



MARTINBOROUGH COMMUNITY BOARD

**Agenda
18 July 2016**

**Notice of a meeting to be held in the South Wairarapa District Council Chambers,
19 Kitchener Street, Martinborough on Monday 18 July 2016 at 6:30pm.**

MEMBERSHIP OF THE COMMITTEE

Lisa Cornelissen (chair), Fiona Beattie, Pam Colenso, Victoria Read, Cr Julie Riddell and Cr Max Stevens.

PUBLIC BUSINESS

1. APOLOGIES:

2. CONFLICTS OF INTEREST:

3. PUBLIC PARTICIPATION/PRESENTATIONS:

- | | | |
|-----|--|------------------|
| 3.1 | Mark Shepherd, Neighbourhood Support – Connecting Communities | 7:00-7:10 |
| 3.2 | Paora Ammunson, Greytown Sports and Leisure, speaking about expansion in line with LTP 15/25 | 7:10-7:20 |

4. ACTIONS FROM PUBLIC PARTICIPATION/PRESENTATIONS:

5. COMMUNITY BOARD MINUTES/EXPENDITURE:

- | | | |
|-----|---|------------------|
| 5.1 | Martinborough Community Board Minutes – 30 May 2016 | Pages 1-5 |
| 5.2 | Action items from previous meeting | Pages 6-8 |
| 5.3 | I&E Statement to 30 June 2016 | Page 9 |

6. OPERATIONAL REPORTS – COUNCIL OFFICERS:

- | | | |
|-----|-------------------------|--------------------|
| 6.1 | Officers' Report | Pages 10-51 |
| 6.2 | Council Policies Report | Pages 52-62 |

7. COMMUNITY BOARD/COUNCILLORS REPORTS

- | | | |
|-----|---|--------------------|
| 7.1 | Chair's Report | Pages 63-66 |
| 7.2 | Waihenga Centre; V Read to update members | |
| 7.3 | Council Report: Community Safety and Resilience Working Party | Pages 67-68 |

8. CORRESPONDENCE

8.1 Inwards

From Julia Squire, Martinborough Community Patrol, to
Martinborough Community Board dated 3 July 2016

Page 69

From Paul Crimp, South Wairarapa District Council, to
Martinborough Community Board dated 30 June 2016

Page 70

From John Mansell, Martinborough Mens Shed, to Martinborough
Community Board dated 24 April 2016

Page 71



Martinborough Community Board

Minutes – 30 May 2016

- Present:** Lisa Cornelissen (Chair), Fiona Beattie, Pam Colenso, Victoria Read, Cr Max Stevens.
- In Attendance:** Mayor Adrienne Staples, Paul Crimp (Chief Executive) and Suzanne Clark (Committee Secretary).
- Conduct of Business:** The meeting was conducted in public in the Council Chambers, 19 Kitchener Street, Martinborough on the 30 May 2016 between 6:30pm and 7:50pm.

PUBLIC BUSINESS

1. APOLOGIES

MCB RESOLVED (MCB 2016/36) to receive apologies from Cr Julie Riddell.
(*Moved Beattie/Seconded Read*)

Carried

2. CONFLICTS OF INTEREST

There were no conflicts of interest declared.

3. PUBLIC PARTICIPATION

There was no public participation.

4. COMMUNITY BOARD MINUTES/EXPENDITURE

4.1 Martinborough Community Board Minutes – 11 April 2016

MCB RESOLVED (MCB 2016/37) that the minutes of the Martinborough Community Board meeting held on 11 April 2016 be received and confirmed as true and correct.

(*Moved Read/Seconded Beattie*)

Carried

4.2 Action Items from Previous Meeting

The Community Board asked that following the Local Government elections new members are to be given a tour of Pain Farm with John Donald and/or the Amenities Manager.

MCB RESOLVED (MCB 2016/38) to receive the action items update.

(*Moved Cornelissen/Seconded Read*)

Carried

DISCLAIMER

Until confirmed as a true and correct record, at a subsequent meeting, the minutes of this meeting should not be relied on as to their correctness.

4.3 Income and Expenditure Statement to 30 April 2016

MCB RESOLVED (MCB 2016/39):

1. To receive the Income and Expenditure Statement to 30 April 2016.
(Moved Cr Stevens/Seconded Colenso)
2. Action 312: Return the youth commitment of \$1,475 to the general funding pool as per resolution MCB2015/39; P Crimp
3. Action 313: Adjust the MCBI&E to ensure the increase in salaries as applied by the Remuneration Authority does not affect the overall MCB funds available; P Crimp

Carried

5. OPERATIONAL REPORTS – COUNCIL OFFICERS

5.1 Officers Report

Members discussed the footpath programme and repairs needed on Venice Street, the Oxford Street lime track, the dog statistics table and swimming pool usage with members.

MCB RESOLVED (MCB 2016/40):

1. To receive the Officers' Report.
(Moved Colenso/Seconded Beattie)
2. Action 314: Email members an explanation as to why part of the Venice Street footpath repair wasn't completed (between Princess and Broadway streets); M Allingham
3. Action 315: Add a header to the dog statistics report so it is clear whether statistics are for the month or year; M Buchanan
4. Action 316: Correct February 2016 swimming pool statistics as shown in the Officers' Report; M Allingham

Carried

5.2 Change to Ordinary Meeting Schedule

MCB RESOLVED (MCB 2016/41):

1. To receive the information.
(Moved Cr Stevens/Seconded Beattie)
2. To cancel the scheduled 10 October 2016 meeting on the Community Board schedule of ordinary meetings.
3. To note that the incoming Board will be asked to approve a schedule of ordinary meetings for the remainder for 2016 and all of 2017 at their first meeting of the triennium.

Carried

(Moved Cr Stevens/Seconded Cornelissen)

Carried

DISCLAIMER

Until confirmed as a true and correct record, at a subsequent meeting, the minutes of this meeting should not be relied on as to their correctness.

- 5.3 Martinborough Waste Water Treatment Community Liaison Group
MCB RESOLVED (MCB 2016/42):
1. To receive the information.
 2. To nominate Lisa Cornelissen as the Martinborough Community Board representative on the Martinborough Waste Water Treatment Plant Community Liaison Group (CLG).
(Moved Colenso/Seconded Cr Stevens) Carried

- 5.4 Pain Farm Report for Period 1 January – 12 May 2016
Members discussed the Pain Farm fences and whether the pine trees on the western boundary required removal or trimming. Cr Stevens undertook to investigate how local farmers were managing large trees on their property.

- MCB RESOLVED (MCB 2016/43):*
1. To receive the information.
(Moved Colenso/Seconded Cr Stevens) Carried
 2. To recommend to Council that subject to acceptable quotes from fencing contractors being received, Pain Farm funds are utilised to undertake required fencing repairs or installation of new fencing as required for boundary and internal fences.
 3. That when the Pain Farm fences have been brought up to standard, the leaseholder is made aware of his responsibilities to maintain the fences to an acceptable standard.
(Moved Cornelissen/Seconded Read) Carried
 4. Action 317: Follow-up contractors to ensure weed spraying on the Pain Farm boundary is undertaken with urgency; M Allingham

- 5.5 Pain Farm Financial Report
MCB RESOLVED (MCB 2016/44) to receive the tabled report.
(Moved Read/Seconded Beattie) Carried

6. COMMUNITY BOARD/COUNCILLORS REPORTS

- 6.1 Chair's Report
A chair's report was not available for this period due to absences.

- 6.2 WREMO Workshop
Mrs Colenso tabled a report and spoke on recent community resilience planning activities in Martinborough. A final meeting was scheduled for the 25 June 2016 to explore ideas and community initiatives.

- MCB RESOLVED (MCB 2016/45):*
1. To receive the tabled report.
 2. That appointments are made to Community Resilience and Planning Group at the first meeting of the triennium.
(Moved Colenso/Seconded Cornelissen) Carried

DISCLAIMER

Until confirmed as a true and correct record, at a subsequent meeting, the minutes of this meeting should not be relied on as to their correctness.

3. Action 318: Arrange for the next Martinborough Community Resilience Planning Meeting to be posted on Council's website; P Crimp
4. Action 319: Add a MCB agenda item a review of the Community Resilience Plan for 18 months following its completion; P Crimp

6.3 Plaque Installation on Considine Park Bench

Mrs Colenso undertook to order the bench plaques in the coming week.

6.4 WW1 2018 Commemorations

Members discussed the possibility of creating a WW1 commemorative display of enlarged photographs and potential involvement of the Martinborough Museum.

MCB NOTED:

1. Action 320: Report back to the July MCB meeting findings from Wairarapa Archives regarding suitable material for a photographic display to commemorate WW1; Pam Colenso

6.5 Annual Plan Submission

MCB RESOLVED (MCB 2016/46) to ratify the Martinborough Community Board annual plan submission, including the supplementary submission.

(Moved Read/Seconded Colenso)

Carried

7. CORRESPONDENCE

7.1 Inwards

From Marcia Hunter, Tora Volunteer Fire Force, to Martinborough Community Board received 6 April 2016

From Michael Wilson, Arrow FM, to Martinborough Community Board received 22 April 2016

From Zane McCreary, Rural South Wairarapa Sports, to Martinborough Community Board received 17 May 2016

7.2 Outwards

From Lisa Cornelissen, Martinborough Community Board, to Zane McCreary, Rural South Wairarapa Sports, dated 18 April 2016

MCB RESOLVED (MCB 2016/47):

1. To receive the inwards and outwards correspondence.
(Moved Cornelissen/Seconded Cr Riddell)
2. Action 321: Request an update on the resolution of land issues being experienced by the Rural Sports Wairarapa Trust be made available for the 29 August 16 Community Board meeting; Lisa Cornelissen

Carried

DISCLAIMER

Until confirmed as a true and correct record, at a subsequent meeting, the minutes of this meeting should not be relied on as to their correctness.

8. FINANCIAL ASSISTANCE

MCB RESOLVED (MCB 2016/48) to approve a grant of \$200 be given to Maths Wairarapa to assist with the costs associated with running the August 2016 maths week competition.

(Moved Read/Seconded Beattie)

Carried

Confirmed as a true and correct record

.....**Chairperson**

.....**Date**

DISCLAIMER

Until confirmed as a true and correct record, at a subsequent meeting, the minutes of this meeting should not be relied on as to their correctness.

**Martinborough Community Board
Action Items
From 30 May 2016**

Ref #	Meeting	Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
63	MCB	16-Feb-15	Action	Pam Colenso and Lisa Cornelissen	Provide an update on the status of the benches for Considine Park	Open	4/8/15 2 seats ready to order. Seat funded by Peter Craig's family to include an in memory of plaque with birth and death dates. Plaque for MCB donated chair to include presented by MCB and date 2/11/15: Benches on order and will arrive on the 20 Nov. Liaising with Lions to get installed. 7/12/15: Benches arrived, Lions have laid concrete for one bench and other pad due for laying on 11 December. Hoped that seats are installed by xmas. 8/6/16: Benches are installed, awaiting plaques
470	MCB	3-Aug-15	Action	Lisa Cornelissen	Liaise with Connor Kershaw and the Martinborough Business Association about fairy light storage, let and return of lights	Open	Lights are currently stored in the space next to Victoria Read Architecture, accessible by both Conor and MCB. Business Assoc are aware that MCB approval is needed to borrow them. 2/11/15 Reopened action. Loans process needs to be developed
123	MCB	14-Mar-16	Action	Paul	Provide guidance to MCB members on what can be done about trolling, personal attacks and inappropriate comments	Open	
210	MCB	11-Apr-16	Resolution	Pam Colenso	MCB RESOLVED (MCB 2016/29) to receive the tabled report and replace the damaged Martinborough flags and purchase from Flagz up to	Open	

