



## Greytown Community Board

### Minutes – 1 February 2012

- Present:** Christine Stevenson (Chairperson), Shane Atkinson, Michele Falleni, Kay Gray and Cr Viv Napier.
- In attendance:** Adrienne Staples (Mayor), Mark Allingham (Group Manager Infrastructure and Environment) and Suzanne Clark (Committee Secretary).
- Public participation:** Kevin Lyford (until 7:22pm).
- Conduct of business:** The meeting was conducted in public in the WBS Room, Greytown Town Centre on Wednesday 1 February 2012 between 7:00pm and 8:15pm.

#### **PUBLIC BUSINESS**

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

*GCB RESOLVED (GCB 2012/01)* to receive apologies from Cr Craig and Dr Dowds.

*(Moved Stevenson/ Seconded Gray)*

Carried

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

No conflicts of interest were declared.

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

###### **3.1 Kevin Lyford**

On behalf of Mrs Louise Ford, Kevin Lyford spoke to the Community Board asking that repairs to Mrs Ford's sewer lateral which extends under Main Street be urgently undertaken. The landowner could fund a portion of the cost but Mr Lyford asked Council to meet the remaining cost. Mr Lyford believed the laterals were not up to standard because of truck traffic along the road and asked that the Waste Water Policy be changed.

##### **4. ACTIONS FROM PUBLIC PARTICIPATION**

###### **4.1 Kevin Lyford**

The Community Board noted the public participation and Cr Napier advised the Community Board that the Waste Water Policy will be

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reviewed via the LTP process. Council has agreed that this policy will be released for public submission at the same time as the LTP.

*GCB NOTED:*

1. Action 30: CEO and Group Manager Infrastructure and Services to visit and renew discussions regarding sewer laterals with Mrs Louise Ford; M Allingham
2. Action 31: Determine if the sewer lateral location is stated on the LIM. Consider placing a statement relating to the Waste Water Policy on the LIM; G Bunny

## 5. COMMUNITY BOARD MINUTES/EXPENDITURE

### 5.1 Greytown Community Board Minutes – 23 November 2011

*GCB RESOLVED (GCB 2012/02)* that the minutes of the Greytown Community Board Meeting held on 23 November 2011 be confirmed as a true and correct record.

*(Moved Gray/ Seconded Falleni)*

Carried

### 5.2 Matters arising

*GCB RESOLVED (GCB 2012/03):*

1. That the Cahoots invoice for \$100 for a Christmas lunch for Information Centre staff be paid.

*(Moved Stevenson/ Seconded Cr Napier)*

Carried

### 5.3 Action items from previous meeting

The action items were reviewed and updates were provided. Mrs Falleni reported that the civil defence template sourced from New Plymouth was a good tool and asked that it be discussed at the next meeting.

*GCB RESOLVED (GCB 2012/04):*

1. To fund three signs, including design and printing, for the Greytown Cycle Trail at \$500 each.

*(Moved Stevenson/ Seconded Cr Napier)*

Carried

2. Action 32: Advise the Community Board of the number of civil defence volunteer applications and whether there were any Greytown applicants; M Allingham

3. Action 33: Adjust the Greytown public parking sign so it is facing the correct way; M Allingham

### 5.4 Income and Expenditure Statement to 30 November 2011

*GCB RESOLVED (GCB 2012/05)* to receive the Income and Expenditure Statement to 30 November 2011.

*(Moved Stevenson / Seconded Atkinson)*

Carried

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## 6. OPERATIONAL REPORTS – COUNCIL OFFICERS

### 6.1 Officers' Report to Community Boards

The Community Board considered the report.

*GCB RESOLVED (GCB 2012/06):*

1. To receive the Officers' Report to Community Boards.  
*(Moved Stevenson/ Seconded Cr Napier)*
2. Action 34: Contact property owners on Kuratawhiti and Udy Streets where tree overhang is impeding footpath access and request that landowners prune their trees; G Bunny
3. Action 35: Investigate whether an enforcement request for property owners to prune trees overhanging footpaths can be combined with an offer to mulch the green waste and then provide the mulch back to the public at no charge; M Allingham

Carried

## 8. COMMUNITY BOARD/COUNCILLORS REPORTS:

### Cr Napier

Cr Napier reported that the next Waiohine Floodplain Management Committee meeting was scheduled for the 13 February 2012. It was hoped that revised flood protection options would be agreed and that they could be taken out for public consultation.

### Kay Gray

Mrs Gray reported that the Information Centre had been busy over the Christmas period. The new Destination Wairarapa manager had visited the centre.

Mrs Gray felt that Greytown was looking untidy. The Group Manager Infrastructure and Services responded that cleanliness of towns had just been addressed with Transfield and that the contract provides for Greytown Main Street to be cleaned twice a week.

### Shane Atkinson

Mr Atkinson had provided a brief update on signage required for the cycle trail earlier and had nothing further to report.

### Michele Falleni

Mrs Falleni had attended a Wairarapa Library Service meeting and reported that an investigation into a new library management system would be occurring and that e-books were now available via library online services.

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**Christine Stevenson**

Mrs Stevenson reported that Christine Spicer would be redoing the barrels outside the Main Street shops. The Community Board agreed to fund plants for the barrels.

*GCB NOTED:*

- 1. Action 36: Write to Trusthouse requesting that the Greytown Supermarket maintain tidiness of their outside area; C Stevenson
- 2. Action 37: Arrange for the grass in Soldiers Memorial Park playground to be mown; M Allingham

**9. LTP MATTERS**

Mrs Stevenson tabled an itemised list of projects for the draft LTP. A workshop meeting for Community Board members was arranged to progress ideas further.

**10. CORRESPONDENCE**

10.1 Outwards

From Christine Stevenson to Dr Rob Tuckett, Arbor House Trust, dated 5 December 2011.

*GCB RESOLVED (GCB 2012/07):*

- 1. To receive the outwards correspondence.

*(Moved Stevenson/ Seconded Cr Napier)*

Carried

**11. FINANCIAL ASSISTANCE**

11.1 Victim Support

*GCB RESOLVED (GCB 2012/08)* to grant Victim Support the sum of \$500 for continued services in the South Wairarapa

*(Moved Stevenson/ Seconded Atkinson)*

Carried

**Confirmed as a true and correct record**

.....Chairperson

.....Date

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**Greytown Community Board  
Action Item List  
From 1 February 2012**

Ref #	Meeting	Date	Action Type	Responsible Manager	Resolution Number	Action or Task details	Status	
83	GCB	2-Jun-10	Action	Kay Gray		Organise a meeting with representatives from the Greytown Heritage Trust, Greytown Community Board and the Greytown Tree Committee with the purpose of progressing the Neill Cooper Conservation Award including the proposal of presenting the concept to the Greytown Lands Trust requesting financial support of the idea.	Open	Attended mtg with the Heritage Trust and presented idea. Awaiting response.
681	GCB	8-Jun-11	Action	Paul		Ensure Council staff responsible for booking Council buildings understand the booking policy	Open	Review whether advance block bookings are permitted, especially over long weekends.
902	GCB	31-Aug-11	Action	Cr Napier		Discuss with Susanne Bird whether a mural was still needed/wanted on the Greytown public toilets	Open	Mrs Stevenson discussed with Susanne Bird. Cr Napier to pickup with local business.
1073	GCB	23-Nov-11	Action	Christine Stevenson		Develop the LTP recommendations further adding cemetery parking extension. Consider what Greytown has and what Greytown needs, consider the demographic of the future, and consider outcomes from 'which way to the future'	Open	
1074	GCB	23-Nov-11	Action	Kay Gray		Provide the template for submissions on the Wairarapa District Health Board family violence green paper to Community Board members	Open	
30	GCB	1-Feb-12	Action	Mark		CEO and Group Manager Infrastructure and Services to visit and renew discussions regarding sewer laterals with Mrs Louise Ford	Actioned	
31	GCB	1-Feb-12	Action	Glenn		Determine if the sewer lateral location is stated on the LIM. Consider placing a statement relating to the Waste Water Policy on the LIM	Actioned	Council officers in the I&S department have been instructed to refer to the policy on the LIMs from now on.
32	GCB	1-Feb-12	Action	Mark		Advise the Community Board of the number of civil defence volunteer applications and whether there were any Greytown applicants	Actioned	Email sent to GCB 8.2.12 advising there was one applicant from Greytown also that an Emergency Services Focus Group mtg will be held on the 15.2.12 to discuss the CD volunteers/advertising etc., the meeting will include Mark Allingham and Murray Johnston from EOC Masterton.
33	GCB	1-Feb-12	Action	Mark		Adjust the Greytown public parking sign so it is facing the correct way	Actioned	8.2.12 This was done today.
34	GCB	1-Feb-12	Action	Glenn		Contact property owners on Kuratawhiti and Udy Streets where tree overhang is impeding footpath access and request that landowners prune their trees	Actioned	Bylaws officers have sent out notices to address issue where required.
35	GCB	1-Feb-12	Action	Mark		Investigate whether an enforcement request for property owners to prune trees overhanging footpaths can be combined with an offer to mulch the green waste and then provide the mulch back to	Actioned	Spoke to Earthcare. Proposed timing is March/April.

