



Greytown Community Board

Minutes 17 September 2014

- Present:** Shane Atkinson (chair), Cr Margaret Craig, Ian Farley, Cr Viv Napier and Connor Taumoepeau (student representative).
- In Attendance:** Mayor Adrienne Staples (from 7:10pm), Paul Crimp (Chief Executive Officer) and Suzanne Clark (Committee Secretary).
- Conduct of Business:** The meeting was conducted in public in the WBS Room, Greytown Town Centre on 17 September 2014 between 7:00pm and 8:25pm.
- Public Participation:** Erin Collins and John Abbott.
- Also in Attendance:** Mike Gray (Greytown CDEM Community Response Team) and Katie Abbot (Tree Advisory Group and Friends of O'Connor's Bush).

PUBLIC BUSINESS

1. APOLOGIES

GCB RESOLVED (GCB 2014/52) to receive apologies from Christine Stevenson and Leigh Hay and apologies for lateness from Mayor Adrienne Staples.

(Moved Atkinson/Seconded Cr Craig)

Carried

2. CONFLICTS OF INTEREST

No conflicts of interest were declared.

3. PUBLIC PARTICIPATION

3.1 Erin Collins, Kuranui College

Ms Collins outlined plans for a fun run and cycle event fundraiser for Kuranui College to be held over the Greytown Arts Festival weekend in February 2015.

3.2 John Abbott

Mr Abbott expressed concern about the community store development commencing without appropriate Council consents. Mr Crimp outlined the steps Council had taken with the developer and invited Mr Abbott to meet with him to discuss further.

4. TREE ADVISORY GROUP/FRIENDS OF O'CONNOR'S BUSH

Ms Abbott expressed Tree Advisory Group concern for the walnut tree and its continued protection during the development of the community store site.

DISCLAIMER

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Ms Abbott asked the Community Board to request that Council officers instigate a possum control programme and to set a date for the next Soldiers' Memorial Park Users Group meeting. Ms Abbott outlined a two stage plan for updating listed trees in the Wairarapa District Plan.

5. GREYTOWN CDEM COMMUNITY RESPONSE TEAM

Mike Gray tabled an update from the Greytown CDEM Response Team and spoke about the simulated earthquake disaster exercise planned for the 24 September 2014.

6. ACTIONS FROM PUBLIC PARTICIPATION AND PRESENTATIONS

The Community Board agreed that the Tree Advisory Group will undertake the first stage of updating the tree register for Greytown but that updating the tree register in the District Plan will have to wait until the next Plan change due to the cost of the process.

GCB NOTED:

1. Action 552: Set a date for the next Soldiers' Memorial Park Users Group meeting; M Allingham
2. Action 553: Advise GCB and Mike Gray (Greytown CDEM Response Team) on how/whether access can be gained to the Greytown Town Centre if the power is off; M Allingham
3. Action 554: Assign a project leader to organise Arbor Day celebrations and to provide a link with the Tree Advisory Group; C Stevenson
4. Action 555: Determine whether there is a proposed District Plan change scheduled for anytime in the near future, and if not add 'update of tree register' to the list for things to be changed; M Buchanan

7. COMMUNITY BOARD MINUTES/EXPENDITURE

7.1 Greytown Community Board Minutes – 6 August 2014

GCB RESOLVED (GCB 2014/53) that the minutes of the Greytown Community Board meeting held on 6 August 2014 be received and confirmed as true and correct subject to the following amendment.

On page 2, delete 'On behalf of the Tree Advisory Committee Mrs Abbot asked about the possibility of updating the Greytown Tree Register and said that planning for Arbor Day 2015 had commenced.'

And add 'On behalf of the Tree Advisory Group Ms Abbot asked about the possibility of updating the Greytown Tree Register and asked the Community Board to appoint a project leader to start planning the 2015 Arbor Day celebrations as next year is the 125th anniversary of Arbor Day in Greytown'.

(Moved Cr Craig/Seconded Farley)

Carried

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- 7.2 Matters Arising
There were no matters arising.
- 7.3 Action Items From Previous Meeting
The Community Board reviewed the action items and updates were provided.
- 7.4 Income and Expenditure Statement to 31 July 2014
GCB RESOLVED (GCB 2014/54) to receive the Income and Expenditure Statement to 31 July 2014.
(*Moved Cr Craig/Seconded Cr Napier*) Carried

8. OPERATIONAL REPORTS – COUNCIL OFFICERS

- 8.1 Officers' Report to Community Boards
GCB RESOLVED (GCB 2014/55) to receive the Officers' Report to Community Boards.
(*Moved Cr Napier/Seconded Farley*) Carried
- 8.2 Report Back from Council on Board Recommendation for Hillview Subdivision Street Names
GCB RESOLVED (GCB 2014/56) to receive the information.
(*Moved Farley/Seconded Cr Craig*) Carried

9. COMMUNITY BOARD/COUNCILLORS REPORTS

- 9.1 BMX Track
Cr Napier reported that someone in the community was interested in leading a project to design and create a multipurpose skate, scooter and BMX facility with a view to locating the park on Council land near the Greytown Off Leash Dog Park.
- 9.2 Community Board Work Plan
Item held over until October.
GCB NOTED:
1. Action 556: Obtain the latest version of the GCB Work Plan for inclusion in the October agenda; C Stevenson
- 9.3 Chairperson's Report Arbor House
GCB RESOLVED (GCB 2014/57) to receive the Arbor House Chairperson's Report.
(*Moved Cr Napier/Seconded Farley*) Carried
- 9.4 Greytown Entrance Way Signs
The Community Board noted that stands would need to be organised.

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GCB NOTED:

1. Action 557: Confirm acceptance of the proposal from aRTe Sculpture Designs for the Greytown entrance way signs; P Crimp

9.5 Greytown Footpath Maintenance

Item held over until October.

9.6 GA5

Members discussed the success of the recent GA5 and Mr Farley believed that they were meeting the purpose for which they had been setup.

9.7 Greytown Christmas Decorations

GCB NOTED:

1. Action 558: Determine the status of Greytown Christmas decorations and bunting organisation; S Atkinson

9.8 Digitisation of the Greathead Papers

Mr Farley discussed a proposal to digitise the Greathead archives with the initial cost estimate being \$3,200.

GCB NOTED:

1. Action 559: Call The Lotteries Commission to see if digitising of the Greathead papers from the Greytown archives is a fundable activity; P Crimp

9.9 Greytown Trails Trust

Mr Atkinson reported that KiwiRail had given permission for their rail bridge to be used to support a clip-on cycle bridge to cross the Teheranikau River. There was now a lot of preproject preparation work needing to be done.

9.10 Other Reports

Mr Atkinson reported that the Menz Shed now had power and the first lot of projects were being used by the community.

Cr Craig gave members an update on plans for utilising Cobblestones exhibition space inside the new building.

Cr Napier outlined intentions to advertise in the Greytown Grapevine for knitters to assist with creating knitted poppies for a WWI exhibition.

10. CORRESPONDENCE

10.1 Inwards

To Greytown Community Board, from Deborah Davidson, SWSCC (report back on Waigrown)

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10.2 Outwards

To Frank Minehan, Greytown Community Heritage Trust, from
Christine Stevenson, Greytown Community Board, dated 8 August 2014

*GCB RESOLVED (GCB 2014/58) to receive the inwards and outwards
correspondence.*

(Moved Cr Napier/Seconded Farley)

Carried

Confirmed as a true and correct record

.....Chairperson

.....Date

DISCLAIMER

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**Greytown Community Board
Action Items
From 17 September 2014**

Ref #	Meeting	Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
160	GCB	2-Apr-14	Resolution	Christine Stevenson	GCB RESOLVED (GCB 2014/14) to support the concept of a digital notice board with material jointly managed by Greytown Sport and Leisure and the Greytown Community Board and to approve a budget for purchase and installation up to \$800, with details to be agreed and approved by the Community Board via email. (Moved Atkinson/Seconded Cr Craig) Carried	Open	In commitments, GCB to advise progress
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	
382	GCB	25-Jun-14	Action	Paul	Organise the purchase of 'defibrillator signs for Greytown	Open	Email sent asking CB's for number of signs needed and advising that they will be charged as CB expense. Awaiting response.
384	GCB	25-Jun-14	Action	Connor Taumoepeau	Write a few paragraphs outlining the student survey finding that Greytown youth wanted a venue to hang out and invite feedback from the community (provide article to Mrs Stevenson for inclusion under the GCB article)	Open	
385	GCB	25-Jun-14	Action	Connor Taumoepeau	Share the student survey results with Greytown Sport and Leisure and invite ideas	Open	
461	GCB	6-Aug-14	Action	Mark	Follow-up a job that has been logged with City Care in 2013 regarding the removal of sycamore and bay trees in O'Connor's Bush, and have the trees removed	Open	25/8 Officers to talk to GCB for further clarification 8/9 Have emails Greytown TAG for clarification over bay trees
462	GCB	6-Aug-14	Action	Mark	Instigate a trapping and poisoning programme in O'Connor's Bush to replace the programme no longer undertaken by GWRC (as previously discussed and agreed)	Open	25/8 Officer to follow up. 3/10 Officer currently in discussion with GWRC

Ref #	Meeting	Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
463	GCB	6-Aug-14	Action	Mark	Install a 'no dumping rubbish' sign outside O'Connor's Bush in the vicinity of No. 12 Kuratawhiti Street	Open	8/9 Sign size TBC then ordered. 1/10 Paper to be written to council for approval
467	GCB	6-Aug-14	Action	Christine Stevenson	Contact a member of the Woodside Preservation Society (now in recess) to see if funds would be available for relocating/preserving the old Woodside Station	Open	
546	GCB	17-Sep-14	Resolution	Paul	GCB RESOLVED (GCB 2014/53) that the minutes of the Greytown Community Board meeting held on 6 August 2014 be received and confirmed as true and correct subject to the following amendment. On page 2, delete 'On behalf of the Tree Advisory Committee Mrs Abbot asked about the possibility of updating the Greytown Tree Register and said that planning for Arbor Day 2015 had commenced.' And add 'On behalf of the Tree Advisory Group Ms Abbot asked about the possibility of updating the Greytown Tree Register and asked the Community Board to appoint a project leader to start planning the 2015 Arbor Day celebrations as next year is the 125th anniversary of arbor day in Greytown'. (Moved Cr Craig/Seconded Farley) Carried	Actioned	
551	GCB	17-Sep-14	Resolution		GCB RESOLVED (GCB 2014/58) to receive the inwards and outwards correspondence. (Moved Cr Napier/Seconded Farley) Carried	Actioned	
552	GCB	17-Sep-14	Action	Mark	Set a date for the next Soldiers' Memorial Park Users Group meeting	Actioned	Date set for 30 October 14.
553	GCB	17-Sep-14	Action	Mark	Advise GCB and Mike Gray (Greytown CDEM Response Team) on how/whether access can be gained to the Greytown Town Centre if the power is off	Actioned	Email sent 3/10
554	GCB	17-Sep-14	Action	Christine Stevenson	Assign a project leader to organise Arbor Day celebrations and to provide a link with the Tree	Open	

Ref #	Meeting	Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
					Advisory Group		
555	GCB	17-Sep-14	Action	Murray	Determine whether there is a proposed District Plan change scheduled for anytime in the near future, and if not add 'update of tree register' to the list for things to be changed	Actioned	No Plan Changes are proposed in the near future. Prior to any Plan Change relating to trees in Greytown, a full technical and legal analysis would be required to be completed in accord with the requirements of Section 32 of the RMA91. Specialist assessment of any trees proposed for inclusion and landowner consultation would be essential for the section 32 report. A Plan Change cannot proceed without such an analysis. To do this work would involve considerable cost and effort at this time.
556	GCB	17-Sep-14	Action	Christine Stevenson	Obtain the latest version of the GCB Work Plan for inclusion in the October agenda	Open	
557	GCB	17-Sep-14	Action	Paul	Confirm acceptance of the proposal from aRTe Sculpture Designs for the Greytown entrance way signs	Actioned	Sent 26/9/14.
558	GCB	17-Sep-14	Action	Shane Atkinson	Determine the status of Greytown Christmas decorations and bunting organisation	Open	
559	GCB	17-Sep-14	Action	Paul	Call The Lotteries Commission to see if digitising of the Greathead papers from the Greytown archives is a fundable activity	Actioned	The activity is fundable, information forwarded to Ian Farley

Greytown Community Board	
Income & Expenditure to 30 September 2014	
<u>INCOME</u>	
Balance 1 July 2014	18,960.01
Annual Plan 2014/15	20,954.00
TOTAL INCOME	39,914.01
<u>EXPENDITURE</u>	
Members' Salaries	1,716.68
Total Personnel Costs	1,716.68
AP Greytown Sports Printing Gtn After 5 invites	16.00
AP Greytown Sports GA5 Drinks (50% of cost)	55.96
AP aRTe Sculptural Greytown New Entrance Signs-deposit	3,000.00
AP Greytown Barrels August	120.00
AP Barrels Sept - weed/water	120.00
Total General Expenses	3,311.96
AP Cobblestone Tru Grant Museum Sign Brds/Brochure	680.00
AP Greytown Trails Annual Mtc Grant	1,000.00
Total Grants	1,680.00
TOTAL EXPENDITURE	6,708.64
ACTUAL NET SURPLUS/(DEFICIT) YEAR TO DATE	33,205.37
<u>LESS: COMMITMENTS</u>	
Salaries to 30 June 2015	8,733.32
City Care Maintain barrels in town centre	840.00
AP aRTe Sculptural Greytown New Entrance Signs-deposit	7,000.00
Funding towards Digital notice Board etc.	800.00
Temp Display panel Commemorating GTN 160th	500.00
Total Commitments	17,873.32
BALANCE TO CARRY FORWARD	15,332.05

GREYTOWN COMMUNITY BOARD

29 OCTOBER 2014

AGENDA ITEM 8.1

OFFICERS' REPORT

Purpose of Report

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

Recommendations

Officers' recommends that the Community Board/Committee:

1. *Receive the information.*

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 2013/14	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

The "One Stop Shop" process has commenced operation. A development is currently being processed under the system, with the agreement of the Greytown District Trust Lands Trust, as a test run. It involves the construction of a new industrial building in Greytown and establishment of a business new to South Wairarapa. At this stage it is progressing well with Chris Gorman filling the role of the "internal" project manager.

Council will also be aware that a development in Greytown (the old Four Square Store) commenced without the developer obtaining the requisite resource consents. The file has been reviewed and it is considered by officers that a prima facie case exists for prosecution. The file documents and a brief of possible evidence will be forwarded to Council's legal adviser

for assessment and a decision then made on the basis of legal grounds whether to proceed with a court action.

1.2 Resource Management Act - Consents

SERVICE LEVEL – All resource consents will be processed efficiently.

RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET 2013/14	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Consent applications completed within statutory timeframes	100%	96.8%	NCS
s.223* certificates issued within 10 working days	100%	92.9%	NCS (corrected)
s.224* certificates issued within 15 working days of receiving all required information (note no statutory requirement)	85%	100%	NCS

Council received 38 (the previous year 32) resource consent applications between 1/07/2014 and 30/09/2014. Officers provide detailed information, subject to data availability, on all consents direct to Council and Community Board members, so this information is not listed here.

1.3 Reserves Act – Management Plans

SERVICE LEVEL – Council has a reserve management programme.

RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET 2013/14	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Number of Management and/or Plans adopted or revised	0	0	All RMP's are current at this time. Minor adjustments to RMP's will be made by simple Council resolution on an as required basis.

1.4 Local Government Act – LIM's

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

RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET 2013/14	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
My LIM contains all relevant accurate information (no proven complaints)	-	-	No complaints received
My non-urgent LIM is processed within 10 days	100%	100%	

The following table is a snapshot of activity /processing levels for the year to date and period of reporting. Numbers this year are similar to last year.

TYPE	YTD (1/7/14 TO 30/9/14)	PREVIOUS YTD (1/7/13 TO 30/9/13)	PERIOD (14/8/14 TO 30/9/14)	PREVIOUS PERIOD (14/8/13 TO 30/9/14)
Standard LIMs (Processed within 10 working days)	28	29	18	19
Urgent LIMs (Processed within 5 working days)	18	21	10	8
Totals	46	50	28	27

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. Due to current staff shortages external contractors have been used to help with processing.
Council maintains its processes so that it meets BCA accreditation every 2 years	Yes	Yes	Next IANZ review 2016
Earthquake prone buildings reports received	100%	134/224	The government is proposing to make changes where by the assessments will need to completed by a certain time. No further information from the government has been provided.

