

# SOUTH WAIRARAPA DISTRICT COUNCIL

29 JUNE 2016

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## AGENDA ITEM D2

### INFRASTRUCTURE AND SERVICES REPORT

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#### **Purpose of report**

To update councillors on the Infrastructure and Services Group activities.

#### **Recommendations**

Officers recommend that the Council:

1. *Receive the information.*

#### **1. Group Manager highlights**

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

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

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

council sharing their knowledge of the changes and what was being done in the process.

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

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

The Civil Defence Emergency Management Emergency Operations Centre training mini exercise held in Masterton went well and is continuing to develop and train staff in a variety of events. This being a storm event with flooding was easily understood as many involved had years of experience in dealing with similar real events to that of the simulation.

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

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

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

## 2. Water supply

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

### 2.1 Key Performance Indicators

WATER SUPPLY KEY PERFORMANCE INDICATORS	TARGET 2015/16	COMPLAINTS		INCIDENTS	
		May	YTD	May	YTD
The average consumption of drinking water per day per resident within the territorial authority	<400 Lt	691	741		
Compliance with resource consent conditions/water permit conditions to "mainly complying" or better	95%				
Water supply systems comply with Ministry of Health Bacteriological Drinking Water Standards guidelines 2000*	95%				
Water supply systems comply with Ministry of Health Protozoa Drinking Water Standards guidelines 2000	95%				
The total number of complaints received by the local authority about drinking water taste per 1000 connections	<15	1 per1000 connections (4 complaint)	1.25 per1000 connections (5 complaint)	4	5
The total number of complaints received by the local authority about drinking water odour per 1000 connections	<15	1 per1000 connections (4 complaint)	1.75 per 1000 connections (7 complaint)	4	7
The total number of complaints received by the local authority about drinking water pressure of flow per 1000 connections	<15	0	3.6 per 1000 connections (14 complaints)	0	14
The total number of complaints received by the local authority about continuity of supply per 1000 connections	<15	0	4 per1000 connections (16 complaints)	0	16
The total number of complaints received by the local authority about drinking water clarity per 1000 connections	<15	0.5 per1000 connections (2 complaint)	2.5 per1000 connections (10 complaint)	2	10
Ratepayers and residents satisfied with level of service for water	75%				
Attendance for urgent call-outs: from the time that the local authority receives notification to the time that service personnel reach the site	< 1 Hr	(6/12) 50%	-	12	51
Resolution of urgent call-outs: from the time that the local authority receives notification to the time that service personnel confirm resolution of the fault or interruption	< 8 Hrs	(8/12) 67%	-	12	51
Attendance for non-urgent call-outs: from the time that the local authority receives notification to the time that service personnel reach the site	< 2 working days	18/21 (86%)	-	21	308
Resolution of non-urgent call-outs: from the time that the local authority receives notification to the time that service personnel confirm	< 5 working days	19/21 (90%)	-	21	308
Fire hydrants tested annually that meet NZ Fire Service Code of Practice	20%	0%	0%		
The % of real water loss from the local authority's networked reticulation system identified by establishing and measuring night flow	<20%				

### 2.2 Services

#### 2.2.1. Water supply capital improvements Featherston

The Revans Street, Featherston water main renewal started on 2 May. Work was held up for a number of days due to the severe weather and high winds in mid-May which forced the contractors to shut down the site. Traffic management signs were being picked up by the wind and causing a potential safety issue. Aside from this, the project has been running well

and the use of a pipe thruster has greatly reduced traffic management and reinstatement costs as it eliminated the need to open trench the water laterals across the street. The contractors hope to have the job completed by the end of June.

