



Martinborough Community Board

Minutes – 18 July 2016

- Present:** Lisa Cornelissen (Chair), Fiona Beattie, Pam Colenso, Cr Julie Riddell and Cr Max Stevens.
- In Attendance:** Mayor Adrienne Staples (from 6:39pm), Mark Allingham (Infrastructure and Services Group Manager) and Suzanne Clark (Committee Secretary).
- Conduct of Business:** The meeting was conducted in public in the Council Chambers, 19 Kitchener Street, Martinborough on the 18 July 2016 between 6:30pm and 7:35pm.
- Also in Attendance:** Mark Shepherd (Connecting Communities) and Paora Ammunson (Greytown Sport and Leisure).

PUBLIC BUSINESS

1. APOLOGIES

MCB RESOLVED (MCB 2016/49) to receive apologies from Victoria Read and Paul Crimp.

(Moved Cornelissen/Seconded Cr Riddell)

Carried

2. CONFLICTS OF INTEREST

No conflicts of interest were declared.

3. PUBLIC PARTICIPATION

3.1 Mark Shepherd, Neighbourhood Support – Connecting Communities

Mr Shepherd introduced himself as the South Wairarapa Neighbourhood Support Coordinator, outlined the purpose of Neighbourhood Support, progress to date in Martinborough, and encouraged members to let people know about the concept.

3.2 Paora Ammunson, Greytown Sports and Leisure

Mr Ammunson discussed the second phase for expanding the Sports and Leisure model to Martinborough and indicated strong support from Martinborough clubs for the concept. A detailed budget and confirmed support from clubs was the planned third phase output. The goal was to have a Martinborough office operational for summer sports in the 16/17 year.

DISCLAIMER

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

4. COMMUNITY BOARD MINUTES/EXPENDITURE

4.1 Martinborough Community Board Minutes – 30 May 2016

MCB RESOLVED (MCB 2016/50) that the minutes of the Martinborough Community Board meeting held on 30 May 2016 be received and confirmed as true and correct subject to the correction of the seconder of resolution MCB2016/47 from Cornelissen/Cr Riddell to Cornelissen/Cr Stevens.

(Moved Beattie/Seconded Colenso)

Carried

4.2 Action Items from Previous Meeting

Members discussed the action items and provided updates.

MCB RESOLVED (MCB 2016/51):

1. To approve the purchase of 25 flags from Flagz Group up to the value of \$2,100 plus GST.

(Moved Cr Stevens/Seconded Colenso)

Carried

2. Action 413: Enquire with Flagz Group whether they have a solution to the corner tearing issue with their flags; Pam Colenso

MCB NOTED:

1. Action 414: Liaise with Fulton Hogan to see if a traffic management plan for volunteers to remove existing plantings and put in new plantings at Todd's Cutting on SH53 can be developed at low or no cost to Council; M Allingham
2. Action 415: Put together a proposal for displaying historic WWI photos, to include costs and timeframes, for the Martinborough Community Board to consider at the 29 August meeting; Pam Colenso

4.3 Income and Expenditure Statement to 30 June 2016

MCB RESOLVED (MCB 2016/52) to receive the Income and Expenditure Statement to 30 June 2016.

(Moved Cr Riddell/Seconded Colenso)

Carried

5. ACTIONS FROM PUBLIC PARTICIPATION

5.1 Neighbourhood Support – Connecting Communities

MCB NOTED:

1. Action 416: Promote the Neighbourhood Support concept to friends and neighbours; MCB members

5.2 Greytown Sport and Leisure

MCB NOTED:

1. Action 417: Provide guidance to Greytown Sport and Leisure on whether the Martinborough Sports and Leisure model proposal fits

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within with the Pain Farm funds distribution judgement and provide the process for accessing funds; P Crimp

6. OPERATIONAL REPORTS – COUNCIL OFFICERS

6.1 Officers Report

*MCB RESOLVED (MCB 2016/53) to receive the Officers' Report.
(Moved Cornelissen/Seconded Beattie)*

Carried

6.2 Council Policies Report

*MCB RESOLVED (MCB 2016/54) to receive the information and to advise that Martinborough Community Board has no feedback on the policies reviewed.
(Moved Cr Riddell/Seconded Cornelissen)*

Carried

7. COMMUNITY BOARD/COUNCILLORS REPORTS

7.1 Chair Report

Mrs Cornelissen had visited the Martinborough Mens Shed premises and reported that renovations were progressing well. The Mens Shed had received donations of time, product and materials from the community to make the premises suitable.

MCB RESOLVED (MCB 2016/55):

1. To receive the information.

(Moved Beattie/Seconded Cr Riddell)

Carried

2. To allocate \$500 for Victoria Read to attend the Economic Development Conference in Carterton.

(Moved Cornelissen/Seconded Beattie)

Carried

7.2 Waihinga Centre Update

Mayor Staples reported that a preliminary timeline for the Waihinga Centre construction had been developed. The detailed design, geotechnical work, and fire plan contracts had been let.

A turf turning celebration, or similar event, was being planned for the 3 September 2016.

7.3 Council Report: Community Safety and Resilience Working Party

MCB RESOLVED (MCB 2016/56) to receive the report.

(Moved Cornelissen/Seconded Colenso)

Carried

8. CORRESPONDENCE

8.1 Inwards

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

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

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

*MCB RESOLVED (MCB 2016/57) to receive the inwards
correspondence.*

(Moved Cr Stevens/Seconded Beattie)

Carried

Confirmed as a true and correct record

.....**Chairperson**

.....**Date**

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Martinborough Community Board
Action Items
From 18 July 2016

Ref #	Meeting	Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
63	MCB	16-Feb-15	Action	Pam Colenso and Lisa Cornelissen	Provide an update on the status of the benches for Considine Park	Open	4/8/15 2 seats ready to order. Seat funded by Peter Craig's family to include an in memory of plaque with birth and death dates. Plaque for MCB donated chair to include presented by MCB and date 2/11/15: Benches on order and will arrive on the 20 Nov. Liaising with Lions to get installed. 7/12/15: Benches arrived, Lions have laid concrete for one bench and other pad due for laying on 11 December. Hoped that seats are installed by xmas. 8/6/16: Benches are installed, awaiting plaques 18/7/16: Plaque arrived, needs to be installed
470	MCB	3-Aug-15	Action	Lisa Cornelissen	Liaise with Connor Kershaw and the Martinborough Business Association about fairy light storage, let and return of lights	Open	Lights are currently stored in the space next to Victoria Read Architecture, accessible by both Conor and MCB. Business Assoc are aware that MCB approval is needed to borrow them. 2/11/15 Reopened action. Loans process needs to be developed 18/7/16: Pain & Kershaw to manage lights rental using a Sku number and will reimburse MCB with any income once a year. Lisa to progress a loans process/policy
123	MCB	14-Mar-16	Action	Paul	Provide guidance to MCB members on what can be done about trolling, personal attacks and inappropriate comments	Open	
307	MCB	30-May-16	Resolution	Mark	Pain Farm Report for Period 1 January – 12 May 2016 MCB RESOLVED (MCB 2016/43): 1. To receive the information. (Moved Colenso/Seconded Cr Stevens)	Open	12/08 Organising site meeting with leaseholder to confirm the scope of work for pricing.

Ref #	Meeting	Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
					Carried 2. To recommend to Council that subject to acceptable quotes from fencing contractors being received, Pain Farm funds are utilised to undertake required fencing repairs or installation of new fencing as required for boundary and internal fences. 3. That when the Pain Farm fences have been brought up to standard, the leaseholder is made aware of his responsibilities to maintain the fences to an acceptable standard. (Moved Cornelissen/Seconded Read) Carried		
319	MCB	30-May-16	Action	Paul	Add a MCB agenda item a review of the Community Resilience Plan for 18 months following its completion	Open	24/6/16: Officer needs to be advised of it's completion before a future date can be scheduled.
321	MCB	30-May-16	Action	Lisa Cornelissen	Request an update on the resolution of land issues being experienced by the Rural Sports Wairarapa Trust be made available for the 29 August 16 Community Board meeting	Open	
395	MCB	30-May-16	Action	Mark	Provide a report to Martinborough Community Board on the Pain Farm pine trees with options for trimming or removal	Actioned	18/7/16: Cr Stevens advised that farmers didn't see the need to remove the trees To be reported on at August MCB meeting as part of Pain Farm report
406	MCB	18-Jul-16	Resolution	Paul	MCB RESOLVED (MCB 2016/51): 1. To approve the purchase of 25 flags from Flagz Group up to the value of \$2,100 plus GST. (Moved Cr Stevens/Seconded Colenso) Carried	Actioned	In Commitments
413	MCB	18-Jul-16	Action	Pam Colenso	Enquire with Flagz Group whether they have a solution to the corner tearing issue with their flags	Open	
414	MCB	18-Jul-16	Action	Mark	Liaise with Fulton Hogan to see if a traffic management plan for volunteers to remove existing plantings and put in new plantings at Todd's Cutting on SH53 can be developed at low or no cost to Council	Open	Noted and will get details so it can be discussed with Fulton Hogan and actioned prior to next meeting. 12/08 Planting plan and timetable have now been confirmed and request to NZTA for 3 full days of traffic management has been submitted. Due to the condensed nature of

Ref #	Meeting	Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
							the work, and the need for arborist involvement with heavy equipment, this project is not suitable for the involvement of volunteers.
415	MCB	18-Jul-16	Action	Pam Colenso	Put together a proposal for displaying historic WWI photos, to include costs and timeframes, for the Martinborough Community Board to consider at the 29 August meeting	Open	
416	MCB	18-Jul-16	Action	MCB members	Promote the Neighbourhood Support concept to friends and neighbours	Open	
417	MCB	18-Jul-16	Action	Paul	Provide guidance to Greytown Sport and Leisure on whether the Martinborough Sports and Leisure model proposal fits within with the Pain Farm funds distribution judgement and provide the process for accessing funds	Open	

<i>Martinborough Community Board</i>	
<i>Income & Expenditure to 31 July 2016</i>	
<u>INCOME</u>	
Balance 1 July 2016	6,278.65
Annual Plan 2016/17	31,678.00
TOTAL INCOME	37,956.65
<u>EXPENDITURE</u>	
Members' Salaries	1,294.89
Total Personnel Costs	1,294.89
Total General Expenses	-
Total Grants	-
TOTAL EXPENDITURE	1,294.89
ACTUAL NET SURPLUS/(DEFICIT) YEAR TO DATE	36,661.76
<u>LESS: COMMITMENTS</u>	
Salaries to 30 June 2016	14,155.11
Flaz Group	2,100.00
Rural South Wairarapa Sports Inc. - Astro Turf project	1,500.00
Economic Development Conference	500.00
Considine Park Plaque (remainder of \$1k commitment)	63.48
Total Commitments	18,318.59
BALANCE TO CARRY FORWARD	18,343.17

MARTINBOROUGH COMMUNITY BOARD

29 AUGUST 2016

AGENDA ITEM 6.1

OFFICERS' REPORT

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

Recommendations

Officers recommend that the Community Board/Committee:

Receive the information.

CHIEF EXECUTIVE

1. Executive Summary

This period has been dominated by annual leave, accordingly this report will be rather brief.

2. Ratification of Maori Standing Committee Nomination

We have received correspondence nominating Demetrius Potangaroa to be the Maori Standing Committee representative for Kahungunu ki Wairarapa. Formal ratification of the Iwi nomination was sought from Council.

3. Corporate

3.1 Occupational Health and Safety

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

Attached as Appendix 1 is the latest H & S report covering the period 1 June – 31 July 16.