Building consent numbers from 1 July 2014 to 24 September 2014 (Year to Date) total 92 consents.

For the same period the year before the total was 100.

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)	4	\$526,000
Industrial (covered farm yards, building demolition, warehouse and/or storage, factory, processing plant, bottling plant, winery)	3	\$52,000
Residential (new dwellings, extensions and alterations, demolition of building, swimming and spa pools, sleep-outs, garages, relocations, heaters, solid fuel heaters.	35	\$3,136,445
Other (public facilities - schools, toilets, halls, swimming pools)	2	\$11,000
Totals	44	\$3,725,445

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	No visits	A programme is being developed.
Complaints about roaming and nuisance dogs are responded to within 4 hours	100%	100%	

As at 30 September 2014 there are 2,793 registered dogs with 1,575 owners. There are currently 81 unregistered dogs, with 39 owners who have been or are in the process of being infringed for this offence. The following table provides a snapshot of dog control incidents for the period.

INCIDENTS REPORTED	MARTINBOROUGH	FEATHERSTON	GREYTOWN
Attack on Pets	0	0	0
Attack on Person	0	1	0
Barking and whining	0	3	0
Lost Dogs	1	2	1
Found Dogs	1	2	1
Rushing Aggressive	1	2	0
Wandering	4	4	2
Total	7	14	4

2.3 Public Places Bylaw 2012 - Stock Control

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

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET 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%	
Council responds to complaints regarding animals within 40 hours	100%	100%	

The following table provides a summary snapshot of stock control incidents between 11 August 2014 and 30 September 2014.

One of these incidents on SH 53 involved two vehicles colliding with stock and injured persons having to be taken to hospital for treatment. This incident may result in a prosecution by the NZ Police Force.

In consequence of this event, it became apparent that many farmers were not taking reasonable steps to maintain fences and gates and were unaware of their responsibility to keep their stock on site. Officers will therefore be looking into ways to "get the message out" to farmers about keeping stock and road users safe in the next few months.

INCIDENTS REPORTED	MARTINBOROUGH	FEATHERSTON	GREYTOWN
Stock	4	4	2
Total	4	4	2

2.4 Resource Management Act – After Hours Noise Control

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

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

A new contract has been agreed with Council's after hour's noise contractor. The contract is for one year with a mutual right of renewal for a second year.

The contract proved difficult to conclude as over the past year officers had obtained costs from CDC and MDC for their contracted services (each Council uses the same contractor). These showed lower charges.

After extensive discussion it was concluded that the charges to SWDC were reasonable in the circumstances for the contractor (difference in travel). This then led to further discussion around whether an adjustment to the current charges was justified.

Again after extensive debate it was agreed that an increase of just under 3% was appropriate for the next year. The contractor was of the view that while they had a good relationship with Council and wanted to remain Council's service provider, they could not maintain a service at a loss.

This is the first increase in three years.

AFTER HOURS NOISE CONTROL COMPLAINTS RECEIVED	YTD	PREVIOUS YTD	PERIOD (15/8/14 TO 30/9/14)	PREVIOUS PERIOD (15/8/13 TO 30/9/13)
Total	25	40	14	16

2.5 Sale and Supply of Alcohol Act - Licensing

SERVICE LEVEL – The supply of alcohol 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 alcohol that are checked prior to renewal to make sure they comply with the Sale and Supply of Alcohol Act 2012	100%	100%	

As part of the implementation programme for the Sale and Supply of Alcohol Act 2012, the Technical Advisory Group commissioned the production of an information and compliance folder titled "Licenced Venues Compliance Essentials" for distribution free to all licence holders

(Note: the TAG provides support services to the Working Group chaired by Cr Napier; members of TAG are the Group Managers Planning and Environment from CDC, MDC and SWDC, the MDC Comms Officer and an MDC Policy Analyst).

The decision to invest in the folder was made in order to provide a tool for licence holders to hold and keep and maintain, necessary information about their activities, both for compliance inspections and licence renewal processes and general monitoring of their business activities relative to the supply and sale of alcohol.

Having this information at each venue will hopefully improve the performance of each licensee, as it will enable them to record events and matters of importance to them in operating a licenced venue. It will also make the inspection by each Council (an annual inspection is now required under the Act) much quicker and easier as all relevant information will be stored in one place.

2.5.1. District Licensing Committee

The District Licensing Committee had one hearing to determine a Temporary Authority order. All other applications were determined by the deputy Chairperson on the papers.

The Wairarapa Collaborative Liquor Enforcement Group (CLEG) met on the 16th September 2014. This group is a combined agency approach to coordinate compliance and enforcement activities so as to reduce the incidence of alcohol related harm. CLEG members are NZ Police, NZ Fire Service, Regional Public Health and the three Wairarapa Councils. A draft Combined Agency Agreement which sets out the compliance and enforcement roles and responsibilities is in the final draft and should be ready for signing in October.

2.5.2. Toast Martinborough

A preventative meeting has been held with the Toast management, the nine participating vineyards and NZ Police to plan for the event. Each vineyard has provided an alcohol management plan for their site and lodged an application for a special licence under the Sale and Supply of Alcohol Act.

ALCOHOL LICENCE APPLICATIONS PROCESSED	YTD (1/7/14 TO 30/9/14)	PREVIOUS YTD (1/7/13 TO 30/9/13)	PERIOD (14/8/14 TO 30/9/14)	PREVIOUS PERIOD (14/8/13 TO 30/9/13)
On Licence (New)	1	2	0	1
On Licence (Renewal)	1	2	0	1
Off Licence (New)	1	1	0	0
Off Licence (Renewal)	1	3	0	1
Club Licence (New)	0	0	0	0
Club Licence (Renewal)	0	1	0	0
Manager's Certificate (New)	10	11	1	4
Manager's Certificate (Renewal)	11	25	8	9

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%	

2.6.1. Bylaws

Two litter complaints were received from 11 August 2014 to 30 September 2014. Three abandoned vehicles were reported and three general complaints were received.

Contact Officer: Murray Buchanan, Group Manager Planning and Environment

INFRASTRUCTURE AND SERVICES GROUP REPORT

1. Group Manager Highlights

The month has been dominated by the Annual Report, with preparation for the NZ Audit and the work on the new Long Term Plan. The final budgets have been submitted for the NZTA land transport plan and these have been accepted, as per our land transport plan, and will make up the transport section of the long term plan.

Attending the CEG subcommittee meeting for Civil Defence has also highlighted the work plans that are in development for this area. A review of the most recent earthquake also has had suggestions put forward and a work plan developed as well.

Many of the regular work routines are in development and progressing well. There are, to name a few; footpath renewals, bridge rehabilitation, resealing and area wide rehabilitation contracts.

The final work on the Officer evidence and supporting evidence for the 3 wastewater consents is well underway in preparation of the future wastewater consent hearings.

Recruitment of administration and engineering staff is in progress with a preferred candidate for the Roding Manager nearing completion. A revised role (Environmental and Sustainability Advisor) for the three councils is confirmed with Masterton now recruiting for the role. This role will include waste minimization as one of a new range of outputs.

Asset management plans are all in draft development and being reviewed for wastewater, water and roads. These will be included in the long term plan once completed.

2. Water Supply

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

Design work for the pipeline from the new bores to the plant is well advanced with first construction tenders expected to be called and confirmed before December 2014.

2.3 Water Treatment Plants

The Greytown, Featherston, Martinborough and Pirinoa water treatment plants operated routinely throughout the period.

2.4 Water Reticulation

There were 20 water reticulation repairs reported and rectified during the period.

2.5 Water Races

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

3. Waste Water

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

3.1 Key Performance Indicators

WASTE WATER KEY PERFORMANCE INDICATORS	TARGET 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

The hearing for the Featherston WWTP consent application is scheduled for early December 2014.

The Martinborough WWTP application is expected to be heard in March 2015 with the Greytown application to follow in June 2015.

The Greytown WWTP application has been lodged with the Regional Council and is expected to be publically notified in the second week of October 2014.

Council officers will be required to present evidence in support of the applications.

3.3 Wastewater Treatment Plants

The Greytown, Martinborough, Featherston and Lake Ferry wastewater treatment plants operated routinely over the period. Normal monitoring for flow and compliance reporting continued throughout the period.

3.4 Wastewater Reticulation

There was 1 pipeline blockage reported during the period.

4. Storm Water Drainage

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

4.1 Key Performance Indicators

STORM WATER DRAINAGE KEY PERFORMANCE INDICATORS	TARGET 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%		

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, Tukurumuri 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 period over the District.

Residents on the coastal route to Tukurumuri and beyond have been given the opportunity to participate in the roadside refuse and recycling service and so far four eligible property owners on route have elected to subscribe to the service.

The existing recycling depot will be removed in the near future. Signage will be erected indicating that the facility is no longer available, directing recyclers to the Martinborough Transfer Station.

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

Roading works have continued with a focus on pre-seal repairs and slip clearances. There have been continued slips over roads for the month and some investigations into longer term solutions have been fruitless. Work with GWRC has been undertaken to have planting programs to increase soil stability on roadsides. Work has been completed in several areas but will take several years to take hold.

Design has been started on the two areas of seal extensions and this work is being put together with the rehabilitation works to be let later in the year.

A two year joint contract has been developed to work with Masterton and Woodnet to look at and develop Council's tree assets. This contract is due to start on the 1 October.

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
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

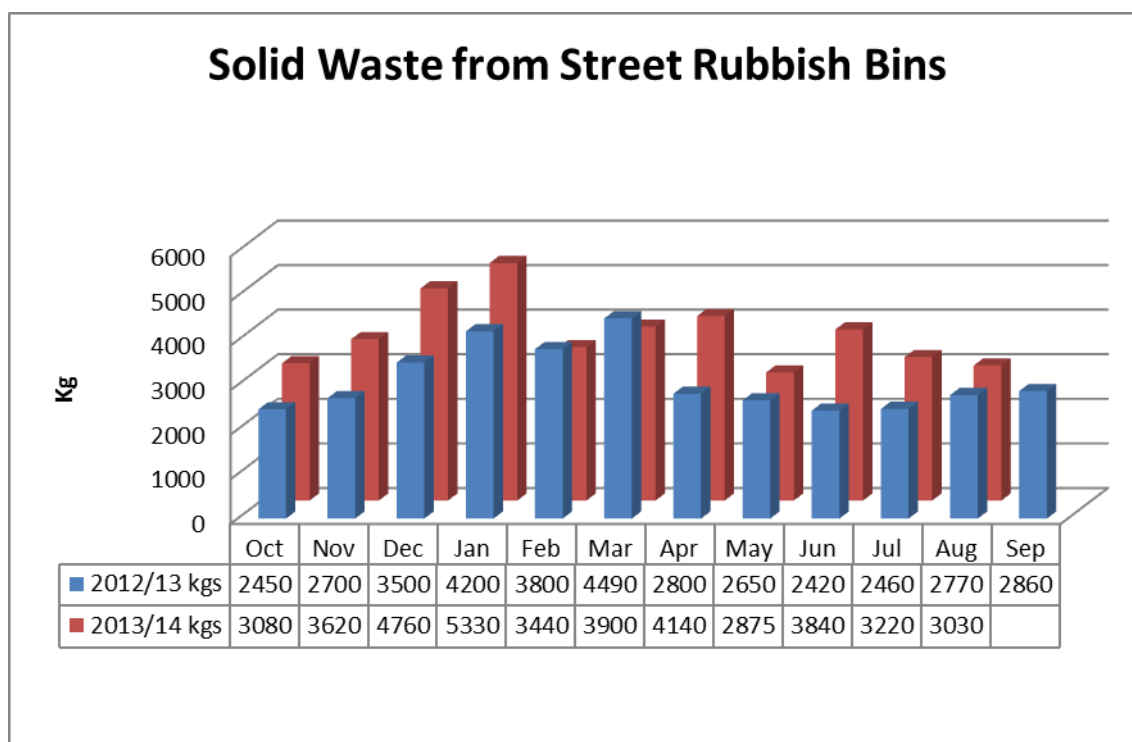
7.2 City Care – Property, Parks and Reserves contract

7.2.1 After-hours call-outs

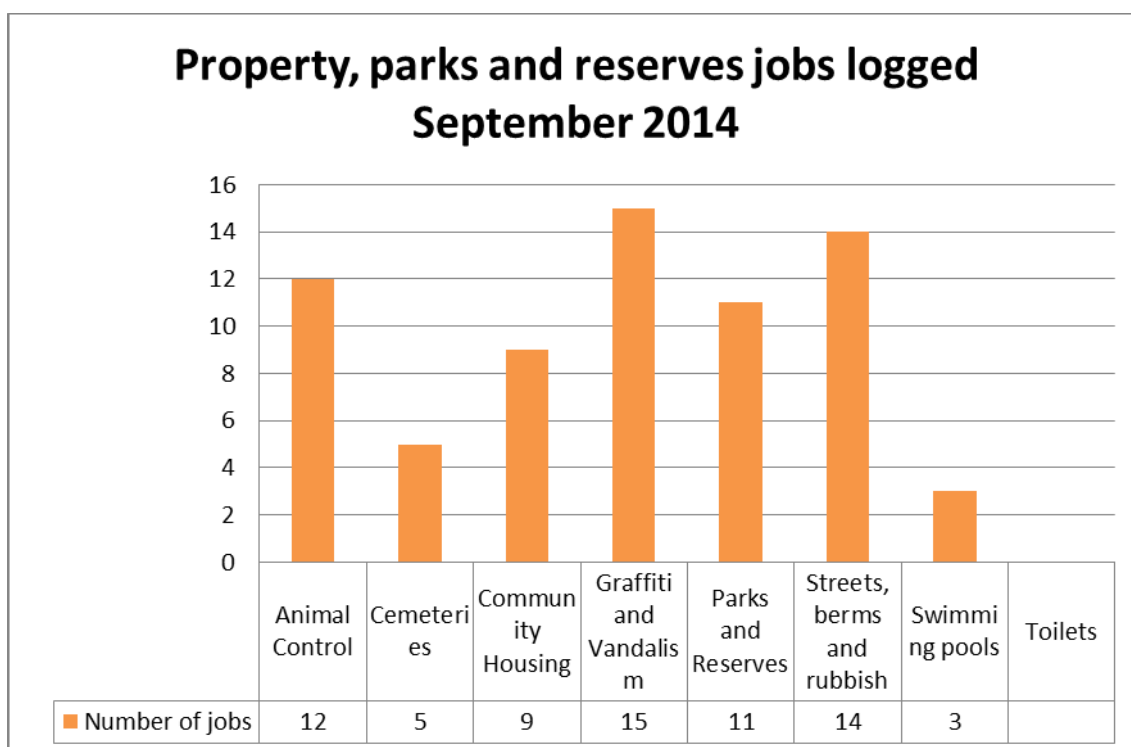
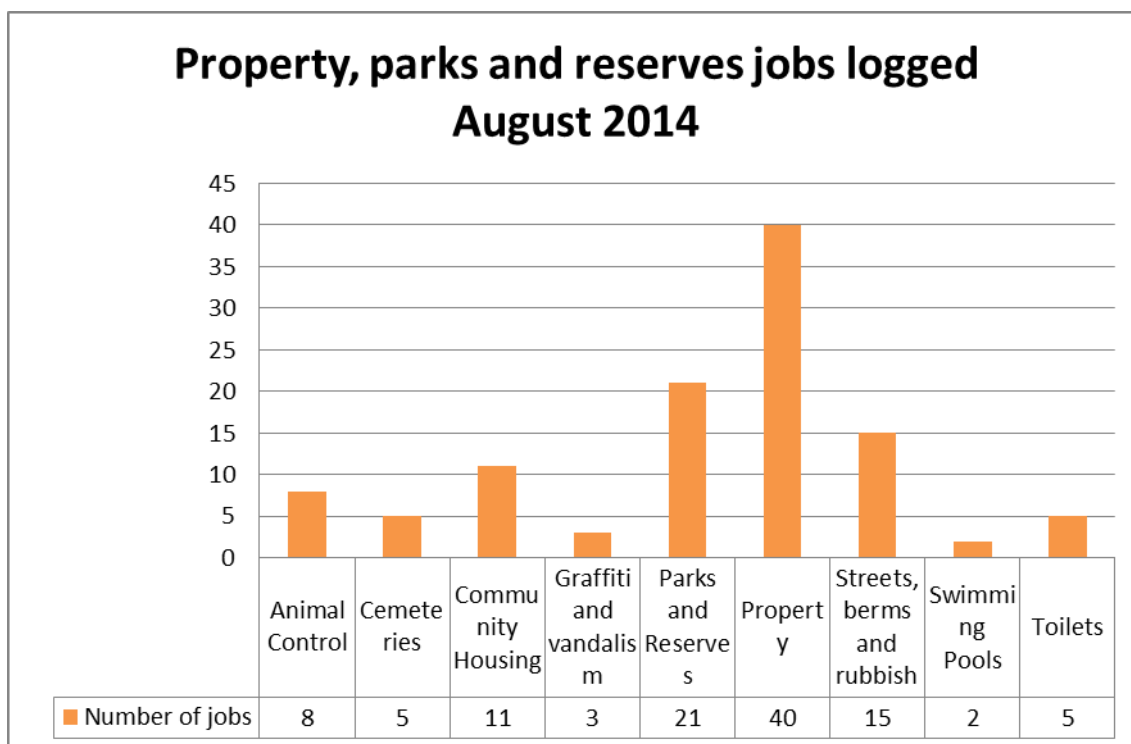
This report is currently under review.

