

GREYTOWN COMMUNITY BOARD

**Agenda
11 October 2017**

Notice of a meeting to be held in the WBS Room of the Greytown Town Centre, 89 Main Street, Greytown, on Wednesday 11 October 2017 commencing at 7:00pm.

MEMBERSHIP OF THE COMMITTEE

Leigh Hay (Chair), Cr Paora Ammunson, Cr Margaret Craig, Mike Gray, Ann Rainford and Christine Stevenson.

PUBLIC BUSINESS

1. APOLOGIES:

2. CONFLICTS OF INTEREST:

3. PUBLIC PARTICIPATION:

- | | | |
|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| 3.1 | Geoff Clark, speaking on ad hocery (GCB finances) | 7:00pm |
| 3.2 | Ray Stratford, speaking on flooding from the Moroa water race on properties around Mole, Udy and Kuratawhiti Streets, and lack of maintenance of the water race. | 7:05pm |
| 3.3 | Alisoun Werry, speaking on Lister's Lane walkway and Greytown Town Centre Maintenance. | 7:10pm |

4. UPDATE FROM COMMUNITY BOARD APPOINTED GROUPS:

- | | | |
|-----|---------------------------------------------------------------|---------------|
| 4.1 | Katie Abbott and Jeremy Partridge, Tree Advisory Group update | 7:15pm |
|-----|---------------------------------------------------------------|---------------|

5. ACTIONS FROM PUBLIC PARTICIPATION/PRESENTATIONS:

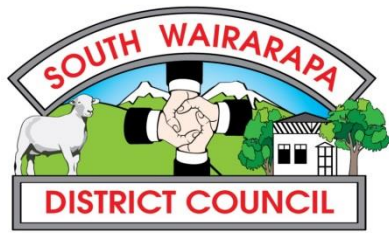
As per standing order 14.17 no debate or decisions will be made at the meeting on issues raised during the forum unless related to items already on the agenda.

6. COMMUNITY BOARD MINUTES:

- | | | |
|-----|--------------------------------------------------------------------------|------------------|
| 6.1 | Minutes for Approval: Greytown Community Board Minutes of 30 August 2017 | Pages 1-7 |
|-----|--------------------------------------------------------------------------|------------------|

Proposed Resolution: *That the minutes of the Greytown Community Board meeting held on 30 August 2017 be confirmed as a true and correct record.*

7.	CHIEF EXECUTIVE AND STAFF REPORTS:	
7.1	Officers' Report to Community Boards	Pages 8-53
7.2	Action Items Report	Pages 54-60
7.3	Income and Expenditure Statements	Pages 61-64
7.4	Schedule of Ordinary Meetings	Pages 65-67
7.5	Applications for Financial Assistance	Pages 68-69
7.6	Replacement Covering for Tree Pits Outside Greytown Town Centre	Pages 70-73
8.	NOTICES OF MOTION:	
8.1	Greytown Emergency Preparedness Liaison Group – Mike Gray	Pages 74-75
9.	CHAIRPERSON'S REPORT	
9.1	Chairperson's Report	Pages 76-80
9.2	Long Term Plan	
10.	MEMBER REPORTS (INFORMATION)	
10.1	Psychosocial Support Group Report	Page 81
10.2	WREMO Facilitated Workshop Report	Page 82
11.	CORRESPONDENCE	
	<i>Proposed Resolution: That the inwards and outwards correspondence be received and approved.</i>	
11.1	Inwards	
	To Leigh Hay, Greytown Community Board, from Victim Support, dated 5 September 2017	Pages 83-87
11.2	Outwards	
	To Alexander Southey from Leigh Hay, Greytown Community Board, dated 29 September 2017	Page 88
	To Wendy Morrison, Accelerate Wairarapa from Leigh Hay, Greytown Community Board, dated 1 September 2017	Page 89
	To Margaret Cole, from Leigh Hay, Greytown Community Board, dated 1 September 2017	Pages 90-91



Greytown Community Board

Minutes – 30 August 2017

- Present:** Leigh Hay (Chair), Mike Gray, Ann Rainford (until 8:34pm), Christine Stevenson, Cr Margaret Craig and Cr Paora Ammunson.
- In Attendance:** Mayor Viv Napier and Suzanne Clark (Committee Secretary).
- Conduct of Business:** The meeting was conducted in public in the WBS Room, Greytown Town Centre on 30 August 2017 between 7:02pm and 9:00pm.
- Also in Attendance:** John Gilberthorpe (Greytown Little Theatre), Richard Vidulich (Greytown Lions), Snita Ahir-Knight, and Katie Abbott (Tree Advisory Group).

PUBLIC BUSINESS

1. APOLOGIES

Mrs Hay advised members that AJ Southey had tendered his resignation as youth representative on the Greytown Community Board due to other commitments.

GCB RESOLVED (GCB 2017/62):

1. To receive apologies from Ann Rainford for leaving early, Paul Crimp and AJ Southey.
(Moved Cr Craig/Seconded Stevenson) Carried
2. Action 505: Write to AJ Southey and thank him for his work and time as youth representative on the Greytown Community Board;
P Crimp

2. CONFLICTS OF INTEREST

There were no conflicts of interests.

3. PUBLIC PARTICIPATION

3.1 John Gilberthorpe, Greytown Little Theatre

Greytown Little Theatre had developed a close relationship with the drama students from Kuranui College bringing a new vitality to the theatre; five productions per year were now scheduled. The Theatre were working through a feasibility study process for building options as the existing theatre building dated to the 1880's and was not fit for purpose.

3.2 Richard Vidulich, Greytown Lions

The Greytown Lions sought Community Board support to build and erect a bespoke children's swing in Stella Bull Park. The swing would be designed in keeping with the heritage aspect of the Park and once installed would make the Park an enjoyable place for young families to rest in close proximity to the town centre. Feedback from the Friends of Sarah and Stella had also been sought.

3.3 Snita Ahir-Knight

Ms Ahir-Knight gave a report from a working group formed to look at psychosocial support preparation to assist Greytown be better prepared in the event of an emergency. Links were being formed with the Community Board, WREMO and the District Health Board. The working group aimed to provide Red Cross psychological first aid training to selected members of the community, a booklet for households, and to create a database of personnel with skills in psychosocial support. Support from the Board was sought for this initiative.

4. PRESENTATIONS:

4.1 Katie Abbott, Tree Advisory Group

Ms Abbott reported that the Tree Advisory Group were compiling a list of additional trees to be assessed for protection in the District Plan as part of Council's notable tree review. The Group sought feedback from the Board on the possibility of planting a community orchard in Colliers Reserve as a project to be undertaken in conjunction with early childhood, enviroschools and community volunteers.

Mrs Hay had requested that Council's Amenities Manager work with the Greytown Menz Shed to progress the access change to O'Connors Bush. The Community Board supported the community orchard concept in Collier's Reserve.

GCB NOTED:

1. Action 506: Follow-up progress for issuance of work orders for the removal of invasive weeds and trees in Soldiers Memorial Park to halt their seeding into O'Connors Bush (old man's beard, privet and cotoneaster); M Allingham

5. ACTIONS FROM PUBLIC PARTICIPATION/PRESENTATIONS

5.1 Greytown Little Theatre

Members thanked Mr Gilberthorpe for the update.

5.2 Greytown Lions

GCB NOTED:

1. Action 507: Review and discuss with Council's Amenities Manager the Stella Bull Park Management Plan alongside the

Lions proposal to build a two seater heritage style swing and convey a decision to the Greytown Lions; L Hay

5.3 Snita Ahir-Knight

Members supported the working group and the proposed outcomes and invited comment from the group about next steps noting that it would be preferable for the three community boards to financially contribute so attendees from across the district could attend the same course. Linking in with GP clinics was also discussed.

6. COMMUNITY BOARD MINUTES

6.1 Greytown Community Board Minutes – 19 July 2017

GCB RESOLVED (GCB 2017/63) that the minutes of the Greytown Community Board meeting held on 19 July 2017 be confirmed as a true and correct record subject to the inclusion of the following under item 5.2:

'GCB NOTED:

1. Action 491: Write a letter of support from the Greytown Community Board to Accelerate Wairarapa in support of the proposed website; P Crimp'

(Moved Cr Craig/Seconded Gray)

Carried

7. CHIEF EXECUTIVE AND STAFF REPORTS

7.1 Officer's Report

Members discussed the Wairarapa Voice petition and undertook to note in the councillor and community board report that it was available for signing at the Greytown Town Centre.

GCB RESOLVED (GCB 2017/64) to receive the Officer's Report.

(Moved Hay/Seconded Cr Craig)

Carried

7.2 Action Items Report

Members discussed civil defence and the community's capability to react locally and that Greytown sign design options were due to be supplied to the Community Board within a week. A high degree of frustration regarding small maintenance jobs not being done in a timely manner was expressed and the impact of Health and Safety legislation on community groups not being able to undertake these jobs was discussed.

Members thanked Leigh Hay for organising Greytown's application to the Beautiful Awards 2017.

GCB RESOLVED (GCB 2017/65):

1. To receive the Action Items Report.

(Moved Hay/Seconded Stevenson)

Carried

2. Action 508: Ensure a watering plan is in place for the new trees at the Greytown Dog Park over the summer months; M Allingham
3. Action 509: Update members on progress to repair/secure the pebbles underneath the oak trees in front of the Greytown Town Centre; M Allingham

7.3 Income and Expenditure Report

GCB RESOLVED (GCB 2017/66):

1. To receive the tabled draft Income and Expenditure Statement for the period 1 July 2016 – 30 June 2017.
2. To receive the tabled Income and Expenditure Statement for the period 1 July 2017 – 31 July 2017.
(*Moved Cr Craig/Seconded Gray*) Carried
3. Action 510: Transfer the \$2,000 payment to C. Turvey 3D Design from the Greytown Community Board budget to the Greytown Beautification Budget; J Mitchell

GCB RESOLVED (GCB 2017/67):

1. That a credit of \$205.76 be requested from City Care due to overcharging of the water barrelling agreement and that the Greytown Community Board do not want City Care to continue with watering the barrels.
2. To remove the City Care barrel watering commitment of \$800.
3. Add a commitment of \$170 per month for watering the town barrels payable to Greytown Early Years.
(*Moved Cr Hay/Seconded Craig*) Carried

7.4 Review of Policy E502: Community Groups Use of and Access to Council Parks and Reserves.

GCB RESOLVED (GCB 2017/68):

1. To receive the information.
2. To approve the amendments to Policy E502: Community Groups Use of and Access to Council Parks and Reserves Policy incorporating Terms and Conditions of use.
3. To note that the Policy would go out for public consultation following Council approval.
(*Moved Hay/Seconded Rainford*) Carried

7.5 Applications for Financial Assistance

GCB RESOLVED (GCB 2017/69):

1. Receive the information
2. To grant Greytown Trails Trust \$1,000 to assist with the costs associated with maintaining the Greytown Rail Trail and the publication of promotional materials.
(Moved Stevenson/Seconded Rainford) Carried
3. To grant the Wairarapa U13 Boys Hatch Cup Team \$500 to assist with the costs associated with attending the hockey representative tournament in Auckland.
(Moved Stevenson/Seconded Cr Craig) Carried

7.6 Long Term Plan Process

GCB RESOLVED (GCB 2017/70):

1. Receive the Long Term Plan Process Report.
2. To appoint Leigh Hay as the Greytown Community Board representative on Council's Long Term Plan Working Party.
3. To adopt a process of working together as a Community Board to determine priorities for early input into the Long Term Plan.
(Moved Cr Craig/Seconded Cr Ammunson) Carried
4. Action 511: Make the Long Term Plan a regular member report item on the Community Board agenda; P Crimp

7.7 Greytown Community Board Grants

GCB RESOLVED (GCB 2017/71) to receive the Community Board Grants Accountability Report.

(Moved Hay/Seconded Stevenson) Carried

8. NOTICES OF MOTION

There were no notices of motion.

9. CHAIRPERSONS REPORT

9.1 Chairperson's Report

Mrs Hay noted that funds had been requested from South Wairarapa Rotary and Greytown Trust Lands to help with the purchase of the inflatable slide. Community feedback had been considered and in consultation with Council's Amenities Manager an agreed schedule of use would be developed.

Members noted an issue of pooling water on Kuratawhiti Street and contractors not adequately clearing.

GCB RESOLVED (GCB 2017/72):

1. To receive the Chairperson's Report.
2. To receive the pool report and to approve a cost of \$2,000 plus GST for purchase of an inflatable slide.
3. To note that it was anticipated that the cost of the slide to the Community Board would reduce as grant funding was allocated.
4. To approve a cost of \$154.99 for purchase of ink for computer by Chair.

(Moved Cr Ammunson/Seconded Stevenson)

Carried

10. MEMBERS REPORTS (INFORMATION)

10.1 Wairarapa Library Service

The submitted report was received as read.

10.2 Tree Advisory Group

The submitted report was received as read.

10.3 Community Emergency Preparedness

The submitted report was received as read.

10.4 Arbor House Trust

Cr Craig tabled the Arbor House Trust Chairman's Report and the Statement of Service Performance as submitted to the 2017 AGM, noting that Arbor House were a not for profit organisation that was now struggling due to central government's Aging in Place Policy. Water rating charges were very high due to only one meter at the facility.

Mayor Napier noted that the Aging in Place Policy had a flow on affect to housing availability and that an auxiliary fundraising group may need to be formed.

GCB RESOLVED (GCB 2017/73) to receive member's reports.

(Moved Stevenson/Seconded Hay)

Carried

11. CORRESPONDENCE

11.1 Inwards

From Paul Crimp, South Wairarapa District Council, to Greytown Community Board, dated 24 July 2017

11.2 Outwards

To Adam Blackwell and Daryl Watt, Blackwell and Sons, from Greytown Community Board, dated 14 August 2017

To Neil Montgomerie, from Greytown Community Board, dated 14 August 2017

GCB RESOLVED (GCB 2017/74) to receive the inwards and approve the outwards correspondence.

(Moved Hay/Seconded Cr Craig)

Carried

Confirmed as a true and correct record

.....**Chairperson**

.....**Date**

GREYTOWN COMMUNITY BOARD

11 OCTOBER 2017

AGENDA ITEM 7.1

OFFICERS' REPORT

Purpose of Report

To update community boards and the Maori Standing Committee on Council activities.

Recommendations

Officers recommend that the Community Board/Committee:

1. *Receive the Officers' Report.*

CHIEF EXECUTIVE

1. Executive Summary

The rush of the Annual Plan has been replaced by the preparation of the Annual Report. The Annual Report is a significant body of work which includes the audit process.

In addition, we have commenced work on the long term plan, and while not due for adoption until 27 June 2018, a lot of work needs to be completed, particularly as we extend our time horizon beyond the 10 year statutory minimum.

An application has been lodged for funding from the Tourism Infrastructure Fund, and we have been advised we meet the criteria for consideration. This will assist in accelerating our coastal programme beyond that which we could fund in the short to medium term, and will enable us to meet current demand, and allow for some growth in activity.

2. Governance/Leadership/Advocacy

The following table provides the year to date results for KPI's set for the Governance output.

GOVERNANCE, LEADERSHIP AND ADVOCACY MEASURING SERVICE DELIVERY PERFORMANCE					
SERVICE LEVEL	KEY PERFORMANCE INDICATORS			COMMENTS	
		2016/17 TARGET	2016/17 ACTUAL		
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%	79%	The National Research Bureau (NRB) Customer Satisfaction survey was carried out late 2016. In addition to the 79% (2014:73% 2011 75%) positive response, 13% (2014; 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	72%	63%	The NRB Customer Satisfaction survey was carried out late 2016. In addition to the 63% (2014; 62% 2011 55%) positive response, 23% (2014:21% 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	80%	70%	The NRB Customer Satisfaction survey was carried out late 2016. In addition to the 70% (2014; 76% 2011 73%) positive response, 14% (2014; 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)	79%	65%	The NRB Customer Satisfaction survey was carried out late 2016. In addition to the 65% (2014; 64% 2011 59%) positive response, 14% (2014; 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 98% Featherston 97% Martinborough 97%	This measure reports on the percentage of resolutions made that relate solely to local issues. (year ended 30 June 2016)	
	% of ratepayers and residents who know how to contact a community board member	68%	69%	The NRB Customer Satisfaction survey was carried out late 2016. In addition to the 69% (2014; 64% 2011 59%) positive response, 0% (2014; 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	70%	47%	The NRB Customer Satisfaction survey was carried out late 2016. In addition to the 47% (2014; 49% 2011 50%) positive response, 31% (2014; 26% 2011 25%) indicated they were neither satisfied nor dissatisfied, and 5% (2014; 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	100%	Maori Standing Committee met on 6 occasions. In total 5 resource consent applications were considered, however due to the timing of the meetings 1 was considered outside normal meetings. (Year ended 30 June 2016)	

2.1 Local Government Commission

The Local Government Commission released their "Final Proposal For A Wairarapa District Council" on 18 July.

A valid petition has been received and a binding poll will be held closing midday 12 December 2017. It will be good to have this matter resolved one way or the other.

3. Strategic Planning and Policy Development

3.1 Meetings/Conferences

3.1.1. Chief Executive Forum

One CE forum was held; topics included NZTA update; "Smart Seeds" (youth challenge); Civil Defence; Regional Trails; and Regional Strategy.

3.1.2. Mayoral Forum

One Mayoral forum was attended. Topics included Radio New Zealand; Local Government Commission; Regional Trails; National Council update, and Civil Defence update.

3.1.3. Rail

I attended a forum on Wairarapa rail services, which included participants from GWRC, the commuter public, Destination Wairarapa; Transdev; Kiwirail, Wairarapa TLA's.

The forum discussed both passenger rail issues and tourism related matters.

3.1.4. Community Boards

A further round of Community Board meetings were held.

4. Corporate

4.1 Financial Statement

The Annual Report is coming together; the statutory deadline for completion is 31 October.

A draft will be available around 22 September.

The audit team, usually at least four members, will be onsite 25 Sept to 6 October.

4.2 Occupational Health and Safety

We continue to make good progress on health and safety matters. No matters were reported during the period. A tabled update will be provided.

4.3 Waihinga Centre/Martinborough Town Hall

The project continues as planned, completion as previously advised will be somewhere around May next year.

Fortnightly construction team meetings continue to be held, ensuring the project is monitored closely. The construction team includes Mayor Napier,

Vicky Read (Waihinga Trust / users rep), Max Stevens (Waihinga Trust / user rep), David Borman (SWDC project Manager), Mike Arnopp (Riggs) and I. The pleasing aspect of this group is we are all working toward a common goal, having an excellent facility for the best price.

The financial summary, attached as Appendix 1, is reviewed by the construction committee and also presented and discussed at the audit and risk meeting. This summary includes variations to the original programme, variations are approved at the construction team meetings.

Mayor Napier and I met with our project manager, David Borman, to discuss potential saving opportunities, with floor coverings; light fittings; plumbing fittings; joinery; and concrete seen as opportunities. These savings will not be able to be quantified until product selection and final joinery design has taken place.

It is pleasing to note that Pain & Kershaw will be supplying most of the standard construction material, "buy local".

