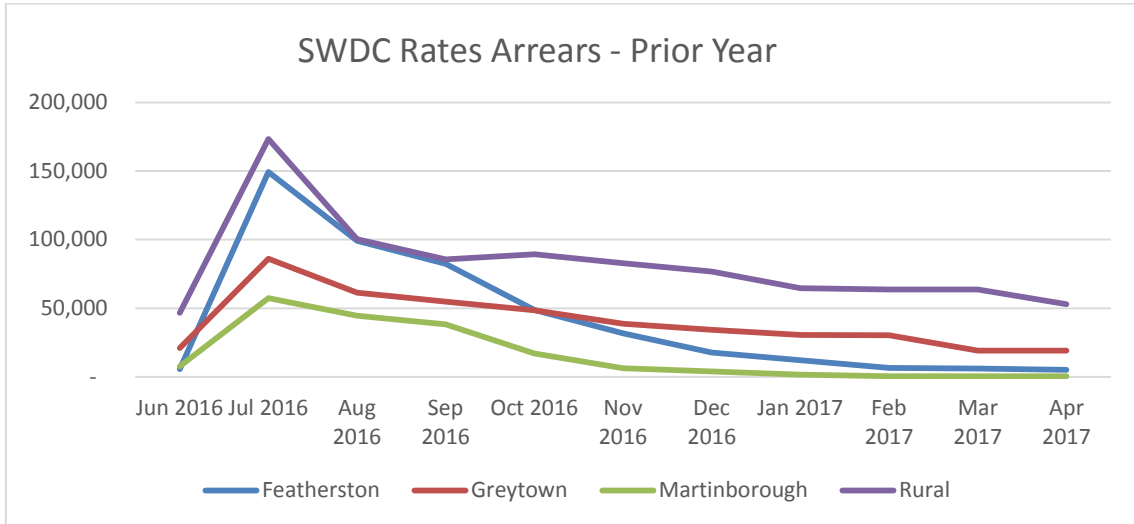
The building consent has now been issued, there are no barriers to completion.

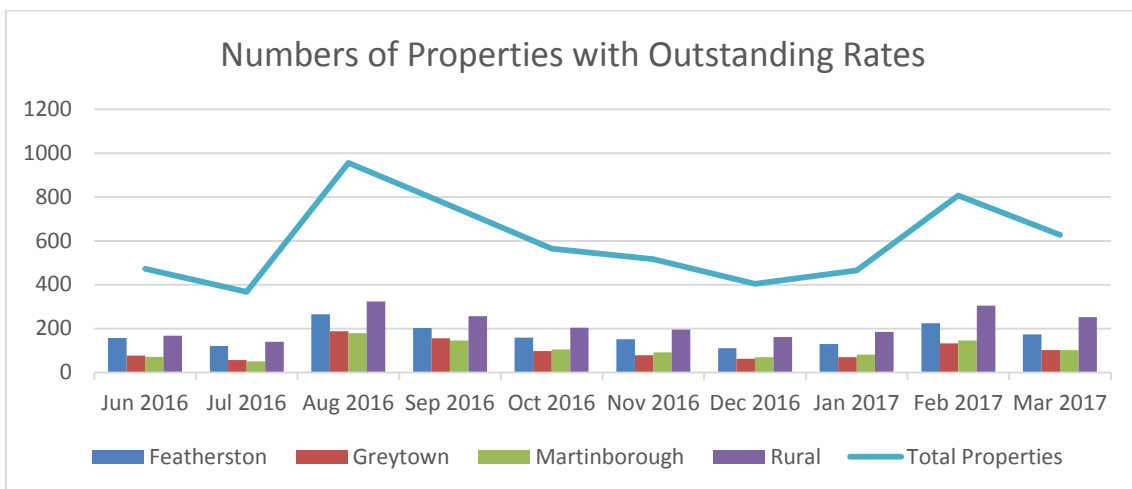
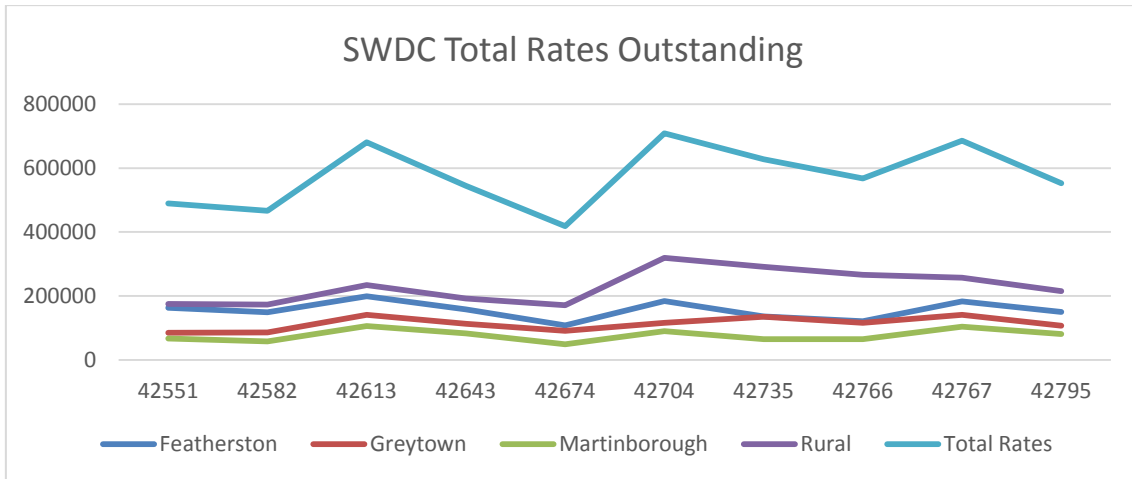
As construction progresses further stakeholder meetings will be held to ensure any issues that may arise are able to be resolved.

Attached in Appendix 2 are the Waihinga Centre budget and financial forecast.

### 4.3 Rates Arrears (Incl. GST)

As discussed at the previous meeting, rates debt will now be shown in graphical form, from which it is easier to ascertain trends.





#### 4.4 LGOIMA Requests

DATE	TOPIC OF INFORMATION REQUEST	RESPONSE
28 March 17	Requesting details of any caveats on a property	Request transferred to another agency
3 April 17	Rural fire protection spend	Information supplied
6 April 17	Information relating to changes to the Impounding Act 1955. (Stock)	Information supplied
6 April 17	Parking infringements	Information supplied
6 April 17	The average residential costs of rates and other Council charges for the 2015/16 financial year.	Information supplied
6 April 17	Seeking information re Audit and Risk, Staff performance, Advertising spend, code of conduct.	Information supplied
6 April 17	Spending on tourism and economic promotion.	Information supplied
26 April 17	Operating commercial cage egg chicken farms	Information supplied

We continue to charge for those requests that require more than 1 hour and 20 pages of material. This charging regime is standard and used by central Government.

## **5. Appendices**

Appendix 1 – Health and Safety Report for the period 1 February 2017 – 30 April 2017

Appendix 2 – Waihinga Centre Budget and Forecast

Contact Officer: Paul Crimp, Chief Executive Officer



# **Appendix 1 – Health and Safety Report**



## Council Health and Safety Report 1 Feb 2017 – 30 April 2017

### Driving continuous improvement (Lead indicators)

#### Health and Safety inductions

- No health and safety inductions this period.

#### Health and Safety training

- One staff member attended ICAM investigation technique training.
- Library staff attended safe use of ladder training by Building team member.
- New H&S at Work Team members to receive training on hazard identification and risk assessment.

#### Near miss and new hazards reported

- No near miss or hazards reported this period.

### Health and Wellness programme

- The Employee Assistance Programme continues to be offered to all staff.
- A periodic newsletter is sent to all staff to raise the profile of health and safety in the workplace. The April newsletter sought information as to how staff apply the Wellness payment. Feedback included purchasing running shoes and fishing equipment, and applying the payment to health insurance premiums.

### Incidents and accidents (Lag indicators)

#### Non-injury incidents

- Non-injury Contractor incident. Overhead power cable struck with excavator while the machine was carrying pipe down the carriageway. Contractor undertook an investigation into the incident and Council notified WorkSafe. Layout, fatigue & inattentiveness by spotter identified as cause of incident. Contractor implemented actions to ensure incident does not occur again.

#### Injuries requiring first aid, medical treatment (incl first aid register)

- No incidents reported this period.

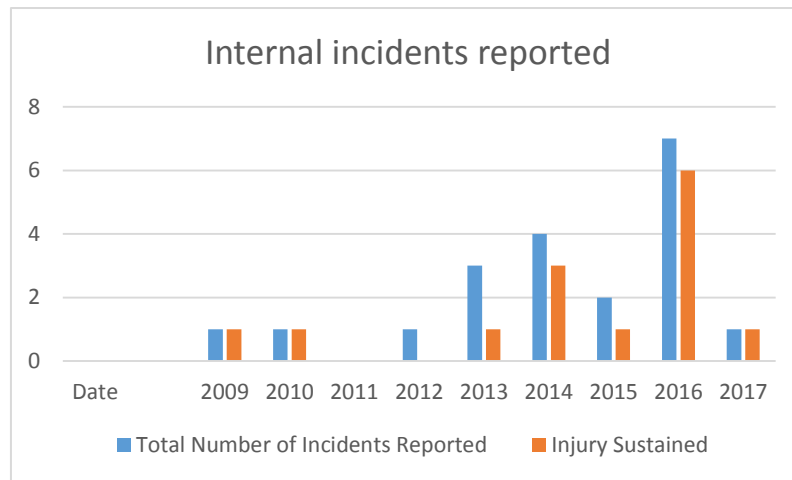
#### Number lost time injuries

- No lost time incidents reported this period.

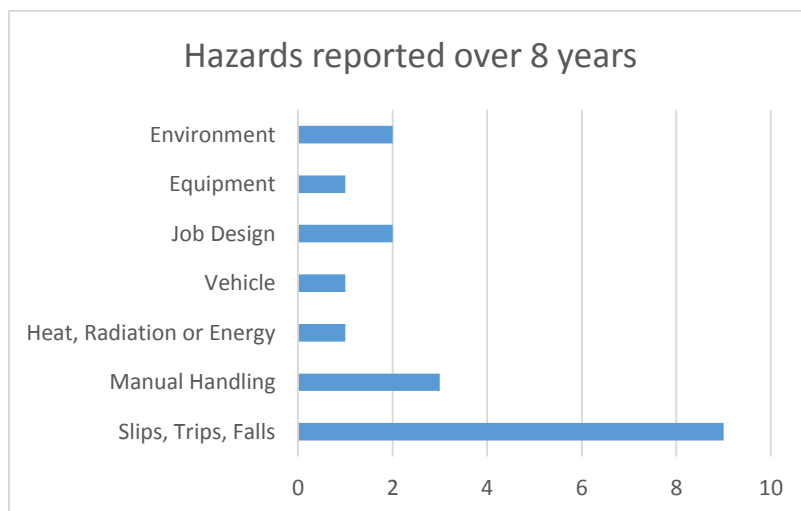
#### Our learnings

## Incident and accident analysis

This graph shows the number of incidents reported since 2009. It shows a significant increase in reporting in 2016.



