



Greytown Community Board

Minutes 5 August 2015

- Present:** Shane Atkinson (chair), Cr Margaret Craig, Ian Farley, Leigh Hay, and Connor Taumoepeau.
- In Attendance:** Mayor Adrienne Staples from 7:05pm until 8:13pm, Paul Crimp (Chief Executive Officer) and Suzanne Clark (Committee Secretary).
- Conduct of Business:** The meeting was conducted in public in the WBS Room, Greytown Town Centre on 5 August 2015 between 7:00pm and 8:30pm.
- Also in Attendance:** Sue Tennent (Connecting Communities), Mike Gray (Civil Defence Community Response Team) and Katie Abbott (Tree Advisory Group).

PUBLIC BUSINESS

1. APOLOGIES

GCB RESOLVED (GCB 2015/42) to receive apologies from Cr Viv Napier and Christine Stevenson.

(Moved Hay/Seconded Farley)

Carried

2. CONFLICTS OF INTEREST

Ian Farley declared a conflict of interest with any discussion of tabled correspondence from Greytown Heritage Trust as he was a member of the Trust.

3. ELECTION OF CHAIRPERSON

3.1 Election Chairperson Greytown Community Board

Cr Craig nominated Shane Atkinson to the position of chair. There being no further nominations received the following resolution was made.

GCB RESOLVED (GCB 2015/43):

1. To receive the report.
2. To elect Shane Atkinson as chair of the Greytown Community Board.

(Moved Craig/Seconded Hay)

Carried

Mr Atkinson called for nominations to the position of deputy chair.

Cr Craig nominated Leigh Hay to the position of deputy chair. There being no further nominations received the following resolution was made.

DISCLAIMER

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GCB RESOLVED (GCB 2015/44) to elect Leigh Hay as deputy chair of the Greytown Community Board.

(Moved Craig/Seconded Atkinson)

Carried

Cr Craig acknowledged the many years work Christine Stevenson had done for the community as chair and as a member of the Greytown Community Board.

4. PUBLIC PARTICIPATION

There was no public participation.

5. PRESENTATIONS:

5.1 Neighbourhood Support, Connecting Communities.

Ms Tennent proposed that with support from Connecting Communities, Greytown Community Board call a public meeting to launch the Neighbourhood Support programme in Greytown.

5.2 Tree Advisory Group

On behalf of the Tree Advisory Group, Ms Abbott presented concerns about the protection of the walnut tree on Main Street during site development. A request was made for the Community Board to recommend to Council that the NZ Arboricultural Association Best Practice Guideline for Tree Protection Fencing on Development Sites is used (copy tabled) and to request an investigation as to why consent conditions were not aligned with best practice. The Group requested that the Guidelines be incorporated into the District Plan.

5.3 Civil Defence Community Response Team

Mr Gray tabled a report of team activity and an excerpt from the Greytown Community Response Plan. Mr Gray asked the Community Board to take ownership of the Plan and a leadership role in stakeholder discussion.

6. ACTIONS FROM PUBLIC PARTICIPATION AND PRESENTATIONS

6.1 Connecting Communities

GCB NOTED:

1. Action 498: Discuss the Connecting Communities proposal to launch Neighbourhood Support in Greytown in workshop and advise Sue Tennent of the decision and a potential date for a public launch; S Atkinson

6.2 Civil Defence Community Response Team

GCB NOTED:

1. Action 499: Discuss Civil Defence Planning in workshop and report back the outcome to the next GCB meeting; S Atkinson

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6.3 Tree Advisory Group

GCB NOTED:

1. Action 500: Make a response to the next GCB meeting regarding the Tree Advisory Group requests regarding tree protection during site development; M Buchanan
2. Action 501: Respond to requests from the Tree Advisory Group to monitor bait stations in O'Connor's Bush; M Allingham

7. COMMUNITY BOARD MINUTES/EXPENDITURE

7.1 Greytown Community Board Minutes – 24 June 2015

GCB RESOLVED (GCB 2015/45) that the minutes of the Greytown Community Board meeting held on 24 June 2015 be received and confirmed as true and correct.

(Moved Cr Craig/Seconded Hay)

Carried

7.2 Action Items from Previous Meeting

Members reviewed the action items and updates were provided.

7.3 Income and Expenditure Statement to 30 June 2015

GCB RESOLVED (GCB 2015/46):

1. To receive the Income and Expenditure Statement to 30 June 2015.

(Moved Cr Craig/Seconded Hay)

Carried

2. Action 502: Reflect the Friends of Sarah and Stella Cabbage Tree Sculpture income as a commitment in the GCB I&E; P Crimp

8. OPERATIONAL REPORTS – COUNCIL OFFICERS

8.1 Officers' Report to Community Boards

Mr Crimp gave an update on the Local Government Commission amalgamation process moving forward and the expectation that local government change would occur in some format. Mr Crimp expected the 2016 local government elections to be based on current boundaries.

GCB RESOLVED (GCB 2015/47) to receive the Officers' Report to Community Boards.

(Moved Farley/Seconded Hay)

Carried

8.2 Funding for Youth Computer Coding Workshop for South Wairarapa

The Community Board agreed that on-going funding of this event should be sourced either via the library budget or elsewhere and that a report back with outcomes be submitted to the Board.

GCB RESOLVED (GCB 2015/48):

1. To receive the information.
2. To contribute \$500 towards funding the September 2015 computer coding workshop in Greytown as a one off funding initiative.

(Moved Cr Craig/Seconded Farley)

Carried

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9. COMMUNITY BOARD/COUNCILLORS REPORTS

9.1 Greytown Entrance Way Street Signs

GCB RESOLVED (GCB 2015/49):

1. To approve up to \$1,000 for the supply and installation of backing material for the Greytown entrance way north and south signs.
2. That once sign visibility has been improved the old signs can be removed.

(Moved Cr Craig/Seconded Hay)

Carried

9.2 Barrels in Main Street

Mrs Hay tabled a report with a detailed proposal on creating a visual impact with barrel planting along Main Street. The Community Board undertook to prioritise the project for funding at an upcoming workshop.

9.3 Location and Hanging of Greytown Main Street Flags

The flags were being stored by Power Services and Mrs Stevenson was organising for them to be hung.

9.4 Next Greytown After 5 (GA5)

The update was received.

9.5 Greytown Menz Shed

Mr Atkinson reported that the Greytown Menz Shed were having a \$2 per item sharpening day on the 22 August 2015.

10. CORRESPONDENCE

10.1 Inwards

From R Tuckett, Chairman of Board of Trustees, Arbor House, to Greytown Community Board dated 20 July 2015

From Paul Crimp, SWDC to Christine Stevenson, Greytown Community Board dated 6 July 2015

From Russell Wills, Children's Commissioner to Greytown Community Board dated June 2015

From Jan Eagle to Greytown Community Board dated 13 July 2015

From Karen Barbour, The Rimutaka Crossing 1915-1918 Memorial Re-enactment Group, to Greytown Community Board dated 17 July 2015

From Greytown Community Heritage Trust to Mayor Adrienne Staples (cc Christine Stevenson Greytown Community Board) from Malcolm Sutherland, Greytown Community Heritage Trust dated 29 July 2015 (tabled)

From Rhonda Ashworth, Arbor House to Christine Stevenson, Greytown Community Board dated 3 August 2015 (tabled)

10.2 Outwards

To John Ellims, from Committee Secretary on behalf of Greytown Community Board, dated 30 June 2015

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GCB RESOLVED (GCB 2015/50) to receive the inwards (including tabled) and outwards correspondence.

(Moved Cr Craig/Seconded Hay)

Carried

11. FINANCIAL ASSISTANCE

11.1 Friends of Stella and Sarah

GCB RESOLVED (GCB 2015/51):

1. To receive the application for financial assistance from the Friends of Stella & Sarah.
2. To defer any decision regarding this application until the Greytown Community Board has received written confirmation that funding towards the project as requested from Trust House and Eastern and Central Community Trust has been approved.
3. To convene a workshop of the Greytown Community Board, prior to the next meeting, for the purpose of drawing up a Town Centre Beautification budget for the 2015/16 financial year with projected projects costed and prioritised.

(Moved Cr Craig/Seconded Farley)

Carried

Confirmed as a true and correct record

.....Chairperson

.....Date

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Greytown Community Board
Action Items
From 5 August 2015

Ref #	Meeting	Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
636	GCB	29-Oct-14	Action	Murray	Write to property owners of trees 'first' registered in the Wairarapa district Plan at its adoption in 2011, and advise them of the registered status of the tree and their responsibilities	Open	18 Feb 15: GCB suggest asking MDC (Sue Southey) for a copy of the brochure that should have been provided to residents with listed trees.
112	GCB	18-Feb-15	Action	Murray	When a change to the Wairarapa District Plan has been confirmed, liaise with the Tree Advisory Group to ascertain whether the Greytown list of proposed trees for protection is ready for inclusion as part of the process	Open	
318	GCB	13-May-15	Action	Mark	Council officers are to investigate the locked gate situation between Cotter and West Streets with the expectation that public access is reinstated with a supporting sign as per the ombudsman's direction in 2007/2008	Open	Ombudsman's Office is seeking out an archived file from 1995 for Council. Nothing further will be done until this file has been received.
408	GCB	24-Jun-15	Action	Paul	Liaise with Mrs Stevenson to obtain information on William C Nation and the renaming of Arbor Reserve proposal and create a community feedback form for placement on Council's website and the Greytown Library	Open	
409	GCB	24-Jun-15	Action	Leigh Hay	Put a comment on Facebook advising the community that the visibility of the Greytown entrance way signs is being addressed	Open	Done but action to be left open until signs have been fixed
494	GCB	5-Aug-15	Resolution	Kyra	GCB RESOLVED (GCB 2015/48): 1. To receive the information. 2. To contribute \$500 towards funding the September 2015 computer coding workshop in Greytown as a one off funding initiative. (Moved Cr Craig/Seconded Farley) Carried	Actioned	Shown in commitments All 3 Community Boards providing funding – workshop is 20 September – communications to schools going out this week (31/08)

Ref #	Meeting	Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
495	GCB	5-Aug-15	Resolution	Kyra	Greytown Entrance Way Street Signs GCB RESOLVED (GCB 2015/49): 1. To approve up to \$1,000 for the supply and installation of backing material for the Greytown entrance way north and south signs. 2. That once sign visibility has been improved the old signs can be removed. (Moved Cr Craig/Seconded Hay) Carried	Open	Invoice from Marks Signs received
497	GCB	5-Aug-15	Resolution	Shane Atkinson	Friends of Stella and Sarah GCB RESOLVED (GCB 2015/51): 1. To receive the application for financial assistance from the Friends of Stella & Sarah. 2. To defer any decision regarding this application until the Greytown Community Board has received written confirmation that funding towards the project as requested from Trust House and Eastern and Central Community Trust has been approved. 3. To convene a workshop of the Greytown Community Board, prior to the next meeting, for the purpose of drawing up a Town Centre Beautification budget for the 2015/16 financial year with projected projects costed and prioritised. (Moved Cr Craig/Seconded Farley) Carried	Open	Friends of Stella and Sarah advised outcome.
498	GCB	5-Aug-15	Action	Shane Atkinson	Discuss the Connecting Communities proposal to launch Neighbourhood Support in Greytown in workshop and advise Sue Tennent of the decision and a potential date for a public launch	Actioned	
499	GCB	5-Aug-15	Action	Shane Atkinson	Discuss Civil Defence Planning in workshop and report back the outcome to the next GCB meeting	Actioned	
500	GCB	5-Aug-15	Action	Murray	Make a response to the next GCB meeting regarding the Tree Advisory Group requests regarding tree protection during site development	Open	
501	GCB	5-Aug-15	Action	Mark	Respond to requests from the Tree Advisory Group to monitor bait stations in O'Connor's Bush	Actioned	06/08 Logged with City Care, 31/08 TAG advised
502	GCB	5-Aug-15	Action	Paul	Reflect the Friends of Sarah and Stella Cabbage Tree Sculpture income as a commitment in the GCB I&E	Actioned	