Ref #	Meeting	Date	Action Type	Responsible Manager	Resolution Number	Action or Task details	Status	
						the public at no charge		
36	GCB	1-Feb-12	Action	Christine Stevenson		Write to Trusthouse requesting that the Greytown Supermarket maintain tidiness of their outside area	Open	
37	GCB	1-Feb-12	Action	Mark		Arrange for the grass in Soldiers Memorial Park playground to be mown	Actioned	8.2.12. Steve MacArthur is arranging this.
40	GCB	1-Feb-12	Resolution	Paul	GCB2012/03	GCB RESOLVED (GCB 2012/03):1. That the Cahoots invoice for \$100 for a Christmas lunch for Information Centre staff be paid. (Moved Stevenson/ Seconded Cr Napier) Carried	Actioned	
41	GCB	1-Feb-12	Resolution	Paul	GCB2012/04	GCB RESOLVED (GCB 2012/04): 1. To fund three signs, including design and printing, for the Greytown Cycle Trail at \$500 each. (Moved Stevenson/ Seconded Cr Napier) Carried	Open	
92	GCB	1-Feb-12	Resolution	Paul	GCB2012/08	GCB RESOLVED (GCB 2012/08) to grant Victim Support the sum of \$500 for continued services in the South Wairarapa (Moved Stevenson/ Seconded Atkinson) Carried	Actioned	Invoice received, will be in 20 March payment run

<b>Greytown Community Board</b>							
<b>Income &amp; Expenditure to 31 January 2012</b>							
	<b>Jul-11</b>	<b>Aug-11</b>	<b>Sep-11</b>	<b>Oct-11</b>	<b>Nov-11</b>	<b>Dec-11</b>	<b>Jan-12</b>
<b>INCOME</b>							
Balance 1 July 2011	18,026.27	18,026.27	18,026.27	18,026.27	18,026.27	18,026.27	18,026.27
Annual Plan 2011/12	20,930.00	20,930.00	20,930.00	20,930.00	20,930.00	20,930.00	20,930.00
Misc Income				2,782.61	2,782.61	2,782.61	2,782.61
<b>TOTAL INCOME</b>	<b>38,956.27</b>	<b>38,956.27</b>	<b>38,956.27</b>	<b>41,738.88</b>	<b>41,738.88</b>	<b>41,738.88</b>	<b>41,738.88</b>
<b>EXPENDITURE</b>							
Members' Salaries	673.50	1,366.64	2,049.96	3,306.70	4,156.88	5,007.06	5,857.24
Members' Expenses	-						
<b>Total Personnel Costs</b>	<b>673.50</b>	<b>1,366.64</b>	<b>2,049.96</b>	<b>3,306.70</b>	<b>4,156.88</b>	<b>5,007.06</b>	<b>5,857.24</b>
Michel Falleni - Reimburse travel - conference		518.00	518.00	518.00	518.00	518.00	518.00
Flagz Group -Flags		1,230.00	1,230.00	1,230.00	1,230.00	1,230.00	1,230.00
Silver Image - Melbourne Cup		45.00	45.00	45.00	45.00	45.00	45.00
Spicer Robin - Wine Barrell plants		17.86	17.86	17.86	17.86	17.86	17.86
Clareville Nursery - Potting Mix / Plants		123.65	123.65	123.65	123.65	123.65	123.65
Harmony Lane - Melbourne Cup Street Festival			1,626.09	1,626.09	1,626.09	1,626.09	1,626.09
Lamb-peters print - Melbourne Cup				476.00	476.00	476.00	476.00
Mark's signs - Fluteboard				542.00	542.00	542.00	542.00
Mark's signs - Melbourne Cup				280.00	280.00	280.00	280.00
Stevenson Chrisine - Melbourne Cup				83.81	83.81	83.81	83.81
Von Pein Susan - Melbourne Cup				130.43	130.43	130.43	130.43
Caterton Crier - Melbourne Cup				78.50	78.50	78.50	78.50
Red Petal - Funstuff Melbourne Cup				92.60	92.60	92.60	92.60
Jonsburg - Melbourne Cup				294.02	294.02	294.02	294.02
Warehouse Stationary - Whiteboard				91.30	91.30	91.30	91.30
Local Government - Community Board Levy 11/12					166.67	166.67	166.67
Power Services - Rugby/xmas flags					264.00	264.00	264.00
<b>Total General Expenses</b>	<b>-</b>	<b>1,934.51</b>	<b>3,560.60</b>	<b>5,629.26</b>	<b>6,059.93</b>	<b>6,059.93</b>	<b>6,059.93</b>
Kuranui College - Wearable Art Comp	500.00	500.00	500.00	500.00	500.00	500.00	500.00
Friends of Cobblestones - Xmas Carols evening		250.00	250.00	250.00	250.00	250.00	250.00
Cobblestone Trust - Melbourne Cup Day				100.00	100.00	100.00	100.00
NZ Fire Service - Melbourne Cup Day					100.00	100.00	100.00
Greytown Lions - Melbourne Cup Day					86.96	86.96	86.96
<b>Total Grants</b>	<b>500.00</b>	<b>750.00</b>	<b>750.00</b>	<b>850.00</b>	<b>1,036.96</b>	<b>1,036.96</b>	<b>1,036.96</b>
<b>TOTAL EXPENDITURE</b>	<b>1,173.50</b>	<b>4,051.15</b>	<b>6,360.56</b>	<b>9,785.96</b>	<b>11,253.77</b>	<b>12,103.95</b>	<b>12,954.13</b>
<b>ACTUAL NET SURPLUS/(DEFICIT) YEAR TO DATE</b>	<b>37,782.77</b>	<b>34,905.12</b>	<b>32,595.71</b>	<b>31,952.92</b>	<b>30,485.11</b>	<b>29,634.93</b>	<b>28,784.75</b>
<b>LESS: COMMITMENTS</b>							
Salaries to 30 June 2012	9,890.50	9,197.36	8,514.04	7,257.30	6,407.12	5,556.94	4,706.76
discretionary grants							
Melbourne cup day celebrations	1,000.00	955.00					
<b>Total Commitments</b>	<b>10,890.50</b>	<b>10,152.36</b>	<b>8,514.04</b>	<b>7,257.30</b>	<b>6,407.12</b>	<b>5,556.94</b>	<b>4,706.76</b>
<b>BALANCE TO CARRY FORWARD</b>	<b>26,892.27</b>	<b>24,752.76</b>	<b>24,081.67</b>	<b>24,695.62</b>	<b>24,077.99</b>	<b>24,077.99</b>	<b>24,077.99</b>

# GREYTOWN COMMUNITY BOARD

14 MARCH 2012

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## AGENDA ITEM 5.1

### OFFICER'S REPORT

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#### **Purpose of Report**

To update members on the Corporate Support, Infrastructure and Services and Planning and Environment Group activities.

#### **Recommendations**

Officers recommend that the Community Board/Committee:

1. *Receive the information.*

## CORPORATE SUPPORT GROUP

### 1. Executive Summary

Since the last report the LTP has dominated proceedings – so in terms of words – not many - but lots going on including all the public meetings and workshops.

Apart from the LTP, the other key matter for this year is the replacement of the computer operating system. A (Request for Proposal) RFP is due to go out this week to a selected group of three vendors in accordance with Councils purchasing policy.

The final project for the near future will be the analysis and replacement of our photocopier fleet.

### 2. Discussion

#### 2.1 LTP

The LTP is moving forward as planned and there are no anticipated issues that would hinder meeting the statutory deadline of 30 June, with the target adoption date of 27 June.

The series of targeted consultation meetings has been completed and a number of themes have come out of these. The output of these meeting will be discussed further and incorporated into the LTP where able



## 2.2 Operating system replacement

As you are aware, the current ACS local authority software suite has been phased out by the new owners and in terms of council policy a closed RFP will be carried out.

The RFP will really only cover replacement of the existing software suite – it is not anticipated any additional functionality will be purchased. It is not anticipated a document management system will be included as part of this purchase, but compatibility with document management systems will be a criteria of the RFP (in reality these days, all systems have the ability to interface with other systems).

Limited guidance from Splice Group has been sought, however it is anticipated we will not require much in the way of external assistance. Splice Group were recommended by MDC and have experience in this area.

The following table outlines the broad timetable:

Description	Duration	Timeframe – no later than
RFP Preparation	5 weeks	27 February 2012
RFP Response time	4 weeks	23 March 2012
RFP Evaluation	1 week	30 March 2012
Shortlist – 2 Suppliers		30 March 2012
Product demonstrations and site visits	2 weeks	18 April 2012
Decision – recommendation to Council		4 May 2012 (For 16 May Council Meeting)
Implementation	?	To be decided

## 2.3 Rate Arrears

Efforts continue on rate arrears. We are not able to generate a usable report until after the instalment is due.

I have been in discussion with MDC over collection procedures and while we are generally following the same procedures, we may need to take a stricter line in how we follow the arrears up. That said it has taken many years of consistent pressure by MDC to achieve their low level of arrears.