The graph below shows the types of hazards that have caught out people out. Of note is the frequency of slips, trips and falls, two each of which can be attributed to wet floors, lack of equipment maintenance, and carrying objects.



## Health and Safety strategy

### Working with our contractors

- Work continues to engage with our contractors to identify the effectiveness of their health and safety systems and confirm their people are competent to work safely.
- 58 letters have been sent. Twenty have provided information to enable Council to assess the robustness of their system.
- Smaller contractors, particularly locals, have not responded to our requests for information.
- Council is reviewing the relative risk profile of each of our contractors, to ensure the controls are proportionate to the level of risk they each

present. In some instances, Council may decide to provide the controls to the smaller contractors and monitor that they are being implemented. This approach will also help manage the risks presented by volunteers undertaking work on Council's behalf.

## Engaging with our people

### Health and Safety at Work Team

The Health and Safety at Work Team formed in late 2015. Following various resignations, it is intended to refresh the committee over the next two months.

The team's role is to:

- Monitor the implementation of the H&S work plan and achievement of the H&S strategy
- Review hazards, risks and controls
- Recommend initiatives to improve the health, safety and wellbeing of our people, based on analysis of the risk and effectiveness of current controls
- Review incidents and investigations and confirm the controls are appropriate
- Engage with staff to promote health and safety in the workplace and encourage reporting of hazards, near misses and other incidents.

### Staff meetings

Health and safety is a regular discussion point in staff team meetings.

### Staff newsletter

As indicated above, our H&S consultant has picked up writing the periodic newsletter that was developed by the previous finance manager. The newsletter is a forum to celebrate what we do well and explain how our H&S systems should be working. It also promotes members of staff, helping to build a sense of team that we can have pride in and that we all have a role in caring for.

## Managing asbestos risks

Every building in New Zealand built prior to 1 January 2000 must be assumed to contain asbestos, unless it can be proven otherwise.

Council has until 4 April 2018 to prepare an asbestos management plan that must be made available to all contractors and workers. In the meantime, we are obliged to identify asbestos in the workplace.

If there is a risk that workers could break into asbestos-containing materials, thus releasing fibres, testing must be completed by a competent person before work can commence. If asbestos is found, it must be removed by a licensed asbestos removal company before work can start.

Council is presently considering a proposal to develop an asbestos management plan based on a comprehensive survey of Council's 82 buildings and structures.

# **Appendix 2 – Waihinga Centre Budget and Forecast**

**SWDC**  
**Waihinga Centre**  
**Overall project forecast - Actuals to March 2017**

Per Council decision 18.1.2017

\$ 5,132,010

<b>Made up as follows:</b>	<b>Budget</b>	<b>Invoiced to 31.3.2017</b>	<b>Invoices to come</b>	<b>Forecast spend</b>
<b>Rigg Zschokke Construction Contract</b>	4,223,709	37,034	4,186,675	4,223,709
Rigg Zschokke Agreed Variations		7,130	5,560	12,690
<b>Professional fees (design team) to Jan-17</b>	509,459			
Adamsons Survey		6,581		
Engeo Geotech		17,160		
Holmes Consulting - Design & Fire		137,425		
HVAC Design		14,175		
Perception Planning		6,918		
Warren and Mahoney - Design		327,200		
		<u>509,459</u>	-	<u>509,459</u>
<b>Other fees to Jan-17 (including SGL, QS)</b>	268,842			
Rawlinsons (Quantity Surveyers)		38,000		
SGL		230,343		
		<u>268,343</u>	-	<u>268,343</u>
<b>Architect &amp; Engineer construction monitoring</b>	80,000			
SGL		5,500	-	
Engeo Geotech		-	5,940	
Holmes Consulting - Design & Fire		8,475	-	
Holmes Consulting - Construction Monitoring		6,019	41,481	
HVAC Design		2,515	6,150	
Rawlinsons (Quantity Surveyers)		5,000	-	
Warren and Mahoney - Design		33,539	10,726	
Warren and Mahoney - Disbursements		3,015	-	
		<u>64,063</u>	<u>64,297</u>	<u>128,360</u>
<b>QS Services to completion</b>	50,000			
Venture Consulting		-	30,000	
Clendon Burns & Park		13,438	3,562	
		<u>13,438</u>	<u>33,562</u>	<u>47,000</u>
<b>Budgeted Core costs</b>	5,132,010			
Plus Contingency	200,000			
<b>Overall budget</b>	<b>\$ 5,332,010</b>	899,466	4,290,094	<b>\$ 5,189,561</b>

# PLANNING AND ENVIRONMENT

## 1. Resource Management

### 1.1 Resource Management Act - District Plan

*SERVICE LEVEL – Council has a Combined District Plan that proves certainty of land-use/environmental outcomes at the local and district levels.*

RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET 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"	75%	87%	NRB 3 Yearly Survey
The district plan has a monitoring programme that provides information on the achievement of its outcomes (AER's)	Yes	-	Consultants have been working with the 3 Councils to establish which data is recorded and how it is stored so as to enable effective reporting against AER's in WCDP. A working paper has been completed setting out a proposed framework and the task of undertaking a stock take has begun.

Work has continued on the Greytown structure plan. It was agreed with the principal consultant (Mike Hewison of Eastern Consulting) that a local area traffic impacts assessment should be developed.

Subsequently a national consultancy, GHD, has been engaged by Mr Hewison to do this analysis and work is now underway.

As noted above in the KPI section, Boffa Miskell have been engaged by the 3 Councils to develop an SoE monitoring strategy and implementation programme to enable effective plan effectiveness reporting to take place. This will in turn help to inform the future review of the Wairarapa Combined District Plan.

A draft strategy has already been developed but is not as yet signed off as it needs to be linked to the data collection/analysis/ reporting for PER that will follow. In that regard work on stock taking current data collection and systems has begun by Boffa Miskell.

Work has also been completed on the initial "over-arching" formal submissions to be made by Council (jointly with MDC) on the Wellington Regional Councils (WRC) proposed Natural Resources Plan (NRP).

The CEO (Paul Crimp) and David Hopman, Manager Assets and Operations (for MDC) are to make opening statements to the Independent Commissioners appointed to undertake the hearings.

These will be followed up on by Pauline Whitney of Boffa Miskell who is providing independent planning evidence for Council and MDC.

The evidence preparation is a significant process with the initial submissions totalling well over 70 pages. As the hearings progress onto more detailed aspects of the proposed NRP the workload associated with this process will expand for both planning and engineering staff of Council.

Lastly, Council will be aware that the Government has finally managed to get passage through Parliament of its reform of the Resource Management Act proposals. These will need careful review over the next few weeks, but particularly around the impacts of the revised provisions relating to Maori and subdivisions.

It is hoped that a report will be ready for the next Council meeting on any significant responses Council needs to take in response.

## 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%	95.5%	NCS. 5 out of 110 applications have exceeded timeframes. 4 have previously been reported on. The most recent occurred because of an administrative error due to staff absences.
s.223* certificates issued within 10 working days	100%	93%	NCS. 3 applications have exceeded timeframes.
s.224* certificates issued within 15 working days of receiving all required information (note no statutory requirement)	95%	97%	NCS. 1 application has exceeded timeframe as previously reported.

Council received 30 applications between 1 March 2017 and 30 April 2017.

As previously advised, the number of applications is now well ahead of long term averages and many of these are of a scale that means significant resources have to be applied to process them. Consequently we have continued to contract out a number of consent applications.

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

At last month's meeting Council requested a list of Reserve Management Plans to be provided. This has unfortunately not been completed due to staff being away for personal, training and leave purposes. It should be prepared in the next 2 weeks and will then be circulated.



## 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	1 complaint to date, resulting from an error in the property title data supplied to Council by LINZ.
My non-urgent LIM is processed within 10 days	100%	100%	All processed within statutory timeline.

TYPE	YTD 1 JULY 2016 TO 28 FEBRUARY 2017	PREVIOUS YTD 1 JULY 2015 TO 28 FEBRUARY 2016	PERIOD 1 FEBRUARY TO 28 FEBRUARY 2017	PREVIOUS PERIOD 1 FEBRUARY 2016 TO 28 FEBRUARY 2016
Standard LIMs (Processed within 10 working days)	140	137	41	50
Urgent LIMs (Processed within 5 working days)	52	41	16	12
<b>Totals</b>	<b>249</b>	<b>240</b>	<b>57</b>	<b>62</b>

## 2. Public Protection

### 2.1 Building Act - Consents and Enforcement

*SERVICE LEVEL - Council certifies all consented work complies with the building code, ensuring our communities are safe. The Council processes, inspects, and certifies building work in my district.*

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET 2016/17	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Code Compliance Certificate applications are processed within 20 working days	100%	99.33%	NCS – 296 of 298 CCC's were issued within 20WD. Information was misplaced resulting in the CCC's being issued on 29 and 35 days. Procedures are in place to try and prevent this happening again.
Building consent applications are processed within 20 working days	100%	99.00%	NCS – 397 of 401 consents were issued within 20WD. Those overtime were due to the large number of consents processed. Contactors have been secured to help with workflow.
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 2016.
Earthquake prone buildings reports received	80%	63.43 %	Currently 144 of 227 known EQP premises had been addressed. Work in this area has been on hold until the new statutory regime was confirmed and took effect - in March 2017. A new 0.5 FTE staff role has been created (effective from 10 April 2017) to target these new provisions along with BWOFF and fencing of swimming pools.

