

## **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, 7 April 2021 at 6:00pm.

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

Ann Rainford (Chair), Shelley Symes, Graeme Gray, Simone Baker, Cr Alistair Plimmer, Cr Rebecca Fox and Aimee Clouston (youth representative)

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#### **PUBLIC BUSINESS**

**1. EXTRAORDINARY BUSINESS:**

**2. APOLOGIES:**

**3. CONFLICTS OF INTEREST:**

**4. ACKNOWLEDGMENTS AND TRIBUTES:**

**5. PUBLIC PARTICIPATION:**

5.1 Lizzie Catherall – Health and Safety of Main Street

**6. 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.*

**7. COMMUNITY BOARD MINUTES:**

7.1 Minutes for Approval: Greytown Community Board minutes of the meeting held on 17 February 2021.

***Proposed Resolution:*** *That the minutes of the Greytown Community Board meeting held on 17 February 2021 be confirmed as a true and correct record.*

**Pages 1-6**

**8. REPORT FROM COMMITTEES:**

- 8.1 Tree Advisory Group – verbal update

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

- 9.1 Officers' Report **Pages 7-51**

*Siv Fjaerestad to present on the role of the SWDC Community Development Coordinator*

- 9.2 Public Input into Local Government Decision Making Report **Pages 52-58**

- 9.3 Action Items Report **Pages 59-63**

- 9.4 Income and Expenditure Report **Pages 64-71**

**10. CHAIRPERSON'S REPORT:**

- 10.1 Chairperson Report **Pages 72-77**

**11. NOTICES OF MOTION:**

- 11.1 None advised

**12. MEMBER REPORTS (INFORMATION):**

- 12.1 Member Report from Shelley Symes **Page 78**

**13. CORRESPONDENCE:**

***Proposed Resolution:*** *That the correspondence be received.*

- 13.1 Outwards

To Greytown Heritage Trust from Greytown Community Board,  
dated 30 March 2021 **Page 79**

- 13.2 Inwards

To Greytown Community Board from Ruth Evans, Friends of  
Stella and Sarah, received 23 March 2021 **Pages 80-81**

- Present:** Ann Rainford (Chair), Shelley Symes, Simone Baker, Graeme Gray, Councillor Alistair Plimmer, Aimee Clouston (youth representative) and Mayor Alex Beijen (until 8:10pm).
- In Attendance:** Euan Stitt (Group Manager Partnerships and Operations) and Suzanne Clark (Committee Advisor).
- Conduct of Business:** The meeting was conducted in public in the WBS Room, Greytown Town Centre on 17 February 2021 between 6:00pm and 8:55pm.
- Public Participants:** Lee Carter

**1. EXTRAORDINARY BUSINESS**

*GCB RESOLVED (GCB 2021/01)* to consider moving funds from the beautification fund to the grants fund; and to consider expenditure on Anzac Day flags as extraordinary items of business under the Chair's Report.

*(Moved Symes/Seconded Baker)*

Carried

Members agreed to discuss how to increase public participation at meetings under the Chair's Report.

**2. APOLOGIES**

*GCB RESOLVED (GCB 2021/02)* to receive apologies from Councillor Fox.

*(Moved Cr Plimmer/Seconded Gray)*

Carried

**3. CONFLICTS OF INTEREST**

There were no conflicts of interest declared.

**4. ACKNOWLEDGMENTS AND TRIBUTES**

Cr Plimmer acknowledged the passing of John Hayes son in respect of Mr Hayes former position as the Wairarapa member of parliament.

Mrs Rainford acknowledged the passing of Helen Smith who was an active member of the Inner Wheels Club and the wider community.

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## 5. PUBLIC PARTICIPATION

Mrs Carter thanked members for advocating on behalf of Moiki road residents for a meaningful road name within the new Moiki Road subdivision. Mrs Carter acknowledged Murray Cole, the developer, for agreeing to property owners' preferred name and Ms Yates for the Council officer's report to the Board. Mrs Carter asked when the road name would be confirmed and requested the Community Board preapprove more road names to cover all areas of the Greytown ward.

## 6. ACTIONS FROM PUBLIC PARTICIPATION

Officers undertook to advise Mrs Carter the process and timing for 'Manukawiri Way' to move through official processes. Mrs Rainford undertook to seek suggestions for further road names that met Council policy via the Grapevine.

### 9.7 Naming of a New Road at Moiki Road, in Greytown (item moved)

*GCB RESOLVED (GCB 2021/03):*

1. To receive the proposed naming of the proposed private road at Moiki Road Greytown Report.  
*(Moved Symes/Seconded Baker)* Carried
2. To approve the name 'Manukawiri Way' for the proposed private road at Moiki Road Greytown.  
*(Moved Symes/Seconded Cr Plimmer)* Carried

## 7. COMMUNITY BOARD MINUTES

### 7.1 Greytown Community Board Minutes – 9 December 2020

*GCB RESOLVED (GCB 2021/04)* that the minutes of the Greytown Community Board meeting held on 9 December 2020 be confirmed as a true and correct record.

*(Moved Gray/Seconded Baker)* Carried

## 8. REPORT FROM COMMITTEES

### 8.1 Tree Advisory Group

There was no report from the Tree Advisory Group.

## 9. CHIEF EXECUTIVE AND STAFF REPORTS

### 9.1 Officers' Report

*GCB RESOLVED (GCB 2021/05)* to receive the Officers' Report.

*(Moved Rainford/Seconded Cr Plimmer)* Carried

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## 9.2 **Action Items Report**

Members requested a progress report on renaming Underhill Road and discussed Greytown Main Street safety and beautification and linkages with the Spatial Plan, NZTA feedback on a tree avenue proposed at a recent meeting, welcome to Greytown signs, attendance at the Board by the Community Development Coordinator and potential funding sources for museums.

*GCB RESOLVED (GCB 2021/06) to receive the Action Items Report.*

*(Moved Symes/Seconded Cr Plimmer)*

Carried

## 9.3 **Income and Expenditure Report**

*GCB RESOLVED (GCB 2021/07) to receive the Income and Expenditure Statement for the period 1 July 2020 – 31 December 2020.*

*(Moved Gray/Seconded Shelley)*

Carried

## 9.4 **Applications for Financial Assistance**

*GCB RESOLVED (GCB 2021/08):*

1. To receive the Application for Financial Assistance Report.

*(Moved Symes/Seconded Plimmer)*

Carried

2. To decline the grant application from Digital Seniors as Greytown have their own seniors programme through Kuranui College and Council have already funded the Digital Seniors programme.

*(Moved Cr Plimmer/Seconded Baker)*

Carried

3. To approve granting Greytown Junior Football Club funding of \$1,000 to contribute to the cost of replacing its football goals.

*(Moved Symes/Seconded Gray)*

Carried

4. To note that South Wairarapa Rotary Club has withdrawn its application for funding of \$1,000 to contribute to the costs of the 2020 Greytown Christmas Parade.

*(Moved Symes/Seconded Baker)*

Carried

5. To agree its dates for consideration of Greytown Community Board grants in 2021 be 14 April, 4 August, and 24 November.

*(Moved Cr Plimmer/Seconded Symes)*

Carried

6. To delegate to the Chief Executive the ability to update the Greytown Community Board grant application form with funding round dates for 2021.

*(Moved Symes/Seconded Cr Plimmer)*

Carried

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9.5 **Financial Assistance Accountability Report**

*GCB RESOLVED (GCB 2021/09) to receive the Financial Assistance Accountability Report.*

*(Moved Cr Plimmer/Seconded Symes)*

Carried

9.6 **Community Board Conference Report**

Members noted that Council conference funding was at capacity and delegate attendance would need to be funded from the Community Board budget. As none of the members were available and Mrs Rainford had been previously, the Board elected not to send a delegate.

*GCB RESOLVED (GCB 2021/10):*

1. To receive the Community Board Conference Report.

*(Moved Symes/Seconded Baker)*

Carried

2. That the Community Board would not send a delegate to the 2021 Community Board Conference.

*(Moved Baker/Seconded Symes)*

Carried

**10. CHAIRPERSON REPORT**

10.1 **Chairperson Report**

Members discussed the Anzac flag proposal from Cr Fox and moving money across cost centres. The Community Board budget linking priority spend areas to the Community Board Strategic Plan was discussed.

Members agreed to financially support the Menz Shed for erecting and removing Main Street flags, an appropriate koha for Papawai Marae for the upcoming community meeting, the Gina Jones flag design, and an upcoming wheels park meeting.

Mr Stitt advised that Council were awaiting a safety report from NZTA, but that Council would be to actively consult with local business before Greytown town centre parking spaces were removed. Water leaks across the district were down to 17%.

Members discussed ways to make the Community Board meetings more relevant by engaging the community. Council officers undertook to review Greytown green space funding and maintenance.

Cr Plimmer advised that Council officers had been asked to review landholdings; there was potential for low cost housing to be developed.

Members discussed the proposal from Greytown Heritage Trust and noted the Community Board would be progressing safety proposals with Council officers,

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but supported the seating proposal in principle subject to a sketch of proposed seat locations being provided.

*GCB RESOLVED (GCB 2021/11):*

1. To put aside \$2,000 plus GST from the Beautification Fund for flags for Anzac Day.
2. To request that Cr Fox put forward some flag designs with a final decision on the design to be agreed outside the meeting.

*(Moved Rainford/Seconded Symes)*

Carried

*GCB RESOLVED (GCB 2021/12) that \$4,000 from the Beautification Fund is moved to the Grants Fund.*

*(Moved Rainford/Seconded Gray)*

Carried

*GCB RESOLVED (GCB 2021/13):*

1. To receive the Chair's Report.
2. To agree to pay a \$100 koha to Papawai Marae for a meeting to be held with the Marae, to be funded from the Operating Budget.

*(Moved Cr Plimmer/Seconded Gray)*

Carried

3. To approve \$1,920 plus GST to commission Gina Jones to provide artwork for a third set of flags for Greytown's Main Street, to be funded from the Beautification Fund.

*(Moved Cr Plimmer/Seconded Symes)*

Carried

4. To agree to donate \$300, funded from the Beautification Fund, to the Greytown Menz Shed for their continued support throughout the 2021 year to erect and take down flags on Greytown's Main Street.

*(Moved Cr Plimmer/Seconded Symes)*

Carried

5. Action 1: Provide a report on potential changes to the public forum and standing orders to make public participation more accessible; K Yates
6. Action 2: Provide assurances that the Greytown maintenance schedule and budget for parks and reserves is the same as the other towns; E Stitt
7. Action 3: Provide a report on what actions can be taken to improve the safety of residents on the Greytown Main Street (i.e. removal of parking spaces to increase visibility exiting side streets, closing the top of McMaster Street, moving pedestrian crossings; E Stitt

## **11. NOTICES OF MOTION**

There were no notices of motion.

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**12. MEMBER REPORTS (INFORMATION)**

Councillor reports were given under the Chair's Report.

**13. CORRESPONDENCE**

There was no correspondence.

The meeting closed at 8:55pm.

**Confirmed as a true and correct record**

.....Chairperson

.....Date

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# GREYTOWN COMMUNITY BOARD

7 APRIL 2021

## AGENDA ITEM 9.1

### OFFICERS' REPORT

#### **Purpose of Report**

To report to the board on general activities.

#### **Recommendations**

Officers recommend that the Community Board:

1. *Receive the Officers' Report.*

### PLANNING AND ENVIRONMENT GROUP REPORT

This report was presented to the Planning and Regulatory Committee on 17 March 2021.

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

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

###### **1.1.1. Planning**

Planning receives around 200 resource consent applications a year, and normally has around 13-20 consents to assess and decide on. Consenting sits beside plan enquiries, land use compliance, growing policy work. Good, timely decision making has continued.

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

The Spatial Plan is using an integrated Spatial/Long-Term Plan approach. Initial engagement, community/stakeholder sessions saw a wide mix of views captured. A matrix assessment of possible growth options for the towns was done along with site visits and workshops on town growth options. Refinement of the recommended options/compilation of a Spatial Plan Consultation Document was done in early March. To be consulted on during April.

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

Assessment report on stormwater issues by Wellington Water was completed after Feb. 2020. From discussion at Council including work for Spatial Plan, and due to awareness of extent/costs of stormwater constraints, and mitigation, the MSGA now

on hold, including phase 2 stormwater modelling. To consider alongside Spatial Plan growth work.

### **1.2 District Plan Review**

WCDP operative in 2011, requires review every 10 years, a plan review takes around 2 to 3 years. Boffa Miskell confirmed as the consultant. DP Review Committee and advisory group mtgs held, considering the extent, review needs of each DP chapter, plus proposed RMA reforms. The Randerson report proposes replacement of RMA by a new Regional Spatial Plan Act, new Natural Resources Act. DP review will be a mix of full review of key chapters, targeted review for some, and minor review. DP Review will be across 2021-2023 and allowing for sorting any appeals in 2024.

### **1.3 Dark Sky**

The draft Wairarapa International Dark Sky-Outdoor Artificial Lighting Plan Change has gone through public notification. Got 10 submissions, then 2 further submissions. Wairarapa Sports Artificial Surface Trust and Genesis Energy Ltd wished to be heard. Negotiating points, may avoid a hearing, commissioner will determine this Council initiated plan change.

### **1.4 Review of Notable Trees Register**

Hearing held in Greytown November 2020. The independent commissioner's decision was adopted, was an appeal on the listing of one Oak tree. Discussion/correspondence was undertaken by staff, and resource consent granted, the appeal has been withdrawn. Seeking final advice via commissioner for actioning the plan change.

### **1.5 Featherston Tiny Homes/Brookside RC**

Number of units lowered from 120 to approx. 100 dwellings. Required further information on urban design aspects re intensity, info. was supplied, the application was to be publicly notified. However, the applicant has advised Council to hold the application, is now pursuing a more standard density.

### **1.6 Orchard Road Subdivision**

A resource consent was granted to resolve an outstanding abatement notice. The applicant appealed this decision, officers still in the process of resolving issue via mediation. We have extended deadline for removal of contaminated soil from the site to 30 March 2021, matter nearly resolved.

## 2. Proposed Combined Council Dog Pound SWDC/CDC

The Committee on Aug. 12 strongly indicated pursuance of a combined pound facility with CDC and officers to clearly detail the costings framework of this option. However, matter has been parked awaits direction from the Shared Services group. CDC in 2020 had indicated a hesitancy regards costings aspects. Officer discussions 3 Dec, matter to go out for tender for facility costings, and tendered beginning of March. A tender is being sort from the market for a combined dog pound with Carterton as per the original plan for a combined dog pound. We would like the Committee's views as to its comfort in continuing the original plan for a combined pound if the tenders come in close to the original budget. If the tenders are considerably in excess of the budget further options will be presented to Council to confirm direction.

## 3. Building Services

The level of building consent applications has continued to remain quite high. Timely processing continues together with ongoing site inspections services. Over the last financial year our team processed 584 applications, usually about 60 active consent applications.

## 4. Environmental Services

The provision of decisions and helpful advice in the areas of food safety, alcohol, bylaws work, and dog control matters has continued. We have continued inspections work and are ahead of premise's verifications benchmark. Dog registrations are at 98%.

## 5. Service Levels

*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"	80%	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.

## 5.1 Resource Management Act – Consents (Year to date 01/07/2020-30/09/2020)

*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%	100%	<b>Total 139/139</b>
		100%	66/66 Land Use applications were completed within statutory timeframes. NCS
		100%	59/59 Subdivision applications were completed within statutory timeframes. NCS
		100%	14/14 permitted boundary activity applications were completed within statutory timeframes. NCS
s.223 certificates issued within 10 working days	100%	100%	47/47 s223 certificates were certified within statutory timeframes. NCS. Impacted by the departure of the Planning Manager and team transition from June to August 2019
s.224 certificates issued within 15 working days of receiving all required information (note no statutory requirement)	95%	100%	37/37 s224 certificates were certified. NCS.

## 5.2 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.

Six Months Trend		
from 1 <sup>st</sup> Sep 2020 to 28 <sup>th</sup> Feb 2021		
Item	No of applications completed within the time frame over the total number of applications	% of applications processed within time frames
Land use consents	50/50 within 20 working days	100%
Subdivision Consents	46/46 in 20 working days	100%
223 Certificates	33/33 in 10 working days	100%
224 Certificates	28/28 in 15 working days	100%

### 5.3 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%		G:\LIMs\LIMS PROCESSED 2020-2021
Standard LIMs are processed within 10 days	100%	91.95%	137/149 standard LIMs were completed G:\LIMs\LIMS PROCESSED 2020-2021

	YTD 1 <sup>ST</sup> JULY 2020 TO 28 <sup>TH</sup> FEB 2021	PREVIOUS YTD 1 <sup>ST</sup> JULY 2019 TO 28 <sup>TH</sup> FEB 2020	PERIOD 1 <sup>ST</sup> DEC 2020 TO 28 <sup>TH</sup> FEB 2021	PREVIOUS PERIOD 1 <sup>ST</sup> DEC 2019 28 <sup>TH</sup> FEB 2020
Standard LIMs (Processed within 10 working days)	149	134	36	48
Urgent LIMs (Processed within 5 working)	68	57	23	28
<b>Totals</b>	<b>217</b>	<b>181</b>	<b>59</b>	<b>76</b>

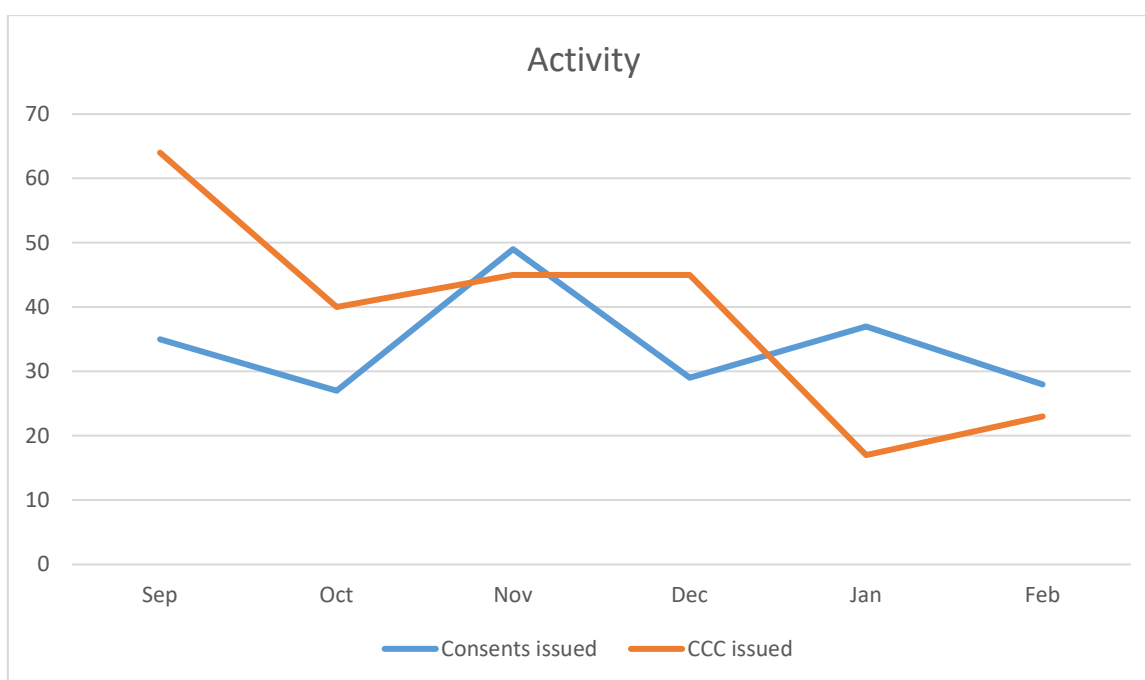
### 5.4 Building Act - Consents and Enforcement