## 2.4 Financial Statements for the six months ended 31 December, and seven months ended 31 January 2012

The financial statements for the six months ended 31 December are presented for the record, no analysis has been carried out on these statements.

The financial statement for the seven months ended 31 January will be tabled with full analysis, following discussion with the risk and audit working party.

## **2.5 Photocopier Leases**

A number of the leases for the large photocopiers have run out and an analysis of new requirements will be carried out.

We are now able to utilise the all of government GSB contracts which should generate some savings.

Contact Officer: Paul Crimp, Group Manager Corporate Support

# **INFRASTRUCTURE AND SERVICES GROUP**

## **1. Executive Summary**

### **1.1 Consents**

Consent management work continues to bring a focus to what needs to be achieved during the coming year particularly in regard to Councils water race systems. A further meeting was held ahead of Christmas with steering group members and interested parties where information was provided in regard of land treatment and progress achieved at date with the various consent renewals.

Delays continue to be experienced with lodgement for the Greytown WWTP.

Preliminary documentation has been lodged with the Regional Council for the AEE Application required for the Martinborough WWTP consent renewal.

### **1.2 Facilities and Utilities contract renewal**

Work is continuing on the development of the new contracts for the Facilities management and utilities contracts for council. Following the in-house workshop and more detailed discussions the current contract with Transfield will be tendered in a new format. The key changes are;

- Current contract split into two contracts, being Utilities and Facilities Management (FM).
- The Facilities Management will be inclusive of buildings (not currently covered) as well as Open spaces, pools, playgrounds and other areas currently covered under the current specification.
- An Expression of interest (EOI) and Request for price (RFP) process will be followed with a recommendation to council to be accepted at the August meeting and contract initialisation in September.

### **1.3 New Zealand Transport land transport plan (NZTA LTP)**

The draft NZTA LTP has been submitted and an audit review undertaken. This plan covers the next 3 years expenditure and is a rolling program which allows for funds to be moved between years. This is the final year of the last 3 year program and the new LTP includes the return of \$730,000 for the 2010/12 period. This has resulted from unfunded subsidies and special purpose road funds unspent.

### **1.4 GIS Shared service**

The regional GIS project is well underway. There have been delays with the full adoption by SWDC due to the accessibility of the ACS data and incorporation into the system. GIS is a valued tool in data management and underutilized both regionally and internally.

As this project develops linkages will progress to incorporate various sources of data available; e.g. RAMM, Water races and maintenance costs. The system will then provide a strong base for optimum decision making and ease of communication as well as a source of public assed information.

### **1.5 Civil Defence Emergency management**

The shared service is still developing both area wide and regionally. Recent drive-overs have been done reviewing Tsunami signage and locations of safe havens. The Regional structure is still being reviewed and implemented which will affect the final area (Masterton, Carterton and South Wairarapa) structure and roles.

### **1.6 Rural Fire**

The service for rural fire has been delivered through the Wairarapa Rural Fire and has dealt with recent incidents independent of councils command and control. These incidents have been anecdotally seen to have been successful.

### **1.7 Asset Management Planning**

The recent rewrite of the 3 major APM's (Water, Waste water and roads) has been completed in draft with the first sent to Audit New Zealand on January 30.

A new set of spread sheets are being developed to assist in the long term modelling of all of councils assets allowing

The modelling module can be linked to other systems or it can act as a stand-alone generic financial modeller. That is it can be used in conjunction with any other system or source of asset condition information to produce financial forecast outcomes.

In broad terms the Moloney financial modelling package is a network-based system that has two separate modelling paths, both of which commence with the present condition distribution of the asset set. One path predicts the capital renewal expenditure requirement necessary to maintain the asset set within a selected condition. The other predicts future asset condition based on a proposed capital renewal expenditure profile.

This will allow council to view all its assets together with the renewal and maintenance costs as a combined group. The input of data will continue and be reviewed over the next 3 months.

## **2. Utilities**

### **2.1 Wastewater**

#### **2.1.1. Operations**

Wastewater treatment plants operated routinely over the period. Normal monitoring for flow and compliance reporting continued throughout the period with no non-compliance issues reported.

There were 6 pipeline blockages were reported and rectified during the period.

#### **2.1.2. Capital**

Planning processes, development of resource consent applications and the delivery of new infrastructure continued across Council's wastewater treatment sites.

- Greytown Wastewater Treatment Plant. The affected party consultation process is almost complete. Delays however due to concept refinement and technical agreement in regard to long term river discharge continue to occur pushing back the timeline for application lodgment to April 2012. Pre-circulation of the draft AEE to interested and affected parties is planned ahead of application lodgment.
- Martinborough Wastewater Treatment Plant (consent variation works). Previously reported that all physical works as required via the variation are complete. The variation also required that the Preliminary and Draft AEE for the new consent application be submitted by 10<sup>th</sup> January 2012. This was achieved although not as complete even in draft form as was anticipated. It is expected further consultation will occur with the consenting authority and affected parties prior to full lodgment in April 2012.
- Featherston Wastewater Treatment Plant. The UV plant was commissioned prior to Christmas (the provision of this was a condition of the consent variation approved in 2010). Early results are promising with good reductions in pathogen counts being recorded.
- Efforts to prepare a draft AEE by no later than 25 February 2012, being six months ahead of the consent expiry date with the full AEE and application to be submitted by 1 June 2012 were being applied however due to resourcing issues over the holiday period it will now not be possible to meet this timeline. Council must however have a final AEE submitted by no later than June 01 2012. It is proposed where appropriate to deliver a similar level of reporting for the draft AEE to that proposed for the Martinborough site.
- The FWT trial continues after some further modifications aimed to minimise short circuiting and achieve maximum benefit from the floating mats.

## **2.2 Water Supply**

### **2.2.1. Operations**

A graph of water consumption is attached; it indicates typical use for the time of year and season however it is noted that consumption in Greytown increased markedly ahead of Christmas. Leak detection observation in the New Year was unable to establish significant leakage in the urban reticulation systems.

No non-compliance exceedances were reported during the period.

### **2.2.2 Pirinoa Water Supply**

A meeting took place with users of the Pirinoa Water Supply over the holiday period.

This supply is not owned by Council and is operated by a user representative resident at Pirinoa. Council provides monitoring services and covers maintenance costs for the system. An annual charge is applied to all users of the service to cover these costs.

It is apparent that the supply is stretched to its capacity limits from time to time by non- domestic use (Public Hall functions) and consideration should be given to providing more treated tanked water storage(an additional 22,500 litres) as a first step.

For some time officers have felt that the local maintenance responsibility(filter maintenance and back washing) should be undertaken by others to ensure quality and compliance of supply e.g. There were two detected exceedances (E Coli 1) in 2011 where the District Health Board had to be notified.

The Pirinoa School is connected to the supply and as such some weight ought to be given to ensuring that the appropriate systems and resources are in place to adequately reduce the risk of producing unacceptable drinking water.

In regard of any supply upgrade Council might like to consider whether or it will assist with or cover the funding of additional storage (expected to be around \$5000 complete).

## **2.3 Water Races**

Water races operated normally during the period.

Further consultation with water race users will be commenced with public meeting (s) scheduled in the next month ahead of the adoption of a new draft bylaw (subject to a full round of public consultation as required by the Local Government Act).

## **2.4 Waste Management**

### **2.4.1. Operations**

Services are being delivered as normal with some changes planned to be made to collection routine in the Greytown business area.

The two extra collections planned for the coastal areas over the holiday were implemented. Bylaws officer reported that heavy loads were experienced in the coastal public areas over the Christmas /New Year period.

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

### **2.4.2. Consents**

The operative consent for the Martinborough Transfer Station which includes management of the closed landfill site was lodged before Christmas. Council has been asked for further information in regard of landfill closure management planning and green-waste covering procedures. These questions are being addressed with staff assistance by our consultant planner, Opus International Consultants.

## **3. Roothing**

### **3.1 Roothing Maintenance by Oldfields**

The effectiveness of routine grading is restricted by generally dry conditions, but that said, we had sufficient rain in early January to cause slips and flooding.

In addition to routine grading, Oldfields have been repairing potholes and signs and painting sight rails and posts.

The heavy rain in early January was wide spread through the south and east of the district and caused slips on Cape Palliser Rd, White Rock Rd, Haurangi Rd, Tora Te Awaiti Rds and Pahaoa.

Clearing slips and culverts took two weeks.

Oldfields are now engaged on pavement repairs and berm mowing. Some berms were missed in early December and a complete recut is scheduled for February as grass growth has continued.

### **3.2 Shape Correction Contract – Fulton Hogan**

Two thirds of the way through. Target completion date in four weeks. White Rock Road, Stages 1 and 2 complete. Lake Ferry Road, Stages 3 to 5 in progress.

### **3.3 Update on HPMV progress**

Opus is assessing SH53 for an HPMV route and the benefit cost ratios for that. If this is positive then an assessment will be done on Kahutara Road.