7.2.2 General Waste Collection

Under the Property, Parks and Reserves contract, City Care staff collect solid waste from the street rubbish bins in Featherston, Greytown and Martinborough. The quantity of rubbish collected is recorded by weight from the rubbish tip tickets.



7.2.3 Logged jobs



7.3 Playgrounds

7.3.1 Greytown

The sports grounds on Soldiers' Memorial Park were closed on 9 and 10 August because of the weather. In September the number 1 soccer field was dressed and re-seeded.

7.4 Pensioner housing

There are six applicants on the waiting list for Martinborough, nine for Featherston and four for Greytown. One new tenant has moved into the Burling Flats in Featherston (transferring from Cicely Martin in Martinborough) and one flat is currently vacant. We are contacting people on the waitlists for the other towns to offer first refusal. Two new tenants have moved into Cicely Martin Flats in Martinborough and one is signed up to move in mid-October. The waitlists have decreased, largely due to circumstance changes for people on the waitlists. Two of the flats at Cicely Martin are requiring some conversion for accessibility due to recent tenant health issues. This work is being done in conjunction with Wairarapa DHB.

7.5 Parks and Reserves

7.5.1. Featherston

Preparation work has been completed in the Peace Garden for display panels and a plaque attached to the shelter. There are still a few panels to be installed.

7.5.2. Greytown

There has been more planting and general tidying in O'Conner's Bush. The Jack Bull seat has been removed and taken to City Care's yard for a spruce up, before being moved back to the Bush in its new home on the track by the water culvert.

7.6 Toilets

7.6.1. South coast

The new toilet for the Ngawi surf break has arrived, and the consent process is almost complete. We hope to have it installed and operating by the end of September.

7.7 Properties

7.7.1 South coast

Two new cleaners have been appointed to the team. One looks after Greytown and Martinborough properties including the SWDC office; the other looks after Featherston properties.

7.7.1. Featherston

Foundation work for the Featherston Menz Shed is underway.

7.7.2. Greytown

The new tenants have moved into the Old Library and it is now The Design Library, with its bright red door. The building is looking quite tidy since the exterior was washed, and now that the lights have been fixed it looks particularly attractive at night.



7.8 Cemeteries

7.8.1. Featherston

There was one burial in August, none in September.

7.8.2. Greytown

There were no burials in August, two burials and two ashes burials in September.

7.8.3. Martinborough

There were no burials in August or September.

7.9 Swimming Pools

7.9.1. Greytown pool

Work is about to commence to complete the skimmers before the pool is fibreglassed. The construction of a division in the main pool to provide a regulation 25m pool and a small pool has been deferred until after the 2014/15 season to allow sufficient time for fundraising by the Swimming Club.

7.10 Campgrounds

7.10.1. Greytown campground

A Request for Proposals has been issued for the lease of Greytown campground. Seventeen enquirers have requested copies of the documentation. The closing date for proposals is 3 October.

7.11 Libraries

7.11.1. Book babies

Te Reo Maori and bilingual sessions of Book Babies are being offered at Martinborough library, as part of a pilot programme made possible by grant funding and a qualified Te Reo teacher.

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

See Appendix 4.

9. Libraries

9.1 Statistics all Libraries

See Appendix 3 for issues and transactions statistics.

10. Appendices

Appendix 1 - Monthly Water Usage

Appendix 2 – Waste Exported to Bonny Glen

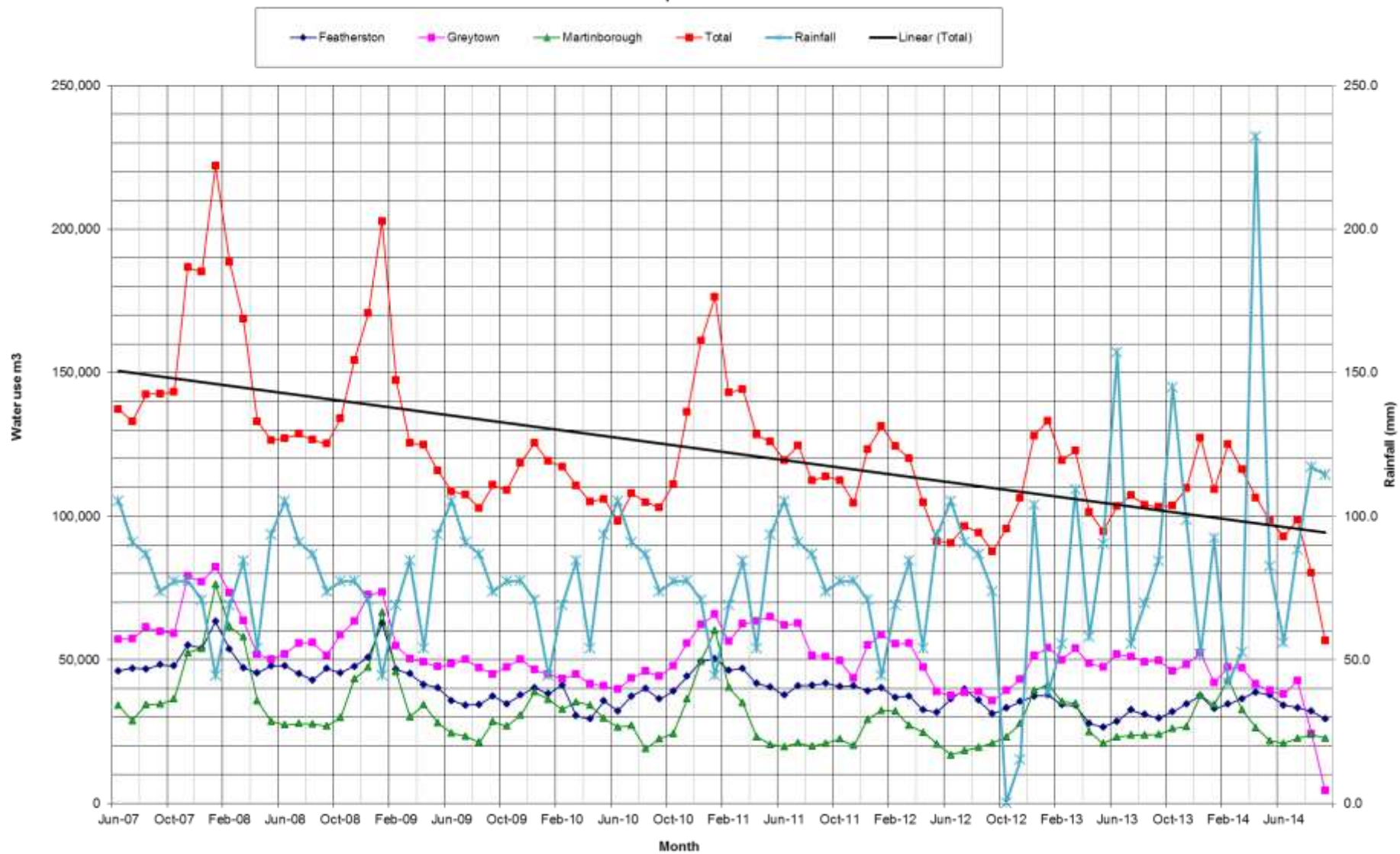
Appendix 3 – Library Statistics

Appendix 4 – WREMO Update

Contact Officer: Mark Allingham, Group Manager Infrastructure and Services

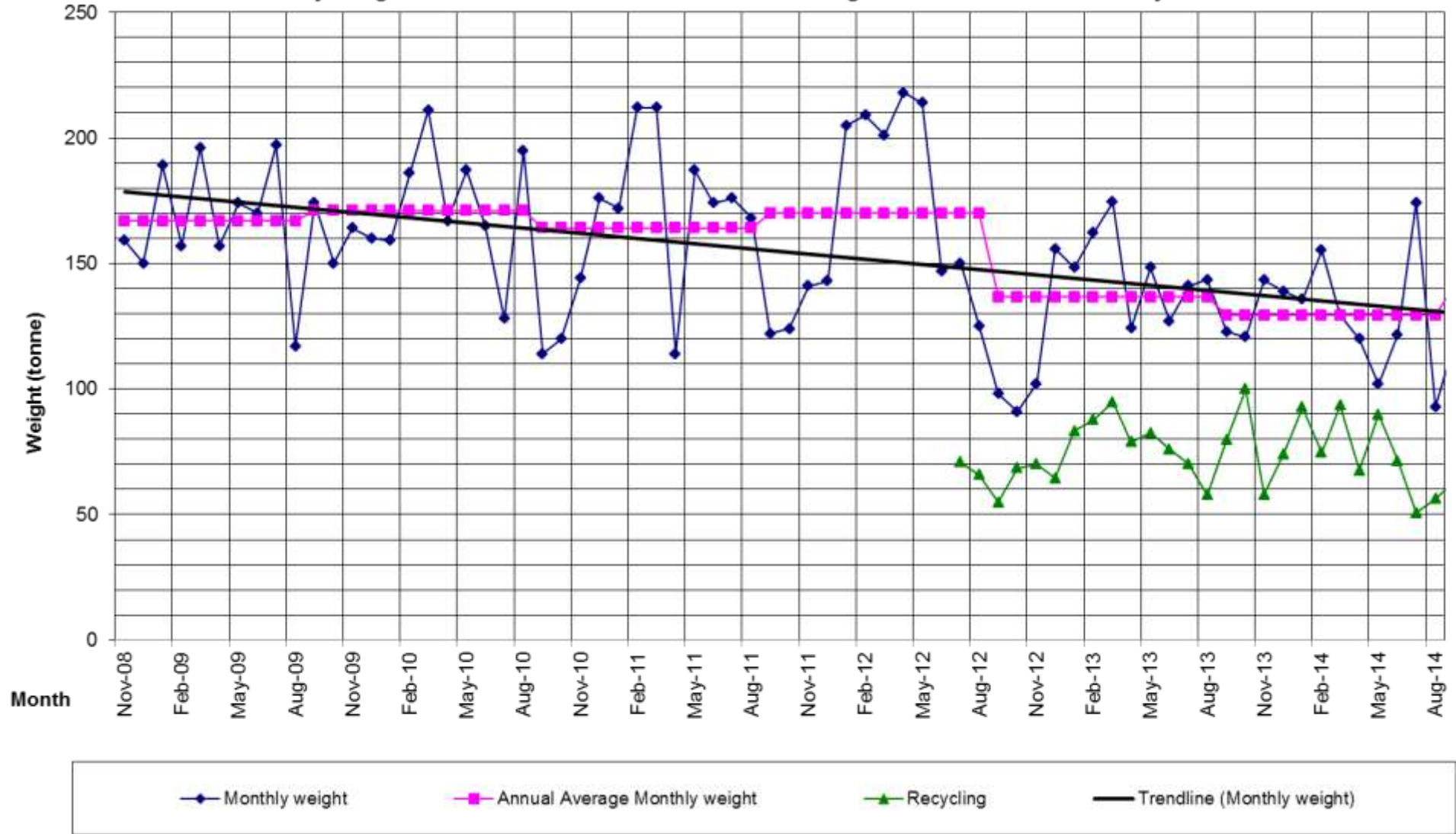
Appendix 1 – Monthly Water Usage

Water use South Wairarapa District Council



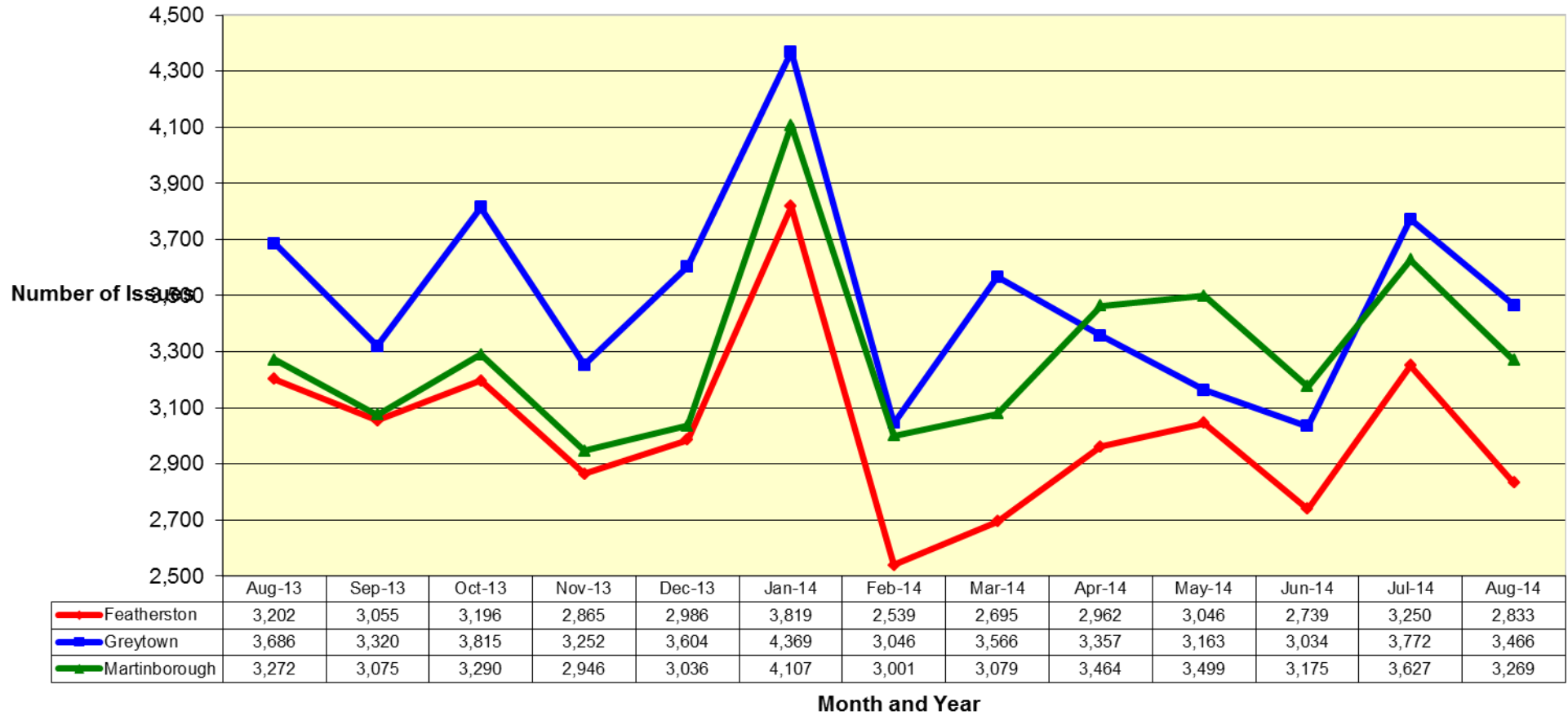
Appendix 2 – Waste Exported to Bonny Glen

Monthly weight of waste transferred from Martinborough transfer station to Bonny Glen