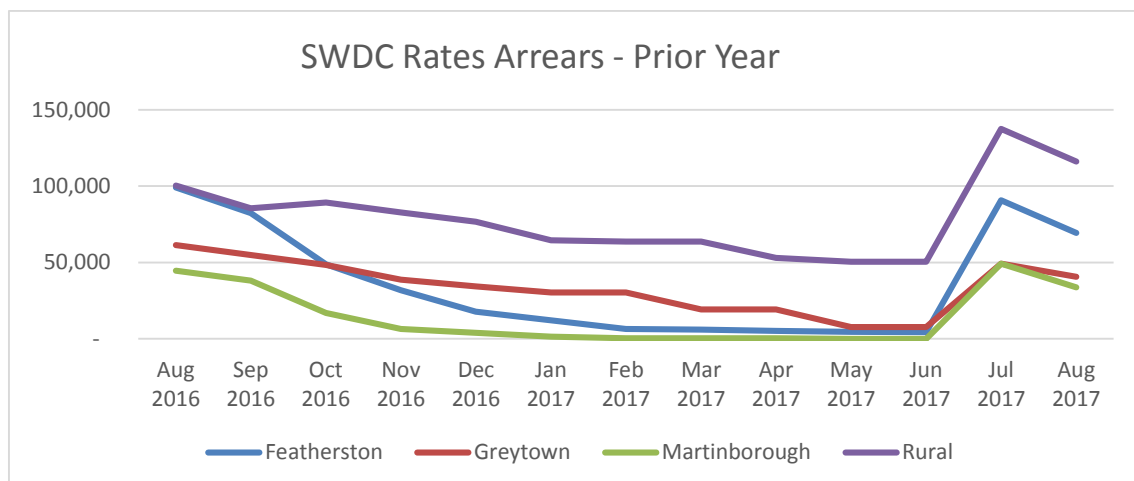
The project is progressing well, and there are no red or even orange flags at this stage.

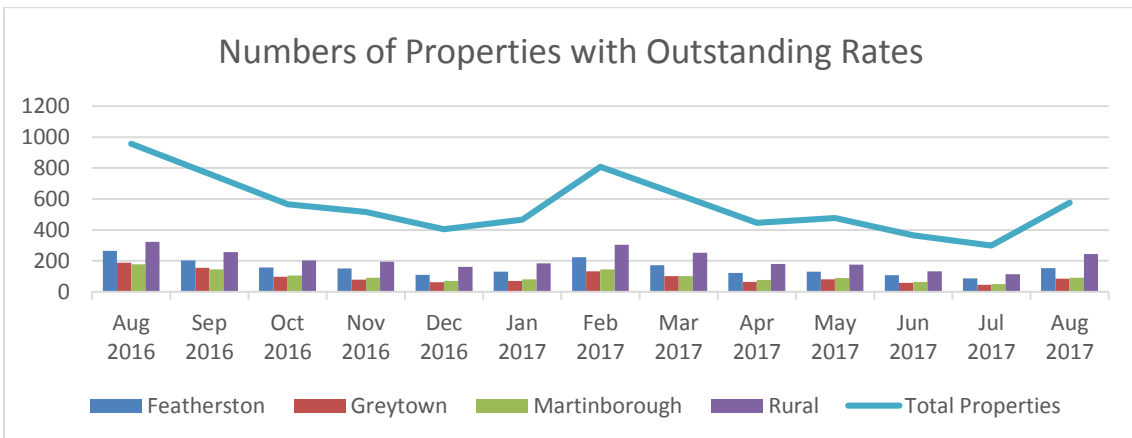
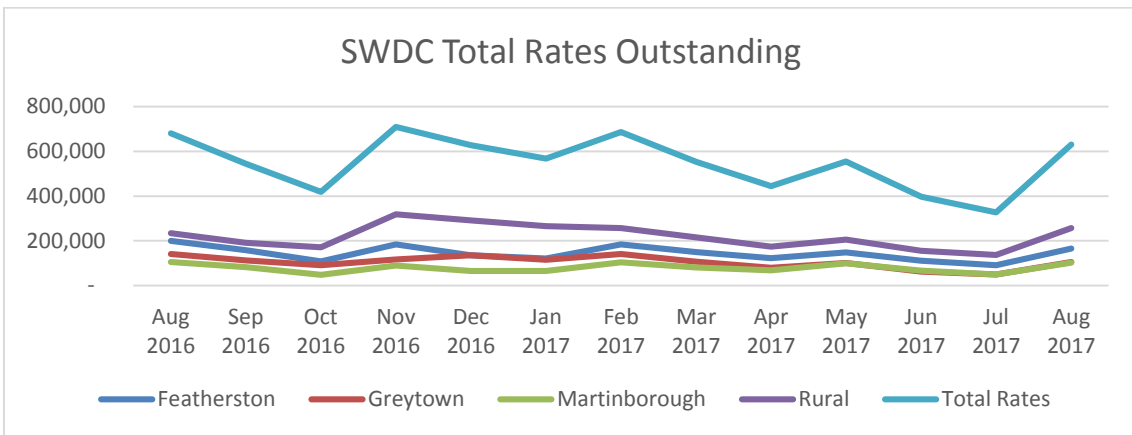
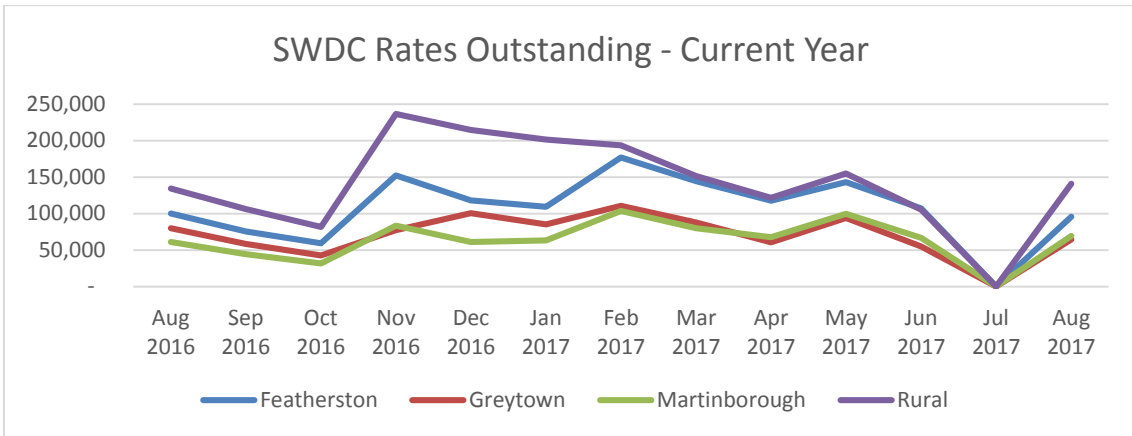
4.4 Rates Arrears (Incl. GST)

The continued good work on the rates debt front shows in the trends. As previously discussed, these trends are very sensitive and can change, however our consistent approach appears to be paying dividends.

Total rates outstanding is slightly down on the same period last year.

Arrears jumped on 1 July, this is due to the "current year" outstanding as at 30 June 2017 changing to "arrears" on 1 July 2017. Current year outstanding dropped to nil as at 1 July 2017 for the same reason.





4.5 LGOIMA Requests

DATE	TOPIC OF INFORMATION REQUEST	REQUEST RESPONSE
8 August 17	Documents relating to management of select segments of the population in emergencies e.g. homeless, assisted living, social housing etc.	WREMO to advise
8 August 17	Details of local associations.	Information that is held by council provided.
30 August 17	Details of consents for neighbours shed.	

We continue to charge for those requests that require more than 1 hour and 20 pages of material. This charging regime is standard and used by central Government.

5. Appendices

Appendix 1 – Waihinga Centre Financial Summary

Contact Officer: Paul Crimp, Chief Executive Officer

Appendix 1 – Waihinga Centre Financial Summary

SWDC
Waiinga Centre
Project forecast - Actuals to July 2017

Per Council decision 18.1.2017

\$ 5,132,010

	Budget	Invoiced to 31.7.2017	Invoices to come	Forecast spend
Made up as follows:				
Rigg Zschokke Construction Contract	4,223,709	415,164	3,808,545	4,223,709
Rigg Zschokke Agreed Variations*		34,383	13,500	47,883
		<u>449,547</u>	<u>3,822,045</u>	<u>4,271,592</u>
Professional fees (design team) to Jan-17	509,459			
Adamsons Survey		6,581		
Engeo Geotech		17,160		
Holmes Consulting - Design & Fire		137,425		
HVAC Design		14,175		
Perception Planning		6,918		
Warren and Mahoney - Design		327,200		
		<u>509,459</u>	<u>-</u>	<u>509,459</u>
Other fees to Jan-17 (including SGL, QS)	268,842			
Rawlinsons (Quantity Surveyers)		38,000		
SGL		230,343		
		<u>268,343</u>	<u>-</u>	<u>268,343</u>
Architect & Engineer construction monitoring	80,000			
Holmes Consulting - Construction Monitoring		26,446	21,054	
Warren and Mahoney - Site Monitoring		18,483	16,517	
Warren and Mahoney - Variations*		11,578		
		<u>56,507</u>	<u>37,570</u>	<u>94,078</u>
Development & Design Variations**		69,504	7,530	77,034
QS Services to completion	50,000			
Venture Consulting		5,000	25,000	
Clendon Burns & Park		13,438	3,562	
		<u>18,438</u>	<u>28,562</u>	<u>47,000</u>
Budgeted Core costs	5,132,010			
Plus Contingency	200,000			136,494
Overall budget	\$ 5,332,010	1,371,797	3,895,707	\$ 5,268,504

***Construction Variations to date:**

	Invoiced to 31.7.2017	Invoices to come	Forecast spend
Rigg Zschokke			
Removal of asbestos	7,310		
Insurance obtained directly		(20,000)	
JLT Insurance	20,108		
Concrete Foundation to supper room well	6,965		
Replace piles and joists supper room		7,500	
Replace ceiling joists supper room		2,500	
Temporary structural support		9,500	
Concrete under existing foundation		1,000	
Remove plaster and steel support for overlay wall		5,000	
Supper room framing connection to external wall		1,000	
Extend concrete overlay to areas of demolished chimney		3,500	
Retain brick wall to supper room		(1,500)	
Overlay existing stage floor		5,000	
	<u>34,383</u>	<u>13,500</u>	<u>47,883</u>

Warren and Mahoney

Alternative cladding product (Rodeca)	10,678		
Revision re additional toilet	900		11,578

JNL and Other Savings To be confirmed

****Development & Design Variations:**

SGL	5,500		
Engeo Geotech	11,460	1,380	
Holmes Consulting - Design & Fire	8,475		
HVAC Design	2,515	6,150	
Rawlinsons (Quantity Surveyers)	5,000		
Warren and Mahoney - Design(SWDC excl from original budget)	36,554		
	<u>69,504</u>	<u>7,530</u>	<u>77,034</u>

Net cost/(savings) from Variations:

136,494

PLANNING AND ENVIRONMENT GROUP REPORT

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	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"	75%	92%	NRB 3 Yearly Survey
The district plan has a monitoring programme that provides information on the achievement of its outcomes (AER's)		-	Consultants have been working with the 3 Councils to establish which data is recorded and how it is stored so as to enable effective reporting against AER's in WCDP. A draft monitoring strategy has been completed and comments passed back to the consultants undertaking the work.

Work on the plan change to update the schedule of protected trees contained in the WCDP for south Wairarapa has progressed. The review of scheduled trees on the ground will commence early October and take approximately 2 weeks.

A draft Section 32 analysis to support the legal change process has been prepared. It is expected that formal documentation to commence the plan change will be available for the December meeting of Council.

The development of a structure plan and associated plan change for the Future development Area (FDA) in Greytown is now well advanced, but was unable to be completed for presentation to Council for this meeting. The complexity in terms of design, consultation with landowners, costings and financing (forming the development contributions framework) has meant it had to be deferred to the October meeting.

1.2 Resource Management Act - Consents

SERVICE LEVEL – All resource consents will be processed efficiently.

RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Consent applications completed within statutory timeframes	100%	100%	30/30 RCA's completed within statutory timeframe. NCS.
s.223 certificates issued within 10 working days	100%	83%	10/12 s223's completed within statutory time frame. NCS.
s.224 certificates issued within 15 working days of receiving all required information (note no statutory requirement)	95%	100%	8/8 s224's completed within Councils timeframes. NCS.

Council received 33 resource consent applications between 1 July and 31 August 2017. Numbers continue to run at historic highs about 38 -44% above prior long term averages (100 versus 138-144 per annum).

With 50% of resource consents being for subdivisions, workloads for the planning team are being further compounded, as these require 2 further significant processes to be followed; S.223 and S.224 Certificates. Lastly staff have been working on 3 large and technically complex subdivisions which have added pressure due to the level of detail to be dealt with.

Officers provide detailed information on resource consents 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	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Council maintains and updates reserve management plans as required.	Yes	0	It is not anticipated that any updates will be undertaken this year as the RMP's are current and appropriate

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

LIMS have reduced in number so far this year, although the "busy" season is yet to arrive (spring through summer – house sales accelerate through this period so demand for LIMs traditionally increases).

The need to take proper care with the issuing of these important legal documents has been reinforced by issues that have arisen in recent times.

Council has had situations where "potential claims" have been made to Council by a party that wrong information has been provided or that Council has not fully disclosed an issue with land that it held information on. While these have not been proven they are a timely reminder to staff involved in processing LIMs that accurate and full disclosure of information is required in every instance.

In consequence, staff have reviewed Councils information systems to try to close any potential "holes" (knowledge held but not known) and to ensure that the right information is stored at the right time and is then readily available to officers providing inputs to LIMS.

In addition staff have been working on new ways to display existing and previously inaccessible data (e.g. land contours on the GIS) to provide alerts that a risk may exist (such as ephemeral watercourses). Procedures around other forms of regulatory processes (e.g. resource consents for subdivisions) are also being reviewed to provide more certainty to buyers

that the land is suitable for living on (i.e. has a certified building platform for a dwelling).

TYPE	YTD 1 JULY 2017 TO 31 AUGUST 2017	PREVIOUS YTD 1 JULY 2017 TO 31 AUGUST 2017	PERIOD 1 AUGUST 2017 TO 31 ST AUGUST 2017	PREVIOUS PERIOD 1 ST AUGUST 2016 TO 31 ST AUGUST 2016
Standard LIMs (Processed within 10 working days)	26	36	11	20
Urgent LIMs (Processed within 5 working days)	10	13	4	8
Totals	36	49	15	28

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	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Code Compliance Certificate applications are processed within 20 working days	100%	97.36%	NCS – Continued monitoring of processing days. 74 of 76 CCC's were issued within statutory WD. NCS status error caused incorrect report data.
Building consent applications are processed within 20 working days	100%	100%	NCS – Continued monitoring of processing days. 91 of 91 consents were issued within statutory WD.
Council maintains its processes so that it meets BCA accreditation every 2 years	Yes	Yes	Next IANZ review set for January 2018. Council was re-accredited in January 2016.
Council inspects new building works to ensure compliance with the BC issued for the work, BWOF's and Swimming Pools	Yes	Yes	Council is inspecting all work to insure compliance with building consents. BWOF's – Total 169 - Required 3 audits a month. 3 audited in August - 100%. Swimming Pools – Total 279 - Required 8 audits a month. 6 audited in August - 75%. More time will be allocated to BWOF's and Swimming Pools in the next month to bring numbers processed into line with the long term work programme.
Earthquake prone buildings reports received	90%	64.62 %	Previous figures from the old legislation: 148 of 229 known premises have been addressed. No longer relevant (see discussion below).

Under the new EQP Buildings (EQPB's) legislation, Council are still required to identify potential Earthquake Prone Buildings (EQP). There is however a new methodology which may change the total number of potential EQPB's in the district.

Staff are in the process of reassessing currently registered buildings. This may exclude buildings previously thought of as EQPB's. Staff are 60% through that process and are hoping to have it completed within the next 4-6 weeks.

TYPE	NUMBER	VALUE
Commercial (shops, restaurants, rest home – convalescence, restaurant /bar / cafeteria / tavern, motel, commercial building demolition - other commercial buildings)	7	1,010,000
Industrial (covered farm yards, building demolition, warehouse and/or storage, factory, processing plant, bottling plant, winery)	3	128,514
Residential (new dwellings, extensions and alterations, demolition of building, swimming and spa pools, sleep-outs, garages, relocations, heaters, solid fuel heaters.	63	10,059,226
Other (public facilities - schools, toilets, halls, swimming pools)	5	157,004
Totals	78	11,354,744

Within the building team, basic work flows continue to be high. In addition, taking on the new functions around swimming pool compliance, Building Warrants of Fitness (BWOFF) and Earthquake Prone Buildings, has placed considerable pressure on staff in terms of setting up the new systems required and beginning the compliance / inspection processes required.

Lastly the upcoming accreditation review is beginning to impact due to the changed regulations now applied to this process. The new regulations have dramatically increased the costs of preparing for the next accreditation review as many of our current processes (contained in the Building Consent Authorities Quality Management System) are having to be modified to meet the new accreditation standards. Because of this we have engaged an external QMS consultant (Mr John Tait) to assist with the required changes.

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	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Undertake public education, school and community visits to promote safe behaviour around dogs and/or responsible dog ownership	3 visits	0	
Complaints about roaming and nuisance dogs are responded to within 4 hours	100%	100%	K:\resource\Bylaw Officers\Registers\AC Service Requests.xls 13/13
Complaints about dog attacks on persons or stock are responded to within 1 hour	100%	100%	No attacks on people or stock however 2 attacks on pets were reported during this period

INCIDENTS REPORTED 1 JULY 17 – 31 AUG 17	FEATHERSTON	GREYTOWN	MARTINBOROUGH
Attack on Pets	1	1	-
Attack on Person	-	-	-
Attack on Stock	-	-	-
Barking and whining	3	-	2
Lost Dogs	4	-	2
Found Dogs	2	-	2
Rushing Aggressive	1	-	2

INCIDENTS REPORTED 1 JULY 17 – 31 AUG 17	FEATHERSTON	GREYTOWN	MARTINBOROUGH
Wandering	17	-	5
Welfare	-	-	-
Fouling	-	-	-
Total	26	1	11

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	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Stock causing a traffic hazard is responded to within 1 hour	100%	100%	K:\resource\Bylaw Officers\Registers\AC Service Requests.xls 2 incidents
In cases where multiple stock escapes (more than 1 occasion) have occurred from a property taking compliance or enforcement or prosecution action against the property owner	100%	-	No incidents
Council responds to complaints regarding animals within 48 hours.	100%	100%	K:\resource\Bylaw Officers\Registers\AC Service Requests.xls 1 incident

INCIDENTS REPORTED	TOTAL
Stock	3

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	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
% of calls received by Council that have been responded to within 1.5 hours	100%	100%	K:\resource\Health\Resource Management\Noise Control Complaints\Year Records 2010-2017.xls

AFTER HOURS NOISE CONTROL COMPLAINTS RECEIVED	YTD 1 JULY 2017 TO 31 AUGUST 2017	PREVIOUS YTD 1 JULY 2016 TO 31 AUGUST 2016	PERIOD 1 JULY 2017 TO 31 AUGUST 2017	PREVIOUS PERIOD 1 JULY 2016 TO 31 AUGUST 2016
Total	10	16	10	16

Note : YTD and Period data are the same as there is only 1 reporting period.

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	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%	The CLEG is yet to meet this year to agree the programme.

ALCOHOL LICENCE APPLICATIONS PROCESSED	YTD 1 JULY 2017 TO 31 AUGUST 2017	PREVIOUS YTD 1 JULY 2016 TO 31 AUGUST 2016	PERIOD 1 JULY 2017 TO 31 AUGUST 2017	PREVIOUS PERIOD 1 JULY 2016 TO 31 AUGUST 2016
On Licence	2	3	2	3
Off Licence	1	6	1	6
Club Licence	0	3	0	3
Manager's Certificate	21	25	21	25
Special Licence	7	6	7	6
Temporary Authority	0	0	0	0
Total	31	43	31	43

Note : YTD and Period data are the same as there is only 1 reporting period to date.

2.6 Health Act - Safe Food

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

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET	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

2.7 Bylaws

From 1 July to 31 August 2017, 4 notices were sent out relating to trees and hedges, 1 complaint relating to litter, and 3 abandoned vehicle complaints.

