



Greytown Community Board

Minutes 27 April 2016

- Present:** Shane Atkinson (Chair), Cr Margaret Craig, Ian Farley, Leigh Hay and Christine Stevenson and AJ Southey.
- In Attendance:** Murray Buchanan (Group Manager Planning and Environment) and Suzanne Clark (Committee Secretary).
- Conduct of Business:** The meeting was conducted in public in the WBS Room, Greytown Town Centre on 27 April 2016 between 7:00pm and 8:10pm.
- Also in Attendance:** Graeme Gray (Greytown 2000 Project), Mike Gray (Greytown Community Response Planning) and Sid Kempton (Greytown Wheels Park).

PUBLIC BUSINESS

1. APOLOGIES

GCB RESOLVED (GCB 2016/16) to receive apologies from Cr Viv Napier, Mayor Adrienne Staples and Paul Crimp.

(Moved Farley/Seconded Stevenson)

Carried

2. CONFLICTS OF INTEREST

Christine Stevenson declared a conflict of interest with the inwards correspondence from David Stevenson as he was her husband.

Shane Atkinson declared a conflict of interest with agenda item '7.3 Community Board Grant Summary' and the accountability return from Greytown Trails Trust as he was a member of the Trust.

3. PUBLIC PARTICIPATION

3.1 Graeme Gray, Greytown 2000 Project

Mr Gray spoke about the Greytown 2000 project agreement with Council, where Council had agreed to update the name boards in the Greytown Cemetery Memorial building and asked the Community Board to support the request for the board to be updated. Mr Gray reminded members of the time capsule placed in the Greytown archives which was due for opening in 2025 as part of the Greytown 175th year celebrations.

DISCLAIMER

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4. PRESENTATIONS

4.1 Tree Advisory Group

Attendance apologies were received from Katie Abbott and Jez Partridge. Mr Buchanan updated members on the proposed District Plan change to update the protected tree schedule.

4.2 Mike Gray, Greytown Community Response Planning

Mr Gray tabled a report and updated members on a WREMO visit to Papawai and Hau Ariki Maraes to assess welfare capability, and continuing issues with emergency services equipment. Mr Gray discussed community resilience planning with members.

5. ACTIONS FROM PUBLIC PARTICIPATION/PRESENTATIONS:

5.1 Greytown 2000 Project

GCB RESOLVED (GCB 2016/17) to support the submission of Graeme Gray, representing the Greytown 2000 Project, to update the Greytown Cemetery name boards, including burials and cremations, in the immediate future.

(Moved Cr Craig/Seconded Hay)

Carried

5.2 Greytown Community Response Planning

GCB NOTED:

1. Action 250: Liaise with WREMO and Mike Gray regarding a resolution to the repair (or replacement) of the Greytown Civil Defence radio by the 8 June 2016; M Allingham

6. COMMUNITY BOARD MINUTES/EXPENDITURE

6.1 Greytown Community Board Minutes – 16 March 2016

GCB RESOLVED (GCB 2016/18) that the minutes of the Greytown Community Board meeting held on 16 March 2016 be confirmed as a true and correct record.

(Moved Cr Craig/Seconded Hay)

Carried

6.2 Action Items from Previous Meeting

Members discussed the actions and updates were provided.

6.3 Income and Expenditure Statement to 31 March 2016

GCB RESOLVED (GCB 2016/19) to receive the tabled Income and Expenditure Statement to 31 March 2016.

(Moved Stevenson/Seconded Atkinson)

Carried

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7. OPERATIONAL REPORTS – COUNCIL OFFICERS

7.1 Officers' Report

GCB RESOLVED (GCB 2016/20) to receive the information.

(Moved Cr Craig/Seconded Stevenson)

Carried

7.2 Farley's Oak Report

GCB RESOLVED (GCB 2016/21):

1. To receive the information.
2. That Council continues with the recommended actions of the 2010 report to enhance the health of the tree (root irrigation, fertilisation, pruning and monitoring) and arranges for annual reassessment of the tree.

(Moved Cr Craig/Seconded Stevenson)

Carried

7.3 Community Board Grant Summary

GCB RESOLVED (GCB 2016/22) to receive the information.

(Moved Cr Craig/Seconded Stevenson)

Carried

7.4 Banners Policy Report

GCB RESOLVED (GCB 2016/23):

1. To receive the information.
2. Action 251: Create a Greytown banners/flags hanging schedule at the next Community Board workshop; GCB members

(Moved Cr Craig/Seconded Stevenson)

Carried

8. COMMUNITY BOARD/COUNCILLOR REPORTS

8.1 Greytown Wheels Park

Mr Kempton reported that the Steering Group had two new members who brought legal and surveying skills to the team. Council's Amenities Manager had sourced park plans from other councils that ideas could be drawn from and a designer had been appointed. A contour plan including car park location of the Pierce Street site was currently being developed. The Steering Group hoped to bring a quote from the designer to the next Community Board meeting with a request to release some of the funds allocated to the park. The community would be consulted again once the design had been formalised.

8.2 Waiohine Floodplain Draft Plan

Greater Wellington Regional Council (GWRC) has produced a draft Plan which has been approved for public release by the Waiohine Floodplain Management Planning Advisory Committee and SWDC. The Plan was designed to protect Greytown in a 1:100 year flood event. The rural Carterton area would be better protected in flood events up to a

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1:70 year event but were adversely affected for larger events. Project costs would form part of the consultation.

8.3 Community Safety and Resilience Working Party

Mr Atkinson had distributed graffiti strike information to Board members.

8.4 Greytown Information Centre

Mrs Hay reported that visitor numbers remained high and international visitors represented a large percentage of total numbers. The Information Centre had a laptop and printer that was now surplus to requirements and Mrs Hay suggested the equipment be donated to a community organisation. A replacement sign for the Information Centre was sought with the most favourable of three quotes presented for approval.

GCB RESOLVED (GCB 2016/24) that as the Greytown Information Centre laptop and printer was now surplus to requirements that they be donated to Cobblestones Museum.

(Moved Cr Craig/Seconded Stevenson)

Carried

GCB RESOLVED (GCB 2016/25) to pay Lamb-Peters \$235 plus GST for a new sign for the Greytown Information Centre.

(Moved Atkinson/Seconded Stevenson)

Carried

9. CORRESPONDENCE

9.1 Inwards

From David Stevenson to Greytown Community Board dated 17 April 2016

From Graeme Gray to Greytown Community Board dated 21 March 2016

9.2 Outwards

From Suzanne Clark, Committee Secretary on behalf of Greytown Community Board dated 30 March 2016

GCB RESOLVED (GCB 2016/26):

1. To receive the inwards and outwards correspondence.

(Moved Atkinson/Seconded Farley)

Carried

2. Action 252: Write and thank David Stevenson for the proposal of beautifying Main Street and advise of the already approved Community Board plan regarding Main Street beautification; P Crimp

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Confirmed as a true and correct record

.....**Chairperson**

.....**Date**

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**Greytown Community Board
Action Items
From 27 April 2016**

Ref #	Meeting	Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
43	GCB	3-Feb-16	Resolution	Leigh Hay	GCB RESOLVED (GCB 2016/06) to approve a budget of up to \$1,000 to remove old Greytown entrance way signs. (Moved Cr Craig/Seconded Stevenson) Carried	Open	In Commitments
46	GCB	3-Feb-16	Action	Shane Atkinson	Arrange a meeting with Jez Partridge and Katie Abbott (Tree Advisory Group) to work through the terms of reference and responsibilities of the Group	Open	
47	GCB	3-Feb-16	Action	Mark	Write to Friends of Stella and Sarah requesting an update on the interpretative sign project for Stella Bull Park	Open	16/2/16: Grant payment made Nov 14, \$480 now removed from GCB I&E. Grant return from the Friends submitted to GCB. Interpretation done, signs to be erected by Council if/when funds allow. Amenities Manager awaiting information from FoSS. 06/05 All material for sign received, to be prepared for sign-writer and GCB approval
149	GCB	16-Mar-16	Action	Mark	Investigate the feasibility and cost of placing a rubbish bin by the Jack Bull memorial seat in the O'Connor's Bush area	Open	In progress 12/04
151	GCB	16-Mar-16	Action	Mark	Replace the Pestoff Brodifacoum pest control notice which has been removed from the vicinity of the Jack Bull memorial seat	Open	In progress 12/04
155	GCB	16-Mar-16	Action	Mark	Arrange for a sign on Kuratawhiti Street that points to the Greytown Swimming Pool	Open	Seeking clarification on location. 12/5/16 Location clarified, sign ordered.
240	GCB	27-Apr-16	Resolution	Mark	GCB RESOLVED (GCB 2016/17) to support the submission of Graeme Gray, representing the Greytown 2000 Project, to update the Greytown	Open	19/5/16: Advised that the Wairarapa Branch of the Society of Genealogists has been approached

Ref #	Meeting	Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
					Cemetery name boards, including burials and cremations, in the immediate future. (Moved Cr Craig/Seconded Hay) Carried		looking for volunteers to work through the update as there is currently no staff capacity. No time-frame for completion but the project has started.
248	GCB	27-Apr-16	Resolution	Kyra	GCB RESOLVED (GCB 2016/25) to pay Lamb-Peters \$235 plus GST for a new sign for the Greytown Information Centre. (Moved Atkinson/Seconded Stevenson) Carried	Actioned	In commitments
251	GCB	27-Apr-16	Action	GCB members	Create a Greytown banners/flags hanging schedule at the next Community Board workshop	Open	

Greytown Community Board	
Income & Expenditure to 30 April 2016	
<u>INCOME</u>	
Balance 1 July 2015	10,339.48
Annual Plan 2015/16	20,954.00
TOTAL INCOME	31,293.48
<u>EXPENDITURE</u>	
Members' Salaries	12,750.00
Total Personnel Costs	12,750.00
AP City Care Greytown barrels - July 15	120.00
AP Greathead papers-digitisation	3,260.00
AP Mr M Gray Friends of O'Connors Bush reimb	32.93
AP Artwork for Welcome to Gtn sign	150.00
AP City Care Gtn Barrels - Aug 15	120.00
AP Local Governmen Annual C/Brd levy 2015/16	166.67
AP City Care Greytown Barrels - Sept 15	120.00
Diary 2016	11.99
Ink for Information Centre - reimburse Leigh Hay	79.79
AP Student workshop 20/6/15	500.00
AP Mark's Signs Pick up after your pet sign	420.00
AP Stationery & Info Cen volunteers lunch	324.38
expenses x wages NOV	0.00
AP Phase 2 Xmas decorations GCB	500.00
AP City Care December 15 Gtn Barrels	120.00
AP City Care October 15 Gtn Barrels	120.00
AP City Care November 15 Gtn Barrels	120.00
AP City Care January 16 Gtn Barrels	120.00
AP City Care Gtn Barrels Feb 16 Weed & Water Main	120.00
AP Lamb-Peters Pri 1600xA5 flyers CD preparedness Training	214.00
AP City Care Gtn Barrels March 2016 water & weed	120.00
Total General Expenses	6,739.76
AP Grant-Rimutaka Crossing Reenactment	200.00
AP Greytown Trails GCB grant promotion of trail	1,000.00
AP NZ Council of V Programme costs-grant	500.00
AP Lanza Jute Tote Bags GCB grant Grant was to Greytown Country Market	524.40
C B WHYTE - JUTE BAGS GCB GRAN	-20.87
AP Friends of Cobb GCB grant"Carols at Cobblestones"	200.00
Total Grants	2,803.53
TOTAL EXPENDITURE	22,293.29
ACTUAL NET SURPLUS/(DEFICIT) YEAR TO DATE	9,000.19
<u>LESS: COMMITMENTS</u>	
Salaries to 30 June 2016	-2,300.00
City Care Maintain barrels in town centre	240.00
Information Centre Sign	235.00
Remove Old Welcome to Greytown Signs	1,000.00
Total Commitments	-825.00
BALANCE TO CARRY FORWARD	9,825.19

Greytown Community Board	
Income & Expenditure to 30 April 2016	
<u>Cabbage tree Grant income received</u>	
2014/15	
CABBAGE TREE SCULPT-FRIENDS OF	1,000.00
Greytown district trust lands	1,000.00
2015/16	
Sculpture Stella Bull	500.00
CCS GRANT, KOUKA SCULPTURE 40S	1,000.00
HOLMES CONSTRUCTION, KOUKA SCU	1,000.00
Trust House	3,000.00
Fresh Choice - Kouka Sculp 7/1	500.00
Fresh Choice - Kouka Sculp 20/1	500.00
PBL Sculpture	500.00
Rotary	1,000.00
Liz Koh	500.00
Aratoi	5,000.00
Bequest Sargood	2,250.00
Total Collected to 30 April 2016	17,750.00

GREYTOWN COMMUNITY BOARD

8 JUNE 2016

AGENDA ITEM 8.1

OFFICERS' REPORT

Purpose of Report

To update the Community Boards and Maori Standing Committee on general activities since the last meeting.

