



Greytown Community Board

Minutes 18 February 2015

- Present:** Christine Stevenson (chair), Shane Atkinson, Cr Margaret Craig, Ian Farley, Leigh Hay, Cr Napier and Connor Taumoepeau.
- In Attendance:** Paul Crimp (Chief Executive) and Suzanne Clark (Committee Secretary).
- Conduct of Business:** The meeting was conducted in public in the WBS Room, Greytown Town Centre on 18 February 2015 between 7:00pm and 8:55pm.
- Public Participation:** Frank Minehan (Greytown Community Heritage Trust), Mike Dennes, Catherine Whyte, Steve Davis (South Wairarapa Rotary Club).
- Also in Attendance:** Katie Abbott (Tree Advisory Group and Friends of O'Connor's Bush).

PUBLIC BUSINESS

The Community Board agreed to add the application for financial assistance from ArrowFM to the agenda to be considered under agenda item '10 Financial Assistance'.

1. APOLOGIES

GCB RESOLVED (GCB 2015/01) to receive apologies from Mayor Adrienne Staples.

(Moved Cr Craig/Seconded Hay)

Carried

2. CONFLICTS OF INTEREST

Mr Atkinson declared a conflict of interest with the application for financial assistance from the Menz Shed as he was a member.

Mr Farley declared a conflict of interest with the presentation from the Greytown Community Heritage Trust as he was a member.

Mrs Stevenson declared a conflict of interest with the application for financial assistance from Life Education Trust as she was a board member.

3. PUBLIC PARTICIPATION

3.1 Frank Minehan, representing Greytown Community Heritage Trust

Mr Minehan raised concerns about the unknown future of the former Greytown station building currently in property negotiations. Ideas for its protection were presented.

3.2 Mike Dennes

Mr Dennes did not support the introduction of speed bumps on East Street and queried the reason for their placement as they weren't ideally

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placed to slow traffic before the Greytown School crossing. Mr Dennes had noted illegal driving practices since the bumps had been installed.

3.3 Catherine Whyte

Ms Whyte asked what needed to be done to ensure Greytown notable trees received protected status under the Wairarapa District Plan.

3.4 Steve Davis, South Wairarapa Rotary Club

Mr Davis presented a proposal to place an historical information sign about the lime trees in Soldiers Memorial Park in commemoration of WWI and to mark contribution of a long serving Club member.

4. TREE ADVISORY GROUP/FRIENDS OF O'CONNORS BUSH

Ms Abbott reported that Friends of O'Connor's Bush were planning an Arbor Day display in the Greytown Town Centre, plantings, and a tour of medicinal plants in the Bush. The main celebrations would be held on the 4 July 2015. Ms Abbot asked that the historic Greytown Trees Brochure be refreshed and reprinted and said that the Friends of O'Connor's Bush would commit half the funds required in return for acknowledgement in the brochure.

On behalf of the Tree Advisory Group Ms Abbot discussed the unendorsed pruning of a protected tree with members, the process when a breach to the Wairarapa District Plan occurs, and a request that the notable walnut tree in Greytown be monitored closely. Ms Abbot asked the Community Board to endorse the Tree Advisory Group's position that the copper beech tree sited at 123 Main Street is not removed.

5. ACTIONS FROM PUBLIC PARTICIPATION AND PRESENTATIONS

5.1 Frank Minehan, Greytown Community Heritage Trust

The Community Board supported preservation of the former Greytown station building.

5.2 Mike Dennes

Mr Crimp undertook to circulate Mr Dennes presentation to Council officers for comment.

5.3 Steve Davis, South Wairarapa Rotary Club

GCB NOTED

1. Action 111: Write a letter of support for the proposed lime tree signage in Soldiers Memorial Park noting a request that some consideration is given to coordinating the style of the sign with other signs and plaques in Greytown and that some consultation with the RSA and Council's amenities manager occur; P Crimp

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5.4 Catherine Whyte

The Community Board noted that before any tree could be considered for protection in the Wairarapa District Plan a significant amount of data about that tree and an arborist's assessment was required.

GCB NOTED:

1. Action 112: When a change to the Wairarapa District Plan has been confirmed, liaise with the Tree Advisory Group to ascertain whether the Greytown list of proposed trees for protection is ready for inclusion as part of the process; M Buchanan

5.5 Tree Advisory Group/Friends of O'Connor's Bush

The Community Board encouraged the Tree Advisory Group to write to land owners regarding the potential removal of the copper beach on 123 Main Street but could not endorse the letter as the tree did not have protected tree status under the Wairarapa District Plan.

GCB NOTED:

1. Action 113: As per the Management Plan, ensure that a replacement totara is planted in Soldiers Memorial Park once the damaged totara is removed; M Allingham

6. COMMUNITY BOARD MINUTES/EXPENDITURE

6.1 Greytown Community Board Minutes – 10 December 2015

GCB RESOLVED (GCB 2015/02) that the minutes of the Greytown Community Board meeting held on 10 December 2015 be received and confirmed as true and correct.

(Moved Cr Craig/Seconded Hay)

Carried

6.2 Matters Arising

There were no matters arising.

6.3 Action Items From Previous Meeting

The Community Board reviewed the action items and updates were provided.

6.4 Income and Expenditure Statement to 31 January 2015

GCB RESOLVED (GCB 2015/03):

1. To receive the Income and Expenditure Statement to 31 January 2015.

(Moved Stevenson/Seconded Atkinson)

Carried

2. Action 114: Remove GCB digital notice board commitment of \$800 from the I&E report; P Crimp

GCB RESOLVED (GCB 2015/04) to approve new GCB expenditure of \$33.33 (split three ways) relating to a combined Community Board Christmas function at the Greytown Hotel.

(Moved Cr Napier/Seconded Stevenson)

Carried

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7. OPERATIONAL REPORTS – COUNCIL OFFICERS

7.1 Officers' Report to Community Boards

GCB RESOLVED (GCB 2015/05) to receive the Officers' Report to Community Boards.

(Moved Cr Craig/Seconded Hay)

Carried

8. COMMUNITY BOARD/COUNCILLORS REPORTS

8.1 Development Plan for Soldiers Memorial Park

Mrs Stevenson reported that the Soldiers Memorial Park Users Group had made a presentation to Council requesting the formation of a development plan for the Park.

8.2 Skate Park

Members discussed possible locations and alternative decision concepts.

8.3 Wairarapa Road Safety Council

Cr Craig reported that the Wairarapa Road Safety Council were not aware that speed bumps were to be installed on East Street.

8.4 Greytown Entrance Signs

The metal work for the signs had been completed, drawings of the foundation had been signed off by an engineer and a quote for installation was being prepared.

8.5 WWI 100th Year Commemoration

Mr Farley discussed the WWI memorial crosses, display possibilities and possible celebrations on the day with members.

GCB RESOLVED (GCB2015/06):

1. That Ian Farley becomes the official GCB WWI 100th Year Commemoration liaison person and that a letter is written to the Greytown RSA indicating that the Community Board will drive the Greytown Cross Project.

(Moved Cr Craig/Seconded Stevenson)

Carried

2. Action 115: By the end of March 2015 prune and clear trees from behind the WWI memorial gates at Soldiers Memorial Park in Greytown; M Allingham

8.6 Information Centre

Mrs Hay outlined plans for displaying artwork on the blank wall in the Greytown Information Centre.

8.7 Memorial on Fabian's Road

Mr Farley reported that the memorial was estimated to cost \$23k - \$30k. The Lions wanted to progress the project and plans were being prepared for Council to review.

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8.8 Featherston to Woodside Cycle Trail

Mr Atkinson reported that the Greytown Trails Trust had made a presentation to the Featherston Community Board on the 27 February 2015 for funds to investigate the best way for cycles to cross the Tauherenikau River. Pricing for a clip-on to the rail bridge and a standalone suspension bridge were being sought.

8.9 Menz Shed

Mr Atkinson reported that the official Menz Shed opening was scheduled for April 2015.

8.10 Community Safety Working Party

Cr Napier reported that the Graffiti Working Party was now known as the Community Safety Working Party and that the chair would like some representation from Greytown as well as youth representation.

8.11 Student Report

An LTP Focus Group for Youth was scheduled for 10am, 3 March 2015, at Kuranui College, and Cr Napier asked Mr Taumoepeau to encourage the student leaders to attend.

GCB NOTED:

1. Action 116: Write and congratulate the Greytown Arts Festival Committee for running a successful 2015 festival; Christine Stevenson

9. CORRESPONDENCE

9.1 Inwards

To Greytown Community Board from Life Education Trust received 5 December 2014

To Greytown Community Board from Alisoun Werry received 5 February 2015 (included Mayor's response)

From Friends of Stella and Sarah to Greytown Community Board received 12 February 2015 (tabled)

To Leigh Hay, Greytown Community Board from Russell Hooper, South Wairarapa District Council received 22 January 2015 (tabled)

9.2 Outwards

To Craig Thorburn, from Shane Atkinson, Greytown Community Board dated 12 December 2014

GCB RESOLVED (GCB 2015/07):

1. To receive the inwards and outwards correspondence; including tabled items.

(Moved Stevenson/Seconded Hay)

Carried

2. Action 117: Liaise with Graeme Edridge advising that there is land already approved for development into a retirement centre in Greytown (Greytown Villas Character Area) and that applications

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for alternative sites to be zoned developed as a retirement village could be made by potential developers; Christine Stevenson

10. FINANCIAL ASSISTANCE

10.1 Life Education Trust

GCB RESOLVED (GCB 2015/08) to grant Life Education Trust \$500 to assist with the costs of providing a mobile classroom in the Greytown area.

(Moved Cr Napier/Seconded Cr Craig)

Carried

10.2 The Wairarapa Balloon Society

GCB RESOLVED (GCB 2015/09) to grant the Wairarapa Balloon Society \$500 to bring 2015 events to the Greytown area.

(Moved Stevenson/Seconded Hay)

Carried

10.3 Greytown Menz Shed

GCB RESOLVED (GCB 2015/10) to grant the Greytown Menz Shed \$500 to assist with connecting electricity and to buy consumables.

(Moved Cr Napier/Seconded Hay)

Carried

10.4 Kuranui College

GCB RESOLVED (GCB 2015/11) to grant Kuranui College \$200 to assist with costs associated with running a Bike and Hike event.

(Moved Cr Craig/Seconded Stevenson)

Carried

10.5 ArrowFM

GCB RESOLVED (GCB 2015/12) to grant ArrowFM \$500 to provide a portable, remote broadcasting service to community groups, organisations and individuals in Greytown.

(Moved Stevenson/Seconded Cr Napier)

Carried

Confirmed as a true and correct record

.....Chairperson

.....Date

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**Greytown Community Board
Action Items
From 18 February 2015**

Ref #	Meeting	Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
176	GCB	2-Apr-14	Action	Christine Stevenson	Liaise with the Tree Advisory Group regarding the proposed name of 'William Nation Arbor Reserve for the plant nursery	Open	
636	GCB	29-Oct-14	Action	Murray	Write to property owners of trees 'first' registered in the Wairarapa district Plan at its adoption in 2011, and advise them of the registered status of the tree and their responsibilities	Open	18 Feb 15: GCB suggest asking MDC (Sue Southey) for a copy of the brochure that should have been provided to residents with listed trees.
112	GCB	18-Feb-15	Action	Murray	When a change to the Wairarapa District Plan has been confirmed, liaise with the Tree Advisory Group to ascertain whether the Greytown list of proposed trees for protection is ready for inclusion as part of the process	Open	
113	GCB	18-Feb-15	Action	Mark	As per the Management Plan, ensure that a replacement totara is planted in Soldiers Memorial Park once the damaged totara is removed	Actioned	2/3/15: Will be done in winter. 3/3/15 CEM#'s 2392777 and 2392815
114	GCB	18-Feb-15	Action	Kyra	Remove GCB digital notice board commitment of \$800 from the I&E report	Actioned	
115	GCB	18-Feb-15	Action	Mark	By the end of March 2015 prune and clear trees from behind the WWI memorial gates at Soldiers Memorial Park in Greytown	Actioned	19/2/15: Already in hand.
116	GCB	18-Feb-15	Action	Paul	Write and congratulate the Greytown Arts Festival Committee for running a successful 2015 festival	Actioned	
117	GCB	18-Feb-15	Action	Christine Stevenson	Liaise with Graeme Edridge advising that there is land already approved for development into a retirement centre in Greytown (Greytown Villas Character Area) and that applications for alternative sites to be zoned developed as a retirement village could be made by potential developers	Open	

Greytown Community Board	
Income & Expenditure to 28 February 2015	
<u>INCOME</u>	
Balance 1 July 2014	18,960.01
Annual Plan 2014/15	20,954.00
TOTAL INCOME	40,783.58
<u>EXPENDITURE</u>	
Members' Salaries	6,033.38
Total Personnel Costs	6,033.38
AP Greytown Sports Printing Gtn After 5 invites	16.00
AP Greytown Sports GA5 Drinks (50% of cost)	55.96
AP Gtn Barrels July (water & weed)	120.00
AP aRTe Sculptural Greytown New Entrance Signs-deposit	3,000.00
AP Greytown Barrels August	120.00
AP Barrels Sept - weed/water	120.00
AP Gtn Barrels Oct 14-weed & water	120.00
AP Friends of Stel Grant - Stella Bull Park	480.00
AP Solway College Grant 2014-Gtn After 5 invites	50.00
AP Gtn Barrells water/week Nov 14	120.00
AP Local Governmen Annual C/Board Levy x 3	166.67
AP Xmas Decorations Gtn Library	800.00
AP aRTe Sculptural Ref 458 GCB 6/8/14 payment 2 (halfway)	3,000.00
AP House of Travel I Farley Wn-Kerikeri May 2015	331.30
AP SOLGM Diaries	31.80
AP Slow Burner Ltd Gtn Info Centre volunteers lunch	246.96
AP Greytown Hotel Community Boards Xmas function	28.98
AP City Care Gtn Barrels - Dec 14 water & weed	120.00
AP Lamb-Peters Pri Happy Christmas poster (laminated)	40.00
AP GCB grant-Play for Gtn Arts Festival	200.00
AP City Care Weed & Water barrels - Jan 15	120.00
AP NZ Community Bo I Farley CB Conference May 15	760.87
Total General Expenses	10,048.54

Greytown Community Board	
Income & Expenditure to 28 February 2015	
AP Cobblestone Tru Grant Museum Sign Brds/Brochure	680.00
AP Greytown Trails Annual Mtc Grant	1,000.00
AP GCB grant connect elec & consumables	500.00
AP Wairarapa & Sou GCB grant - mobile class room	500.00
Total Grants	2,680.00
TOTAL EXPENDITURE	18,761.92
ACTUAL NET SURPLUS/(DEFICIT) YEAR TO DATE	22,021.66
<u>LESS: COMMITMENTS</u>	
Salaries to 30 June 2015	4,416.62
City Care Maintain barrels in town centre	600.00
AP aRTe Sculptural Greytown New Entrance Signs-deposit	4,000.00
Greytown Trustlands Trust to fund the digitisation of the Greathead papers	320.00
Stella Bull Park inc - Sarah's Garden	480.00
Kuranui College Bike and Hire event grant	200.00
Remote broadcasting serv Gtn grant	500.00
Wairarapa Ballon Bring Balloon events to GTN grant	500.00
Total Commitments	11,016.62
BALANCE TO CARRY FORWARD	11,005.04

GREYTOWN COMMUNITY BOARD

1 APRIL 2015

AGENDA ITEM 8.1

OFFICERS' REPORT

Purpose of Report

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

Recommendations

Officers' recommends that the Community Board:

1. *Receive the information.*

CHIEF EXECUTIVE

1. Executive Summary

The period since the last report has been dominated by the Long Term Plan, including the review of policies.

Asset Management Plans have been sent to Audit New Zealand for review and the Infrastructure Strategy is under internal review and should be completed within the week.

The Governance process has been progressing with our submission being sent in the agreed format.

2. Governance/Leadership/Advocacy

The following table provides the year to date results for KPI's set for the Governance output [note this report is as at 30 June 2014]

GOVERNANCE/LEADERSHIP/ADVOCACY KEY PERFORMANCE INDICATORS	TARGET 2013/14	YTD RESULT 2013/14	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Ratepayers and residents feel they can contact a Council member to raise an issue or problem	75%	73%	NRB Survey 3 yearly*
Ratepayers and residents feel that the Mayor and councillors give a fair hearing to their views	75%	62%	NRB Survey 3 yearly
Ratepayers and residents are satisfied with Council's decisions and actions	50%	76% (very or fairly satisfied)	NRB Survey 3 yearly
Ratepayers and residents are satisfied with how Council allocates rates/funds to be spent on the services and facilities provided (target peer group age)	78%	64% (very or fairly satisfied)	NRB Survey 3 yearly
Community Board decision - making reports on local issues	90%		Community Board reports and minutes
% of ratepayers and residents who know how to contact a community board member	65%	65%	NRB Survey 3 yearly
Ratepayers and residents satisfied with the way Council involves the public in the decision it makes	65%	49%	NRB Survey 3 yearly
The Maori Standing Committee makes recommendations to Council in relation to policy and plan development and resource management applications	100% applicable applications		Maori Standing Committee minutes

2.1 Local Government Commission/Governance Review

By the time this agenda is circulated the submission period will have closed, being 4pm 2 March.

Our submission was circulated to all Councillors and was in the format agreed.

In addition, we were signatories to the joint submission prepared by TDB Advisory Ltd. The signatories to the submission were Hutt City; South Wairarapa District Council; Carterton District Council; Masterton District Council.

The two submissions are tabled for the record, as appendix A and B

3. Strategic Planning and Policy Development

3.1 Meetings/Conferences

3.1.1. Chief Executive Forum

No meetings were held.

3.1.2. Mayoral Forum

No meetings were held.

3.2 Legislation

While no new legislation has been introduced recently, we are still bedding down the various pieces of legislation recently enacted, and I believe it will be some time before we fully understand the resourcing implications required to comply.

3.3 Wastewater Consents

Discussions are on-going with the Regional Council and the general timetable that has been agreed and is outlined in section 3.2 of the Infrastructure and Services Report.