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

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

### **2.3 Water treatment plants**

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

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

### **2.4 Water reticulation**

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

### **2.5 Water races**

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

### 3. Waste water

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

#### 3.1 Key Performance Indicators

WASTE WATER KEY PERFORMANCE INDICATORS	TARGET 2015/16	COMPLAINTS		INCIDENTS	
		May	YTD	May	YTD
Number of blockages per 1000 connections	<10	4 complaint	38 complaints	1 per 1000 connections (4 blockage)	9.5 per 1000 connections
Ratepayers and residents satisfaction with waste water services	70%	Annual survey	Annual survey	Annual survey	Annual survey
Number of dry weather sewerage overflows per 1000 connections	<10	-	-	0 per 1000 connections (0 overflow)	1.5 per 1000 connections (6 overflows)
Attendance time: from notification to arrival on site	< 1 Hr	-	-	2/4 (50%)	57
Resolution time: from notification to resolution of fault	< 4 Hrs	-	-	4/4 (100%)	57
% of resource consent conditions complied with to mainly complying or better*	90%				
No. of abatement notices	<2				
No. of infringement notices	0				
No. of enforcement notices	0				
No. of convictions	0				
No. of complaints per 1000 connections received about sewage odour	< 15	0	1 per 1000 connections (4 complaints)	0	4
No. of complaints per 1000 connections received about sewage systems faults	< 15	0	2 per 1000 connections (8 complaints)	0	8
No. of complaints per 1000 connections received about sewage system blockages	< 15	1 per 1000 connections (4 complaint)	39 9.5 per 1000 connections	4	39
No. of complaints per 1000 connections received about the response to issues with sewage	< 15	0	0.2 per 1000 connections (1 complaint)	0	1
Proportion of urgent waste water service requests responded to within 6 hours of notification	95%	4/4 100%	-	4/4 (100%)	39

#### 3.2 Waste water treatment plants

##### 3.2.1. Capital and consents

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

##### 3.2.2. Operational

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

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

### 3.2.3. Waste water reticulation

There were 4 pipeline blockages reported during the period.

## 4. Storm water drainage

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

### 4.1 Key Performance Indicators

STORM WATER DRAINAGE KEY PERFORMANCE INDICATORS	TARGET 2015/16	COMPLAINTS		INCIDENTS	
		MONTH	YTD	MONTH	YTD
% of ratepayers and residents satisfied with stormwater drains	54%	Annual survey	Annual survey	Annual survey	Annual survey
% of urgent (any blockage causing extensive flooding of buildings or other serious flooding) requests for service responded to within 5 hours	95%	0	0	0	0
No. of flooding events	0	0	0	0	0
No. of habitable floors affected per flooding event per 1000 properties connected	0	0	0	0	0
No. of abatements notices	0				
No. of infringement notices	0				
No. of enforcement notices	0				
No. of convictions	0				
Median Response time to flooding events (Notification to personnel reaching site in hrs)	3	-	-	0	0
No. of complaints about stormwater per 1000 properties connected	0	0	0	0	0