Ref #	Meeting	Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
					12 new flags and accessories subject to confirmed pricing and no major deviations from the quoted price. (Moved Cornelissen/Seconded Read) Carried		
223	MCB	11-Apr-16	Action	Mark	Council officers to provide a report to the 30 May 2016 MCB meeting advising whether NZTA have funding available to assist with costs associated with plant removal/renewal and/or provision of a traffic management plan for potential work at Todd's Cutting on State Highway 53	Open	9/5/16 Officer to contact NZTA (Mark Owen). 07/06 NZTA contacted, awaiting response - to follow up
307	MCB	30-May-16	Resolution	Mark	Pain Farm Report for Period 1 January – 12 May 2016 MCB RESOLVED (MCB 2016/43): 1. To receive the information. (Moved Colenso/Seconded Cr Stevens) Carried 2. To recommend to Council that subject to acceptable quotes from fencing contractors being received, Pain Farm funds are utilised to undertake required fencing repairs or installation of new fencing as required for boundary and internal fences. 3. That when the Pain Farm fences have been brought up to standard, the leaseholder is made aware of his responsibilities to maintain the fences to an acceptable standard. (Moved Cornelissen/Seconded Read) Carried	Open	8/6/16: This needs to go to Council for approval 30/6/16: Council approved 29/6/16
309	MCB	30-May-16	Resolution	Paul	WREMO Workshop MCB RESOLVED (MCB 2016/45): 1. To receive the tabled report. 2. That appointments are made to Community Resilience and Planning Group at the first meeting of the triennium. (Moved Colenso/Seconded Cornelissen) Carried	Actioned	30/6/16: Noted, in hand.
312	MCB	30-May-16	Action	Paul	Return the youth commitment of \$1,475 to the general funding pool as per resolution MCB2015/39	Actioned	commitment removed

Ref #	Meeting	Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
313	MCB	30-May-16	Action	Paul	Adjust the MCBI&E to ensure the increase in salaries as applied by the Remuneration Authority does not affect the overall MCB funds available	Actioned	done
314	MCB	30-May-16	Action	Mark	Email members an explanation as to why part of the Venice Street footpath repair wasn't completed (between Princess and Broadway streets)	Actioned	
315	MCB	30-May-16	Action	Murray	Add a header to the dog statistics report so it is clear whether statistics are for the month or year	Actioned	
316	MCB	30-May-16	Action	Mark	Correct February 2016 swimming pool statistics as shown in the Officers' Report	Actioned	
317	MCB	30-May-16	Action	Mark	Follow-up contractors to ensure weed spraying on the Pain Farm boundary is undertaken with urgency	Open	
318	MCB	30-May-16	Action	Paul	Arrange for the next Martinborough Community Resilience Planning Meeting to be posted on Council's website	Actioned	
319	MCB	30-May-16	Action	Paul	Add a MCB agenda item a review of the Community Resilience Plan for 18 months following its completion	Open	24/6/16: Officer needs to be advised of its completion before a future date can be scheduled.
320	MCB	30-May-16	Action	Pam Colenso	Report back to the July MCB meeting findings from Wairarapa Archives regarding suitable material for a photographic display to commemorate WW1	Open	
321	MCB	30-May-16	Action	Lisa Cornelissen	Request an update on the resolution of land issues being experienced by the Rural Sports Wairarapa Trust be made available for the 29 August 16 Community Board meeting	Open	
322	MCB	30-May-16	Resolution	Kyra	MCB RESOLVED (MCB 2016/48) to approve a grant of \$200 be given to Maths Wairarapa to assist with the costs associated with running the August 2016 maths week competition. (Moved Read/Seconded Beattie) Carried	Actioned	9/6/16: Maths Wairarapa advised of grant received.
395	MCB	30-May-16	Action	Mark	Provide a report to Martinborough Community Board on the Pain Farm pine trees with options for trimming or removal	Open	

Martinborough Community Board	
Income & Expenditure to 30 June 2016	
<u>INCOME</u>	
Balance 1 July 2015	46,266.51
Annual Plan 2015/16	20,954.00
TOTAL INCOME	67,220.51
<u>EXPENDITURE</u>	
Members' Salaries	13,757.39
Total Personnel Costs	13,757.39
AP Martinborough B MCB Midwinter Affair market s/shp	1,099.40
AP Tube Fab Ltd 6 rectangular tables-del Mbo T/Hall	1,635.00
AP Local Governmen Annual C/Brd levy 2015/16	166.66
AP Student workshop 20/6/15 computer coding	500.00
AP Christmas lights - Mbo Com Brd	3,206.00
AP Cotter & Steven Tree lights in Square Mbo	1,160.00
AP Mitre 10 Concrete for seats at park -	38.54
AP Mitre 10 Concrete for seats at park - MCB	106.42
10 swim tickets to 53603130	300.00
AP Ed's Arborist S Install light in 4 trees Mbo Square	770.00
AP OfficeMax New Z Stationery supplies	5.87
Free Swim Day MCB2015/71&70	767.00
AP Big Mac Slabs F 2 park benches	1,217.39
Total General Expenses	10,972.28
AP Pirinoa Primary Resurface com court MCB grant	1,000.00
AP Martinborough J MCB Grant-Guy Fawkes event 7/11/15	500.00
AP NZ Council of V Programme costs-grant	500.00
AP Wairarapa & Sou MCB grant purchase computer	500.00
AP Martinborough C Grant-to assist purchase vehicle	2,000.00
AP Martinborough J Grant - hire portaloos for event	85.54
AP Martinborough S Grant - purchase 2 rifles	2,400.00
AP Grant - assist purchase uniforms	1,000.00
AP Pirinoa Primary MCB Grant-netball court resurfing balance owing	500.00
AP Tora Fire Party MCB Grant - defibrillator costs	760.50
AP MCB grant-refurbishment old Court House	2,000.00
AP Pirinoa Hall Co Cost to help repl septic tank/lines hall	1,500.00
AP Waihinga Centre Bronze inst 1 of 1	21,739.13
AP Wairarapa Acces MCB grant"Live Wires Radio"	690.00
AP Martinborough R Grant-Cost for away games exp	734.00
AP Wairarapa Mathe MCB Grant - Aug 106 Maths Week Comp	200.00
Total Grants	36,109.17
TOTAL EXPENDITURE	60,838.84
ACTUAL NET SURPLUS/(DEFICIT) YEAR TO DATE	6,381.67
<u>LESS: COMMITMENTS</u>	
Salaries to 30 June 2016	(3,757.39)
Rural South Wairarapa Sports Inc. - Astro Turf project	1,500.00
Pirinoa Hall Inc.	1,500.00
Martinborough Flags	
Total Commitments	(757.39)
BALANCE TO CARRY FORWARD	7,139.06

MARTINBOROUGH COMMUNITY BOARD

18 JULY 2016

AGENDA ITEM 6.1

OFFICERS' REPORT

Purpose of Report

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

Recommendations

Officers recommend that the Community Board/Committee:

1. *Receive the information.*

CHIEF EXECUTIVE

1. Executive Summary

This period has been dominated by the preparation of the Annual Plan. While the consultation undertaken was not so much about rates increases, the body of work for this process is still substantial for elected members and officers alike.

A number of local authorities did not consult on their 2016/17 Annual Plan; the new legislation allows this choice if there is no material changes to the LTP. The feedback was that this was an excellent result; saving a tremendous amount of time and local authorities should consider this seriously if there is not a substantive change to the LTP.

The proposed rates increase is in line with that forecast some 12 months ago in the long term plan. This signals our planning, forecasting and understanding of requirements into the future is sound.

I had an interesting session with members of Gliding New Zealand. The GNZ AGM was held in Wellington, and about 30 members took the opportunity to come across and visit the Papawai operation. The members recognised the collaborative approach, and that they should pitch gliding to Councils from an economic development and youth perspective, rather than a sporting and amenity perspective. Also, while some gliders are very expensive, the majority are a similar price to a powerboat, or half the price of a large car, so countering the myth that gliding is an elitist sport was important.

Finally, it is always a pleasure to attend the citizenship ceremonies we hold. The enthusiasm of the new (and some not so new) residents is heart warming and reminds us we live in a great country.

2. Governance/Leadership/Advocacy

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

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

2.1 Local Government Commission

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

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

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

The Commission has commenced public consultation on the various options being considered, with public meetings and drop in sessions in each of the towns over the coming weeks.

3. Strategic Planning and Policy Development

3.1 Meetings/Conferences

3.1.1. Chief Executive Forum

Two CE forums were attended. Matters covered were Local Government Commission on their work streams for the region, NZTA update on key projects, WREDA and Wellington Water (on the need for the member councils to have one approach to H & S policies).

3.1.2. Combined Council

We hosted this meeting at Greytown, topics covered were: "let's get Wellington moving; Wairarapa water use project; Ruamahanga Whaitua update; and Local Government Commission.

3.1.3. Rural and Provincial

Another interesting agenda. The main R & P meeting was preceded by separate CE's and Mayoral forum. The CE forum covered Building Control reforms, metadata standards for infrastructure, social housing, annual plan consultation, health and safety, and EQP buildings.

The main session included presentation from each of the Green, ACT, and New Zealand First parties. Also covered were Tourism, Ministry of Social Development, and Dame Margaret Bazley on ECan progress. The meeting was rounded out by presentations from Statistics Dept (again on data) and the Local Government Commission.

3.1.4. Community Boards

Rounding out the main meeting schedule was the six weekly round of community board meetings.

3.2 Annual Plan

Another successful annual plan public consultation round has been completed, with 100 submitters raising nearly 500 points for consideration.

3.3 Rates Arrears (Incl. GST)

DATE	AMOUNT \$'000	NUMBER	DAYS SINCE INSTALMENT DUE	SWDC COMPONENT \$'000 (81%)
1 June 2012	\$855	722	10	\$692
19 June 2012	\$730	632	31	\$591
10 September 2012	\$947		21	\$767
15 February 2013	\$820	565	57	\$664
17 June 2013	\$913	740	27	\$739
4 March 2014	\$1,033	863	12	\$836
14 April 2014	\$954	675	53	\$773
19 August 2014	\$818	592	91	\$663
30 September 2014	\$1,008	809	37	\$816
11 November 2014	\$770	627	83	\$623
27 January 2015	\$672	537	68	\$544
2 March 2015	\$784	798	10	\$635
25 May 2015	\$762	803	3	\$617
3 July 2015	\$624	669	39	\$505
18 August 2015	\$580	547	59	\$470
11 November 2015	\$498	572	83	\$404
1 February	\$521	558	73	\$422
30 March	\$651	531	27	\$527
2 May	\$489	428	72	\$396
2 June	\$699	769	12	\$566

Arrears are further analysed in the table below:

Arrears analysis as at 01/06/2016 12 days since last installment					
		# Properties	Arrears	Outstanding	TOTAL
Featherston	Urban	224	\$12,449.94	\$193,160.83	\$205,610.77
	Commercial	11	\$1,202.14	\$17,520.85	\$18,722.99
Greytown	Urban	118	\$21,023.97	\$88,195.51	\$109,219.48
	Commercial	12	\$-	\$11,485.30	\$11,485.30
Martinborough	Urban	113	\$7,926.40	\$91,260.85	\$99,187.25
	Commercial	11	\$-	\$6,077.09	\$6,077.09
Rural		280	\$46,625.38	\$202,091.07	\$248,716.45
TOTAL		769	\$89,227.83	\$609,791.50	\$699,019.33

This report is quite close to the installment date and so the usual increase is noted as a number of ratepayers miss the installment.

Since the above report was prepared, we have sent out reminder letters to the 769 ratepayers, indicating that their account is in arrears and that should this situation remain we will make formal demand on their mortgage holder, or commence legal proceedings. While these letters are quite clear in outlining the next steps, they are toned in a way that should not be offensive.

Following these letters, we have received \$127K in payments from 174 ratepayers, leaving \$572K owing from 595 properties.

4. Corporate

4.1 Occupational Health and Safety

We continue to make good progress on health and safety matters, assisted by Major Consulting.

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

The 4wd driver training course was held and very successful. It is intended to run other driver training courses in the near future.

Attached as Appendix 1 is the latest H & S report covering the period 1 March to 31 May 2016.