3.4 Long Term Plan

The Long Term Plan is well underway, with the last few weeks and the following few weeks the usual period on organised chaos.

While we are on track to deliver the Consultation Document, and draft Long Term Plan on time, there is a lot to get done.

Targeted sector group ,meeting are underway, these follow the similar meetings held three years ago and provide an excellent insight into specific areas of interest.

3.5 Rates Arrears (Incl. GST)

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

As at 30 September 2014 the balance outstanding amounted to \$1,008K of which \$608K related to prior year (30 June 2014 and earlier).

The arrears amount of \$608K amount outstanding relating to the 30 June 2014 and prior balances has reduced to \$130K which is a good result. This has generally been through demands from the banks, which have all been settled. We are following up a number through legal avenues.

For the installment due 20 February 2015, there are approximately 478 ratepayers who missed this installment, i.e. this is the only installment that is currently outstanding for those ratepayers. This is disappointingly high.

We continue to pursue all arrears.

4. Corporate

4.1 Staffing

Kim Whiteman has joined us as Policy and Reporting Manager; Kim's first main task will be ensuring the LTP is delivered on time.

4.2 Occupational Health and Safety

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

4.3 General Revaluation

Quotable Value have completed their triennial revaluation of the district.

This valuation is specific for the rates database, the aim of which is to split up the district by property values so that rates can be calculated from a consistent and comparable base.

The revaluation will be as at 1 September 2014 and will apply to the rates database from 1 July 2015.

The revaluation notices were sent, and the time period for objections has closed. There were 138 objections received, compared to 130 for the 2011 revaluation.

4.4 LGOIMA Requests

13 February	Chris Hipkins MP for Rimutaka	Advertising costs over 2012-present on Local Government reorganisation
27 February	Ben Cunliffe, Office of Leader of Opposition	A list of all people and organisations who have been issued warnings, infringement notices or fines, related to breaches of the Resource Management Act, in the past five years..

Contact Officer: Paul Crimp, Chief Executive Officer

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 2014/15	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Ratepayers and residents satisfied with the District as a "better" place to live	65%	N/A	NRB Survey
Ratepayers and residents satisfied with the image of the closest town centre shown as "satisfied"	65%	N/A	NRB Survey

Over and above normal consent processing and plan administration tasks, staff have been engaged with consultant Kerry Geange, in order to prepare a presentation to the Infrastructure and Planning Working Party on the VUW Landscape Architecture students study of Featherston (February 25).

Subsequently, work is now progressing on how the 4 themes taken from the VUW work can be built into a work programme based on the 3 actions or tasks that Council and the Featherston Community Board members present at that meeting, identified for inclusion into a report back to Council on the workshop (for April Council).

This work is designed to provide an understanding of such initiatives around New Zealand through a desktop review of similar urban design and community developments. It will also provide an outline of the process for developing a strategy for Featherston (including a draft outline of the strategy) and an allied "community engagement plan" to facilitate consultation around the development of the strategy.

The setting out of a Water Conservation Strategy and Water Management Plans for Council's consented public water supply takes, is also progressing in accord with Council's April 2014 resolution. Drafts have now been completed by a consultant. These drafts are being reviewed by IS and PE staff at present so that final recommended documents can be presented to the April Council meeting.

The WCS deals with how Council should manage public water supplies, alternative water sources (onsite storage) and conservation of water (efficiency of use). Once these matters are adopted publicity material can be prepared and other actions taken to manage water provision and use.

At the same time the indirectly related development of the bore field for the new groundwater supply of freshwater to the public water supply system for Featherston [and Greytown] (alongside the Waiohine River at Woodside) has now been largely completed (testing of the 3rd bore is underway).

Discussions with the Bore Field development project consultant (Greg Butcher) and IS staff has resulted in a final timetable being agreed for lodgement of the Resource Consent application by PE staff with the Wellington Regional Council in mid to late April.

This would enable (if consent is issued) the IS Group to let contracts for the required works to take place around mid-year.

1.2 Resource Management Act - Consents

SERVICE LEVEL – All resource consents will be processed efficiently.

RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET 2014/15	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Consent applications completed within statutory timeframes	100%	96.3%	NCS – Two applications both one day over (Council consents for Heritage Trees)
s.223* certificates issued within 10 working days	100%	100%	NCS (manually corrected as on-hold times not recognised by NCS)
s.224* certificates issued within 15 working days of receiving all required information (note no statutory requirement)	85%	100%	NCS (manually corrected as on-hold times not recognised by NCS)

Council received 17 (the previous year 19) resource consent applications between 16/01/2015 and 27/02/2015.

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

1.3 Local Government Act – LIM's

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

RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET 2013/14	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
My LIM contains all relevant accurate information (no proven complaints)	Yes	Yes	Council's LIM template covers all statutory matters required to be included in LIM
My non-urgent LIM is processed within 10 days	100%	100%	NCS data

TYPE	YTD (1 JULY 14 TO 27 FEB 15)	PREVIOUS YTD (1 JULY 13 TO 27 FEB 14)	PERIOD (16 JAN 15 TO 27 FEB 15)	PREVIOUS PERIOD (16 JAN 14 TO 27 FEB 14)
Standard LIMs (Processed within 10 working days)	80	98	33	50
Urgent LIMs (Processed within 5 working days)	72	74	32	25
Totals	152	172	65	75

Staff have noted a trend away from applications for a standard (10 working day) LIM to the urgent LIM (5 working day). This has been straining processing systems and has begun to impact on the processing of other statutory consents governed by timelines (Building and Resource Consents). It is thought that this may be a result of the relatively small differential in

cost between the two LIM's (\$188 versus \$255) and the relatively low cost in any case for an urgent LIM compared to what many other Council's charge. This is proposed to be addressed as part of a wider review of fees and charges as part of the LTP process.

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 2013/14	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Code Compliance Certificate applications are processed within 20 working days	100%	100%	NCS – Continued monitoring of processing days.
Building consent applications are processed within 20 working days	100%	100%	NCS – Continued monitoring of processing days.
Council maintains its processes so that it meets BCA accreditation every 2 years	Yes	Yes	IANZ review 2016
Earthquake prone buildings reports received	100%	142/228	The government is proposing to make changes where by the assessments will need to be completed by a certain time. No further information from the government has been provided.

Building consent numbers from 1 July 2014 to 20 February 2015 (Year to Date) total 214 consents. For the same period the year before the total was 224.

The following table provides a snapshot of the number and types of building consents granted for the period.

TYPE	NUMBER	VALUE
Commercial (shops, restaurants, rest home – convalescence, restaurant /bar / cafeteria / tavern, motel, commercial building demolition - other commercial buildings)	1	\$5,000
Industrial (covered farm yards, building demolition, warehouse and/or storage, factory, processing plant, bottling plant, winery)	2	\$212,986
Residential (new dwellings, extensions and alterations, demolition of building, swimming and spa pools, sleep-outs, garages, relocations, heaters, solid fuel heaters.	25	\$3,273,116
Other (public facilities - schools, toilets, halls, swimming pools)	0	\$0
Totals	28	\$3,491,102

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 2013/14	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	6 visits	0	None to date. 1-2 planned for this year
Complaints about roaming and nuisance dogs are responded to within 4 hours	100%	100%	

As at 24th February 2015 there were 2862 registered dogs in the South Wairarapa District, with 1627 owners. There are currently only 69 unregistered dogs, with 32 owners.

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

Six infringement notices have been issued during this period, four for "Failing to Register" a dog and two for "Failing to Control" a dog.

One unpaid infringement for "Failing to Control" a dog was sent to the Courts in February for enforcement.

The table provides a brief snapshot of dog control incidents for the period between 12 January 2015 and 24 February 2015.

INCIDENTS REPORTED	MARTINBOROUGH	FEATHERSTON	GREYTOWN
Attack on Pets	0	0	0
Attack on Person	0	0	0
Attack on Stock	0	0	0
Barking and whining	1	1	3
Lost Dogs	0	1	1
Found Dogs	0	0	0
Rushing Aggressive	1	2	0
Wandering	3	5	6
Welfare	0	1	0
Total	5	10	7

3.3 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 2013/14	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Stock causing a traffic hazard is responded to within 1 hour	100%	100%	CEM & NCS service requests
Council responds to complaints regarding animals within 40 hours	100%	100%	CEM & NCS service requests

The following table provides a summary snapshot of stock control incidents between 12 January 2015 and 24 February 2015.

INCIDENTS REPORTED	MARTINBOROUGH	FEATHERSTON	GREYTOWN
Stock	0	0	2
Total	0	0	2

3.4 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 2013/14	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
% of calls received by Council that have been responded to	100%	100%	Spreadsheet records

The following table provides a summary snapshot of afterhours noise complaint responses between 16 January 2015 and 24 February 2015.

AFTER HOURS NOISE CONTROL COMPLAINTS RECEIVED	YTD (1 JULY 14 TO 27 FEB 15)	PREVIOUS YTD (1 JULY 13 TO 27 FEB 14)	PERIOD (16 JAN 15 TO 27 FEB 15)	PREVIOUS PERIOD (16 JAN 14 TO 27 FEB 14)
Total	73	92	15	19

3.5 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 2013/14	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Premises that sell liquor that are checked prior to renewal to make sure they comply with the Sale and Supply of Alcohol Act 2012	100%	100%	NCS data and Inspectors reports to the District Licensing Committee

ALCOHOL LICENCE APPLICATIONS PROCESSED	YTD (1 JULY 14 TO 27 FEB 15)	PREVIOUS YTD (1 JULY 13 TO 16 JAN 14)	PERIOD (16 JAN 15 TO 27 FEB 15)	PREVIOUS PERIOD (16 JAN 14 TO 27 FEB 14)
On Licence	21	9*	3	1
Off Licence	14	10*	2	1
Club Licence	0	2*	0	0
Manager's Certificate	53*	79*	17*	16
Special Licences	35	34*	6	

Note : all figures marked with *unable to be updated due to data and reporting issues with NCS

Toast Martinborough: A debrief has been held with the partner agencies Police and Medical Officer of Health.

2.6 Health Act - Safe Food

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

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET 2013/14	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Premises failing to comply with Food Hygiene regulations that are re-inspected within a 3 month period and enforcement is affected if offence continues	100%	100%	

Food Act 2014

A consultation document for the proposed regulations have been received and deadlines for submissions close on the 31 March 2015. The proposed regulations, if adopted, propose to allow Council to cost recover for all services it is required to provide under the Act.

Annual audits of food premises using the template FSP continue to generate a steady workload. The new regime is expected to place considerable pressure on resources if Council is to perform its functions at a reasonable standard.

Martinborough Fair: All participating food stalls at Martinborough Fair were inspected during the February event. In general there was good compliance however one food stall required significant follow up.

Bylaws

Three litter complaints and two abandoned vehicles complaints were received from 12th January 2015 to 24th February 2015.

25 long grass notices were issued (because of the inherent fire risk the sites posed). Seven property owners are still to comply, Council is currently arranging for a contractor to clear ongoing non-compliant properties.

Contact Officer: Murray Buchanan, Group Manager Planning and Environment

INFRASTRUCTURE AND SERVICES GROUP REPORT

1. Group Manager Highlights

The predominant nature of the past six weeks has been reviewing and preparing the Long Term Plan. The review of current budgets and current project status updates has allowed the department to focus on what is being done and what needs to be done to completion.

Water is a continued issue with vigilance around leak repairs and the identification of any possible issues. Setting a good example has meant restricting use in our amenities as well as ensuring the system is working as well as practical.

The bridge, reseal and rehabilitation contracts have all been let with the reseals contract now complete. Going forward officers will discuss with council the options of grouping some of these contracts to be done in one year. That is carrying out 3 years work in the 3rd year of the land transport plan rather than annually.

Work is now complete on the draft 2015-2045 infrastructure strategy with work still continuing on the draft land transport plan with NZTA.

SWDC also hosted the regional IPWEA forum with councils across the region visiting the water plant upgrades and presenting papers on various topics from consenting to tree management on roadsides.

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 fire fighting.

2.1 Key Performance Indicators

WATER SUPPLY KEY PERFORMANCE INDICATORS	TARGET 2013/14	RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Compliance with resource consent conditions/water permit conditions to "mainly complying" or better	95%		Council provides annual report to Greater Wellington for water supply consents. The compliance reports are available to Council Sept/Oct yearly.
Water supply systems comply with Ministry of Health Bacteriological Drinking Water Standards guidelines 2000**	95%		Ministry of Health supplies Council with compliance reports 6 months after year end. Reports apply to previous year.
Ratepayers and residents satisfied with level of service for water	75%	60%	NRB Survey 2013
Urgent (dirty, cloudy, smelly, or bad tasting water or no water at all) requests for service responded to within 1 day	95%		CEMs and drinking water complaints. Officer to complete
Fire hydrants tested annually that meet NZ Fire Service Code of Practice	100%	33% per year	There is a requirement of testing all Council hydrants over a 5 year period - The costs to this will be about \$20 per test. Requirements will be 40 hydrants over 3 towns annually = 120. x \$20 = \$2400 annually to meet the required amount of testing

2.2 Services

2.2.1 Water supply capital improvements Featherston

Nothing to report.

2.3 Water treatment plants

The Greytown, Martinborough, Featherston and Lake Ferry wastewater treatment plants operated routinely throughout January and February. Heavy holiday demand has seen significant increases in daily output across the three communities over the period.

Sprinkler restrictions were imposed on 5 January 2015 for all supplies and are expected to remain in place until further notice. All takes are restricted in respect of the river and bore takes and associated resource consent conditions. Contingency planning is now underway giving consideration to what additional conservation measures can be implemented should the dry conditions continue into March/April.

Daily community consumption since late December 2014 is appended for information.

2.4 Water reticulation

There were 27 reticulation repairs reported and rectified during the period.

Due to the current weather and water restrictions council is asking its contractors and the public to be vigilant in detection and repairs. The public from the three communities have been very prompt in reporting water leakage issues.

2.5 Water races

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

Low flows in the source rivers for both systems have triggered the reduced take resource consent requirement.

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 2013/14	RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Number of blockages per 1000 connections	10		
Ratepayers and residents satisfaction with waste water services	70%	60%	NRB Survey 2013
% of resource consent conditions complied with to mainly complying or better**	90%		Council provides annual report to Greater Wellington for water supply consents. The compliance reports are available to Council Sept/Oct yearly.
Proportion of urgent waste water service requests responded to within 6 hours of notification	95%		

3.2 Resource consent acquisition progress report

Council is to proceed to a hearing for Martinborough WWTP using the existing consent application and proposal that is the 35 year term including a commitment for land discharge to Pain Farm. In discussion with council the clear direction is to include technical evidence which supports the proposal for Pain Farm.

GWRC have been informed that SWDC wish to proceed to hearing on the basis of the existing application and proposal. We slightly amended the hearing preparation programme from previous – as below.

The other two hearings are also on the programme.

GWRC suggested they had no issues with pushing Martinborough into the mid-year slot, and Greytown to late 2015 if that suited SWDC in terms of preparation.

	Current programme (@Jan15)	Proposed new programme
Martinborough WWTP		
Draft Evidence to GWRC	20/01/15	20/03/15
42A Report from GW	11/02/15	10/04/15
Final Evidence	27/02/15	24/04/15
GW Response/technical evidence	06/03/15	8/05/15
Hearing	18 & 19 March 2015	3rd & 4th (+5th) June 2015
Greytown WWTP		
Draft Evidence to GWRC	27/03/15	29/07/15
42A Report from GW	24/04/15	28/08/15
Final Evidence	15/05/15	04/09/15
GW Response/technical evidence	05/06/15	18/09/15
Hearing	24-26 June 2015	Week of 28 September 2015
Featherston WWTP		
Supplementary consent applications, Descriptions, and AEE's	N/A	November 6 2015
Notification period	N/A	Nov 11 –Dec 9 2015
Draft Evidence to GWRC		5/02/2016
42A Report from GW	24/04/15	12/02/16
Final Evidence	15/05/15	19/02/16
GW Response/technical evidence	05/06/15	26/02/16
Hearing	24-26 June 2015	Week of 13 March 2016

3.3 Wastewater treatment plants

The Greytown, Martinborough, Featherston and Lake Ferry wastewater treatment plants operated routinely over the period.

The Greytown plant primary pond reached lower oxygen levels limit in mid-February and required an extensive effort to restore pond aerobic balance. No odor complaints were received as a consequence and the additional effort is ongoing.

Normal monitoring for flow and compliance reporting continued throughout the period.

3.4 Wastewater reticulation

There was one pipeline blockage reported during the period.

4. Stormwater 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 2013/14	RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
% of ratepayers and residents satisfied with stormwater drains	50%	54%	NRB Survey 2013
% of urgent (any blockage causing extensive flooding of buildings or other serious flooding) requests for service responded to within 5 hours	90%		

No stormwater issues to report with the extended dry weather.

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

WASTE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET 2013/14	RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Number of communities with recycling centres	6	6	Recycling centres at Greytown, Featherston, Martinborough, Pirinoa, and Hinakura.
Volume of waste disposed out of district	Decreasing by 2.5%	30.4%	
% of ratepayers and residents satisfied with the level of service	90%	66%	NRB Survey 2013

5.2 Waste management

The contracted kerbside collection and transfer station services were delivered routinely over the district throughout January and February.

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 2013/14	RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
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	82%	75%	NRB Survey 2013
(20km ± 10% variation) 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		
Ratepayers and residents are satisfied with footpaths in the district	70%	66%	NRB Survey 2013
Availability of footpaths on at least one side of the road down the whole street	90%		

6.2 Roading maintenance – Fulton Hogan

Fulton Hogan has completed all pre-seal repairs for the current sealing season.

