



## **GREYTOWN COMMUNITY BOARD**

### **Agenda**

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#### **NOTICE OF MEETING**

An ordinary meeting will be held in the WBS Room, Greytown Town Centre, 89 Main Street, Greytown on Wednesday, 28 August 2019 at 7:00pm.

#### **MEMBERSHIP OF THE COMMUNITY BOARD**

Leigh Hay (Chair), Ann Rainford, Christine Stevenson, Cr Colin Wright and Cr Mike Gray, Aimee Clouston (student representative).

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#### **PUBLIC BUSINESS**

Health and Safety Brief

- 1. APOLOGIES:**
- 2. CONFLICTS OF INTEREST:**
- 3. PUBLIC PARTICPATION:**
- 4. ACKNOWLEDGEMENTS AND TRIBUTES:**
- 5. ACTIONS FROM PUBLIC PARTICIPATION:**

*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. REPORT FROM COMMITTEES:**

- 6.1 Tree Advisory Group – verbal update

- 7. COMMUNITY BOARD MINUTES:**

- 7.1 Minutes for Approval: Greytown Community Board Minutes of 5 June 2019.

***Proposed Resolution:*** *That the minutes of the Greytown Community Board meeting held on 5 June 2019 be confirmed as a true and correct record.*

**8. CHIEF EXECUTIVE AND STAFF REPORTS:**

8.1	Officers Report	<b>Pages 7-31</b>
8.2	Action Items Report	<b>Pages 32-36</b>
8.3	Income and Expenditure Report	<b>Pages 37-45</b>
8.4	Financial Assistance Report	<b>Pages 46-47</b>
8.5	Financial Assistance Accountability Report	<b>Pages 48-110</b>
8.6	Community Board Terms of Reference	<b>Pages 111-125</b>
8.7	Naming of New Road/Right of Way Request Report	<b>Pages 126-134</b>

**9. NOTICES OF MOTION:**

9.1	None advised
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**10. CHAIRPERSON'S REPORT:**

10.1	Chairperson Report	<b>Pages 135-137</b>
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**11. MEMBER REPORTS (INFORMATION):**

11.1	IT Update - Mrs Rainford
11.2	Youth Update – Ms Clouston

**12. CORRESPONDENCE:**

12.1	Outwards	<b>Page 138</b>
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To Greytown Trails Trust in support of the new cycle and foot trail linking Featherston and Woodside, dated 21 August 2019.



**Minutes – 5 June 2019**

**Present:** Leigh Hay (Chair), Cr Mike Gray, Christine Stevenson, Cr Colin Wright.  
**In Attendance:** Mayor Viv Napier, Harry Wilson (Chief Executive (Officer), Suzanne Clark and Angela Williams (Committee Advisors).  
**Conduct of Business:** The meeting was conducted in public in the WBS Room, Greytown Town Centre on 5 June 2019 between 7:00pm and 8:13pm.  
**Also In Attendance:** Bryce Neems (Amenities Manager).

**PUBLIC BUSINESS**

Mrs Hay welcomed Mr Wilson to his first GCB meeting and advised the July meeting would not have a quorum and would be discussed further in the agenda along with the next Grapevine article.

**1. APOLOGIES**

Mrs Hay advised Mrs Rainford is overseas indefinitely as her daughter has taken ill and will, on behalf of the GCB wish her all the best.

*GCB RESOLVED (GCB 2019/30) to receive apologies from Mrs Rainford.*

*(Moved Stevenson/Cr Gray)*

Carried

**2. CONFLICTS OF INTEREST**

There were no conflicts of interest declared.

**3. PUBLIC PARTICIPATION**

No public participation.

**4. ACTIONS FROM PUBLIC PARTICIPATION/PRESENTATIONS**

No actions.

**5. REPORT FROM COMMITTEES**

**5.1 Tree Advisory Group**

Mrs Hay provided an update on behalf of Mr Partridge. The first community meeting has been held regarding fundraising for the safety upgrade of the St Luke's gum tree. Mrs Hay provided some background for Mr Wilson advising the tree is a community asset with national importance. Milly Adam from the

Greytown Business Group has offered to assist with fundraising efforts and with her own advertising business, will be of great value.

## **6. COMMUNITY BOARD MINUTES**

### **6.1 Greytown Community Board Minutes – 2 May 2019**

*GCB RESOLVED (GCB 2019/31)* that the minutes of the Greytown Community Board meeting held on 2 May 2019 be confirmed as a true and correct record subject to corrections to resolution GCB 2019/27 as follows:

~~3. To approve a cost of \$400 plus GST for sponsorship of the GA5 events.~~

3. To approve a cost of \$300 plus GST for sponsorship of the GA5 events.

*(Moved Hay/Seconded Rainford)* Carried

9. To approve the cost of \$400 plus GST for a banner for the Community Event.

*(Moved Hay/Seconded Cr Gray)* Carried

*(Moved Hay/Seconded Cr Gray)* Carried

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

### **7.1 Committee Minutes Report**

*GCB RESOLVED (GCB 2019/32)* to receive the Committee Minutes Report.

*(Moved Hay/Seconded Stevenson)* Carried

### **7.2 Action Items Report**

*GCB RESOLVED (GCB 2019/33)* to receive the Action Items Report.

*(Moved Hay/Seconded Stevenson)* Carried

### **7.3 Income and Expenditure Report**

*GCB RESOLVED (GCB 2019/34)* to receive the Income and Expenditure Statement for the period 1 July 2018 – 30 April 2019.

*(Moved Hay/Seconded Cr Wright)* Carried

### **7.4 Applications for Financial Assistance**

Mrs Hay raised the request from Wairarapa Maths Association (WMA) seeking future funding by way of an MoU.

*GCB NOTED:*

1. That the application has been accepted for a number of years and agreed that identifying this information on application form would be a useful tool for all future applications.

2. That the MWA request would be useful to include in a Chair handover report.

*GCB RESOLVED (GCB 2019/35):*

1. To receive the Applications for Financial Assistance Report.  
(Moved Stevenson/Seconded Cr Gray) Carried
2. To grant the Wairarapa Maths Association \$300 to assist with the running costs of the 'Matharapa' competitions.
3. To grant Greytown Little Theatre \$500 to extend the current programme of after school drama classes for primary and intermediate aged children in Term 3.  
(Moved Stevenson/Seconded Cr Gray) Carried
4. Action 381 – To adapt the Grant Application form for future use to include whether previous requests had been made, were successful and if so, for how many years, Mr Wilson.

7.5 Community Board Terms of Reference (ToR)

Mrs Hay advised that the Featherston Community Board (FCB) met on Tuesday evening and agreed to that further review was required and to discuss at their next meeting. The previous version would be supplied for comparison together with the new version without tracked changes. FCB also noted that clarification was required around delegations.

GCB discussed including membership of community board members on other council committees, including the Long Term Plan and Annual Plan process into the main document, the District Plan Review and the inclusion of building resilience in the civil defence section.

*GCB RESOLVED (GCB 2019/36):*

1. To receive the Community Board Terms of Reference Report.  
(Moved Hay/Seconded Stevenson) Carried
2. Action 382 - To provide feedback on the Community Board Terms of Reference to Mrs Hay for discussion at the next GCB meeting, GCB members.

7.6 Student Representative Appointment

*GCB RESOLVED (GCB 2019/37):*

1. To receive the Student Representative Appointment Report.
2. To appoint Aimee Clouston as a student representative in an advocacy role with non-voting rights to the Greytown Community Board, until the end of the triennium.
3. To approve an honorarium payment of \$50 per ordinary meeting attended be made to the student representative  
(Moved Hay/Seconded Stevenson) Carried

## 8. NOTICES OF MOTION

There were no notices of motion.

## 9. CHAIRPERSONS REPORT

### 9.1 Chairperson's Report

Mrs Hay advised that with four members away for the July meeting there would not be a quorum and, as the dates when next able to reconvene were too close to the August meeting, the July meeting will be cancelled.

Mrs Hay proposed presenting a list of achievements by the Community Board for publication in the next edition of Grapevine.

Mrs Hay outlined items as detailed in the Chair's Report and members discussed the grants for Friends of O'Connor's bush and Rotary Christmas parade, the submission for the most beautiful main street in New Zealand, the Cemetery and Memorial Park signage, the Greytown Beautification Committee and possible membership, the cemetery planting programme and upcoming 130<sup>th</sup> anniversary of Arbour Day.

Members discussed the intention to mark the upcoming 130<sup>th</sup> anniversary of Arbour Day, the possible use of pop up banners for a permanent display and an update of the Greytown Heritage Trees website.

*GCB RESOLVED (GCB 2019/38):*

1. To receive the Chairperson's Report.
2. To approve a cost of \$200 plus GST for Friends of O'Connor's Bush for payment of plants from Norfolk Road Nursery from the beautification budget.
3. To approve a cost of \$1,500 to Rotary as a contribution towards the costs of organising the Greytown Christmas parade.  
*(Moved Hay/Seconded Stevenson)* Carried
4. Action 383 – To advertise/publish the GCB July meeting cancellation in Grapevine and on website, Mrs Hay.

### 9.2 Greytown Beautification Programme – Cemetery Planting

GCB discussed the current lack of watering in the Cemetery and the need to have this addressed prior to any future planting.

*GCB RESOLVED (GCB 2019/39):*

1. To receive the Greytown Beautification Programme – Cemetery Planting Report.
2. To approve a cost of \$7,150 plus GST for payment of trees in the cemetery from the beautification budget on the basis that the

watering issue was resolved prior to the purchase of and planting of trees.

*(Moved Hay/Seconded Stevenson)*

Carried

3. Action 384 – To investigate watering options for the Greytown Cemetery, Mr Allingham.

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

### **10.1 IT Update**

Mrs Hay advised that the Community Board will not permit Digital Seniors to use the GCB/Kuranui Seniors IT Project figures to secure funding.

### **10.2 Community Board Clinics**

Cr Gray advised the clinic held last week was to inform people on the intent of the annual planning process. One area raised at the clinic was waste management, in particular the removal of mercury and fibrous material.

Mayor Napier suggested that Cr Gray could convey to concerned parties that the Zero Waste Co-Ordinator, Jo Dean, would be useful to talk to regarding recycling issues.

### **10.3 Civil Defence/Unlocking the secrets of the Hikurangi Subduction Zone**

Cr Gray provided an overview of the recent event held advising it was very informative, easy to understand and well worth attending.

### **10.4 Community Event – Celebrating Greytown**

Mrs Hay advised 40 groups currently confirmed to attend coming and flyers going out to 1500 households. Any assistance from Community Board members would be appreciated for both the set-up on 22 June and event on Sunday 23 June.

### **10.5 Greytown After 5 (GA5)**

Mrs Stevenson met with Karen Binny who is keen to take over the organisation of this event.

### **10.6 Youth Update**

Mrs Hay suggested that to assist with training for Ms Clouston that she attend some meetings with community board members. Mayor Napier also suggested connecting through the Chair with the Martinborough Community Board student representative.

Meeting closed at 8.13pm

**Confirmed as a true and correct record**

.....Chairperson

.....Date

# GREYTOWN COMMUNITY BOARD

28 AUGUST 2019

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## AGENDA ITEM 8.1

### OFFICERS' REPORT

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#### **Purpose of Report**

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

#### **Recommendations**

Officers recommend that the Community Board/Committee:

1. *Receive the Officers' Report.*

### PLANNING AND ENVIRONMENT GROUP REPORT

#### **1. Resource Management**

##### **1.1 Planning Summary**

###### **1.1.1. General**

The Planning Team continuing to receive high numbers of consent applications, planning enquiries, compliance matters and growing policy project work. Graduate planner Kendyll Harper who commenced on 15 July. The Planning Manager replacement currently being recruited, to replace Russell Hooper. Planning consultants Chris Gorman, Honor Clark, Toni Kennerly providing support to planning to deal with consenting/advice work.

###### **1.1.2. South Wairarapa Spatial Plan**

Two separate workshops held on topic, and an initial draft spatial plan and diagram has been drafted up. The Draft Spatial Plan Discussion Document looking out to 2050 was presented to Council on 15 May. A communications plan was presented at last committee meeting. The integrated work saw the release of the spatial plan discussion document on 10 July, calling for feedback comments by 16 August. Some community engagement sessions will occur in this period, then revision work in Sept to produce the draft plan document. Other community sessions will occur in October/Nov 2019.

###### **1.1.3. Martinborough South Growth Area (MSGA)**

Following consultant, staff work on the MSGA a meeting with landowners (those within and adjoining area) held 17 April to give context, outline potential layout for the future residential area, and indicate next steps. Work included assessment by an

experienced urban designer; the meeting revealed a mix of views, info sent and have called for further landowner feedback. Further stormwater assessment work to be undertaken/compiled. Recent landowner feedback views have been captured and a possible community meeting is being considered.

#### ***1.1.4. District Plan Review***

The earlier work on this involved an officers' meeting late January at Carterton between MDC, CDC, SWDC and Boffa Miskell Staff. Further meeting recently convened to progress this review and topics. Review to be in line with national planning standards for new district plans.

#### ***1.1.5. Dark Sky***

The local Martinborough Dark Sky Society has been compiling their economic report and regional funding application. A report on the process for a council adopted plan change for review of the SWDC outdoor lighting rules to support a proposed dark sky reserve was presented to Council. Plan change to be based on approach used at Mackenzie DC, initial use of a working group suggested. Further checking the extent of need to change outdoor lighting rules alongside advice from Carterton. Change to lighting on highways a focus, discussion with NZTA.

#### ***1.1.6. Review of Notable Trees Register***

Public notification of the updated tree register has been extended to 17th May 2019. This is to allow property owners identified as having listed trees overhanging their properties a chance to make submissions and for consultation on the Planning Maps. Total of 37 submissions were received, summary of the submissions done and was notified.

#### ***1.1.7. Greytown Development Area***

Following the decision and notification, the area is subject to an Environment Court appeal. Staff have been working with the two appellants to try and reach agreement on respective matters prior to an Env. Court hearing. The two appeals are both being mediated through two memorandums of understanding. Final signatures being sought on these agreements and to avoid time/costs of appeal matters in the Environment Court.

#### ***1.1.8. Greytown Orchards Retirement Village***

Processing a resource consent for first stage and a private plan change for master plan/rezoning land to residential. The applicants worked through the request for further information, application was publicly notified, twenty submissions received. The summary of submissions to notified. Consultant Honor Clark processing this application for Council. A hearing is to be held by an independent commissioner on 26 August 2019.

#### ***1.1.9. Featherston Tiny Homes/Brookside RC***

The application has involved multiple meetings with planning staff on aspects. Currently the applicant has been requested to provide further info on urban design and traffic assessment. Once full application is submitted, application is likely to be limited notified to surrounding neighbours in line with RMA practice.

## 1.2 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.*

## 1.3 Resource Management Act - District Plan

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

RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET	RESULT	COMMENT SOURCE AND ACTIONS TAKEN TO ACHIEVE TARGET
Ratepayers and residents' image of the closest town centre ranked "satisfied"	75%	89%	NRB 3 Yearly Survey October 2018 (2016: 87%)
The district plan has a monitoring programme that provides information on the achievement of its outcomes (AER's)		-	Consultants have established data to be recorded and stored to enable effective reporting against AER's in WCDP. A final monitoring strategy is still to be completed.

## 1.4 Resource Management Act - Consents

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

RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Consent applications completed within statutory timeframes	100%	89%	Total 150/ 168
		90%	63/70 Land Use applications were processed within statutory timeframes.
		86%	64/74 Subdivision applications were processed within statutory timeframes.
		96%	23/24 marginal / permitted boundary activity applications were processed within statutory timeframes.
s.223 certificates issued within 10 working days	100%	96%	46/ 48 s223 certificates were processed within statutory timeframes. NCS.
s.224 certificates issued within 15 working days of receiving all required information (note no statutory requirement)	95%	96%	48/ 50 s224 certificates processed. NCS.

## 1.5 Reserves Act – Management Plans

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

RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Council maintains, and updates reserve management plans as required.	Yes	Yes	RMP's are generally current and appropriate. It is therefore not anticipated that any updates will be undertaken this year.

## 1.6 Local Government Act – LIM's

*SERVICE LEVEL – Land Information Memoranda: It is easy to purchase information on any property in the District.*

RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
LIMs contain all relevant accurate information (no proven complaints)	100%	100%	G:\LIMs\LIMS PROCESSED 2018-19
Non-urgent LIMs are processed within 10 days	100%	93%	G:\LIMs\LIMS PROCESSED 2018-19

TYPE	YTD 1 <sup>ST</sup> JULY 2018 TO 30 <sup>TH</sup> JUNE 2019	PREVIOUS YTD 1 <sup>ST</sup> JULY 2017 TO 30 <sup>TH</sup> JUNE 2018	PERIOD 1 <sup>ST</sup> MAY 2019 TO 30 <sup>TH</sup> JUNE 2019	PREVIOUS PERIOD 1 <sup>ST</sup> MAY 2018 TO 30 <sup>TH</sup> JUNE 2018
Standard LIMs (Processed within 10 working days)	222	234	29	36
Urgent LIMs (Processed within 5 working)	49	89	7	12
Totals	271	323	36	48

## 1.7 Building Act - Consents and Enforcement

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

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Code Compliance Certificate applications are processed within 20 working days	100%	100%	NCS – 450 CCC's were issued within 20WD YTD
Building consent applications are processed within 20 working days	100%	100%	NCS – 533 consents were issued within 20WD YTD
Council maintains its processes so that it meets BCA accreditation every 2 years	Yes	Yes	Next accreditation review due January 2020. Council was re-accredited in January 2018
BCA inspects new building works to ensure compliance with the BC issued for the work, Council audits BWOF's and Swimming Pools	Yes	Yes	<b>Building Consents</b> Council inspects all new work to ensure compliance (May - June 2019– 917 inspections) <b>BWOF's –</b> Total 169 – average of 3 audits per month required, 2 audits carried out May - June. <b>Swimming Pools –</b> Total 279 – average of 7 audits per month required. 24 audits carried out in May - June.
Earthquake prone buildings reports received	90%	N/A	Under previous legislation 148 of 229 known premises had been addressed.  Under the new legislation, 248 were identified as EPB and through the modelling process we eliminated 132 buildings leaving 116 buildings potentially EPB. Council has

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
			<p>now reviewed the potential Earthquake Prone Buildings (EPB) and letters have been sent to owners advising them of their buildings status.</p> <p>104 letters sent out in total.</p> <p>11 (previously 12) - still being assessed by LGE Status:</p> <p>69 - identified as no longer EPB</p> <p>21 (previously 20) - require engineer assessment</p> <ul style="list-style-type: none"> <li>- 3 or the 21 approved extensions</li> <li>- 3 or the 21 engineers reports received &amp; 1 confirmation report is being completed</li> <li>- 1 added to list after LGE completed their assessment</li> </ul> <p>14 (previously 15) - identified as EPB and have been sent notices to be affixed to the building.</p> <ul style="list-style-type: none"> <li>- 2 of the 14 have building consents for strengthening work</li> <li>- 1 building has been demolished (Anglican Church in Featherston)</li> </ul>

TYPE –MAY - JUNE 2019	NUMBER	VALUE
<b>Commercial</b> (shops, restaurants, rest home – convalescence, restaurant /bar / cafeteria / tavern, motel, commercial building demolition - other commercial buildings)	9	\$564,000
<b>Industrial</b> (covered farm yards, building demolition, warehouse and/or storage, factory, processing plant, bottling plant, winery)	2	\$70,000
<b>Residential</b> (new dwellings, extensions and alterations, demolition of building, swimming and spa pools, sleep-outs, garages, relocations, heaters, solid fuel heaters).	98	\$10,898,862
<b>Other</b> (public facilities - schools, toilets, halls, swimming pools)	0	\$0
<b>Totals</b>	<b>109</b>	<b>\$11,532,862</b>

## 1.8 Dog Control Act – Registration and Enforcement

*SERVICE LEVEL – Dogs don't wander freely in the street or cause menace to humans or stock.*

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Undertake public education, school and community visits to promote safe behaviour around dogs and/or responsible dog ownership	3 visits	33%	1 undertaken at school holiday program, Greytown. Greytown school interested in a visit. Adult education visits are planned
Complaints about roaming and nuisance dogs are responded to within 4 hours	100%	100%	K:\resource\Bylaw Officers\Registers\AC Service Requests.xls 219/219
Complaints about dog attacks on persons, animals or stock are responded to within 1 hour	100%	100%	20/20

Officers have planned since November 2018 to undertake education visits to two Wairarapa based businesses who had a role to play in a dog attack that occurred on 31st October 2018. Officers classified the dog as menacing following that attack, with the classification subsequently appealed. The Hearings Committee decided on 10 July to uphold the menacing classification. As such, officers expect that these education visits will count as 'extra' education visits in the 2019 period.