*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%	98.25%	NCS – 281 out of 286 CCC's were issued within 20WD YTD – Human/technical error, process put in place to prevent this from happening in the future.
Building consent applications are processed within 20 working days	100%	98.08%	NCS – 358 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 2022. Council was re-accredited in January 2020
BCA inspects new building works to ensure compliance with the BC issued for the work, Council audits BWO's and Swimming Pools	Yes	Yes	<b>Building Consents</b> Council inspects all new work to ensure compliance (October 2020 – 415 inspections 1 <sup>st</sup> December 2020 – 28 <sup>th</sup> February 2021 238 inspections <b>BWO's –</b> Total 189 – average of 3 audits per month required, 0 audit carried out December 0 audit carried out January 0 audit carried out in February <b>Swimming Pools –</b> Total 295 – average of 7 audits per month required. 5 audits carried out in December

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
			7 audits carried out in January 4 Audits carried out in February
Earthquake prone buildings reports received	100%	N/A	Of the remaining buildings: 25 - Identified as EPB 9 - Require engineer assessment from owners 2 - Requested extension to provide engineers report

	Sept 20	Oct 20	Nov 20	Dec 20	Jan 21	Feb 21
Monthly Building Consents issued	35	27	49	29	37	28
Monthly CCC issued	64	40	45	45	17	23



## 5.5 Building Consents Processed

TYPE – DECEMBER 2020 – 28 FEBRUARY 2021	NUMBER	VALUE
<b>Commercial</b> (shops, restaurants, rest home – convalescence, restaurant /bar / cafeteria / tavern, motel, commercial building demolition - other commercial buildings)	4	\$4,082,670
<b>Industrial</b> (covered farm yards, building demolition, warehouse and/or storage, factory, processing plant, bottling plant, winery)	2	\$117,500
<b>Residential</b> (new dwellings, extensions and alterations, demolition of building, swimming and spa pools, sleep-outs, garages, relocations, heaters, solid fuel heaters).	105	\$25,179,115
<b>Other</b> (public facilities - schools, toilets, halls, swimming pools)	2	\$1,203,000
<b>Totals</b>	<b>113</b>	<b>\$30,582,285</b>

## 5.6 Environmental Health and Public Protection

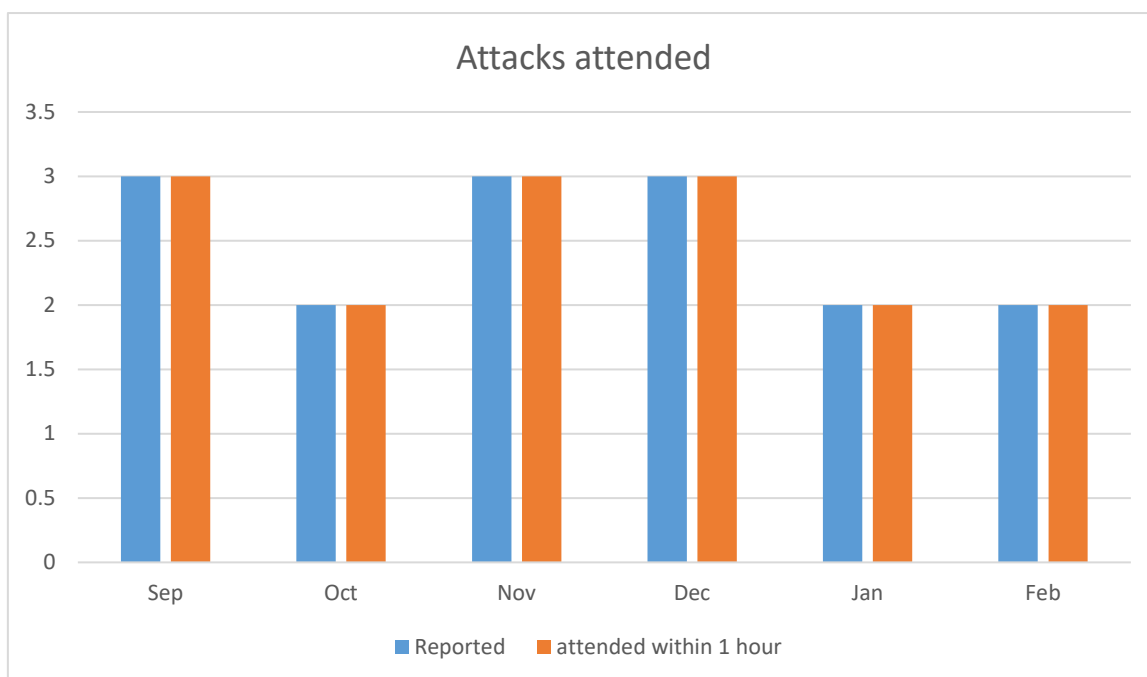
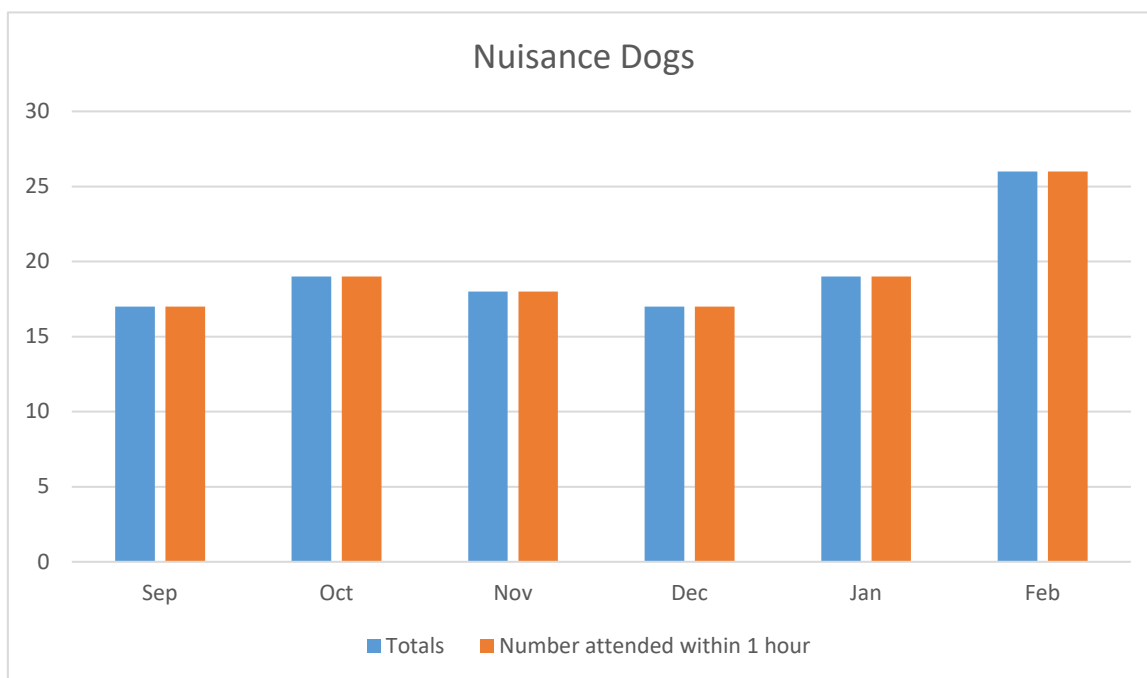
### Dog Control Act – Registration and Enforcement

*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	0	No visits at this stage. Education is planned for at risk groups – 3 visits for March scheduled
Complaints about roaming and nuisance dogs are responded to within 1 hours	100%	100%	K:\resource\Bylaw Officers\Registers\AC Service Requests.xls 151/151
Complaints about dog attacks on persons, animals or stock are responded to within 1 hour	100%	100%	14/14

INCIDENTS REPORTED FOR PERIOD 1 <sup>ST</sup> DECEMBER 2020 – 28 <sup>TH</sup> FEBRUARY 2021	FEATHERSTON	GREYTOWN	MARTINBOROUGH
Attack on Pets	7	2	2
Attack on Person	3	2	-
Attack on Stock	-	-	-
Barking and whining	12	9	10
Lost Dogs	7	5	11
Found Dogs	7	5	10
Rushing Aggressive	9	1	2
Wandering	28	19	29
Welfare	-	-	-
Fouling	-	-	-
Uncontrolled (off leash urban)	1	2	2

	Sep 20	Oct 20	Nov 20	Dec 20	Jan 21	Feb 21
Nuisance dogs	17	19	18	17	19	26
Attended to within 1 hours	17	19	18	17	19	26
Attack totals	3	2	3	3	2	2
Attacks attended within 1 hours	3	2	3	3	2	2



## 5.7 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 20/20



PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
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 12/12

INCIDENTS REPORTED	TOTAL FOR YTD PERIOD 1 JULY 2020 TO 28 FEB 21
Stock	27

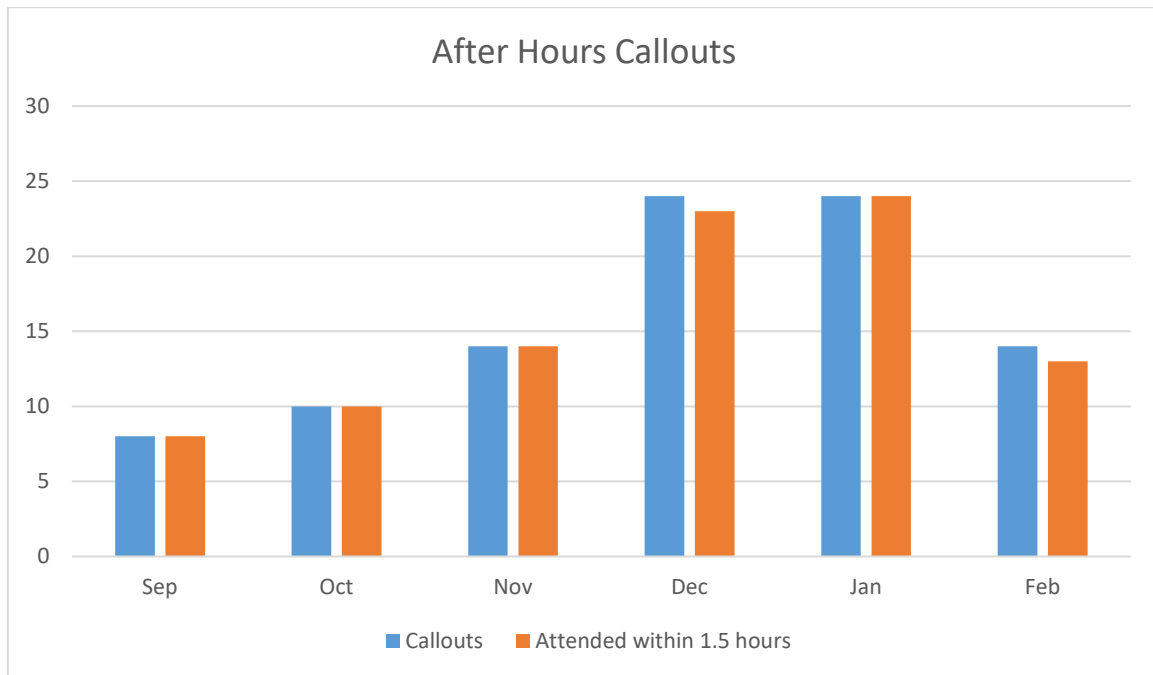
## 5.8 Resource Management Act – after hours Noise Control

*SERVICE LEVEL – The Council will respond when I need some help with noise control.*

Public Protection Key Performance Indicators	Target 20/21	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%	98.3%	<a href="#">K:\resource\Health\Resource Management\Noise Control Complaints</a> 112/114 attended within timeframe YTD 24 callouts Dec 20 24 callouts Jan 21 13 callouts Feb 21 60/62 attended to within 1.5 hours

AFTER HOURS NOISE CONTROL COMPLAINTS RECEIVED	YTD 1 JULY 20 TO 28 FEB 21	PREVIOUS YTD 1 JULY 19 TO 30 29 FEB 20	PERIOD 1 DEC 20 TO 28 FEB 21	PREVIOUS PERIOD 1 DEC 19 TO 29 FEB 20
Total	114	115	62	46

	Sep 20	Oct 20	Nov 20	Dec 20	Jan 21	Feb 21
Calls	8	10	14	24	24	14
Attended to within 1.5 hours	100%	100%	100%	99%	100%	99%



## 5.9 Sale and Supply of Alcohol Act - Licensing

*SERVICE LEVEL – The supply of alcohol is controlled by promoting responsible drinking.*

	TARGET 20/21	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Premises are inspected as part of licence renewals or applications for new licences.	100%	73.2% YTD	MAGIQ data. All premises inspected at new or renewal application stage (41/56*). 41/56 Number of inspections completed of licences coming up for renewal within the YTD period. 5 inspections Dec 20 10 inspections Jan 21 4 inspections Feb 21 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%	62.8% 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 43 low and medium licenses due for renewal or new inspections in this financial year.  For Dec 20, 1 inspections were done for low and medium premises. For Jan 21 6 for low and medium premises For Feb 21 2 for low and medium premises Total number of licenses is subject to change month by month as new businesses open and existing premises close. Total number of inspections done year to date 27/43
Compliance activities are undertaken generally in accord with the Combined Licencing	100%	100%	1 Controlled purchase Operation has been undertaken this YTD.

	TARGET 20/21	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Enforcement Agencies agreement.			<p>5 Compliance visits undertaken December 2020– February 2021.</p> <p>Usual practice is for the SWDC alcohol licensing inspector is to undertake identified compliance inspections at licensed premises. This is to encourage open communication with our licensees and provide support and education to help our licenced premises comply with their requirements under the Act. Covid 19 and Government lockdown put a stop to this activity in this form and the Alcohol Licensing Inspector undertook compliance through an advisory role remotely under lockdown and as business moved down levels 3, 2 and 1</p>

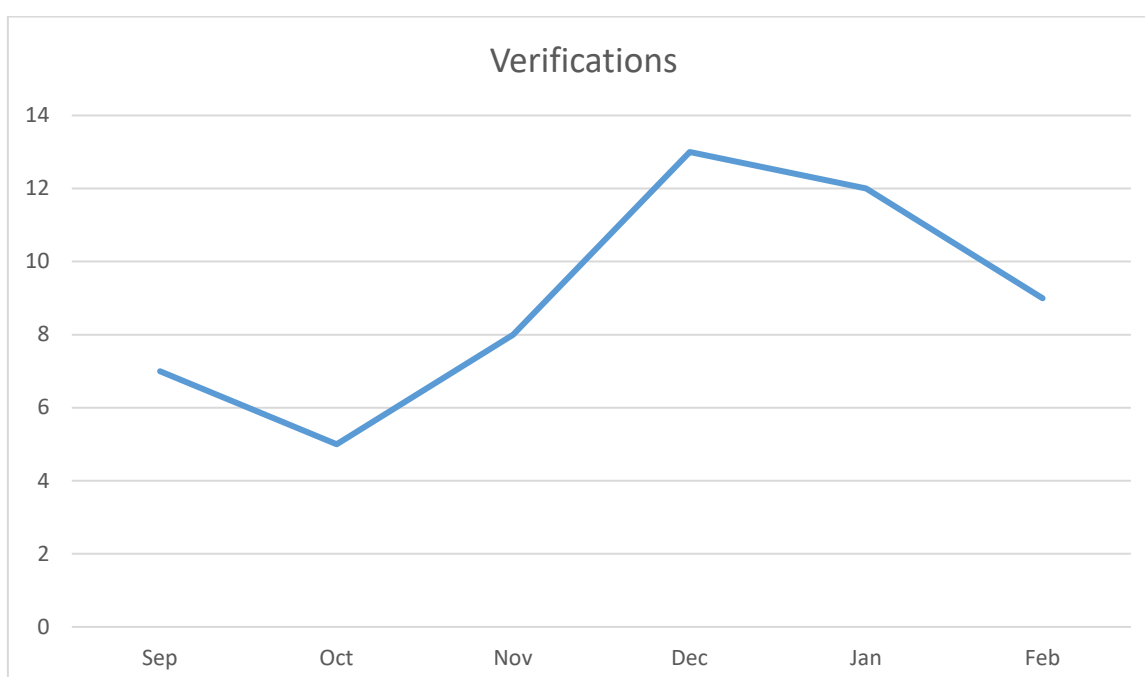
ALCOHOL LICENCE APPLICATIONS PROCESSED	YTD 1 JULY 20 TO 28 FEB 21	PREVIOUS YTD 1 JULY 19 TO 29 FEB 20	PERIOD 1 DEC 20 TO 28 FEB 21	PREVIOUS PERIOD 1 DEC 19 TO 29 FEB 20
On Licence	24	19	7	6
Off Licence	16	24	5	9
Club Licence	2	6	0	2
Manager's Certificate	91	104	32	43
Special Licence	22	40	10	14
Temporary Authority	3	1	1	1
<b>Total</b>	<b>158</b>	<b>194</b>	<b>55</b>	<b>75</b>

## 5.10 Health Act - Safe Food

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

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET 20/21	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%	FHR – 0 FCP (Food Act) – 102 NP – 64 Total number of premises is subject to change month by month as new businesses open and existing premises close.
Premises are inspected in accord with regulatory requirements.	100%	73.5%	FCP verifications – 75/102  *Total number of premises is subject to change month by month as new businesses open and existing premises close. 13 verifications were undertaken in Dec 2020 12 verifications were undertaken in Jan 2021 9 verifications were undertaken in February 2021 We were able to finalise (close out) 3 premises in December 2020 7 in January 2021 and 22 in February 2021 0 outstanding corrective action food business follow ups in the period December 2020 to February 2021 In addition our EHO was the SWDC first point of contact for all the food businesses and queries to ensure compliance with Government regulations under the various Covid 19 levels.