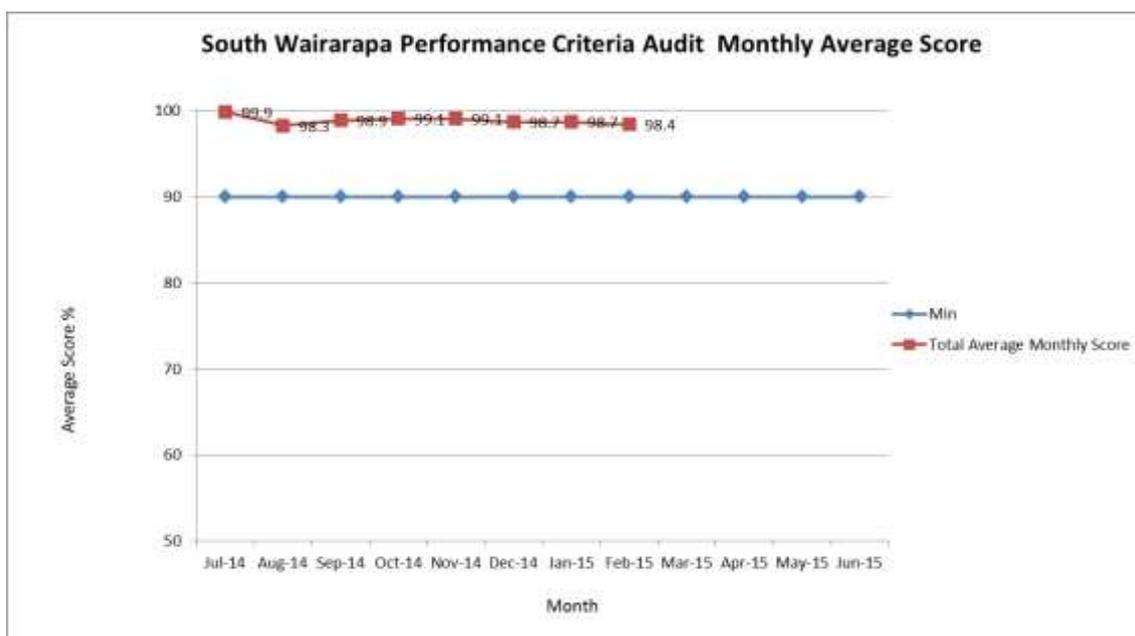
A number of culverts have been renewed in the rural area. This is part of the on-going culvert renewal programme.

Grading of unsealed roads has reduced due to the dry climatic conditions and they are only reacting to corrugations removal requests.

Works have commenced on Western Lake Road to reinstate the low shoulders, which have become a safety issue. Digouts will follow along Western Lake Road.

Unsealed pavement renewals have commenced on Moroa Road. This consists over a 50mm granular overlay of a clay bound material. This material will bind together and provide a bound pavement and will reduce the grading cycles.

Fulton Hogan's monthly audit of routine and cyclic activities is done on a monthly basis and their performance is charted below.



6.3 Reseals –Higgins

The reseal programme is 90% complete to date with all urban streets done. The only remaining rural sites to finish are along Cape Palliser Road. This work is programmed to be completed before the end of the first week in March.

6.4 Road rehabilitation and seal extension - Fulton Hogan

Initial works in the form of shoulder removal has commenced on most sites. A formal variation has been accepted for the inclusion of the seal extension of Fraters Road.

7. Amenities

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

7.1 Key Performance Indicators

AMENITIES KEY PERFORMANCE INDICATORS	TARGET 2013/14	RESULTS	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Users satisfied with parks and reserves	90%	95%	NRB Survey 2013
Ratepayers and residents are satisfied with Council playgrounds	75%	94%	NRB Survey 2013
Council playground equipment that meets national standards	95%		
Council pools comply with NZ swimming pool water testing standards	95%		
Ratepayers and residents satisfaction with Council swimming pools	70%	78%	NRB Survey 2013
Occupancy of pensioner housing	97%		
Ratepayers and residents satisfied with town halls use	77%	84%	NRB Survey 2013

AMENITIES	TARGET	RESULTS	COMMENT
KEY PERFORMANCE INDICATORS	2013/14		SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Ratepayers and residents satisfied with public toilet facilities	60%	95%	NRB Survey 2013
Taking programmes out into the community and providing a wide variety of programmes in the library	>3 per library		
Ratepayers and residents satisfied with libraries	97%	87%	NRB Survey 2013

7.2 Pensioner housing

There are six applicants on the waitlist for Martinborough, four for Greytown and eight for Featherston.

7.3 Parks and Reserves

7.3.1. Soldiers Memorial Park

Soldiers Memorial Park will host the ANZ Young Farmers Regional Finals on 21 March 2015. The event has been arranged through the cricket club.

7.4 Mowing

On recommendation from the Wairarapa Rural Fire District, City Care halted all mowing with their large ride-on mowers over January. Some mowing has been done in February to keep things tidy. Hand held mowers will still be used in smaller areas.

7.5 Toilets

7.5.1. Ngawi

The Ngawi public toilet water tanks have been filled four times since Christmas. There has of course been very low rainfall this summer. Locals have also reported a notable increase in tourists and campervans around the coast.

7.6 Cemeteries

7.6.1. Featherston

There were three burials in January, none in February.

7.6.2. Greytown

There were no burials in January or February.

7.6.3. Martinborough

There was one burial and one ashes burial in February. Planning is complete for the rebuilding of the number three and services columbarium walls, and we are about to start contact people who have family members' remains in the walls.

7.7 Swimming Pools

School classroom swimming sessions are operational daily at all three pools as well as special events such as community relays, various school

swimming sports and cluster swims. Featherston and Greytown pools also have regular evening use by Featherston and Greytown swimming clubs. SWDC provided 5 10-swim tickets as prizes for the Featherston Community Relay, which was won by the CLM Lifesavers team which included our two Greytown lifeguards.

7.7.1. Pool Statistics

Swimmer numbers for all pools January 2015

	Greytown	Featherston	Martinborough
January swimmer numbers	3905	1140	2214
Concessions as %age of total swimmers	28%	31%	32%
Peak day	4/01/2015: 259	24/01/2015: 87	24/01/2015: 164
Number of unattended days (no swimmers), excluding 25 December	0	1	0

The swimming statistics table for January 2014 has been included below to compare the same time last year. The total swimmers for Greytown Pool in January are near three times last year and Featherston and Martinborough near double.

Swimmer numbers for all pools January 2014

	Greytown	Featherston	Martinborough
January swimmer numbers	1388	601	1240
Concessions as %age of total swimmers	30%	31%	26%
Peak day	15/01/2014 : 172	20/01/2014 : 68	19/01/2014 & 25/01/2014 : 117
Number of unattended days	1	2	1

The figures to 31 January 2015 show that the total swimmers just for the months of December and January for all pools are already ahead of the full 2014 season closing numbers.

7.7.2. Wellington Anniversary Day free swims

All three pools hosted free swim days on Wellington Anniversary day, 19 January 2015. These were sponsored by Community Boards. The days were not as successful as last year, with the weather being a bit cooler. Greytown Pool hosted a total of 134 swimmers (up on last year), Featherston Pool 37 swimmers (down on last year) and Martinborough 20 swimmers (did not host last year).

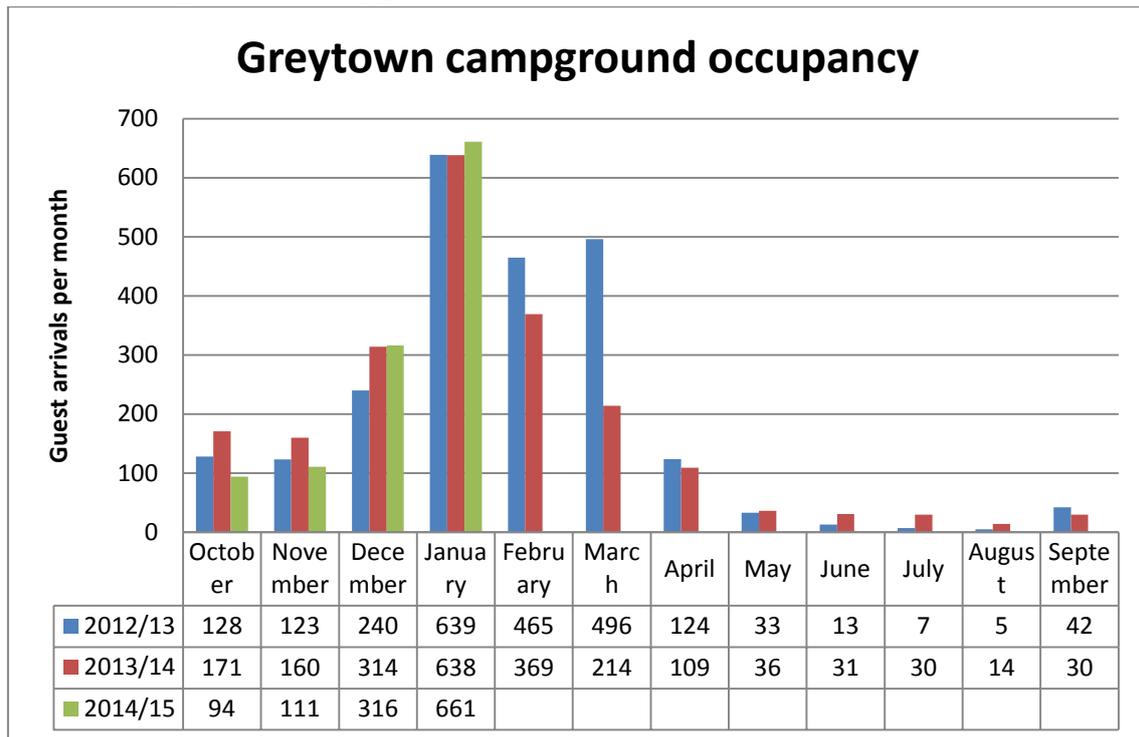
7.7.3. Sponsorship of 10-swim tickets

Martinborough and Featherston Community Boards sponsored 10-swim child tickets again this year for distribution to disadvantage families. Featherston Community Board Chair Lee Carter reported the tickets were received with gratitude. They were excellent for the youth particularly with the fantastic weather, and were much appreciated. Featherston Community Board

sponsored 30 tickets, of which 12 went to Featherston Youth Group, six to Featherston library, and three each to each of the community board members to distribute. Martinborough Community Board Chair Lisa Cornelissen reported the 20 tickets they sponsored were very well received and were distributed via contacts of the community board members to families who most needed them.

7.8 Campgrounds

7.8.1. Greytown campground



January and early February saw very high occupancy at the Greytown campground, with would-be campers being turned away at Waitangi weekend. Staffing numbers have now been reduced as visitor numbers have fallen since the start of the school year. A leasing proposal has been received and is being evaluated.

7.9 Libraries

The Summer Reading programme wrapped up with grand finale on 27 January 2015. It was a great evening - the weather was perfect, Zappo performed a fantastic show, and there were prizes to reward the readers. Around 300 people from the programs at Featherston, Greytown and Martinborough Libraries gathered to enjoy the evening.



8. Civil Defence and Emergency Management

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

8.1 Key Performance Indicators

CIVIL DEFENCE AND EMERGENCY MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET 2013/14	RESULTS	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Ratepayers and residents are prepared for an emergency	65%		NRB Survey 2013
Regional Civil Defence Emergency Plan developed and implemented	Implemented		

8.2 Wellington Regional Emergency Management Office (WREMO)

8.2.1 Update

Following the departure of Kim Whiteman to South Wairarapa District Council and the promotion of Craig Hamilton to Manager, Operational Readiness, the recruitment process has begun to fill the vacant positions. Shortlisting has been completed and interviews are being arranged. In the meantime, WREMO will support on-going activities in the Wairarapa and operationally, the WREMO Duty Officer and Craig Hamilton continue to be the points of contact for any response needs.

9. Appendices

Appendix 1 - Monthly water usage

Appendix 2 – Waste exported to Bonny Glen

Appendix 3 – Library statistics

Appendix 4 – WREMO Quarterly report (1 October – 31 December 2014)

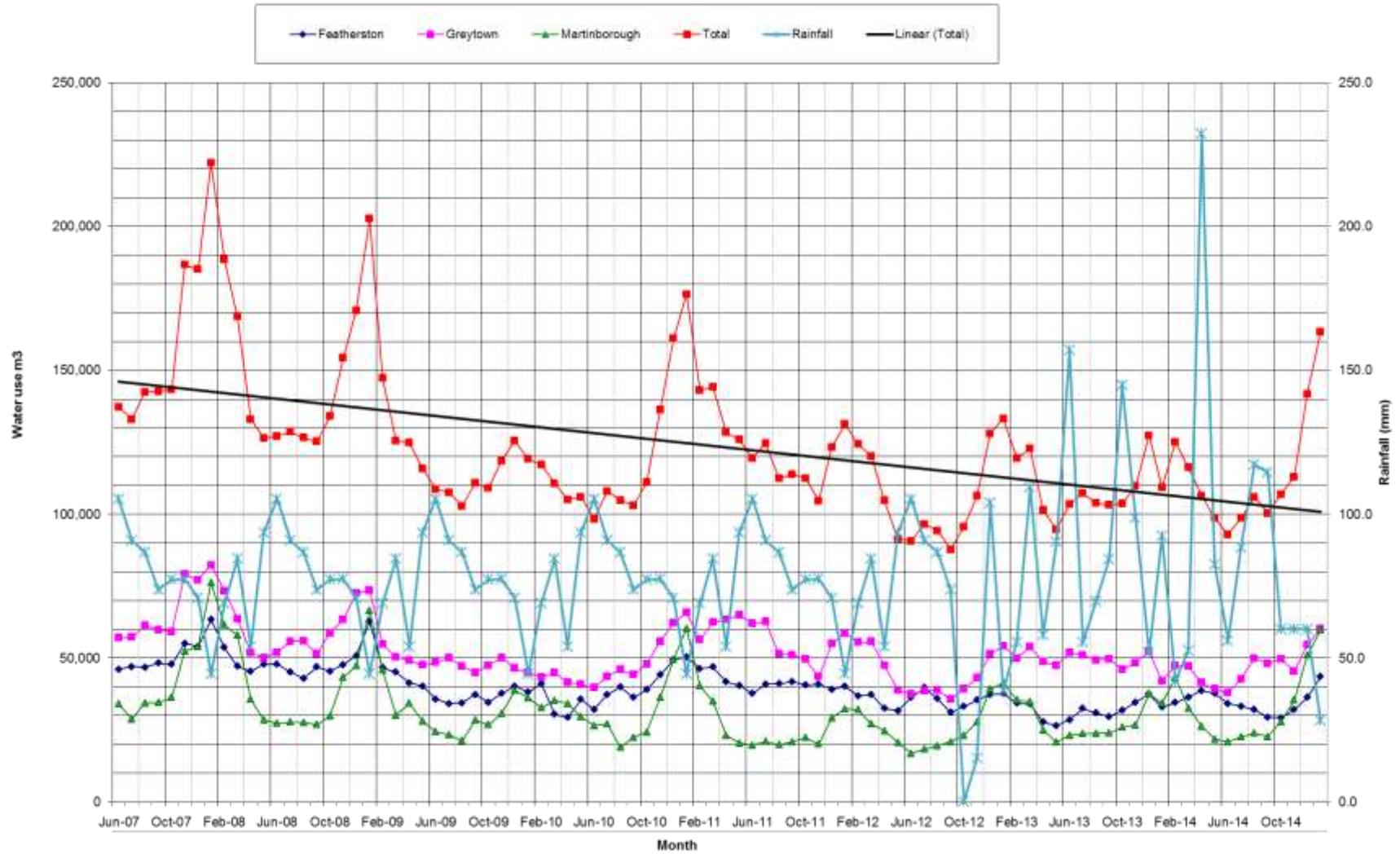
Contact Officer: Mark Allingham, Group Manager Infrastructure and Services

Reviewed by: Paul Crimp, Chief Executive

Appendix 1

Monthly water usage

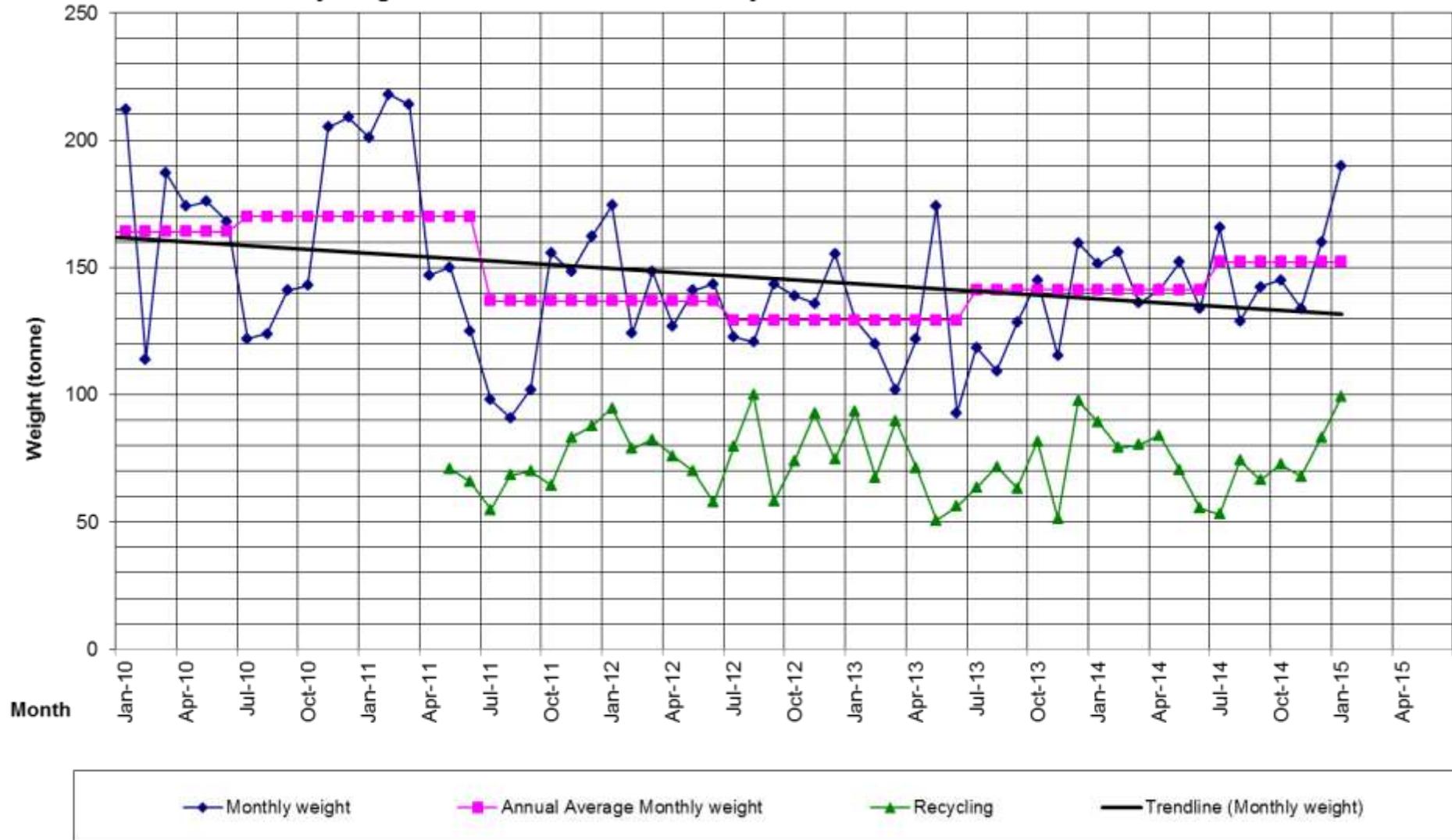
Water use South Wairarapa District Council