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

## 5. Solid waste management

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

### 5.1 Key Performance Indicators

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

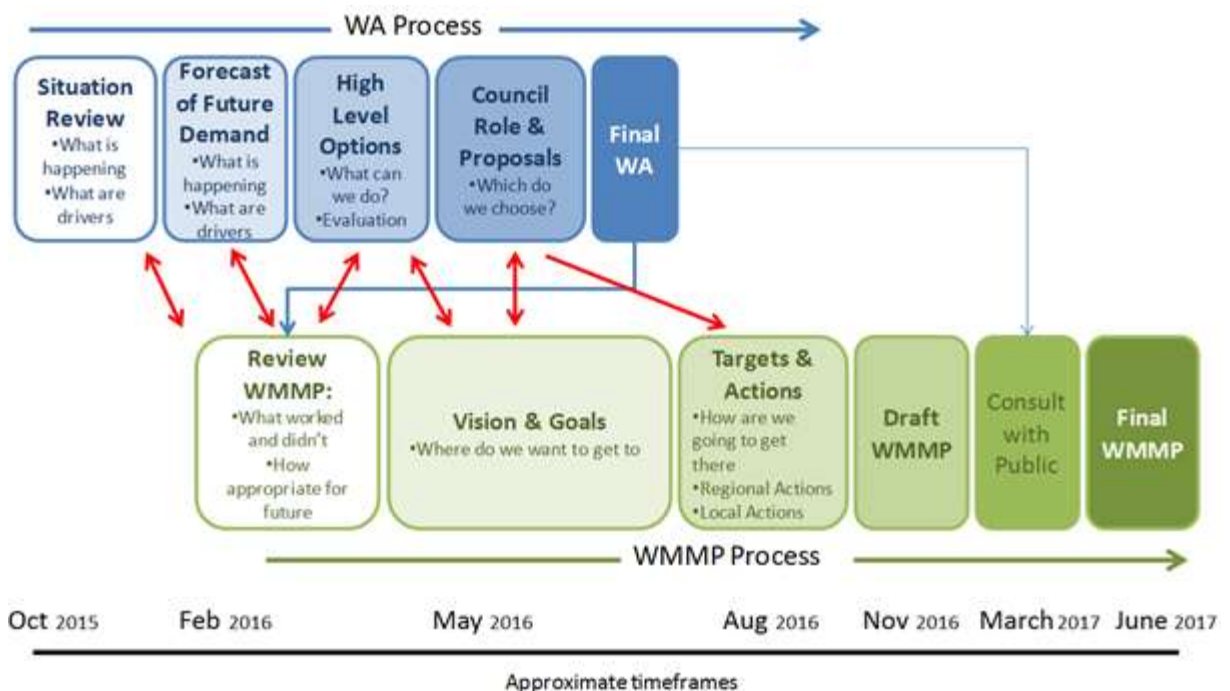
## 5.2 Waste management

Routine services have been delivered successfully over the period.

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

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

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



### The WA and RWMP review process timeline

#### 5.3.1. Next steps

##### Modelling

The next step is to model a range of scenarios within the Collection Services and Infrastructure Options. The modelling will include business as usual and will use one recycling methodology region wide. This modelling will result in

a table of options and scenarios to be considered by the Joint Committee at its next WA workshop session 1 August 2016.

### **Draft Regional action plan**

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

### **Draft local action plans**

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

### **October 2016 Local Government elections**

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

### **21 November 2016 Joint Committee meeting**

At this meeting the draft RWMMP 2017-2023 - including both regional and local action plans - will be reviewed and approved by the Joint Committee, ready for distribution to each Council for their elected member review processes.

### **Draft RWMMP adoption**

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

### **Draft RWMMP special consultation**

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

### **Draft RWMMP hearings**

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

### **Pre-approval Draft RWMMP**

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

### **Adoption final RWMMP 2017-2023**

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



## 6. Land transport

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

### 6.1 Key Performance Indicators

LAND TRANSPORT KEY PERFORMANCE INDICATORS	TARGET 2015/16	COMPLAINTS		INCIDENTS	
		MAY	YTD	MAY	YTD
Using the RAMM measurement system, average smooth travel exposure on urban roads to be 85% and rural roads 95% with maximum variation of 5%	95%				
Ratepayers and residents fairly/very satisfied with the roads	78				
5% of sealed roads are resealed each year subject to availability of NZTA subsidy	100%				
The pavement condition index as measured by the NZTA pavement integrity index	95%				
The number of crashes causing injuries is reduced	Group and control average				
The number of fatalities and serious injury crashes on the local road network	<7				
Ratepayers and residents are satisfied with footpaths in the district	68%				
Availability of footpaths on at least one side of the road down the whole street	87%				
Footpath Condition rating 95% compliant with SWDC AMP Standard	95%				
The % of customer service requests relating to roads and footpaths responded to within 48 hours	95%	36/43 (84%)	228/251 (91%)	43	251
Meet annual plan footpath targets	Yes				

### 6.2 Roading maintenance – Fulton Hogan

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

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

### 6.3 Other contracts

#### 6.3.1. Sealed Road Rehabilitation: Higgins Contractors

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

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

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



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

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



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



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

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

Contractors are on site and works are progressing well.

