



Featherston Community Board

Minutes 16 September 2014

- Present:** Lee Carter (chair), Katie Beattie, Cr Dean Davies, Peter Jackson, Cr Solitaire Robertson and Garry Thomas.
- In Attendance:** Mayor Adrienne Staples (until 8:40pm), Paul Crimp (Chief Executive Officer), Helen McNaught (Amenities Manager) and Suzanne Clark (Committee Secretary).
- Conduct of Business:** The meeting was held in Kiwi Hall, 62 Bell Street, Featherston. The meeting was conducted in public between 7:00pm and 8:45pm.
- Public Participation:** Abby Cooper and Deborah Davidson (Southern Wairarapa Safer Community Council) and Rhonda Jones (Featherston Main Streets Beautification Group).

PUBLIC BUSINESS

The Community Board agreed to add 'Graffiti Working Party Youth Group Coordination Request' to the agenda for discussion as agenda item 7.6 and to discuss a new footpath in Kenward Crescent as part of agenda item 7.3 Featherston Footpath Matters.

1. APOLOGIES

There were no apologies tendered.

2. CONFLICTS OF INTEREST

Cr Robertson declared a conflict of interest with agenda item 6.3 Anzac Hall Landscaping due to being president of the Anzac Club.

Cr Davies and Mrs Carter declared a conflict of interest with the application for financial assistance from the Featherston Christmas Market Trust as they were part of the organising committee.

3. PUBLIC PARTICIPATION

3.1 Abby Cooper and Deborah Davidson, Southern Wairarapa Safer Community Council

Ms Cooper with support from Ms Davidson discussed the alternative action plan opportunity under the Wairarapa social sector trial and asked for community support to secure local business supervisors for youth referrals.

3.2 Rhonda Jones, Featherston Main Streets Beautification Group

Mrs Jones tabled the final design for the Featherston entrance way signs and said the Group was finalising selection of materials and installation

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arrangements and was almost ready to submit a resource consent application to Council. Once the resource consent application had been submitted the completion timeframe was 2-6 weeks.

4. ACTIONS FROM PUBLIC PARTICIPATION AND PRESENTATIONS

No actions needing to be taken.

5. COMMUNITY BOARD MINUTES/EXPENDITURE

5.1 Featherston Community Board Minutes – 5 August 2014

FCB RESOLVED (FCB 2014/69) that the minutes of the Featherston Community Board meeting held on 5 August 2014 be confirmed as a true and correct record subject to the following correction.

Removal of the last sentence of paragraph 1 from item 8.2 Featherston Town Square on page 4 which reads ‘Ms Beattie moved a motion to have the Menz Shed located in the reserve on Fox Street, but the motion was not carried.’

(Moved Carter/Seconded Thomas)

Carried

5.2 Matters arising

There were no matters arising.

5.3 Action items from previous meeting

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

FCB RESOLVED (FCB2014/70) to receive the action items.

(Moved Carter/Seconded Thomas)

Carried

5.4 Income and Expenditure Statement

FCB RESOLVED (FCB 2014/71):

1. That the Income and Expenditure Statement to 31 July 2014 be received.

(Moved Carter/Seconded Jackson)

Carried

2. Action 539: Ensure that the invoice for tree lighting in Featherston has been paid and then remove the \$4,900 from commitments; P Crimp

6. OPERATIONAL REPORTS – COUNCIL OFFICERS

6.1 Officers’ Report to Community Boards

FCB RESOLVED (FCB2014/72) to receive the information.

(Moved Jackson/Seconded Carter)

Carried

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6.2 Featherston Cycle Matters

The Community Board discussed a possible donation by the Featherston Lions for a cycle rack and a proposal by Greytown Trails Trust to link Greytown and Featherston via Underhill Road and a clip-on attachment to the KiwiRail bridge across the Tauherenikau River.

FCB RESOLVED (FCB2014/73):

1. To receive the information.
2. To work with Council's Amenities Manager to progress a cycle friendly district project (ideas and budget) for discussion during the LTP process.

(Moved Carter/Seconded Thomas)

Carried

6.3 Anzac Hall Landscaping

The Board noted that designs from the Victoria University architecture students would be available in seven weeks.

Mayor Staples advised that the community had agreed to put a memorial in the Featherston town centre rather than at Anzac Hall to fulfil the requirement of the transfer of the building to the Featherston Municipal Council.

FCB RESOLVED (FCB2014/74):

1. To receive the information.
2. To approve in principal a garden which includes the landscape rock and up to three flagpoles, the design of which should take into consideration outputs from Victoria University architecture students.

(Moved Jackson/Seconded Beattie)

Carried

6.4 Report Back from Council on Board Recommendation to Form Working Party

FCB RESOLVED (FCB 2014/75):

1. To receive the information.

(Moved Carter/Seconded Thomas)

Carried

2. To appoint Gary Thomas and Lee Carter to the Featherston Town Centre Working Party.

(Moved Cr Robertson/Seconded Cr Davies)

Carried

7. COMMUNITY BOARD – COUNCILLORS REPORTS

7.1 Chairperson's Report

FCB RESOLVED (FCB 2014/76) to receive the Chairperson's Report.

(Moved Carter/Seconded Thomas)

Carried

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7.2 Communications

The Board discussed communications to the community. Mrs Carter undertook to organise a roster for writing the Community Board Phoenix articles for 2015.

7.3 Featherston Footpath Matters

The Community Board agreed that Community Board funding criteria and priorities should be set before funds are allocated to footpath repairs over and above budget allocated by Council.

The Community Board agreed with Council's proposal to pave the eastern side of Kenward Crescent from Council's 13/14 budget allocation not yet spent.

FCB RESOLVED (FCB 2014/77):

1. To receive the information.
2. To agree to relevant footpath repairs as per Annex 1 with priority given to Wallace Street (on the Plunket side).
3. To agree to submit to the Long Term Plan in 2015 for increased budget for Featherston for new footpaths and continued repairs and maintenance.

(Moved Carter/Seconded Thomas)

Carried

4. Action 540: Confirm the FCB footpath repair priority list with the Group Manager Infrastructure and Services; L Carter
5. Action 541: Identify the length of footpath that needs repairing on Churchill Crescent in Featherston; M Allingham
6. Action 542: Liaise with the Group Manager Infrastructure and Services regarding Spark responsibility for footpath repairs on the corner of Birdwood and Fitzherbert Street; G Thomas
7. Action 543: Advise the FCB the approx. cost to repair footpaths as part of the agreed 14/15 Annual Plan footpath maintenance programme as identified in the SWDC Footpaths Three Year Programme Map; M Allingham
8. Action 560: Advise the FCB the cost to repair/lay footpath on Farrier Grove/Brandon Street, corner of Birdwood/Fitzherbert Streets and sections of Lyon Street if these repairs can't be undertaken as part of agreed 14/15 Annual Plan footpath maintenance programme; M Allingham

7.4 Victoria University Project

Mrs Carter thanked Ms Beattie for the key point's summary from the students' presentation on the 21 August 2014. An academic presentation is scheduled for 3 November 2014 followed by an official opening and two week public exhibition. The Board discussed publicity of the display.

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FCB RESOLVED (FCB 2014/78):

1. To receive the information.
2. To approve actual expenditure costs to date relating to the Victoria University Project subject to correct cost centre allocation of the \$1,486.08 between Council and Featherston Community Board.

(Moved Thomas/Seconded Carter)

Carried

7.5 The Crossing 1915-1918 Memorial Design and Dedication

Mayor Staples reported that GWRC and NZTA supported the war memorial concept at the Rimutaka summit but a specific site was still to be determined and agreement in writing was still to be received.

FCB RESOLVED (FCB 2014/79):

1. To receive the information.
2. To approve the memorial design proposal subject to the clarification of the competition design rules.
(Moved Carter/Seconded Cr Davies)
3. Action 544: Work with Mayor Staples for guidance on height and size restrictions of the Rimutaka war memorial and put together competition design rules to take into account any regulatory restrictions; Cr Robertson

Carried

7.6 Graffiti Working Party Youth Group Coordination Request

The Board discussed the request from the Graffiti Working Party for the Board to coordinate a Featherston based youth group as a starting point for provision of holiday and other regular programmes.

The Board were aware that Reanne Tawharu was organising a youth holiday program in Featherston and that she had been asked to liaise with Cr Riddell and the community police.

FCB NOTED:

1. Action 561: Seek clarification from the Graffiti Working Party why the FCB needed to coordinate a Featherston Youth Group; Cr Davies

8. CORRESPONDENCE

8.1 Inwards

From Colin Robinson, Cross Creek Railway, to Lee Carter, Featherston Community Board dated 26 August 2014

From Graeme Butcher, GWRC, to Lee Carter, Featherston Community Board, dated 6 August 2014

From Deborah Davidson, SWSCC, to Featherston Community Board, dated 28 July 2014

From Denise Graham, Victim Support, to Featherston Community Board, dated 28 July 2014

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FCB RESOLVED (FCB 2014/80) to receive the correspondence from Cross Creek Railway.

(Moved Carter/Seconded Thomas)

Carried

The Community Board discussed the Cross Creek Railway proposal to place a sign in Clifford Square and agreed not to support the placement of a sign in the suggested location, as per the Clifford Square Management Plan.

8.2 Outwards

To Robyn Ramsden, Featherston Neighbourhood Support, from Committee Secretary on behalf of the Featherston Community Board, dated 21 August 2014.

FCB RESOLVED (FCB 2014/81) to receive the inwards and outwards correspondence.

(Moved Carter/Seconded Cr Davies)

Carried

9. FINANCIAL ASSISTANCE

9.1 Featherston Christmas Market Trust

Peter Jackson assumed the chair.

FCB RESOLVED (FCB 2014/82) to grant the Featherston Christmas Market Trust \$500 to assist with the costs of hosting a Christmas Market in 2014.

(Moved Thomas/Seconded Beattie)

Carried

Lee Carter resumed the chair.

9.2 Rural South Wairarapa Sports Inc.

The Community Board noted that Kahutara was outside the Featherston ward and that Rural South Wairarapa Sports Inc. should be directed to apply to the Martinborough Community Board for funding assistance. It was also suggested that they apply for funding from Fonterra as Kahutara is at the heart of a farming community. The Board thought that the inclusion of a timeline for raising funds would be useful as well as a plan for funding and undertaking on-going maintenance of the turfs.

FCB RESOLVED (FCB 2014/83) to decline the request for financial assistance to build astro-turf courts at Kahutara School.

(Moved Cr Robertson/Seconded Beattie)

Carried

Confirmed as a true and correct record

.....Chairperson

.....Date

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**Featherston Community Board
Action Items
From 16 September 2014**

Ref #	Meeting	Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
353	FCB	24-Jun-14	Resolution	Kyra	FCB RESOLVED (FCB 2014/46): 1. To receive the action items list. 2. To fund the cost of an advertisement in the Phoenix to fulfil the action relating to educating the public on who to contact for CYF related matters subject to the inclusion of an endorsement from the FCB being placed on the ad. (Moved Cr Carter/Seconded Cr Robertson) Carried	Open	Invoice not received
528	FCB	16-Sep-14	Resolution	Mark	Featherston Cycle Matters FCB RESOLVED (FCB2014/73): 1. To receive the information. 2. To work with Council's Amenities Manager to progress a cycle friendly district project (ideas and budget) for discussion during the LTP process. (Moved Carter/Seconded Thomas) Carried	Open	
529	FCB	16-Sep-14	Resolution	Mark	Anzac Hall Landscaping FCB RESOLVED (FCB2014/74): 1. To receive the information. 2. To approve in principal a garden which includes the landscape rock and up to three flagpoles, the design of which should take into consideration outputs from Victoria University architecture students. (Moved Jackson/Seconded Beattie) Carried	Open	17/10/14 Awaiting outputs from Vic Uni students
532	FCB	16-Sep-14	Resolution	Mark	Featherston Footpath Matters FCB RESOLVED (FCB 2014/77): 1. To receive the information. 2. To agree to relevant footpath repairs as per	Actioned	17/10 A new footpath programme will be done in conjunction with FCB at the completion of this years work.