TYPE	NUMBER	VALUE
<b>Commercial</b> (shops, restaurants, rest home – convalescence, restaurant /bar / cafeteria / tavern, motel, commercial building demolition - other commercial buildings)	3	\$96,000.00
<b>Industrial</b> (covered farm yards, building demolition, warehouse and/or	4	\$531,500.00

storage, factory, processing plant, bottling plant, winery)		
<b>Residential</b> (new dwellings, extensions and alterations, demolition of building, swimming and spa pools, sleep-outs, garages, relocations, heaters, solid fuel heaters.	67	\$7,921,029.00
<b>Other</b> ( public facilities - schools, toilets, halls, swimming pools)	4	\$58,884.00
<b>Totals</b>	<b>78</b>	<b>\$8,607,413.00</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.*

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET 16/17	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Undertake public education, school and community visits to promote safe behaviour around dogs and/or responsible dog ownership	3 visits	0	Not commenced due to staff member responsible being on maternity leave.
Complaints about roaming and nuisance dogs are responded to within 4 hours	100%	89.7%	K:\resource\Bylaw Officers\Registers\Animal Control Service request register.xls

INCIDENTS REPORTED (1 MARCH TO 30 APRIL)	FEATHERSTON	GREYTOWN	MARTINBOROUGH
Attack on Pets	0	0	1
Attack on Person	0	0	1
Attack on Stock	0	0	0
Barking and whining	3	2	3
Lost Dogs	1	0	0
Found Dogs	0	0	0
Rushing Aggressive	1	0	0
Wandering	3	0	7
Welfare	2	0	0
Fouling	0	0	0
<b>Total</b>	<b>10</b>	<b>2</b>	<b>13</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 16/17	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Stock causing a traffic hazard is responded to within 1 hour	100%	97%	K:\resource\Bylaw Officers\Registers\Animal Control Service request register.xls
Council responds to complaints regarding animals within 48 hours.	100%	96%	K:\resource\Bylaw Officers\Registers\Animal Control Service request register.xls

INCIDENTS REPORTED	TOTAL
Stock	2

## 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 16/17	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
% of calls received by Council that have been responded to	100%	88.35%	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 APRIL 17	PREVIOUS YTD 1 JULY 15 TO 30 APRIL 16	PERIOD 1 MARCH 17 TO 30 APRIL 17	PREVIOUS PERIOD 1 MARCH 16 30 APRIL 16
Total	115	93	24	20

## 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 Licencing Enforcement Agencies agreement.	100%	100%	

ALCOHOL LICENCE APPLICATIONS PROCESSED	YTD 1 JULY 2016 TO 30 APRIL 2017	PREVIOUS YTD 1 JULY 2015 TO 31 JANUARY 2016	PERIOD 1 MARCH 2017 TO 30 APRIL 2017	PREVIOUS PERIOD 1 MARCH 2016 TO 30 APRIL 2016
On Licence	8	14	2	2
Off Licence	8	14	3	6
Club Licence	1	1	0	3
Manager's Certificate	52	54	34	20
Special Licence	32	17	11	7
Temporary Authority	0	1	4	3
<b>Total</b>	<b>189</b>	<b>164</b>	<b>54</b>	<b>41</b>

## 2.6 Health Act - Safe Food

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

<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>
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

## **2.7 Bylaws**

Between 1 March and 30 April 2017 there were 17 notices sent out relating to trees and hedges, one complaint relating to litter, and four abandoned vehicle complaints.

# INFRASTRUCTURE AND SERVICES

## 1. Group Manager highlights

The last 6 weeks has involved the submissions being received on the Wellington Region Waste Management and Minimisation Plan (WRWMMP) and the review of the tenders submitted for the Solid Waste contract. As these both will be long term arrangements and in conjunction with the 3 Wairarapa councils the deliberations have been detailed and are continuing.

Likewise the Strategic Business case for the Wairarapa Roding network has been done jointly with the three Wairarapa councils. This assessment outlines the strategic context and the case for investment for Masterton/Carterton and South Wairarapa District Council's transportation activity. It also provides the necessary framework for the Transport Activity Management Plan (AMP), a ten year plan designed to prioritise and address key transportation issues and how they might be actively managed.

The DLTP (District Land Transport Plan) 2018 must contribute to the purpose of the LTMA which seeks, 'an effective, efficient and safe land transport system in the public interest.' It is also required to be consistent with the Government Policy Statement (GPS) on land transport, and with Regional LTP

The strategic case:

- Outlines the strategic context and regional fit for proposed investment;
- Identifies the key problems and rationale for investing; and
- Discusses the potential investment benefits.

The position of Roding Engineer has also been advertised and we are currently reviewing applicants.

## 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 2016/17	COMPLAINTS		INCIDENTS	
		MARCH	YTD	MARCH	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	95%		99.9%		

WATER SUPPLY KEY PERFORMANCE INDICATORS	TARGET 2016/17	COMPLAINTS		INCIDENTS	
guidelines 2000					
The total number of complaints received by the local authority about drinking water taste per 1000 connections	<15	0 per1000 (0 complaint)	0 per1000 (0 complaint)	0	0
The total number of complaints received by the local authority about drinking water odour per 1000 connections	<15	0 per1000 (0 complaint)	0.29 per1000 (1 complaint)	0	1
The total number of complaints received by the local authority about drinking water pressure of flow per 1000 connections	<15	0.29 per1000 (1 complaint)	2.01 per1000 (7 complaint)	1	7
The total number of complaints received by the local authority about continuity of supply per 1000 connections	<15	0.29 per1000 (1 complaint)	9.78 per1000 (34 complaint)	1	34
The total number of complaints received by the local authority about drinking water clarity per 1000 connections	<15	0.29 per1000 (1 complaint)	2.01 per1000 (7 complaint)	1	7
Ratepayers and residents satisfied with level of service for water	77%			NRB Survey:	59%
Attendance for urgent call-outs: from the time that the local authority receives notification to the time that service personnel reach the site	< 1 Hr	(1/2) 50%	-	2	58
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	(3/3) 100%	-	2	58
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	(25/37) (68%)	-	37	266
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	(32/37) (86%)	-	37	266
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 Water supply capital improvements

### 2.2.1. Featherston water supply

Stage 2, the treatment improvement works, have now been completed with testing of the UV and pH correction equipment commenced. The commissioning/proving period will follow. After one month of routine operation (beginning mid-May) Council will advise the Ministry of Health (MoH) that the project has been completed and is operating as intended. The balance of the subsidy available will then be claimed. Total project costs are not able to be confirmed as yet but expected to be in range \$1.35 - \$1.4M.

### 2.2.2. Water reticulation renewal

The tender for trunk pipeline renewal works for the Greytown urban supply in Woodside Road by Core Infrastructure Ltd is almost complete.

The project scheduled within the 2016/17 renewals programme requires replacement of 3 kilometres of 300 mm diameter asbestos cement pipe-line that is deemed to be nearing the end of its useful service life (constructed in

the 1970's). It is the second part of a three part rolling programme aimed at achieving full replacement of the trunk main in the 2017/18 year.

Work has progressed satisfactorily with some 100% of the pipeline laid to date with connection of laterals to follow. We have experienced some difficulty with overhanging trees near the start of the works and associated private owner concerns.

Not wishing to compromise the preferred alignment in this location a section of some 90 metres in length will be replaced using trenchless technology at an additional estimated cost of about \$30K thereby mitigating potential tree and tree root damage. This technology will not be deployed until Stage 3, 2017/18 where the railway crossing at Woodside will be managed in the same way.

This work is expected to be completed by mid-May 2017.

#### **2.4 Water treatment plants**

The Waiohine and Martinborough plants operated routinely over the period with some replacement of equipment. The new WTP with UV disinfection is installed and the commissioning period will run through May.

#### **2.5 Water reticulation**

There were 22 reticulation repairs reported and rectified during the period.

#### **2.6 Water races**

Routine monthly inspections and blockage clearing of the water race network has been performed by City Care Ltd (CCL) to maintain satisfactory flows. There were 3 accounts for blockage clearing or no water flow for the Moroa network. None were reported for the Longwood network over the period.

### 3. Waste water

*SERVICE LEVEL – Council provides waste water services that effectively collect and dispose of waste water. Waste water does not create any smells, spill or health issues and causes minimal impact on the natural environment.*

#### 3.1 Key Performance Indicators

WASTE WATER KEY PERFORMANCE INDICATORS	TARGET 2016/17	COMPLAINTS		INCIDENTS	
		MARCH	YTD	MARCH	YTD
Number of blockages per 1000 connections	<10	0	8.46 per1000 (34 complaint)	4	34
Ratepayers and residents satisfaction with waste water services	70%			NRB survey:	49%
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	-	-	1/1 (100%)	42
Resolution time: from notification to resolution of fault	< 4 Hrs	-	-	1/1 (100%)	41
% 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				0
No. of complaints per 1000 connections received about sewage odour	< 15	0	0.99 per 1000 (4 complaint)	0	4
No. of complaints per 1000 connections received about sewage systems faults	< 15	0.2 per 1000 (1 complaint)	0.99 per 1000 (4 complaint)	1	4
No. of complaints per 1000 connections received about sewage system blockages	< 15	0	8.46 per1000 (34 complaint)	0	34
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%	4/5 80%	-	4/5 (80%)	90% (37/41)

#### 3.2 Waste water treatment plants

##### 3.2.1. Capital and consents

###### Featherston waste water consent application

The consent application was lodged on 28 February 2017. Greater Wellington Regional Council (GWRC) has responded on the 19 April with an s92 request for information. This is currently being prepared by the consultants and is expected to be completed by the end of May.

The meeting on Saturday 8 April with previous submitters, adjoining landowners, the Featherston Community Board (invite emailed to chair on 24<sup>th</sup> March) and other interested parties updated attendees on the updated



consent and the process involved for them to make a submission when it is publically notified.

### *Staged improvements at Martinborough and Greytown WWTPs*

Improvement works at the Martinborough site have commenced and the irrigator has been constructed. The original civil works design has been changed to progress the project with round precast elements already existing rather than a bespoke solution, as it there would have been an unacceptable delay. Realistically full completion of this phase cannot be expected until July/ August meeting the consent requirement of no later than November 2017 but later than we had anticipated.

Preliminary design works for the proposed improvements at the Greytown site have been completed with a number of minor matters to be resolved.

Procurement of the Stage 1B improvements will likely follow a ROI and RFP/ Design Build procurement process with start aimed in May 2018.

New aerators have been ordered for Greytown, which are in transit from the United States. These have arrived in NZ and the aerators will be in place by June, to assist with the treatment of the sludge and the planned desludging programme. The sludge bioremediation programme is planned to commence in July. Our application to Waste Minimisation Fund was denied.

### **3.2.2. Operational**

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

### **3.2.3. Wastewater reticulation**

There were 2 pipeline blockages reported during the period.

## 4. Storm water drainage

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

### 4.1 Key Performance Indicators

STORM WATER DRAINAGE KEY PERFORMANCE INDICATORS	TARGET 2016/17	COMPLAINTS		INCIDENTS	
		MONTH	YTD	MONTH	YTD
% of ratepayers and residents satisfied with stormwater drains	55%			NRB survey:	57%
% of urgent (any blockage causing extensive flooding of buildings or other serious flooding) requests for service responded to within 5 hours	95%	0	0	0	0
No. of flooding events	0	0	0	0	0
No. of habitable floors affected per flooding event per 1000 properties connected	0	0	0	0	0
No. of abatements 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 has been some localised flooding of gardens in Watt Street, Featherston due to the intense rainfall event on April.