<i>Greytown Community Board</i>	
<i>Income & Expenditure For the year ended 30 June 2015</i>	
<u>INCOME</u>	
Balance 1 July 2014	18,960.01
Annual Plan 2014/15	20,954.00
GTN DIST TRUST LANDS, GRANT FO	869.57
M Greathead Archive Restoratio	1,304.34
Merv. Greathead preserv. proj	382.60
CABBAGE TREE SCULPT-FRIENDS OF	1,000.00
TOTAL INCOME	43,470.52
<u>EXPENDITURE</u>	
Members' Salaries	11,850.08
Total Personnel Costs	11,850.08
AP Greytown Sports Printing Gtn After 5 invites	16.00
AP Greytown Sports GA5 Drinks (50% of cost)	55.96
AP Gtn Barrels July (water & weed)	120.00
AP aRTe Sculptural Greytown New Entrance Signs-deposit	3,000.00
AP Greytown Barrels August	120.00
AP Barrels Sept - weed/water	120.00
AP Gtn Barrels Oct 14-weed & water	120.00
AP Friends of Stel Grant - Stella Bull Park	480.00
AP Solway College Grant 2014-Gtn After 5 invites	50.00
AP Gtn Barrells water/week Nov 14	120.00
AP Local Governmen Annual C/Board Levy x 3	166.67
AP Xmas Decorations Gtn Library	800.00
AP aRTe Sculptural Ref 458 GCB 6/8/14 payment 2 (halfway)	3,000.00
AP House of Travel I Farley Wn-Kerikeri May 2015	331.30
AP SOLGM Diaries	31.80
AP Slow Burner Ltd Gtn Info Centre volunteers lunch	246.96
AP Greytown Hotel Community Boards Xmas function	28.98
AP City Care Gtn Barrels - Dec 14 water & weed	120.00
AP Lamb-Peters Pri Happy Christmas poster (laminated)	40.00
AP GCB grant-Play for Gtn Arts Festival	200.00
AP City Care Weed & Water barrels - Jan 15	120.00
AP NZ Community Bo I Farley CB Conference May 15	760.87
AP City Care Gtn barrels-Feb water/weed	120.00
AP City Care Gtn Barrels - March 2015	120.00
Free Swim Day Gtn Pool	324.00
AP City Care Gtn Barrells - April 15	120.00
AP City Care Greytown barrels - May 15	120.00
AP aRTe Sculptural 3rd pymnt after erection on the base	3,000.00
AP aRTe Sculptural Final payment - finished OK to pay C Stevenson approved this by €	1,000.00
AP City Care Greytown barrels - June 15	120.00
Community Board Conference - Leigh Hay	228.42
Total General Expenses	15,200.96

Greytown Community Board	
Income & Expenditure For the year ended 30 June 2015	
AP Cobblestone Tru Grant Museum Sign Brds/Brochure	680.00
AP Greytown Trails Annual Mtc Grant	1,000.00
AP GCB grant connect elec & consumables	500.00
AP Kuranui College Bike & Hike event grant	200.00
AP Remote broadcasting serv Gtn grant	500.00
AP Wairarapa & Sou GCB grant - mobile class room	500.00
AP Wairarapa Ballo Bring Balloon events to Gtn grant	500.00
AP Wairarapa Mathe 2015 Maths competition GCB	200.00
Total Grants	4,080.00
TOTAL EXPENDITURE	31,131.04
ACTUAL NET SURPLUS/(DEFICIT) YEAR TO DATE	12,339.48
BALANCE TO CARRY FORWARD	12,339.48

<i>Greytown Community Board</i>	
<i>Income & Expenditure to 31 July 2015</i>	
<u>INCOME</u>	
Balance 1 July 2015	12,339.48
Annual Plan 2015/16	20,954.00
TOTAL INCOME	33,293.48
<u>EXPENDITURE</u>	
Members' Salaries	1,300.00
<i>Total Personnel Costs</i>	<i>1,300.00</i>
<i>Total General Expenses</i>	<i>0.00</i>
AP Grant-Rimutaka Crossing Reenactment	200.00
<i>Total Grants</i>	<i>200.00</i>
TOTAL EXPENDITURE	1,500.00
ACTUAL NET SURPLUS/(DEFICIT) YEAR TO DATE	31,793.48
<u>LESS: COMMITMENTS</u>	
Salaries to 30 June 2015	9,150.00
City Care Maintain barrels in town centre	
Greytown Trustlands Trust to fund the digitisation of the Greathead papers	320.00
Stella Bull Park inc - Sarah's Garden	480.00
Arbor Day Community Event	100.00
Youth Computer Coding Workshop	500.00
Supply and Install backing for Greytown entrance signs	1,000.00
<i>Total Commitments</i>	<i>11,550.00</i>
BALANCE TO CARRY FORWARD	20,243.48

GREYTOWN COMMUNITY BOARD

16 SEPTEMBER 2015

AGENDA ITEM 8.1

OFFICER'S REPORT

Purpose of Report

To report to community boards/Committee on general activities since the last meeting.

Recommendations

Officers recommend that the Committee/Community Board:

1. *Receive the information.*

CHIEF EXECUTIVE

1. Executive Summary

The last period has been one of preparing for, and commencing the delivery of LTP related matters.

The Local Government New Zealand conference was a highlight, very well attended and with excellent speakers. Of note was Minister Bennett's speech covering a range of issues including governance structures, the changed philosophy on how the Local Government Commission interacts with interested parties, and the fact that there must be change in the local government sector.

South Wairarapa District Council was the first local authority to sign up to "Bee Aware" month. This is an awareness campaign promoted by the bee industry groups to raise awareness of the importance of the humble (not bumble) bee. We will be planting bee friendly seeds (supplied by the industry) at various locations around the district with appropriate signage.

2. Governance/Leadership/Advocacy

The following table provides the year to date results for KPI's set for the Governance output [note this report updated and is as at 30 June 2015]

GOVERNANCE, LEADERSHIP AND ADVOCACY MEASURING SERVICE DELIVERY PERFORMANCE				
SERVICE LEVEL	KEY PERFORMANCE INDICATORS			
		2014/15	RESULTS	COMMENTS
Opportunities are provided for the community to have its views heard	Ratepayers and residents feel they can contact a Council member to raise an issue or problem	75%	73% (2010/11 survey 75%)	The customer satisfaction survey was carried out during 2014/15. In addition to the 73% (2011 75%) positive response, 16% (2011 14%) felt they were unable to comment.
	Ratepayers and residents feel that the Mayor and councillors give a fair hearing to their views	75%	62% (2010/11 survey 55%)	The customer satisfaction survey was carried out during 2014/15. In addition to the 62% (2011 55%) positive response, 21% (2011 28%) felt they were unable to comment.
Council determines what activities it should engage in through consultation and regulatory requirements then sets clear direction	Ratepayers and residents are satisfied with Council's decisions and actions	50%	59% (2014 survey 76%)	A Public Booster survey was carried out in 2015 in addition to the 59% 11% felt they were unable to comment. The full customer satisfaction survey was carried out during 2014/15. In addition to the 76% (2011 73%) positive response, 8% (2011 9%) felt they were unable to comment.
	Ratepayers and residents are satisfied with how Council allocates rates/funds to be spent on the services and facilities provided (target peer group age)	78%	64% (2010/11 survey 59%)	The customer satisfaction survey was carried out during 2014/15. In addition to the 64% (2011 59%) positive response, 14% (2011 9%) felt they were unable to comment.
Community Boards make decisions that consider local issues	Community Board decision - making reports on local issues	90%	Greytown 92% (2014 100%) Featherston 95% (2014: 96%) Martinborough 95% (2014: 95%)	This measure reports on the percentage of resolutions made that relate solely to local issues.
	% of ratepayers and residents who know how to contact a community board member	65%	65% (2010/11 survey 52%)	The customer satisfaction survey was carried out during 2014/15. In addition to the 64% (2011 59%) positive response, 14% (2011 9%) felt they were unable to comment.
Opportunities are available to raise local issues and understand what will happen as a result	Ratepayers and residents satisfied with the way Council involves the public in the decision it makes	65%	49% (2010/11 survey 50%)	The customer satisfaction survey was carried out during 2014/15. In addition to the 49% (2011 50%) positive response, 26% (2011 25%) indicated they were neither satisfied nor dissatisfied, and 5% (2011 5%) felt they were unable to comment.
Opportunities are available to raise issues relating to Maori through the Maori Standing Committee	The Maori Standing Committee makes recommendations to Council in relation to policy and plan development and resource management applications	100% applicable applications		Maori Standing Committee met on 8 occasions. In total 3 resource consent applications were considered, however due to the timing of the meetings 9 were considered outside normal meetings.

2.1 Wairarapa Governance Review Working Party

Minister Bennett's speech to the Local Government Conference highlights her view that there must be change in the local government space. Minister Bennett did not indicate what, or the form, change should be however which is a bit unhelpful. I guess the point is that change must come from within. The Minister said she would not legislate for change, but would put in place legislation that would enable change to occur.

The Governance Review Working Party met with the new Chairman of the Local Government Commission, Sir Wira Gardiner. This was a refreshing meeting where the Chair indicated an absolute willingness to work with (in this case) the Working Party to effect change. The Commission is currently collating a number of workstreams across the region to enable better decision making on what change is required and the structures required to deliver "better local Government".

On Governance matters, an informal workshop was held to discuss governance matters in the Wairarapa, it had been two years or so since governance had been discussed in an open forum, and a lot has happened since then. The Combined model was felt to still be best, however the form of this combined model may differ from that proposed in the application to LGC – due to potentially different delivery options for truly regional functions e.g. Transport.

3. Strategic Planning and Policy Development

3.1 Meetings/Conferences

3.1.1. Chief Executive Forum

No CE Forum was held due to absences (everyone catching their breath after LTP!).

3.1.2. Mayoral Forum

One Mayoral Forum was held and I am sure this will be covered in Her Worship's report. As indicated above governance matters were high on the agenda, also transmission Gully and the Wellington airport extension.

3.2 Wastewater Consents

The additional work the Commissioners required following the hearing on 15 July has nearly been completed. Our work was able to be completed relatively soon after the hearing, we are waiting on GW to complete their work.

Officers have completed the first cut of the evidence for the Greytown application, however the Commissioners would like to finalise the Martinborough application prior to the Greytown hearing as there will be some precedents set in the Martinborough decision, term hopefully being one of those

The full financial statement and annual report are due for adoption, following audit, on 28 October. The statutory deadline for adoption is 31 October.

Work is well underway on this document.

3.3 Rural Broadband

Please refer to the separate report presented to this meeting.

3.4 Rates Arrears (Incl. GST)

DATE	AMOUNT \$'000	NUMBER	DAYS SINCE INSTALMENT DUE	SWDC COMPONENT \$'000 (81%)
1 June 2012	\$855	722	10	\$692
19 June 2012	\$730	632	31	\$591
10 September 2012	\$947		21	\$767
15 February 2013	\$820	565	57	\$664
17 June 2013	\$913	740	27	\$739
4 March 2014	\$1,033	863	12	\$836
14 April 2014	\$954	675	53	\$773
19 August 2014	\$818	592	91	\$663
30 September 2014	\$1,008	809	37	\$816
11 November 2014	\$770	627	83	\$623
27 January 2015	\$672	537	68	\$544
2 March 2015	\$784	798	10	\$635
25 May 2015	\$762	803	3	\$617
3 July 2015	\$624	669	39	\$505
18 August 2015	\$580	547	59	\$470

You will note that the outstanding amount is the lowest dollar amount on this report. The concerted efforts at collection are paying off.

This is a particularly good result as the amount outstanding includes the additional 10% arrears penalty.

In the order of 330 of the above rate debts have mortgages and the process has commenced to enable a demand from the banks. Once the initial notification has been sent to the bank (copied to the ratepayer) there is a three month grace period until we can make the formal demand.

4. Corporate

4.1 Occupational Health and Safety

We have retained consulting services to enable us to negotiate the minefield that surrounds the new legislation. Initial interviews on the current status of our OS & H systems has been undertaken and we are progressing to a formal system.

We will have to allocate a reasonable amount of resource to this in the future as the obligations are much more onerous.

There were no OH & S matters since the last reporting period.

4.2 LGOIMA Requests

DATE	TOPIC OF INFORMATION REQUEST	REQUEST RESPONSE
7 July	Council's use of glyphosate herbicide and other herbicides. Advice as to when steam weeding applied.	Confirmation that contactors follow Industry Best Practice Guidelines for any application of glyphosate herbicide and Best Practice Guidelines are detailed in The New Zealand Standard NZS 8409:2004. Steam weeding not used.
9 July	Seeking further clarification of processes applied to granting a Resource Consent to the Alloa Gun Club.	Information supplied included copy of Philip Milne's report and a copy of the building consent checklist.
10 July	Number of dogs put down by the council every year for the past five years, the reasons and fees for getting dogs from pound.	Information provided.
20 July	Details of Traffic violations etc.	Nil return to each query raised.
22 July	What led Council to designate houses as dangerous.	Advice from Council was not that buildings were designated as dangerous but consideration being given and therefore feedback sought.

Contact Officer: Paul Crimp, Chief Executive Officer

PLANNING AND ENVIRONMENT GROUP REPORT

1. Resource Management

1.1 Resource Management Act – Policy/District Plan

Wellington Regional Council Natural Resources Plan

On 29 July 2015 the Wellington Regional Council gave formal notice to Council that it had publicly notified the **proposed Natural Resources Plan** for the Wellington Region. This plan is now open for public submissions. The closing date for these has been set as **5pm on the 25 September 2015**.