	Sep 20	Oct 20	Nov 20	Dec 20	Jan 21	Feb 21
Verifications	7	5	8	13	12	9



## 6. Bylaws

Between 1 July 2020 and 28 February 2021 there were:

- **Trees & Hedges**  
55 notices were sent by Council requesting the owner/occupier to remove the obstruction from the public space.
- **Litter**  
14 litter incidents were recorded and from this, Council sent 6 notices to the identifiable people associated with these incidents, 1 resulted in an infringement.
- **Abandoned vehicles**  
There were 18 abandoned vehicles located in the SWDC area, of which 13 were removed by their owners and the remaining 5 vehicles were removed by Councils' contractor.

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

## **PARTNERSHIPS AND OPERATIONS REPORT**

This report was presented to the Assets and Services Committee on 11 March 2021.

### **7. Group Manager Commentary**

In conjunction with responding to the Water Reform programme Request for Information (RFI) and developing the draft Infrastructure Strategy the period since Christmas has seen no let-up of activity across the team.

There a range of projects outlined in the following report that demonstrates sound progress across the District, which is against a backdrop of increased workload and additional projects, such as those funded through the PGF, NZTA and Water stimulus funds.

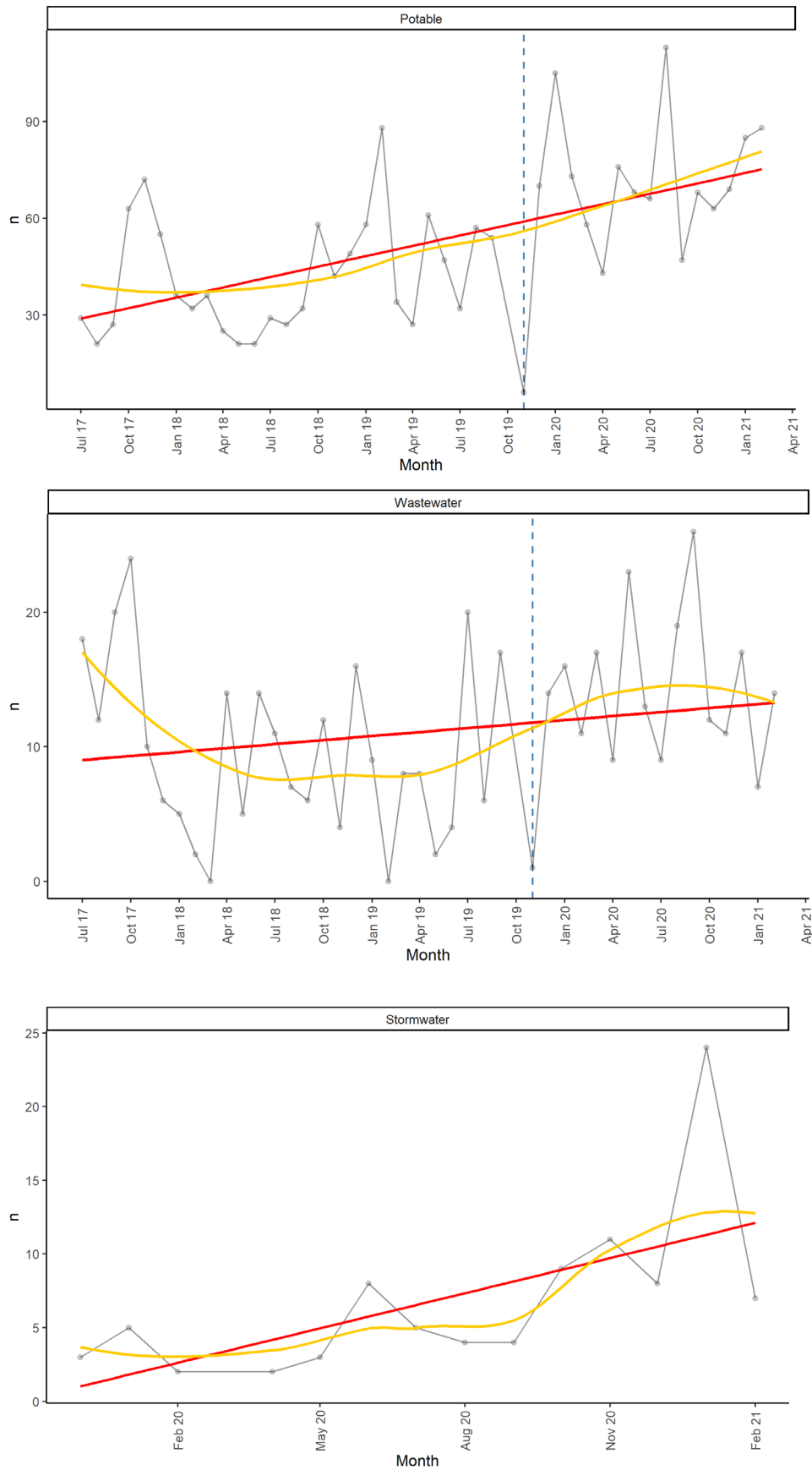
### **8. Water**

Key points:

- Featherston wastewater treatment plant workshop planned
- Projects are providing opportunities for local capability development (see separate presentation)
- Good progress on drinking water treatment plant upgrades

#### **8.1 Increasing Volumes of Work**

There are increasing volumes of work across the region including in SWDC the graphs below are taken from the CityCare and Wellington Water data for South Wairarapa. The blue line is when Wellington Water took over operations.



Wellington Water's Q2 performance report is attached at Appendix 1.

## **8.2 Reducing leakage across the South Wairarapa**

Fixing leaks is a priority with a team has been set up at Wellington Water to work on this across the region including South Wairarapa. The team meets weekly to monitor progress with leak surveys and repairs, and identify any further work that may be required.

Ground surveys in Martinborough, Featherston and Greytown carried out in November and December identified 55 public leaks. Alongside leaks reported by members of the public, these were prioritised and repaired, with just 6 minor leaks remaining.

This work reduced night-time flows, which are an indication of any leakage in the network, down to normal levels.

However nightflow levels in Featherston have been climbing again recently. Another survey was carried out in February, with further leaks identified and scheduled for repair. Private leaks were also identified and the property owner contacted and asked to fix them.

## **8.3 Greytown and Martinborough WWTP capacities**

There is little headroom for growth in Greytown without consideration of upgrade requirements and/or bringing forward upgrades outlined in future stages of the consent. The existing 35-year consent allows for the development of an additional land disposal area and ultimately a wet weather storage pond that will allow progressive reduction in discharges to the Papawai Stream. These upgrades may provide additional capacity as land disposal has the potential to sustain higher hydraulic and nutrient loads. The existing pond may also require upgrading to provide additional organic load capacity. It is noted that at the time of the 2013 consent application there was negative projected population growth in Greytown (current population is 2595 People 2019 data), however the population in Greytown is now estimated to reach 3674 by 2051. Therefore detailed upgrade assessments to accommodate growth are required.

There is no headroom for growth in Martinborough without consideration of upgrade requirements and/or bringing forward upgrades outlined in future stages of the consent. The existing 35-year consent allows for the development of an additional land disposal area and ultimately a wet weather storage pond that will allow progressive reduction in discharges to the Ruamahanga River. These upgrades may provide additional capacity as land disposal has the potential to sustain higher hydraulic and nutrient loads. The existing pond may also require upgrading to provide additional organic load capacity. It is noted that at the time of the 2014 consent application there was zero projected population growth in Martinborough (current population is 1865 People 2019 data), however the population in Martinborough is now estimated to reach 2510 people by 2051. Therefore detailed assessments to accommodate growth are required.

Financial provision for WWTP upgrades to accommodate growth have been made in the LTP and may be brought forward if needed, depending on the detailed assessments.



#### **8.4 Key projects: Updates**

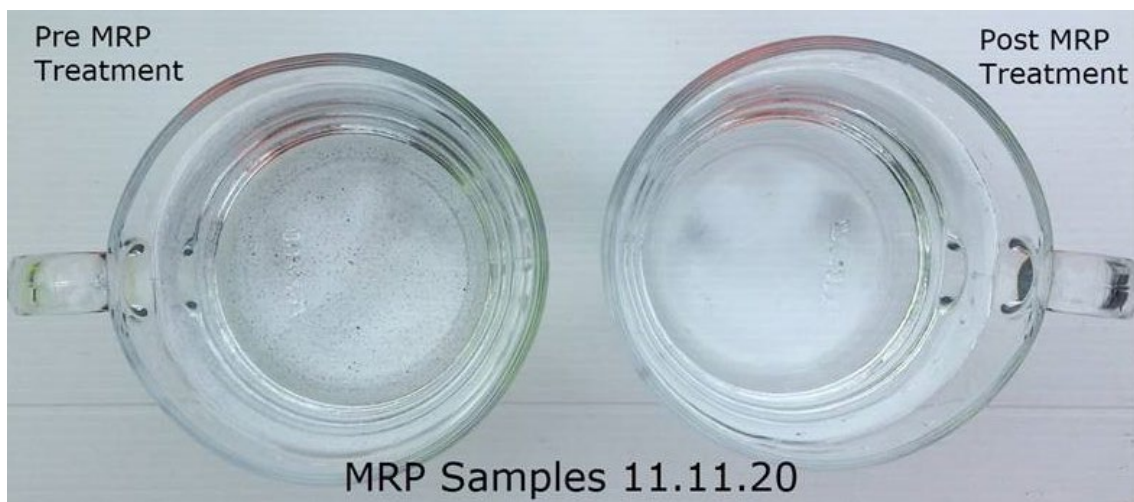
As we enter the summer demand period it becomes increasingly difficult to complete upgrades to water supply and wastewater assets.

As outlined at previous meetings, delivery of some projects has been challenging due to multiple factors, including:

- Limited accuracy or availability of full as-built information
- Project scopes being previously poorly defined
- Fragile systems with little system resilience
- Ongoing process of uncovering systemic risks requiring mitigation
- Availability of operational staff to provide input to upgrades or be trained in their use, while also responding to call volumes or issues.

#### **8.5 Manganese Reduction Plant**

The Manganese Reduction Plant (MRP) commissioning work is complete and tests verify it successfully reduces the manganese to the required levels.



The water contamination risk previously reported has been addressed and full operational testing of the plant has been completed. It has been supplying water since mid-January, meaning our ability to provide safe, clean and clear drinking water to Martinborough residents has been considerably increased.

An event to mark the formal commissioning of the plant is planned for 11 March 2021.

#### **8.6 Waiohine Water Treatment Plant (WTP) Upgrades**

The fourth bore is installed. We need to shut the treatment plant down in order to commission it; however with demand high due to hot summer weather, we haven't had the opportunity to do this yet.

Once the fourth bore is commissioned, work on the Waiohine treated water storage facility will get under way. Providing much improved resilience to supply interruptions.

This is expected to take six weeks. Procurement for the works is in progress, with the contract expected to be let in March 2021.

The installation of a temporary caustic soda treatment – to adjust the acidity of the water, and address the ‘blue water’ phenomenon – has been added to the work underway at the plant, and the design is currently being completed in collaboration with contractors. A similar solution is being progressed for Memorial Park. *[See appendix 4 for further update]*

### **8.7 Memorial Park WTP upgrades stages 2 and 3**

A cost analysis has been completed to determine the most effective approach for these upgrades, which will improve water quality to fully meet drinking water standards in the most. The delivery approach has been adapted so it can go ahead without waiting for Waiohine upgrades, and at this stage we expect this work to be complete by June 2021.

Approvals under the reserve management plan are being completed in parallel with the design and construction of the containerised plant.

The installation of a temporary caustic soda treatment – to adjust the acidity of the water, and address the ‘blue water’ phenomenon – has been added to the work underway at the plant, and the design is currently being completed in collaboration with contractors. A similar solution is being progressed. *[See appendix 4 for further update]*

### **8.8 Lake Ferry WWTP driplines**

The full replacement of drip lines from the Lake Ferry treatment plant is getting under way soon and should be completed by May 2021.

### **8.9 Featherston WWTP**

Following community and mana whenua engagement the shortlist of options was shared with SWDC officers and Councillors. A workshop will be held prior to a community information day.

### **8.10 Enhance processes, facilities and management of WWTPs across District**

An automated valve that will reduce the risk of overflow from the Martinborough plant will be installed by mid-March. Monitoring bores to ensure water quality compliance have been installed in the irrigation field at Martinborough. A health and safety assessment of sampling points and safe existing from ponds has been completed. Some physical works are expected to commence before the end of the financial year. Safe confined space entry into the Greytown pond outlet chamber is being investigated. Management plans for resource consent compliance are being reviewed.

## **9. Land Transport**

### **9.1 Roothing Maintenance - Ruamahanga Roads**

An outline of key works completed through February 2021 is provided below:

- 268.4 km of roads were inspected and identified faults recorded in RAMM for future scheduling with 196.9 being sealed and 71.5 being unsealed.
- 8 bridges were inspected and found to be in an acceptable condition.
- 137 rural culverts were inspected, RAMM data updated including condition rating
- 110.4 km of unsealed roads were graded.
- 35 m3 of maintenance metal was applied to the unsealed roads.
- 12 sealed road potholes were identified and filled.
- 88.04 km of mechanical street sweeping was completed.
- Pre-seal repairs for the 2021-2022 sealing season have continued
- Maintenance works continued on the footpaths within the 3 towns.
- District reseals, both Urban and Rural, have been completed for the 2020-2021 season.
- Culverts were replaced and upsized on Te Awaiti and Bucks Roads.
- Bridge Abutment repairs were carried out on Te Awaiti Bridge following damage caused by the November rains

### **9.2 Further activities of note**

- Annual bridge inspection programme has commenced and to date no urgent faults have been identified. Types of inspection have been done as required by NZTA. This is a key programme of work and one that will continue into future years.
- Roothing infrastructure input has been supplied to all subdivision resource consents.
- The Joint Carterton/South Wairarapa Roothing Activity Management Plan is currently being developed and funding proposals for considerations in the LTP process are underway.

## **10. Amenities**

### **10.1 Housing for Seniors**

All Housing for Seniors units are fully tenanted. Recent activity includes:

- Remove garden at Cecily Martin Flats Martinborough and replace with white stones and a piece of driftwood as elderly tenant unable to maintain garden.
- Two units at Burling Flats and Matthews Flats Featherston, are having new curtains installed.
- All flats are due for inspections in March 2021. These will take place in the week of 15<sup>th</sup> – 19<sup>th</sup> March 2021.
- We are currently in talks with Age Concern to provide information packages for all our tenants. Pamphlets and brochures on courses available i.e. driving refreshers/well being/activity classes/what is available and where to go.

### **10.2 Pain Farm**

Pain Farm Homestead and Cottage have had inspections carried out in January and February 2021, respectively. Both are being maintained and kept clean and tidy.

Trees have been trimmed on cottage driveway and outdoor maintenance takes place on a fortnightly basis by council contractor.

### **10.3 SWDC Playgrounds**

Work has continued on upgrades and maintenance of playgrounds, including:

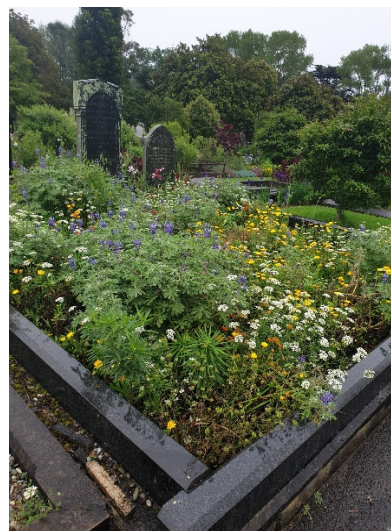
- More planting and fence to be quoted at the Martinborough Playground as more funds from the Waihinga Trust has become available.
- Featherston playground is now fully fenced and general refresh is underway with painting and new bark
- one new child/parent swing installed in Featherston.
- Parts ordered for replacement of netting for Greytown equipment

### **10.4 Parks and Reserves**

Activity has been ongoing in maintaining our parks and reserves:

- Due to seasonal drought and fire risk current mowing placed on hold until weather breaks
- SWDC working thru Section 17a for Parks and Reserves contract of supplier
- Drought and water ban has affected traffic island gardens, plan is being made to plant more drought tolerant plants
- Tree management plan for all SWDC parks and reserves under way

- Costing for installing in three towns recycling bin hub for trial.
- Solar lights x 4 have been installed into Stella Bull Park
- Replaced Huangarua Park seat and rubbish bin as both old assets were very tired.
- Installed balancing steps in Considine Park as a trial.
- Lych gate completed and project to evolve with the Waihinga Cemetery by turning the broken and unkept graves (with permission) into gardens to make it a place to visit in Martinborough, example below.



### 10.5 Cemeteries:

Cemetery Activity and Burials have been busy. An Increase on plot and niche reservations have increased in all three towns.

#### Purchases of burial plots/niches 01/01/2021 28/02/21

	Greytown	Featherston	Martinborough
Niche	1		5
In-ground ashes Beam		1	
Burial plot	5		
Services area	1		
<b>Total</b>	<b>7</b>	<b>1</b>	<b>5</b>

#### Ashes interments/burials 01/01/2021 to 28/02/2021

	Greytown	Featherston	Martinborough
Burial	1	2	
Ashes in-ground	3	3	
Ashes wall			2
Services Area			
Disinterment			
<b>Total</b>	<b>4</b>	<b>5</b>	<b>2</b>

The large hedge on the north east side of Greytown Cemetery has been trimmed and the green waste is to be mulched.

### 10.6 Swimming Pools:

Featherston, Greytown and Martinborough pools all opened for the swim season on the 28<sup>th</sup> November 2020 and will close 14<sup>th</sup> March 2021. Entry is still free and the bookings for events and BBQs are filling fast. Monitoring of usage to inform future strategy is ongoing. Some events taking place at our pools are the Kayaks club in Greytown and Dogs in Togs in Featherston is proving very popular.

Due to the recent Covid 19 Level 2 alerts - all pools staff and lifeguards will be distancing themselves (unless there is an emergency). They will be taking registers of group visits and all staff members and visitors must scan in with the QR codes.

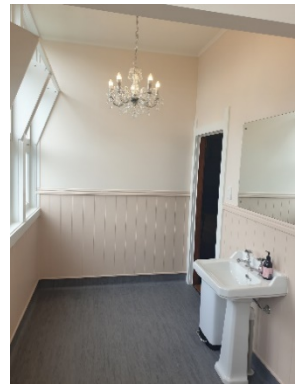
The lifeguards will clean and sanitise after school groups leave and before the public come in.