4.2 LGOIMA Requests

TOPIC OF INFORMATION REQUEST	REQUEST RESPONSE
Councillor who has served longest	Cr Viv Napier
Payments made for IWI Consultation in each of past two years	None
Litter infringements	Details provided
Details of numbers of unmarked graves in district	Details being collected and requester advised of progress
Colony Cage farming application details	No applications are current or have been processed by Council relating to this method of egg production
Is Council is conducting sustainability reporting on council activities (printing, transport, water/energy usage)	
Papawai Soaring Centre Noise complaints	
Pain Farm - details of legal/judicial reviews for past 5 years. Details of annual accounts past 7 Years	No reviews but legal opinion sought in respect of bequest but details withheld. Accounts provided.
76 Tilsons Road, Greytown- details of land leased and the use of those areas /conditions etc.	
Has Wairarapa Water requested funding from SWDC? Does any elected council members have a declared or undeclared pecuniary conflict of interest	

5. Appendix

Appendix 1 – Health and Safety Report

Contact Officer: Paul Crimp, Chief Executive Officer

Appendix 1 – Health and Safety Report

South Wairarapa District Council Health and Safety report 1 March – 31 May 2016

Health and Safety – driving continuous improvement (Lead indicators)

Health and Safety inductions	Health and Safety training	Near miss and new hazards reported	Catching our people doing the right thing
<ul style="list-style-type: none"> •Shane Sykes •Kereana Sims 	<ul style="list-style-type: none"> •1 H&S at Work Team member and 1 Team Leader attended Accident & Incident reporting and investigation training. •15 staff attended 4 wheel drive defensive driver training. •3 staff from libraries attended Red Cross Essential First Aid training. 	<ul style="list-style-type: none"> •Contractor grinding window surrounds in close proximity to staff. Contractor was not wearing safety goggles or ear protection. •Floor mats and slippery linoleum in reception. 	<ul style="list-style-type: none"> •Staff member stopped a contractor from working who was not wearing the correct PPE for the job.

Health and Wellness programme

HealthCare benefit

Some have used the money to take up swimming, gym memberships, massage, tramping boots, dancing shoes, golf clubs.

Staff member 1: "I used mine to buy a bike and some weights. I go for a bike ride before I come to work. I use the weights to do weight exercises I learnt from the gym. Definitely worth it, really worth having. You can put the money towards something healthy – even if it is just a pair of sneakers or a gym membership".

Staff member 2: "I used to buy boring shoes, but my most recent purchase was a fishing rod. I love it, my husband taught me how to fish and I have successfully learnt how to fish – I've caught around 20 or more".

Health and Safety incidents (Lag indicators)

Non-injury incidents	Injuries requiring first aid, medical treatment (incl first aid register)	Number lost time injuries	Our learnings
<ul style="list-style-type: none"> •Vehicle collision resulting in damage to vehicle. No injury to staff member. •Fire at Featherston Green waste plant. EarthCare working on site at time fire broke out. No injuries. EarthCare undertaken incident investigation and providing SWDC with an incident report. 	<ul style="list-style-type: none"> •Staff member sprained knees while catching stock wandering on roads. Doctors visit and medication prescribed. 	<ul style="list-style-type: none"> •No lost time injuries. 	<ul style="list-style-type: none"> •Need to increase staff awareness of road code changes and extra care required at intersections. •Identify hazardous roads and intersections in South Wairarapa district.

Health and Safety strategy

Progress on Health and Safety work plan

- Reporting system set up for hazards, near miss incidents, accidents and incidents.
- Baseline hazard identification exercise completed, risks assessed and controls identified.
- First aid register information being recorded.
- Health and safety policy approved and rolled out to managers.
- Health and safety policies and staff handbook drafted and reviewed by H&S at Work Team.
- Staff all given one page Health and Safety at SWDC, outlining what they need to know and their roles.
- Meeting held with Managers to talk through leading health and safety at SWDC, hazard management and accident and incident management systems and their roles.
- Project undertaken by Major Consulting Group to look at security in Service centres.

Engaging with our people

Health and Safety at Work Team continue to work hard and have made great progress since their forming late last year, they have worked on:

- The Health and Safety at Work Team Charter and vision
- Our Health and Safety Policy
- Compiling our hazard register, assessing risk and recommending controls
- Putting in place controls
- Checking out H&S training options
- Investigating incidents
- Reviewing our H&S documentation, processes and check sheets
- Keeping us on track with our health and safety work plan.

Staff

Staff meetings

Staff have attended training session on changes to the Health and Safety at Work Act and what it means for Council.

Staff attended a health and safety update on progress council has made on delivery of our Health and Safety strategy, and understanding their roles. All staff have H&S on a page for display in their work areas.

Managers attended a meeting to talk about how we embed health and safety in our business, progress we have made and their roles as leaders in health and safety.

Housekeeping checks

Health and Safety at Work Team have undertaken 2 housekeeping checks of Council offices, Martinborough. Some areas identified to work on, however overall an improvement from the first housekeeping check.

Working with our contractors

Health and Safety information session held with 18 contractors on H&S at Work Act, their obligations, and working with Council. Paul introduced the session and Mark, Helen and Julie presented and Council staff who work with contractors attended. The session was well received.

Council walk around and learnings

No walk arounds to report.

PLANNING AND ENVIRONMENT GROUP

1. Resource Management

1.1 Resource Management Act - District Plan

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

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

A process to engage landowners within the Future Development Area for Greytown has commenced. The consultants undertaking this work for Council, have now written to landowners to make initial contact and in so doing set out what the project entails.

This step was a prerequisite to the consultants seeking specific access rights to the land for other investigations.

While the work plan is currently running behind schedule (due to delays in the availability of a soil expert – NES Contaminated Sites requirement), the project is now gaining some momentum.

Further updates will be provided by the consultants on the development of the structure plan as the work progresses.

Initial work on updating the protected trees schedule in the WCDP has finally begun. This has been delayed due to consenting pressures as outlined below.

Due to additional Ministry for Environment RMA reporting requirements, we have recently purchased an updated module for the NCS computer system we operate.

This will speed up the process of collecting and collating data for forwarding onto MfE as part of the Ministers annual report on TA performance under the RMA.

1.2 Resource Management Act - Consents

SERVICE LEVEL – All resource consents will be processed efficiently.

RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET 2015/16	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Consent applications completed within statutory timeframes	100%	96.04%	NCS
s.223* certificates issued within 10 working days	100%	100%	NCS (manually corrected as on-hold times not recognised by NCS)
s.224* certificates issued within 15 working days of receiving all required information (note no statutory requirement)	85%	100%	NCS

Council received a further 19 applications between May 3rd 2016 and June 2nd 2016. When compared to the long term average of 8-9 per month numbers remain very high.

As noted in the last PE Group Activity Report the processing of resource consents is therefore under pressure. This continues to impact on our ability to do other work. Consequently, we have contracted out 7 resource consents for external processing to date.

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

1.3 Reserves Act – Management Plans

SERVICE LEVEL – Council has a reserve management plan programme.

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

1.4 Local Government Act – LIM's

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

RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET 15/16	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
My LIM contains all relevant accurate information (no proven complaints)	100%	100%	No complaints received to date. All information provided to applicants as required by LG Act.
My non-urgent LIM is processed within 10 days	100%	100%	All processed within statutory timeline.

The number of applications for LIMS remains at a very high level as reported in the last PE Group Report. This continues to pressurize work flows within the group and in other areas of Council.

The previously predicted end of year total (336) for all LIMs is very likely to be exceeded.

TYPE	YTD 1 JULY 2015 TO 1 MAY 2016	PREVIOUS YTD 1 JULY 2014 TO 1 MAY 2015	PERIOD 1 MAY 2016 TO 31 MAY 2016	PREVIOUS PERIOD 1 MAY 2015 TO 31 MAY 2015
Standard LIMs (Processed within 10 working days)	179	109	20	18
Urgent LIMs (Processed within 5 working days)	54	95	11	13
Totals	311	271	31	31

2. Public Protection

2.1 Building Act - Consents and Enforcement

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

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET 2015/16	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Code Compliance Certificate applications are processed within 20 working days	100%	100 %	NCS – Continued monitoring of processing days.
Building consent applications are processed within 20 working days	100%	99.69 %	NCS – Continued monitoring of processing days.
Council maintains its processes so that it meets BCA accreditation every 2 years	Yes	Yes	Next IANZ review set for January 2016
Earthquake prone buildings reports received	70%	63.43 %	Currently 144/227 known premises have been addressed. National changes proposed by the Government may result in changes to the numbers of premises affected.

Work on setting up electronic processing of Building Consents is well advanced. Consent applications are now immediately scanned into the Trapeze processing module. We have found that the system is more time consuming to date, than using hardcopy, but this will change in time as the system becomes more familiar for staff and all the “teething” issues are ironed out and as a whole it functions as we want.

TYPE	NUMBER	VALUE
Commercial (shops, restaurants, rest home – convalescence, restaurant /bar / cafeteria / tavern, motel, commercial building demolition - other commercial buildings)	0	0
Industrial (covered farm yards, building demolition, warehouse and/or storage, factory, processing plant, bottling plant, winery)	2	\$68,251.00
Residential (new dwellings, extensions and alterations, demolition of building, swimming and spa pools, sleep-outs, garages, relocations, heaters, solid fuel heaters.	8	\$2,665,251.00
Other (public facilities - schools, toilets, halls, swimming pools)	0	0
Totals	10	\$2,733,502.00

2.2 Dog Control Act – Registration and Enforcement

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

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET 15/16	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Undertake public education, school and community visits to promote safe behaviour around dogs and/or responsible dog ownership	3 visits	6	Education programme targeting schools is in progress using the Christchurch City Council Dog Smart programme.
Complaints about roaming and nuisance dogs are responded to within 4 hours	100%	100%	K:\resource\Bylaw Officers\Registers\Animal Control Service request register.xls

Dog registration application reminders for the 2016/17 registration year have been sent out to dog owners last week (17/6/2016). It is expected that the registration process will run smoother this year (fewer enquiries) given that the fees have remained the same as last year.

INCIDENTS REPORTED	1 MAY TO 31 MAY 2016
Attack on Pets	1
Attack on Person	0
Attack on Stock	0
Barking and whining	1
Lost Dogs	7
Found Dogs	0
Rushing Aggressive	0
Wandering	11
Welfare	0
Total	20

Wandering dog reports continue to trigger the bulk of Councils enforcement activities (29 last month, 11 this month).

A review of how we approach this problem will be undertaken in the next few months to see if a more proactive stance can be taken.

A greater focus on messaging dog owners as to what is permissible under the Act, Council policy and the bylaw will be examined. An improved monitoring and stricter enforcement approach will be considered as part of that as well.

Part of that may be picked up under a responsible owner policy which Council has asked staff to investigate and report back on. That work will be reported on at the August meeting.

2.3 Public Places Bylaw 2012 - Stock Control

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

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET 15/16	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Stock causing a traffic hazard is responded to within 1 hour	100%	100%	No incidents to date have not been responded to within the time frame due to the remoteness K:\resource\Bylaw Officers\Registers\Animal Control Service request register.xls
Council responds to complaints regarding animals within 40 hours	100%	100%	K:\resource\Bylaw Officers\Registers\Animal Control Service request register.xls
Council responds to complaints regarding animals within 48 hours.	100%	100%	K:\resource\Bylaw Officers\Registers\Animal Control Service request register.xls

STOCK INCIDENTS REPORTED

5

2.4 Resource Management Act – after hours Noise Control

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

AFTER HOURS NOISE CONTROL COMPLAINTS RECEIVED	YTD 1 JULY 15 TO 31 MAY 16	PREVIOUS YTD 1 JULY 14 TO 31 MAY 15	PERIOD 1 MAY 16 TO 31 MAY 16	PREVIOUS PERIOD 1 MAY 15 TO 31 MAY 15
Total	121	173	3	3

2.5 Sale and Supply of Alcohol Act - Licensing

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

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

ALCOHOL LICENCE APPLICATIONS PROCESSED	YTD 1 JULY 2015 TO 31 MAY 2016	PREVIOUS YTD 1 JULY 2014 TO 31 MAY 2015	PERIOD 1 MAY 2016 TO 31 MAY 2016	PREVIOUS PERIOD 1 MAY 2015 TO 31 MAY 2016
On Licence	25	20	0	1
Off Licence	26	22	1	2
Club Licence	6	2	0	1
Manager's Certificate	104	79	10	8
Special Licence	42	39	1	4
Temporary Authority	5	9	1	0
Total	221	170	13	16

2.6 Health Act - Safe Food

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

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET 2015/16	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Premises have appropriate FMP in place and meet the risk based standards set out in the Plan.	100%	100%	NCS data
Premises are inspected in accord with regulatory requirements.	100%	100%	NCS data

2.6.1. Bylaws

Three litter complaints were received from 1 May 2016 to 31 May 2016. No long grass notices were issued. 12 letters regarding overgrown trees and hedges were issued. One abandoned vehicle was reported.