Appendix 2

Waste exported to Bonny Glen

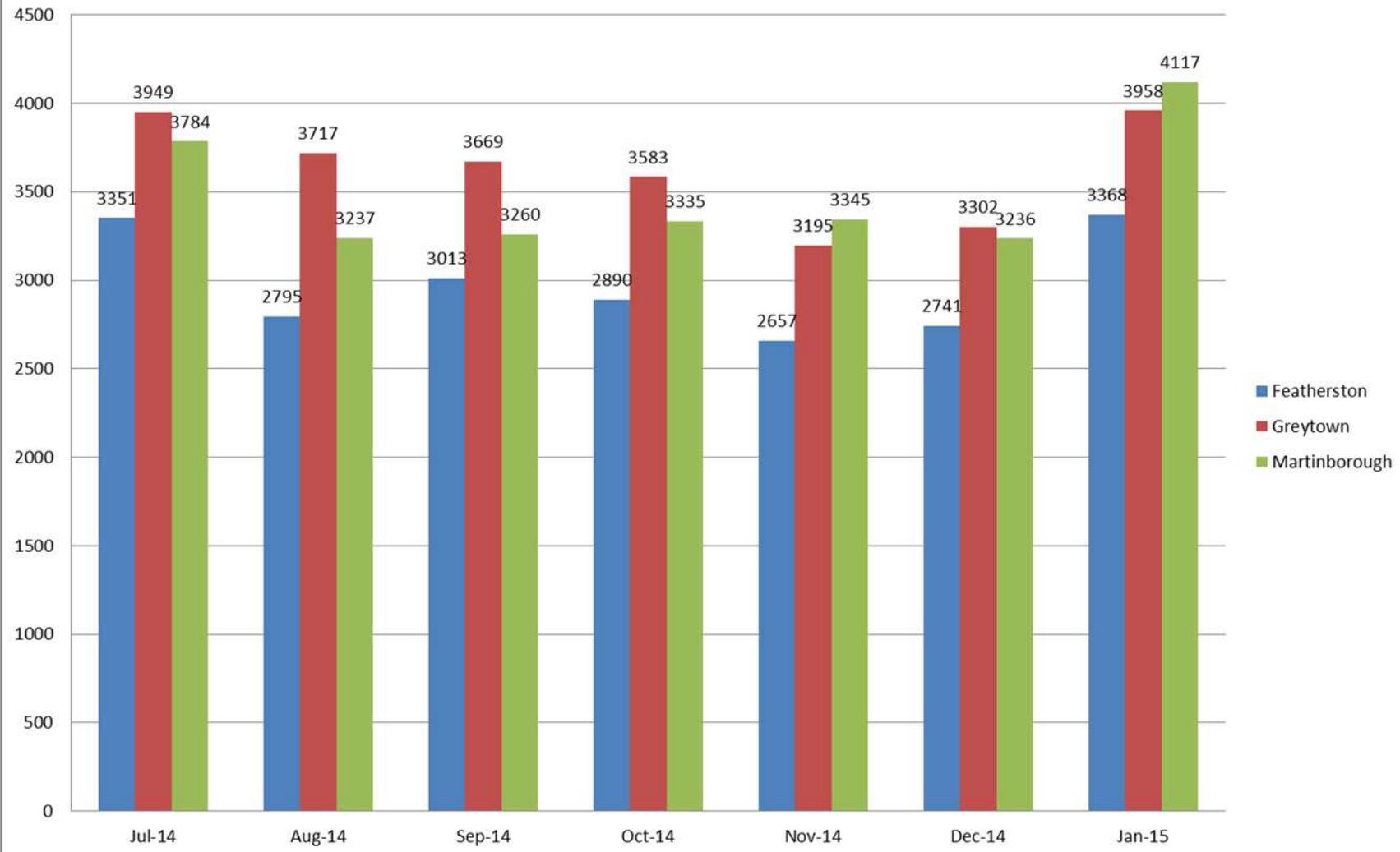
Monthly weight of waste transferred to Bonny Glen



Appendix 3

Library statistics

South Wairarapa libraries - issues and renewals to January 2015



Appendix 4

WREMO Quarterly report 1 October – 31 December 2014

Wellington Region Emergency Management Office

Quarterly Report

1 October – 31 December 2014.

Executive Summary

Overview

A relatively quiet quarter from an operational perspective with few EOC activations; however what is not visible, is the monitoring, analysis, consultation, and sometimes pre-emptive measures that occur in the background – during 2014 no less than 350 weather warnings/watches were received.

Wins

- 1. EOC Technology Upgrades.** Good progress was made with planned technology enhancements designed to facilitate greater connectivity and situation awareness. This task is now largely complete (in five of the 6 EOCs) with work beginning on completing the associated user documentation .
- 2. Community Response Planning (CRP).** Good progress occurred engaging with key members of our communities to produce Community Response Plans. The process itself is under review and future planning will enhance the scope from mere response, to wider community resilience initiatives, such as community visioning and community driven projects that help maintain community relationships. The Group resilience strategy and CRP process continues to generate enquiries/requests to utilise our material, both within NZ and internationally (eg. Great Yarmouth UK, Melbourne Australia, Seattle USA)
- 3. Visual Workplace.** Feedback on the new style reports has been positive. Based on the Kaizen methodology, we now display hard copy material on EOC wall boards. The intention is to be able to project the information electronically.

Executive Summary

Developments

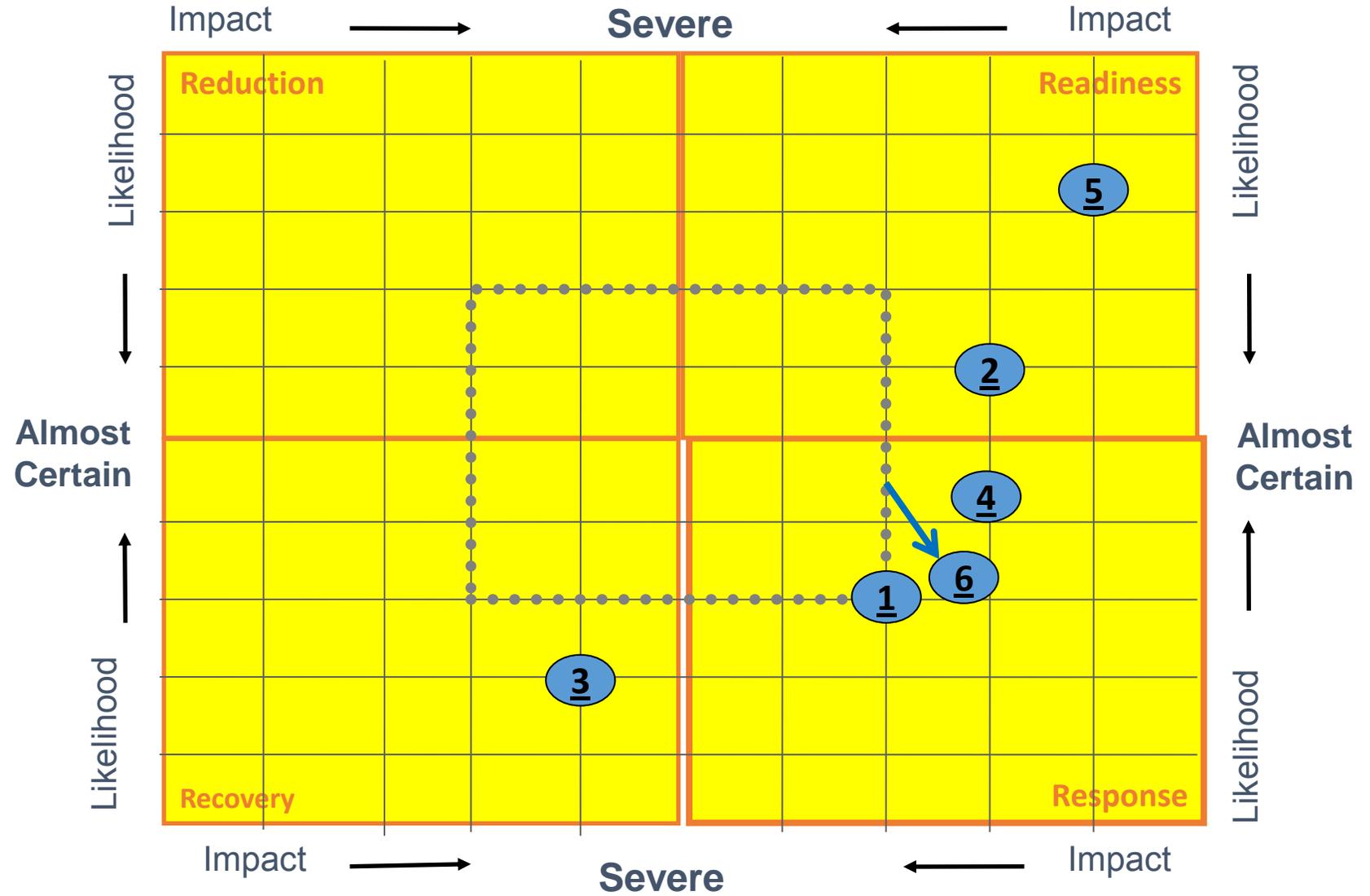
The more notable activities progressed throughout the quarter include:

- 1. MCDEM Monitoring and Evaluation Assessment.** *Considerable preparatory work occurred in advance of the Monitoring and Evaluation assessment scheduled for January – March 2015. Areas we believe to be strong include readiness activities including resilience building activities in the community. Areas which continue to represent opportunities for improvement include operational structures and recovery planning;*
- 2. Staff.** *Some staff turnover occurred during the period of the report. It was pleasing to note that two of the current WREMO team members gained enhanced roles as a result of the subsequent selection process, while WREMO volunteers secured the remaining permanent roles;*
- 3. WREMO Projects.** *The following projects were advanced during the reporting period:*
 - a. Tsunami Planning – Group-wide plan that will see the region better prepared to respond to a tsunami threat (from warning to 72 hours after arrival);*
 - b. Regional Fuel Planning - one of several projects arising from the Lifelines transport accessibility report;*
 - c. Communications review – the future rationalisation of communications networks and support arrangements throughout the region ;*
 - d. Pre-Disaster Recovery Planning – developing a framework that will guide those decisions/plans that will promote a speedy and effective recovery. The key to this is better understanding the dynamics of the Christchurch recovery.*

Executive Summary

Risk Matrix

1. Current response structures unsustainable
2. Waning community interest in resilience building initiatives
3. Lack of an effective Recovery Framework
4. Switch to digital ES communications
5. The challenge in implementing MCDEM initiatives
6. Inadequate operational connectivity



Executive Summary

Risk treatment

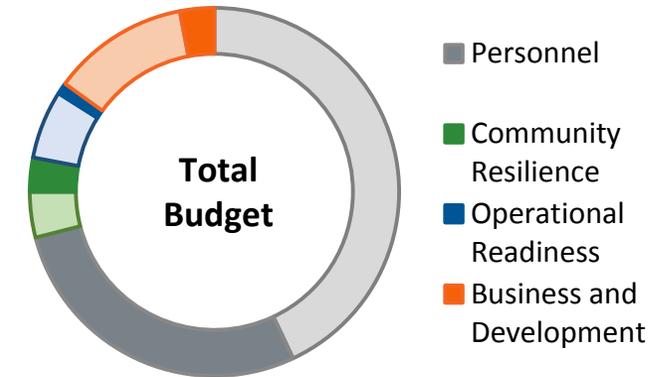
1. Current response structures may be unsustainable, particularly given the challenging training load and the time available to conduct this. The Response Structure Review has been launched to investigate more appropriate models for delivering response, to take account of emerging technologies and a more collaborative approach across the region. The current model for delivering training is under review. Indications are that future training should be scenario based.
2. As time passes since our last major emergency, public interest in resilience building initiatives wanes. Projects in this space need to be part of a rolling programme with constant refreshes to take account of emerging knowledge as well as utilising innovative means to empower people to take ownership of their circumstances.
3. The lessons arising from Christchurch's recovery programme must be incorporated into a framework tailored for the Wellington region. Pre-disaster Recovery Framework project launched May 14 – progress is slow owing to the lack of dedicated resource and there being no existing framework of this nature.
4. Analogue CDEM VHF radios and repeaters are required to be replaced by digital sets by 2018. Project launched to achieve this. A budget for this purpose has been factored into the LTP process. Based on current arrangements across the region, this could require funding of \$2m. The current plan to rationalise repeaters and radio sets could see this reduced to \$1m. Further investigation is required to refine the strategy and resulting costs. The latest development currently being investigated might see the Group partner with NZ Police who operate a very robust, technology future-proofed network in the region.
5. Challenges in implementing recent MCDEM initiatives. The need for up-skilling and a more rigorous national approach to Welfare has driven a need to recruit an in-house Welfare specialist and will require councils to commit to developing more comprehensive welfare support networks. The new 2 year training regime for Controllers will likely require a revised strategy for the provision of controllers throughout the region. The new Group Welfare Manager is in the process of being appointed. The Group Controller participated in the inaugural national training course with further controllers to be included in the 2015 programme.
6. The previously reported risk has been downgraded. One EOC remains to be upgraded and when the supporting documentation is complete, the risk will be removed from the matrix.

Financial Summary

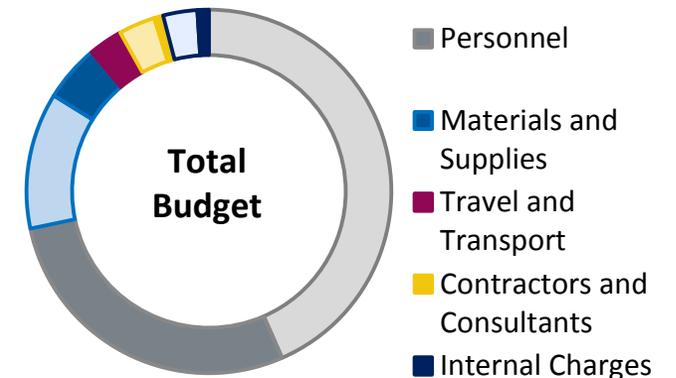
As at 31 December 2014

WREMO Income Statement For the 6 months ended 31 December 2014	YTD as at 31 December			Full Year		
	Actual \$000	Budget \$000	Variance \$000	Forecast \$000	Budget \$000	Variance \$000
Rates & Levies	393	393	-	786	786	-
Government Grants & Subsidies	-	-	-	-	-	-
External Revenue	958	958	-	1,917	1,917	-
Investment Revenue	8	6	2	13	13	-
Internal Revenue	-	-	-	-	-	-
TOTAL INCOME	1,359	1,357	2	2,716	2,716	-
less:						
Personnel Costs	1,001	1,079	78	2,157	2,157	-
Materials,Supplies & Services	161	256	95	512	512	-
Travel & Transport Costs	50	51	1	101	101	-
Contractor & Consultants	15	54	39	107	107	-
Grants and Subsidies Expenditure	-	-	-	-	-	-
Internal Charges	42	55	13	109	109	-
Total Direct Expenditure	1,269	1,495	226	2,986	2,986	-
Financial Costs	-	-	-	-	-	-
Bad Debts	-	-	-	-	-	-
Transition Costs - operational	-	-	-	-	-	-
Depreciation	31	33	2	66	66	-
Loss(Gain) on Sale of Assets / Investments	-	-	-	-	-	-
TOTAL EXPENDITURE	1,300	1,528	228	3,052	3,052	-
OPERATING SURPLUS/(DEFICIT)	59	(171)	230	(336)	(336)	-
Add Back Depreciation	31	33	(2)	66	66	-
Other Non Cash	-	-	-	-	-	-
Vehicles and other plant purchases	(67)	(70)	3	(70)	(70)	-
Net External Investment Movements	-	-	-	-	-	-
NET FUNDING BEFORE DEBT & RESERVE MOVEMENTS	23	(208)	231	(340)	(340)	-
Debt Additions / (decrease)	-	-	-	-	-	-
Debt Repaid	-	-	-	-	-	-
Reserve Investments Interest	(8)	(6)	2	(13)	(13)	-
Reserve Investments Transfer Out	-	-	-	353	353	-
NET FUNDING SURPLUS (DEFICIT)	23	(214)	225	-	-	-

Portion of budget spent by team



Portion of budget spent by category



Personnel is marginally underspent which will gradually reduce as the effect of 1 September 2014 pay increases. Materials is \$95k underspent, largely as a result of timing variances. Internal charges are artificially low owing to a credit from GW during the period.

Financial Summary - Reserve

WREMO Reserves as at 31 December 2014

				Full Year		
	Actual \$000	Budget \$000	Variance \$000	Forecast \$000	Budget \$000	Variance \$000
Opening balance	571	563	8 F	571	563	8 F
Transfers to reserves	0	0	0 F	0	0	0 F
Transfers to reserves - interest	9	6	3 F	13	13	0 F
Transfers from reserves	0	0	0 F	-353	-353	0 F
Closing Balance	580	569	11 F	231	223	8 F

Represented by:

	Actual \$000
WREMO (TA contributions) reserve	580
Closing Balance	580

Forecast \$000
231
231

Notes

Variations are stated favourable or unfavourable depending on their effect on the reserve balance

Current reserve balance is \$225,000. A total of \$353,000 has been transferred into the WREMO budget for the 2014/2015 year. This is to off-set the Councils funding (\$113,000), funds tagged for the EOC Upgrade (\$100,000) and additional staff costs (\$140,000).