Recommendations

Officers recommend that the Community Board/Committee:

1. *Receive the information.*

CHIEF EXECUTIVE

1. Executive Summary

The 2016 /17 Annual Plan and Local Government Commission discussions have dominated proceedings since the last report.

The Annual Plan is progressing well with the proposed increase in line with that projected in the 2015/25 LTP, while introducing exciting initiatives to accelerate the Wastewater Strategy.

Local Government Commission work continues apace, with the Commission due to release preliminary finding early June.

It was a privilege to attend the opening of the Greytown Soaring Centre at the hanger complex on our land at Papawai. While it has been said before, having seen the complex in its current state, and met a wider group of members and associates, I am convinced the Soaring Centre and the amenity it provides our district will provide fantastic and wide ranging benefits. The plan to continue to develop this site to become the preeminent training centre in the country, and to an international standard, will result in a true world class facility in our small district. Well done to all!

1. 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.

1.1 Maori Standing Committee

Trevor Hawkins, Hau Ariki Marae representative has tendered his resignation. Council endorsed Reuben Tipoki as new the Hau Ariki Marae representative on the 18 May 2016.

1.2 Local Government Commission

As a reminder, the Commission has a number of workstreams in their general review across the region:

- Water (high level review of operations western part of region)
- Transport
- Spatial planning
- Communities of interest
- Wairarapa

We have generally been involved in the Transport and Wairarapa aspects of this work.

The Commission anticipates announcing a “direction of travel” early June.

2. Strategic Planning and Policy Development

2.1 Meetings/Conferences

2.1.1. Chief Executive Forum

One CE forum was held, the main item was an update from Local Government Commission on their work streams for the region. These include Transport; Spatial Planning; Water; Economic Development, and of course the Wairarapa. Greg Campbell provided an update on key initiatives including the Regional Plan, Wairarapa Water Use project, and Public transport

2.1.2. Mayoral Forum

I was not able to attend the Mayoral Forum.

2.2 Local Government Commission

A number of meetings on transport, and the Wairarapa option have been attended. We are currently having a weekly teleconference on the Wairarapa options and analysis.

2.3 Wairarapa Rail Passenger Services

An inaugural meeting was held with Cr Paul Swain and GW Officials, and the three councils Mayors and one elected member each, plus CE's to discuss rail passenger services.

Attached as Appendix 2 is the terms of reference for this group, aimed at ensuring the best is made of the passenger services, particularly in light of the new contract for rail.

Matters covered were on time performance, bikes on trains, maintenance, one off services, and the feasibility of more schedules services.

2.4 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
11 November 2015	\$498	572	83	\$404
1 February	\$521	558	73	\$422
30 March	\$651	531	27	\$527
2 May	\$489	428	72	\$396

Arrears are further analysed in the table below:

Arrears analysis as at 02/05/2016 72 days since last installment					
		# Properties	Arrears	Outstanding	TOTAL
Featherston	Urban	130	\$ 48,629.55	\$ 117,751.59	\$ 166,381.14
	Commercial	11	\$ 1,202.14	\$ 16,037.85	\$ 17,239.99
Greytown	Urban	59	\$ 21,023.97	\$ 50,023.60	\$ 71,047.57
	Commercial	6	\$ 817.48	\$ 817.48	\$ 1,634.96
Martinborough	Urban	49	\$ 8,450.89	49009.61	\$ 57,460.50
	Commercial	4	\$ -	\$ 4,672.50	\$ 4,672.50
Rural		169	\$ 50,896.55	\$ 119,617.59	\$ 170,514.14
TOTAL		428	\$131,020.58	\$ 357,930.22	\$ 488,950.80

A new record low!

The next installment is due 20 May.

3. Corporate

3.1 Occupational Health and Safety

We are well underway toward meeting our health and safety obligations, assisted by Major Consulting.

The health and safety committee has been meeting regularly and producing a string of recommendations for consideration. This group is to be commended for their attitude in tackling their tasks.

A 4wd driver training course will be held shortly, this course will be very beneficial as many of our drivers are required to use the 4wd function in their vehicles and it is important they have the requisite skills.

3.2 Waihinga Centre

Tenders have been called, with the closing date being 5 May. This process will identify the preferred contractor, based on a "schedule of rates" process.

This contractor will work with the architects and suppliers to arrive at a final price, and if acceptable become the lead contractor for this project.

It is anticipated the selection process, including tender evaluation will take a week or so.

3.3 IT Training

We are holding an inhouse course on IT matters, primarily aimed at keeping the viruses and hackers at bay. Sort of like a flu injection but for IT.

This is part of an on-going initiative toward upskilling staff in areas that may not be covered by normal professional development.

3.4 LGOIMA Requests

DATE	TOPIC OF INFORMATION REQUEST	REQUEST RESPONSE
29 March 16	Information relating to the Annual Plan	Provided
11 April 16	Rating Sale Abandoned Land WN544/266, DI 18/150	
13 April 16	Dog incident information	Information supplied
3 May 16	Bonuses to staff in past five years	

4. Appendix

Appendix 1 – Terms of Reference, Wairarapa Passenger Rail Services Working Party

Contact Officer: Paul Crimp, Chief Executive Officer

Appendix 1 – Terms of Reference, Wairarapa Passenger Rail Services Working Party

TERMS OF REFERENCE

WAIRARAPA PASSENGER RAIL SERVICES WORKING PARTY

Purpose

To explore opportunities for improving Wairarapa passenger rail services.

Members

The Working Party shall comprise two elected members appointed from each of the Greater Wellington Regional Council and from Masterton, Carterton, and South Wairarapa District Councils, plus the respective CEOs. Additional members from other organisations may be appointed or co-opted by agreement of the Working Party.

The Working Party shall appoint its own chairperson.

Status

The Working Party is a working party and not a formal joint committee of the Councils. It has no decision making authority other than decisions necessary for its deliberations.

Reporting

The Working Party shall report comments and recommendations to each council as considered appropriate. Some reporting may also be to the combined Wairarapa councils' forum.

Consideration will be given to any implications for Councils' Annual Plans or LTPs.

Meetings

The Working Party shall meet as required. Meetings will be held at the Carterton Events Centre or other agreed venues.

Servicing

Carterton District Council will provide secretarial support for meetings. Other resourcing for the work of the Working Party shall be by agreement.

Terms of Reference

These terms of reference shall be approved by each Council, but may be amended at any time by agreement of the three Councils.

PLANNING AND ENVIRONMENT GROUP

1. Resource Management

1.1 Resource Management Act - District Plan

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

RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET 2015/16	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Ratepayers and residents satisfied with the image of the closest town centre shown as "satisfied"	72%	92%	NRB 3 Yearly Survey
The district plan has a monitoring programme that provides information on the achievement of its outcomes (AER's)	Yes	-	Work has begun to change how data is recorded and stored in NCS so as to enable more effective reporting against AER's in WCDP.

In the last report to Council issues which have arisen when processing LIM's were briefly discussed. The case involving the Wairarapa faultline has subsequently led staff to undertake more detailed investigations.

Consequently it has been found that the provisions of the WCDP which are used to identify fault alignments (which then regulate landuse activities on affected sites) need to be reviewed to ensure the information is accurate relative to the most up to date scientific information which Council uses (and has used "unofficially" for some time) when processing LIM's.

While this discrepancy has not affected the accuracy of information disclosed in LIM's, it has raised another problem. Council regulates landuse where the WCDP identifies a faultline exists.

Work carried out to date indicates an update to the WCDP is required. This work has however not been funded / anticipated prior to the recent problems which have led to it being uncovered.

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%	96.77%	NCS
s.223* certificates issued within 10 working days	100%	100%	NCS (manually corrected as on-hold times not recognised by NCS)
s.224* certificates issued within 15 working days of receiving all required information (note no statutory requirement)	85%	100%	NCS

Council received 15 applications between the 4th of April and the 4th of May 2016 (average per month 8-9 over last 3 years). Along the high number of other applications already in the system, the pressure of affidavit preparation for the judicial review case and with staff in the planning team

taking annual and sick leave recently, the processing of resource consents has come under severe pressure.

This has impacted in turn on the processing of PIM's and LIM's. The delays in processing PIM's have then impacted on the performance of the building team as they have to complete the PIM process and issue the Building Consent, often on the very last day this can be legally done.

Consequently, we are contracting out a group of resource consents for external processing. By doing this, staff are freed up to deal with the PIM's (and LIM's). Once the "backlog" is dealt with, we expect to be able to maintain services at a more acceptable level of performance.

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

1.3 Reserves Act – Management Plans

SERVICE LEVEL – Council has a reserve management plan programme.

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

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)	-	-	No complaints received to date. All information provided to applicants as required by LG Act.
My non-urgent LIM is processed within 10 days	100%	100%	All processed within statutory timeline.

TYPE	YTD 1 JULY 2015 TO 30 APRIL 2016	PREVIOUS YTD 1 JULY 2014 TO 30 APRIL 2015	PERIOD 23 MARCH 2016 TO 30 APRIL 2016	PREVIOUS PERIOD 23 MARCH 2015 TO 30 APRIL 2015
Standard LIMs (Processed within 10 working days)	179	109	33	17
Urgent LIMs (Processed within 5 working days)	54	95	14	19
Totals	280	240	47	36

As can be seen in the year to date totals, the number of LIM's processed has increased this year as compared to last year (up 17-18%).

The predicted end of year result is 336.

This represents a major increase in work this year which has impacted across the whole Council, as staff from all work areas are involved in providing technical inputs into each LIM.

Since 2012 the increase in LIM applications is also very significant and is as follows; 2012 (180), 2013 (204), 2014 (237), 2015 (294) and 2016 (Est 336), an overall increase of 86%.

Revenue has increased commensurably (forecast at \$80-90,000 for 15/16 year) without any increase in processing costs (staff resources).

This pattern cannot continue indefinitely, especially when increases in other areas (such as alcohol, food and RMA/BA consenting) are taken into account.

2. Public Protection

2.1 Building Act - Consents and Enforcement

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

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET 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.
Building consent applications are processed within 20 working days	100%	99.65 %	NCS – Continued monitoring of processing days. Due to staff shortages processing contractors have been used to maintain service levels.
Council maintains its processes so that it meets BCA accreditation every 2 years	Yes	Yes	Next IANZ review set for January 2016
Earthquake prone buildings reports received	70%	63 %	Currently 143/227 known premises have been addressed. National changes proposed by the Government may result in changes to the numbers of premises affected.

As Council is aware, a successful accreditation review for Council’s BCA was completed in late January this year.

Council has now received notice from the Ministry of Business, Innovation and Employment that a review of Council’s functions under the Building Act is to take place over 27 June to 29 June this year.

This review by MBIE at this time was unexpected, especially given the very recent IANZ accreditation review.

To now have to cope with the demands generated by this additional review of Council functions seems to staff, to place undue and perhaps unnecessary (especially given the IANZ review results) demands upon staff during a very busy work time.

However, legal notice has been given, so the review will take place.

These reviews focus on Council's functions under the Building Act. These generally include Building Warrants of Fitness (site audits, notices to fix, infringement notices), Fencing of Swimming Pools, Compliance Schedules outside of BC's, and passive fire systems.

These reviews make observations about the adequacy of staff resources relative to the work demand, the systems operated by Council in support of its functions and actual work quality/effectiveness.

During 2016 the Ministry is reviewing 14 Council's nationally and will write and publish, at the end of the year, a report which will summarise its findings and any trends that have been observed so that all TA's can check, adopt or modify their practices as required.