This plan combines five previous regional plans (air, land, freshwater, discharge to land and coastal). This represents a significant change from the way the regional council previously managed these resources.

Many provisions in the proposed plan potentially affect Council and a coordinated and carefully considered response should be made to protect Council and its ratepayers from the effects of any undue or over restrictive provisions in the plan.

Of particular interest to Council will be the provisions around wastewater discharges and stormwater as these could have significant implications for Council in terms of new consenting requirements and costs. In addition there are many other provisions that may impact on Council.

Initial discussions have been had with senior staff from MDC and CDC about the forming of a “common” submission while leaving room for each Council to still submit on any matters relevant only to them.

Internally, planning and engineering staff have begun thinking about how much resource this Council needs to direct into the process of building targeted and well founded submissions, not the least of this being to actually read through, study the provisions contained in the document and to interpret these (to figure out how they work in practice) against Council’s activities.

This will be a major process given the documents’ size, complexity and the range of issues covered.

The closing date is not far away and this will create its own pressures. In that regard the 2 months notification period is too short and should be extended to 3 months. An example of the problems, for instance, is that the current closing date for receipt of submissions means Council has no scheduled meeting to consider any recommended submissions prior to that date.

The only way around this is to extend the timeframes however that decision would need to come from the regional council, or for Council to delegate the signing off of any submission to a panel (e.g. the Mayor, Chief Executive and Group Managers PE and IS or some other combination).

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 2015/16	MOST RECENT RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Ratepayers and residents satisfied with the District as a "better" place to live	65%	71%	NRB Survey
Ratepayers and residents satisfied with the image of the closest town centre shown as "satisfied"	65%	92%	NRB Survey

1.2 Resource Management Act - Consents

SERVICE LEVEL – All resource consents will be processed efficiently.

RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET 2015/16	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Consent applications completed within statutory timeframes	100%	94.1%	NCS
s.223* certificates issued within 10 working days	100%	100%	NCS
s.224* certificates issued within 15 working days of receiving all required information (note no statutory requirement)	85%	100%	NCS

Council received 12 (the previous year 17) resource consent applications between 1/07/2015 and 12/08/2015.

Officers provide detailed information as part of fortnightly updates, subject to data availability, on all consents direct to Council and Community Board members, so this information is not listed here.

1.3 Reserves Act – Management Plans

SERVICE LEVEL – Council has a reserve management plan programme.

RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET 15/16	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Council maintains and updates reserve management plans as required.	1	0	No work is required at present.

It is probable that the current "town square" proposal in Featherston will need to be followed up on, in terms of what the Clifford Square Reserve Management Plan indicates for the land and adjoining area, to better reflect what is built (once complete), however there is no immediate or regulatory need to update this RMP now.

1.4 Local Government Act – LIM's

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

RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET 15/16	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
My LIM contains all relevant accurate information (no proven complaints)	-	-	
My non-urgent LIM is processed within 10 days	100%	100%	

TYPE	YTD 1 JULY 15 TO 12 AUGUST 2015	PREVIOUS YTD 1 JULY 14 TO 12 AUGUST 2014	PERIOD 1 JULY 15 TO 12 AUGUST 2015	PREVIOUS PERIOD 1 JULY 14 TO 12 AUGUST 2014
Standard LIMs (Processed within 10 working days)	23	9	23	9
Urgent LIMs (Processed within 5 working days)	4	8	4	8
Totals	27	17	27	17

As from the 1st of July 2015, the revised fee structure for non-urgent (\$250) and urgent (\$450) LIMs came into force.

While the number of LIMs has reduced due to winter (there is a fall-off every year at this time) and economic conditions, the urgent fee has had the desired effect of shifting the proportion between non and urgent LIMs back into a better balance.

Many Real Estate Companies, who had previously adopted the practice of requesting an urgent LIM on every occasion, are now more circumspect with such requests and the majority of LIMs are now being processed as non-urgent.

This has helped to take processing pressure off technical staff so they can better balance work demands for LIMs with other consent and permit processing tasks which are also subject to statutory timeframes.

2. Public Protection

2.1 Building Act – Policy and Administration

Coastal Buildings

Council will be aware that a recent storm triggered a further round of coastal erosion affecting not only Council's road, but also a number of privately owned properties and buildings.

At Whatarangi, this caused a number of buildings to fail and collapse onto the foreshore, while others were left in a precarious position. Strong southerlies have continued to affect the coast and in the latest case (around August 9-10) further erosion of land occurred with additional buildings failing and falling down onto the shoreline.

Complaints about the "hazard" on the foreshore from the destroyed buildings were received after both events. An inspection took place after the first storm to determine whether any buildings should be classed as "dangerous" under the Building Act. It was considered that at least two possibly were and these, along with other nearby properties, were yellow taped with a warning not to enter.

At the same time letters were sent to the affected property owners (all sites subject to the erosion) to advise them of the danger and to seek their comments on how they saw the situation and the possibility that Council might declare their buildings as dangerous under the Act.

Comments have been received from most owners (mainly those least affected objecting to their properties being declared dangerous). The next step will be to formally consider whether any buildings should be declared dangerous. In this respect we intend to seek legal advice before so doing.

With regard to the complaints, these relate to debris on the foreshore which is not this Council's responsibility, either in an operational or legal sense.

Normally the Regional Council and Department of Conservation would be required to manage those effects on the coastline. In this case though there may be some issues around that.

In essence, due to the erosion of the land, the legal titles and therefore ownership of the foreshore, sits with each of the affected property owners. It is in effect private property.

Thus the complainants concerns about safe access along the foreshore do not reflect the actual rights of access, there are no rights of public access along the foreshore at that point.

It is therefore proposed that Council erect a sign at each end of the block of properties affected, pointing out there is no legal access along the coast for the public and in any event they should not enter the area due to the hazards that may be present.

Wind Zones

Some two months back, a consultant (Michelle Grant of LGE Consulting) was engaged to provide Council with an assessment of wind risk under the Building Act. This has always been covered by the Act so it is not a new thing. However Council did not have any local data on which to base its decisions around in terms of what wind loading should be applied to a structure. Our decision to seek this advice followed on from both Masterton and Carterton doing so.

The work done by the consultants has applied the provisions of NZS 3604 and AS/NZS 1170 to the districts wind environment and recommended how the design of a structure should take these standards into account.

It is proposed that at the next Infrastructure and Planning workshop to have the consultant attend and run through some of the detail of the study for Council.

In brief, the work should not result in significant changes to Council's past approach to wind design, although some change is inevitable, but this will be factually based.

For the majority of structures, meeting the standard structural design requirements means they also meet the wind design required.

The only areas where some changes may be needed would be in roof fixings and water tight cladding/window flashing/seals. In addition around Featherston some specific engineering design could be required. In industrial and commercial areas the use of "lightweight" framed and clad structures may also have to change.

The reasons for those adjustments will be covered at the workshop.

Staff and file project

We have recently advertised for a BCO replacement for Adrian Cullen, who has stepped into the Team leader role now. Applications for this position closed on Friday 14 August.

Mr Neil Gerrish, a consultant, is commencing competency assessments of all current building staff. By the end of September/early October this should be completed. This should result in being able to bring back in house more straight forward consent processing (this is currently contracted out) and in time all consent processing. Mr Gerrish has also agreed to take over consent processing currently contracted with another provider, when that contract ends (at the request of the contractor).

The conversion of existing building consents to electronic file project was put on hold while staffing issues were worked through and other issues resolved. In the meantime Council systems administrator has been investigating the computer hardware requirements to drive the file storage project. Meetings with the software provider (Onstream Systems - Trapeze/Vault software) have also taken place.

2.2 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 2015/16	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Code Compliance Certificate applications are processed within 20 working days	100%	100%	NCS – Continued monitoring of processing days. Year to date, one CCC accidentally went over the 20WD's.
Building consent applications are processed within 20 working days	100%	100%	NCS – Continued monitoring of processing days.
Council maintains its processes so that it meets BCA accreditation every 2 years	Yes	Yes	Next IANZ review is programmed for January 2016
Earthquake prone buildings reports received	100%	143/227	The government is proposing to make changes where by the assessments will need to be completed by a fixed date. We are awaiting this decision.

TYPE	NUMBER	VALUE
Commercial (shops, restaurants, rest home – convalescence, restaurant /bar / cafeteria / tavern, motel, commercial building demolition - other commercial buildings)	3	\$102,000
Industrial (covered farm yards, building demolition, warehouse and/or storage, factory, processing plant, bottling plant, winery)	6	\$247,650
Residential (new dwellings, extensions and alterations, demolition of building, swimming and spa pools, sleep-outs, garages, relocations, heaters, solid fuel heaters.	38	1,856,038
Other (public facilities - schools, toilets, halls, swimming pools)	2	17,000
Totals	49	\$2,222,688

Council is still dependent on external contractors for the processing of Building Consent applications. All inspection services are being provided by staff.

Demand for inspections remains high at this time, however work flows will be carefully monitored to detect any fall off.

If a reduction in new work occurs, staff will be re-directed to tasks that have not been able to be undertaken due to staff shortages over the past 6-12 months, but which must still be completed.

These include carrying out Building Warrant of Fitness audits, swimming pool compliance checks, and dealing with overdue Code Compliance Certificates.

Time will also be allocated to getting the file project operational if available.

2.3 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 15/16	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	Education programme targeting schools is in progress using the Christchurch City Council Dog Smart programme and radio dog education campaign.
Complaints about roaming and nuisance dogs are responded to within 4 hours	100%	100%	

Registration is currently in progress. All dogs were required to be registered before 1 August 2015. Penalty fees have now been applied and bylaws officers will be actively following up with dog owners on dogs that have yet to be registered.

As at 12th August 2015 there are 2577 registered dogs with 1474 owners. (88 percent registered). There are currently 306 unregistered dogs, with 190 owners.

Of the unregistered dogs 33 have paid but tags are yet to be issued because of incomplete application information.

No infringements have been issued during this period.

No unpaid infringements were sent to the Courts during this period.

The following table provides a snapshot of dog control incidents for the period.

INCIDENTS REPORTED	
Attack on Pets	0
Attack on Person	0
Attack on Stock	0
Barking and whining	5
Lost Dogs	6
Found Dogs	0
Rushing Aggressive	1
Wandering	21
Welfare	4
Total	37

2.4 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 15/16	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Stock causing a traffic hazard is responded to within 1 hour	100%	100%	
Council responds to complaints regarding animals within 40 hours	100%	100%	

INCIDENTS REPORTED	TOTAL
Stock	7

2.5 Resource Management Act – afterhours Noise Control

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

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

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET 2013/14	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
% of calls received by Council that have been responded to	100%	100%	

AFTER HOURS NOISE CONTROL COMPLAINTS RECEIVED	YTD	PREVIOUS YTD	PERIOD (3/7/15- 15/8/15)	PREVIOUS PERIOD
Total	4	9	4	12

2.6 Sale and Supply of Alcohol Act - Licensing

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

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET 2015/16	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Premises that sell alcohol that are checked prior to renewal to make sure they comply with the Sale and Supply of Alcohol 2012	100%	100%	All premises inspected at new or renewal application.

Rugby World Cup

No applications for special licences for this event have been lodged with the District Licensing Committee.

ALCOHOL LICENCE APPLICATIONS PROCESSED	YTD 1 JULY 15 TO 12 AUGUST 16	PREVIOUS YTD 1 JULY 14 TO 12 AUGUST 15	PERIOD 1 JULY 15 TO 12 AUGUST 16	PREVIOUS PERIOD 1 JULY 14 TO 12 AUGUST 15
On Licence	3	2	3	2
Off Licence	5	5	5	5
Club Licence	0	0	0	0
Manager's Certificate	15	12	15	12
Special Licence	4	5	4	5
Temporary Authority	1	1	1	1

2.7 Health Act - Safe Food

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

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET 2015/16	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Premises failing to comply with Food Hygiene regulations that are re-inspected within a 3 month period and enforcement is affected if offence continues	100%	100%	All premises are inspected and no enforcement action has been required

Food Act

Annual food premise inspections under the Food Hygiene Regulations have mostly been completed. Annual audits for premises currently voluntarily

operating under the new risk based food control plants is now the main workload focus.

Staff are also currently focussing on and working with the food sectors that will be required to transition from the requirements of the Food Hygiene Regulations 1974 to the new Food Act 2014. This will be a significant workload.

The Environmental Health Team Leader chaired the August Wellington Regional food cluster meeting. This group of managers and team leaders from each of the greater Wellington councils meet on a quarterly basis with Ministry of Primary Industries to develop and implement common processes procedures and standards across the region and is particularly important now with the implementation of the new Act next year.