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

INFRASTRUCTURE AND SERVICES

1. Group Manager highlights

In this report there are several appendices attached for the councillor's information. These are to highlight the information available and show the councillors some of the progress and pathways for some of the groups and committees worked with.

The Transport advisory group workshop on the second phase of the regional land transport plan was held with the land transport plan now submitted to NZTA for approval. This will be moderated as the process continues.

Along with this the Roads Asset Management Plans are under review and council has also completed its strategic Business case and Program Business Case for the continued funding. Attention to the continued funding of the Cape Palliser Road is critical in this.

Because of GW's concerns regarding the altered flood levels at the Waihenga Bridge and Jenkins Dip due to aggradation of the river bed and surrounding flood plain, a review the Waihenga Bridge Protocols regarding the closure of SH53 was held. The main point of discussion were.

- The levels at which overflow is discharged into Jenkins Dip;
- Any restrictions on the Jenkins Dip Bridge;
- The levels at which SH53 is to be closed and reopened;
- Protocols around closing and reopening SH53.
- Communications

The proposed Advisory Group for the "Wairarapa Combined Regional Trails" The Regional Trails Framework seeks to enhance and improve the regional network for the benefit of local users as well as recognising the potential economic benefits from a tourism perspective and in helping attract skilled workers into the region. Also the Wairarapa Road Safety Council met and discussed the various road safety initiatives and issues. Cycling was one of those issues raised and in combination with the dissuasion at the Martinborough Community Board and with Mark Owen from NZTA, cycling in the future will be an area to be reviewed. The reports are attached.

The NZ Transport Agency is planning to upgrade all State Highway lighting in the Greater Wellington region to LEDs and the 3 Wairarapa councils are doing the same. As discussed with the MCB lighting options will need to be reviewed outside the standard fittings should there be changed needed. This is a major project and will require coordination across several areas but a great saving for the area and an example of the efficiencies of working regionally.

The new Professional Services contract for Roding is being let and will be evaluated in the next week and the waste contract is still under evaluation. The Greytown irrigation project has been let and work on the development of the irrigation plans for the site is underway.

The new engineering officer has been appointed and will start in 3 weeks and with the workload in annual reporting and compliance as well as implementation of projects he is anticipated to be busy from the onset.

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 2017/18	COMPLAINTS		INCIDENTS	
		JULY	YTD	JULY	YTD
The average consumption of drinking water per day per resident within the territorial authority	<400 Lt		605		
Compliance with resource consent conditions/water permit conditions to "mainly complying" or better	95%		100%		
Water supply systems comply with Ministry of Health Bacteriological Drinking Water Standards guidelines 2000*	95%		98%		
Water supply systems comply with Ministry of Health Protozoa Drinking Water Standards guidelines 2000	95%		98%		
The total number of complaints received by the local authority about drinking water taste per 1000 connections	<15	0	0	0	0
The total number of complaints received by the local authority about drinking water odour per 1000 connections	<15	0	0	0	0
The total number of complaints received by the local authority about drinking water pressure of flow per 1000 connections	<15	0.76 per1000 (3 complaint)	0.76 per1000 (3 complaint)	0	3
The total number of complaints received by the local authority about continuity of supply per 1000 connections	<15	0	0	0	0
The total number of complaints received by the local authority about drinking water clarity per 1000 connections	<15	0.51 per1000 (2 complaint)	0.51 per1000 (2 complaint)	0	2
Ratepayers and residents satisfied with level of service for water	77%			NRB Survey:	59%
Attendance for urgent call-outs: from the time that the local authority receives notification to the time that service personnel reach the site	< 1 Hr	(5/6) 83%	-	6	6
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	(5/6) 83%	-	6	6
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	(14/18) (78%)	-	18	18
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	(15/18) 83%	-	18	18
Fire hydrants tested annually that meet NZ Fire Service Code of Practice	20%		20%		
The % of real water loss from the local authority's networked reticulation system identified by establishing and measuring night flow	<20%		38.5%		

2.2 Water supply capital improvements

2.2.1. Featherston water supply

Stage 2, the treatment improvement works and commissioning have been completed. To date the plant has been operating reliably, supplying Featherston. Ministry of Health (MoH) officers have visited the site to observe the operation and completion of the project. The balance of the subsidy available will be claimed. Total project costs are confirmed at \$1,555,283 compared with the 2013 project estimate of \$1,064,720. Unanticipated consultancy costs and time related escalation were the main contributors to this cost overrun. The subsidy approved for this project was \$666,700 of which \$228,000 remains to be collected.

2.2.2. Water reticulation renewal

Preparatory work for Stage 3 of the renewal contract from the railway line to the plant is now underway.

2.3 Water treatment plants

The Waiohine and Martinborough plants operated routinely over the period with some replacement of monitoring equipment.

The extended Waiohine water treatment plant has now been commissioned and is in service for Featherston communities. Greytown was supplied from Greytown Bore while a contractor stabilised Bore 1 at Woodside which had deteriorated since construction.

2.4 Water reticulation

There were 11 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 City Care Ltd (CCL) to maintain satisfactory flows. There were 2 accounts for blockage clearing or no water flow for the Moroa network. None were reported for the 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 2017/18	COMPLAINTS		INCIDENTS	
		JULY	YTD	JULY	YTD
Number of blockages per 1000 connections	<10	6	1.46 per1000 (6 complaint)	6	6
Ratepayers and residents satisfaction with waste water services	70%			NRB survey:	49%
Number of dry weather sewerage overflows per 1000 connections	<10	-	0.97	0.97 per 1000 connections (4 overflow)	0.97 per 1000 connections (4 overflow)
Attendance time: from notification to arrival on site	< 1 Hr	6/9 (67%)	6/9 (67%)	9	9
Resolution time: from notification to resolution of fault	< 4 Hrs	7/9 (78%)	7/9 (78%)	9	9
% of resource consent conditions complied with to mainly complying or better*	90%		98%		
No. of abatement notices	<2				0
No. of infringement notices	0				0
No. of enforcement notices	0				0
No. of convictions	0				0
No. of complaints per 1000 connections received about sewage odour	< 15	0	0	0	0
No. of complaints per 1000 connections received about sewage systems faults	< 15	0.73per 1000 (3 complaint)	0.73per 1000 (3 complaint)	3	3
No. of complaints per 1000 connections received about sewage system blockages	< 15	1.46per 1000 (6 complaint)	1.46per 1000 (6 complaint)	6	6
No. of complaints per 1000 connections received about the response to issues with sewage	< 15	0	0	0	0
Proportion of urgent waste water service requests responded to within 6 hours of notification	95%	7/9 78%	-	7/9 (78%)	78% (7/9)

3.2 Waste water treatment plants

3.2.1. Capital and consents

Featherston waste water consent application

The consent application was lodged on 28 February 2017. Greater Wellington Regional Council (GWRC) has responded on the 19 April with an s92 request for information, which the council replied to at the start of June.

Further clarification around a range of matters has been sought with additional field data (in stream) now being collected to consolidate Councils application case. It is not known when the application will be publicly notified. There has been discussions with GWRC Council officers with

further discussions expected in the near future to determine the way forward to public notification.

Staged improvements at Martinborough and Greytown WWTPs

Improvement works at the Martinborough site continue with completion of the earthworks phase and the plant building construction to commence in the near future. The procurement of the Stage 1B improvements for the Greytown WWTP has reached a conclusive stage with the successful provider being WaterForce Ltd. Initial estimated cost to be around \$2.5M. Matters around programming, contractual, design and cost finalisation are under discussion with site establishment expected in the near future when ground conditions are more favourable. The sludge bioremediation programme is now underway.

3.2.2. Operational

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

Martinborough had an equipment failure during the heavy rain event on 14 July. The consent was breached due to the high level in the ponds exceeding capacity causing an overflow without UV disinfection. Normal operation would need an operator to remove a mechanical plug, however this failed, so the overflow occurred without operator intervention. Greater Wellington Regional Council (GWRC) were notified and an improved system is being developed.

3.2.3. Wastewater reticulation

There were 4 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 2017/18	COMPLAINTS		INCIDENTS	
		MONTH	YTD	MONTH	YTD
% of ratepayers and residents satisfied with stormwater drains	55%			NRB survey:	57%
% of urgent (any blockage causing extensive flooding of buildings or other serious flooding) requests for service responded to within 5 hours	95%	0	0	0	0
No. of flooding events	0	0	0	0	0
No. of habitable floors affected per flooding event per 1000 properties connected	0	0	0	0	0
No. of abatement notices	0				
No. of infringement notices	0				
No. of enforcement notices	0				
No. of convictions	0				
Median Response time to flooding events (Notification to personnel reaching site in hrs)	3	-	-	0	0

STORM WATER DRAINAGE KEY PERFORMANCE INDICATORS	TARGET 2017/18	COMPLAINTS		INCIDENTS	
No. of complaints about stormwater per 1000 properties connected	0	0	0	0	0

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 2017/18	COMPLAINTS		INCIDENTS	
		MONTH	YTD	MONTH	YTD
Number of communities with recycling centres	6		6		
Volume of waste disposed out of district	Decreasing by 2.5%	Increase of 11% compared to May 2016	Current average month increased 26% on 2014	-	-
% of ratepayers and residents satisfied with the level of service	85%			NRB survey:	66%

5.2 Waste management

Routine services have been delivered successfully over the period. The recycling centres operated satisfactorily.

5.3 Kerbside and associated services (Combined Contract MDC, CDC and SWDC 2017-2022)

Tenders for the combined waste services contract closed on 29 March 2017 and further information may be available at the meeting.

6. Land transport

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

6.1 Key Performance Indicators

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

LAND TRANSPORT KEY PERFORMANCE INDICATORS	TARGET 2017/18	COMPLAINTS		INCIDENTS	
The number of fatalities and serious injury crashes on the local road network	<7				
Ratepayers and residents are satisfied with footpaths in the district	70%			NRB Survey:	63%
Availability of footpaths on at least one side of the road down the whole street	88%				
Footpath Condition rating 95% compliant with SWDC AMP Standard	95%				
The % of customer service requests relating to roads and footpaths responded to within 48 hours	95%	38/50 (76%)	38/50 (76%)	50	50
Meet annual plan footpath targets	Yes				

6.2 Roading maintenance – Fulton Hogan

Works for August consisted of mainly clean up and resilience works following the 13 July rain event. The Cape Palliser area experienced further heavy rains causing slips and culvert blockages.

Slips and culvert works have been carried out in the White Rock and Tora areas, these areas have now been fully reinstated.

Chemical control of noxious plants has been carried out on various roads along with spraying around signs, bridge ends and guardrails.

High cutting of encroaching vegetation has been completed along Western Lake, Haurangi and Longbush Roads.

Road settlement has continued to occur on White Rock Road (Ushers Hill) and Te Awaiti Road (Gluepot).

Fulton Hogan have had issues regarding the control of unsealed road potholes and have committed to ongoing monitoring and reduction of ratepayer feedback.

Preseal repairs have commenced on this year's reseal sites with completion of repairs expected by end of October 2017.

6.3 Other activity

Whittaker Contracting are progressing on the bridge maintenance contract with works carried out on a number of bridges on Western Lake Road.

Investigation and design is being carried out on this year's sealed road rehabilitation sites. It is expected that tenders will be advertised before end of September.

7. Amenities

The Amenities team is responsible for the management of council's parks, reserves and other amenities. The team looks after 12 parks, 31 reserves, 41 buildings, five sports facilities, four cemeteries, seven public toilets and 22 other properties. The Amenities Manager is the contract manager for the City Care parks and reserves contract, and also for the management of the libraries.

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

7.1 Key Performance Indicators

AMENITIES KEY PERFORMANCE INDICATORS	TARGET 2017/18	COMPLAINTS		INCIDENTS	
		MONTH	YTD	MONTH	YTD
Users satisfied with parks and reserves	90%			NRB Survey:	94%
Ratepayers and residents are satisfied with Council playgrounds	80%			NRB Survey:	82%
Council playground equipment that meets national standards	100%				
Council pools comply with NZ swimming pool water testing standards	100%				
Ratepayers and residents satisfaction with Council swimming pools	67%				
Occupancy of pensioner housing	94%			Actual:	99.8%
Ratepayers and residents satisfied with town halls	76%			NRB Survey:	74%
Cycle strategy	Developed				
Ratepayers and residents satisfied with public toilet facilities	90%			NRB Survey:	85%
Taking programmes out into the community and providing a wide variety of programmes in the library	>3 per library				
% of ratepayers and residents satisfied with libraries	90%			NRB Survey:	91%

7.2 Parks and Reserves

The parks and reserves are getting a pre-summer spruce-up ahead of the anticipated spring growth – once that hits, the team will be too busy mowing to do much else. There are still some things which can't be done because the ground is so saturated with water – for example we can top-up graves but can't sow new grass seed just yet.

7.2.1. Featherston

Planning is underway for the removal of the hedge on Underhill Road beside the Card Reserve artificial surface. This was approved by council in the 2017/18 Annual Plan. The Card Reserve Artificial Surface Trust are planning to replace the turf in October, so the intention is to get the trees out of the way first.

7.2.2. Greytown

The Titoki trees at the Greytown dog park have now been replaced with new plants after the original trees died.

7.2.3. Martinborough

Considine and Centennial parks have had a good tidy up, with all the garden beds re-mulched.

7.3 Playgrounds

The annual playground inspections and audits have been booked to take place within the next month.

7.4 Community housing

The Cicely Martin flats in Martinborough are scheduled for their six-monthly flat inspections on Wednesday, 20 September 2017. The Burling and Matthews flats in Featherston are due for inspection in early October.

7.5 Cemeteries

The services sections at the cemeteries have been inspected by RSA representatives and some remedial works have been identified. Work like the water-blasting of concrete beams, concrete repair and grave topping-up will be done by council contractors, but volunteers will be sought for the work of removing moss and lichen from headstones and plaques. Work has already started at Martinborough cemetery, and Greytown and Featherston will be scheduled shortly.

7.5.1. Purchases of burial plots/niches 27 July to 6 September 2017

	Greytown	Featherston	Martinborough
Niche		1	
In-ground ashes Beam		1	
Burial plot		3	1
Total			

7.4.2 Ashes interments/burials 27 July to 6 September 2017

	Greytown	Featherston	Martinborough
Burial			1
Ashes in-ground	1	1	
Ashes wall			
Total			

7.6 Pools

Pre-season work is being scheduled for the pools, and the season dates have now been set. The pools will open on Saturday 2 December 2017 and the season will end on Sunday 18 March 2018. We are hoping for better weather this summer than last, so that people can take advantage of free swimming.

7.7 Property

7.7.1. Martinborough

Martinborough Museum has had its Heritage Trail Building sign updated and replaced. The old sign had faded into illegibility, and the opportunity was taken to correct the text when the sign was updated. The actual Heritage Trail signs are no longer being made, so the new text was put on the reverse of the old sign, and what was left of the old text is now on the back – possibly creating an interesting puzzle for local historians if the sign is ever removed from the building in future.



7.8 Events

7.8.1. Featherston

Completed events:

Mini Fell Train Carnival held Saturday, 2 September 2017 – ANZAC hall complex and Clifford Square, Featherston



Future events:

Modern Maori Quartet being held Thursday, 28 September 2017 – ANZAC hall, Featherston



NZ Trio: Exotica and Tapas (part of Kokomai Creative Festival) being held Saturday, 14 October 2017 – ANZAC hall, Featherston



The Wine Project & Tell Me My Name (part of Kokomai Creative Festival) being held Saturday, 21 October 2017 – ANZAC hall, Featherston



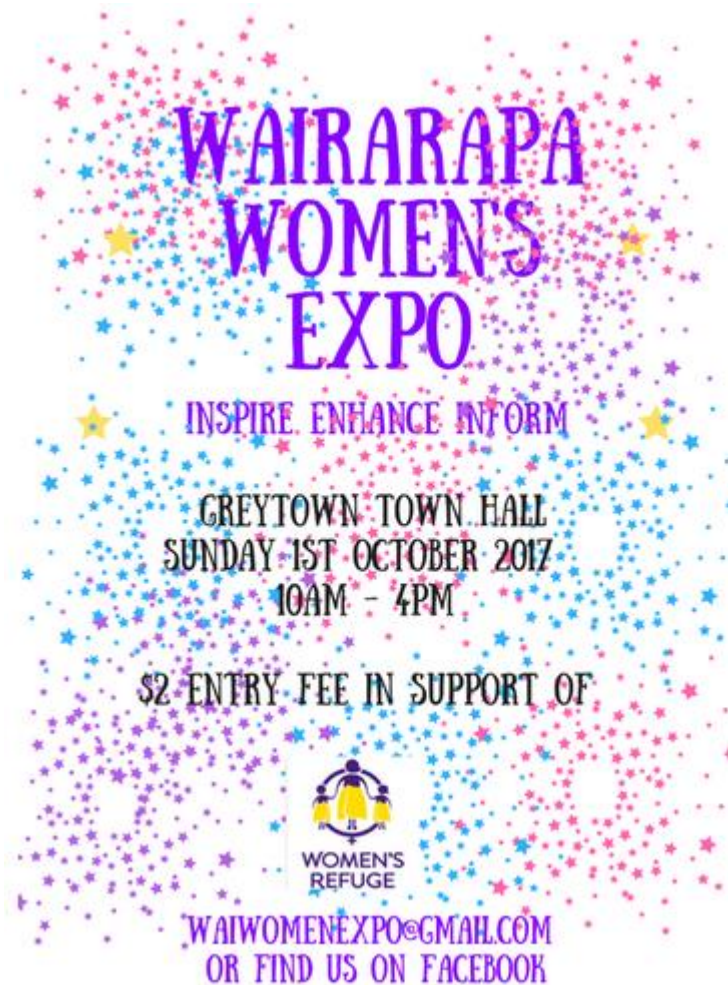
Featherston Christmas Parade being held Saturday, 9 December 2017 – Revans, Fitzherbert & Lyon Streets, Featherston

7.8.2. Greytown

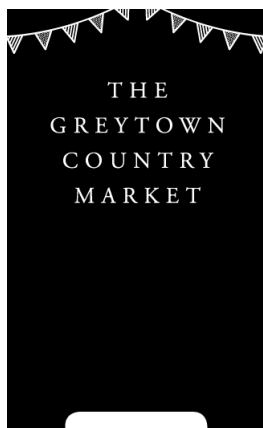
Completed events: Nil

Future events:

Wairarapa Women's Expo being held Sunday, 1 October 2017 – Greytown Town Centre, Greytown



The Greytown Country Market being held every third Sunday of the month starting from Sunday, 15 October 2017 through to Sunday, 18 March 2018 – Stella Bull Park, Greytown



7.8.3. Martinborough

Completed events: Nil

Future events:

Toast Martinborough being held Sunday 19 November 2017



Cruise Martinborough being held between 25-28 January 2018, Saturday, 27 January 2018 – Street Show & Shine around the Martinborough Square



Rotary Martinborough Fair being held on Saturday, 3 February and 3 March 2018

7.9 Libraries

Winter warmers reading programme was successfully run at all the libraries over the July school holidays.

Featherston and Greytown libraries will be hosting advance voting places ahead of the national election later this month. From Monday 11 September to Friday 22 September, electorate staff will be on site to provide information and advice, and of course, to take advance votes. Neither of the libraries will be polling places on election day.

Greytown Library has a short-term intern from the Wairarapa Stars Trust. Robert is working three hours a week, and is enjoying the all-important task of shelving the picture books. They also have a student, Anna, doing her community contribution for Duke of Edinburgh at the library. Staff are taking registrations for the Maths is Fun school holiday programme, which will run from Monday 2 October to Thursday 5 October.