Ref #	Meeting	Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
					Annex 1 with priority given to Wallace Street (on the Plunket side). 3. To agree to submit to the Long Term Plan in 2015 for increased budget for Featherston for new footpaths and continued repairs and maintenance. (Moved Carter/Seconded Thomas) Carried		
533	FCB	16-Sep-14	Resolution	Kyra	Victoria University Project FCB RESOLVED (FCB 2014/78): 1. To receive the information. 2. To approve actual expenditure costs to date relating to the Victoria University Project subject to correct cost centre allocation of the \$1,486.08 between Council and Featherston Community Board. (Moved Thomas/Seconded Carter) Carried	Actioned	P&E to cover the \$216, journal to allocate that share been undertaken
534	FCB	16-Sep-14	Resolution	Lee Carter	The Crossing 1915-1918 Memorial Design and Dedication FCB RESOLVED (FCB 2014/79): 1. To receive the information. 2. To approve the memorial design proposal subject to the clarification of the competition design rules. (Moved Carter/Seconded Cr Davies) Carried	Open	
537	FCB	16-Sep-14	Resolution	Kyra	Featherston Christmas Market Trust FCB RESOLVED (FCB 2014/82) to grant the Featherston Christmas Market Trust \$500 to assist with the costs of hosting a Christmas Market in 2014. (Moved Thomas/Seconded Beattie) Carried	Actioned	To be paid 20/10/14
538	FCB	16-Sep-14	Resolution	Paul	Rural South Wairarapa Sports Inc. FCB RESOLVED (FCB 2014/83) to decline the request for financial assistance to build astro-turf courts at Kahutara School. (Moved Cr Robertson/Seconded Beattie) Carried	Actioned	

Ref #	Meeting	Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
539	FCB	16-Sep-14	Action	Kyra	Ensure that the invoice for tree lighting in Featherston has been paid and then remove the \$4,900 from commitments	Actioned	
540	FCB	16-Sep-14	Action	Lee Carter	Confirm the FCB footpath repair priority list with the Group Manager Infrastructure and Services so that should the streets as identified in Annex 1 be more than 800m priority of action is clear	Open	
541	FCB	16-Sep-14	Action	Mark	Identify the cost and length of footpath that needs repairing in Featherston on Churchill Crescent	Actioned	17/10 Small and broken section being done.
542	FCB	16-Sep-14	Action	Garry Thomas	Liaise with the Group Manager Infrastructure and Services regarding Spark responsibility for footpath repairs on the corner of Birdwood and Fitzherbert Street	Open	
543	FCB	16-Sep-14	Action	Mark	Advise the FCB the approx. cost to repair footpaths (as identified in the SWDC Footpaths Three Year Programme Map) unable to be repaired as part of the agreed 14/15 Annual Plan footpath maintenance programme	Actioned	17/10 A new footpath programme will be done in conjunction with FCB at the completion of this years work.
544	FCB	16-Sep-14	Action	Cr Robertson	Work with Mayor Staples for guidance on height and size restrictions of the Rimutaka war memorial and put together competition design rules to take into account any regulatory restrictions	Open	
560	FCB	16-Sep-14	Action	Mark	Advise the FCB the cost to repair/lay footpath on Farrier Grove/Brandon Street, corner of Birdwood/Fitzherbert Streets and sections of Lyon Street if these repairs can't be undertaken as part of agreed 14/15 Annual Plan footpath maintenance programme	Actioned	17/10 A new footpath programme will be done in conjunction with FCB at the completion of this years work.
561	FCB	16-Sep-14	Action	Cr Davies	Seek clarification from the Graffiti Working Party why the FCB needed to coordinate a Featherston Youth Group	Open	

<i>Featherston Community Board</i>	
<i>Income & Expenditure to 30 September 2014</i>	
<u>INCOME</u>	
Balance 1 July 2014	14,179.97
Annual Plan 2014/15	20,954.00
Vic Uni Wgtn Reception 16/7/14	216.00
TOTAL INCOME	35,349.97
<u>EXPENDITURE</u>	
Members salaries	1,666.68
Total Personnel Costs	1,666.68
AP Guten Appetit C 35 x Guests/Uni Students-finger food Project on town design	350.00
AP F Telecom New Z Fsn Info Centre June/July	80.92
AP Pain & Kershaw Milk and supplies July 2014 Fsn Community Board	389.67
AP Pain & Kershaw Milk and supplies July 2014 Returns Fsn Community Brd (-71.60
expenses x wages VIC STUDENTS HOSTING COSTS	47.94
AP F Telecom New Z Fsn Info Centre August	78.02
L Carter minicrisps/brownflat/chocfish	30.20
Total General Expenses	905.15
AP Wairarapa Mathe FCB Grant - Maths Competition	200.00
Total Grants	200.00
TOTAL EXPENDITURE	2,771.83
ACTUAL NET SURPLUS/(DEFICIT) YEAR TO DATE	32,578.14
<u>LESS: COMMITMENTS</u>	
Salaries to 30 June 2015	8,333.32
Emergency Fund	2,000.00
Chor Farmer Donation for Garden of remembrance	265.53
Plaque for Messines Shelter	50.00
Men's shed site development 2,500 13/14 and 2,500 14/15	5,000.00
Victoria University advanced landscape architecture case study	2,469.79
Total Commitments	15,648.85
BALANCE TO CARRY FORWARD	16,929.29

FCB Resolution from 15 July 2013

Ref #	Meeting	Date	Action Type	Action or Task details
458	FCB	15-Jul-13	Resolution	FCB RESOLVED (FCB 2013/35) to accept the verbal quote of \$50 plus GST for a plaque to be printed for Messines Shelter. (Moved Cr Robertson/Seconded P. Robertson) Carried

THE SIGN FACTORY

P O Box 8
Masterton

South Wairarapa District Council
19 Kitchener Street
Martinborough

Tax Invoice

GST Reg. Number: 107-551-123
DATE: 25/09/2014
Tax Invoice: 00020778
Order No.: Colin Olds

DESCRIPTION	QTY.	UNIT COST	AMOUNT (excl GST)
Engraved Brass Plaque			\$125.00
<div data-bbox="593 1055 1086 1391" style="border: 1px solid black; padding: 5px;"> <p>Signature <i>Colin Olds</i></p> <hr style="border-top: 1px dashed black;"/> <p>09 OCT 2014</p> <p>GL Code 106</p> </div>			
<p><i>Fstrn Community Board?</i></p>			
		SALE AMT.	\$125.00
		GST	\$18.75
<p>PLEASE NOTE: <i>All signage supplied remains the property of The Sign Factory Ltd until fully paid for.</i></p> <p>Bank A/C 06 0689 0292276 00</p>		BALANCE	\$143.75



FEATHERSTON COMMUNITY BOARD

28 OCTOBER 2014

AGENDA ITEM 6.1

OFFICERS' REPORT

Purpose of Report

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

Recommendations

Officers' recommends that the Community Board/Committee:

1. *Receive the information.*

PLANNING AND ENVIRONMENT GROUP REPORT

1. Resource Management

1.1 Resource Management Act - District Plan

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

RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET 2013/14	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Ratepayers and residents satisfied with the District as a "better" place to live	65%	N/A	NRB Survey
Ratepayers and residents satisfied with the image of the closest town centre shown as "satisfied"	65%	N/A	NRB Survey

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

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

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

1.2 Resource Management Act - Consents

SERVICE LEVEL – All resource consents will be processed efficiently.

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

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

1.3 Reserves Act – Management Plans

SERVICE LEVEL – Council has a reserve management programme.

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

1.4 Local Government Act – LIM's

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

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

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

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

2. Public Protection

2.1 Building Act - Consents and Enforcement

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

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET 2013/14	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Code Compliance Certificate applications are processed within 20 working days	100%	100%	NCS – Continued monitoring of processing days.
Building consent applications are processed within 20 working days	100%	100%	NCS – Continued monitoring of processing days. Due to current staff shortages external contractors have been used to help with processing.
Council maintains its processes so that it meets BCA accreditation every 2 years	Yes	Yes	Next IANZ review 2016
Earthquake prone buildings reports received	100%	134/224	The government is proposing to make changes where by the assessments will need to completed by a certain time. No further information from the government has been provided.

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

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

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

TYPE	NUMBER	VALUE
Commercial (shops, restaurants, rest home – convalescence, restaurant /bar / cafeteria / tavern, motel, commercial building demolition - other commercial buildings)	4	\$526,000
Industrial (covered farm yards, building demolition, warehouse and/or storage, factory, processing plant, bottling plant, winery)	3	\$52,000
Residential (new dwellings, extensions and alterations, demolition of building, swimming and spa pools, sleep-outs, garages, relocations, heaters, solid fuel heaters.	35	\$3,136,445
Other (public facilities - schools, toilets, halls, swimming pools)	2	\$11,000
Totals	44	\$3,725,445

2.2 Dog Control Act – Registration and Enforcement

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

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET 2013/14	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Undertake public education, school and community visits to promote safe behaviour around dogs and/or responsible dog ownership	6 visits	No visits	A programme is being developed.
Complaints about roaming and nuisance dogs are responded to within 4 hours	100%	100%	

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

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

2.3 Public Places Bylaw 2012 - Stock Control

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

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

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

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

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

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

2.4 Resource Management Act – After Hours Noise Control

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

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

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

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

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

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

This is the first increase in three years.

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

2.5 Sale and Supply of Alcohol Act - Licensing

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

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

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

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

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

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

2.5.1. District Licensing Committee

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

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

2.5.2. Toast Martinborough

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

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

2.6 Health Act - Safe Food

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

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

2.6.1. Bylaws

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

Contact Officer: Murray Buchanan, Group Manager Planning and Environment

INFRASTRUCTURE AND SERVICES GROUP REPORT

1. Group Manager Highlights

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

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

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

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

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

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

2. Water Supply

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

2.1 Key Performance Indicators

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

2.2 Services

2.2.1 Water Supply Capital Improvements Featherston

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

2.3 Water Treatment Plants

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

2.4 Water Reticulation

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

2.5 Water Races

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

3. Waste Water

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

3.1 Key Performance Indicators

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

3.2 Resource Consent Acquisition Progress Report

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

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

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

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

3.3 Wastewater Treatment Plants

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

3.4 Wastewater Reticulation

There was 1 pipeline blockage reported during the period.

4. Storm Water Drainage

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

4.1 Key Performance Indicators

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

5. Solid Waste Management

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

5.1 Key Performance Indicators

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

5.2 Waste Management

The contracted kerbside collection and transfer station services were delivered routinely over the period over the District.

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

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

6. Land Transport

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

6.1 Key Performance Indicators

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

6.2 Roading Maintenance – Fulton Hogan

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

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

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

7. Amenities

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

7.1 Key Performance Indicators

AMENITIES KEY PERFORMANCE INDICATORS	TARGET 2013/14	RESULTS	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Users satisfied with parks and reserves	90%	95%	NRB Survey 2013
Ratepayers and residents are satisfied with Council playgrounds	75%	94%	NRB Survey 2013
Council playground equipment that meets national standards	95%		
Council pools comply with NZ swimming pool water testing standards	95%		
Ratepayers and residents satisfaction with Council swimming pools	70%	78%	NRB Survey 2013
Occupancy of pensioner housing	97%		
Ratepayers and residents satisfied with town halls use	77%	84%	NRB Survey 2013
Ratepayers and residents satisfied with public toilet facilities	60%	95%	NRB Survey 2013
Taking programmes out into the community and providing a wide variety of programmes in the library	>3 per library		
Ratepayers and residents satisfied with libraries	97%	87%	NRB Survey 2013

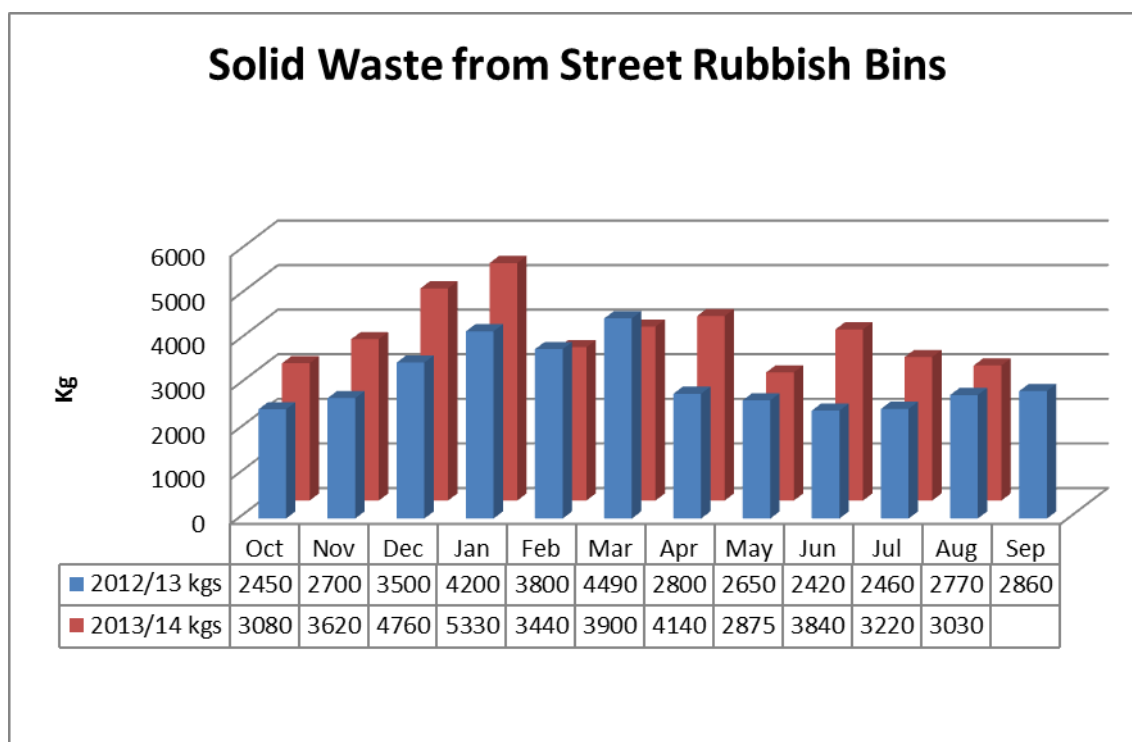
7.2 City Care – Property, Parks and Reserves contract

