

From: Trish [mailto:trishhigginson@xtra.co.nz]

Sent: Friday, 6 March 2015 6:55 a.m.

To: Lisa Cornelissen

Cc: Suzanne Clark - Committee Secretary; Councillor Julie Riddell; Councillor Maxwell Stevens; MTH-Pam Colenso; MTH- Victoria Read

Subject: Re: Invitation to talk to Martinborough Community Board

Dear Lisa,

Thanks for the invitation, yes we can come along.

The background info is now up on the MV website blog, but just a few points to add:

MV has grown from the community, using a social media platform which people are taking up & loving, they identify with this as the brand for Martinborough.

The summer pix competition has been a huge success & we now have a showcase of Martinborough photos, some of which we have been able to use on the MV website. We plan to run this annually.

There's a huge & fast growing online audience which can be utilised as a way to promote Martinborough, this is what we are interested in.

Businesses have approached us asking for an MV billboard on the way into town, this will show people where to go online to find out what's happening in Martinborough. We would like to know if this is possible (not sure of council rules etc)

If yes we will be backed by sponsors to fund the sign.

The MV website is mobile friendly & loads easily so when in town, people can load it into their smart phone browsers, see what's available with business contact details & opening hours for all those listed on the site.

This is as good as an app & will be widely promoted.

The MV team are working hard, with many hours of work & strategy behind the scenes to make this happen.

To have the support of the council in promoting MV as a brand would be advantageous for Martinborough, however if not we plan to continue to promote & grow the brand.

Here's a link to the MV blog, which tells the story of how MV grew

It's a grass roots community driven brand which we are just the facilitators of.

Our main objective is to promote Martinborough as an international tourist destination & a cool place to live, to do this as a community would be ideal.

<http://www.martinborough-village.co.nz/blog/>

The website has had more than 600 views in 2 days - just want to add, this is not about "advertising" but telling the story of Martinborough & it's heritage.

We are looking at doing interviews with locals, a nostalgia section & will be setting up a community page also which will be provided free for non-profit organisations.

Our goal with the website is to become the main online point of contact for Martinborough, our website team are working hard to get the rankings up on google

Some of the many comments we've received since announcing the website,

"This is the way to build a brand, just like destination Queenstown"

"Love the site & the blog, clever marketing! I'll make sure it's a stop on my next trip over the ditch!"

"Fantastic work!"

"Exciting! It looks great....well done"

"The website is amazing! Visually exciting, easy to navigate & mobile friendly!"

Yours sincerely

Trish Higginson

Martinborough village

"Let us show you the magic of our special town"

www.martinborough-village.co.nz



Martinborough Community Board

Minutes 16 February 2015

- Present:** Lisa Cornelissen (Chairperson), Pam Colenso, Victoria Read, Cr Julie Riddell and Cr Max Stevens.
- In Attendance:** Mayor Adrienne Staples, Paul Crimp (Chief Executive Officer) and Suzanne Clark (Committee Secretary).
- Conduct of Business:** The meeting was conducted in public in the Council Chambers, 19 Kitchener Street, Martinborough on the 16 February 2015 between 6:30pm and 8:25pm.

PUBLIC BUSINESS

1. APOLOGIES

MCB RESOLVED (MCB 2015/01) to receive apologies from Pam Colenso and Mayor Adrienne Staples.

(Moved Cornelissen/Seconded Cr Riddell)

Carried

2. CONFLICTS OF INTEREST

Mrs Cornelissen noted that although there was no financial benefit to be gained from participation in agenda item 5.4 Considine Park Action Plan, she had business interests in an adjacent property.

3. PUBLIC PARTICIPATION/PRESENTATIONS

There was no public participation.

4. COMMUNITY BOARD MINUTES/EXPENDITURE

4.1 Martinborough Community Board Minutes – 8 December 2014

MCB RESOLVED (MCB 2015/02) that the minutes of the Martinborough Community Board meeting held on 8 December 2014 be received and confirmed as true and correct.

(Moved Cr Stevens/Seconded Read)

Carried

4.2 Matters Arising

The 10-trip swimming pool passes had been distributed within the community and were well received.

DISCLAIMER

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4.3 Action Items From Previous Meeting

The Community Board discussed the action items and updates were provided. Mr Crimp tabled pricing for fold-away tables options.

MCB NOTED:

1. Action 63: Provide an update on the status of the benches for Considine Park; Pam Colenso
2. Action 64: Follow-up the status of Rangatahi II Rangitira and the return of funds loaned to the group for a fund raising activity; Lisa Cornelissen
3. Action 65: Determine whether additional fold-away tables like those currently in use within the Martinborough Town Hall can be sourced and obtain a quote; Cr Stevens
4. Action 66: Provide an update on action items 726 and 713 - the Directional Signs Policy; M Allingham

4.4 Income and Expenditure Statement to 31 January 2015

MCB RESOLVED (MCB 2015/03):

1. To receive the Income and Expenditure Statement to 31 January 2015.
2. To approve new expenditure of \$33.33 (split three ways) relating to a combined Community Board Christmas function at the Greytown Hotel.
(Moved Cornelissen/Seconded Cr Stevens)
3. Action 67: Repair the broken t-section flag support fixture on Jellicoe Street outside Circus; M Allingham
4. Action 68: Remove the \$1,000 commitment for Connecting Communities School Holiday Transport (project did not go ahead); P Crimp

Carried

5. OPERATIONAL REPORTS – COUNCIL OFFICERS

5.1 Officers' Report to Community Boards

Members discussed communication of water restrictions to residents Martinborough tank reservoir conservation in summer, solid waste management facilities, flood warning signs and conditions monitoring at Martinborough Swimming Pool.

Members undertook to consider how a gift of thanks from Eketahuna for the use of the inflatable slide was best utilised.

MCB RESOLVED (MCB 2015/04):

1. To receive the Officers' Report to Community Boards.
(Moved Cr Stevens/Seconded Read)
2. Action 69: Ensure that adverts are placed on the radio and newspaper when water use restrictions are in place; P Crimp

Carried

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3. Action 70: Review tank reservoir conservation practices to see if one Martinborough reservoir should be kept full in case of summer water supply issues or emergency; M Allingham
4. Action 71: Request that Carterton District Council place a sign on Millers Road, Carterton advising motorists of a road closure on Kokotau Road when there is flooding; M Allingham

5.2 Considine Park Action Plan

Mr Crimp tabled a proposed stage and priority list for implementing the Considine Park Development Plan items noting that items would need to be budgeted for in the LTP along with other parks development plan items. Members were not satisfied with the advice received about the cedar hedge and discussed the need to fell large pines in the Park.

MCB NOTED:

1. Action 72: Arrange a MCB walkover of Considine Park to identify development priorities and changes from the action plan as tabled; Victoria Read
2. Action 73: Provide a report on the cedar hedge in Considine Park, identifying whether it is listed in the District Plan and it's protection status. Provide Citycare's interpretation and consider getting another opinion on whether the hedge could be trimmed as a hedge rather than as individual trees; M Allingham

6. LONG TERM PLAN (LTP)

6.1 LTP Process and Community Board Role

Mr Crimp requested Board feedback into the development of the LTP now as well as via the submission process once the consultation document was released. A consultation document would be issued that summarised key points and was less comprehensive than the Draft LTP. The draft LTP would be available at the same time as the consultation document. Mr Crimp undertook to email members an LTP consultation and adoption timetable.

6.2 LTP Submission Discussion

Mr Crimp advised that Council would set a footpath budget and then community boards would be asked to agree how that budget should be allocated. Obtaining recycling bins suitable for windy days and collection of rubbish and recycling in Martinborough on Monday's was discussed.

MCB NOTED:

1. Action 74: Organise a MCB workshop to discuss LTP submission items including footpath priorities (maintenance and new); Lisa Cornelissen

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7. COMMUNITY BOARD/COUNCILLORS REPORTS

- 7.1 Strategic Grant Applications and Accountability Form
Structure around accountability report back was discussed with no decision made.

MCB NOTED:

1. Action 75: Discuss grant applications and accountability reporting with other community board chairs; Lisa Cornelissen

- 7.2 Local Government Commission announcement and discussion on MCB position

MCB RESOLVED (MCB 2015/05) to make a submission to the Local Government Commission not supporting the proposal, as the Martinborough ward, both urban and rural, has not been allocated enough local representation.

(Moved Cornelissen/Seconded Cr Riddell)

Carried

- 7.3 Martinborough Community Centre Update

Cr Riddell congratulated the members of the Martinborough Community Centre project team who put together the public meeting on 12 February 2015 for a good presentation.

Ms Read reported that a funding application to NZ Lotteries was being prepared.

8. CORRESPONDENCE

- 8.1 Inwards

From Viv and John Phipps to Martinborough Community Board, dated 2 February 2015

From Life Education Trust to Martinborough Community Board, dated 20 January 2015

From Joe Howells to Martinborough Community Board, dated 11 December 2014

From Maxine Hemi to Martinborough Community Board, dated 1 December 2014

MCB RESOLVED (MCB 2015/06):

1. To receive the inwards correspondence.
(Moved Read/Seconded Cr Riddell)
2. Action 76: Clarify with MCB members under what conditions motor caravans are able to be parked at Coronation Park; M Buchanan
3. Action 77: Explain the financial assistance process to Joe Howells and provide him with an application form; Lisa Cornelissen
4. Action 78: Explain the strategic grants process to Maxine Hemi, provide an application form and ask for more details of

Carried

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Martinborough participants for future events (retrospective applications not accepted); P Crimp

5. Action 79: Write to Viv and John Phipps outlining steps taken to minimise disruption to Dublin Street West residents cause by heavy use of the Martinborough motor caravan water and waste station; Lisa Cornelissen

Confirmed as a true and correct record

.....Chairperson

.....Date

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**Martinborough Community Board
Action Items
From 16 February 2015**

Ref #	Meeting	Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
260	MCB	12-May-14	Action	Mark	Locate a landscaping plan for the Martinborough Town Square which includes the location of electrical wiring and the irrigation equipment	Actioned	12/6 In progress 17/7 Checking with contractors for further information 25/8 Have current hand drawn irrigation plan, Officers to 1) Obtain an electrical plan from Dave Patten (pending) then 2) Create a new plan that includes both irrigation and electrical on one plan. 29/9 Officers to follow up with Dave Patten. 4/11/14 Officers to follow up with Dave Patten again. 27/11/14: Officer to remind DP. 5/12 Officer has spoken to Dave Patten who acknowledges the delay in providing the information. 26/1/15: Officer followed up with Dave Patten again. 16/2/15: Officer to follow up again. 24/02/2015 Group Manager contacted Dave, plan has now been supplied but still needs to be reviewed. 4/3/15: Both plans will be sent to MCB. These will be combined at a later date. 9/3/15: Plans have been sent.
713	MCB	8-Dec-14	Resolution	Mark	Directional Sign Policy for Accommodation, Information and Tourist Attractions MCB RESOLVED (MCB 2014/83): 1. To receive the information. (Moved Cr Stevens/Seconded Colenso) Carried 2. To adopt the process of community boards being responsible for approving directional signage within each town. 3. That applicants will apply to Council via the appropriate form and that Council officers will apply the procedure to applications forwarding only those applications to community boards which fall outside the agreed principals. (Moved Cornelissen/Seconded Read) Carried	Actioned	26/1/15: Application form created and will be sent to Community Boards for comment. 24/2/15: Draft application form emailed to Community Boards for comment by 4/3/15. 4/3/15: Comments received and amendments done.
726	MCB	8-Dec-14	Action	Mark	Create an application form for the directional sign procedure	Actioned	26/1/15: See Ref# 713 above.