Martinborough library has been running a very competitive after-school chess club, and visitors have enjoyed the latest display theme: hats. They also have a mother who teaches the young Thai children English in the library most afternoons so the library is providing a community space to fill a need. A separate Young Adult area has been created in the library away from the Children's area and around the computers – it is hoped that this will encourage youth to borrow. It is of concern that the opening hours of the library don't allow easy access for youth when the secondary schools are far away and sport is held on Saturday morning. The library was involved in setting up Boomerang Bags in Martinborough and will be contributing to setting them up in Greytown.

The Friends of Martinborough Library has so far raised just over \$3,000 towards specialised furniture and equipment for the children's area in the new library in the Waihinga Centre.

8. Appendices

Appendix 1 Monthly water usage

Appendix 2 Waste exported to Bonny Glen

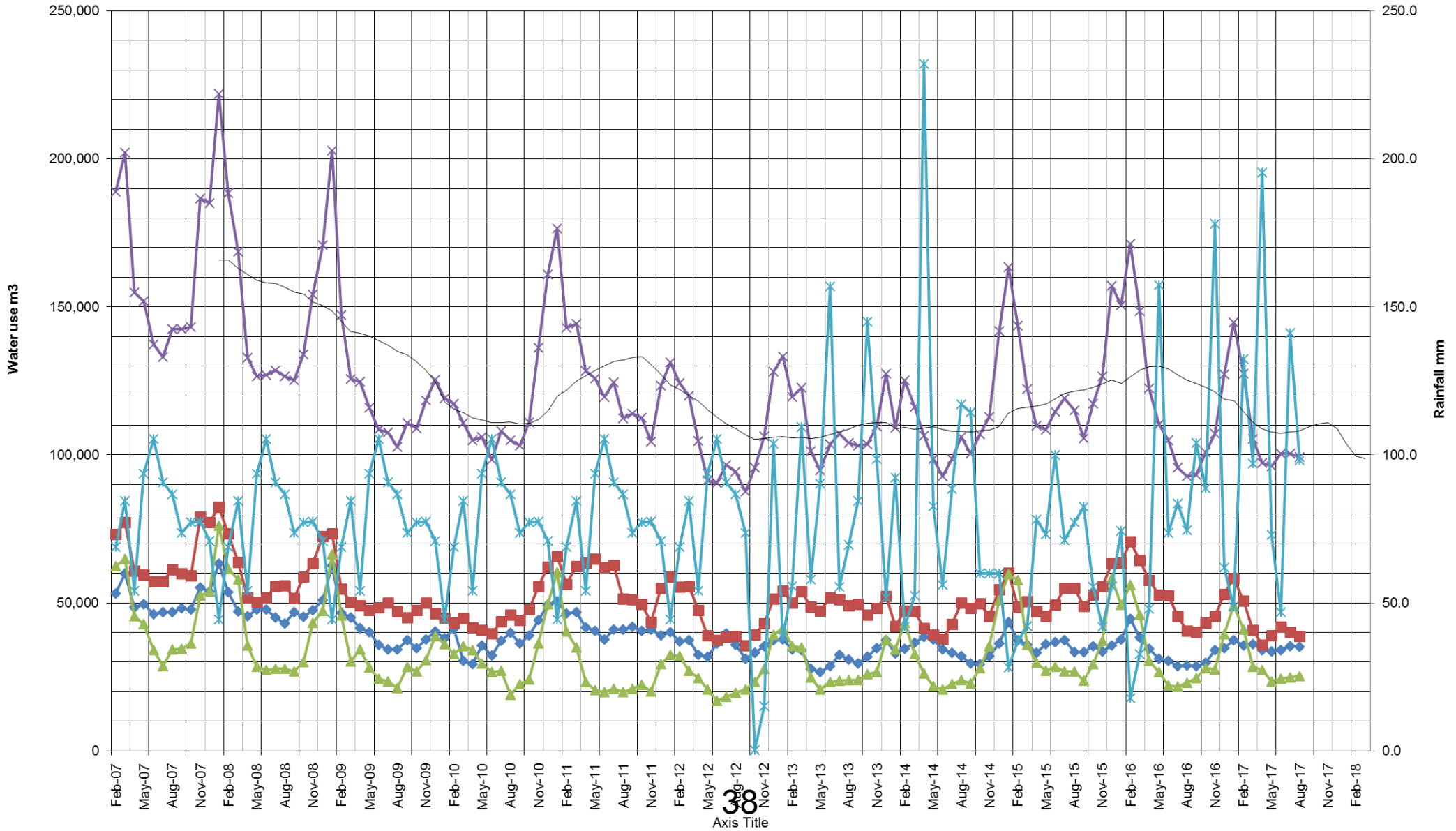
Appendix 3 Library statistics

Appendix 4 CEG sub-committee draft minutes July 2017

Contact Officer: Mark Allingham, Group Manager Infrastructure and Services

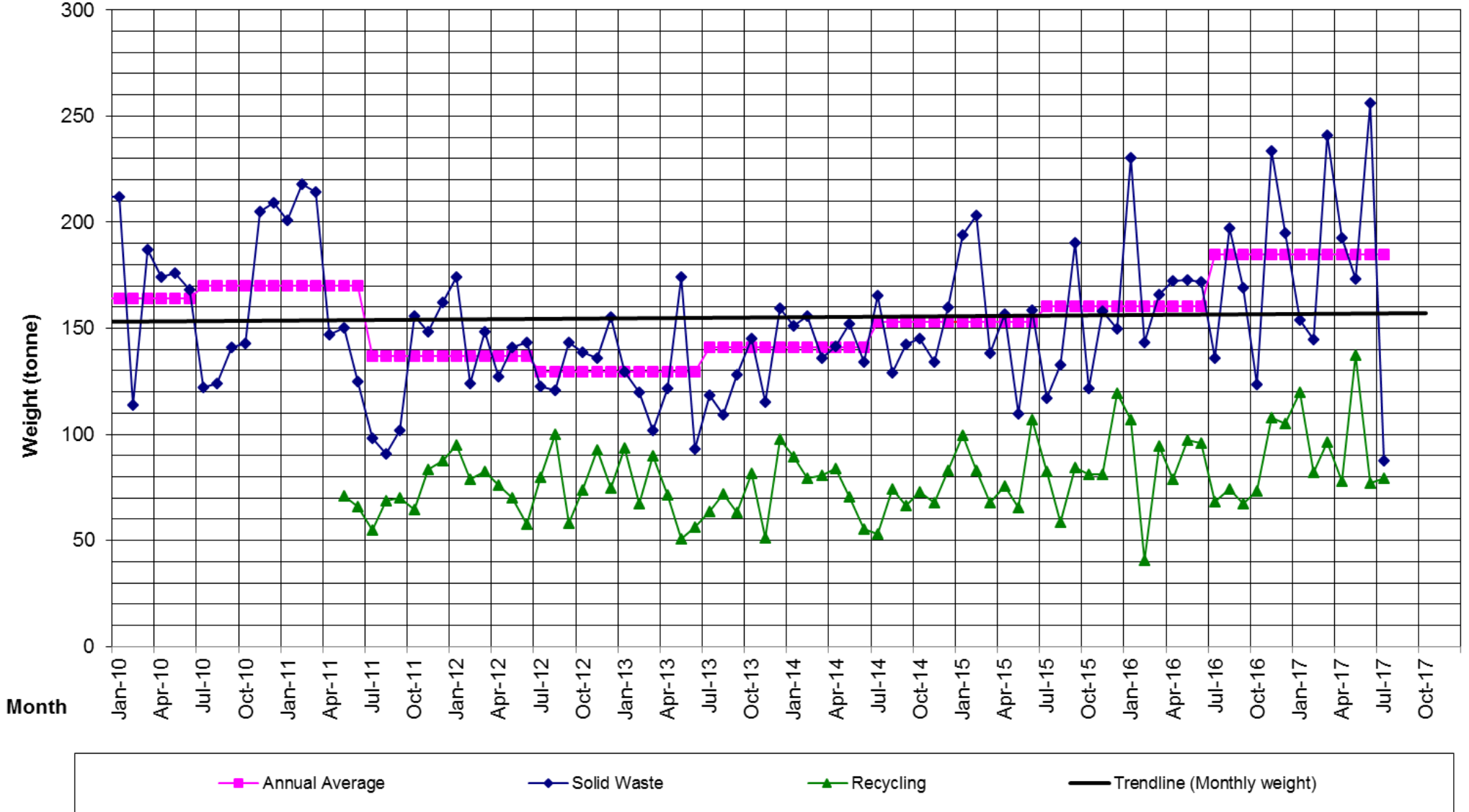
Appendix 1 - Monthly water usage

Water use South Wairarapa District Council



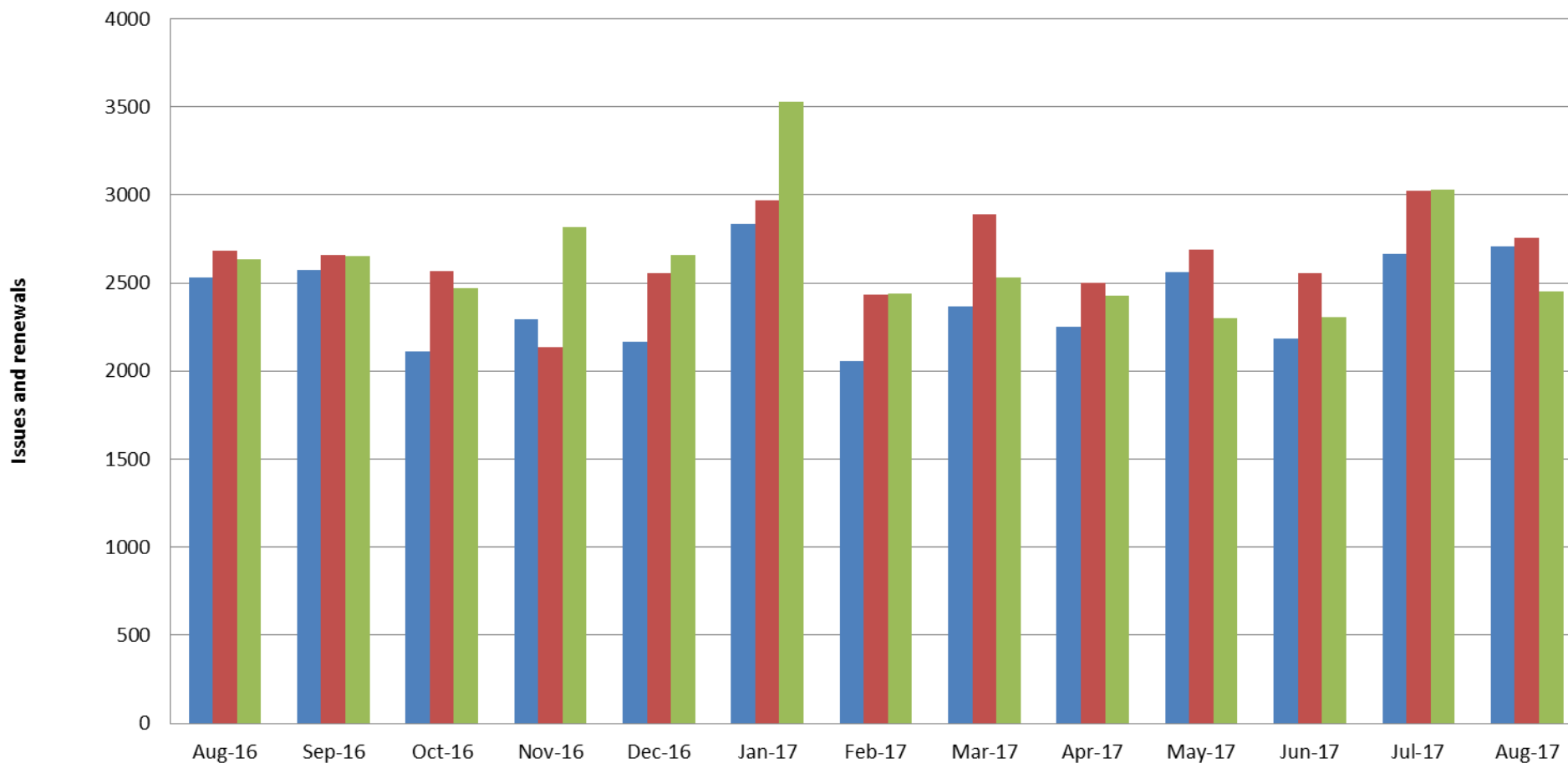
Appendix 2 -Waste exported to Bonny Glen

Monthly weight of waste transferred to Bonny Glen



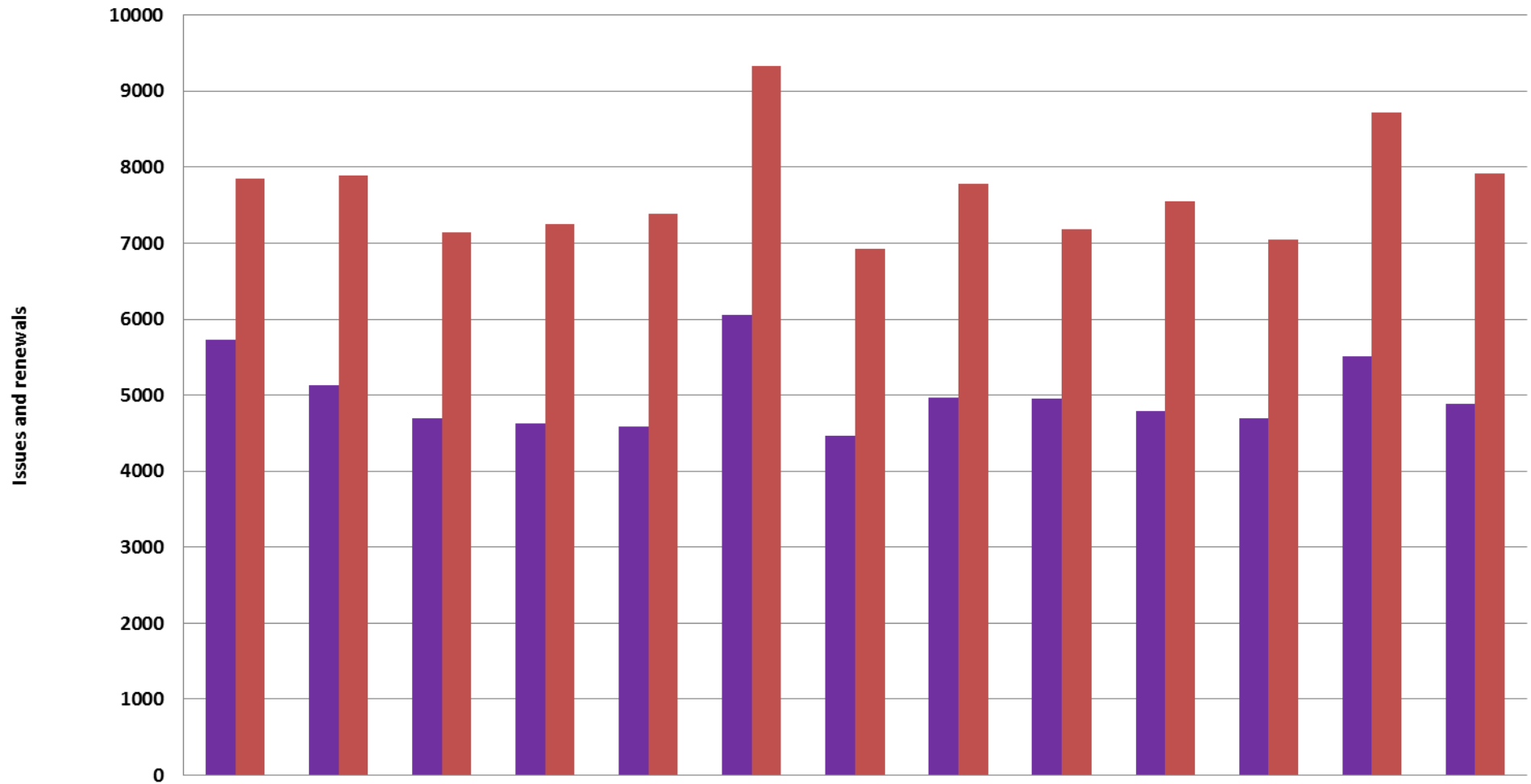
Appendix 3 – Library statistics

South Wairarapa libraries - issues and renewals to August 2017



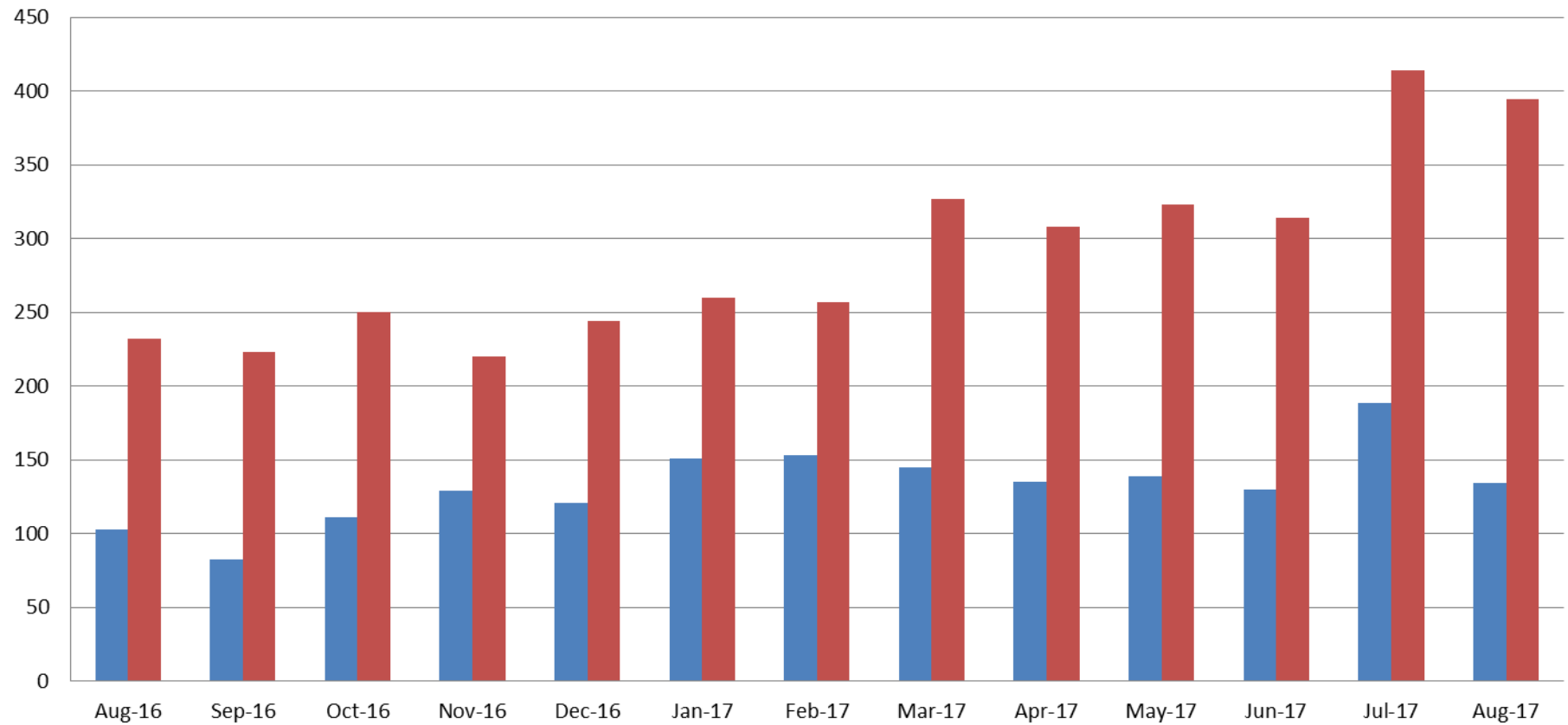
	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17
■ Featherston	2533	2574	2113	2296	2167	2836	2057	2369	2254	2563	2186	2663	2707
■ Greytown	2684	2659	2567	2136	2556	2967	2432	2888	2503	2687	2558	3023	2756
■ Martinborough	2635	2654	2467	2819	2661	3526	2442	2529	2427	2302	2306	3027	2451