TYPE	NUMBER	VALUE
Commercial (shops, restaurants, rest home – convalescence, restaurant /bar / cafeteria / tavern, motel, commercial building demolition - other commercial buildings)	0	\$0.00
Industrial (covered farm yards, building demolition, warehouse and/or storage, factory, processing plant, bottling plant, winery)	5	\$151,700.00
Residential (new dwellings, extensions and alterations, demolition of building, swimming and spa pools, sleep-outs, garages, relocations, heaters, solid fuel heaters.	39	\$4,116,970.00
Other (public facilities - schools, toilets, halls, swimming pools)	1	\$800,000.00
Totals	45	\$5,068,670.00

2.2 Dog Control Act – Registration and Enforcement

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

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET 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	6 visits	Education programme targeting schools is in progress using the Christchurch City Council Dog Smart programme.
Complaints about roaming and nuisance dogs are responded to within 4 hours	100%	100%	3 incidents are not reported on due to the changes in the afterhours, where wandering/nuisance dogs are not responded to and referred to the following working day. K:\resource\Bylaw Officers\Registers\Animal Control Service request register.xls

INCIDENTS REPORTED	
Attack on Pets	0
Attack on Person	1
Attack on Stock	0
Barking and whining	1
Lost Dogs	4
Found Dogs	1
Rushing Aggressive	1
Wandering	29
Welfare	1
Police Assistance	1
Fouling	1
Total	40

2.3 Public Places Bylaw 2012 - Stock Control

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

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET 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%	K:\resource\Bylaw Officers\Registers\Animal Control Service request register.xls
Council responds to complaints regarding animals within 40 hours	100%	100%	K:\resource\Bylaw Officers\Registers\Animal Control Service request register.xls
Council responds to complaints regarding animals within 48 hours.	100%	100%	K:\resource\Bylaw Officers\Registers\Animal Control Service request register.xls

INCIDENTS REPORTED	TOTAL
Stock	5

2.4 Resource Management Act – afterhours Noise Control

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

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET 15/16	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
% of calls received by Council that have been responded to	100%	93%	K:\resource\Health\Noise Control Complaints\Year Records 2010-2015.xls

The 93% result reflects problems that were experienced early in this reporting year, with the afterhours callout system. Calls were inadvertently diverted to Citycare, rather than going direct to Councils contractor (Amourguard) on our 0800 number. This has been rectified.

AFTER HOURS NOISE CONTROL COMPLAINTS RECEIVED	YTD 1 JULY 15 TO 30 APRIL 16	PREVIOUS YTD 1 JULY 14 TO 30 APRIL 15	PERIOD 18 MARCH 16 TO 30 APRIL 16	PREVIOUS PERIOD 18 MARCH 15 TO 30 APRIL 15
Total	93	113	13	23

It is pleasing to note that the number of complaints has declined this year by approximately 20%. The reason for this decline is not known.

2.5 Sale and Supply of Alcohol Act - Licensing

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

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET 2015/16	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Premises are inspected as part of licence renewals or applications for new licences.	100%	100%	All premises inspected at new or renewal application.
Premises that are high or medium risk are inspected annually, while low risk premises are audited no less than once every three years.	100%	100%	All premises inspected at new or renewal application.
Compliance activities are undertaken generally in accord with the Combined Licensing Enforcement Agencies agreement.	100%	100%	

ALCOHOL LICENCE APPLICATIONS PROCESSED	YTD 1 JULY 2015 TO 30 APRIL 2016	PREVIOUS YTD 1 JULY 2014 TO 30 APRIL 2015	PERIOD 1 MARCH 2016 TO 30 APRIL 2016	PREVIOUS PERIOD 1 MARCH 2015 TO 30 APRIL 2016
On Licence	25	20	2	2
Off Licence	26	22	6	5
Club Licence	6	2	3	1
Manager's Certificate	104	79	21	16
Special Licence	42	39	7	6
Temporary Authority	5	9	3	4
Total	208	154	42	34

Note: Previous YTD and period figures unavailable due to reporting errors with NCS

2.6 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 have appropriate FMP in place and meet the risk based standards set out in the Plan.	100%	100%	NCS data
Premises are inspected in accord with regulatory requirements.	100%	100%	NCS data

Progress has been made with the installation of the new NCS based processing module for Template Food Control Plans which Council is legally required to process.

The system is due for final configuration and testing in the next few weeks and then training of users will follow.

With the departure of the Team Leader, many aspects of this transition process have slowed. Staff have been required to focus on more immediate tasks such as dealing with applications (for alcohol licences etc) subject to statutory timelines for completion as well as enquiries.

The new Team Leader starts on May 9. Although well qualified to undertake the type of work covered by the Team Leader role, a lack of experience of New Zealand systems/laws and Council's means, that a familiarisation process, will be required to be followed. This will take some months to complete.

2.6.1. Bylaws

4 litter complaints were received. No long grass notices were issued and 21 letters regarding overgrown trees and hedges were issued. 5 abandoned vehicles were reported. 6 general complaints were received.

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

INFRASTRUCTURE AND SERVICES REPORT

1. Group Manager highlights

The predominate focus at present are the works required in the development of the two wastewater consents and the continuation of the work for the water supply in Woodside. This has been looking at the consent conditions required in the initialisation of the wastewater consents and the best way forward in achieving them. The site meetings and initial consent conditions around the formation of committees and the items such as confirmation of staff etc. are all underway.

There have been numerous transport meetings from looking at the One Network Road Classifications (ONRC) to the future funding of the Cape Palliser Road and to the structure of the Wellington transport modes being work shopped. Luckily the new Roding Manager starting at the end of May, has a good understanding of the region as a local.

Projects are generally in the completion phases with the last footpaths being done at present, rehabilitation contracts being completed and maintenance contracts such as reseals and line marking already completed. The final works for the year will be underway over the next few weeks including the Oxford Street works and the amenities projects which are yet to be completed.

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	
		March	YTD	March	YTD
The average consumption of drinking water per day per resident within the territorial authority	<400 Lt	691	741		
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%				
The total number of complaints received by the local authority about drinking water taste per 1000 connections	<15	0	0	0	0
The total number of complaints received by the local authority about drinking water odour per 1000 connections	<15	0	0.75 per 1000 connections (3 complaints)	0	3
The total number of complaints received by the local authority about drinking water pressure of flow per 1000 connections	<15	0.25 per 1000 connections (1 complaint)	3.6 per 1000 connections (14 complaints)	0	14

WATER SUPPLY KEY PERFORMANCE INDICATORS	TARGET 2015/16	COMPLAINTS		INCIDENTS	
The total number of complaints received by the local authority about continuity of supply per 1000 connections	<15	0.75 per1000 connections (3 complaints)	4 per1000 connections (16 complaints)	3	16
The total number of complaints received by the local authority about drinking water clarity per 1000 connections	<15	0	2 per1000 connections (8 complaint)	0	8
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	(4/5) 83%	-	5	36
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	(5/5) 100%	-	5	36
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	38/38 (100%)	-	38	266
Resolution of non-urgent call-outs: from the time that the local authority receives notification to the time that service personnel confirm	< 5 working days	36/38 (95%)	-	38	266
Fire hydrants tested annually that meet NZ Fire Service Code of Practice	20%	0%	0%		
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

A water main renewal started on Revans Street, Featherston. The main is failing and has had a number of repairs. Higgins started on site 2 May and is scheduled to finish before June 2016.

With regard to the Alternative Supply Project, Stage 1 contract works which include the bore field and pipeline works as reported earlier are substantially complete.

The programming of the controls occurred last week and testing of the system is scheduled for this week. It is planned to use this source to supply the UF plant, to check the operation of the bores and reduce the maintenance with the improved water supplied. The system will then be subject to a 12 month maintenance period.

Stage 2 Design and Documentation is not yet available but it is expected that this work will be able to be publicly tendered in early June 2016. Completion and commissioning of the new upgrade plant is expected before December 2016.

2.3 Water treatment plants

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

Martinborough Bore 4 has been refurbished in March and is back on-line and operating well. Pump 4 was sent away to assess the condition of it and the supplier has reported that it is not fit to refurbish. A replacement will be assessed when Bore 1 is refurbished later in the year.

2.4 Water reticulation

There were 16 reticulation repairs reported and rectified 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 7 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	
		March	YTD	March	YTD
Number of blockages per 1000 connections	<10	3 complaint	34 complaints	0.7 per 1000 connections (3 blockage)	8.5 per 1000 connections
Ratepayers and residents satisfaction with waste water services	70%	Annual survey	Annual survey	Annual survey	Annual survey
Number of dry weather sewerage overflows per 1000 connections	<10	-	-	0 per 1000 connections (0 overflow)	1.5 per 1000 connections (6 overflows)
Attendance time: from notification to arrival on site	< 1 Hr	-	-	5/5 (100%)	29
Resolution time: from notification to resolution of fault	< 4 Hrs	-	-	5/5 (100%)	39
% 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	0	1 per 1000 connections (4 complaints)	0	4
No. of complaints per 1000 connections received about sewage systems faults	< 15	0.5 per 1000 connections (2 complaint)	2 per 1000 connections (8 complaints)	1	6
No. of complaints per 1000 connections received about sewage system blockages	< 15	0.7 per 1000 connections (3 complaint)	34 8.25 per 1000 connections	3	34

WASTE WATER KEY PERFORMANCE INDICATORS	TARGET 2015/16	COMPLAINTS		INCIDENTS	
		March	YTD	March	YTD
No. of complaints per 1000 connections received about the response to issues with sewage	< 15	0	0.2 per 1000 connections (1 complaint)	0	1
Proportion of urgent waste water service requests responded to within 6 hours of notification	95%	5/5 100%	-	5/5 (100%)	39

3.2 Waste water treatment plants

3.2.1. Capital and consents

The preliminary design inputs for the improvement works at the Greytown and Martinborough sites are underway. The objective is to deliver the initial stages of the land treatment infrastructure for each site by next summer at the earliest. These works will be delivered ahead of the resource consent time frame.

The Featherston wastewater discharge consent is due to be lodged on 4 June 2016.

3.2.2. Operational

Lake Ferry, Greytown and Martinborough plants operated routinely during the period with no reported issues. Featherston wastewater treatment plant stopped discharging for a lengthy period of 3 weeks due to the low flows. It started discharging at the beginning of May.

The trade waste discharger identified in July is working with Officers now to reduce the contamination in their waste. They have proposed a 3 phase separator to remove solids and oil. The discharge load will be monitored and assessed when the plant starts operating at the end of May.

3.2.3. Waste water reticulation

There were 2 pipeline blockages reported during the period.

4. Storm water drainage

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

4.1 Key Performance Indicators

STORM WATER DRAINAGE KEY PERFORMANCE INDICATORS	TARGET 2015/16	COMPLAINTS		INCIDENTS	
		MONTH	YTD	MONTH	YTD
% of ratepayers and residents satisfied with stormwater drains	54%	Annual survey	Annual survey	Annual survey	Annual survey
% 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

STORM WATER DRAINAGE KEY PERFORMANCE INDICATORS	TARGET 2015/16	COMPLAINTS		INCIDENTS	
No. of flooding events	0	0	0	0	0
No. of habitable floors affected per flooding event per 1000 properties connected	0	0	0	0	0
No. of abatement notices	0				
No. of infringement notices	0				
No. of enforcement notices	0				
No. of convictions	0				
Median Response time to flooding events (Notification to personnel reaching site in hrs)	3	-	-	0	0
No. of complaints about stormwater per 1000 properties connected	0	0	0	0	0

There has been very little rain over the period so all systems operated routinely and within available capacity during the period.

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%	Decreased by 17% for December	-	-	-
% of ratepayers and residents satisfied with the level of service	80%	Annual survey	Annual survey	Annual survey	Annual survey

5.2 Waste management

Routine services have been delivered successfully over the period.

There was a fire in the Featherston Transfer Station in the green waste on 23 April, which was extinguished by the fire service. This has caused some damage to the fence, which will have to be repaired. The transfer station opened as usual the next day.

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.

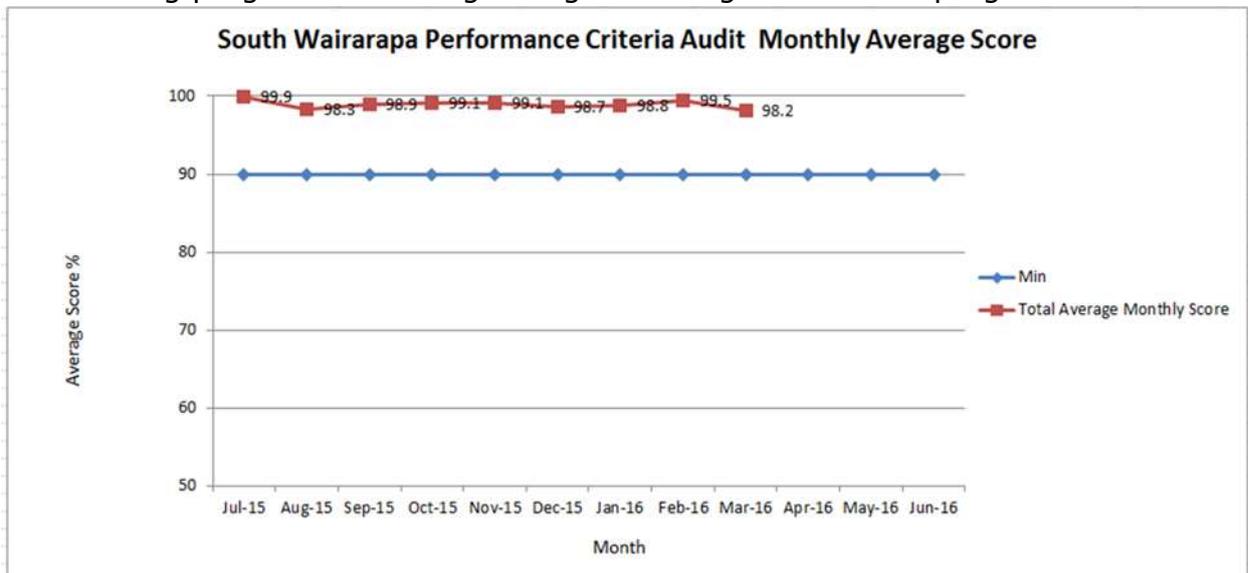
6.1 Key Performance Indicators

LAND TRANSPORT KEY PERFORMANCE INDICATORS	TARGET 2015/16	COMPLAINTS		INCIDENTS	
		MARCH	YTD	MARCH	YTD
Using the RAMM measurement system, average smooth travel exposure on urban roads to be 85% and rural roads 95% with maximum variation of 5%	95%				
Ratepayers and residents fairly/very satisfied with the roads	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%	21/24 (88%)	173/188 (92%)	24	188
Meet annual plan footpath targets	Yes				

6.2 Roothing maintenance – Fulton Hogan

In conjunction with mowing, spraying of noxious weeds has been done on rural roads. Ngawi village culverts and drainage have been done.