## 10.7 Further work:

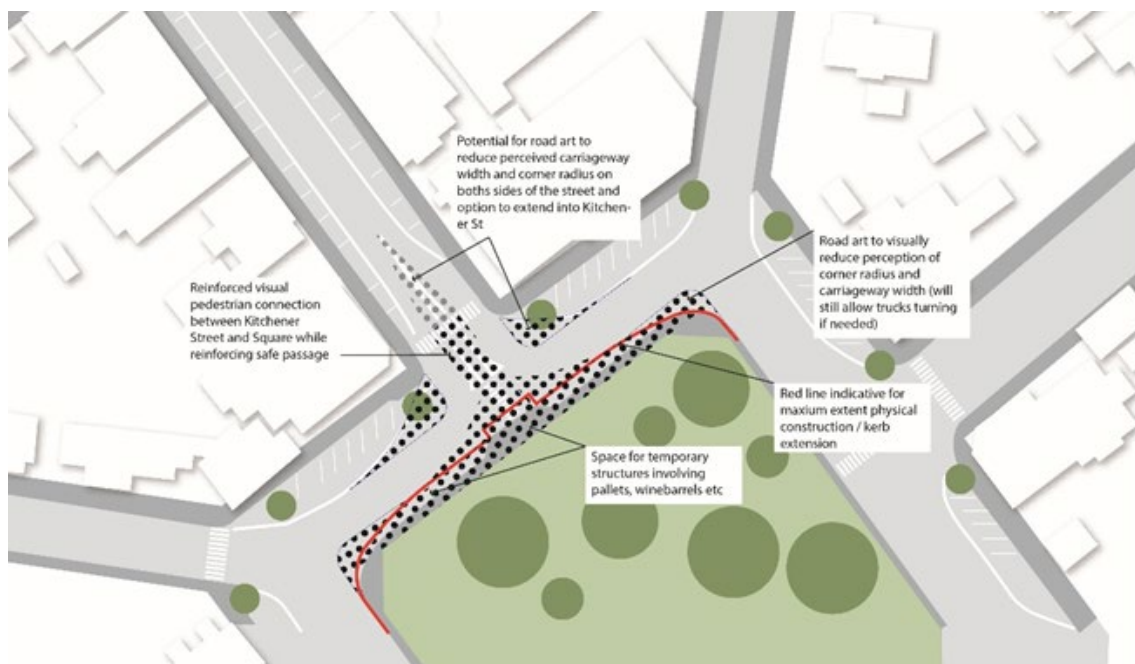
Significant additional effort has been expended in managing the delivery of the following Provincial Growth Fund (PGF) projects:

- Upgrade to facilities at Anzac Hall, Featherston completed
- Refurbishment of the Featherston War Memorial, scheduled to finish mid-March
- Supporting upgrades to the Featherston Community Centre, external painting and carpark marking to finish project.
- Supporting the Hau Ariki marae project, and
- Supporting the Tauherenikau bridge trail project.
- SWDC Building team successfully moved into 64 Main street, Greytown
- SWDC has recently taken over Mr Bicknell's house in Papawai



## 11. INNOVATING STREETS

The innovating Streets project is in full swing. Community and business engagement has commenced to capture local thoughts, concerns and viewpoints. Generally, people were in favour of the ideas that we talked about e.g kerb buildouts and pocket parks and we had people offering their services in one way or another. Firstly, there was a slight concern with the exact location of the trial which has resulted in moving this to the other side of the street, as per the mark-up below:



Further feedback included:

- **Space for community not just adjacent businesses** – The main concern with the current location was that this might be perceived as space that will be claimed by the adjacent businesses, while the intention is for this space to serve all of community, and not just customers of the nearby bars.
- **Alcohol ban enforcement** - Associated with the previous point is that the area will be alcohol-free, which is easier communicated if it is not immediately connected to adjacent bars.
- **Shading and sunlight** – Current location is shaded large part of the day, especially later in the season. Opposite side of the street is sunnier but still has nearby trees to provide shading.
- **Camber** – The northern edge has a steep camber and deep gutter – the southern edge of the street is much flatter, which makes implementation easier.
- **Delivery trucks** – With a trial on the other side of the street there is less impact on the deliveries made to the business on the north side.
- **Heavy vehicles** – Heavy vehicles will still need to drive through the square and require generous turning space in and out of Kitchener Street. A trial on the northern edge would not interfere with this.
- **Bridging the square** – One of the issues we identified at the start was the disconnect that currently exists between destinations around the square, with the square itself currently more acting like a visual barrier than a connector. Making the edges of the square more attractive, accessible, and comfortable promotes the use of the square and is a good catalyst for further change in the future.

Further engagement is being planned for the 5<sup>th</sup> March in the Square and feedback will be incorporated into future trial design. This design may include pocket parks, painted pavement, widening of footpath and introduction of gathering and/or seating spaces to create a more comfortable environment and make the area around the Square more people-friendly.

Once the designs have been installed, there will be opportunities to take part in creative activities and events in the street that encourage people into the newly rearranged street space, and a chance to give feedback on how the new layouts feel.

An initial concept will be trialled on the 12<sup>th</sup> March and community feedback is sought at that point too. The next steps beyond that are, broadly:

- **Friday, 26 March**  
Implement trial design with businesses, community, designers and SWDC. This will be ongoing based on further feedback from the community – there will be further opportunity to provide feedback.



- **April - May 2021**

We will talk with you to see what you think of the temporary solutions and based on the gathered data and determine any permanent changes.

## **12. SOLID WASTE**

### **12.1 General:**

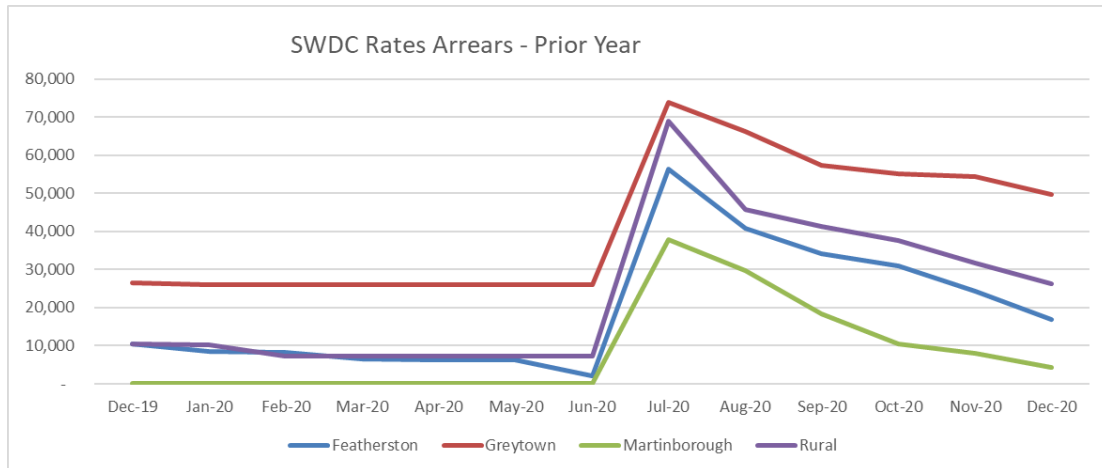
- Council Wheelie Bins Recycling collections going well
- We are processing 100% of the recycling locally
- Glass levels are at an all time low with 30T loads of glass heading out at least once per week from the Wairarapa District, normally +- 45t
- SWDC transfer stations are tidy, Green waste mulching underway in March
- Starting discussions on investigating closing Pirinoa and installing Recycling Hub in the village so seven day access for rural ratepayers and tourists.

Contact Officer: Euan Stitt, GM Partnerships and Operations

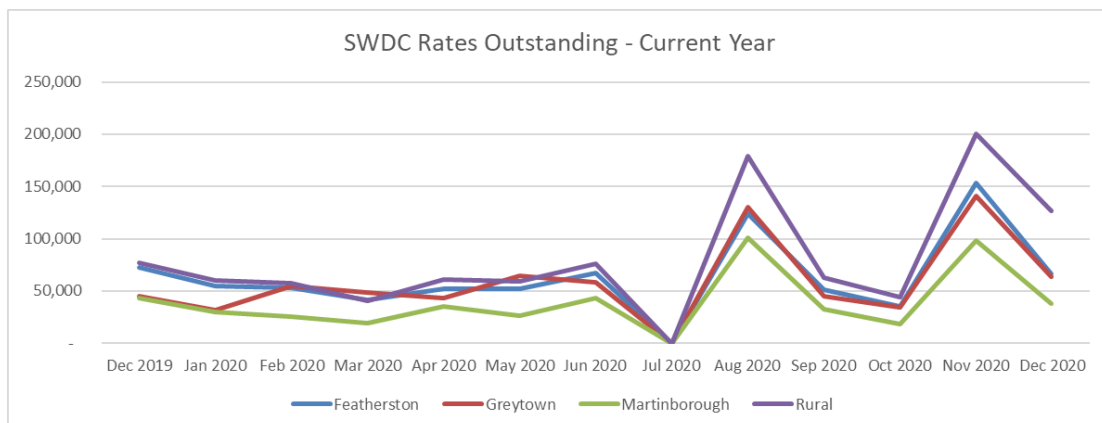
## CORPORATE SERVICES REPORT

### 13. Rates Arrears

The rates arrears graphs below shows an increase in amount of unpaid rates carried forward from the previous year (2019/20).



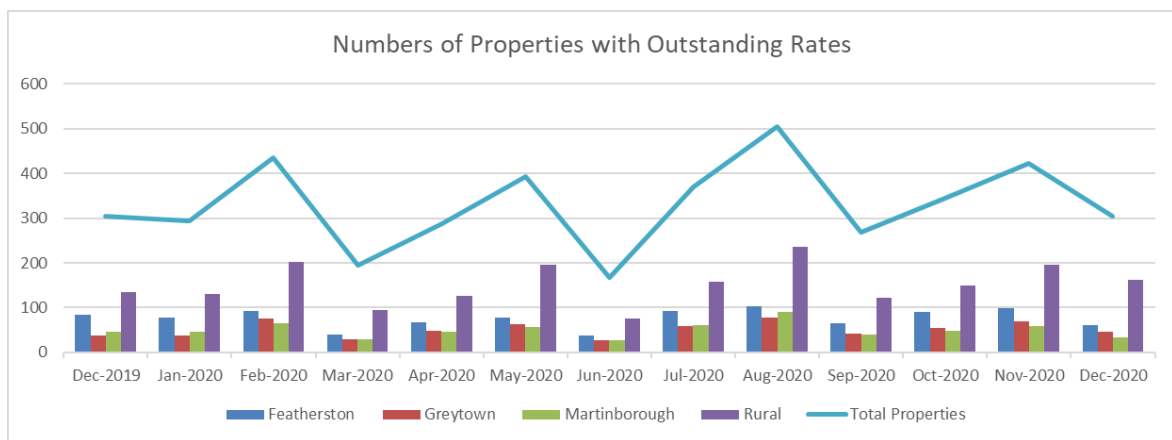
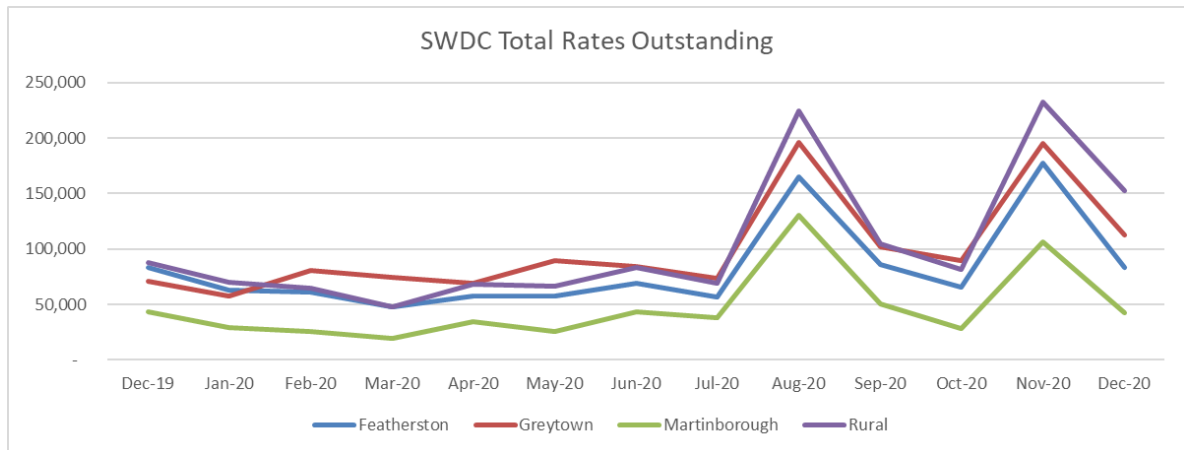
Prior years arrears have increased \$49k (49%) from the same time last year.



At the end of December 2020, the current years arrears amount was \$295K, 20% higher than the same time last year.

Total rates outstanding have increased by \$106k (37%) from the same month last year.

Outstanding rates were \$391k in December 2020 to \$286k December 2019.



The total number of properties with outstanding rates remain the same as December 2020 (304), however there has been an increase in the number of rural properties with outstanding rates.

The rates team continues to actively promote direct debits and payment plans to assist ratepayers with financial difficulties.

Contact Officer: Katrina Neems, Chief Financial Officer

## 14. Appendices

Appendix 1 – Wellington Water Q2 performance report

Appendix 2 – SWDC Greytown WWTP capacity fact sheet

Appendix 3 – SWDC Martinborough WWTP capacity fact sheet

Appendix 4 – Blue Staining update

Appendix 5 – Programme Status Reports

## **Appendix 1 - Wellington Water Q2 performance report**

2020/21 Council Performance Dashboard as at Q2										
		<div><div> On Track / Achieved</div><div> Off Track / Not Achieved</div><div> Not Due / Not Applicable / Not Available</div><div> Baseline</div></div>								
Service Objective			Performance Measure	Annual Target	YTD Status	YTD Status	In Quarter Performance		Comment Ref.	
							Q1	Q2		
Safe and healthy water	Bulk Water	To measure the quality of water supplied to residents	FTN: Compliance with Drinking Water Standards for NZ 2005 (revised 2008) (Part 4 bacterial compliance criteria)	Yes	83.33 %				A	
			GTN: Compliance with Drinking Water Standards for NZ 2005 (revised 2008) (Part 4 bacterial compliance criteria)	Yes	50 %				B	
			MTB: Compliance with Drinking Water Standards for NZ 2005 (revised 2008) (Part 4 bacterial compliance criteria)	Yes	16.67 %				C	
			Pirinoa: Compliance with Drinking Water Standards for NZ 2005 (revised 2008) (Part 4 bacterial compliance criteria)	Yes	0 %				D	
			FTN: Compliance with Drinking Water Standards for NZ 2005 (revised 2008) (Part 5 protozoal compliance criteria)	Yes	83.33 %				E	
			GTN: Compliance with Drinking Water Standards for NZ 2005 (revised 2008) (Part 5 protozoal compliance criteria)	Yes	50 %				F	
			MTB: Compliance with Drinking Water Standards for NZ 2005 (revised 2008) (Part 5 protozoal compliance criteria)	Yes	16.67 %				G	
			Pirinoa: Compliance with Drinking Water Standards for NZ 2005 (revised 2008) (Part 5 protozoal compliance criteria)	Yes	0 %				H	
	Water Supply	To measure the quality of water supplied to residents	Compliance with with resource consent conditions/water permit conditions to “mainly complying” or better	100 %	100 %					
		To achieve a high overall level of customer approval of the water service	Number of complaints per 1000 connections about: a) drinking water clarity d) drinking water pressure or flow b) drinking water taste e) drinking water continuity of supply c) drinking wat..	<70	20.33					
			Community satisfaction with water supply	>80 %	Not Due					
		To provide an appropriate region-wide firefighting water supply to maintain public saf..	Fire hydrants tested annually that meet NZ Fire Service Code of Practice	>20 %	Not Due					
Respectful of the environment	Wastewater	To maintain and promote appropriate standards of water quality and waterway health in the cit..	The number of dry weather sewerage overflows from the Council’s sewerage system expressed per 1000 sewerage connections to the sewerage system	<10	1.62					
		To comply with all relevant legislation	Compliance with resource consents for discharge from its wastewater system	<2	0					
		To meet all resource consenting requirements	% of resource (wastewater) consent conditions complied with to “Mainly complying” or better	>90 %	100 %					
	Storm..	To meet all resource consenting requirements	Compliance with resource consents for discharge from its stormwater system	0	0					
	Bulk..	To minimise demands on the region’s water resources	Average drinking water consumption/resident/day	<400 L/p/d	563.67				I	
		Water ..	To minimise water loss from the network	Percentage of real water loss from networked reticulation system	<30 %	22.21 %				J
Outcome / Service	Wastewater	Median response times	Attendance time: from the time that the Council receives notification to the time that service personnel reach the site	<60	177.26 mins				T	
				Attendance time: from notification to arrival on site < 1 hour	>75 %	0 %				U
				Resolution time: from the time that the Council receives notification to the time that service personnel confirm resolution of the blockage or other fault	<4	97.2 hrs				V
				Resolution time: from notification to resolution of fault < 4 hours	>80 %	0 %				W
				Proportion of urgent wastewater service requests responded to within 6 hours of notification	>95 %	50.8 %				X
		Reliability of the network	Number of blockages per 1000 connections	<10	5.08					
		To achieve a relatively high overall level of customer approval of the wastewater service	No. of complaints per 1000 connections received about sewage odour	<15	0.23					
			No. of complaints per 1000 connections received about sewage system faults	<15	0.69					
			No. of complaints per 1000 connections received about sewage system blockages	<15	5.08					
			No. of complaints per 1000 connections received about the response to issues with wastewater	<15	0.46					
			Customer satisfaction with wastewater service	>57 %	Not Due					
	Stormwater	Median response times	Median response time to attend a flooding event; measured from the time that Council received notification to the time that service personnel reach the site	N/A	0					
		To minimise the effects of flooding	Number of flooding events that occur in a territorial authority district	0	0					
			Number of habitable floors affected per 1000 stormwater connections	0	Not Due					
			% of urgent (any blockage causing extensive flooding of building or other serious flooding) requests for service responded to with 5 hours	>95 %	100 %				Y	
		To achieve a high overall level of customer approval of the stormwater service	Customer satisfaction with stormwater management	>59 %	Not Due					
			Number of complaints per 1000 properties connected to the Council’s stormwater system	0	Not Due					
	Water Supply	Median response times	Median response times for: attendance for urgent callouts	<60	1116.86 mins				L	
			Attendance for urgent call-outs: from the time that the local authority receives notification to the time that service personnel reach the site in < 1 hour	>80 %	40 %				M	
			Median response times for: resolution of urgent callouts	<8	38.16 hrs				N	
			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 in < 8 hours	>90 %	60 %				O	
			Median response times for: attendance for non-urgent callouts	<48	72.36 hrs				P	
			Attendance for non-urgent call-outs: from the time that the local authority receives notification to the time that service personnel reach the site in < 2 working days	>80 %	46.81 %				Q	
			Median response times for: resolution of non-urgent callouts	<8	6.02 days				R	
			Resolution of non-urgent call-outs: from the time that the local authority receives notification to the time that service personnel confirm in < 5 working days	>90 %	53.07 %				S	