Wairarapa Library Service - issues and renewals to August 2017



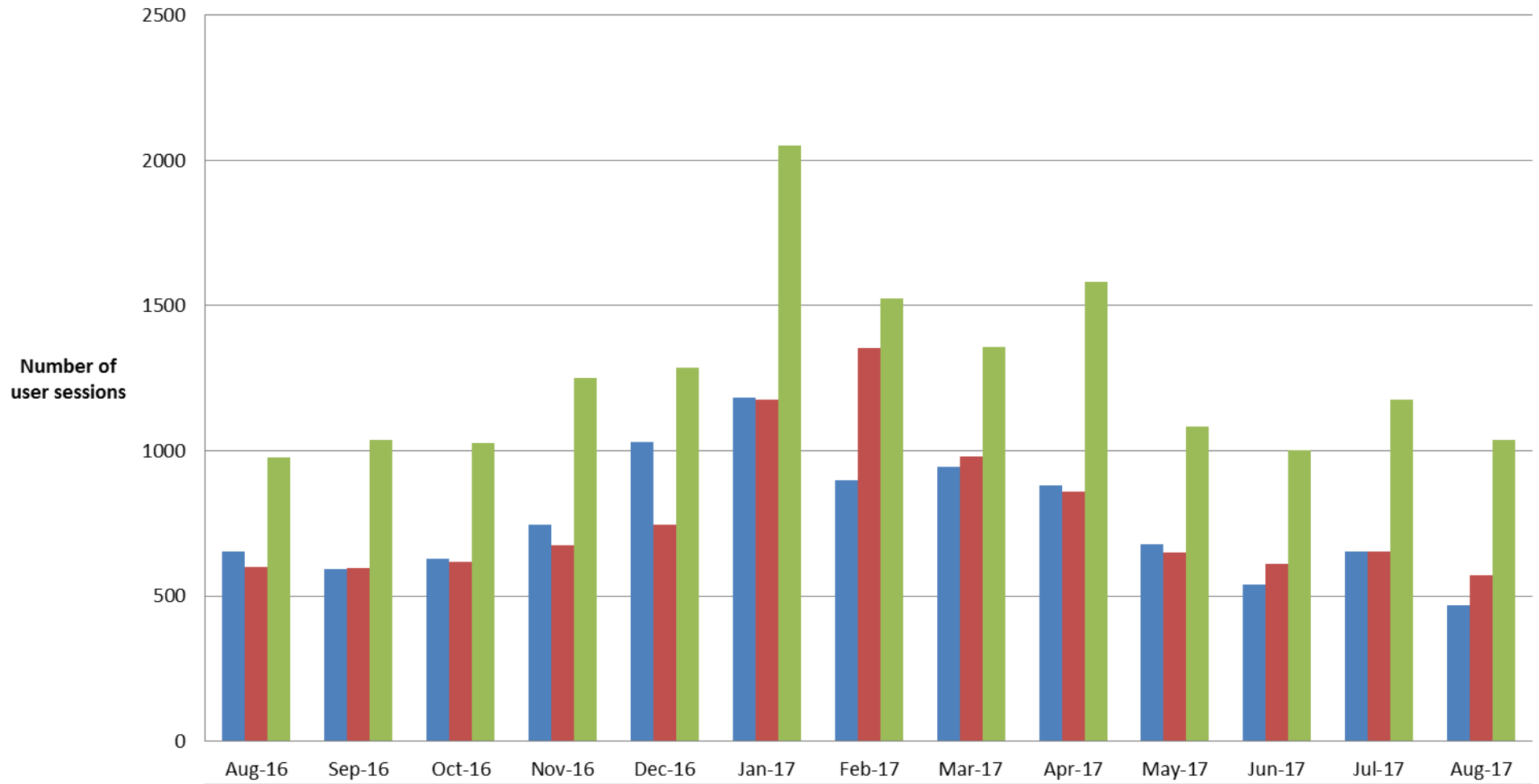
	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17
Carterton	5733	5126	4698	4629	4586	6051	4468	4972	4951	4794	4694	5505	4887
South Wairarapa	7852	7887	7147	7251	7384	9329	6931	7786	7184	7552	7050	8713	7914

Wairarapa Library Service - audio and e-book issues to August 2017



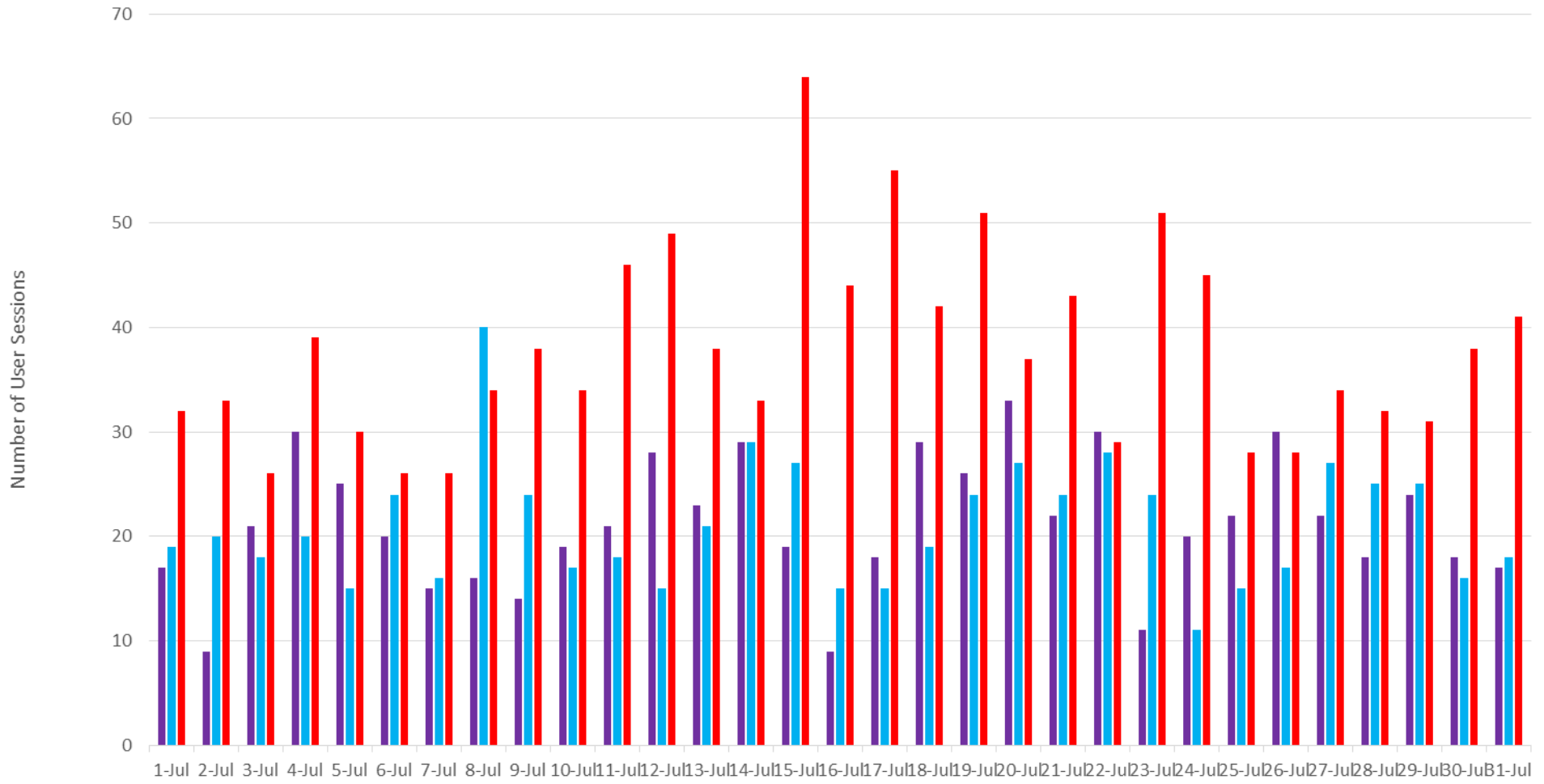
	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17
■ Audiobooks	103	82	111	129	121	151	153	145	135	139	130	188	134
■ Ebooks	232	223	250	220	244	260	257	327	308	323	314	414	394

APNK Wi-fi user sessions to August 2017



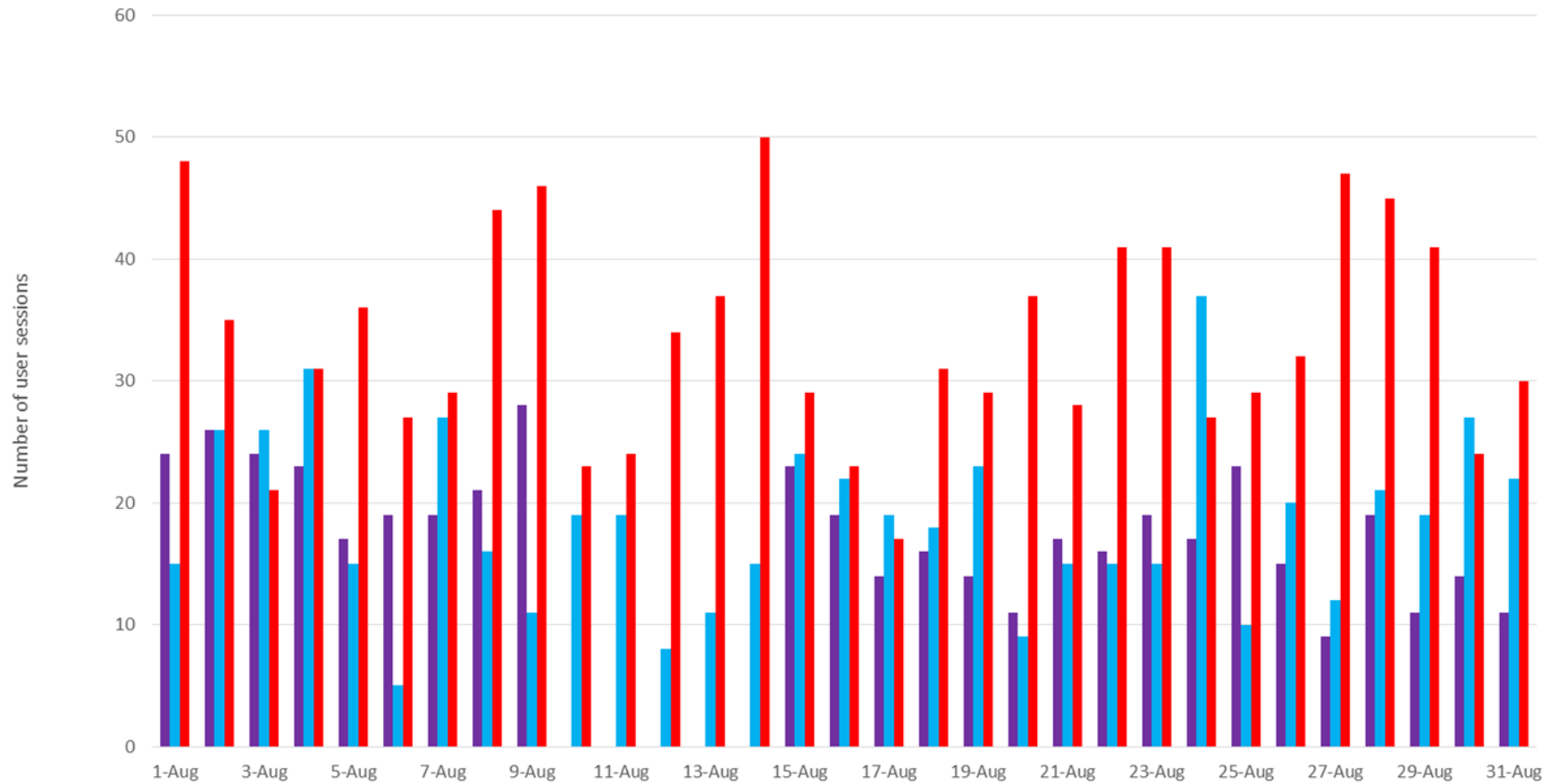
	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17
■ Featherston	653	593	628	745	1030	1183	900	945	882	678	540	655	469
■ Greytown	599	597	617	675	745	1177	1354	979	861	650	610	653	572
■ Martinborough	977	1036	1026	1251	1288	2050	1524	1356	1581	1085	1003	1177	1036

Library Wifi User Sessions July 2017



	1-Jul	2-Jul	3-Jul	4-Jul	5-Jul	6-Jul	7-Jul	8-Jul	9-Jul	10-Jul	11-Jul	12-Jul	13-Jul	14-Jul	15-Jul	16-Jul	17-Jul	18-Jul	19-Jul	20-Jul	21-Jul	22-Jul	23-Jul	24-Jul	25-Jul	26-Jul	27-Jul	28-Jul	29-Jul	30-Jul	31-Jul
Featherston	17	9	21	30	25	20	15	16	14	19	21	28	23	29	19	9	18	29	26	33	22	30	11	20	22	30	22	18	24	18	17
Greytown	19	20	18	20	15	24	16	40	24	17	18	15	21	29	27	15	15	19	24	27	24	28	24	11	15	17	27	25	25	16	18
Martinborough	32	33	26	39	30	26	26	34	38	34	46	49	38	33	64	44	55	42	51	37	43	29	51	45	28	28	34	32	31	38	41

Library wifi user sessions August 2017



	1-Aug	2-Aug	3-Aug	4-Aug	5-Aug	6-Aug	7-Aug	8-Aug	9-Aug	10-Aug	11-Aug	12-Aug	13-Aug	14-Aug	15-Aug	16-Aug	17-Aug	18-Aug	19-Aug	20-Aug	21-Aug	22-Aug	23-Aug	24-Aug	25-Aug	26-Aug	27-Aug	28-Aug	29-Aug	30-Aug	31-Aug
■ Featherston	24	26	24	23	17	19	19	21	28						23	19	14	16	14	11	17	16	19	17	23	15	9	19	11	14	11
■ Greytown	15	26	26	31	15	5	27	16	11	19	19	8	11	15	24	22	19	18	23	9	15	15	15	37	10	20	12	21	19	27	22
■ Martinborough	48	35	21	31	36	27	29	44	46	23	24	34	37	50	29	23	17	31	29	37	28	41	41	27	29	32	47	45	41	24	30

**Appendix 4 – CEG Sub-
committee draft minutes
July 2017**

Minutes

Subject: CEG Sub Committee
When: 28 July 2017
Where: The Civil Defence Room, Upper Hutt City Council
Time: 14.00

Attendance

The meeting commenced at 14.00 with the following attendees:

Tony Stallinger	HCC (Chair)
Bruce Pepperell	WREMO
Geoff Stuart	HCC
Max Pedersen	KCDC
David Hopman	Masterton
Kane Patena	WCC
Hayley Evans	WCC
Jerry Wrenn	PCC
Ian Johnson	UHCC
David Hopman	Masterton
Ian Wilson	MCDEM

In attendance

Dan Neely	WREMO
Adrian Glen	WREMO
David Russell	WREMO
Charlotte Penman	WREMO
Donna Hoyland	Minute Secretary
Deb Hume	GWRC
Derek Baxter	Wellington City Council

1. Welcome

The Chair welcomed everyone to the meeting.

2. Apologies

Carolyn McKenzie	CDC
Luke Troy	GWRC
Mark Allingham	SWDC

3. Previous minutes

Bruce went through the action points for the previous meeting. The minutes from the 26 May 2017 meeting were accepted.

Moved: Geoff Stuart
Seconded: Max Pederson

4. Seismic Building Sensors

Derek Baxter presented a framework for Near Real-Time Impact Analysis. Several videos were shown, explaining the effects of various earthquake frequencies.

Derek explained the complexity of damaging contributing factors and showed a graphical representation of the relationship between waves and building codes.

Wellington City are partnering with QuakeCoRE (Auckland University, Canterbury University and GNS) to create a detailed Building Inventory.

Indicator buildings fitted with sensors can supply data for on building level impacts and City Level Heat-map. Development of the maps is a developing technology. There are very few GIS staff and engineers who have the required skills.

The graphs are available from GNS for the rest of the region. There are sensors around the region, e.g. at the Lower Hutt Chamber of Commerce and Wellington Water.

Bruce concluded the discussion by stating that increasing the range and distribution of instrumented indicator buildings was a recommendation arising from the Kaikoura after action report that was accepted by the Joint Committee; and added that it was important that these extended beyond major urban areas CBDs.

5. Wellington Resilience Programme

Deb Hume and Dan Neely presented the WRRCoG update.

- Campaigns will run quarterly
- The water hero campaign did not create a spike in people buying tanks.
- Micro initiatives may be implemented to encourage public purchases of tanks.

The Winter Campaign has commenced.

- launching new 'Get prepared' and 'WREMO' websites.
- launching the new Earthquake Planning Guide

Deb requested opportunities to distribute the new guides through councils.

The Spring Campaign will be focusing on house foundations.

Dan and Deb spoke of the Pre-covery Programme, response Islands, and recovery islands.

- The Infrastructure Resilience Indicator set (IRIS) has been completed. It will be used to understand challenges which will be faced during events.
- Information was circulated on expected outage times for utilities. This information will not be made public, but can be used by councils to inform discussions on recovery.
- The Wellington Lifelines Regional Resilience project will continue. This project also covers fuel plans and modelling for improving resilience.

The WeLG RRP has 4 options for investment. A Business case will be ready early in the new-year. This may be the point at which key stakeholders become more involved.

Dan spoke of:

- The Recovery Management Framework, which accounts for the set-up of a recovery structure for each council.
- Improving risk reduction to improve long term recovery options.
- Ideas for Governance models for co-managing a large scale recovery.

The Wellington Resilience Fund

- The Nikau Foundation approached WREMO to build a partnership to fund Wellington Resilience projects.

Activities where CEG Sub-committee members can be involved.

- Support winter campaign and launch of new products
- Communications and community networks
- Distribution
- Help fill gaps in IRIS on your infrastructure
- Use of IRIS information in your planning and investment
- Follow-up with recovery managers to provide support where required
- Approve Nikau Foundation partnership

Jerry noted that the investment in time and resources into the foundation should not exceed the benefits that it brings.

Ian expressed concern that the programmes could clash with those of MCDEM. Deb and Dan expect the projects of the foundation and WREMO will work in with MCDEMs programmes.

Action point 1: Bruce will send out statistics on numbers of households with tanks in the region.

6. WREP development training and exercising

Col David Russell presented the progress to date, and the training plan up to November 2017.

7. Emergency Assistance Centre (EAC) training / welfare – update

Charlotte Penman outlined the training plan for EAC staff.

Recommendations for the report for Emergency Assistance Centre (EAC) staff training:

That the CEG Sub Committee

1. Receives the report;
2. Notes the content; and
3. Encourages the identification of their councils EAC staff and support their attendance at training, practical exercises, and welfare responses.

Moved: Tony Stallinger, Seconded: Max Pedersen

8. WREMO Annual Report (1 July 2016 – 30 June 2017)

Bruce introduced the WREMO Annual Report highlighting the following points

- Implementation of community emergency hub programme
- 46 community response plans now in place
- Regional communications upgrade

Jerry suggested having the annual report in portrait layout.

Max noted for the record that Welfare matrix for Kapiti needs updating. This will be completed before the Annual report is published externally.

Kane asked about the decision to use the Integrated Training Framework instead of developing a separate strategy. Bruce explained that this decision was made at a previous CEGSC meeting.

Recommendations

Including a corrections for Kapiti statistics.