## 5. Solid waste management

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

### 5.1 Key Performance Indicators

SOLID WASTE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET 2016/17	COMPLAINTS		INCIDENTS	
		MONTH	YTD	MONTH	YTD
Number of communities with recycling centres	6		6		
Volume of waste disposed out of district	Decreasing by 2.5%	Decreased by 16% for October	Previous 12 month increased 5.8% on 2014	-	-
% of ratepayers and residents satisfied with the level of service	85%			NRB survey:	66%

### 5.2 Waste management

Routine services have been delivered successfully over the period. The recycling centres operated satisfactorily.

### 5.3 Kerbside and associated services (Combined Contract MDC, CDC and SWDC 2017-2022)

Tenders for the combined waste services contract closed on 29 March 2017 and further information may be available at the meeting.

## 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 2016/17	COMPLAINTS		INCIDENTS	
		MARCH	YTD	MARCH	YTD
Using the RAMM measurement system, average smooth travel exposure on urban roads to be 85% and rural roads 95% with maximum variation of 5%	95%				
Ratepayers and residents fairly/very satisfied with the roads	80%			NRB Survey:	73%
5% of sealed roads are resealed each year subject to availability of NZTA subsidy	100%				
The pavement condition index as measured by the NZTA pavement integrity index	95%				
The number of crashes causing injuries is reduced	Group and control average				
The number of fatalities and serious injury crashes on the local road network	<7				
Ratepayers and residents are satisfied with footpaths in the district	70%			NRB Survey:	63%
Availability of footpaths on at least one side of the road down the whole street	88%				
Footpath Condition rating 95% compliant with SWDC AMP Standard	95%				
The % of customer service requests relating to roads and footpaths responded to within 48 hours	95%	26/32 (81%)	231/293 (81%)	32	293
Meet annual plan footpath targets	Yes				

### 6.2 Roading maintenance – Fulton Hogan

FH activities were concentrated on environmental activities in the Hinakura area with high cut completed on Hinakura, Bush Gully and Pahaoa Roads. This was complimented with water table cleaning on Pahaoa and Glendryneoch Roads.

The sealing of the culvert at Papawai was completed.

Footpath repairs were carried out in Kempton Street, Greytown and Princess Street in Martinborough.

Heavy maintenance metalling was completed in Underhill Rd.

Drainage Maintenance was completed on Underhill Rd.

The 'Gluepot' Te Awaiti Rd is being closely monitored and has been topped up with road metal as and when required.

The footpath and run up inspections have started in Martinborough and Greytown has been completed. Featherston was programmed to finish in this month.

### **6.3 Other activity**

Due to IFS Forest Operations harvesting a private forestry block along Haurangi Road, Ruakokoputuna there has been increased monitoring and maintenance work schedule in this area. Specialised engineering opinion was sought to assess bridge/s along this route and their capacity to carry overweight vehicles. IFS are programmed to be harvesting this block for three years. SWDC officer/s has liaised with IFS and residents to put communication lines in place in order to keep the road at an acceptable driving condition during this period.

Service requests in this area have slowed this month following water table and road shaping work by SWDC contractors. With the wet weather approaching this area will continue to be monitored.



*Figure 6.3a Ruakokoputuna Forestry site entrance 1*



*Figure 6.3b Bridge, Ruakokoputuna required structural assessment*

## 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 2016/17	COMPLAINTS		INCIDENTS	
		MONTH	YTD	MONTH	YTD
Users satisfied with parks and reserves	90%			NRB Survey:	94%
Ratepayers and residents are satisfied with Council playgrounds	80%			NRB Survey:	82%
Council playground equipment that meets national standards	100%				
Council pools comply with NZ swimming pool water testing standards	100%				
Ratepayers and residents satisfaction with Council swimming pools	67%				
Occupancy of pensioner housing	94%			Actual:	99.8%
Ratepayers and residents satisfied with town halls	76%			NRB Survey:	74%
Cycle strategy	Developed				
Ratepayers and residents satisfied with public toilet facilities	90%			NRB Survey:	85%
Taking programmes out into the community and providing a wide variety of programmes in the library	>3 per library				
% of ratepayers and residents satisfied with libraries	90%			NRB Survey:	91%

### 7.2 Parks and Reserves

Winter sports codes are underway on the sports fields in all the towns. Bollards have been put across the road frontage of Collier Reserve in Greytown to prevent people from doing wheelies on the grass. Someone also got a vehicle onto Considine Park to do wheelies by driving onto the walking path at the Kitchener Street end – bollards have now been added to limit access to pedestrians and cyclists only. In Featherston, a number of trees around Clifford Square reserve (Windgrass triangle, skate park and playground) have been trimmed to keep branches away from the power lines.

### 7.3 Community housing

There have been no changes on the waiting lists from last report. There are five people waiting for flats at Martinborough, two at Greytown and twelve at Featherston.

The six monthly flat inspections at Westhaven flats were held on 12 April 2017.

The Residential Tenancies (Smoke Alarms and Insulation) Regulations 2016 requires landlords to have the right type of smoke alarms installed in residential tenancies. Insulation will be compulsory in all rental homes from 1 July 2019 – ceiling and underfloor insulation must be installed, where it is reasonably practicable to install. Wall insulation is not compulsory.

All smoke alarms in the community housing have been checked and any that did not have the long-life photoelectric smoke alarms with a battery life of at least eight years that meet the required product standards have been replaced.

Both landlords and tenants now have responsibilities to keep smoke alarms working.

An insulation programme was carried out for SWDC's community housing in 2011/12, and all units have ceiling insulation. The majority of units are constructed on concrete slabs, so there is no requirement for under-floor insulation.

### 7.4 Rental properties

A number of SWDC's rental properties are also affected by the Residential Tenancies (Smoke Alarms and Insulation) Regulations 2016, as these properties include residential accommodation. We are working through these to ensure compliance with the regulations.

### 7.5 Cemeteries

#### 7.5.1. Purchases of burial plots/niches 24 March 2017 to 3 May 2017

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

#### 7.5.2. Ashes interments/burials 24 March 2017 to 3 May 2017

	Greytown	Featherston	Martinborough
Burial		2	2
Ashes in-ground		1	
Ashes wall		1	1
<b>Total</b>	<b>0</b>	<b>4</b>	<b>3</b>

## **7.6 Swimming pools**

The three swimming pools have been winterised, and planning is underway for maintenance work to be carried out over winter. At Featherston pool, part of the solar heating system pipework is to be removed from the roof of the Rugby Club building. The roof of this building has been leaking, and while part of the problem may have been caused by blocked guttering, there is evidence that leaks from the solar heating system have contributed to damage. Council is assisting the Rugby Club with the roof repairs. The solar heating system will be assessed to determine the impact of removing this section of pipework, and if it is found to be necessary, we will install new solar pipe on the roof of the grandstand before the start of the 2017/18 season.

## **7.7 Events**

### **7.7.1. Featherston**

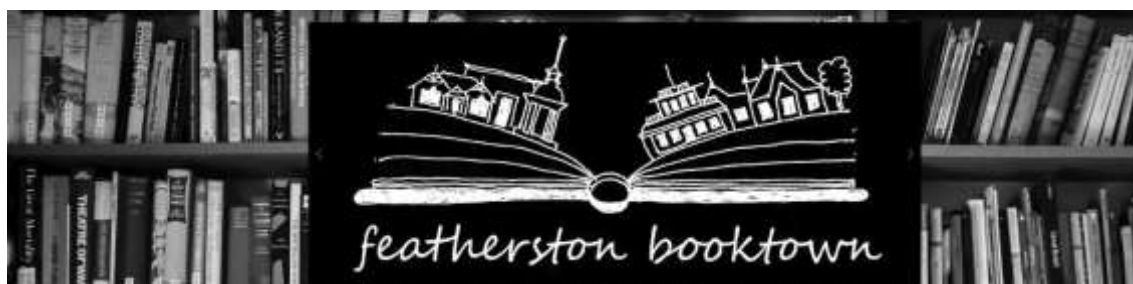
*Completed events:*

Ride the Rail (Cross Creek Railway Society Inc) is being held every Sunday through to the last Sunday in April 2017 (Clifford Square, Featherston)

Ron Hughes Memorial Athletics Meet which was to be held Sunday, 25 March 2017 (Card Reserve, Featherston) was CANCELLED, and will now take place next season.

*Future events:*

Featherston Booktown 2017 is being held from Friday, 12 May to Sunday, 14 May 2017



### **7.7.2. Greytown**

*Completed events:*

Greytown Country Market at Stella Bull Park – Sunday, 18 December 2016, 15 January 2017, 19 February, 19 March and 16 April 2017 – this is the end of the season until October 2017



Wairarapa Balloon Society Inc – Park to Paddock Challenge – Soldiers Memorial Park, Saturday, 15 April 2017



*Future events:*

### **7.7.3. Martinborough**

*Completed events:*

Wairarapa Balloon Society Inc – Meander Over Martinborough – Soldiers Memorial Park, Saturday, 15 April 2017