## **4. Parks and Reserves**

### **4.1 Street Cleaning**

Street cleaning needs further attention by Transfield. Kerb and channel cleaning and removing debris from sump grates contribute to the poor performance of the stormwater during heavy rain. Quarterly cleaning of all kerb and channel in the three towns is scheduled to start in the first week of February.

### **4.2 Maintenance**

Routine maintenance of parks and reserves is generally satisfactory with Transfield making an extra effort with the Greytown cricket pitch.

## **5. Property and Facilities**

### **5.1 Properties**

- 24 hour toilet in Featherston is closed due to a fire.
- Featherston Play Centres lease was not renewed and they have moved out of the Anzac Hall and keys returned.

### **5.2 Pensioner Housing**

There are 2 flats (bedsits) vacant in the Burling Flats, Featherston. Remaining flats all tenanted. Burling flats 2 and 8 are leaking again. New roofing is needed particularly on Units 1 & 2 and Units 7 & 8.

### **5.3 Swimming Pools**

Featherston Pool has issue with new concrete division wall. The glass beading to stop skidding has not worked so a thin layer of sand is going on to roughen the surface up. Featherston had a break-in where money was taken and the first aid kit.

### **5.4 Leases and Licenses**

A few renewals accepted for leases and licenses which were due to run out 31 January 2012.

## **6. Libraries**

Refer Appendix 1 for statistics on all libraries:

- Issues
- Transactions
- New Borrowers
- Wifi Internet Usage
- Summer Reading Programme
- Door Count



## **7. Appendices**

Appendix 1 – Library Statistics

Appendix 2 – Monthly Water Usage

Appendix 3 – Waste Exported to Bonny Glen Including Recycling

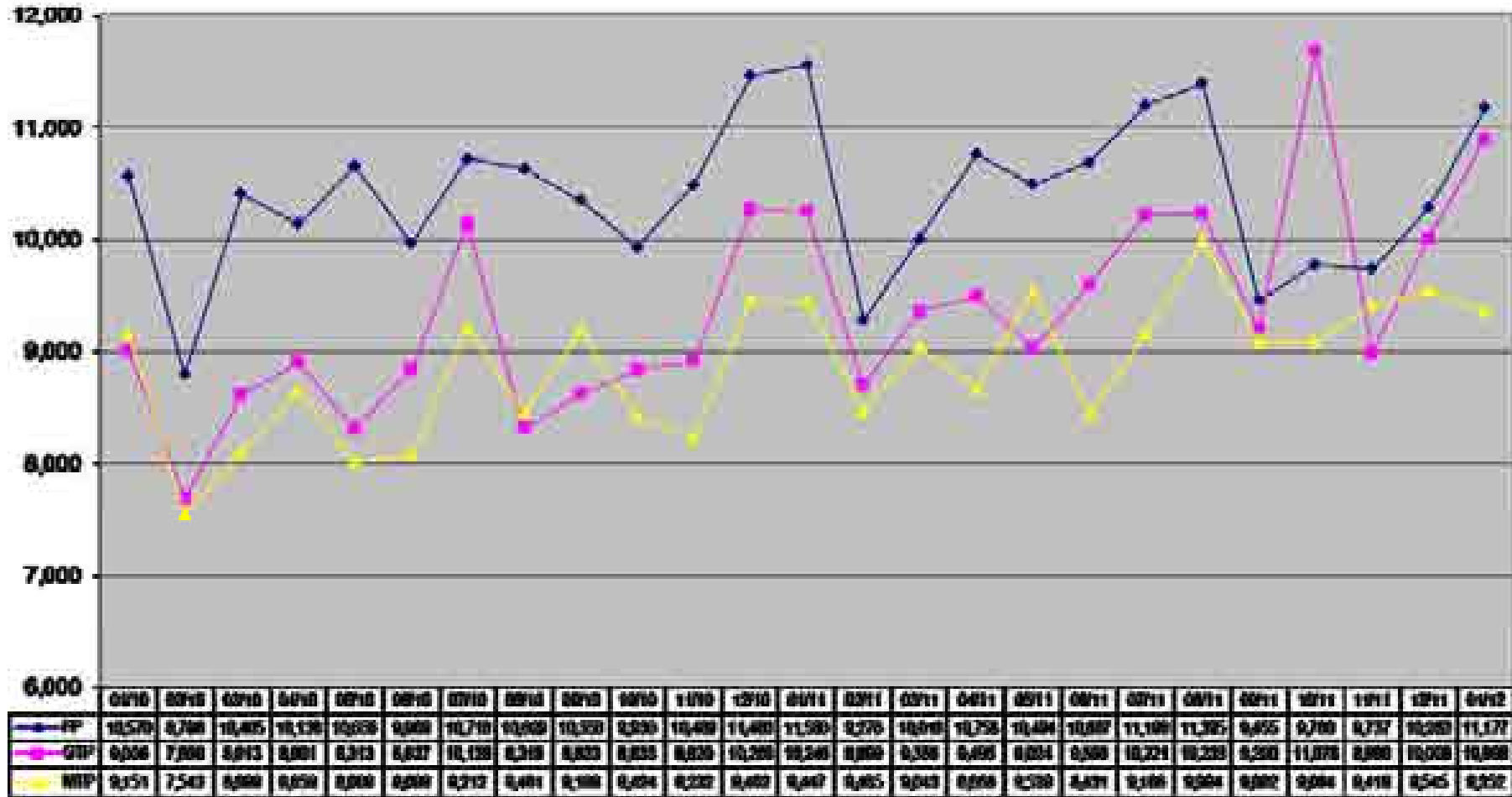
Contact Officer: Mark Allingham, Group Manager Infrastructure and Services

# **Appendix 1 – Library Statistics**

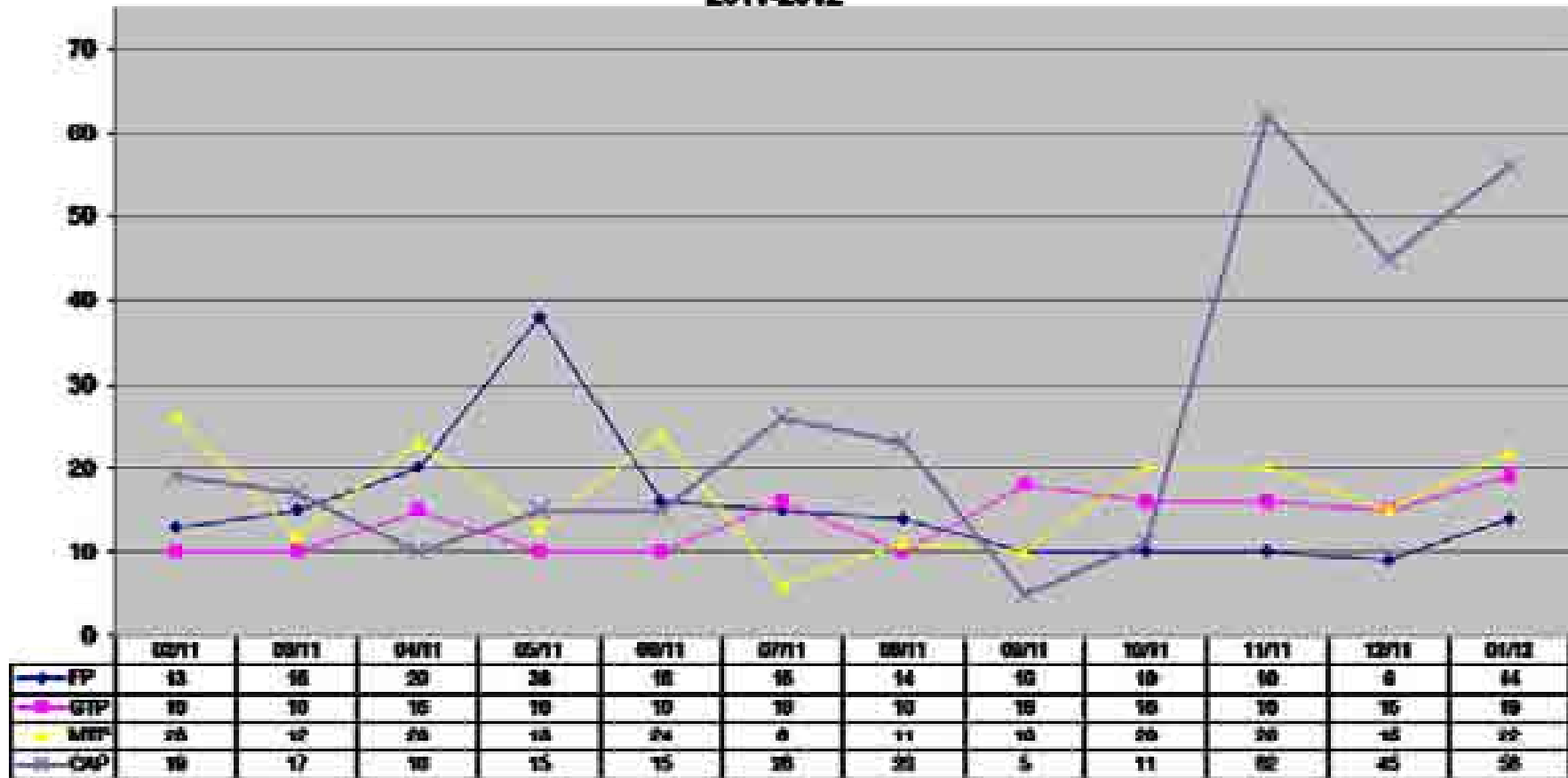
**Issues: Featherston, Greytown and Martinborough Libraries: 2010-2012**