7.2.1 After-hours call-outs

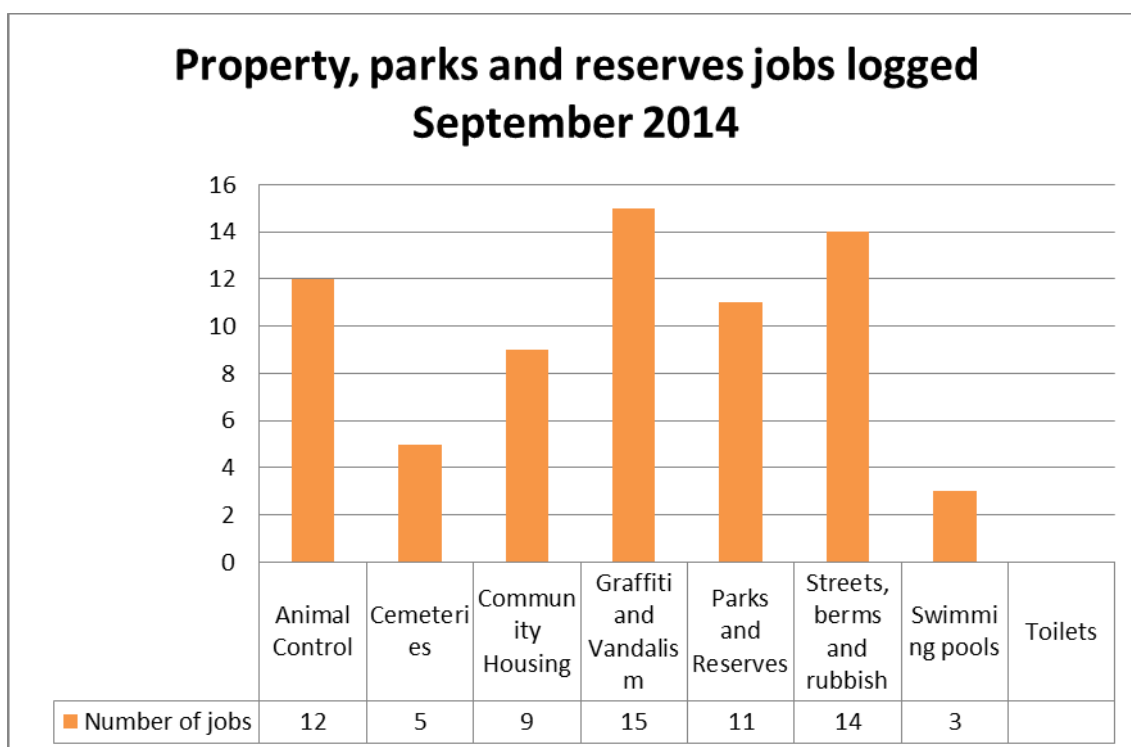
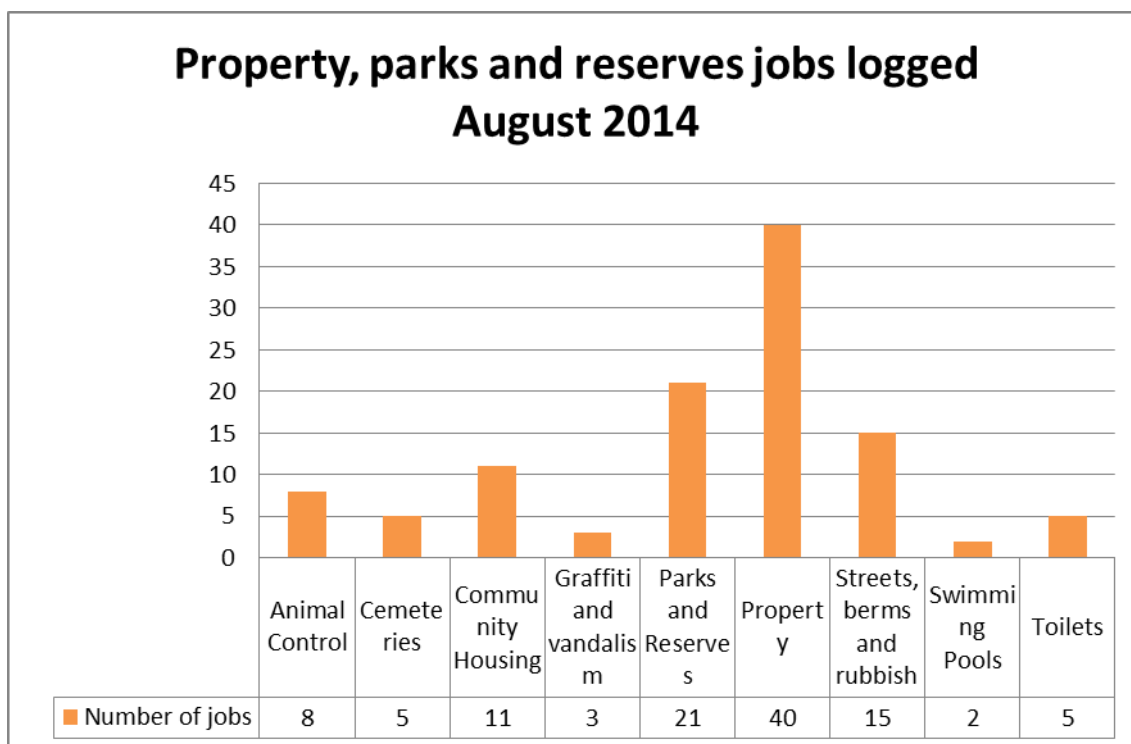
This report is currently under review.

7.2.2 General Waste Collection

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



7.2.3 Logged jobs



7.3 Playgrounds

7.3.1 Greytown

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

7.4 Pensioner housing

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

7.5 Parks and Reserves

7.5.1. Featherston

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

7.5.2. Greytown

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

7.6 Toilets

7.6.1. South coast

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

7.7 Properties

7.7.1 South coast

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

7.7.1. Featherston

Foundation work for the Featherston Menz Shed is underway.

7.7.2. Greytown

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



7.8 Cemeteries

7.8.1. Featherston

There was one burial in August, none in September.

7.8.2. Greytown

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

7.8.3. Martinborough

There were no burials in August or September.

7.9 Swimming Pools

7.9.1. Greytown pool

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

7.10 Campgrounds

7.10.1. Greytown campground

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

7.11 Libraries

7.11.1. Book babies

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

8. Civil Defence and Emergency Management

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

8.1 Key Performance Indicators

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

8.2 Wellington Regional Emergency Management Office (WREMO)

8.2.1 Update

See Appendix 4.

9. Libraries

9.1 Statistics all Libraries

See Appendix 3 for issues and transactions statistics.