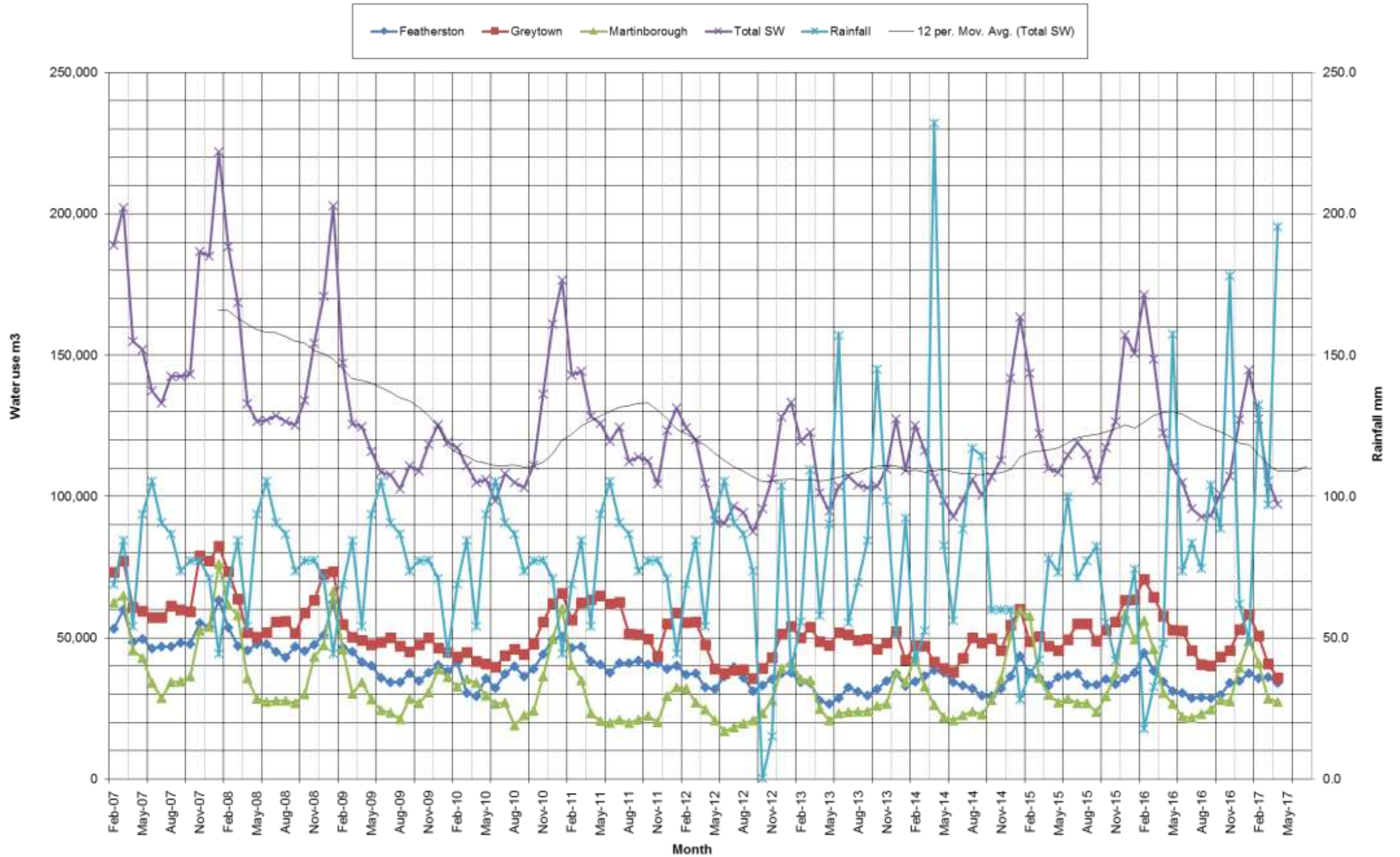
## **Appendices**

- 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

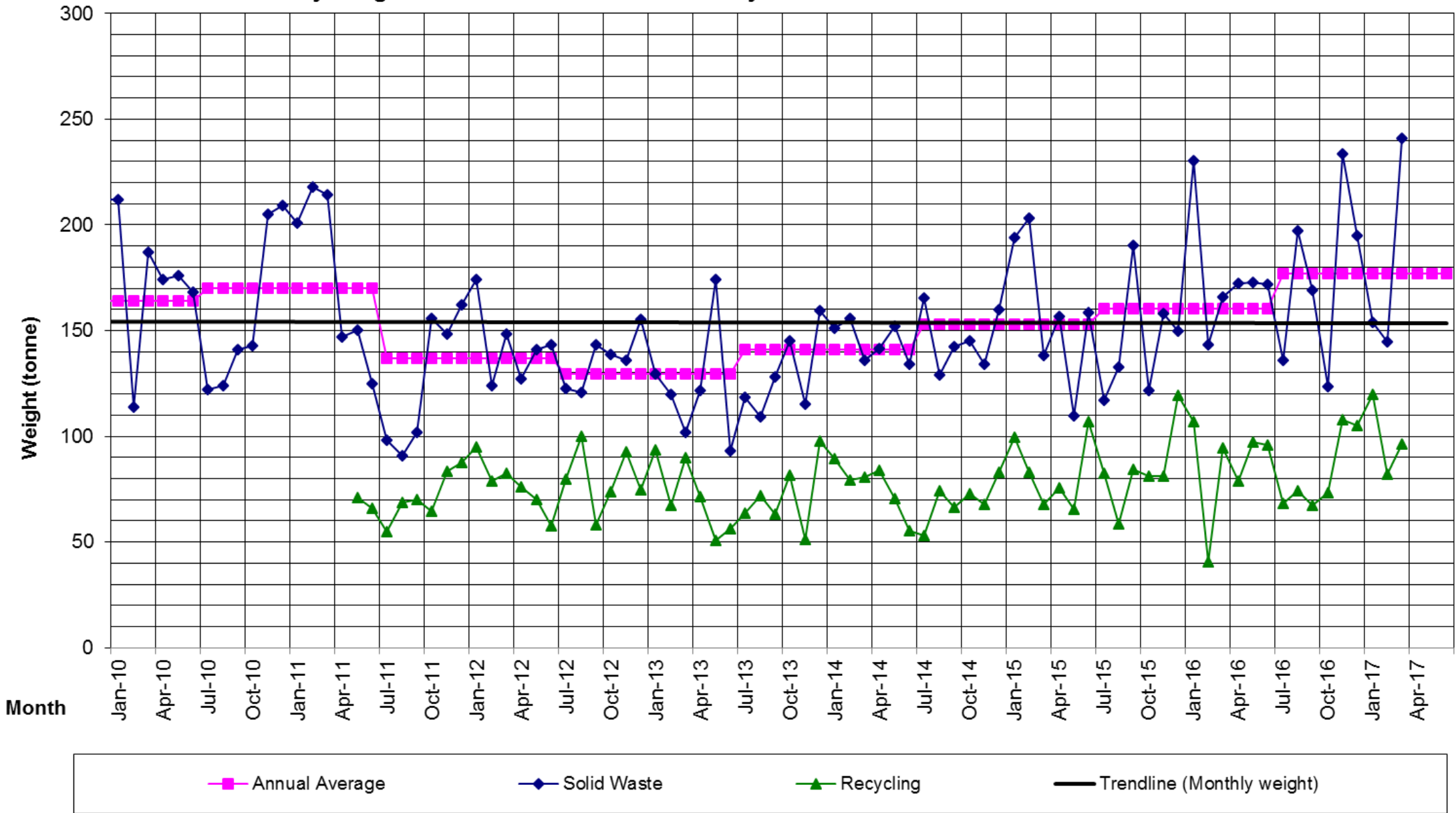
# **Appendix 1 - Monthly water usage**

# Water use South Wairarapa District Council



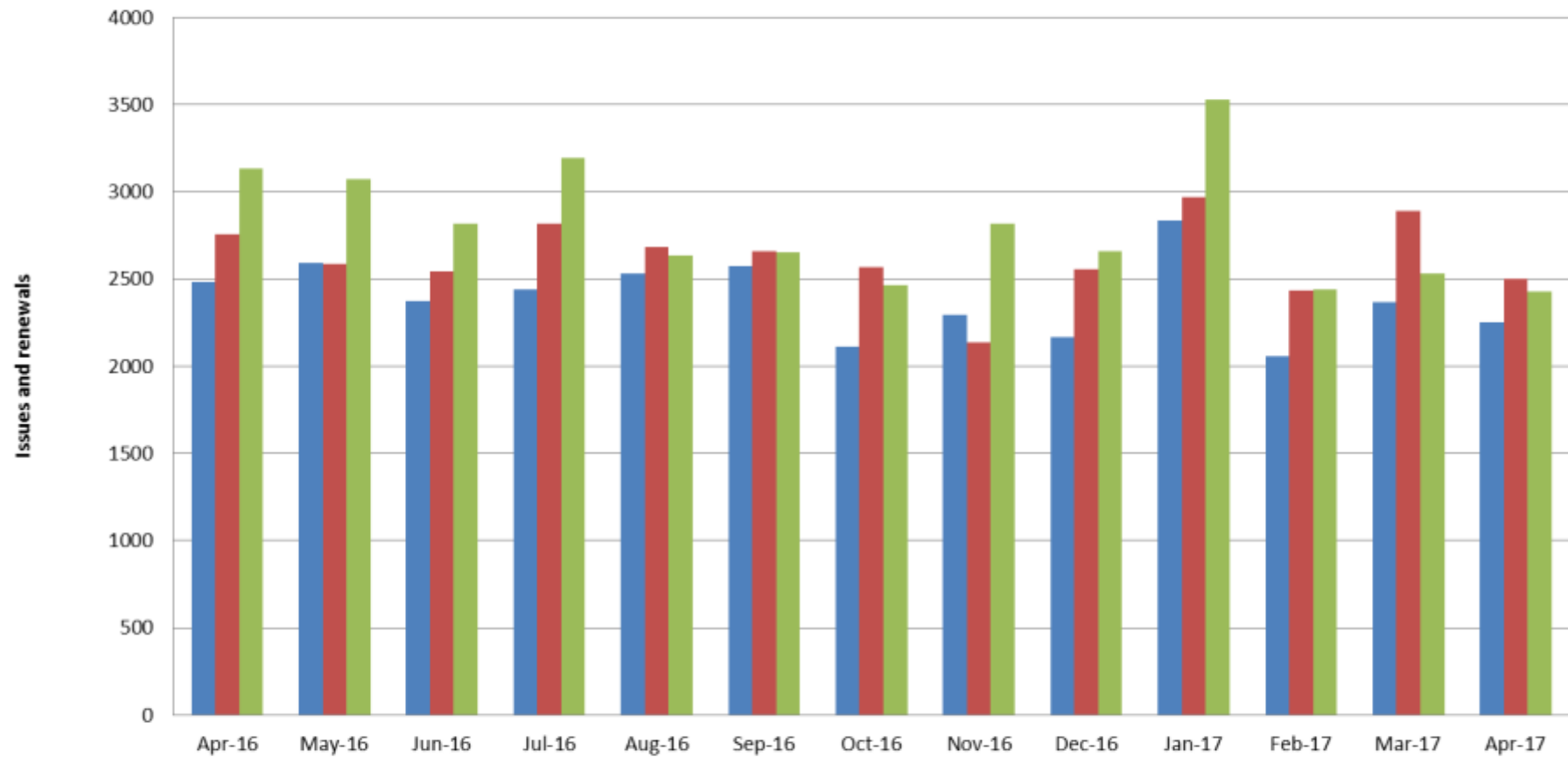
# **Appendix 2 -Waste exported to Bonny Glen**