**Transactions (excluding Council functions) for Featherston, Greytown and Martinborough Libraries : 2010-2012**

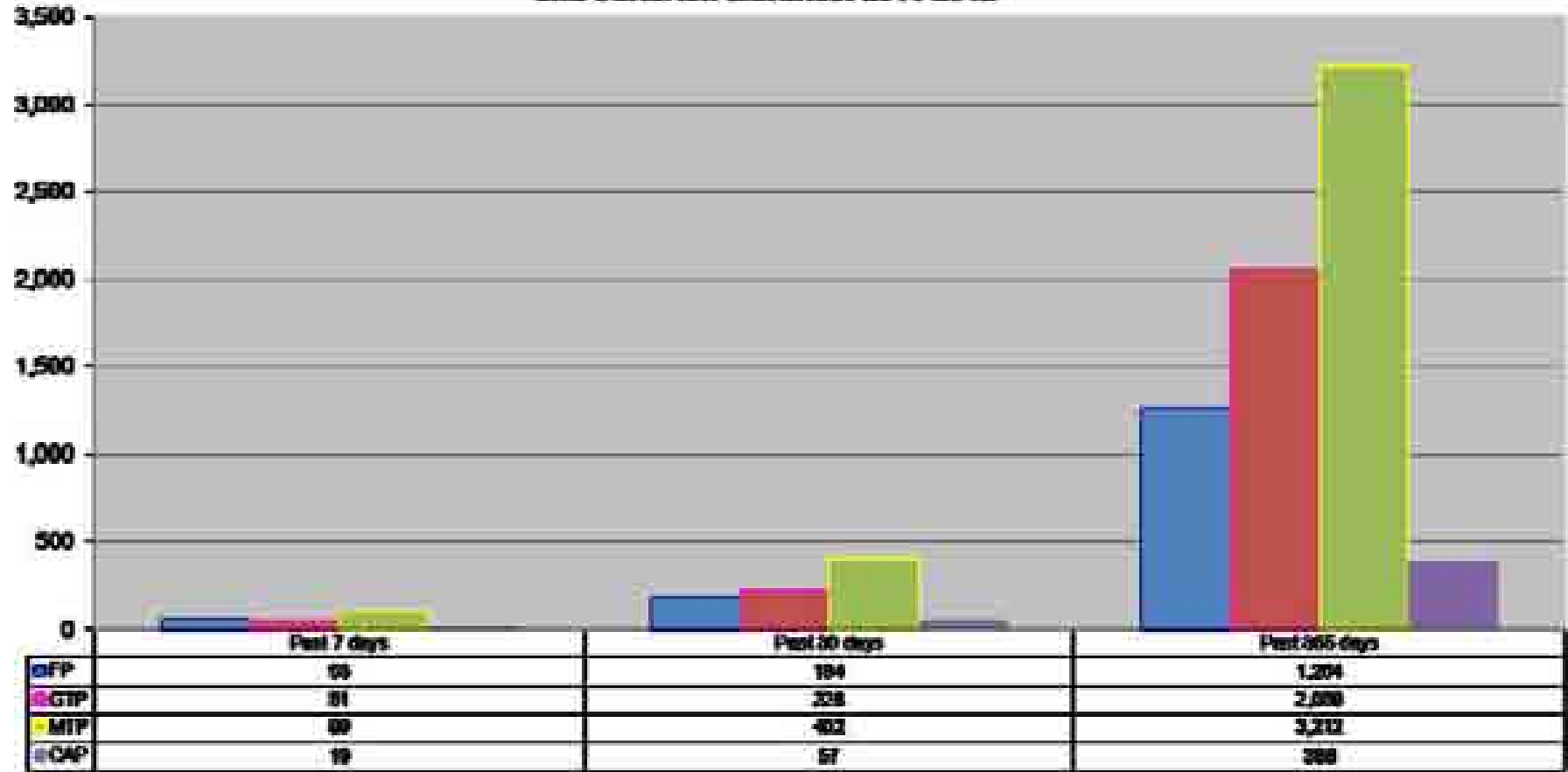


**New Borrowers added to Featherston, Greytown, Martinborough and Carterton Libraries  
2011-2012**



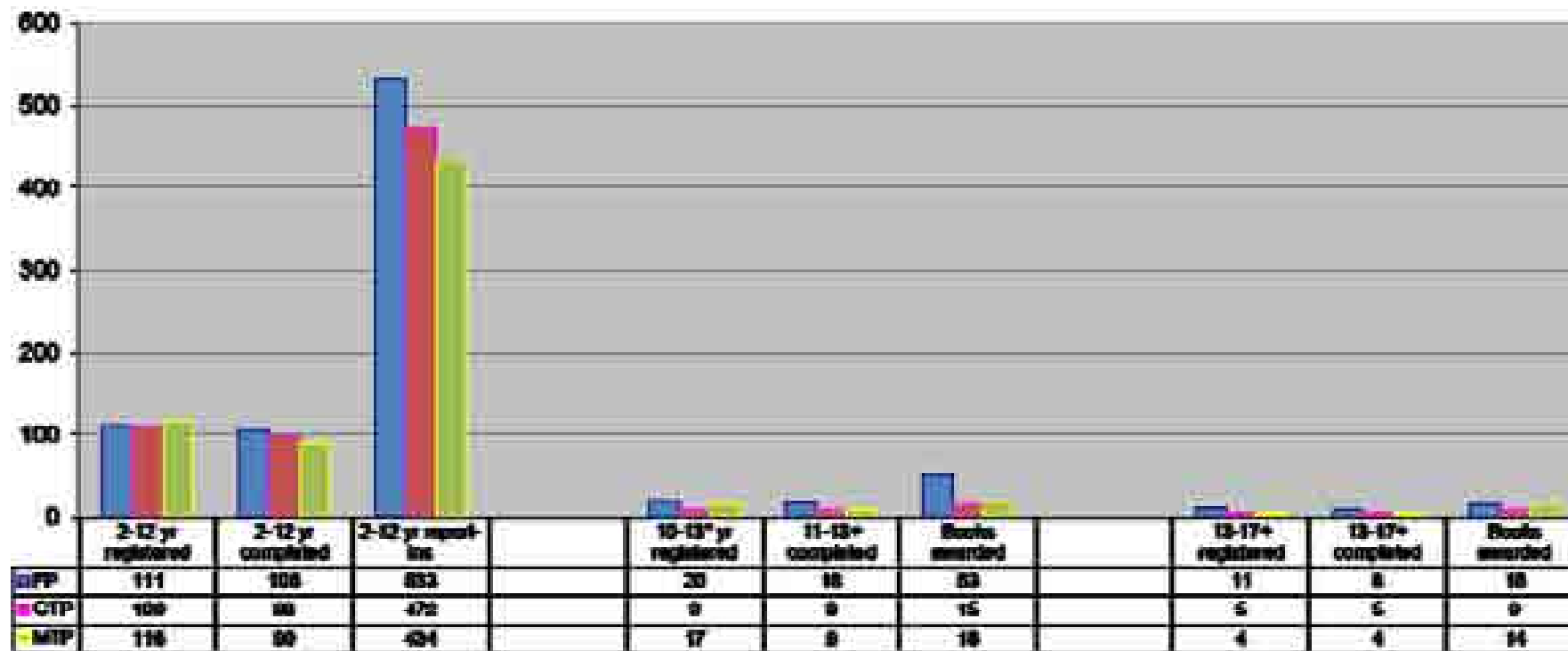
NB: Carterton Library has been included as the statistics surrounding the opening of the Events Centre may be of interest.