That the CEG Subcommittee:

1. Receives the report; and
2. Notes the contents of the report.

Moved: Tony Stallinger, Seconded: Kane Patena.

9. Council based readiness work programmes

David Hopman

- Wairarapa experienced significant surface flooding recently. It was handled as Business as usual and raised questions for how they would handle anything more significant.
- Power was out to beach communities for two days.
- Wairarapa councils were reporting surface flooding.
- An amalgamation referendum will be held in November. This should not affect CDEM in the Wairarapa.

Geoff Stuart

- HCC activated on Thursday due to potential flooding in Wainuiomata. An EAC was opened. It was a good training event for the PIM team, and practice in the use of EMIS.
- Two full time staff will now reduce to one, working on Welfare.
- 44 staff at EAC training.
- Briefing held for people in the recovery area.

Dan Neely

- Christina Currie will be here from California for a learning exchange. Her trip is sponsored by the US Embassy.

Tony Stallinger

- Management structure review. This includes staff levels for emergency management.
- Jeremy Holmes will commence as Regional Manager on August 7th.

Jerry Wrenn

- PCC focus is on getting the new EOC built and running, in Raiha Street.

Max Pedersen

- Tsunami zone engagement programme is nearing completion.
- Staff resource has been allocated for welfare development.

Ian Johnson

- Focusing on staffing the teams. A senior manager has been allocated to each desk. The Controller for UHCC is yet to be confirmed.

Hayley Evans

- Wellington will return to WCC systems using wan eoc guest login. The Logistics team are working on good receipting of items in the EOC.
- Welfare recovery plan will be shared across the region once launched.
- SOPS and Planning cordon management and reconnaissance. ETA end of 2017.

Kane Patena

- There have been several staffing changes within CDEM at WCC.

Ian Wilson

- Whispir is ready to be implemented and Cell Broadcasting (EMA) is to be rolled out to groups.
- CDEM Review has been delayed until after the elections.
- Strategic recovery. Legislation requires recovery managers to be appointed.

9. Next Meeting

The next CEG Sub Committee meeting will be held 20 October, at Upper Hutt. (to be confirmed as this is the day before Labour weekend.)
Meeting closed at 16.20.

Tony Stallinger
Chair

GREYTOWN COMMUNITY BOARD

11 OCTOBER 2017

AGENDA ITEM 7.2

ACTION ITEMS REPORT

Purpose of Report

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

Recommendations

Officers recommend that the Community Board:

1. *Receive the information.*

1. Executive Summary

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

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

2. Appendices

Appendix 1 - Action Items to 11 October 2017

Contact Officer: Suzanne Clark, Committee Secretary

Reviewed By: Paul Crimp, Chief Executive

Appendix 1 – Action Items to 11 October 2017

Ref #	Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
43	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 13/4/17: This should take place within the next month. Permission for consent has being lodged with NZTA
240	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 Cemetery name boards, including burials and cremations, in the immediate future. (Moved Cr Craig/Seconded Hay) Carried	Open	19/5/16: Advised that the Wairarapa Branch of the Society of Genealogists has been approached 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. 07/06 Genealogists have a team to work on this, preliminary meeting next week 22/07 Genealogists under way with compiling revised list to update sign 7-2-17 Still underway 05/12 Genealogists are almost finished with their work, just waiting on final spreadsheet 03/03/17 Genealogists touched base to say they are about two weeks away from being finished with their work. Tirsh and Helen to meet with them when they finish, and then plan the opdated signage 24/5/17 Geanealogists' material now ready to be turned into signs as soon as Trish and Helen have time to format the text 16/08/17 Text to be formatted and sent to signwriter before 31/08 23/09/17 Text being formatted but an issue has arisen over inclusion of ages <i>(this action is to remain live until completed)</i>
60	1-Feb-17	Action	Paul	Review the proposed Greytown CDEM Community Response Team's TOR for uniformity (as compared to the Featherston and Martinborough documents), against WREMO's contracted responsibilities and Councils standard templates	Open	

Ref #	Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
218	26-Apr-17	Resolution	Mark	GCB RESOLVED (GCB 2017/26): 1. To receive the Action Items Report. (Moved Hay/Seconded Rainford) Carried 2. That the chain across the western entrance of O'Connors Bush be removed and that a wooden barrier similar to the one at the eastern end of the walkway be installed. (Moved Gray/Seconded Rainford) Carried	Open	24/6/17 Awaiting start of new Ops Manager at City Care 7/6/17: GCB request a response by the 15 June, with a view to having a new walkway access system in place by 30 June 19/6/17 Job is now with City Care for action 14/08 City Care no longer have builder on staff; referred to one of our other building contractors for pricing and action 23/09/17 Waiting on builder
223	26-Apr-17	Resolution	GCB	GCB RESOLVED (GCB 2017/31): 1. To receive the Poppy Road Signs Project. 2. To identify possible locations for remembrance as part of the Poppy Road Signs Project. (Moved Hay/Seconded Rainford) Carried	Open	6/6/17: GCB supporting the project and to identify suitable locations
401	19-Jul-17	Resolution	Mark	GCB RESOLVED (GCB 2017/54): 1. To note the existing agreement with CityCare to pay \$120 per month to maintain (planting, weeding and watering) seven wine barrels along Greytown Main Street and that from 17 February 2017 only four barrels remained. 2. To request a credit from CityCare dating from the 17 February 2017 for three barrels per month (two were removed and one replanted with a laurel) and to note that only \$68.56 is approved as an ongoing monthly amount for care of the four remaining barrels. 3. To reject the submitted quote from CityCare for barrel maintenance noting that the new price offered by CityCare represents a 35.24% increase which is unreasonable. (Moved Hay/Seconded Cr Craig) Carried	Open	31/07/17 Referred to City Care for comment/action 16/08/17 Still awaiting response from City Care Kyra has been dealing with the financials; GCB has made alternative arrangements
412	19-Jul-17	Action	Mark	Provide a report on whether the existing maintenance schedule for the Greytown Town Centre dated November 2010 (pgs 55-57) is being followed, provide a list of proposed maintenance items and	Open	The Management Plan for Greytown Town Centre is currently under review. The review will compare scheduled work in the plan with work actually carried out, and recommend any

Ref #	Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
				dates for the 17/18 year, and provide an update on a replacement solution for the pebbles around the oak trees		changes. The review is expected to be completed in October 2017 for reporting to the November meeting. 27/09/17 Pebble mats - options paper to October 2017 GCB meeting
491	30-Aug-17	Action	Paul	Write a letter of support from the Greytown Community Board to Accelerate Wairarapa in support of the proposed website	Actioned	
493	30-Aug-17	Resolution	Paul	GCB RESOLVED (GCB 2017/63) that the minutes of the Greytown Community Board meeting held on 19 July 2017 be confirmed as a true and correct record subject to the inclusion of the following under item 5.2: 'GCB NOTED: 1. Action 491: Write a letter of support from the Greytown Community Board to Accelerate Wairarapa in support of the proposed website; P Crimp' (Moved Cr Craig/Seconded Gray) Carried	Actioned	
497	30-Aug-17	Resolution	Mark	GCB RESOLVED (GCB 2017/67): 1. That a credit of \$205.76 be requested from City Care due to overcharging of the water barrelling agreement and that the Greytown Community Board do not want City Care to continue with watering the barrels. 2. To remove the City Care barrel watering commitment of \$800. 3. Add a commitment of \$170 per month for watering the town barrels payable to Greytown Early Years. (Moved Cr Hay/Seconded Craig) Carried	Open	Kyra now dealing with
499	30-Aug-17	Resolution	Jennie	GCB RESOLVED (GCB 2017/69): 1. Receive the information 2. To grant Greytown Trails Trust \$1,000 to assist with the costs associated with maintaining the Greytown Rail Trail and the publication of promotional materials. (Moved Stevenson/Seconded Rainford) Carried	Actioned	Will be actioned in next I&E report

Ref #	Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
				3. To grant the Wairarapa U13 Boys Hatch Cup Team \$500 to assist with the costs associated with attending the hockey representative tournament in Auckland. (Moved Stevenson/Seconded Cr Craig) Carried		
502	30-Aug-17	Resolution	Jennie	GCB RESOLVED (GCB 2017/72): 1. To receive the Chairperson's Report. 2. To receive the pool report and to approve a cost of \$2,000 plus GST for purchase of an inflatable slide. 3. To note that it was anticipated that the cost of the slide to the Community Board would reduce as grant funding was allocated. 4. To approve a cost of \$154.99 for purchase of ink for computer by Chair. (Moved Cr Ammunson/Seconded Stevenson) Carried	Open	Will be actioned in next I&E report in(commitments but not yet paid 02/10/2017 kyra)
505	30-Aug-17	Action	Paul	Write to AJ Southey and thank him for his work and time as youth representative on the Greytown Community Board	Actioned	
506	30-Aug-17	Action	Mark	Follow-up progress for issuance of work orders for the removal of invasive weeds and trees in Soldiers Memorial Park to halt their seeding into O'Connors Bush (old man's beard, privet and cotoneaster)	Open	Logged in CEM for removals. Replanting to be winter 2018
507	30-Aug-17	Action	Leigh Hay	Review and discuss with Council's Amenities Manager the Stella Bull Park Management Plan alongside the Lions proposal to build a two seater heritage style swing and convey a decision to the Greytown Lions	Open	
508	30-Aug-17	Action	Mark	Ensure a watering plan is in place for the new trees at the Greytown Dog Park over the summer months	Actioned	Done at the time of planting
509	30-Aug-17	Action	Mark	Update members on progress to repair/secure the pebbles underneath the oak trees in front of the Greytown Town Centre	Actioned	Options paper to go to October GCB meeting
510	30-Aug-17	Action	Jennie	Transfer the \$2,000 payment to C. Turvey 3D Design from the Greytown Community Board budget to the Greytown Beautification Budget	Actioned	Will be actioned in next I&E report

Ref #	Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
511	30-Aug-17	Action	Paul	Make the Long Term Plan a regular member report item on the Community Board agenda	Actioned	

GREYTOWN COMMUNITY BOARD

11 OCTOBER 2017

AGENDA ITEM 7.3

INCOME AND EXPENDITURE STATEMENTS

Purpose of Report

To present the Community Board with the most recent Income and Expenditure Statement for the 17/18 year.

Recommendations

Officers recommend that the Community Board:

1. *Receive the Income and Expenditure Statement for the period 1 July 2017 – 31 August 2017.*

1. Executive Summary

The Income and Expenditure Statement for 1 July 2017 – 31 August 2017 is attached in Appendix 1. The Chair may ask the Chief Executive for comment and all members may ask the Chief Executive for clarification and information through the Chair.

2. Appendices

Appendix 1 - Income and Expenditure Statement for the period 1 July 2017 – 31 August 2017

Contact Officer: Suzanne Clark, Committee Secretary

Approved By: Paul Crimp, Chief Executive

**Appendix 1 – Income and
Expenditure Statement for
the period 1 July 2017 – 31
August 2017**

Greytown Community Board		
Income & Expenditure to 31 August 2017		
	<u>INCOME</u>	
	Balance 1 July 2017	12,245.47
	Annual Plan 2017/18	26,868.00
	TOTAL INCOME	39,113.47
	<u>EXPENDITURE</u>	
	Members' Salaries	2,619.02
	Total Personnel Costs	2,619.02
	Total General Expenses	0.00
	Total Grants	0.00
	TOTAL EXPENDITURE	2,619.02
	ACTUAL NET SURPLUS/(DEFICIT) YEAR TO DATE	36,494.45
	<u>LESS: COMMITMENTS</u>	
	Salaries to 30 June 2018	13,294.98
	City Care Maintain barrels in town centre 2017/18	822.72
	Remove Old Welcome to Greytown Signs	1,000.00
	Rsource Consent for Barrels	360.00
	Inflatable Slide	2,300.00
	Ink for printer	154.99
	Local Government annual CBD levy 2017/18	216.67
	Greytown Trails Grant-maintain Gtn rail trail/promotion	1,000.00
	Wairarapa U13 b GCB grant-attending Hockey tournament in	500.00
	Total Commitments	19,649.36
	BALANCE TO CARRY FORWARD	16,845.09

Greytown Beautification budget	
Budget	
2013/2014	10,300.00
2014/2015	10,000.00
2015/2016	10,220.00
2016/2017	10,460.00
2017/2018	10,710.00
Total Budget	51,690.00
16/17 expenditure	
Flag makers GTN branded flags	1,498.54
Leafland plants for wine barrels	1,836.00
Power services	595.00
Famlands	252.00
Lamb-Peters wine barrel stencils etc.	287.00
Lansdown nursery - herb plants	105.00
15/16 expenditure	
Marks signs	380.00
14/15 expenditure	
City care - entrance way project	8,716.72
City care - entrance way project	1,953.83
13/14 expenditure	
City care	1,106.80
Total Expenditure	16,730.89
ACTUAL NET SURPLUS/(DEFICIT) YEAR TO DATE	34,959.11
<u>LESS: COMMITMENTS</u>	
C Turvey 3D Designs - options welcome to greytown signs	2,000.00
Total Commitments	2,000.00
BALANCE TO CARRY FORWARD	32,959.11

GREYTOWN COMMUNITY BOARD

11 OCTOBER 2017

AGENDA ITEM 7.4

SCHEDULE OF ORDINARY MEETINGS

Purpose of Report

To provide community boards and the Maori Standing Committee with the meeting schedule that was adopted by Council on the 20 September 2017.

Recommendations

Officers recommend that the community board/Committee:

1. *Receive the Schedule of Ordinary Meetings Report.*
2. *Adopt the 2018 schedule of ordinary meetings for Martinborough Community Board.*
3. *Set a regular meeting time of the Community Board.*

1. Background

Each year Council adopts a schedule of Council, committee and community board meeting dates for the coming 12-month period.

2. Discussion

2.1 Proposed 2018 Schedule of Ordinary Meetings

Meetings are scheduled every six weeks as per Council policy.

Where a Martinborough Community Board or Maori Standing Committee meeting fell on a public holiday, the meeting was moved to the first free Monday. The November Martinborough Community Board meeting is out of sync with the others to allow for members' commitments with regards to Toast Martinborough.

2.2 Meeting Times

Community board members are to select a meeting time that suits members.

3. Appendices

Appendix 1 – Proposed Schedule of Ordinary Meetings 2018

Contact Officer: Suzanne Clark, Committee Secretary

Reviewed By: Paul Crimp, Chief Executive

Appendix 1 – Proposed Schedule of Ordinary Meetings 2018

**SOUTH WAIRARAPA DISTRICT COUNCIL
PROGRAMME OF MEETINGS 2018**

<i>MEETING</i>	<i>TIME</i>	<i>DAY</i>	<i>JAN MTG 2018</i>	<i>FEB MTG 2018</i>	<i>MAR MTG 2018</i>	<i>APR MTG 2018</i>	<i>MAY MTG 2018</i>	<i>JUN MTG 2018</i>	<i>JUL MTG 2018</i>	<i>AUG MTG 2018</i>	<i>SEP MTG 2018</i>	<i>OCT MTG 2018</i>	<i>NOV MTG 2018</i>	<i>DEC MTG 2018</i>
Martinborough Community Board	TBC	Mon	29	-	12	23		11	16	27	-	8	26	-
Featherston Community Board	TBC	Tues	30	-	13	24		5	17	28	-	9	20	-
Greytown Community Board	TBC	Wed	31		14	18		6	18	29	-	10	21	-
Maori Standing Committee	TBC	Mon	-	12	26	-	7	18	30	-	10	15	-	3
COUNCIL	9.00AM	Wed	-	21	14	4	16	27	-	8	19	24	-	12
Infrastructure & Planning Working Party	9.00AM	Wed	-	7	21	-	9	13	25	-	5	10	28	-
AP/LTP Working Party	9.00AM (or will follow I&P)	Wed	24	7				13	-	-	-	10	28	

NOTES:

1. The dates of all other meetings will be separately notified
2. Easter: Good Friday 30 March 2018 and Easter Monday 2 April 2018
3. Anzac Day: Wednesday 25 April 2018
4. LTP Submissions Hearings 14-16 May
5. Queen's Birthday: Monday 4 June 2018
6. Labour Day: Monday 22 October 2018

GREYTOWN COMMUNITY BOARD

11 OCTOBER 2017

AGENDA ITEM 7.5

APPLICATIONS FOR FINANCIAL ASSISTANCE

Purpose of Report

To present the Community Board with applications received requesting financial assistance.

Recommendations

Officers recommend that the Community Board:

1. *Receive the information.*
2. *Consider the application from Wairarapa REAP on behalf of the White Ribbon Riders against the grant criteria and consider allocating the requested \$150 to assist with the costs associated with feeding and housing riders.*

1. Executive Summary

The Community Board has delegated authority to make financial decisions within the confines of the allocated and available budget as shown in the Income and Expenditure Report.

Applications will be provided to members in confidence.

2. Criteria

The criteria of the grant are:

To be eligible, applications must be from non-profit organisations for an essential social service or a recreational, cultural, educational or sporting purpose located or operating in the Greytown Ward of the South Wairarapa District. Grants are considered throughout the year.

1. Applicants need not be incorporated bodies, but the Board must be satisfied that they are responsible organisations which will be fully accountable for any grants they receive, have relevance to the Community and do not qualify for Creative Communities New Zealand funding.
2. Successful applicants are required to expend grants received within six months of payment being made. A request must be made, should an extension of time be needed.

3. An accountability in report form (form will be supplied), together with evidence of the expenditure of a grant received (copies of invoices or receipts) is required within three months of a grant being expended.
4. The maximum grant will be \$500 unless special circumstances are considered to exist. (GST will be added to grants approved for GST registered applicants).

3. Accountability Reports

Applicant	Status of Accountability Forms for Previous Grants
Wairarapa REAP	No outstanding accountability forms

Contact Officer: Suzanne Clark, Committee Secretary

Approved By: Paul Crimp, Chief Executive

GREYTOWN COMMUNITY BOARD

11 OCTOBER 2017

AGENDA ITEM 7.6

REPLACEMENT COVERING FOR TREE PITS OUTSIDE GREYTOWN TOWN CENTRE

Purpose of Report

To inform Community Board members of the options for replacing the current pebble mat covering in the tree pits in front of Greytown Town Centre, and to invite the Board to indicate their preference from the options proposed.

Recommendations

Officers recommend that the Community Board:

1. *receives the information; and*
2. *advises officers of their preference for the type of replacement covering for the Greytown Town Centre tree pits.*

1. Executive Summary

The tree pits for the four scarlet oaks in front of Greytown Town Centre need to be replaced. The current pebble mat has not worn well and is no longer available for either replacement or repair. Options proposed for consideration are to replace with a similar but stronger product, replace with more traditional tree gates, and optionally, convert two of the tree pits to annual beds. The Community Board is invited to indicate their preference so that officers can proceed with getting the work done.

2. Background

There are four tree pits for the scarlet oaks outside the Greytown Town Centre – two set in the paving in front of the building, and two set in the asphalt footpath on McMaster St. The tree pits were originally filled with lime, but this loose material was being tracked into the building, damaging the floors, so in 2013 it was replaced. A porous paving product was used with small pebbles bonded together on a mat which allowed water to penetrate to the tree roots. This product is now beginning to break down, and there are areas where the stones appear to have been deliberately gouged out. The original supplier is no longer in business. City Care staff looked into the possibility of repairing the pebble mat themselves, but were unable to source pebbles of the same size and colour.

3. Discussion

3.1 Options

There are three possible options for replacing the current pebble mat around the trees. For comparison, it should be noted that the cost in 2013 to purchase and install the existing pebble mat was approximately \$11,000.

3.1.1. Replace with similar porous paving product

Street Furniture NZ offers a similar product that is more robust than the pebble mat because the stone surface sits in a steel frame. The cost for the heavy-weight option of the correct size is \$2328 each. It is possible that the standard product may not be suitable given the size of the trees, and the need to ensure that we don't create an edge that people could trip over – there would be an increase in cost for a customised solution. In addition, there will be installation costs.