10. Appendices

Appendix 1 - Monthly Water Usage

Appendix 2 – Waste Exported to Bonny Glen

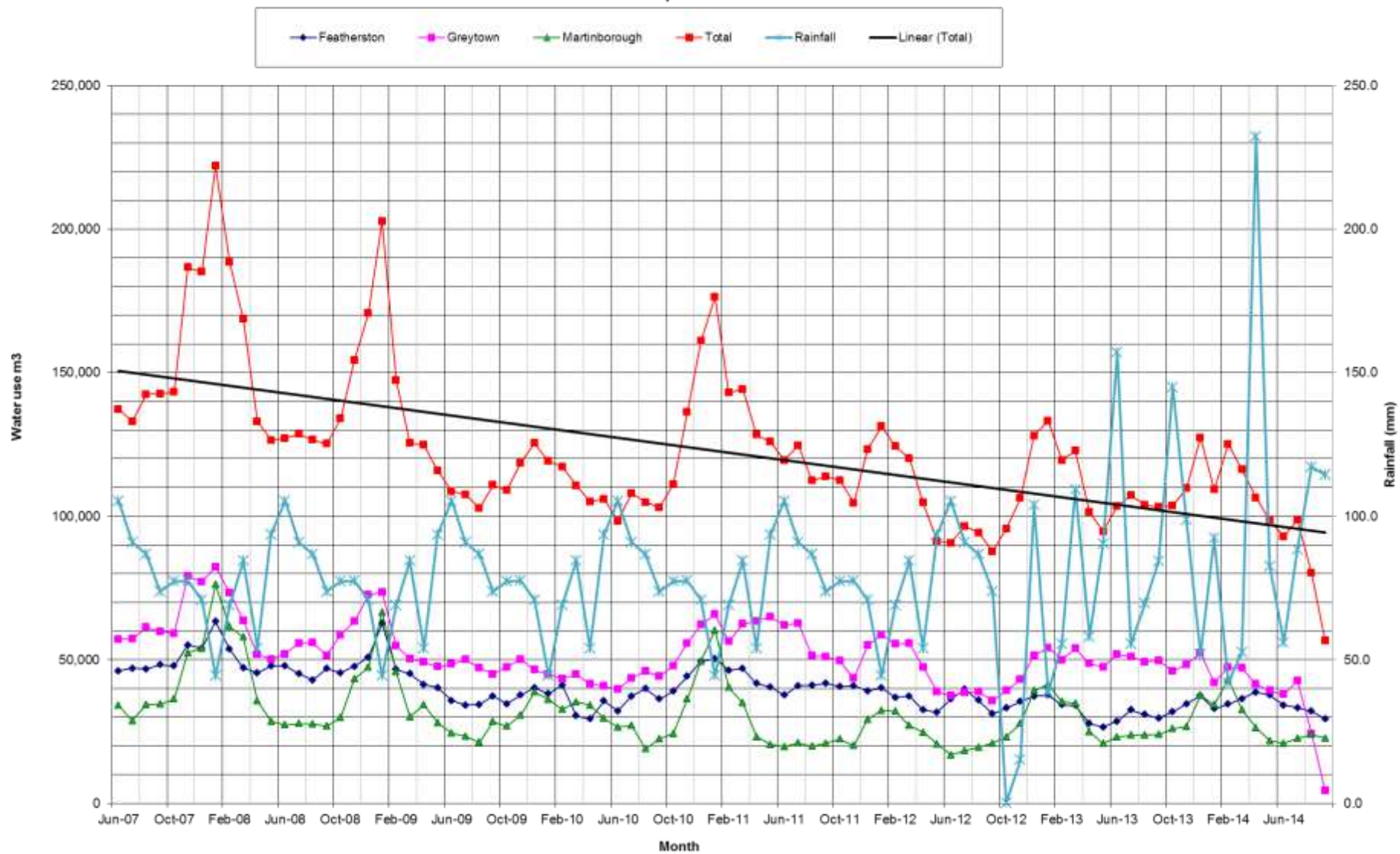
Appendix 3 – Library Statistics

Appendix 4 – WREMO Update

Contact Officer: Mark Allingham, Group Manager Infrastructure and Services

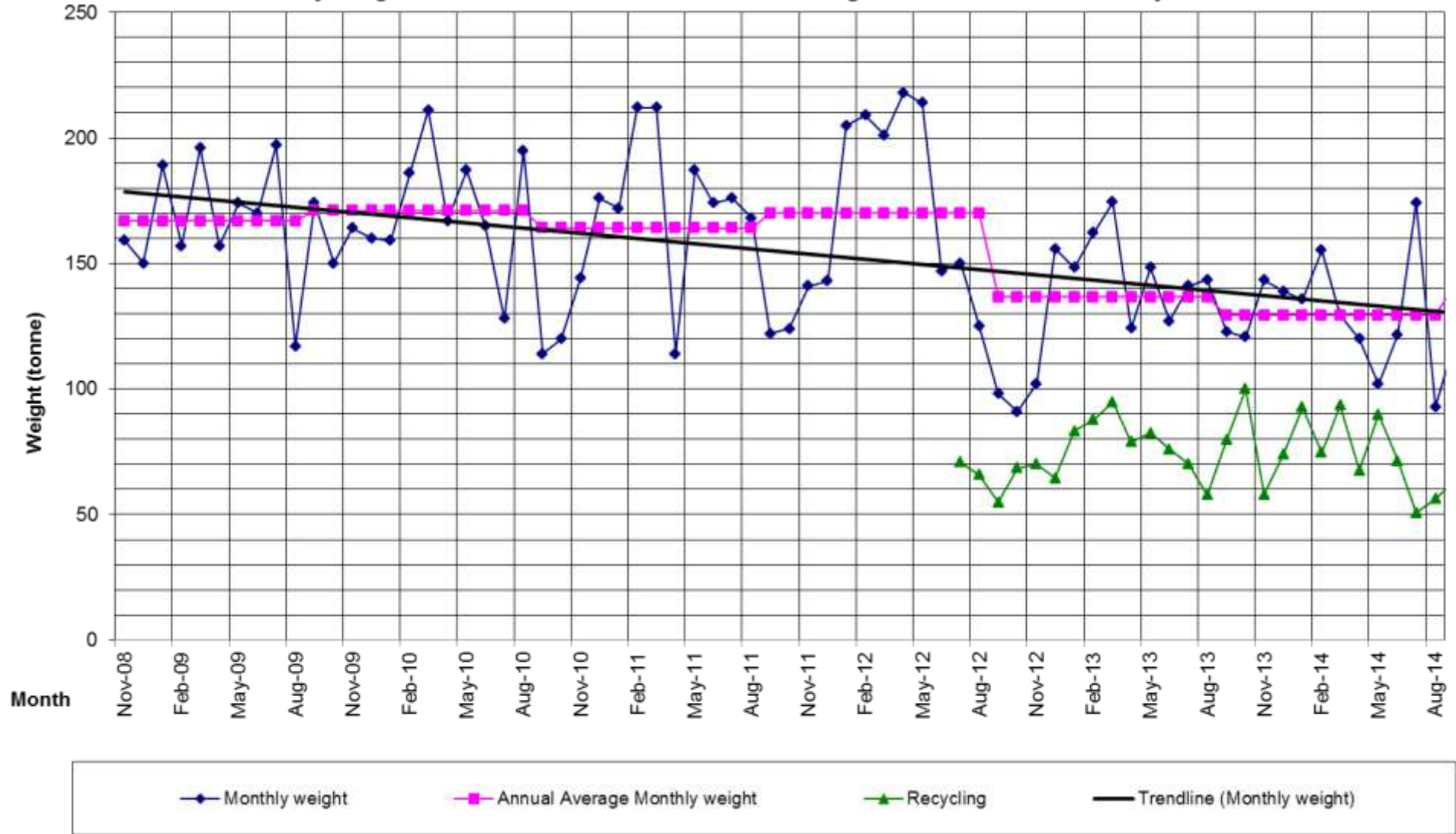
Appendix 1 – Monthly Water Usage

Water use South Wairarapa District Council



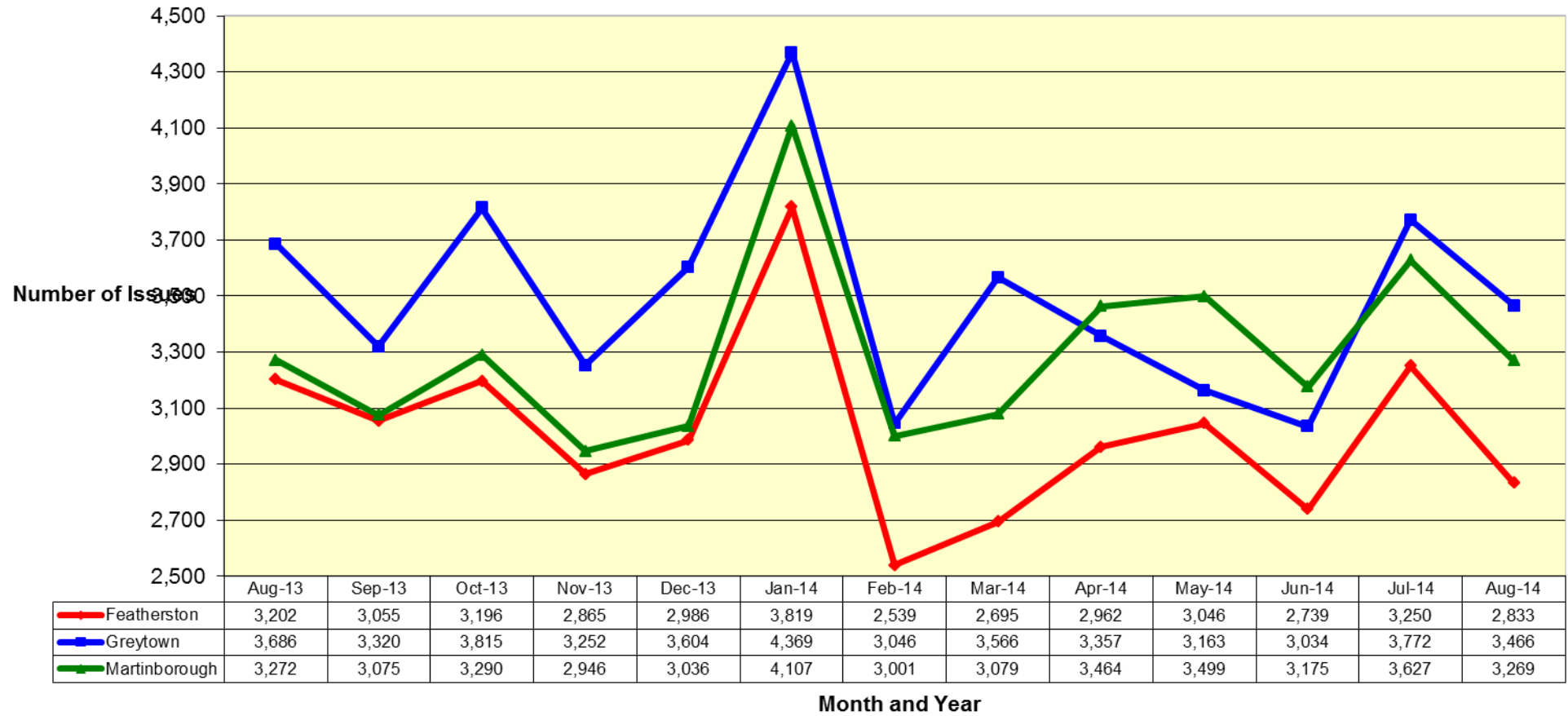
Appendix 2 – Waste Exported to Bonny Glen

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

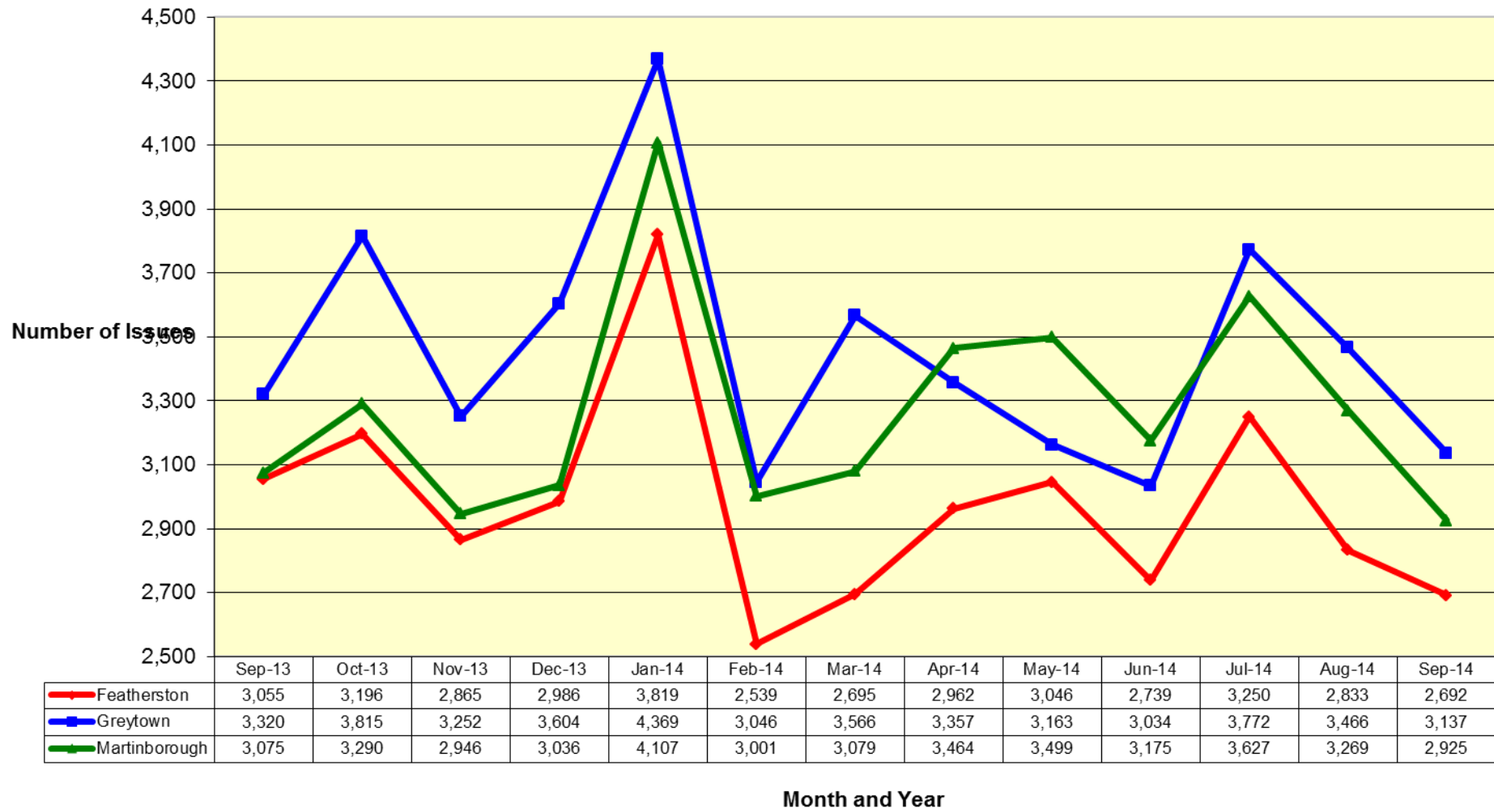


Appendix 3 – Library Statistics

Issues to August 2014



Issues to September 2014



Appendix 4 – WREMO Update

Wellington Region Emergency Management Office

Quarterly Report

1 July – 30 September 2014.

Executive Summary

Overview

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

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

Wins

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

Executive Summary

Developments

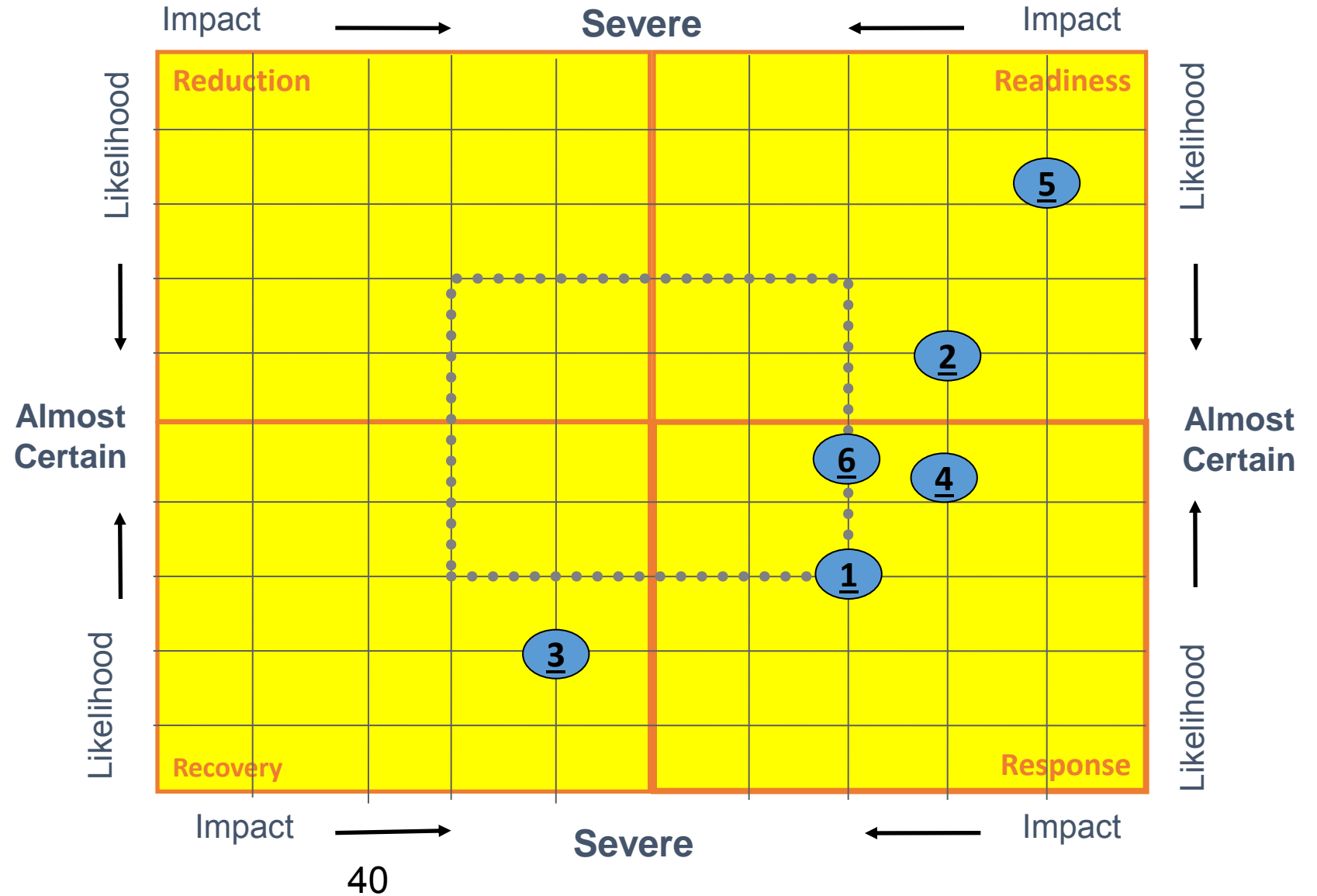
Behind the scenes there has been considerable effort expended on a variety of projects that will enhance the Group's ability to prepare for, respond to and recover from emergencies. The more notable include:

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

Executive Summary

Risk Matrix

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



Executive Summary

Risk treatment

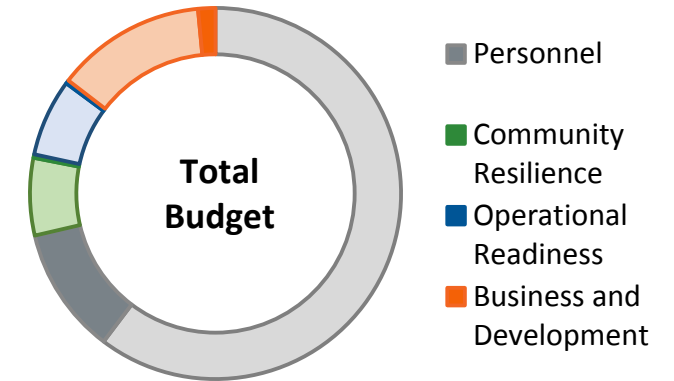
1. Current response structures may be unsustainable, particularly given the challenging training load and a lack of enthusiasm/commitment displayed by some council staff. Response Structure Review launched to determine more appropriate models for delivering response, to take account of emerging technologies and a more collaborative approach across the region. The project review point is 31 Oct 14. Section 17 and 59 of the CDEM Act 2002 requires councils to provide suitably trained and competent personnel to staff CDEM facilities.
2. As time passes since our last major emergency, interest in resilience building initiatives wanes. Projects in this space need to be part of a rolling programme with constant refreshes to take account of emerging knowledge as well as utilising innovative means to empower people to take ownership of their circumstances.
3. The lessons arising from Christchurch's recovery programme must be incorporated into a framework tailored for the Wellington region. Pre-disaster Recovery Framework project launched May 14 – progress is slow owing to the lack of dedicated resource.
4. Analogue CDEM radios and repeaters required to be replaced by digital sets in 2018. Project launched to achieve this. A budget for this purpose has been factored into the LTP process. Based on current arrangements across the region, this could require funding of \$2m. The current plan to rationalise repeaters and radio sets could see this reduced to \$1m. Further investigation is required to refine the strategy and resulting costs.
5. Challenges in implementing recent MCDEM initiatives. The need for up-skilling and a more rigorous national approach to Welfare has driven a need to recruit an in-house Welfare specialist and will require councils to commit to developing more comprehensive welfare support networks. The new 2 year training regime for Controllers will likely require a revised strategy for the provision of controllers throughout the region. New Group Welfare Manager being advertised. Group Controller participating in the inaugural training programme.
6. Proposal generated to upgrade current technology. Installation scheduled for completion by the end of 2014.