**Wifi internet usage at Featherston, Greytown, Martinborough  
and Carterton Libraries: 2011-2012**



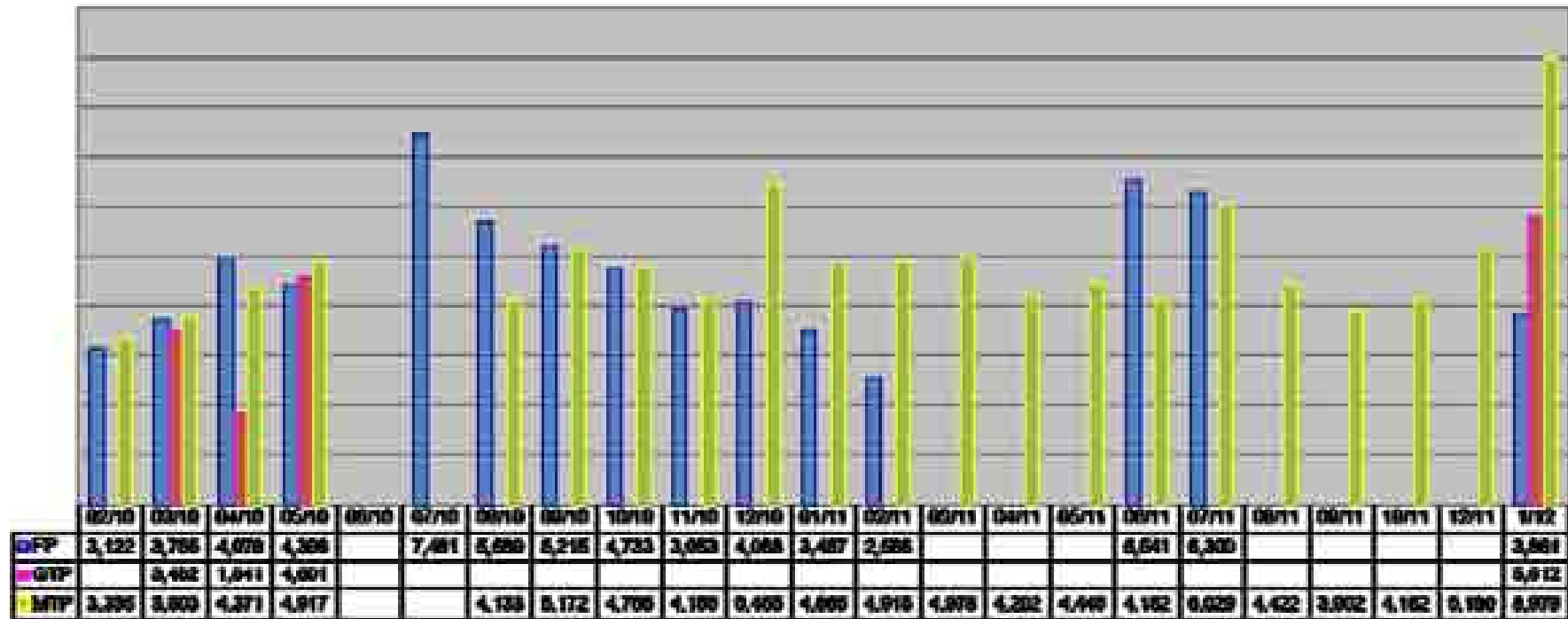
Note: Wifi usage statistics are provided by Aotearoa People's Network Kaharoa. APNK provide the public access computers available in WLS libraries free of charge to the public. Statistics for PC use are not available due to APNK technical difficulties, however these Wifi statistics show that Book issue statistics give only a partial picture of the overall library usage. Martinborough Library statistics consists of local and tourist usage, but observation within the library indicates a high percentage of that usage comes from tourists. (Carterton has been included to indicate Events Centre usage.)

**'Be a legend Read! Summer Reading Programme  
Featherston, Greytown, Martinborough libraries**



Thanks to the Eastern & Central Community Trust who organise and fund the Summer Reading Programme a total of 346 children completed the programme. The statistics show individual library numbers of registrations and completions together with the amount of Report-ins with the librarians. Children in the main programme (2-12yr) can report in as many times as they like but are required to report-in 4 times with a librarian before being invited to the finale. The first four report-ins are rewarded with a prize and the finale is a culmination of the reading programme. The two older categories are rewarded with books. (Thanks also go to Ross Miller (Hodder Books) and Keith Bitchiner (Random Books) for their kind donation of book prizes.)

**Door count, Featherston, Greytown, Martinborough libraries  
(no count = battery failure or human error)**

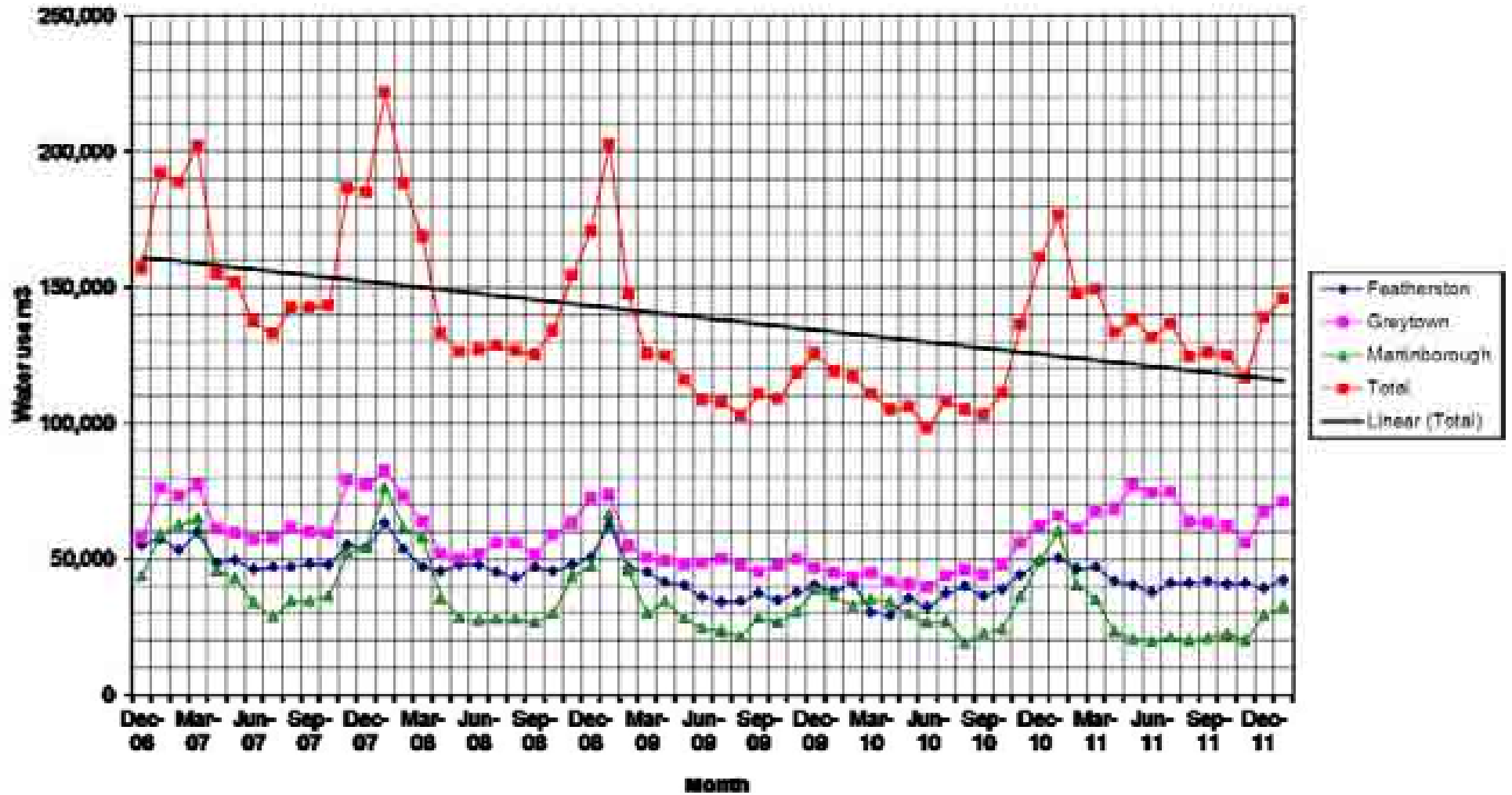


Door count statistics were erratic in 2011. The Greytown counter had been mis-sited and was re-sited more appropriately towards the end of 2011. The Featherston counter had some technical difficulties during the year as well. All problems have now been resolved and future door counts should be regular.