A	The water quality data systems improvement work by the team over a number of months has resulted in this measure being compliant.
B	The water quality data systems improvement work by the team over a number of months has resulted in this measure being compliant.
C	There are a number of missing data points due to planned power outages or planned plant shut downs (as a result of plant upgrades and MRP commissioning), or data points that are not compliant. We are ascertaining if these can be evidenced to enable compliance to be met.
D	Water safety plan development underway to enable compliance to be met.
E	The water quality data systems improvement work by the team over a number of months has resulted in this measure being compliant.
F	The water quality data systems improvement work by the team over a number of months has resulted in this measure being compliant.
G	There are a number of missing data points due to planned power outages or planned plant shut downs (as a result of plant upgrades and MRP commissioning), or data points that are not compliant. We are ascertaining if these can be evidenced to enable compliance to be met.
H	Water safety plan development underway to enable compliance to be met.
I	General increase in water demand as expected for summer. This is due to more irrigation, particularly in Martinborough and garden watering in all towns.
J	Based on night flow monitoring: Reduced water lose due to increased leak detection in Dec, showing a decrease in leakage as repairs are completed.
L	The median Attendance Time for urgent callouts in Q2 was 20.80 hours. This represents 60% decrease from the previous quarter’s result of 12.99 hours.
M	The percentage of the service personnel reaching the site on time for urgent callouts in Q2 was 26.67%. This represents 1180% increase from the previous quarter’s result of 2.08%.
N	The median Resolution Time for urgent callouts in Q2 was 45.04 hours. This represents 41% increase from the previous quarter’s result of 31.96 hours.
O	The percentage of the service personnel resolving urgent callouts on time in Q2 was 26.67%. This represents 80% increase from the previous quarter’s result of 14.82%.
P	The median Attendance Time for non-urgent callouts in Q2 was 72.15 hours. This represents 52% decrease from the previous quarter’s result of 47.46 hours.
Q	The percentage of the service personnel reaching the site on time for non-urgent callouts in Q2 was 43.06%. This represents 2% increase from the previous quarter’s result of 42.24%.
R	The median Resolution Time for non-urgent callouts in Q2 was 142.88 hours. This represents 35% increase from the previous quarter’s result of 105.60 hours.
S	The percentage of the service personnel resolving non-urgent callouts on time in Q2 was 43.06%. This represents 2% increase from the previous quarter’s result of 42.24%.
T	The median Attendance Time for Wastewater service requests in Q2 was 2.93 hours. This represents 88% decrease from the previous quarter’s result of 24.67 hours.
U	The percentage of the service personnel reaching the site within 1 hour in Q2 was 4.17%. This represents 84% decrease from the previous quarter’s result of 26.28%.
V	The median Resolution Time for Wastewater service requests in Q2 was 95.88 hours. This represents 23% increase from the previous quarter’s result of 78.16 hours.
W	The percentage of the service personnel resolving the faults within 4 hours in Q2 was 0%. This represents 100% decrease from the previous quarter’s result of 21.16%.
X	The Proportion of urgent wastewater service requests responded to within 6 hours of notification in Q2 was 50%. This represents a slight decrease from the previous quarter’s result of 51.59%.
Y	The measure was determined as per the standard for the other council districts. It included the habitable floor affected through flooding, and did not include the localised flooding on properties or detached buildings.

## **Appendix 2 - SWDC Greytown WWTP capacity fact sheet**

# Greytown Wastewater Treatment Plant

## Capacity Fact Sheet

Historically, based on guidelines developed in 1974, facultative (primary) ponds, without aeration, were sized based on an organic (BOD) loading rate of 1200 persons per hectare. Based on a facultative pond size of 1.85ha the Greytown treatment plant would have originally been designed for a population of approximately 2,200 people (allowing for residential waste only).

Currently the population of Greytown is estimated to be approximately 2595 people (2019 data). Therefore based on an historic approach, the plant would have already reached capacity.

Current approaches to waste stabilisation pond design and resource consenting are more complex. The capacity of a wastewater treatment plant is determined by sampling the inflow volumes and loads <sup>(1)</sup> and assessing the ability of the plant unit processes to treat the loads (solids, organics and nutrients), and of the consented receiving environment <sup>(2)</sup> to accept the treated effluent volumes and loads (residual organics, nutrients and bacteria).

Under this approach the capacity of a waste stabilisation pond is assessed to be the parameter or parameters that are causing the greatest bottlenecks on performance. Based on recent resource consent compliance monitoring the treatment plant effluent has been close to exceeding its consented ammonia and total nitrogen maximum concentration conditions when discharging to the Papawai Stream and has exceeded the maximum consented ammonia levels in the Papawai Stream after dilution. The organic (BOD) loading rate has been within the consent conditions. Therefore nitrogen loads are considered to be the greatest bottleneck.

Although there may be some moderate cost optimisation options available, there is limited ability to significantly improve the nutrient removal capability of a waste stabilisation pond system <sup>(3)</sup>. Therefore, based on the current approach the Greytown plant is considered to be very near its capacity (previously indicatively estimated as within approximately 10% of capacity).

There is little headroom for growth in Greytown without consideration of upgrade requirements and/or bringing forward upgrades outlined in future stages of the consent. The existing 35-year consent allows for the development of an additional land disposal area and ultimately a wet weather storage pond that will allow progressive reduction in discharges to the Papawai Stream. These upgrades may provide additional capacity as land disposal has the potential to sustain higher hydraulic and nutrient loads. The existing pond may also require upgrading to provide additional organic load capacity. It is noted that at the time of the 2013 consent application there was negative projected population growth in Greytown however the population in Greytown is now estimated to reach 3674 by 2051. Therefore detailed upgrade assessments to accommodate growth are required.

### Notes

(1) There has been limited inflow load sampling conducted for Greytown

(2) In the case of Greytown the receiving environment is water and land

(3) Upgrades for pond performance improvement and disinfection were undertaken in 2007 and 2011.



## **Appendix 3 – SWDC Martinborough WWTP capacity fact sheet**

# Martinborough Wastewater Treatment Plant Capacity Fact Sheet

Historically, based on guidelines developed in 1974, facultative (primary) ponds, not including aeration, were sized based on an organic (BOD) loading rate of 1200 persons per hectare. Based on a facultative pond size of 1.63ha the Martinborough treatment plant would have originally been designed for a population of approximately 1950 people (allowing for residential waste only).

Currently the population of Martinborough is estimated to be approximately 1865 people (2019 data). Therefore based on an historic approach the plant would have capacity for approximately 85 more people.

Current approaches to waste stabilisation pond design and resource consenting are more complex. The capacity of a wastewater stabilisation pond is determined by sampling the inflow volumes and loads <sup>(1)</sup> and assessing the ability of the plant unit processes to treat the loads (solids, organics and nutrients), and of the consented receiving environment <sup>(2)</sup> to accept the treated effluent volumes and loads (residual organics, nutrients and bacteria).

Under this approach the capacity of a wastewater treatment plant is assessed to be the parameter or parameters that are causing the greatest bottlenecks on performance. Based on recent resource consent compliance monitoring the Martinborough plant effluent has exceeded its ammonia, total nitrogen, and phosphorus nutrient maximum concentration conditions when discharging to the Ruamahanga River. The plant has exceeded its weekly hydraulic loading conditions when discharging to land as the land area is limited and the existing pond does not provide significant storage. The plant has been close to exceeding its effluent organic (BOD) and bacteriological concentration limits.

Although there may be some moderate cost optimisation options available there is limited ability to significantly improve the nutrient removal capability of a waste stabilisation pond system <sup>(3)</sup>. Therefore, based on the current approach the Martinborough plant is considered to have reached its capacity.

There is no headroom for growth in Martinborough without consideration of upgrade requirements and/or bringing forward upgrades outlined in future stages of the consent. The existing 35-year consent allows for the development of an additional land disposal area and ultimately a wet weather storage pond that will allow progressive reduction in discharges to the Ruamahanga River. These upgrades may provide additional capacity as land disposal has the potential to sustain higher hydraulic and nutrient loads. The existing pond may also require upgrading to provide additional organic load capacity. It is noted that at the time of the 2014 consent application there was zero projected population growth in Martinborough however the population in Martinborough is now estimated to reach 2510 people by 2051. Therefore detailed assessments to accommodate growth are required.

## Notes

(1) There has been limited inflow load sampling conducted for Martinborough

(2) In the case of Martinborough the receiving environment is water and land

(3) Upgrades for pond performance improvement and disinfection were undertaken in 2007 and 2011.

## **Appendix 4 – Blue Staining update**

Good morning/afternoon Councillors

As you will know, last Wednesday all residents on the SWDC ratepayer email list were sent [this advisory](#) regarding the emergence of a 'blue staining' issue in Featherston and Greytown. They were further directed to [this page](#) with information on blue staining, as well as information on [plumbosolvency](#), which is important information for all water users at all times. The advisory was also supplied to local media, resulting in an article you may have seen in the *Times-Age* later in the week. As a result, three additional customer reports of blue staining were received, taking the total to 24.

We thought it would now be timely to give you an update on our management of the issue, especially as we know some members of the community have contacted you directly about it.

On Friday, we began outbound calling all customers who had reported the issue, to get more detail on what they have experienced. All affected customers who have reported the issue to Wellington Water, or whose reports were referred through by SWDC, have now been contacted. We are developing an ongoing joint customer management approach with SWDC that ensures each organisation's resources are efficiently applied in dealing with customer queries, while providing reliable information and recommendations in response.

Most importantly, we are taking steps to alleviate the issue as soon as possible.

Our source water is naturally slightly 'soft', or acidic, as it is throughout the region and in many other parts of New Zealand. Acidity (lower pH) is one of the factors that influences cuprosolvency (copper corrosion), the underlying cause of blue staining. It can affect copper plumbing in homes and other buildings, including copper underground private lateral pipelines that connect the water main to the building's internal plumbing.

We're upgrading the pH balancing systems at the Waiohine and Memorial Park treatment plants because the previous systems were unreliable and became unsafe to operate. While this has never compromised or put the supply of safe drinking water at risk, it's likely that this has contributed to the blue staining we're seeing now.

Design and procurement for the upgraded pH balancing systems is already underway, and they are currently on track to be completed by the end of May, as part of the ongoing programme of upgrades at these plants. The top priority has always been completing the upgrades that ensure all of South Wairarapa's town water is compliant with drinking water standards via a multi-barrier approach, plus increasing our capacity to meet peak demand. By comparison, the temporary reversion of the water towards its natural pH does not affect our compliance with drinking water standards, and hence those system upgrades were scheduled to follow those directly related to health and demand.

While the vast majority of water users in South Wairarapa are unlikely to experience blue staining, we appreciate that it is a significant nuisance to those who do. For that reason, we have identified an option for installing interim pH balancing systems at the plants, until the permanent upgrades are completed, which we believe will help to alleviate the issue.

These temporary systems are expected to be installed and operational in approximately three weeks. There will be a lag of a few days as the network flushes through, after which we will be looking to see a reduction in reports of blue staining. However it is important to note that many factors which contribute to cuprosolvency are beyond our visibility and control, given that it takes place within private plumbing. As such, we will not be making hard & fast guarantees to customers, particularly with regards to timing. Blue staining typically takes time to emerge, and it may take time to be alleviated, depending on factors including usage volume in various parts of the network and in individual homes.

In the meantime, if you are contacted by residents experiencing blue staining, please ask ensure they have logged their details with the SWDC contact centre. Please also direct them to the key information via the links in the first paragraph above, in particular the standard Ministry of Health advice to flush at least 500ml of water from taps used for drinking cooking or brushing teeth first thing in the morning. This advice applies to all residents at all times, and which Wellington Water advertises throughout the region twice-yearly, in accordance with MoH requirements.

If you have any further questions, please don't hesitate to get in touch.

## **Appendix 4 – Programme Status Reports**

	Finance	Delivery	H&S	Stakeholders	Risk profile	Commentary
<b>Overall Programme Status (RAG)</b>						Known budget challenges exist and are being managed as per previous reports. Rework to programme and changes to approaches on some projects are bringing forward delivery in some areas. Summer demand is impacting delivery on water projects (ability to have plant offline while undertaken).

**Major Projects**

<b>Manganese Reduction Plant - Martinborough</b>	<b>\$2.5m</b>	<b>Nov 19 - Nov 20</b>				
Construct and commission a manganese reduction plant						The water contamination risk previously reported has been addressed and the MRP has completed its testing and has been supplying water since mid January. The official opening / ribbon cutting ceremony is booked for 11 March 2021.

<b>Featherston WWTP</b>	<b>\$500k*</b>	<b>Jul 20 - Jun 2025</b>				
Develop and implement a suitable wastewater solution for Featherston	↓	↓		↓	↓	Following community and mana whenua engagement the shortlist of options was shared with SWDC officers and Councillors. Concerns were raised regarding the cost of the shortlisted options and further information was requested by the Councillors. A workshop to address concerns is required before work can proceed.

**Upgrade/Renewal Projects**

<b>Papawai Road WW Upgrade</b>	<b>\$2.8m</b>	<b>May 2021 onwards</b>				
Capacity issue - upgrade pipe						Contract has been awarded with construction scheduled to commence in May 2021. Larger construction portion roll over into 21/22FY. Project schedule adjusted to allow for delivery of Memorial Park WTP upgrade works within current FY ahead of Papawai Road.

<b>Pinot Grove WW upgrade</b>	<b>\$300k</b>	<b>Mar 21 - Jul21</b>				
Capacity issue - upgrade pipe						Construction activities are underway and are on track. Practical completion expected at end of March 2021. Project brief attached to Officers' Report

<b>Waiohine Water Treatment Plant (WTP)</b>	<b>\$900k</b>	<b>Dec-20</b>				
a) 4th bore/pump and commissioning						4th bore is installed. Awaiting WTP shutdown in order to commission bore. Summer demand impacting on completion.
b) Treated water storage (chlorine)						Physical work scheduled to start after 4th bore commissioned, with practical completion six weeks thereafter (early March). Treated water storage procurement phase underway, award delayed to March 2021.
c) pH dosing system upgrade						Additional installation of temporary caustic soda treatment added to project scope. Work expected to be completed during March. Re-assessment of temporary fix solution to be completed prior to progressing pH dosing system scope. The design is currently being completed in collaboration with contractors. Options assessment is to be completed prior to investing in further upgrade works.
d) Site Security						Security Fencing policy (standard) to be completed prior to brief being released for pricing. Project expected to carry over to new financial year.

<b>Memorial Park WTP upgrades stage 2</b>	<b>\$330k</b>	<b>Nov-20</b>				
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Replace bore pump, new filter, additional pipework and run to waste		↓				The works have been rolled into a single stage. Existing Memorial Park pump to be replaced as soon as Waiohine 4th bore is commissioned. Emergency plan in place should pump fail prior to replacement.
<b>Memorial Park WTP upgrades stage 3</b>						
	\$1.5m	Apr-21				
Chemical dosing, UV and filter upgrades		↑				<p>A changed delivery approach for this project means it can progress without waiting for Waiohine upgrades.</p> <p>Design and Construct contract awarded with Brian Perry Civils and Filtec. As a result of mitigation measures implemented after safety in design and HAZOP workshops together with the contractor the completion date has moved to June 2021 based on the information from the project team.</p> <p>Obtaining approvals under the reserve management plan is being completed in parallel with the design and construction of the containerised plant.</p>
<b>Lake Ferry WWTP driplines</b>						
	\$326k	tbc				
Renewal driplines at WWTP						Full replacement if drip lines are currently being undertaken. Contract awarded. Completion is scheduled May 2021.
<b>WWTP Improvement Programme</b>						
	\$400k	Dec-20				
Enhance processes, facilities and management of WWTPs across District						<p>The installation of an automated valve to reduce overflow risk in Martinborough is currently in progress with commissioning planned from 15th March. Monitoring bores have been installed in the irrigation field at Martinborough. A health and safety assessment of sampling points and safe existing from ponds has been completed. Some physical works are expected to commence before the end of the financial year. Safe confined space entry into the Greytown pond outlet chamber is being investigated. Management plans for resource consent compliance are being reviewed.</p>
<b>SWDC-led Projects</b>						
<b>Water Race User Survey</b>						
	n/a	Dec-20				
Survey Water Race users and related stakeholders on use						<p>Community engagement sessions were held in Greytown and Featherston mid-February 2021 inviting property owners with water races to come along and talk about how pending changes might affect them. Quantitative information is being gathered and quantitative information will follow after the survey period ends on 15 March 2021.</p> <p><a href="https://www.swdc.govt.nz/water-races">https://www.swdc.govt.nz/water-races</a></p>
<b>Longwood Water Race Consent</b>						
	n/a	Dec-20				
Gain consent for continued use of water race						Reporting to GW completed, awaiting outcome. Water Race continues to operate under existing consent.