Ref #	Meeting	Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
63	MCB	16-Feb-15	Action	Pam Colenso	Provide an update on the status of the benches for Considine Park	Open	
64	MCB	16-Feb-15	Action	Lisa Cornelissen	Follow-up the status of Rangatahi II Rangitira and the return of funds loaned to the group for a fund raising activity	Open	
65	MCB	16-Feb-15	Action	Cr Stevens	Determine whether additional fold-away tables like those currently in use within the Martinborough Town Hall can be sourced and obtain a quote	Actioned	
66	MCB	16-Feb-15	Action	Mark	Provide an update on action items 726 and 713 - the Directional Signs Policy and application form.	Actioned	See #713
67	MCB	16-Feb-15	Action	Mark	Repair the broken t-section flag support fixture on Jellicoe Street outside Circus	Actioned	4/3/15: Customer Service Request #1500269 logged to Tim
68	MCB	16-Feb-15	Action	Paul	Remove the \$1,000 commitment for Connecting Communities School Holiday Transport (project did not go ahead)	Actioned	
69	MCB	16-Feb-15	Action	Mark	Ensure that adverts are placed on the radio and newspaper when water use restrictions are in place	Actioned	18/2/15: The sprinkler ads are on radio and playing since early January. Restrictions are on Website front page and Facebook. 3/3/15: If the situation becomes worse there are other measures that will be taken.
70	MCB	16-Feb-15	Action	Mark	Review tank reservoir conservation practices to see if one Martinborough reservoir should be kept full in case of summer water supply issues or emergency	Actioned	18/2/15: Can't be done as all reserves required as part of the operational running and in summer we will need to draw down on them. Better monitoring of the system is required to pick up issues earlier not a backup reserve.
71	MCB	16-Feb-15	Action	Mark	Request that Carterton District Council place a sign on Millers Road, Carterton advising motorists of a road closure on Kokotau Road when there is flooding	Actioned	4/3/15: Officer will talk to Consultant. Customer Service Request #1500270 raised.
72	MCB	16-Feb-15	Action	Vicky Read	Arrange a MCB walkover of Considine Park to identify development priorities and changes from the action plan as tabled	Actioned	
73	MCB	16-Feb-15	Action	Mark	Provide a report on the cedar hedge in Considine Park, identifying whether it is listed in the District Plan and its protection status. Provide Citycare's interpretation and consider getting another opinion on whether the hedge could be trimmed as a hedge rather than as individual trees	Open	2/3/15: It is in District Plan as notable Ts092. Still trying to find out why it was listed in the first place.
74	MCB	16-Feb-15	Action	Lisa Cornelissen	Organise a MCB workshop to discuss LTP submission items including footpath priorities (maintenance and new)	Actioned	

Ref #	Meeting	Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
75	MCB	16-Feb-15	Action	Lisa Cornelissen	Discuss grant applications and accountability reporting with other community board chairs	Actioned	
76	MCB	16-Feb-15	Action	Murray	Clarify with MCB members under what conditions motor caravans are able to be parked at Coronation Park	Actioned	Lease arrangement expires 31 March 15.
77	MCB	16-Feb-15	Action	Lisa Cornelissen	Explain the financial assistance process to Joe Howells and provide him with an application form	Actioned	
78	MCB	16-Feb-15	Action	Paul	Explain the strategic grants process to Maxine Hemi, provide an application form and ask for more details of Martinborough participants for future events (retrospective applications not accepted)	Actioned	
79	MCB	16-Feb-15	Action	Paul	Write to Viv and John Phipps outlining steps taken to minimise disruption to Dublin Street West residents cause by heavy use of the Martinborough motor caravan water and waste station	Actioned	

<i>Martinborough Community Board</i>	
<i>Income & Expenditure to 28 February 2015</i>	
<u>INCOME</u>	
Balance 1 July 2014	44,348.31
Annual Plan 2014/15	20,954.00
TOTAL INCOME	65,302.31
<u>EXPENDITURE</u>	
Members' Salaries	5,833.38
Total Personnel Costs	5,833.38
AP Flagz Limited Flags & Banners	1,802.50
AP Wairarapa & Sou MCB Grant-Educations Services	500.00
AP Local Governmen Annual C/Board Levy x 3	166.67
AP House of Travel V Read - Wn-Kerikeri May 2015	353.04
AP SOLGM Diaries	31.80
AP Greytown Hotel Community Boards Xmas function	28.98
AP NZ Community Bo V Read CB Conference May 15	760.87
A McMaster Youth Forum Expenses	103.33
Total General Expenses	3,747.19
AP Friends of Mart Guy Fawkes Event 13/14 & 14/15 \$300 each	600.00
AP 500 sausages Youth Forum fundraising siz	152.17
AP Friends of Mart Grant 2014-Guyfawkes costs assistance	200.00
Total Grants	952.17
TOTAL EXPENDITURE	10,532.74
ACTUAL NET SURPLUS/(DEFICIT) YEAR TO DATE	54,769.57
<u>LESS: COMMITMENTS</u>	
Salaries to 30 June 2015	4,166.62
School holiday swimming	200.00
Youth forum	323.74
Considine Park bench	700.00
Martinborough Town Hall and Community Centre Project	25,000.00
Ranatahi II Ranitira Martinborough	1,000.00
Rural South Wairarapa Sports Inc. - Astro Turf project	1,500.00
Total Commitments	32,890.36
BALANCE TO CARRY FORWARD	21,879.21

MARTINBOROUGH COMMUNITY BOARD

30 MARCH 2015

AGENDA ITEM 6.1

OFFICERS' REPORT

Purpose of Report

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

Recommendations

Officers' recommends that the Community Board:

1. *Receive the information.*

CHIEF EXECUTIVE

1. Executive Summary

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

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

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

2. Governance/Leadership/Advocacy

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

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

2.1 Local Government Commission/Governance Review

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

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

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

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

3. Strategic Planning and Policy Development

3.1 Meetings/Conferences

3.1.1. Chief Executive Forum

No meetings were held.

3.1.2. Mayoral Forum

No meetings were held.

3.2 Legislation

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

3.3 Wastewater Consents

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

3.4 Long Term Plan

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

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

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

3.5 Rates Arrears (Incl. GST)

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

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

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

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

We continue to pursue all arrears.

4. Corporate

4.1 Staffing

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

4.2 Occupational Health and Safety

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

4.3 General Revaluation

Quotable Value have completed their triennial revaluation of the district.

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

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

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

4.4 LGOIMA Requests

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

Contact Officer: Paul Crimp, Chief Executive Officer

PLANNING AND ENVIRONMENT GROUP REPORT

1. Resource Management

1.1 Resource Management Act - District Plan

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

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

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

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

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

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

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

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

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

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

1.2 Resource Management Act - Consents

SERVICE LEVEL – All resource consents will be processed efficiently.

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

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

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

1.3 Local Government Act – LIM's

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

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

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

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

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

2. Public Protection

2.1 Building Act - Consents and Enforcement

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

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

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

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

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

2.2 Dog Control Act – Registration and Enforcement

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

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET 2013/14	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Undertake public education, school and community visits to promote safe behaviour around dogs and/or responsible dog ownership	6 visits	0	None to date. 1-2 planned for this year
Complaints about roaming and nuisance dogs are responded to within 4 hours	100%	100%	

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

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

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

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

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

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

3.3 Public Places Bylaw 2012 - Stock Control

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

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

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

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

3.4 Resource Management Act – afterhours Noise Control

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

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

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

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

3.5 Sale and Supply of Alcohol Act - Licensing

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

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

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

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

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

2.6 Health Act - Safe Food

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

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

Food Act 2014

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

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

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

Bylaws

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

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

Contact Officer: Murray Buchanan, Group Manager Planning and Environment

INFRASTRUCTURE AND SERVICES GROUP REPORT

1. Group Manager Highlights

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

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

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

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

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

2. Water supply

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

2.1 Key Performance Indicators

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

2.2 Services

2.2.1 Water supply capital improvements Featherston

Nothing to report.

2.3 Water treatment plants

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

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

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

2.4 Water reticulation

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

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

2.5 Water races

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

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

3. Waste water

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

3.1 Key Performance Indicators

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

3.2 Resource consent acquisition progress report

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

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

The other two hearings are also on the programme.

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

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

3.3 Wastewater treatment plants

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

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

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

3.4 Wastewater reticulation

There was one pipeline blockage reported during the period.

4. Stormwater drainage

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

4.1 Key Performance Indicators

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

No stormwater issues to report with the extended dry weather.

5. Solid waste management

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

5.1 Key Performance Indicators

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

5.2 Waste management

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

6. Land transport

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

6.1 Key Performance Indicators

LAND TRANSPORT KEY PERFORMANCE INDICATORS	TARGET 2013/14	RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Using the RAMM measurement system, average smooth travel exposure on urban roads to be 85% and rural roads 95% with maximum variation of 5%	95%		
Ratepayers and residents fairly/very satisfied with the roads	82%	75%	NRB Survey 2013
(20km ± 10% variation) sealed roads are resealed each year subject to availability of NZTA subsidy	100%		
The pavement condition index as measured by the NZTA pavement integrity index	95%		
The number of crashes causing injuries is reduced	Group and control average		
Ratepayers and residents are satisfied with footpaths in the district	70%	66%	NRB Survey 2013
Availability of footpaths on at least one side of the road down the whole street	90%		

6.2 Roading maintenance – Fulton Hogan

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

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

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

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

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

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



6.3 Reseals –Higgins

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

6.4 Road rehabilitation and seal extension - Fulton Hogan

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

7. Amenities

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

7.1 Key Performance Indicators

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

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

7.2 Pensioner housing

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

7.3 Parks and Reserves

7.3.1. Soldiers Memorial Park

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

7.4 Mowing

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

7.5 Toilets

7.5.1. Ngawi

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

7.6 Cemeteries

7.6.1. Featherston

There were three burials in January, none in February.

7.6.2. Greytown

There were no burials in January or February.

7.6.3. Martinborough

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

7.7 Swimming Pools

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

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

7.7.1. Pool Statistics

Swimmer numbers for all pools January 2015

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

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

Swimmer numbers for all pools January 2014

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

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

7.7.2. Wellington Anniversary Day free swims

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

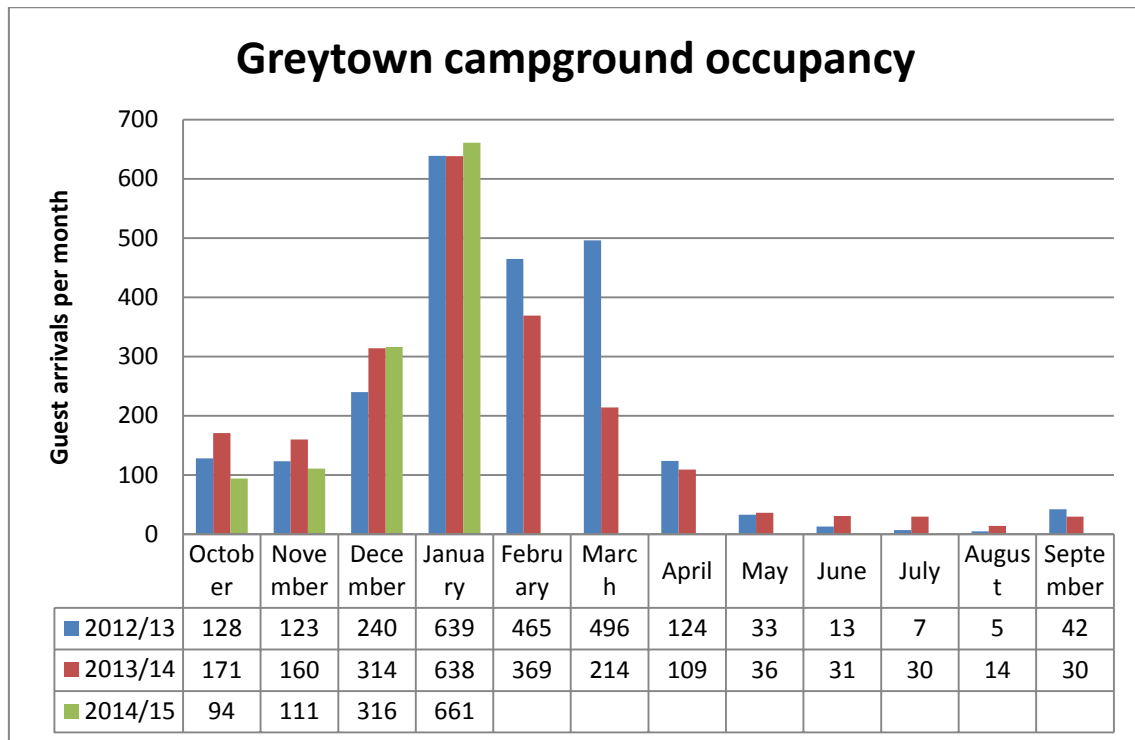
7.7.3. Sponsorship of 10-swim tickets

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

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

7.8 Campgrounds

7.8.1. Greytown campground



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

7.9 Libraries

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



8. Civil Defence and Emergency Management

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

8.1 Key Performance Indicators

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

8.2 Wellington Regional Emergency Management Office (WREMO)

8.2.1 Update

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

9. Appendices

Appendix 1 - Monthly water usage

Appendix 2 – Waste exported to Bonny Glen

Appendix 3 – Library statistics

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

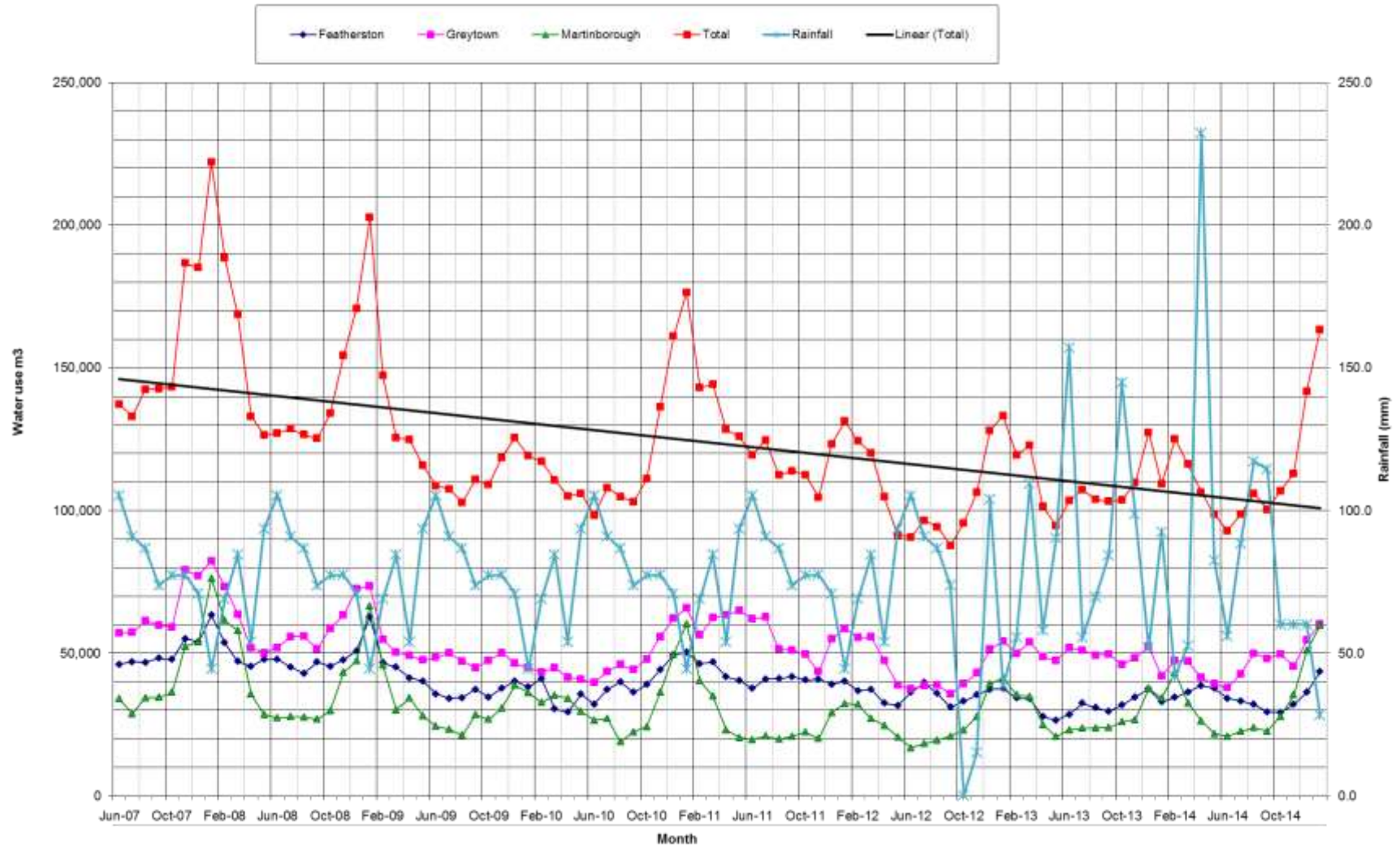
Contact Officer: Mark Allingham, Group Manager Infrastructure and Services