Ministry of Primary Industries have advised that the proposed Food Act Regulations contain three differences from the original regulations. Information about this will be sent out to TA's in a letter shortly. This letter will explain such things as the registration of food businesses and required frequency of these under the National Programme.

Cost recovery under the new Food Act. MPI will shortly be sending TA's information on guidance about cost recovery under the Act.

System improvements

New electronic templates for Food Control Plan audits have been trialled recently. Further developmental work is required to make this system more efficient.

2.8 Bylaws

Two litter complaints were received between 1/7/2015 to 12/8/2015. Two letters regarding overgrown trees and hedges were issued. Two abandoned vehicles were reported. Three general complaints were received.

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

INFRASTRUCTURE AND SERVICES GROUP REPORT

1. Group Manager highlights

Attendance at the RCA (Road Controlling Authority) quarterly meeting covered the "smart investments" initiatives and the national Land Transport Plan. A unified Auckland and road efficiency case studies were also linked back to the NLTP.

While non roading issues such as the new Wellington Water Amalgamation was discussed and its benefits, it was done in a collaborative framework. This links to the discussions on Tararua Roothing alliance as well as the new combined Manawatu roading contract.

To add to this context Paul Crimp and myself met with NZTA. Amongst discussions on the possibilities for the SPR (Cape Palliser Road) in the future for funding the possibilities of a single Road Controlling Authority for the Wairarapa was also discussed.

The reseals contract is being let early in the year. This is an excellent strategy to receive the best prices as well as to get the work done earlier in the year. The focus by Tim Langley to go to the market early and look at decreasing costs is producing some excellent initiatives such as a three year two council contract for footpaths. This will decrease administration and costs of going to the market but also supply continuity of work to the contractor giving better prices to council.

The reporting processes and amendment of the NCS and CEM systems to make reporting against the new measures in the LTP from the DIA seamless from our databases. The focus is to not only report accurately and regularly but also with the least internal effort and cost as possible thus decreasing compliance costs across the board.

This approach to decreasing reporting and compliance costs is also being taken with our consents where the use of existing systems are being documented to be used within the condition of consents and management plans mirroring the operational plans.

2. Water supply

SERVICE LEVEL – Council provides reliable and safe drinking water supplies. Water provided is safe to drink and there is adequate water for urban firefighting.

2.1 Key Performance Indicators

WATER SUPPLY KEY PERFORMANCE INDICATORS	TARGET 2015/16	COMPLAINTS		INCIDENTS	
		MONTH	YTD	MONTH	YTD
The average consumption of drinking water per day per resident within the territorial authority	<400 Lt				
Compliance with resource consent conditions/water permit conditions to "mainly complying" or better	95%				
Water supply systems comply with Ministry of Health Bacteriological Drinking Water Standards guidelines 2000*	95%				
Water supply systems comply with Ministry of Health Protozoa Drinking Water Standards guidelines 2000	95%				

WATER SUPPLY KEY PERFORMANCE INDICATORS	TARGET 2015/16	COMPLAINTS		INCIDENTS	
The total number of complaints received by the local authority about drinking water taste per 1000 connections	<15	0	0	0	
The total number of complaints received by the local authority about drinking water odour per 1000 connections	<15	1 0.25 per1000 connections	1	1	1
The total number of complaints received by the local authority about drinking water pressure of flow per 1000 connections	<15	0	0	0	0
The total number of complaints received by the local authority about continuity of supply per 1000 connections	<15	1 0.25 per1000 connections	1	1	1
The total number of complaints received by the local authority about drinking water clarity per 1000 connections	<15	1 0.25 per1000 connections	1	1	1
Ratepayers and residents satisfied with level of service for water	75%				
Attendance for urgent call-outs: from the time that the local authority receives notification to the time that service personnel reach the site	< 1 Hr	2	2	2	2
Resolution of urgent call-outs: from the time that the local authority receives notification to the time that service personnel confirm resolution of the fault or interruption	< 8 Hrs	1	1	2	2
Attendance for non-urgent call-outs: from the time that the local authority receives notification to the time that service personnel reach the site	< 2 working days	0	0	0	0
Resolution of non-urgent call-outs: from the time that the local authority receives notification to the time that service personnel confirm	< 5 working days	0	0	0	0
Fire hydrants tested annually that meet NZ Fire Service Code of Practice	20%				
The % of real water loss from the local authority's networked reticulation system identified by establishing and measuring night flow	<20%				

2.2 Services

2.2.1. Water supply capital improvements Featherston

Stage one works are expected to commence in late August/September.

2.3 Water treatment plants

The Waiohine, Greytown and Martinborough plants operated routinely over the period.

2.4 Water reticulation

There were 16 reticulation repairs reported and rectified during the period. No water complaints were received during the period.

2.5 Water races

Routine monthly inspections and blockage clearing of the water race network has been performed by council contractors, City Care Ltd, to maintain satisfactory flows. There were no reported accounts for blockage clearing or no water flow for the Moroa and Longwood network over the period.

3. Waste water

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

3.1 Key Performance Indicators

WASTE WATER KEY PERFORMANCE INDICATORS	TARGET 2015/16	COMPLAINTS		INCIDENTS	
		MONTH	YTD	MONTH	YTD
Number of blockages per 1000 connections	<10				
Ratepayers and residents satisfaction with waste water services	70%				
Number of dry weather sewerage overflows per 1000 connections	<10				
Attendance time: from notification to arrival on site	< 1 Hr	5	5	8	8
Resolution time: from notification to resolution of fault	< 4 Hrs	6	6	8	8
% of resource consent conditions complied with to mainly complying or better*	90%				
No. of abatement notices	<2				
No. of infringement notices	0				
No. of enforcement notices	0				
No. of convictions	0				
No. of complaints per 1000 connections received about sewage odour	< 15	2 0.5 per 1000 connections	2	2	2
No. of complaints per 1000 connections received about sewage systems faults	< 15	0	0	0	0
No. of complaints per 1000 connections received about sewage system blockages	< 15	6 1.5 per 1000 connections	6	6	6
No. of complaints per 1000 connections received about the response to issues with sewage	< 15	0	0	0	0
Proportion of urgent waste water service requests responded to within 6 hours of notification	95%	100%	8	8	8

3.2 Resource consent acquisition progress report

GWRC visited the Martinborough ponds as per the Commissioners request on Friday 14 August. This is one of the two final actions for the consent asked for by the Commissioners. The second issues, that of "management plans" has been reviewed and comments given back to GWRC. As mentioned above, the management plans will mirror the plans in development now, thus having one document and reporting against the measures currently reported in the contract operationally. This also puts City Care in the process and having some "skin in the game".

The evidence from officers has been completed on the Greytown consent and the date of hearing has been delayed till after the Martinborough consent is finalised. This will allow the management plans developed to be rolled direct to the Greytown consent as per the Commissioners wishes and will also save more time in hearings.

3.3 Waste water treatment plants

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

Greytown plant however has required remedial attention due to very low dissolved oxygen levels with odour complaints being received regularly over

the last fortnight. Residents were advised, by way of circular on the 7 July, regarding the situation and Councils efforts to remedy the situation.

The pond has been overloaded with a new waste stream. The waste stream was identified and discontinued in early July. The primary pond at the plant is still quite anoxic (depleted in oxygen) and work continues to re- balance this pond. Intermittent odour issues are still being reported to us.

3.4 Waste water reticulation

There was 1 pipeline blockage reported during the period.

4. Storm water drainage

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

4.1 Key Performance Indicators

STORM WATER DRAINAGE KEY PERFORMANCE INDICATORS	TARGET 2015/16	COMPLAINTS		INCIDENTS	
		MONTH	YTD	MONTH	YTD
% of ratepayers and residents satisfied with stormwater drains	54%				
% of urgent (any blockage causing extensive flooding of buildings or other serious flooding) requests for service responded to within 5 hours	95%	0	0	0	0
No. of flooding events	0	0	0	0	0
No. of habitable floors affected per flooding event per 1000 properties connected	0	0	0	0	0
No. of abatements notices	0				
No. of infringement notices	0				
No. of enforcement notices	0				
No. of convictions	0				
Median Response time to flooding events (Notification to personnel reaching site in hrs)	3	0	0	0	0
No. of complaints about stormwater per 1000 properties connected	0	0	0	0	0

All systems operated routinely and within available capacity during the period. Some systems were temporarily overloaded in Featherston and Greytown during period of heavy rainfall mid-June.

5. Solid waste management

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

5.1 Key Performance Indicators

SOLID WASTE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET 2015/16	COMPLAINTS		INCIDENTS	
		MONTH	YTD	MONTH	YTD
Number of communities with recycling centres	6				
Volume of waste disposed out of district	Decreasing by 2.5%				
% of ratepayers and residents satisfied with the level of service	80%				

5.2 Waste management

Routine services have been delivered successfully over the period.

Information brochures have been finalised for our domestic and commercial customers across the district and are being distributed now and over the next few weeks.

Unfortunately delay in the delivery of these brochures resulted in some ratepayers missing advanced notice of the kerbside inorganic collection scheduled for the first week in August.

5.2.1. Kerbside recycling bins

When the revamped kerbside collection commenced in 2011 customers, entitled to a collection, were issued two free bins. Since then regular requests have been made for replacement bins and the usual practice has been to charge \$17.50 each for the new bins.

In some cases customers are advising that their bins have been “stolen” and feel disadvantaged when asked to pay for the cost of replacement bins.

Officers recommend that if customers can provide evidence in the form of a written complaint advice from the Police or similar that bin can be re-issued at no cost to the customer.

6. Land Transport

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

6.1 Key Performance Indicators

LAND TRANSPORT KEY PERFORMANCE INDICATORS	TARGET 2015/16	COMPLAINTS		INCIDENTS	
		MONTH	YTD	MONTH	YTD
Using the RAMM measurement system, average smooth travel exposure on urban roads to be 85% and rural roads 95% with maximum variation of 5%	95%				
Ratepayers and residents fairly/very satisfied with the roads	78				
5% of sealed roads are resealed each year subject to availability of NZTA subsidy	100%				
The pavement condition index as measured by the NZTA pavement integrity index	95%				
The number of crashes causing injuries is reduced	Group and control average				
The number of fatalities and serious injury crashes on the local road network	<7				
Ratepayers and residents are satisfied with footpaths in the district	68%				
Availability of footpaths on at least one side of the road down the whole street	87%				
Footpath Condition rating 95% compliant with SWDC AMP Standard	95%				
The % of customer service requests relating to roads and footpaths responded to within 48 hours	95%	14 100%	14	14	14
Meet annual plan footpath targets	Yes				

Roading maintenance – Fulton Hogan

Works have continued on the reinstatement of the carriageway on Cape Palliser Road in the vicinity of the DOC station. The carriageway is back to two lanes with a sacrificial gravel surface until the high seas abate at the end of spring. Works to date have acted positively to high seas.

During July 197.78 kms of unsealed roads were graded and 679 m³ of maintenance aggregate was placed on the unsealed roads.

Culverts were replaced on Ruakokoputuna Road, Range Road and Western Lake Road. A gabion basket headwall was replaced on Waiohine Road due to a collapsed structure.



Waiohine Road culvert before and after photos

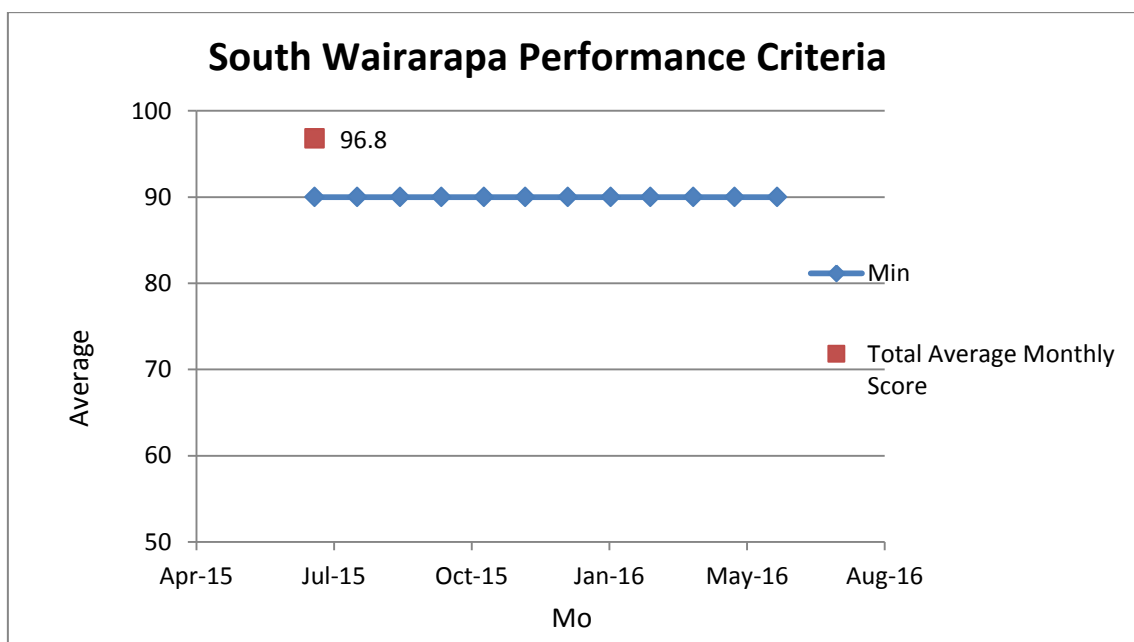
Approximately 18.9 kms of overhanging was cut back on rural roads, this has been completed early in the year, allowing for the spring growth to cover up the effects of mulching of branches.