INCIDENTS REPORTED FOR PERIOD 1 JUNE 2019 TO 30 JUNE 2019	FEATHERSTON	GREYTOWN	MARTINBOROUGH
Attack on Pets	-	1	-
Attack on Person	-	-	-
Attack on Stock	-	-	-
Barking and whining	4	-	2
Lost Dogs	1	-	-
Found Dogs	1	-	-
Rushing Aggressive	-	-	-
Wandering	8	1	-
Welfare	-	-	-
Fouling	-	-	-
Uncontrolled (off leash urban)	-	-	1

## 1.9 Public Places Bylaw 2012 - Stock Control

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

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Stock causing a traffic hazard is responded to within 1 hour	100%	100%	K:\resource\Bylaw Officers\Registers\AC Service Requests.xls 28 incidents
In cases where multiple stock escapes (more than 1 occasion) have occurred from a property taking compliance or enforcement or prosecution action against the property owner	100%	-	No incidents
Council responds to complaints regarding animals within 48 hours.	100%	100%	K:\resource\Bylaw Officers\Registers\AC Service Requests.xls 62 incidents

INCIDENTS REPORTED	TOTAL FOR PERIOD 1 JUNE 2019 TO 30 JUNE 2019
Stock	1

## 1.10 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 18/19	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
% of calls received by Council that have been responded to within 1.5 hours	100%	99.08%	<a href="#">K:\resource\Health\Resource Management\Noise Control Complaints</a> 108/109 attended within timeframe One incident responded to over 1.5 hours (1 hr 48mins).

AFTER HOURS NOISE CONTROL COMPLAINTS RECEIVED	YTD 1 JULY 2018 TO 30 JUNE 2019	PREVIOUS YTD 1 JULY 2017 TO 30 JUNE 2018	PERIOD 1 MAY 2019 TO 30 JUNE 2019	PREVIOUS PERIOD 1 MAY 2018 TO 30 JUNE 2018
Total	112	93	8	7

Officers will start to charge the recently approved \$160 fee for each justified noise control callout. Previously, Council had a fee of \$357 for a seizure of equipment causing a verified noise nuisance. This fee was not charged frequently as seizures are not common. The charging of the new fee will allow Council to recoup its costs for

providing the noise control function. If this fee existed and was charged during the 2018-19 year, it would have resulted in Council recouping approximately \$18,000 to cover the costs of our afterhours noise control contractor.

### 1.11 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 18/19	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Premises are inspected as part of licence renewals or applications for new licences.	100%	80% YTD	MAGIQ data. All premises inspected at new or renewal application stage (48/60*). *Number of inspections completed of licences coming up for renewal within the YTD period.  122 licences in total. Total number of licences is subject to change month by month as new businesses open and existing premises close.
Premises that are high risk are inspected annually, while low or medium risk premises are audited no less than once every three years.	100%	72% YTD	MAGIQ data. There are no high-risk premises in the district. Low and medium risk premises are inspected every 3 years as part of the renewal process. There are currently 29 low and medium licences due for renewal or new inspections in this financial year. 21 of these have been inspected as at 30 June 2019. Total number of licences is subject to change month by month as new businesses open and existing premises close. (21/29)
Compliance activities are undertaken generally in accord with the Combined Licencing Enforcement Agencies agreement.	100%	0% YTD	1 meeting held May 2019. No compliance inspections undertaken with the CLEG to date.

As the Committee will be aware, there has been a backlog of alcohol licences that have needed processing, which has resulted in time delays for inspections. With the employment of a dedicated alcohol licensing inspector, this backlog has predominantly been cleared and it is anticipated that this will facilitate timely alcohol inspections.

ALCOHOL LICENCE APPLICATIONS PROCESSED	YTD 1 JULY 2018 TO 30 JUNE 2019	PREVIOUS YTD 1 JULY 2017 TO 30 JUNE 2018	PERIOD 1 MAY 2019 TO 30 JUNE 2019	PREVIOUS PERIOD 1 MAY 2018 TO 30 JUNE 2018
On Licence	21	24	9	1
Off Licence	23	10	6	2
Club Licence	7	3	4	0
Manager's Certificate	120	126	29	38
Special Licence	57	62	6	9
Temporary Authority	5	7	0	4
<b>Total</b>	<b>233</b>	<b>232</b>	<b>54</b>	<b>54</b>

### 1.12 Health Act - Safe Food

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

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET 18/19	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Premises have appropriate FMP in place and meet the risk-based standards set out in the Plan.	100%	100%	<p>FHR – 0 FCP (Food Act) – 97 FCP (Deemed) – 0 NP – 59</p> <p>The changes in the Food Act 2014 require that businesses have an appropriate Risk Based Measure in place by end of transition period (Feb 2019). Total number of premises is subject to change month by month as new businesses open and existing premises close.</p>
Premises are inspected in accord with regulatory requirements.	100%	76%	<p>FCP verifications – 74/97</p> <p>*Total number of premises is subject to change month by month as new businesses open and existing premises close.</p>

The large workload increases for Council staff that has been brought about by the Food Act 2014 has made it challenging to have all businesses verified in a timely manner. Officers have had to be pragmatic in providing additional educational activities to operators during the verifications. This has made the verifications take longer and therefore place pressure on the number of businesses that can be verified in a given time.

### 1.13 Bylaws

Between 1 July 2018 and 30 June 2019 there were 44 notices relating to trees and hedges, 27 litter and 27 abandoned vehicle complaints.

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

## **INFRASTRUCTURE AND SERVICES REPORT**

### **2. Group Manager highlights**

One of the highlights of the period was attending the Institute of Public Works Engineering Australasia conference in Wellington. While personally missing the first few addresses, I was informed that SWDC had been mentioned in the key note addresses, notably by the minister of Local Government, Nanaia Mahuta. Much of the discussion revolved around water, climate change and optimised decision making.

The transition to the Ruamahanga Roads Shared service, is still ongoing with quite a few things that need to be resolved in location, structure and governance. This will be ongoing for some time as the new service determines the level of external professional services and administration required as well as the internal processes.

The move to wellington water limited (WWL) is still progressing with staff having visited the offices in Petone and gaining more information about the Council Controlled Organisation, (CCO). Again, there is a lot of operational work to be done, the consents being managed and owned by WWL as an example and whether the leases for the waste water to land properties should sit within the CCO.

Progressing the chlorination of Martinborough water with the manganese removal plant is time critical. With the new part of the process (Mn removal) being located at the original plant site, there will be no delays in land acquisition. The design being modular the Mn removal and entire plant can be moved at another time when convenient.

The new recycling wheelie bin roll out has been delayed due to availability of bins and the process is being managed through the combined Communications staff to ensure all are aware of the new processes.

The chlorination of the water in Martinborough has still received little to no feedback to council regarding chlorine and taste or issues.

Substantial time has been devoted to looking at the Martinborough water system, the demand and supply as well as location and future upgrades needed. This has been an excellent exercise to look at the future of the water supply and the current vulnerabilities as well as the works completed previously to enable the options available.

New Staff have started with Michelle Alexander as the new Administrator and Natalie Singer as the project and waste coordinator.

### **3. 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.*

## Key Performance Indicators

WATER SUPPLY KEY PERFORMANCE INDICATORS	TARGET 2017/18	COMPLAINTS		INCIDENTS	
		MAY	YTD	MAY	YTD
The average consumption of drinking water per day per resident within the territorial authority	<400 Lt		550		
Compliance with resource consent conditions/water permit conditions to "mainly complying" or better	95%		100%		
Water supply systems comply with Ministry of Health Bacteriological Drinking Water Standards guidelines 2008*	FTN: Yes GYT: Yes MTB: Yes		FTN: Yes GYT: Yes MTB: No		
Water supply systems comply with Ministry of Health Protozoa Drinking Water Standards guidelines 2008	FTN: Yes GYT: Yes MTB: Yes		FTN: Yes GYT: No MTB: No		
The total number of complaints received by the local authority about drinking water taste per 1000 connections	<15	0	0	0	0
The total number of complaints received by the local authority about drinking water odour per 1000 connections	<15	0	0	0	0
The total number of complaints received by the local authority about drinking water pressure or flow per 1000 connections	<15	0.25 per 1000 (1 complaints)	4.0 per 1000 (13 complaints)	1	13
The total number of complaints received by the local authority about continuity of supply per 1000 connections	<15	0.25 per 1000 (1 complaints)	7.3 per 1000 (24 complaints)	1	24
The total number of complaints received by the local authority about drinking water clarity per 1000 connections	<15	0 per 1000 (0 complaints)	4 per 1000 (14 complaints)	0	14
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	(1/3) 33%	Median Time 26mins	1	19
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%	Median Time 3h 45mins	3	19
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	(20/22) 91%	Median Time 21h 24mins	22	374
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	(19/22) 86%	Median Time 29h 30mins	22	374
Fire hydrants tested annually that meet NZ Fire Service Code of Practice	20%	20%	20%		
The % of real water loss from the local authority's networked reticulation system identified by establishing and measuring night flow	<20%		20%		

There was the Boil Water Notices in Martinborough in February and April, which are on-going and covered in more detail in other reports. The temporary chlorination of the water supply has worked well, with the tests showing a stable chlorine level through the network. Continued monitoring of the reservoirs will evaluate if a booster chlorination is required. Work is ongoing to address other risks highlighted during the investigation, including backflow risks, connections for the wineries.

Featherston (Waiohine) and Greytown bore plants operated well during the period. The concrete ring main for the storage area is almost complete and the lining is due in

for August. The fourth bore to enable the supply of both Featherston and Greytown is due to be drilled in July.

Featherston and Greytown are looking good for compliance except for protozoa compliance in Greytown.

## 4. Wastewater

*SERVICE LEVEL – Council provides wastewater 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.*

### 4.1 Key Performance Indicators

WASTE WATER KEY PERFORMANCE INDICATORS	TARGET 2017/18	COMPLAINTS		INCIDENTS	
		MAY	YTD	MAY	YTD
Attendance time: from notification to arrival on site	< 1 Hr	0/4 (0%)	Median Time 1h 13min	4	42
Resolution time: from notification to resolution of fault	< 4 Hrs	0/4 (0%)	Median Time 11h 50min	4	42
No. of complaints per 1000 connections received about sewage odour	< 15	1 per 1000 (0.24 complaint)	0.75 per 1000 (3 complaint)	1	3
No. of complaints per 1000 connections received about sewage systems faults	< 15	0	2.4 per 1000 (10 complaint)	0	10
No. of complaints per 1000 connections received about sewage system blockages	< 15	0.72 per 1000 (3 complaint)	5.2 per 1000 (22 complaint)	3	22
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%	1/4 (25%)	74% (28/38)	4	38
Number of dry weather sewerage overflows per 1000 connections	<10	0	0	0	0
Ratepayers and residents satisfaction with waste water services	70%			NRB survey:	49%
% of resource consent conditions complied with to mainly complying or better*	90%		98%		
No. of abatement notices	<2				0
No. of infringement notices	0				0
No. of enforcement notices	0				0
No. of convictions	0				0

### 4.2 Consents

Further investigations are being organised, a more in-depth investigation of the land treatment area, involving the drilling of 14 additional investigation bores. Further water quality sampling through the treatment plant to quantify the performance for pathogens and what treatment would be required to remove the risk to the shallow bore owners. The Featherston plant is operating well against the current consent conditions and would be within the proposed application conditions.

Martinborough irrigation has finished for the season, with the wastewater removed from the Ruamahanga River for 26% of the time in the previous year. The performance is being reviewed for nitrogen removal to maintain the discharge condition.

The Greytown plant has been operating well, and the irrigation to land was commissioned in May ready for operation in the spring. A presentation day on the 19<sup>th</sup> of June went well.

## 5. Stormwater drainage

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

### 5.1 Key Performance Indicators

STORM WATER DRAINAGE KEY PERFORMANCE INDICATORS	TARGET 2016/17	COMPLAINTS		INCIDENTS	
		MAY	YTD	MAY	YTD
% of ratepayers and residents satisfied with stormwater drains	55%			NRB survey:	57%
% of urgent (any blockage causing extensive flooding of buildings or other serious flooding) requests for service responded to within 5 hours	95%	0	0	0	0
No. of flooding events	0	0	0	0	0
No. of habitable floors affected per flooding event per 1000 properties connected	0	0	0	0	0
No. of abatement notices	0				
No. of infringement notices	0				
No. of enforcement notices	0				
No. of convictions	0				
Median Response time to flooding events (Notification to personnel reaching site in hrs)	3	-	-	0	0
No. of complaints about stormwater per 1000 properties connected	0	0	0	0	0

There was two storm water blockage reported during the period within the Greytown water race sections.

## 6. Land transport

*SERVICE LEVEL – Roads are maintained to ensure they are safe and comfortable to travel on. Footpaths can be safely used to get around town.*

### 6.1 Key Performance Indicators

LAND TRANSPORT KEY PERFORMANCE INDICATORS	TARGET 2017/18	COMPLAINTS		INCIDENTS	
		APRIL	YTD	APRIL	YTD
Using the RAMM measurement system, average smooth travel exposure on urban roads to be 85% and rural roads 95% with maximum variation of 5%	95%				
Ratepayers and residents fairly/very satisfied with the roads	80%			NRB Survey:	73%
5% of sealed roads are resealed each year subject to availability of NZTA subsidy	100%				
The pavement condition index as measured by the NZTA pavement integrity index	95%				

LAND TRANSPORT KEY PERFORMANCE INDICATORS	TARGET 2017/18	COMPLAINTS		INCIDENTS	
The number of crashes causing injuries is reduced	Group and control average				
The number of fatalities and serious injury crashes on the local road network	<7				
Ratepayers and residents are satisfied with footpaths in the district	70%			NRB Survey:	63%
Availability of footpaths on at least one side of the road down the whole street	88%				
Footpath Condition rating 95% compliant with SWDC AMP Standard	95%				
The % of customer service requests relating to roads and footpaths responded to within 48 hours	95%	36/39 (92%)	115/154 (75%)	39	154
Meet annual plan footpath targets	Yes				

## 6.2 Roading Maintenance – Fulton Hogan

The end of the financial year coincided with the end of the current Road Maintenance contract and as at July 1<sup>st</sup> the new Ruamahanga Roads contract being a joint venture with Carterton District Council commenced.

The last of the damage to the Featherston area following the rain event in December was completed prior to the end of financial year.

Works were completed to finish off the relocation of the road through the “Gluepot” on Te Awaiti Road.

Sealed pavement maintenance was carried out on Hinekura Rd around Hikawera Road.

Culverts were upgraded on White Rock Road along Ushers Hill section in preparation for planting of the unstable faces.

The last 40 tonne of Rip Rap rock was delivered to Cape Palliser Road for the Managatoetoe Bridge pier scour protection works will commence in August.

92.1 km of unsealed roads graded in May. The tow behind roller was attached during the month and 46.1 km of road was compacted following grading.

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

All urban sump chambers were cleared out following the autumn leaf drop.

The spraying of rural unlined water channels, sign bases, bridge approaches and edge marker posts was completed.

## 6.3 Other activities

Work is continuing the Tora Farm Settlement Road bridge; the retaining walls have been replaced around the abutment with the piles to be driven in July.

Ushers Hill on White Rock road has been fenced off in conjunction with GWRC and cattle stops will be installed in July and stabilisation planting will commence in July/August.

End of year reporting to NZTA has been complied and submitted.

Collaboration works with the Carterton District Council roading has been a high priority to ensure a smooth transition to the new joint Ruamahanga Roads contract.

The table below outlines the reseal sites for the 2019/2020 financial year and the length of 17.4 km is well below the 5% road targeted in the KPIs above. At first cut the budget for the proposed length is above budget allocation, adjustments will be made to meet budget.

**Table: 2019/2020 Reseals**

Road	Road Name	Start	End	Length
309	CAMPBELL DR LEFT LEG	13	154	141
308	CAMPBELL DR ROUNDABOUT	0	69	69
307	CAMPBELL DRIVE	3	337	334
307	CAMPBELL DRIVE	351	604	253
203	CAPE PALLISER RD	15767	15912	145
203	CAPE PALLISER RD	15912	16495	583
203	CAPE PALLISER RD	34171	34364	193
203	CAPE PALLISER RD	34364	34847	483
202	LAKE FERRY RD	4574	4873	299
202	LAKE FERRY RD	7138	7334	196
202	LAKE FERRY RD	7334	7662	328
202	LAKE FERRY RD	27850	28905	1055
202	LAKE FERRY RD	28905	29502	597
260	KAHUTARA RD	38	1064	1026
260	KAHUTARA RD	3977	5000	1023
260	KAHUTARA RD	5551	5678	127
260	KAHUTARA RD	15587	16201	614
260	KAHUTARA RD	16201	16248	47
260	KAHUTARA RD	16248	16857	609
174	BIDWILLS RD	4	20	16
178	BICKNELLS RD	4	45	41
181	PARERA RD	3	40	37
259	WESTERN LAKE RD	8569	9527	958
259	WESTERN LAKE RD	9527	10841	1314
259	WESTERN LAKE RD	21620	22042	422
265	WHITE ROCK RD	19	2456	2437
265	WHITE ROCK RD	2456	2560	104
265	WHITE ROCK RD	4674	4785	111
265	WHITE ROCK RD	4785	5860	1075
265	WHITE ROCK RD	13291	14220	929
265	WHITE ROCK RD	14220	14944	724
265	WHITE ROCK RD	14944	15166	222
265	WHITE ROCK RD	21940	22320	380
265	WHITE ROCK RD	22320	22830	510
				17402

## 7. Amenities

The Amenities team is responsible for the management of Council's parks, reserves and other amenities. The team looks after twelve parks, thirty-one reserves, forty-one buildings, five sports facilities, four cemeteries, eleven public toilets and twenty-two

other properties. The Amenities Manager is the contract manager for the City Care parks and reserves contract and is also responsible for the management of the libraries.

*SERVICE LEVEL – Parks and reserves enhance the quality of life in our communities. Our playgrounds are safe and enjoyed by the community. Clean safe public swimming pools can be accessed in the District. Provision of some low-cost housing for the elderly (or in line with Council policy) in each town. Well maintained hall facilities that are available for the public to book. Public toilets are convenient, clean and safe. There is a wide range of library stock including up to date material.*

## 7.1 Key Performance Indicators

AMENITIES KEY PERFORMANCE INDICATORS	TARGET 2017/18	COMPLAINTS	INCIDENTS		
		MONTH	YTD	MONTH	YTD
Users satisfied with parks and reserves	90%			NRB Survey:	94%
Ratepayers and residents are satisfied with Council playgrounds	80%			NRB Survey:	82%
Council playground equipment that meets national standards	100%				
Council pools comply with NZ swimming pool water testing standards	100%				
Ratepayers and residents' satisfaction with Council swimming pools	67%				
Occupancy of pensioner housing	94%			Actual:	
Ratepayers and residents satisfied with town halls	76%			NRB Survey:	74%
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 Housing for Seniors

Policy and documents have now been updated to reflect the name change from Community Housing to Housing for Seniors.

The Housing for Senior tenants were advised of their 2019 rent increase, giving the tenants the required 60 days' written notice as per their Tenancy Agreements.

Tenants were sent an updated copy of the Housing for Seniors Policy. We also took the opportunity to remind all tenants that all units are smoke-free.

Currently there are two flats at Cicely Martin that have been vacated. They are having some required maintenance work and will be ready in a few weeks to be tenanted.

The Matthews, Burling and Westhaven flats are all tenanted. The new tenant at Westhaven has moved in and is very happy with the flat and his surroundings. Another new tenant has moved into one of the Cicely Martin flats in Martinborough in May his comment was 'I love it here'. There are also two new tenants at Burling and

one who has relocated to one of the two larger flats. It has been a busy time with flat inspections, coordinating to have the existing insulation assessed in all flats and general maintenance.

### 7.3 Cemeteries

Contractors are due to start work on the new ashes wall at the Featherston cemetery.