Reviewed by: Paul Crimp, Chief Executive

Appendix 1

Monthly water usage

Water use South Wairarapa District Council



Appendix 2

Waste exported to Bonny Glen

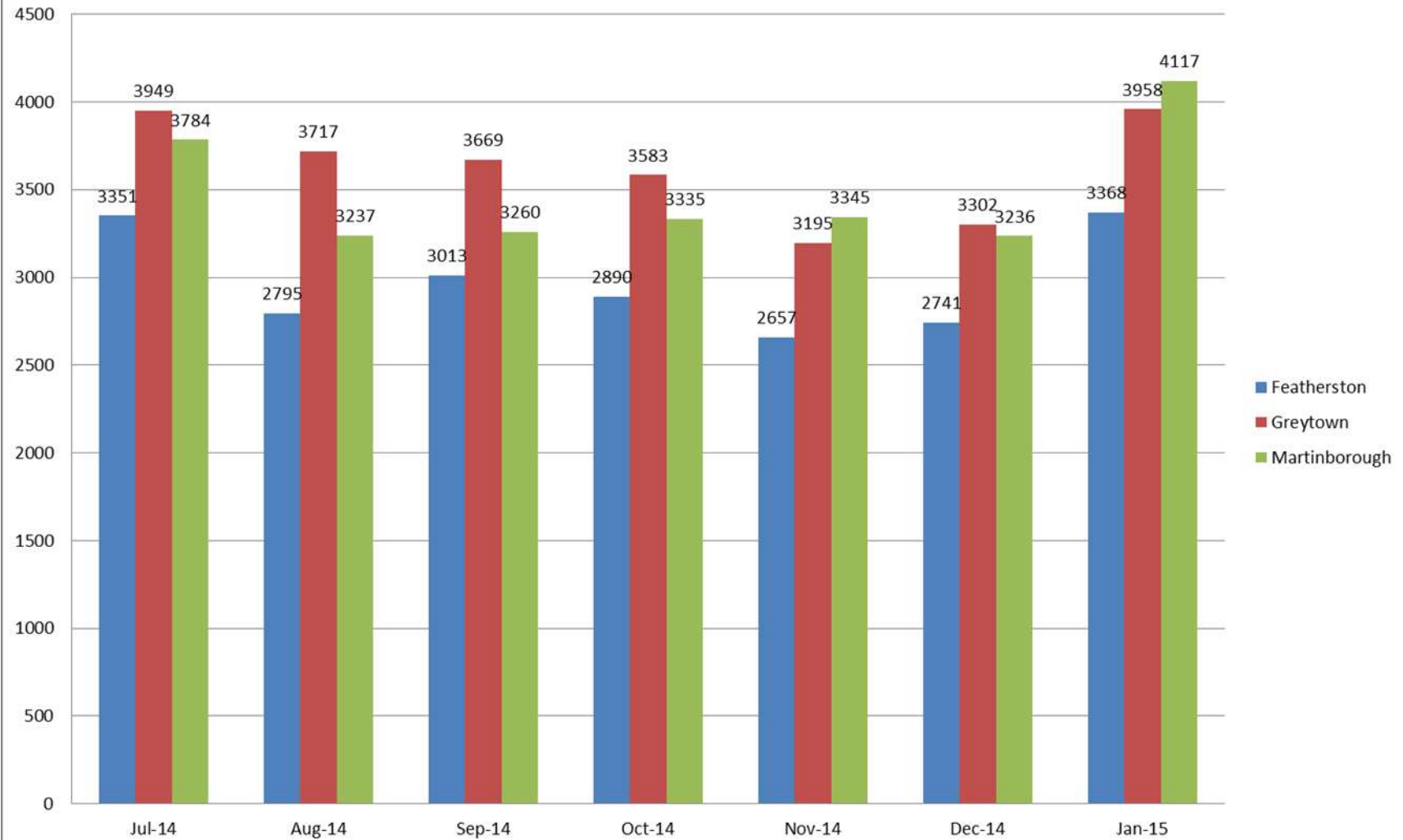
Monthly weight of waste transferred to Bonny Glen



Appendix 3

Library statistics

South Wairarapa libraries - issues and renewals to January 2015



Appendix 4

WREMO Quarterly report 1 October – 31 December 2014

Wellington Region Emergency Management Office

Quarterly Report

1 October – 31 December 2014.

Executive Summary

Overview

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

Wins

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

Executive Summary

Developments

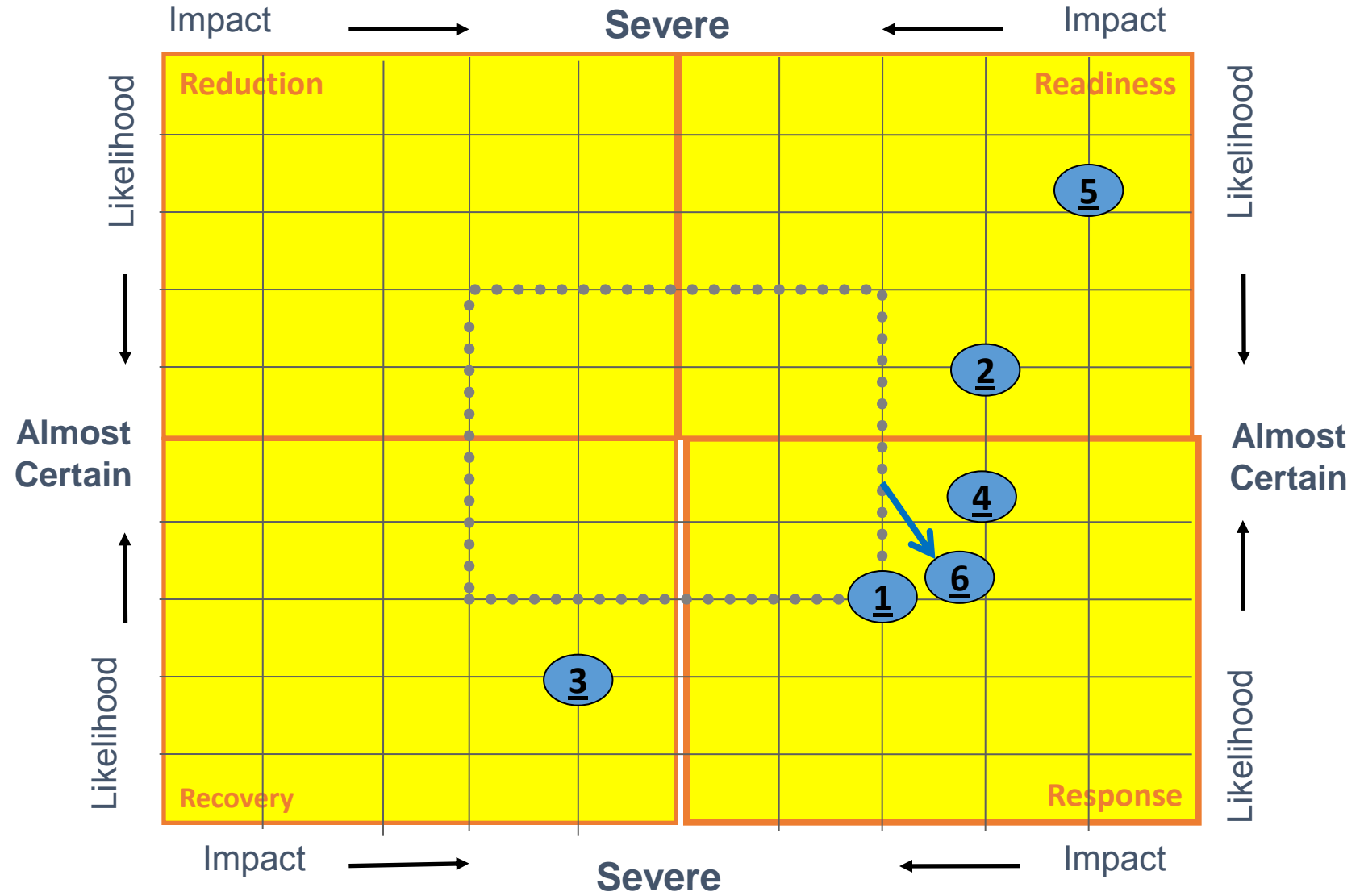
The more notable activities progressed throughout the quarter include:

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

Executive Summary

Risk Matrix

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



Executive Summary

Risk treatment

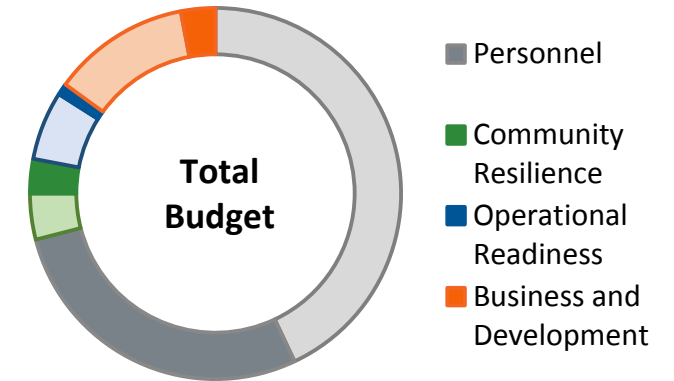
1. Current response structures may be unsustainable, particularly given the challenging training load and the time available to conduct this. The Response Structure Review has been launched to investigate more appropriate models for delivering response, to take account of emerging technologies and a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

Financial Summary

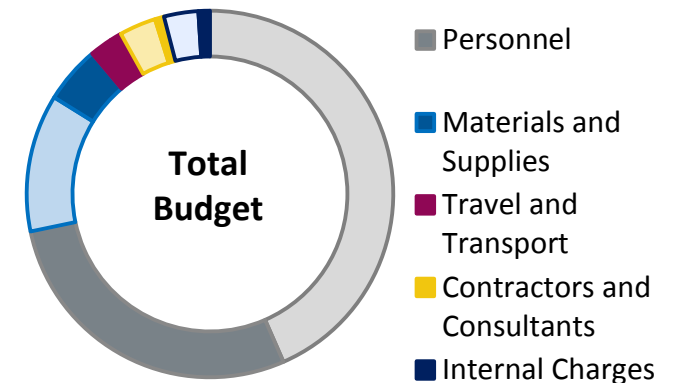
As at 31 December 2014

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

Portion of budget spent by team



Portion of budget spent by category



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

Financial Summary - Reserve

WREMO Reserves as at 31 December 2014

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

Represented by:

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

Forecast \$000
231
231

Notes

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

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

Community Resilience

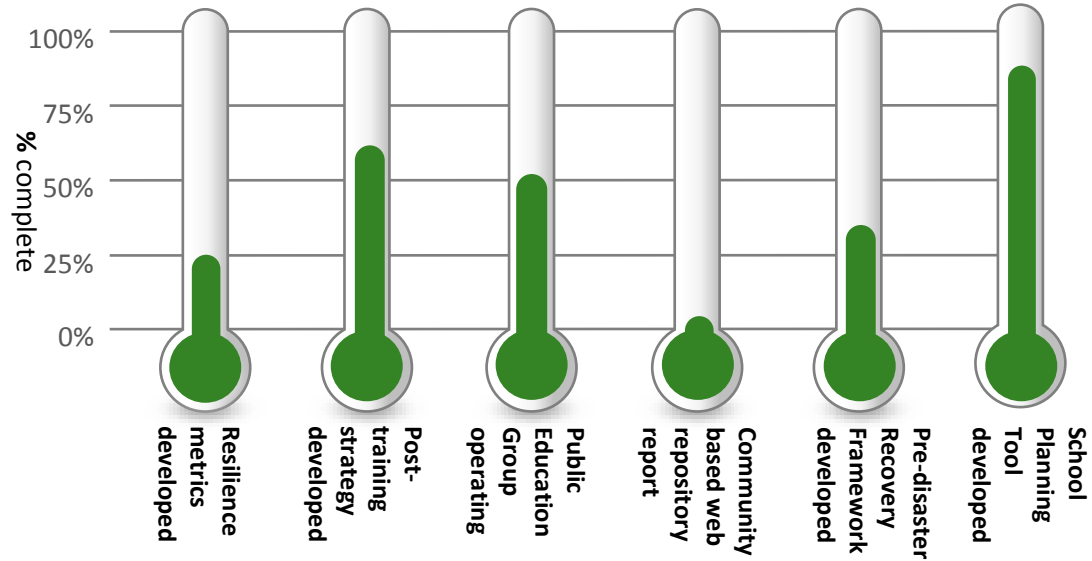
Areas of progress:

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

Areas of concern:

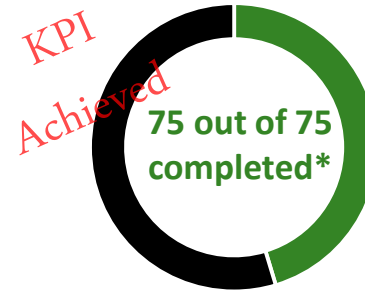
- Overall, the Team is tracking well on their primary targets of social agencies and Community Response Planning. However, a few areas have not gained traction as programmed (eg. school KPIs). Specific emphasis will be on these areas in the third quarter and particular emphasis will be applied in the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

Community Resilience



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

Community Based Organisations



Volunteer Programme



Community Response Plans



Schools



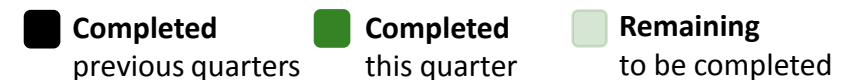
Trained volunteers



Tsunami Blue Lines







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






Community Resilience



Volunteers

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

Communication

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

Preparedness enablers

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

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

WREMO Volunteer Christmas Party 2014

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

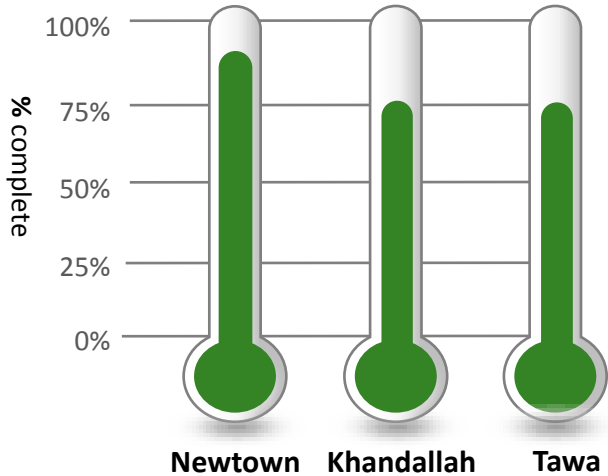
Kaushiki Roy



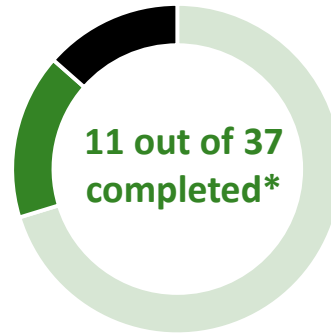
Wellington City

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

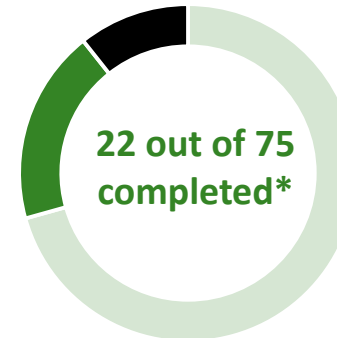
Community Response Plans



Community Based Organisations



Schools



Volunteers trained



Completed CRPs: Thorndon

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

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

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

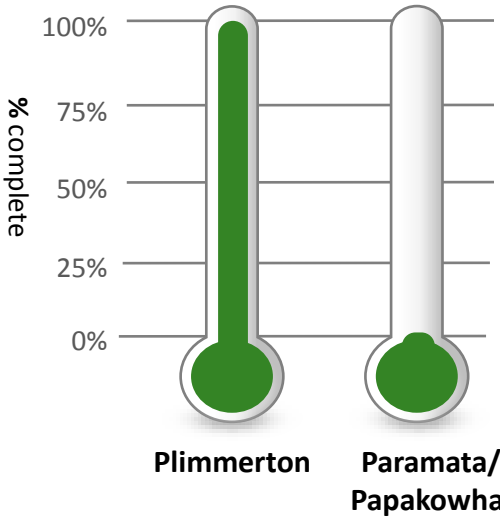
Their response said it all –

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

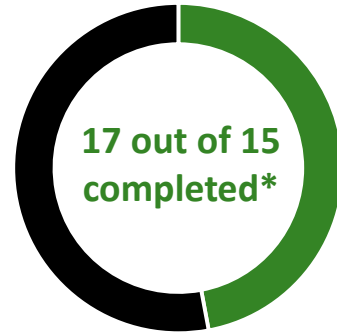
Porirua City

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

Community Response Plans



Community Based Organisations



Schools



Volunteers trained



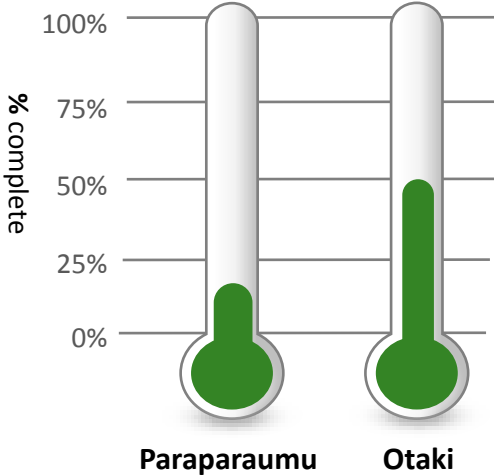
* Totals shown above are annual totals per area as set in the WREMO Annual Plan

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

Kapiti Coast District

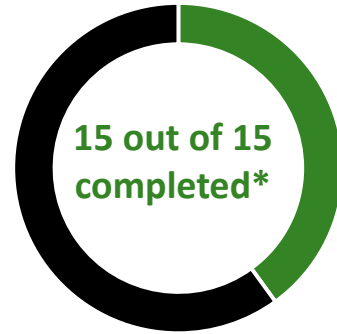
- Completed previous quarters
- Completed this quarter
- Remaining to be completed

Community Response Plans



Completed CRPs: Waikanae

Community Based Organisations



Schools



Volunteers trained



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

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

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

WREMO & Greener Neighbours Programme

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

Menzshed wins regional community award

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



Lions Long Walk Home

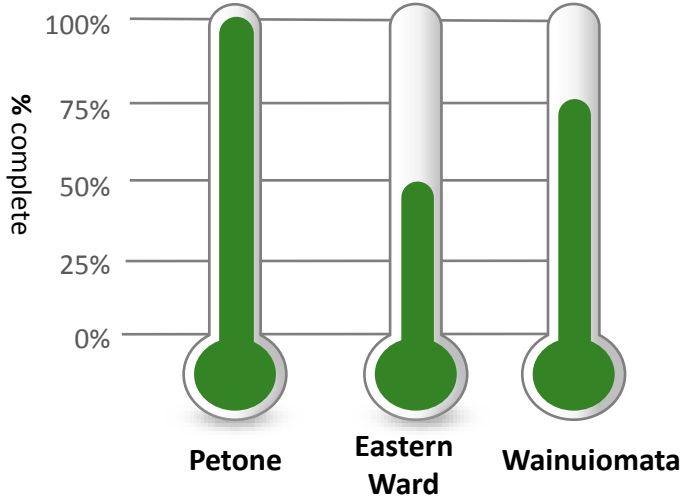
“Despite some very windy weather the event was a resounding success and involved over 120 participants walking from Wellington Railway Station to Marine Gardens in Kapiti. The Mayors of Wellington, Porirua & Kapiti Councils either actively walked with or encouraged the participants along the way. The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



Hutt City

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

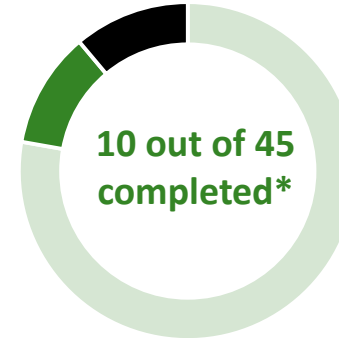
Community Response Plans



Community Based Organisations



Schools



Volunteers trained



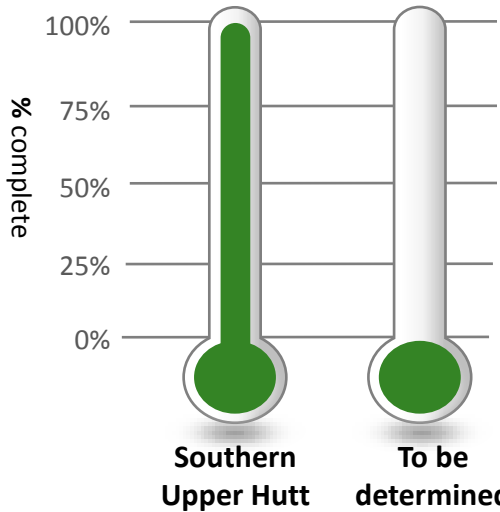
* Totals shown above are annual totals per area as set in the WREMO Annual Plan

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

Upper Hutt

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

Community Response Plans



Community Based Organisations



Schools



Volunteers trained



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

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

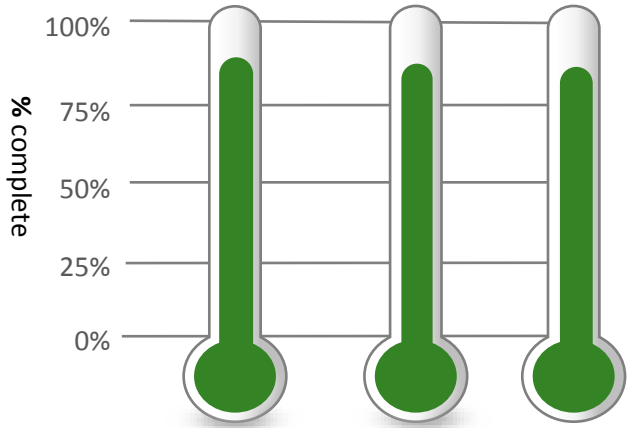
“Through our relationship with Neighbourhood Support we were able to display our messaging for Christmas shoppers in Upper Hutt.”



Wairarapa Districts

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

Community Response Plans



Greytown Featherston Martinborough

Community Based Organisations



Schools



Volunteers trained



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

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

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



Operational Readiness

Areas of Progress:

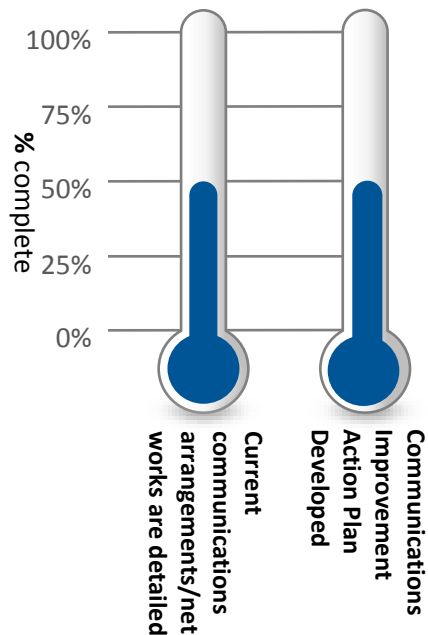
- 5 out of 6 EOCs are upgraded with projectors and screens. Laptops are on order and work continues with Council ICT regarding configuration. Next major step is the production of documentation to support equipment use.
- EOC consistency prioritised task list has been developed to bring about and manage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

Areas of Concern:

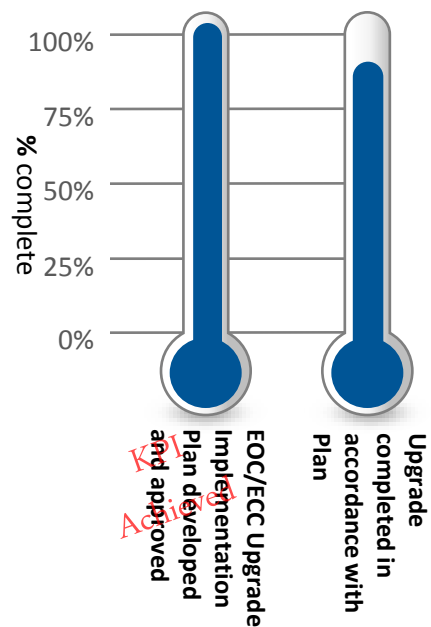
- Integrated Training Framework (ITF) by developed by the Waikato Group has been delayed until at least February 2015. All EOC training has been placed on hold whilst current training model and material is re-assessed for effectiveness. Training will resume March 2015
- New communications maintenance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