Georges Road has been sealed.





Fulton Hogan's monthly audit and cyclic activities is done on a monthly basis and their performance for the second financial year is charted below.



7. Amenities

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

7.1 Key Performance Indicators

AMENITIES KEY PERFORMANCE INDICATORS	TARGET 2015/16	COMPLAINTS		INCIDENTS	
		MONTH	YTD	MONTH	YTD
Users satisfied with parks and reserves	90%				
Ratepayers and residents are satisfied with Council playgrounds	80%				
Council playground equipment that meets national standards	100%				
Council pools comply with NZ swimming pool water testing standards	100%				
Ratepayers and residents satisfaction with Council swimming pools	65%				
Occupancy of pensioner housing	94%				
Ratepayers and residents satisfied with town halls	74%				
Cycle strategy	Developed				
Ratepayers and residents satisfied with public toilet facilities	90%				
Taking programmes out into the community and providing a wide variety of programmes in the library	>3 per library				
% of ratepayers and residents satisfied with libraries	90%				

7.2 Parks and reserves

7.2.1. Featherston

The rotunda in Cherry Tree Park has had a bit of a spruce-up and the guttering has been repaired.

A clean-up of the area around the railway tracks at the Fitzherbert Street level crossing is planned. The area was planted by an earlier incarnation of the Featherston Beautification Group, but hasn't had much maintenance of late and is getting a bit out of hand. City Care staff may need training and permits from KiwiRail to access the area. City Care will also be doing a tidy up of the berm garden on Daniell Street by the supermarket, along with some new plantings.

Officers and City Care staff have met with the Featherston Beautification Group to identify the locations where the group wants to plant trees on Fitzherbert Street. The list will be checked against underground services and also NZTA requirements before any planting takes place.

A new Licence to Occupy has been executed with the Featherston Rugby Football Club.

7.2.2. Greytown

The picnic table in Arbor Reserve was mysteriously knocked off its base. It has now been repaired.

For Arbor Day 2015, City Care staff prepared the western side of the SH2 southern entrance into Greytown for a tree-planting event with various elected members. Because of the location, City Care took a number of precautions to ensure the health and safety of those involved. Other plantings included a lime tree at Soldiers' Memorial Park (to bring the numbers back up to the symbolic 117) and a kowhai in Stella Bull park to replace the *robinia* which had been removed due to storm damage.

A meeting of the Soldiers' Memorial Park Pavilion Committee was held on 28 July. A new structure for the committee has been agreed with help from the Greytown Sport and Leisure Society.

7.2.3. Soldiers' Memorial Park

A few tree branches got broken at Huangarua Park in high winds. A resident nearby brought this to our attention and the City Care team did a quick check for hangers and removed the broken branches. The resident was quick to call back to compliment the team on their great job.

The skate park will be getting water-blasted and painted when weather permits.

7.2.4. General

The National Beekeepers Association (NBA) has challenged councils around New Zealand to identify and create "bee-friendly" places for Bee Awareness Month in September. Two or three spots have been identified in each town, and the NBA will be contributing wild-flower seed for planting. Community Boards have been invited to consider holding bee-related events in September.

New Civil Aviation rules which came into force on 1 August require operators of model aeroplanes, drones, quadcopters etc to obtain property owners' permission before flying over their property. In fact, the Consolidated Bylaw: Public Places had always required this for model aeroplanes, but this obviously is not well known. Officers have started receiving requests from drone operators for permission to fly over SWDC's parks and reserves, and these are being dealt with on a case-by-case basis. An information paper has been prepared for the next Infrastructure and Planning Working party meeting, and a policy and guidelines will be developed.

7.3 Properties

7.3.1. Featherston

Work on the Anzac Hall continues despite the unfriendly weather, with the first layers of paint appearing on the exterior in the new colour scheme. Rotten and damaged weatherboards are being removed and replaced, as are some of the windows.

There have been several incidents of fuses "blowing" during events at the Anzac Hall. We believe this to have been caused by the fuses at the power pole, and have now had these upgraded. Electricians have checked the circuits in the hall to ensure the electrical load is balanced. We are not expecting any further problems.

7.4 Community housing

There are five applicants on the waitlist for Martinborough, three for Greytown and five for Featherston.

New tenants have moved into the vacant flat in the Cecily Martin Flats, Martinborough and are settling in well. They are keen gardeners and should fit in well with the other gardening enthusiasts at the Martinborough flats.

NZ Post has removed a number of post boxes, including the one on Naples Street outside Cicely Martin flats. A correspondent to the *Martinborough Star* pointed out the NZ Post's contractors had done a pretty poor removal job and left a big lump of concrete to trip over in the berm, so we have gone in and removed the concrete, levelled the ground and sown new grass seed.

7.5 Cemeteries

Enquiries and the purchasing of plots continued in July, with people making future plans on where they wish to be buried.

7.5.1. Featherston

There were two burials in July.

7.5.2. Greytown

There were five burials in July.

During July there were incidents of rubbish dumping and cars doing "wheelies" in the cemetery. We are getting pricing to install gates at the SH2 entrance. A headstone was also knocked off its base – this is in a location where vehicles have obviously been cutting a corner, so we have installed a bollard to prevent this in future. The headstone has been reinstated.

7.5.3. Martinborough

There was one ashes interment in July.

A new grazing licence has been executed for the Martinborough cemetery paddock.

7.6 Libraries

The south Wairarapa libraries will be joining other public libraries around New Zealand in a time-logging exercise in late August/early September. The government's Better Public Services Result Area 10 : *New Zealanders can complete their transactions with the Government easily in a digital environment* has had a major impact on public libraries. The provision of free computers and internet access at the libraries means that those who don't have internet access at home are using library computers, and for many, support from library staff is needed to upskill them and help them navigate online forms and processes. The four-week time-logging study will quantify the amount of staff time spent assisting people in this way, and will be used by the Association of Public Library Managers in engaging with the Department of Internal Affairs about the issue.

8. Civil defence and emergency management

SERVICE LEVEL – People are prepared for a civil defence emergency.

8.1 Key Performance Indicators

CIVIL DEFENCE AND EMERGENCY MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET 2015/16	COMPLAINTS		INCIDENTS	
		MONTH	YTD	MONTH	YTD
Ratepayers and residents prepared for an emergency	75%				
Regional Civil Defence Emergency Annual Plan achieved.	Yes				

8.2 Wellington Regional Emergency Management Office (WREMO)

8.2.1. Update

The Emergency Operations Centre equipment upgrade is complete. The big ticket items include: a projector and screen, satellite internet backup and a printer.

Met with neighbouring CD Groups on 11 August from Tararua District Council and Horizons Regional Council – good networking opportunity and chance to compare and improve processes.

EOC staff training – There are three more modules to complete the 2015 syllabus, with the November 2 hour exercise to consolidate the students learnings.