#### 7.3.1. Purchases of burial plots/niches 10 June to 15 July 2019

	Greytown	Featherston	Martinborough
Niche	3		1
In-ground ashes Beam	3		
Burial plot	2	1	
Services area			
<b>Total</b>	<b>8</b>	<b>1</b>	<b>1</b>

#### 7.3.2. Ashes interments/burials 10 June to 15 July 2019

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

### 7.4 Events

#### 7.4.1. Featherston

*Completed events:*

**The Time Travellers Ball** – being held Saturday, 22 June 2019 at the ANZAC hall

**New Zealand String Quartet** – being held Friday, 28 June 2019 at the ANZAC hall



### 7.4.2. Greytown

*Future events:*

**The Greytown Woodside Rail Trail Fun Run** – held every Saturday starting 3 November 2018

### 7.4.3. Martinborough

*Completed events:*

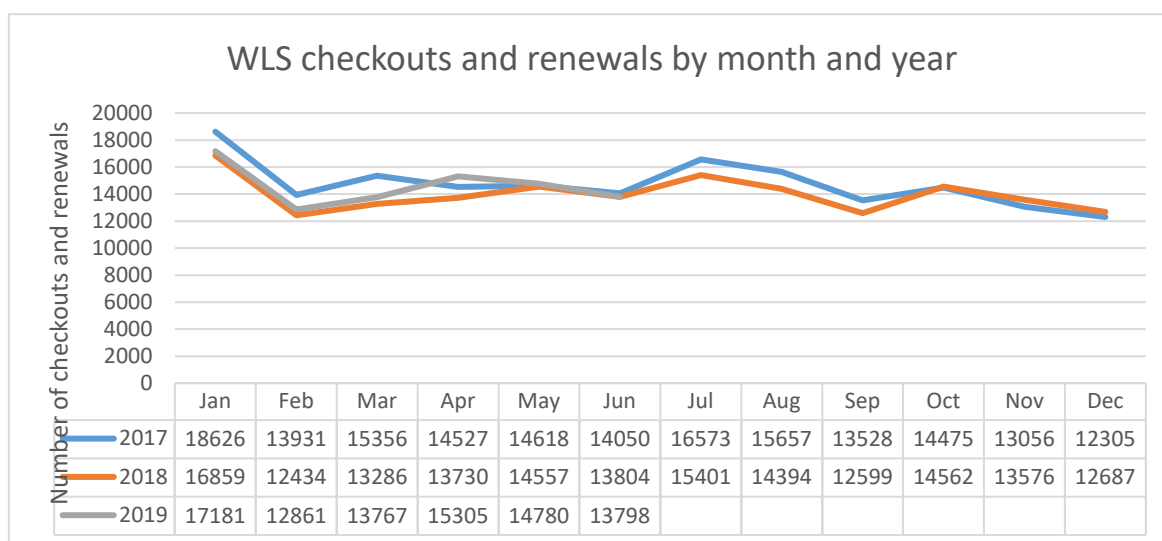
**Monster Book Fair** – being held Friday 14 June (7pm) to Sunday 16 June 2019 at the Martinborough Town Hall

## 8. Wairarapa Library Service Monthly Report for June 2019

### 8.1 Issues and renewals:

**Physical items:**

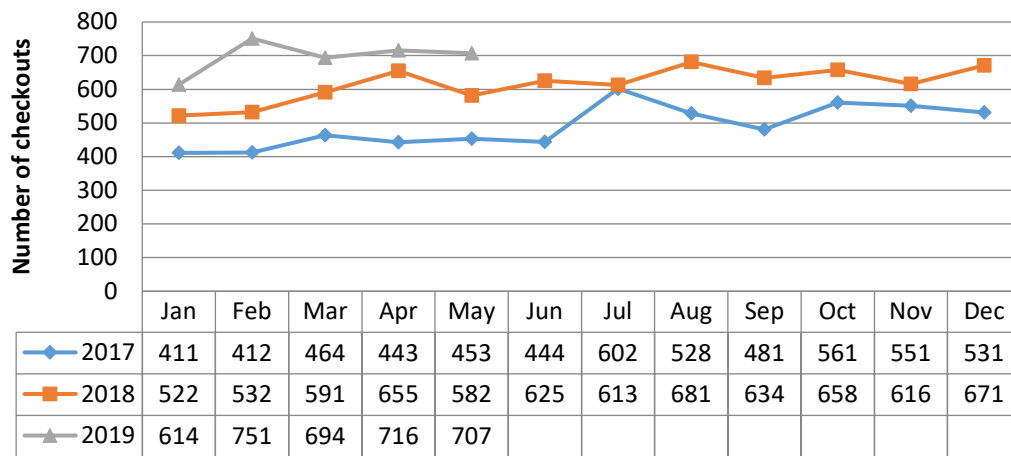
	Carterton	Featherston	Greytown	Martinborough	TOTAL
Number of issues and renewals for June	5904	2357	2842	2695	13798



### 8.2 Ebooks and Audiobooks:

	June 2019
ebooks	469
audiobooks	238
<b>TOTAL</b>	<b>707</b>

## Wairarapa Library Service eBook and Audiobook Checkouts

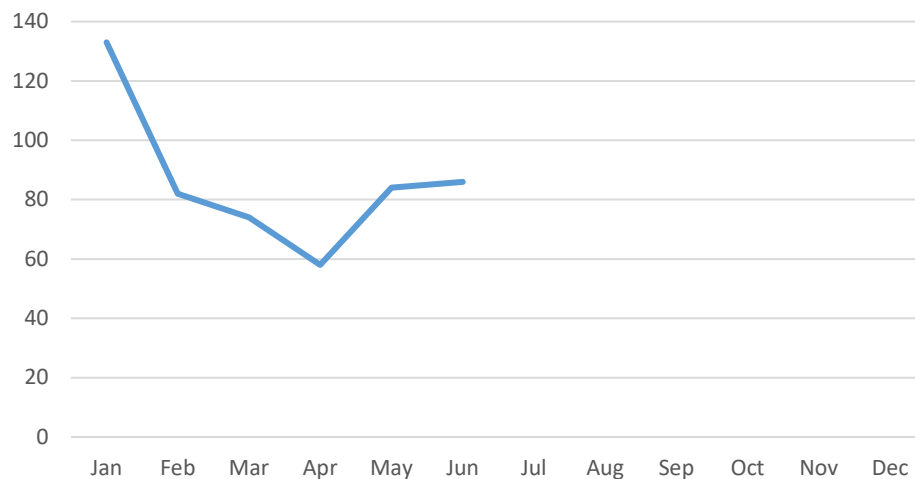


### 8.3 New Members

New library members for June 2019:

	June 2019
<b>Carterton</b>	35
<b>Featherston</b>	11
<b>Greytown</b>	23
<b>Martinborough</b>	17
<b>TOTAL</b>	86

### Number of new members



## 8.4 Computer and Wi-Fi access

At this stage the South Wairarapa District libraries have not received the public access computing upgrade, so do not have data available.

Public Computer Use	Carterton
Number of public computer uses.	425
Unique users	236
Average time per user (minutes)	31.68

Please note that the statistics regarding WiFi access are for March, not April. Due to the large number of missing data points it will not be possible to look at annual or monthly trends or comparisons yet.

Public Wi-Fi Usage	Carterton	Featherston	Greytown	Martinborough	TOTAL
Number of public Wi-Fi logins	940	1832	1419	159 (from 23 May to 31 May only)	4350

## 9. In-house library events and initiatives

### 9.1 Carterton

#### 9.1.1. Displays

Adult Displays	Junior Displays
Time for a laugh	Winter Warmers reading programme

#### 9.1.2. Events

- The Winter Warmers reading programme for children has begun. There are 117 children registered for the programme.

#### 9.1.3. Other initiatives

- The annual stocktake was completed.



## 9.2 Featherston

### 9.2.1. Displays

Adult Displays	Teen Displays
Crochet (for the month)	New Books

### 9.2.2. Events

- Matariki for pre-schoolers. This event was well attended by pre-schoolers who wrapped up warm for a couple of stories. They had glow sticks and explored the Library garden, lit up with lights.
- Preschool Programme topics were: Puddles, Wet Weather, Hungry Caterpillar Birthday, Giraffes, Animals. Book Bugs was attended by average 15 children and caregivers.
- Crochet classes wound up and proved popular.
- The library hosted class visits from St Teresa's School, Takitimu, Remutaka and Wairarapa.
- Thursday nights – 8 Library users, 1 council, 5 crochet class was average for the month.
- Enrolments for Winter Warmers exceeded our total by 46. All 3 schools have registered the entire school. St Teresa's Year 8 and 9 are trialling the online platform for reviews. [iread.co.nz](http://iread.co.nz)
- Maths is Fun is enrolling slowly. The lower age groups have filled, the older ones are filling slowly.
- A mother addressed a recent Book Bugs session about food and eating during the session. She has a child with a life-threatening allergy and must leave if children's lunch boxes come out. The parents were very sympathetic and

understanding. However, it poses the question of food in the Library for these sessions.



### 9.3 Martinborough

#### 9.3.1. Displays

Adult Displays	Teen Displays	Junior Displays
Moody Winter Reads	New books	New Books
Today's Picks		June Author Birthdays


### 9.3.2. Events

- Book Babies attendance is growing each week – our most recent session was attended by 11 children, plus their parents/caregivers.
- We exceeded our Winter Warmers enrolments by 6 over our allocated spaces.
- We provided “Lego in the Library with Liz” (Stevens). This proved so popular that we will be continuing it through the July school holidays.

## 9.4 Greytown



- Late nights have been very well-received and higher numbers are anticipated once the weather improves.

 Wairarapa Library Service

**Feedback form**

We aim to provide you with the highest standards of service and value your views. Help us to improve the Library and our services by completing this comments and suggestions form.

**Your feedback:**

Is this:

☐ A comment? ☒ A suggestion?

☐ A Compliment? ☐ A Complaint?

**Your Feedback:**

Late night at the library a great idea but can you make it till 8pm? 7 is too early to come with the kids (post-dinner etc) and many commuters don't get in till after 7pm.

## 10. Zero Waste Coordinator Report June 2019

### 10.1 Community

- **World Environment Day June 5<sup>th</sup>** - A video was released to all three council websites and Facebook pages about recycling at kerbside to align with the lead in to our new kerbside recycling service.
- **Kerbside Wheelie Bin Recycling** The rollout has begun with a radio ad introducing the new service and further information to be distributed prior to launch in August 2019.
- **Para Kore** has recently appointed Jade Waetford as their Wairarapa Kaiarahi representative to deliver their 'Working Towards Zero Waste' programme initially starting with the eight Marae in our region.
- **Plastic Free July** There is a colouring competition over June with prizes for each council district with a variety of events and workshops in our region and supported by Zero Waste Coordinator. We also have an internal initiative encouraging colleagues within councils to think about Plastic Free July and to take part and nominate your workmate for their efforts for plastic free July and beyond.

### 10.2 Education

- **Waste Forum** 17<sup>th</sup> May 2019 hosted by Hutt City, attended by our Zero Waste Coordinator focused on construction and demolition waste. Anna Ainsworth presented her report on the ***Regional C & D Waste Issues and Options Paper***. C&D waste is a problematic high-volume waste stream in the Wellington Region. While a range of opportunities exist to reduce, reuse and recycle this waste, to date such waste management and minimisation mechanisms remain unutilised and underdeveloped in the Wellington context. Projected quantities of C&D waste disposed of to landfill in the Wellington Region estimate that a total of 570,000 tonnes of waste (per annum) is currently being sent to landfill in the Wellington Region. Approximately 95% of this waste is being sent to Class 2-4 landfills. This report reviews the scope of C& D waste minimisation issues within the Wellington Region and identifies a range of options available to the councils in response to issues identified.
- **EnviroSchools Joint Council Hui** attended by the Zero Waste Coordinator on 6<sup>th</sup> June 2019. There were discussions around progress updates using story- based reporting, a focus on outcomes schools are achieving plus an explanation of the contribution EnviroSchool makes. Kirsten Price (Toimata Foundation) outlined the partnership model being used nationally to create a collaborative structure for action, the roles and involvement of the various councils and some significant aspects of the current situation we are operating in.

### 10.3 Business

- **Single-Use Plastic Bag Ban** coming into place 1<sup>st</sup> July 2019. Over the last two weeks our Zero Waste Coordinator has been out visiting Wairarapa Businesses door to door speaking with them about the ban and advising how it effects

their business and what this means for them. She will also be set up at the Masterton Boot sale market (Sunday) leading up to the last day of plastic bags, engaging and educating the community whilst giving out the MDC jute bags to the community at the market.

Contact Officer: Mark Allingham, Group Manager Infrastructure and Services

# GREYTOWN COMMUNITY BOARD

28 AUGUST 2019

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## AGENDA ITEM 8.2

### ACTION ITEMS REPORT

#### **Purpose of Report**

To present the Community Board with updates on actions and resolutions.

#### **Recommendations**

Officers recommend that the Community Board:

1. *Receive the Action Items Report.*

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

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

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

#### **2. Appendices**

Appendix 1 - Action Items to 28 August 2019

Contact Officer: Angela Williams, Committee Advisor

Reviewed By: Harry Wilson, Chief Executive Officer

# **Appendix 1 – Action Items to 28 August 2019**

Ref #	Meeting	Raised Date	Action Type	Responsible Manager	Assigned to	Action or Task details	Open	Notes
223	GCB	26-Apr-17	Resolution	Christine Stevenson		GCB RESOLVED (GCB 2017/31): 1. To receive the Poppy Road Signs Project. 2. To identify possible locations for remembrance as part of the Poppy Road Signs Project. (Moved Hay/Seconded Rainford) Carried	Open	6/6/17: GCB supporting the project and to identify suitable locations 22/11/17: Christine to speak to RSA to see if they were interested in moving the project forward. 22/6/18: RSA suggested Humphries, Udy, Jellicoe, Christine to liaise with Claire Bleakley on next steps. 29/08/18: Ian Farley researched streets and Jellicoe St fits criteria. Council to prepare a road sign for Jellicoe Street, but hold off installing until RSA have been consulted 27/11/18 Christine undertaken research on Jellicoe and it is ready to go to poppy places. Will approach Greytown school and see if they can do some research on other streets. 30/1/19: Gtn School approached and they would like to do project, Christine will follow-up. <b>5/6/19:</b> Christine has asked the school again, ongoing.
172	GCB	14-Mar-18	Action	Leigh Hay	Aimee	Put forward ideas for making the Greytown Memorial Pool more appealing to users (e.g. murals on the fences)	Open	Lachlan had spoken to Maree Patten, Acting Principal, and would follow-up with the arts department and arts students to see what they think and report back. 29/08/18: Students are busy with exams, suggest the project be done for summer 19/20 with students designing the art to a theme and professional artists contracted to paint. GCB to approve designs. Potentially to be placed in the grassy corner area of the pool. 13/3/19: Project information from Lachlan was received <b>25/6/19:</b> Aimee to pick up on this as the new student representative
676	GCB	10-Oct-18	Action	Mark		Work with Mike Gray about the possibility of installing a small emergency water tank at the Greytown Town Centre, determine what would be required to install a generator plug and liaise with CDEM regarding the emergency preparedness upgrades	Open	8/3/19: In discussion with Mike Gray 1/5/19 Costs will be for Annual Plan (MA) 5/6/19: Was discussed as part of AP submissions, still a work in progress. <b>17/07/19:</b> Projects Officer (Natalie) to pick up this piece of work. There is no water tank at Waihinga Centre (it is not a civil defence building). Power plugs being looked at by Dave Patten (electrician). Natalie to take over for water located at Greytown.
678	GCB	10-Oct-18	Action	Mark	Tim	Provide information to the Greytown Community Board on options for painting a solid line down/centre line down West Street, Greytown	Open	7/2/19: Work in progress <b>17/07/19:</b> NZTA Traffic Control Devices Manual "Part 5 traffic control devices for general use-between intersection" is in draft form and currently out for Consultation to the industry. This covers Treatments in the centre of the road, Edge Treatments, Lane lines, Cycle facilities within the carriageway. It will also standardise in terms of ONRC categories within Secondary, Access and Low volume Roads. Once this standard is finalised options in terms of West St treatment will be determined along with costing
773	GCB	21-Nov-18	Action	Mark	Bryce	Review protocols to determine if a key to the Greytown Town Centre can be given to the chair of the Greytown Community Board	Open	20/3/19 Under action week of 1 April upgrading the main entry lock for hall then new cards available. 18/06/19: Whole security and entrance is being changed with new swipe cards. Waiting on Contractor to action was due three weeks ago. <b>19/8/19:</b> Waiting on contractor for last 6mths. Date been confirmed for 26 August (if not sooner) to update the alarm system and front entrance and provide new access cards.
266	GCB	2-May-19	Action	Mark	Tim	Review the centre of town intersections with State Highway 2 (e.g. Hastwell, Wood, Jellicoe, Kuratawhiti), to ensure they comply with regulations and to see if a greater line of sight can be made to improve safety	Open	19/6/19: When the Safety Co-ordinator looks at the Featherston Street will arrange Greytown to be reviewed also, expect to take place beginning of July. <b>19/08/19:</b> NZTA manage the intersections and acknowledge they are all controlled by signage e.g. Give Way or Stop and sightlines are met. The removal of carparks adjacent to each will improve sight lines.

Ref #	Meeting	Raised Date	Action Type	Responsible Manager	Assigned to	Action or Task details	Open	Notes
380	GCB	5-Jun-19	Resolution	Jennie/Mark	Katrina/Bryce	GCB RESOLVED (GCB 2019/39): 1. To receive the Greytown Beautification Programme – Cemetery Planting Report. 2. To approve a cost of \$7,150 plus GST for payment of trees in the cemetery from the beautification budget on the basis that the watering issue was resolved prior to the purchase of and planting of trees (Moved Hay/Seconded Stevenson) Carried	Actioned	30/07/19 Commitment added to I&E - SM
378	GCB	6-Jun-18	Action	Leigh Hay	Bryce	Consider options for relocating amenity signs located on Cotter Street to alternative locations; including impact and any consultation required	Actioned	5/6/19: Can't see an alternative without creating clutter. To be added to routine maintenance checks to keep foliage clear.
667	GCB	10-Oct-18	Resolution	Mark	Bryce	GCB RESOLVED (GCB 2018/66) that an update on the Greytown Town Centre oak tree grid placements be provided. (Moved Hay/Seconded Cr Craig) Carried	Actioned	5/3/19 Work in progress. 21/5/19: Ongoing, meetings with Leigh Hay held and further discussions required. 23/5/19 GCB met with amenities Manager. Cost of replacing current stones is in excess of \$9,000. This was considered too expensive and outside budgets. GCB & Amenities Manager agreed to plant with Buxus hedge around edges and inner planting.
31	GCB	30-Jan-19	Action	Leigh Hay		Invite Mark Owen, NZTA, to a future Greytown Community Board meeting	Actioned	5/6/19: To invite Mark Owen to the next meeting in August. <b>5/8/19:</b> CEO has contacted Mr Owen who is unable to attend the August meeting. NZTA will provide an update on traffic volume growth trends as well as speed profile over 24 hr period through urban areas.
264	GCB	2-May-19	Action	Mark	Bryce	Clean and paint the white picket fence at the State Highway 2 south entrance to Greytown	Actioned	18/6/2019: Under action - Fencing requires a waterblast. 10/07/19 : under action. <b>19/8/19:</b> Water-blasting complete and fence does not require repainting.
372	GCB	5-Jun-19	Resolution			GCB RESOLVED (GCB 2019/31) that the minutes of the Greytown Community Board meeting held on 2 May 2019 be confirmed as a true and correct record subject to corrections to resolution GCB 2019/27 as follows: 3. To approve a cost of \$300 plus GST for sponsorship of the GA5 events. (Moved Hay/Seconded Rainford) Carried 9. To approve the cost of \$400 plus GST for a banner for the Community Event. (Moved Hay/Seconded Cr Gray) Carried  (Moved Hay/Seconded Cr Gray) Carried	Actioned	24/06/19 Commitments added to I&E - SM
376	GCB	5-Jun-19	Resolution			GCB RESOLVED (GCB 2019/35): 1. To receive the Applications for Financial Assistance Report. (Moved Stevenson/Seconded Cr Gray) Carried 2. To grant the Wairarapa Maths Association \$300 to assist with the running costs of the 'Matharapa' competitions. 3. To grant Greytown Little Theatre \$500 to extend the current programme of after school drama classes for primary and intermediate aged children in Term 3. (Moved Stevenson/Seconded Cr Gray) Carried	Actioned	14/6/19: Letters written to Wairarapa Maths and Greytown Little Theatre advising approval of applications. 24/06/19 Commitments added to I&E - SM

Ref #	Meeting	Raised Date	Action Type	Responsible Manager	Assigned to	Action or Task details	Open	Notes
378	GCB	5-Jun-19	Resolution			GCB RESOLVED (GCB 2019/37): 1. To receive the Student Representative Appointment Report. 2. To appoint Aimee Clouston as a student representative in an advocacy role with non-voting rights to the Greytown Community Board, until the end of the triennium. 3. To approve an honorarium payment of \$50 per ordinary meeting attended be made to the student representative (Moved Hay/Seconded Stevenson) Carried	Actioned	24/06/19 Commitments added to I&E - SM
379	GCB	5-Jun-19	Resolution			GCB RESOLVED (GCB 2019/38): 1. To receive the Chairperson's Report. 2. To approve a cost of \$200 plus GST for Friends of O'Connor's Bush for payment of plants from Norfolk Road Nursery from the beautification budget. 3. To approve a cost of \$1,500 to Rotary as a contribution towards the costs of organising the Greytown Christmas parade. (Moved Hay/Seconded Stevenson) Carried	Actioned	24/06/19 Commitments added to I&E - SM
381	GCB	5-Jun-19	Action	Harry	Angela	To adapt the Grant Application form for future use to include whether previous requests had been made, were successful and if so, for how many years.	Actioned	18/6/19: Draft section submitted to Chair for approval to include. <b>20/6/19:</b> Completed. Updated Grant Application form with previous grant history section added and uploaded to website.
382	GCB	5-Jun-19	Action	GCB Members		To provide feedback on the Community Board Terms of Reference to Mrs Hay for discussion at the next GCB meeting.	Actioned	Feedback provided and updated Terms of Reference on agenda for August meeting.
383	GCB	5-Jun-19	Action	Leigh Hay		To advertise/publish the GCB July meeting cancellation in Grapevine and on website.	Actioned	<b>6/6/19:</b> Website updated
384	GCB	5-Jun-19	Action	Mark	Bryce	To investigate watering options for the Greytown Cemetery prior to further planting being undertaken.	Actioned	<b>18/6/19:</b> Underway. Will investigate cost options on utilising the existing town water supply to extend down SH2 to cemetery.