4. Governance/Leadership/Advocacy

The following table provides the year to date results for KPI's set for the Governance output [note this report updated and is as at 30 June 2016]

GOVERNANCE, LEADERSHIP AND ADVOCACY MEASURING SERVICE DELIVERY PERFORMANCE				
SERVICE LEVEL	KEY PERFORMANCE INDICATORS			
		2014/15	RESULTS	COMMENTS
Opportunities are provided for the community to have its views heard	Ratepayers and residents feel they can contact a Council member to raise an issue or problem	75%	73% (2010/11 survey 75%)	The customer satisfaction survey was carried out during 2014/15. In addition to the 73% (2011 75%) positive response, 16% (2011 14%) felt they were unable to comment.
	Ratepayers and residents feel that the Mayor and councillors give a fair hearing to their views	75%	62% (2010/11 survey 55%)	The customer satisfaction survey was carried out during 2014/15. In addition to the 62% (2011 55%) positive response, 21% (2011 28%) felt they were unable to comment.
Council determines what activities it should engage in through consultation and regulatory requirements then sets clear direction	Ratepayers and residents are satisfied with Council's decisions and actions	50%	59% (2014 survey 76%)	A Public Booster survey was carried out in 2015 in addition to the 59% 11% felt they were unable to comment. The full customer satisfaction survey was carried out during 2014/15. In addition to the 76% (2011 73%) positive response, 8% (2011 9%) felt they were unable to comment.
	Ratepayers and residents are satisfied with how Council allocates rates/funds to be spent on the services and facilities provided (target peer group age)	78%	64% (2010/11 survey 59 %)	The customer satisfaction survey was carried out during 2014/15. In addition to the 64% (2011 59%) positive response, 14% (2011 9%) felt they were unable to comment.
Community Boards make decisions that consider local issues	Community Board decision - making reports on local issues	90%	Greytown 97% (2014 92%) Featherston 97% (2014: 95%) Martinborough 98% (2015: 95 %)	This measure reports on the percentage of resolutions made that relate solely to local issues.
	% of ratepayers and residents who know how to contact a community board member	65%	65% (2010/11 survey 52%)	The customer satisfaction survey was carried out during 2014/15. In addition to the 64% (2011 59%) positive response, 14% (2011 9%) felt they were unable to comment.
Opportunities are available to raise local issues and understand what will happen as a result	Ratepayers and residents satisfied with the way Council involves the public in the decision it makes	65%	49% (2010/11 survey 50%)	The customer satisfaction survey was carried out during 2014/15. In addition to the 49% (2011 50%) positive response, 26% (2011 25%) indicated they were neither satisfied nor dissatisfied, and 5% (2011 5%) felt they were unable to comment.
Opportunities are available to raise issues relating to Maori through the Maori Standing Committee	The Maori Standing Committee makes recommendations to Council in relation to policy and plan development and resource management applications	100% applicable applications	100%	Maori Standing Committee met on 8 occasions. In total 3 resource consent applications were considered, however due to the timing of the meetings 9 were considered outside normal meetings.

5. Strategic Planning and Policy Development

5.1 Rates Arrears (Incl. GST)

DATE	AMOUNT \$'000	NUMBER	DAYS SINCE INSTALMENT DUE	SWDC COMPONENT \$'000 (81%)
1 June 2012	\$855	722	10	\$692
19 June 2012	\$730	632	31	\$591
10 September 2012	\$947		21	\$767
15 February 2013	\$820	565	57	\$664
17 June 2013	\$913	740	27	\$739
4 March 2014	\$1,033	863	12	\$836
14 April 2014	\$954	675	53	\$773
19 August 2014	\$818	592	91	\$663
30 September 2014	\$1,008	809	37	\$816
11 November 2014	\$770	627	83	\$623
27 January 2015	\$672	537	68	\$544
2 March 2015	\$784	798	10	\$635
25 May 2015	\$762	803	3	\$617
3 July 2015	\$624	669	39	\$505
18 August 2015	\$580	547	59	\$470
11 November 2015	\$498	572	83	\$404
1 February	\$521	558	73	\$422
30 March	\$651	531	27	\$527
2 May	\$489	428	72	\$396
2 June	\$699	769	12	\$566
1 Aug	\$466	367	72	\$378

Arrears are further analysed in the table below:

Arrears analysis as at 01/08/2016 72 days since last installment					
		# Properties	Arrears	Outstanding	TOTAL
Featherston	Urban	114	\$ 139,897.22	\$ -	\$ 139,897.22
	Commercial	6	\$ 9,538.94	\$ -	\$ 9,538.94
Greytown	Urban	47	\$ 76,336.89	\$ -	\$ 76,336.89
	Commercial	9	\$ 9,854.97	\$ -	\$ 9,854.97
Martinborough	Urban	44	\$ 54,871.03	\$ -	\$ 54,871.03
	Commercial	7	\$ 2,567.01	\$ -	\$ 2,567.01
Rural		140	\$ 173,314.89	\$ -	\$ 173,314.89
TOTAL			\$ 466,380.95	\$ -	\$ 466,380.95

5.2 LGOIMA Requests

TOPIC OF INFORMATION REQUEST	REQUEST RESPONSE
Evidence and analysis used in decision not to adjust the Martinborough drinking water supply to the level recommended by the Ministry of Health?	Provided data that was sought to DHB
What is the spend on Advertising on Facebook and Linked In	No spend
Data on Freedom Camping	Information supplied
The submission, draft minutes notes, any other notes, including email exchange and letters relating to submission 21, the Featherston Anzac Club Society Inc put up to the draft Annual Plan 2011/2012.	Information supplied
Staff and Councillor remuneration	Information supplied
Rateable properties abandoned	Information supplied
Data in relation to LGOIMA requests	Information supplied
Featherston cemetery landscaping	Information supplied
Greytown Soaring centre - details of consent and matters related to lease.	

6. Appendix

Appendix 1 – Health and Safety Report

Contact Officer: Paul Crimp, Chief Executive Officer

Appendix 1 – Health and Safety Report

South Wairarapa District Council Health and Safety report 1 June – 31 July 2016

Health and Safety – driving continuous improvement (Lead indicators)

Health and Safety inductions	Health and Safety training	Near miss and new hazards reported	Catching our people doing the right thing
	<ul style="list-style-type: none"> •All staff from libraries attending manual handling in libraries training. •Staff identified to attend traffic control training. 		

Health and Wellness programme

Flu shots and Employee Assistance Programme offered to all staff.

Health and Safety incidents (Lag indicators)

Non-injury incidents	Injuries requiring first aid, medical treatment (incl first aid register)	Number lost time injuries	Our learnings
<ul style="list-style-type: none"> •Nose to tail vehicle accident, Council vehicle rear ended. Minor damage to vehicle, no injury. 			<ul style="list-style-type: none"> •Need to remind staff of safe following distances.

Health and Safety strategy

Progress on Health and Safety work plan

- System to monitor the efficacy of contractor's health and safety systems developed and shared with managers who engage contractors.
- Controls being implemented to manage health and safety risks.
- Health and safety policy approved and rolled out to managers.
- Security and Service Centres project completed and recommended controls being considered and implemented.

Engaging with our people

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

- Compiling our hazard register, assessing risk and reviewing options and recommending controls
- Putting in place controls
- Undertaking hazard identification on council sites where contractors work
- Looking at wellness initiatives
- Checking out H&S training options
- Investigating incidents
- Reviewing our H&S documentation, processes and check sheets
- Keeping us on track with our health and safety work plan

Staff meetings

Change leadership – embedding health and safety in our business

Managers attended a further meeting to discuss leading health and safety, test Accident & Incident and hazard reporting systems. SWDC health and safety policy and manager's responsibilities reinforced and process for rolling out policy and reporting systems to their teams discussed.

Housekeeping checks

Health and Safety housekeeping checks discussed with managers. Managers discussing with their teams.

Working with our contractors

Correspondence being sent to contractors SWDC currently work with to understand their health and safety systems, and get assurance that they understand the risks they are managing on SWDC worksites, their people are trained, and they are compliant with new health and safety legislation.

Health and safety questionnaire with weightings to assist with assessing contractors health and safety systems being trialled by managers who engage contractors.

Tender process reviewed and updated to include request for information on health and safety systems.

Council walk around and learnings

No walk arounds to report.

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

The consultants undertaking the Greytown Structure Plan work have continued with the initial consultation with landowners in the area. Overall they have had positive feedback, with nearly all landowners agreeing to allow Council (through the consultants) to access their land for investigations.

Work on the update of the protected tree schedule in the WCDP has slowed due to the pressures of processing the continuing high number of resource consent applications. It is planned to get this work back on track once the recent consent workload comes under better control.

1.2 Resource Management Act - Consents

SERVICE LEVEL – All resource consents will be processed efficiently.

RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET 2015/16	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Consent applications completed within statutory timeframes	100%	97.06%	NCS. At the beginning of the year 4 RC's went overtime. Tracking processes have now been modified to try to avoid repeats. None have occurred since.
s.223* certificates issued within 10 working days	100%	100%	NCS
s.224* certificates issued within 15 working days of receiving all required information (note no statutory requirement)	100%	100%	NCS

Council received 16 applications between 1 June 2016 and 30 June 2016.

This rate of lodgement continues to exceed (considerably) the long term average of 9 per month. This is reflected in the high year-end total of 133 as against the long term average of 100.

In consequence 2 further applications have been contracted out for processing.

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

1.3 Reserves Act – Management Plans

SERVICE LEVEL – Council has a reserve management plan programme.

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

1.4 Local Government Act – LIM's

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

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

As can be seen in the year total for 2015/16 below, the number of LIM's processed has increased in the last 12 months from 294 to 340, an end of year increase of a little under 16%. As noted in the May report, since 2012 the number of LIM applications have increased by 160 a year. This represents an overall increase of 89% since 2012.

TYPE	YTD 1 JULY 15 TO 30 JUNE 2016	PREVIOUS YTD 1 JULY 14 TO 30 JUNE 2015	PERIOD 1 JUNE 2016 TO 30 JUNE 2016	PREVIOUS PERIOD 1 JUNE 2015 TO 30 JUNE 2015
Standard LIMs (Processed within 10 working days)	179	109	23	11
Urgent LIMs (Processed within 5 working days)	54	95	6	11
Totals	340	293	29	22

2. Public Protection

2.1 Building Act - Consents and Enforcement

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

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET 2015/16	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Code Compliance Certificate applications are processed within 20 working days	100%	100 %	NCS – Continued monitoring of processing days. Year to date, one CCC accidentally went over the 20WD's.
Building consent applications are processed within 20 working days	100%	99.72 %	NCS – Continued monitoring of processing days. Processing contractors have been used to maintain service levels throughout the year due to staff changes.
Council maintains its processes so that it meets BCA accreditation every 2 years	Yes	Yes	Last IANZ review was in January 2016. Council maintained its accreditation which is now extended to 2018. No CARS were issued.
Earthquake prone buildings reports received	70%	63.43 %	Currently 144/227 known premises have been addressed

National changes proposed by the Government around Earthquake Prone Buildings have now been announced and enacted. In the next year Council will need to respond to the new statutory requirements.

TYPE	NUMBER	VALUE
Commercial (shops, restaurants, rest home – convalescence, restaurant /bar / cafeteria / tavern, motel, commercial building demolition - other commercial buildings)	2	\$270,000
Industrial (covered farm yards, building demolition, warehouse and/or storage, factory, processing plant, bottling plant, winery)	3	\$795,000
Residential (new dwellings, extensions and alterations, demolition of building, swimming and spa pools, sleep-outs, garages, relocations, heaters, solid fuel heaters.	6	\$1,196,202
Other (public facilities - schools, toilets, halls, swimming pools)	0	0
Totals	11	\$2,296,202.00

2.2 Dog Control Act – Registration and Enforcement

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

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET 15/16	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Undertake public education, school and community visits to promote safe behaviour around dogs and/or responsible dog ownership	3 visits	6 Visits	Education programme targeting schools is in progress using the Christchurch City Council Dog Smart programme.
Complaints about roaming and nuisance dogs are responded to within 4 hours	100%	96%	K:\resource\Bylaw Officers\Registers\Animal Control Service request register.xls

As Council may note, only one attack on stock is recorded below for June 2016. However this event was notable.

Within the period between 6 June 2016 and 25 June 2016, two dogs are thought to have undertaken extensive attacks on farm stock (sheep) on a property located in the vicinity of White Rock.

At this time evidence suggests that there are at least 35 dead sheep (ewes in lamb), with a further 35 unaccounted for, but which are presumed killed by the dogs. This is a very significant event and we have been putting considerable efforts into investigating it.

A dog owner has been identified and has acknowledged that the two dogs shot were his. These two dogs were shot while in the act of attacking a number of sheep. The other dead sheep were subsequently found by the property owners.

Most sheep killed displayed multiple mauling injuries to the neck, throat and flanks making this a particularly nasty incident. It is likely that this case will involve Court proceedings.

INCIDENTS REPORTED	1 JUNE 2016 TO 30 JUNE 2016
Attack on Pets	2
Attack on Person	0
Attack on Stock	1
Barking and whining	5
Lost Dogs	5
Found Dogs	0
Rushing Aggressive	1
Wandering	16
Welfare	0
Total	30

2.3 Public Places Bylaw 2012 - Stock Control

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

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET 15/16	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Stock causing a traffic hazard is responded to within 1 hour	100%	93%	K:\resource\Bylaw Officers\Registers\Animal Control Service request register.xls
Council responds to complaints regarding animals within 40 hours	100%	100%	K:\resource\Bylaw Officers\Registers\Animal Control Service request register.xls
Council responds to complaints regarding animals within 48 hours.	100%	100%	K:\resource\Bylaw Officers\Registers\Animal Control Service request register.xls

INCIDENTS REPORTED	TOTAL 1 JUNE 2016 TO 30 JUNE 2016
Stock	3

2.4 Resource Management Act – afterhours Noise Control

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

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET 15/16	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
% of calls received by Council that have been responded to	100%	94%	K:\resource\Health\Resource Management\Noise Control Complaints\Year Records 2010-2017.xls

AFTER HOURS NOISE CONTROL COMPLAINTS RECEIVED	YTD 1 JULY 15 TO 30 JUNE 16	PREVIOUS YTD 1 JULY 14 TO 30 JUNE 15	PERIOD 1 JUNE 16 TO 30 JUNE 16	PREVIOUS PERIOD 1 JUNE 15 TO 30 JUNE 15
Total	102	119	6	12

2.5 Sale and Supply of Alcohol Act - Licensing

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

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

ALCOHOL LICENCE APPLICATIONS PROCESSED	YTD 1 JULY 2015 TO 30 JUNE 2016	PREVIOUS YTD 1 JULY 2014 TO 30 JUNE 2015	PERIOD 1 JUNE 2016 TO 30 JUNE 2016	PREVIOUS PERIOD 1 JUNE 2015 TO 30 JUNE 2015
On Licence	32	22	7	2
Off Licence	27	24	1	2
Club Licence	7	3	1	1
Manager's Certificate	112	83	8	4
Special Licence	47	45	5	6
Temporary Authority	5	9	0	0
Totals	230	186	22	15

Council has seen a significant increase (25%) in applications for alcohol licenses over the last year. This is possibly due to the public becoming more familiar with the licensing requirements.