Community Resilience

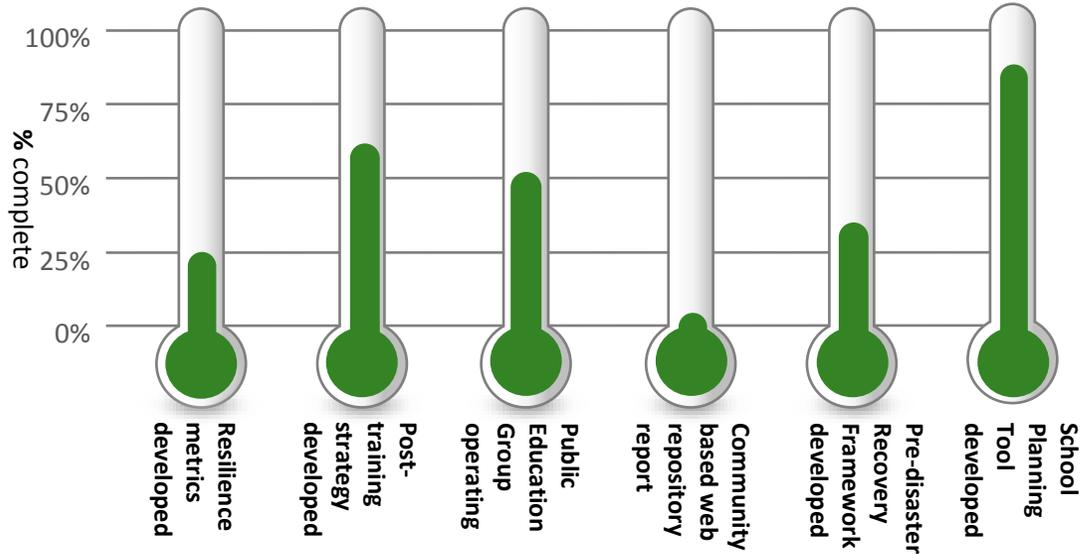
Areas of progress:

- Ran a very successful 1st workshop for the ICoE with approximately 50 people in attendance. Great dialogue and from across policy, practitioners and community leaders on the topic of "how to make cities resilient to future disasters". Nearly half the attendees were still in attendance discussing the topic 30 minutes after the workshop ended. A whitepaper will come out early next year;
- Worked with NZ Inc working group for contributions to the upcoming Hyogo Framework for Action in Japan, March 2015. Two of the three representative examples from Wellington will be WREMO led projects - Tsunami Blue Lines and Community Response Plans;
- CR Team's innovative approaches were recognised in the Australian Journal for Emergency Management with an article and front page promotion. - <https://ajem.infoservices.com.au/items/AJEM-29-04-12>;
- Revamped the CD Volunteer course to attract a wider audience. Now, anyone can attend and then choose to become a volunteer at the end of the course. The Team is also in discussions with NZ Red Cross about creating a "passport system" where volunteers cross-train and organisations share existing volunteers;
- Discussions held with Red Cross to explore a collaborative approach to their Hazard App as another tool for emergency alerting. These discussions are taking place alongside GNS with a wider view of the national programme on public alerting;
- Team asked to present on its resilience work and philosophies with a goal to inspire other organisations to adopt similar approaches. Invites received to attend programmes in Australia and Colombia (staff chose to take leave to attend these);
- Support provided to the Kapiti Lions to launch and conduct the "Long Walk Home", a two day event that demonstrated what is involved for people to walk from Wellington City to Kapiti in the event of a loss of transport options. Approximately 120 people participated;
- An initiative arising from the Waikanae Community Response Plan has helped Kapiti MenzShed win a Wellington Airport Regional Community Award in early November;
- Several Honours and Masters students are working on research projects the team is involved with evaluating the impact of the work in the community as well as the methodologies as an example for other organisations to model;
- The Team is working with a Master's student intern in Urban Design to develop a methodology for evaluating the best use of open spaces pre and post earthquake event ; and,
- Work is advancing on the development of a Pre-disaster Recovery Framework

Areas of concern:

- Overall, the Team is tracking well on their primary targets of social agencies and Community Response Planning. However, a few areas have not gained traction as programmed (eg. school KPIs). Specific emphasis will be on these areas in the third quarter and particular emphasis will be applied in the lead-up to Shakeout 2015.

Community Resilience



- The development of resilience metrics are on hold until the Pre-disaster Recovery Framework is further advanced.
- School Planning Tool is developed and we are working with Ministry of Education to potentially make this a national tool.
- Community based web repository has now received approval and funding via a Resilience Fund application.

Community Based Organisations



Volunteer Programme



Community Response Plans



Schools



Trained volunteers



Tsunami Blue Lines



72 completed training

* Totals shown above are annual totals per area as set in the WREMO Annual Plan

Completed previous quarters
 Completed this quarter
 Remaining to be completed

Community Resilience

Volunteers

-  Volunteer contact details and training records are up-to-date.
-  Monthly newsletter sent to all volunteers.
-  Recommendations for optimisation of volunteers are identified.
-  Recommendations for optimisation of volunteers are incorporated into volunteer programme and post training engagement strategy.

Communication

-  New technologies for communicating to the public are provided to the Leadership Team as required.
-  Newspapers are utilised as required.
-  Regional radio advertisements and interviews are conducted monthly.

Preparedness enablers

-  Water tanks will remain on sale across the region.
-  Other enablers are investigated and forwarded for approval as required.

- Currently revamping the CD Volunteer course to attract a wider audience. Now, anyone can attend and then choose to become a volunteer at the end of the course. The Team is also in discussions with NZ Red Cross about creating a "passport system" where volunteers cross-train and organisations share existing volunteers. For example, this would enable CD Volunteers to do Red Cross training in Emergency Welfare with Red Cross and Red Cross Volunteers to do Emergency Preparedness training with WREMO. The Team plans to expand the programme to include additional organisations.
- Investigating a newer and more professional format for the CD Volunteer newsletter.

WREMO Volunteer Christmas Party 2014

“Had a great time connecting with other volunteers and staff at Christmas function. Thanks for organising. You're an awesome team!”

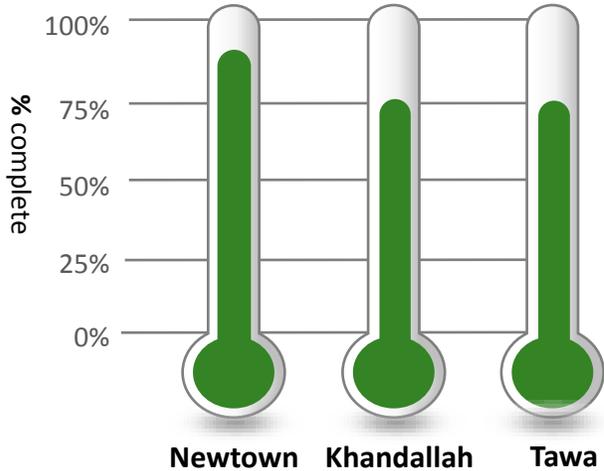
Kaushiki Roy



Wellington City

- Completed previous quarters
- Completed this quarter
- Remaining to be completed

Community Response Plans



Community Based Organisations



Schools



Volunteers trained



Completed CRPs: Thorndon

* Totals shown above are annual totals per area as set in the WREMO Annual Plan

- Thorndon CRP – completed and awaiting final community input for signoff.
- Meetings with Our CBD – group working to bring CBD business owners together.
- Ongoing involvement of Neighbour Support for CBD apartment dwellers
- Continued involvement through Volunteer Wellington’s volunteer managers’ peer support group involving the sharing of ideas, networking, understanding how each other’s volunteers programmes could work better, what works well, learning off each others ideas, ways to measure impact, etc.
- Invited to attend the first Civic Hackathon in Wellington, focusing on transport issues for the Miramar Peninsula. A second hackathon is planned for March 2015 and will be focusing on empowering communities and building resilience. WREMO will be helping facilitate this session.
- Connected Newtown Residents Association president with the community planning team at WCC to ensure robust community-driven empowered outcomes similar to those started in Brooklyn. Sounds like great things will be happening there next year.
- Ran a public session for the Newtown and Berhampore Community Response Plan, making the plan truly community-driven, with over 50 people participating and contributing ideas and solutions for the challenges during an earthquake, and visioning for their community.

The WREMO team offered to support Lifelight Trust by advertising their charity movie screening of The Hobbit to our Facebook audience

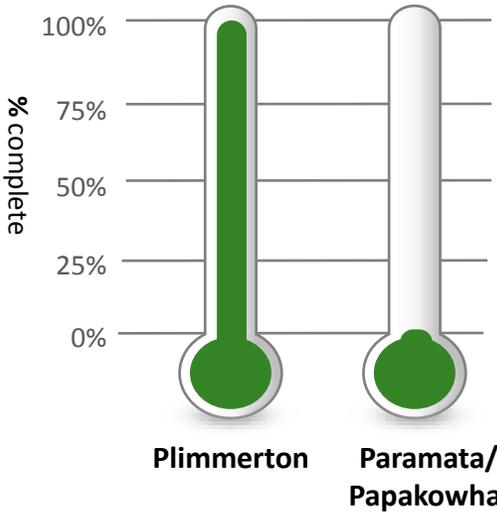
Their response said it all –

"That would be absolutely wonderful. This was such a lovely email to get today. To have the event sell out again would be amazing. Thank you so much for your support, it is greatly appreciated. On behalf of Catherine and the rest of us at Life Flight, I would just like to say thank you."

Porirua City

- Completed previous quarters
- Completed this quarter
- Remaining to be completed

Community Response Plans



Community Based Organisations



Schools



Volunteers trained



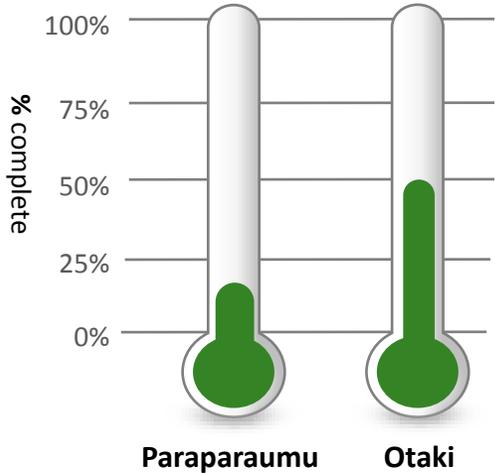
* Totals shown above are annual totals per area as set in the WREMO Annual Plan

- As a result of the Plimmerton-Mana-Cambourne CRP, community members have developed an initiative for teachers and students to "talk" between CDCs, using the CDC radio equipment, to practice and develop their skills on radio communications.
- Pukerua Bay WREMO Volunteers have approached with a request to conduct a Porirua City wide CDC activation. We are currently collaborating to implement this CDC activation in early April 2015.
- Have been supporting Partners Porirua with their Teen Parenting courses, giving ½ hour talks on preparedness with a young baby.
- Working with North City Plaza – to strengthen their emergency plans. They are keen to have on-going engagement.
- As a result of meeting with some Early Childhood Centres they are planning to hold 'Open Days' to get to know the community, and so the community can get to know them.
- Have had initial positive talks with Wgtn Combined Taxis on their emergency plans for special needs students, and Whitireia Polytech on how they can support some of the special needs schools in Porirua.

Kapiti Coast District

- Completed previous quarters
- Completed this quarter
- Remaining to be completed

Community Response Plans



Completed CRPs: Waikanae

Community Based Organisations



Schools



Volunteers trained



* Totals shown above are annual totals per area as set in the WREMO Annual Plan

An initiative started from the Waikanae Community Response Plan has helped Kapiti MenzShed win a Wellington Airport Regional Community Award in early November. To view their winning video submitted to the award panel go to:

<https://www.youtube.com/watch?v=biCrjiM4s3g&list=UU56cIHBoVKfH8Biesrjb-pA>

WREMO & Greener Neighbours Programme

In October the Kapiti WREMO office and KCDC's Greener Neighbourhood Programme teamed up as part of Get Ready Week to raise awareness of what it would be like to go without power and water. Over two days neighbourhoods involved elected to go without power or water (or both) and produced a video of their experiences: <https://www.youtube.com/watch?v=P9zLA0lJOjM&feature=youtu.be>

Menzshed wins regional community award

“Amongst the many things the Menzshed did for their community to win this award, they offered to help local residents install WREMO emergency rainwater tanks in their homes. With the MenzShed’s help Kapiti has recorded the highest number of water tanks sold in the Region at just on 1300 tanks”.



Lions Long Walk Home

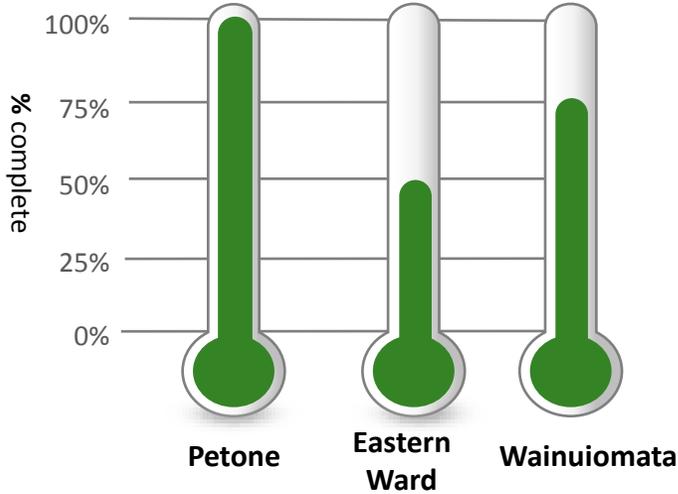
“Despite some very windy weather the event was a resounding success and involved over 120 participants walking from Wellington Railway Station to Marine Gardens in Kapiti. The Mayors of Wellington, Porirua & Kapiti Councils either actively walked with or encouraged the participants along the way. The event was deemed such a success Lions hope to repeat the event in another couple of years (with even more participants), and also want to encourage Lions Clubs in the Hutt to do something similar”.



Hutt City

- Completed previous quarters
- Completed this quarter
- Remaining to be completed

Community Response Plans



Community Based Organisations



Schools



Volunteers trained



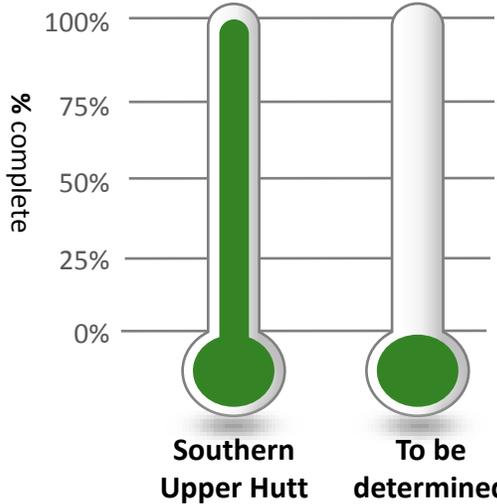
* Totals shown above are annual totals per area as set in the WREMO Annual Plan

- First meeting for review of Wainuiomata CRP resulted in a re-evaluation of the CDCs in the area and the need for a central coordination point for Wainuiomata back to the EOC.
- Volunteer course held in Wainuiomata to gain a pool of volunteers for the area. We now have 8 fully trained volunteers in Wainuiomata.
- Te Tatau O Te Po Marae ran a welfare exercise that WREMO were invited to attend
- Eastern Ward CRP first review meeting held and a wider network of agencies were invited and involved.
- Petone CRP completed. Flyers are ready for distribution early 2015
- Easbourne and the Bays CRP reviewed for the second time -much larger stakeholder group than we originally began with which shows how many more people want to be involved.
- Presentation held in the Hutt in conjunction with Deaf Aotearoa, using a sign language interpreter to cater to a vulnerable part of the community who often feel left out of our messaging.
WREMO stall at Eastbourne Carnival.
- Talks with Birthright – vulnerable agency project re. how we can support their clients, as well as themselves as an agency through BCP, etc

Upper Hutt

- Completed previous quarters
- Completed this quarter
- Remaining to be completed

Community Response Plans



Community Based Organisations



Schools



Volunteers trained



* Totals shown above are annual totals per area as set in the WREMO Annual Plan

- Upper Hutt will hold it's first ever Civil Defence volunteer course scheduled for February 12th – March 5th. We hope to draw in a pool of Civil Defence volunteers who live in the Upper Hutt area.
- WREMO participated in a neighbourhood support evening for Upper Hutt coordinators along with Police and Fire. There was a good turn out of Upper Hutt residents involved and there was positive feedback for having a volunteer course.
- Have been building our relationship with Orongomai Marae in Upper Hutt and have scheduled a volunteer course specifically for the Marae in the New Year before Waitangi Day.
- Working with Civil Defence Centres in the area on their emergency planning including Oxford Crescent and Tui Glen School which are going to send some of their teachers, parents and BOT through the volunteer course in the New Year.
- Retirement villages in the area have been working on their emergency plans, including Hutt Gables Village and Elderslea Retirement Village. They are looking into getting another generator to support other wings of the building. All staff have been talked to about their own emergency plans.
- Flyers for Southern Upper Hutt Community Response Plan have been printed and are ready for distribution in the New Year. The stakeholder group has decided these will be distributed through the Lions Club, Pharmacy, New World and Schools.