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

INFRASTRUCTURE AND SERVICES

1. Group Manager highlights

The last 6 weeks has had a diverse range of issues and discussions. The Ruamâhanga Whaitua Committee Stakeholder Engagement Workshop, with updates from the Collaborative Modelling Project, was interesting to attend. The progress of the Collaborative Modelling Project included the modelling on hydrological surface water in hill country, groundwater hydrology and flow, surface water flow and components of economic modelling. Looking at the work completed it shows how important the work done on South Wairarapa District Council's (SWDC) 'wastewater to land' strategy is in the bigger picture of Wairarapa water bodies.

The interviewing for water race steering group positions and starting the processes for the two Waste Water Treatment Plants consents is moving SWDC towards better water management with several long term outstanding consent conditions now signed off as well as some of the start-up conditions for the new consents. Work is continuing on getting the liaison groups together for the wastewater plants and developing the various management plans. With the Featherston wastewater consent continuing in development it is anticipated to be lodged early August. These works and the continuation of the Woodside bores project and new treatment facility for Featherston and Greytown emphasises the amount of work being done across water races, waste water and water supplies.

Another area of development has been that of Contractor Health and Safety with a session being held in council for local contractors to update them on legislation and processes. Council is keen to retain and assist smaller local contractors to ensure they have the systems to be able to meet the new legislative compliance. The session was a success with local contractors and council sharing their knowledge of the changes and what was being done in the process.

The Wellington Regional Waste Minimisation Management Plan Joint Committee is continuing on with the management plans review. The timelines are covered in the waste management section of this report. With the Section 17a review in draft for the three Wairarapa councils this review will be important when considering the future options for waste management in the Wairarapa.

Our new Roding Manager, Kereana Sims, has started and was introduced to council at the Infrastructure and Planning Working Party meeting. A "Point Of Entry" meeting with the New Zealand Transport Agency (NZTA) and the three Wairarapa councils was held in Carterton looking at the possibility of collaboration on the business case approach to the asset management plans as well as the One Network Road Classification transition plans. It was highlighted that while each council has its own idiosyncrasies such as the Special Purpose Roads, there is more in common than not.

The Civil Defence Emergency Management Emergency Operations Centre training mini exercise held in Masterton went well and is continuing to develop and train staff in a variety of events. This being a storm event with

flooding was easily understood as many involved had years of experience in dealing with similar real events to that of the simulation.

Wairarapa Engineering Lifelines Association (WELA) meetings have been held and further workshops planned for the Wairarapa and Wellington regions. These meetings have highlighted the complexities of not only dealing with multiple councils' infrastructure but that of telecommunications and other private infrastructure in an emergency.

The SH2 Te Marua to Masterton Business Case Workshop 4 Option Assessment was attended by officers, elected as well as numerous other agencies to assess the long list of programme options and shortlist the options for the recommended programme.

Officers also met with City Care Ltd, the provider of council's amenities and waters contracts as well as afterhour's customer service. With the sale of the Christchurch City Council Council Controlled Organisation, City Care Ltd, signalled some time ago it is anticipated that the preferred option will be known by the end of June. Post the decision, discussions will be held with the current contract holders over the flowing months.

2. Water supply

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

2.1 Key Performance Indicators

WATER SUPPLY KEY PERFORMANCE INDICATORS	TARGET 2015/16	COMPLAINTS		INCIDENTS	
		May	YTD	May	YTD
The average consumption of drinking water per day per resident within the territorial authority	<400 Lt	691	741		
Compliance with resource consent conditions/water permit conditions to "mainly complying" or better	95%				
Water supply systems comply with Ministry of Health Bacteriological Drinking Water Standards guidelines 2000*	95%				
Water supply systems comply with Ministry of Health Protozoa Drinking Water Standards guidelines 2000	95%				
The total number of complaints received by the local authority about drinking water taste per 1000 connections	<15	1 per1000 connections (4 complaint)	1.25 per1000 connections (5 complaint)	4	5
The total number of complaints received by the local authority about drinking water odour per 1000 connections	<15	1 per1000 connections (4 complaint)	1.75 per 1000 connections (7 complaint)	4	7
The total number of complaints received by the local authority about drinking water pressure of flow per 1000 connections	<15	0	3.6 per 1000 connections (14 complaints)	0	14
The total number of complaints received by the local authority about continuity of supply per 1000 connections	<15	0	4 per1000 connections (16 complaints)	0	16
The total number of complaints received by the local authority about drinking water clarity per	<15	0.5 per1000	2.5 per1000 connections	2	10

WATER SUPPLY KEY PERFORMANCE INDICATORS	TARGET 2015/16	COMPLAINTS		INCIDENTS	
		connections (2 complaint)	(10 complaint)		
1000 connections					
Ratepayers and residents satisfied with level of service for water	75%				
Attendance for urgent call-outs: from the time that the local authority receives notification to the time that service personnel reach the site	< 1 Hr	(6/12) 50%	-	12	51
Resolution of urgent call-outs: from the time that the local authority receives notification to the time that service personnel confirm resolution of the fault or interruption	< 8 Hrs	(8/12) 67%	-	12	51
Attendance for non-urgent call-outs: from the time that the local authority receives notification to the time that service personnel reach the site	< 2 working days	18/21 (86%)	-	21	308
Resolution of non-urgent call-outs: from the time that the local authority receives notification to the time that service personnel confirm	< 5 working days	19/21 (90%)	-	21	308
Fire hydrants tested annually that meet NZ Fire Service Code of Practice	20%	0%	0%		
The % of real water loss from the local authority's networked reticulation system identified by establishing and measuring night flow	<20%				

2.2 Services

2.2.1. Water supply capital improvements Featherston

The Revans Street, Featherston water main renewal started on 2 May. Work was held up for a number of days due to the severe weather and high winds in mid-May which forced the contractors to shut down the site. Traffic management signs were being picked up by the wind and causing a potential safety issue. Aside from this, the project has been running well and the use of a pipe thruster has greatly reduced traffic management and reinstatement costs as it eliminated the need to open trench the water laterals across the street. The contractors hope to have the job completed by the end of June.

The Alternative Supply Project, Stage 1 contract works, which include the bore field and pipeline works as reported earlier, are substantially complete. The bores have been supplying the UF plant with water to check the operation of the bores and reduce the maintenance with the improved water supplied. Both Featherston and Greytown are supplied from the UF plant to test the capacity of the bores. The system will then be subject to a 12 month maintenance period.

Stage 2 Design and Documentation went out to tender on 13 June 2016. Completion and commissioning of the new upgrade plant is expected before December 2016.

2.3 Water treatment plants

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

Council received a number of water quality and taste issues in Featherston. However, on-site taste testing and the laboratory sampling results could not pinpoint the problem. The number of calls about water quality and taste issues indicate operations are back to normal.

2.4 Water reticulation

There were 14 reticulation repairs reported and rectified during the period.

2.5 Water races

Routine monthly inspections and blockage clearing of the water race network has been performed by council contractors, City Care Ltd, to maintain satisfactory flows. There were 10 accounts for blockage clearing or no water flow for the Moroa and Longwood network over the period.

3. Waste water

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

3.1 Key Performance Indicators

WASTE WATER KEY PERFORMANCE INDICATORS	TARGET 2015/16	COMPLAINTS		INCIDENTS	
		May	YTD	May	YTD
Number of blockages per 1000 connections	<10	4 complaint	38 complaints	1 per 1000 connections (4 blockage)	9.5 per 1000 connections
Ratepayers and residents satisfaction with waste water services	70%	Annual survey	Annual survey	Annual survey	Annual survey
Number of dry weather sewerage overflows per 1000 connections	<10	-	-	0 per 1000 connections (0 overflow)	1.5 per 1000 connections (6 overflows)
Attendance time: from notification to arrival on site	< 1 Hr	-	-	2/4 (50%)	57
Resolution time: from notification to resolution of fault	< 4 Hrs	-	-	4/4 (100%)	57
% of resource consent conditions complied with to mainly complying or better*	90%				
No. of abatement notices	<2				
No. of infringement notices	0				
No. of enforcement notices	0				
No. of convictions	0				
No. of complaints per 1000 connections received about sewage odour	< 15	0	1 per 1000 connections (4 complaints)	0	4
No. of complaints per 1000 connections received about sewage systems faults	< 15	0	2 per 1000 connections (8 complaints)	0	8
No. of complaints per 1000 connections received about sewage system blockages	< 15	1 per 1000 connections (4 complaint)	39 9.5 per 1000 connections	4	39
No. of complaints per 1000 connections received about the response to issues with	< 15	0	0.2 per 1000 connections	0	1

WASTE WATER KEY PERFORMANCE INDICATORS	TARGET 2015/16	COMPLAINTS		INCIDENTS	
		May	YTD (1 complaint)	May	YTD
sewage					
Proportion of urgent waste water service requests responded to within 6 hours of notification	95%	4/4 100%	-	4/4 (100%)	39

3.2 Waste water treatment plants

3.2.1. Capital and consents

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

3.2.2. Operational

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

The trade waste discharger identified in July 2015 is working with Officers now to reduce the contamination in their waste. Greytown Waste Water Treatment Plant (WWTP) has been closely monitored since the start of the processing season. Council Officers are working with the trade waste dischargers to make sure the impact on the WWTP is minimised.

3.2.3. Waste water reticulation

There were 4 pipeline blockages reported during the period.

4. Storm water drainage

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

4.1 Key Performance Indicators

STORM WATER DRAINAGE KEY PERFORMANCE INDICATORS	TARGET 2015/16	COMPLAINTS		INCIDENTS	
		MONTH	YTD	MONTH	YTD
% of ratepayers and residents satisfied with stormwater drains	54%	Annual survey	Annual survey	Annual survey	Annual survey
% of urgent (any blockage causing extensive flooding of buildings or other serious flooding) requests for service responded to within 5 hours	95%	0	0	0	0
No. of flooding events	0	0	0	0	0
No. of habitable floors affected per flooding event per 1000 properties connected	0	0	0	0	0
No. of abatement notices	0				
No. of infringement notices	0				
No. of enforcement notices	0				
No. of convictions	0				

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

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

5. Solid waste management

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

5.1 Key Performance Indicators

SOLID WASTE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET 2015/16	COMPLAINTS		INCIDENTS	
		MONTH	YTD	MONTH	YTD
Number of communities with recycling centres	6				
Volume of waste disposed out of district	Decreasing by 2.5%	Decreased by 17% for December	-	-	-
% of ratepayers and residents satisfied with the level of service	80%	Annual survey	Annual survey	Annual survey	Annual survey