9. Appendices

Appendix 1 Monthly water usage

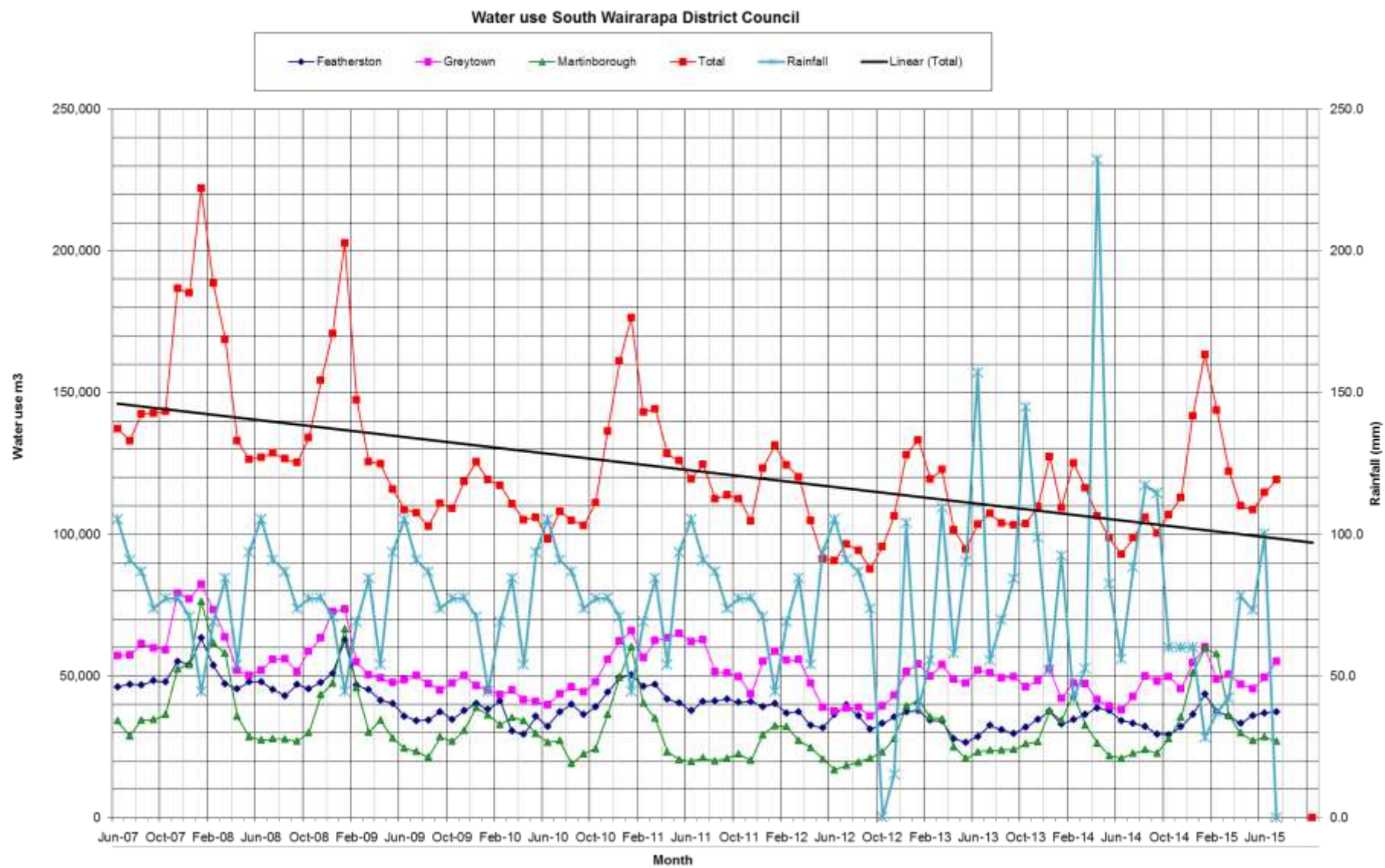
Appendix 2 Waste exported to Bonny Glen

Appendix 3 Library statistics

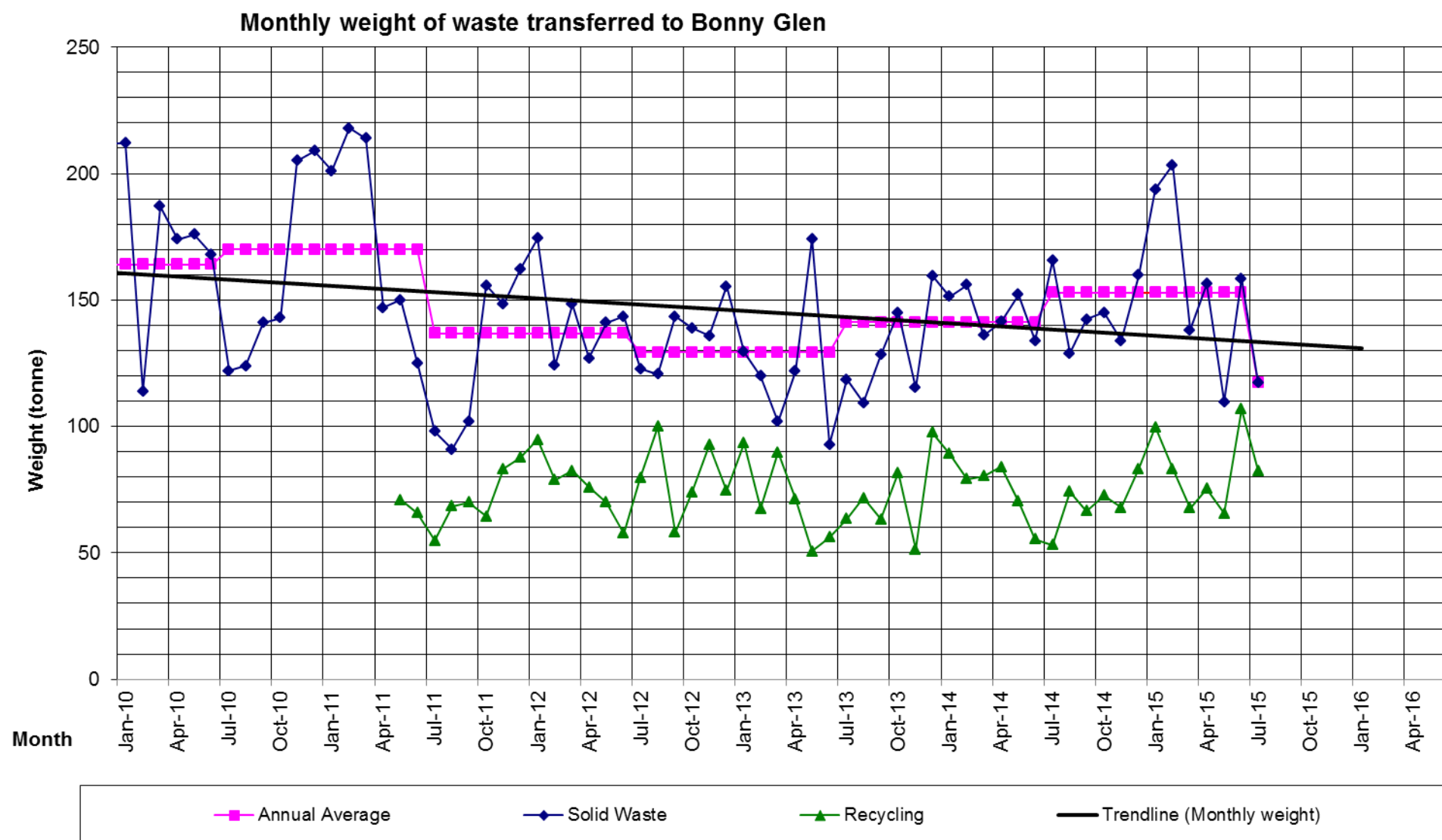
Contact Officer: Mark Allingham, Group Manager Infrastructure and Services

Reviewed by: Paul Crimp, Chief Executive Officer

Appendix 1 - Monthly water usage

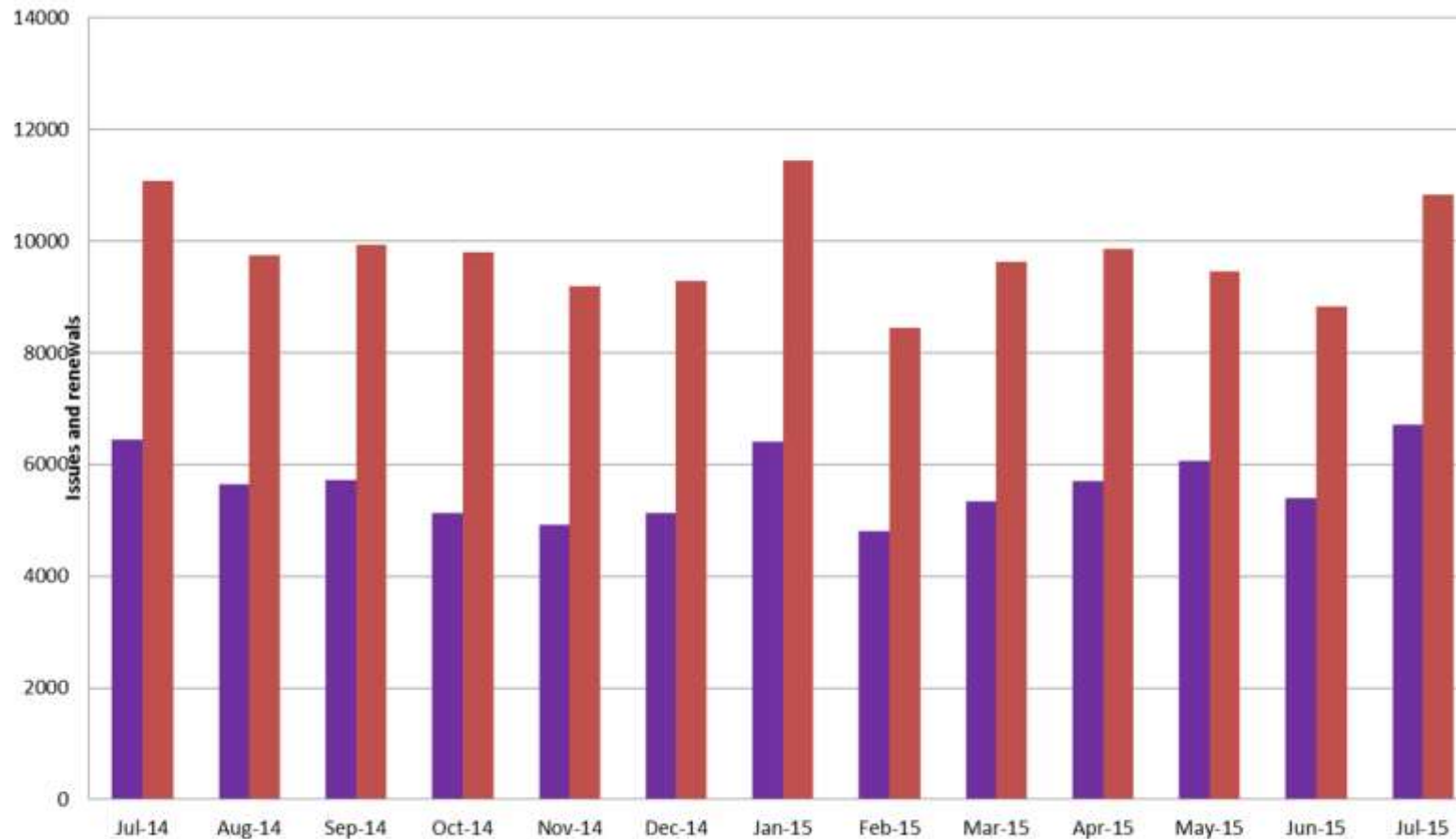


Appendix 2 - Waste exported to Bonny Glen



Appendix 3 - Library Statistics

Wairarapa Library Service - issues and renewals to July 2015



	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	Jul-15
Carterton	6451	5643	5720	5129	4921	5122	6406	4810	5341	5702	6063	5396	6702
South Wairarapa	11084	9749	9942	9808	9197	9279	11443	8442	9631	9865	9451	8836	10832

South Wairarapa libraries - issues and renewals to July 2015



	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	Jul-15
Featherston	3351	2795	3013	2890	2657	2741	3368	2466	2994	3227	2963	2548	3152
Greytown	3949	3717	3669	3583	3195	3302	3958	2834	3206	3233	3212	2971	3985
Martinborough	3784	3237	3260	3335	3345	3236	4117	3142	3431	3405	3276	3317	3695

GREYTOWN COMMUNITY BOARD

16 SEPTEMBER 2015

AGENDA ITEM 8.2

COMMUNITY BOARD GRANT SUMMARY

Purpose of Report

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

Recommendations

Officers recommend that the Community Board:

1. *Receive the information.*

1. Executive Summary

Greytown Community Board considers grants on a six-weekly basis at their regular meetings. All applicants are required to submit an accountability return and are followed up in February and August if a return hasn't been lodged.

2. August 2015 Summary

A summary of grants allocated and their status is provided in Appendix 1. Wairarapa Mathematics Association and Wairarapa Anglican Youth have been reminded of their obligation and sent an accountability form.

Accountability returns are shown in Appendix 2.

3. Appendix

Appendix 1 – Grants Considered in 2015

Appendix 2 – Accountability Returns

Contact Officer: Suzanne Clark, Committee Secretary

Reviewed By: Paul Crimp, Chief Executive Officer

Appendix 1 – Grants Considered in 2015



Community Board Financial Assistance Tracking

Status to be followed up in February
and August

COMMUNITY BOARD	APPLICANT NAME	PROJECT DESCRIPTION	AMOUNT REQUESTED	AMOUNT ALLOCATED	STATUS	DATE PROJECT APPROVED/DECLINED	EXPECTED PROJECT COMPLETION DATE	PROJECT STATUS In progress (accountability not returned) Complete (accountability returned)
GCB	Life Education Trust	To assist with the costs of providing a mobile classroom in the Greytown area.	\$500	\$500	Approved	18 February 2015		In Progress
GCB	Wairarapa Balloon Society	To bring 2015 events to the Greytown area.	\$500	\$500	Approved	18 February 2015	31 March 2015	In Progress
GCB	Greytown Menz Shed	To assist with connecting electricity and to buy consumables.	\$500	\$500	Approved	18 February 2015	30 April 2015	In Progress
GCB	Kuranui College	To assist with costs associated with running a Bike and Hike event in Greytown	\$200	\$200	Approved	18 February 2015	28 February 2015	In Progress
GCB	ArrowFM	To provide a portable, remote broadcasting service to community groups, organisations and individuals in Greytown	\$500	\$500	Approved	18 February 2015		In Progress
GCB	Danielle Turton and Harvey Morison	To attend the spirit of adventure	\$1,000	\$0	Declined	1 April 2015	NA	Complete
GCB	Wairarapa Mathematics Association	To help with the costs of running the 2015 mathematics competition for primary and secondary schools	\$200	\$200	Approved	13 May 2015	1 August 2015	In Progress
GCB	Rimutaka Crossing 1915-1918 Memorial Re-enactment Group	Requests \$500 to assist with the costs associated with organising a re-enactment of the crossing of the Rimutaka Hill by 69,000 troops to join the theatre of WWI	\$500	\$200	Approved	24 June 2015	26 September 2015	In Progress
GCB	South Wairarapa Community Trust	South Wairarapa Community Trust requests \$131.96 to assist with the costs of providing a free bus for youth from the South Wairarapa to attend Waigrown.	\$132	\$0	Declined	24 June 2015		Complete
GCB	Kuranui College	Requests \$500 to assist with the costs of providing the Quick Start Breakfast Programme	\$500	\$0	Declined	24 June 2015		Complete
GCB	Papawai Puppetry	Requests \$500 to assist with the costs of sending their director to Prague to attend a marionette workshop	\$500	\$0	Declined	24 June 2015		Complete

Appendix 2 – Accountability Returns



Greytown Community Board Grants Feedback Form

The goal of the Greytown Community Board is to support applications from non-profit organisations for an essential social service or a recreational, cultural, educational or sporting purpose located or operating in the Greytown Ward of the South Wairarapa District.

Please note as per your application accountability in report form, together with evidence of the expenditure of a grant received (copies of invoices or receipts) is required within three months of a grant being expended. No further grants will be considered until we have received this feedback form.

Please return the completed form to –

Suzanne Clark
South Wairarapa District Council
PO Box 6
Martinborough 5741
Suzanne.clark@swdc.govt.nz

1. Name of Organisation

Greytown Arts Festival / Little Theatre

2. Project Name

The Frogs

3. Date of Project

11th - 14th February 2015

4. Amount received from the Greytown Community Board

\$ 200.00

5. Provide details of the project

The Greytown Little Theatre (as part of the Greytown Arts Festival) put on a production of Aristophanes 'The Frogs' over the Festival weekend



Greytown Community Board Grants Feedback Form

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

The entire \$200 was used for set building as per application

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

We made \$4,400 for the Greytown Little Theatre, and involved many new actors in the play who will go on to do more at the Theatre.

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

The Greytown Little Theatre and the audiences (approx 240 people) also including a group of 20 students from Wairarapa College who were studying the Frogs this year in classics) also 16 cast and crew.

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

The cultural sector.



Greytown Community Board Grants Feedback Form

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

Greytown Little Theatre has more money, therefore will be able to stage more quality productions.

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

Miles Eckford and Victoria Ross have applied to produce another show at the Little Theatre next year. Will possibly require more funding.