A rise in special licence applications will occur over the next few months as the community prepares for Toast Martinborough. Council will receive a request for a local alcohol ban for the Toast Martinborough event at the September meeting.

2.6 Health Act - Safe Food

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

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

As we gain some working knowledge of the new safe food legislation, it is becoming apparent that the implementation of the new Act will likely require an increase in resources. In verifying a number of existing premises recently, the time taken has significantly increased.

An inspection under the previous Food Hygiene Regulations took around 20 minutes to complete. It is now taking up to 1 hour 30 minutes. If this initial pattern persists Council will have difficulties meeting its legal obligations within current resources.

2.6.1. Bylaws

Five litter complaints were received between 1 June to 30 June 2016. No long grass notices were issued. One letter regarding overgrown trees and a hedge was issued. Two abandoned vehicles were reported.

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

INFRASTRUCTURE AND SERVICES GROUP REPORT

1. Group Manager highlights

Over the last 6 weeks staff has been involved in the end of year reporting for consents, NZTA close out and preparation of the annual plan.

Works have been continuing on the two wastewater consents, the preparation of the Featherston waste water consent acquisition and the Woodside water plant upgrades. With the tender having closed for the water plant upgrades discussions have been held with the preferred contractor and local sub-contractors regarding the work and timings.

Input has been given to WELA (Wellington Emergency Lifelines Association) and Wellington Region Emergency Management Office (WREMO) with workshops on hazards overview (flood, seismic), road access to response priority sites, power supply to sites etc.

The WREMO annual report also has been released and has been circulated to elected members.

Discussions have been held with Wellington Water on the review and assessment of South Wairarapa District Council's (SWDC) underground network and also with the Local Government Commission (LGC) looking at transport options for the region and Capital Journeys regarding joint works and management. This is a continuation of current processes and looking at working with other entities to raise service levels, decrease costs and supply efficiencies.

2. Water supply

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

2.1 Key Performance Indicators

WATER SUPPLY KEY PERFORMANCE INDICATORS	TARGET 2015/16	COMPLAINTS		INCIDENTS	
		June	YTD	June	YTD
The average consumption of drinking water per day per resident within the territorial authority	<400 Lt	620	728		
Compliance with resource consent conditions/water permit conditions to "mainly complying" or better	95%				
Water supply systems comply with Ministry of Health Bacteriological Drinking Water Standards guidelines 2000*	95%		99.6%		
Water supply systems comply with Ministry of Health Protozoa Drinking Water Standards guidelines 2000	95%		99.9%		
The total number of complaints received by the local authority about drinking water taste per 1000 connections	<15	1 per1000 connections (4 complaint)	1.25 per1000 connections (5 complaint)	4	5
The total number of complaints received by the local authority about drinking water odour per 1000 connections	<15	1 per1000 connections (4 complaint)	1.75 per 1000 connections (7 complaint)	4	7

WATER SUPPLY KEY PERFORMANCE INDICATORS	TARGET 2015/16	COMPLAINTS		INCIDENTS	
The total number of complaints received by the local authority about drinking water pressure of flow per 1000 connections	<15	0	complaint) 3.6 per 1000 connections (14 complaints)	0	14
The total number of complaints received by the local authority about continuity of supply per 1000 connections	<15	0	4 per1000 connections (16 complaints)	0	16
The total number of complaints received by the local authority about drinking water clarity per 1000 connections	<15	0.5 per1000 connections (2 complaint)	2.5 per1000 connections (10 complaint)	2	10
Ratepayers and residents satisfied with level of service for water	75%				
Attendance for urgent call-outs: from the time that the local authority receives notification to the time that service personnel reach the site	< 1 Hr	(4/5) 80%	-	5	56
Resolution of urgent call-outs: from the time that the local authority receives notification to the time that service personnel confirm resolution of the fault or interruption	< 8 Hrs	(5/5) 100%	-	5	56
Attendance for non-urgent call-outs: from the time that the local authority receives notification to the time that service personnel reach the site	< 2 working days	18/25 (72%)	-	25	333
Resolution of non-urgent call-outs: from the time that the local authority receives notification to the time that service personnel confirm	< 5 working days	19/25 (76%)	-	25	333
Fire hydrants tested annually that meet NZ Fire Service Code of Practice	20%	40%	40%		
The % of real water loss from the local authority's networked reticulation system identified by establishing and measuring night flow	<20%		56%		

2.2 Services

2.2.1. Water supply capital improvements Featherston

The Revans Street, Featherston water main renewal was completed in June. The project ran well and the use of a pipe thruster has greatly reduced traffic management and reinstatement costs as it eliminated the need to open trench the water laterals across the street.

The Alternative Supply Project, Stage 1 contract works, which include the bore field and pipeline works, as reported earlier, is practically complete and being operated by City Care Ltd (CCL). The bores are supplying the UF plant with water to check the operation of the bores and reduce the maintenance with the improved water supplied. Both Featherston and Greytown are supplied from the UF plant to test the capacity of the bores. The 12 month maintenance period commenced on 4 July.

Stage 2 Design and Documentation has been awarded to CCL. Completion and commissioning of the new upgrade plant is expected before December 2016.

2.3 Water treatment plants

The Waiohine and Greytown plants operated routinely over the period. A power fault in the Martinborough plant caused a pump drive and instrumentation to fail last week. These will be replaced this week so that the plant is fully operational.

2.4 Water reticulation

There were 34 reticulation repairs reported and rectified during the period.

2.5 Water races

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

3. Waste water

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

3.1 Key Performance Indicators

WASTE WATER KEY PERFORMANCE INDICATORS	TARGET 2015/16	COMPLAINTS		INCIDENTS	
		June	YTD	June	YTD
Number of blockages per 1000 connections	<10	4 complaint	42 complaints	1 per 1000 connections (4 blockage)	10.45 per 1000 connections
Ratepayers and residents satisfaction with waste water services	70%	Annual survey	Annual survey	Annual survey	Annual survey
Number of dry weather sewerage overflows per 1000 connections	<10	-	-	0 per 1000 connections (0 overflow)	1 per 1000 connections (4 overflows)
Attendance time: from notification to arrival on site	< 1 Hr	-	-	2/4 (50%)	61
Resolution time: from notification to resolution of fault	< 4 Hrs	-	-	4/4 (100%)	61
% of resource consent conditions complied with to mainly complying or better*	90%				
No. of abatement notices	<2				2
No. of infringement notices	0				0
No. of enforcement notices	0				0
No. of convictions	0				
No. of complaints per 1000 connections received about sewage odour	< 15	0	1 per 1000 connections (4 complaints)	0	4
No. of complaints per 1000 connections received about sewage systems faults	< 15	1	2.24 per 1000 connections (8 complaints)	1	9
No. of complaints per 1000 connections received about sewage system blockages	< 15	0.75 per 1000 connections (3 complaint)	42 10.5 per 1000 connections	3	42
No. of complaints per 1000 connections received about the response to issues with	< 15	0	0.2 per 1000 connections (1	0	1

WASTE WATER KEY PERFORMANCE INDICATORS	TARGET 2015/16	COMPLAINTS		INCIDENTS	
		June	YTD complaint)	June	YTD
sewage					
Proportion of urgent waste water service requests responded to within 6 hours of notification	95%	4/4 100%	-	4/4 (100%)	87% (53/61)

3.2 Waste water treatment plants

3.2.1. Capital and consents

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

3.2.2. Operational

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

Officers are currently working with the trade waste discharger, identified in July 2015, to reduce the contamination in their waste.

Greytown Waste Water Treatment Plant (GWWTP) has been closely monitored since the start of the processing season. Council Officers are working with the trade waste dischargers to make sure the impact on the GWWTP and the plant neighbours is minimised.

3.2.3. Waste water reticulation

There were 4 pipeline blockages reported during the period.

4. Storm water drainage

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

4.1 Key Performance Indicators

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

There have been periods of heavy rains and a few call outs. Council is co-ordinating with the Greater Wellington Regional Council (GWRC) at Featherston train station to clear a shared drain.

5. Solid waste management

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

5.1 Key Performance Indicators

SOLID WASTE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET 2015/16	COMPLAINTS		INCIDENTS	
		MONTH	YTD	MONTH	YTD
Number of communities with recycling centres	6		6		
Volume of waste disposed out of district	Decreasing by 2.5%	Decreased by 17% for December	Increased 4.9% on 2014	-	-
% of ratepayers and residents satisfied with the level of service	80%	Annual survey	Annual survey	Annual survey	Annual survey

5.2 Waste management

Routine services have been delivered successfully over the period.

6. Land transport

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

6.1 Key Performance Indicators

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

6.2 Roading maintenance – Fulton Hogan

Fulton Hogan is now on top of the grading/metalling program on unsealed roads. There has been a drop in service requests relating to unsealed roads. Culvert maintenance across the district is well underway. The programming of routine works has now been approved for July and August.

6.3 Other contracts

6.3.1. Sealed Road Rehabilitation: Higgins Contractors

The physical works have all been completed and the sites have been left in a good state of repair. Higgins have managed their workload well on this project and met all deliverables.

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

Road works on Cape Palliser Rd and the benching of the bank are still underway and are progressing well due to the calm weather conditions we are experiencing at that moment.

The next part of the contract will be the construction of the retaining wall. A number of issues have been encountered with the supply and

performance of the concrete bags for the retaining wall. We are working with the suppliers, consultants and Fulton Hogan to address these issues prior to construction.

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

Contractors have finished on site. The lime path is complete and kerbing along the front of the tennis club finished to a good standard. The sealed area is completed and with time the chip will settle into the pavement.

6.3.4. Footpath Maintenance and Renewals 2016/17: Fulton Hogan

The combined Carterton and SWDC footpath maintenance and renewal contract commenced this month starting with the Martinborough sites. Opus is again tasked with managing this contract on behalf of SWDC.

7. Amenities

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

7.1 Key Performance Indicators

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

7.2 Parks and Reserves

7.2.1. Featherston

Work by Perkinsons on the Town Square is over 80% completed. They are on track to complete the contract at the end of July. Once Perkinsons have completed their work, planting will begin.



Featherston Town Square aerial view

7.2.2. Martinborough

Winter planting has been done at Considine Park, and the fence around the Dublin St West side has been completed. There have been no further issues reported with aggressive birds on the soccer fields at Coronation Park.

7.3 Playgrounds

7.3.1. Featherston

The small roundabout is being replaced – there was a problem with the top and it is cheaper and easier to replace the whole unit. The small spinner has been removed temporarily – it was closer than to the bottom of the slide than it should have been – we are just looking at where it can be relocated to.

7.4 Properties

7.4.1. Featherston

The hot water cylinder in the Anzac Hall kitchen has been replaced, and a timer fitted so that it is not left running when the hall is not in use. City Care staff are working on getting the stag heads reinstated on the walls of the main hall – the difficulty has been finding suitable fixings to support the weight of them securely.

7.4.2. Martinborough

The guttering on the Martinborough Museum building has been cleaned and repaired. Temporary repairs have been made to what appears to be vandalism damage at Martinborough Town Hall (boards kicked off fire stairs, broken windows).

7.5 Community housing

There have been no changes to the waiting lists for community housing, with five people waiting for flats at Martinborough, two at Greytown and ten at Featherston.

New regulations requiring properties under the Residential Tenancies Act to have insulation and smoke alarms came into force at the beginning of July 2016. Most of the pensioner flats were insulated at the end of 2012. The only flats which haven't been insulated are those at Westhaven – this is because they are on concrete slabs, so no underfloor insulation is possible, and there isn't sufficient space between the ceiling and roof to install compliant insulation.

All the smoke detectors need to be compliant with AS 3786 – 1993 or equivalent, and we are currently going through the flats to see which ones need to be replaced.