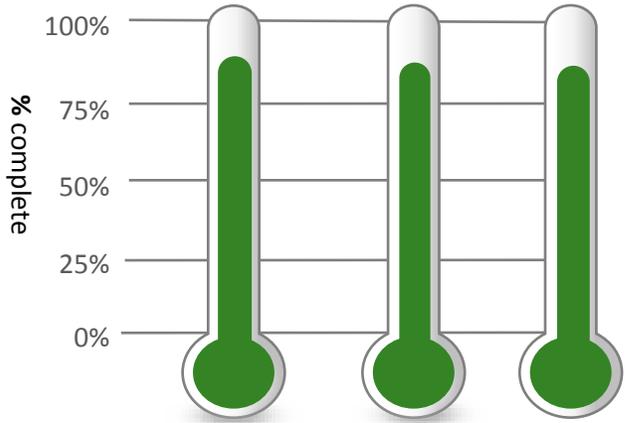
“Through our relationship with Neighbourhood Support we were able to display our messaging for Christmas shoppers in Upper Hutt.”



Wairarapa Districts

- Completed previous quarters
- Completed this quarter
- Remaining to be completed

Community Response Plans



Greytown Featherston Martinborough

Community Based Organisations



Schools



Volunteers trained



* Totals shown above are annual totals per area as set in the WREMO Annual Plan

- The highlight of the quarter was 21 people completing the inaugural Wairarapa Civil Defence Training held in South Wairarapa with a further 7 completing some of the modules and targeting the March course to complete the programme. 10 people have already registered for the March Course to be held in Masterton. Advertising will get underway in the new year.
- CRPs are progressing well with sign off targeted for February for all three. Carterton will get underway in March and we will look to start a Rural Coastal CRP for Castlepoint in Q4.
- Out in the community we have attended the South Coast Emergency Preparedness day in Pirinoa, the Aged Concern Expo in Masterton, Martinborough Lions, the Aged Concern meetings in each town and continued Residential care, School and ECC visits.
- The rural resilience research continues with discussions with Young Farmers and a survey being compiled.

“We provide ongoing support of WFA. Here is a photo of WREMO staff at a recent fundraiser they held. We regularly push their messages out through our Facebook page”.



Operational Readiness

Areas of Progress:

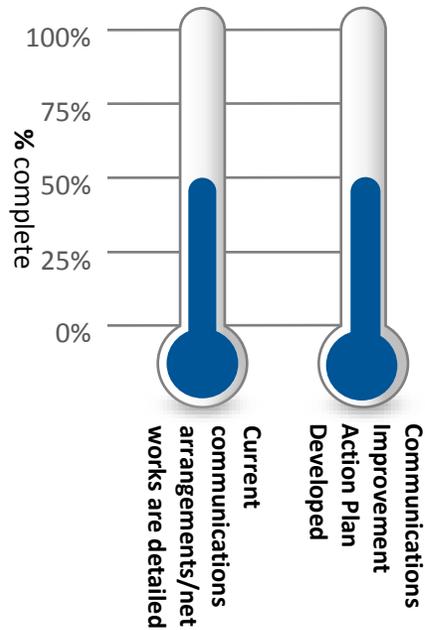
- 5 out of 6 EOCs are upgraded with projectors and screens. Laptops are on order and work continues with Council ICT regarding configuration. Next major step is the production of documentation to support equipment use.
- EOC consistency prioritised task list has been developed to bring about and manage changes to equipment, documentation and process consistency.
- Final report for Eketahuna Earthquake has been completed with a Corrective Action Plan and socialised at Governance level.
- Wairarapa Concept of Operation progressed with a view to gaining sign-off by the councils concerned.
- Lifeline response protocols and work to establish LUC has progressed with draft protocols under review and negotiations with lifeline sector representatives underway to build capacity in LUC function.

Areas of Concern:

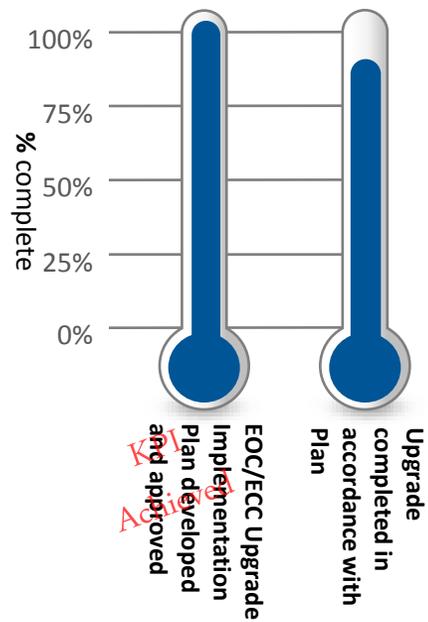
- Integrated Training Framework (ITF) by developed by the Waikato Group has been delayed until at least February 2015. All EOC training has been placed on hold whilst current training model and material is re-assessed for effectiveness. Training will resume March 2015
- New communications maintenance contract on hold whilst proposal from NZ Police for use of their P25 network is evaluated.
- Working groups for Logistics, Planning & Intelligence and Operations will not be established this financial year. This concept requires multi-agency support, including Council participation. At this stage energy will be spent on establishing capability within Council and consistency of EOCs.
- Existing OR work programme currently being reprioritised. Original programme is now considered to have been too ambitious.

Operational Readiness

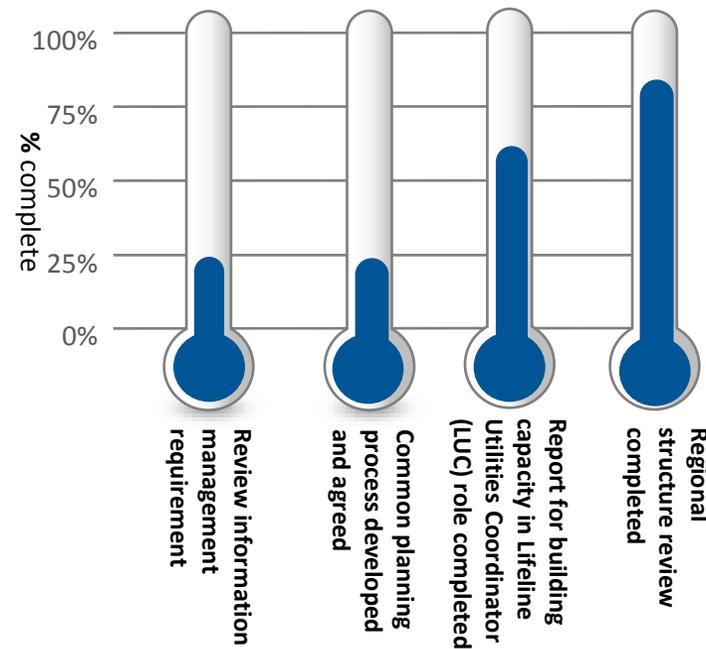
Communications



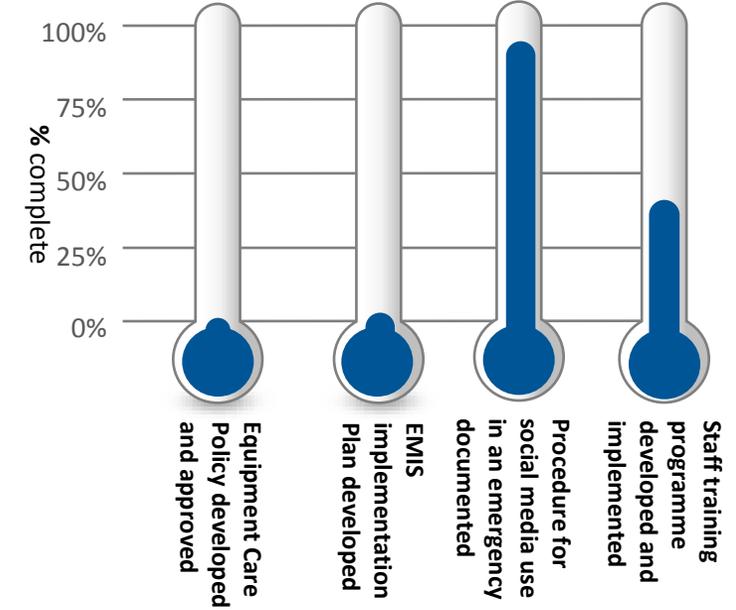
EOC/ECC Upgrades



Development



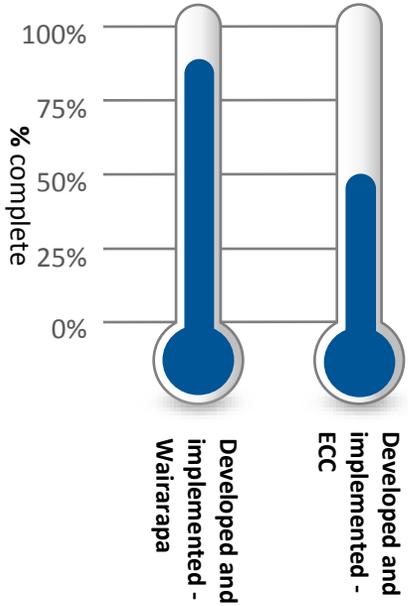
Policies, Plans and Frameworks



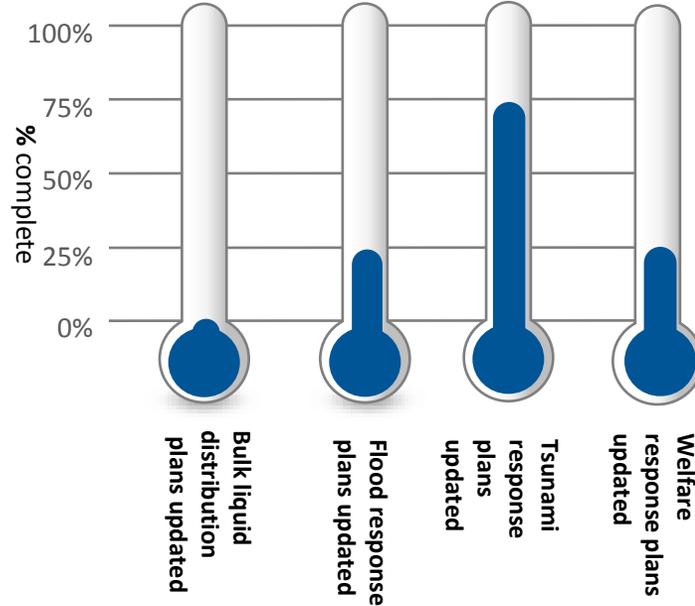
- Options regarding proposed response structure review are being considered.
- ECC and Hutt City EOC participated in the Exercise Resolution (Counter Terrorism) albeit at a low level. Debrief completed and Corrective Action Plan to be developed and cross referenced against existing work programmes.
- Kapiti Coast activated for flooding event on 10 December. Debrief and Corrective Action Plan to be developed.

Operational Readiness

Concept of operations



Plan reviews



Lessons learnt

-  All events are subject to a debrief.
-  Corrective action plans are developed to incorporate results of debriefs.
-  Corrective actions monitored to ensure completion.

Stakeholder engagement

-  Support the council planning and budgeting process in relation to emergency management as required.
-  Provide emergency management advice to interagency partners, response teams, council contractors and elected officials across the region as required.
-  Recommendations for rationalisation of working groups completed.
-  Two WREMO operations training days are held annually.
-  Logistics, Planning/Intel, Operations, Controllers and Recovery Managers working groups have been established.
-  Support all projects and activities included in the Wellington Lifelines Group (WELG) Action Plan.

Communications

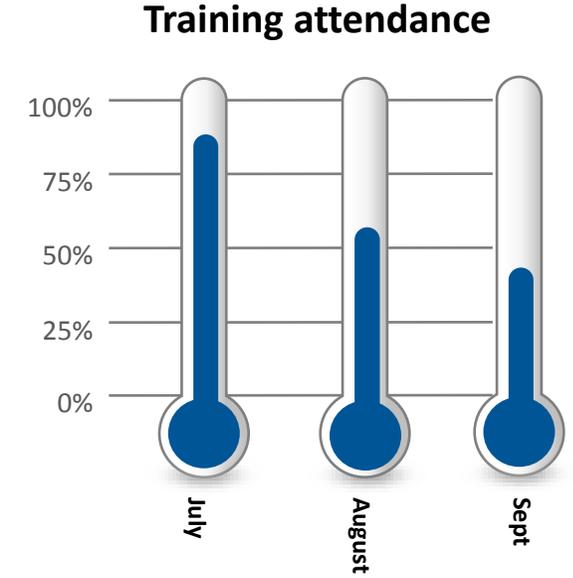
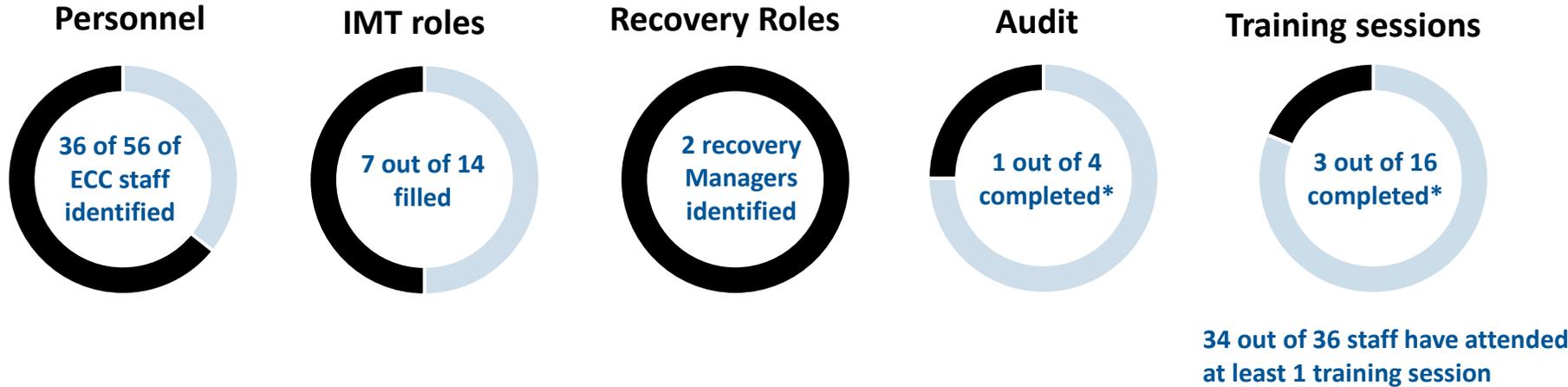
-  Communications equipment checks and maintenance occurs in accordance with the relevant Communication Plan and Equipment Care Policy.

Response teams

-  NZRT 18 and NZRT8 are self-managing.
-  Secondary schools programme completed by 30 May involving 80% of all secondary schools in Hutt Valley.

Emergency Coordination Centre (ECC) - GWRC

Completed previous quarters
 Completed this quarter
 Remaining to be completed



Personnel

- Recruitment of Group Welfare Manger is underway

Infrastructure /Infrastructure /Equipment

- Exercise of equipment setup held 24 October. Set up generally worked well.
- All Equipment boxed and cased ready for activation

- Other measures**
- ✓

Maintain ECC contact list/resource register.

✗

Attend all Regional Inter-Agency Committees.
 - ✓

Remediation Plans are developed and implemented for identified shortfalls.

✗

Up-to-date suite of response documents are in EOC/ECC.
 - ✓

Infrastructure and equipment records are correct and up-to-date.

✓

Maintenance checks are conducted according to policy.
 - ✓

Chair Regional Welfare Coordination Group

* Totals shown above are annual totals per area as set in the WREMO Annual Plan

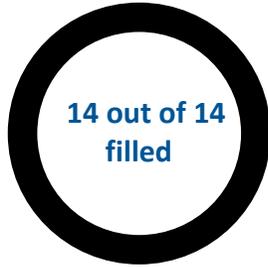
Wellington City

Completed previous quarters
 Completed this quarter
 Remaining to be completed

Personnel



IMT roles



Recovery Roles



Audit

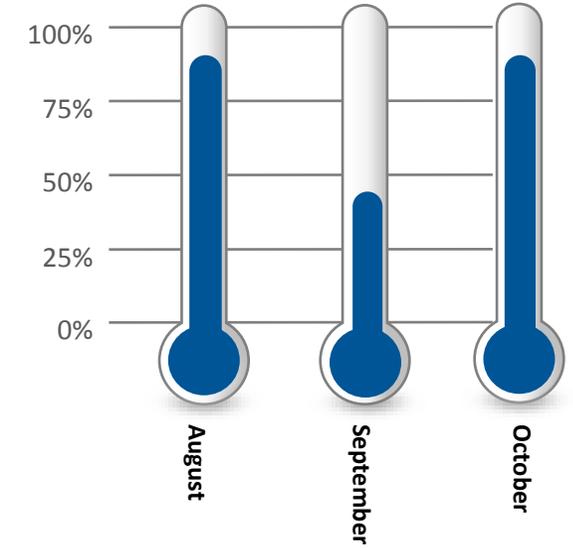


Training sessions



All staff have attended at least 1 training session

Training attendance



Personnel

- New controllers appointed and inducted.
- Training well attended.

Infrastructure / Equipment

- The EOC has now been upgraded with 3 new projectors & screens, an interactive screen, new large monitors for the GIS team, 16 new laptops and additional mobile phones for each operational desk. The next stage of this program is to produce documentation and roll out training, this is expected in Q3.
- Awaiting WCC IT to configure computers.