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AGENDA ITEM 8.3

**INCOME AND EXPENDITURE STATEMENTS**

**Purpose of Report**

To present the Community Board with the most recent Income and Expenditure Statement for the 18/19 year.

**Recommendations**

Officers recommend that the Community Board:

1. *Receive the draft Income and Expenditure Statement for the period 1 July 2018 – 30 June 2019.*
2. *Receive the Income and Expenditure Statement for the period 1 July 2019 – 31 July 2019.*

**1. Executive Summary**

The Income and Expenditure Statement for 1 July 2018 – 30 June 2018 is attached in Appendix 1. The draft Income and Expenditure Statement for 1 July 2018 – 30 June 2019 is attached in Appendix 2. The Income and Expenditure Statement for 1 July 2019 – 31 July 2019 is attached in Appendix 3.

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

**2. Appendices**

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

Appendix 2 - Draft Income and Expenditure Statement for 1 July 2018 – 30 June 2019

Appendix 3 - Income and Expenditure Statement for 1 July 2019 – 31 July 2019

Contact Officer: Susan Mitchell, Records & Archives Officer

Approved By: Katrina Neems, Finance Manager

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

<b>Greytown Community Board</b>		
<b>Income &amp; Expenditure For the year ended 30 June 2018</b>		
<u>INCOME</u>		
Balance 1 July 2017	12,245.47	
Annual Plan 2017/18	26,868.00	
Greytown trust lands trust - water slide	652.17	
SW Rotary Water slide	652.17	
<b>TOTAL INCOME</b>	<b>40,417.81</b>	
<u>EXPENDITURE</u>		
Members' Salaries	15,764.22	
Mileage reimbursements	1,483.38	
<b>Total Personnel Costs</b>	<b>15,764.22</b>	
AP Local Governmen Annual CBD levy 2017/18	216.67	
AP OfficeMax New Z Stationery etc	19.2	
AP OfficeMax New Z Stationery etc	4.34	
Most Beautiful Town - L Hay	292.54	
AP Greytown Early Barrels - Gtn Oct-Dec 2017	510	
AP Power Services Erect flags in Greytown main street	252	
correct coding credit water barrels city care	-205.76	
AP New Zealand Red Psychological First Aid GCB group x 20	665.22	
AP Lamb-Peters Pri Feb Grapevine advertising	360	
purchase inflatable slide from mba com board	2000	
AP Lamb-Peters Pri A5 flyers - disaster simulation	254	
AP Lamb-Peters Pri 2 x footpath signs - GCB clinic	556	
AP Greytown Early Mtc of barrels Jan-March 2018	510	
exp x wages APR	93.24	
exp x wages MAY	50	
AP Lamb-Peters Pri Gtn Com Board flip chart papers	32	
Corn GCB expenses L Hay Printer inks corr coding	154.99	
exp x wages JUN	139.12	
rain water tank CD raffle prize	91.3	
EXP x Wages elected JUN YE	50	
AP Grand Illusions Putting up Xmas Decorations Nov 2017	75	
<b>Total General Expenses</b>	<b>6,119.86</b>	
AP Greytown Trails Grant-maintain Gtn rail trail/promotion	1,000.00	
AP Wairarapa U13 b GCB grant-attending Hockey tournament in	500.00	
AP Greytown Netbal Grant to assist with balls & bibs purcha	483.00	
AP Wairarapa Rate Operational support GCB 2018	200.00	
AP Maths Wairarapa GCB grant asst running schools maths com	300.00	
<b>Total Grants</b>	<b>2,483.00</b>	
<b>TOTAL EXPENDITURE</b>	<b>24,367.08</b>	
<b>ACTUAL NET SURPLUS/(DEFICIT) YEAR TO DATE</b>	<b>16,050.73</b>	
<b>BALANCE TO CARRY FORWARD</b>	<b>16,050.73</b>	

<b>Greytown Community Board</b>		
<b>Income &amp; Expenditure to 30 JUNE 2018</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
	2017/2018	10,710.00
<b>Total Budget</b>		<b>51,690.00</b>
<b>17/18 expenditure</b>		
12/11/2017	AP Design Warehouse GCB - 2 & 3 seater bench seats (outdoor)	1,207.13
11/11/2017	AP Farmlands Tui potting mix GCB	83.83
13/11/2017	AP Farmlands Tui potting mix GCB	- 41.91
12/11/2017	AP Lansdowne Nurse Herbs-singles	30.00
31/10/2017	AP Leafland Prunus lusitanica x 4	432.00
30/11/2017	AP The Sign Factor Banner PVC, banner mesh & corefluet sign	833.99
30/11/2017	AP Lamb-Peters Pri 2000 DL rack cards-Most Beautiful Town	329.00
30/11/2017	AP Lamb-Peters Pri Window/bus labels - Most Beautiful Town	359.00
30/11/2017	AP Lamb-Peters Pri Posters-Most Beautiful Town	70.00
19/12/2017	AP The Sign Factor Most Beautiful Town sign installation	415.00
2/12/2017	AP The Village Art Frame certificate-Most beautiful place	142.45
31/01/2018	AP Lamb-Peters Pri 'Most Beautiful small town' poster	40.00
7/06/2018	Greytown Menz Shed Beautify West St	1,840.00
8/06/2018	AP Greytown Anglic Grant for cable bracing gum tree	750.00
<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
	Farmlands	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>23,221.38</b>
<b>ACTUAL NET SURPLUS/(DEFICIT) YEAR TO DATE</b>		<b>28,468.62</b>

**Appendix 2 – Draft Income and  
Expenditure Statement for the period  
1 July 2018 – 30 June 2019**

<b>Greytown Community Board</b>		
<b>Income &amp; Expenditure For the Period Ended 30 JUNE 2019</b>		
	<b>INCOME</b>	
	Balance 1 July 2018	16,050.73
	Annual Plan 2018/19	27,639.00
	<b>TOTAL INCOME</b>	<b>43,689.73</b>
	<b>EXPENDITURE</b>	
	Members' Salaries	15,031.30
	Mileage reimbursements	757.44
	<b>Total Personnel Costs</b>	<b>15,788.74</b>
30/06/2018	AP Lamb-Peters Pri GCB 500 x A5 flyers IT support Kuranui	157.00
23/08/2018	AP Local Governmen CBEC levy for 2018/19	216.66
	Student Representative L O,Connell/Aimee Clouston	350.00
	Computer Consumables	100.00
24/10/2018	AP OfficeMax New Z Stationery and supplies	7.76
18/12/2018	Comm Board GL corrections gtn barrels Apr-Jun	510.00
18/12/2018	Comm Board GL corrections Gtn barrels Jul-Sept	510.00
29/12/2018	AP Grand Illusions Xmas decorations new lights	410.00
16/01/2019	AP Greytown Early Barrels Oct, Nov & Dec 2018	510.00
27/12/2018	AP Lamb-Peters Pri Stickers for dog bag poles	86.00
31/01/2019	AP Lamb-Peters Pri GCB 1600xKuranui IT Flyers - A4 1 side	315.00
31/01/2019	AP NZ Community Bo CB conference 2019 A Rainford	656.52
28/02/2019	AP OneSource Limit GCB Street flags	843.00
25/03/2019	GL Correction PA neilson deliver IT pamphlets Corr	55.00
14/04/2019	AP The Devon Hotel GTN CB 19 Conference A Rainford	540.60
24/04/2019	AP Lamb-Peters Pri Celebrate Greytown Flyers	293.00
6/05/2019	AP Greytown Early Maintenance of GTN Main St Barrells	510.00
10/05/2019	AP Nirvana Interio Oversized Clock	260.00
27/05/2019	AP Mark's Signs 15 x Pickup after your Pet signs	675.00
28/05/2019	AP He Putiputi Lim Flowers - Margaret Craig	100.00
30/05/2019	AP The Sign Factor 3000mm x 1000mm Digitally Printed PVC Ba	322.28
5/06/2019	exp x wages MAY CB Conf exp A Rainford	98.00
5/06/2019	GCB coding corxn Satellite Design Flag artwork	198.81
10/06/2019	AP P A Neilson Delivry 1100 Circulars to GTN households	55.00
30/05/2019	AP The Sign Factor 3000mm x 1000mm Digitally Printed PVC Ba	275.00
31/05/2019	AP Power Services Flag Installation	262.00
2/07/2019	exp x wages JUNE	64.78
26/06/2019	AP Lamb-Peters Pri June Grapevine Advertising GTN Com Board	160.00
	<b>Total General Expenses</b>	<b>8,541.41</b>
25/07/2018	AP Greytown Trails - promoting Rail Trail 2018	1,000.00
25/07/2018	AP Greytown Lions - Trishaw cycle/equip 2018	500.00
30/07/2018	AP Greytown Menz Shed	500.00
30/08/2018	AP Life Education Trust - Deliver life skills to schools in region	500.00
30/08/2018	AP Citizens Advice Recognition of good service in Gtn ward	200.00
31/08/2018	AP Greytown Rugby - First aid Kit	380.00
7/09/2018	AP Arbor House - to assist chest freezer moving costs	500.00
27/11/2018	AP Scout Associati GCB grant Gtn resident - Illuminate	250.00
28/11/2018	AP Greytown Early GCB grant purchase construction & story	500.00
20/12/2018	AP South Wairarapa Xmas parade grant GCB	1,000.00
18/01/2019	Returned Grant - Scouts	-250.00
31/01/2019	AP Friends of Cobb Grant-costs of running carols at Cobbles	500.00
01/01/2019	AP Cobblestone Tru GCB grant to assist operating costs Muse	1,000.00
22/02/2019	AP Greytown Lawn T Resolution GCB 2018/68 - paint for Volle	169.00
12/03/2019	AP Greytown Plunke GCB grant assist childres even day March	200.00
20/03/2019	Wairarapa Rape and Sexual Abuse Collective: say no to rape campaign	200.00
31/03/2019	AP Wharekaka Trust GCB 2019 - Assistance with Meals on Whee	434.78
16/05/2019	AP Hooper N GCB Grant - May 2019	500.00
12/06/2019	AP Greytown School Grant Bike Track Project	500.00
14/06/2019	AP Greytown Little After School Classes Primary/Intermediat	500.00
	AP Maths Wairarapa Running Matharapa Competition	300.00
30/06/2019	AP Greytown Little Grant for running after school classes	500.00
	<b>Total Grants</b>	<b>9,883.78</b>
	<b>TOTAL EXPENDITURE</b>	<b>34,213.93</b>

<b>Greytown Community Board</b>		
<b>Income &amp; Expenditure For the Period Ended 30 JUNE 2019</b>		
	<b>ACTUAL NET SURPLUS/(DEFICIT) YEAR TO DATE</b>	<b>9,475.80</b>
	<b>LESS: COMMITMENTS</b>	
	Salaries to 30 June 2019	1,153.70
	Mileage to 30 June 2019	-257.44
	Members computing consumables 2018 & 2019	200.00
13/05/2015	Remove old welcome to Greytown signs	1,000.00
22/11/2017	Promotion and support of the hub and civil defence initiatives to promote public awareness	906.76
06/06/18,		
13/03/19	Printing and distribution of leaflets - Kuranui IT project \$250+\$400	438.00
21/11/2018	Conference accommodation, food, petrol costs up to (overspend-SM)	-61.70
21/11/2018	Advertising for meetings December/January for Public consultations for AP submissions	800.00
30/01/2019	Installation/Traffic Mgmt of Flags	400.00
13/03/2019	Flyers to promote a community event	207.00
2/05/2019	Banner - Community engagement	400.00
2/05/2019	GA5 event sponsorship	202.00
2/05/2019	Narida Hooper - Rangatahi Painting workshop w. Joe Mcmenamin	500.00
2/05/2019	Greytown School - bike track project	500.00
2/05/2019	Greytown Bowling Club - 2 lighter weight regulation balls	500.00
5/06/2019	Wairarapa Maths Association - Matharapa competitions	300.00
5/06/2019	Greytown Little Theatre - after school drama classes Term 3	500.00
5/06/2019	Student representative \$50 per meeting until end of triennium - A Clouston	100.00
5/06/2019	Rotary for organising 2019 Greytown Xmas parade	1,500.00
	<b>Total Commitments</b>	<b>9,288.32</b>
	<b>BALANCE TO CARRY FORWARD</b>	<b>187.48</b>
<b>Greytown Community Board</b>		
<b>Beautification fund For the Period Ended 30 JUNE 2019</b>		
	Balance 1 July 2018	28,468.62
	Annual Plan 2018/19	10,710.00
	<b>TOTAL INCOME</b>	<b>39,178.62</b>
30/08/2018	AP Greytown Croque Plants for estab green boundary	750.00
4/09/2018	AP Design Warehous Teak 3 seater memory Jan Eagle (Stella B	751.39
10/12/2018	AP Greytown Anglic Notable gum tree funds for St Lukes	2000.00
31/01/2019	AP Greytown Herita GL jnl correction	3000.00
14/05/2019	AP Farmlands Potting Mix & Fertiliser	1208.57
21/05/2019	AP S H Davis GTN Main Street Barrels	120.00
21/05/2019	AP Satellite Desig Greytown Cemetary/ Soldiers Mem Park	300.00
7/06/2019	GCB xfr from Amenities for barrels	-2000.00
	GCB coding corxn Satellite Design cemetery signage	310.87
31/05/2019	AP Satellite Desig Greytown Cemetary/ Soldiers Mem Park	150.00
19/06/2019	AP Mr P J Bennett Construct and install new signage	1420.00
14/05/2019	AP Farmlands Potting Mix & Fertiliser	83.54
	<b>Total Beautification</b>	<b>8,094.37</b>
	<b>TOTAL EXPENDITURE</b>	<b>8,094.37</b>
	<b>ACTUAL NET SURPLUS/(DEFICIT) YEAR TO DATE</b>	<b>31,084.25</b>
	<b>LESS: COMMITMENTS</b>	
	Bench Plaque	-21.68
10/10/2018	Greytown Tennis Club paint for volley board	169.00
21/11/2018	Dog park programme including gates	2,000.00
2/05/2019	New Signage Cemetery/Soldiers' Memorial Park/Playground	600.00
2/05/2019	Barrel Maintenance etc: \$700+486.08+2860+2000 = Total \$6046.08	4,753.97
5/06/2019	Friends of O'Connor's Bush for plants from Norfolk Road Nursery	200.00
5/06/2019	Trees in the Cemetery (if watering issue resolved)	7,150.00
	<b>Total Commitments</b>	<b>14,851.29</b>
	<b>BALANCE TO CARRY FORWARD</b>	<b>16,232.96</b>

**Appendix 3 – Income and Expenditure  
Statement for the period  
1 July 2019 – 31 July 2019**

<b>Greytown Community Board</b>	
<b>Income &amp; Expenditure For the Period Ended 31 JULY 2019</b>	
<b>INCOME</b>	
Balance 1 July 2019	9,475.80
Annual Plan 2019/20	28,053.00
<b>TOTAL INCOME</b>	<b>37,528.80</b>
<b>EXPENDITURE</b>	
Members' Salaries	1,084.41
Mileage reimbursements	115.52
<b>Total Personnel Costs</b>	<b>1,199.93</b>
<b>Total General Expenses</b>	<b>0.00</b>
<b>Total Grants</b>	<b>0.00</b>
<b>TOTAL EXPENDITURE</b>	<b>1,199.93</b>
<b>ACTUAL NET SURPLUS/(DEFICIT) YEAR TO DATE</b>	<b>36,328.87</b>
<b>LESS: COMMITMENTS</b>	
Salaries to 30 June 2020	15,181.59
Mileage to 30 June 2020	384.48
Members computing consumables 2018 & 2019	200.00
13/05/2015 Remove old welcome to Greytown signs	1,000.00
22/11/2017 Promotion and support of the hub and civil defence initiatives to promote public awareness	906.76
06/06/18, 13/03/19 Printing and distribution of leaflets - Kuranui IT project \$250+\$400	438.00
21/11/2018 Advertising for meetings December/January for Public consultations for AP submissions	800.00
30/01/2019 Installation/Traffic Mgmt of Flags	400.00
13/03/2019 Flyers to promote a community event	207.00
2/05/2019 Banner - Community engagement	400.00
2/05/2019 GA5 event sponsorship	202.00
2/05/2019 Narida Hooper - Rangatahi Painting workshop w. Joe Mcmenamin	500.00
2/05/2019 Greytown School - bike track project	500.00
2/05/2019 Greytown Bowling Club - 2 lighter weight regulation balls	500.00
5/06/2019 Wairarapa Maths Association - Matharapa competitions	300.00
5/06/2019 Greytown Little Theatre - after school drama classes Term 3	500.00
5/06/2019 Student representative \$50 per meeting until end of triennium - A Clouston	100.00
5/06/2019 Rotary for organising 2019 Greytown Xmas parade	1,500.00
<b>Total Commitments</b>	<b>24,019.83</b>
<b>BALANCE TO CARRY FORWARD</b>	<b>12,309.04</b>

<b>Greytown Community Board</b>	
<b>Beautification fund For the Period Ended 31 JULY 2019</b>	
Balance 1 July 2019	31,084.25
Annual Plan 2019/20	10,710.00
<b>TOTAL INCOME</b>	<b>41,794.25</b>
<b>Total Beautification</b>	<b>0.00</b>
<b>TOTAL EXPENDITURE</b>	<b>0.00</b>
<b>ACTUAL NET SURPLUS/(DEFICIT) YEAR TO DATE</b>	<b>41,794.25</b>
<b>LESS: COMMITMENTS</b>	
10/10/2018 Greytown Tennis Club paint for volley board	169.00
21/11/2018 Dog park programme including gates	2,000.00
2/05/2019 New Signage Cemetery/Soldiers' Memorial Park/Playground	600.00
2/05/2019 Barrel Maintenance etc: \$700+486.08+2860+2000 = Total \$6046.08	4,753.97
5/06/2019 Friends of O'Connor's Bush for plants from Norfolk Road Nursery	200.00
5/06/2019 Trees in the Cemetery (if watering issue resolved)	7,150.00
<b>Total Commitments</b>	<b>14,872.97</b>
<b>BALANCE TO CARRY FORWARD</b>	<b>26,921.28</b>

# GREYTOWN COMMUNITY BOARD

28 AUGUST 2019

## AGENDA ITEM 8.4

### 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 Applications for Financial Assistance Report.*
2. *Consider the application from Project Litefoot Trust for requested funds of \$500 to assist with the cost of implementing the LiteClub Programme into two local community sports clubs.*
3. *Consider the application from Greytown Rugby Club for requested funds of \$500 to assist with the running costs of the club by paying for the Greytown Community Sports & Leisure Subs for 2019.*
4. *Consider the application from Greytown Early Years Incorporated for requested funds of \$647 for the purchase of a slide for the children's outdoor play area redevelopment.*

#### **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.

#### **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>
Project Litefoot Trust	No outstanding accountability forms
Greytown Rugby Club	No outstanding accountability forms
Greytown Early Years Incorporated	No outstanding accountability forms

Contact Officer: Angela Williams, Committee Advisor

Approved By: Harry Wilson, Chief Executive Officer

# GREYTOWN COMMUNITY BOARD

28 AUGUST 2019

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## AGENDA ITEM 8.5

### FINANCIAL ASSISTANCE ACCOUNTABILITY REPORT

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#### **Purpose of Report**

To update the Community Board on grant status and provide a report back on accountability forms received from recipients.

#### **Recommendations**

Officers recommend that the Community Board:

1. *Receive the Financial Assistance Accountability Report.*

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

Greytown Community Board considers grant applications at their 6 weekly meetings. All applicants are required to submit an accountability return and are followed up if a return hasn't been lodged. All outstanding accountability returns have been contacted prior to this report being prepared.

#### **2. August 2019 Summary**

A summary of grants allocated and their status is provided in Appendix 1. Accountability returns are shown in Appendix 2.

#### **3. Appendix**

Appendix 1 – Grants Summary

Appendix 2 – Accountability Returns

Contact Officer: Angela Williams, Committee Advisor

Reviewed By: Harry Wilson, Chief Executive Officer

## **Appendix 1 – Grants Summary**

## Community Board Financial Assistance Tracking

Status to be followed up in June 19 and March 20.