Resealing programme looks good against budget. A formal programme for



next year is being arranged.

6.3 Other contracts

The Sealed Road Rehabilitation Contract for 0.688 km of Lake Ferry Road and 0.447km of Bidwills Cutting Road has been awarded to Higgins Contractors Ltd and commencement is expected in early May.

Whatarangi Cliff dropout reinstatement on Cape Palliser Road has been awarded to Fulton Hogan Ltd, and commencement was in early April with works now underway.

Oxford Street lime footpath, kerb and channel and carriageway widening adjacent to the Martinborough Tennis Club has been awarded to Pope and Gray Contractors Ltd and commencement is expected to begin in early May.

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	99.8%				
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

Work on the Town Square is over 20% completed. The west end pergola columns and supports were fabricated off-site and have now been installed.



The stone wall beside the Cross Creek Railway engine shed has been completed, and work on the central stone wall is well underway.



Work planned for the first half of May is continuing progress on the stone walls, paving of the western boardwalk slab, and the construction of the pergola rafters. The contractor notes that there has been considerable

interest in the stone walls and generally positive feedback from passers-by now that they can see the shape of the features beginning to appear.

The rugby and soccer pitches have been marked out at Card Reserve and winter sport is underway. The rugby season started with the ground very hard and dry, so the field was irrigated using water stored in the main swimming pool, with the help of the fire brigade.

7.2.2. Greytown

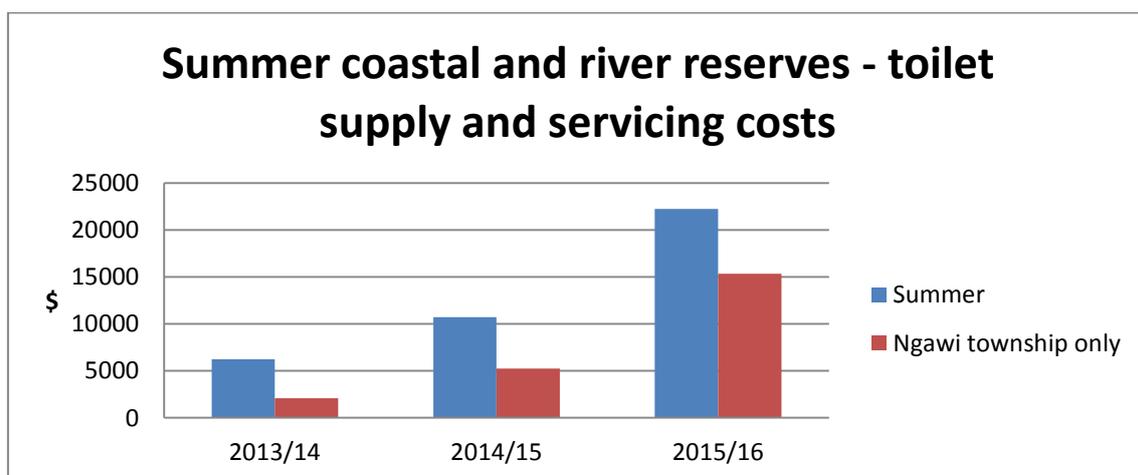
The trees around the playing fields at Soldiers' Memorial Park have been trimmed and lower branches removed – this is to prevent damage from the lawn mowing tractor, and also makes it easier for players now that the soccer season has started. Farley's Oak has had its 2016 annual inspection and was found to be continuing to improve in health. No change to the current management regime for the tree is proposed.

7.2.3. Martinborough

A large quantity of tree chip mulch has been spread over the garden beds at Considine Park, and plants for winter planting have been ordered. The trees have been trimmed at Coronation Park for winter sport.

7.2.4. Coastal reserves

The approximate costs for cleaning, servicing and emptying public toilets on the coastal and river reserves over summer 2015/16 was \$22,000. Of this, \$15,000 was for the toilets and Portaloos at Ngawi township. The chart below shows the growth in operating costs for managing the toilets at the reserves for the last three years. (Capital costs for the provision of new toilets are excluded.) The bulk of the costs for Ngawi in summer 2015/16 were for the provision of Portaloos (10 at the peak period) and emptying of these. These costs should decrease considerably once the new toilets are up and running at Ngawi, and the problems with the fire station septic tank are resolved.



7.3 Playgrounds

7.3.1. Featherston

The shrubs and bushes in the garden bed beside the west wall of the RSA building have all been removed and fresh mulch put in place. This area will be developed into a natural play area, with boulders, stepping stones and suitable plantings. This work is being done with the City Care contract, and donated materials are being sourced.

7.4 Properties

Additional sockets for temporary flagpoles have been installed in each town – in Featherston at the library, in Greytown at the old library, and in Martinborough outside the SWDC office. These were first used to display the current and proposed alternative flags for the flag referendum. When not in use, the flagpoles are stored by City Care, and the sockets are capped. The additional flagpole locations enable SWDC to fly suitable flags for festive occasions and overseas visitors, although some advance warning is required for unusual flags.

7.4.1. Featherston

The repainting of the library and information centre has been completed, along with a number of minor building repairs. The replacement of the sports stadium roof is expected to get under way in the second week of May, weather permitting. The big roller door in the stadium has been repaired and serviced and is now working properly. Pricing has been received for the stormwater drainage work at Anzac hall, and a contractor will be appointed shortly. The 1962 hot water cylinder in the Anzac hall kitchen has finally expired; we are looking to replace it with an on-demand hot water system rather than another cylinder.

7.4.2. Greytown

A section of guttering is to be replaced on the Greytown Town Centre roof, and leaf protection will be installed throughout all the gutters. An audit of security access cards for the building indicates that rather too many are unaccounted for – a date will be set to cancel all existing cards and reissue new cards.

Marketing is under way for the sale of the Old Stella Bull park land on Pierce Street, with tenders closing on 24 May. Some tidying up work is being done on the various land titles making up the block, including a subdivision to separate the land for the dog park and wheels park.

7.4.3. Martinborough

Marketing for the sale of the old county yard on Kitchener Street continues, with good interest being shown from prospective purchasers. This property will be auctioned on site on 21 May. There is interest both from people looking at individual titles and the block as a whole.

7.5 Community Housing

There have been a number of enquiries from people who are on the waiting list asking 'how long' before a flat becomes available. There are no flats available at present. A number of application forms have been requested

and sent out but have not been returned. Three applications have been added to the waiting list and one person has dropped off.

As of April 2016 the waiting list for: Martinborough (five applicants), Greytown (two applicants) and Featherston (10 applicants). Two applicants are happy to take the first available flat in any of the three towns.

We are currently working on housing a mobility scooter in one of the outside sheds (lockable) at Cicely Martin flat. A small ramp is being built to allow easy access for the scooter and arrangements have been made to install power (the shed next to it has power but is not suitable for the scooter to be stored).

The guttering at Burling flats has been cleaned out before the bad weather sets in.

Tenants in the Community Housing have been contacted either by phone or personally visited to discuss the SWDC Annual Plan consultation document, and a number have already made submissions.

Six-monthly flat inspections have been scheduled for Thursday, 12 and Friday 13 May 2016.

7.6 Cemeteries

Cemetery capacity calculations have been revised, and assuming no change to the current death and interment rates, both Greytown and Martinborough cemeteries have considerable spare capacity for the foreseeable future. It is unlikely that the Featherston cemetery extension will be required for the next 12 years; however the development programme allows for burials from Year 7, 2022/23.

Ashes interments/burials April 2016

	Greytown	Featherston	Martinborough
Burial	1		1
Ashes inground			
Ashes wall	2	1	

7.7 Swimming pools

We have held the water in all the swimming pools as a fire fighting reserve for each town. Once river levels come back up for winter, those pools which need to be drained for maintenance work will be drained.

7.7.1. Swimmer numbers for all pools March (two weeks only)

	Greytown	Featherston	Martinborough
March swimmer numbers	470	238	403
Concessions as % age of total swimmers	39%	32%	26%
Peak day – number of swimmers	05/03/2016: 151	06/03/16 : 92	05/03/16 : 150
Number of unattended days (no swimmers)	2	1	2

	FEATHERSTON					GREYTOWN					MARTINBOROUGH				
	Dec-15	Jan-16	Feb-16	Mar-16	TOTAL	Dec-15	Jan-16	Feb-16	Mar-16	TOTAL	Dec-15	Jan-16	Feb-16	Mar-16	TOTAL
Child	269	367	430	96	1162	740	1174	774	134	2822	506	782	546	198	2032
Student	23	53	15	3	94	162	231	114	28	535	84	98	52	12	246
Adult	72	141	211	62	486	343	826	457	125	1751	250	521	372	110	1253
Adult Non-Swimmer	49	49	77	20	195	172	214	129	27	542	230	207	213	18	668
Holiday Park Tickets	0	0	0	0	0	0	0	0	0	0	77	141	76	22	316
Child Concession Visit	180	237	386	66	869	324	695	570	143	1732	734	746	644	72	2196
Student Concession Visit	15	2	22	11	50	71	98	32	3	204	2	1	18	1	22
Adult Concession Visit	5	15	21	0	41	135	292	267	37	731	75	155	175	10	415
GRAND TOTAL	613	864	1162	258	2897	1947	3530	2343	497	8317	1958	2651	2096	443	7148

7.7.2. Swimmer numbers for 2015/16 season

The total number of entrants to the pools during public hours 2015/16 was 18,362, including 1405 non-swimming adults supervising small children. Concession averaged 46% of all ticket sales – 33% at Featherston, 32% at Greytown and 41% at Martinborough.

All three pools were used in the mornings during January and February by local primary schools, and Featherston and Greytown pools were used throughout the season in the evenings by the swimming clubs.



7.8 Events

7.8.1. Featherston

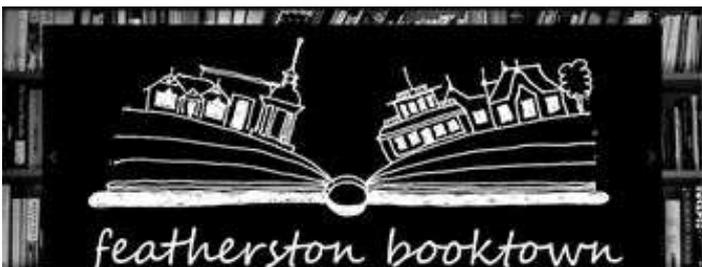


Farewell Zealandia – Forgotten Kiwi Songs from WWI – ANZAC Hall, 5 March to 25 April 2016

Completed events: Farewell Zealandia – Forgotten Kiwi Songs from WWI – ANZAC Hall – 5 March to 25 April 2016

School holiday programme, Card Reserve, 26-29 April 2016

Future events: Featherston Booktown 2016 (20-22 May 2016)



7.8.2. Greytown

Completed events: April Greytown Country Market at Stella Bull Park

Future events: October Greytown Country Market at Stella Bull Park

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

WREMO has been busy with the following initiatives for South Wairarapa:

- The first of a series of three workshops was held for the Community Response Plan (CRP) in Martinborough on 20 April. The next workshops are scheduled on Thursday 5 May and Thursday 19 May. This will then enable the CRP to be completed for the community.
- Papawai and Hau Ariki Marae's have both been assessed to find out the capabilities they offer their respective communities in the event of an emergency. The facilities at both Marae's were found to be valuable assets for emergency purposes. Current WREMO staff have now built up a substantial portfolio of the capability of most large facilities in the South Wairarapa district.
- The Civil Defence Centre at Anzac Hall in Featherston has had the radio antenna replaced on the roof.
- The Civil Defence Centre at Greytown Town Centre has had the radio tested, and a battery and battery charger replaced.
- An Aged Care symposium was held in Masterton for all owners and managers of aged care facilities on 5 April. This session was designed to help organisations put emergency plans in place for staff to care for their residents during an emergency. Staff from some South Wairarapa rest homes attended.