Status key:



On track/achieving



Some concern



Off Track/Major concern



SWDC Assets and Services Committee		Programme		Roading		
Meeting	16-Dec-20	Period		Mar-21		
Overall Programme Status (RAG)	Finance	Delivery	H&S	Stakeholders	Risk profile	Commentary
						Programme on track overall. Spome resource constraints remain but work sprogressing well.
Current Projects						
Ruakokoputuna		\$400k	Oct 20 - Dec 20			
Ruakokoputuna Seal Extension						Programme completed
Sealed Road Pavement Rehab		\$220K	Dec 20- Feb 21			
Western Lake Rd Area Wide						H&S risk relates to nature of road and speed. Underway with NZTA.
Sealed Road Resurfacing Local Roads		\$467.5k	Oct 20 - Dec 20			
Scheduled programme of works comprising 14.5kms of resurfacing on: Shooting Butts Road, Hikinui Road, Bucks Road, Underhill Road, Boundary Road, Pa Road, Birdie Way, Eagle Place, Fairway Drive, Te Muna Road, Papawai Road, Fraters Road, Tilsons Road, Hecklers Road, Moroa Road, Kahutara Road, White Rock Road, Lake Ferry Road, East Street.						Programme complete
Sealed Road Resurfacing Special Purpose Rd		\$115K	Jan 21 - Jun 21			
3.5 kms of resurfacing work on Cape Palliser Road						Programme complete
FootPath Renewals		\$177K	Oct 20 - Jun 21			
Planned maintenance						Work ongoing, Bethume Street, West Street, Regent Street(maybe deferred due to UFB rollout) Replaced option Revans Street from Royal Hotel carpark to railway crossing
FootPath maintenance Extra Funding		\$375K	Jun 20 - Jun 21			
Footpath Maintenance \$125K per town						High level of input required by staff. Work ongoing.
Esther Street Footpath Extension		\$70K	Sep-20			
Noted from AP submissions						Works completed.
Low Cost Low Rik Local Roads		\$345K	Aug 20 - jun 21			
Culvert Extensions, safety improvements, seal widening, intersection improvements, slip stabilisation, guardrails, kerb and channel works.						Seal widening on Western Lake Road complete
Low Cost low Rick Special Purpose Rd		\$250K	Aug 20 - jun 21			
Guardrail installation, Signage upgrade, Rock revetment supply						Includes \$100k carry forward from 19/20
Aseet Management Plan		\$50k	June 20 - Nov 20			
Plan development and RLTP funding						Joint AMP with CDC and NZTA funding request 2021.2024. Draft plan submitted for A&S input to 16/12 meeting. Fpositice feedback from NZTA. Funding included in draft LTP.
Reading Street Upgrade		\$250k				
Upgrade Reading Street as part of Orchards Development						3rd party dependent
Speed Limit Review		Nov 20 - Jun 21				

Consult re speed review						Link to NZTA speed reduction and Road to Zero, Urban safety for vulnerable users etc. NZTA planned consultation dates through Nov and in discussions with NZTA on alignment.Wilkie Consultants have been engaged to manage delivery and consultation processes
<b>Tora Farm Rd bridge beam painting x2</b>	<b>\$100K</b>	<b>Jan 21 - Jun 21</b>				
Painting steel beams on Tora Farm and Pukeamuri Bridges						Programme Completed
<div> <div>Status key:</div> <div> <div></div> <div>On track/achieving</div> </div> <div> <div></div> <div>Some concern</div> </div> <div> <div></div> <div>Off Track/Major concern</div> </div> </div>						

SWDC Assets and Services Committee		Programme	Amenities			
Meeting	16-Dec-20	Period	Mar-21			
Overall Programme Status (RAG)	Finance	Delivery	H&S	Stakeholders	Risk profile	Commentary
						Overall programme progressing to schedule, other than those projects that did not receive PGF funding. These may receive funding in LTP.
Current Projects						
Featherston War Memorial		\$250k	tbc			
Repair earthquake damage and structural deficiencies			↑			Expected completion mid March, steps relaid, plastering commencing once concete cured then chemical wash
Anzac Hall upgrades		\$100k	Nov-20			
Toilets, roof and wall repairs						100% completed, Final report and invoicing sent to MBIE.
Featherston Community Centre		\$110k	tbc			
Roof and wall repairs, asbestos removal, painting, car park and kitchen/toilet repairs						Internal completed, carpark sealed, external painting underway expected completed mid late March
Hau Arika marae - PGF support		\$371k	tbc			
Various upgrades - sprinkler systems, water storage, kitchen/toilet upgrades.		↓				Building Consent application made. Contract with MBIE depends on getting this first. Consent application been delayed by contractor availability.
Tauherenikau Bridge		\$1.36m	tbc			
Construct cycle/walkway over Tauherenikau river						Finalising discussions with PGF and Greytown Trails Trust on timing and processes. Kiwirail access being discussed (delayed) and consent application submitted to GWRC.
Kuranui College Gym		\$1m	tbc			
Manage delivery of gym in college and provide for community access.						Concept designs developed by MoE. Management and access arrangements being discussed with College before Council funding released.
SWDC Tree asset management		tbc				
Develop a long term District wide programme for tree management						Funding included in draft LTP
Stella Bull Park Lighting		\$12k	Nov-20			
Install lighting for safety/security of users						COMPLETE - Lights have been installed and working well meeting Dark Sky requirements
Peace Garden, Featherston		\$120k	tbc			
Construct accessible ramp and web-enabled information display with additional seating and planting						Heritage NZ to place a tender out with SWDC project management advice
Featherston Stadium		\$20k	tbc			

Upgrade to kitchen, seating and ablutions						PGF declined, now in draft LTP docs
<b>Ngawi Community Hall</b>						
	\$30k	Dec-20				
Upgrade septic system						Resource concent approved by GWRC,material arrived from USA. Programme starting with GT Enviromental. Delayed by consent/materials delivery.
<b>Cemetries data project</b>						
	n/a	Dec-20				
Data validation, GPS capture and database established						Data validation ongoing, GPS and photo capture commenced. Support from CDC also being provided. Project placed on hold due to staffing avaiability.
<b>Pain Farm upgrades</b>						
	\$100k	Sep-20				
Upgrades to Main House and cottage to meet standards						Completed, Pain farm and cottage has also completed scheduled inspection
<b>SWDC Lease review programme</b>						
	n/a	Dec-20				
Complete review of leases						Data capture and strategy under development. Focus on Papawai and Lake Ferry leases in short-term. Multiple leases to work through
<b>Senior Housing</b>						
	\$85k	Oct-20				
Heat pump/air conditioning installation and paiting (int and ext)						Work completed - under budget
<b>Swimming Pools</b>						
	\$15k	Oct-20				
Upgrade to Greytown Stand and painting						Work completed - on time for new season
<b>Martinborough Waiinga Cemetery</b>						
	\$15k	Oct-20				
Install Lych gate as part of anniversary celebrations						Complete - gate built and installed,
<b>Considine Park, Martinborough</b>						
	\$8k	Nov-20				and installed
Install additional lime path						Likely Lions involvement - to be discussed at next user meeting.
<b>Park exercise equipment</b>						
	\$45k	Oct-20				
Install outdoor exercise equipment in local parks						Works completed - proving popular in communities

Status key:  On track/achieving  Some concern  Off Track/Major concern

SWDC Assets and Services Committee		Programme		Other		
Meeting	16-Dec-20	Period		Dec-20		
Overall Programme Status (RAG)	Finance	Delivery	H&S	Stakeholders	Risk profile	Commentary
						Additional projects added to A&S dashboard for visibility. May be moved to other sheets once progressed from strategy phase. Some resource constraints limiting progress.
Current Projects						
Water Reform RFI		n/a	1st Feb 21			
Respond to DIA Request for Informatio to inform Water Reform Process						Complete - data provided on time and follow up questions resolved.
Waihinga Lessons Learned		\$15k	tbc			
Business Improvement - Undertake a review of the Waihinga Centre project to improve future SWDC project delivery		↓				Delayed by Water RFI and LTP work. Lower priority activity but resuming now.
Greenspace review		\$40k	Jul-21			
Undertake a review of the availability and use of Council greenspace provision in Greytown						Proposed funding in draft LTP
Walking and Cycling Strategy		tbc	tbc			
Develop a District-wide Walking and Cycling strategy						Proposed funding in draft LTP
Innovating Streets - Martinborough		\$200k	Apr-21			
Develop and test repurposing of car parks near square						Update provided in A&S report body
Road Stopping Policy		\$15k	Jan-21			
Develop a Road Stopping Policy						Contractor engaged now funding approved. Work in progress, with draft policy being reviewed now.
Status key: <span></span> On track/achieving <span></span> Some concern <span></span> Off Track/Major concern						

## AGENDA ITEM 9.2

### PUBLIC INPUT INTO LOCAL GOVERNMENT DECISION MAKING

#### **Purpose of Report**

To provide options for managing public participation at Community Board meetings.

#### **Recommendations**

Officers recommend that the Community Board:

1. *Receive the Public Input into Local Government Decision Making Report.*
2. *Discuss and agree options for managing public input at meetings.*
3. *Note that if a change to Standing Orders is required, a vote of not less than 75% of the members must be achieved.*

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

The Greytown Community Board has asked officers to provide information about ways of making public participation at meetings more accessible and for meetings to be less formal. It is mandatory under the Local Government Act that governance structures and process are effective, open and transparent (section 39, LGA 2002). Council's Standing Orders (SO) are a key mechanism for achieving this and controlling the conduct and order of meetings. Council and community boards are required to operate in accordance with Standing Orders for the conduct of their meetings (clause 27(1), Schedule 7, LGA 2002).

Standing Orders provide a framework of rules for Council, committees and community boards to make decisions; they are an agreed process outlining how decisions will be made. An agreed and visible process for making decisions is essential for public confidence in decision-making.

SO 14 and 15 adopted by community boards outline the process for the public to provide input at meetings. SWDC does not utilise deputations (SO 15) so for the purpose of this report no further reference is made to these provisions. The Community Board may amend their Standing Orders with a vote of not less than 75% of members.

Options for changing Standing Orders are provided in this report along with options for other public engagement. Officers recommend that no change be made to Standing Orders but that the Chair continue to utilise discretionary powers as and when needed and that alternative options for engaging with the public should be explored further.

## **2. Background**

The Greytown Community Board have asked officers to provide information about ways of making public participation at meetings more accessible and for meetings to be less formal. Over the past year the Community Board has had an average of two public participants per meeting, with public in attendance numbers fluctuating between none and fifteen. A high level of public participation usually results in a higher level of general public attendance at a meeting as non-participating attendees come to support speakers in the public forum.

The Community Board also operates an informal monthly drop-in clinic at the Greytown Town Centre. Officers are not in attendance at the clinics but it is understood that the average number of drop-ins per session is three persons.

## **3. Discussion**

The Greytown Community Board must operate its meetings in accordance with Standing Orders. A mechanism for mandating control and order must be available even if that mechanism is not strictly enforced at every meeting. Decisions must be made in a transparent manner, within the bounds of an agreed process, and in accordance with legislative requirements. This provides the chairperson with the tools necessary to resolve a difficult debate and to address conflict.

It is important to note that a Community Board meeting is not a public meeting; it is a meeting held in public. Elected members make decisions on behalf of the public following consideration of reports presented to the meeting. Public Forum enables the community to formally address the Community Board about issues of interest or concern and the Community Board may or may not decide to take these issues further. Standing Orders recognise that it is only ever appropriate for members of the public to provide input into the meeting during the Public Forum section because this is the only method available during the prescribed meeting process. Seeking public input in a meeting outside of the Public Forum, such as during consideration of a decision report, risks the Board making a decision based on the views of a limited section of the community. This is contrary to the decision-making obligations under the LGA and may also compromise public confidence in the decision-making process.

Therefore, options for increasing public input at meetings are limited to the process under SO 14. These are discussed further in paragraph 3.1 below.

There are other ways for the Community Board to get to know the views of the community outside of the formal meeting process. These are discussed in paragraph 3.2 below.

Note that officers must provide advice on the extent that Council's Significance and Engagement Policy is engaged about any particular matter prior to a decision being made. If engagement or consultation with the community is required, it must be consistent with the Policy and the findings will be presented in a report for the Community Board's consideration.

### 3.1 Options for increasing public input at meetings

There are four options for amending SO 14 (provided in full in Appendix 1). Additional options for managing Public Forum without amending Standing Orders are also noted for completeness. Options are presented in Table 1, below, for the Community Board to consider. The Community Board may choose to adopt all or some of the options which best suit their needs.

**Table 1 – Comparison of Options for Managing Public Input at Meetings**

Options	Advantages	Disadvantages
Formally extending the time limit as prescribed in SO 14.14 for the public forum from 30 minutes to 60 minutes (or another specified time)	Automatically caters for times when there will be higher interest in presenting during the public forum.	There is no evidence that a longer period is currently needed. The Community Board could suspend SO 14.14 if a longer period was needed for any one meeting.  The meetings have the potential to be very long.  At least two officers are present at the meeting; a longer meeting means officers have less time available to spend on operational work.
Formally extending the speaking limit as prescribed in SO 14.14 for the public forum from 5 minutes to 7 minutes (or a longer period)	Speakers don't feel rushed and members feel they have time to get their questions answered.	Doesn't encourage the speaker to plan their presentation (officers believe five minutes is more than adequate for most subjects if the topic is well planned).  Limits the overall number of speakers that can speak as less people can be scheduled within the available time. Even if a speaker doesn't use the full time available, the time would still need to be allocated.  A longer period may encourage members to enter into a discussion with the speaker on the topic presented rather than only seek answers to questions.
Amending SO 14.14 to allow participants the right to participate during the public forum if they didn't register in advance.	A perception of less bureaucracy. Less planning required by speakers. A last minute decision to speak at a meeting can be catered to.	Public participants and their topics need to be recorded in official minutes. To ensure the correct spelling of participants names, ordering and filtering of speakers (SO 14.15), participants would need to arrive at least 10 minutes prior to the meeting start time and register with the Committee Advisor. Managing public expectations within SO requirements will be challenging if members of the public arrive once the meeting has started.  No prepared material available for members to read in advance.
The Community Board may resolve to temporarily suspend SO 14.14 to allow a longer period of public participation.	Requires no amendment to Standing Orders but would allow a longer public forum if there was high interest.	This is an exceptional measure and shouldn't be used at every meeting as there is the potential for inconsistency and inequity in application.
The Chairperson may use their discretion with regards to time extensions.	Allows flexibility when there is a genuine need for a time extension.	Discretion should be exercised with caution as there is the potential for inconsistency and inequity in application.



### 3.2 Options for increasing public engagement

The Community Board already operates an informal opportunity for members of the public to bring up their local government ideas and concerns with members of the Board.

Other ideas for increasing informal public engagement are presented below. This list is not exhaustive.

**Table 2 – Comparison of Options for Engaging with the Public**

Options	Advantages	Disadvantages
To operate a regular informal Community Board-run public meeting in between the formal meeting dates.	<p>Standing Orders would not apply, the meeting could be run as the Community Board sees fit.</p> <p>The information could be summarised in a report for capture in the next formal Community Board agenda along with Community Board thoughts on what action (if any) will be taken.</p>	<p>Unless there is a topic of public interest in the community evidence suggests they may not be well attended.</p> <p>The Community Board can only advocate for the community by making recommendations to Council or committees where items fall outside their TOR. Depending on the nature of the issue, the timeline for change may be measured in terms of months or even years rather than days or weeks, causing public disillusion in the process.</p>
To operate an informal public session prior to the formally scheduled Community Board meeting. A member could give a summary of the numbers attending and subjects addressed during the formal meeting.	<p>Standing Orders would not apply, the meeting could be run as the Community Board sees fit.</p> <p>The information will be fresh in members minds and could be summarised for capture in the minutes at the formal meeting.</p>	<p>Unless there is a topic of public interest in the community evidence suggests they may not be well attended.</p> <p>There is a risk that community expectation and/or Community Board enthusiasm for advocacy may result in items being added to the agenda without full regard to SO 9.12 - 9.13, and subsequent decisions made that do not meet the provisions of the LGA.</p> <p>The Community Board can only advocate for the community by making recommendations to Council or committees where items fall outside their TOR. Depending on the nature of the issue, the timeline for change may be measured in terms of months or even years rather than days or weeks, causing public disillusion in the process.</p>
Seek feedback from sectors of the community directly on Council issues (e.g. using Survey Monkey, Facebook, supermarket interviews, pop-up stands).	<p>The Community Board will know how to advocate for the community on any current Council issue with supporting evidence.</p> <p>Could attract a higher degree of participation as the topic is predefined and a current issue.</p>	<p>Will require mobilising of the Community Board and may require officer assistance with setup of technology, impacting on resources.</p>
Continue to communicate directly with community organisations and special interest groups within the community	<p>An interest group is likely to have a view that is representative of the collective of its members as well as other members of the wider community. Knowing this view is a good window into one sector of the community.</p>	<p>Not everyone is connected to community organisations and interest groups, special effort is needed to ensure the unheard majority's views are gathered.</p>
Continue to operate the monthly Community Board clinic	<p>The clinic has been running for some time and the community will generally be aware of the clinic's availability.</p> <p>Provides a very informal way for members of the public to pass on ideas and feedback to Community Board members.</p>	<p>Low engagement levels.</p> <p>The Community Board can only advocate for the community by making recommendations to Council or committees where items fall outside their TOR. Depending on the nature of the issue, the timeline for change may be measured in terms of months or even years rather than days or weeks, causing public disillusion in the process.</p>

### **3.3 Consultation**

The Significance and Engagement Policy is not engaged and consultation is not required for a decision to be made in these circumstances.

### **3.4 Legal Considerations**

Councils and community boards are required to operate in accordance with standing orders for the conduct of its meetings clause 27(1) Schedule 7, LGA 2002. Even if the meeting is run on consensus in an orderly fashion, standing orders are the mechanism for resolving conflict and disruption and must not be changed to the point where they can no longer achieve this function.

### **3.5 Financial Considerations**

There are no financial considerations.

## **4. Conclusion**

Standing Orders provide a framework of rules for Council, committees and community boards to make decisions that meet legislative requirements. They are an agreed process outlining how decisions will be made. An agreed and visible process for making decisions is essential for public confidence in decision-making.

SO 14 outlines the process for the public to provide input at meetings. Options for managing public forums at meetings is provided to members for consideration. Officers consider that no change of Standing Orders is necessary and that alternative options for engaging with the public should be explored further.

## **5. Appendices**

Appendix 1 – SO 14 Public Forums

Contact Officer: Suzanne Clark, Committee Advisor

Reviewed By: Karen Yates, Policy and Governance Manager

## **Appendix 1 – SO 14 Public Forums**

## **14. Public Forums**

Public forums are a defined period of time, usually at the start of a meeting, which, at the discretion of a meeting, is put aside for the purpose of public input. Public forums are designed to enable members of the public to bring matters to the attention of the local authority.

### **14.14 Time limits**

A period of up to 30 minutes, or such longer time as the meeting may determine, will be available for the public forum at each scheduled local authority meeting. Requests must be made to the meeting secretary at least one clear day before the meeting; however this requirement may be waived by the Chairperson.

Speakers can speak for up to 5 minutes. No more than two speakers can speak on behalf of an organisation during a public forum. Where the number of speakers presenting in the public forum exceeds 6 in total, the Chairperson has discretion to restrict the speaking time permitted for all presenters.

### **14.15 Restrictions**

The Chairperson has the discretion to decline to hear a speaker or to terminate a presentation at any time where:

- a speaker is repeating views presented by an earlier speaker at the same public forum;
- the speaker is criticising elected members and/or staff;
- the speaker is being repetitious, disrespectful or offensive;
- the speaker has previously spoken on the same issue;
- the matter is subject to legal proceedings;
- the matter is subject to a hearing, including the hearing of submissions where the local authority or committee sits in a quasi-judicial capacity.

### **14.16 Questions at public forums**

At the conclusion of the presentation, with the permission of the Chairperson, elected members may ask questions of speakers. Questions are to be confined to obtaining information or clarification on matters raised by a speaker.

### **14.17 No resolutions**

Following the public forum no debate or decisions will be made at the meeting on issues raised during the forum unless related to items already on the agenda.