**7. Amenities**

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

**7.1 Key Performance Indicators**

AMENITIES KEY PERFORMANCE INDICATORS	TARGET 2015/16	COMPLAINTS		INCIDENTS	
		MONTH	YTD	MONTH	YTD
Users satisfied with parks and reserves	90%				
Ratepayers and residents are satisfied with Council playgrounds	80%				
Council playground equipment that meets national standards	100%				
Council pools comply with NZ swimming pool water testing standards	100%				

AMENITIES KEY PERFORMANCE INDICATORS	TARGET 2015/16	COMPLAINTS	INCIDENTS
Ratepayers and residents satisfaction with Council swimming pools	65%		
Occupancy of pensioner housing	99.8%		
Ratepayers and residents satisfied with town halls	74%		
Cycle strategy	Developed		
Ratepayers and residents satisfied with public toilet facilities	90%		
Taking programmes out into the community and providing a wide variety of programmes in the library	>3 per library		
% of ratepayers and residents satisfied with libraries	90%		

## 7.2 Parks and Reserves

### 7.2.1. Featherston

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

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



Over the next couple of weeks the construction of the amphitheatre stone walls and end-pillars will continue and the steps from the paved area down into the amphitheatre will be built. The rafters will go up on the west

pergola, and the set out for the post-holes for the east pergola will be done. The concrete surfacing work between the amphitheatre and Menz Shed verandah will continue.

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

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

### **7.2.2. Martinborough**

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

## **7.3 Playgrounds**

### **7.3.1. Featherston**

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

### **7.3.2. Greytown**

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

## **7.4 Properties**

### **7.4.1. Featherston**

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

## **7.5 Community housing**

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

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

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

flat inspections have been completed or are in the process of being completed.

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

## **7.6 Cemeteries**

### **7.6.1. Featherston**

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

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

### **7.6.2. Greytown cemetery**

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

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

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

### **7.6.4. Ashes interments/burials May to 16 June 2016**

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

## **7.7 Events**

### **7.7.1. Featherston**

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

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

### **7.7.2. Greytown**

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

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

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

### **7.7.3. Martinborough**

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

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

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

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

## **7.8 Libraries**

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

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



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

## 8. Civil defence and emergency management

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

### 8.1 Key Performance Indicators

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

### 8.2 Wellington Regional Emergency Management Office (WREMO)

#### 8.2.1. Update

Regional Emergency Planner for the District Health Board is running a major exercise on 28 June for their General Practitioner's, residential care facilities and pharmacies. The scenario is a significant explosion at the Haywood's substation taking out power to this region for 4-5 days. We know that there is power available from the north but for the sake of the exercise there is none available for that period of time. SWDC has been working with them for the exercise about what the state of water and sewerage will be in our towns in such an emergency.

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

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

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



## **9. Appendices**

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

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

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

## Minutes

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

### Attendance

The meeting commenced at 14.00 with the following in attendance:

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

### In attendance

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

### Apologies

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

### 1. Welcome

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

### 2. Previous minutes

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

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

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

### **3. Reconciliation of outstanding action points**

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

### **4. OR update – Craig Hamilton, Manager Operational Readiness**

#### **4.1 Welfare in the Region**

PowerPoint presentation - Charlotte Williams, Group Welfare Manager

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

#### **4.2 Review of Flood warning system**

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

#### **4.3 Exercise Tangaroa**

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

### **5. CR UPDATE – Dan Neely, Manager Community Resilience**

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

**6. Pre Disaster Recovery Planning update**

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

**7. Civil Defence Centres**

Dan Neely gave an update on progress:

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

**8. WREMO Budget 2016-2017**

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

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

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

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

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

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

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

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

**9. Quarterly Report**

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

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

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

**10. General business**

Nil

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

**Bruce Pepperell**

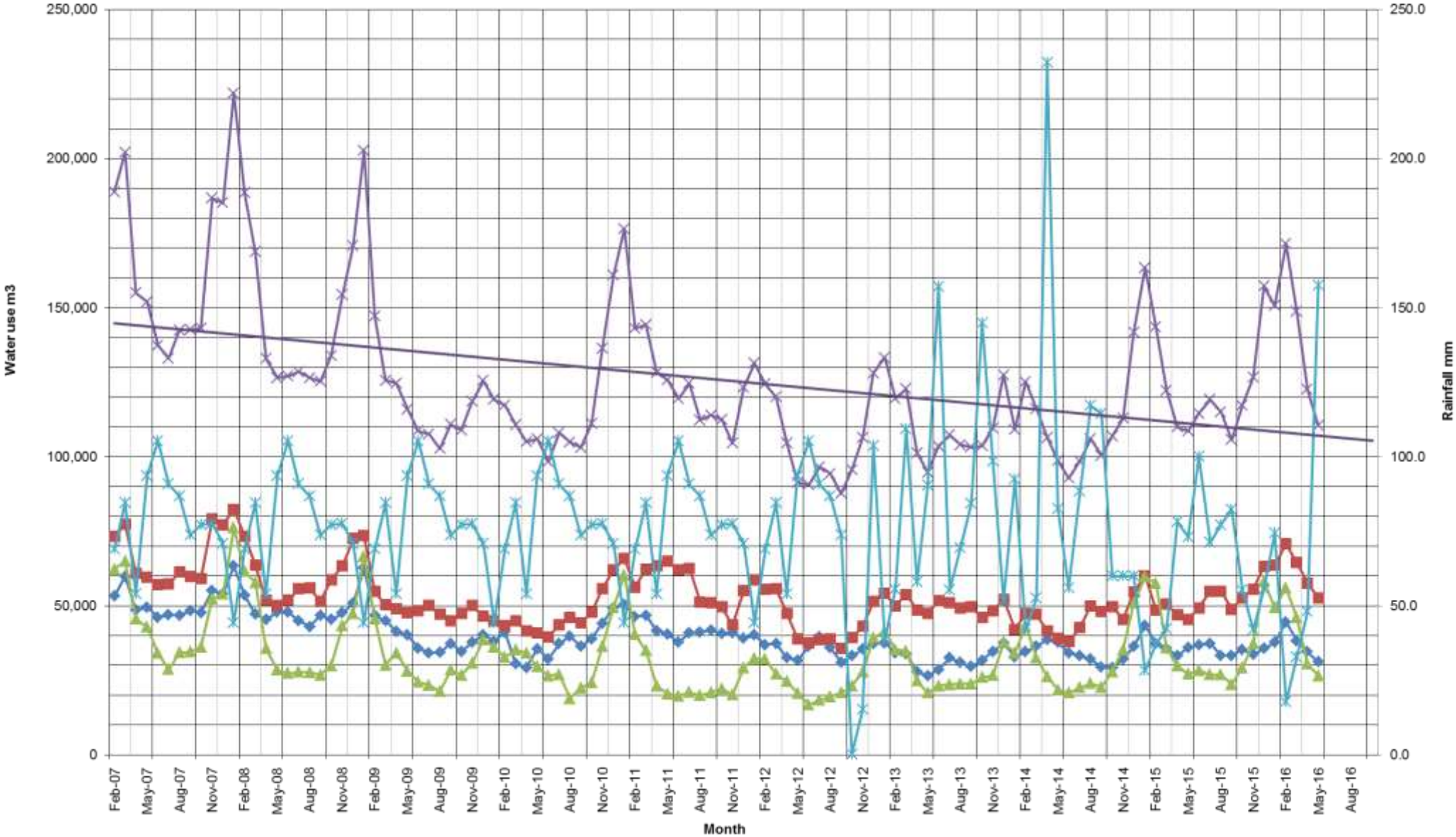
**Chair**

Action Points from previous meetings

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

## **Appendix 2 - Monthly water usage**

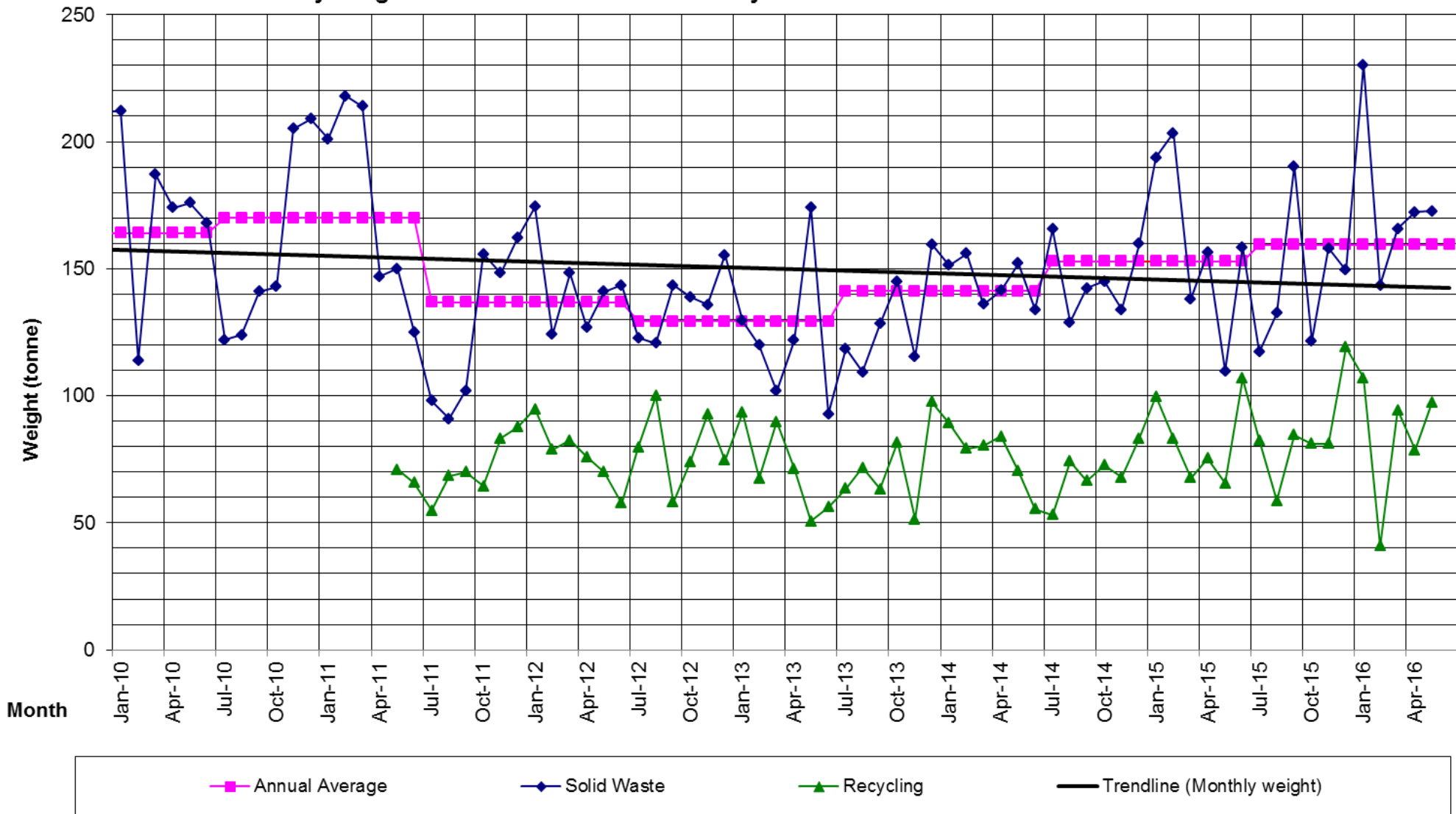
# Water use South Wairarapa District Council