Flat 11 at Cicely Martin is vacant at the moment while carpet and paint work are refreshed. As this flat has already had some modifications made to it for a wheelchair user, we propose to remove the standard shower and install a wet area shower. Once this is done, a disabled tenant from one of the other flats will be moved into flat 11. We are working with Enable NZ to get funding for the shower modifications.

7.6 Cemeteries

7.6.1. Featherston

The first stage of the shelter belt planting for the Featherston cemetery extension has been done, and fencing and gates installed to separate the area for the Te Waka Iti urupa. The totara avenue for the driveway has also been planted and fenced to keep stock away from plantings.

7.6.2. Greytown

Volunteers from the Wairarapa branch of the NZ Society of Genealogists have started work on the cemetery records to prepare a revised index to burials be put up in the millennium shelter.

7.6.3. Martinborough

The wooden seats have been repaired, water-blasted and repainted.

7.6.4. Purchases of burial plots/niches 17 June to 20 July 2016

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

7.6.5. Ashes interments/burials 17 June to 20 July 2016

	Greytown	Featherston	Martinborough
Burial	1	1	1
Ashes in-ground	1		
Ashes wall			

7.7 Events

7.7.1. Featherston

Completed events:

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

Rimutaka Country Music Group Charity Concert being held on 29 October 2016 (ANZAC Hall)

7.7.2. Greytown

Completed events: A Taste of Vegas in the Big G was held on 9 July 2016 at the Greytown Town Centre – the evening was a great success and the proceeds of nearly \$11,000.00 will go towards the renovations of the rugby club rooms.

Wairarapa Kids Cross Country this was the final race in the series and a good turnout of young aspiring cross country runners was held on Sunday, 17 July 2016, at Soldiers Memorial Park, Greytown.

Future events: Greytown Country Market at Stella Bull Park – The dates for the markets start from: 16 October, 20 November, 18 December 2016, 15 January, 19 February, 19 March and 16 April 2017

Hospice Wairarapa Country Christmas Fete – being held on 5 & 6 November 2016 (Greytown Town Centre and front courtyard)

7.7.3. Martinborough

Completed events: Monster Book Fair was held on 18 June 2016 at the Martinborough Town hall.

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

Future events: Toast Martinborough being held 20 November 2016. This is the 25th year for Toast



Cruise Martinborough being held on 28-31 January 2017 (Martinborough Square 28/01/2017)

7.8 Libraries

Featherston and Greytown libraries have been running the Maths is Fun programme for primary school students over the holidays. The Featherston finale will be held on Friday 22 July at the Anzac Hall.

All of the south Wairarapa libraries have been offering the Winter Warmers reading programme over the school holidays.

8. Civil defence and emergency management

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

8.1 Key Performance Indicators

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

8.2 Wellington Regional Emergency Management Office (WREMO)

8.2.1. Update

The WREMO annual report also has been released and has been circulated to elected members. Hard copies can be supplied if required.

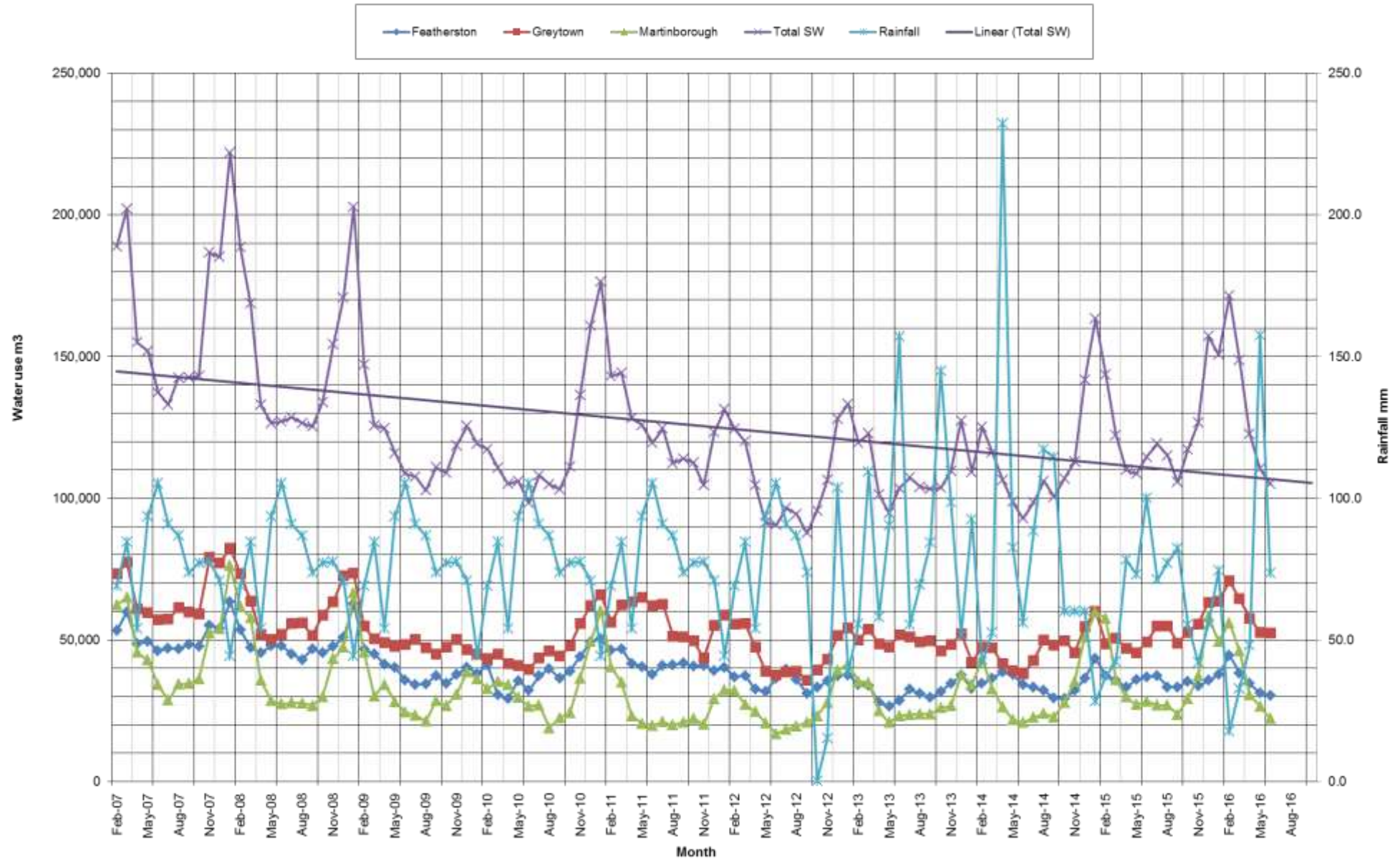
9. Appendices

- Appendix 1 Monthly water usage
- Appendix 2 Waste exported to Bonny Glen
- Appendix 3 Library statistics

Contact Officer: Mark Allingham, Group Manager Infrastructure and Services

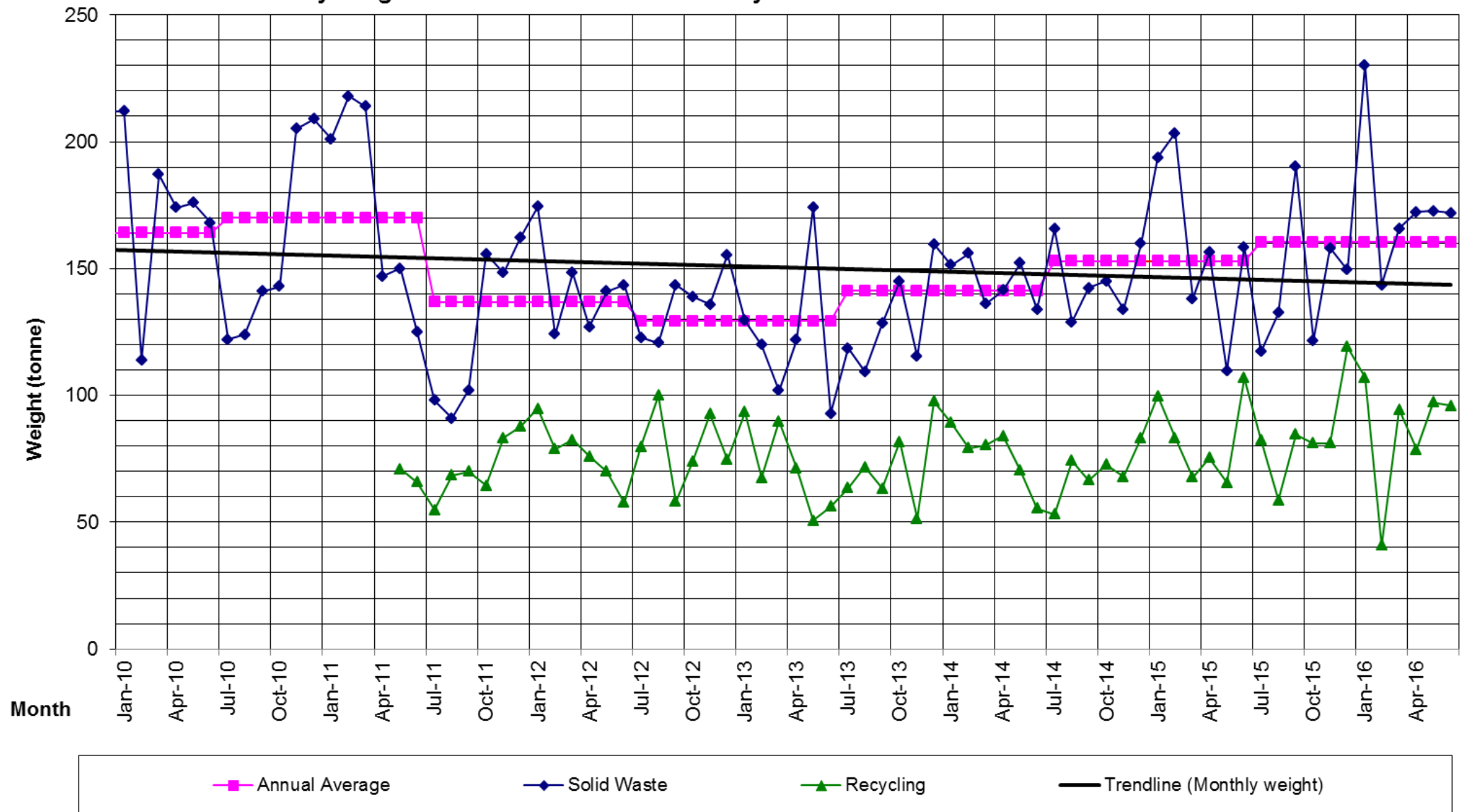
Appendix 1 - Monthly water usage

Water use South Wairarapa District Council



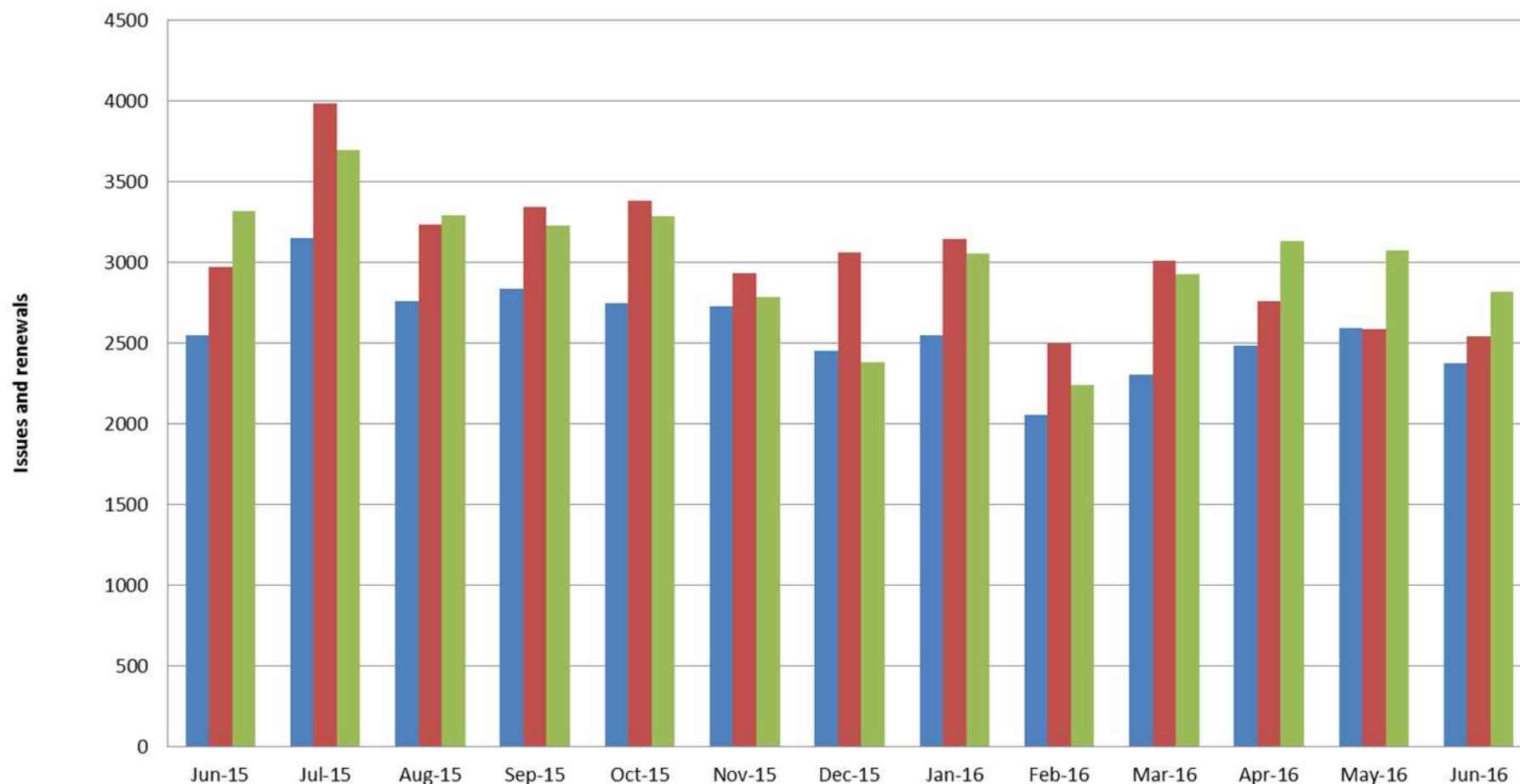
Appendix 2 -Waste exported to Bonny Glen