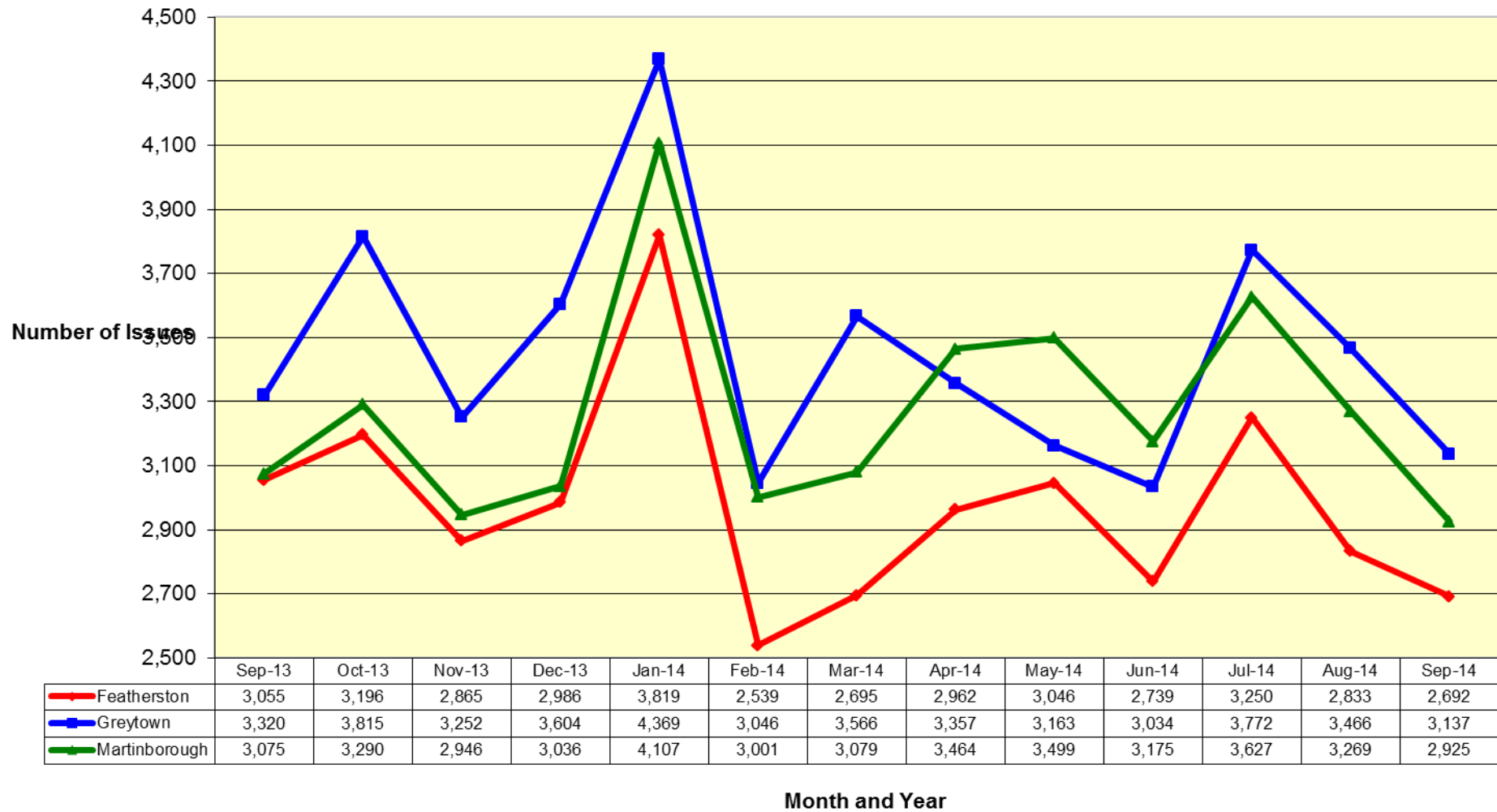


Appendix 3 – Library Statistics

Issues to August 2014



Issues to September 2014



Appendix 4 – WREMO Update

Wellington Region Emergency Management Office

Quarterly Report

1 July – 30 September 2014.

Executive Summary

Overview

The three month reporting period has seen considerable activity; building and enhancing networks in the community, gaining the resource to upgrade Emergency Operations Centres, as well as defining our approach to developing a more visual workplace. This last aspect has resulted in a change in format for the WREMO Annual Plan and a new template for reporting, all aimed at helping staff and stakeholders better understand what we are doing, how, and why.

While all this very much represents business as usual, during the reporting period, elements of our current work programmes have been repackaged in support of national initiatives. A good example has seen added emphasis given to business continuity planning. This has been our primary focus during national “Get Ready week”, 22 to 26 September 2014 and has seen WREMO expand its linkages into business support organisations, a targeted advertising campaign, plus the printing and distribution of additional “Its Easy” - Business Continuity guidebooks.

Wins

- 1. *International Awards.*** *During the period, WREMO was announced as the recipient of three awards by the International Association of Emergency Managers. One was the Global and Oceania award (under the category for technology and innovation) for our use of social media as an engagement tool to help build strong communities, promote disaster preparedness through clever marketing, and communicate official emergency management information during and after an event. The other was the Oceania Partners in Preparedness award for our relationship with the private sector to create practical and affordable preparedness solutions.*
- 2. *Social Media.*** *Support for WREMO on Facebook continues to grow, with just short of 41,000 followers. In comparison, Auckland has 5,390 and Canterbury 1,800.*
- 3. *Visual Workplace.*** *Considerable work has been applied to enhance the WREMO story as outlined above. Based on the Kaizen methodology, we now display hard copy material on boards. The intention is to be able to project the information electronically.*

Executive Summary

Developments

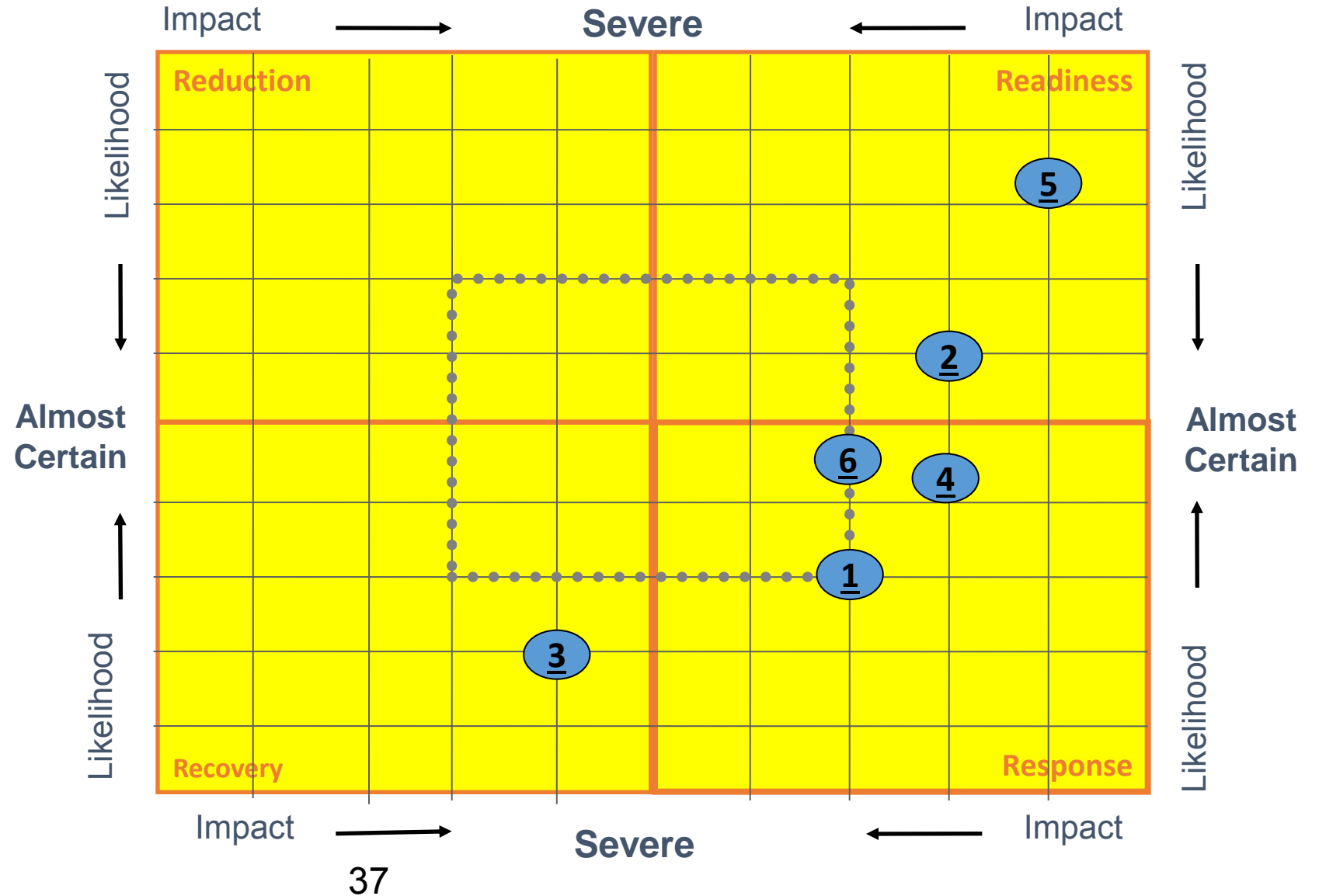
Behind the scenes there has been considerable effort expended on a variety of projects that will enhance the Group's ability to prepare for, respond to and recover from emergencies. The more notable include:

1. **Pre-Disaster Recovery Planning.** *Developing a framework that will see a recovery centric perspective influence actions in the risk reduction, readiness, and response domains;*
2. **Evolved Response Model.** *Investigating to see if there are better, more sustainable options for the delivery of CDEM response;*
3. **Tsunami Planning.** *Developing Group-wide plans that will see the region better prepared to respond to the tsunami threat (from warning to 72 hours after arrival);*
4. **EOC Upgrade.** *Investment of approx. \$100,000 to enhance current EOC connectivity, flexibility, and situational awareness. Much of the equipment has now been ordered/received and will be progressively installed over the next three months;*
5. **Regional Fuel Project.** *One of several projects arising from the Lifelines transport accessibility report;*
6. **Crisis Mapping.** *This project was scoped for inclusion in the annual bids to the MCDEM Resilience Fund. The project if approved will greatly enhance EOCs' ability to share/gain situational awareness during an emergency with the community;*
7. **Visual Workplace.** *Using technology and new templates for reporting, all aimed at helping staff and stakeholders better understand what we are doing, how, and why; and,*
8. **Communications Review.** *The rationalisation of communications networks and support arrangements throughout the region.*

Executive Summary

Risk Matrix

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



Executive Summary

Risk treatment

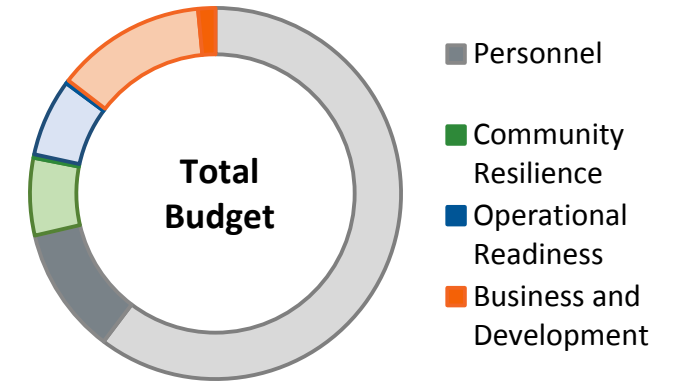
1. Current response structures may be unsustainable, particularly given the challenging training load and a lack of enthusiasm/commitment displayed by some council staff. Response Structure Review launched to determine more appropriate models for delivering response, to take account of emerging technologies and a more collaborative approach across the region. The project review point is 31 Oct 14. Section 17 and 59 of the CDEM Act 2002 requires councils to provide suitably trained and competent personnel to staff CDEM facilities.
2. As time passes since our last major emergency, 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.
4. Analogue CDEM radios and repeaters required to be replaced by digital sets in 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.
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. New Group Welfare Manager being advertised. Group Controller participating in the inaugural training programme.
6. Proposal generated to upgrade current technology. Installation scheduled for completion by the end of 2014.

Financial Summary

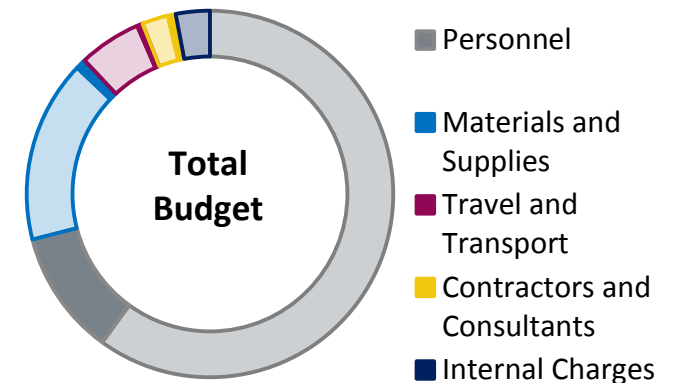
As at 31 August 2014

WREMO Income Statement For the 2 month ended 31 August 2014	YTD 31 August 2014			Full Year		
	Actual \$000	Budget \$000	Variance \$000	Forecast \$000	Budget \$000	Variance \$000
Rates & Levies	131	131	-	786	786	(0)
Government Grants & Subsidies	-	-	-	-	-	-
External Revenue	320	320	-	1,917	1,917	0
Investment Revenue	-	-	-	-	-	-
Internal Revenue	-	-	-	-	-	-
TOTAL INCOME	451	451	-	2,703	2,703	0
less:						
Personnel Costs	333	360	27	-	2,157	2,157
Materials,Supplies & Services	26	85	59	-	512	512
Travel & Transport Costs	15	29	13	-	171	171
Contractor & Consultants	21	18	(3)	-	107	107
Grants and Subsidies Expenditure	-	-	-	-	-	-
Internal Charges	1	18	18	-	109	109
Total Direct Expenditure	395	509	114	-	3,056	3,056
Financial Costs	-	-	-	-	-	-
Bad Debts	-	-	-	-	-	-
Transition Costs - operational	-	-	-	-	-	-
Depreciation	-	-	-	-	-	-
Loss(Gain) on Sale of Assets / Investments	-	-	-	-	-	-
TOTAL EXPENDITURE	395	509	114	-	3,056	(3,056)
OPERATING SURPLUS/(DEFICIT)	55	(59)	114	2,703	(353)	3,056
Add Back Depreciation	-	-	-	-	-	-
Other Non Cash	-	-	-	-	-	-
Vehicles and other plant purchases	-	-	-	-	-	-
Net External Investment Movements	-	-	-	-	-	-
NET FUNDING BEFORE DEBT & RESERVE MOVEMENTS	55	(59)	114	2,703	(353)	3,056
Debt Additions / (decrease)	-	-	-	-	-	-
Debt Repaid	-	-	-	-	-	-
Net Reserves (Increase) / decrease	-	-	-	353	353	-
NET FUNDING SURPLUS (DEFICIT)	55	(59)	114	3,056	-	3,056

Portion of budget spent by team



Portion of budget spent by category



Personnel is marginally underspent but does not take account of annual market adjustments which take effect 1 September 2014. Materials is \$59k underspent, largely as a result of timing variances. Internal charges are artificially low owing to a credit from GW during the period.