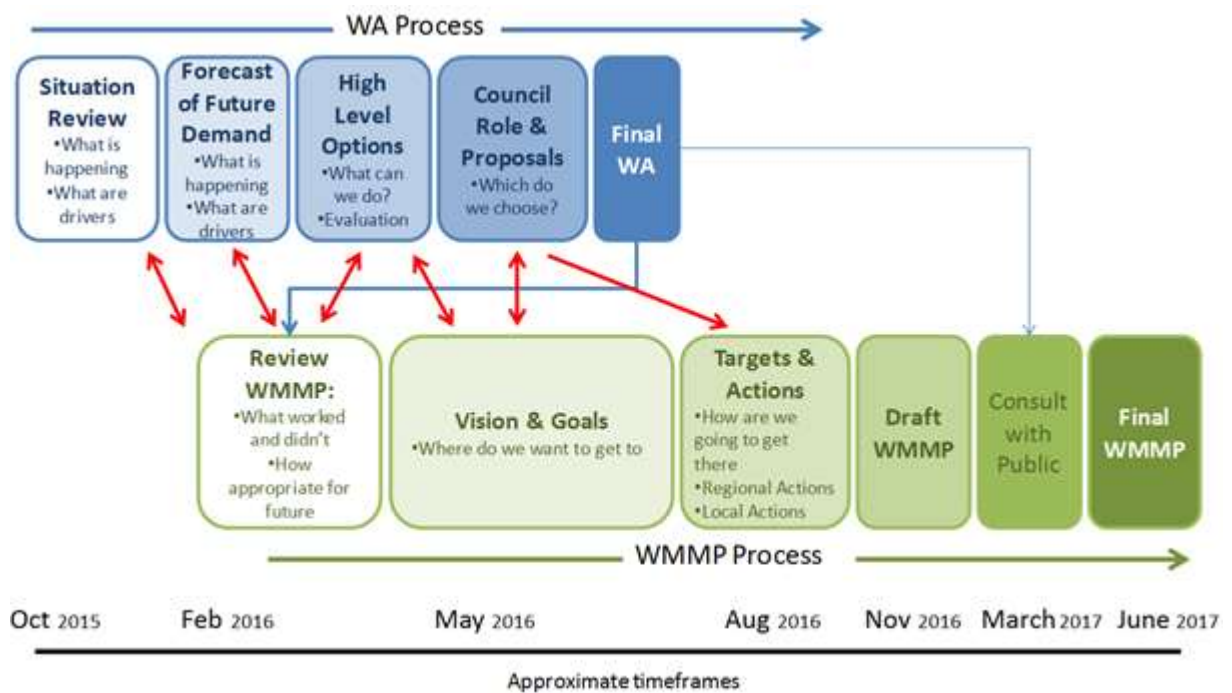
5.2 Waste management

Routine services have been delivered successfully over the period.

5.3 Regional Waste Minimisation and Management Plan (RWMP) review update

The timeline below shows that by May 2016, the Joint Committee has:

- Reviewed the first draft Waste Assessment - the WA outlined where both the region and individual Councils are at in terms of the waste and recycling tonnages (2010/11 - 2014/15), the key issues in the sector, and achievements against the actions set out in the current RWMP 2011-2017.
- Set the Vision, Goals & Objectives for the Draft RWMP 2017-2023
- Identified a range of options to address the issues going forwards under the following categories.
 - Regulation options.
 - Measuring and Monitoring options.
 - Communication and Education options.
 - Collection Services options.
 - Infrastructure options.
 - Leadership and Management options.
- And undertook a ranking exercise of the options for dealing with the issues identified in the WA.



The WA and RWMMP review process timeline

5.3.1. Next steps

Modelling

The next step is to model a range of scenarios within the Collection Services and Infrastructure Options. The modelling will include business as usual and will use one recycling methodology region wide. This modelling will result in a table of options and scenarios to be considered by the Joint Committee at its next WA workshop session 1 August 2016.

Draft Regional action plan

At the 1 August WA workshop, the Joint Committee will finalise the preferred regional action options to go forward in the Draft RWMMP 2017-2023. The timing is also intended to inform the respective Annual Plan 2017/18 processes e.g. the ongoing funding for a regional officer and regional bylaw implementation through either levy or rates.

Draft local action plans

After the 1 August workshop, the RWMMP Steering Group will coordinate officer level input on the local action review.

October 2016 Local Government elections

The October 2016 local body elections will require the reappointment of an elected representative from each Council to the RWMMP Joint Governance Committee. The meeting date of the Joint Committee has been postponed to 21 November 2016 to allow for the appointment process to take place and for any newly appointed Councillors to review the Draft RWMMP and background information.

21 November 2016 Joint Committee meeting

At this meeting the draft RWMMP 2017-2023 - including both regional and local action plans - will be reviewed and approved by the Joint Committee,

ready for distribution to each Council for their elected member review processes.

Draft RWMMP adoption

In February 2017, the draft RWMMP will be adopted for special consultation by all councils. Currently it is intended the draft Regional Waste Bylaw would also be adopted and consulted upon simultaneously, but this will depend on regional resourcing for the RWMMP actions and the level of resource required by the draft RWMMP political process.

Draft RWMMP special consultation

During March/April 2017 the draft RWMMP will be consulted upon through Special Consultative Procedure.

Draft RWMMP hearings

In April/May 2017 the Joint Committee will be required to sit on a hearings panel and attend a plan hearing workshop to provide final direction for amendments to the Draft RWMMP.

Pre-approval Draft RWMMP

May 2017 – final amendments made and circulated for pre-approvals by all councils.

Adoption final RWMMP 2017-2023

In June 2017 – the RWMMP 2017-2023 is to be adopted by all participating councils (this is intended to align with the Annual Plan 2017/18 adoption process, and assumes that participating councils follow a similar timeline).

6. Land transport

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

6.1 Key Performance Indicators

LAND TRANSPORT KEY PERFORMANCE INDICATORS	TARGET 2015/16	COMPLAINTS		INCIDENTS	
		MAY	YTD	MAY	YTD
Using the RAMM measurement system, average smooth travel exposure on urban roads to be 85% and rural roads 95% with maximum variation of 5%	95%				
Ratepayers and residents fairly/very satisfied with the roads	78				
5% of sealed roads are resealed each year subject to availability of NZTA subsidy	100%				
The pavement condition index as measured by the NZTA pavement integrity index	95%				
The number of crashes causing injuries is reduced	Group and control average				
The number of fatalities and serious injury crashes on the local road network	<7				
Ratepayers and residents are satisfied with footpaths in the district	68%				
Availability of footpaths on at least one side of the road down the whole street	87%				

LAND TRANSPORT KEY PERFORMANCE INDICATORS	TARGET 2015/16	COMPLAINTS		INCIDENTS	
Footpath Condition rating 95% compliant with SWDC AMP Standard	95%				
The % of customer service requests relating to roads and footpaths responded to within 48 hours	95%	36/43 (84%)	228/251 (91%)	43	251
Meet annual plan footpath targets	Yes				

6.2 Roading maintenance – Fulton Hogan

May has seen the arrival of rain and complaints regarding the state of our unsealed roads. Fulton Hogan (FH) is focusing on staying on top of the grading/metalling program. This work is ongoing.

Recent road damage along Palliser/Ngawi area from high seas has been identified and works have commenced on site to repair. Works are advancing well.

6.3 Other contracts

6.3.1. Sealed Road Rehabilitation: Higgins Contractors

Bidwills Cutting Road: On Tuesday 7 June 2016 there was an accident on the site. Police and ambulance were in attendance. Eye witness accounts and initial findings indicate that the driver was speeding well in excess of the 30km/h temporary speed restriction in place on site. It appears the driver was driving towards Greytown when the left wheel of the vehicle has gone off the road onto the shoulder. When correcting the vehicle the driver has lost control and gone across the road before rolling into the open drain on the north side of the road. The driver was taken to hospital to be checked but according to police did not appear to have any serious injuries.

The site was correctly signed however as a further precaution additional 30km/h temporary signs were installed before the corner to reinforce to motorists the reduced speed for the site. Sealing and line marking has now been completed at the site with edge markers being placed on Friday.

Lake Ferry Road sites will be sealed next week (weather dependent).



**6.3.2. Whatarangi Cliff dropout reinstatement, Cape Palliser Road:
Fulton Hogan**

Tim Langley is the Site Manager for FH and the works are progressing well.



There was an issue with one of the FH dumping sites located opposite Te Miha Cres, along Cape Palliser Road. This site was in an area that has significance to Tangata Whenua. Discussions with Christine Barnett, Regional Archaeologist at Heritage New Zealand Pouhere followed.



The discussions with Christine were very positive and we are now working together to ensure this does not happen again. The area is now sealed/capped with the dumped material. All dumping of material has ceased along the coastal front.

6.3.3. Oxford Street lime footpath and associated works: Pope & Gray Contractors

Contractors are on site and works are progressing well.

7. Amenities

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

7.1 Key Performance Indicators

AMENITIES KEY PERFORMANCE INDICATORS	TARGET 2015/16	COMPLAINTS		INCIDENTS	
		MONTH	YTD	MONTH	YTD
Users satisfied with parks and reserves	90%				
Ratepayers and residents are satisfied with Council playgrounds	80%				
Council playground equipment that meets national standards	100%				
Council pools comply with NZ swimming pool water testing standards	100%				
Ratepayers and residents satisfaction with Council swimming pools	65%				
Occupancy of pensioner housing	99.8%				
Ratepayers and residents satisfied with town halls	74%				
Cycle strategy	Developed				
Ratepayers and residents satisfied with public toilet facilities	90%				
Taking programmes out into the community and providing a wide variety of programmes in the library	>3 per library				
% of ratepayers and residents satisfied with libraries	90%				

7.2 Parks and Reserves

7.2.1. Featherston

Work on the Town Square is over 30% completed. There have been delays on the project due to the significant change in the weather. We are now looking at a finish to the project at the end of July. The last time is all weather related, and as such there is no additional cost to Council. Most of what is left to do is unlikely to be affected by weather, so the contractors are pretty confident all will be done by the end of July.

The key craftsman for the construction of the amphitheatre wall hails from Jersey, United Kingdom, and is working his way through his OE by practicing his craft on various sites around the world. We are lucky to have him.



Over the next couple of weeks the construction of the amphitheatre stone walls and end-pillars will continue and the steps from the paved area down into the amphitheatre will be built. The rafters will go up on the west pergola, and the set out for the post-holes for the east pergola will be done. The concrete surfacing work between the amphitheatre and Menz Shed verandah will continue.

The fence between the dog park and the transfer station was badly damaged in the transfer station fire, and is being repaired. One of the rubbish bins in the dog park was also destroyed and has been replaced. An extra doggy-doo bag dispenser will be installed.

At the June meeting of the Featherston Community Board, the Featherston United Football Club requested permission to place another building adjacent to their club rooms. This building had been offered free, to be relocated, and they intended to develop it with changing rooms and showers. Although the Community Board approved this, we have subsequently spoken to the Football Club and offered the use of the swimming pool changing rooms. These changing rooms have external doors, and so can be used by winter codes without going through the main pool area. The Football Club members have accepted the offer with some enthusiasm, and will be working with council on adding further showers to the changing rooms.

7.2.2. Martinborough

Winter planting will be starting shortly at Considine Park. There have been issues with a nesting plover on the soccer fields at Coronation Park – the bird had been quite aggressive in defending her nest. Officers have removed the nest and hope that the bird will move on.

7.3 Playgrounds

7.3.1. Featherston

The soft-fall material at Featherston playground has been topped up as part of routine maintenance work.

7.3.2. Greytown

The soft-fall material at Greytown playground has also been topped up.

7.4 Properties

7.4.1. Featherston

The replacement of the sports stadium roof has now been completed.

7.5 Community housing

There have been no changes to the waiting lists for community housing, with five people waiting for flats at Martinborough, two at Greytown and ten at Featherston. Two applicants are happy to take the first available flat in any of the three towns.

A small ramp has been installed to a shed at Cicely Martin flat to allow easy access to house a mobility scooter.

The six-monthly flat inspections have been completed. The tenants are happy and enjoy their living environment. Any jobs that came out of the flat inspections have been completed or are in the process of being completed.

One flat at Cicely Martin (Martinborough) is currently vacant. As it had been occupied for a long time, it is currently having some refurbishment work done.

7.6 Cemeteries

7.6.1. Featherston

The shelter belt planting for the Featherston cemetery extension is about to start. Additional fencing will be put in place to protect the planting from the stock which are currently in the paddock.

The Featherston Lionesses are undertaking a project for Featherston cemetery, to identify and locate all of the graves of infants and children. There are around 100 unmarked graves of infants and children in the cemetery. Many of these have never had a headstone, as they were "pauper's graves"; others may have been marked but these markers have disappeared over time. The Lionesses will also be looking to raise funds for a general memorial for all stillborns, infants and children in the cemetery at some point in the future. We get a number of queries about these graves; often they come from family members who didn't know that they had, however briefly, another sibling, until mum died – so it will be helpful for us to be able to give them better location information than "somewhere under the macrocarpas".