Monthly weight of waste transferred to Bonny Glen



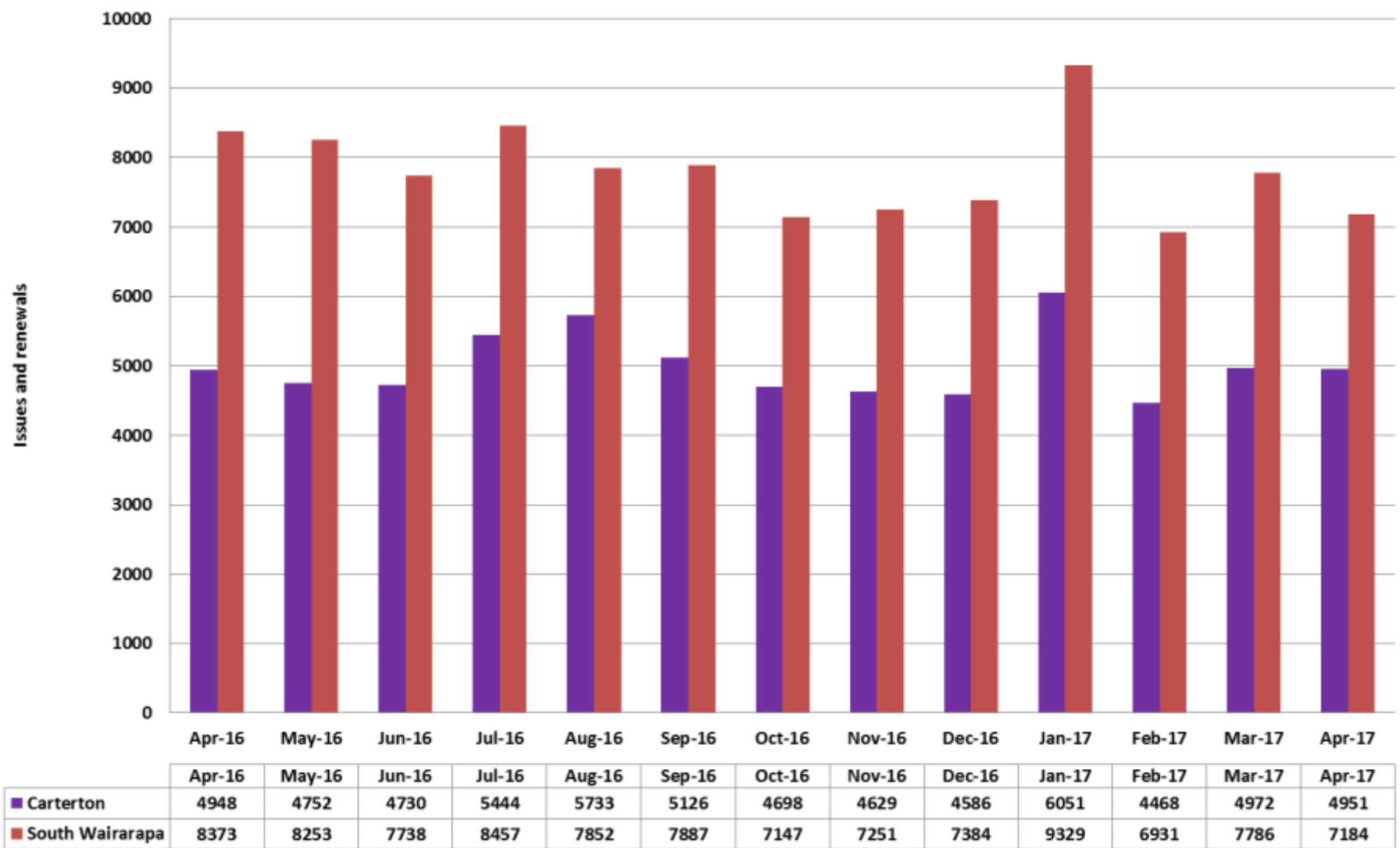
# **Appendix 3 – Library statistics**

## South Wairarapa libraries - issues and renewals to April 2017



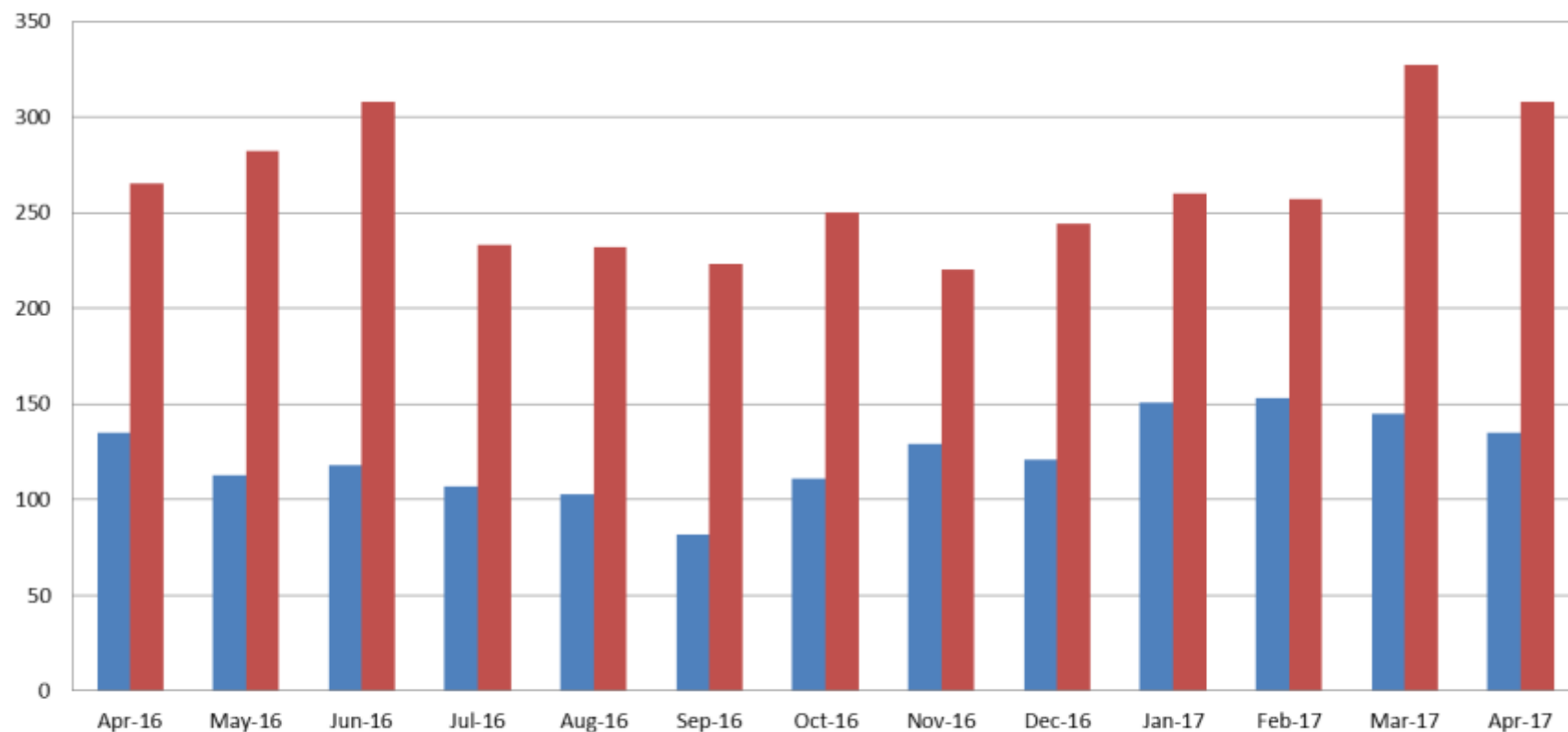
	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17
Featherston	2482	2591	2375	2440	2533	2574	2113	2296	2167	2836	2057	2369	2254
Greytown	2757	2588	2543	2820	2684	2659	2567	2136	2556	2967	2432	2888	2503
Martinborough	3134	3074	2820	3197	2635	2654	2467	2819	2661	3526	2442	2529	2427

### Wairarapa Library Service - issues and renewals to April 2017



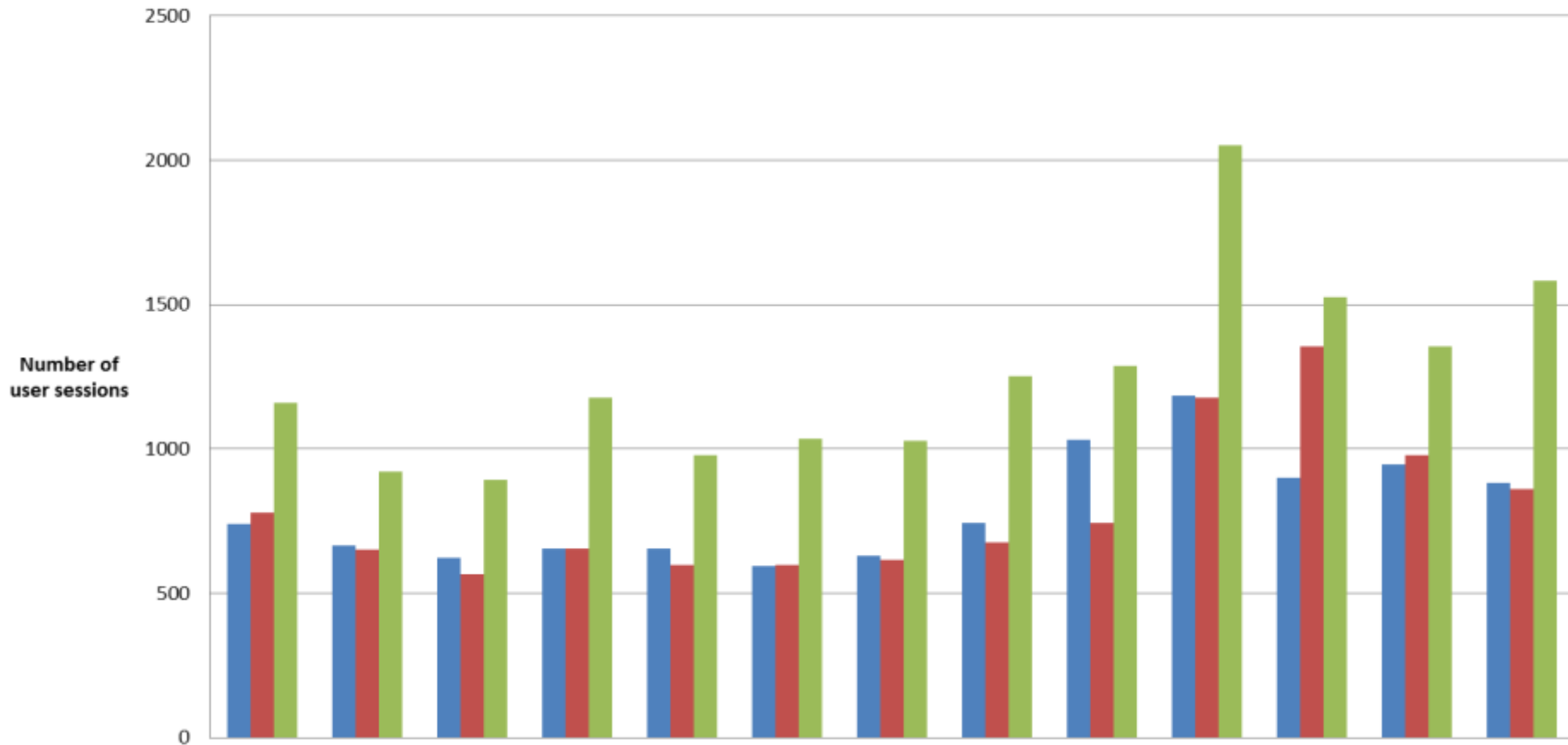


## Wairarapa Library Service - audio and e-book issues to April 2017



	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17
Audiobooks	135	113	118	107	103	82	111	129	121	151	153	145	135
E-books	265	282	308	233	232	223	250	220	244	260	257	327	308