# GREYTOWN COMMUNITY BOARD

7 APRIL 2021

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## AGENDA ITEM 9.3

### ACTION ITEMS REPORT

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#### **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 7 April 2021

Contact Officer: Steph Frischknecht, Committee Advisor

Reviewed By: Harry Wilson, Chief Executive Officer

## **Appendix 1 – Action Items to 7 April 2021**

Number	Raised Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
678	10-Oct-18	Action	E Stitt	Provide information to the Greytown Community Board on options for painting a solid line down/centre line down West Street, Greytown	Open	07/02/19: Work in progress 17/07/19: 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 22/07/20: The draft Asset Management Plan for Rooding defines the requirements for road delineation, once approved by NZTA an approach to improvement will be planned district wide and done in a controlled manner as opposed to an Ad hoc manner. 12/06/20: Standard still in draft form and there is currently no ETA on finalisation from NZTA. Will also need to consider alongside Greytown development area plans. 20/08/20: New level of service standards will be outlined in the New Rooding Asset management Plan and implementation will be prioritised by budgets available. 25/11/20: The asset management plan has not yet been adopted. 17/2/21: As above 30/3/21: No update
120	28-Aug-19	Action	E Stitt	To recommend that Council consult with the Greytown Community regarding the renaming of Underhill Road.	Open	9/2/21: No update 17/2/21: GCB requested a progress report, suggested Underhill South and Underhill North as options. 30/3/21: No update
148	13-May-20	Action	GCB	Undertake consultation with the Greytown community on how the community would like Greytown’s Main Street to look.	Open	05/08/20: Councillor Plimmer updated members that he has approached Chris Wilkinson of Retail First Group to request ideas for how to design a consultation and obtain community involvement for the project on Greytown’s Main Street. 22/2/21: Needs to link in with Spatial Plan.
456	16-Sep-20	Resolution	2, 3, 4, 7 – GCB 5, 6 – K Yates	GCB RESOLVED (GCB 2020/40): 1. To receive the Chairperson Report (Moved Symes/Seconded Baker) Carried 2. To discuss possible community led initiatives in Greytown and report back to the next Greytown Community Board meeting. (Moved Symes/Seconded Gray) Carried 3. To approve a further \$1,300 for the purchase of a third set of flags for the Main Street, to be funded from the beautification fund. (Moved Symes/Seconded Gray) Carried 4. To approve Option D for the Main Street Barrels – that community donations are sought to fund the barrels for the period to August 2021. (Moved Symes/Seconded Gray) Carried 5. To agree that the maximum value of Greytown Community Board grants be increased to \$1,000 and that grants will be considered quarterly (at every second meeting) unless there are exceptional circumstances, when a grant will be considered at the next available meeting. (Moved Baker/Seconded Symes) Carried 6. To approve the Memorandum of Understanding between the Greytown Community Board and the Greytown Tree Advisory Group for the 2019-2022 triennium. (Moved Symes/Seconded Baker) Carried 7. Agree to undertake community engagement on the Long-Term Plan, consisting of a meeting with students at Kuranui College if possible and a meeting with Greytown Community on Wednesday 30th September 2020. (Moved Symes/Seconded Gray) Carried	Actioned	1 - No action required  2 – 7/4/21: Closed at the request of the Chair as has been superseded  3 – Done - commitment added to I&E 4 – Done – donations sought 5 – Done - revised grant forms published 6 - Done - MoU signed 7 – Done
535	28-Oct-20	Action	K Yates	Establish an annual youth grant funding round for applications from individual Greytown residents.	Parked	02/11/20: Officers are requesting no further changes be made to the current criteria of Community Board grants while the Grants Policy is under review.

Number	Raised Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
537	28-Oct-20	Action	GCB	Reconsider the design of new Welcome to Greytown signs following consultation on the 2021-2031 Long Term Plan	Parked	
661	9-Dec-20	Resolution	K Yates	<p>GCB RESOLVED (GCB 2020/58):</p> <p>1. To receive the Adoption of 2021 Meeting Schedule Report. (Moved Symes/Seconded Gray) Carried</p> <p>2. To adopt a six-weekly meeting cycle for the Greytown Community Board. (Moved Baker/Seconded Rainford) Not Carried</p> <p>3. To adopt an eight-weekly meeting cycle for the Greytown Community Board and the accompanying 2021 schedule of ordinary meetings for the Greytown Community Board. (Moved Cr Plimmer/Seconded Gray) Carried</p> <p>4. To delegate to the Chief Executive the ability to alter the schedule of ordinary meetings in consultation with the Community Board Chair as required. (Moved Cr Plimmer/Seconded Symes) Carried</p> <p>5. To delegate to the Chief Executive the authority to update clause 9.1.4 'Timing and Frequency' of the Greytown Community Board Terms of Reference. (Moved Cr Plimmer/Seconded Symes) Carried</p> <p>6. To agree start time of 6.00pm for Greytown Community Board meeting. (Moved Cr Plimmer/Seconded Symes) Carried</p>	Actioned	7/4/21: Updated Terms of Reference published on website.
667	9-Dec-20	Resolution	<p>2, 3, 7 - GCB</p> <p>4, 5 - K Yates</p> <p>6 - E Stitt</p>	<p>GCB RESOLVED (GCB 2020/64):</p> <p>1. To receive the Chairperson Report</p> <p>2. To meet with the Board of Papawai Marae in early 2021 to discuss progress on the signs for Papawai Marae and other proposals outlined in the Board's Three Year Plan. (Moved Baker/Seconded Gray) Carried</p> <p>3. To defer considering the request to approve funds of \$3,000 to commission Gina Jones to provide artworks for the third set of Main Street flags and for two new Welcome to Greytown signs consisting of wording in English and Te Reo with an image of a Gum and Totara tree pending receipt of a quote. (Moved Rainford/Seconded Gray) Carried</p> <p>4. To adopt the Greytown Community Board Three Year Plan for the 2019-2022 triennium. (Moved Baker/Seconded Symes) Carried</p> <p>5. To request Council, through a review of its Grants Policy, considers how to prioritise funding support for Cobblestones Museum and future development of Papawai Marae in favour of disproportionately funding Wairarapa regional museums. (Moved Cr Plimmer/Seconded Baker) Carried</p> <p>6. To request the new SWDC Community Development Coordinator address the Greytown Community Board once appointed. (Moved Gray/Seconded Symes) Carried</p> <p>7. To advertise for volunteers for the Greytown Information Centre in the December 2020 issue of the Grapevine (Moved Gray/Seconded Baker) Carried</p>	Actioned	<p>1 - No action required</p> <p>2 – 17/2/21: Refer to 17 Feb 21 Chair Report for update 7/4/21: Meeting has occurred. Refer to 7 Apr 21 Chair Report for update.</p> <p>3 – Done; presented to GCB for consideration 17 Feb 21 via Chair Report.</p> <p>4 - Done; published on GCB page of SWDC website</p> <p>5 – Done; report to Council 10-Feb-21</p> <p>6 - 17/2/21: Community Development Coordinator addressing GCB on 7 April.</p> <p>7 - Done</p>
747	17-Feb-21	Resolution	R O'Leary	<p>GCB RESOLVED (GCB 2021/03):</p> <p>1. To receive the proposed naming of the proposed private road at Moiki Road Greytown Report. (Moved Symes/Seconded Baker) Carried</p> <p>2. To approve the name 'Manukawiri Way' for the proposed private road at Moiki Road Greytown. (Moved Symes/Seconded Cr Plimmer) Carried</p>	Actioned	
752	17-Feb-21	Resolution	K Neems	<p>1. To receive the Application for Financial Assistance Report. (Moved Symes/Seconded Plimmer) Carried</p> <p>2. To decline the grant application from Digital Seniors as Greytown have their own seniors programme through Kuranui College and Council have already funded the Digital Seniors programme. (Moved Cr Plimmer/Seconded Baker) Carried</p> <p>3. To approve granting Greytown Junior Football Club funding of \$1,000 to contribute to the cost of</p>	Actioned	7/4/21: Commitments added to I&E and GCB Grant form updated on website.



Number	Raised Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
				replacing its football goals. (Moved Symes/Seconded Gray) Carried 4. To note that South Wairarapa Rotary Club has withdrawn its application for funding of \$1,000 to contribute to the costs of the 2020 Greytown Christmas Parade. (Moved Symes/Seconded Baker) Carried 5. To agree its dates for consideration of Greytown Community Board grants in 2021 be 14 April, 4 August, and 24 November. (Moved Cr Plimmer/Seconded Symes) Carried 6. To delegate to the Chief Executive the ability to update the Greytown Community Board grant application form with funding round dates for 2021. (Moved Symes/Seconded Cr Plimmer) Carried		
755	17-Feb-21	Resolution	K Neems	GCB RESOLVED (GCB 2021/11): 1. To put aside \$2,000 plus GST from the Beautification Fund for flags for Anzac Day. 2. To request that Cr Fox put forward some flag designs with a final decision on the design to be agreed outside the meeting. (Moved Rainford/Seconded Symes) Carried	Actioned	7/4/21: Commitment added to I&E. Refer to Chairperson Report for update on design of flags.
756	17-Feb-21	Resolution	K Neems	GCB RESOLVED (GCB 2021/12) that \$4,000 from the Beautification Fund is moved to the Grants Fund. (Moved Rainford/Seconded Gray) Carried	Actioned	7/4/21: Funds transferred in I&E
757	17-Feb-21	Resolution	K Neems	GCB RESOLVED (GCB 2021/13): 1. To receive the Chair's Report. 2. To agree to pay a \$100 koha to Papawai Marae for a meeting to be held with the Marae, to be funded from the Operating Budget. (Moved Cr Plimmer/Seconded Gray) Carried 3. To approve \$1,920 plus GST to commission Gina Jones to provide artwork for a third set of flags for Greytown's Main Street, to be funded from the Beautification Fund. (Moved Cr Plimmer/Seconded Symes) Carried 4. To agree to donate \$300, funded from the Beautification Fund, to the Greytown Menz Shed for their continued support throughout the 2021 year to erect and take down flags on Greytown's Main Street. (Moved Cr Plimmer/Seconded Symes) Carried	Actioned	7/4/21: Commitments added to I&E
1	17-Feb-21	Action	K Yates	Provide a report on potential changes to the public forum and standing orders to make public participation more accessible	Actioned	7/4/21: Report to 7 Apr 21 meeting.
2	17-Feb-21	Action	E Stitt	Provide assurances that the Greytown maintenance schedule and budget for parks and reserves is the same as the other towns	Actioned	7/4/21: There is one contract for maintenance service that covers all three towns and it does not deviate between towns. There is also one budget for parks/reserves that covers the whole district and is managed to ensure all parks/reserves are maintained to an equal standard.
3	17-Feb-21	Action	E Stitt	Provide a report on what actions can be taken to improve the safety of residents on the Greytown Main Street (i.e. removal of parking spaces to increase visibility exiting side streets, closing the top of McMaster Street, moving pedestrian crossings	Open	7/4/21: The way forward is for the Board to make a recommendation to the Assets and Services Committee as this falls within their scope and the Board has powers to make recommendations to the committee on development matters relating to town main streets. It is recommended the Chair provides a report to the Board outlining the background and detailing concerns with a recommendation for officers to report to the Assets and Services Committee. Once the recommendation is resolved by the Board, this report would be submitted to the Assets and Services Committee for their consideration alongside an officer report and the Chair is able to attend the Assets and Services Committee meeting to speak to the matter.

# GREYTOWN COMMUNITY BOARD

7 APRIL 2021

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## AGENDA ITEM 9.4

### INCOME AND EXPENDITURE REPORT

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#### **Purpose of Report**

To present the Community Board with the most recent Income and Expenditure Statements.

#### **Recommendations**

Officers recommend that the Community Board:

1. *Receive the Income and Expenditure Statement for the period 1 July 2020 – 28 February 2021.*

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

The Income and Expenditure Statement for 1 July 2020 – 28 February 2021 is attached in Appendix 1.

The Income and Expenditure Statement for 1 July 2019 – 30 June 2020 is attached in Appendix 2.

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 2020 – 28 February 2021

Appendix 2 - Income and Expenditure Statement for 1 July 2019 – 30 June 2020

Prepared By: Tania Fine, Accountant Assistant

Reviewed By: Charly Clarke, Senior Financial Accountant

**Appendix 1 – Income and Expenditure  
Statement for 1 July 2020 – 28  
February 2021**

## Greytown Community Board

Income & Expenditure for the Period Ended 28 February 2021

### Personnel & Operating Costs

#### Budget

Members' salaries	14,712.92
Mileage reimbursements	500.00
Operating expenses	6,944.00
<b>Total Personnel &amp; Operating Costs Budget 2020-21</b>	<b>22,156.92</b>

#### Expenses

##### Personnel Costs

Members' Salaries	11,250.54
Mileage reimbursements	1,204.83
<b>Total Personnel Costs to 28 February 2021</b>	<b>12,455.37</b>

##### Operating Expenses

Honorarium payment to student rep (\$50 per meeting)	150.00
26/08/2020 Local Government New Zealand Community Board Levy 2020-21	216.66
17/02/2021 Papawai Marae Koha for meeting held at Marae	100.00
<b>Total Operating Expenses to 28 February 2021</b>	<b>466.66</b>

#### Committed funds

Resolution date	Original commitment	Spent to date	Remaining commitment
Members' Salaries	14,712.92	11,250.54	3,462.38
Mileage reimbursements	500.00	1,204.83	(704.83)
Honorarium payment to student rep (\$50 per meeting)	400.00	150.00	250.00
<b>Total Commitments</b>			<b>3,007.55</b>

#### TOTAL OPERATING EXPENSE BUDGET AVAILABLE\*

**6,227.34**

\* remaining budget for personnel and operating expenses does not carry over into subsequent financial years

### Grants

#### Income

Annual Plan 2020-21 grant allocation	4,343.00
Transfer of budget from Beautification	4,000.00
Other miscellaneous income	-
<b>Total Income for 2020-21</b>	<b>8,343.00</b>

#### LESS: Grants paid out

09/07/2020 Greytown Early Years Inc	Materials for bookshelf & bench	500.00
21/07/2020 Kurunui College	First aid, safety, ball & bag equipment	500.00
13/08/2020 Greytown School	Bike track project (resolution 5/8/2020)	434.78
22/09/2020 Wharekaka Trust	Assistance with Meals on Wheels	500.00
30/10/2020 Pae tū Mōkai o Tauria	Establish native tree & plant nursery	500.00
<b>Total Grants paid out to 28 February 2021</b>		<b>2,434.78</b>

#### LESS: Committed Funds

Resolution date	Original commitment	Spent to date	Remaining commitment
22/11/2017 Promotion and support of the hub and civil defence initiatives	1,000.00	93.24	906.76
19/02/2020 Greytown Info Centre	Admin costs	50.00	50.00
13/05/2020 Wairarapa Maths Association	Annual maths competition 2020-21	-	300.00
13/05/2020 Wairarapa Maths Association	Annual maths competition 2021-22	-	300.00
13/05/2020 Greytown Trails Trust	Promotion & maintenance of the rail trail	-	-
13/08/2020 Greytown School	Bike track project (resolution 5/8/2020)	434.78	65.22
28/10/2020 Rosa Hassall	Outward Bound course (if not funded by Mayors' Taskforce for Jobs)	500.00	500.00
17/02/2021 Greytown Junior Football Club	Replacing Football Goals	1,000.00	1,000.00

Total Commitments	<u>3,121.98</u>
PLUS: Balance Carried forward from previous year	4,653.66
TOTAL GRANTS FUNDS AVAILABLE	<u><u>7,439.90</u></u>

## Greytown Community Board

### Beautification Fund for the Period Ended 28 February 2021

#### Income

Annual Plan 2020-21 allocation	10,710.00
Transfer to General Grants	(4,000.00)
21/10/2020 Donation from community member for maintenance of barrels through to August 2021	2,500.00
<b>Total Income 2020-21</b>	<b>9,210.00</b>

#### Beautification grants - operating

31/07/2020	OneSource Ltd	11 flags for Main Street	1,038.00
31/07/2020	Satellite Design	Papawai Marae signage	300.00
13/08/2020	Greytown Menz Shed	Picnic table for Stella Bull Park	86.96
13/08/2020	Greytown Menz Shed	Gate for dog park	86.96
17/08/2020	Greytown Tree Advisory Group	Greytown Rail Trail & O'Connor's Bush plantings	815.82
13/11/2020	OneSource Ltd	Artwork for cottage & happy holidays flags	225.00
13/11/2020	OneSource Ltd	Cottage & happy holidays flags	873.00
12/04/2020	Grand Illusions	Xmas decorations for town centre	400.00

#### Total Beautification grants - operating to 28 February 2021

**3,825.73**

#### Beautification grants - capital

#### Total Beautification grants - capital to 28 February 2021

-

#### LESS: Committed Funds

Resolution date		Original commitment	Spent to date	Remaining commitment
02/05/2019	Barrel maintenance etc: \$700+486.08+2860+2000 = Total \$6046.08	7,946.08	5,477.02	2,469.06
13/05/2020	Barrel maintenance etc: additional \$1900 for Apr-Sept 2020. New total \$7,946.08			
21/10/2020	Ringfenced community donation for barrel maintenance: \$2500	2,500.00		2,500.00
05/06/2019	Trees in the cemetery (if watering issue resolved)	7,150.00		7,150.00
28/08/2019	Design, printing & installation signs at Papawai Marae and Papawai Cemetery	4,000.00	300.00	3,700.00
13/05/2020	Greytown Tree Advisory Group Greytown Rail Trail & O'Connor's Bush planting	816.82	815.82	1.00
24/06/2020	Purchase of FlagTrax system for Main Street	2,350.00		2,350.00
24/06/2020	Purchase of a further set of flags for Main Street	1,000.00	873.00	127.00
05/08/2020	Additional art & design work for second set of Main Street flags	400.00	225.00	175.00
13/05/2020	Greytown Tree Advisory Group St Luke's Gum Tree	2,000.00		2,000.00
16/09/2020	Purchase of third set of flags for Main Street	1,300.00		1,300.00
28/10/2020	Pae tū Mōkai o Taurira Pre-purchase of native plants (subject to acceptance of this offer)	500.00		500.00
13/05/2020	Greytown Trails Trust Promotion & maintenance of the rail trail	1,000.00		1,000.00
17/02/2021	ANZAC Day Flags	2,000.00		2,000.00
17/02/2021	Gina Jones Artwork for 3rd set of Flags	1,920.00		1,920.00
17/02/2020	Greytown Menz Shed Donation for erecting and taking down flags	300.00		300.00
<b>Total Commitments</b>				<b>27,492.06</b>