Other measures

- | | |
|---|--|
| <ul style="list-style-type: none"> ✓ Maintain local EOC contact list/resource register. ✓ Remediation Plan are developed and implemented for identified shortfalls. ✓ Infrastructure and equipment records are correct and up-to-date. ✗ Attend all local welfare committees. | <ul style="list-style-type: none"> ✗ Attend all local Emergency Services Coordinating Committees. ✓ Up-to-date suite of response documents are in EOC/ECC. ✓ Maintenance checks are conducted according to policy. |
|---|--|

* Totals shown above are annual totals per area as set in the WREMO Annual Plan

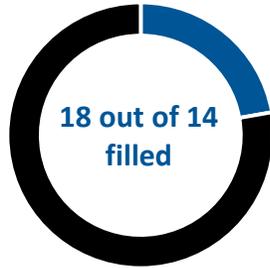
Porirua City

Completed previous quarters
 Completed this quarter
 Remaining to be completed

Personnel



IMT roles



Recovery Roles



Audit

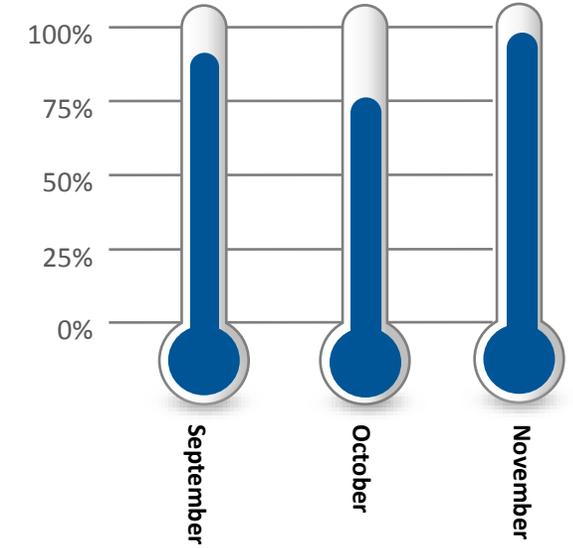


Training sessions



All staff have attended at least 2 training sessions

Training attendance



- PCC has maintained a high attendance at IMT training both at the desk and leadership sessions.
- Porirua Emergency Services Coordinating Committee is active with 2 desktop support sessions being run in this quarter.
- PEOC as a building and its location are known risks to Council and work is progressing on a relocation plan.

Other measures

- ✓ Maintain local EOC contact list/resource register.
- ✓ Remediation Plan are developed and implemented for identified shortfalls.
- ✓ Infrastructure and equipment records are correct and up-to-date.
- ✗ Attend all local welfare committees.
- ✓ Attend all local Emergency Services Coordinating Committees.
- ✓ Up-to-date suite of response documents are in EOC/ECC.
- ✓ Maintenance checks are conducted according to policy.

* Totals shown above are annual totals per area as set in the WREMO Annual Plan

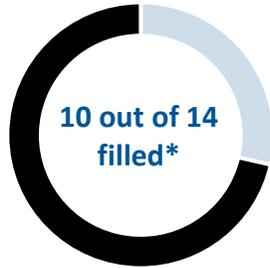
Kapiti Coast District

Completed previous quarters
 Completed this quarter
 Remaining to be completed

Personnel



IMT roles



Recovery Roles



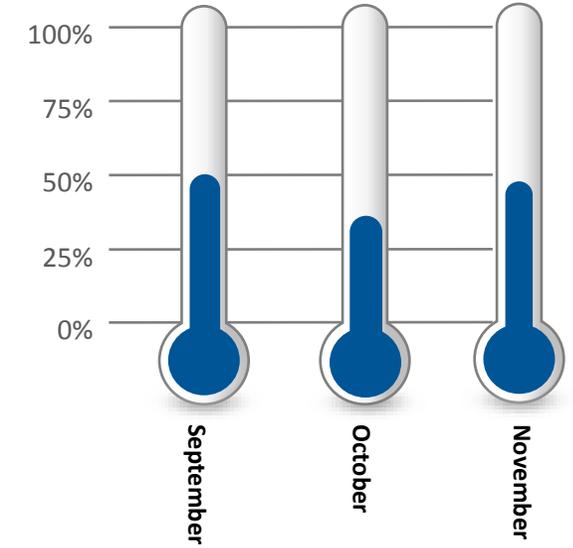
Audit



Training sessions



Training attendance



EOC Upgrade

In early December the Kapiti EOC completed an upgrade bringing it up to level consistent with other EOC's in the District. The upgrade over recent months has included new Wifi, Screen projectors, and a large electronic display screen.

Surplus MBIE Emergency Equipment

The WREMO Kapiti Office took advantage of an opportunity to acquire some additional emergency management equipment surplus to requirements as a result of MBIE moving premises. Key items obtained include four CD cabinets and some first aid kits for community CDC's, stretchers, ropes, axes, blankets, gloves, face masks etc. for council's welfare trailer, plus some older stretches that will be donated to local schools and community groups.

Other measures

- Maintain local EOC contact list/resource register.

Attend all local Emergency Services Coordinating Committees.
- Remediation Plan are developed and implemented for identified shortfalls.

Up-to-date suite of response documents are in EOC/ECC.
- Infrastructure and equipment records are correct and up-to-date.

Maintenance checks are conducted according to policy.
- Attend all local welfare committees.

* Totals shown above are annual totals per area as set in the WREMO Annual Plan

Hutt City

Completed previous quarters
 Completed this quarter
 Remaining to be completed

Personnel



IMT roles



Recovery Roles



Audit

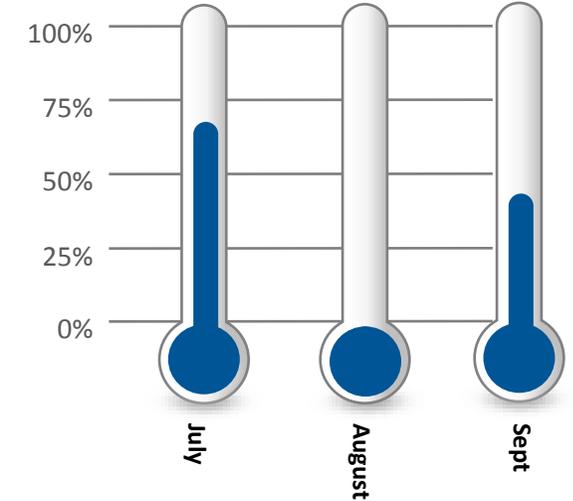


Training sessions



All staff have attended at least 1 training session.

Training attendance



Personnel

An interim Controller has been appointed until a permanent replacement is selected

Operational Readiness and Community Resilience personal are working with the Collective Marae Civil Defence Centre Group on welfare training exercises held at marae in Upper Hutt, Lower Hutt and Newlands

Inspector Sean Hansen has commenced as Hutt Valley Police Area Commander and a meeting of the Emergency Services Coordinating Committee was held on 24 November 2014.

Procedures and Plans

Working with the HCC Risk Management Working Group reviewing the Crisis Management Plan and processes

Local EOC contact list / resource register is in the process of being reviewed

Other

Hutt City Response Team were deployed to check a vehicle stuck in the Hutt River

Other measures

- ✗

Maintain local EOC contact list/resource register.

✓

Attend all local Emergency Services Coordinating Committees.
- ✓

Remediation Plan are developed and implemented for identified shortfalls.

✓

Up-to-date suite of response documents are in EOC/ECC.
- ✓

Infrastructure and equipment records are correct and up-to-date.

✓

Maintenance checks are conducted according to policy.
- ✓

Attend all local welfare committees.

* Totals shown above are annual totals per area as set in the WREMO Annual Plan

Upper Hutt City

Completed previous quarters
 Completed this quarter
 Remaining to be completed

Personnel



IMT roles



Recovery Roles



Audit

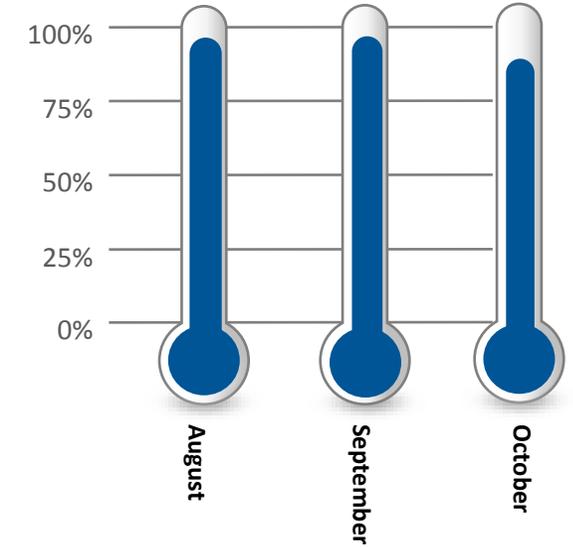


Training sessions



All staff have attended at least 1 training session

Training attendance



Personnel

Operational Readiness and Community Resilience personal are working with the Collective Marae Civil Defence Centre Group on welfare training exercises held at Marae in Upper Hutt, Lower Hutt and Newlands Inspector Sean Hansen has commenced as Hutt Valley Police Area Commander and a meeting of the Emergency Services Coordinating Committee was held on 24 November 2014.

Infrastructure / Equipment

The audit of communications equipment held in Civil Defence Centres has been completed
 ICT and audio visual equipment for the UHCC EOC has been installed.
 Documentation for ease of use to follow.

Procedures and Plans

Local EOC contact list / resource register is in the process of being reviewed.

Other measures

- Maintain local EOC contact list/resource register.
- Attend all local Emergency Services Coordinating Committees.
- Remediation Plan are developed and implemented for identified shortfalls.
- Up-to-date suite of response documents are in EOC/ECC.
- Infrastructure and equipment records are correct and up-to-date.
- Maintenance checks are conducted according to policy.
- Attend all local welfare committees.

* Totals shown above are annual totals per area as set in the WREMO Annual Plan

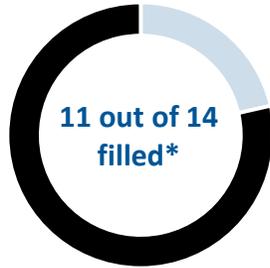
Wairarapa

Completed previous quarters
 Completed this quarter
 Remaining to be completed

Personnel



IMT roles



Recovery Roles



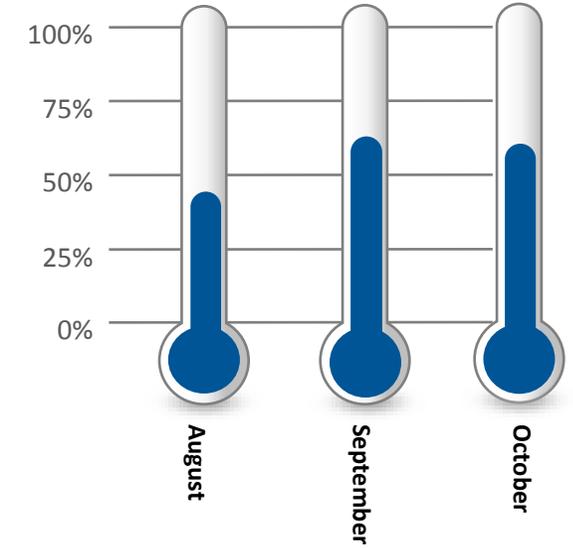
Audit



Training sessions



Training attendance



- The EOC has now been upgraded with Projector and large motorised screen installed, laptops have been delivered and will be in the EOC Jan 15. Work is underway to obtain a new Fibre Optic Broadband internet connection exclusively for EOC/WREMO use.
- Worked with Lake Ferry Rate Payers Association and Castlepoint to strengthen tsunami response.
- Working with Rural Fire to establish a common approach to tsunami response in our coastal communities. This enhances our interagency inter-operability. Using each agency's tools to collectively better service the communities.
- A concept of operation has been agreed.
- Positive discussions around resourcing a Local Welfare Manager.
- During Nov/Dec 14, the Area Advisor doubled as the acting Manager Operational Readiness

Other measures

- ✓ Maintain local EOC contact list/resource register.
- ✓ Remediation Plan are developed and implemented for identified shortfalls.
- ✓ Infrastructure and equipment records are correct and up-to-date.
- ✗ Attend all local welfare committees.
- ✓ Attend all local Emergency Services Coordinating Committees.
- ✓ Up-to-date suite of response documents are in EOC/ECC.
- ✓ Maintenance checks are conducted according to policy.

* Totals shown above are annual totals per area as set in the WREMO Annual Plan

Business and Development

Areas of progress:

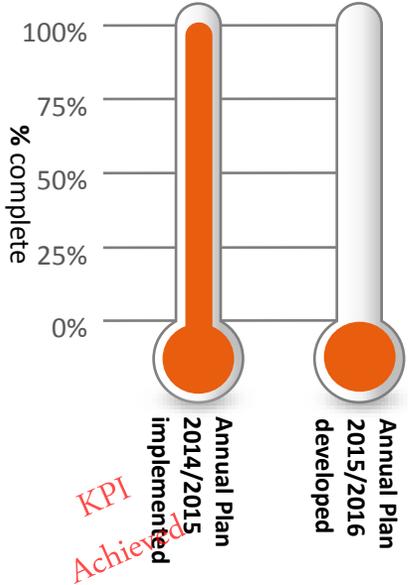
- Improved management of WREMO financial system. Continuing to develop this further and look at ways to merge more of the council/WREMO budgets
- Development of WREMO policies (procurement, vehicles and contracts).
- Enhancing WREMO's visual workplace (introducing Kaizen displays and personal boards).
- Enhancing ICT systems (new computers, phones, support).
- Project support to other WREMO teams (e.g. Fuel supply project, Tsunami Plan and EOC Upgrades).
- Engagement with hazards planning and risk management stakeholders.
- Commencement of the MCDEM Monitoring and Evaluation Programme.

Areas of concern:

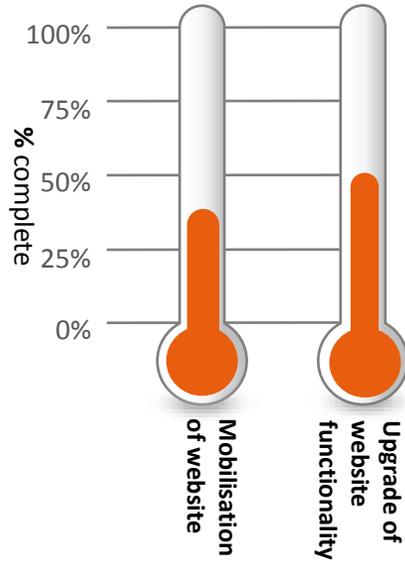
- Support for ICT work. Currently there is one staff member and the workload is very high. We are now recruiting for an IT Support person for a twelve month contract.

Business and Development

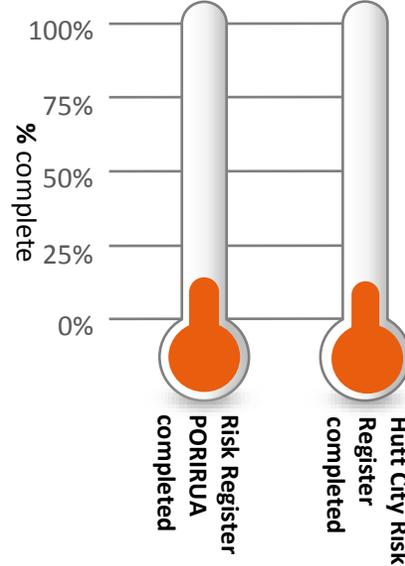
Strategic Planning



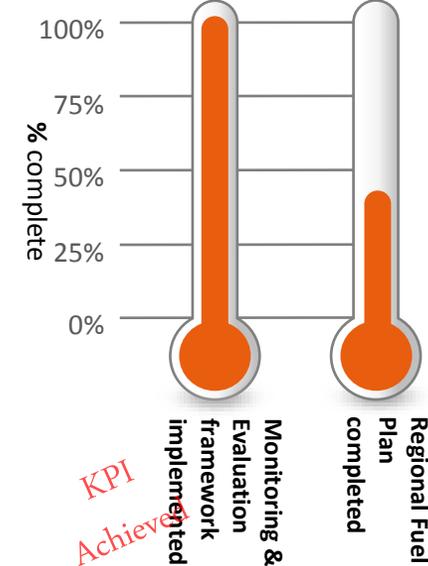
Website



Risk Registers



Policies, Plans and Frameworks



Scientific Information Lunchtime Seminars



WREMO information sharing seminar



- Completed previous quarters
- Completed this quarter
- Remaining to be completed

Website

- Training provided to Public Information Managers on the updated website
- Emergency section of the website was successfully activated in the Waikanae Flood (10 December 2014)

* Totals shown above are annual totals per area as set in the WREMO Annual Plan

Business and Development

Administration

-  All administrative requirements of the CDEM Group Joint Committee are met.
-  All administrative requirements of the CDEM committees are met.
-  A centralised library at Thorndon is maintained.
-  The following registers are regularly updated: Interagency contact list, and procurement registers.

Finance

-  WREMO budget setting, reporting and processing of expenditure is managed.
-  Support is provided to Community Resilience and Operational Readiness on budgetary matters.
-  Petty cash is reconciled as required and correctly administered.

Health and Safety

-  A WREMO staff member attends the Greater Wellington Health and Safety Committee meetings.
-  Any incidents are logged as per Greater Wellington Policy.

- We are currently exploring options for further merging of local council budgets with WREMO.
- Currently supporting both the CR and OR teams on various projects.

Business and Development

Professional Development

- ✓ All staff have the opportunity to attend at least one suitable professional development opportunity.

Website

- ✓ The content on the website is up-to-date.

IT

- ✓ IT support is provided to WREMO staff.
- ✓ Technical support required for the development and implementation of EMIS is provided.

Planning Managers Group

- ✓ Planning Managers Group meetings are attended by a WREMO representative.
- ✓ Input is provided on behalf of WREMO.

Values

- ✓ Have the WREMO mission, vision and values visible to all WREMO staff.
- ✓ One team building event for all WREMO staff.

Professional Development

- Staff have had the opportunity to attend several conferences this quarter:
 - Media, disasters and the public workshop and Planning for a volcanic eruption
- Participating in a Counter Terrorism Exercise (November 2014)
- Better by Design Workshop for all WREMO Staff (November 2014)

Values

- WREMO Christmas function held 19 December 2014

Planning Managers

- Contributing to the Regional Natural Hazards Management Strategy

GREYTOWN COMMUNITY BOARD

1 APRIL 2015

AGENDA ITEM 8.2

REPORT ON FREE SWIM DAY - GREYTOWN POOL

Purpose of Report

To inform Greytown Community Board Members on the effectiveness of the free swimming day on 19 January, Wellington Anniversary day.

Recommendations

Officers recommend that the Community Board:

1. *Receives the information.*

1. Executive Summary

Greytown Community Board sponsored a free family swim day at Greytown Pool to provide a fun day out for Greytown youth.

2. Background

The free family swim day was intended purely as a celebration of Wellington Anniversary day.

The free family swim day held on the 19th January was advertised with posters around town, at the pool and on the SWDC and Greytown Facebook pages.

3. Discussion

3.1 Effectiveness of initiatives

3.1.1. Free family swim Day

The free family swim day held on Monday 19 January was attended by 75 children and 58 adults. Even with the day being cooler, this is up on last year's 53 children and 35 adults.