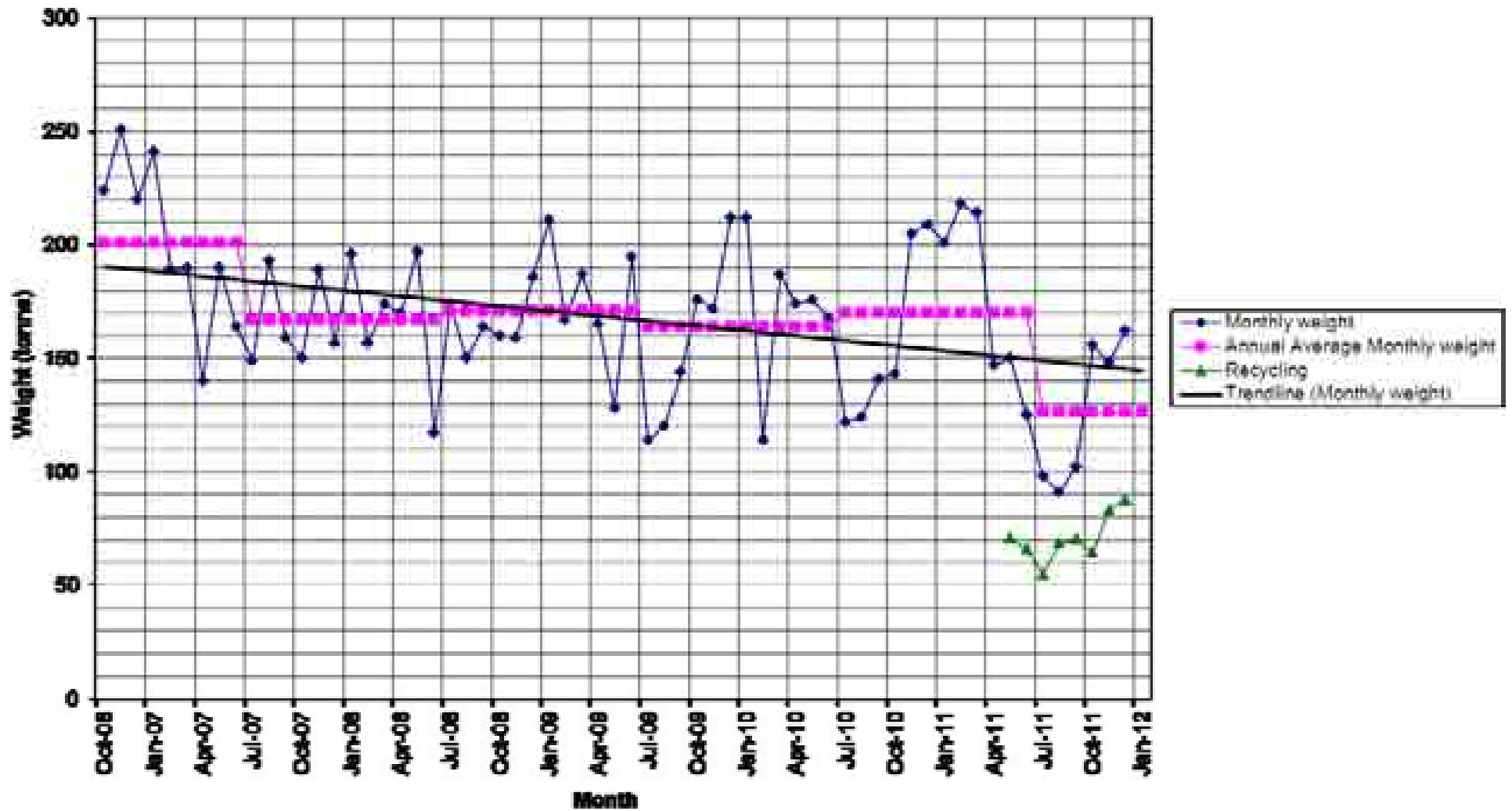
## **Appendix 2 – Water Usage**

### Water use South Wairarapa District Council



# **Appendix 3 – Waste Exported to Bonny Glenn Including Recycling**

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



# PLANNING AND ENVIRONMENT GROUP

## 1. Planning

### 1.1 Resource Consents

Officers received 17 consent applications since 1 December 2011. Eleven consents were approved since 1 December (three of which were received in October and November) all within the statutory timeframes. Officers now provide detailed fortnightly updates on all consents direct to Councillors and Community Board members, so consent details are not listed here.

### 1.2 Music events

#### 1.2.1 *La De Da*

The La De Da music festival was granted Resource Consent (RC 3932) and was held on 30 December 2011 – 1 January 2012 at Daisy Bank Farm. In accordance with the resource consent issued for this event, Council officers will be conducting a debrief meeting with festival organisers in March 2012 to discuss how everything went in terms of the conditions of consent. Post-event investigations indicate the event was successful and compliant with the terms of the consent.

#### 1.2.2 *Tora! Tora! Tora! Music festival*

Recently it came to the Planning Department's attention that a small music festival was organised for the Tora coastal area on 4-6 February 2012. The festival, called "Tora! Tora! Tora!", was held on private land and attracted up to 200 attendees. The organisers were not aware that resource consent and camping licences were required at the time, and there was insufficient time to issue them anyway. Therefore, for this year's event the Council and the festival organisers came to an agreement about covering the main issues of water, fire, emergency management, health (including toilets and hygiene) and noise management. The organisers are required to consult with Council to address these and any related issues at least 3 months before any future event.

#### 1.2.3 *Forest and Bird 2012*

Another small music festival (not to exceed 1000 people) is proposed to be held on 10 March 2012 on private land on Western Lake Road, Featherston. The Planning Department and the Environmental Health Department have worked closely with the organisers to address water, fire, emergency management, health (including toilets and hygiene) and noise management. A Resource Consent application (RC 3970) has been submitted and is currently being assessed.

### 1.3 Trust House/Featherston Supermarket Application

Further submissions on the Trust House/Featherston Supermarket application closed on 8 February 2012. There are still submissions opposing the application so a hearing is likely and will be in approximately a month's time.

## 1.4 Policy

### 1.4.1 Lake Domain Development Plan

The Lake Domain Draft Development Plan is out for public consultation and submissions close on 17 February 2012.

## 1.5 Enforcement

### 1.5.1 Breach of RMA

A free range egg farm in Martinborough is in breach of its resource consent for failing to complete all resource consent conditions, including failing to operate according to an audited Risk Management Plan. Council officers visited the site in January 2012 and subsequently notified the SPCA for animal welfare concerns. The farm appeared to have been abandoned as there was no food, hen houses had not been cleaned in months, chickens were fending for themselves and dozens of carcasses littered the site. The owner has been asked to surrender the resource consent, and has recently cleaned up the carcasses. Officers will ensure the owner cleans the site to the Environmental Health team's satisfaction.

## 2. Building

### 2.1 Building consents

Processing statistics for: 1 December 2012 – 31 December 2012

Item	Period	Year to date	Same period last year	Annual Plan
Consents received	24	324	24	N/A
Consent processing performance (within 20wd's)	100%	99.69%	95.65%	90%
COA processing performance	0%	70%	100%	N/A
CCC processing performance	100%	98.39%	95.83%	100%

COA - Certificate of Acceptance

CCC - Code Compliance Certificate

Building consent numbers from 1 July 2012 to 9 February 2012 show as 174. For the same period the year before the number was 203.

### Consents granted by project

Code	Type	Avg. Duration (Days)	No. of consents	Value
AA	Internal Alterations	10.0	1	11,500
AD	Single Story Brick Veneer with P&D	18.0	1	90,000
AF	Single Story Weatherboard with P&D	15.0	1	130,000
CE	Minor Commercial Work – no P/D	17.0	1	40,000

Code	Type	Avg. Duration (Days)	No. of consents	Value
CL	Commercial/Industrial \$500,001 - \$1,000,000	14.5	2	1,900,000
MA	Solid Fuel Heater	5.8	5	19,528
MG	Private Marquee > 100sqm	1.0	1	850
MJ	Swimming/Spa Pools	10.5	2	13,600
NC	Single Story Weatherboard Urban	16	1	218,000
ND	Single Story Weatherboard Rural	7	1	225,000
NQ	Single Story Weatherboard Rural detached garage	6	1	70,000
NV	Multi Story Weatherboard Urban detached Garage	12.0	1	290,000
RB	Relocated Residential Dwelling - Rural	41.0	1	75,000
SB	Decks/Conservatories etc	14.0	3	53,000
SC	Minor Farm Buildings	10.5	2	28,800
SD	Large Farm Buildings	8.0	1	75,021
SF	Proprietary Garages Standard	7.0	1	18,000
SI	Proprietary Garages & sleepout - inc P/D	18.0	1	50,000
SJ	Garages, Custom Design	12.0	2	28,500
		12.0	29	3,336,799

#### Processing statistics for: 1 January 2012 – 31 January 2012

Item	Period	Year to date	Same period last year	Annual Plan
Consents received	20	326	18	N/A
Consent processing performance (within 20wd's)	100%	99.68%	100%	90%
COA processing performance	0%	70%	0%	N/A
CCC processing performance	100%	98.38%	100%	100%

COA - Certificate of Acceptance

CCC - Code Compliance Certificate

Building consent numbers from 1 July 2012 to 9 February 2012 show as 174. For the same period the year before the number was 203.

#### Consents granted by project

Code	Type	Avg. Duration (Days)	No. of consents	Value
AA	Internal Alterations	3.0	2	8,000
AB	Internal Alterations with P&D	1.0	1	15,000
MA	Solid Fuel Heater	6.0	1	3,500

Code	Type	Avg. Duration (Days)	No. of consents	Value
MD	Drainage Work – New Effluent Systems	12.0	1	15,000
NA	Single Story Brick Veneer Urban	14.0	1	250,000
NC	Single Story Weatherboard Urban	13.5	2	783,000
NE	Single Story Stucco/Texture Coat etc – Urban	2.0	1	150,000
NF	Single Story Stucco/Texture Coat etc – Rural	7.0	1	490,000
NL	Multi Story Stucco/Texture Coat etc – Rural	9.0	1	570,000
RA	Relocated Residential Dwelling - Urban	1.0	1	19,500
SC	Minor Farm Buildings	3.7	3	58,568
		6.0	15	2,362,568

## 2.2 Enforcement

### 2.2.1 Dangerous Buildings

#### Cape Palliser Road, Whatarangi

The buildings at Cape Palliser continue to be monitored. The demolition of another dwelling is due to be completed by the end of February.

## 2.3 Policy

None to report.