Operational Readiness

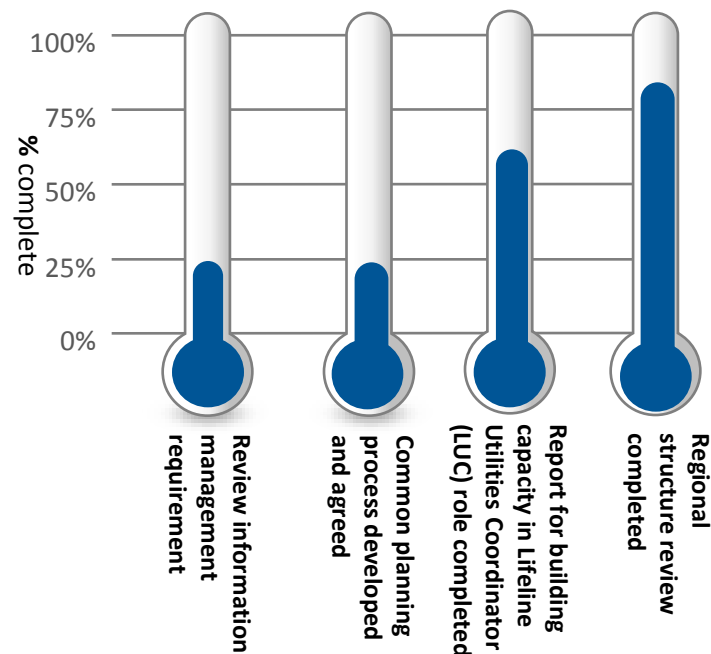
Communications



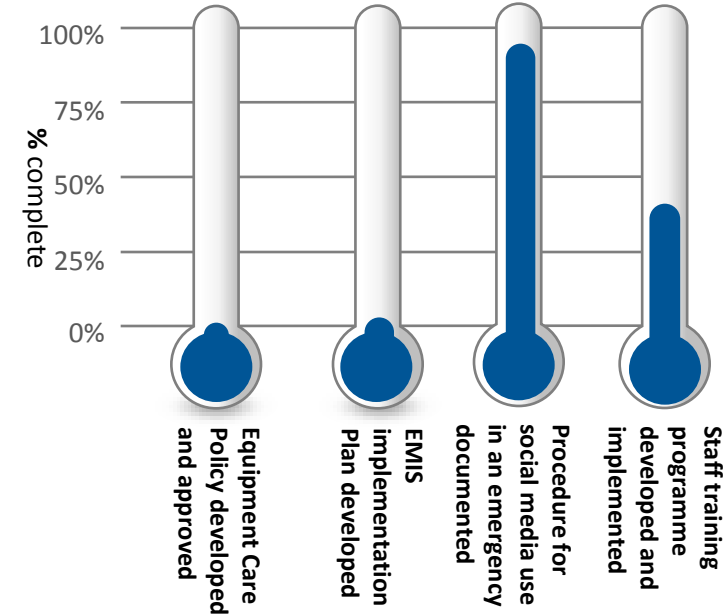
EOC/ECC Upgrades



Development



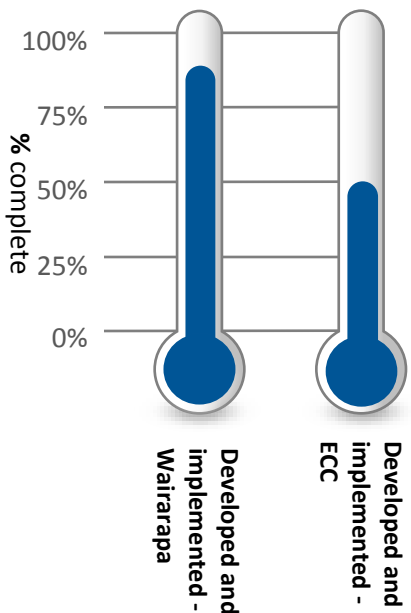
Policies, Plans and Frameworks



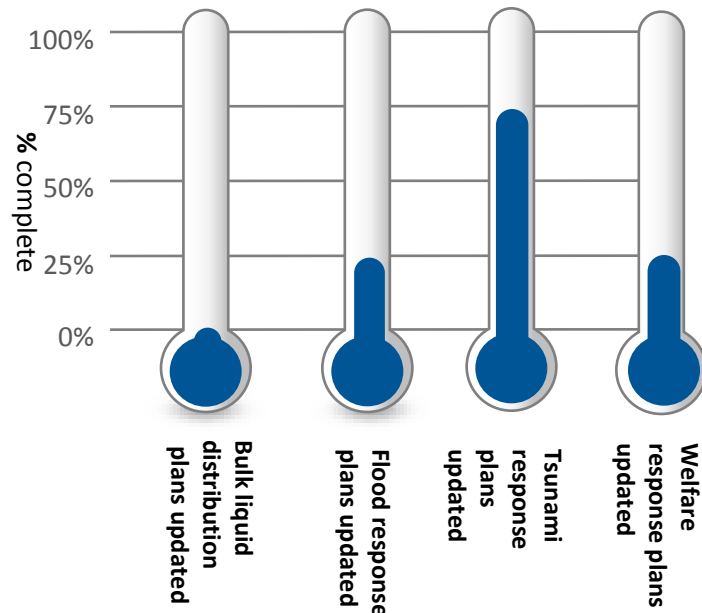
- Options regarding proposed response structure review are being considered.
- ECC and Hutt City EOC participated in the Exercise Resolution (Counter Terrorism) albeit at a low level. Debrief completed and Corrective Action Plan to be developed and cross referenced against existing work programmes.
-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

Operational Readiness




Concept of operations









Plan reviews




Lessons learnt

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



Stakeholder engagement

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

Communications

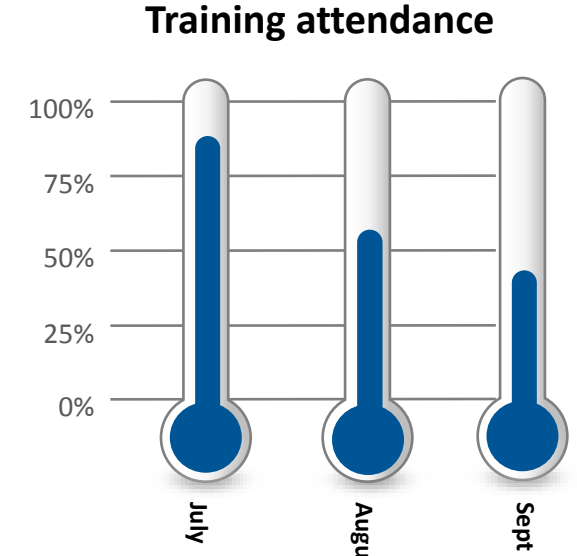
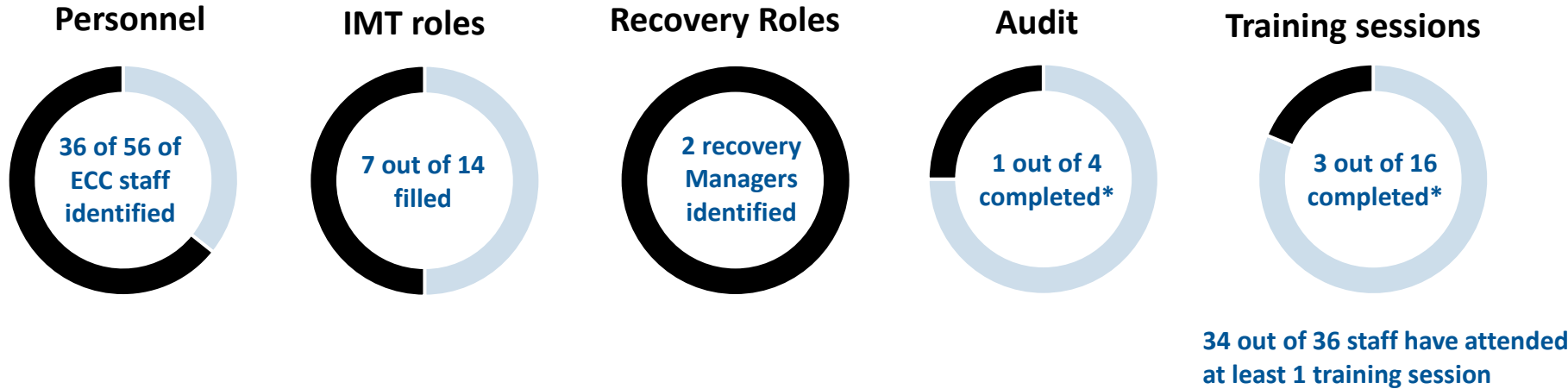
-  Communications equipment checks and maintenance occurs in accordance with the relevant Communication Plan and Equipment Care Policy.

Response teams

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

Emergency Coordination Centre (ECC) - GWRC

Completed previous quarters
 Completed this quarter
 Remaining to be completed



Personnel

- Recruitment of Group Welfare Manger is underway

Infrastructure /Infrastructure /Equipment

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

Other measures

- | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> ✓ Maintain ECC contact list/resource register. ✓ Remediation Plans are developed and implemented for identified shortfalls. ✓ Infrastructure and equipment records are correct and up-to-date. ✓ Chair Regional Welfare Coordination Group | <ul style="list-style-type: none"> ✗ Attend all Regional Inter-Agency Committees. ✗ Up-to-date suite of response documents are in EOC/ECC. ✓ Maintenance checks are conducted according to policy. |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

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

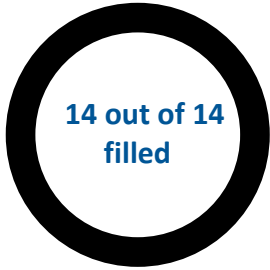
Wellington City

Completed previous quarters
 Completed this quarter
 Remaining to be completed

Personnel



IMT roles



Recovery Roles



Audit

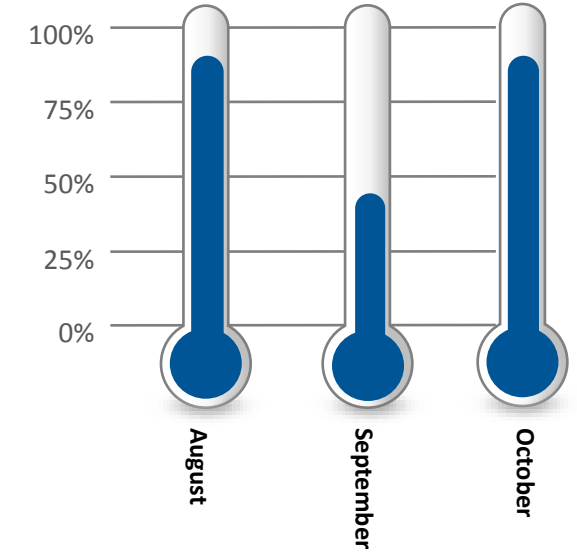


Training sessions



All staff have attended at least 1 training session

Training attendance



Personnel

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

Infrastructure / Equipment

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

Other measures

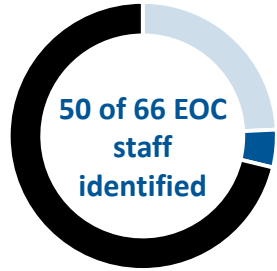
- | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------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