Monthly weight of waste transferred to Bonny Glen



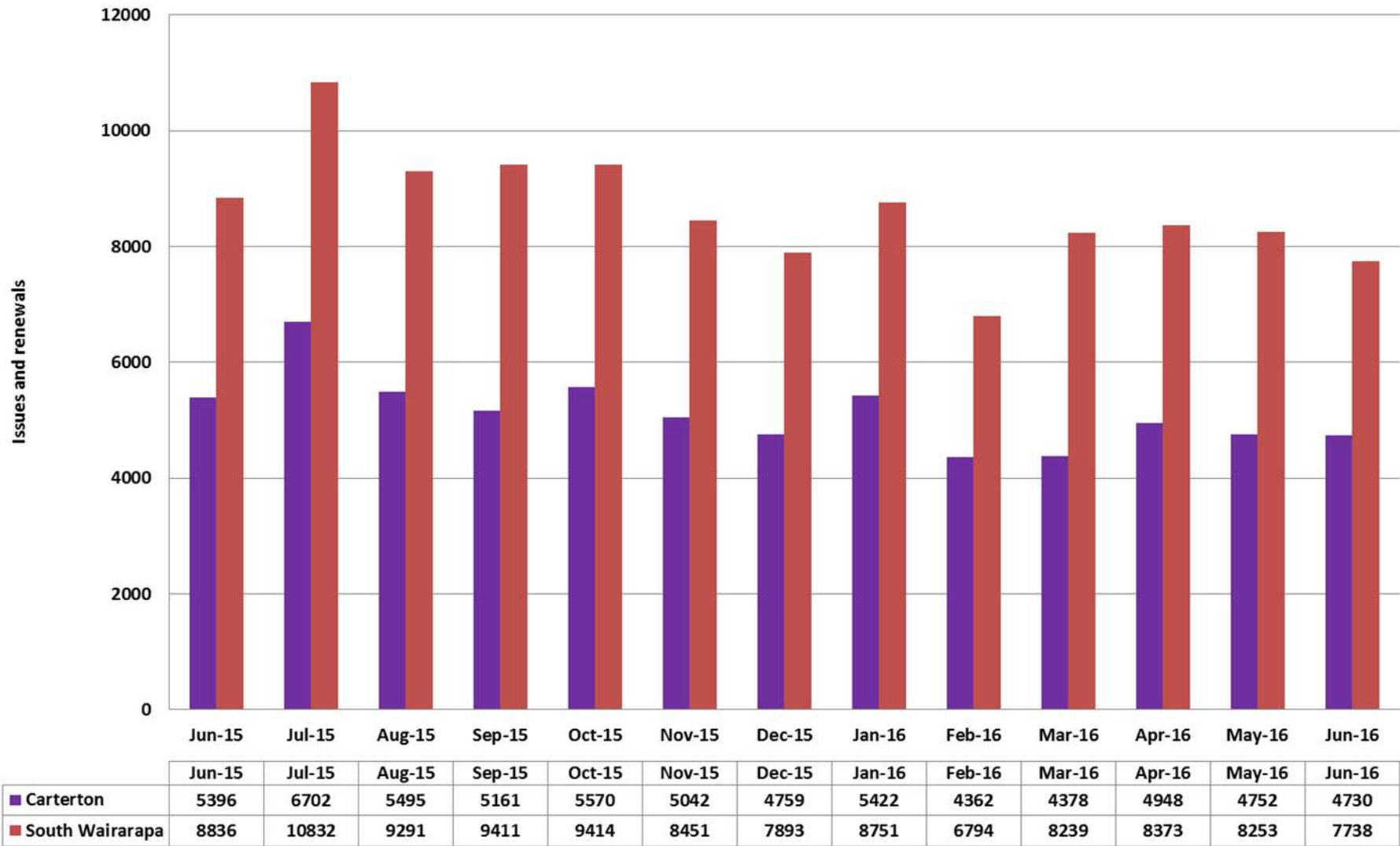
Appendix 3 – Library statistics

South Wairarapa libraries - issues and renewals to June 2016



	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16
Featherston	2548	3152	2763	2838	2748	2728	2450	2550	2057	2304	2482	2591	2375
Greytown	2971	3985	3235	3343	3383	2936	3062	3143	2495	3010	2757	2588	2543
Martinborough	3317	3695	3293	3230	3283	2787	2381	3058	2242	2925	3134	3074	2820

Wairarapa Library Service - issues and renewals to June 2016



MARTINBOROUGH COMMUNITY BOARD

29 AUGUST 2016

AGENDA ITEM 6.2

MARTINBOROUGH CHRISTMAS PARADE FUNDING REQUEST

Purpose of Report

To inform Community Board members of the request for a funding contribution to the organisation of the Martinborough Christmas Parade and Community Carols.

Recommendations

Officers recommend that the Community Board:

1. *Receives the information.*
2. *Agrees to contribute up to \$650 towards the organisation of the Martinborough Christmas Parade.*

1. Background

The Martinborough Christmas Parade has been organised by the Martinborough and Districts Company of Amateur Players (Madcaps) for the last few years, and they have met the modest expenses of the event. The event has grown to become a major community event which includes carol singing, and is a valued day in the pre-Christmas calendar for Martinborough. Madcaps are now wishing to focus their fund-raising and funding support on the Town Hall / Waihinga Centre, and are looking for financial assistance from the Community Board for this important local event.

2. Discussion

2.1 Costs

The cost items are as follows:

- Brass band \$200
- Sound system and DJ(s) \$250
- Jazz band <\$200
- Approximately \$50 for drinks for workers

The cost of traffic management for the event is usually borne by South Wairarapa District Council.

Madcaps are requesting a contribution to the costs of the event from the Community Board. Officers recommend that the contribution be at the level of up to \$650, to be made by direct payment of the invoices for the bands and the sound system.

3. Conclusion

The Martinborough Christmas parade and Community Carols has become a significant community event which brings together the whole community and visitors. We are fortunate to have Madcaps undertaking the organisation of the event, but it no longer seems appropriate to let the burden of the costs fall onto them. A contribution from Martinborough Community Board is recommended.

Contact Officer: Helen McNaught, Amenities Manager

Reviewed By: Mark Allingham, Group Manager Infrastructure Services

MARTINBOROUGH COMMUNITY BOARD

29 AUGUST 2016

AGENDA ITEM 6.3

PAIN FARM REPORT FOR THE QUARTER TO 30 JUNE 2016

Purpose of Report

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

Recommendations

Officers recommend that the Community Board:

1. *Receives the information.*

1. Executive Summary

The accompanying report (Appendix 1) is from John Donald, who is contracted by the Council to conduct periodic reviews of the lessee's farm practices.

2. Discussion

2.1 Weed spraying on the boundary with Martinborough tip

Despite officers' repeated requests to Earthcare, this has still not been done. Earthcare has now committed to doing it within the next month – if this does not happen, officers will instruct City Care to do the work and Council will invoice Earthcare for the costs.

2.2 Fences

A meeting on site is to be scheduled this month with the lessee to agree the scope of the work so it can be priced.

2.3 Pine trees on western boundary

As advised by email to the Community Board in February, Council's arborist recommends removal of the trees (see Appendix 2). Both the lessee and the farm consultant agree that the trees should be removed. The trees are not well-rooted in the ground and this puts them at risk of being blown over in strong winds – many already have, and the remainder present a risk to stock and people.

The removal of the trees by an arborist would cost in the region of \$30 – 40,000. Officers propose that instead of this, the trees be offered as a firewood concession to a reputable local firewood contractor, for removal over the next two years.

2.4 Future of the farm lease

In his report, Mr Donald notes that Mr Moran is unlikely to wish to continue with the lease when it comes up for tender in 2017. This is likely to be due to the current economic environment for farmers. The proposed timing of the start of the discharge to land on the Pain Farm land is around 2030, so will not be a factor in the next lease tender.

3. Appendices

Appendix 1 – John Donald report on Pain Farm 8 July 2016

Appendix 2 – Email from arborist re Pain Farm pine trees 15 August 2016

Contact Officer: Helen McNaught

Reviewed By: Mark Allingham, Group Manager Infrastructure Services

Appendix 1 – John Donald report on Pain Farm 8 July 2016

PAIN FARM REPORT.

8 July 2016.

Farm Visit ; 28 June.

The farm, like the rest of the area is looking in much better shape than three months ago.

The paddock next to the road and the Martinborough Transport is in new pasture and has established very well indeed.

Mike has applied 250 kgs. per hectare to the balance of the property.

Repairs and Maintenance.

It is gratifying that items previously mentioned i.e. the boxthorn and the fencing are being dealt with. It should be remembered however that the boxthorn has now reached a stage where a follow up spray may be needed.

Pine Trees.

It is understood that an arborist has inspected the trees and agrees they should be removed. It is common practice for whoever removes the trees gets the value of them. The Board may however may seek to retain some of the processed firewood, but it should be remembered that whoever takes the trees is responsible for a total tidy up and therefore cost..

Evidently removing the trees would have some beneficial effect on the waste water as well. It seems incredible that quite apart from the undersigned there are two advisers who recommend the trees should go, yet the Board is reluctant to accept that. There is no way those trees could be hedge trimmed and Board members would only have to go and see for themselves. Further investigation is a total waste of time and money.

Current Lease.

Mike has indicated that he is unlikely to renew the lease. Unfortunately for the Board, given it is to be renewed, the rent may be less than at present, but some questions may have to be answered.

1. How will the waste water be delivered and applied.
2. Do areas have to be destocked - for how long and what area.
3. Is there a Plan B if during a wet winter the ground conditions are too wet for machinery to operate.
4. Odour – Particularly close to the Pain Homestead and neighbours, given the prevailing wind.

John Donald.

Appendix 2 – Email from arborist re Pain Farm pine trees 15 August 2016

Helen McNaught - Amenities Manager

From: Glen Ayling <GlenA@treescape.co.nz>
Sent: Monday, 15 August 2016 5:25 p.m.
To: Helen McNaught - Amenities Manager
Subject: Pain farmstead trees

Hi Helen,

Further to our conversation and my subsequent site visit to the trees of last week, The shelterbelt in question is approximately a kilometre of over-mature Pines that are severely under stress, this is evidently showing itself though severe die back in a large percentage of the trees upper canopies plus there have been trees failing at the roots creating a significant hazard to the land users. I would put this down to the wet ground conditions for the bulk of the year. Pines struggle in these wet conditions to grow at the best of times but when you have no protection from the extreme South Wairarapa winds and wet ground where it is difficult to get a stable footing, it is only going to be a matter of time before trees fail.

If the trees were in better health then I could suggest a heavy reduction which would reduce the lever arm effect and reduce the potential for failure but as they are under so much stress then there is a very high potential for death, so my suggestion would be to remove and replant with a species more suitable to the site conditions



Regards

Glen Ayling
Project Manager (Lvl 4 Arborist)
m | 027 702 7529

o | +64 04 569 5813

www.treescape.net.au

www.treescape.co.nz



Specialists in Tree and Vegetation Management

This message and accompanying data may contain information that is confidential and subject to legal privilege. If you receive this message in error, please immediately delete it and all copies of it from your system, destroy any hard copies of it and notify the sender. You must not, directly or indirectly, use, disclose, distribute, print, or copy any part of this message if you are not the intended recipient. Treescape Limited and Treescape Australasia PTY Ltd reserve the right to monitor all e-mail communications through its networks.