Future initiatives planned for South Wairarapa:

- A school workshop will be held at the Greytown Town Centre on 17 May. This is designed to educate Wairarapa educators and help them with emergency preparedness at school, as well as teachers educating students to be prepared. This will enable students to take the knowledge home and educate their families to be prepared at home.
- A business symposium is scheduled at the Copthorne Hotel and Resort at Solway in Masterton on 14 June. This is for small to medium businesses based in the Wairarapa. It will give them the tools to allow them to carry out business continuity planning which will make them more resilient after major emergencies.

9. Appendices

Appendix 1 Monthly water usage

Appendix 2 Waste exported to Bonny Glen

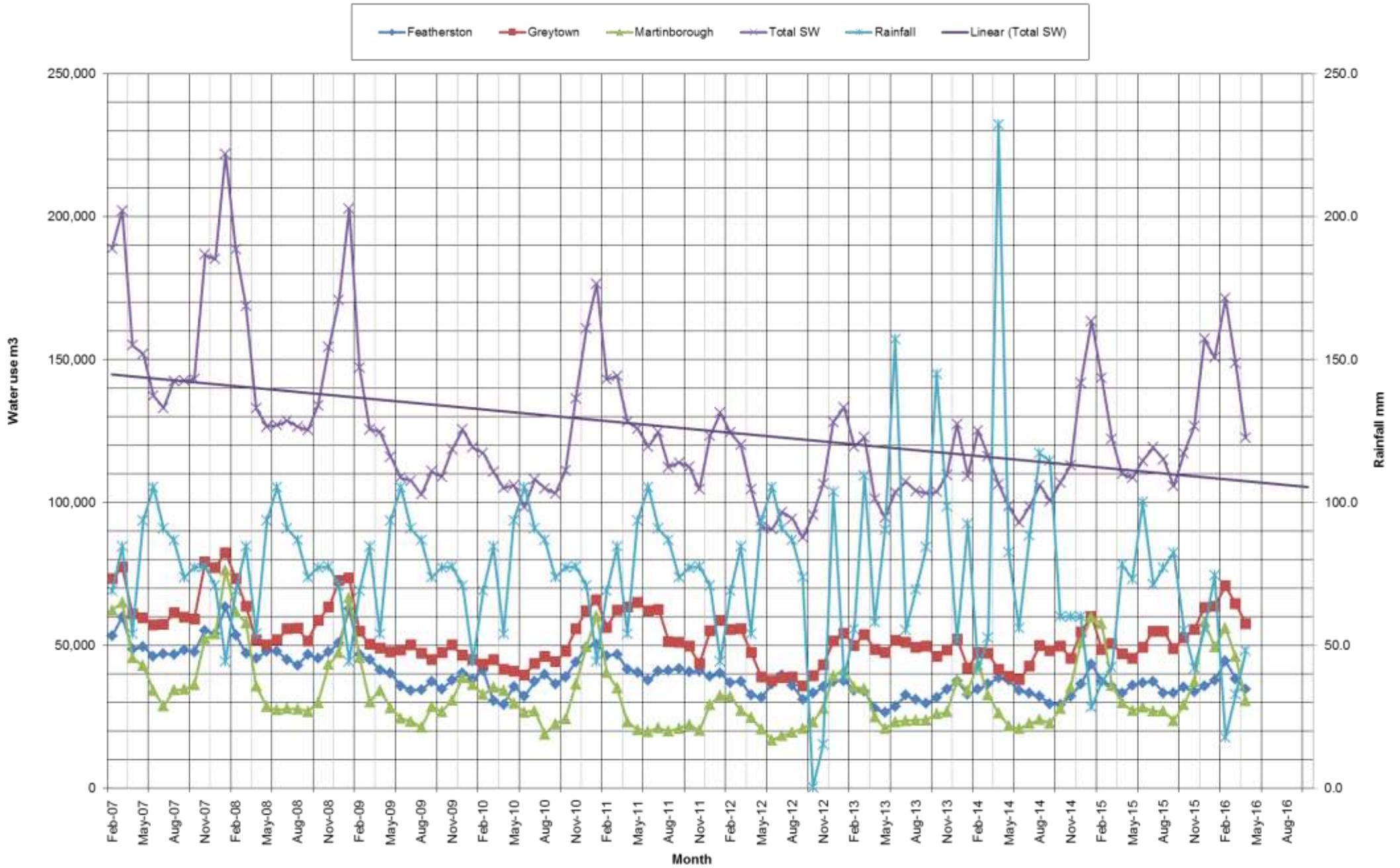
Appendix 3 Library statistics

Contact Officer: Mark Allingham, Group Manager Infrastructure and Services

Reviewed by: Paul Crimp, Chief Executive Officer

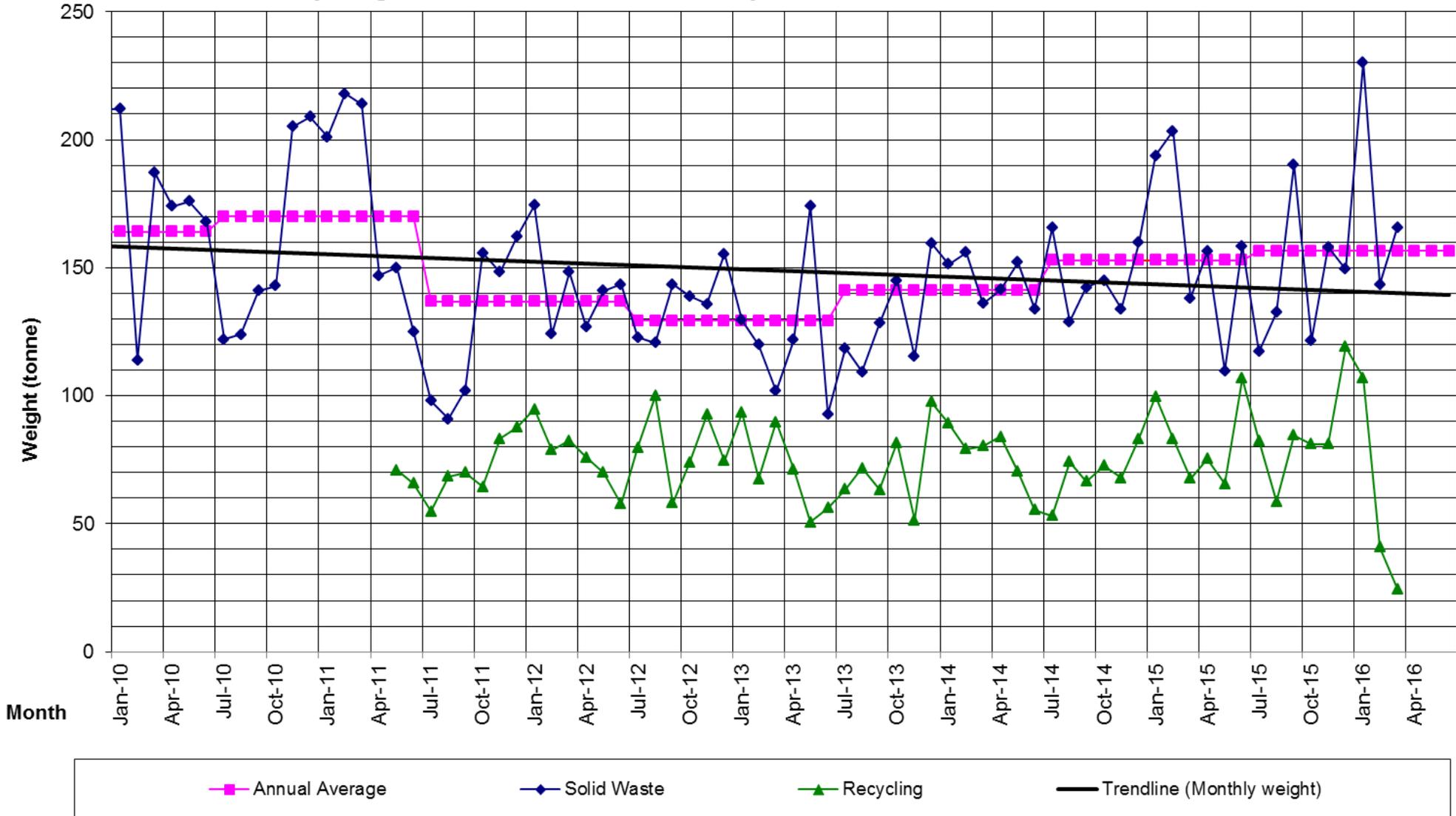
Appendix 1 - Monthly water usage

Water use South Wairarapa District Council



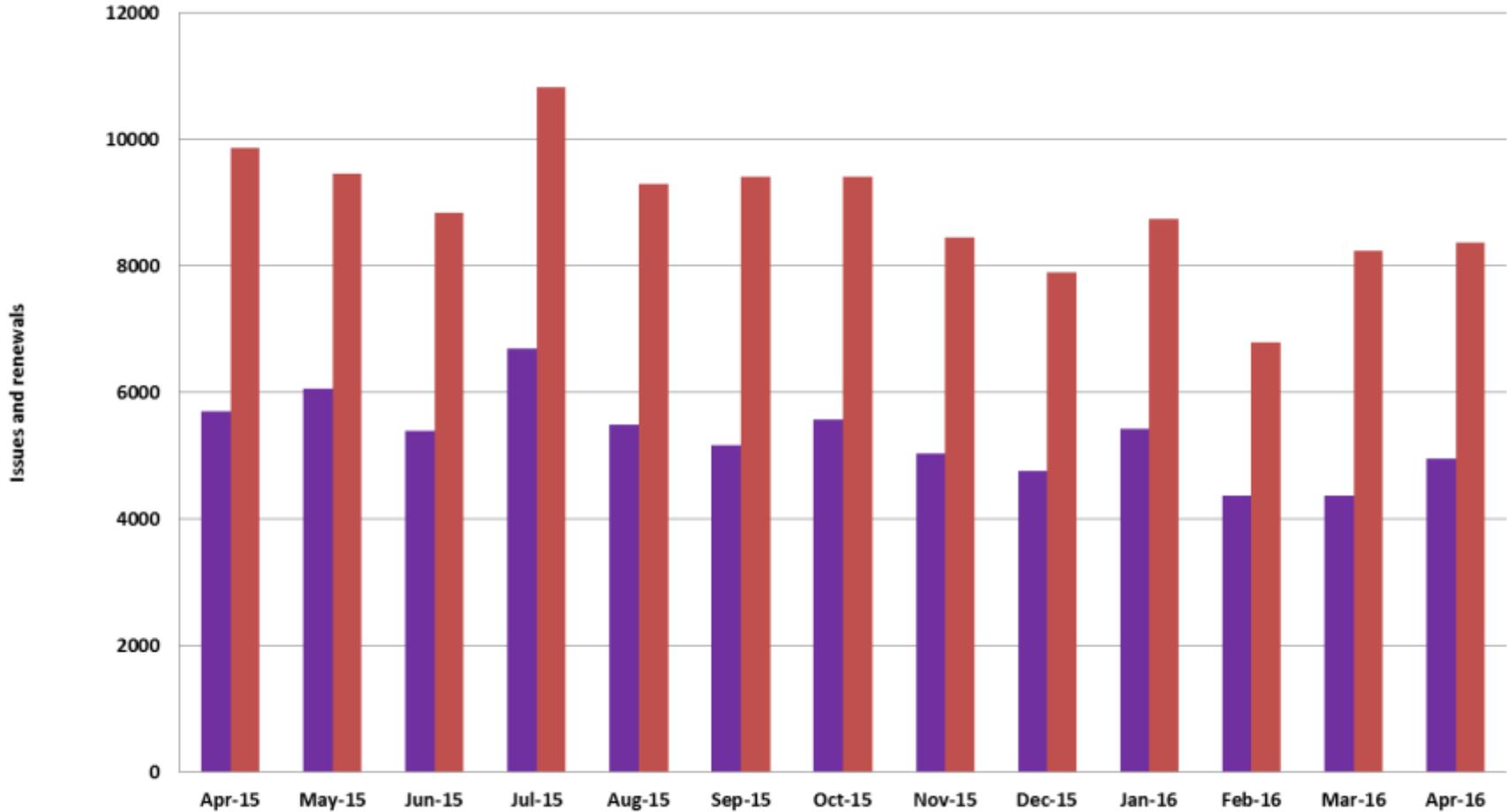
Appendix 2 -Waste exported to Bonny Glen