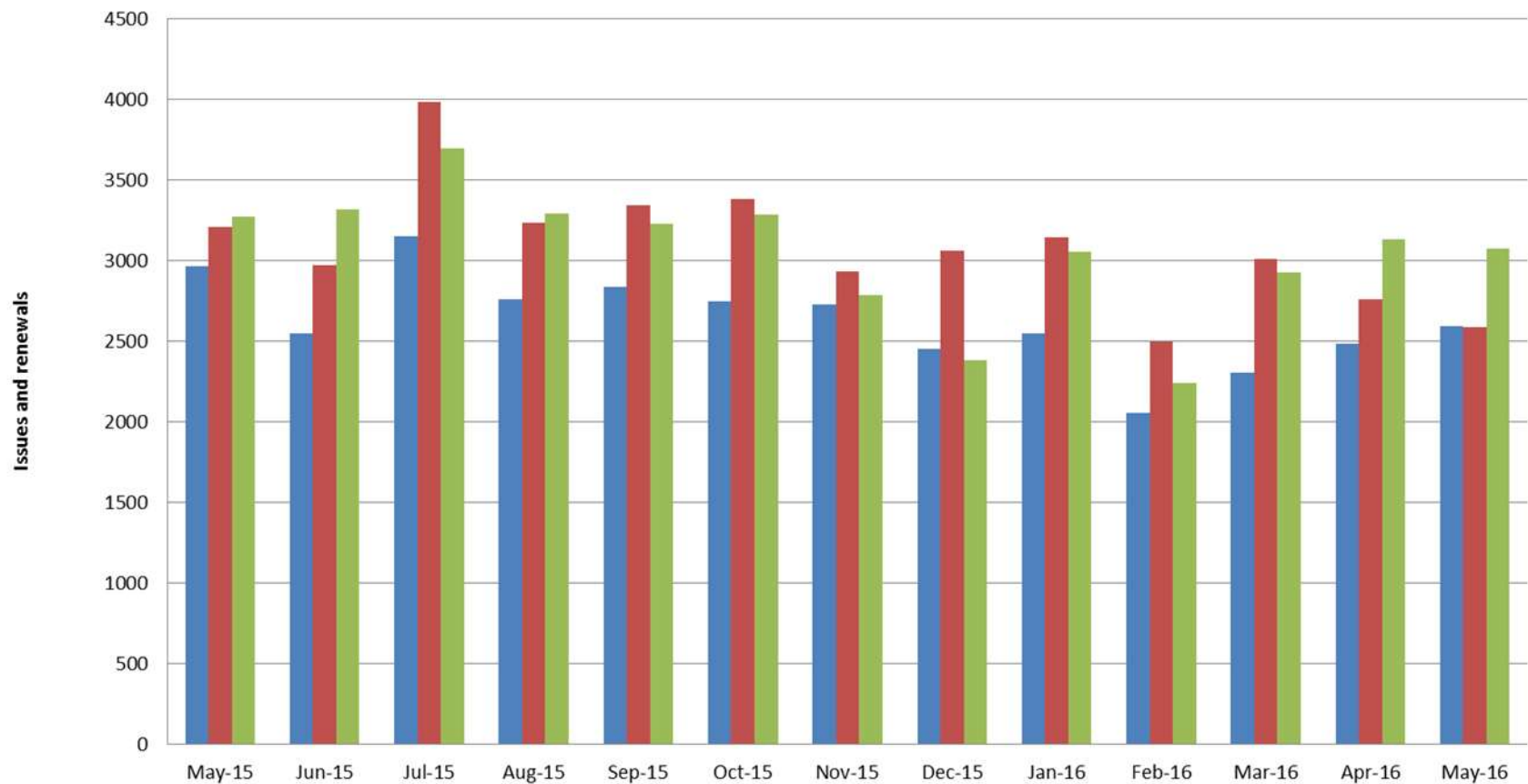
# **Appendix 3 -Waste exported to Bonny Glen**