Please consider our environment before printing this email. Thank you.

MARTINBOROUGH COMMUNITY BOARD

29 AUGUST 2016

AGENDA ITEM 6.4

SALVAGE AND RE-USE OF SHELTER FROM PLAYGROUND

Purpose of Report

To inform Community Board members of the proposal to salvage the shelter and picnic tables from Martinborough playground for future re-use at another site.

Recommendations

Officers recommend that the Community Board:

1. *Receives the information;*
2. *Approves the salvage of the shelter and picnic tables from Martinborough playground for future re-use at another Martinborough site.*

1. Background

The shelter and picnic tables at Martinborough playground will need to be removed within the next two months to make way for the construction of the Waihinga Centre. At this stage it does not appear that the shelter or tables will be required in the new playground. Officers propose to salvage these items for future re-use elsewhere in Martinborough.

2. Discussion

2.1 Options

The idea of extending the Martinborough pool fence-line by 10 metres to the east to create a grassed picnic area was discussed with Community Board members in 2014, and while the idea met with general approval, there were more urgent uses for the funds available at the time. The shelter and picnic tables at the Martinborough playground are well-made and suitable for salvaging and re-use, which raises again the possibility of developing the picnic area at the swimming pool.

Alternatively, the shelter and picnic tables could be salvaged and relocated to any of Martinborough's parks and reserves, possibly including the coastal reserves. Note that a building consent will be required for the shelter wherever it is re-located.

2.2 Financial Considerations

No specific budget has been allocated in 2016/17 for the development of the picnic area, however may become available if the pools' operating budget is under-spent at the end of the 2016/17 season. Alternatively, the Community Board may wish to fund the work from Pain Farm revenue, in which case a budget could be submitted to the November meeting for approval to get the work done before the start of the 2016/17 swimming season.

3. Conclusion

At this stage, officers seek approval in principle to salvage and store the pergola and picnic tables, with a view to re-using them at Martinborough pool, or other location as determined by the Board.

Contact Officer: Helen McNaught, Amenities Manager

Reviewed By: Mark Allingham, Group Manager Infrastructure Services

MARTINBOROUGH COMMUNITY BOARD

29 AUGUST 2016

AGENDA ITEM 6.5

COMMUNITY BOARD GRANT SUMMARY

Purpose of Report

To update the Community Board on grant status and provide a report back on accountability forms received from recipients.

Recommendations

Officers recommend that the Community Board:

1. *Receive the information.*

1. Executive Summary

Martinborough Community Board consider grants on a twice yearly basis with provision to consider grants at other times in exceptional circumstances. All applicants are required to submit an accountability return and are followed up in February and August if a return hasn't been lodged.

2. August 2016 Summary

A summary of grants allocated and their status is provided in Appendix 1. Accountability returns are shown in Appendix 2.

3. Appendix

Appendix 1 – Grants Summary

Appendix 2 – Accountability Returns

Contact Officer: Suzanne Clark, Committee Secretary

Reviewed By: Paul Crimp, Chief Executive Officer

Appendix 1 – Grants Summary



Community Board Financial Assistance Tracking

Status to be followed up in February and August

COMMUNITY BOARD	APPLICANT NAME	PROJECT DESCRIPTION	AMOUNT REQUESTED	AMOUNT ALLOCATED	STATUS	DATE PROJECT APPROVED/DECLINED	EXPECTED PROJECT COMPLETION DATE	PROJECT STATUS In progress (accountability not returned) Complete (accountability returned)	Followed Up
MCB	Lake Ferry Anzac Club	To undertake maintenance of the flag pole and flag pole area at Lake Ferry	\$1,000	\$1,000	Approved	11 May 2015	NA	In Progress	4/09/2015 & 1/4/16
MCB	Wairarapa Mathematics Association	To help with the costs of running the 2015 mathematics competition for primary and secondary schools	\$200	\$200	Approved	11 May 2015	1 August 2015	Complete	Report 11 April 16
MCB	Pirinoa School	Requests \$5,000 to assist with the costs of resurfacing the community netball court	\$5,000	\$1,500	Approved	14 September 2015		Complete	Report 11 April 16
MCB	Martinborough Hockey Club/Friends of Martinborough School	Requests \$500 to assist with the costs associated with running the Martinborough guy fawkes event on the 7 November 2015	\$500	\$500	Approved	14 September 2015	7 November 2015	In Progress	29 February 2016
MCB	Southern Junior Netball Club	Requests \$1,000 to assist with costs associated with purchasing uniforms.	\$1,000	\$1,000	Approved	2 November 2015		Complete	Report 11 April 16
MCB	Victim Support	Requests \$2,000 to assist with costs associated with running the volunteer programme.	\$2,000	\$500	Approved	2 November 2015		Complete	
MCB	Martinborough Lawn Tennis Club	Requests \$5,000 to assist with costs associated with replacing two turfs and installing lights.	\$5,000	\$0	Deferred	2 November 2015		Complete	
MCB	Martinborough Small Bore Rifle Club	Requests \$2,400 for the purchase of 2 rifles	\$2,400	\$2,400	Approved	2 November 2015		Complete	Report 11 April 16
MCB	Martinborough Hockey Club	Requests an additional \$85.54 to assist with costs associated with hiring a portalo for the Martinborough Guy Fawkes evening.	\$86	\$86	Approved	2 November 2015	1 November 2015	In Progress	29 February 2016
MCB	Martinborough Community Patrol	Requests \$3,000 to assist with costs associated with purchasing a vehicle for the Patrol.	\$3,000	\$2,000	Approved	2 November 2015		In Progress	31 March 2016
MCB	Life Education Trust	Requests \$500 to assist with costs of purchasing computer hardware and software to assist with programme delivery.	\$500	\$500	Approved	2 November 2015		Complete	Report 11 April 16
MCB	Tora Rural Volunteer Fire Force	Requests \$760.50 to assist with the costs of providing a second automated external defibrillator for use in the community.	\$761	\$761	Approved	1 February 2016		In Progress	

Appendix 2 – Accountability Returns



Martinborough Community Board Strategic Grants Accountability Form

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

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

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

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

1.	Name of Organisation	MARTINBOROUGH JUNIOR HOCKEY CLUB
2.	Project Name	MARTINBOROUGH COMMUNITY GUY FAWKES 2015
3.	Date of Grant	14/9/15 + 2/11/15
4.	Amount of Grant	\$500 + \$85.54
5.	Please provide a summary of the project	
<p>Martinborough Hockey Club sought assistance towards the cost of the fireworks for the annual Martinborough Community Guy Fawkes night on 7 November 2015 (granted by the MCB on 14/9/15). Subsequently, MHC requested that MCB cover the cost of hiring porta-loos for the event (quoted \$225.73 from Hirepool Masterton) to be funded by the balance of an earlier grant received by MHC in May 2015 (\$140.19) and a top-up of \$85.54 from MCB (granted by the MCB on 2/11/15).</p>		



Martinborough Community Board Strategic Grants Accountability Form

6.	Please provide details of how the grant was spent, explaining any expenditure which was not used for the intended purpose as outlined in your grant application.
<p>1. \$500 grant — \$492 spent on fireworks for the event (please see invoice + receipt from Rockyhaven Bad Boy fireworks dated 2/11/15)</p> <p>2. \$225.73 — \$223.99 paid for hire of portaloos for the event (please see invoice from thepool dated 6/11/2015)</p>	
7.	How has your project provided long-lasting benefit to the Martinborough Ward community?
<p>The annual Martinborough Community Guy Fawkes event is enjoyed by locals and visitors alike and provides a fun, safe environment for the fireworks display to take place. A number of families attend the event which, since 2012, has been run by Martinborough School or one of its close organisations (such as Martinborough Hockey Club).</p>	
8.	How has your project furthered the MCB's stated Vision and Priority Areas?
<p>The money raised from the 2015 Martinborough Community Guy Fawkes event will benefit the Martinborough Junior Hockey Club 11-a-side teams. The money raised will be used towards the purchase of new logoed shirts for the 2016 season and beyond. It also fosters a sense of community spirit both in the running of the event and its attendance.</p>	
9.	Please provide details of funding received from other organisations in support of this project
<ul style="list-style-type: none"> - Venison Burger patties supplied by Bruce + Vicki Didsbury - Bread and burger buns supplied by Breadcraft Wairarapa - BBQ, tent and gas bottles supplied by Mitre 10 Martinborough - 20 litres milk supplied by P+Ks and Anchor milk - Music provided by Shane + Florence Cater 	



Martinborough Community Board Strategic Grants Accountability Form

10.	If this was not a one-off application please outline likely future funding requirements for this project.
<p>The Martinborough Community Guy Fawkes event is held annually. Its success depends on the weather (nice weather means more people turn up) and the running of the event. The provision of porta-loos are essential and \$500 is about the right amount of fireworks spend for the event (historically,</p>	
11.	<div style="display: flex; justify-content: space-between;"> <div style="width: 70%;"> <p>Bank Statements, Invoices and Receipts, Please provide copies of:</p> <ul style="list-style-type: none"> - Bank Statement with the grant fund deposit highlighted - Bank Statements with the grant expenditure highlighted - Invoices and Receipts for all expenditure items </div> <div style="width: 25%; font-style: italic; color: blue;"> <p>that is what has been spent on fireworks since 2012 for the event).</p> </div> </div>

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

Thank you from the Martinborough Hockey Club

Martinborough Hockey Club would like to thank everyone who came along to the Martinborough Community Guy Fawkes night on 7 November. It was a fantastic evening and really did go off with a **BANG!!** Your support means that we have been able to contribute around \$1500 towards the cost of our new 11-a-side team shirts for next season. Special thanks to my team of hockey helpers leading up to the event and on the day – you all did an amazing job. We were also really fortunate to have the support of the following local businesses and people who helped make the fundraiser so successful.

- Martinborough Community Board who paid for the cost of the fireworks and the portaloos
- Mitre 10 Martinborough who provided the bbq trailer and tent for the evening
- P&Ks Martinborough in conjunction with ANCHOR for the milk for hot chocolates
- Breadcraft Wairarapa who supplied all the bread and burger buns
- Bruce & Vicki Didsbury for the delicious venison patties for the burgers
- Shane Cater (& Florence) for their wonderful music on the night
- Martinborough Volunteer Fire Brigade for attending and supervising the lighting of the bonfire and fireworks. These guys do an amazing job in our community and we are always grateful that they can spare us the time to come along to events like this.

Thanks again, and look out next season for our smart new hockey shirts!

Pippa Broom



Christmas Market

Room 8 are looking for a few items to help create their Christmas market goodies.

- Any old puzzles pieces that are no good to you (prefer them to be smaller)
- Buttons
- Wooden pegs

Please bring to Room 8

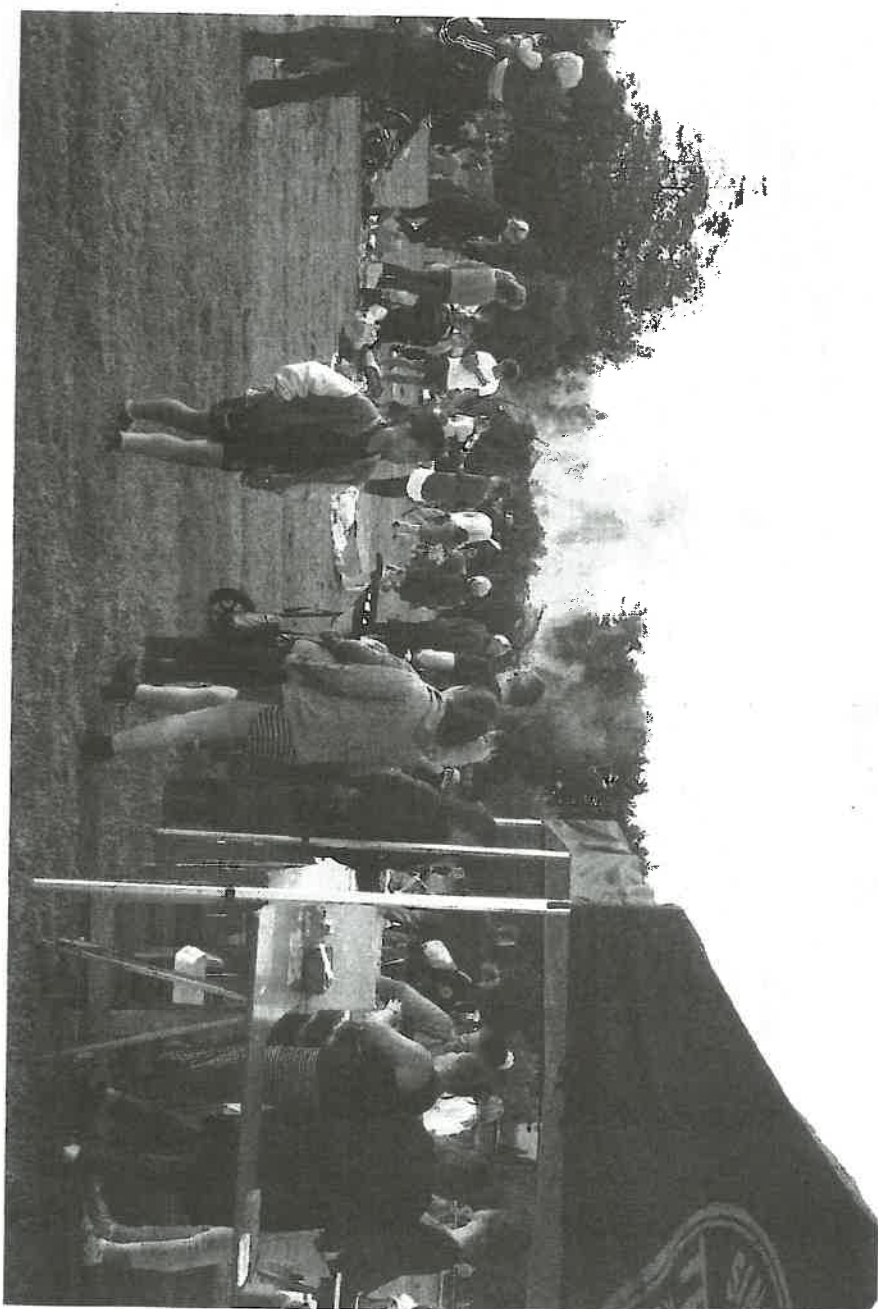
Great Guy Fawkes night

Martinborough Junior Hockey Club would like to thank everyone who came along to the Martinborough Community Guy Fawkes night at Considine Park on 7 November. It was a fantastic evening and really did go off with a bang!