Monthly weight of waste transferred to Bonny Glen



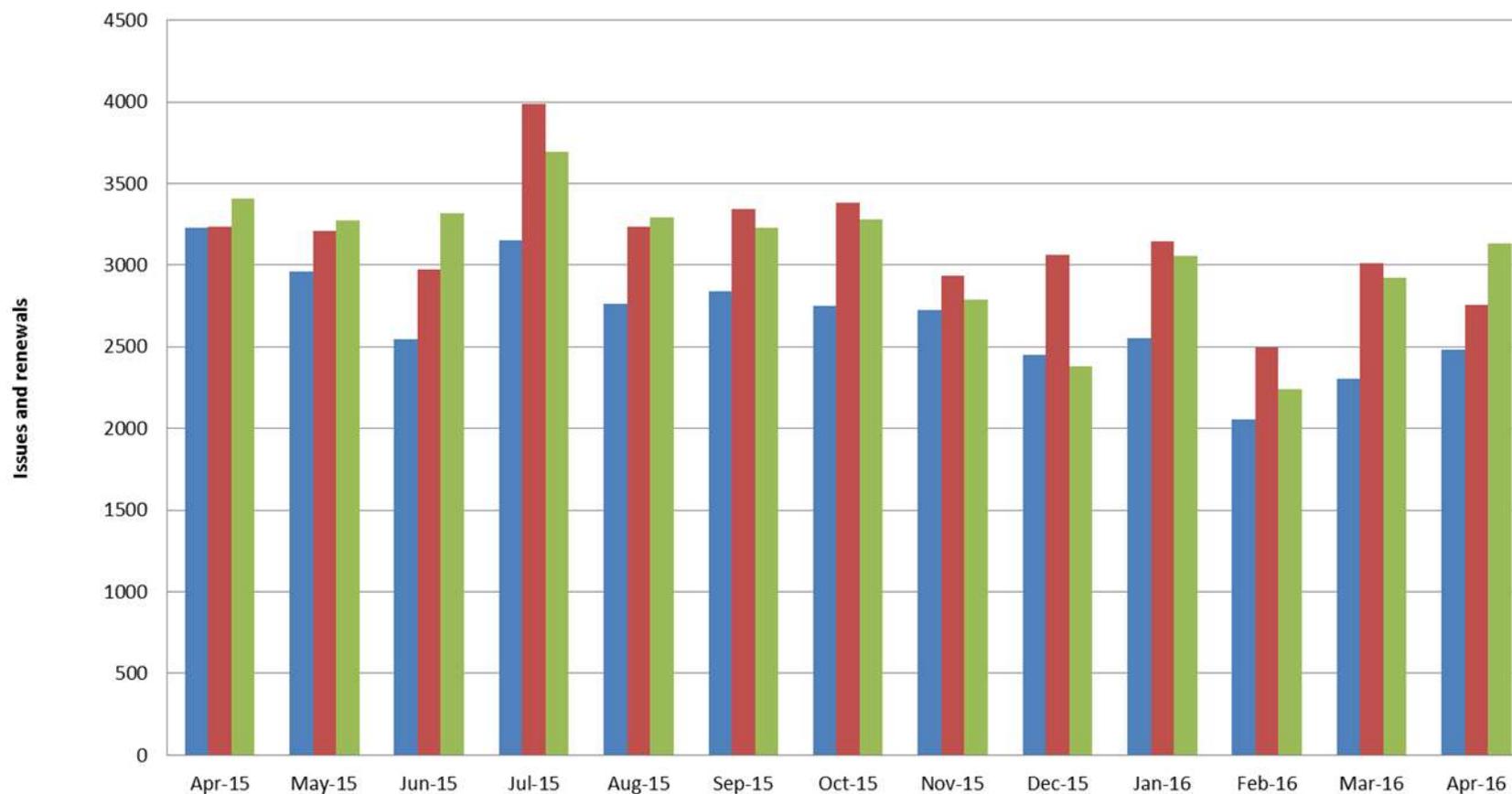
Appendix 3 – Library statistics

Wairarapa Library Service - issues and renewals to April 2016



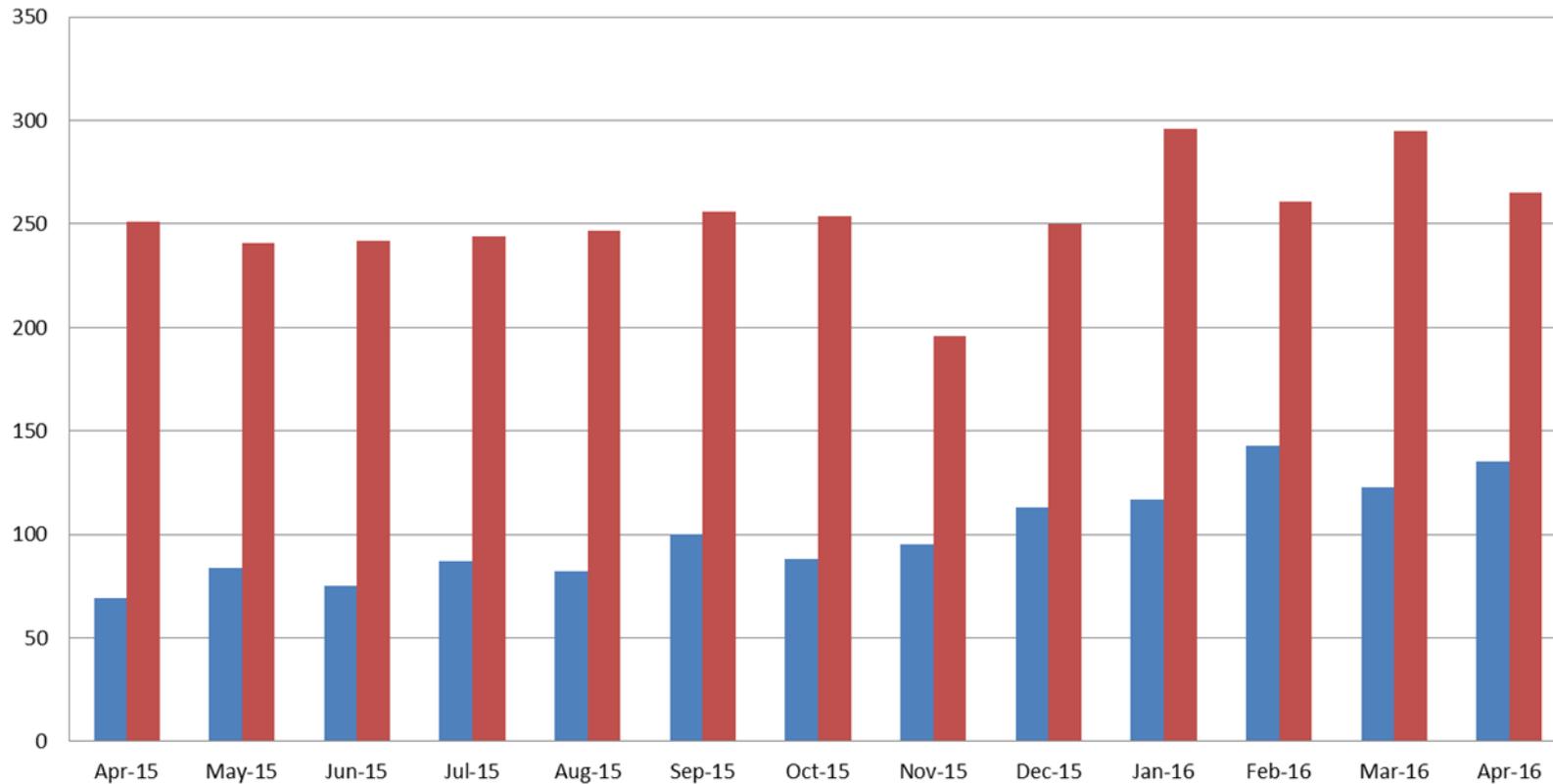
	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16
■ Carterton	5702	6063	5396	6702	5495	5161	5570	5042	4759	5422	4362	4378	4948
■ South Wairarapa	9865	9451	8836	10832	9291	9411	9414	8451	7893	8751	6794	8239	8373

South Wairarapa libraries - issues and renewals to April 2016



	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16
■ Featherston	3227	2963	2548	3152	2763	2838	2748	2728	2450	2550	2057	2304	2482
■ Greytown	3233	3212	2971	3985	3235	3343	3383	2936	3062	3143	2495	3010	2757
■ Martinborough	3405	3276	3317	3695	3293	3230	3283	2787	2381	3058	2242	2925	3134

Wairarapa Library Service - audio and e-book issues to April 2016



	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16
■ Audiobooks	69	84	75	87	82	100	88	95	113	117	143	123	135
■ E-books	251	241	242	244	247	256	254	196	250	296	261	295	265

GREYTOWN COMMUNITY BOARD

8 JUNE 2016

AGENDA ITEM 8.2

CHANGE TO ORDINARY MEETING SCHEDULE

Purpose of Report

To seek approval to change the ordinary meeting schedule for Martinborough Community Board.

Recommendations

Officers recommend that the Community Board:

1. *Receive the information.*
2. *Agree to cancel the scheduled 12 October 2016 meeting on the Community Board schedule of ordinary meetings.*
3. *Note that the incoming Board will be asked to approve a schedule of ordinary meetings for the remainder for 2016 and all of 2017 at their first meeting of the triennium.*

1. Executive Summary

Due to the local authority elections on the 8 October 2016 it is proposed that the 12 October 2016 Greytown Community Board meeting be cancelled.

2. Legislative Requirements

The Local Government Act requires the Chief Executive to call the first meeting of the triennium as soon as practicable after the results of the election are known, AND to give persons elected not less than 7 days' notice of the meeting.

Appendix 1 outlines the 2016 elections schedule. It is likely that the first meeting of the triennium will be in the last week of October. The new Board will be asked to set the next meeting date, or to approve the 23 November 2016 as the last meeting for 2016. They will also be asked to approve a schedule of ordinary meetings for 2017.

It is proposed that only the 12 October 2016 is removed from the meeting schedule and Council's website even though the 23 November is subject to approval by the new Board.

3. Appendices

Appendix 1 – 2016 Election Schedule

Contact Officer: Suzanne Clark, Committee Secretary

Reviewed By: Paul Crimp, Chief Executive

Appendix 1 – 2016 Election Schedule

2016 Local Government Election Timetable

After 1 February 2016	Declaration of Electoral Officer and Deputy Electoral Officer
2 March - 30 April	Ratepayer Roll Enrolment Confirmation Forms Sent to existing ratepayers
2 March - 2 July	Preparation of Ratepayer Roll
9 March	EEC questionnaire sent to EOs
6 April	Final representation review decisions by Local Government Commission
1 May - 31 May	National Public Notice of Ratepayer Roll Qualifications and Procedures
5 May (Thursday)	EEC test data sent to EOs
By 28 June	Order of Candidate Names Resolution (optional)
24 June (Monday)	EEC Enrolment Update Campaign commences
28 June	Check it Electoral Roll closes
1 July (Friday)	Receive Preliminary Electoral Rolls from EEC
Monday 4 July to Wednesday 13 July	Compile Preliminary Electoral Roll
10 July (Wednesday)	First public notice completed and booked with ad agency
11 July (Monday)	Nomination forms, Candidate Information Pack and Preliminary Rolls completed and all documents dispatched to Councils
13 July (Wednesday)	Public Notice of Election (First Public Notice of Election) Preliminary Electoral Roll Inspection, Nomination of Candidates, Closing Date of Electoral Roll
15 July (Friday)	Nominations open/Roll Open for Inspection
By 31 July	Appointment of JPs
12 August (Friday)	Nominations Close (12 noon), Electoral Roll Closes (2 nd public notice confirmed with ad agency)
17 August (Wednesday)	Public Notice of Candidates (Second Public Notice of Election)
By 19 August (Friday)	Receive final Electoral Roll from EEC
12 August to 12 September	Final Postal Sort Data to mailhouse Design and print voting papers, verify Candidate Profiles
By 30 August	Ratepayer Roll insert with rates notice
12 September (Monday)	EO certifies final roll – final rolls distributed by EO
16 September (Friday)	EEC letter sent to electors on Unpublished Roll
Prior to 12 September	Advertise Special Voting arrangements
16 September to 21 September 16 September to 8 October	Delivery of Voting Documents Voting Period Progressive Roll Scrutiny, Progressive Processing, Special Voting Period
8 October 2016 (Saturday)	Election Day - Voting Closes at Noon Provisional Results available as soon as practicable after close of voting
8 – 13 October	Official Count – process special votes
13 October (Thursday)	Official Result Declaration
13 October to 23 October (as soon as practicable)	Public Notice of Official Declaration of Election Results
November 2016	EO Forum
Mid December	Return of Election Expenses Forms

GREYTOWN COMMUNITY BOARD

8 JUNE 2016

AGENDA ITEM 8.3

REPORT ON COMMUNITY LIAISON GROUP

Purpose of Report

To request members nominate a member for the Greytown Waste Water Treatment Plant Community Liaison Group (CLG).