7.6.2. Greytown cemetery

The list of names and grave locations on the walls of the shelter at Greytown cemetery is overdue for updating. Volunteers from the Wairarapa branch of the NZ Society of Genealogists will be working through our records to prepare a revised list to be put up in the shelter.

7.6.3. Purchases of burial plots/niches May to 16 June 2016

	Greytown	Featherston	Martinborough
Niche			1
In-ground Ashes Beam	2		
Plot	1	1	

7.6.4. Ashes interments/burials May to 16 June 2016

	Greytown	Featherston	Martinborough
Burial	1		
Ashes in-ground	1 (to be interred on 24 th June 2016)	2	
Ashes wall	4		1

7.7 Events

7.7.1. Featherston

Completed events: Featherston Booktown 2016 (20-22 May 2016) was very well supported

Future events: Carnival of Trains being held on 3 September 2016 in Featherston

7.7.2. Greytown

Future events: A Taste of Vegas in the Big G being held on 9 July 2016 at the Greytown Town Centre

Wairarapa Kids Cross Country being held on 17 July 2016 at Soldiers Memorial Park, Greytown

Greytown Country Market at Stella Bull Park – a meeting has been held with organisers to go over any changes, and thoughts of what worked and what didn't last season. The first market will be in October, and may change from the first weekend of the month to the third.

7.7.3. Martinborough

Completed events: Martinborough Vintage Fair held on 4 June 2016 at the Martinborough Town hall.

Future events: Monster Book Fair being held on 18 June 2016 at the Martinborough Town hall

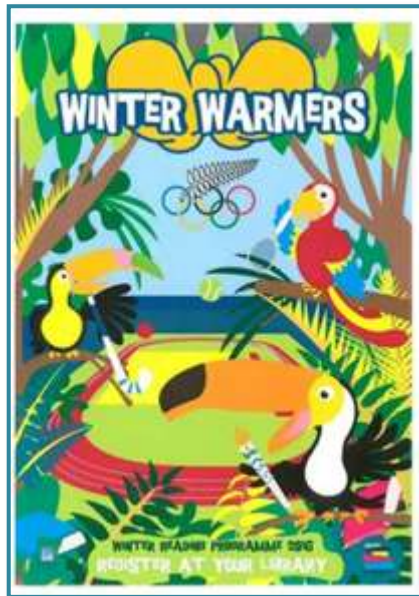
Martinborough Squash Club Casino Fundraiser being held on 25 June 2016 at the Martinborough Town hall

Toast Martinborough being held 20 November 2016. This is the 25th year for Toast, and the council events team have already had a preliminary meeting with the organisers on planning for the event.

7.8 Libraries

The Wairarapa Library Service has joined with Masterton Library to bring renowned Irish Storyteller Niall De Burca to the Carterton Events Centre on Thursday 23 June.

The south Wairarapa libraries are gearing up for the Winter Warmers reading programme, which this year has the theme of the Olympic Games.



Both Featherston and Greytown libraries are offering the 'Maths is Fun' programme for children in Years 1-8 over the holidays.

8. Civil defence and emergency management

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

8.1 Key Performance Indicators

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

8.2 Wellington Regional Emergency Management Office (WREMO)

8.2.1. Update

Regional Emergency Planner for the District Health Board is running a major exercise on 28 June for their General Practitioner's, residential care facilities and pharmacies. The scenario is a significant explosion at the Haywood's substation taking out power to this region for 4-5 days. We know that there

is power available from the north but for the sake of the exercise there is none available for that period of time. SWDC has been working with them for the exercise about what the state of water and sewerage will be in our towns in such an emergency.

A WELA workshop is scheduled for Friday 8 July. The workshop will concentrate on the response priority sites, and specifically how they are served by road access and power in an emergency event. Focus will be on access from the state highway as we already have a good knowledge of the seismic vulnerability of SH2 and 53.

The issue that would be focussed on at the workshop would be road access and power supply to the response priority sites in the Wairarapa. This would help:

- Refresh participants' understanding of natural hazards faced by infrastructure in the Wairarapa
- Increase understanding of service delivery to key infrastructure and facilities in the Wairarapa
- Identify potential future resilience work that could be collaborated on
- Identify emergency issues to WREMO and potentially the emergency services.

9. Appendices

- Appendix 1 CEG Sub Committee minutes 29 April 2016
- Appendix 2 Monthly water usage
- Appendix 3 Waste exported to Bonny Glen
- Appendix 4 Library statistics

Contact Officer: Mark Allingham, Group Manager Infrastructure and Services
Reviewed by: Paul Crimp, Chief Executive Officer

**Appendix 1 - CEG Sub
Committee minutes of
meeting held 29 April 2016**

Minutes

Subject: CEG Sub Committee
When: 29 April 2016
Where: The Civil Defence Room, Upper Hutt City Council
Time: 14.00

Attendance

The meeting commenced at 14.00 with the following in attendance:

Pat Dougherty	KCDC (Chair)
Bruce Pepperell	WREMO
Mark Allingham	Wairarapa Councils
Keith Evans	MCDEM
Anthony Wilson	WCC
Dave Jack	HCC

In attendance

Dan Neely	WREMO Community Resilience
Craig Hamilton	WREMO Operational Readiness
Charlotte Williams	WREMO Operational Readiness
Rian van Schalkwyk	WREMO Business and Development
Jessica Hare	WREMO Business and Development
Donna Hoyland	Minute Secretary

Apologies

Tamsin Evans	KCDC
Lachlan Wallach	UHCC
Leigh-Anne Buxton	GWRC
Geoff Stuart	HCC
Jerry Wrenn	PCC

1. Welcome

The Chair welcomed everyone to the meeting.
The action sheet was reviewed.

2. Previous minutes

The minutes from the 19 February 2016 meeting were accepted with the following points of clarification:

- Request for training dates to be circulated – not received yet
- Craig advises the dates have been set very recently and the action point can now be completed.

There is an error in section 8. It was Mark Constable who noted that CD branding may change, rather than mark Allingham.

3. Reconciliation of outstanding action points

- Replacement controllers are needed for Wairarapa and Upper Hutt.
- Bruce will invite the planning managers to the IOF meetings.
- Dates for training sessions discussed
- KPIs not in Quarterly reports now. Frequency reduced to twice yearly. Comprehensive wrap up at the end of the year covers the change. Craig to provide reconciliation of completion of 2015/2016 KPIs for Operational Readiness.
- Anthony noted there needs to be a memo to close off KPIs no longer being reported.
- Only 3 KPIs are passed from WREMO to the LTPs.
- Jess will meet with Mark to discuss/clarify the reporting system.

4. OR update – Craig Hamilton, Manager Operational Readiness

4.1 Welfare in the Region

PowerPoint presentation - Charlotte Williams, Group Welfare Manager

- Pat commented there is no answer to the BAU issue. The appointment of the Group Welfare Manager will be a help.
- Asked if the survey was being run annually to establish any trends, Charlotte advised there was scope to do so.
- Keith noted that having the Local Welfare Manager role in staff job descriptions helps with resourcing the position.
- Integrated Training Framework - advanced Welfare module training will involve Wellington as a pilot for the training.
- Police focus on their role but forget that CDEM can be very useful for provision of welfare, especially in evacuations, or lock outs.

4.2 Review of Flood warning system

1. Planning phase
2. Analysis
3. Levels of service (Current vs Desired)

4.3 Exercise Tangaroa

Craig listed the dates and hours for participation in the exercise and those required by MCDEM. Agreement that our involvement is more sensible with regard to council staff time.

5. CR UPDATE – Dan Neely, Manager Community Resilience

- KPIs: majority are on track to achieve or exceed.
- Workshops are now well attended and well received.
- Volunteer courses are going well
- Hub Guide under development. Hub equipment is being standardised and roll-out to centres will start in May.
- Involved with 100RC Resilience strategy
- Resilience / Crisis Map project with Open Labs at Massey University will have a viable product by the end of this financial year.
- International and national recognition received for the CR Strategy
- CRP development and evolution discussed.

6. Pre Disaster Recovery Planning update

Dan Neely, Manager Community Resilience, updated the meeting on the progress with the RDRP

7. Civil Defence Centres

Dan Neely gave an update on progress:

- The Centres have been reviewed
- 130 kits have been assembled
- Lockboxes have been purchased
- CR is developing a guide on how to operate these centres
- Bruce will be writing to the Director for clarification on a nationally acceptable name for civil defence centres
- Clarification of a suitable name is needed in order to complete Community Response plans and to publish the above mentioned guide.

8. WREMO Budget 2016-2017

Bruce presented the WREMO Funding apportionment for the 2016/2017 budget.

Anthony noted the budget is not backed up by a work programme

The Annual Plan is still being prepared. The budget is in accordance with the document submitted for LTP in 2014.

Bruce noted that WREMO should be able to fund a Recovery Manager from within the Reserve Fund.

Anthony raised a concern about Wellington City's higher financial contribution to WREMO and requested an explanation why it is that higher.

Anthony also discussed the ownership of, and budget for, VHF radios for Wellington City Council.

Rian was asked to give an update of the Wellington region radio communications review: gave an update on the region's radio equipment.

- CEG approved in principle that the regional network be upgraded / replaced to the amount of \$300,000
- Request for Proposals being prepared
- Draft recommendations to CEG Sub Committee meeting of 29 July
- Final approval by CEG on 19 August

9. Quarterly Report

The WREMO Quarterly report was discussed and clarification provided where requested.

A request was made to have a Health and Safety report in the next Quarterly Report.

Keith confirmed that the requested change in the planning cycle for the Group Plan has been reviewed by MCDEM legal advisors and it does comply with requirements of the CDEM Act 2002.