4. Conclusion

Greytown Pool had an excellent season, and officers believe this is largely due to the good weather and the water being much warmer since the fibreglassing work was done. While both Martinborough and Featherston pools had a relatively low uptake for the free Anniversary Day swim, Greytown's swimmer numbers for the day were consistent with the high numbers for the previous week.

Contact Officer: Helen McNaught, Amenities Manager

Reviewed By: Mark Allingham, Group Manager Infrastructure Services

GREYTOWN COMMUNITY BOARD

LTP WORK PLAN DRAFT V2.0 18 Mar 2015

2015

Greytown Community Board **Draft** Work Plan 2015

This section outlines the issues that we believe the Greytown Community is facing. We plan to actively pursue ways to deal with the high priority issues.

Key Achievement Areas

Issues and actions are broken down by key achievement areas to reflect the South Wairarapa Community Plan structure.

These are Community Outcomes:

- Healthy and economically secure people
- Educated and knowledgeable people
- Vibrant and strong communities
- A place that's accessible and easy to get around
- Sustainable South Wairarapa

These contribute to the council's significant activities:

- Governance, leadership, advocacy
- Public Protection
- Economic, Cultural and Community Development
- Resource Management
- Amenities
- Land transport
- Water Supply
- Solid Waste management
- Sewerage
- Storm water drainage

The time frames for action are defined as:

On going – regular feature of the boards activities

Short term – less than 6 months

Medium term – 6-12 months

Long term – over 12 months

Our Vision

To enhance and maintain pride and prosperity in Greytown for its citizens, community groups & businesses.

Our Mission

The Greytown Community Board represents and acts as an advocate for the interests of the Greytown Ward Communities. We will support, advocate and facilitate initiatives on behalf of its citizens, community groups & businesses.

Role of the Community Board

The role of the Greytown Community Board is to:

- Represent, and act as an advocate for, the interests of its community
- Consider and report on matters referred to it by the council, or any matter of interest or concern to the community board
- Maintain an overview of services provided by the council within the community
- Prepare an annual submission to the council for expenditure within Greytown
- Communicate with the community organisations and special interest groups within the community
- Undertake any other responsibilities that are delegated to it by the South Wairarapa Council.
- Liaise and work with a range of other Greytown organisations for the betterment of its citizens
- Continuing to promote Greytown by having something that sets it apart from other Wairarapa areas.

Getting Involved

You can make a short presentation to the Board. You can do this by either phoning 06 306 9611 or email: suzanne.clark@swdc.govt.nz. Alternatively, you can contact any of the Board members. For more information. <http://www.swdc.govt.nz/public-participation-at-a-meeting>

Attend our meetings

The Greytown Board meets every six weeks at the Greytown Town Hall in the WBS Room. Meetings are held on a Wednesday at 7pm in the Greytown Town Hall. This gives you the link to a list of all meeting dates & times. <http://www.swdc.govt.nz/greytown-community-board>

Further Information on Greytown Community Board Initiatives

You can learn more about what we are doing on your behalf by through the following ways.

- SWDC Website: <http://www.swdc.govt.nz/meetings>
- Grapevine Magazine: Published each month and distributed free of charge to Greytown residents.
- Read our Facebook page -facebook.com/GreytownCommunityBoard

Greytown Community Board **Draft** Work Plan 2015

	Issue	Actions	Community Board Member Liaison	Time frame	Stakeholders involved	Link to LTP
1	Town Centre	Use & Maintenance of Town Centre Artworks Display Events	Margaret Craig Viv Napier	Ongoing	<ul style="list-style-type: none"> • Community • Council • Library committee • Funding agencies • Trust Lands Trust 	Educated and Knowledgeable people Amenities
2	Collier Reserve Old Stella Bull Park Kowhai Reserve	Continue to advocate for Greytown Reserves.	Viv Napier Margaret Craig Christine Stevenson	Long Term Meeting Park Users At least 1 before Labour Weekend/Easter	<ul style="list-style-type: none"> • Council • Community • Sports groups • RSA Camp 	Amenities
3	Soldiers Memorial Park	Advocate for enhancement of Soldiers Memorial Park including a development plan	Viv Napier Margaret Craig Christine Stevenson	Long Term Meeting Park Users At least 1 before Labour Weekend/Easter	<ul style="list-style-type: none"> • Council • Community • Sports groups • RSA Camp Memorial Park Users	
4	Stella Bull Park development & continued maintenance	Advocate for beautification Complete stage 3 Lighting Irrigation extension for gardens	Viv Napier Margaret Craig Christine Stevenson	Ongoing Short/Medium Term	<ul style="list-style-type: none"> • Council • Community • Neighbours • Future tenant of building • School 	Amenities

	Issue	Actions	Community Board Member Liaison	Time frame	Stakeholders involved	Link to LTP
5	Arbor Day	Plan for yearly celebration	Christine Stevenson	Yearly Celebrated in July	<ul style="list-style-type: none"> • Community • Friends of Park Committee • Schools • Tree Advisory Committee 	Amenities
6	Community Communication	Publish information about activities and plans via news board, newsletter, newspaper Grapevine, Facebook, Community Radio Information Centre	Rotating Roster – All elected members <i>Note: Crs Napier & Craig do Councillors' comment only</i> Leigh Hay	On going - after meetings	<ul style="list-style-type: none"> • Council • Community 	Educated and Knowledgeable people
7	LTP	Work with council and contribute to plan	Margaret Craig Viv Napier	On going	<ul style="list-style-type: none"> • Council • Community 	All Community Outcomes
8	Community Grants	Operational discretionary funding allocation. Forward plan and review	All CB members	On going	<ul style="list-style-type: none"> • Council • Community 	Vibrant and strong communities
9	Annual Plan submissions	Raising awareness with council of issues relating to Greytown	All CB members	May each year	<ul style="list-style-type: none"> • Council • Community 	All Community Outcomes

	Issue	Actions	Community Board Member Liaison	Time frame	Stakeholders involved	Link to LTP
10	Arbor House	Representation on Board	Dr Rob Tuckett (appointment)	On going	<ul style="list-style-type: none"> • Council • Community • A.H. Trist 	Healthy and economically secure people
11	Main Street Xmas Banners Xmas Decorations and lighting	Review and renew street decorations and lighting	Leigh Hay Christine Stevenson	Long term	<ul style="list-style-type: none"> • Business community • Schools 	Vibrant and strong communities
12	Civil defence	Liaise and ensure plans are in place to assist Greytown in the event of a disaster or emergency	Margaret Craig (CB Liaison to Council CD Working Party) Mike Gray (CD Liaison with CB)	Ongoing Update Annually	<ul style="list-style-type: none"> • Council • Community • WREMO 	Healthy and economically secure people
13	Walking and cycling trails	Advocate for new trails to be established	Shane Atkinson Viv Napier Christine Stevenson	Long term	<ul style="list-style-type: none"> • Regional council • Community 	A place that's accessible and easy to get around
14	Waiohine Flood plain Management	Assist with the management of – Board representation	Shane Atkinson Viv Napier	On going	<ul style="list-style-type: none"> • Council • Regional Council • Committee • Community 	Resource management
15	Community Arts	Encourage Community Arts and support the Arts Festival	Christine Stevenson	Ongoing	<ul style="list-style-type: none"> • Arts community • Business community • Council • Funding agencies • Heritage Trust 	Educated and Knowledgeable people

	Issue	Actions	Community Board Member Liaison	Time frame	Stakeholders involved	Link to LTP
16	Youth Initiatives	Advocate for greater facilities resources for the youth of the community	All CB members	Long term	<ul style="list-style-type: none"> • Council • Community • College • Police • Sports groups 	Vibrant and strong communities
17	Signage	Promote Greytown, enhance Tourism image with new signs	All CB members	Medium term	<ul style="list-style-type: none"> • Council 	A place that's accessible and easy to get around
18	Street furniture	Promote appropriate street furniture	Leigh Hay	Medium Term	<ul style="list-style-type: none"> • Council • Community • Businesses • Heritage Trust 	A place that's accessible and easy to get around
19	Business Initiatives	Promote Greytown business interactions and Greytown After Five	Leigh Hay Christine Stevenson	Ongoing	<ul style="list-style-type: none"> • Council • Community • Business Community 	Vibrant and strong communities
20	Libraries/information	Advocate to provide good library/information services and facilities for the citizens of South Wairarapa	Leigh Hay	Long Term	<ul style="list-style-type: none"> • Council • Library service 	Educated and knowledgeable people
21	Footpaths & access	Advocate for ongoing upgrade of paving within the council policy scheme	Christine Stevenson Margaret Craig	ongoing	<ul style="list-style-type: none"> • Council 	A place that's accessible and easy to get around

	Issue	Actions	Community Board Member Liaison	Time frame	Stakeholders involved	Link to LTP
22	Papawai Stream Restoration	Advocate for the community	Christine Stevenson Viv Napier	Long term	<ul style="list-style-type: none"> • Committee 	Amenities
23	Greytown Wastewater Scheme	Representation on the project committee	Christine Stevenson Viv Napier (CB deputy)	ongoing	<ul style="list-style-type: none"> • Council 	Amenities
24	Listed trees	Support Tree Advisory Group	Tba	Ongoing	<ul style="list-style-type: none"> • Tree Advisory Group • Council • Community 	Sustainable South Wairarapa via RMA

Greytown Community Board **Draft** Action Calendar 2015

Action	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec
Town Centre				★							★	
Collier Reserve Old Stella Bull Park Kowhai Reserve				★								
Soldiers Memorial Park				★								
Stella Bull Park development & continued maintenance				★								
Arbor Day				★								
Community Communication (<i>Grapevine and community radio</i>)		★	★	★	★	★	★	★	★	★	★	★
LTP				★	★							
Community Grants (<i>CB Meetings</i>)		★		★	★	★		★	★	★		★
Annual Plan submissions					★							
Arbor House							★					

Greytown Community Board **Draft** Action Calendar 2015

Action	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec
Main Street Xmas Banners Xmas Decorations and lighting			★	★	★	★					★	★
Walkways												
Waiohine Flood plain Management												
Community Arts (biennial festival)		★							★			
Youth Initiatives – report at GCB meetings this												
Signage		★										
Business Initiative5 (GA5) - report at GCB meetings												
Libraries/information		★		★	★	★		★	★	★		★
Footpaths/Access Review & Recommendations		★		★								
Papawai Stream Restoration – report at GCB meetings												

Greytown Community Board **Draft** Action Calendar 2015

Action	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec
Greytown Wastewater Scheme – report at GCB meetings												

COUNCILLOR REPORT
for
South Wairarapa District Council Meeting
Wednesday 11 March 2015

GRAFFITI WORKING PARTY

Councillor's Name	Julie Riddell
Meeting – Date & Venue	25 February 2015 at 2pm in SWDC Chambers. Present: Cr Riddell (Chair), Cr Dean Davies, Mbr Lee Carter, Michael Roera MSC, Officer Helen McNaught, Sue Tennent NS, Robyn Ramsden NS, Hope Sexton (Youth) Ian Osland Police (late), Sara Sutherland. Apologies: Sandy Ryan, Mbr Adi McMaster, Mbr Garry Thomas, Reanne TeWharu, Karl Nesbitt.
Key issues from meeting	Change of name to SWDC Community Safety Working Party and new terms of Reference discussed. Outcomes were that WP recommend to Council that the name be changed to: SWDC Community Safety and Resilience Working Party . New and co-opted members to be discussed at next meeting. Graffiti Free Week March 16-22 – Posters handed out and to go on Facebook Pages and NS network. Mauricio Benega – graphic artist and muralist. Offering his services to create an art mural. We have accepted this offer and advised him to apply to Creative Communities for a Grant. Featherston Community Board to decide on where the mural will be placed. NS – Unfortunately the successful applicant for the Martinborough position as co-ordinator has had to withdraw. New advertisements are being circulated. Featherston now has 12 Groups with some members doing CD Training. They are promoting “Neighbours Day” on 14 March. NS is helping with the Youth Group in Featherston as well.
Speakers	Tere Lenihan Manager Wairarapa Safer Community Trust and Deb Davidson. Tere outlined the very diverse work they carry out in the community with youth and their families. Programmes include Life to the Max, Parenting Education, Attendance Services for 36 schools, Wairarapa Social Sector Trial – NGO. Strategic grass roots level. Youth Justice Prevention, Big Brother-Big Sister, Youth Services, Budgeting, Family Safety, Alternative Education – Michael Roera commented that many Maori youth literacy is poor and suggested that Maori Wardens could play a greater role in the community. Deb Davidson works with the Youth Educators. MOH is funding a trial drug and alcohol workshop out at Tora for 16 young people.

Specific item/s for Council consideration	Sector reports limited due to time factor.
General	Next Meeting is <i>Thursday 16 April 2015 at 9.30am.</i>



Greytown Community Board
Committee Secretary
South Wairarapa District Council
PO Box 6
Martinborough 5741

6th March 2015

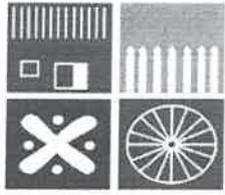
Dear Councillors

I wish to thank you wholeheartedly for the award of the recent \$500 grant to assist with costs associated with providing a portable remote broadcasting service to the Greytown community.

The grant is extremely generous, and I look forward to reporting back to the Community Board in due course with news of the Greytown broadcasts, programmes and programme makers it was able to help support.

Yours faithfully

Lucy Cooper
Southern Area Coordinator, Arrow FM



COBBLESTONES museum



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

9 March 2015

Suzanne Clark
Greytown Community Board
Po Box 6
Martinborough 5741

Dear Suzanne,

Grant from Greytown Community Board

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

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

Our Trust is very appreciative of the grant.

Yours sincerely

Trustee
Chair Exhibits and Exhibitions Committee
Cobblestones Museum



Greytown Community Board Grants Feedback Form

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

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

Please return the completed form to –

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

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

5. Provide details of the project

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



Greytown Community Board Grants Feedback Form

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

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

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

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

Copy Invoices attached -

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

imagelab

2014 Ltd

TAX INVOICE

Cobblestones Museum
PO Box 9
Greytown
5742

Invoice Date 27 Nov 2014
Invoice Number INV-0130
Reference cobble stones museum

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

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

*Part of
of this invoice*

Due Date: 20 Dec 2014

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

PAYMENT ADVICE

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

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

Enter the amount you are paying above



3330
15/12/14

TAX INVOICE

Cobblestones Museum Fitout

Invoice Date 20 Nov 2014
Invoice Number INV-0157
Reference #Leigh Hay
GST Number 114854301
 Packaging Matters Limited
 PO Box 20563
 Glen Eden 0641
 Auckland
 NEW ZEALAND
 P : 0800 000 498
 E : info@packagingmatters.co.nz

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

PAID 6.6150
FITOUT

Due Date: 20 Dec 2014

20/1/15



TAX INVOICE

Cobblestones Museum Fitout

Invoice Date
03 Dec 2014

Invoice Number
INV-0190

Reference

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

GST Number
114854301

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

Due Date: 20 Jan 2015

PAID

Fitout

PAID

Payment approved
[Signature] 15/12/14
6-6/150

PLEASE NOTE NEW PAYMENT DETAILS

PAYMENT ADVICE

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

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

Enter the amount you are paying above

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

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

From: John Boon [mailto:johnmboon@gmail.com]
Sent: Monday, 23 February 2015 11:54 a.m.
To: Suzanne Clark - Committee Secretary
Cc: Bruce Cole; Shane Atkinson
Subject: Thanks from Greytown MeNZ Shed

Dear Suzanne, Bruce Cole, our treasurer has shared your email with me. I wanted to drop you a line to say how grateful we are for your support. We're working really hard to finalize the fit-out of the main shed, as a finance guru, you'll know it really drains the coffers - so your contribution makes a huge difference to us being able to get regular shed days going and get the operational stuff in hand. Our women members have already taken the initiative and have grabbed all the places in the wood-turning classes we are running - our first operational activity, it's going to get busy fast round here.

Thanks again for supporting the MeNZ Shed and helping us support the community in turn,

--

From **John Maxim Boon**

+64 27 500 5072
+64 06 304 7960

"Maegum Fearhth"
42, Monty's Lane,

RD1,
Greytown,
New Zealand

Innovation distinguishes between a leader and a follower -Jobs

--

From **John Maxim Boon**

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Innovation distinguishes between a leader and a follower -Jobs

Greytown Community Board

Chair: Christine Stevenson
143 Papawai Road
RD 1
Greytown 5794
06 304 9175



23 February 2015

Nichola Adams
Greytown Arts Festival Committee
154 Bidwills Cutting Road
RD1
Greytown 5794

Dear Nichola and Committee

GREYTOWN ARTS FESTIVAL

On behalf of the Greytown Community Board I would like to formally thank you and the Greytown Arts Festival Committee for organising and bringing our community the Greytown Arts Festival 2015. We really appreciate you coordinating the festival to allow members of the community to showcase their artistic abilities and for the remainder of the community to enjoy the shows. There was such a wide variety of things on offer from art exhibitions to leisurely garden walks that the community was spoilt for choice.

The Community Board looks forward to hearing of your plans for the 2017 festival next year.

Yours sincerely

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

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

23 February 2015

Steve Davis
South Wairarapa Rotary Club
78 Kuratawhiti Street
Greytown 5712

Dear Steve

SOLDIERS MEMORIAL PARK LIME TREE PROJECT

Thank you for taking the time to present your project to the Greytown Community Board on the 18 February 2015.

The Community Board support the provision of a sign to outline the history of the 117 lime trees planted in memory of those soldiers who gave their life in WW1. Members asked that signage is designed to be in sympathy with other signage in the Greytown area and that you liaise with the RSA and Helen McNaught, Council's amenities manager.

I have briefed Ms McNaught on your project and she has recently had an audit undertaken of the memorial trees with the result that there are 55 lime trees and 61 elm trees totaling 116 trees in existence. Therefore whether we have only one tree missing, with the implication that the original planting was a mix of lime and elm trees, or whether we have 62 trees missing may be worth more investigation.

Yours sincerely



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

cc: Helen McNaught