Financial Summary

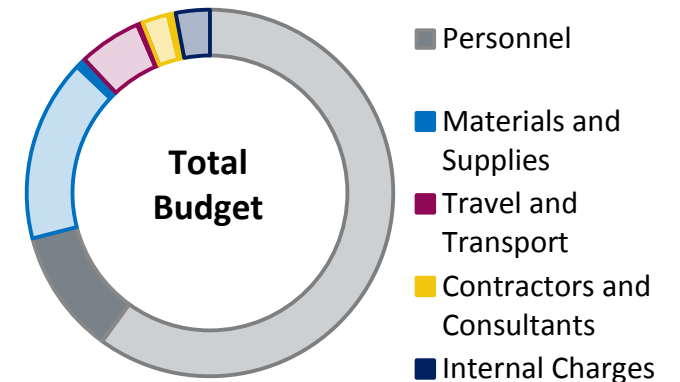
As at 31 August 2014

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

Portion of budget spent by team



Portion of budget spent by category



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

Community Resilience

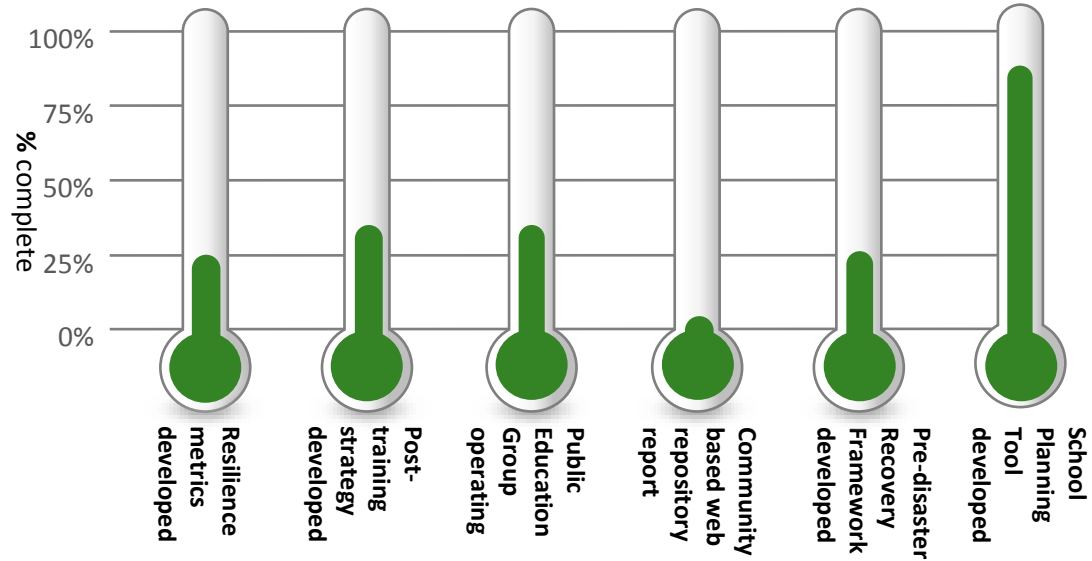
Areas of progress:

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

Areas of concern:

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

Community Resilience



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

Community Based Organisations



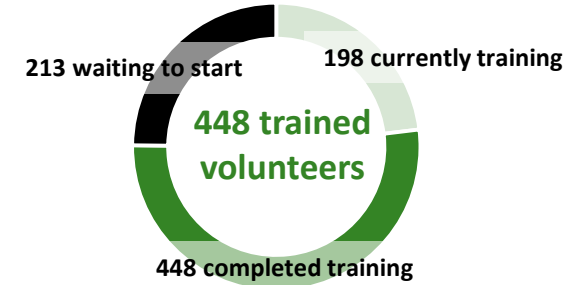
Schools



Volunteer Programme



Trained volunteers



Community Response Plans



Tsunami Blue Lines







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




Completed previous quarters
 Completed this quarter
 Remaining to be completed

Community Resilience



Volunteers

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

Communication

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

Preparedness enablers

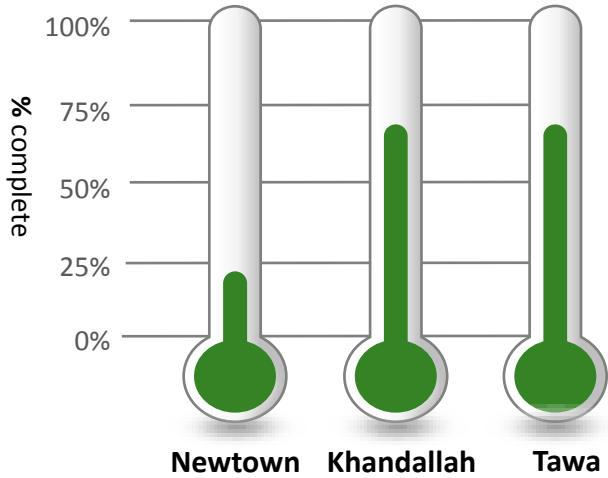
-  Water tanks will remain on sale across the region.
-  Other enablers are investigated and forwarded for approval as required.

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

Wellington City – Jason, Kerry and Jodye

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

Community Response Plans



Community Based Organisations



Schools



Volunteers trained



Completed CRPs: Thorndon

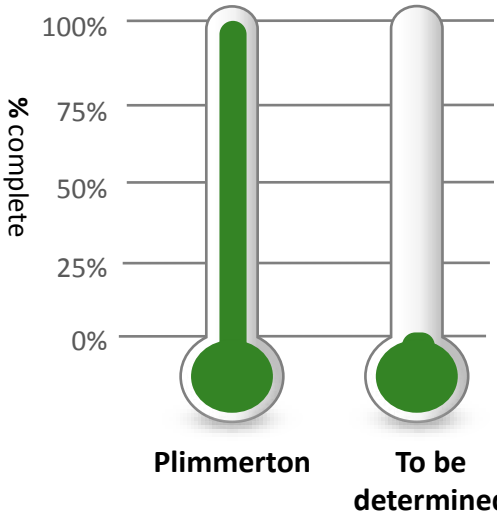
* Totals shown above are annual totals per area as set in the WREMO Annual Plan

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

Porirua City – Rebecca and Sonali

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

Community Response Plans



Community Based Organisations



Schools



Volunteers trained



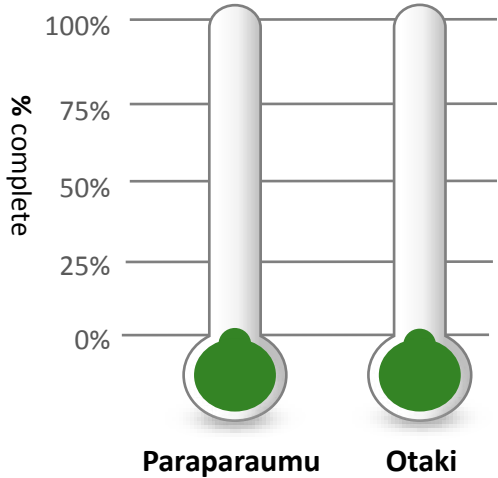
* Totals shown above are annual totals per area as set in the WREMO Annual Plan

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

Kapiti Coast District – Scott

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

Community Response Plans



Completed CRPs: Waikanae

Community Based Organisations



Schools



Volunteers trained



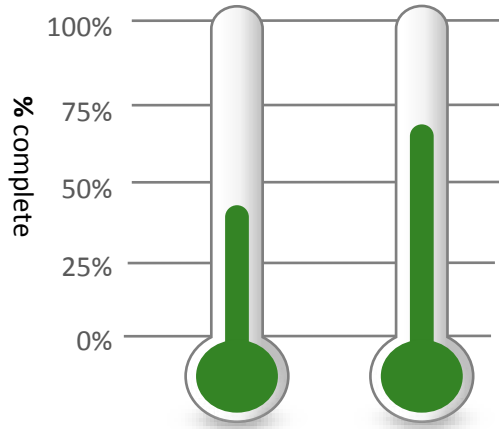
* Totals shown above are annual totals per area as set in the WREMO Annual Plan

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

Hutt City – Jodye and Mischa

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

Community Response Plans



Petone Wainuiomata

Community Based Organisations



Schools



Volunteers trained



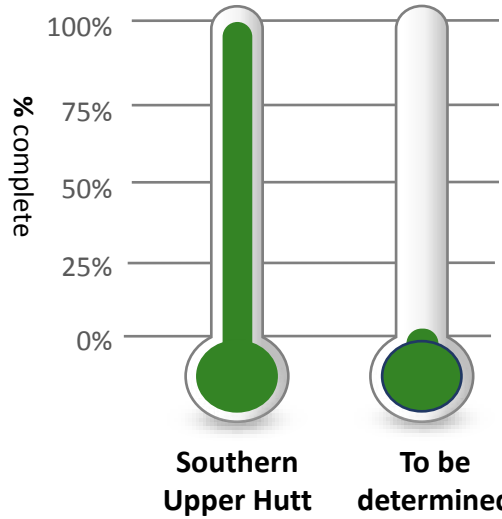
* Totals shown above are annual totals per area as set in the WREMO Annual Plan

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

Upper Hutt – Mischa

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

Community Response Plans



Community Based Organisations



Schools



Volunteers trained



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

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

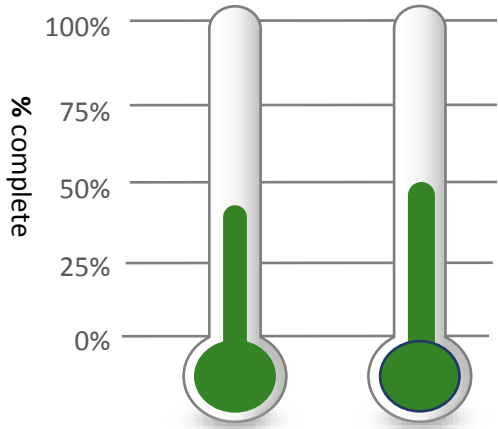
A spin off from the Mangaroa CRP was the Valley getting signs to promote their resilience network the members created for the valley – Mischa.



Wairarapa Districts – Kim

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

Community Response Plans



Featherston Martinborough

Community Based Organisations



Schools



Volunteers trained



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

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

Operational Readiness

Areas of Progress:

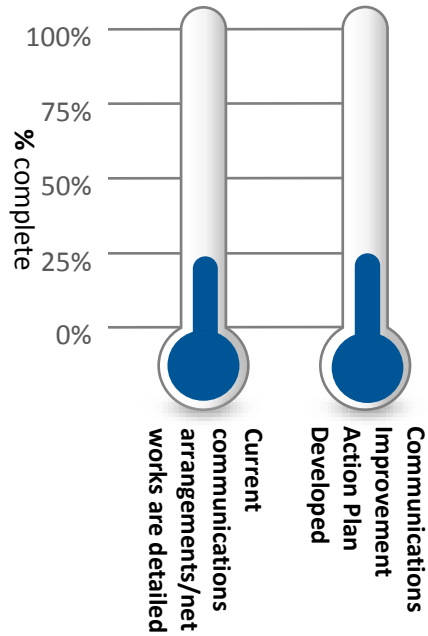
- Implementation of existing training programme and development of the second phase.
- Implementation of the new welfare registration system including training of council welfare staff and community volunteers.
- Completion of the Eketahuna Earthquake After Action Review and development of the Corrective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

Areas of Concern:

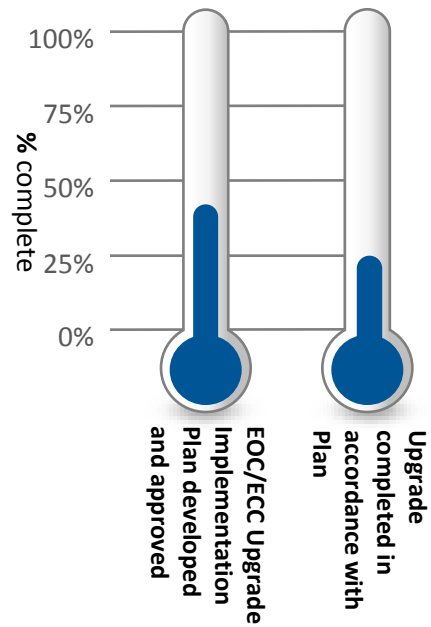
- Shortfalls in Emergency Coordination Centre staffing.
- Shortfalls in Wairarapa EOC staff.
- Turnover of staff in key roles within EOCs and ECC.
- Ability to resource the training of critical staff e.g. Controllers.
- Possible delays to Microsoft 365 implementation plan and the impact this may have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