10. General business

Nil

Next Sub CEG meeting will be 29 July 2016 at Upper Hutt

Bruce Pepperell

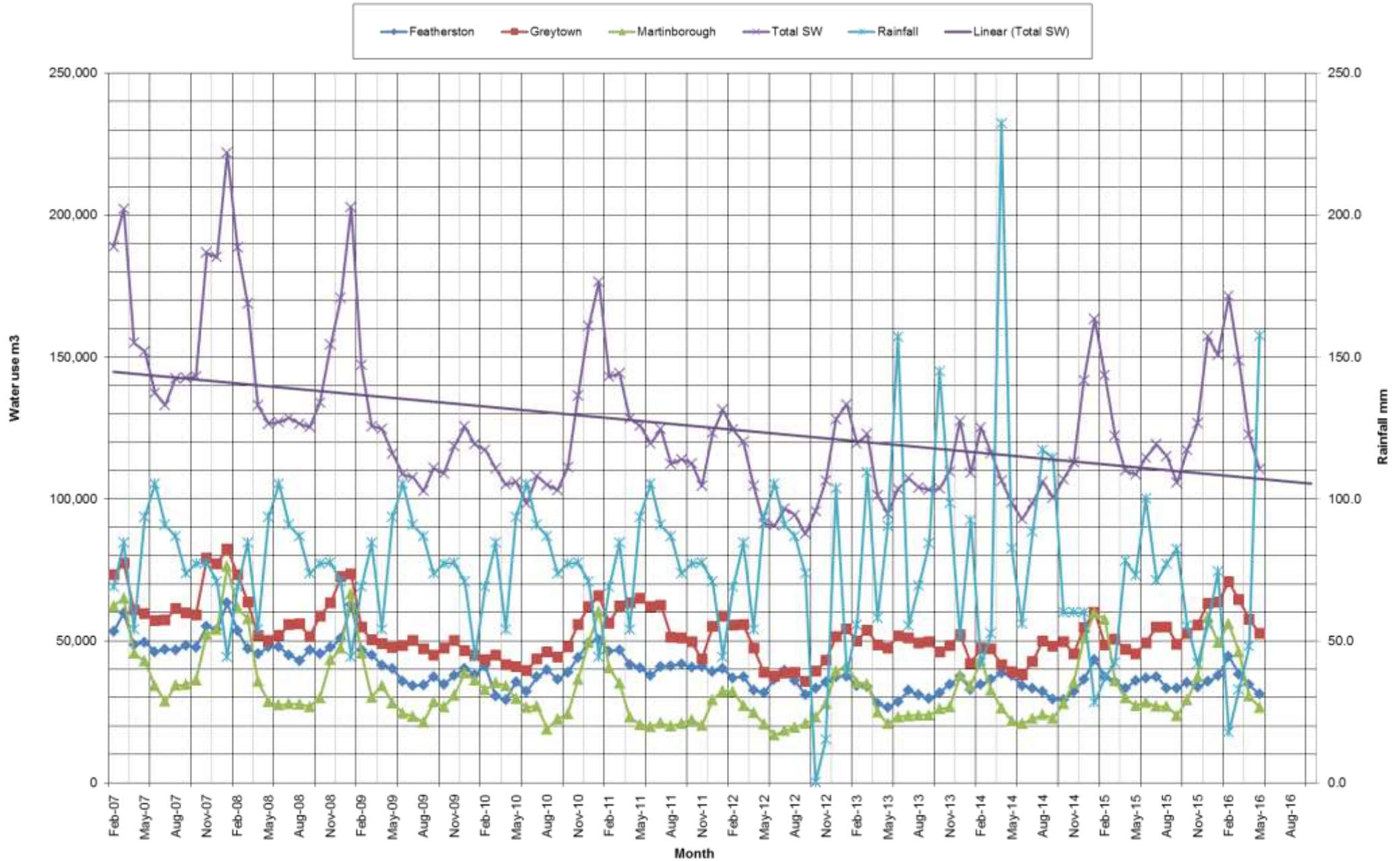
Chair

Action Points from previous meetings

Number	Details	Responsibility	Status
03/07-3	One-on-One discussion with CEG Sub Committee reps to identify potential controllers in the area.	<i>Bruce</i>	<i>Ongoing (4 completed @ Feb 2016)</i>
19/02-2	Craig to circulate dates for upcoming training sessions.	<i>Craig</i>	<i>Ongoing</i>

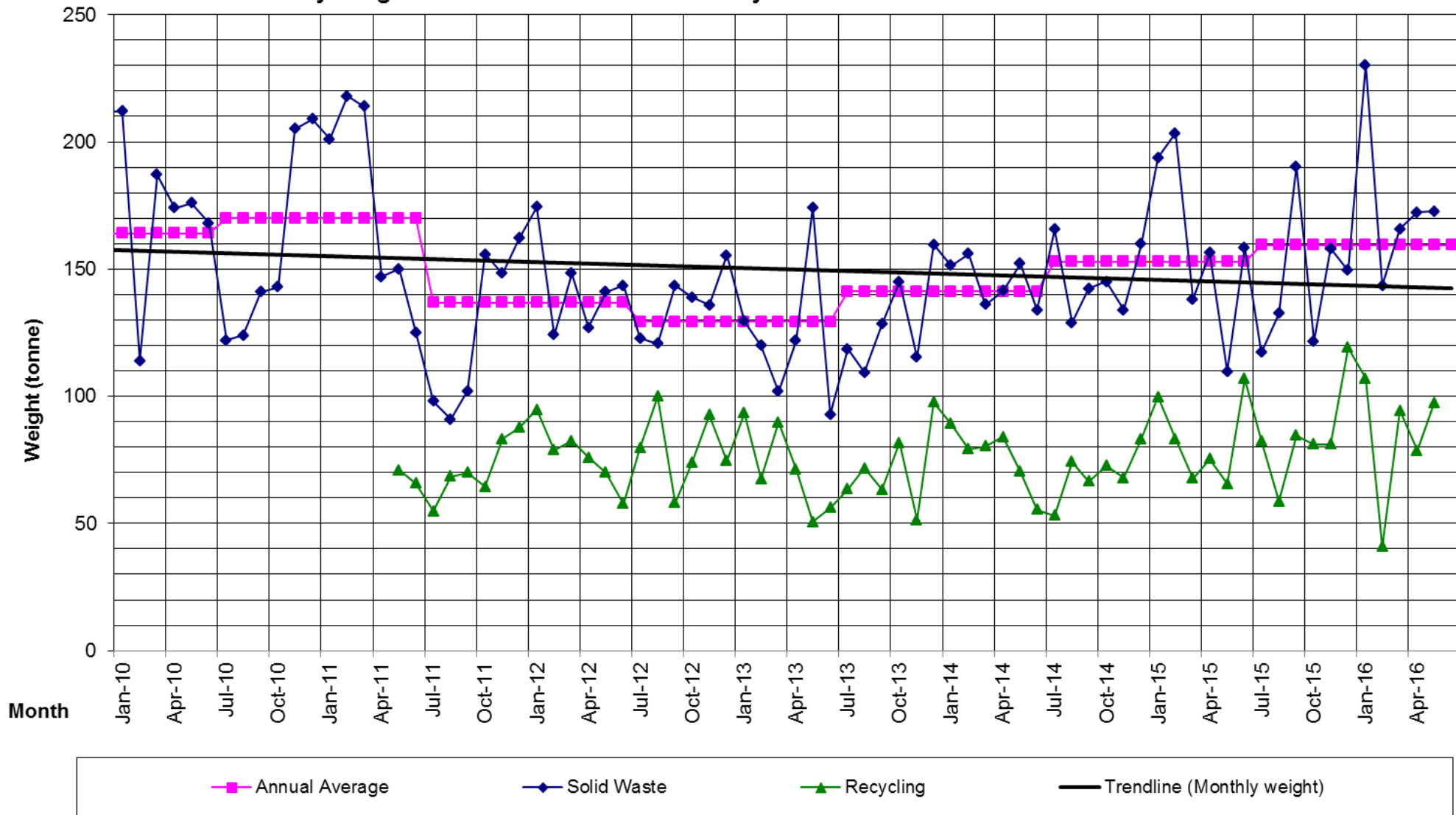
Appendix 2 - Monthly water usage

Water use South Wairarapa District Council



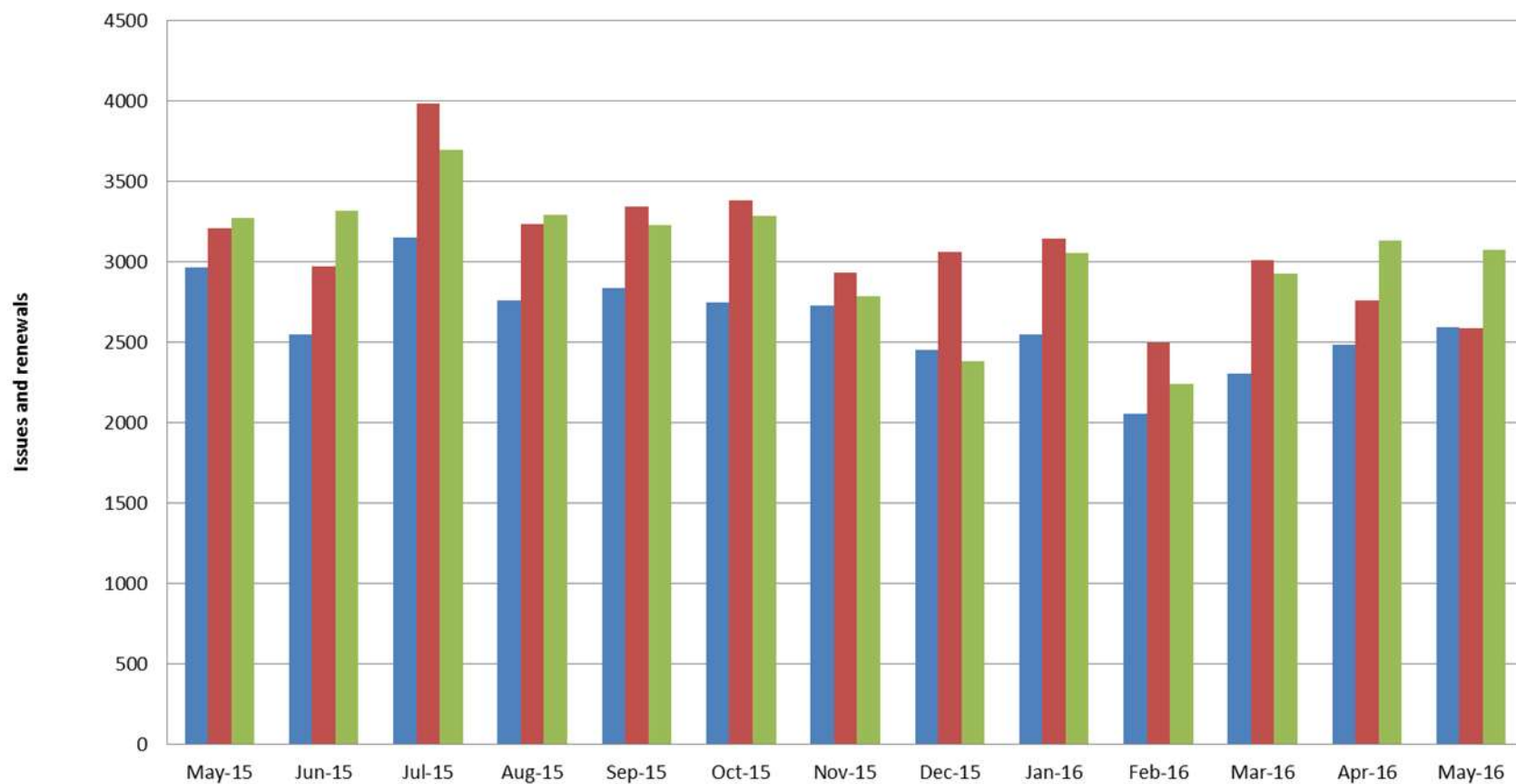
Appendix 3 -Waste exported to Bonny Glen

Monthly weight of waste transferred to Bonny Glen



Appendix 4 – Library statistics

South Wairarapa libraries - issues and renewals to May 2016



	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16
■ Featherston	2963	2548	3152	2763	2838	2748	2728	2450	2550	2057	2304	2482	2591
■ Greytown	3212	2971	3985	3235	3343	3383	2936	3062	3143	2495	3010	2757	2588
■ Martinborough	3276	3317	3695	3293	3230	3283	2787	2381	3058	2242	2925	3134	3074

MARTINBOROUGH COMMUNITY BOARD

18 JULY 2016

AGENDA ITEM 6.2

COUNCIL POLICIES REPORT

Purpose of Report

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

Recommendations

Officers recommend that the Community Board:

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

1. Executive Summary

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

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

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

2. Background

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

3. Discussion

The proposed changes to the Remuneration policy are:

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

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

4. Conclusion

Please review and provide feedback.

5. Appendices

Appendix 1 – SWDC Remuneration Policy

Appendix 2 – SWDC Risk Policy

Appendix 3 - SWDC Health and Safety Policy

Contact Officer: Kim Whiteman, Policy and Reporting Manager

Reviewed By: Paul Crimp, CEO

Appendix 1 – SWDC Remuneration Policy



Remuneration

1. RATIONALE:

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

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

2. PURPOSE:

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

3. GUIDELINES:

3.1 Elected Members

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

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

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

- Councillors appointed to Community Boards receive no additional remuneration.

Expenses

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

Rules for Elected Members Expenses

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

3.2 Non-elected Members

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

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

Expenses

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

3.3 Resource Consents

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

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

3.4 Communication Allowance

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

Appendix 2 – SWDC Risk Policy



RISK POLICY

1. Purpose

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

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

We will

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

- create and maintain a Risk Register and Management Plan.

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

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

2. Roles and responsibilities

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

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

The Chief Executive will

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

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

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

3. Performance measures for risk management

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

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

- The organisation remains compliant with all applicable legislation.

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

Appendix 3 – SWDC Health and Safety Policy



Health & Safety Policy

1. Vision:

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

2. Statement of intent:

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

3. Our managers will:

Comply

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

Train

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

Inform

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

Participate

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

Monitor

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

Report

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

Support

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

Celebrate

Recognise and reward good H&S behaviour.