Community Resilience

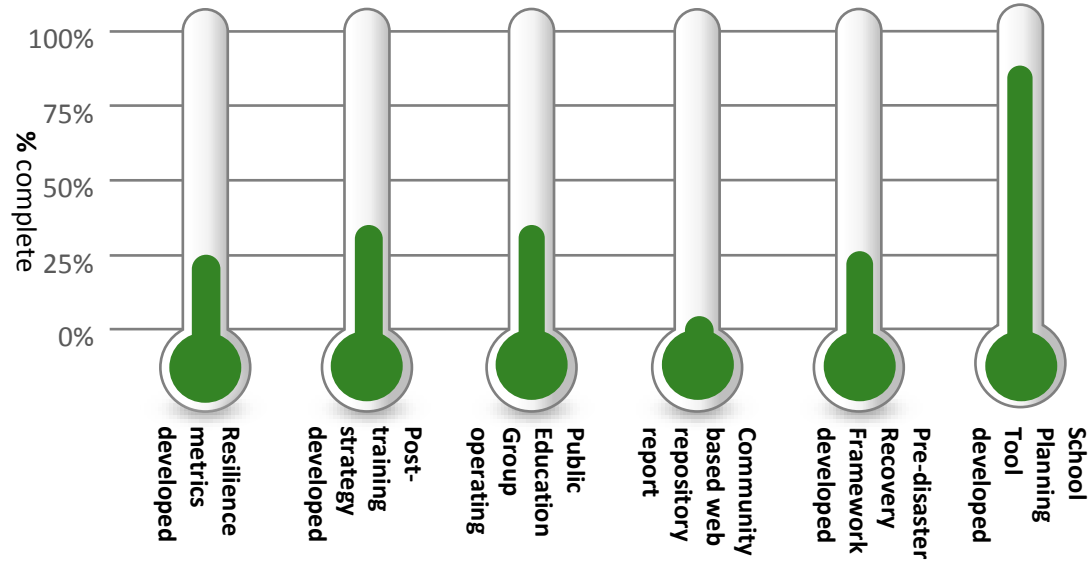
Areas of progress:

- “It’s Easy” Households and Neighbours have been translated into Samoan, Arabic, Simplified Chinese, Spanish, Russian, Tamil and Burmese. The team is working to develop a Te Reo version with the translation provided by local iwi.
- Work being done on a Vulnerable Strategy to address specific challenges of people with disabilities, culturally and ethnically diverse and the elderly.
- Contacted more than 50 umbrella organisations representing businesses to promote It’s Easy: Prepared Businesses for Get Ready Week. Hard copies were distributed for these organisations to pass on to their networks.
- Pre-disaster Recovery Framework is being developed in conjunction with leading international researchers
- Approximately 50 community leaders participated in Newtown’s first Community Response Planning session. This marks a potential shift in the way the model is applied.
- The Australian Journal of Emergency Management asked CR to contribute an article on their model and work.
- CR featured as a key presenter at the Australian Fire and Emergency Services Council conference.
- The team is increasingly being contacted by a range of national and international researchers wanting to collaborate on resilience research and the team’s impacts
- The team has facilitated the donation of a significant amount of furniture from MBIE to schools across the region

Areas of concern:

- Winter has been particularly brutal on the CR team with several staff were sick for weeks at a time. This delayed progress in a few areas. There will be a strong effort to catch this up in the next quarter.

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 is awaiting approval from a Resilience Fund application.

Community Based Organisations



Volunteer Programme



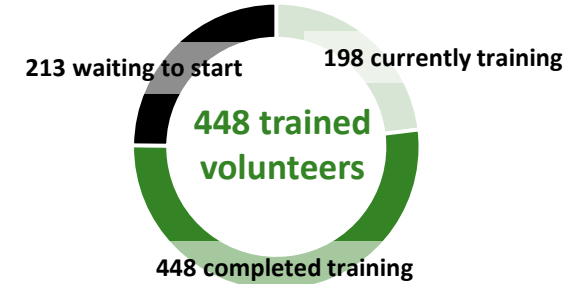
Community Response Plans



Schools



Trained volunteers



Tsunami Blue Lines







* 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 send 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 utilized as required.
-  Regional radio advertisements and interviews are conducted monthly.

Preparedness enablers

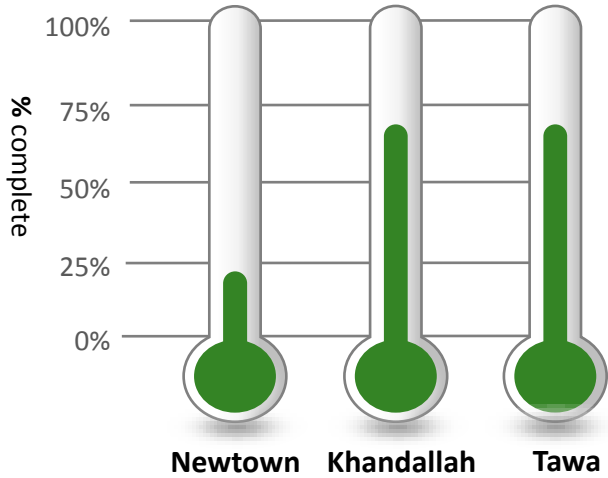
-  Water tanks will remain on sale across the region.
-  Other enablers are investigated and forwarded for approval as required.

- Opportunities are being developed to provide more engagement with volunteers after training

Wellington City – Jason, Kerry and Jodye

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

Community Response Plans



Community Based Organisations



Schools



Volunteers trained



Completed CRPs: Thorndon

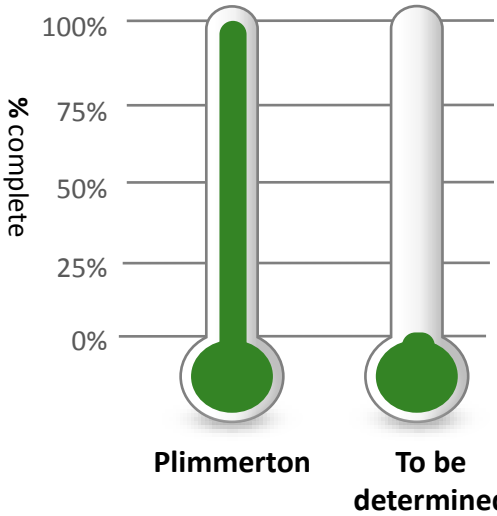
* Totals shown above are annual totals per area as set in the WREMO Annual Plan

- As a result of the CRP process, the Thorndon Resident’s Association organised a World Café meeting to socialise the plan and get community buy-in, cost of facilitator supported by WCC, lots of ideas and comments shared and a great way towards starting to get whole community buy-in.
- At Newtown’s first CRP meeting, nearly 50 community members attended.
- On the back of public interest from Bluelines project, Seatoun school & kindy have investigated options and received permission to cut a new tsunami escape route from their school field up onto the public land hill behind, providing alternative escape routes for the school and kindy, and the rest of the community where existing options were insufficient.
- We donated a big orange cabinet (ex CDC cabinet) to Brooklyn community centre.

Porirua City – Rebecca and Sonali

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

Community Response Plans



Community Based Organisations



Schools



Volunteers trained



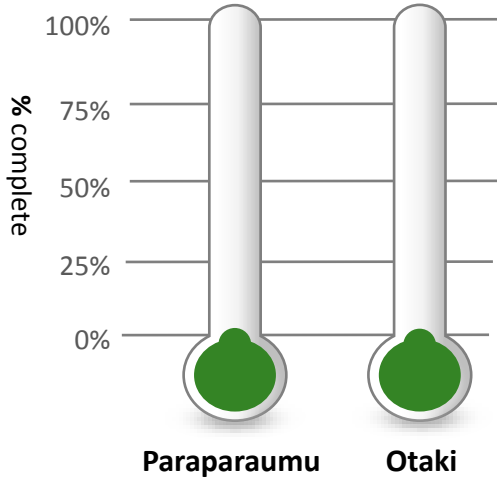
* Totals shown above are annual totals per area as set in the WREMO Annual Plan

- As a result of delivering BCP to North City Plaza, a shop owner voiced that no emergency plans seemed to be in place and no procedures were evident after Aug 2013 quake, will work with Management see if we can help.
- Ran a teachers seminar (in conjunction with Partners Porirua) with 18 schools represented - lots of school buy in for emergency planning as a result, many completed our online plan, good relationship building between school emergency planners – and resources were shared between schools.
- As a result of visiting schools and talking to Porirua Fire Dept, some of the schools visited are now going to involve the Fire Dept at their fire drills 1x per year.
- Worked with PCC to have the Titahi Bay CRP promoted at an open day.
- Working with Whitby Lakes Retirement Village has highlighted the need to develop a plan for emergency sewerage disposal at populous level and because of it we have developed a plan to address this need.

Kapiti Coast District – Scott

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

Community Response Plans



Completed CRPs: Waikanae

Community Based Organisations



Schools



Volunteers trained



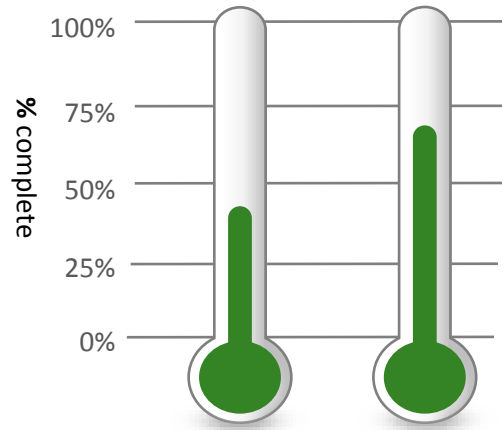
* Totals shown above are annual totals per area as set in the WREMO Annual Plan

- **Big boost to emergency water tanks sales in Kapiti over August/September** – as part of joint initiative with the Tank Guy, WREMO’s Kapiti Office and the Kapiti Coast District Council, a detailed water tank flyer accompanied the KCDC rates notices in late July and was well timed to coincide with the first water meter invoices for many Kapiti Coast residents. Over 22,000 flyers were distributed and in combination with Kapiti Menzshed’s offer to help install tanks for people who had no capacity to do so themselves, has resulted in nearly 500 tank sales in just under two months. To put this in perspective, as at early July this year Kapiti had sold just over 600 tanks, as at end of September this figure is now closer to 1140 tanks.
- A significant amount of advertising took place across the region in newspapers and radio ads for Get Ready Week.
- Initial meetings with Mitre 10 and Bunnings taking place to discuss how they might become WREMO Partners in Preparedness.

Hutt City – Jodye and Mischa

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

Community Response Plans



Petone **Wainuiomata**

Community Based Organisations



Schools



Volunteers trained



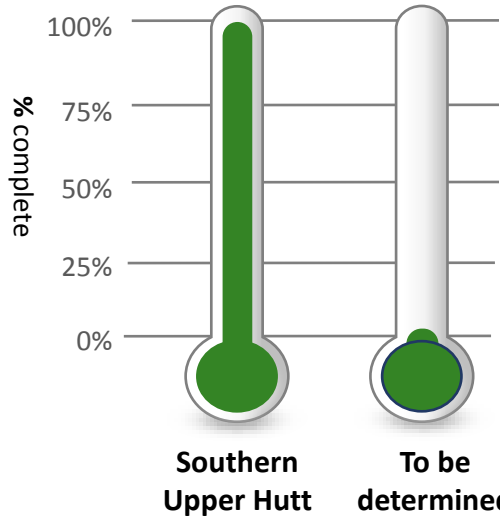
* Totals shown above are annual totals per area as set in the WREMO Annual Plan

- Ongoing progress and communication with Marae Resilience Forum has been a big part of our work recently, especially around volunteer training.

Upper Hutt – Mischa

- 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

- The Southern Upper Hutt CRP has now been signed off by all parties.
- The first Upper Hutt volunteer course will be held early next year.

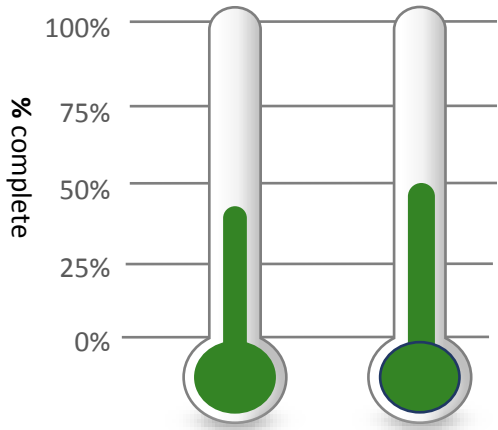
A spin off from the Mangaroa CRP was the Valley getting signs to promote their resilience network the members created for the valley – Mischa.



Wairarapa Districts – Kim

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

Community Response Plans



Featherston Martinborough

Community Based Organisations



Schools



Volunteers trained



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

- Attended first Public Event with Get Prepared display – Carterton Daffodil Festival.
- Get Ready Week – Radio and Newspaper coverage, Simulated earthquake Greytown, Business Forum Martinborough, Featherston “It’s Easy – Businesses” hard copy distributed.
- Volunteers are building advertising through schools and on radio.
- CRPs facilitating completion of pre-started plans.
- Social Agencies – Super Grans, WOOPs, Metlife Care, Wairarapa Community Centre.
- Engaged with Early Childcare Centres following Presentation to REAP.
- “It’s Easy” guides being distributed by Property Brokers, Harcourts, LJ Hooker, Leaders.
- Researching Rural Best practice.

Operational Readiness

Areas of Progress:

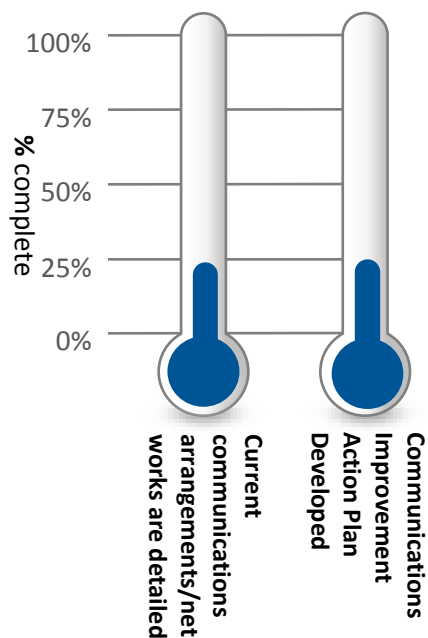
- Implementation of existing training programme and development of the second phase.
- Implementation of the new welfare registration system including training of council welfare staff and community volunteers.
- Completion of the Eketahuna Earthquake After Action Review and development of the Corrective Action Plan.
- Completion of an audit of the Regional Radio Communications network and development of a plan to address issues identified.
- Implementation of the first components of the EOC Upgrade project.

Areas of Concern:

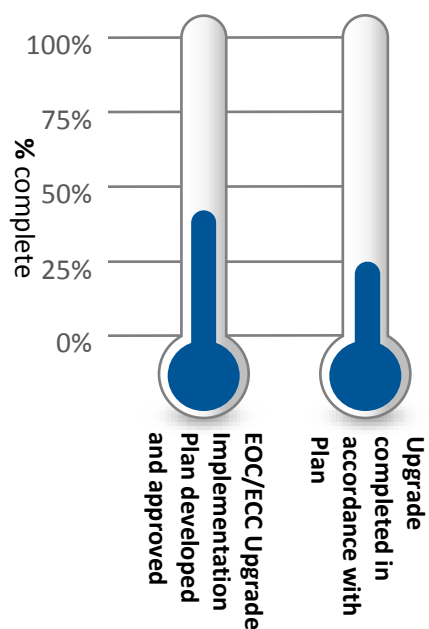
- Shortfalls in Emergency Coordination Centre staffing.
- Shortfalls in Wairarapa EOC staff.
- Turnover of staff in key roles within EOCs and ECC.
- Ability to resource the training of critical staff e.g. Controllers.
- Possible delays to Microsoft 365 implementation plan and the impact this may have on ability to deliver a critical component of the EOC/ECC upgrade project.
- Lack of some functioning Emergency Service Coordinating Committees and Local Welfare Committees.
- Insufficient resource to address gaps in existing response plans; to design and deliver an exercise programme and to plan and implement the Emergency Management Information Management System.
- Lack of ability to develop and implement realistic Operational Readiness work programme due to lack of clarity regarding WREMO/Council responsibilities.