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

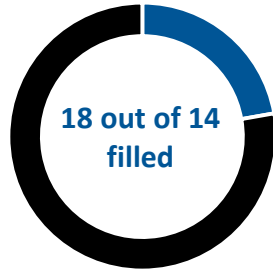
Porirua City

Completed previous quarters
 Completed this quarter
 Remaining to be completed

Personnel



IMT roles



Recovery Roles



Audit

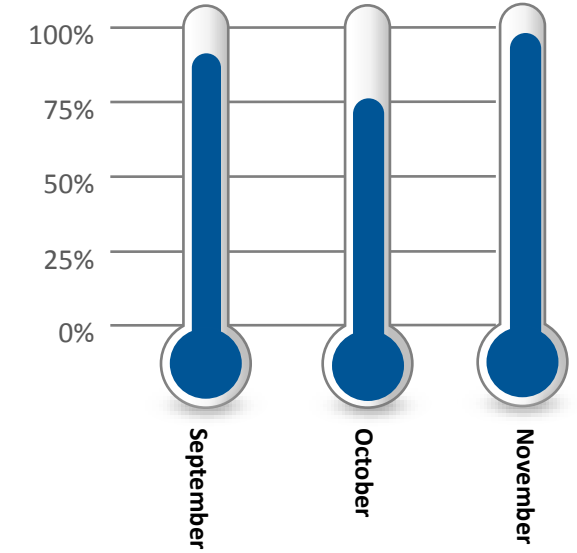


Training sessions



All staff have attended at least 2 training sessions

Training attendance



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

Other measures

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

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

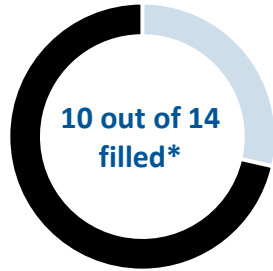
Kapiti Coast District

Completed previous quarters
 Completed this quarter
 Remaining to be completed

Personnel



IMT roles



Recovery Roles



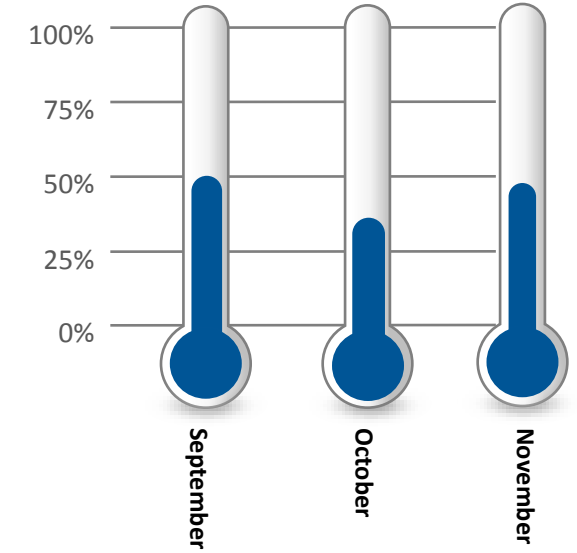
Audit



Training sessions



Training attendance



EOC Upgrade

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

Surplus MBIE Emergency Equipment

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

Other measures

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

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

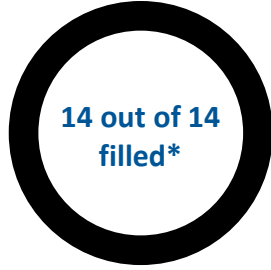
Hutt City

Completed previous quarters
 Completed this quarter
 Remaining to be completed

Personnel



IMT roles



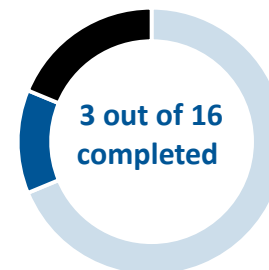
Recovery Roles



Audit

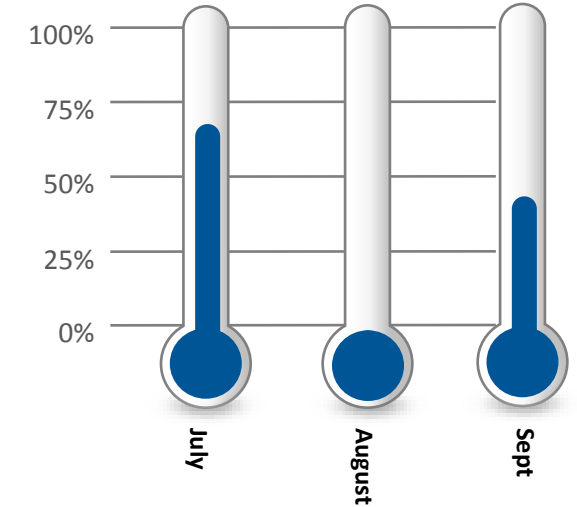


Training sessions



All staff have attended at least 1 training session.

Training attendance



Personnel

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

Procedures and Plans

Working with the HCC Risk Management Working Group reviewing the Crisis Management Plan and processes
Local EOC contact list / resource register is in the process of being reviewed

Other

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

Other measures

- ✗

Maintain local EOC contact list/resource register.

✓

Attend all local Emergency Services Coordinating Committees.
- ✓

Remediation Plan are developed and implemented for identified shortfalls.

✓

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

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

✓

Maintenance checks are conducted according to policy.
- ✓

Attend all local welfare committees.

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

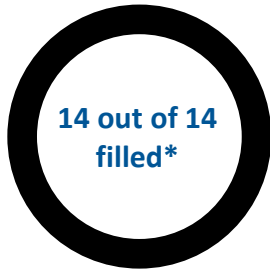
Upper Hutt City

Completed previous quarters
 Completed this quarter
 Remaining to be completed

Personnel



IMT roles



Recovery Roles



Audit

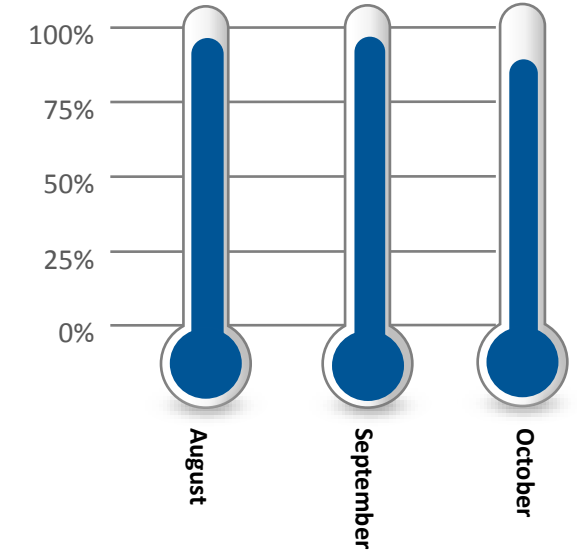


Training sessions



All staff have attended at least 1 training session

Training attendance



Personnel

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

Infrastructure / Equipment

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

Procedures and Plans

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

Other measures

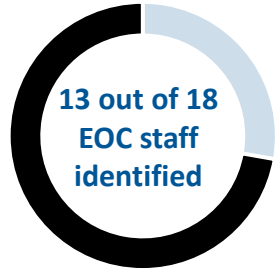
- Maintain local EOC contact list/resource register.
- Attend all local Emergency Services Coordinating Committees.
- Remediation Plan are developed and implemented for identified shortfalls.
- Up-to-date suite of response documents are in EOC/ECC.
- Infrastructure and equipment records are correct and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

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

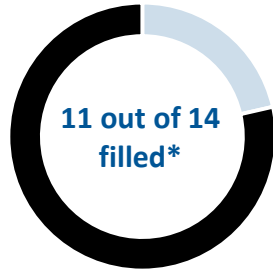
Wairarapa

Completed previous quarters
 Completed this quarter
 Remaining to be completed

Personnel



IMT roles



Recovery Roles



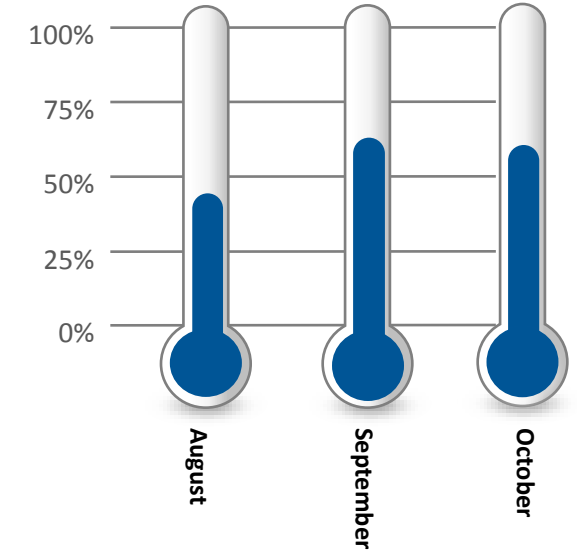
Audit



Training sessions



Training attendance



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

Other measures

- Maintain local EOC contact list/resource register.

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

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

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

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

Business and Development

Areas of progress:

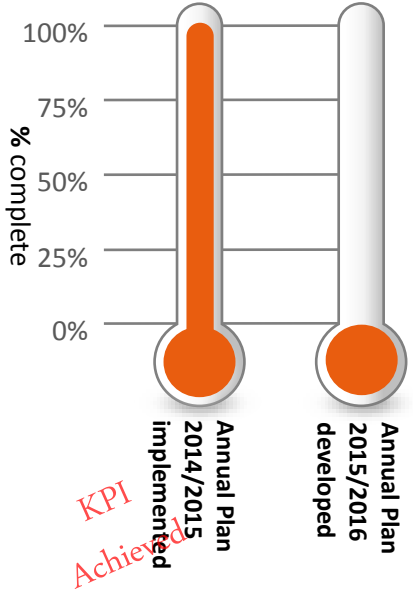
- Improved management of WREMO financial system. Continuing to develop this further and look at ways to merge more of the council/WREMO budgets
- Development of WREMO policies (procurement, vehicles and contracts).
- Enhancing WREMO's visual workplace (introducing Kaizen displays and personal boards).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

Areas of concern:

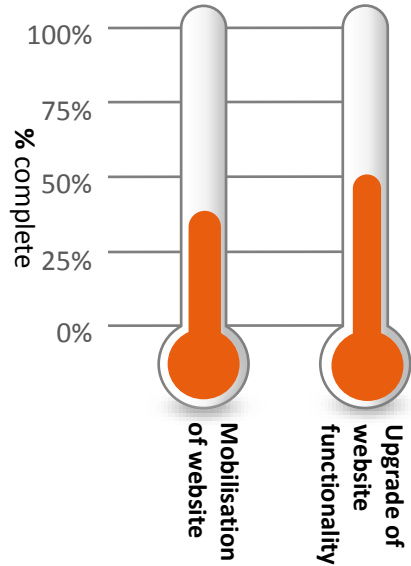
- Support for ICT work. Currently there is one staff member and the workload is very high. We are now recruiting for an IT Support person for a twelve month contract.

Business and Development

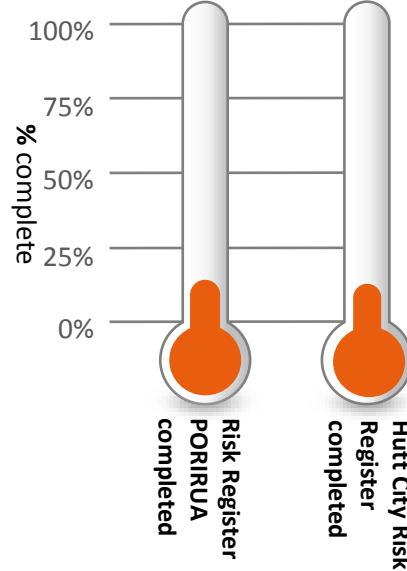
Strategic Planning



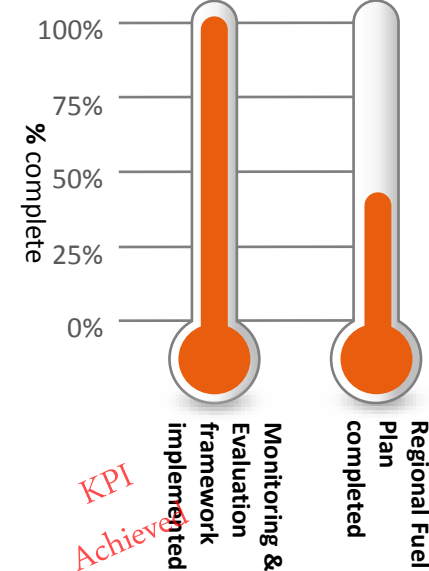
Website



Risk Registers



Policies, Plans and Frameworks






Scientific Information Lunchtime Seminars



WREMO information sharing seminar



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





Website

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




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

Business and Development



Administration

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

Finance

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

Health and Safety

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

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

Business and Development

Professional Development

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

Website

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

IT

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

Planning Managers Group

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

Values

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

Professional Development

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

Values

- WREMO Christmas function held 19 December 2014

Planning Managers

- Contributing to the Regional Natural Hazards Management Strategy

MARTINBOROUGH COMMUNITY BOARD

30 MARCH 2015

AGENDA ITEM 6.2

PAIN FARM REPORT FOR PERIOD 1 JUNE 2014 TO 28 FEBRUARY 2015

Purpose of Report

To provide Community Board members with the latest Pain Farm report and inform them of officers' actions.

Recommendations

Officers recommend that the Community Board:

1. *receives the information.*

1. Executive Summary

The accompanying report is from John Donald, who is contracted by the Council to conduct periodic reviews of the farm and business practices under the lease agreement with M. Moran.

2. Discussion

2.1 Officers' actions

2.1.1. Soil testing

The lease requires that Super Phosphate is applied annually, however as soil tests have shown it is not currently required there is no benefit in applying more at the moment. One would assume Mike would apply potash and lime for his benefit in pasture growth – though there is no requirement in the lease for him to do so.

2.1.2. Fencing

Officers to remind lessee that under the lease agreement it is his responsibility to repair and maintain all fences, including boundary fences.

2.1.3. Transfer station

Officers to follow up with Earthcare to get onto spraying the regrowth of boxthorn within the transfer station area. City Care to deal with the pine trees.

2.1.4. Reporting

Officers to schedule bring-ups to ensure reports these reports are provided on a quarterly basis as per the contract with John Donald.

3. Appendices

Appendix 1 – Pain Farm report 1 June 2014 to 28 February 2015

Contact Officer: Helen McNaught

Reviewed By: Mark Allingham, Group Manager Infrastructure Services

**Appendix 1 – Pain Farm
Report 1 June 2014 to 28
February 2015**

Pain Farm Report .

1st June 2014 to 28th. Feb 2015.

While this report is somewhat overdue, farm inspections have been carried out each month, except January. However, during the winter months, when the land was very wet and in the late spring when barley crops were growing, inspections on those occasions were limited.

Soil Testing.

As previously reported, the soil testing was delayed until November to coincide with those taken two years earlier. The previous tests were taken using GPS co-ordinates, so that ongoing tests could be taken at the same place and thus monitor fertility levels more accurately. The field rep who took the co-ordinates later resigned from the Fertiliser company and the present rep, on contacting the previous one, discovered that his computer had been stolen and so everything was lost.

Never the less, samples were taken using some guess work for location. Of the PH levels of the three samples, one was very low, needing an input of lime, one optimum and the third very high. In all cases the potash levels were very low, which needs attention. However, the amount of phosphate was perfectly OK.

Routine Maintenance.

Following the most recent farm inspection, the following were noted and for the most part discussed with Mike. In particular, the ongoing fence repairs and panels of rails either broken or needing replacing.

The contractor who removed the boxthorn, particularly at the rubbish dump site, did an excellent job, but there has been a significant amount of regrowth, which needs attending to promptly. Fortunately spraying is all that is necessary this time.