Our staff will:

Participate

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

Share their learning

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

Keep safe

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

Our councillors will:

Support

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

Comply

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

Share their learning

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

Our contractors will:

Partner

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

Report

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

MARTINBOROUGH COMMUNITY BOARD

07 JULY 2016

CHAIR'S REPORT

Purpose of Report

To inform Martinborough Community Board of the Chair's actions since the last meeting.

Recommendations

That the Martinborough Community Board:

1. *Receive the information.*
2. *Consider allocating \$500 for one member to attend the Economic Development Conference in Carterton and, if agreed, to nominate one member.*

1. Summary

Another quiet few weeks, I have spent a lot of time out of the region attending tourism meetings. Will be meeting with the Menz Shed on Saturday 9th July to see how they have spent their grant.

2. Economic Development Conference

Building Resilient Local Communities – Carterton Events Centre – 9 & 10 August 2016

- The programme for this conference is attached and there seems to be much that is relevant. Registration fees are \$500. I recommend that we discuss the conference with a view to funding one Board Member's attendance.

3. SWDC completed works

I wish to thank SWDC for completion of a number of works requested by MCB including:

- Oxford Street Lime Path
- Crossing at end of Considine Park walkway onto Dublin Street West
- Pool fencing
- Considine Park mulching



Economic Development Conference

Building Resilient Local Communities

Carterton Events Centre

9-10 August 2016

Programme

Day 1 – Tuesday 9 August 2016

- 10.00am** **Welcome from the Mayor - *John Booth***
- 10.10am** **Format for the day – *MC Chris Lipscombe***
- 10.15am** **Regional Development – A Central Government perspective**
Te Ururoa Flavell – Minister for Maori Development, Associate Minister for Economic Development, Maori Party Co-Leader
- 10.45am** **Global mega trends – *Anna Guenther, Owner of PedgeMe***
Mega Trends are transformative, global forces that define the future world with their far reaching impacts on businesses, societies, economies, cultures, and personal lives. What are these implications for local communities?
- 11.30am** **Leading from the front – Politicians and business leaders**
The responsibility of Government and industry in economic development
Utilising technology our panel of politicians and business leaders will independently answer some of the difficult questions around economic development before the conference. The technology will sum up the answers and the panel will join us to look at the combined responses of the group and discuss where to from here with the audience.
- 12.15pm** **Maori Economic Development – *Mavis Mullins***
The convergence of social and cultural goals with economic development to drive growth in the economy.
- 1.00pm** **Lunch**

2.00pm Workshops – two parallel sessions

<p>Working together: Attracting and developing growth opportunities</p> <p><i>Greg Simmonds, Priority One</i></p> <p>There is much talk about working together to achieve growth but in practicality it is much harder to do.</p> <p>Join this workshop to hear some practical ways of collaboration for attracting business, investment, students and tourism to enable growth.</p>	<p>A labour market that works: connecting talent with opportunity in the digital age</p> <p>How are we utilising the aging/changing workforce.</p> <p>Do we understand the issues that many communities will face over the next 10-20 years and what are we doing about it?</p>
---	--

3.00pm *Afternoon tea*

3.30pm Cyber Security – A smart specialisation project for the Wellington Region – *Samantha Seath*
Smart specialisation is a regional policy framework for innovation driven growth. Regions identify and select a limited number of priority areas for knowledge-based investments, focusing on their strengths and comparative advantages.

4.15pm The Geography of Jobs – *Shamubeel Eaqub*
The knowledge economy has an inherent tendency toward geographical agglomeration. The success of a region attracting knowledge-based workers fosters more success “as communities that can attract skilled workers and good jobs tend to attract even more. Communities that fail to attract skilled workers lose further ground” and while some sectors and occupations are dying, others are growing stronger.

5.00pm Thoughts of the day – MC Chris Lipscombe
Finish
Bus departs for the Copthorne Solway Park

6.30pm *Dinner – Solway Park*
Welcome from the Mayor – Lyn Patterson

Day 2 – Wednesday 10 August 2016

7.45am **Round table breakfast – Copthorne Solway Park**

Following on from yesterday’s panel discussion “Leading from the Front” business leaders and elected officials will join us for more in depth round table discussions at breakfast.

9.15am **Bus to Carterton events centre**

9.30am **Workshops**

<p>The future of the Primary Sector – <i>Panel discussion</i></p> <p>The role of the primary sector in New Zealand has been significant but what is its future.</p> <p>Discuss with our panel some of the issues and opportunities challenging this sector. How will global markets continue to impact us, what role will irrigation schemes have, where will technology take the industry?</p>	<p>Driving economic impact – The role of education in Economic development</p> <p><i>Linda Sissons</i></p> <p>Building a relationship with the education sector for delivery of economic development and the development of curricular that meet the needs of the future.</p>
--	--

10.40am **Morning tea**

11.00am **Ignite session**

Variety of topics from practitioners around NZ, lightning round of public speaking on economic development issues. Learn about a new idea, a successful project or program, and much more. Speakers have 5 minutes and 20 slides to enlighten you!

12.15pm **Better Business Outcomes through connectivity**

Connectivity is now a rural business and a lifestyle necessity. It is a driving factor for attracting workers, and it is essential to combatting isolation.

1.00pm **Feedback from the two days – MC Chris Lipscombe**

1.15pm **Lunch**

1.45pm **Site Visits – Taratahi Agricultural Training Centre and Watson & Son Manuka Honey**

3.30pm **Finish**

Bus will return to the Copthorne Solway Park

COUNCILLOR REPORT
for
South Wairarapa Council Meeting
29 June 2016

COMMUNITY SAFETY & RESILIENCE WORKING PARTY

Councillor's Name	Julie Riddell
Meeting – Date & Venue	Thursday 16 June 2016 9.30am SWDC Chambers 10 attendees.
Key issues from meeting Matters Arising:	Reanne Tewharu asked at last meeting what our budget was for graffiti and vandalism. The contract with City Care is for a lump sum to cover up to 192 strikes p.a.
Graffiti/vandalism stats	Trish spoke to the tabled report. It was noted that the graffiti strikes are trending down but non graffiti vandalism is steady in all 3 towns.
Guest Speaker: YETE	Josie Whaanga a member of the YETE Advisory and Alan Maxwell local Youth Worker spoke about their role on this committee. (Youth Education, Training & employment Network). The vision is to ensure that all Wairarapa youth are engaged in meaningful education or training, or employment by engaging the community so that young people can reach their vocational potential through effective and sustainable educational pathways. A full copy of the Presentation is available.
Reports	Police – Ian Apologised for Sgt Richie Day who is trying to get around all the Community groups at present. Locally there has been a change in Policing and there will be a Sgt based in Carterton as well as Fstn and both with 5 officers – Ctn will cover Greytown area. There has been 1 burglary in Pirinoa and all other burglaries have been cleared. However 25 burglaries in Masterton. Most of them are because of public apathy toward home and vehicle security and are opportunistic. To contact Police either ring 111 emergency or local station and leave a message. Ian also noted that Council measure their graffiti 'strikes' individually whereas Police measure a tag as one strike. Martinborough Community Patrol – this is going well. They were asked to withdraw their application to Trust

	<p>House for funding re new patrol car. They have combined their application with other Community Patrols and will know shortly if this is successful. They will need secure parking and Cr Riddell to follow up.</p> <p>Featherston Community Patrol – running out of volunteers – 3 new people interested.</p> <p>Youth – Hope received a Rotary Award for Youth Leadership & Community Spirit and Up and Coming Community Leader. Congratulations. She has Youth Parliament for 3 days and is joining the Health Select Committee on Mental Health & suicide Prevention in Schools.</p> <p>Alan said “Booktown” was a huge fundraiser and many youths volunteered to run the book sale. 27 kids went to the Youth Party in Masterton. The Senior Citizens Hall has been put up for public tender. He is still looking for a larger space for the youth activities.</p> <p>WSCTrust – We welcomed Lorraine Mitchell. They have completed the Youth Survey and compiling results. She outlined their programmes of Youth Services – numbers down but could be result of low birth rates 1999. Transport is an issue for youth to access programmes. Whakapuaki Programme going well – they are the only mentoring family service in the Wairarapa.</p> <p>Neighbourhood Support – Mark Shepherd joined us from Featherston. Currently 107 members in Fstn. He is active in Martinborough and Greytown and currently putting flyers out and meeting with Community Boards. Going to put an advertisement in the Martinborough Star.</p>
--	---

NEXT MEETING

Thursday, 28 July 2016, 9.30am at SWDC Chambers.
 Guest speaker to be arranged.

From: Julia Squire [mailto:squire3@xtra.co.nz]

Sent: Sunday, 3 July 2016 11:18 a.m.

To: Suzanne Clark - Committee Secretary

Subject: Re: Martinborough Community Patrol - vehicle-update

Good morning Suzanne - I realise I am a bit early for your next meetings update, but there isn't going to be a change until end Aug/Sept.

We are getting excited as time gets closer to hearing the outcome of two applications we have submitted to Trust House and Eastern & Central Funding for our patrol vehicle, and if all goes well we are hoping to have a vehicle on the road by the end of Sept. That's providing the applications are successful and obviously we want to purchase a decent vehicle which will last several years. We have also received a donation from the Martinborough Lions Club and two pledges from individuals. A lot of work goes into doing the applications, then comes the anxiety, while waiting!!

It is a big project and will be worth all the effort and the outcomes of having our own vehicle are numerous.

Without the donation from the CB, plus Toast Martinborough, we would never have thought the project possible.

Regards

Julia Squire

Coordinator/Secretary

30 June 2016

Lisa Cornelissen
Martinborough Community Board
10 Dublin Street West
Martinborough

Dear Lisa,

**DECISION NOTIFICATION REGARDING YOUR 2016/17 ANNUAL PLAN
SUBMISSION TO COUNCIL**

Thank you for your submission on Council's 2016/17 Annual Plan. Council received 108 submissions covering over 475 individual requests as part of the annual plan submission process. The Mayor and Councillors heard 33 verbal submissions on the 25th May 2016.

A clear majority of submissions sought additional services or funding, and were assessed to ensure council was collecting enough revenue to provide core services, maintain community assets and complete the sewerage upgrade in the proposed timeline. The total rates increase for 2016/17 has been struck at 3.25% against a Long Term plan increase of 3.11%.

In relation to your points I can advise:

We note where your support was given

The 2017/18 Annual Plan will include comprehensive consultation in regard to footpaths to assist with shaping the 2018/28 LTP.

Town beautification funding will be rolled over for the Waihinga Centre.

Helen McNaught will liaise with the Board in relation to Considine Park.

The War Memorial will be complete by ANZAC Weekend.

Council support the release of \$200,000 over 3-5 years towards the Waihinga Centre playground.

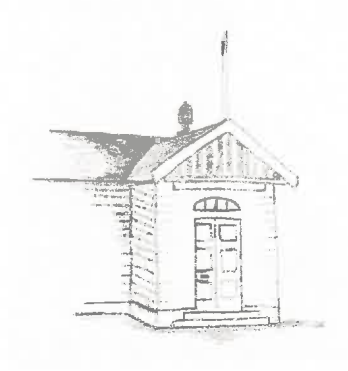
If you would like to review the decisions from other submitters, you will find the submission summary on our website www.swdc.govt.nz under Your Council – Meetings -25th May - Submission Summary

Thank you again for taking the time to prepare your submission and for your interest in Council's plan for the 2016/17 year.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Paul Crimp'.

Paul Crimp
Chief Executive Officer



Martinborough Mens Shed

PO Box 292
Martinborough 5741
MartinboroughShed@gmail.com

24 April 2016

Dear Suzanne

I write on behalf of the chairman and members of the Martinborough Mens Shed in response to your written confirmation of a \$2000 grant to the Shed by the Martinborough Community Board.

As an organisation dedicated to the personal growth and wellbeing of the men of Martinborough, and currently in the final stages of becoming a registered charity, we rely on donations and grants for our equipment and running costs.

This generous grant will enable us to ensure that the old Court House is rewired to a safe electrical standard that will allow us to install and make full use our machinery and tools for the benefit of members and the wider Martinborough community.

Please pass on the sincere thanks of all members of the Martinborough Mens Shed to the Martinborough Community Board.

Yours sincerely

John Mansell

Secretary

06 306 6243