Operational Readiness

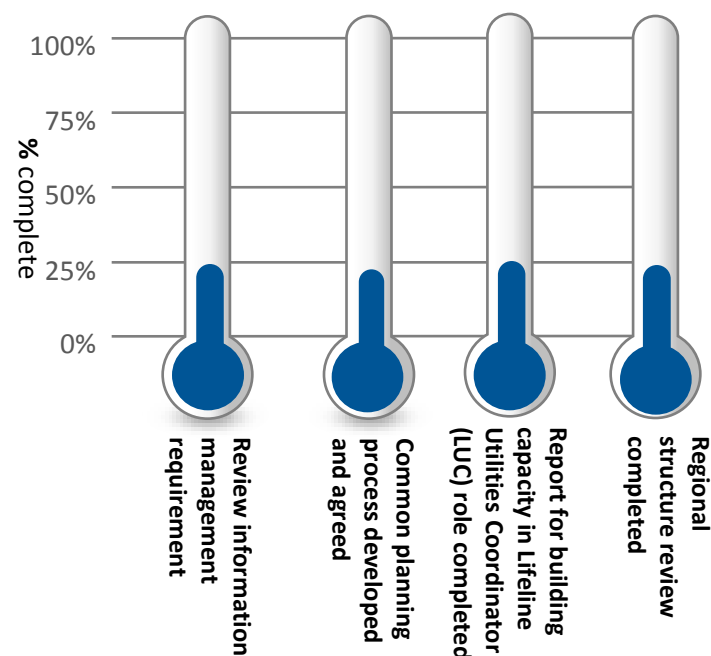
Communications



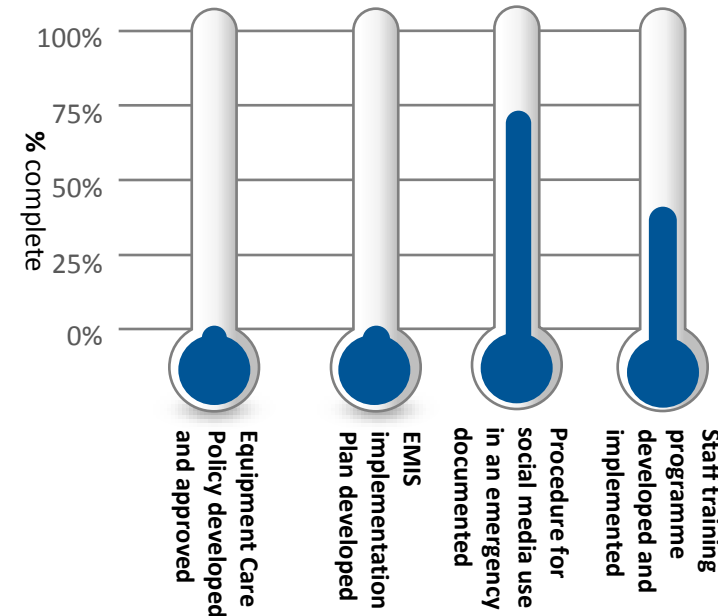
EOC/ECC Upgrades



Development



Policies, Plans and Frameworks



Communications – On Track

Regional radio network audit has been completed. Follow up work includes:

- Ensuring formal agreements to co-locate at all repeater sites are in place.
- Repairing radios at South Wairarapa District and Carterton District Councils.
- Putting a contract for the maintenance and repair of network out to tender.

Checks on radios in Civil Defence Centres are continuing. Intent is this by end of 2014.

EOC/ECC Upgrade – On Track

- Wireless upgrades are complete and network connection installation planning has started.
- GWRC have purchased the Microsoft 365 licences. Currently awaiting installation plan.
- ICT and audio visual equipment installation in WCC EOC will be complete by Oct. Equipment for all sites less HCC EOC is ordered. Sufficient for 3 sites has been received. Remainder is expected by Nov. Work with council ICT depts to configure laptops continues.

• **Main risks** - Delays to Microsoft 365 implementation & to ICT equipment installation due to delays owing to insufficient resource.

- **Regional Structure Review** – **Behind Schedule** -Initial findings are due end Oct.

- **LUC capability development** – **On Track** – Richard Mowll is establishing a LUC team and reviewing/updating all existing lifeline utilities documentation.

- **Common Planning Process** – **On Track** - Process outlined in CIMS (ed. 2) has been adopted. Trevor Farmer is part of a MCDEM project preparing user guides and Clive Phillips is on the Steering Group overseeing the development of supporting training.

- **Information Management** - Current processes are being reviewed and refined as part of training programme development.

- **Staff Training** – **On Track** – All areas now receiving EOC staff training. 2 phase of training in development. Further development depends on extension of current trainers contract. Integrated Training Framework Intermediate course will be released by Nov and will be used in 2015.

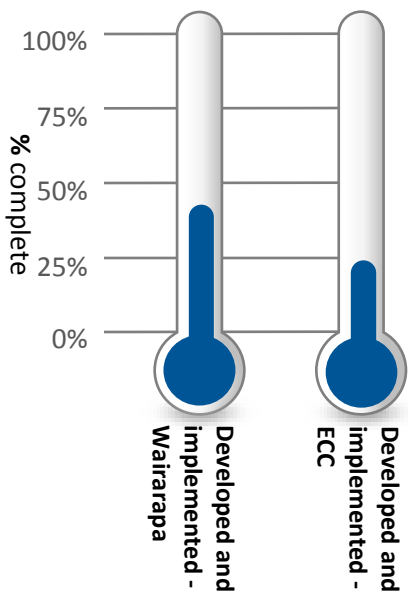
- **Social Media in Emergency** – **On Track** – Policy prepared by CR team.

- **EMIS Implementation** – **Not Started** – Currently attending the National Users Group to inform implementation planning. **Risk** - Implementation plan development work in Q3 & 4 is not yet resourced.

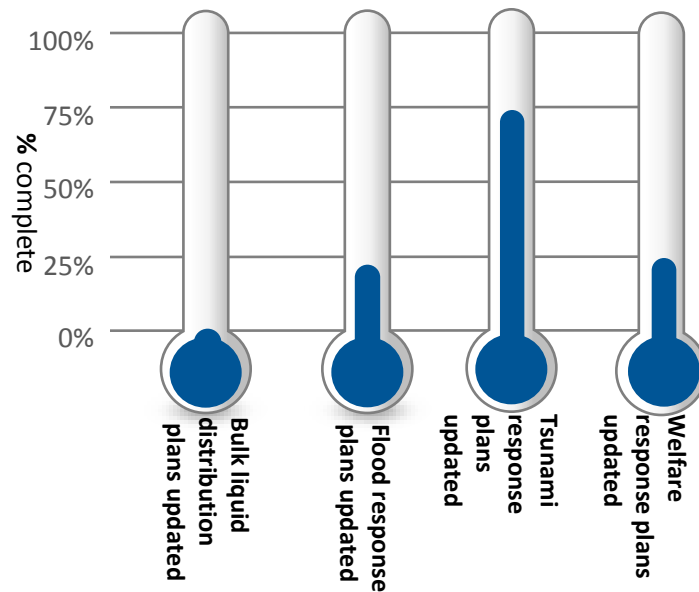
- **Equipment Care Policy** - **Not Started** – Not planned until Q3/4.

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.

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.

ECC Concept of Operations – On Track - Outline concept of operations has been drafted. It is being prepared for consultation with all CDEM Group members.

Wairarapa Concept of Operations – On Track – Concept of Operations has been developed and its content briefed to CDEM Group members in the Wairarapa. Intent is to obtain approval of the document in the next quarter. Follow on work is underway to ensure all agencies have appropriate plans and procedures in place to meet their responsibilities. This is a key component of the Eketahuna Earthquake Corrective Action Plan. **Risk – See comment related to Wairarapa response to Eketahuna Earthquake.**

Welfare Response Plan Updates – On Track –

- Group Welfare work plan has been developed to address gaps/inconsistencies in welfare response arrangements and account for changes national welfare arrangement due mid 2015. The plan is being briefed to obtain agreement by all stakeholders.
- Due to the resignation of the Group Welfare manager one of the Community Resilience team has been contracted 1 day/week to undertake some of the work.

Risk - If the work plan is not agreed to and resourced by all parties, full implementation will not be possible and gaps in response capability will remain.

Tsunami Response Plan Updates – Behind Schedule - Draft plan development has been delayed to enable other documents for sub CEG to be developed. Draft will now be sent out for comment by end September (1 month behind schedule).

Flood Response Plan Updates – Behind Schedule – Initial consolidation of existing plans completed. Further refinement will occur in training programme development work.







Bulk Liquid Distribution Plan Updates – Not Resourced -

Lessons Learned - Wairarapa response to the Eketahuna Earthquake – On Track - After Action Review has highlighted opportunities for improvement in response capability and capacity across the Wairarapa and understanding of how the response model works. The related report is being briefed to all CDEM Group agencies. A Corrective Action Plan (CAP) has been drafted and now needs to be agreed to by all parties. **Risk – If the CAP is not agreed to and resourced by all parties, full implementation will not be possible and gaps in response capability will remain.**


Response Teams – On Track - At the national NZRT workshop the NZRT 18 Team Leader was elected Chair of the Working Group. NZRT 9 also has a member on the group. It has been tasked with; developing the NZRT registration process; looking at the operational strands the teams will operate to and; a national funding Trust.

Operational Readiness

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.

Support to council planning and budgeting – On Track – Advice has been provided to KCDC, PCC so far this year.

Emergency Management Advice – On Track – Advice and updates are provided to all council sub CEG reps on a monthly basis. In addition updates have been provided to new WCC Controller and sub CEG rep and to Wairarapa Controllers and sub CEG rep at OR team meetings. Local reps in all locations regularly engage with council staff on a range of emergency management issues. In the Wairarapa this includes briefs to all council CEOs. All local authority sub CEG reps were provided with briefs by Mgr, Operational Readiness before Sept sub CEG meeting. Written team updates are provided fortnightly to all sub CEG reps and lead Controllers.

Working Group Rationalisation – Not Resourced –

WREMO Staff Training – On Track - 3 training days are currently planned for 01, 22 and 29 Oct. These will take place in KCDC EOC, PCC EOC and UHCC EOC. These build on training delivered in late June.

Functional Working Groups – Not Resourced -

WELG Action Plan – On Track – The team have contributed to Priority Utility sites workshops.

Communications – On Track – All regional and local checks have taken place. A rationalisation of the testing regime is being considered.

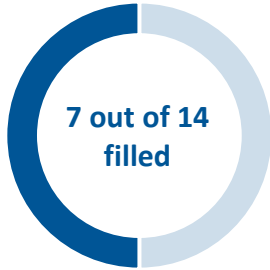
Emergency Coordination Centre (ECC) - GWRC

Completed previous quarters
 Completed this quarter
 Remaining to be completed

Personnel



IMT roles



Recovery Roles



Audit

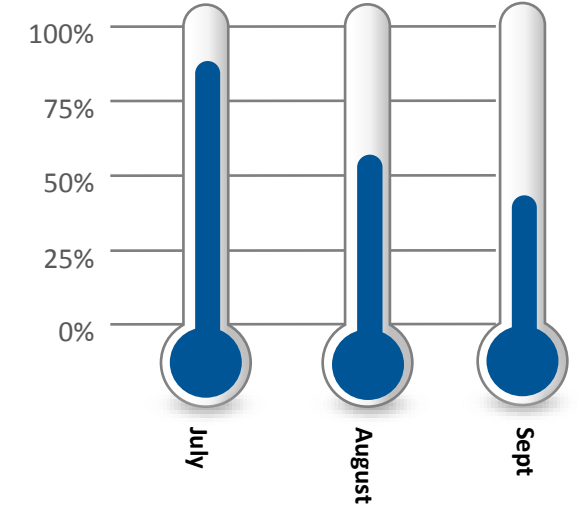


Training sessions



34 out of 36 staff have attended at least 1 training session

Training attendance



Personnel

Until more training has been delivered and ability assessed some managerial posts will remain unfilled.

Recruitment of a Group Welfare Manager is underway.

Richard Mowll (Lifelines Utilities Coordinator) is working NZTA, Wellington Water, GWRC and the Telco sector to establish a Lifelines team. No specific alternate has been identified.

Infrastructure/Equipment

Until a replacement for Angela Marriott is recruited, ECC equipment will be managed by Adrian Glen.

A full exercise of the set up of the ECC is planned for 24 October.

Procedures and Plans

ECC staff activation process has yet to be confirmed and a full list of staff contact details has not yet been compiled.

An ECC work plan has been established to ensure all ECC plans and procedures required ahead of this exercise are completed.

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

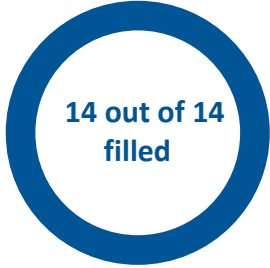
Wellington City

Completed previous quarters
 Completed this quarter
 Remaining to be completed

Personnel



IMT roles



Recovery Roles



Audit

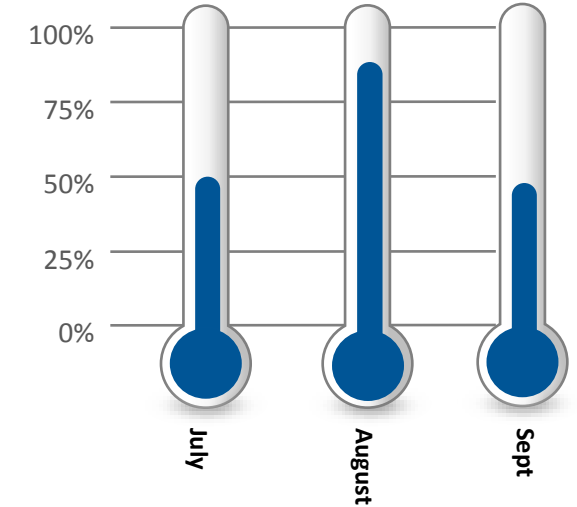


Training sessions



All staff have attended at least 1 training session

Training attendance



Personnel

- Stavros Michael has been replaced by Neville Brown as Lead Controller. WCC are currently confirming its list of alternates.
- Wellington does not have an Emergency Services Coordinating Committee. Adrian is intending to discuss this informally with all emergency service agencies.

Infrastructure/Equipment

- Requirement for existing radio channels at Wellington EOC to be discussed with WCC in order to determine the work required to resolve current interference issues.
- Upgrade of ICT and audio visual equipment in the EOC is underway.
- Radio checks are now managed by Gabor Toth (WCC).

Procedures and Plans

- Obtaining WCC response plans

Other measures

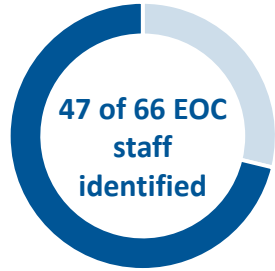
- | | |
|--|--|
| <ul style="list-style-type: none"> ✓ Maintain local EOC contact list/resource register. ✓ Remediation Plan are developed and implemented for identified shortfalls. ✓ Infrastructure and equipment records are correct and up-to-date. | <ul style="list-style-type: none"> ✗ Attend all local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

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

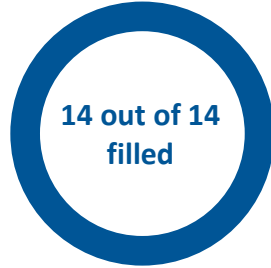
Porirua City

Completed previous quarters
 Completed this quarter
 Remaining to be completed

Personnel



IMT roles



Recovery Roles



Audit

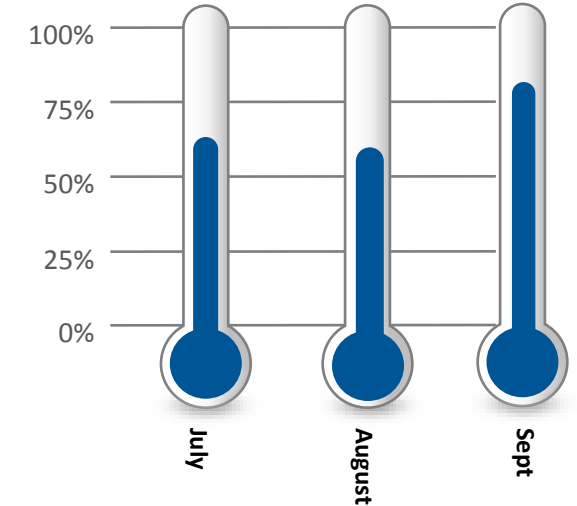


Training sessions



All staff have attended at least 2 training sessions

Training attendance



Personnel

- Training times have been altered to remove scheduling clashes with PCC management team meetings.
- Contract with Mike Chapman (Lead Controller) ends Dec 14. 2 new potential Controllers (Helen Brookes & Willie Taurima) have been identified in training sessions.
- Local welfare committee is not functioning.

Infrastructure/Equipment

- The current EOC remains in an unsuitable building. Plans to find an alternative are being investigated by PCC and Fire Service.

Procedures and Plans

- A Concept of Operations document is being developed with PCC to confirm response roles and enable work to commence on ensuring appropriate plans and procedures are in place.
- Work has commenced on development of the PCC CDEM budget for FY15/16.