Also, two pine trees growing within the rubbish dump have blown and across the boundary fence and into the farm, making the fence anything but stock proof. Presumably, the responsibility for the removal rests with the Council.

Of further concern , the remains of a dead beast not disposed of and the various types of plastic lying about, particularly bale net.

General.

Apart from the above mentioned items, Board Members can feel assured that the farm is "ticking along ". Previously, there has been mention of the farm being used for fund raising for the Waihenga Centre and before that, for sewage disposal. Prior notice of any change from the present leasing arrangement would be most appreciated.

J.Q.Donald.

MARTINBOROUGH COMMUNITY BOARD

30 MARCH 2015

AGENDA ITEM 6.3

REPORT ON FREE SWIM TICKETS AND FREE SWIM DAY - MARTINBOROUGH POOL

Purpose of Report

To inform Martinborough Community Board Members on the effectiveness of the free swim concession ticket initiative and the free swimming day on 19 January, Wellington Anniversary day.

Recommendations

Officers recommend that the Community Board:

1. *Receives the information.*

1. Executive Summary

Martinborough Community Board sponsored 20 free child 10-swim concession tickets to be distributed to local families who might not otherwise be able to afford regular swimming. The Community Board also sponsored a free family swim day at Martinborough Pool to provide a fun day out for Martinborough youth.

2. Background

The free swim concession ticket initiative was first carried out last season after the South Wairarapa Graffiti Working Party made a proposal to the Community Board. The intention was to get more children into the supervised environment of the swimming pool in the hope of reducing some of the graffiti and vandalism in the town. The free family swim day was intended purely as a celebration of Wellington Anniversary day.

This year all 20 tickets were distributed via contacts of the Community Board members to families who most needed them.

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

3. Discussion

3.1 Effectiveness of initiatives

3.1.1. Free family swim Day

The free family swim day held on Monday 19 January was attended by 12 children and 8 adults. Last year the community board did not take part in the anniversary day free swim so the numbers cannot be compared. Featherston Pools attendance was down on the previous year, however. Officers have attributed this to the cooler weather on the day, as like Martinborough, attendance overall for the December and January period was well up compared to last season.

3.1.2. 10 trip concession passes

Martinborough Community Board sponsored twenty 10-swim concession tickets to be given out to local families. Due to privacy requirements, no attempt was made to monitor the uptake and usage of the tickets. However, Martinborough Community Board Chair Lisa Cornelissen reported the 20 tickets they sponsored were very well received.

The tickets were issued on 18 December. Although daily attendance numbers increased noticeably between the issue date and 31 December 2014, (1189 swimmers compared to 398 from issue date 20 December to 31 December 2013), it cannot be confirmed whether this was to do with the initiative or not. We have experienced a warmer December and January than last season.

One of the original purposes of issuing the tickets was to get youth into the pools and off the streets where they were carrying out graffiti and vandalism. The two tables below show a decrease in vandalism and a mixed result in January and February 2015.

Comparison of Total Graffiti strikes in Martinborough

December 2013	January 2014	February 2014
0	9	0
December 2014	January 2015	February 2015
1	0	7

Comparison of Total Vandalism strikes in Martinborough

December 2013	January 2014	February 2014
NR	3	0
December 2014	January 2015	February 2015
0	1	0

4. Conclusion

Officers believe that given the overall increase in attendance at Martinborough pool over the entire 2014/15 season, the lower attendance numbers on the free anniversary day swim directly reflect the cooler weather. However based on the original purpose of it being a fun day out for youth, it is a success. The success or otherwise of the free 10-swim concession tickets cannot be quantified for privacy reasons, however the appreciation of the recipients should be noted.

Contact Officer: Helen McNaught, Amenities Manager

Reviewed By: Mark Allingham, Group Manager Infrastructure Services

MARTINBOROUGH COMMUNITY BOARD

19 MARCH 2015

CHAIRPERSON'S REPORT

Recommendation:

That the Community Board receive the report.

1. Meetings

1.1 Greytown & Featherston Community Board Chairs – Weds 25th Feb

Discussed Grant Accountability forms and process, Civil Defence, MCB by-election. *Recommendation:*

Agree to use the attached accountability form, grants will be followed up twice yearly (late Feb and August), with completed accountability forms to be reviewed at the following scheduled MCB meeting as a Financial Assistance agenda item.

1.2 Local Government Commission (LGC) Hearing – Weds 18th March

Attended LGC hearing, spoke to our submission briefly, sticking to our agreed position that the proposal, in its current form, does not deliver the 'local' in local government. Cllr Julie Riddell accompanied me to the hearing.

1.3 MCB Long Term plan workshop – Thurs 19th March

Report attached.

1.4 Deb Davidson (phone conversation) – Thurs 19th March

Discussed status of Rangatahi II Rangitira Martinborough – currently not active due to loss of Matt Shackleton who has moved to Palmerston North. The adult members are continuing to fundraise where opportunities are available.

Deb has also been in touch with Alan Maxwell – Anglican Church Youth Development ministry, to see how all groups can work together.

We also discussed the possibility of establishing an overarching Rangatahi II Rangitira trust for youth in the Wairarapa. This would give us the scale to make successful funding applications, whilst the establishment of a charitable trust with a board would provide continuity for youth initiatives should funding for Deb's current role not continue. The concept is being discussed with all of the region's mayors and I have passed on details of this discussion to Greytown and Featherston Community Board chairs.

2. Discussion Items

2.1 Facebook Policy

Recommendation:

Agree to adopt the Facebook Policy

2.2 WW1 Commemorations

MCB to discuss ideas for WW1 commemorations in Martinborough

2.3 Pukaha Mt Bruce voucher from Eketahuna

MCB to discuss how best to allocate this voucher which was a gift in return for use of the Martinborough inflatable slide



Martinborough Community Board Strategic Grants Accountability Form

Martinborough Community Board (MCB) Strategic Grants are awarded to organisations or individuals for specific projects that have the potential to provide long-lasting benefit to the Martinborough Ward Community and which support the MCB Vision and Priority Areas outlined in the "Martinborough Community Board – 3 year plan to 2016".

Successful applicants must provide a quarterly report to the MCB detailing progress and submit this Strategic Grants Accountability Form within 3 months of the grant being expended. No further grants will be considered until we have received this feedback form.

Please return the completed form along with bank statements, invoices and receipts identifying the grant expenditure to –

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

1.	Name of Organisation	
2.	Project Name	
3.	Date of Grant	
4.	Amount of Grant	
5.	Please provide a summary of the project	



Martinborough Community Board Strategic Grants Accountability Form

6.	Please provide details of how the grant was spent, explaining any expenditure which was not used for the intended purpose as outlined in your grant application.
7.	How has your project provided long-lasting benefit to the Martinborough Ward community?
8.	How has your project furthered the MCB's stated Vision and Priority Areas?
9.	Please provide details of funding received from other organisations in support of this project



Martinborough Community Board Strategic Grants Accountability Form

10.	If this was not a one-off application please outline likely future funding requirements for this project.
11.	Bank Statements, Invoices and Receipts, Please provide copies of: <ul style="list-style-type: none">- Bank Statement with the grant fund deposit highlighted- Bank Statements with the grant expenditure highlighted- Invoices and Receipts for all expenditure items

Thank you for taking the time to complete this form, this allows us to carefully consider the success of our strategic grants, and helps us to allocate our future funding to achieve the best outcomes for the Martinborough Ward community.

Facebook Policy for Martinborough Community Board (MCB)

DRAFT Lisa Cornelissen – February 2015

This Policy can be changed or updated at any time with the agreement of a majority of the MCB at a scheduled meeting. This policy covers the type of content that can be posted by the MCB, the types of Facebook pages that the MCB will like and the Rules of Engagement for Facebook users interacting with our page.

The policy will be published on the MCB Facebook page and the SWDC MCB web page.

Posts, Shared Content and Likes

Posts and Shared Content will fulfil one of the following criteria:

- Inform followers of MCB initiatives
- Support the strategic aims of the MCB
- Seek feedback or input to inform MCB decisions or policy
- Promote community organisations with similar aims and objectives
- Promote or support Charitable organisations and events
- Celebrate community or individual successes

Likes – in general MCB will only like pages which

- Support the strategic aims of the MCB
- Are the pages of similar organisations with similar aims and objectives
- Are the pages of Local or National Media

Administrators may 'post' or 'like' outside these protocols, in exceptional circumstances, only with the agreement of a majority of the MCB, such agreement may be gained by e-mail.

Rules of Engagement

Messages and images posted on this page will be moderated - they must always be polite, appropriate and relevant.

We support free speech and community engagement however we will remove anything that breaks Facebook standards and our rules including:

- Violent, obscene, profane, hateful, suggestive or racist posts, links or images
- Comments that threaten or defame any person or organisation
- Solicitations, advertisements, or endorsements of any organisations
- Off-topic posts by a single user
- Repetitive posts by single or multiple users
- Publicising personal information or contact details
- Anything else that the page administrators deem to be inappropriate

Persistent posting by a single user in breach of these rules of engagement will result in a warning to the user and a reminder of our page protocols and rules of engagement. If a user continues to post in breach of our rules of engagement they will be blocked from the page.

A blocked user may request that their account is unblocked, in writing to any current MCB member and all such requests will be considered at the next available scheduled meeting of the MCB and granted on a majority vote.

Martinborough Community Board Workshop – Thursday 19th March

Attendees: Lisa Cornelissen, Pam Colenso, Cllr. Max Stevens

Apologies: Cllr. Julie Riddell, Victoria Read

1. Cedar Hedge on Dublin Street West, adjacent to Pool & Holiday Park

The state of the Cedar Hedge and the process for the works was discussed in detail, it was noted that the cedars were heavily trimmed at the time the Holiday Park lease was entered into and grew back strongly.

Recommendations:

- 1. MCB pass a resolution expressing extreme disappointment that the works were carried out despite sustained requests from the MCB that the trees be trimmed as a hedge and that the protection status be investigated more thoroughly.*
- 2. That options for underplanting are explored and the work carried out with urgency.*
- 3. That a decision on the future of the cedars be deferred for discussion in 12 months with no further trimming or pruning carried out without the express approval of Martinborough Community Board.*

2. Considine Park Workplan

The workplan tabled at the MCB meeting on 16th Feb 2015 was discussed in detail. The work undertaken by the PFO in costing development plans is appreciated.

Agreed: that works should be prioritised as follows:

- Safety & Security
- Maintain what we have
- Improve access & usage

Safety & Security

- I. Remove 2 large pine trees beside the holiday park fence so that the leaseholders can safely utilise this area for camping.
- II. Finish the fence between the holiday park leased area and the pool, filling the gap left by the limbing up of the cedar hedge.
- III. Continue the Considine Park post and board fence along the Princess Street pool frontage and around onto Dublin Street West as far as the holiday park entrance, replacing the post and wire fence exposed by the limbing up of the Cedar Hedge.
- IV. Review the chain arrangement to keep vehicles out of pool area when pool not in use, an alternative solution to be undertaken when the new fence goes up. Suggested that we investigate the removable post system at the Rugby Grounds.
- V. It was noted that the current state of the culvert crossing at the end of the walkway on Dublin Street West is a safety issue and needs to be flagged to SWDC promptly.

Maintain what we have

- I. Bulk up existing planting along walkway – it was noted that many plants have been lost
- II. Mulch – MCB to investigate cost effective ways of mulching including using wood chip from arborists work and cheaper suppliers (20)
- III. Prune olives and other plants which are encroaching on lime path
- IV. Top up lime where necessary

Improve access and usage

- I. MCB to work with Lions and interested parties to procure and plant specimen trees as noted in the development plan. Species to be as recommended. MCB to consider budgeting a donation to Lions for assisting in completing this work.
- II. MCB to provide the two agreed seats along the walkway (funded with the Peter Craig bequest and from MCB budget), then review the need for more.
- III. Provision of picnic table in grassy area outside pool (1) and in Centennial Park (16)
- IV. Lime surface between the end of the lime paths in Centennial Park and Princess Street (over the grass berm).
- V. Level the Princess Street berm and infill between the concrete footpath and the fence
- VI. Walkway loop extension (9) with associated screen planting – MCB to discuss with Lions to reduce the overall cost of this project

Pool Usage

- I. Timber Pergola (5)
- II. Feature Trees to be included in MCB work to procure and plant specimen trees (10)
- III. Given affordability issues it was agreed that signage, concrete foot path and bollards are not a high priority at this time.

3. Footpaths

It was agreed that footpaths are a priority and improved funding should be requested in the LTP process.

Suggested priorities for crossings, footpath repairs and renewals

- I. Finish Venice between Princess & Broadway
- II. Crossing on corner of Naples & Jellicoe (Dairy corner) – unusable by wheelchairs
- III. The crossing on the corner of Princess and Kitchener (outside 18 Princess St.) has been identified by a number of wheelchair users as being too steep with a lip that makes it extremely difficult to navigate
- IV. Daniel Street
- V. Strasbourge Street from Cambridge to Princess, starting at the Cambridge end
- VI. Naples from Princess to Broadway
- VII. Panama from Strasbourge to Naples

- VIII. Malcolm – isolated repairs to concrete footpath (could be used as a budget filler in a year where funds remaining are insufficient to start larger works)

Action: Lisa Cornelissen to raise the tree root tripping hazards on Roberts St. as a maintenance issue with SWDC.