Operational Readiness

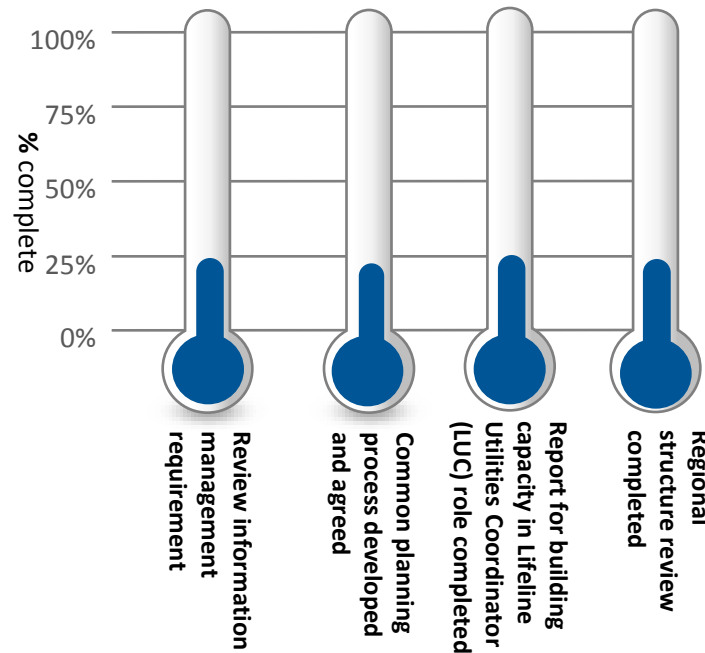
Communications



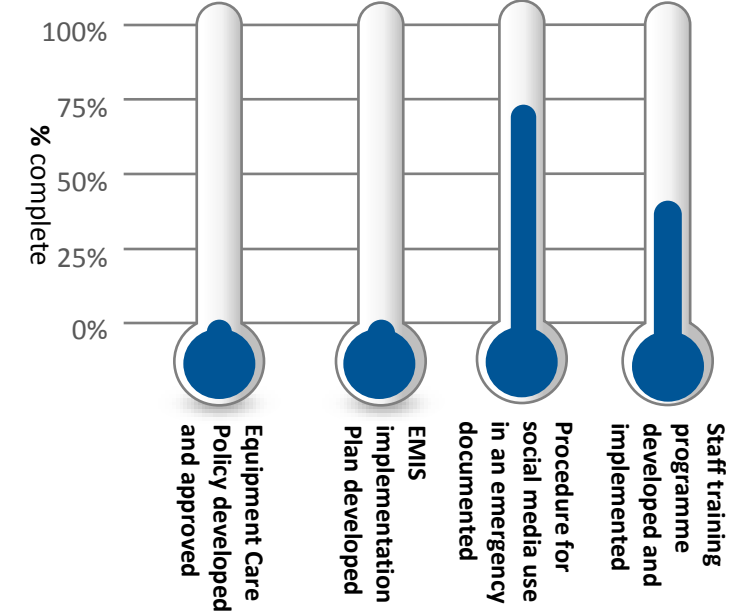
EOC/ECC Upgrades



Development



Policies, Plans and Frameworks



Communications – On Track

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

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

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

EOC/ECC Upgrade – On Track

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

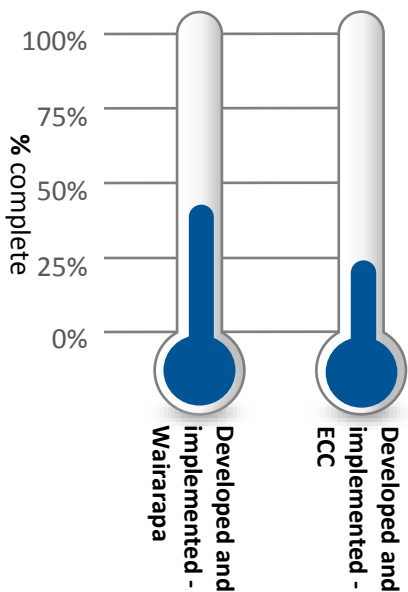
• **Main risks - Delays to Microsoft 365 implementation & to ICT equipment installation due to delays owing to insufficient resource.**

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

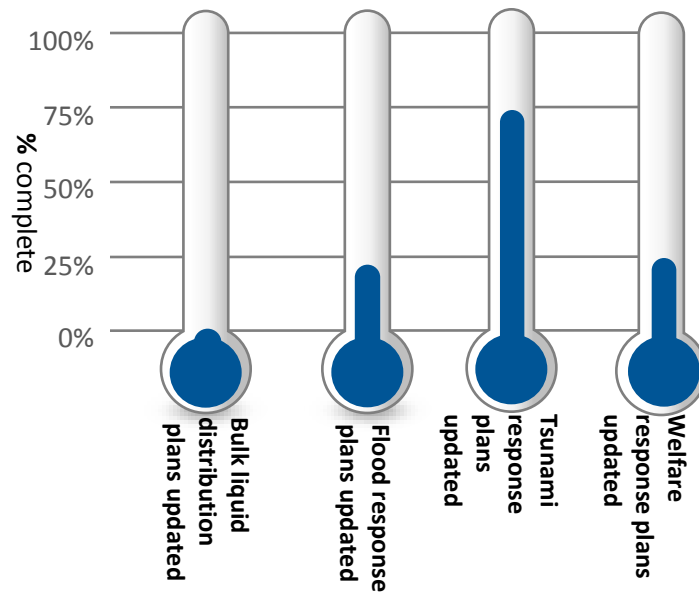
- **LUC capability development – On Track** – Richard Mowll is establishing a LUC team and reviewing/updating all existing lifeline utilities documentation.
- **Common Planning Process – On Track** - Process outlined in CIMS (ed. 2) has been adopted. Trevor Farmer is part of a MCDEM project preparing user guides and Clive Phillips is on the Steering Group overseeing the development of supporting training.
- **Information Management** - Current processes are being reviewed and refined as part of training programme development.
- **Staff Training – On Track** – All areas now receiving EOC staff training. 2 phase of training in development. Further development depends on extension of current trainers contract. Integrated Training Framework Intermediate course will be released by Nov and will be used in 2015.
- **Social Media in Emergency** – On Track – Policy prepared by CR team.
- **EMIS Implementation – Not Started** – Currently attending the National Users Group to inform implementation planning. **Risk - Implementation plan development work in Q3 & 4 is not yet resourced.**
- **Equipment Care Policy - Not Started** – Not planned until Q3/4.

Operational Readiness

Concept of operations



Plan reviews



Lessons learnt

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

Response teams

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

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

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

Welfare Response Plan Updates – On Track –

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

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

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

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







Bulk Liquid Distribution Plan Updates – Not Resourced -

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


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

Operational Readiness

Stakeholder engagement

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

Communications

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

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

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

Working Group Rationalisation – Not Resourced –

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

Functional Working Groups – Not Resourced -

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

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

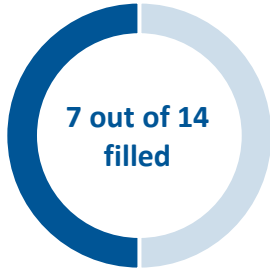
Emergency Coordination Centre (ECC) - GWRC

Completed previous quarters
 Completed this quarter
 Remaining to be completed

Personnel



IMT roles



Recovery Roles



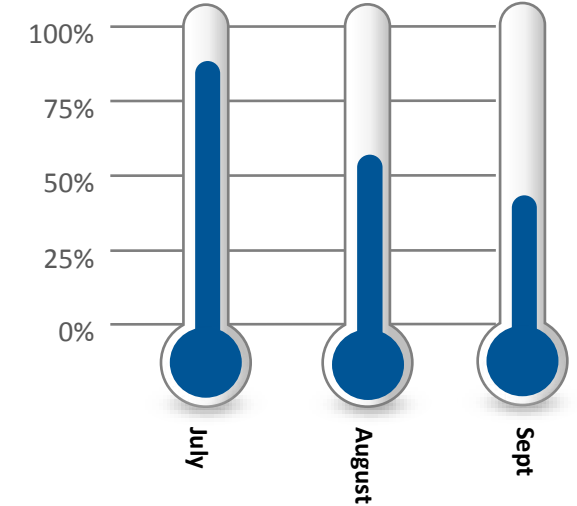
Audit



Training sessions



Training attendance



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

Personnel

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

Recruitment of a Group Welfare Manager is underway.

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

Infrastructure/Equipment

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

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

Procedures and Plans

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

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

Other measures

- ✗

Maintain ECC contact list/resource register.

✗

Attend all Regional Inter-Agency Committees.
- ✓

Remediation Plans are developed and implemented for identified shortfalls.

✗

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

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

✓

Maintenance checks are conducted according to policy.
- ✓

Chair Regional Welfare Coordination Group

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

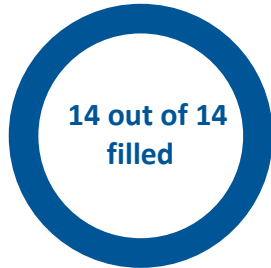
Wellington City

Completed previous quarters
 Completed this quarter
 Remaining to be completed

Personnel



IMT roles



Recovery Roles



Audit

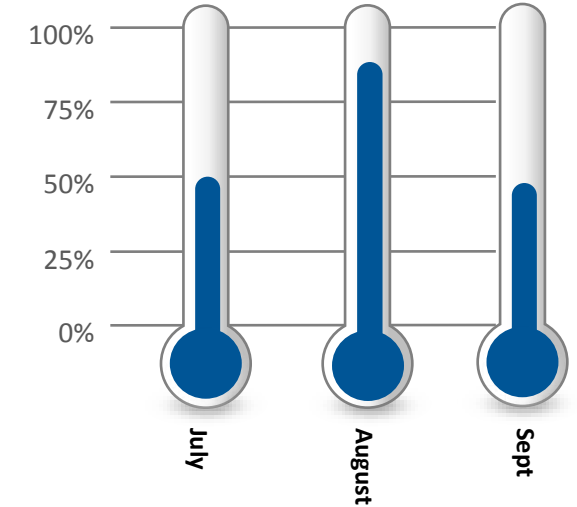


Training sessions



All staff have attended at least 1 training session

Training attendance



Personnel

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

Infrastructure/Equipment

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

Procedures and Plans

- Obtaining WCC response plans

Other measures

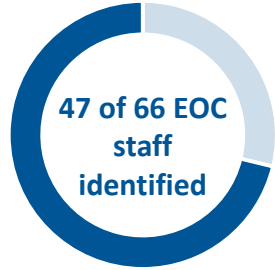
- | | |
|--|--|
| <ul style="list-style-type: none"> ✓ Maintain local EOC contact list/resource register. ✓ Remediation Plan are developed and implemented for identified shortfalls. ✓ Infrastructure and equipment records are correct and up-to-date. | <ul style="list-style-type: none"> ✗ Attend all local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

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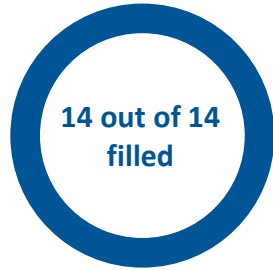
Porirua City

Completed previous quarters
 Completed this quarter
 Remaining to be completed

Personnel



IMT roles



Recovery Roles



Audit

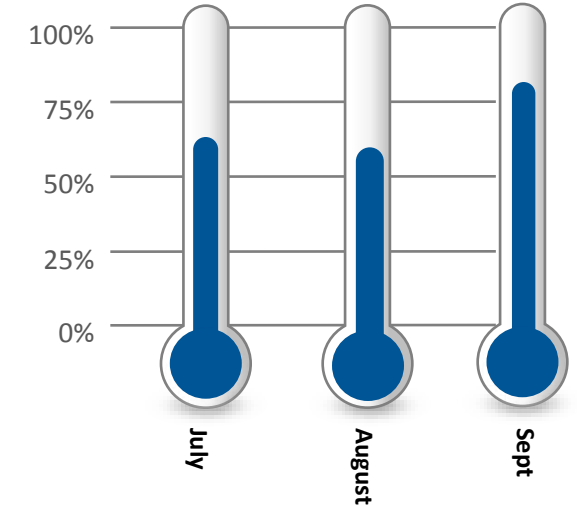


Training sessions



All staff have attended at least 2 training sessions

Training attendance



Personnel

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

Infrastructure/Equipment

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

Procedures and Plans

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

Other

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

Other measures

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

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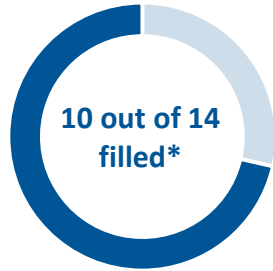
Kapiti Coast District

Completed previous quarters
 Completed this quarter
 Remaining to be completed

Personnel



IMT roles



Recovery Roles



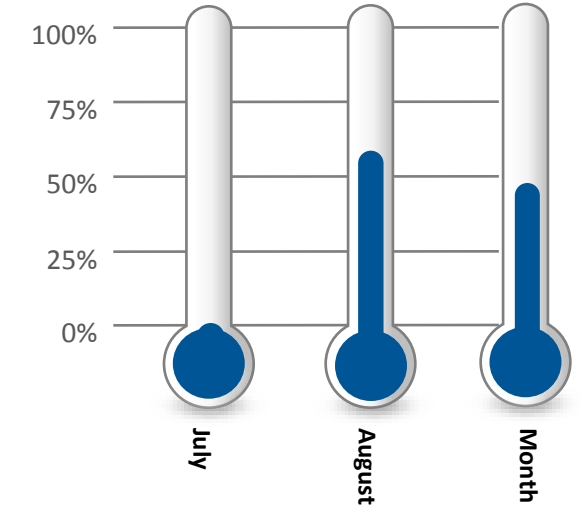
Audit



Training sessions



Training attendance



Personnel

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

Infrastructure/Equipment

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

Procedures and Plans

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

Other measures

- Maintain local EOC contact list/resource register.

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

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

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

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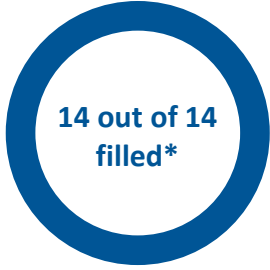
Hutt City

Completed previous quarters
 Completed this quarter
 Remaining to be completed

Personnel



IMT roles



Recovery Roles



Audit

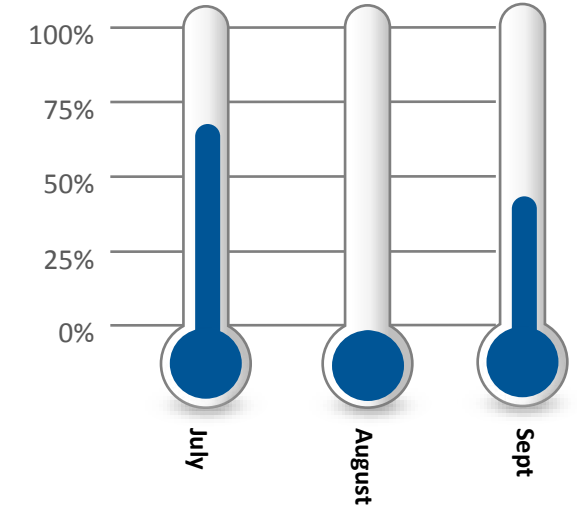


Training sessions



All staff have attended at least 1 training session.