Other

- PCC Emergency Response team have supported Wellington Rural Fire Authority Training

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. |
|---|--|

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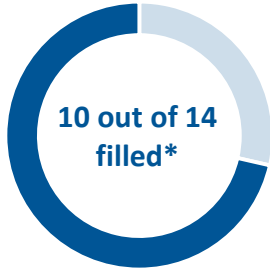
Kapiti Coast District

Completed previous quarters
 Completed this quarter
 Remaining to be completed

Personnel



IMT roles



Recovery Roles



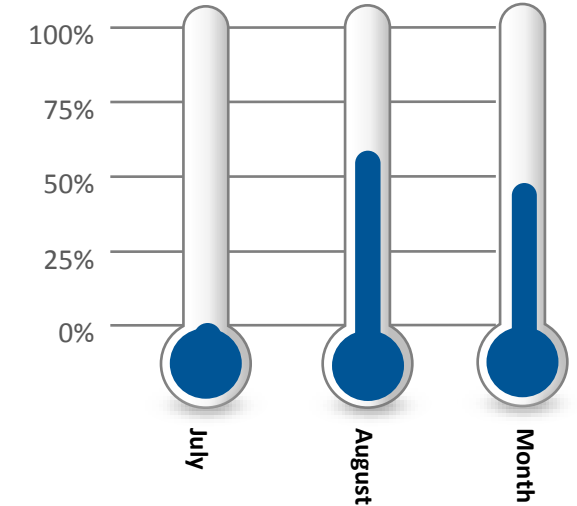
Audit



Training sessions



Training attendance



Personnel

- Change in Lead Controller to Tamsin Evans. Further recruitment of suitable candidates as lead Controllers required.
- Half of the staff identified as EOC function managers have yet to attend training.
- 3 members of the welfare team have or are about to depart the council.

Infrastructure/Equipment

- Recent audit of radio communications equipment has identified a need to upgrade some of the KCDC equipment.
- KCDC intend to swap existing desktop computers in EOC for laptops.

Procedures and Plans

- WREMO staff have provided information into the KCDC 10yr LTP budget.

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.

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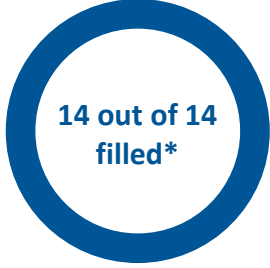
Hutt City

Completed previous quarters
 Completed this quarter
 Remaining to be completed

Personnel



IMT roles



Recovery Roles



Audit

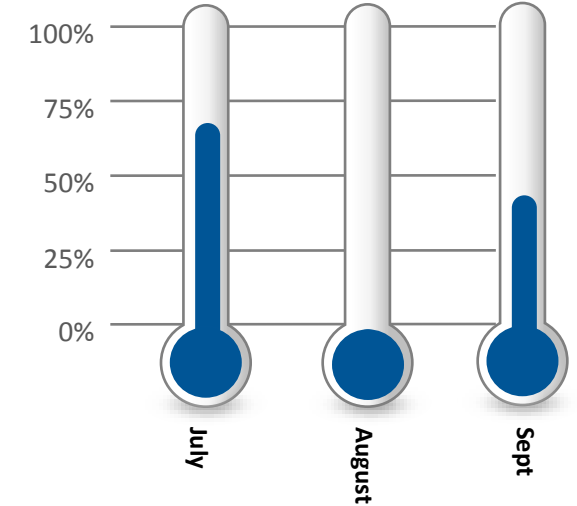


Training sessions



All staff have attended at least 1 training session.

Training attendance



Personnel

- The local Controller has resigned. 2 x alternates remain in place. One of the PIM managers has also moved from HCC. An experienced PIM team remains.
- The Group Welfare Manager briefed the Hutt Valley Welfare Committee on their roles, responsibilities and the regions welfare arrangements. This is a prelude to further work.
- Inspector Sean Hansen has been appointed as Hutt Valley Police Area Commander starting 13 October. This provides an opportunity to influence the re-start of Emergency Services Coordinating committees which have not taken place since Feb 14.

Infrastructure/Equipment

- HCC have yet to commit to the purchase of audio visual equipment as part of the EOC upgrade project.
- An audit of communications equipment held in Civil Defence Centres is underway.

Procedures and Plans

- A new HCC Infrastructure response plan has been completed.

Other

- The EOC activated on 2/3 August in response to heavy rain. Minor flooding (Block Road and Riverbank Car park) occurred, no damage was sustained.
- Hutt City Response Team deployed to support the search for a missing person in Petone.

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. |
|---|--|

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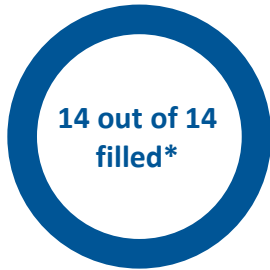
Upper Hutt City

Completed previous quarters
 Completed this quarter
 Remaining to be completed

Personnel



IMT roles



Recovery Roles



Audit

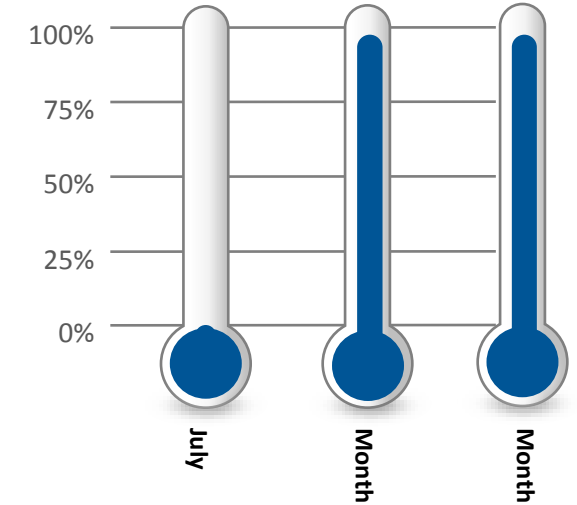


Training sessions



All staff have attended at least 1 training session

Training attendance



Personnel

- The Group Welfare Manager briefed the Hutt Valley Welfare Committee on their roles, responsibilities and the regions welfare arrangements. This is a prelude to further work.
- Inspector Sean Hansen has been appointed as Hutt Valley Police Area Commander starting 13 October. This provides an opportunity to influence the re-start of Emergency Services Coordinating committees which have not taken place since Feb 14.

Infrastructure/Equipment

- ICT and audio visual equipment for UHCC EOC has been purchased. Installation dates will be confirmed in October.
- UHCC have worked with IRD to identify an alternate EOC location.

Procedures and Plans

- A new HCC Infrastructure response plan has been completed.

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. |
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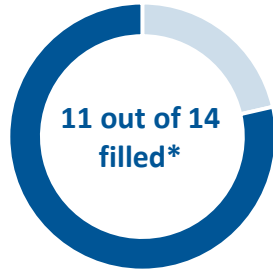
Wairarapa District

Completed previous quarters
 Completed this quarter
 Remaining to be completed

Personnel



IMT roles



Recovery Roles



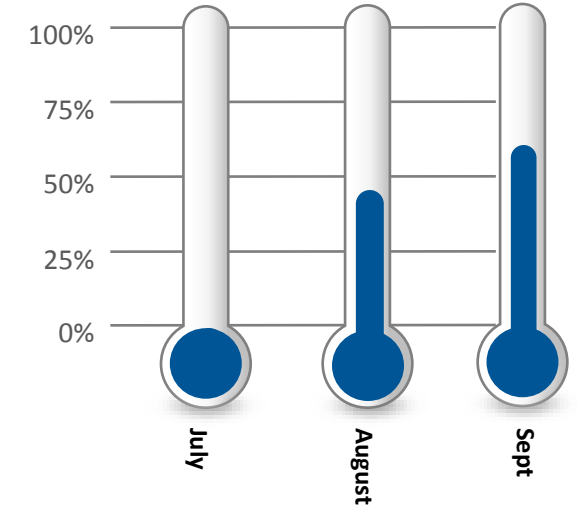
Audit



Training sessions



Training attendance



Personnel

- A number of GWRC staff in Masterton have been identified to supplement the contracted EOC staff. Inability of CDC and SWDC to provide staff to the EOC has been confirmed.
- EOC staff training commenced in August.
- Welfare Manager and alternate PIM roles remain to be filled.

Infrastructure/Equipment

- Inventory of all communications equipment is 75% complete.
- ICT and audio visual equipment for Wairarapa EOC has been purchased. Installation dates will be confirmed in October.

Procedures and Plans

- Eketahuna Earthquake After Action Review report and Corrective Action Plan have been drafted for consultation with other agencies.
- Concept of operations for the Wairarapa has been drafted and agencies consulted.

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

Business and Development

Areas of progress:

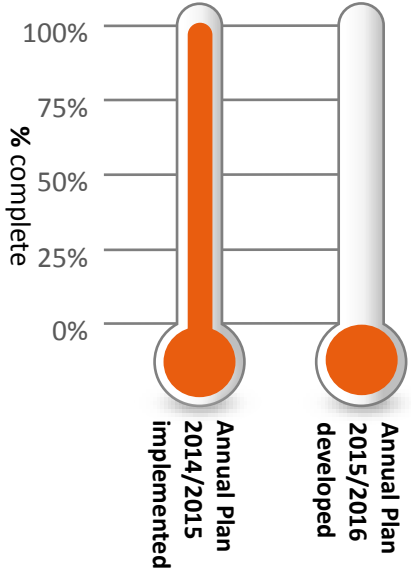
- Improved management of WREMO financial system.
- Development of WREMO's Annual Plan.
- Development of WREMO policies (procurement, vehicles and contracts).
- Enhancing WREMO's visual workplace (introducing Kaizen displays and personal boards).
- Enhancing ICT systems (new computers, phones, support).
- Project support to other WREMO teams (e.g. Fuel supply project).
- Engagement with hazards planning and risk management stakeholders.

Areas of concern:

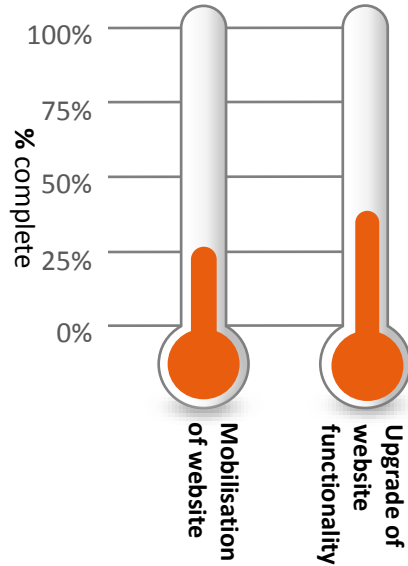
- Support for ICT work. Currently there is one staff member and the work load is very high. There is the potential for 'burn out' if further support is not provided.

Business and Development

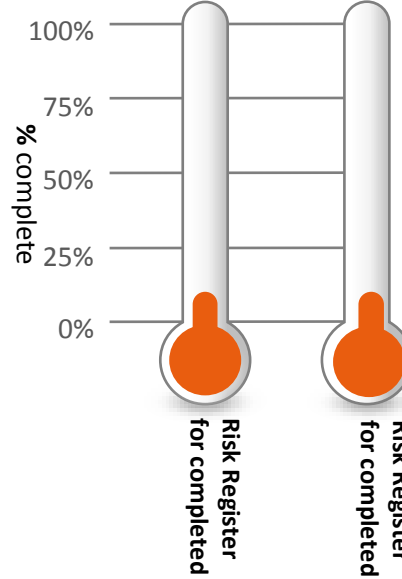
Strategic Planning



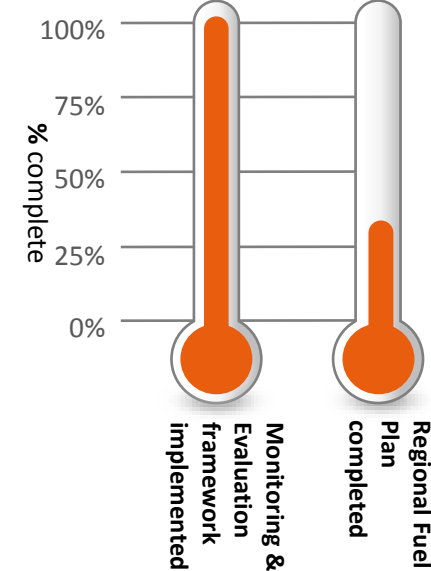
Website



Risk Registers



Policies, Plans and Frameworks



Scientific Information Lunchtime Seminars



WREMO information sharing seminar







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




- As part of making scientific information more available and suitable for CDEM practitioners, we are currently working on setting up lunch time seminars to share the information. We intend to run one in the next quarter.
- The Annual Plan 2014/2015 has now been finalised for implementation.

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.

- Work has been done on budget reporting with all Managers now received budget information for each of their project codes (WBS). This has increased the level of details available and also allows the Managers to track their spending more easily.
- We are still yet to integrate WREMO into the Greater Wellington Health and Safety Committee. Discussions were held with GW H&S and a 'WREMO representative' will be invited to future meetings.

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.

- Staff have had the opportunity to attend several conferences this quarter:
 - CDEM Forum 2014
 - Australasian Natural Hazards Conference.
- A member from each team (CR,OR and B&D) have commenced the Greater Managers programme.
- Staff are also encouraged to identify and particular areas of professional development they would like to attend, and request this attendance through their managers.

CHIEF EXECUTIVE REPORT

1. Executive Summary

Preparation of the Annual Report has dominated proceedings for the last few weeks. There have been a number of new reporting requirements introduced following the enactment of the Local Government Act Amendment Act 2014.

Members of the Office of Treaty Settlements visited for a general discussion. One discussion point was our interaction with Post Settlement Governance Entities (PSGE) I indicated the Maori Standing Committee was operating well, however if structures changed we would obviously look at how to best interact on a formal basis with the new structures.

The Long Term Plan is also occupying time with good initial progress being made on preparations and some forecasting work commenced.

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	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

The Local Government Commission (the Commission) has decided that:

"...it will not issue any proposal during the regulated period for the 2014 general election..."

We have been advised that the draft proposal will probably be issued mid-October with the submission process commencing around then.

The Commission are still requesting information on various matters and these are being responded to as they are received.

3. Strategic Planning and Policy Development

3.1 Meetings/Conferences

3.1.1. Chief Executive Forum

This provides an update on regional matters at CE level, general matters discussed are roading and rail, regional economic development and Civil Defence. Other matters discussed include shared services, highlighted by the combination of water services across the Wellington basin. There are a number of IT initiatives that the Wairarapa Councils are keeping a watching brief on.

3.2 Legislation

We continue to work toward implementation of the various legislative changes that have been enacted.

The Local Government Amendment Bill was finally enacted at the twelfth hour which now provides some certainty around reporting and other requirements for the LTP, however given the length of time this Bill took to go through the House the lead times for implementation are quite short.

A commentary on the changes proposed in the Bill was included in the last agenda for reference.

3.3 Wastewater Consents

The three wastewater consents have now been lodged, submissions for Featherston and Martinborough have closed.

The Greytown application has been lodged, it is anticipated the Regional Council will publicly notify this application early to mid-September.

While it seems we have been teetering on the edge of having all three applications notified for some time, we should not underestimate the importance of the applications and amount of work required, and a few weeks or months over a 35+ year term is not really material.

It is planned to hear Featherston in late November/early December, with Greytown and Martinborough early in the new year.

We had requested that the three consents be heard concurrently however this was not granted due to resourcing at GWRC, and also that Featherston is a different type of application to Martinborough and Greytown.

SWDC does however see wastewater as a single catchment based solution.

4. Monitoring and Reporting

4.1 Annual Report

The 2013/14 Annual report is required to be completed by 31 October in each year.

The draft was circulated last week to Councillors, and the Audit New Zealand team are currently on site, their visit is planned for 29 September to 10 October.

The draft is not required to be adopted – the requirement is to adopt the final prior to the audit opinion being issued.

4.2 Long Term Plan

Work has commenced internally on the LTP, with our first workshop being held earlier to set the scene.