We sold around 80 burgers, 200 sausages, 120 hot chocolates, 72 juice boxes, 96 Wonka bars and every glow stick in sight. Your support means that we will be able to contribute around \$1500 towards the cost of our new 11-sided team shirts for next season.

Special thanks to my team of hockey helpers leading up to the event and on the day – you all did an amazing job. We were also really fortunate to have the support of the following local businesses and people who helped make the fundraiser so successful:

- The Martinborough Community Board who paid for the cost of the fireworks and the porta-loos to the value of \$725;
 - Mitte 10 Martinborough for the use of their bbq trailer and tent;
 - Peck's Martinborough (in conjunction with Anchor Milk) who supplied 18 litres of milk for the hot chocolates;
 - Breadcraft Wairarapa who supplied all the bread and burger buns;
 - Bruce and Vicki Didsbury who supplied the venison patties; and
 - Shane and Florence Cater for their wonderful music on the night.
- We would also like to thank the Martinborough Volunteer Fire Brigade for attending and supervising



the lighting of the bonfire and fireworks. These guys do an amazing job in our community and we are always grateful that they can spare us the time to come along to events like this. Thanks again, and look out next season for our smart new hockey shirts.

If you have any questions regarding Martinborough Junior Hockey, please contact Pippa Broom on 0274 169 102 (thebrooms@xtra.co.nz).

A FANTASTIC EVENING
THAT REALLY DID GO OFF
WITH A BANG!



Martinborough Community Board Strategic Grants Accountability Form

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

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

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

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

1.	Name of Organisation	MARTINBOROUGH JUNIOR HOCKEY CLUB
2.	Project Name	FINANCIAL ASSISTANCE GRANT
3.	Date of Grant	20 MAY 2015
4.	Amount of Grant	\$2157.00
5.	Please provide a summary of the project	
Please refer to Accountability Form returned on 8 August 2015, and summary of grant spent as per attached sheet (\$2016.81).		



**Martinborough Community Board
Strategic Grants Accountability Form**

6.	Please provide details of how the grant was spent, explaining any expenditure which was not used for the intended purpose as outlined in your grant application.
<p>Subsequent to the accountability return dated 6/8/15, we received and paid the invoice from Kuranui College dated 11 September 2015 for \$270.00 for the use of their turf for practices (\$418 budgeted in initial grant application). Balance left from grant was \$140.19.</p>	
7.	How has your project provided long-lasting benefit to the Martinborough Ward community?
<p>See return dated 6.8.15</p>	
8.	How has your project furthered the MCB's stated Vision and Priority Areas?
<p>See return dated 6.8.15</p>	
9.	Please provide details of funding received from other organisations in support of this project
<p>See return dated 6.8.15</p>	



Martinborough Community Board Strategic Grants Accountability Form

10.	If this was not a one-off application please outline likely future funding requirements for this project.
<p>Please note that the balance of \$140.19 left from this grant was subsequently used towards the cost of hiring portaloos for the Martinborough Community Guy Fawkes event on 7 November 2015. A separate return has been completed in respect of the grants from MCB for that event.</p>	
11.	<p>Bank Statements, Invoices and Receipts, Please provide copies of:</p> <ul style="list-style-type: none">- Bank Statement with the grant fund deposit highlighted- Bank Statements with the grant expenditure highlighted- Invoices and Receipts for all expenditure items

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

Ms Julia Squire
Coordinator
Martinborough Community Patrol
6 Panama Street
MARTINBOROUGH
13th August 2016

Ms S Clark
SWDC
P O Box 6
MARTINBOROUGH

Dear Suzanne

Please find enclosed Strategic Grants Accountability Forms from Martinborough Community Patrol for the grant received 10th November 2015.

Because MBCP isn't a Charitable Trust in their own right, the ownership papers had to be in the name of an individual, i.e. Pam Colenso. Pam has agreed to put a caveat with her Will, proving that the vehicle belongs to the Martinborough Community Patrol.

We are all excited about having our own vehicle and will be patrolling 'Loud and Proud'. Without the generosity of the Community Board and other major sponsors this project would not have been possible.

Regards



Julia Squire

Coordinator
Martinborough Community Patrol



Martinborough Community Board Strategic Grants Accountability Form

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

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

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

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

1.	Name of Organisation	MARTINBOROUGH COMMUNITY PATROL
2.	Project Name	VEHICLE PROJECT
3.	Date of Grant	OCT 2015
4.	Amount of Grant	\$2000
5.	Please provide a summary of the project	
<p>Project began late 2014 & was completed in July 2016. We have today (12th Aug 2016) taken possession of the Martinborough Community Patrol vehicle. Sign written to show our major sponsors. We are all very proud, and grateful to the sponsors, for it for the vehicle & equipment.</p>		



Martinborough Community Board Strategic Grants Accountability Form

6.	Please provide details of how the grant was spent, explaining any expenditure which was not used for the intended purpose as outlined in your grant application.								
<p>Refer Appendix A. Money spent as per purpose</p>									
7.	How has your project provided long-lasting benefit to the Martinborough Ward community?								
<p>By assisting the police to achieve the principles of "Prevention First" national operating strategy, a being their 'eyes & ears' to prevent crime & make Martinborough a safe place to live & work.</p>									
8.	How has your project furthered the MCB's stated Vision and Priority Areas?								
<p>Martinborough Community patrol's commitment is to work for the benefit of the whole community to keep our town a safe place to live & work</p>									
9.	Please provide details of funding received from other organisations in support of this project								
<table border="0"> <tr> <td>Wm. Pharaon Trust</td> <td>\$9000</td> </tr> <tr> <td>Trust Martinborough</td> <td>\$5000</td> </tr> <tr> <td>Mbro Lions</td> <td>\$1400</td> </tr> <tr> <td>Fresh Choice</td> <td>\$250</td> </tr> </table> <p>Refer Appendix A.</p>		Wm. Pharaon Trust	\$9000	Trust Martinborough	\$5000	Mbro Lions	\$1400	Fresh Choice	\$250
Wm. Pharaon Trust	\$9000								
Trust Martinborough	\$5000								
Mbro Lions	\$1400								
Fresh Choice	\$250								



Martinborough Community Board Strategic Grants Accountability Form

10.	If this was not a one-off application please outline likely future funding requirements for this project.
<i>The patrol may consider applying for money in the future for equipment and running costs, but not only 2014.</i>	
11.	Bank Statements, Invoices and Receipts, Please provide copies of: <ul style="list-style-type: none">- Bank Statement with the grant fund deposit highlighted- Bank Statements with the grant expenditure highlighted- Invoices and Receipts for all expenditure items

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

*Nola Squire
Coordinator
4/8/14*



Martinborough Community Board Strategic Grants Accountability Form

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

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

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

1.	Name of Organisation	Tora Volunteer Rural Fire Force
2.	Project Name	A second AED Heartstart FRx plus FRx child Infant key through St John
3.	Date of Grant	1st February 2016
4.	Amount of Grant	\$760.50
5.	Please provide a summary of the project	5. - 9. Please see supplement sheet

Martinborough Community Board Strategic Grants Accountability Form

1. Tora Volunteer Rural Fire Force
2. A second AED HeartStart FRx plus FRx child/infant key through St John
3. 1 February 2016
4. \$760.50
5. In summary the project was to purchase a second Automated External Defibrillator (AED) to be located at the Tora end of the community, primarily used with the oxygen equipment and also be available to the community.
6. The full amount of the grant from the MCB was used to purchase the AED that cost \$3,760.50.
7. In the event of a medical emergency down at the Tora end of the community and /or multiple patients scenario in our community we will be better prepared to assist at Medical emergencies. It will also be a comfort to the family and friends of the patients at the scene to know that we are doing everything we can until the paramedics arrive. It is hard to gauge the benefits of preparedness until faced with a medical emergency and having to deal with unknown medical problems.
8. Vision is about foresight and this project provides an opportunity to be prepared in the event of a medical emergency that can impact on family, friends and residents. Additionally the Martinborough Ward community grows and strengthens with such initiatives as they add to a safer and more caring community. The MCB priority area is strengthened by the fostering of a sense of community which leads to more community involvement. This has been evident from the interest we have received from a new member of our fire force and community who keep asking how things were progressing with the purchase of the AED.
9. Rotary Club of South Wairarapa \$2000.00
Tora Volunteer Rural Fire Force \$1000.00



St John

Here for Life

Tora Voluntary Rural Fire Force
982 Tora Road, RD 2
Martinborough 5782

Reference: 3001329
Date: 7 March 2016

Dear Sir/Madam

Thank you for your payment, your receipt slip is attached.

Did you know that more than 340,000 children and adults were treated and transported by St John ambulance services last year?

While St John is well known for our emergency ambulance services, we provide many other community services too.

We are a community-based charitable organisation and everything we do we do to help people. Our work is aimed at enhancing the health and well-being of all New Zealanders.

We need the public of New Zealand to provide financial support and to join with us to help us in our work.

To find out more about volunteering for St John, or to help us by making a donation, please call 0800 ST JOHN (0800 785 646) or go to www.stjohn.org.nz.

Yours sincerely

Gary Connolly
Chief Financial Officer

PS Your details are securely stored and used only for purposes related to your support of St John. If you wish to update your contact details or mailing preferences, please call 0800 ST JOHN (0800 785 646) and quote your reference number (at top of page), or email fundraising@stjohn.org.nz.

St John is registered with the Charities Commission and donations qualify for tax deductibility.

Reference: 3001329
St John Charity Number : CC35048

Date: 7 March 2016

Payment: \$3,760.50

Tora Voluntary Rural Fire Force
982 Tora Road, RD 2
Martinborough 5782

Receipt Number: R2742033

Gary Connolly
Chief Financial Officer

St John Central Region

Private Bag 14902, Panmure, Auckland 1741
T 0800 785 646, F 09 5260557, W www.stjohn.org.nz

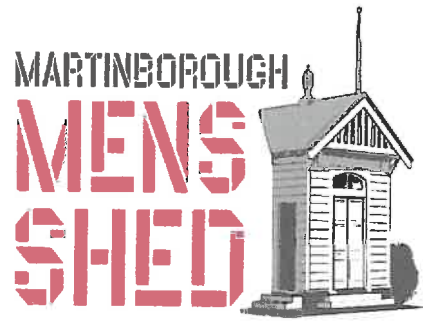


Martinborough Community Board Strategic Grants Accountability Form

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

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

11. i) cheque ok statement no 72
Grant deposit 19/02/16 Banks
(ii) Bats enquire BIS (2 pages) Certified
- above deposit
Cheq no. 50009 \$3760.50
iii ST John Tax invoice dated 19/02/2016
(iv) ST John Receipt dated 7 March 2016.



20 Cork Street

Martinborough 5711

MartinboroughShed@gmail.com

14th July 2016

Martinborough Community Board

10 Dublin Street West

Martinborough 5711

Dear Lisa,

It was nice to see you and Pam at the Old Court House on Saturday 9th July. We are really pleased at the progress with the work. The bulk of it has been done by a small group of our members but most of the regulars there have had a hand in it from time to time during the last three months.

Enclosed with this letter are copies of the Bank Statements for May and June 2016 marked as requested and account copies for purchases from P & K M10, Stewarts Electrical, and Resene Paints for April, May and June 2016. July bank statements have not been issued yet but arrangements for payment have been made and will be paid on the 20th July. You will see that we have spent in excess of the amount that was granted to us and there is still work that needs to be done.