#### PLUS: Balance Carried forward from previous year

**37,926.30**

#### TOTAL BEAUTIFICATION FUNDS AVAILABLE

**15,818.51**

## **Appendix 2 - Income and Expenditure Statement for 1 July 2019 – 30 June 2020**

<b>Greytown Community Board</b>					
<b>Income &amp; Expenditure for the Period Ended 30 June 2020</b>					
<b>Income</b>					
		Annual Plan 2019/20 allocation			28,053.00
		<b>Total Income 2019/20</b>			<b>28,053.00</b>
<b>Expenditure</b>					
		Members' salaries			12,277.67
		Mileage reimbursements			699.28
		<b>Total Personnel Costs</b>			<b>12,976.95</b>
<b>General Expenses</b>					
	1/10/2019	Aimee Clouston	Student Member		100.00
	16/10/2019	House of Travel	Return flights to Dunedin - Ann Rainford		586.08
	3/12/2019	Sundry expenses ex payroll			189.57
	5/11/2019	Office Max	Stationary		7.80
	30/11/2019	Lamb-Peters Print	Kuranui Arts Exhibition A5 flyers		118.00
	7/01/2020	Sundry expenses ex payroll			41.74
	18/02/2020	He Putiputi	Flowers - Alistair Plimmer		60.87
	16/04/2020	Aimee Clouston	Student Member		100.00
		<b>Total General Expenses</b>			<b>1,204.06</b>
<b>Grants</b>					
	2/09/2019	Carterton Commu	Recycled & detailed totara boards		486.96
	9/09/2019	Friends of Cobblestones	Pioneer Village Day Oct		500.00
	20/09/2019	Greytown Early Years	Outdoor double slide		500.00
	30/09/2019	Greytown Rugby Club	Financial assistance		500.00
	4/10/2019	Greytown Bowling Club	2 x lighter weight bowling balls		500.00
	4/10/2019	South Wairarapa	Greytown Xmas Parade contribution		1,500.00
	20/02/2020	Grand Illusions	Neighbourhood Support replacement flag		200.00
	5/09/2019	Greytown Trails	Maintenance of rail trail		1,000.00
	6/01/2020	Greytown Little Theatre	Fernside Garden open day		500.00
	7/01/2020	Wairarapa & Sou	Costs of running programme		500.00
	3/04/2020	Mr S Kreft	Costs 'The Quiet Living of Lost Things'		500.00
	18/12/2019	Connecting Communities	Replacement promotional flag		200.00
	21/05/2020	Greytown Football Club	Financial assistance		500.00
	22/05/2020	Greytown Menz Shed	Dust extract system		1,266.00
	10/06/2020	Mr G Gray	Picnic table		212.18
	30/06/2020	Wairarapa Mathematics Assoc.	Annual maths competition		300.00
		<b>Total Grants</b>			<b>9,165.14</b>
<b>Capital Expenditure</b>					
		<b>Total Capital Expenditure</b>			<b>-</b>
		<b>Total Expenditure</b>			<b>23,346.15</b>
		<b>Net Surplus/(Deficit) Year to Date</b>			<b>4,706.85</b>
<b>LESS: Committed Funds</b>					
	<b>Resolution date</b>		<b>Original commitment</b>	<b>Spend to date</b>	<b>Remaining commitment</b>
		Salaries to 30 June 2020	16,266.00	12,277.67	3,988.33
		Mileage to 30 June 2020	500.00	699.28	(199.28)
		Members computing consumables 2018 & 2019			200.00
	22/11/2017	Promotion and support of the hub and civil defence initiatives	1,000.00	93.24	906.76
	11/12/2019	Honorarium pmt to student rep (\$50 per meeting)	350.00	100.00	250.00
	19/02/2020	Greytown Info Centre	Admin costs	50.00	50.00
	13/05/2020	Kuranui College	First aid, safety, ball & bag equipment	500.00	500.00
	13/05/2020	Greytown Tree Advisory Group	St Luke's Gum Tree	2,000.00	2,000.00
	13/05/2020	Greytown Tree Advisory Group	Lions Nature Trail North Street planting	640.04	640.04
	13/05/2020	Greytown Tree Advisory Group	Greytown Rail Trail planting	515.10	515.10
	13/05/2020	Greytown Tree Advisory Group	O'Connor's Bush planting	295.00	295.00
	13/05/2020	Greytown Trails Trust	Promotion & maintenance of the rail trail	1,000.00	1,000.00
	24/06/2020	Greytown Early Years	Materials for bookshelf & bench	500.00	500.00
	24/06/2020	Stella Bull Park	Picnic table	212.18	212.18
		<b>Total Commitments</b>			<b>10,645.95</b>
		<b>Current Year Surplus/(Deficit)</b>			<b>(5,939.10)</b>
		<b>PLUS: Balance Carried forward from previous year</b>			<b>9,475.80</b>
		<b>TOTAL FUNDS AVAILABLE</b>			<b>3,536.70</b>



<b>Greytown Community Board</b>				
<b>Beautification Fund for the Period Ended 30 June 2020</b>				
<b>Income</b>				
	Annual Plan 2019/20 allocation			10,710.00
<b>Total Income 2019/20</b>				<b>10,710.00</b>
<b>Expenditure</b>				
4/07/2019	AP Norfolk Road Nu Plants for Friends of O'Connors Bush GTN			173.04
1/11/2019	AP Farmlands GTN Main St Barrels			107.78
29/2/2020	AP S H Davis Water, plant, maintain GTN Wine Barrels			2,004.40
31/05/2020	Satellite Design	Arbour Day banners x 4		750.00
29/06/2020	Farmlands	Fertiliser & potting mix for barrels		52.73
30/06/2020	Lamb-Peters	Arbour Day banners x 4		780.00
30/06/2020	One Source	11 flags for Main Street		1,038.00
<b>Total Capital Expenditure - Beautification</b>				<b>4,905.95</b>
<b>Total Expenditure</b>				<b>4,905.95</b>
<b>Net Surplus/(Deficit) Year to Date</b>				<b>5,804.05</b>
<b>LESS: Committed Funds</b>				
<b>Resolution date</b>		<b>Original commitment</b>	<b>Spend to date</b>	<b>Remaining commitment</b>
21/11/2018	Dog park programme including gates	2,000.00		2,000.00
2/05/2019	Barrel maintenance etc: \$700+486.08+2860+2000 = Total \$6046.08	7,946.08	3,312.11	4,633.97
13/05/2020	Barrel maintenance etc: additional \$1900 for Apr-Sept 2020. New total \$7,946.08			
5/06/2019	Trees in the cemetery (if watering issue resolved)	7,150.00		7,150.00
28/08/2019	Produce four Arbor Day Banners	2,000.00	1,530.00	470.00
28/08/2019	Design, printing & installation signs at Papawai Marae and Papawai Cemetery	4,000.00		4,000.00
11/12/2019	Installation & removal of Xmas decorations town centre	200.00		200.00
24/06/2020	Purchase of FlagTrax system for Main Street	2,350.00		2,350.00
24/06/2020	Purchase of 11 flags for Main Street	1,000.00	1,038.00	(38.00)
24/06/2020	Purchase of a further set of flags for Main Street	1,000.00		1,000.00
<b>Total Commitments</b>				<b>21,765.97</b>
<b>Current Year Surplus/(Deficit)</b>				<b>(15,961.92)</b>
<b>PLUS: Balance Carried forward from previous year</b>				<b>31,084.25</b>
<b>TOTAL FUNDS AVAILABLE</b>				<b>15,122.33</b>

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## CHAIRPERSON REPORT

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### Recommendations

The Chairperson recommends that the Community Board:

1. *Receive the Chairperson Report.*
2. *Write a letter of thanks to Esther Bunning for her work in designing the flags for Anzac Day.*
3. *Agree that two flags for Anzac day will consist of the Māori Battalion design subject to confirmation that it can be accessed, to be funded from the funds already committed in the beautification fund for Anzac day flags.*
4. *Agree to join with other Community Boards to have a set of flags to commemorate Matariki at a cost of \$1,300 to be funded from the beautification fund.*
5. *Approve the Greytown Community Board Annual Budget Projections.*
6. *Agrees to work with Greytown Heritage on a plan that will increase safety and the amount of green space in the CBD area of Greytown and request officers provide a report on the partial closure of McMaster Street for the next Community Board meeting.*
7. *Agree to move forward with the planting of trees in the Greytown cemetery, to be funded from the funds already committed in our beautification fund.*
8. *Establish a working party for the 2021 Christmas function in Memorial Park and appoint Graeme Gray as the Greytown Community Board representative.*

### 1. Meeting with Papawai Marae

Thanks to Simone for her work in setting up a very successful meeting between Greytown organisations and the Board of Papawai Marae.

## **2. Flags Anzac Day**

At our last meeting we set aside a sum of money for the printing of these flags and thank Esther Bunning for her voluntary work in designing these flags. The cost of the flags is likely to be \$1,210 plus GST which is under budget.

We have been asked to provide two Māori Battalion Flags for Anzac Day. I have checked with the Ministry of Cultural Affairs and we are able to do this but so far we have not been able to find a printer able to produce the flag.

## **3. Flags on Main Street**

We have now heard back from Catalyst regarding the flags commissioned for Main Street and they are working on the design for this flag. We have already committed money for this to take place.

Does the Board wish to consider designing a set of flags for Matariki?

## **4. Wheels Park Meeting**

An initial public meeting regarding Greytown Wheels Park took place at 5pm on Wednesday 23<sup>rd</sup> February 2021. There was a lot of support for this project. The proposal will be considered as part of SWDC Long Term Plan.

## **5. Meeting of Stella Bull Park**

This meeting took place at 6pm on Wednesday 3<sup>rd</sup> March 2021 and the minutes are attached as Appendix 2. They have been sent to the friends of Stella Bull Park.

## **6. The Quiet Living of Lost Things**

Steffen Kreft presented this documentary at the Greytown Town Centre on Saturday 27<sup>th</sup> March at 7pm.

## **7. Safety issues on Main Street**

These issues have been raised previously but so far there has been no outcome and residents have expressed further concerns. The meeting tonight has heard of these concerns, and solutions which would both improve safety issues and increase the level of green space in the CBD. These ideas need to be considered by officers, and we would ask that a report is provided for the next Community Board meeting, which will consider the partial closure of McMaster Street. Greytown Community Board will work with Greytown Heritage to provide a plan to be brought to the next meeting.

## **8. Trees in the Cemetery**

We have received a report on this from the Amenities Manager and I suggest that we now move forward with this planting.

## **9. Christmas Parade and Entertainment in Memorial Park**

A successful meeting was held, and it was agreed to form a working party to plan this Christmas entertainment. Graeme Gray is the Boards representative on this party.

## **11. Community Board Participation**

We still have problems in encouraging participation at our Community Board meetings and ask Council to revise Standing Orders to better enable participation to take place.

## **12. Appendices**

Appendix 1 – Minutes from the Stella Bull Park User Group AGM

Ann Rainford

Chair

Greytown Community Board

## **Appendix 1 - Minutes from the Stella Bull Park User Group AGM**

## Stella Bull Park User Group

Notes of meeting held on Wednesday 3<sup>rd</sup> March 2021  
600pm-7.05pm in the WBS Room Greytown Town Centre

1. **PRESENT:** Ann Rainford (Chair of Greytown Community Board, Graeme Gray (Greytown Community Board), Ruth Evans (FOSS), Bryce Neems (Council Amenities Manager) Lois Pitt (Greytown Country Market), Frank Mineham (GGHT and Friends of O'Connors Bush) and Bernadette Saywell

### 2. APOLOGIES:

Craig Thornburn, Lorraine Hall and Ted Ward.

### 3. WELCOME AND INTRODUCTIONS

Ann Rainford as GCB Chair welcomed people to the meeting and introduced the meeting.

### 4. MINUTES OF LAST MEETING

These were agreed to.

#### MATTERS ARISING

The following matters from the last meeting have been resolved:

1. The old library has been painted;
2. The metal has been removed for the ease of prams and wheelchairs;
3. A further two taps in the centre garden and orchard have been completed;
4. Trees have been lifted so that the country fair can place gazebos/stalls underneath;
5. The problem of car parking in the park during the country market has been addressed.

## ACTIONS TO BE FURTHERED

1. New Rubbish Bins. Bryce confirmed that new bins were being placed in the Park, and that gates to prevent rubbish blowing around, were to be placed at the back of the library.
2. The tags on the fruit trees in Sarah's garden need to be tagged (FOSS)
3. Arbour day celebrations to be discussed. Frank has suggested that a miniature peach tree be planted in Sarah's Orchard. Idea to be put to the FOSS members.
4. Graeme raised again the idea of providing a children's swing in the park. As no formal vote was taken at the previous FOSS meeting Lions are to be asked if they wish to resubmit the proposal to the Community Board for a vote to be taken.
5. The council arborist has deemed that the Robinia tree in the park is alive and can be retained. Is there a need to put in a heritage sign, explaining the history of the tree?
6. Ted Ward and Bryce will erect posts to secure signs for the Country Market.
7. FOSS has met with members of the Greytown Heritage Trust in the Park and agreed to support each other more closely in their shared interests in the Park.
8. The old library roof needs replacing and money has been put into year two of the South Wairarapa Long Term Plan to achieve this outcome.
9. FOSS recorded their thanks to Bryce (SWDC) for his work during the year.
10. Thanks were also given to Steve Meyrick for his continued support and maintenance of the orchard.

The meeting closed at 7.05pm

Ann Rainford

Chair

Greytown Community board

**MEMBER REPORT**  
for  
**Greytown Community Board Meeting**  
**7 April 2021**

<b>Member Name</b>	Shelley Symes
<b>Group Name</b>	GCB - WREMO/Civil Defence Liaison Portfolio
<b>Meeting Date</b>	8 December 2020 meeting with representatives from: WREMO/Civil Defence/SWDC and NZ Association of Radio Transmitters and AREC - Amateur Radio Emergency Communications
<b>Key issues from meeting</b>	Ref: <b>Interim Report</b> submitted to GCB Meeting Agenda 09 December 2020 – <b>Action Points</b>
<b>Specific item for Community Board to note:</b>	<p><b>Update</b> on Action Points.</p> <ul style="list-style-type: none"> <li>- Expecting revised update from WREMO about status of radio communications between Masterton Emergency Centre (EOC) and Greytown Emergency Hub</li> <li>- Civil Defence advise AREC representative David Bray can be a community based radio link into EOC should an emergency occur before Hub radio communications are fixed. Reporting Templates have been provided by Civil Defence to Bob Chambers NZART for use in an emergency.</li> <li>- Bob Chambers NZART and Stan Mangin examined and tested supplementary radio equipment located at Kuranui College.</li> <li>- SWDC Nigel Carter is progressing issue of additional keyholder access to Greytown Emergency Hub</li> </ul>
<b>General</b>	The next joint meeting is scheduled for 13 April 2021 at the Menz Shed.



**Greytown Community Board (GCB)**

Chair: Ann Rainford

6 Horton Street

Greytown 5712

06 304 9960



**GREYTOWN  
COMMUNITY BOARD**  
*Kia Reretahi Tātau*

30 March 2021

Vivienne O'Reilly

Greytown Heritage Trust

Email: greytownheritagetrust@gmail.com

Dear Vivienne

**SEATING IN GREYTOWN**

On behalf of the Greytown Community Board, thank you for taking an interest in beautifying Greytown and suggesting ways that we can work together with Council to make this happen.

The Community Board supports the Trusts seating proposal in principle, subject to a sketch of the proposed seat locations being provided to the Board. If you can provide this information to me prior to the 21 May, I can include it in my Chair's report for the Board to formally consider. What are the Trusts thoughts on declining offers for seating should someone not wish to make a cash donation to the required amount but wanting to donate a seat?

Yours sincerely

Ann Rainford

Greytown Community Board Chair

55 Reading Street  
Greytown 5712

To the Members of the Greytown Community Board  
steph.dorne@swdc.govt.nz

I recently attended the Stella Bull Park Annual Users Meeting held with the Community Board in Greytown on behalf of the Friends of Stella and Sarah {FOSS}. The Friends were formed in 2010 by the late Jan Eagle (Stella Bulls daughter) and myself when the development plan for the Park was being drawn up. To this day, the family of Stella Bull take an active interest in the Park.

At the above meeting, Community Board member Graeme Gray reintroduced the desire of the Greytown Lions Club to build a swing in the Park. This proposal was rejected by you when presented previously. It was decided that the Lions Club be invited to submit the plan to you once more.

I am requesting that, if and when that proposal comes before you, that you earnestly consider the following:

The aim of the Park is to provide a peaceful and restful environment in the centre of a busy, and becoming much busier, township.

Since the Meeting I have carried out much research to confirm the FOSS 's original objection to the erection of swings. I submit these facts of which yourselves and the Lions Club may not be aware:

1. The Children of this town benefit hugely in the Educational value of the Park and especially the orchard. Did you know that the Kindergarden children planted a plum tree last year on Arbor day? Blue School donated and planted a pear tree on the East side of the Park years ago and are regular visitors, with their teachers, to the park to check on the trees progress. Blue school children have also had Educational visits to the orchard to learn where and how fruit is grown and then presented to them. They are free to wander and explore and orchard, some of them for the only time in their lives. They do this without the need for, or distraction of, a swing. They, like all the school and kindergarden children have ample playground equipment available to them when they return to their school/kindy grounds. I know their teachers are relieved there is no swings as they have publicly stated this is a previous meeting.
2. Did you know that every Heritage Fruit tree in the Park has been donated by Greytown Families and carry name tags indicating the type of fruit and the Families names? The children learn of this also.
3. Since the growth of new subdivisions on the West and South West side of the town, foot and bike traffic through the Park has increased greatly especially with the site of the pedestrian crossing on S/H 2. I have personally spoken with the parents of especially the kindergarden children about the possibility of swings there. I am yet to speak to a young caregiver who wants a swing. Their instant response is "Please, NO". They use the park as a thoroughfare to and from Kindy with out the distraction of little people wanting to stop for swings. School children bike, run, wander to, and from school and stopping for swings in either direction is something teachers and caregivers don't favour. The facility is just across the road in their school grounds.

4. Mr Gray stated at the AGM that he is passionate about the children of this town into which he has devoted so much energy and time in his private and voluntary life. I very much respect Graeme and understand and share his passion. His desire for the children of shoppers in the town to have a swing and a place to play is understandable. The facts are that the majority of shoppers to Greytown, especially at weekends, are not young parents with small children who look for a playground. I have observed activity near the Park at busy times. The shoppers frequenting our amazing Fashion boutiques, Village Book Shop, cafes, Design Library, Bicycle Emporium, Hotel, restaurants etc are of a different ilk to the young families of years ago. Children who accompany any parent on a Greytown shopping spree have I Pads, Phones etc and drink fluffies in our cafes. I say this with respect to Graeme, but its a fact.
5. The installation of a swing brings a huge safety issue which concerns us greatly.
6. This safety issue is shared by the organisers of the Stella Bull Markets when the Park is a venue for Gazebos and stall holders and heavy foot traffic.
7. As regular workers in, and visitors to, the Park, the FOSS see who use it the most. There are picnics, lunchtime workers taking time out, visitors reading in the sun, and mostly the seats or tables are occupied especially in good weather. It is a place of peace...a rare commodity.
8. The Park has been the venue for two weddings that I know of. The Guests have had no need of a swing.
9. The approved Development and Management Plans for the Park do not include any playground facility.

I ask you all to please give this information your time and, if and when the Lions Club brings forward its proposal, you use this information to make an informed decision. We do not wish to discourage the clubs interest in the Park or in the children of this town. Perhaps their investment would be better served in the proposed new playground facility the SWDC is planning.

Thank you for your ongoing support.

Kind regards

Ruth Evans

Friends of Stella and Sarah.