Recommendations

Officers recommend that the Board:

1. *Receive the information.*
2. *Nominate a member for the community liaison group (CLG).*

1. Executive Summary

A condition of the new Greytown WWTP is the formation of the CLG, which requires 1 representative from the GCB. A nomination is requested.

2. Background

The purpose of the Community Liaison Group (CLG) is to provide a forum for discussion and the exchange of information and to create and maintain channels of communication between the community, South Wairarapa District Council (SWDC), and Greater Wellington Regional Council (GWRC) on any issues or developments arising from the operation of the Greytown Wastewater Treatment Plant (MWWTP) and the discharge of treated effluent to land both at the GWWTP site (during Stage 1B) and at Papawai Farm (during Stage 2A and 2B). The CLG does not have a regulatory function.

3. CLG

Chairperson:	Selected by majority of CLG, or appointed by SWDC Greytown Community Board (1 representative)
Membership:	Greytown & Papawai residents (Any submitter and/or two resident representatives) South Wairarapa District Council (1 representative) Wellington Regional Council (1 representative) Kahungunu ki Wairarapa (1 representative) Rangitane o Wairarapa iwi (1 representative)

Meeting Frequency:	Quarterly, or as required.
Convened by:	Group Manager, Infrastructure
Quorum:	5 members

3.1 Functions

The forum of the CLG shall be:

- Updating CLG members about Greytown WWTP and its upgrade and operation, including progress and notice of any changes to work schedules and/or general compliance with resource consents;
- Discussion of specific questions and/or issues arising from the operation and upgrade of Greytown WWTP on behalf of the community;
- Explaining technical matters to the members of the CLG;
- Collating comments to be provided to GWRC on any of the management plans set out in the conditions;
- To discuss compliance/non-compliance with conditions of consent and for SWDC to explain actions taken or to be taken to comply with conditions; and
- Identifying relevant items to be included on the relevant SWDC website project page.

Contact Officer: Lawrence Stephenson, Assets and Operation Manager

GREYTOWN COMMUNITY BOARD

8 JUNE 2016

AGENDA ITEM 8.4

COUNCIL POLICIES REPORT

Purpose of Report

To provide community boards the opportunity to feedback on new and reviewed policies.

Recommendations

Officers recommend that the Community Board:

1. *Receive the information.*
2. *Provide feedback on the policies.*

1. Executive Summary

In line with the following decision new and reviewed policies are now to go to the three community boards for consideration.

“That any proposed new policies or changes to current South Wairarapa District Council policy be referred to the three community boards for input before being presented to the Policy and Finance Committee for adoption. That despite number 4 above, Council retains overriding authority to adopt a policy if it has not been presented at a community board meeting.”

The Remuneration Policy is up for cyclical review while the Risk and Health and Safety Policies are new. Update on Banners Policy.

2. Background

All council policies are on a review timeframe the Remuneration Policy is reviewed annually in line with the Remuneration Authority update. The health and Safety Policy is in line with the legislative change that came into effect on the 1st April. The Risk policy has been put in place to guide the Audit and Risk Working Party following a review of this function. These policies are set for adoption at the June Policy and Finance meeting.

3. Discussion

The proposed changes to the Remuneration policy are:

- Clarification around payment for Council committees
- Changes aligned to Remuneration Authority notification

Following feedback on the Banners Policy and issues raised around signage in general and now much larger project is to be carried out aligning the District Plan, By Law and Banner Policy this will be completed in the 2016/17 year.

4. Conclusion

Please review and provide feedback.

5. Appendices

Appendix 1 – SWDC Remuneration Policy

Appendix 2 – SWDC Risk Policy

Appendix 3 - SWDC Health and Safety Policy

Contact Officer: Kim Whiteman, Policy and Reporting Manager

Reviewed By: Paul Crimp, CEO

Appendix 1 – SWDC Remuneration Policy



Remuneration

1. RATIONALE:

Elected Members are required to be accountable and responsible for governance of the District and to ensure it is run in a viable and successful business like manner.

Elected Members are therefore remunerated for their time, expertise, and efforts.

2. PURPOSE:

To set out in general terms the remuneration and allowances payable to the Mayor, Councillors, Community Board members and non-elected members of Council committees and appointees to outside organisations.

3. GUIDELINES:

3.1 Elected Members

3.1.1 In terms of clause 6 of Schedule 7 of the Local Government Act 2002 and the Remuneration Authority Act 1977, the Remuneration Authority sets the remuneration for all Elected Members of the Council and Community Boards.

A new determination is issued by the Remuneration Authority annually and takes effect on the 1st July.

3.1.2 The remuneration approved for South Wairarapa Council and Community Boards is as per the remuneration authority at the time.

- Councillors appointed to Community Boards receive no additional remuneration.

Expenses

Actual and reasonable expenses and allowances as outlined in the Rules have been approved by the Remuneration Authority.

Rules for Elected Members Expenses

1. *Elected Members will be reimbursed for actual and reasonable expenses on production of receipts.*
2. *Vehicle mileage will be payable to all Elected Councillors, Community Board members and non-elected members of Council committees for travel to and from officially notified meetings and any other Council business that may be required and authorised by the Mayor and/or Chief Executive Officer for return trips over 30kms only, and that the first 30km of those trips would be exempt from payment.*
3. *The approved mileage rate shall be set by the Remuneration Authority.*

3.2 Non-elected Members

3.2.1 The Council has approved the payment of salaries and meeting fees to non-elected members of Council committees and appointees to outside organisations.

- Salaries
All Council Committee Chairpersons Equivalent to
Community
Board Chair
- Meeting fees (Set by council as required)
 - Council committee members and appointments to outside organisations. The Chairpersons of Council committees do not receive meeting fees. \$162 per day

Expenses

Expenses and mileage may be claimed on the same basis as for Elected Members.

3.3 Resource Consents

- 3.3.1 Fees payable to members of the Council's Planning Hearings Committee and the Applications Sub-committee are set by the Remuneration Authority (LGE Members Determination).

[Note: The Mayor as current Chair, does not receive any fees.]

3.4 Communication Allowance

A communication allowance will be paid to the Mayor and Councillors at 50% of the maximum amount set under s13(3) of the Local Government Elected Members Communication Allowance determination.

Appendix 2 – SWDC Risk Policy



RISK POLICY

1. Purpose

South Wairarapa District Council recognises that the nature of our activities and the environment in which we operate expose us to risk. Risks occur in many ways and have the potential to impact or harm our people, community, stakeholders, reputation, finances, operation and success of our organisation. We will

This Risk Management Policy provides the framework for how we manage our strategic and operational risks.

We will

- engage with our stakeholders to effectively identify and manage risk to ensure that our objectives and purpose are achieved, and our approach to risk is understood.

- create and maintain a Risk Register and Management Plan.

- determine the level of risk for our organisation by considering the probability and impact and our purposes and objectives.

- Separately identify risks and implement an appropriate plan to manage for all significant events and projects

2. Roles and responsibilities

Ownership of risks and how they will be managed will be assigned to relevant people or groups within our organisation to provide assurance to the Council and our stakeholders.

The Audit and Risk Working Party will oversee and approve the organisation's risk management including the effectiveness of the Risk Management Policy and the Risk Register and Management Plan.

The Chief Executive will

- review risks by bi-monthly and sign off major project risk assessments before projects commence

- report to Council any significant incidents that occur or significant new risks that are identified. (Minor risks will be added to the schedule and tabled at risk and Audit Working Party meetings.

- report to the Council annually about how risk is managed and communicated to stakeholders.

3. Performance measures for risk management

- Risks and incidents are reported to the Chief Executive by employees.

- Incidents are investigated and actions identified to manage the risk by the relevant Group Manager.

- The organisation remains compliant with all applicable legislation.

- Completion and reporting of reviews in line with the Audit and Risk Working Party Work Plan.

Appendix 3 – SWDC Health and Safety Policy



Health & Safety Policy

1. Vision:

Everyone who works at South Wairarapa District Council goes home healthy and safe.

2. Statement of intent:

Our Council culture supports a safe and healthy workplace. We look after ourselves and each other, our contractors, clients, visitors and members of the general public to prevent them being harmed by work carried out by us or work carried out for us.

3. Our managers will:

Comply

Acquire and keep up to date, knowledge of work Health and Safety matters, regulations, safe operating procedures, best practice to be compliant.

Train

Make available and encourage training in to enhance the level of H&S awareness and improve H&S work practises.

Inform

Ensure staff are informed and aware of their responsibility to promote a safe and healthy workplace in order to prevent harm to themselves or others.

Participate

Engage and consult with staff and contractors in the development of our H&S systems and actively managing H&S and ensure our workers see themselves as part of the solution.

Monitor

Monitor and drive a culture of continuous improvement in creating a healthy and safe workplace.

Report

Promptly and accurately report, investigate, record and learn from all workplace incidents and injuries.

Support

Support workers for a safe early and durable return to work after injury or illness.

Celebrate

Recognise and reward good H&S behaviour.

Our staff will:

Participate

Contribute to the development and implementation of H&S initiatives.

Share their learning

Identify hazards, promptly report incidents or accidents, help with investigations and share ideas to make SWDC a healthier and safe place to work.

Keep safe

Comply with our H&S policies, understand all the hazards our workers and visitors can be exposed to, and how to keep ourselves and others safe.

Our councillors will:

Support

Managers, staff and contractors by ensuring adequate resources provided for Health and Safety.

Comply

Acquire and keep up to date, knowledge of work health and safety matters, regulations, safe operating procedures, best practice to be compliant.

Share their learning

Identify hazards, promptly report incidents or accidents while doing business for council.

Our contractors will:

Partner

Work with us to make our workplaces safe and healthy places to work for everyone.

Report

Promptly report all hazards, incidents or accidents, investigations and share the learning's.



PROPOSAL DOCUMENT ON IMPROVING STREETScape & PLANTING ON MAIN ST.

Report by Leigh Hay – 2nd July 2015

1. Background

Part of our long term plan is to improve the streetscape of Greytown. In recent discussions it was felt the current planting did not have the impact needed to improve the streetscape. It was noted that the new planting (with $\frac{3}{4}$ barrels & bay trees by Craig from Grand Designs) had high impact and looked very attractive. Anecdotal reports from visitors & residents all stated how attractive it looked. Currently we pay \$120 pm for City Care to maintain & replant existing 10 x $\frac{1}{2}$ wine barrels. This would include $\frac{1}{4}$ replanting at approx \$40 per barrel pa.

It should also be noted that while we wish to maintain civic pride in our town, we also want to have it seen as the most attractive town in the region for tourists and visitors to the Wairarapa.

We have also considered the general impact as visitors first enter Greytown from the North entrance on Main St.

2. Current Street Planting

The current plating is too scattered to have any real impact. There is a variety of plants (some better, some worse) and current soil levels are low and plants small so do not protrude over barrels too much. Also need to be replaced every 3 mths or so. Short term solution.

3. General Concept

I have met with Craig (Grand illusions) and discussed our options for the street planting. We have walked the Main St and looked at the existing position & planting of Barrels.

He felt that by having 10 wine barrels scattered around the Main St (often in awkward places) that there was no impact and that the Main st should be viewed as a whole, so that planting has the greatest impact. Bearing this in mind he felt a grouping was a better solution in places on the Main St where it has the greatest visibility & impact. He has suggested we have a grouping of 3. One $\frac{3}{4}$ barrel (planted in a similar way to White Swan to have continuity) and the 2 smaller $\frac{1}{2}$ barrels sitting on either side planted with lower more permanent plants.

The program could be extended on an annual basis along Main St as needed.

Northern End by Greytown Early Years: This is not a very pretty entrance and with no trees outside Greytown Early years. St Andrews has one lovely tree however it is very bare in

winter. We would also suggest planting 3 conifers on the boundry to mirror conifers on the diagonal corner at the church.

4. Things That Need to Be Considered for Placement of Barrels

- Bus stops, Wheel Chair access points (St Johns), Public Toilets.
- Places where large trucks stop, pedestrian crossings
- Rt of Ways
- New 4 Square building which has new existing planting and decorative elements which negate need for further plating.
- Cluttered shop fronts where signs etc would diffuse the effect
- Current attractive large scale planting where there is no need eg Emporos
- Fences where visitors, locals may rest bikes, prams (eg rt hand fence by Jack & Jill)
- Significant local buildings which would increase impact (eg Council Chambers)
- Town Square (more details below)
- Current Planting sufficient eg Square with fountain by Salute

5. Town Hall

- As Greytown’s most significant central building we have looked at what could be done here in keeping with the general theme. We were concerned about:
 - Foot traffic to library
 - Prams, wheelchairs etc
 - Public gatherings
 - Xmas or market stalls etc
 - Pinoaks when they are in leaf may obscure things although it would be enhanced in winter.