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

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

Greytown Little Theatre

For materials used for the construction of the boat, plywood, timber nails, screws etc

total amount \$136.22

Thank You

Aaron Smylie

*** TAX INVOICE GST INCLUSIVE ***
GST NO.106-791-465

Mitre 10 MEGA Masterlon
REMAP Ltd
Ngaurumutawa Road, Masterlon, 06 370 6888

10/01/2015 11:33 D#903 Op:JL Reg:A4

CASTOR FIXED RUBBER GREY 50MM
222131 EACH \$19.80
2 @ \$9.90
CASTOR SWIVEL RUBBER GREY W/BRAKE 50MM
222126 EACH \$37.93
2 @ \$18.99
Total \$57.78

E-DEBIT [494310....00581] \$57.78

Tendered \$57.78

Flybuys# 2642451814232

Thank you for choosing
Mitre 10 MEGA Masterlon

*** TAX INVOICE GST INCLUSIVE ***
GST NO.106-791-465

Mitre 10 MEGA Masterlon
REMAP Ltd
Ngaurumutawa Road, Masterlon 06 370 6888

15/01/2015 11:01 D#419 Op:KM Reg:A1

CASTOR FIXED RUBBER GREY 50MM
222131 EACH
-2 @ \$9.90
D#90310/01/2015--WRONG ONES -\$19.80

CASTOR SWIVEL RUBBER GREY 50MM
222125 EACH
2 @ \$13.99
DOOR STOP CUSHION AIR WHITE
212309 EACH
2 @ \$2.94
Total \$5.88

Total \$14.06

E-DEBIT [494310....00581]

Tendered \$14.06

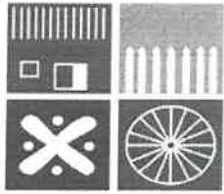
Flybuys# 2642451814232

Thank you for choosing
Mitre 10 MEGA Masterlon

MEGA MASTERLON
150167 NGAURUMUTAWA R
MASTERLON

-----EFTPOS-----
TERMINAL 23404904 TRAN 015647
TIME 10JAN 11:33 ACCT CHEQUE
EFTPOS3258
Visa Debit
RID: A000000003
PIX: 1010
AUTHORISATION
PURCHASE
TOTAL NZD57.78

ACCEPTED
CUSTOMER COPY



COBBLESTONES museum



169 Main Street, Greytown, Wairarapa 5712, T: (06) 304 9687 E: info@cobblestonesmuseum.org.nz

9 March 2015

Suzanne Clark
Greytown Community Board
Po Box 6
Martinborough 5741

Dear Suzanne,

Grant from Greytown Community Board

Please find attached copy of grant feedback form. Also attached are copies of invoices that cover the grant.

Kindly note that we don't have receipts as they are not sought from suppliers however I'm sure our Treasurer can supply copies of bank statements if the Community Board deems that necessary.

Our Trust is very appreciative of the grant.

Yours sincerely

Trustee
Chair Exhibits and Exhibitions Committee
Cobblestones Museum



Greytown Community Board Grants Feedback Form

The goal of the Greytown Community Board is to support applications from non-profit organisations for an essential social service or a recreational, cultural, educational or sporting purpose located or operating in the Greytown Ward of the South Wairarapa District.

Please note as per your application accountability in report form, together with evidence of the expenditure of a grant received (copies of invoices or receipts) is required within three months of a grant being expended. No further grants will be considered until we have received this feedback form.

Please return the completed form to –

Suzanne Clark
South Wairarapa District Council
PO Box 6
Martinborough 5741
Suzanne.clark@swdc.govt.nz

- | | |
|--|---|
| 1. Name of Organisation | Cobblestones Museum. |
| 2. Project Name | New Entrance Building -
brochures etc signs |
| 3. Date of Project | November 2014 |
| 4. Amount received from the Greytown Community Board | \$ 680 . 00 |

5. Provide details of the project

The total project has been completed and the new building opened on 22 November. The public and visitor reaction has been very positive with a significant increase in visitors during summer.



Greytown Community Board Grants Feedback Form

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

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

It was a one-off for this project.
It is possible we will seek support
for future projects.

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

Copy Invoices attached -

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



Funding Accountability Form

FEATHERSTON COMMUNITY BOARD

All recipients of funds from the Featherston Community Board (FCB) must complete this form within three months of their project being completed.

If you do not complete and return this form you will not be eligible for future funding through the Featherston Community Board.

Please return the completed form to –

South Wairarapa District Council
Suzanne Clark
PO Box 6
Martinborough 5741

1. Funding for:	Waigrown Youth Music Event
2. Name of applicant:	Deborah Davidson
3. Location of project/funding:	King Street Live, Masterton
4. Date of project/funding:	Friday 3 rd July 2015
5. Amount received from the FCB:	\$ 131.96 was approved initially

6. Please give details of how the money was spent. Your contribution to the project and the FCB funding you received must be accounted for.

It was a contribution to the free bus for South Wairarapa Youth to attend Waigrown	\$	123.12
Rangatahi to Rangatira Carterton	\$	123.12
Our contribution	\$	246.25
	\$	492.49

7. Please provide details about the project or activities that were supported by the FCB grant. Explain what was successful, and what didn't work so well.

It is the annual youth music event. The purpose of the event is to celebrate the end of term, to show young people they can have a great time with drugs or alcohol and to mix with a diverse range of other youth. This year was just as successful as last year if not better as we offered free food and mocktails. What didn't go well is the lack of information getting out to South Wairarapa youth. There is advertising through Facebook, posters, word of mouth. It's definitely something to work if this event continues beyond this contract.

8. Give a brief description of the highlights of your project, including the number of participants.

There were approximately 200 young people from Eketahuna through to Featherston who all behaved extremely well. There was a gold coin donation. The planning committee have decided to donate this money to Hope Sexton to support Hope with her youth group in Featherston. Having such a diverse range of young people under one roof was also a highlight. They respected each other and the venue. Seeing young people have so much fun and all dancing without the aid of alcohol was another highlight. SADD students and Raise Up youth group assisted with refreshment which were funded by Southern Wairarapa Safer Community Council.

9. How did your project benefit your community?

The fact that a range of agencies worked well together to organise and run this event was a benefit to the community. Showing young people to have a good time sober must also have benefits for the community. The youth were well behaved before, during and after the event. It's also the second year that we have had a dance crew from Hastings down. They love to dance which assist our young people to dance and have fun.

10. What, if any, are the next steps (for your project, for you and/or for the people involved)? Will your organisation continue to require funding?

As the CDS (Community Development Scheme) project is due to end at the end of this year it is unknown if this event will continue. The CDS worker, Deborah Davidson, is working with SADD student and the Raise Up youth group to encourage them to continue the event. Funding and community support would be the key to the success and continuation of this project.

11. This report was completed by:

Name: **Deborah Davidson**

Address: PO Box 184
Carterton

Date: 30 July 2015

Phone: 063795407

Email: deborahd@waisct.org.nz

From: Deborah Davidson [mailto:deborahd@waistct.org.nz]
Sent: Wednesday, 19 August 2015 1:08 p.m.
To: Suzanne Clark - Committee Secretary
Cc: Member Lee Carter; Annie Lister
Subject: FCB accountability form

Kia ora Suzanne,

Please find attached the accountability form for the Featherston Community Board regarding their contribution to the free bus offered to South Wairarapa youth to attend Waigrown in Masterton.

As you will see from the attachment the amount requested is reduced. There were only youth from Featherston and Carterton who took up the opportunity to catch the bus. I think that is a reflection on how connected Featherston and Carterton communities are with their youth and of course the marketing of the event which obviously needs to be improved in South Wairarapa. But in saying that we had full house at King Street Live with 200 youth in attendance.

Once again thank you to SWDC and the Featherston Community Board for continuing to support youth initiatives. I am also thankful for the Martinborough Community Board who also offered funding towards the bus but thought since no youth from Martinborough caught the bus that our organisation for pay the balance. This is reflected in the accountability form attached.

Annie Lister in our accounts will send an invoice for the amount stated in the accountability form.

Nga mihi nui,

Deborah Davidson
Youth Development Coordinator
PH: 3795407
185 High Street South
Carterton



imagelab

2014 Ltd

TAX INVOICE

Cobblestones Museum
PO Box 9
Greytown
5742

Invoice Date
27 Nov 2014

Invoice Number
INV-0130

Reference
cobble stones museum

ImageLab 2014 LTD
GST 114-983-393
22 Wigan St
Wellington
Attention: Grant Muir
PO Box 9061
Wellington 6140
NEW ZEALAND

Description	Quantity	Unit Price	Amount NZD
print to 12oz cotton duck x 37 images	1.00	1,659.00	1,659.00
PVC banner hemmed & eyelets	1.00	637.00	637.00
print to tin/supplied	1.00	257.20	257.20
print to 2 mm paylight exhibition labels	1.00	196.00	196.00
trim out exhibition labels	1.00	98.75	98.75
print to 3mm paylight x 3.5 sheets	3.50	245.00	857.50
print to 10 mm koma board exhibit signs	1.00	1,851.00	1,851.00
Subtotal			5,556.45
TOTAL GST 15%			833.47
TOTAL NZD			6,389.92

Part of
of this invoice

Due Date: 20 Dec 2014

terms strictly the 20th of the month following the date of this invoice. Please make payment to ImageLab 2014 Ltd ANZ bank 06-0541-0334433-00.

PAYMENT ADVICE

To: ImageLab 2014 LTD
GST 114-983-393
22 Wigan St
Wellington
Attention: Grant Muir
PO Box 9061
Wellington 6140
NEW ZEALAND

Customer Cobblestones Museum
Invoice Number INV-0130
Amount Due 6,389.92
Due Date 20 Dec 2014
Amount Enclosed

Enter the amount you are paying above



TAX INVOICE

Cobblestones Museum Fitout

Invoice Date 20 Nov 2014
Invoice Number INV-0157
Reference #Leigh Hay
GST Number 114854301

Packaging Matters Limited
PO Box 20563
Glen Eden 0641
Auckland
NEW ZEALAND
P: 0800 000 498
E: info@packagingmatters.co.nz

Description	Quantity	Unit Price	GST	Amount NZD
DEF77501, DLE Brochure Holder	4.00	5.26	15%	21.02
DEF77901, A5, 4 Tier Brochure Holder	2.00	25.16	15%	50.32
DEF77701, DLE, free standing / wall mountable 4 pocket, 4 tier x 1 wide Size 123 x 254 x 203mm	4.00	19.11	15%	76.44
DEF47401, A4, portrait Size 210 x 297 x 65 \$10.44	3.00	10.44	15%	31.32
ZLNC, Lower North Island Freight and Packaging	1.00	9.50	15%	9.50
Subtotal				188.60
Total GST 15%				28.30
Invoice Total NZD				216.90
Total Net Payments NZD				0.00
Amount Due NZD				216.90

Due Date: 20 Dec 2014

PAID 6.6150
FITOUT

20/1/15



TAX INVOICE

Cobblestones Museum Fitout

Invoice Date
03 Dec 2014

Invoice Number
INV-0190

Reference

Packaging Matters Limited
PO Box 20563
Glen Eden 0641
Auckland
NEW ZEALAND
P: 0800 000 498
E: info@packagingmatters.co.nz

GST Number
114854301

Description	Quantity	Unit Price	GST	Amount NZD
DEF74901, A5 Brochure Stand	8.00	10.24	15%	81.92
ZLNC, Lower North Island Freight and Packaging	1.00	9.50	15%	9.50
Subtotal				91.42
Total GST 15%				13.72
Invoice Total NZD				105.14
Total Net Payments NZD				0.00
Amount Due NZD				105.14

Due Date: 20 Jan 2015

PAID

PAID
FIT OUT.

Payment approved

[Signature] 15/12/14

6-6/150

PLEASE NOTE NEW PAYMENT DETAILS

PAYMENT ADVICE

To: Packaging Matters Limited
PO Box 20563
Glen Eden 0641
Auckland
NEW ZEALAND

Customer Cobblestones Museum Fitout
Invoice Number INV-0190
Amount Due 105.14
Due Date 20 Jan 2015
Amount Enclosed

Enter the amount you are paying above

Direct credit payments can be made via:
ASB 12-3490-0010730-00

All goods remain the property of Packaging Matters Limited until paid in full.
All goods sold are subject to our standard terms of trade.



Greytown Community Board Grants Feedback Form

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Please note as per your application accountability in report form, together with evidence of the expenditure of a grant received (copies of invoices or receipts) is required within three months of a grant being expended. No further grants will be considered until we have received this feedback form.

Please return the completed form to –

Suzanne Clark
South Wairarapa District Council
PO Box 6
Martinborough 5741
Suzanne.clark@swdc.govt.nz

1. Name of Organisation

FRIENDS OF STELLA & SARAH

2. Project Name

Signage for Park - Research & Editing

3. Date of Project

From October 2014.