### Monthly weight of waste transferred to Bonny Glen



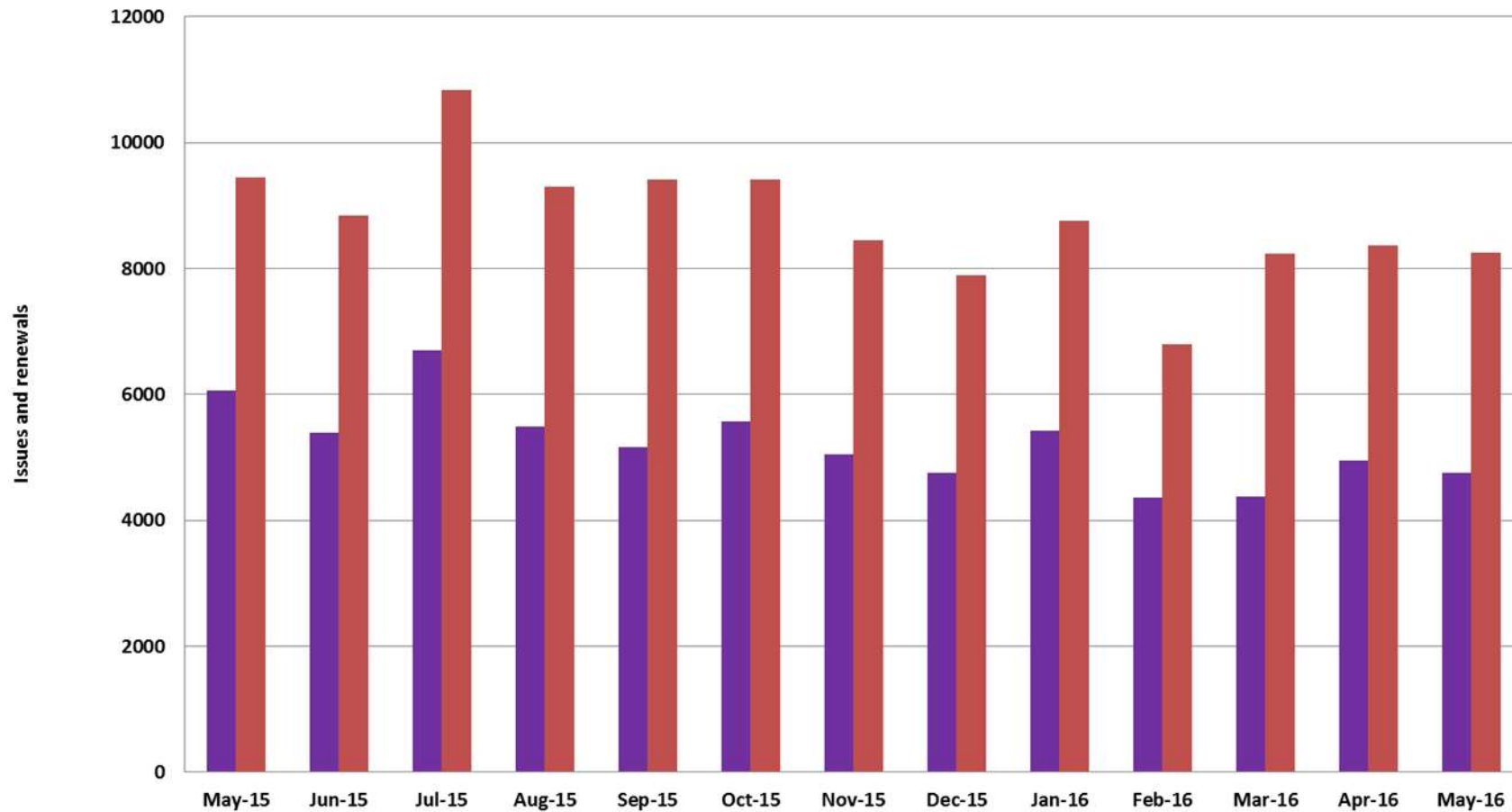
# **Appendix 4 – Library statistics**

## South Wairarapa libraries - issues and renewals to May 2016



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

## Wairarapa Library Service - issues and renewals to May 2016



	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16
■ Carterton	6063	5396	6702	5495	5161	5570	5042	4759	5422	4362	4378	4948	4752
■ South Wairarapa	9451	8836	10832	9291	9411	9414	8451	7893	8751	6794	8239	8373	8253