COMMUNITY BOARD	APPLICANT NAME	PROJECT DESCRIPTION	AMOUNT REQUESTED	AMOUNT ALLOCATED	STATUS	DATE PROJECT APPROVED/DECLINED	EXPECTED PROJECT COMPLETION DATE	PROJECT STATUS In progress (accountability not returned) Complete (accountability returned)	Followed Up
GCB	Wairarapa Balloon Society	To bring 2015 events to the Greytown area.	\$500	\$500	Approved	18 February 2015	31 March 2015	In Progress	7/09/2015 and 1/4/16
GCB	The Anglican Parish of St Lukes Greytown	To assist with the costs associated with designing a cable bracing system for the St Luke's protected gum tree	\$750 0	\$750 \$2000	Approved	31 January 2018 21 November 2018		In Progress	31/07/2019 28/09/2018 Note - 2nd allocation of funds was from decision made at the Nov 18 meeting. 1/8/19 - Not invoiced to date, Email sent to f/up.
GCB	Cobblestones Museum	To pay for totara boards to display signage	\$487	\$500	Approved	31 January 2018		In Progress	
GCB	Greytown Netball Club	To assist with the costs associated with purchasing balls and bibs.	\$483	\$483	Approved	14 March 2018		Complete	Received Nov 18
GCB	Greytown Menz Shed	To purchase materials so the West Street frontage of Greytown Menz Shed can be beautified	\$1,840	\$1,840	Approved	14 March 2018		Complete	Received Oct 18
GCB	Maths Wairarapa	To assist with the costs of running the Wairarapa wide school maths competition.	\$300	\$300	Approved	6 June 2018		Complete	Received Sep 18
GCB	Arbor House	To assist with the costs of purchasing a chest freezer	\$500	\$500	Approved	6 June 2018		Complete	Received 1/8/19.
GCB	Lions Club	To assist with the costs of purchasing a trishaw cycle and associated equipment costs.	\$500	\$500	Approved	18 July 2018		Complete	Received 2/8/19
GCB	Greytown Trails Trust	To assist with the costs of maintaining and promoting the Greytown Rail Trail.	\$1,000	\$1,000	Approved	18 July 2018		Complete	Received Nov 18
GCB	Greytown MenZ Shed	To assist with the costs of purchasing three lathes and associated hardware.	\$500	\$500	Approved	18 July 2018		In Progress	Email sent 1/8/19
GCB	Wairarapa Citizens Advice Bureau	To assist with the running costs to provide services to the region.	\$350	\$200	Approved	29 August 2018		Complete	Received Aug 19
GCB	Life Education Trust	To deliver a mobile life skills programme to the schools in the region	\$500	\$500	Approved	29 August 2018		Complete	Received Jan 19
GCB	Greytown Petanque and Croquet Club	To assist with the cost of purchasing plants for re-establishing a green boundary	\$750	\$750	Approved	29 August 2018	31 Sep 18	Complete	Received Nov 18
GCB	Greytown JAB Rugby Club	To assist with the costs of restocking first aid kits	\$380	\$380	Approved	29 August 2018		Complete	Received Nov 18
GCB	Greytown Tennis Club	To grant the \$169, to be paid from the beautification budget, to purchase paint so that the volley board that faces the Greytown Campground can be painted	\$169	\$169	Approved	10 October 2018	Oct/Nov 18	Complete	Received Dec 18
GCB	Greytown Early Years	To assist with the costs of purchasing toys for construction and storytelling.	\$500	\$500	Approved	21 November 2018		Complete	Received Feb 19

## Community Board Financial Assistance Tracking

Status to be followed up in June 19 and March 20.

COMMUNITY BOARD	APPLICANT NAME	PROJECT DESCRIPTION	AMOUNT REQUESTED	AMOUNT ALLOCATED	STATUS	DATE PROJECT APPROVED/DECLINED	EXPECTED PROJECT COMPLETION DATE	PROJECT STATUS In progress (accountability not returned) Complete (accountability returned)	Followed Up
GCB	Greytown Scouts	To enable their chosen individual, who is a Greytown resident, to attend Illuminate (Venturer jamboree) from 31 December 2018 to 11 January 2019.	\$500	\$250	Approved	21 November 2018	12 January 2019	Complete	Money Refunded Jan 19
GCB	Cobblestones Museum	To assist with the operating costs of the Museum and invite them to apply on an annual basis.	\$1,000	\$1,000	Approved	30 January 2019		In Progress	Email sent 1/8/19
GCB	Friends of Cobblestone	To help cover the costs of the community carol concert in December 2018.	\$1,285	\$500	Approved	30 January 2019	1 December 2018	Complete	Received Aug 19
GCB	Royal NZ Plunket Trust	To help cover the costs associated with running a Children's Day event in March 2019.	\$250	\$200	Approved	30 January 2019	1 March 2109	In Progress	Email sent 1/8/19
GCB	Wairarapa Rape and Sexual Abuse Collective	To assist with costs for the 'Saying no to Rape' campaign.	\$8,000	\$200	Approved	13 March 2019		Complete	Received Mar 19
GCB	Wharekaka Trust Board \$500	To assist with meals on wheels service provision to Greytown residents.	\$500	\$500	Approved	13 March 2019		Complete	Received Aug 19
GCB	Narida Hooper	To help fund the cost of a painting workshop with artist Joe Mcmenamin for ten South Wairarapa rangatahi (youth) (payable on receipts)	\$500	\$500	Approved	2 May 2019	31 July 2019	Complete	Received Jul 19
GCB	Greytown Bowling Club	To assist with the purchase of two lighter weight regulation balls.	\$500	\$500	Approved	2 May 2019		In Progress	Emailed 1/8/19. Equipment has been ordered, will send invoice and completed form through once processed.

## **Appendix 2 – Accountability Returns**



## Greytown Community Board Grants Feedback Form

The goal of the Greytown Community Board is to support applications 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.

Please note as per your application accountability in report form, 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. No further grants will be considered until we have received this feedback form.

Please return the completed form to –

Suzanne Clark  
South Wairarapa District Council  
PO Box 6  
Martinborough 5741  
[Suzanne.clark@swdc.govt.nz](mailto:Suzanne.clark@swdc.govt.nz)

Name of Organisation	Greytown Netball Club
Project Name	Practice bibs and first aid kits for senior teams
Date of Project	May 2018
Amount received from the Greytown Community Board	\$ 483.0

• **Provide details of the project**

Greytown Netball Club were able to order new sets of practice bibs and fresh first aid kits for our senior teams - thank you very much!

## Greytown Community Board Grants Feedback Form

- Was the money used exactly for the intended purpose as per your application? Please give details and reasons for any variation

Items were purchased as per quote provided with grant application

- How did your project benefit the wider Greytown community?

Local Greytown women were able to play netball without having to worry about increased subs to cover purchase of items

- How many people or groups from the Greytown community were involved or benefited from your project? Please provide actual numbers of members living in the Greytown area (postal codes 5712, 5794 and rural families with Greytown as their home address). Please state this number versus the total number (e.g. 3 Greytown individuals versus 20 other Wairarapa individuals).

5712	15
5794	6
5710	3
5711	2
5771	1
5713	2
5810	1
5781	1

- Which sector does your organisation have an impact on (as per our stated objectives for funding?)

Sporting/community wellbeing



## Greytown Community Board Grants Feedback Form

- What are the longer term gains for the Greytown ward as a result of your project (if appropriate for your project)?

An outlet for local women (mothers, wives, sisters, cousins) to enrich mental wellbeing as well as physical, a social outlet for the above to have a break and interact with likeminded women

- Was your application a one-off application or do you see the need for further funding in the future? Which other organisations supported you in your project?

A one off at this point although we may request another grant in future seasons if new equipment is required above and beyond what is covered in annual subs

- Invoices and Receipts: Please provide evidence of the grant expenditure (copies of invoices or receipts) within 3 months of a grant being expended.

Thank you for your feedback. This allows us to carefully consider the Greytown ward grant applications and put our money to the best possible use for the good of the Greytown community.



## Greytown Community Board Grants Feedback Form

The goal of the Greytown Community Board is to support applications 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.

Please note as per your application accountability in report form, 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. No further grants will be considered until we have received this feedback form.

Please return the completed form to –

Suzanne Clark  
South Wairarapa District Council  
PO Box 6  
Martinborough 5741  
[Suzanne.clark@swdc.govt.nz](mailto:Suzanne.clark@swdc.govt.nz)

1. Name of Organisation	Greytown MENZ Shed
2. Project Name	New Fence and planting to beautify new building
3. Date of Project	August 2018
4. Amount received from the Greytown Community Board	\$ 1840.00
5. Provide details of the project	

A new fence was constructed on West St and the boundary between the MENZ shed and the car park of the SWWC. Our woodturners made decorative balls to mount on the fence and behind the fence we planted 4 decorative standard trees. All the work was done by members of the MENZ shed which allowed us to use our grant to pay for materials only which substantially reduced the cost of the project. One of our members is going to make a new letterbox to complete the new fence (there is no cost attached to this). We believe with the new fence it significantly enhances the streetscape on West St. We would like to thank the GCB for this grant which was most appreciated. It allowed us to finish the project in time for the opening of our new shed. Please see attached photos.



## Greytown Community Board Grants Feedback Form

6. Was the money used exactly for the intended purpose as per your application? Please give details and reasons for any variation

Yes. A new fence and trees at the MENZ shed.

7. How did your project benefit the wider Greytown community?

We believe it adds to the beauty of the MENZ shed and improves the streetscape. The MENZ Shed does a huge amount of work in the community and by completing this project it adds to the pride we have in our MENZ Shed.

8. How many people or groups from the Greytown community were involved or benefited from your project? Please provide actual numbers of members living in the Greytown area (postal codes 5712, 5794 and rural families with Greytown as their home address). Please state this number versus the total number (e.g. 3 Greytown individuals versus 20 other Wairarapa individuals).

The MENZ Shed benefits all of the Greytown Community.

9. Which sector does your organisation have an impact on (as per our stated objectives for funding?)

All community groups in Greytown.



## Greytown Community Board Grants Feedback Form

10. What are the longer term gains for the Greytown ward as a result of your project (if appropriate for your project)?

n/a

11. Was your application a one-off application or do you see the need for further funding in the future? Which other organisations supported you in your project?

Possibly, we may seek support for future work + projects in the community.

12. Invoices and Receipts: Please provide evidence of the grant expenditure (copies of invoices or receipts) within 3 months of a grant being expended.

Thank you for your feedback. This allows us to carefully consider the Greytown ward grant applications and put our money to the best possible use for the good of the Greytown community.

John Bevan: Chair

A large, stylized handwritten signature in blue ink, likely belonging to John Bevan, the Chair.



P.O. Box 463  
Masterton  
P: 06 3700400 ext 775  
E: [mvanwoerkom@waicol.nz](mailto:mvanwoerkom@waicol.nz)



29 September 2018

Loyal supporter of MATHARAPA

Hello,

I am writing on behalf of the Wairarapa Mathematics Association to thank you once again for your support of our annual National Maths week competition.

Matharapa was held in August (15<sup>th</sup> and 16<sup>th</sup>).

Without your support the two days would not be quite as successful so, on behalf of the competitors, over 495 of them: THANK YOU.

Enclosed is a summary of the results that we hope you share with your Boards, members and committees.

Thanks, sincerely.

Mike van Woerkom  
Treasurer  
WaiMaths Assoc  
c/- P.O Box 463  
Masterton.



# MATHARAPA 2018

Wairarapa College was the venue, once again, for the 2018 Wairarapa Mathematics competitions. The spacious hall has proven to be a fantastic venue with plenty of room for the competitors and spectators alike. As with last year the extended programme gave more time for the competitors on each section. Setting up was completed late on Tuesday evening and the competitions began the next morning.

No Year 5/6 North teams arrived at 9.00am on Wednesday August 15<sup>th</sup> because of the NZEI industrial action – their competition was delayed until Thursday.

At 11.30am it was the turn of the Year 9's [37 teams from 9 colleges] – Rathkeale swept the board in this age-group taking out 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> placings. What an incredible effort!!

At 1.30pm it was the turn of the Year 10's – 34 teams enjoyed an hour and a half of challenges with Wairarapa College placing 1<sup>st</sup>, Solway College 1 were 2<sup>nd</sup> and Rathkeale 2 came in 3<sup>rd</sup> place.

So 71 teams, over 210 students went through on the Wednesday session - it was a great start to National Mathematics Week.

Thursday morning saw the first of three sessions kick off with Years 5&6 South pupils, together with their Year 5/6 Northern counterparts, being challenged to basic arithmetic, mental calculations and puzzles.

From a pool of 18 teams the winners in Yr 5/6 South were:- 1<sup>st</sup> Greytown School Spheres, 2<sup>nd</sup> Martinborough School's Everyday I'm calculating and 3<sup>rd</sup> Greytown School's Prisms.

From a pool of 16 teams the winners in Yr 5/6 North were:- 1<sup>st</sup> Opaki Numerators, 2<sup>nd</sup> Douglas Park School Denominators and 3<sup>rd</sup> Hadlow's Order of Operations.

Another 28 teams from 19 schools took their seats at 11.30am for the Year 7 competition where more frantic equation solving, geometry and brainstorming ensued.

The winners were:- 1<sup>st</sup> St Teresa's, Featherston with Masterton Intermediate 2 2<sup>nd</sup> and St Mary's, Carterton 3<sup>rd</sup>.

Year 8 pupils rounded off a busy day with their round of questions starting at 1.30pm – individual computations, team "runner" maths questions and spatial challenges kept them very engrossed for their competition.

From a group of 32 teams representing 17 schools the winners were:- 1<sup>st</sup> Masterton Intermediate 3, 2<sup>nd</sup> Lakeview School and 3<sup>rd</sup> were Masterton Intermediate 4.



In all approx. 495 students from every corner of our region came and enjoyed competing against their peers – what a success!!

Prizes ranging from wooden Soma cubes to Casio graphical calculators were awarded.

Refreshments in the form of a drink of Vitafresh and a biscuit are supplied at the end of competition while the final results are being computed.

Whilst the winners and place-getters are recorded here the real emphasis is on participation and every competitor goes home with a certificate acknowledging that they have represented their school.

Every student also receives a bag of goodies by which to remember the day.

Our thanks go to the participating schools for releasing staff to accompany the students. Thank you to any parents who were given a job and did it willingly. Thanks also to the senior students who gave freely of their time to act as markers.

A special thank you to the secondary schools that bore the cost of releasing teachers in order to see that the sessions ran smoothly.

Each participating school pays a small annual subscription but the bulk of the running costs and prizes are only able to be purchased with the generous assistance of the following contributors.

Our sincerest thanks go to the following sponsors, without whom this competition could not be run so generously and successfully:



# THANK YOU



Featherston, Greytown, Carterton, Holdsworth, Pahiatua  
and Masterton Host Waipoua Lions Clubs  
Featherston and Greytown Lioness Clubs  
South Wairarapa, Carterton and Masterton South Rotary Clubs  
Featherston, Greytown and Martinborough Community Boards  
The Masterton & Carterton District Councils  
The Westpac & ANZ Banks  
Trust Lands Trust Masterton, The Wairarapa Building Society  
The Trust House Foundation, First Sovereign Trust Ltd,  
Pelorus Trust and The Lion Foundation  
The NZ Association of Mathematics Teachers via the MoE  
Mr Derek Smith of Graphic Technologies & Monaco Corporation  
Hansell's (NZ) Ltd, Lamb-Peters Print & Dandi Candy





## GREYTOWN COMMUNITY BOARD

### STRATEGIC GRANT ACCOUNTABILITY FORM

The goal of the Greytown Community Board is to support applications 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.

Please note as per your application accountability in report form, 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. No further grants will be considered until we have received this feedback form.

Please return the completed form to –

Angela Williams  
South Wairarapa District Council  
PO Box 6  
Martinborough 5741  
[angela.williams@swdc.govt.nz](mailto:angela.williams@swdc.govt.nz)

1. Name of Organisation	Arbor House Trust
2. Project Name	Deep Freezer
3. Date of Project	11 May 2018
4. Amount received from the Greytown Community Board	\$ 500.00
5. Provide details of the project	
To purchase a Chest Freezer for kitchen. Purchased from Newbolds	

6. Was the money used exactly for the intended purpose as per your application? Please give details and reasons for any variation

Yes

7. How did your project benefit the wider Greytown community?

No

8. How many people or groups from the Greytown community were involved or benefited from your project? Please provide actual numbers of members living in the Greytown area (postal codes 5712, 5794 and rural families with Greytown as their home address). Please state this number versus the total number (e.g. 3 Greytown individuals versus 20 other Wairarapa individuals).

26 Residents

9. Which sector does your organisation have an impact on (as per our stated objectives for funding?)

Aged Care

10. What are the longer term gains for the Greytown ward as a result of your project (if appropriate for your project)?

Nil

11. Was your application a one-off application or do you see the need for further funding in the future? Which other organisations supported you in your project?

Yes a one off application, no other organisations were involved.

12. Invoices and Receipts: Please provide evidence of the grant expenditure (copies of invoices or receipts) within 3 months of a grant being expended.

Thank you for your feedback. This allows us to carefully consider the Greytown ward grant applications and put our money to the best possible use for the good of the Greytown community.



## GREYTOWN COMMUNITY BOARD

### STRATEGIC GRANT ACCOUNTABILITY FORM

The goal of the Greytown Community Board is to support applications 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.

Please note as per your application accountability in report form, 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. No further grants will be considered until we have received this feedback form.

Please return the completed form to –

Angela Williams  
South Wairarapa District Council  
PO Box 6  
Martinborough 5741  
[angela.williams@swdc.govt.nz](mailto:angela.williams@swdc.govt.nz)

1. Name of Organisation	Lions Club of Greytown
2. Project Name	Cycling Without Age, Greytown
3. Date of Project	May-December 2018
4. Amount received from the Greytown Community Board	\$ 500.00

5. Provide details of the project

We bought a Triobike Taxi trishaw (see <https://triobike.com/en/models/taxi/>) from Bicycle Junction (<https://www.bicyclejunction.co.nz/>) in Wellington.

6. Was the money used exactly for the intended purpose as per your application? Please give details and reasons for any variation

Yes, it was.

7. How did your project benefit the wider Greytown community?

The trishaw is kept at Arbor House and is in use whenever weather permits to take elderly and disabled people (the latter from Noel Hamilton House) for rides. Please see <https://www.facebook.com/Greytown-Lions-Cycling-Without-Age-Chapter-1694760613953751/>

8. How many people or groups from the Greytown community were involved or benefited from your project? Please provide actual numbers of members living in the Greytown area (postal codes 5712, 5794 and rural families with Greytown as their home address). Please state this number versus the total number (e.g. 3 Greytown individuals versus 20 other Wairarapa individuals).

We have a dozen volunteer pilots - 4 from the Lions Club and the rest from the Greytown community.

Our passengers are all Greytown people, although some have previously lived elsewhere. As a rough estimate, the total number so far would be about 40. Several have enjoyed repeated rides.

9. Which sector does your organisation have an impact on (as per our stated objectives for funding?)

As passengers, the elderly and disabled. As pilots, Lions and community members.

10. What are the longer term gains for the Greytown ward as a result of your project (if appropriate for your project)?

The continuing use of the trishaw, and we hope the development of the Greytown Chapter of Cycling Without Age as a stand-alone entity independent of Greytown Lions.

11. Was your application a one-off application or do you see the need for further funding in the future? Which other organisations supported you in your project?

It was a one-off. Many other organisations supported us, including Greytown St Mark's Lodge, Greytown RSA, Greytown Lands Trust, South Wairarapa Rotary, South Wairarapa Inner Wheel, Greytown Lionesses and South Wairarapa Workingmen's Club. Three individuals made generous donations and others gave varying amounts through our Givealittle page. Our Lions Club also made a substantial contribution.

12. Invoices and Receipts: Please provide evidence of the grant expenditure (copies of invoices or receipts) within 3 months of a grant being expended.

Thank you for your feedback. This allows us to carefully consider the Greytown ward grant applications and put our money to the best possible use for the good of the Greytown community.



## Martinborough Community Board Strategic Grants Accountability Form

Martinborough Community Board (MCB) Strategic Grants are awarded to organisations or individuals for specific projects that have the potential to provide long-lasting benefit to the Martinborough Ward Community and which support the MCB Vision and Priority Areas outlined in the "Martinborough Community Board – 3 year plan to 2016".

Successful applicants must provide a quarterly report to the MCB detailing progress and submit this Strategic Grants Accountability Form within 3 months of the grant being expended. No further grants will be considered until we have received this feedback form.