Training attendance



Personnel

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

Infrastructure/Equipment

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

Procedures and Plans

- A new HCC Infrastructure response plan has been completed.

Other

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

Other measures

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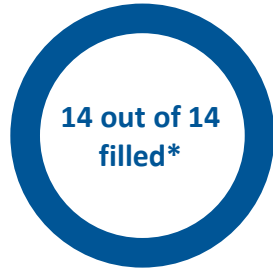
Upper Hutt City

Completed previous quarters
 Completed this quarter
 Remaining to be completed

Personnel



IMT roles



Recovery Roles



Audit

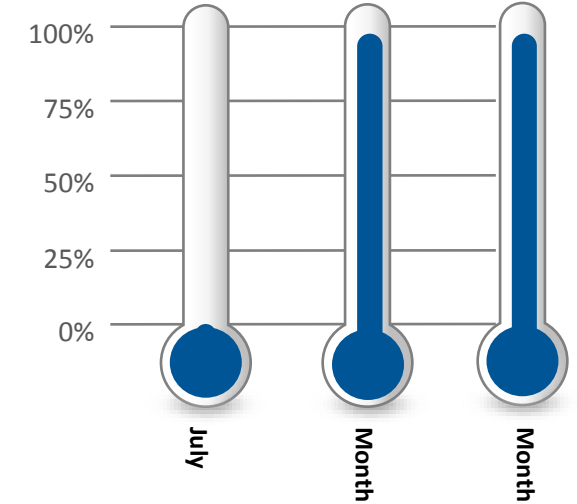


Training sessions



All staff have attended at least 1 training session

Training attendance



Personnel

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

Infrastructure/Equipment

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

Procedures and Plans

- A new HCC Infrastructure response plan has been completed.

Other measures

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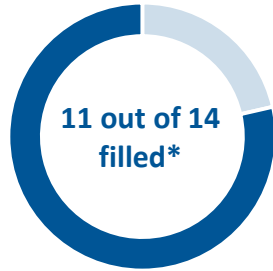
Wairarapa District

Completed previous quarters
 Completed this quarter
 Remaining to be completed

Personnel



IMT roles



Recovery Roles



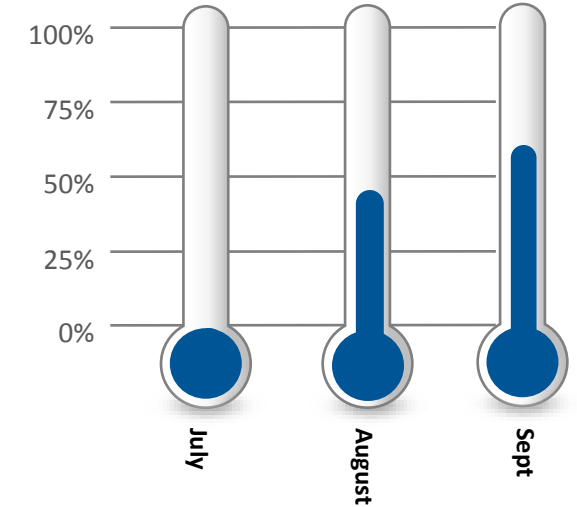
Audit



Training sessions



Training attendance



Personnel

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

Infrastructure/Equipment

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

Procedures and Plans

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

Other measures

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

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

Business and Development

Areas of progress:

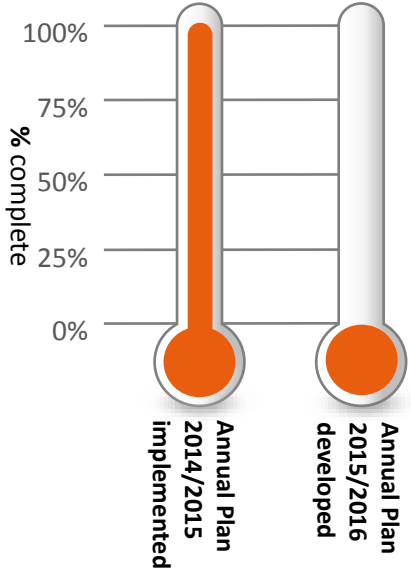
- Improved management of WREMO financial system.
- Development of WREMO's Annual Plan.
- Development of WREMO policies (procurement, vehicles and contracts).
- Enhancing WREMO's visual workplace (introducing Kaizen displays and personal boards).
- Enhancing ICT systems (new computers, phones, support).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

Areas of concern:

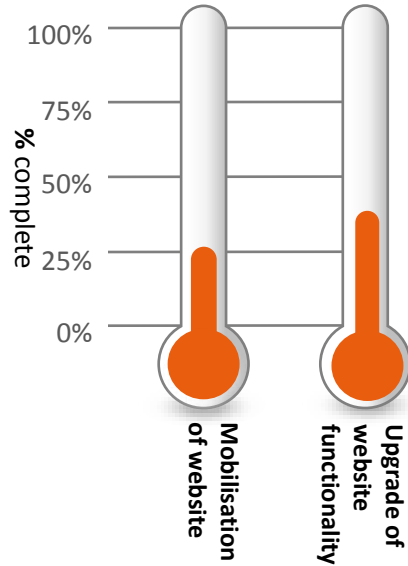
- Support for ICT work. Currently there is one staff member and the work load is very high. There is the potential for 'burn out' if further support is not provided.

Business and Development

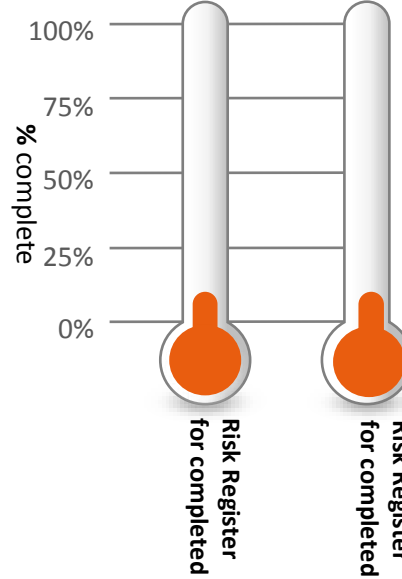
Strategic Planning



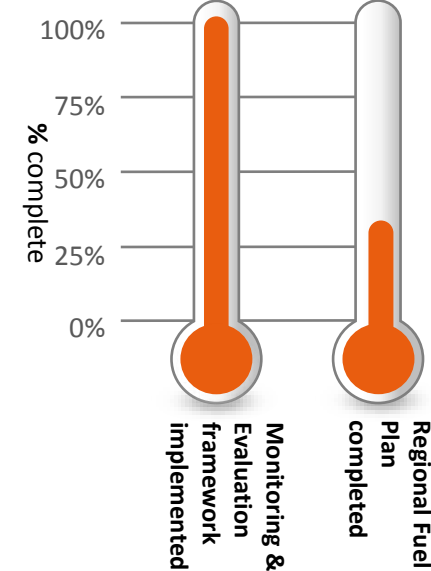
Website



Risk Registers



Policies, Plans and Frameworks



Scientific Information Lunchtime Seminars



WREMO information sharing seminar







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

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




* 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.

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

Business and Development

Professional Development

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

Website

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

IT

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

Planning Managers Group

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

Values

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

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

CHIEF EXECUTIVE REPORT

1. Executive Summary

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

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

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

2. Governance/Leadership/Advocacy

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

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

2.1 Local Government Commission/Governance Review

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

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

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

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

3. Strategic Planning and Policy Development

3.1 Meetings/Conferences

3.1.1. Chief Executive Forum

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

3.2 Legislation

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

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

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

3.3 Wastewater Consents

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

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

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

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

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

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

4. Monitoring and Reporting

4.1 Annual Report

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

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

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

4.2 Long Term Plan

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

4.3 Rates Arrears (Incl. GST)

DATE	AMOUNT \$'000	NUMBER	DAYS SINCE INSTALMENT DUE	SWDC COMPONENT \$'000 (81%)
30 June 2011	\$851	631	31	\$689
1 August 2011	\$780	463	64	\$632
28 November 2011	\$969	760	7	\$785
1 March 2012	\$925	690	7	\$740
16 March 2012	\$830	602	23	\$672
23 March 2012	\$790	555	30	\$640
1 June 2012	\$855	722	10	\$692
19 June 2012	\$730	632	31	\$591
10 September 2012	\$947		21	\$767
15 February 2013	\$820	565	57	\$664
17 June 2013	\$913	740	27	\$739
4 March 2014	\$1,033	863	12	\$836
14 April 2014	\$954	675	53	\$773
19 August 2014	\$818	592	91	\$663
30 September 2014	\$1,008	809	37	\$816

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

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

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

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

5. Corporate

5.1 Staffing

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

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

5.2 Collective Employment Agreement

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

5.3 Occupational Health and Safety

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

5.4 General Revaluation

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

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

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

5.5 LGOIMA Requests

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

Contact Officer: Paul Crimp, Chief Executive Officer

FEATHERSTON COMMUNITY BOARD

28 OCTOBER 2014

AGENDA ITEM 6.2

SCHEDULE OF ORDINARY MEETINGS

Purpose of Report

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

Recommendations

Officers recommend that the Community Board/Committee:

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

1. Background

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

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

2. Appendices

Appendix 1 –Schedule of Ordinary Meetings 2015

Contact Officer: Suzanne Clark, Committee Secretary

Reviewed By: Paul Crimp, Chief Executive

Appendix 1 – Schedule of Ordinary Meetings 2015

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

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

NOTES:

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

FEATHERSTON COMMUNITY BOARD

28 OCTOBER 2014

CHAIRPERSON'S REPORT

1. Communications

- 1.1 Phoenix:** Katie Beattie wrote the October article highlighting the latest news with regard to the Victoria University School of Landscape and Architecture project and other great opportunities that are arising relating to the Featherston community.

2. Meetings

2.1 Greytown Trails Trust

On Saturday 27 September, I was invited to join members of the Greytown Trails Trust for a meet and greet and discuss the possibility of a bike trail from Featherston to Greytown. The outcome of this meeting is further investigations and discussions with key stakeholders.

2.2 Citizenship Ceremony

On 30 September Featherston Community Board members, including myself, attended the citizenship ceremony where nine candidates committed themselves to becoming New Zealand citizens.

2.3 Town Square Working Party Meeting

On 13 October the first Town Square Working Party meeting was held. Rebecca Wilson a landscape architect from Earthwork guided the group through the process she would normally undertake when working on a project of this nature.

2.4 Pharmaceutical Services for Martinborough

On 14 October I attended a meeting outlining possible changes with how pharmacy services may be delivered in the near future for Martinborough and the lower South Wairarapa areas. Discussed were the benefits, impacts, risks and savings, taking into consideration the current service providers, patients, and local and surrounding communities. The outcome of the meeting was mainly sharing information. Where to from here is yet to be confirmed.

2.5 Featherston Community Board Finance Review Meeting

On 15 October elected members of the Featherston Community Board met to discuss our current financial status, current and future

funding process, and long term plan submission. This resulted in a status quo decision with the agreement that funding applications would be assessed and approved on alternative months starting the beginning of 2016. There is also a desire that the Board come up with projects that would benefit and uplift the Featherston township.

Rebecca Wilson

EARTHWORK LANDSCAPE ARCHITECTS

2 Estuary Street,

Makara Beach,

RD2 Karori,

WELLINGTON

email: earthworkla@gmail.com

ph: 04 476 9924

mob: 0274 252 494

www.ewla.co.nz

Earthwork Landscape Architects (Wellington) Ltd have been designing outdoor living environments around Wellington and further afield since 1993. We have gained a solid reputation as a top quality design-focused practice which creates exciting yet workable designs for our clients and we take pride in continuing to build on this reputation.

Specialising in challenging properties we provide design solutions for:

- STEEP PROPERTIES
- WINDY SITES
- EXPOSED COASTAL GARDENS
- RURAL PROPERTIES AND LIFESTYLE BLOCKS
- TIGHT SITES/SMALL CITY GARDENS

HISTORY

Rebecca Wilson has been operating the Wellington Earthwork office since it's inception in 1993. Rebecca originally studied fine arts at Ilam University, Canterbury, majoring in sculpture, and later completed her Bachelor of Landscape Architecture , graduating from Lincoln University with honours in 1991.

After working in the Canterbury Earthwork office for several years before, during, and after her landscape architecture studies, Rebecca moved to Wellington in 1993 to set up the Wellington office. The practice grew steadily to four full-time landscape architects.

Over the next 15 years the Wellington practice thrived and developed an excellent reputation throughout the Wellington region. Rebecca also became a regular tutor in the Landscape design course at Massey University, teaching landscape construction. She gained her professional Associateship to the NZILA (New Zealand Institute of Landscape Architects) in 1997 and features in the book "Landscape : Gardens By New Zealand's Top Designers" by Rose Thodey and Gill Hanly (Randomhouse, 2005).

RELEVANT EXPERIENCE

I was asked at the meeting last night for some information regarding my experience with other relevant projects. I have worked with two local councils – Hutt City Council and Horowhenua District Council on numerous projects over the last 15 years or so. Several projects from this ongoing association feature on our website www.ewla.co.nz but in particular I recommend these specific projects:

PETONE FORESHORE REDEVELOPMENT

<http://earthworklandscapearchitects.co.nz/portfolio-view/petone-foreshore>

Client: Hutt City Council

Date: August 1998

Hutt City Council originally engaged us to develop the derelict paddling pool and associated section of the Petone Foreshore and transform it into a significant, usable and valued park for the local community and wider Wellington.

The brief required us to work in with the local community groups (by way of a representative committee known as the Petone Steering Committee) to determine how the space involved should be developed to best serve the community as a whole. Based on information gathered, we began development of a conceptual design for the area (including rendered sketches) for discussion and feedback. Through further consultation, this concept was developed further to a final concept.

We then developed working drawings including:

- Master Plans.
- Setout Plans (including drainage).
- Design details and construction drawings.