4.3 Rates Arrears (Incl. GST)

DATE	AMOUNT \$'000	NUMBER	DAYS SINCE INSTALMENT DUE	SWDC COMPONENT \$'000 (81%)
30 June 2011	\$851	631	31	\$689
1 August 2011	\$780	463	64	\$632
28 November 2011	\$969	760	7	\$785
1 March 2012	\$925	690	7	\$740
16 March 2012	\$830	602	23	\$672
23 March 2012	\$790	555	30	\$640
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

Of the \$1,008K outstanding, \$608K relates to prior year (30 June 2014 and earlier) relating to 356 properties. Letters have been sent to those properties that have a mortgage, and also to the mortgage holders.

\$182K relates to ratepayers who have not paid the first installment for the 2014/15 year, relating to 453 properties.

While this result is disappointing, this year will be the first year we will be pursuing all those properties that have arrears and contacting those with an interest in the property.

There is a three month lag between when we notify the party who has an interest and when we can demand payment.

5. Corporate

5.1 Staffing

Kara McKelvey has left for greener pastures. We thank Kara for her efforts during their time here and wish Kara well for the future.

A new role of Policy and Reporting Manager has been advertised with circa 20 applicants, I am pleased with the general standard of applicants.

5.2 Collective Employment Agreement

Negotiations have concluded and the Collective Employment Agreement has been executed.

5.3 Occupational Health and Safety

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

5.4 General Revaluation

Quotable Value will be carrying out a revaluation across the Wairarapa shortly which will provide updated valuation data for our rates database.

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 2014.

5.5 LGOIMA Requests

DATE	TOPIC OF INFORMATION REQUEST	REQUEST RESPONSE
19 September	Heritage tree register and report undertaken in 2007 in Greytown.	
19 September	Copy of Perception Planning report/study Moroa Water Race.	
30 September	Drainage and easements over the property that runs between Daniel and Esther Streets which is now three sections including 17a Esther Street.	

Contact Officer: Paul Crimp, Chief Executive Officer

GREYTOWN COMMUNITY BOARD

29 OCTOBER 2014

AGENDA ITEM 8.2

SCHEDULE OF ORDINARY MEETINGS

Purpose of Report

To provide community boards and the Maori Standing Committee the 2015 meeting schedule that was adopted by Council on 15 October 2014.

Recommendations

Officers recommend that the Community Board/Committee:

1. *Receive the information.*
2. *Adopt the 2015 schedule of ordinary meetings for Council, community boards and committees.*
3. *Set a regular meeting time.*

1. Background

Each year Council adopts a Schedule of Council, committee and community board meeting dates for the coming 12 month period. The schedule in Appendix 1 was adopted by Council on the 15 October 2014.

Community board members are to review and set a regular meeting time for 2015.

2. Appendices

Appendix 1 –Schedule of Ordinary Meetings 2015

Contact Officer: Suzanne Clark, Committee Secretary

Reviewed By: Paul Crimp, Chief Executive

Appendix 1 – Schedule of Ordinary Meetings 2015

SOUTH WAIRARAPA DISTRICT COUNCIL
PROGRAMME OF COUNCIL, COMMUNITY BOARD AND COMMITTEE MEETINGS 2015

<i>MEETING</i>	<i>TIME</i>	<i>DAY</i>	<i>JAN 2015</i>	<i>FEB 2015</i>	<i>MAR 2015</i>	<i>APR 2015</i>	<i>MAY 2015</i>	<i>JUN 2015</i>	<i>JULY 2015</i>	<i>AUG 2015</i>	<i>SEP 2015</i>	<i>OCT 2015</i>	<i>NOV 2015</i>	<i>DEC 2015</i>
Martinborough Community Board	TBC	Mon		16	30		11	22		3	14		2	7
Featherston Community Board	TBC	Tues		17	31		12	23		4	15	27		8
Greytown Community Board	TBC	Wed		18		1	13	24		5	16	28		9
Maori Standing Committee	TBC	Mon		9	23		4	15	27		7	19	30	
COUNCIL	9.30AM	Wed	28		11	22		3	15	26		7	18	
Policy and Finance Committee	Follows Council	Wed	28		11	22		3	15	26		7	18	

NOTES:

1. The dates of all other meetings will be separately notified
2. Waitangi Day: Thursday 6 February 2015
3. Easter: Good Friday 3 April 2015 and Easter Monday 6 April 2015
4. Anzac Day: Monday 27 April 2015
5. Queen's Birthday: Monday 1 June 2015
6. Labour Day: Monday 26 October 2015
7. Two extraordinary Council meetings are planned for June (LTP) and one for October (Annual Report)

From: rao@swdc.govt.nz
To: farley4greytown@hotmail.co.nz
Subject: Digitisation of the Greathead papers
Date: Mon, 8 Sep 2014 23:13:55 +0000

Hi Ian

I'm sorry I didn't get back to you sooner about the quote for scanning the Mervyn Greathead papers. Kathy Lenihan reminded me about it when I was speaking to her yesterday.

I discussed with several archive people about who would be the best company to talk to and Micrographics (<http://www.micrographics.co.nz>) came out on top – they work with National Archives and the National Library with preserving historical documents.

I got an initial estimate from Micrographics which seemed very high: (there are approximately 60 folders)

Pilot Costing:

\$25 *Pilot set up fee –this will be deducted from our standard set up fee of \$250 should the project proceed*

\$225 *Capture based on one folder containing 100 x foolscap single pages at 300ppi . \$2.25 per capture.*

\$10 *Data transfer fee*

- *File naming will be an automatic system generated number. If you require anything else this will incur an additional fee starting from \$0.20 per page*
- *The \$2.25 per capture price does not include any special handling that may come to light from the pilot*

We can supply a portable hard drive on loan to transport the digitised images. If the drive is not returned within 30 days the cost to replace the drive will be charged to the client at cost. You may wish to supply your own external drive which we could transfer the data to & this would be fine.

However, I was in Wellington on annual leave one day and took some samples of the folders over to Micrographics so they could see the condition and how the folders were put together. They came back with a much more reasonable quote as the folders can be disassembled reasonably easily:

I'm sorry I missed you yesterday. I'm pleased Michelle and Tracey were able go through your options with you.

I understand that we will:

- *capture any page containing a folded insert i.e. newspaper clipping firstly with the item folded and secondly with it unfolded.*
- *There is no difference in price between foolscap and A3 page scan.*
- *We will not scan any blank pages.*
- *Each book will be saved as a separate folder containing individual files of the pages. The files will be in sequential automatic system generated numbers.*
- *We will leave it to you to bookmark*
- *We will provide the files in TIFF and multipage PDF formats.*

Please find the following revised pricing for digitising the “Historian’s Records”.

\$250 *Set up fee*

~\$3,000.00 *\$0.50 per single sided page - 60 folders containing an average 100 foolscap pages at 300ppi.*

\$10 *Data transfer fee.*

~\$3,260.00 *Total*

We can supply an external hard drive for transporting the data to you or you can supply your own.

If you decide to use one of our drives it must be returned within 30 days or a charge to replace the drive at cost will incur.

This quote is fairly approximate as some folders have up to 200 pages, some have just 20-30 pages. It does seem a reasonable price to me.

Feel free to give me a call if you have any questions.

Regards

Susan

Citizens
Advice
Bureau



Nga Pou Whakawhirinaki
o Aotearoa



43 Perry St

Masterton

11 September 2014

The Secretary
Greytown Community Board
PO Box 6,
Martinborough 5741

Dear Madam

Some months ago I spoke to your Community Board about the Wairarapa Citizens Advice Bureau's plan to expand our services in the South Wairarapa area. I recall that the Board welcomed the suggestion, and made a contribution to help fund our activities.

Since then we have provided a two-hour service in Greytown twice a month: on the first and third Tuesdays.

Regrettably, we shall have to cease this service after the 21 October. Although we still believe our services are of value to many people in the area, we have been unable to build a clientele, despite our considerable efforts to advertise.

For your information, we have advertised widely: regularly in the Grapevine newsletter; on Access Radio; on four of the radio stations run by MediaWorks (an expensive but, we thought, a cost-effective option); on flyers placed in various venues around Featherston. We have also attempted to encourage local people to offer themselves for training as volunteers.

There have been a few people whom we have been able to assist, but on many occasions our two volunteers have sat in the Community Centre with no visitors. We are aware that these days, many people are happy to make contact by phone or email, and indeed we have had clients from Greytown whom we have been able to help in this way. We hope this can continue.

We continue to see ourselves as a service for the whole of the Wairarapa area and hope we can contribute in some way to the work that your Board is doing to enhance the life of your citizens.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Mike Kelly'.

Mike Kelly

Chairman

79 Main Street
Greytown
September 21 2014

Dear Christine,

I'm writing to you as the Chair of the Greytown Community Board to share with you the beginnings of ideas I have about a Greytown Oral History project which could hopefully get underway in 2015. This is an informal initial contact and I'll send something more formal in the new year which could be tabled for discussion at a Board meeting.

I am, as I think you know, a secondary teacher of history for nearly 40 years (now retired) and a trained oral historian with projects held in The Alexander Turnbull Library in Wellington. For a variety of reasons I have not been active in oral history activity for the past few years but am freer now to start engaging again. It is something I have thought about a great deal and especially on the deaths of people in the Greytown community who in their lives have made important contributions to community developments and direction. Most recently the deaths of John Garrity, Kay Gray and last year that of Max Edridge.


There is some funding available from The Ministry for Culture and Heritage in the form of annual grants made from The Sesquicentennial Fund. This money is for paying expenses but doesn't pay a salary to the oral historian so any work I did, or others did, would be on a voluntary basis.

I am making this initial contact with you because any application for funding would have a much stronger basis if made as part of a community based application. I have talked informally with Frank Minehan of the Heritage Trust Group. I understand from Susan Mitchell of the SWDC that there is archival provision in the Town Centre which has the conditions needed for preserving recorded materials. Community access to recordings would be a whole new challenge and at this stage my focus would be getting underway with the gathering!

I have made contact with John Gilberthorpe of Cobblestones but understand from him that no provision has been made for oral history in the new building, and none made in the foreseeable future.

The deadline for the 2015 round of funding from The Sesquicentennial Fund is the end of April. I am about to go overseas for three months but plan to revisit this idea on my return early in the new year and will make contact with you again then. My email address is lizzie.catherall@gmail.com and I will have my laptop with me on my travels so would be able to respond to any communication!

Best wishes,


Lizzie Catherall



MATHARAPA 2014

Wairarapa College was the venue, once again, for the 2014 Wairarapa Mathematics competitions. The spacious hall has proven to be a fantastic venue with plenty of room for the competitors and spectators alike. As with last year the extended programme gave more time for the competitors on each section. Setting up was completed late on Tuesday evening and the competitions began the next morning.

22 teams arrived at 9.00am on Wednesday August 13th eager to do battle in the Year 5/6 North rounds – 1st place went to Hadlow Crafty calculators, 2nd place to the Opaki Numerators & 3rd place to the Opaki Ninjas.

At 11.30am it was the turn of the Year 9's [25 teams]– Kuranui College Denominators took out 1st place, Wairarapa College Legendre were 2nd place with Rathkeale 4 placed 3rd. At 1.30pm it was the turn of the Year 10's – 25 teams enjoyed an hour and a half of challenges with Rathkeale College placing 1st and 2nd and the Ponatahi Christian School Smarties in 3rd place.

So 70 teams, over 210 students went through on the Wednesday session -it was a great start to National Mathematics Week.

Thursday morning saw the first of three sessions kick off with Years 5&6 South pupils being challenged to basic arithmetic, mental calculations and puzzles.

From a pool of 20 teams the winners were:- 1st Martinborough School Marty Maths Masters, 2nd Greytown School Stars and 3rd Kahutara Unicorns.

Another 26 teams took their seats at 11.30am for the Year 7 competition where more frantic equation solving, geometry and brainstorming ensued.

The winners were:- 1st Greytown Crosses with Masterton Intermediate School Aces 2nd and Opaki Ninjas 3rd.

Year 8 pupils rounded off a busy day with their round of questions starting at 1.30pm – individual computations, team “runner” maths questions and spatial challenges kept them very engrossed for their competition.

From a group of 28 teams the winners were :- 1st Greytown Arrows, 2nd Masterton Intermediate School Py and 3rd were Dalefield School.

In all approx. 440 students from every corner of our region came and enjoyed competing against their peers – what a success !!

Prizes ranging from wooden Soma cubes to Casio graphical calculators were awarded.

Refreshments in the form of a drink of Vitafresh and a biscuit are supplied at the end of competition while the final results are being computed.

Whilst the winners and place-getters are recorded here the real emphasis is on participation and every competitor goes home with a certificate acknowledging that they have represented their school. Every student also receives a bag of goodies by which to remember the day.

Our thanks go to the participating schools for releasing staff to accompany the students. Thank you to any parents who were given a job and did it willingly. Thanks also to the senior students who gave freely of their time to act as markers.

A special thank you to the secondary schools which bore the cost of releasing teachers in order to see that the sessions ran smoothly.

Each participating school pays a small annual subscription but the bulk of the running costs and prizes are only able to be purchased with the generous assistance of the following contributors.



Our sincerest thanks go to the following sponsors, without whom this competition could not be run so generously and successfully:

THANK YOU

Featherston , Greytown, Martinborough, Holdsworth
and Masterton Waipoua Lions Clubs
Featherston, Greytown and Martinborough Lioness Clubs
South Wairarapa, Carterton and Masterton South Rotary Clubs
Featherston, Greytown and Martinborough Community Boards
The Carterton District Council and the Westpac Bank
Masterton Trust Lands Trust and Greytown District Trust Lands
The Wairarapa Building Society, the Trust House Foundation
The Prime Community Trust, Pelorus Trust and the Lion Foundation
Eastern & Central Community Trust and the Infinity Foundation
The NZ Association of Mathematics Teachers via the MoE
Mr Derek Smith of Graphic Technologies & Monaco Corporation
Hansell's (NZ) Ltd & Featherston Community Supermarket



Friends of Stella and Sarah



Suzanne Clark
Committee Secretary
Greytown Community Board
C/- SWDC
P O Box 6
MARTINBOROUGH

17 October 2015

Dear Suzanne

The Friends of Stella and Sarah are eager to follow up on the support given to our proposal for a sculpture to be placed at the main entrance to Stella Bull Park. (see Minutes of your 6 August meeting)

We see our role in this project as that of a facilitator to promote community interest in this project. With this thought in mind and looking to further your support to ensure this venture gets off the ground, we seek to identify where the Board sees the ownership of funding and resource consent.

While the Friends have taken and continue to take responsibility for funding by way of donation for the fruit trees in the Heritage garden, the complexity of the sculpture project is quite a different matter.

We look forward to your advice.

Kind regards

Ruth Evans
Friends of Stella and Sarah.
ruth.e@xtra.co.nz

cc Helen McNaught
SWDC

Greytown Community Board

Chair: Christine Stevenson
143 Papawai Road
RD1
Greytown 5794
06 304 9175



26 September 2014

Roger Thompson
aRTe Sculptural Designs
32 Reading Street
Greytown 5712

Dear Roger

GREYTOWN ENTRANCE WAY SIGNS

It is with pleasure that the Greytown Community Board accept your quotation for services for \$10,000 to create two duplicate 'welcome signs' for Greytown.

The Board has agreed by resolution to your quote, including the payment terms and I have attached a signed copy of the quotation for your records.

The \$3,000 deposit has been made, please keep Christine Stevenson updated on progress so we can meet your milestone payments.

Yours sincerely

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

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



Quotation for Services

Quantity	Item Description	Unit Cost	Total
2	Laser cut welded WELCOME SIGNS -two duplicate signs as per the accepted design to a height of 5 m x1.56m	\$5,000.00	10,000
	The signs painted black epoxy Athol Ross.		
	All Materials - Fabrication- Laser cutting- Design - CAD conversion - painting and delivery		
	Exclusions: Structural Engineering calculations and report, base construction, lighting.		
			10,000

Prepared by: R D Thompson Prices valid for 60 days from quotation date.

This quotation is for the specific items named above and is subject to the following terms and conditions:

Payment terms: \$3000 Deposit

Additional terms and conditions: \$3000 progress halfway

:Third payment \$3000 After Erection on the base.

: Last 10% paid after sign off by Engineer.

Approved by: CHRISTOPHER SWANSON Printed Name

[Signature] Signature

6/02/2014 Date

I am authorized to accept this estimate on behalf of the client company. The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Please return signed copy to _____ at the address below, email to _____

arTe Sculptural Designs • 32 Reading Street • Greytown • Wairarapa • 5712 • 0210234444