Please return the completed form along with bank statements, invoices and receipts identifying the grant expenditure to –

Suzanne Clark

South Wairarapa District Council

PO Box 6

Martinborough 5741

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

1.	Name of Organisation	GREYTOWN TRAILS TRUST
2.	Project Name	PROMOTION OF THE RAIL TRAIL (WEBSITE).
3.	Date of Grant	6 <sup>th</sup> AUGUST 2018
4.	Amount of Grant	ONE THOUSAND DOLLARS.
5.	Please provide a summary of the project	
<p>PROMOTION OF THE GREYTOWN RAIL TRAIL THROUGH PRIMARILY OUR NEW WEBSITE.</p> <p>1. HOSTING COSTS 2. DEVELOPMENT COSTS</p> <p>SECONDARY CONTINUED OUR PROMOTION THROUGH PRINTED PAMPHLETS THROUGH INFORMATION CENTRES IN THE SOUTH WAIRARAPA</p>		



# **Martinborough Community Board** **Strategic Grants Accountability Form**

6.	Please provide details of how the grant was spent, explaining any expenditure which was not used for the intended purpose as outlined in your grant application.										
	<table border="0"> <tr> <td>AVALON MARKETING HOSTING COSTS 26/4</td> <td>230.00</td> </tr> <tr> <td>LAMP &amp; PAPER PROMOTIONAL PAMPHLETS 30/4</td> <td>219.65</td> </tr> <tr> <td>AVALON MARKETING DEVELOPMENT OF WEBSITE 16/7</td> <td>460.00</td> </tr> <tr> <td>AVALON MARKETING EVENTS CALENDAR UPDATE 22/11</td> <td>155.39</td> </tr> <tr> <td></td> <td><u>\$ 1065.04</u></td> </tr> </table> <p>COPIES OF INVOICES ATTACHED.</p>	AVALON MARKETING HOSTING COSTS 26/4	230.00	LAMP & PAPER PROMOTIONAL PAMPHLETS 30/4	219.65	AVALON MARKETING DEVELOPMENT OF WEBSITE 16/7	460.00	AVALON MARKETING EVENTS CALENDAR UPDATE 22/11	155.39		<u>\$ 1065.04</u>
AVALON MARKETING HOSTING COSTS 26/4	230.00										
LAMP & PAPER PROMOTIONAL PAMPHLETS 30/4	219.65										
AVALON MARKETING DEVELOPMENT OF WEBSITE 16/7	460.00										
AVALON MARKETING EVENTS CALENDAR UPDATE 22/11	155.39										
	<u>\$ 1065.04</u>										
7.	How has your project provided long-lasting benefit to the Martinborough Ward community?										
	<p>YES. USAGE OF THE TRAIL HAS INCREASED WITH A NUMBER OF NEW INITIATIVES PROVIDE BOTH LOCALS AND VISITORS IN EVENTS NO BEING HELD ON THE TRAIL</p>										
8.	How has your project furthered the MCB's stated Vision and Priority Areas?										
	<p>BEST VISIT OUR NEW WEBSITE.  <a href="http://www.graytownrailtrail.org.nz">www.graytownrailtrail.org.nz</a></p>										
9.	Please provide details of funding received from other organisations in support of this project										
	<p>NIL</p>										



## Martinborough Community Board Strategic Grants Accountability Form

10.	If this was not a one-off application please outline likely future funding requirements for this project.
HOSTING CHARGES ARE AN ANNUAL COST. MAYBE FUTURE DEVELOPMENT COSTS	
11.	Bank Statements, Invoices and Receipts, Please provide copies of: <ul style="list-style-type: none"><li>- Bank Statement with the grant fund deposit highlighted</li><li>- Bank Statements with the grant expenditure highlighted</li><li>- Invoices and Receipts for all expenditure items</li></ul>

Thank you for taking the time to complete this form, this allows us to carefully consider the success of our strategic grants, and helps us to allocate our future funding to achieve the best outcomes for the Martinborough Ward community.

D. FERGUSON

Treasurer



## GREYTOWN COMMUNITY BOARD

### STRATEGIC GRANT ACCOUNTABILITY FORM

The goal of the Greytown Community Board is to support applications 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.

Please note as per your application accountability in report form, 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. No further grants will be considered until we have received this feedback form.

Please return the completed form to –

Angela Williams  
South Wairarapa District Council  
PO Box 6  
Martinborough 5741  
[angela.williams@swdc.govt.nz](mailto:angela.williams@swdc.govt.nz)

1. Name of Organisation

Wairarapa Citizen Advice Bureau

3. Project Name

General Running Costs

5. Date of Project

7. Amount received from the Greytown Community Board

\$ 200 ex GST

5. Provide details of the project

The grant went towards the cost of our phone for the months of October and November

## Greytown Community Board Grants Feedback Form

6. Was the money used exactly for the intended purpose as per your application? Please give details and reasons for any variation

Yes the phones are a vital part of our operations.

7. How did your project benefit the wider Greytown community?

Yes we have statistical information supplied with this feedback

8. How many people or groups from the Greytown community were involved or benefited from your project? Please provide actual numbers of members living in the Greytown area (postal codes 5712, 5794 and rural families with Greytown as their home address). Please state this number versus the total number (e.g. 3 Greytown individuals versus 20 other Wairarapa individuals).

27 calls identified as being from Greytown. The statistics for the other areas are supplied also.

9. Which sector does your organisation have an impact on (as per our stated objectives for funding?)

supporting and educating the general community in an impartial way free of cost



## Greytown Community Board Grants Feedback Form

10. What are the longer term gains for the Greytown ward as a result of your project (if appropriate for your project)?

We continue to service clients on a regular basis. I have provided a copy of last year's statistics as verification

11. Was your application a one-off application or do you see the need for further funding in the future? Which other organisations supported you in your project?

We ask for a small donation towards costs from all the Wairarapa Councils or community boards. Most of our funding is sourced through larger philanthropic organisations

12. Invoices and Receipts: Please provide evidence of the grant expenditure (copies of invoices or receipts) within 3 months of a grant being expended.

Thank you for your feedback. This allows us to carefully consider the Greytown ward grant applications and put our money to the best possible use for the good of the Greytown community.

## Statistical Analysis for data collected from July 2018 to June 2019

This year saw the introduction of the upgraded CAB computer programme and with it a different style of reporting of our statistics. Data was still reported to the board in a timely manner.

The new statistical data is a combination of the previous system and with the new system that was introduced part way through the financial year in February 2019

The quality of these printed reports continues to be a source of frustration for me as I can not get a good clear report to print.

### Contact numbers

Total Contacts for this year 1837 an increase on last years totals. These numbers are now represented in a different way to last year.

**1721** contacts were defined as **Client Interviews** – this is a caller wanting a more in depth answer to a question.

**112** as **Quick reference** which is those calls that require a short answer to questions such as what is the MDC phone number or when the food bank is open.

The category of **Clinics** for us, at this bureau only refers to Justice of The Peace services undertaken by volunteers that are also JP's, we run no other services from this bureau.

### Locality of Callers

This remains an important area of data for us as a number of our lower valley philanthropic organisations rely on the localised information for justifying their support.

The lower Wairarapa valley population continues to use our services in good numbers. This is partly due to the increased focus with the newspaper articles in the free to household's papers, and thanks must go to the publicity team.

Masterton continues as our main locality for callers with 1042 then Carterton second with 98 followed by Featherston with 48 callers.

Out of area callers registered as 326 callers an average of 6.5 per week or about 19% of our total. This equates with the \$5000 of funding we receive through head office and the lotteries commission, this amount being 22% of our costs.

### Method of Contact

The information collected here has now altered with the new programme and it no longer differentiates between the 0800 caller and the local landline caller. However a phone call is still the most common contact point with 73% and then face to face (or walk in) the second with 24%.

### Categories

The top 5 categories in order are Legal, Relationships, Rental Housing, Community Organisations and Conditions of work.

All these calls took an average of between 15 and 20 minutes each.

I have supplied a number of print outs of the annual statistical information for those that wish to look deeper.

## Stakeholder Report

Total client interactions by service type

**1,790**  
Client Interview - Count

**1**  
Quick Reference - Count

Client localities

Client Location	Number of Client Interactions
Masterton District	1,107
Out of area	443
Carterton District	83
Featherston	48
Martinborough	28
Greytown	27
Did not ask	26
Other	19
International	7
Other	2

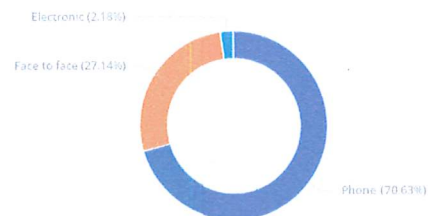
Client Age Groups



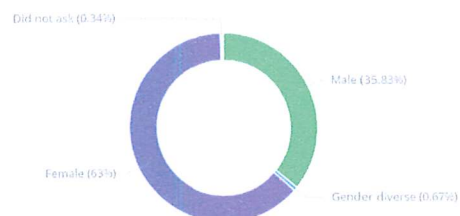
Community Directory listings

**0**  
Community Directory listings

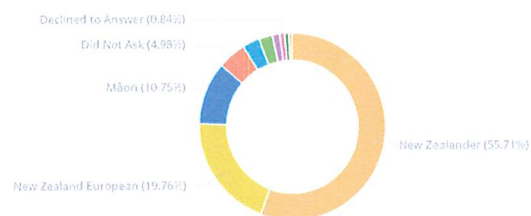
Method of contact



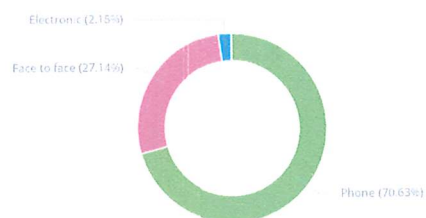
Client Gender



Client Ethnicity



Method of Contact





## Greytown Community Board Grants Feedback Form



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1. Name of Organisation	Life Education Trust Wairarapa, Tararua & Central Hawkes Bay
2. Project Name	Life Education Programme
3. Date of Project	On going
4. Amount received from the Greytown Community Board	\$ 500.00

### 5. Provide details of the project

We believe that the Life Education programme ("learning with Harold") is a fundamental and critical tool in the long-term fight to improve the welfare of our children. We have been operating for over 20 years and have updated our teaching resources to keep pace with changes in technology and the needs of children. We deliver our programme using a mobile classroom that goes around schools (you may have seen it, it has Harold the giraffe painted on it).

We have carefully developed modules of education across 5 stands (or topics) -Self-esteem, Social relationships, Food and nutrition, Body systems and Substances. Our lessons reinforce key messages that fit in with the school curriculum and are aligned to the NZ national standards. Schools use our lessons to help them enhance and expand their programmes. We aim to provide children (5 through to 13-year olds) with knowledge so they can make informed decisions that will affect them as they grow up. Our programme is based on early intervention and education, so to encourage and empower our children to make healthy choices and to live life to the fullest.



## Greytown Community Board Grants Feedback Form

6. Was the money used exactly for the intended purpose as per your application? Please give details and reasons for any variation

n/a

7. How did your project benefit the wider Greytown community?

Encouraging and empowering our children to make healthy choices and to live life to the fullest has a flow on effect to those people around them and to their wider community.

8. How many people or groups from the Greytown community were involved or benefited from your project? Please provide actual numbers of members living in the Greytown area (postal codes 5712, 5794 and rural families with Greytown as their home address). Please state this number versus the total number (e.g. 3 Greytown individuals versus 20 other Wairarapa individuals).

The Life Education Programme is run at Greytown School which has approximately 300 students.

9. Which sector does your organisation have an impact on (as per our stated objectives for funding?)

Education



## Greytown Community Board Grants Feedback Form

10. What are the longer term gains for the Greytown ward as a result of your project (if appropriate for your project)?

Our lessons reinforce key messages that fit in with the school curriculum and are aligned to the NZ national standards. Schools use our lessons to help them enhance and expand their programmes. We aim to provide children (5 through to 13-year olds) with knowledge so they can make informed decisions that will affect them as they grow up. Our programme is based on early intervention and education, so to encourage and empower our children to make healthy choices and to live life to the fullest.

11. Was your application a one-off application or do you see the need for further funding in the future? Which other organisations supported you in your project?

The Trust needs on going funding and receives grants from a number of organisations.

12. Invoices and Receipts: Please provide evidence of the grant expenditure (copies of invoices or receipts) within 3 months of a grant being expended.

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1. Name of Organisation	GREYTOWN KATANQUE - GARDIE CROQUET CLUB
2. Project Name	KEDGEROW PLANTING
3. Date of Project	SEPTEMBER 2018
4. Amount received from the Greytown Community Board	\$ 750.00
5. Provide details of the project	



## Greytown Community Board Grants Feedback Form

6. Was the money used exactly for the intended purpose as per your application? Please give details and reasons for any variation

YES

7. How did your project benefit the wider Greytown community?

BEAUTIFICATION OF COMMUNITY  
ASSET I.E. CROQUET COURT

8. How many people or groups from the Greytown community were involved or benefited from your project? Please provide actual numbers of members living in the Greytown area (postal codes 5712, 5794 and rural families with Greytown as their home address). Please state this number versus the total number (e.g. 3 Greytown individuals versus 20 other Wairarapa individuals).

CURRENT GREYTOWN MEMBERSHIP 49  
CARTERTON 1  
MARTINBOROUGH 2

9. Which sector does your organisation have an impact on (as per our stated objectives for funding?)

SPORT



## Greytown Community Board Grants Feedback Form

10. What are the longer term gains for the Greytown ward as a result of your project (if appropriate for your project)?

PERMANENT BEAUTIFICATION

11. Was your application a one-off application or do you see the need for further funding in the future? Which other organisations supported you in your project?

NOT AT THIS STAGE,  
NO OTHER ORGANISATION INVOLVED

12. Invoices and Receipts: Please provide evidence of the grant expenditure (copies of invoices or receipts) within 3 months of a grant being expended.

ATTACHED

Thank you for your feedback. This allows us to carefully consider the Greytown ward grant applications and put our money to the best possible use for the good of the Greytown community.



**Greytown Community Board Grants  
Feedback Form**



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1. Name of Organisation

Greytown JAS Rugby Club

2. Project Name

Health and Safety.

3. Date of Project

25 Sept 2018

4. Amount received from the Greytown Community Board

\$ 380.00

5. Provide details of the project

Upgrading and replacing first aid kits and safety rugby accessories for JAS club for our 6 grades of Rugby at JAS level.



## Greytown Community Board Grants Feedback Form

6. Was the money used exactly for the intended purpose as per your application? Please give details and reasons for any variation

Yes.

7. How did your project benefit the wider Greytown community?

Our TAB coaches and Managers Needed New Upgraded safety accessories in their game bags so they know and are prepared for any situations or out of the field.

8. How many people or groups from the Greytown community were involved or benefited from your project? Please provide actual numbers of members living in the Greytown area (postal codes 5712, 5794 and rural families with Greytown as their home address). Please state this number versus the total number (e.g. 3 Greytown individuals versus 20 other Wairarapa individuals).

TAB Greytown kids 51. (Weyton kids)  
TAB club numbers 2018 69.  
Benefits for peace of mind for our 10-12 coaches and managers of each grade.

9. Which sector does your organisation have an impact on (as per our stated objectives for funding?)

TAB graded Rugby 4y olds - 13y olds.



## Greytown Community Board Grants Feedback Form

10. What are the longer term gains for the Greytown ward as a result of your project (if appropriate for your project)?

Our Ast Ast Kits are now ready for our 2019 season.

Ensuring the health and safety of our JAB Players on and off the field.

Thank you so much.

11. Was your application a one-off application or do you see the need for further funding in the future? Which other organisations supported you in your project?

Greytown Sports and Leisure supported us.  
Conce n future needing upgrading in  
renewals of the same for the kids safety.

12. Invoices and Receipts: Please provide evidence of the grant expenditure (copies of invoices or receipts) within 3 months of a grant being expended.

✓

Thank you for your feedback. This allows us to carefully consider the Greytown ward grant applications and put our money to the best possible use for the good of the Greytown community.



## Greytown Community Board Grants Feedback Form



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1. Name of Organisation

Greytown Tennis Club

2. Project Name

3. Date of Project

Oct / Nov 2018.

4. Amount received from the Greytown Community Board

\$ 169 —

5. Provide details of the project

Valley board painted - both sides  
of the board - at the tennis  
courts.



## Greytown Community Board Grants Feedback Form

6. Was the money used exactly for the intended purpose as per your application? Please give details and reasons for any variation

Paint provided by a club member  
to do whilst fire-club will  
re-insure them.

7. How did your project benefit the wider Greytown community?

Better appearance of the valley  
board when seen by campers  
at the camp ground.

8. How many people or groups from the Greytown community were involved or benefited from your project? Please provide actual numbers of members living in the Greytown area (postal codes 5712, 5794 and rural families with Greytown as their home address). Please state this number versus the total number (e.g. 3 Greytown individuals versus 20 other Wairarapa individuals).

Greytown camp ground.

9. Which sector does your organisation have an impact on (as per our stated objectives for funding?)

Wellbeing of community members



## Greytown Community Board Grants Feedback Form

10. What are the longer term gains for the Greytown ward as a result of your project (if appropriate for your project)?

Better looking environment.

11. Was your application a one-off application or do you see the need for further funding in the future? Which other organisations supported you in your project?

one-off. We will have paint left for maintenance of the volley board.

12. Invoices and Receipts: Please provide evidence of the grant expenditure (copies of invoices or receipts) within 3 months of a grant being expended.

Thank you for your feedback. This allows us to carefully consider the Greytown ward grant applications and put our money to the best possible use for the good of the Greytown community.

Paint was more expensive than initially researched - but will last ages to keep volley board looking tidy.



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1. Name of Organisation	Greytown Early Years
2. Project Name	Construction and Storytelling Resources
3. Date of Project	September 2018
4. Amount received from the Greytown Community Board	\$ 500 + GST

5. Provide details of the project

With the money we were able to purchase a large wooden rainbow set, magnetic tiles and small wooden dolls.



## Greytown Community Board Grants Feedback Form

6. Was the money used exactly for the intended purpose as per your application? Please give details and reasons for any variation

Yes, the money was used exactly as intended and we purchased the resources at the end of November 2018 (invoice attached).

7. How did your project benefit the wider Greytown community?

The resources are a huge benefit to the tamariki who attend Greytown Early Years. The children have been using these resources on a daily basis and being open-ended they are using them in many different ways – they have been investigating how to build the tallest towers while learning about different shapes and how they fit together in both 2D and 3D. They have been using the dolls to tell stories and will often transport the dolls using their magnetic creations. The dolls have even been taken into O'Connors Bush for storytelling within nature! See attached photos for some of the children's amazing work.

With the popularity of these resources the children are also learning the all important skill of negotiating and turn-taking, waiting for their turn and also working together to build big projects.

8. How many people or groups from the Greytown community were involved or benefited from your project? Please provide actual numbers of members living in the Greytown area (postal codes 5712, 5794 and rural families with Greytown as their home address). Please state this number versus the total number (e.g. 3 Greytown individuals versus 20 other Wairarapa individuals).

With 40 children on our roll, these resources benefit the 35 children and their families who live in Greytown and the 5 children residing outside of the Greytown area.

9. Which sector does your organisation have an impact on (as per our stated objectives for funding?)

Education



## Greytown Community Board Grants Feedback Form

10. What are the longer term gains for the Greytown ward as a result of your project (if appropriate for your project)?

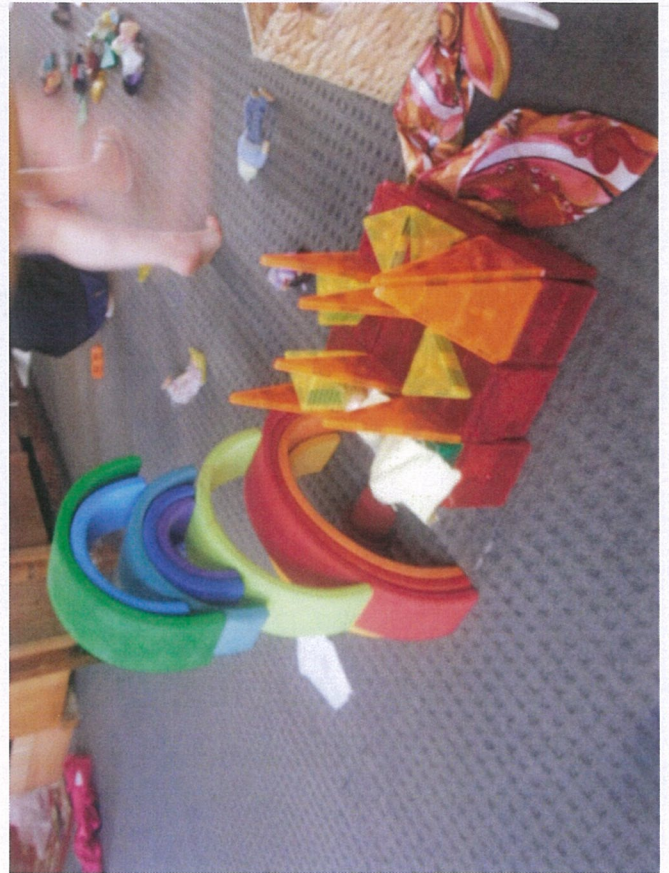
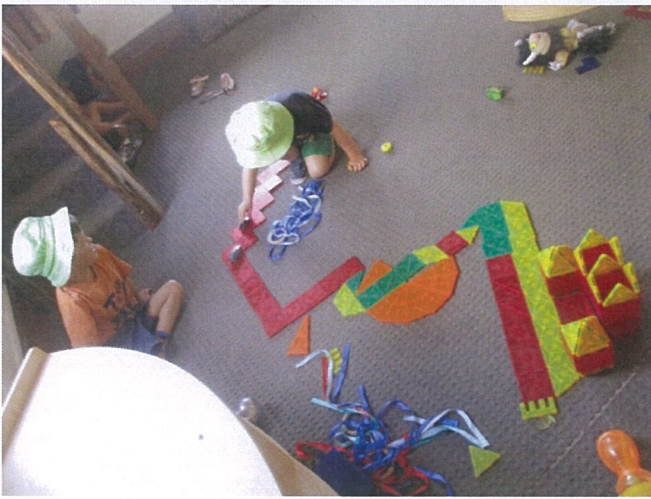
N/A

11. Was your application a one-off application or do you see the need for further funding in the future? Which other organisations supported you in your project?