3.1.2. Replace with steel or cast iron tree grate

A range of steel and cast iron grates is available, with costs ranging from approximately \$1700 to \$2000 for the standard product, and slightly more if customisation is required. There will also be installation costs. One consideration for the selection of a suitable tree grate is the potential hazard presented to wearers of high-heeled shoes if the grating design has large open areas.





3.1.3. Convert tree pit to annual bed

This is proposed as an option for the two tree pits on McMaster St, which are less likely to be walked over. The scarlet oaks on the northern side of McMaster St in the Edridge complex sit within annual beds which allow watering of both plants and trees. The establishment cost for converting two of the tree pits to annual beds would be considerably less than the cost of the tree grates, but there would be an ongoing operating cost for maintenance of the plantings.



3.2 Financial Considerations

The costs for the chosen solution will be met from existing budgets.

4. Conclusion

A more robust solution for the Town Centre tree pits is required. The alternatives proposed are a similar product of stronger construction, steel or cast iron tree grates, or – for two of the tree pits – conversion to annual beds. Greytown Community Board members are invited to recommend their preference for officers to further investigate and install.

Contact Officer: Helen McNaught, Amenities Manager

Reviewed By: Mark Allingham, Group Manager Infrastructure Services

GREYTOWN COMMUNITY BOARD

NOTICE OF MOTION FOR AGENDA OF BOARD MEETING 11TH OCTOBER 2017.

‘That the Greytown Community Board endorse and support the establishment of a Greytown Emergency Preparedness Liaison Group. A draft (proposed) Terms of Reference is attached.’

Recent events has highlighted the need for communities to be better prepared to cope with a wide variety of potentially damaging and disruptive events resulting in not just infrastructure damage but psychologically and socially damaging consequences.

The WREMO approach to local response activities is predicated on the notion that communities will self-organise, and have produced – in conjunction with relevant communities – Emergency Hub Guides. This is useful but seems to overlook the greater need for a wide level of community preparedness which among other benefits will facilitate a quicker more certain community wide response.

T.M. (MIKE) GRAY

CIVIL-DEFENCE & EMERGENCY MANAGEMENT LIAISON MEMBER

GREYTOWN COMMUNITY BOARD

GREYTOWN EMERGENCY PREPAREDNESS LIAISON GROUP

TERMS OF REFERENCE

PURPOSE:

To promote continued preparedness and resilience of the Greytown community in the face of potential natural disasters and other unexpected disruptions.

OBJECTIVES:

- 1.1 Establish a 'Preparedness' liaison framework to foster stronger community groups and expanded community networks.
- 1.2 Build and maintain appropriate capacity & capability, to facilitate effective community responses to significant disruptions.
- 1.3 Promote and support community resilience focused initiatives including appropriate Psychosocial Support & Well-being preparedness.
- 1.4 Liaise and coordinate as appropriate with First Responder organisations – e.g. NZ Fire Service; Police; Ambulance; Wairarapa Lifelines; South Wairarapa District Council; and Wellington Region Emergency Management Office.

MEMBERSHIP: (Suggested)

- The appointed Greytown Community Board Liaison member (appointed following the triennial elections).

Nominations be invited from the following community sectors and organisational groups -

- All service clubs
- Relevant medical/health organisations
- Established recreational, well-being and support groups
- Established educational organisations
- Greytown area businesses.

OPERATIONS AND LEADERSHIP:

To assist liaison and intergroup functioning each sector grouping be encouraged to consider and appoint leaders and/or spokespersons.

The Liaison Group shall have the power to appoint a Chairperson from among its members.

REPORTING:

As appropriate and not less than yearly, report on activities to the Greytown Community Board through the Board Liaison Member.

REVIEW: This Terms of Reference document will be reviewed following each triennial election of Community Board members.

THIS DRAFT DATED: October 2nd 2017

GREYTOWN COMMUNITY BOARD

11 OCTOBER 2017

AGENDA ITEM 9.1

CHAIRPERSON REPORT

Recommendations

The chairperson recommends that the Community Board:

1. *Receive the information.*
2. *Recommendation to approve a cost of \$500 for Leigh Hay for travel & costs to attend award dinner for NZ most beautiful towns in Hawkes Bay in Oct.*
3. *Recommendation to receive the Greytown Early Years report & approve a cost of \$538+GST for purchase of bench including transport.*
4. *Recommendation to receive the St John's 3 seater bench report & approve a cost of \$718.10+GST for purchase of bench including transport.*
5. *Recommendation to approve a cost of up to \$1500 for purchase of wine barrels and plants.*
6. *Recommendation to receive the report and as per the management plan we request council to install powerbox to the rear of the old library for use on market days and festivals.*

1. Topic 1 – Best Small Town (pop less 5,000) in NZ

We have been nominated as a finalist as NZ best small town.

Recommendation to approve a cost of \$500 for Leigh Hay for travel & costs to attend award dinner for NZ most beautiful towns in Hawkes Bay in Oct.

2. Topic 2 – Greytown Early Years Garden Bench

See attached notes on garden plan & concept. This has the support of the GCB. The planting will be done by volunteers. The plan is now been modified as the Church did not approve the current plan. Greytown Early years will resubmit a revised garden plan which is smaller in scale. We support payment for a 2-seater Elizabeth garden bench.

The bench will be cemented in and is made from sustainably farmed teak. This is to be funded by the Greytown CB beautification fund.

Recommendation to receive the Greytown Early Years report & approve a cost of \$538+GST for purchase of bench including transport.

3. Topic 3 – 3-seater Bench outside St Johns Building, Main St

We would like to place a 3-seater Elizabeth garden bench in front of St John's building and adjacent to the bus stop. This area is covered so people waiting for the bus will be able to sit in a covered area. This has the support of St John's.

The bench will be cemented in and is made from sustainably farmed teak. This is to be funded by the Greytown CB beautification fund.

Recommendation to receive the Greytown Early Years report & approve a cost of \$718.10+GST for purchase of bench including transport.

4. Topic 4 – Dog Bag Disposal units

We have requested 4 dog bag disposal units to be placed on Main St. We request that this is done by end October.

5. Topic 5 – 3 New Wine barrels for Main St

We plan to replace the existing old wine barrels with the same wine barrels with standard laurels that are on Main St. At this point they will have no branding (or Greytown only branding subject to planning rules). The old wine barrels will be donated to the MENZ shed for beautification. We wish to cancel existing contract with city care effective immediately for maintenance of 4 wine barrels at a cost of \$822.72 pa.

Recommendation to approve a cost of up to \$1500 for purchase of wine barrels and plants.

6. Topic 6 – Planting for Greytown Cemetery

As part of our Greytown beautification plan we are looking at a planting programme for the Greytown Cemetery on the northern boundary (by driveway and catholic section) of up to 15 evergreen trees with a projected budget of \$3,000 for established trees including planting. This will be done in consultation with the TAG.

7. Topic 7 – Watering of Main St wine barrels

The Greytown Community Board will draft a MOU with Greytown Early Years for watering of wine barrels.

8. Topic 8 – Stella Bull Management Plan

Under the terms of the management plan for Stella Bull Park, The Greytown Community Board is the delegated the responsibility for the implementation and ongoing maintenance and use of the park. We plan to hold a meeting

for users groups and other interested parties in November. The management plan was due for review in June 2016.

Recommendation to receive the report and as per the management plan (29th June 2011) we request council to install powerbox to the rear of the old library for use on market days and festivals. We request this is done as soon as possible due to upcoming Greytown market days.

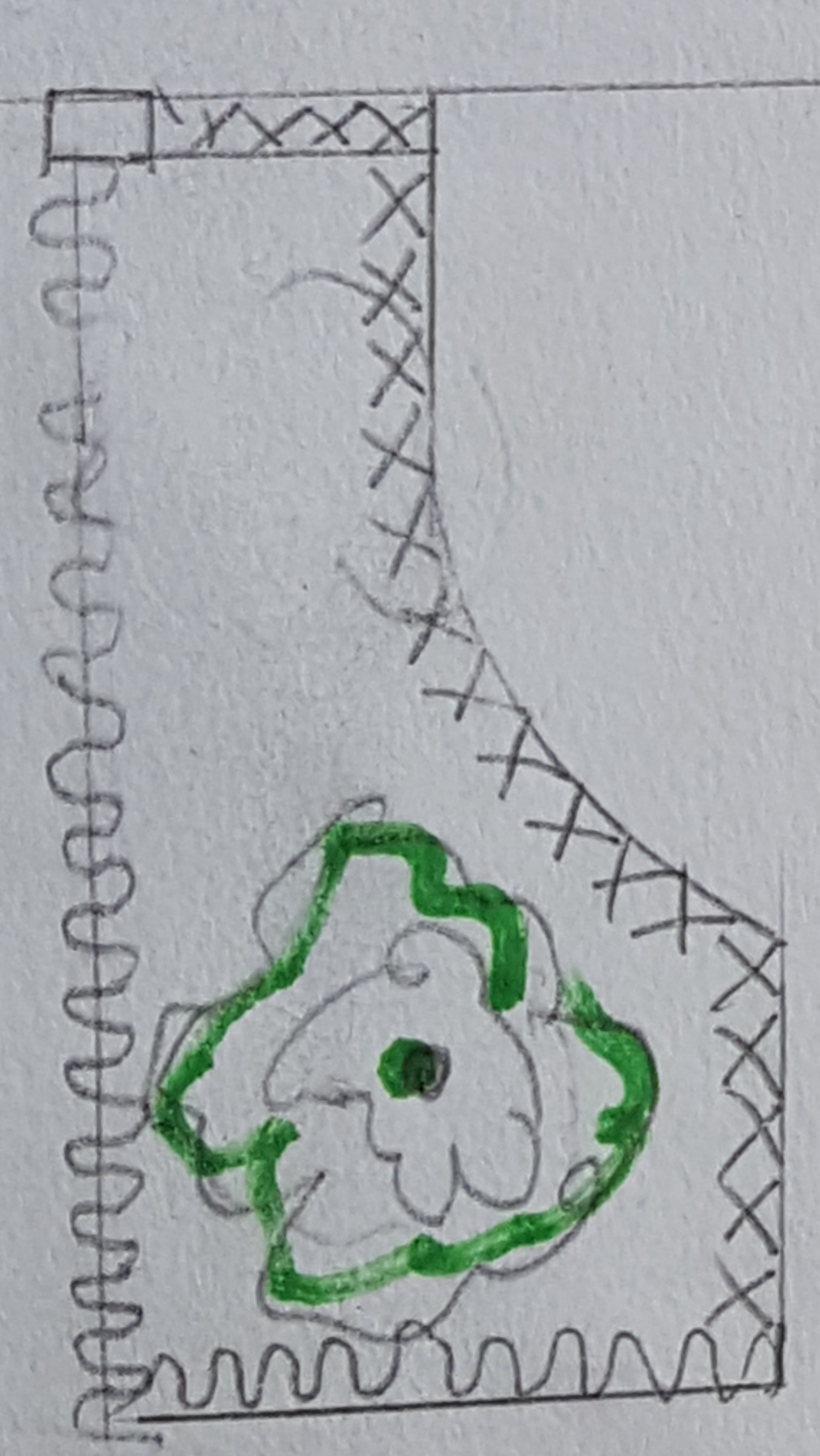
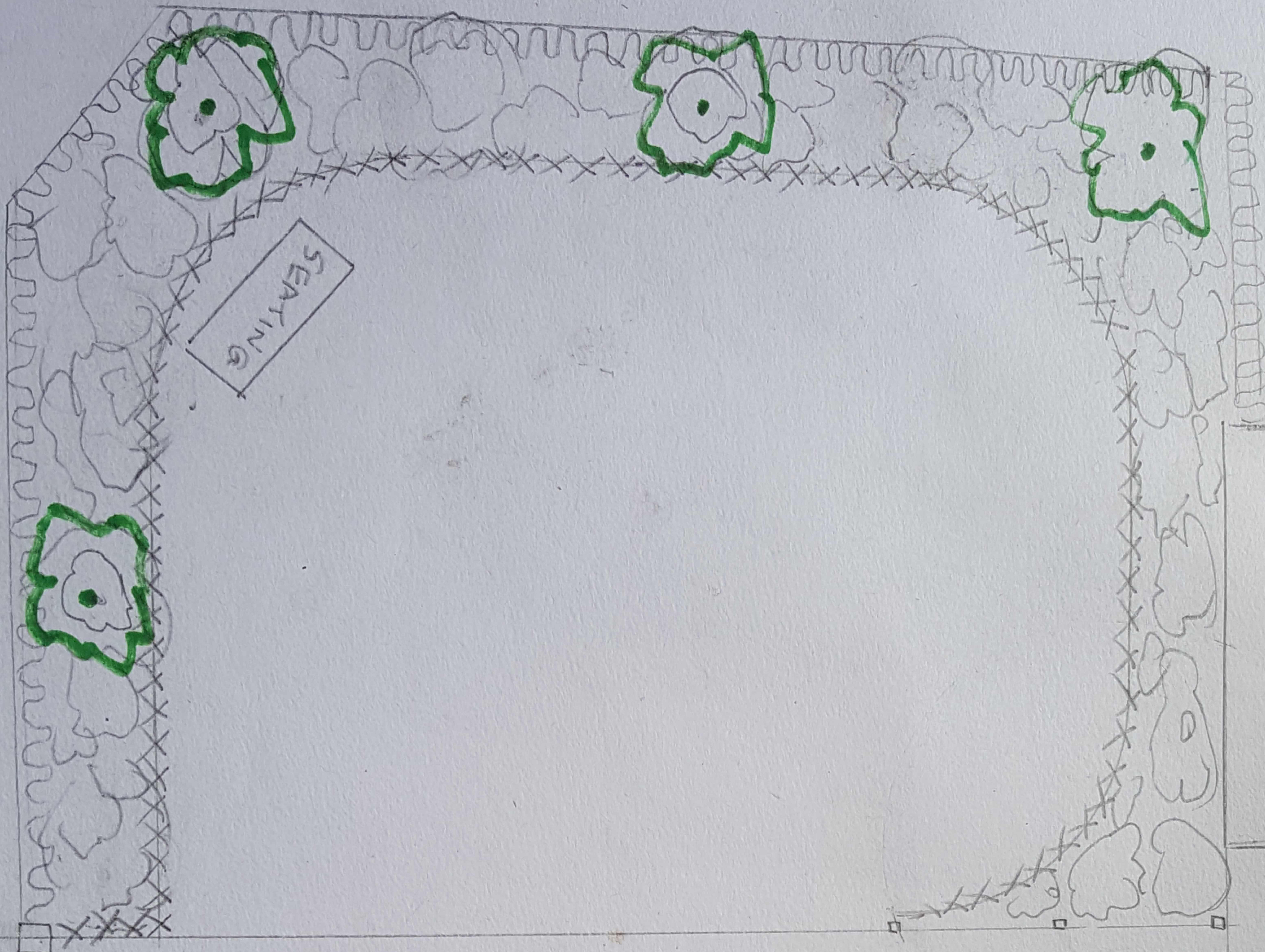
Written By: Leigh Hay, Chair Greytown Community Board

Greytown Early Years Inc

Frontage beautification planting plan detail and price list

Item	Quantity	Total
Festuca coxii Blue Grass @ \$4	25	100
Teucrium fruticans @ \$10	25	250
Cornus Eddies White Wonder @\$42	3	126
Helleborus niger White Magic @ \$16.95	6	101.70
Iberis sempervirens Candy Tuft @ \$10.95	10	109.95
Hanging baskets and liners @ \$37.40	3	112.20
Stone pavers @ \$20.99 to make path leading to Little Library (being made and donated by Menz Shed)	5	104.95
Tree stakes @6.20	3	18.60
Topsoil to level out hole in lawn @\$96 per m ₂	1	96
Potting mix and plants for baskets		100
Garden bench macrocapa bench seat		200
TOTAL		1319.40

Footpath



if we get the boxes in
you can fill in the borders.
with repetitive plants

Eriseleinia
Boudway mist

X Linen or Box

Liquidambar (Gumball)
style

Collection of
plants to be decided

Design Concept

Early Years

Landscape Plan

Thalburn
Glen Allison

021 9665 25

MEMBER REPORT
for
Greytown Community Board Meeting
11th October 2017

Member Name	Mike Gray
Group Name	Psychosocial Support Group (5 Persons present)
Meeting Date	25 th September, 2017
Key issues from meeting	<p>A article is to appear in the October Grapevine seeking interest in the Red Cross PFA Training course from within the community. A ‘Contact Form’ has been considered and could form the basis of a data-base of interested individuals.</p> <p>Opportunities to fund this training is also being sought. If there is insufficient interest locally approaches to the Martinborough and Featherston Boards may be sought and potential to fund the training from other sources will be sought.</p> <p>Development of a ‘Support Agencies Booklet/Card’ for households is being investigated.</p>
Specific item/s for Community Board consideration	This group deserves consideration and support and see themselves as part of a wider community preparedness group.
General	

MEMBER REPORT
for
Greytown Community Board Meeting
11th October 2017

Member Name	Mike Gray
Group Name	WREMO Facilitated Workshop at Carterton Events Centre Led by Jeremy Holmes (new Manager) and Steve ??? a facilitator. Local staff – Jane Mills & Darryl McCurdy attended also.
Meeting Date	21 st September, 2017
Key issues from meeting	One Carterton, one Featherston Community Board Member and Four Greytown persons attended.
Specific item/s for Community Board consideration	This workshop is part of the current review of WREMO activities with the view to system improvements. I believe the Greytown contingent made some useful contributiions to the workshop.
General	Watch this space!

5 September 2017

The Chair
Greytown Community Board
C/- South Wairarapa District Council
PO Box 6
Martinborough 5741

Dear Chair

Please find enclosed a copy of the latest *Voice* newsletter from the team at Victim Support.

This quarter's edition confronts a topic which makes many uncomfortable. A topic that is a major problem in New Zealand and many countries – sexual harm.

Sexual harm is amongst the most complex and challenging of Victim Support's work. It's also some of the most important.

Due to sexual harm being underreported, it's difficult to capture accurate statistics. It's estimated that as many as one in five women and one in seven men will experience sexual harm and that fewer than 10 per cent of sexual harm survivors report their assault to Police. Only 13 per cent of these reports lead to a conviction.

Those who chose not to, or feel unable to, report their experience or experiences to Police might choose to engage with Victim Support or another independent agency. Many more bottle it away and report it years later, or never at all.

It's very common for the perpetrator to be known to the victim, to have held a position of trust or standing in their family or community, compounding the challenges for survivors to reach out for help, and fearing they may never be believed.

Sexual harm is harrowing and without adequate support, can have a long-term impact on a person's life and their future wellbeing. It's important for survivors to know that there are people and organisations available who care deeply about them and are here to help.

"When a person does come forward for help, we focus our support on what they need, and what they want to do. We support them and ensure they have all the information they need so that when they do make decisions, they're making informed decisions," says Sheryl Robinson, Victim Support Central Area Manager.

In most parts of the country, Victim Support refers survivors to specialist sexual harm support providers for intensive support. However, many survivors rely on us for first response support, assistance through the courts, or for intensive support in parts of the country where no specialist agency is available.

As a friend of Victim Support, we hope you'll take a few moments to read about surviving sexual harm in this issue of our quarterly newsletter *Voice*. Our independent support has helped nearly 3,000 sexual harm survivors in the last year to find strength, safety, support, and when they are ready, justice.

If you would like additional copies of *Voice* for display or have any queries or feedback, please contact us at info@victimsupport.org.nz or on 04 474 9460.

Thank you for your ongoing support. Our work really does make a difference in people's lives.