### APNK Wi-fi user sessions to April 2017



	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17
■ Featherston	738	666	621	655	653	593	628	745	1030	1183	900	945	882
■ Greytown	779	651	567	653	599	597	617	675	745	1177	1354	979	861
■ Martinborough	1159	920	894	1177	977	1036	1026	1251	1288	2050	1524	1356	1581

# GREYTOWN COMMUNITY BOARD

7 JUNE 2017

## AGENDA ITEM 7.4

### APPLICATIONS FOR FINANCIAL ASSISTANCE

#### **Purpose of Report**

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

#### **Recommendations**

Officers recommend that the Community Board:

1. *Receive the information.*
2. *Consider the application from the Greytown Little Theatre against the grant criteria and consider allocating the requested \$500 to assist with the publicity costs associated with producing and performing 'An Unseasonable Fall of Snow'.*
3. *Consider the application from the Wairarapa Mathematics Association against the grant criteria and consider allocating the requested \$200 to assist with the costs associated with the annual primary and secondary schools maths competition.*
4. *Consider the application from the Greytown Lioness Club against the grant criteria and consider allocating the requested \$500 to assist with the costs associated with programme production and Welcome Bags to give to the 100 attendees of the Annual NZ Lioness Fun Forum.*
5. *Consider the application from the Wairarapa Citizens Advice Bureau against the grant criteria and consider allocating the requested \$350 to help with the costs associated with providing the volunteer programme.*
6. *Consider the application from Arthur Clarke (Greytown Sidewalk Astronomers) against the grant criteria and consider allocating the requested \$5000 to help with the costs associated with purchasing a telescope, pointer and signage so public astronomy evenings can be held.*

#### **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 Little Theatre	No outstanding accountability forms
Wairarapa Mathematics Association	No outstanding accountability forms
Greytown Lioness Club	No outstanding accountability forms
Wairarapa Citizens Advice Bureau	No outstanding accountability forms
Arthur Clarke (Greytown Sidewalk Astronomers)	No outstanding accountability forms

Contact Officer: Suzanne Clark, Committee Secretary

Approved By: Paul Crimp, Chief Executive

# GREYTOWN COMMUNITY BOARD

7 JUNE 2017

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## AGENDA ITEM 7.5

### BEAUTIFUL TOWNS AND CITIES AWARDS

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#### **Purpose of Report**

To inform community boards about the beautiful town award and provide information about how to nominate their town.

#### **Recommendations**

Officers recommend that the Community Board:

1. *Receive the Beautiful Towns and Cities Awards Report.*
2. *Consider whether the Community Board wishes to coordinate a nomination/s to the Beautiful Towns and Cities Awards.*

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

Mayor Napier has received an invitation from Keep NZ Beautiful for South Wairarapa District Council to participate in the Beautiful Towns and Cities Awards (see Appendix 1).

There are four main award categories: Beautiful Towns and Cities, Kiwi's Choice Award, Best Loo Award and Best Street Award.

There are a number of other award categories available for individuals, businesses, schools and community groups to enter.

Entries for all categories are valid for projects, campaigns and initiatives, which have been completed between September 1 2016 and September 1 2017. Entries will open, (official criteria and terms & conditions released) on June 1st 2017.

Further information on the Keep NZ Beautiful awards and their other initiatives can be found on their website ([www.knzb.org.nz/beautifulawards](http://www.knzb.org.nz/beautifulawards)).

## **2. Beautiful Towns & Cities Award Category**

These awards recognise and celebrate positive actions taken by communities in local and urban areas to protect and enhance their local environments. They encompass initiatives such as litter prevention, recycling, protection of the environment, preserving heritage, community action and leadership and environmental sustainability programmes.

There are four categories for this Award:

- Most Beautiful Suburb – open to all suburbs in NZ
- Most Beautiful Small Town/Village – Population of 5,000 or less
- Most Beautiful Large Town – Population of 5,000 – 20,000
- Most Beautiful City – population of 20,000+

In 2016 Fielding won the Most Beautiful Large Town award for the 15<sup>th</sup> time. 2016 winners for all categories can be found on the Keep NZ Beautiful website - there appears to be no winner (perhaps no entries) for the Most Beautiful Small Town/Village in 2016.

### **2.1 Gala Award Evening**

On October 13th 2017 Keep NZ Beautiful will recognise the environmental excellence of individuals, groups, businesses and schools at its annual "Beautiful Awards" which are being held at Craggy Range Winery in Hastings.

Tickets for this evening will be available from June 1<sup>st</sup> 2017 from Keep NZ Beautiful.

### **2.2 Financial Considerations**

Should the Community Board wish to send a member to the Gala Dinner, the ticket cost, travel and accommodation would need to be met by the Community Board.

## **3. Appendices**

Appendix 1 – Correspondence from Keep NZ Beautiful

Contact: Mayor Viv Napier  
Reviewed By: Paul Crimp, Chief Executive

# **Appendix 1 – Correspondence from Keep NZ Beautiful**



South Wairarapa District Council  
PO Box 6 Martinborough 5741

Monday 8<sup>th</sup> May 2017

Dear Mayor Napier,

**Re: Invitation for South Wairarapa District Council to enter the "Beautiful Towns & Cities Awards"**

The Beautiful Awards are a prestigious awards evening that recognises New Zealand's best towns, cities and local heroes, who lead the way with their outstanding environmental and beautification work.

We would love for **South Wairarapa District Council** to be recognised for the great environmental work that has been done in your region over the past 12 months. Below are a few award categories for you to consider entering:

**BEAUTIFUL TOWNS & CITIES**

These awards recognise and celebrate positive actions taken by communities in local and urban areas to protect and enhance their local environments. They encompass initiatives such as litter prevention, recycling, protection of the environment, preserving heritage, community action and leadership and environmental sustainability programmes.

There are four categories for this Award.

- 173. Most Beautiful Suburb – open to all suburbs in NZ
- 174. Most Beautiful Small Town/Village – Population of 5,000 or less
- 175. Most Beautiful Large Town – Population of 5,000 – 20,000
- 176. Most Beautiful City – population of 20,000+

**KIWI'S CHOICE AWARD**

This award recognises a favourite spot in New Zealand. Judging is done based upon location, facilities available, natural beauty, man-made beauty, cleanliness, popularity, and uniqueness. Anyone in New Zealand can nominate his or her favourite spot to win the Kiwi's Choice Award, however the award will be given to the local council.

**BEST LOO AWARD**

This award recognises the best public toilet in the country. It will take into account the location, the cleanliness and facilities of the interior and exterior and environment around the loo. This category is open to any one who manages/oversees a public toilet.

**BEST STREET AWARD**

This award recognises and celebrates a street that clearly stands out in the community. It will take into account the efforts that have been made for beautification, cleanliness and community pride. Gardens are cared for and the street feels safe, there is no evidence of graffiti or litter and plans are in place for keeping the street beautiful.





## OTHER AWARD CATEGORIES

In addition to the outlined awards, we have a range of awards that are available for individuals, businesses, schools and community groups to enter also.

These include:

- 345 Tidy Kiwi
- 346 Young Legend
- 347 Community Environmental Initiative
- 348 Sustainable School
- 349 Community Group
- 350 Most Innovative Business Packaging
- 351 Most Sustainable Business Project
- 352 Most Sustainable Business

We would love your support to help us promote these great awards to your local community so we can acknowledge them for their environmental efforts over the past 12 months. We have a range of promotional posters, digital tiles, press releases and other assets available that we are happy to share with your team. Please email [marketing@knzb.org.nz](mailto:marketing@knzb.org.nz) for more information.

Entries to all categories are valid only for projects, campaigns and initiatives, which have been completed between September 1st 2016 and September 1st 2017. **Entries open on June 1<sup>st</sup>, 2017 and close on September 1<sup>st</sup>, 2017.**

For a full list of award categories please see [www.knzb.org.nz/beautifulawards](http://www.knzb.org.nz/beautifulawards).

## GALA DINNER

All award winners will be announced at the Annual Keep New Zealand Beautiful Awards Gala Dinner, to be held on Friday October 13th at Craggy Range Winery in Hastings.

We would like to extend a formal invitation to you to purchase a seat (or table) at the awards evening. Enclosed is a save the date for the evening. Tickets will be on sale from June 1<sup>st</sup> at [www.knzb.org.nz/beautifulawards](http://www.knzb.org.nz/beautifulawards).

Keeping New Zealand Beautiful is a big job – and we couldn't do it without you.

Kind Regards,

Jodie Stuart  
National Marketing Manager  
[marketing@knzb.org.nz](mailto:marketing@knzb.org.nz)  
(022) 3566 334

# GREYTOWN COMMUNITY BOARD

7 JUNE 2017

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## AGENDA ITEM 9.1

### CHAIRPERSON REPORT

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#### **Recommendations**

The chairperson recommends that the Community Board:

1. *Receive the information.*
2. *Recommendation to receive the Welcome Signs report & approve a cost of up to \$2,000 for C.Turvey of 3D Designs to offer several options for new signs.*

#### **1. Topic 1 – Chorus Project**

The Greytown Community Board resolved to pursue this project. There is just one suitable chorus box at 84 Kuratawhiti St which could be used. First steps are to contact Chorus and see whether they would consider our project. If accepted we would like to use local artists for the project.

#### **2. Topic 2- Poppy Sign Trust**

We would like to pursue this and will the Poppy Trust who will look to see which names fit the conditions for a poppy sign. We will also speak to The Masterton Archives (Mr Gareth Winter) who has written a book called Street wise on how the South Wairarapa streets were named. One possible name is Jellicoe St whose name was changed from Bismark St.

#### **3. Topic 3 - Welcome Signs**

The welcome signs at the Nth & Sth end of Greytown are not fit for purpose. We have budgeted for the old signs to come down and the new ones (just the top section) need to be relocated to the middle of town at a much lower height. We have agreed to commission Criag Turvey of 3D Designs to come up with alternative options for us.