We also worked closely with Civil Design Services assisting with the tendering process. During construction, we were heavily involved in the supervision of built work, dealing directly with main contractors (Askew Contracting Ltd) on a regular basis as well as supervising local artists engaged to construct important features of the design.

The success of this design has led to further design development and construction along the foreshore over the years. Our most recent project, completed this year, is a courtyard development adjacent to the kiosk/playground area at the Hikoikoi Reserve at the East End of the Foreshore.

LEVIN TOWN CENTRE REDEVELOPMENT

<http://earthworklandscapearchitects.co.nz/portfolio-view/levin-main-street>

Client: Horowhenua District Council

Date: April 1994

We were engaged by Horowhenua District Council to complete the following:

- Overall Concept Design for central town area and Main Street.
- Detailed Design, Construction Drawings and Planting Plans for numerous individual projects, including the Levin Domain, Aquatic Centre, Levin Central Carpark, Regent Mall Upgrade and Main Street upgrade.

This project is being developed and implemented in stages as funds become available, but the Main Street work is mostly completed. The overall thrust of the design was to create a new image for Levin as a positive rural town with stimulating and enjoyable public spaces and facilities. This project required a clear understanding of the priorities of a small town centre, sympathy for the “rural town” atmosphere and an ability to incorporate a wide variety of public requirements.

CHAFFERS PARK DESIGN COMPETITION

Client: Wellington City Council Waterfront Development Subcommittee

Date: March/April 2002

Public Design Competition initiated in 2002 by Waterfront Development Subcommittee to redevelop section of Wellington waterfront known as Chaffers Park. Earthwork was part of team including Rachel Hughes (Beca Carter), and Novak and Middleton Architects selected as one of five finalists (Scheme D) for Stage 2 design development. Our design was publicly known as “The People’s Choice”! It won a huge percentage of the vote in 2 separate voting procedures.

Inspired by feedback from the Wellington public and the historical cultural associations of the area, the concept promoted both passive and active recreation opportunities and included expansive parklands, picnic areas, playground, skate park, waterfront promenades and civic areas for multiple recreational and entertainment activities.

Due to factors well beyond the control of the public this scheme was not the one chosen. However it was a fantastic design experience and we were extremely proud of the final design and the positive reaction of the Wellington public.

Although these projects do not include a town square as such within their design I hope they illustrate what is possible to achieve with a distinctive design in sympathy with the local character – and also within a realistic budget for a smaller town.

From: Lee Carter [mailto:jadetui@xtra.co.nz]
Sent: Tuesday, 14 October 2014 11:49 a.m.
To: Suzanne Clark - Committee Secretary
Cc: Councillor Solitaire Robertson; Member Garry Thomas; Peter Jackson; Katie Beattie; Councillor Dean Davies; Councillor Colin Olds
Subject: Fw: Civil Defence Plan - Featherston - FCB agenda item - October

This follows our meeting held on 16 September 2014 with Kim and the Featherston Community Board

Where does Featherston Community Board sit with this suggested Plan. To be discussed at the Featherston Community Board meeting 28 October.

----- Forwarded Message -----

From: Kim Whiteman <Kim.Whiteman@gw.govt.nz>
To: 'Lee Carter' <jadetui@xtra.co.nz>
Sent: Saturday, September 27, 2014 7:48 PM
Subject: RE: Civil Defence Plan - Featherston

Hi Lee,

Great to meet you also.

It would be appreciated if the Featherston Community Board assumed overall ownership of the Community Response plan, this has taken place in the wider Wellington Region and is supported by Mark Allingham at South Wairarapa District Council. It is envisaged these plans are owned by a community focused group rather than an individual. A committee would exist to complete the plan and review annually. It would be good if a member or two of the Board sat on the committee. It is not favourable for an individual to own the plan as what happens if they are not there when the emergency strikes, if someone is forced rather than volunteering, someone inappropriate volunteers. A number of people that serve best on these committees would have other roles to fulfil in an emergency – council, volunteers for other organisations, family commitments. As the volunteer training program grows the people able to make a valued contribution during an emergency support will grow. The leader may come from this group, a leader already existing in the community (Colin Olds) or someone unknown this is the beauty of a community owned plan.

We would also appreciate the board spreading the preparedness message and the call for volunteers.

I look forward to hearing from you.

Thanks
Kim



43 Perry St

Masterton

11 September 2014



The Secretary
Featherston Community Board
PO Box 6,
Martinborough 5741

Dear Madam

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

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

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

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

There have been a few people whom we have been able to assist, but on many occasions our two volunteers have sat in the Information Centre with no visitors. (We have, however, been made most welcome by Eric and Graham, the two Info Centre volunteers on duty when we have been there). We are aware that these days, many people are happy to make contact by phone or email, and indeed we have had clients from Featherston whom we have been able to help in this way. We hope this can continue.

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

Yours sincerely

Mike Kelly

Chairman



South Wairarapa District Council
PO Box 6
Martinborough 5741

September 16, 2014

Re : Accountability Report for Featherston Community Centre : Annual Plan 13/14 submission

Please find enclosed:

- Letter of gratitude reporting on project outcome
- Copy of bank statement and grant deposit receipt
- Copy of Xero spreadsheet with details of expenditure so far
- Photos showing details of the upgrade
- AGM report showing acknowledgement of grant
- Copy of funding acknowledgements in FCC News, Featherston Phoenix, August issue (see back page).

If you have any further questions please do not hesitate to contact us.

Kind Regards,

Siv B. Fjærestad
Centre Manager
Featherston Community Centre



South Wairarapa District Council
PO Box 6
Martinborough 5741

September 16, 2014

Dear Suzanne Clark,

On behalf of the Featherston Community Centre Charitable Trust I would like to thank the South Wairarapa District Council for your \$2,000 in kind discount on building consent fees, and the Featherston Community Board for your grant of \$2,000 to assist with the funding of our Centre's Disabled Toilet and Fire Exit Upgrade Project.

With the direct financial assistance from the South Wairarapa District Council, the Featherston Community Board, as well as other donors, the Featherston Community Centre has been able to complete the project and upgrade parts of the building. This upgrade ensures that people with disabilities are able to access and use all parts of the Centre, and that the building meets the South Wairarapa District Council's building regulations and receives a Code Compliance Certificate.

The new facilities have made the Centre much more user-friendly and will allow us to expand the range of services we offer to our community, as well as meeting the statutory standards required of public buildings.

I would note that the initiation of the project was delayed until earlier this year due to changes in the Board, difficulty in raising the targeted funds and consequential minor changes to the actual project management, requiring a further tender. We have just received the final sign off and code of compliance certificate. We thank you for your very generous grant, and for your patience in respect of accountability.

Please find enclosed:

- 1 an official receipt from the Featherston Community Centre.
- 2 a copy of our annual report and accounts as at 31 March 2014 which shows the funds raised for the project. (In addition to this, we received a further \$6,300 from the Eastern & Central Trust in June which enabled the final expenses to be met.)
- 3 a copy of a spreadsheet taken from our Xero accounting system which gives details of the expenditure in respect of the project.

The funding from The South Wairarapa District Council and the Featherston Community Board is acknowledged in the August issue of the Featherston Phoenix and is to be announced on the Centre's new website/facebook. The funding is specifically noted in our 31 March 2014 annual accounts and annual report, as attached.

Your grant is very much appreciated and has played a big part in enabling us to

14 Wakefield St, Featherston Ph: 06 308 8239 fsn.comcen@xtra.co.nz <http://featherstoncommunity.org.nz>



continue to provide a higher standard of facility to our community and meet the necessary regulatory requirements for a public building.

We would welcome any of your members to come and see the improvements we have made, and how the upgrade will help us deliver a better service to our community.

With warm regards,

A handwritten signature in blue ink, appearing to read "Siv B. Fjærestad", written in a cursive style.

Siv B. Fjærestad
Centre Manager
Featherston Community Centre
14 Wakefield Street
Featherston 5710
P: 06 308 8239
E: fsn.comcen@extra.co.nz
w: featherstoncommunity.org.nz

Featherston Community Centre

Tel: 063088239

Fax: 063088541

Email: fsn.comcen@xtra.co.nz

Tax Receipt

GST No. 63-864-757

Date: 16 September 2014

Payment received from:

South Wairarapa District Council
PO Box 6
Martinborough 5741

Re : Featherston Community Board grant at 15 July 2013:

Project purpose: For assistance towards upgrade of washroom and toilet facilities to include disabled access, and building alterations to improve existing fire escape routes.
Date received: 20 August 2013.

TOTAL GRANT RECEIVED: \$2,300.00
Includes GST of \$300.00

Thanking you for your support

Featherston Community Centre
14 Wakefield Street
Featherston 5710

Data extracted from Xero
G R Evans Treasurer
14/08/2014

Buildings Additions Transactions
Featherston Community Centre Charitable Trust
From 31 Mar 2014 to 31 Aug 2014

Date	Type	Transaction	Reference	Debit	Credit
30/03/2014		Opening Balance			\$0.00
31/03/2014	INV	B&L - opening payable		\$21,801.94	
31/03/2014	INV	B&L - opening payable		\$1,523.47	
11/07/2014	PAY	windows toilet windows		\$893.00	
11/07/2014	PAY	windows toilet windows		\$613.60	
28/07/2014	PAY	Ramp - Remu		\$500.50	
Total				\$25,102.61	
31/08/2014		Closing Balance			\$25,102.61

builder paid 1/5/14
builder paid 1/5/14

Toilet Upgrade Transactions
Featherston Community Centre Charitable Trust
From 31 Mar 2014 to 31 Aug 2014

Date	Type	Transaction	Reference	Debit	Credit
1/05/2014	PAY	toilet upgrade - paint		\$413.10	
26/05/2014	PAY	toilet upgrade - electrical - fans		\$1,003.10	
11/06/2014	PAY	paint		\$107.00	
04/07/2014	PAY	B&L - PAY B and L Construction Ltd ,Revs floor 2718		\$88.96	
31/07/2014	PAY	G Evans refund - Glue		\$7.39	
Total				\$1,630.55	
31/08/2014		Balance			\$1,630.55

Building Fit-Out Additions Transactions
Featherston Community Centre Charitable Trust
From 31 Mar 2014 to 31 Aug 2014

Date	Type	Transaction	Reference	Debit	Credit
30/03/2014		Opening Balance			\$0.00
25/05/2014	PAY	toilet upgrade - electrical - fans		\$1,386.78	
28/05/2014	PAY	new blinds - blinds		\$453.04	
Total				\$1,840.80	
31/08/2014		Closing Balance			\$1,840.80

less blinds -453.04

Total Building/Toilet \$28,129.62

Invoice not issued until CCC issued by council waiting for community/PD workers to do	yet to pay Paints priced	Project Management Painting to be completed Total Net of GST - GST	\$2,173.91 \$1,500.00 \$3,893.73 4770.56
	Total		\$36,574.29

Examples of washroom and toilet upgrade, incl new disability toilet and fire exists upgrades, Featherston Community Centre, 2014.





MATHARAPA 2014

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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

THANK YOU

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



Featherston Community Board

Chair: Lee Carter
34 Lyon Street
Featherston 5710
06 308 9843

25 September 2014

To Whom It May Concern

LETTER OF SUPPORT FOR FEATHERSTON CROSS CREEK SOCIETY

As Chair of the Featherston Community Board I would like to submit this letter of support for the Cross Creek Rail Society's new station in Clifford Square, Featherston.

The Cross Creek Rail miniature train represents a key and unique historical aspect of Featherston. This is a tourist and community based attraction that provides a service for community groups, events, and families both local and district wide.

With your support, the Cross Creek Rail has the potential to become an even more popular icon in the Wairarapa.

I believe the Cross Creek Rail Society reflects the importance of community spirit. It is positive for Featherston and our heritage.

I highly recommend that you support this application for funding.

Yours Sincerely



Lee Carter
Chair

Featherston Community Board

Chair: Lee Carter
34 Lyon Street
Featherston 5710
06 308 9843

17 September 2014

To Whom It May Concern

LETTER OF SUPPORT FOR FEATHERSTON CHRISTMAS MARKET

On behalf of the Featherston Community Board I would like to submit this letter of support for the Featherston Christmas Market to be held on Saturday 13 December 2014 in conjunction with the Featherston Christmas Parade.

We believe this is an event that will benefit Featherston as a town and support the Community. This is a family event based on the European Christmas Markets, representing a special time of the year. This event will reflect the importance of Christmas and Community spirit.

We highly recommend that you support this event.

Yours Sincerely



Lee Carter
Chair

Featherston Community Board

Chair: Lee Carter
34 Lyon Street
Featherston 5710
06 308 9843



25 September 2014

Colin Robinson
36 Bell Street
Featherston 5710

Dear Colin

CROSS CREEK RAILWAY SOCIETY SIGN

Your letter to the Featherston Community Board requesting approval for a sign to be placed in Clifford Square was considered on the 16 September 2014.

The Community Board agreed not to support the placement of a sign in the suggested location as it is their preference to adhere to the Clifford Square Reserve Management Plan provisions. There was also concern that the sign may be a distraction for drivers and noted a couple of recent accidents on the corner of Birdword and Fox Streets.

The Featherston Community Board would support appropriate signage painted onto the Cross Creek Railway shed.

Yours sincerely

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

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

Featherston Community Board

Chair: Lee Carter
34 Lyon Street
Featherston 5710
06 308 9843



25 September 2014

Maria Fairburn
PO Box 57
Featherston 5740

Dear Maria

FEATHERSTON CYCLE FACILITIES

On the 16 September 2014 the Featherston Community Board received a report back from the Infrastructure and Planning Working Party. I have attached a copy of the Community Board report for your information.

The Community Board agreed with the recommendation in the report and will work with Helen McNaught, Amenities Manager, to progress a cycle friendly district project for discussion during the LTP process.

Yours sincerely

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

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