This was a one-off project.

12. Invoices and Receipts: Please provide evidence of the grant expenditure (copies of invoices or receipts) within 3 months of a grant being expended.

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## GREYTOWN COMMUNITY BOARD

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1. Name of Organisation	Friends of Cobblestones Musseum
2. Project Name	Carols at Cobblestones
3. Date of Project	22 December 2018
4. Amount received from the Greytown Community Board	\$ 500.00

5. Provide details of the project

An evening of Carols at Cobblestones Museum – free entry to all. There were singing items and also community (audience) singing. Santa Claus arrived (with appropriate pomp and glory) along with his helper and they talked the children afterwards and distributed sweets.

6. Was the money used exactly for the intended purpose as per your application? Please give details and reasons for any variation

Yes – it was used for advertising the event, to purchase sweets for the children, and hireage of a sound system – and incidental costs incurred by the Museum and Friends of the Museum in running this event.

7. How did your project benefit the wider Greytown community?

Certainly – a great pre-Christmas event for the families of Greytown and beyond. And this time we had more visiting families as we held it so close to Christmas – it all helps to promote Greytown and the Museum as a destination.

8. How many people or groups from the Greytown community were involved or benefited from your project? Please provide actual numbers of members living in the Greytown area (postal codes 5712, 5794 and rural families with Greytown as their home address). Please state this number versus the total number (e.g. 3 Greytown individuals versus 20 other Wairarapa individuals).

We do not count heads and do not ask where they came from – however there must have been 2-300 there and mainly from Greytown

9. Which sector does your organisation have an impact on (as per our stated objectives for funding?)

All inhabitants of Greytown. Our museum is a feature of Greytown and events such as these are great for promoting our Museum. Any funds raised through koha and selling food go directly to maintaining the museum.

10. What are the longer term gains for the Greytown ward as a result of your project (if appropriate for your project)?

As above – promotion of Greytown and the Museum as a destination.

11. Was your application a one-off application or do you see the need for further funding in the future? Which other organisations supported you in your project?

We would like to be able to apply for funding for this event annually as it is a feature of the run-up to Christmas for the Greytown Community.

No other funding to the best of my knowledge

12. Invoices and Receipts: Please provide evidence of the grant expenditure (copies of invoices or receipts) within 3 months of a grant being expended.

Thank you for your feedback. This allows us to carefully consider the Greytown ward grant applications and put our money to the best possible use for the good of the Greytown community.

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1. Name of Organisation	Wairarapa Rape & Sexual Abuse Collective Inc
2. Project Name	Rent
3. Date of Project	May 2018
4. Amount received from the Greytown Community Board	\$ 200
5. Provide details of the project	
The money received helped to go towards paying our rent for a month	

6. Was the money used exactly for the intended purpose as per your application? Please give details and reasons for any variation

Yes , the money was used towards one months rent

7. How did your project benefit the wider Greytown community?

By receiving funds, it enables us to be able to keep our offices open and continue working in the Community

8. How many people or groups from the Greytown community were involved or benefited from your project? Please provide actual numbers of members living in the Greytown area (postal codes 5712, 5794 and rural families with Greytown as their home address). Please state this number versus the total number (e.g. 3 Greytown individuals versus 20 other Wairarapa individuals).

10 Attended to out of 80 for year 2017 – 2018 in total and for the area as above 10 for Featherston, Martinborough and Greytown . We have applied to the schools to run our education program and waiting to set up dates and times

9. Which sector does your organisation have an impact on (as per our stated objectives for funding?)

Rape & Sexual Abuse

10. What are the longer term gains for the Greytown ward as a result of your project (if appropriate for your project)?

Raising public awareness that it is not okay to abuse someone

11. Was your application a one-off application or do you see the need for further funding in the future? Which other organisations supported you in your project?

We would like to apply again for funding in the new year when it becomes available  
Thank you once again

12. Invoices and Receipts: Please provide evidence of the grant expenditure (copies of invoices or receipts) within 3 months of a grant being expended.

Thank you for your feedback. This allows us to carefully consider the Greytown ward grant applications and put our money to the best possible use for the good of the Greytown community.



## GREYTOWN COMMUNITY BOARD

### STRATEGIC GRANT ACCOUNTABILITY FORM

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1. Name of Organisation	Narida Hooper
2. Project Name	Inspirations from the Ngahere
3. Date of Project	8 <sup>th</sup> July 2019
4. Amount received from the Greytown Community Board	\$ 500

5. Provide details of the project

The project was an art workshop that I hosted at my premise in Martinborough. I worked with Alan Maxwell of Wairarapa Whānau Trust and Joe Mcmenamin of Fielding. Alan recruited students from Kuranui College to attend the workshop. The funding received was used to support the costs of running the day. There were many successful points during the day, from starting the day at Wairio Restoration Project in Kahutara to gather inspiration of native birds to 11 pieces of completed art work.

6. Was the money used exactly for the intended purpose as per your application? Please give details and reasons for any variation

The money was used for the exact intention. To help cover costs of the day. Break down below.

Joe Mcmenamin workshop fee and all art materials	\$1000
Alan Maxwell bus and driver for the day	\$220
Venue hire	\$150
Morning tea and lunch by Neighbourhood Café	\$400

7. How did your project benefit the wider Greytown community?

An artwork shop for youth doesn't happen often if ever in the South Wairarapa and projects like this cant happen without the support of people in the community. I certainly thought the energy in the room was great. I was prarticuarly aware of silence in the room, our students were engaged and focused. We stopped for lunch and all sat together round one table and shared food and chattered. For the community this builds a place of belonging. I think it shows kindness, shows our young people role modeling and support. Plus, we were so lucky to get Joe Mcmenamin he was a secodary school teacher and now full time artist. I would like to involve Joe in my next project. Because this pilot workshop was in Martinborough but the students are from Kuranui the next workshop will be in Greytown.

8. How many people or groups from the Greytown community were involved or benefited from your project? Please provide actual numbers of members living in the Greytown area (postal codes 5712, 5794 and rural families with Greytown as their home address). Please state this number versus the total number (e.g. 3 Greytown individuals versus 20 other Wairarapa individuals).

4 participants in total. (1 Greytown, 1 Featherston, 2 Marinborough) I was hoping and catering for a max 10 students plus 3 adult support. Unfortunately, on the day 3 students were sick and one had a family event they didn't realise was on. Even with fewer students we still achieved the 10 boards of art and a bonus board my daughter did. On reflection, getting students on the first day of the school holidays was going to be a push. The feedback I have heard through Alan, was those that didn't make it are really disappointed those that attended thought it was neat and wished more workshops were available, all our rangatahi on the day want to be a part of the next project. The other roll-on is I am motivated to organise another project I already have an idean of what that will look like.

9. Which sector does your organisation have an impact on (as per our stated objectives for funding?)

Cultural through observing karakia, mahi ngao, manaakitanga, whanaungatanga  
Community through inclusion and support from SW community boards/ MSC/ local business  
Rangatahi engagement students from Kuranui college  
As this was the pilot workshop, the next would be a larger scale for the communities to enjoy. I have a kaupapa in mind I need a meeting with Simon Fuller to bring it to fruition.

10. What are the longer term gains for the Greytown ward as a result of your project (if appropriate for your project)?

Long term gains for Greytown, I would hope a stronger participation by rangatahi within their community. Trying to establish a sense of belonging is how rangatahi engage and art can be a vehicle for achieving inclusion and mana.

11. Was your application a one-off application or do you see the need for further funding in the future? Which other organisations supported you in your project?

If I manage to get all the stars lined up yes there will be another project to come and specifically in Greytown. The other organisations that supported this workshop were Featherston and Martinborough community boards and Maori Standing Committee. Te Puni Kokiri initially were offering sponsorship for this event and funding to support a second workshop which was amazing but to date I have not heard if my application was successful. In the meantime I have applied to CreativeNZ for the funding to pay for printing.

12. Invoices and Receipts: Please provide evidence of the grant expenditure (copies of invoices or receipts) within 3 months of a grant being expended.

Thank you for your feedback. This allows us to carefully consider the Greytown ward grant applications and put our money to the best possible use for the good of the Greytown community.



ART WORKSHOP

with joe  
mcmenamin

inspirations from the ngahere

Date: Monday 8th July 2019  
Venue: He Putiputi Studio, 33 Jellicoe St, Martinborough

## itinerary

Featherston pick up 7am @ bus stop, near skate park, Fitzherbert St  
Greytown pick up 7.15am @ Kuranui College, gates on Bidwill's Cutting Rd  
Martinborough pick up 7.30am @ He Putiputi Studio, 33 Jellicoe St

- DEPART HE PUTIPUTI STUDIO 7.45AM ARRIVE WAIRIO RESTORATION PROJECT (94 PARERA RD, KAHUTARA) 8.15AM.
- OBSERVE THE NGAHERE, GATHER INSPIRATION FOR ARTWORK
- BACK TO STUDIO TO BEGIN WORKSHOP AT 8.45AM, UNDER THE GUIDANCE OF JOE MCMENAMIN
- RANGATAHI WILL COMPLETE AN ORIGINAL PIECE OF ART BY THE END OF THE WORKSHOP, ADDING SOME WORDS OF INSPIRATION.
- PAINTING ONTO PLYWOOD BOARDS, EACH ARTWORK WILL BE PHOTOGRAPHED TO LATER BE PRINTED TO CARD TO CREATE A DECK OF 10 MINDFULNESS CARDS.
- WORKSHOP FINISHES AT 3.15PM, BUS DEPARTS 3.30PM FOR GREYTOWN THEN FEATHERSTON
- ALL EQUIPMENT IS PROVIDED.
- ALL FOOD AND REFRESHMENTS WILL BE PROVIDED, THANKS TO OUR LOCAL "NEIGHBORHOOD CAFE" IN MARTINBOROUGH.

CONTACTS FOR THE DAY: NARIDA HOOPER 021314180 OR ALAN MAXWELL 0278092615  
NGA MIHI NUI TO OUR SOUTH WAIRARAPA COMMUNITY BOARDS, MSC AND TPK FOR SUPPORTING THE FIRST OF MANY INITIATIVES .











*Kuia tē taitea  
kōhia te rangura*



Dont Worry  
Be Happy





# GREYTOWN COMMUNITY BOARD

28 AUGUST 2019

## AGENDA ITEM 8.6

### COMMUNITY BOARD TERMS OF REFERENCE

#### **Purpose of Report**

For the Community Board to review the amended terms of reference, provide feedback on the document, and to consider recommending its adoption to Council.

#### **Recommendations**

Officers recommend that the Community Board:

1. *Receive the Community Board Terms of Reference Report.*
2. *Provide feedback on the Community Board Terms of Reference.*
3. *Recommend that Council adopt the Terms of Reference.*

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

A Community Board Working Party was created by Council 'to review the Community Board Terms of Reference document, including specific delegations.' The Local Government Act 2002 outlines the specific role of community boards, this has been replicated to the Terms of Reference.

The Working Party and Council officers have reviewed the Terms of Reference and community boards have provided feedback on that document at the June 2019 meetings. A revised Terms of Reference that captures the community boards' current role is attached in Appendix 1, this could be subject to discussion and approval in the new triennium.

#### **2. Discussion**

With a newly elected community board from the 12 October 2019, it is essential that Council has a Terms of Reference to discuss with new members. Officers request that the Community Board recommend that Council adopt the Terms of Reference as it is presented, or with amendments as suggested at the meeting.

Should the Community Board not be in a position to recommend that Council adopt the Terms of Reference, feedback will be received until the 2 September 2019 and forwarded to the Community Board Working Party for review. Officers will seek advice from the Working Party on suggestions with the intention that a Terms of Reference is forwarded to Council for adoption on the 18 September 2019.

### **3. Conclusion**

It is proposed that the next steps are:

- To provide feedback on the proposed Community Board Terms of Reference.
- Recommend that the Council adopt the Terms of Reference with any amendments as suggested.
- Council adopt the Terms of Reference on the 18 September 2019.

### **4. Appendices**

Appendix 1 – Community Board Terms of Reference

Contact Officer: Suzanne Clark, Committee Advisor

Reviewed By: Jennie Mitchell, Group Manager Corporate Support

# **Appendix 1 – Community Board Terms of Reference**

## **TERMS OF REFERENCE FOR SOUTH WAIRARAPA DISTRICT COUNCIL COMMUNITY BOARDS**

### **1. Purpose**

To outline the roles, responsibilities, and expectations for the South Wairarapa district community boards.

### **2. Overview**

Community boards provide an important conduit between the Council and the community. To do this they must engage with their communities of interest and put in place mechanisms and protocols to ensure the regular exchange of information with the Council and the broader community.

Community boards can help set the strategic direction for their communities. They provide core local representation and work in partnership with the community.

One of the key differences between the Council and a community board is that a community board advocates for its specific community while the Council must balance the needs of and make decisions in the interest of the whole district.

Community board members are elected under the Local Electoral Act 2001 or appointed by the local authority under that same Act. A community board is not a committee of the relevant territorial authority.

#### **2.1 Definition of a Community**

Each Community board represents their corresponding ward. This includes the town and the rural area within that ward. A map of the ward boundaries is included as Appendix One.

#### **2.2 Working with Community Groups**

There are many people who are interested in the Council reserves and amenities in their area. These people often want to form or be part of community groups to provide ideas and do work on those assets. Community boards play an important role in identifying how a community group can best contribute to the management of a reserve and amenity. Suggestions on working with community groups are in Appendix Three.

### **3. Role**

The purpose of local government is to promote the social, economic, environmental, and cultural well-being of communities, in the present and for the future.

Community boards are a key component of local government in the South Wairarapa and have a role in contributing to and supporting that purpose. Community boards are also a way for local government to help achieve its other purpose which is to enable democratic local decision-making and action by, and on behalf of, communities.

The specific role of a community board as outlined in the Local Government Act Pt 4, 52 a to f is to:

- represent, and act as an advocate for, the interests of its community; and
- consider and report on all matters referred to it by the territorial authority, or any matter of interest or concern to the community board; and
- maintain an overview of services provided by the territorial authority within the community; and
- prepare an annual submission to the territorial authority for expenditure within the community; and
- communicate with community organisations and special interest groups within the community; and
- undertake any other responsibilities that are delegated to it by the territorial authority.

Community board chairs, and in some cases community board members, will be members of other council committees and working groups as determined by the Mayor or Council.

In addition to this, South Wairarapa community boards have can have a role to play in civil defence emergencies (refer Appendix 2 point 7).

**Commented [SC-CA1]:** Best to keep appointments general so the TOR doesn't become dated if the Committee Structure changes.

**Commented [SC-CA2]:** MCB requested changes to civil defence role. Deleted as they do not have a formal role to play (amended appendices with GCB comments)

#### 4. Delegations

South Wairarapa community boards have the following delegations:

- All matters relating to urban reserves, urban amenities and town main streets that meet current Council policy or management plans and fall within the Annual Plan/Long Term Plan budget.
- Recommendations to Council for naming of public roads, private roads and rights of way.
- Discretionary spend on projects and cCommunity grants.
- Determination of priorities for and expenditure of town beautification fund.
- The power tTo make recommendations to Council on the governance of the Pain Farm Estate, and on the distribution of income from the Pain Farm Estate in accordance with the Pain Farm Estate Policy Pain Farm Estate income distribution and governance in accordance with the Bequest and Pain Farm Estate Policy (Martinborough Community Board only).

- To make a recommendation to Council on the appointment of a representative to the Arbor House Trust Board (Greytown Community Board only)

~~To ensure the appropriate process is followed for approval of projects that fall within those delegations, To fulfil these responsibilities, contact will be through the community board Chairs to Council officers, and community groups to ensure the appropriate process is followed for approval of projects that fall within those delegations.~~

**Commented [SC-CA3]:** Clarified this as per FCB request.

## 5. Responsibilities

A Community board's role is mainly advocacy, but it also has powers to make some decisions about issues within its boundaries. Community boards can make submissions to Council and other statutory agencies. They control local funds for making grants to individuals and groups for community purposes.

South Wairarapa Community boards have some responsibilities and delegations relating to urban reserves, urban amenities, and town main streets and have a key role to play with the community groups associated with those reserves and amenities.

Community boards can also advocate and be involved in matters outside of Council responsibilities. They can provide a point of contact for people seeking to improve and support their community and may identify and support community development projects.

## 6. Fulfilling the Roles and Responsibilities

The Terms of Reference does not prescribe the mechanisms and protocols for the Community boards fulfilling their roles and responsibilities. It is up to each Community board to determine how they can best achieve meaningful engagement with the community and the Council. It will vary depending on the specific matter that is being considered and the decisions that are being made. Some ideas are provided in Appendix Two.

## 7. Accountability and Reporting

- A chairperson may provide recommendations and reports to meetings as per standing orders.
- There is an opportunity for a community board member (normally the chair) to provide an update to Council on community board matters at all ordinary Council meetings. This report may be written or verbal.

## **8. Raising Concerns**

Where a person has a concern about whether the community board is acting in accordance with its Terms of Reference they should raise the matter with the community board in the first instance. If they feel their concerns have not been addressed, they should raise the matter with the Council.

## **9. Operating Model**

### **9.1 Meetings**

#### **9.1.1. *Membership***

- Four ward members elected by the community.
- Two councillors appointed by the Mayor.

#### **9.1.2. *Chairperson***

- An elected member appointed by community board members.

#### **9.1.3. *Quorum***

- Three members will constitute a quorum.

#### **9.1.4. *Timing and Frequency***

- 6-weekly, dates as per an adopted schedule of meetings. Extraordinary meetings may be held on occasions.

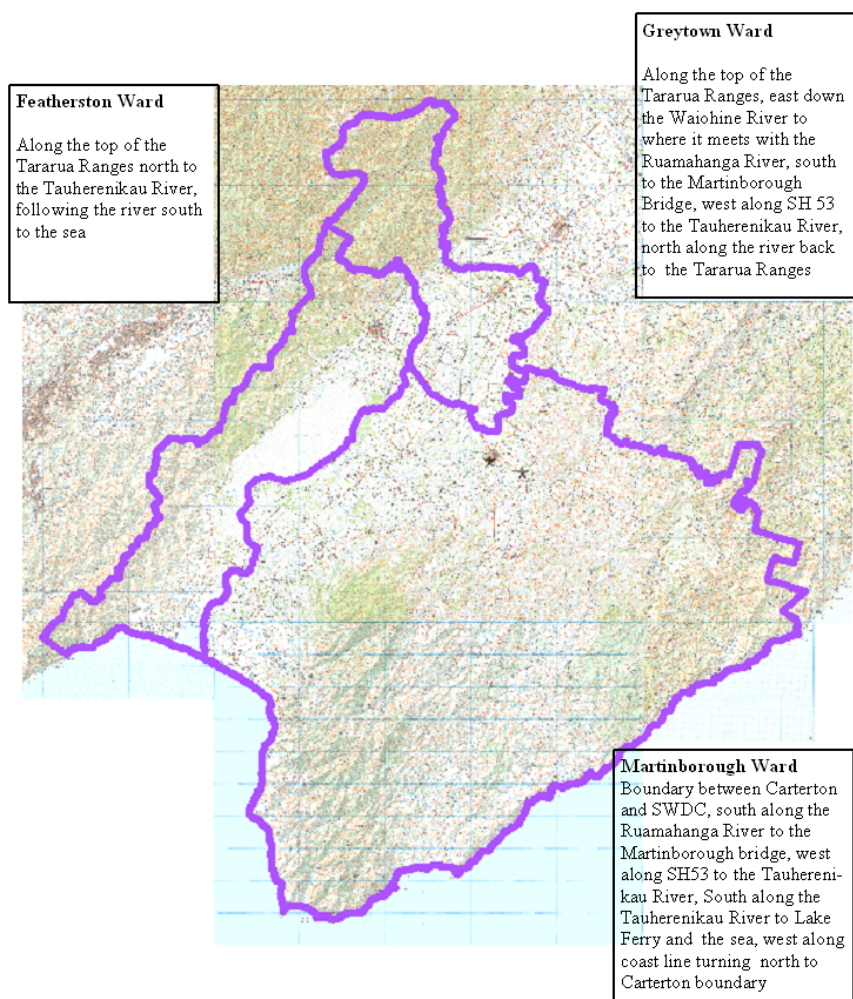
#### **9.1.5. *Meeting Order***

- Conducted in accordance with Standing Orders and the Local Government Official Meetings and Information Act 1987.