We concluded that the only option is to have 2x ¾ barrels to the left and right of the two benches. This may need to be looked at again.



6. Funding Options

- **Large Wine Barrels:** These range from \$75-120 per barrel. The best size would be ¾ Wine Barrels. The top ¼ taken off (as per white Swan). An opportunity would be to ask all Wairarapa vineyards to donate 1 or 2 wine barrels.
- As tourists visit not only Greytown but the wider region we do not see any promotion of wineries having a negative impact on Greytown. We would **NOT** allow branding but would simply have a stencilled barrel in black with the name of the winery at the top. Eg Poppies Winery etc. The example on the right is similar (but smaller typeface)



- **Large Wine Barrels - Individual Companies:** Companies (eg Bayleys, harcourts, French Bakery) etc could purchase. 1 x large individual barrel and pay for the cost of the plant.

There are a number of positions around town that would benefit from one large ¾ barrel which when seen in tandem with other groupings would add to the same synergistic effect. These barrels could have similar stencilling as wine companies to keep consistent look and feel.

- **Greytown Community Board:** We would need to pay for the planting of the groups of three barrels down Main St. Initially this would be 5 x three groups but more if funding permitted.
- There would be savings over a 3 year period as we would not be paying for planting of annuals. Savings over a 3 yr period would be expected to be approx \$1200 based on 4 x a year planting x 10 barrels x 3 years.
- **Greytown Community:** The community and garden groups could be involved in the planting to reduce costs (which would be overseen by Craig Thorburn).



GREYTOWN COMMUNITY BOARD

7. Costs:

- **Large Wine Barrels:** These range from \$100-150 per barrel. –Free
- **Menz Shed to take top 1/3 off**
- **Bay Trees :** \$120
- **Delivery:** \$17
- **Soil (5 bags):** \$30
- **Grasses:** \$20
- **Total:** \$187per unit

Which gives us 16 with spare wine barrels available for sponsorship or next year.

8. Security

- Holes are drilled on 4 sides and 2 rods inserted (as a cross) to prevent plants from being taken. Tree is plated and rods inserted after planting in order not to disturb roots & plant.

9. Conclusion

If the Community Board felt in principle that this would be a good project to pursue we would then takes steps to get it started.

- Finalise planting costs
- Approach businesses to see if any want to sponsor a wine barrel
- Approach wineries to sponsor a wine barrel.



GREYTOWN COMMUNITY BOARD

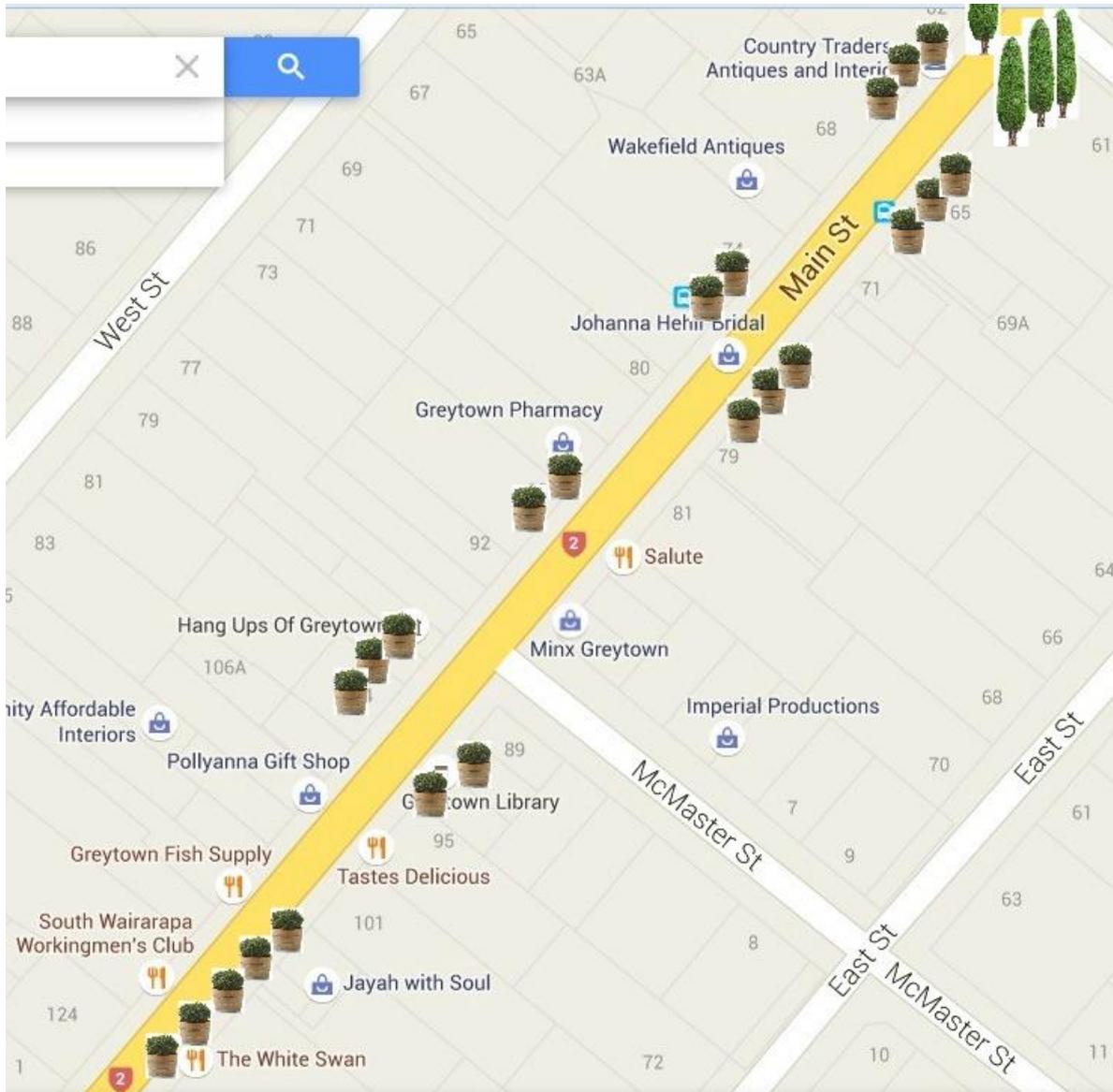
Sample Script: **ATA RANGI**

Sample Shot:





GREYTOWN COMMUNITY BOARD



Wine Barrels for Main St –Locations

May2016

1. WC legal –corner
2. Property Brokers=- (sponsorship)
3. Fish Shop-besides Bayleys sign
4. Between Chick pea & Jayla
5. Adorne (lt hand side)
6. Chambers on Main (left hand side)
7. Cahoots (replace current wine barrel)
8. Between Library & Designer (in front of current roses in barrels)
9. Lolly Jar (Lt hand side)
10. Flax-Rt hand side by lamppost
11. Medina Cosmetics (left of French Bakery)
12. Her Up Wear (in front of seat on curb)
13. Just William
14. Wakefield antiques (Rt hand side)
15. Jack & Jill (middle)
16. Country Trader (Lt hand side)
17. Early Years. (subject to budget)

	2014/15	2015/16	2016/1/	2017/18	2018/19
1. Annual direct spend					
a rubbish tins	\$ 2,500	\$ -			
b signs	\$ 10,000	\$ 2,000			
c street barrels	\$ 1,200	\$ 1,500			
d flag hanging		\$ 400			
e new flags		\$ 1,500			
f new barrels		\$ 3,000			
g Town Hall Xmas		\$ 500			
h Dog waste collection Main St		\$ 2,000			
subtotal 1	\$ 13,700	\$ 10,900			
2. Annual grant					
a Unallocated	\$ 3,000	\$ 1,500			
b Rail Trail		\$ 1,000			
c Cobblestones		\$ 500			
subtotal 2	\$ 3,000	\$ 3,000			
3. Annual Seed Money					
a Unallocated	\$ 1,500	\$ 1,500			
subtotal 3	\$ 1,500	\$ 1,500			
Total spend 1 + 2 + 3	\$ 18,200	\$ 15,400			
B/f from previous yr	\$ 16,000	\$ 8,800			
Annual income	\$ 11,000				
surplus/(shortfall)	\$ 8,800				

Greytown Community Board

Chair: Shane Atkinson
72D Woodside Road
RD 1
Greytown 5794
06 304 8967



2 May 2016

Chairman
Cobblestones Trust
Cobblestones Museum
169 Main Street
Greytown 5712

Dear Graeme

DONATION OF COMPUTER EQUIPMENT

At the Greytown Community Board meeting of the 27 April 2016, member Leigh Hay brought to the attention of members that the Greytown Information Centre no longer required the laptop and printer purchased by the Community Board some three years ago as volunteers were using their own devices.

Some members recalled that the equipment currently being utilised by volunteers at Cobblestones was outdated and that the Museum may be able to make use of the newer equipment. To that end the Community Board have agreed to gift the laptop and printer to Cobblestones and have made arrangements for Leigh Hay to drop the equipment to the Museum.

Yours sincerely

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

Suzanne Clark
Committee Secretary
Suzanne.clark@swdc.govt.nz

Greytown Community Board

Chair: Shane Atkinson
72D Woodside Road
RD 1
Greytown 5794
06 304 8967



16 May 2016

Graeme Gray
20 Market Road
Greytown 5712

Dear Graeme

GREYTOWN CEMETERY MILLENNIUM MEMORIAL BUILDING

Thank you for your letter to the Greytown Community Board dated 21 March 2016 regarding updating of the name boards at the Greytown Cemetery Memorial Building and coming to present at their recent meeting.

The Community Board has passed the following resolution in support of your request.

GCB RESOLVED (GCB 2016/17) to support the submission of Graeme Gray, representing the Greytown 2000 Project, to update the Greytown Cemetery name boards, including burials and cremations, in the immediate future.

(Moved Cr Craig/Seconded Hay)

Carried

Your letter and the Community Board resolution have been passed to Helen McNaught, Council's Amenities Manager to progress. Ms McNaught is working through how to progress the project within staffing limitations and budgets, but be assured the project is being progressed. The item will remain live on the Community Board agenda for monitoring until the project has been completed. Feel free to contact Ms McNaught if you have any queries.

Yours sincerely

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

Suzanne Clark
Committee Secretary
Suzanne.clark@swdc.govt.nz

Cc: Helen McNaught, Amenities Manager
Email: Helen.mcnaught@swdc.govt.nz, Ph: 306-9611 xtn 827

Greytown Community Board

Chair: Shane Atkinson
72D Woodside Road
RD 1
Greytown 5794
06 304 8967



4 May 2016

Jan Eagle
18 Garrison Street
Carterton 5713

Dear Jan

FINANCIAL ASSISTANCE

Your application for financial assistance was considered at the Greytown Community Board meeting of the 16 March 2016.

As previously advised the Community Board support the concept but have elected to decline to provide financial assistance for this project.

Yours sincerely

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

Suzanne Clark
Committee Secretary
Suzanne.clark@swdc.govt.nz

Greytown Community Board

Chair: Shane Atkinson
72D Woodside Road
RD 1
Greytown 5794
06 304 8967



4 May 2016

David Stevenson
143 Papawai Road
Greytown 5794

Dear David

MAIN STREET BEAUTIFICATION

On behalf of the Greytown Community Board thank you for your correspondence and ideas on beautifying Greytown's Main Street.

The Community Board currently have an agreed beautification plan which they are part way through implementing and would like to finish this project before considering any other beautification ideas to ensure Main Street is properly 'balanced'. Leigh Hay has organised 25 wine barrels which have kindly been donated by various Martinborough wineries. The barrels will be stenciled with winery names, planted with standardised bay trees and then placed in groups at various locations along Main Street. The Board is hoping to achieve a look similar to what is currently on display in front of the White Swan.

Your kind offer of funding a prototype may be considered by the Board once the current project has been completed and when the Board is looking for additional ideas to beautify Greytown.

Yours sincerely

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

Suzanne Clark
Committee Secretary
Suzanne.clark@swdc.govt.nz



169 Main Street, Greytown Wairarapa 5712 T: (06) 304-9687 E: info@cobblestonesmuseum.org.nz W: www.cobblestonesmuseum.org.nz
The Cobblestones Trust is a registered Charity No: CC35875

20 May 2016

Shane Atkinson
Chair of Greytown Community Board
72D Woodside Road
Greytown 5794

Dear Shane

On behalf of the Cobblestones Trust, I wish to thank you and your board for the kind donation of the laptop and printer. They are a valuable addition to our operation and are very much appreciated.

So once again, thank you on behalf of the Trust.

Kind regards

A handwritten signature in blue ink, appearing to read 'Anne Hayden', with a long horizontal flourish extending to the right.

Anne Hayden
Secretary
Cobblestones Museum
T: 06 562 4034
Email: anneda@orcon.net.nz