4. Amount received from the Greytown Community Board

\$ 480

5. Provide details of the project

To research and edit historic information for on-site Signage in Stella Bull Park. The signage structure will be provided by The SWDC.



Greytown Community Board Grants Feedback Form

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

Yes. Juliet Oliver was unable, for personal reasons to complete the research and editing. Jan Eagle then finalised and edited the text.

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

When signage is erected, the Community and visitors will be more informed on the history and botanical features of the Stella Bull Park

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

Juliet ^{OLIVER} ~~Cooke~~, Box 82, Greytown
Jan Eagle, Garrison St, Carterton.
Papanai Marie.

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

All community and visitors who use the Park



Greytown Community Board Grants Feedback Form

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

The Community will have a permanent record of the historical and botanical features of the Park which is in the heart of GREYTOWN Village.

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

This is a one off project but support for Stella Bull will be required in the future.

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

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

TAX INVOICE/STATEMENT

Date 28/6/15

559145

To FRIENDS OF STELLA SARAH.

From Jubiel Oliver
P.O. Box 82
Greytown 5142~~GST Reg. No.~~ NA

Ref. O/N

Qty	Unit	Description	Unit Price	\$	c
		Stella Bull Park Text for information board			
		Research, editing 2014 - 2015		150	-

Paid @

TOTAL EXCLUSIVE GST \$

150 -

PLUS PLUGST \$

TOTAL INCLUSIVE GST \$

TAX INVOICE/STATEMENT Date 27/8/15 512722

To Friends of Stela - Sarah
c/o 65 Reading St
Greentown

From Sam Earle
16 Garrison St. W. - 57.3

GST Reg. No. Ref. O/N

Qty	Unit	Description	Unit Price	\$	c
		SWC Signage for Stella Point Park.			
		Research / Editing	\$300.00		
		Stationery / Printing	\$30.00		
		10/11			
TOTAL EXCLUSIVE GST \$					
PLUS % GST \$				\$330	00
TOTAL INCLUSIVE GST				\$330	00

COLLINS A5/50 DL NCR

1 RATIONALE

The requirements for a safe footpath network include ensuring footpaths:

- 1.1 Are in good condition and are not hazardous, i.e. there are no tripping hazards or holes where you might twist an ankle;
- 1.2 Provide a linked network, i.e. you should be able to get to a destination without having to cross roads more than necessary to stay on footpaths;
- 1.3 Can be used safely by elderly and mobility impaired, i.e. they are wide enough for wheelchairs/mobility scooters, cross-fall is acceptable, not slippery, not loose gravel, and have pedestrian ramps at intersections to cross the road;
- 1.4 Go to the major destinations, e.g. schools, retirement homes, hospitals, doctors surgeries, shops, i.e. anywhere there is daily pedestrian traffic; and
- 1.5 Central business district areas in the three towns have footpaths on both sides of the street.
- 1.6 Other urban streets generally have a footpath on one side

2 PURPOSE

- 2.1 Provide safe access around the communities for all pedestrians and mobility scooters whether young or elderly, agile or mobility impaired.

- 2.2 Types of footpaths:

There are four types of footpaths used in South Wairarapa District.

These are

- concrete
- asphalt concrete (AC),
- chip seal and
- gravel/lime

Chip seal footpaths are similar to road surfaces where small stone chips are spread over bitumen which then hardens.

AC is a mixture of bitumen and small stone chips usually 20mm thick which hardens. Chip seal and AC footpaths usually fail in similar ways so will be considered together in this project.

Gravel footpaths are either gravel, or lime footpaths with no surfacing material.

3 GUIDELINES

Council undertakes three activities to achieve the requirements of a safe footpath network:

3.1 **Maintenance**

Maintenance work is done on footpaths where there are small faults that create a hazard (tripping, twisted ankle) in what are otherwise perfectly good footpaths. These might be potholes in AC, service trenches, e.g. where new pipes or tobies were installed and not finished properly, tree roots lifting footpaths, or where a concrete slab has settled relative to the next one forming a lip. Maintenance is done immediately to eliminate the hazard by filling in the pothole or smoothing off tripping hazards with AC.

Footpaths requiring maintenance are identified from public complaints to their local community board and surveying the condition of footpaths.

3.2 **Renewal**

Footpaths that have reached the end of their life and are deteriorating over a large area such that they require a lot of maintenance or are a hazard to pedestrians, are renewed. AC/chip seal footpaths 20 years old will be cracking up as the AC becomes brittle and chunks will be lifting and breaking down to gravel. Concrete will last 80 or more years, but the footpaths may be badly cracked and/or settled by heavy vehicles driving over them. *Concrete footpaths that have a few cracks do not need to be renewed as they present no hazard as long as the cracks are not displaced.*

3.2.1 AC/chip seal footpaths are renewed by covering them with a 20mm thick layer of AC over the length that has deteriorated. This is usually over the whole area that is the same age because if one part is failing the rest will fail shortly.

3.2.2 Concrete footpaths on the other hand are usually renewed only over the length that has deteriorated by digging it up and replacing it with a new section of concrete footpath. In doing this the footpath will eventually be completely renewed.

3.2.3 The renewal of footpaths is prioritised so that the footpaths in the worst condition are at the top of the list and done first. The work is then programmed to be done over several years to match the budgets available for this work each year. The renewal of footpath is on-going as footpaths deteriorating all the time reaching the end of their life.

Footpaths requiring renewal are identified from public complaints and surveying the condition of footpaths.

3.3 **New footpaths**

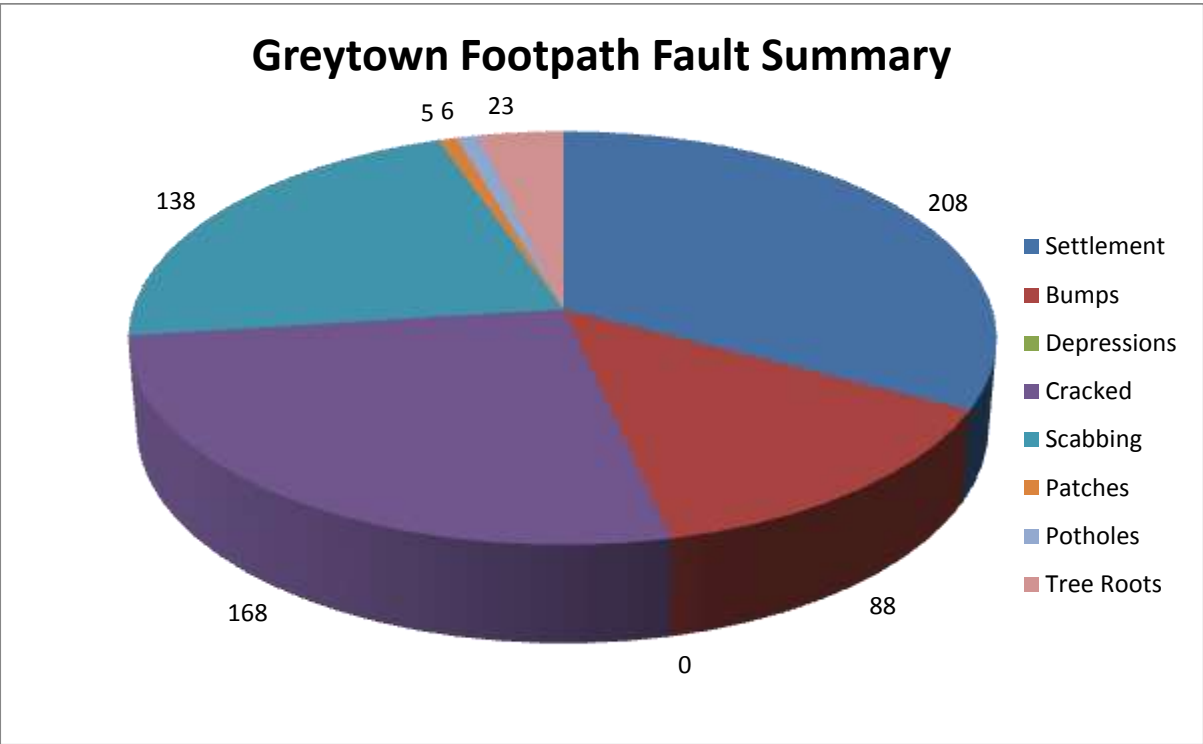
New footpaths are constructed on roads where there are no footpaths. The Council's policy is to provide a footpath on one side of each road unless there are special reasons why there should be footpaths on both sides. These special reasons might include high traffic volumes, high number of pedestrians, e.g. next to a school, traffic hazards, e.g. poor visibility to cross the road. Once there is one footpath on every road the Council may start constructing second footpaths down each road.

New footpaths are concrete because they have a longer life and can be repaired in short sections over its life span.

The location of new footpaths is determined by assessing the need e.g. are people walking on the road, and looking at where they are required to form a pedestrian network to get around the communities and go to key destinations, e.g. schools.

4 Survey

- 4.1 The SWDC has carried out a condition rating of all the urban footpaths over the period of July and August 2015. The survey collected data on settlement, bumps, depressions, cracks, scabbing, patches, potholes and tree roots
- 4.2 The survey data of faults has been tabulated and a summary of the town’s data is included below.



5 Programme

- 5.1 A joint contract is being developed with Carterton District Council for a 3 year period which takes into account the 3 year LTP period

- 5.2 The programmed developed is primarily focused on the **reduction of pedestrian hazards and the health and safety of footpath users as well a prudent asset management including timely intervention.**

Typical photos of existing condition



Papawai Rd



Papawai Rd



East Street



East Street



Jellicoe Street



Jellicoe Street



Main Street



Main Street

- 5.3 The proposed streets included in the contract mentioned above are outlined in the table below. They are all renewals based on the definitions above. Following this 3 year period it is envisaged that the footpath network will be in an improved state that a new footpaths programme will be able to be developed.

Year	Road ID	Road Name	Start	End	Side	Comments	Surfacing
2015/2016	266	SH2 MASTERTON-WELLINGTON (G)	PAPAWAI STREET	HOSPITAL ROAD	Left		Asphalt
	25	PAPAWAI RD	SH NO2	EAST ST	Left		Concrete
	9	EAST ST	MCMaster ST	JELICOE ST	Left		Concrete
	14	JELICOE ST	READING STREET	HORTON STREET	Right		Concrete
	266	SH2 MASTERTON-WELLINGTON (G)	MC MASTERS STREET	Town Hall		Pedestrian Ramp	Concrete
	266	SH2 MASTERTON-WELLINGTON (G)	HASTWELL STREET	WOOD STREET		Pedestrian Ramp	Concrete
2016/2017	16	KURATAWHITI ST	SH NO2	WEST ST	Left		Asphalt
	9	EAST ST	LOASBY PLACE	PAPAWAI RD	Right		Concrete
	18	MCMaster ST	SH NO2	EAST ST	Left		Asphalt
2017/2018	18	MCMaster ST	SH NO2	EAST ST	Right		Asphalt
	31	WEST ST	NO 131	WOOD STREET	Right		Asphalt

6 Summary

That the programme be received by the Community Board for their acceptance to enable a contract to be let in September 2015

Greytown Sports Facilities Taskforce
Terms of Reference 2015

Membership

A representative from each of the following- Greytown Sport and Leisure Society, Greytown Trust Lands Trust, Kuranui College, Greytown Community Board, SWDC, Club Players.

An Independent Chairperson

Secretariat- Executive Officer (Greytown Sport & Leisure) to coordinate, SWDC staff (City Care advisors), and the Greytown Lands Trust manager.

Role

The Taskforce will:

Stocktake & Analysis (August 2015)

1. conduct a stocktake and analysis of (i) sporting facilities in Greytown; and (ii) current and future town demographics and player/club registrations;
2. conduct surveys of residents and people registered with clubs to understand their aspirations for sports and leisure facilities; and
3. Identify preliminary options to ensure first class sporting and leisure facilities are available in Greytown.

Consultation (September-October 2015)

Hold meetings with the community and clubs to:

1. discuss and consider the results of the stocktake and analysis work;
2. discuss community aspirations for local sporting and leisure facilities; and
3. consider options to ensure first class facilities are available.

Make Recommendations (November 2015)

1. Prepare a report setting out recommendations to optimise the sporting and leisure facilities in the town, and ensure first class sporting and leisure facilities are available into the future.

Considerations

In undertaking its work, the Taskforce will take account of:

- current state and utilisation of sporting and leisure facilities in Greytown
- likely demographic changes ahead of our community in the next 20 years
- locations and travel distances to facilities
- investment required to ensure first class sporting facilities are available
- likely funding options available to improve facilities and the views of key funding groups
- future requirements of sporting facilities (technical, maintenance, health and safety)
- indoor and outdoor sporting and leisure needs
- the wider needs of the South Wairarapa, Carterton and Masterton communities