## 2.4 Other matters

### 2.4.1 Accreditation

The building department has just had their two yearly audit completed by IANZ (International Accreditation NZ) for their policies and procedures. An excellent result was achieved in that only 1 Corrective Action Request (CAR) was made by IANZ. It is worth noting that the two previous audits identified 7 and 10 CAR's. The IANZ auditors were very impressed with the building department's procedures and also the implementation of these procedures. The documented response sent to IANZ has been cleared even though the BCA had until 4 May 2012 to complete this. The Building Control Authority of the South Wairarapa District Council now fully complies with the Building (Accreditation of building consent authorities) Regulations 2006.

## 3. Environmental Health

### 3.1 Liquor licencing

28 Liquor licences were issued during December and 10 during January.



### **3.2 LA De Da concert Martinborough**

Council staff actively monitored the stringent liquor licence conditions imposed. Adverse weather conditions made some of the compliance monitoring difficult because of access to the site.

This year a Liquor Ban area was in place for the immediate environs around the event and Pirinoa Road and the Martinborough square. Due to adverse weather conditions there were some problems with enforcing the liquor ban in the Dry River Road. Festival patron's cars were allowed to park on the roadside because the site was inaccessible to vehicles. This has been identified as a problem that will need to be addressed for any future events.

### **3.3 Food Bill Update**

There is no change to the status of the new Food Bill. It has been through the select committee and MAF is hopeful that it will be passed in June 2012. Implementation would be six months later with a two year phase in period. As indicated in previous reports this mean a significant allocation of staff resources over this year and next year.

### **3.4 Martinborough Fair**

All participating food operators at Martinborough Fair were inspected as usual during the February Fair. In general terms there was good compliance.

### **3.5 Noise Control**

Council has continued with its zero tolerance policy for after hours noise complaints. This means that if a justified noise complaint has been received the attending officer issues an excessive noise direction (END) requiring the noise to cease for a period of 72 hours. Failure to comply with the END results in seizure. Council officers have been working proactively with Armourguard and have managed to effect seizures of a number of stereos at problem addresses. The aim is to have it known in the community that Council is serious about excessive noise and will take action where required.

49 Noise complaints were received from mid December to end of January. This resulted in 12 excessive noise direction (END) notices being issued and three seizures taking place.

### **3.6 Bylaws and Animal Control**

#### ***3.3.1 Summer camping***

Council employed a contract bylaws officers dedicated to actively police the coastal reserves on a daily basis over the summer holiday period. Generally campers were very well behaved and there were no significant concerns. Overall it was a positive outcome.

Bylaws staff worked well with contractors. There was a minor issue with miscommunication regarding refuse collection days at Ngawi and blocked public toilets. Both issues were able to be resolved at the time.

Council need to continue to communicate that there is a no dog policy at coastal reserves particularly the Tora camping areas. Although there is good signage and this information is included in the camping bylaw information brochures, we continue to get a problem with a small number of campers bringing dogs with them on holiday. Again we will be looking to improve information to users of this area and issue infringement notices for non compliance for next season.

The updated Camping Guide information booklet on camping reserves has been well received by the community and was freely distributed to campers.

The contract bylaws officer actively asked campers to provide feed back information about camping via Councils website.

### **3.3.2 Long Grass**

Bylaws officers have been actively checking and issuing long grass notices to properties where conditions are likely to cause a hazard.

- 37 Long grass notices have been issued
- 12 have been issued a second notice
- 2 have had work done by contractor at the property owners cost.

### **3.3.3 Dog Control**

The department has had a major effort to ensure compliance with the Dog Control Act for both registration and micro chipping of dogs. To date this has been very successful.

	December 2011	February 2012
Unregistered dogs	285	61
Non microchipped dogs	43	10

### **3.3.4 National Dog Data base**

Council has reduced its error rate so that it is now in the top 10% of Councils for error reports.

Contact Officer: Glenn Bunny, Group Manager Planning & Environment

# GREYTOWN COMMUNITY BOARD

14 MARCH 2012

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## AGENDA ITEM 5.2

### REPRESENTATION REVIEW

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#### **Purpose of Report**

To inform members of the proposed representation of Council and community boards in preparation for the 2013 local government elections.

#### **Recommendations**

Officers recommend that the community board:

1. *Receive the information.*
2. *Make a recommendation to Council on the preferred representation option.*

### **1. Executive Summary**

In accordance with the Local Government Electoral Act 2001 Council is required to review its representation arrangements in time for the next local government elections on 12 October 2013. This matter will be on the agenda for the 4 April 2012 Council meeting at which it will be proposed that:

- Council will comprise nine members elected from three wards (three from each ward) and the mayor at large; and
- That three Community Boards will be elected (Greytown, Featherston and Martinborough). They will each have four elected members and two appointed members from Council being councillors elected from the Ward.

Each community board should consider the current representation arrangement and make recommendation to Council on its preferred options.

This recommendation needs to be provided in time for consideration at the 4 April 2012 Council meeting.

Contact Officer: Dr Jack Dowds, Chief Executive Officer

21 February 2012

Suzanne Clark  
Committee Secretary  
Greytown Community Board  
PO Box 6  
Martinborough



Dear Suzanne

Thank you for your letter of 7 February 2012 advising that our application for South Wairarapa District Council's Community Grant was successful. It is with much appreciation that we acknowledge your grant of \$500.00 from the Greytown Community Board, and \$500.00 from the Martinborough Community Board. A tax invoice for \$1000.00 plus GST will be sent to you shortly.

Your grant will help Victim Support provide quality service delivery to victims of serious crime and trauma in the South Wairarapa area. The grant will be used effectively in contributing to the cost of volunteer recruitment, training and expenses for our volunteers and ongoing office expenses including attending external meetings.

It is an exciting time for Victim Support and we continue to be proud of the work our volunteers do with victims, giving their time willingly, often working in very traumatic situations.

Victim Support continues to focus on providing an organisational approach, focusing on quality service to our clients ensuring monitored health and safety; the provision of emotional and practical support; provision of information; advocacy for victims' rights, and referral to and liaison with Police, other Emergency Services, and Community agencies.

Thank you again for your support of the work we do.

Yours sincerely

Denise Reiri  
Regional Fundraiser



INBOX Compose Addresses Folders Search Help

Current Folder: **sent** Christine Stevenson <christines@solwaycollege.school.nz>

Message List Delete Edit Reply Reply All Forward Forward as Message as New

Subject: Re: greytown community board
From: "Christine Stevenson" <christines@solwaycollege.school.nz>
Date: Tue, February 14, 2012 9:53 am
To: wenelen@paradise.net.nz
Priority: Normal
Options: View Full Header | View Printable Version | Add to Addressbook | View Message details

Dear Wendy

Thank you for your email re Kowhai Reserve.

It seems that it is not used for what ever reason....we did have some outside chairs there at one stage but they weren't used. The trees are birth trees that we have tried to get owners for but quite unsuccessfully and we are reluctant to pull them out etc and council offered the area to Greytown school to do some planting and take it over at one stage but they did not want to do that!

I think the community board could consider some planting there and to put some more seating there to see if it would encourage more people to go there...we will discuss this at our next meeting.

I will also ask council(who own it) where they are up to regarding it...

Thanks for your interest

Christine Stevenson

Download this as a file

Attachments:

greytown community board 3.7 k [ message/rfc822 ] wenelen@paradise.net.nz Download | View

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Mrs Marilyn Frowde  
Chair of Greytown Lionness Group  
210 West Street  
Greytown

15<sup>th</sup> February 2012

Dear Mrs Frowde

It was lovely to meet you and the Lionness ladies last night. Kathy and I would like to thank you all very much for your generous donation of \$900 for the purchase of Large Print books for the Library. There must have been a lot of cakes on the cake stall to raise that much!

Kathy will primarily be choosing the Large Print books for the collection and I will send you a list of the books once they have all been purchased. Although the books will form part of the Wairarapa Library Service collection, they will be based at Greytown Library and only in the longer term will move around the other libraries in the Service.

Once again, many thanks for all the hard work that went into raising this money and for thinking of the library as the recipient.

Best regards,

Yours sincerely

Shirley Nightingale  
District Librarian



Office of the Mayor  
Adrienne Staples



P.O. Box 6  
MARTINBOROUGH  
Telephone (06) 306 9611  
Cell 0274 468 060  
Email - [themayor@swdc.govt.nz](mailto:themayor@swdc.govt.nz)

19 Kitchener Street  
MARTINBOROUGH  
Telephone (06) 306 9611  
Facsimile (06) 306 9373  
Email [enquiries@swdc.govt.nz](mailto:enquiries@swdc.govt.nz)

24 February 2012

Mrs Marilyn Frowde  
President  
Greytown Lioness Group  
210 West Street  
Greytown

Dear Marilyn

On behalf of Council and in particular the Library Service I am writing to thank you for your donation of nine hundred dollars towards large print books. This is very much appreciated and will certainly boost the resources available to those members of our community who struggle with regular sized print.

It is very humbling to receive such a generous amount in these financially tight times so on behalf of all library users I convey a heartfelt thank you.

Yours sincerely

Adrienne Staples  
**MAYOR**