#### **9.1.6. *Secretariat***

- The Chief Executive will provide secretariat services for all formally notified meetings.

## APPENDIX ONE – WARD BOUNDARIES



## **APPENDIX TWO – HOW COMMUNITY BOARDS CAN FULFIL THEIR ROLES AND RESPONSIBILITIES**

### **1. Engagement – Communicate, Collaborate, Coordinate**

To adequately fulfil the role community boards need to engage with their communities. Engagement is an ongoing and dynamic process. It is great to use existing networks and opportunities and is also important to identify and try and engage with the “silent majority” – people who usually don’t get involved in local matters or networks.

Community boards may wish to find ways to better represent and engage with youth in their communities. These people have the greatest stake in the future of the district but are often the most disaffected or disengaged from local government processes.

### **2. Working with Community Groups**

Community boards have a key role to play with the community groups associated with Council reserves and amenities. They can help ensure that any work the community group does, supports the approved strategic and operational objectives for that reserve or amenity. Community boards can help connect people to relevant community groups. They may also identify where it is useful to consolidate several groups working on the same reserve to minimise any confusion or overlap.

### **3. Discretionary Spend**

The Community boards are allocated money each year for discretionary spending. The Community Boards decide how this money is spent within the community. It may be spent on projects relating to Council reserves and amenities, on the main street, or on other matters.

### **4. Long Term Plan and Annual Plan Process**

Community boards can identify the priorities for their community and prepare a submission to the Annual Plan process. [Any submission made should be approved at a formal meeting of the community board before being submitted.](#) The community board can maintain an interest in the progress of relevant projects that are included in the Annual Plan. community board Chairs will be members of the Long Term Plan/Annual Plan Working Party.

## 5. Community Strategic Plans and Town Centre Plans

Community boards may develop a strategic plan identifying priorities for the improvement of their community. The plan may include Council and non-Council related matters.

~~Community Boards may also like to develop structure plans for their main streets / town centres. These plans set out the look, feel, and functionality of the key public spaces.~~

## 6. Responding to Operational Matters and Identifying Unplanned Works

If matters arise during the year in urban reserves or with urban amenities that need attention, the community board chair can identify these to Council officers. Where they are minor matters community board members should contact "Get it sorted" on the Council website.

For more significant issues that may require additional spending the community board should discuss the matter and agree at a meeting that the matter be referred to Council staff or Council (if appropriate). Council and/or staff will consider how the request can be balanced with other priorities or demands identified across the district and if there is sufficient budget to get the work done.

## 7. Civil Defence Emergency Management

~~Although there is no formal role for community boards in an emergency event, community board members often will have the best knowledge about the most vulnerable people in their community and have existing networks to be able to respond as individuals (if available) in the case of a natural disaster. With regards to building resilience and preparedness in the community, community boards can may choose to work alongside the formal Wellington Region Emergency Management Office (WREMO) to assist. civil defence emergency management planning process to help with preparedness, response, and recovery.~~

**Commented [SC-CA4]:** Amended this section to show building resilience (GCB request), but also amended in line with MCB request.

## **APPENDIX THREE – COMMUNITY BOARDS WORKING WITH COMMUNITY GROUPS**

### **1. Working with Community Groups**

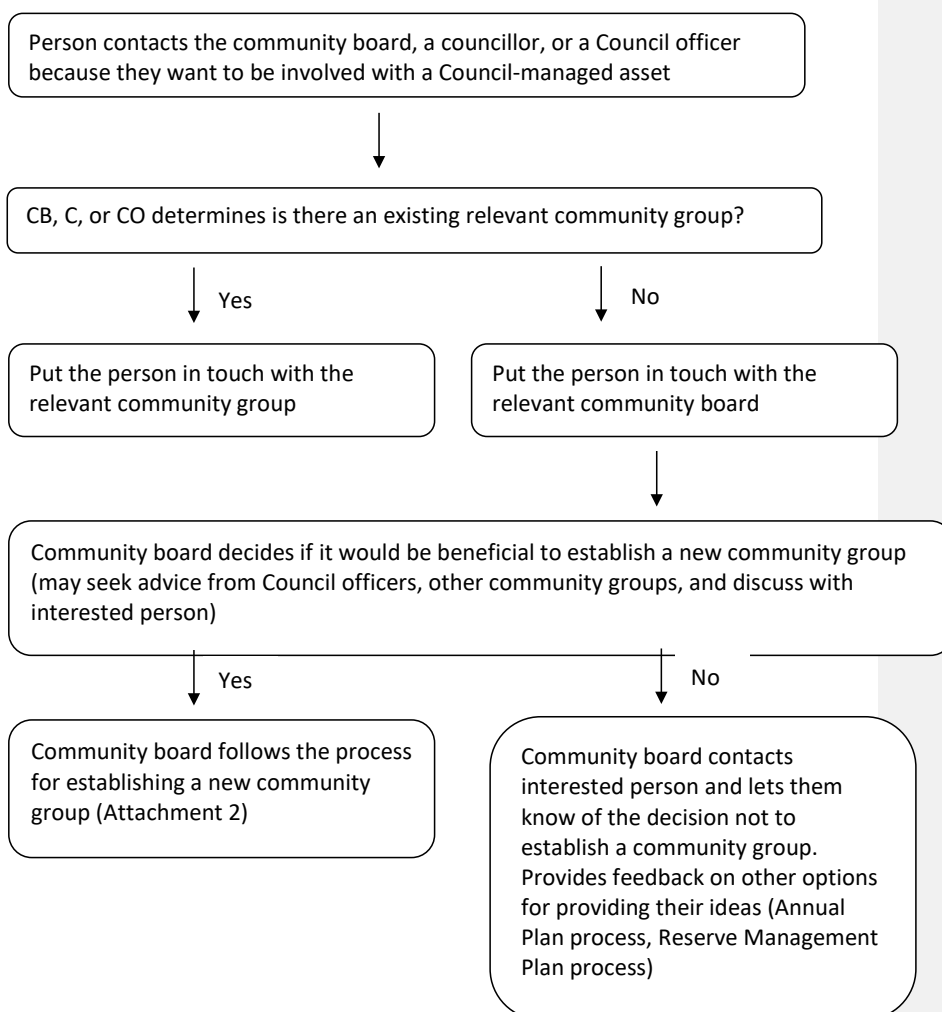
Below are some suggestions on how community boards and community groups can effectively work together. Generally, these suggestions relate to reserves and facilities owned and managed by the Council.

There are lots of people with enthusiasm, energy, and interest in Council reserves and amenities. Unclear working relationships can cause frustrations for community groups, elected representatives, and council officers.

**Attachment 1** shows how people can make the most of the energy and enthusiasm of volunteers within the structure and requirements of local government. The steps are explained in more detail below.

**Attachment 2** provides a basic term of reference for the community group and memorandum of understanding between the community group and the community board.

## ATTACHMENT ONE – PROCESS FOR A PERSON WHO WANTS TO BE INVOLVED WITH A COUNCIL MANAGED ASSET



## ATTACHMENT TWO – ESTABLISHING A NEW COMMUNITY GROUP OR CONSOLIDATING EXISTING COMMUNITY GROUPS

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

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

<b>Review:</b>	This agreement will be reviewed every two years to ensure it continues to be relevant and it is up to date.
<b>Signed on behalf of the community group:</b>	
<b>Signed on behalf of the Community Board:</b>	

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

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

## GREYTOWN COMMUNITY BOARD

28 AUGUST 2019

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### AGENDA ITEM 8.7

#### **NAMING OF NEW ROAD, GEMSTONE PROPERTY DEVELOPMENTS LIMITED, WEST STREET, GREYTOWN**

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##### **Purpose of Report**

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

##### **Recommendations**

Officers recommend that the Community Board:

1. *Receive the Naming of New Road/right of way, Gemstone Property Developments Limited, West Street, Greytown Report.*
2. *Support the use of the name "Trinity Lane".*

##### **Background**

Gemstone Property Developments Limited seeks to name a Road/Right of Way as part of a residential subdivision (RC 190017) at West Street, Greytown (see appended plan in the request at Appendix 1).

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

Figure 1- Location diagram.



Figure 2- Right of way to be named "Trinity Lane".





## Discussion

### ***Legal situation***

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

In general, the names are to be listed in preference order with a brief statement of their significance. In this case, there is one road that requires naming with two suggested names:

Option 1: Trinity Lane

Option 2: Trinity Way

Option 3: Trinity Place

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

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

There are no existing roads or right of ways which include "Trinity Lane" or "Trinity Way" within the Wairarapa.

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

Not applicable.

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

The proposed names have specific local content and meaning.

Both proposed names represent the unity of three, coming together as one. The three properties have been bought together to create a legacy. Trinity Arakikarangi was born and bred in Greytown with her ancestry linked back to Papawai Marae. This will be our daughter's link back to her ancestry.

**4.3.4** *Names are to be selected in proportion to the length of the road. Long names on short cul-de-sac's can be difficult to display on a map*

Neither of the proposed road names are particularly long and can be clearly displayed on a map.

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

Lane (*a narrow road*) reflects the character of the new access ways.

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

The proposed road names have the suffix "Lane" or "Way" so would meet this requirement.

**4.3.7** *Where the road is a continuation of an existing named road, or will in the future link to an existing named road, then the current road name will automatically apply.*

Not applicable.

## **Conclusion**

It is recommended that the Community Board support one of the applicants preferred road name, this being "Trinity Lane". This name is consistent with the guideline criteria in the road naming policy.

## **Appendices**

Appendix 1                      Road name request

Appendix 2                      Scheme Plan

Contact Officer:                Pamela Attrill, RMA Administrator

Reviewed By:                    Russell O'Leary, Group Manager Planning and Environment

## **Appendix 1 - Road Name Request**

## Application for a New Road or Right of Way Name

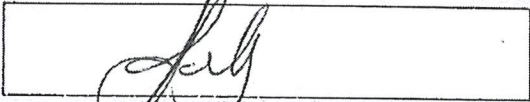


Please review Council's Policy on Naming of Public Roads, Private Roads and Rights of Way (including the list of suggested suffixes) to guide you in selecting a road name.

The application must include:

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

### 1 Applicant Details

Contact Name	Paul & Jeanette Southey	
Address	1 Sam meads way Areytown	
Telephone	0272305057	
Email	JeanetteSouthey@hotmail.com	
Signature		Date 20/03/2019

### A 2 Road Details and Proposed Names (please refer to notes below)

<b>Road 1</b>	<input checked="" type="checkbox"/> Vested in Council	<input type="checkbox"/> Private
Legal description	Road	
First Choice	Trinity lane	
Second Choice	Trinity way	
Third Choice	Trinity place	
<b>Road 2</b>	<input type="checkbox"/> Vested in Council	<input type="checkbox"/> Private
Legal description		
First Choice		
Second Choice		
Third Choice		
<b>Road 3</b>	<input type="checkbox"/> Vested in Council	<input type="checkbox"/> Private
Legal description		
First Choice		
Second Choice		
Third Choice		

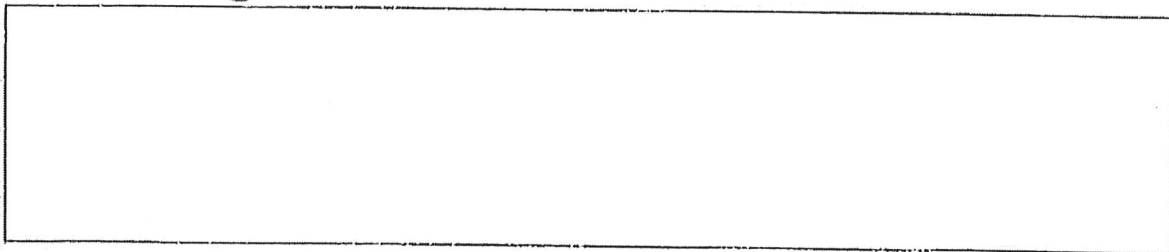
### 3 Background Details

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

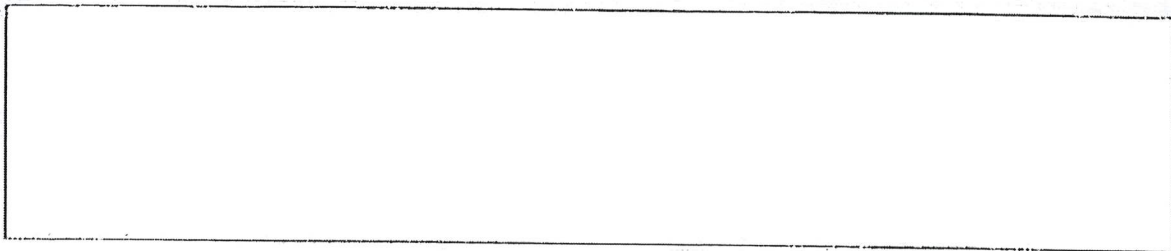
#### Road 1

Trinity Lane representing the unity of three, coming together as one. That three properties have been bought together to create a legacy. Trinity Arakirangi is born and bred in Greytown with her ancestry linked back to papaiwai marae. This will be our daughter link back to her ancestry.

#### Road 2



#### Road 3



#### Notes:

- Fees can be paid by cash, cheque, or by direct deposit to 02-0680-0027337-00 with the reference "roadname" where possible.
- The application will be considered by the full Council at their next available meeting. Applicants will be informed of the Council's decision in writing.
- The Council will then arrange nameplates, posts, brackets and installation, and will invoice the applicant for all costs.
- Re-naming an existing road requires community consultation and a recommendation from the relevant Community Board and is a separate process to naming a new road or Right of Way.
- For ideas and discussion around suitable Māori names please contact Chair of the Māori Standing Committee, Ralihanā Tipoki on 027 304 5422 or rrtipoki@gmail.com

## **Appendix 1 - Scheme Plan**



A. 06-08-18 Lot 3/4 boundary and areas amended.  
B. 21-08-18 DWELLING FLOOR PLANS ADDED  
C. 31-08-18 LOT 3/8 BOUNDARY AMENDED

**DRAFT PLAN**  
Not yet approved by the  
South Wairarapa District Council

Project  
**LOTS 1 - 8 BEING PROPOSED  
SUBDIVISION OF LOT 2 DP 91345  
AND PART LOT 11 DEED 38**

Site  
CT Reference: WN35C/280, WN59A/494  
Local Authority: SOUTH WAIRARAPA DISTRICT  
Physical Address: 220-222 WEST ST, GREYTOWN  
Client  
**GEMSTONE PROPERTY  
DEVELOPMENTS LIMITED**

Disclaimer / Legal  
This Scheme Plan has been prepared for the purpose of gaining Resource Consent pursuant to Section 88 of the Resource Management Act 1991. Adamson Shaw accepts no responsibility for its use for any other purpose. The areas and dimensions shown on this Scheme Plan are subject to final Land Transfer Survey.

**AdamsonShaw**  
SURVEYING | PLANNING | LAND DEVELOPMENT  
411 Queen Street P 06 370 0027 F 06 378 2009  
PO Box 698 Email: enquire1@adamsonshaw.co.nz  
Nassleton 5543 Web: www.adamsonshaw.co.nz

Date 26-07-2018	Scale ( A3 Original ) 1: 400
Project No 1971	Drawing No SC - 01
	Revision C

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**AGENDA ITEM 10.1**

**CHAIRPERSON REPORT**

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**Recommendations**

The chairperson recommends that the Community Board:

1. *Receive the Chairperson Report.*
2. *Approve a cost of \$2000 +GST to produce four Arbor Day Banners.*
3. *Approve a cost of \$4,000 + GST for design, printing and installation of two signs at Papawai Marae and Papawai Cemetery to come out of the beautification budget.*
4. *Recommend that SWDC approves a budget for the Mayor and one councillor/community board member to attend the award dinner for the Most Beautiful Street in New Zealand Awards.*

**1. Arbor Day Banners**

Greytown celebrates Arbor Day on the third of July each year – the Greytown Arbor Week started from Monday 1 July this year. In 1890, the country's first Arbor Day planting was held.

Volunteers from the Tree Advisory Group (TAG), Friends of O'Connors Bush, school and community groups traditionally do a display in the Town Hall about Arbor Day.

We would like to pay for the cost of four pop up banners to explain Arbor Day and its historical importance to Greytown, information on the trees of Greytown and O'Connors Bush.

We would work closely with TAG and Friends of O'Connors bush to develop these.

The cost includes artwork, photography, printing and purchase of the pop up banners and stands.

*Recommendation: To approve a cost of \$2000 +GST to produce four Arbor Day Banners.*

## **2. New Signs for Papawai Marae and Papawai Cemetery**

Papawai Marae is one of the most historically important marae in New Zealand. Papawai has been home to Wairarapa Māori for hundreds of years, and in the late 1800s it was the focus of Kotahitanga, the national Maori parliament movement.

Unusually, the magnificent carved ancestors that surround the pā face inward. This is said to indicate a desire by Māori to live alongside the European settlers peacefully, as well as a willingness for Māori to look inward to find solutions to the challenges facing them.

Recently Papawai Marae has been in discussions with Heritage New Zealand and it will shortly become a listed site of national significance.

We propose to pay for interpretive signage at Papawai Marae from our beautification budget. The cost includes printing, installation, development of artwork and layout.

*Recommendation: To approve a cost of \$4,000 + GST for design, printing and installation of two signs at Papawai Marae and Papawai Cemetery to come out of our beautification budget.*

## **3. Greytown named as finalist for the Most Beautiful Street in New Zealand**

The submission for the Most Beautiful Street in New Zealand was completed in July. On the 14<sup>th</sup> August we were notified Greytown had been named as a finalist.

The submission was based on projects completed between 1<sup>st</sup> August 2018 and 31<sup>st</sup> July 2019 on Main St in Greytown.

The Beautiful Awards recognise the environmental excellence of individuals, groups, businesses and schools at the annual Beautiful Awards Gala Dinner being held in Dunedin on October 24th. The winner will be announced at that time.

A short video highlighting the street will be played at the ceremony. This is an excellent opportunity to promote our region.

Consideration should be given as to who should attend the event. In 2017 The Mayor and Chair of the GCB attended the event and SWDC to approved payment for travel and accommodation.

*Recommendation: For SWDC to approve a budget for the Mayor and councillor/community board member to attend the award dinner.*

## **4. Renaming of Underhill Road**

Council have received a communication from NZ Post regarding Underhill Road.

They are having ongoing problems with mail delivery to Underhill Road due to it being split between RD1 Greytown and RD1 Featherston. Unfortunately, the same numbering system has been used from both ends so there are duplicate addresses e.g. there is a 312 Underhill Road in RD1 Featherston and RD1 Greytown.

There is also a more serious issue around emergency services to Underhill Road due to the duplicate addresses and the barrier created by the Tauherenikau River. They have been informed that this has caused confusion in the past.

Accordingly, they are asking that the name of Underhill Road be changed:

Option 1: Underhill Road East of the Tauherenikau River (the Greytown side) have its name changed to something entirely different. They have 14 customers receiving mail delivery on this side of the river and 37 on Featherston side (plus 5 inactive addresses).

Option 2: Underhill Road be renamed to be "Underhill West" on Featherston side and "Underhill East" on Greytown side.

Option 1 is their strong preference.

The Greytown Community Board believes it is vital to hold discussions with all the affected residents prior to any action on this. As the number of affected parties is small we recommend to hold a meeting as soon as possible to discuss this with the residents and seek their views.

Leigh Hay  
Chair  
Greytown Community Board

**Greytown Community Board (GCB)**

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

21 August 2019

Shane Atkinson  
Chair, Greytown Trails Trust  
72D Woodside Rd  
Greytown 5794

Dear Shane,

**Greytown Trails Trust – Support for New Cycle and Foot Trail Connecting Featherston and Woodside**

The Greytown Community Board is delighted to offer our unconditional support for your new trail and in the wider context the idea of building a more comprehensive series of cycle trails across the Wairarapa region.

We have always recognised the benefits of your existing trail, which is a shining example of local community action providing and supporting a community asset. Our annual financial contribution to maintenance of your existing trail demonstrates our ongoing support.

We believe that the advantages of riding and a healthy lifestyle are well documented. The rail trail is a relatively low cost, safe amenity for both young and old, and can be enjoyed by groups, individuals and for family outings. The increased use of the Trail by the Cycling without Age Trishaw demonstrates that even the most frail and elderly in our community can also benefit from the Rail Trail.

Your new trail, with the suspension bridge over the Tauherenikau River and off-road access trails will provide significant additional benefits to both Greytown and our sister community of Featherston from community/volunteer involvement in construction and maintenance of the trails, social connections, well-being, exercise opportunities for families, formal and informal groups and individuals.

We commend you on this ground-breaking and significant project and offer our full support.



Leigh Hay  
Chair  
Greytown Community Board