New footpath priorities

- I. Esther
- II. Dublin Street, continue footpath to Regent
- III. Weld between Roberts and French (increased usage due to subdivision)
- IV. Princess around from Venice to School Crossing on Dublin
- V. Regent between Dublin & Esther

Improving safety on rural roads with high pedestrian and cycle usage was also discussed – particularly with regards to Princess, Huangarua and Putangirua roads and Oxford Street out to Todds Road.

Cllr. Max Stevens shared some pictures from Twizel illustrating how road shoulders had been asphalted, with a clear white line marking – allowing for a safer shoulder for pedestrians and cyclists.

Recommend that MCB discuss this as a cost effective option for improving pedestrian and cycle accessibility for these roads.

Other issues discussed

- It was agreed that the pedestrian crossing between the Martinborough Hotel and the P&K car park is currently unsafe.
Recommendation that SWDC urgently implement double yellow lines of at least one car length on the Mitre 10 side of the pedestrian crossing, add posts and orange lollipops and road markings on the Square side of the crossing. MCB to request funding for a raised pedestrian crossing via the LTP process.

4. LTP – UFB and Mobile government funding

This will be discussed at the March MCB meeting, the strong feeling of this meeting was that SWDC should be encouraged to form a working group immediately and that the MCB would support a SWDC application for Rural Broad Band in the LTP. It was hoped that it could be included in LTP documents for public consultation.

Also to be discussed is the fund available for improving mobile coverage. How can we access this fund for the benefit of our rural and coastal communities?

5. LTP - Waihinga Centre

It was noted that the current focus is firmly on community fundraising and MCB should state its strong support for this project during the LTP process.

6. LTP - Solid Waste

Given the high proportion of weekenders and homestays it was agreed that MCB should request a review of collection days to ensure that Martinborough rubbish and recycling is picked up on a Monday.

The trial of wheelie bin solid waste collection in Featherston is to be supported and a fast roll out requested if the trial is successful in the face of Wairarapa winds.

7. LTP - Mowing

It was noted that mowing complaints have subsided but that the effectiveness of current mowing schedules should be monitored and MCB should review again in 12 months time.

8. LTP - Urban roading improvements and Oxford Street improvements

Oxford Street improvements were discussed and it was agreed that parking outside the tennis club should be improved with kerb and channel, this to be requested in the LTP.

Concern was expressed at the lack of consideration given to the long term ability of our storm water system to cope with extreme events. MCB will continue to raise this as an issue to be considered in SWDC infrastructure planning.

9. AOB

Cecily Martin park– it was agreed that the boundary between the Cecily Martin park and Wharekaka is in dire need of tidying up. Max to discuss with Lions and Wharekaka.

It was also noted that the netting to collect oak tree leaves needed replacing.

Speed limits – in light of new sub divisions and pedestrian and cycle safety a number of new speed limit zones were discussed. Recommended that MCB discuss revised speed limits as follows:

- Dublin Street school zone – 40 km/h
- Lake Ferry Road to Campbell Drive – 50km/h
- Princess Street, Huangarua Road and Puruatanga Road to Regent St – 50km/h

10. Agreed Next Steps

- Lisa to circulate meeting notes to MCB – for a quick approval – need to get them to Suzanne by 10am, Friday 20th March
- Lisa to provide Mark with footpath priorities
- Lisa to provide Helen with Considine Park priorities
- Meeting notes to be included in next MCB papers for discussion and final agreement and circulated to Paul Crimp for consideration in the LTP consultation document

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

GRAFFITI WORKING PARTY

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

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

Folding Tables for Town Hall.

Manufactured by Tubefab Christchurch.

Size 1200mm x 760mm \$198

1800mm x 760mm \$240 Current size in Hall weight 21 kgs (seats 6)

2100mm x 760mm \$252

2400mm x 760mm \$260 seats people comfortably at ends weight 26kgs (seats 10)

Brochure being sent to Helen McNaught

MARTINBOROUGH COMMUNITY BOARD

30 MARCH 2015

AGENDA ITEM 6.4

REPORT ON CEDARS AT CONSIDINE PARK

Purpose of Report

To inform Community Board members of the status of the *cedrus deodara* in Considine Park and proposed actions.

Recommendations

Officers recommend that the Community Board:

1. *receives the information.*

1. Background

Martinborough Community Board action 73 requested "a report on the cedar hedge in Considine Park, identifying whether it is listed in the District Plan and its protection status." The Community Board also asked for City Care's interpretation and another opinion on whether the trees could be trimmed as a hedge rather than as individual trees.

2. Discussion

2.1 Status

The Combined District Plan lists the cedar trees in the schedule of notable trees as "Ts092 *cedrus deodara* (hedge)". While background information is available for many of the trees listed in the District Plan, there is nothing to explain why the cedars were listed. While the trees may have originally been intended as a windbreak for the swimming pool, this is no longer the case as the grandstand effectively provides a windbreak now. The trees are shown on the Considine Park development plan, with the notation "notable cedar hedge, lower branches lifted or hedge trimmed to 2 metres".

2.2 Maintenance

City Care's maintenance approach has been to treat the trees as individual trees rather than a hedge, due to the species *cedrus deodara* being a specimen tree rather than a hedging one. This approach has been reviewed with the arborist so that the maintenance programme ensures the long-term health and survival of the trees despite the difficulties created by the trees having been planted too closely together. Trimming has been limited

to the removal of deadwood, trimming around powerlines, and the recent removal of lower limbs to encourage natural growth and to create open sight-lines through the trees for security reasons.

While the intention of planting the trees may have been to create a hedge, the species selected is not a hedging tree, and hedge-trimming will cause damage and could lead to the death of individual trees. For shelter-belt planting, *cedrus deodara* trees would need to be planted at 6-7m centres to allow the natural pyramid shape of each tree to develop.

From the viewpoint of crime prevention through environmental design (CPTED), the limbing-up of the trees has improved security around the swimming pool by opening up sight-lines from the road, and removing potential hiding places. Under-planting was considered, but has been ruled out in the interests of maintaining sight-lines.

City Care's view on how the trees should be maintained is provided by Karl Nisbett in Appendix 1.

The arborist's view on how the trees should be maintained is provided by Glen Ayling of Treescape as Appendix 2.

3. Conclusion

The *cedrus deodara* trees adjacent to the swimming pool at Considine Park will be managed as individual trees, and maintenance actions will be consistent with ensuring their long-term health and viability.

4. Appendices

Appendix 1 – Opinion of Karl Nesbitt, City Care Ltd

Appendix 2 – Opinion of Glen Ayling, Treescape Ltd

Contact Officer: Helen McNaught, Amenities Manager

Reviewed By: Mark Allingham, Group Manager Infrastructure Services

Appendix 1 – Opinion of Karl Nesbitt, City Care Ltd

Helen McNaught - Amenities Manager

From: Karl Nesbitt <Karl.Nesbitt@citycare.co.nz>
Sent: Monday, 23 March 2015 10:19 a.m.
To: Helen McNaught - Amenities Manager
Subject: Cedrus deodora

Cedrus deodora Martinborough pool

What is Cedrus deodara is a large, fast growing evergreen tree with a conical crown. Its slender needle like leaves are spirally arranged on young shoots. They are up to 5cm long emerging bright green becoming glaucous with age. The branches are level with drooping branchlets. The bark is dark brown, initially smooth, developing vertical and diagonal cracks with age. Its trunk may achieve a diameter of up to 3m. This tree is monoecious and the female cones are barrel shaped and achieve an ultimate length of up to 10cm and 6cm across. These are initially bluish, becoming red/ brown with age. These disintegrate when mature and release winged seeds. The male cones are up to 6cm long a shed their pollen in autumn.

Position: Full sun

Flowering period: Autumn

Soil: Moist, well drained

Eventual Height: 50m

Eventual Spread: 12m

In investigations into this species, there is no mention of this tree being used as a shelter belt or being pruned to create a shelter belt.

A site inspection shows that some of the trees have been previously topped and others not, this has put some stress into those trees and created potential for infectious pathogens, the signs show this was not completed correctly. There is no evidence of previous side pruning's to show that these trees have been managed as a hedge.

the lifting of the trees have created two situations,

- 1, allowing the trees to meet SEPTED standards for safety in public open space
- 2, allowing the trees to become individual specimens, which they are meant to be

The trees do show wind ware on the southern side, as the growth is stronger on the north face. The balance of good growth is on the northern face. By lifting the trees this will help with the view into the pool area making it safe. This was completed by staff who are competent at this work. Any future pruning to create a hedge in my opinion will open these trees up to more risk of pathogens and insect attacks. There is evidence that some of the species are in decline and in future years these may need to be removed.

If these trees had been set up as a wind break when initially planted, consideration of the height and the planted distance apart would have been planned. This would not be a species selected as a windbreak as a shelter belt, because of the species type, potential height and width.

Regards

Karl Nesbitt
National Certificate Advanced horticulture
National Certificate Landscape Construction

Karl Nesbitt
Operations Manager - SW Parks

city care
Our people. Making it work.

D: City Care Ltd

Appendix 2 – Opinion of Glen Ayling, Treescape Ltd

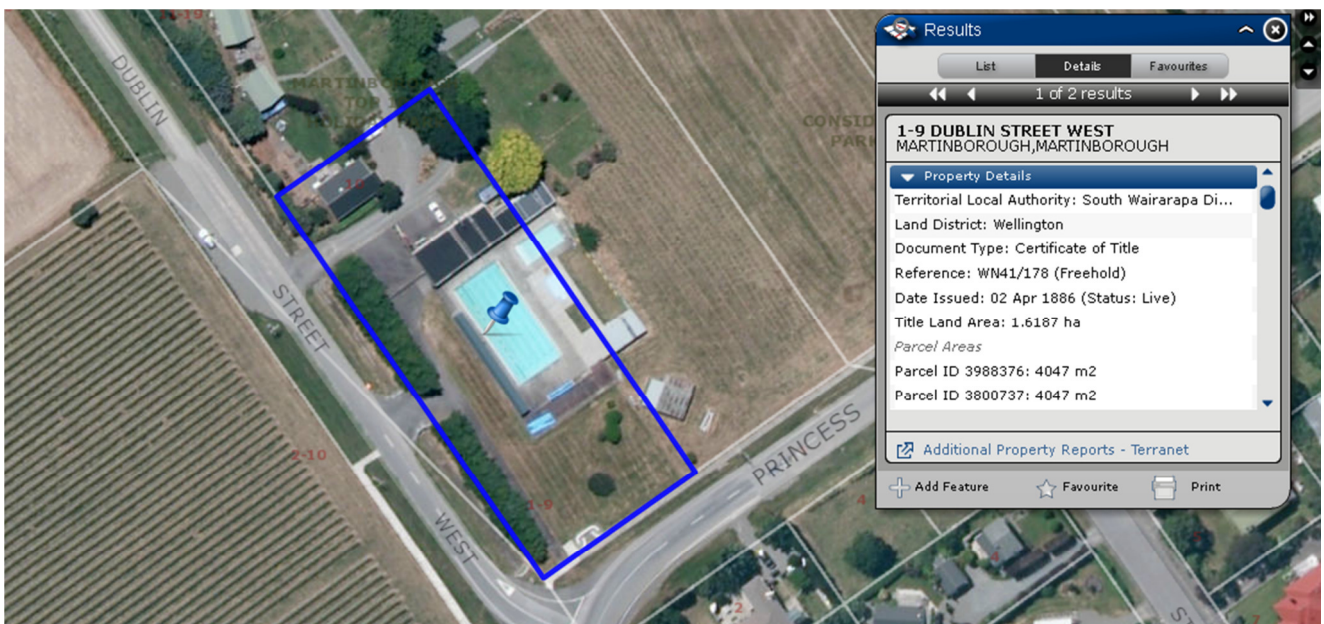
1-9 Dublin Street, Martinborough.

Introduction and Tree Location

These trees were inspected by Treescape following a request from Karl Nesbitt of City Care on behalf of South Wairarapa District Council.

On 23/3/15 they were inspected by Glen Ayling (level 4 Advanced Arborist) from Treescape and carried out a Visual Tree Assessments (VTA) on the trees listed below and are my observations.

This assessment was ground based with a focus on tree health and hazards.



Cedar (*Cedrus deodara*)

A species of Cedar that derives from the Himalayas. It is a large coniferous tree that in New Zealand can reach 30 meters plus in height. The leaves are needle-like, mostly 2.5–5 cm long, slender (1 mm thick), borne singly on long, and in dense clusters of 20–30 on short shoots; they vary from bright green to glaucous blue-green in colour.

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This row of Cedar (*Cedrus deodara*) trees have had some previous history of topping as a hedge which with today's current methods of tree pruning is considered bad practice, especially as this row of trees are not good hedging plants due to being unable to put on epicormic (water-shoots) growth if cut back into the wood. They do not lend themselves to pruning by machine. Treescape under the direction of Citycare originally looked at the trees approximately 12-18 months ago because of a complaint about telecom line. We then cleared both the service lines, no other work was required. At all times Treescape and Citycare have referred to the trees as a row and not as a horticulture styled shelterbelt

Apart from the approx 5 trees that are in heavy decline the rest of the row are in apparent good health with good vegetative growth on the sheltered side and with less vigor on the unprotected road side which is to be expected.



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Conclusion

Considering their exposed location, being half covered in tar seal with a drainage ditch on the opposite side they will not be the fastest growing specimen trees requiring little maintenance apart from overhead services and minor dead wooding when necessary, They have just been crown lifted for security purposes to remove potential hiding places and currently require no further work.

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