**Resolution: To contact C.Turvey of 3D Designs to offer several options for new signs up to a budget of \$2,000.**

#### **4. Topic 4 - Beautification Plan**

We are working on a beautification plan for Greytown. We have identified a number of ideas and initiatives and are working through key objectives and timelines.

One action point is for extra Trees for the Greytown Dog Park. 2 out of the 3 Titoki trees that were planted in July 2014 have died and we have requested for these to be replaced in the annual plan. The assets manager has agreed to pay for and replace 2 dead Titoki Trees by end of June.

#### **5. Topic 5 – Terms of Reference for the Tree Advisory Group**

We have had several meetings regarding this with TAG and hope to have this resolved shortly.

#### **6. Topic 6 – New Street Flags**

These have been received and are due to go upon the week beginning 28<sup>th</sup> May.

Written By: Leigh Hay, Chair Greytown Community Board

**MEMBER REPORT**  
for  
**Greytown Community Board Meeting**  
**7 June 2017**

<b>Member Name</b>	Ann Rainford
<b>Group Name</b>	Greytown Community Board
<b>Meeting Date</b>	Wednesday 7 <sup>th</sup> June
<b>Key issues from meeting</b>	Kuranui College, speakers and field trips
<b>Specific item/s for Community Board consideration</b>	<p>This report provides an update on events and visits planned with Kuranui college; to be undertaken by year 11 Kuranui students.</p> <p><b>Recommended action</b> It is recommended that GCB:</p> <ol style="list-style-type: none"> <li>1. Receive this information.</li> </ol>
<b>General</b>	<p><b>Kuranui College Field trips</b> Keynote speakers confirmed for May 15<sup>th</sup> 8-45 -10 Tom Hullena and Alan Maxwell</p> <p><b>May 16<sup>th</sup></b> 9.30 -10-30 Clareville Bakery 1.00-2.00 Mushroom farm</p> <p><b>May 23rd</b> 9.15-10.15 Breadcraft Ian Ireland Operations Manager 11.00.12-00 Copthorne E Henriette 1315-14.15 Beehive Greg Martin</p> <p><b>8<sup>th</sup> June</b> 9.00-9.50 Carterton Events Centre Digital Careers?? 10.05-11.00 New World Carterton Katy Yates 11.30-12.30 Bob and Jenny Tosswill, Toswills farm "Allendale" 277 Woodside Road, Greytown</p> <p><b>13<sup>th</sup> June</b> 9.30-10.30 ten O Clock Cookie Jenna Mangrin 11.00- 12.00 Fulton Hogan, 2 Buchanan Place Solway 1.00-2.00 Destination Wairarapa at the Open Eye Gallery Aratoi Museum David Hancock</p>

	<p><b>20<sup>th</sup> June</b> 10.30-11.30 Mitre Ten Masterton 100.200 Tranzit New Zealand 316 Queen Street, Masterton</p> <p><b>27th June</b> 9.00-10.00 Farmlands 11.00-12.00 Palliser wines Pip Goodwin Winery 1.00-2.00 Brain Tuckers Farm (pigs cows and sheep)-</p> <p><b>3rd July</b> <i>Employers Panel</i> Roger Barton Chairman of Federated Farms to confirm Paul Southey Building to confirm Connor Kershaw confirmed Katy Yates Confirmed Neil McCullen Wine – to confirm</p>
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**MEMBER REPORT**  
for  
**Greytown Community Board Meeting**  
**7 June 2017**

<b>Member Name</b>	Ann Rainford
<b>Group Name</b>	Greytown Community Board
<b>Meeting Date</b>	Wednesday 7 <sup>th</sup> June 2017
<b>Key issues from meeting</b>	<b>REPORT ON the 2017 New Zealand Community Board Conference in Methven 11<sup>th</sup>-14<sup>th</sup> May 2017</b>
<b>Specific item/s for Community Board consideration</b>	<p><b>Purpose of Report</b> To provide feedback to Greytown Community Board (GCB) on the 2017 Community Board conference</p> <p><b>Recommended Action</b> It is recommended that GCB: 1. Receive this information.</p>
<b>General</b>	<p><b>1. Executive Summary</b> The 2017 conference was held in Methven and 200 community Boards members attended. The theme of this year's conference 1+1=3 was about Local communities and Board Members achieving more than the sum of their parts, by working together and becoming agents of change. We should let communities lead and help to empower good initiatives thereby growing local democracy and encouraging local decision making.</p> <p><b>Some Highlights</b> <i>"Adequate Housing: sustainable development and the new urban agenda".</i> The first speaker was David Rutherford Human Rights Commissioner. Home should be the primary health care facility but property rights and security of home on rental properties were too weak in NZ. The goal of the Human Rights Commission was to provide adequate housing for all by 2030</p> <p><b>Sam Johnson co-founder of WeVisit and SVA cards</b> <i>"From the Student Volunteer Army to Today".</i> Communities need to be connected and perceptions shifted so that services are circular not hierarchical.</p>

	<p>Peoples' involvement prevents addiction and in today's society digital and other addictions flourish.</p> <p>The Student Army is now focusing on working with primary schools building projects and working with teachers. The Student Army have forwarded over 1000 SVA packs to classrooms. Over 32000 students from Kaitaia to Bluff have SVA cards to help them to identify projects and funnel their energy to provide social connections with older people in the community (See SVA School kit).</p> <p>He has also worked to establish WeVisit (see website) matching students with elderly people who need specific skills such as computer knowledge, gardening, family histories etc.</p> <p><b>Malcolm Alexander, CEO of Local Government New Zealand</b>  <i>Spoke on Big Ticket Projects</i>  His aim is to position Local Government as a unified strong voice in the total government structure 2017-2019 his focus is on leadership and delivery of change on big issues, delivering best performance and value for communities. Local government needs to build greater community engagement, setting a stronger platform for local democracy vis a vis a focus on localism</p> <p><b>Peter Biggs, Chair of Wellington Regional Economic Development Agency</b>  <i>"Reflections on Connecting with Communities in the 21<sup>st</sup> century"</i>  Peter was concerned that whilst cities are driving economic growth kiwis are not close to their communities.  From a survey of 600 only 13% said they were close to their community; most people felt that neighbourly connections were lacking and 86% felt that there were low levels of engagement across the community. In rural communities 25% felt that they were close to their community.  Whereas 9% of recipients were very close to a virtual community, 4 out of 10 believed that a digital revolution is isolating people from communities, and 86% of people would like to know their neighbours better.  Whilst 64 % of his recipients see local authority as providing amenities, only 25% see local authority as supporting interaction and behaviour. These 25% stated the need to facilitate greater social interaction, because when we support one another we feel safer and healthier.</p> <p>At a Zone 4 meeting we were told that the next meeting for Community Board members will be in Wellington at LGNZ rooms, to share experiences and good practices</p>
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**David Hammond, former CEO of Thames and Coromandel District Council**

*–“Nothing Less than Equal”*

David stated that Community Boards should lead locally, that at a local level Councils are not changing , Community Boards need “to grow” citizenship by working with communities and then going to stakeholders, There is a need for Community Boards to energise and empower communities to work alongside councils, not to be dictated by them

**Eyal Hamish CEO of OurSay**

*“Responding to Community Feedback”*

Eyal stated that the cause of risk in a community is a misunderstanding of outrage

Risk =hazard plus outrage. Community boards manage outrage prevention, through advocacy and outrage management

Community boards need to declare, acknowledge and defend. Sometimes outrage is necessary to provoke change.

**Mike Reid Principal Policy Adviser at LGNZ**

*“Conference wrap up”.*

Mike made the distinction between doing to and doing by. Community Boards have to help communities to find their own solutions, to co- design solutions with input from those affected.

There is a need to strengthen grass roots democracy and create communities not customers, by connecting different communities.

Community boards should help to facilitate social interaction. If this had happened then “Brexit and Trumpism” would not have succeeded. There is a need to foster citizenship and social engagement and go back to local decision making by building connections.

**Conclusion**

The theme of equal partnership between community Boards and Council ran through the presentations of many key speakers as did the theme that we should start local and that community boards should grow citizenship and return to local decision making.

I would like to thank the SWDC for funding me to attend this excellent conference. I learnt a great deal from some inspirational speakers and from being able to network with other Community Board Members.



## Greytown Community Board

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



4 May 2017

Jan Eagle  
Friends of Stella and Sarah  
18 Garrison Street  
Carterton 5713

Dear Jan

### **TI KOUKA SCULPTURE**

The Greytown Community Board would like to formally congratulate you on the successful completion and installation of the ti kouka sculpture in Stella Bull Park.

You have worked tirelessly on this project. In consultation with Niko Thomsen you have been instrumental in deciding on the ti kouka design, and then worked determinedly and unwaveringly to secure funds and sponsorship for the project. It is to your credit that the final sculpture, which is stunning, was completed and installed at no cost to the ratepayer. The sculpture is a real asset to the Park and to Greytown and as your acknowledgement plaque states a 'tribute to all our forebears who drew sustenance from this land'. The Friends of Stella and Sarah should feel proud of the sculpture as well as the beautification work you undertake at the Park for the enjoyment of our community.

We look forward to the sculpture's formal unveiling ceremony and the many years of enjoyment it will bring to our community and visitors to our town.

Yours sincerely

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

All members of the Greytown Community Board:

Leigh Hay (Chair)  
Ann Rainford (Deputy Chair)  
Mike Gray  
Christine Stevenson  
Cr Paora Ammunson  
Cr Margaret Craig

## Greytown Community Board

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



4 May 2017

Jo Seddon  
Chorus  
State Insurance Tower Level 11  
1 Willis Street  
Wellington 6011  
[Jo.Seddon@chorus.co.nz](mailto:Jo.Seddon@chorus.co.nz)

Dear Jo

### **CHORUS CABINET ART PROJECT**

The Greytown Community Board considered the Chorus Cabinet Art Project proposal put forward by Mayor Napier at their recent meeting on the 26 April 2017.

The Community Board expressed interest in the project and undertook to locate the Greytown cabinets and identify the most appropriate cabinet for the project. Subsequent to the meeting the a member of the Martinborough Community Board connected with a member of our WAIConnect Project Group who had mapped the location of the cabinets in the South Wairarapa towns. This information has been forwarded to the Greytown Community Board, so I can now confirm that the information required is in hand.

The Community Board will agree in a workshop setting the next steps, and Leigh Hay, Chair of the Community Board, will contact you in due course.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Suzanne Clark'.

Suzanne Clark  
Committee Secretary  
[Suzanne.clark@swdc.govt.nz](mailto:Suzanne.clark@swdc.govt.nz)