Kevin Tso
Chief Executive





SUPPORTING VICTIMS of Sexual Harm

The majority of sexual harm crimes go unreported, so much so that it's widely believed that here in New Zealand, only 9%

are reported to Police, and of those that go through the court process, 13% result in conviction.

Sexual harm victims can receive support from Victim Support and other agencies. While perpetrators should face the justice system, victims' needs are foremost and they can receive support whether the assault is reported or not. Of course, reporting to police as soon as possible means the investigation can start and vital forensic evidence is more likely.

"Due to the high level of under-reporting, it's very difficult to say exactly what the level of sexual harm is, but I'd tend to agree reported offences would be a single figure percentage, said Victim Support's Central Area Manager, Sheryl Robinson.

"There's many reasons for that. It might be that the victim feels they won't be believed or blamed, particularly if the perpetrator is a family member, high profile person or trusted member of the community. They might fear tearing their family apart. They might fear the court process, the discussion of the details, of how their friends, family and workmates will react. Of being discussed in public and on social media. If media reporting is uninformed, it can perpetuate age-old myths. More often than not, it'll be a combination of these factors that make it difficult for a victim to come forward," said Sheryl.

"So when a person does come forward for help, we focus our support on what they need, and what they want to do. We support them and ensure they have all the information they need

so that when they do make decisions, they're making informed decisions," said Sheryl.

"Considering the stereotypes and attitudes around sexual harm, it's not surprising that we're often dealing with historic cases.

A victim may have been in counselling and is now feeling they're able to make decisions and take action. Sometimes there's a ripple effect – when someone does come forward to say they're a victim of sexual harm, others feel they may now have the strength too, and importantly, that they will be believed," said Sheryl.

Historic timeframes can vary quite significantly, from months to many years.

There's several agencies around the country who can provide support to victims of sexual harm, with a lead agency appointed in each region. Victim Support is such in some regions, and can also provide support to victims to help them make informed choices and guide them through the Court process.

Victim Support
is always open
24/365

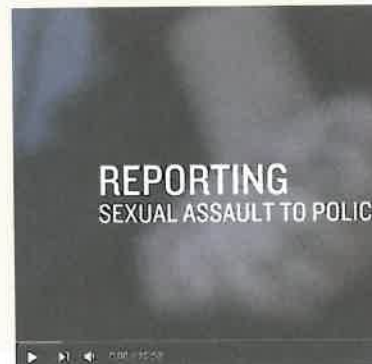
HELP WITH REPORTING

New Zealand Police has made a series of videos about reporting sexual violence.

They walk through the process of reporting sexual assault to Police. The first video, *Reporting Sexual Assault to Police*, follows a young woman as she and her mother go to their local Police Station to report an assault, and the people they interact with in that process, having taken that vital first step in reporting the crime.

Victims of sexual assault should not feel alone. Victim Support and specialist organisations like Rape Crisis are there to provide support, and can accompany them through this formal process.

The videos aim to debunk myths and alleviate fears about reporting sexual assault and encourage victims to go to Police. The videos can be found on the Police YouTube channel and the Sexual Assault section of police.govt.nz.



There is nationwide support for male victims of sexual violence, with Victim Support being the lead agency in the majority of regions.



From Kevin's desk

Earlier this year I received two items which perfectly encapsulated why the work organisations like Victim Support do to support survivors of sexual harm is so important.

The first was a letter from the mother of a sexual harm survivor. Victim Support and another specialist agency had worked together to help their family through undoubtedly the toughest experience of their lives. We helped them understand their rights, participate fairly and fully in the justice process, and find the strength to cope through trauma – strength that was badly needed as they relived their nightmare experience in court. Her comment of “I don’t know how we could have got through it without the support” is a common theme amongst the letters and emails we receive from people we’ve helped.

The very same week, I received a tragic story from overseas, of a similar family in an almost identical situation. Struggling alone to deal with Police and the courts, lives brought to a halt without support; the family made the extremely difficult decision to drop the charges laid against the perpetrator.

It’s examples like this that demonstrate the impact good support has on a person and their family. We may never get over life changing incidents, but Victim Support helps people get through. We’ll help people get through the aftermath of extreme trauma. We’ll help them find services in their community, participate fully and fairly in the justice system and provide information and guidance so they can make informed decisions. We believe no-one should suffer alone, and our highly trained volunteers and staff are here to help for as long as it takes. For free.

➔ **“We believe no-one should suffer alone, and our highly trained volunteers and staff are here to help for as long as it takes. For free.”**

In many parts of the country, Victim Support will refer a survivor of sexual harm to a specialist agency. However, some victims will prefer to come to us, particularly if we’ve supported them in the past. Victim Support is often the lead agency in regions where no specialist organisations operate, or – as we are open 24/7 – the first responder through the night until a specialist is available. Elsewhere, we may continue to provide support in court or help the victim receive financial assistance throughout a case.

Reporting family or sexual violence is immensely difficult for most victims and an often disparate and complicated process thereafter makes the journey more difficult. We are grateful for the work being done by Police and Justice sectors, but believe more must be done to really conquer the obstacles for sexual violence victims to be well supported and participate fairly and fully in the justice system.

Ngā mihi
Kevin Tso, Chief Executive



Be in to win!

Our Victim Support Lottery is on sale now!

The lottery is our annual national fundraiser, contributing to our work in communities all around New Zealand, every day.

“We’re thrilled to have Honda New Zealand partner with us once again,” said Victim Support CE Kevin Tso. “Their support enables us to have a fantastic first prize and a terrific draw card to the lottery. Who wouldn’t want to drive away in a brand new Honda HR-V S?”

“Purchasing a ticket not only puts you in the draw to win a new car, but also provides support to us and the work we do in communities nationwide,” said Kevin.

There’s a great line up of prizes, including the bonus prize of a trip for two to Fiji, so don’t miss out!

To buy tickets, get in touch with your local Victim Support office, download an order form from the Victim Support website, or call **0800 865 868** for more information.

COULD YOU BE THERE?

One volunteer Support Worker described their role as “the most rewarding thing you will ever do”, and plenty of others are inclined to agree.

Our volunteer Support Workers provide independent emotional and practical support to people during the toughest times of their life.

Could you do that? If the answer’s “yes”, call us for a chat, we’d love to hear from you. Alternatively, there might be occasional administration or fundraising work you can help with.

Call now on **0800 365 868** to get started on the most rewarding thing you will ever do.

In brief

- **THE HUGELY SUCCESSFUL INTEGRATED FAMILY RESPONSE (ISR) PROJECT IN CHRISTCHURCH HAS NOW BEEN OPERATIONAL FOR A YEAR.** Our Victim Support Christchurch team is a vital part of this project and have supported over 2,400 victims to stay safe since this project began.
- **OUR WAIKATO AND COUNTIES-MANUKAU TEAMS ARE ALSO WORKING HARD ON THEIR RESPECTIVE ISR AND WHANGAIA FAMILY VIOLENCE PROJECTS.**

OUR VOLUNTEERS: MIRIAM

After closing her practice, Manawatu based Miriam wanted to continue helping people.

A volunteer for three and a half years, Miriam works as a sexual violence and homicide specialist Support Worker.

Miriam noted that lately more of her cases were historic – having happened anywhere between a few years to perhaps 20 years ago.

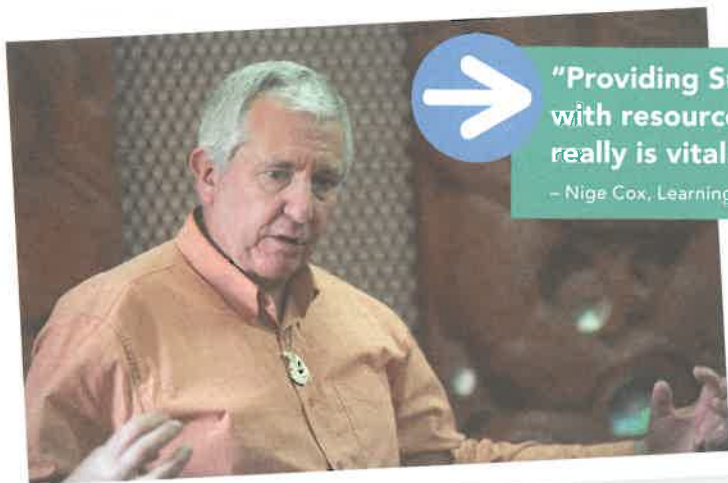
“There’s a lot of reasons for this,” said Miriam. “Sometimes it’s because they were a minor at the time and now have the ability, the courage to come forward. Or it might be that the perpetrator was a family member, and another family member has come forward about being assaulted, and they now have the courage to do so too,” she said.

“There’s often so much complexity with sexual and family violence cases, which are often interlinked. The crime might be from an outwardly innocuous relationship where there was a reason to trust the perpetrator. Some of the family may say it never happened, with all sorts of family dynamics kicking in. Families can get torn apart over it, there’s self-blaming and often a hopelessness that they won’t be believed,” she added.

Whether supporting a victim throughout the process or for just their time in Court, Miriam’s focus is to support, protect, and even calm the victim so they can continue, particularly when in Court.

She described her contribution at this high time of need as “just a drop in the bucket”, but that hopefully she’s able to provide help, hope and some relief to those she supports.

Victim Support puts the victims’ needs first, and tailors support to them and their circumstances. In the Manawatu, Victim Support provides support for self-referrals, Court support and back-up for police referrals when the lead agency is unable. Given our 24/7, 365 service we’re also available when others are not, and with the low number of assaults reported, there is continuing demand from self-referring sexual violence victims.



“Providing Support Workers with resources and training really is vital.”

– Nige Cox, Learning and Development Manager

The ITP programme includes a full module on suicide trauma, and after practical experience candidates are invited to complete more advanced training on homicide, family and sexual violence.

The sexual violence programme is a mix of presentations, activities and interactive learnings. There’s powerful presentations by guest speakers from organisations impacting on these crimes - other sexual violence support agencies, the Police Adult Sexual Assault Officers, Court Victim Advisers, Police Prosecutors, and Doctors for Sexual Abuse Care.

“Providing Support Workers with resources and training really is vital to supporting people as best we can,” said Nige. “We know there’s often a correlation between family or sexual violence and other crimes, so we deliver this advanced training too. Combined with ongoing coaching from their Service Co-ordinator, Support Workers are equipped with the very nuanced skills needed to support survivors of sexual harm.”

If you would like to support Victim Support by donating to our training programmes, please do get in touch.

TRAINING IS VITAL

Our volunteer and staff Support Workers complete intensive training before starting any support work.

“Every day our Support Workers are working with people who are suddenly faced with very traumatic situations, so it’s critical our people are highly trained to provide the best support,” said Victim Support Chief Executive, Kevin Tso.

Led by Learning & Development Manager Nige Cox, Advisors Christine (CJ) Jones and Shelley Brunskill-Matson develop and facilitate training with volunteers and staff, nationwide.

All Support Workers and Contact Service staff undergo a four-day Initial Training Programme (ITP) to gain the knowledge and skills needed to meet the various situations they’ll face. In addition, Support Workers complete modules and case studies during the following year, as well as working a buddy system on call outs, to achieve the required competencies.

FINANCIAL SUPPORT

Financial grants are available to sexual violence victims to assist with emergency costs incurred immediately after the crime.

They can be used to replace clothing, repair damaged property or for emergency accommodation. There’s also funding for sexual violence victims to attend the trial, parole or other hearings.

Victim Support administers these grants on behalf of the Ministry of Justice and more information can be found on our website, or by calling our Contact Service on **0800 VICTIM**.



THANK YOU Rātā Foundation!

We simply can't support victims every day, without community organisations supporting us.

Rātā Foundation has supported our work in the Christchurch, Marlborough and Nelson areas over several years. Their most recent grant of \$35,000 has contributed toward our operational costs in these areas and to a fulltime Family Harm Support Worker in Christchurch.

"Rātā Foundation's grant really helps our organisation, especially at a time when our services in these regions are under drastic pressure, and it truly makes a significant difference to our ability to support thousands of people across Canterbury and the upper South Island at their most vulnerable times," said Victim Support Chief Executive, Kevin Tso.

Having local volunteers trained and ready to respond is vital, and the whole community benefits given anyone may suddenly need our assistance following unexpected crime or trauma.

Rātā Foundation provides grants for those organisations who align with its priorities and criteria under the four focus areas of Learn, Support, Connect and Participate.



StandBy



We're proud to announce we've recently partnered with Australia's StandBy – Support after Suicide.

Like Victim Support, StandBy are there to help people affected by suicide – friends, family, whānau – to cope through tragedy and rebuild their lives.

Our partnership will make it easier to get support after a suicide when friends and whānau live in both countries.

WELLINGTON WOWS!



Victim Support Wellington recently won the Health and Wellbeing category in the Wellington City Airport Community Awards.

Long standing volunteer Barbara Halliwell accepted the award with Wellington Service Co-ordinator Liz McLean. "I'm so proud of the team, they work very hard and always provide the best support they can. To be recognised so publicly, is tremendous," said Victim Support Area Manager, Paula Connolly.

The regional award winners will be announced in October – good luck Liz and the team!

In brief

- **CONGRATULATIONS TO WAIRARAPA VOLUNTEER JENNY TOSSWILL AND CENTRAL OTAGO VOLUNTEER JUDY ELLIOTT-HALL.** Both have received community recognition for their wonderful work. Well done Jenny and Judy!
- **WE PRESENTED A SELECT COMMITTEE SUBMISSION ON THE FAMILY AND WHĀNAU VIOLENCE LEGISLATION BILL.** There's still a way to go but the intent of the Bill is a move in the right direction.
- **AS A LEADING PROVIDER OF SUICIDE POST-VENTION SERVICES, WE ALSO PROVIDED SUBMISSION ON THE MINISTRY OF HEALTH'S SUICIDE PREVENTION STRATEGY.**
- **THANKS Z ENERGY FOR CHOOSING VICTIM SUPPORT AT 25 GOOD IN THE HOOD Z STATIONS.** The programme donates a share of funds to local charities doing good in their communities.
- **JOIN OUR CHARITY TEAM AND RUN THE 2017 ASB AUCKLAND MARATHON ON 29 OCTOBER!** There's half marathon and walk options too – contact robyn.scurrah@victimsupport.org.nz to discuss the details.

(Tear here)

Yes! Here is my donation to help victims of crime and trauma

Mr Mrs Miss Ms Other

Name

Postal address

Postcode

Phone

Email

The Privacy Act of 1993 requires us to advise you that we keep contact information of supporters on file to help us with fundraising. If you do not wish us to keep your information, please let us know.

Donate via internet banking to: BNZ 020500 0493163 00
Please ensure that you use your details as reference along with the code NL0817, so that we may acknowledge your gift.

Value of donation \$25 \$50 \$100 Other \$ _____

Gifts over \$5 are tax deductible

Cheque. Made payable to Victim Support.

Credit card. Please debit this amount to my credit card

Mastercard Visa Amex

Name of cardholder: _____

Card Number: _____

Expiry date: _____

Signature: _____

I wish to donate by automatic payment. Please send me details

I wish to make a bequest to Victim Support. Please send me details

I have left a bequest to Victim Support in my Will

87 Please return this form to
Victim Support, Freepost 100819, PO Box 3017, Wellington 6140

Greytown Community Board

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



28 September 2017

Alexander Southey
43 Reading St
Greytown 5712

Dear Alexander

STUDENT REPRESENTATIVE

The Community Board wish to thank you for your input to the Greytown Community Board while you held the student representative position. Your contribution and discretion (on sometimes sensitive subjects) has been most valued by the board.

As a community board we believe it is essential that we hear the opinions of the youth in our community and you are unique in so much that the Greytown Community Board is the only one in the Wairarapa to have a youth representative. You not only made contributions on youth initiatives but also on some wider funding and community issues, and we thank you for that.

We hope you have learnt about local governance and the way local government works during your time with us. It is at times somewhat formal but as you will understand we are also governed by local legislation. We hope you will be able to put to good use the things you have learnt during your time as appointee to the board.

We would also like to say congratulations to you as this year's recipient of the National Theatre Federation David Brockett Backstage Achievement Award and Meritorious Service Award for your work in theatre with the Greytown Little Theatre. It is an honour you well deserve for all the hundreds of hours working backstage on lighting and sound for the last 7 productions. Greytown is very lucky to have you so involved in our community. You are a real inspiration to your peers.

We are sorry to receive your resignation but completely understand that you have other priorities that require your time. The Board wishes you all the best with your future endeavours and in particular your theatre and acting aspirations.

We are very happy for you to use this letter as a reference in the future.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Leigh Hay'.

Leigh Hay
Greytown Community Board Chair
hay4greytown@gmail.com

Greytown Community Board

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



1 September 2017

Wendy Morrison
Accelerate Wairarapa
wendymorrison@mediaworks.co.nz

Dear Wendy

On behalf of the Greytown Community Board, thank you to yourself and David Hancock for taking the time on the 19 July 2017 to come and present the Accelerate Wairarapa project to members of the Greytown Community Board.

The Community Board totally supports Accelerate Wairarapa's goal to establish a website, linked via the Destination Wairarapa website, to attract businesses and those that wanted to live and work in the Wairarapa.

This is one of our key platforms in our strategic plan to attract new people and businesses to Greytown which in turn can help provide new jobs for school leavers and provide incentives for the younger generation to return home to The Wairarapa. We hope that you can bring this programme to fruition and we wish you every success. It makes good sense to approach it as a joint initiative and surely more cost effective. The Board looks forward to working with you to move the project forward.

Yours sincerely

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

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

1 September 2017

Margaret Cole
72C Woodside Road
RD1
Greytown 5794

Dear Margaret

GREYTOWN PLAYGROUND

In response to your recent letter, I can advise that the old metal slide at Greytown Playground was replaced as it was deemed unsafe by current playground standards. Council has been going through a process of replacing its non-compliant play equipment. Council utilises NZ 5828:2015 Playground Equipment and Surfacing, which includes the identical implementation of international standards EN 1176 Parts 1-7 and 10-11:2008, EN 1177:2008, and an adoption of BS 7188:1998+A2:2009.

While these standards are not incorporated into law for public playgrounds provided by local authorities, the Local Government Act 2002 clearly provides that local government exists to benefit, and promote the wellbeing of their communities. Unsafe playground equipment in public playgrounds that may cause serious injuries to children is inconsistent with that overarching objective. A copy of the standard for 'safe slides' is attached; this is an excerpt from 'All you need to know about Playground Equipment and Under-surfacing Safety' by the Playground People Ltd, and is a plain English guide based on EN1176 and EN1177 readily available on the internet.

While this reply may not be the answer you are seeking, the reality is that we have to live by local rules and regulations. As you are aware safety standards have changed significantly over the last 10 years and it impacts on us as a community board and council in a large number of areas.

With regards to your enquiry about the gun, you state in your letter, all the required permissions have been given by Council and the Community Board for incorporating the removed gun into a memorial wall to be located at Soldiers Memorial Park. I suspect that this means the Community Board endorsed the project but I am unaware of any official consents that have been issued.

I have followed the matter up with a number of members of the RSA including but not limited to: Current RSA board members, the current secretary and previous Chairs, Alistair Plimmer & Graham Todd. Both Mr Plimmer & Mr Todd advised me that the gun is at Pope & Grey which I have confirmed. One person told me that the

gun has issues around lead, which may make it unsuitable to have near children or for it to be restored. Another person told me that lead was not an issue and it simply needed restoration, which could be done by the MENZ shed who have metal workers. There was also some question as to the current ownership of the gun.

This has taken a considerable amount of time to get these answers. If you feel strongly about this you should take it up with the RSA as it is up to them to move this project forward. I understand the chair at the time when the memorial wall was being discussed was Alistair Plimmer.

If you have any further questions feel free to get in touch.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Leigh Hay', written in a cursive style.

Leigh Hay
Greytown Community Board Chair
hay4greytown@gmail.com