I trust that you will find the information enclosed in order however should anything be unclear I am happy to answer questions and can be contacted at thurston.thomson@xtra.co.nz.

Thank you.

Yours sincerely

Martinborough Mens Shed


Ian Thomson

Treasurer

Martinborough Mens Shed is a registered charity Nr. CC53220



Martinborough Community Board Strategic Grants Accountability Form

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

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

1.	Name of Organisation	Martinborough Mens Shed
2.	Project Name	Restoration of Old Martinborough Court House
3.	Date of Grant	5 th May 2016
4.	Amount of Grant	\$2000.00
5.	Please provide a summary of the project	
<p>Remove the alterations made to the Court House by the Martinborough Borough Council and accumulated damaged equipment belonging to the SWDC. Recycle demolition material where possible. Take unusable material to the tip for disposal.</p> <p>Restore the two main rooms of the building as close as possible to the original and make good for the Mens Shed to use as a workshop. Install additional electrical capacity for Mens Shed equipment.</p>		



Martinborough Community Board Strategic Grants Accountability Form

6.	Please provide details of how the grant was spent, explaining any expenditure which was not used for the intended purpose as outlined in your grant application.
<p>Details of how the grant was spent are in the form of invoices and bank statements enclosed. No materials for other than the restoration are included in this Accountability Form.</p>	
7.	How has your project provided long-lasting benefit to the Martinborough Ward community?
<p>This project when finished will provide a venue for Mens Shed activities to members of the Martinborough community that wish to join the group and assists other organisations in the community such as; Martinborough School, Martinborough Library, Child Care Centres, Martinborough Museum, or individuals who require assistance with repair to items of household equipment when we are qualified to undertake that work.</p>	
8.	How has your project furthered the MCB's stated Vision and Priority Areas?
<p>We are advised our organisation is reaching a sector of the Martinborough population not previously specifically provided for in the past. This sector, older men, is an increasing group in the town.</p>	
9.	Please provide details of funding received from other organisations in support of this project



Martinborough Community Board Strategic Grants Accountability Form

10.	If this was not a one-off application please outline likely future funding requirements for this project.
Work undertaken to restore The Old Courthouse is still far from completed and it is understood that another funding application is being contemplated.	
11.	Bank Statements, Invoices and Receipts, Please provide copies of: <ul style="list-style-type: none">- Bank Statement with the grant fund deposit highlighted- Bank Statements with the grant expenditure highlighted- Invoices and Receipts for all expenditure items

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



Martinborough Community Board Strategic Grants Accountability Form

RECEIVED

13 JUL 2016

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

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

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

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

1.	Name of Organisation	Pirinoa Hall Inc.
2.	Project Name	
3.	Date of Grant	11/04/2016.
4.	Amount of Grant	\$1500.00.
5.	Please provide a summary of the project	
complete replacement of septic tank + lines at The Pirinoa Hall.		



**Martinborough Community Board
Strategic Grants Accountability Form**

6.	Please provide details of how the grant was spent, explaining any expenditure which was not used for the intended purpose as outlined in your grant application.
put entirely towards financing our septic project (invoice attached)	
7.	How has your project provided long-lasting benefit to the Martinborough Ward community?
has allowed the Pinnock Hall Inc to continue to function as a community 'hub' - without a functioning septic unit, this isn't possible! the hall is well utilised by the local school + sports teams + can now continue to be.	
8.	How has your project furthered the MCB's stated Vision and Priority Areas?
Has been a big step in the maintenance of a community asset.	
9.	Please provide details of funding received from other organisations in support of this project
Eastern + central community trust - \$4,000. Rotary NZ. \$1000. - community fundraising + donations	



Martinborough Community Board Strategic Grants Accountability Form

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

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

13 July 2016

Suzanne Clarke
South Wairarapa District Council
P O Box 6
Martinborough

Kia Ora

Victim Support
National Office
180 Molesworth Street,
PO Box 3017, Wellington 6140
p +64 4 474 8862
f +64 4 495 3076
victimsupport.org.nz

Victim Support, on behalf of our Wairarapa office, would like to thank you again for the \$500 grant we received in November 2015. This grant was used to support our core service – providing emotional and practical support, 24/7 and free of charge, to those individuals affected by crime and sudden trauma in and around Martinborough. Specifically, it contributed to the Volunteer training and volunteers expenses.

I have enclosed a breakdown of the branch expenses and an extract from our grant tracker system for the period 1 July 2015 to 31 March 2016, showing the expenditure involved. I have also included a transaction list of the expenses during the December – March period, which your funding helped cover.

Victim Support's workload is unpredictable. Victims needs are often complex and require much input, sometimes over several years if a court case is involved. A major incident can affect many people and involve numerous volunteer Support Workers, often for months or even years

Victim Support is very dependent on the goodwill and the generosity of Local Councils and Community Boards helps us to maintain our services free of charge to those dealing with the aftermath of crime, sudden death, and other trauma.

Please feel free to contact me on 04 817 0256 (email: kathy.luke@victimsupport.org.nz), if you require any further information.

Thank you again for your support of the work we do.

Yours sincerely



Kathy Luke
Fundraising Grants and Special Projects
National Office



Martinborough Community Board Strategic Grants Accountability Form

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

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

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

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

1.	Name of Organisation	New Zealand Council of Victim Support Groups Incorporated.
2.	Project Name	Volunteer Programme
3.	Date of Grant	Received 20/11/2015
4.	Amount of Grant	\$500.00
5.	Please provide a summary of the project	
<p>Your Grant was used as part contribution to Victim Support's Volunteer Programme.</p> <p>This programme includes the support and supervision of existing volunteers, including the reimbursement of volunteers expenses incurred in the course of their casework, and ongoing training.</p> <p>Volunteers are the frontline of our service delivery, and it is important that their training be of the highest standard. With the right training and information they can provide the appropriate support and information to victims, as they rebuild their lives after traumatic events.</p>		
6.	Please provide details of how the grant was spent, explaining any expenditure which was not used for the intended purpose as outlined in your grant application.	
These funds were spent entirely on purposes listed in our application.		

Martinborough Community Board Strategic Grants Accountability Form

It was used to cover part of the volunteer training costs, and the volunteer expenses –especially mileage- incurred between Dec 2015 and Mar 2016 (see our grants tracker extract attached).

7. How has your project provided long-lasting benefit to the Martinborough Ward community?

International evidence shows that people who receive the appropriate support and information in the immediate aftermath of a serious crime or traumatic event, are much more likely to remain positively connected to family, friends and their community.

The people in and around Martinborough who receive our support are better placed to rebuild their lives to a new normality. As they rebuilt their lives they are less likely to need long-term health and welfare support.

In the nine months to 31 March 2016 our volunteer Support Workers in the Wairarapa supported 424 individuals. Of these, 19 people have addresses that indicate they live in Martinborough.

8. How has your project furthered the MCB's stated Vision and Priority Areas?

This programme fosters an engaged, involved community, with local volunteers responding to the needs of the victims of serious crime and trauma.

9. Please provide details of funding received from other organisations in support of this project

Lands trust Masterton - \$1,500
COGS - \$5,000
Masterton District Council - \$2,000
Greytown District Council - \$500
TG McCarthy Trust - \$1,000

10. If this was not a one-off application please outline likely future funding requirements for this project.

While Victim Support does receive government funding, it is insufficient to maintain our services FREE to victims. We are there for continually looking for funding to maintain our 24/7 access for all.

We are currently finalising the 2016/2017 budgets for the Wairarapa office that covers the Martinborough area. At this point our preliminary budget has the Wairarapa offices Volunteer Programme coasted at \$59,332.30.

11. Bank Statements, Invoices and Receipts, Please provide copies of:
- Bank Statement with the grant fund deposit highlighted



Martinborough Community Board Strategic Grants Accountability Form

	<ul style="list-style-type: none">- Bank Statements with the grant expenditure highlighted- Invoices and Receipts for all expenditure items
--	--

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

MARTINBOROUGH COMMUNITY BOARD

29 AUGUST 2016

AGENDA ITEM 6.6

SWDC FRAUD POLICY REVIEW REPORT

Purpose of Report

To provide Community Boards the opportunity to feedback on new and reviewed policies.

Recommendations

Officers recommend that the Council:

1. *Receive the information.*
2. *Provide feedback on the Fraud Policy.*

1. Executive Summary

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

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

The Fraud Policy is up for cyclical review.

2. Background

All council policies are on a review timeframe the Fraud Policy is reviewed bi-annually. The policy has been reviewed by the Audit and Risk Working Party and is set for adoption at the September Policy and Finance meeting.

3. Discussion

There are no proposed changes.

4. Conclusion

Please review and provide feedback.

5. Appendices

Appendix 1 – SWDC Fraud Policy

Contact Officer: Kim Whiteman, Policy and Reporting Manager

Reviewed By: Paul Crimp, CEO

Appendix 1 – SWDC Fraud Policy



Fraud Policy

1. RATIONALE:

The Council requires all staff at all times to act honestly and with integrity and to safeguard the public resources for which they are responsible.

2. Fraud is prevalent in many forms and is often perpetrated by those who are disgruntled with the organisation, under financial pressures, or have health or addiction type problems. The impact of fraudulent activity is widely felt, not just for the perpetrator but for managers and staff right across the organisation. We all need to be vigilant.

3. PURPOSE:

The Council will not accept any level of fraud or corruption. Any case (either an employee or someone external to the Council) will be investigated and, where appropriate, referred to the Police or appropriate law enforcement agency with a view to prosecution. Recovery of the lost public resources will be pursued whenever possible and practicable.

4. PRINCIPLES

- 3.1 That every effort is to be made to gather sufficient reliable evidence to support a prosecution, and that every case of fraud will be referred to the appropriate law enforcement agency with a view to prosecution.
- 3.2 That recovery of the lost money or other property will be pursued wherever possible and practicable.
- 3.3 That it is all employees responsibility to be aware of the potential for fraud.

5. GUIDELINES

4.1 Definition of Fraud/Corruption

- 4.1.1 Misuse/Misappropriation: Unauthorised possession and/or use of public resources (money, property including vehicles, information or services); either temporarily or permanently depriving the Council of them.
- 4.1.2 False Accounting: Dishonestly destroying, defacing, concealing or falsifying any account, record or document required for any Council accounting purposes with a view for personal gain or gain for another or with the affect of causing loss to the Council or furnishing information which is or may be misleading, false or deceptive.

(Refer to Code of Conduct for Council Employees, Gifts and Favours).

- 4.1.3 Deception: Obtaining property or pecuniary advantage, obtaining services, or evading liability by deception.

- 4.1.4 Collusion: is any Council staff member conspires, consents, supports, participates, incites or assists someone, either another Council staff member or an outsider, to commit any of the actions listed above.
- 4.1.5 Bribery: examples: money, gifts, training, commission, hospitality

4.2 Fraud Response Plan:

4.2.1. Who to report to on discovery of an actual or suspected fraud?

- 4.2.1.1 Any discovery of an actual or suspected fraud is reported to the respective staff member, manager, or contractors SWDC engagement Managers.
- 4.2.1.2 If it is believed the Manager concerned is involved in an actual or suspected fraud, then the information is reported to the Chief Executive.
- 4.2.1.3 If it is believed the Chief Executive is involved in an actual or suspected fraud, then the information is reported to the Mayor.

4.2.2 What should happen after the information of an actual or a suspected fraud is received?

- 4.2.2.1 The Manager shall, within 24 hours, request a confidential written statement from the informant(s) detailing the nature of the fraud, the person(s) involved and the amount of money if known.
- 4.2.2.2 The Manager shall report the information to the Chief Executive immediately after receiving the information requested in 3.2.1.1.
- 4.2.2.3 The Chief Executive shall then, based on the information given, decide within 48 hours, whether or not to investigate further and/or what course of action to follow. These actions will include full documentation of what happened in a fraud and how the matter is to be managed.
- 4.2.2.4 The Chief Executive may seek independent expert investigation or legal advice as to what processes should be involved from thereon.
- 4.2.2.5 If the Chief Executive is involved in an actual or suspected fraud, and the information is reported to the Mayor, then the Mayor shall then, based on the information given, decide within 48 hours, whether or not to investigate or what appropriate course of action to follow.
- 4.2.2.6 The Mayor may seek independent or legal advice as to what process should be involved from thereon.
- 4.2.2.7 The following action may be deemed appropriate by the Chief Executive or the Mayor:
- Take disciplinary action through the relevant employment agreement in line with the Employment Relations Act..
 - Lay a complaint with the Police (or appropriate law enforcement agency).

Refer to an appropriate authority such as The Controller and Auditor General.

4.2.2.8 Any actual or suspected fraud shall immediately be reported to the Council's appointed external auditor.

4.2.3 What do we do to prevent fraud?

- Conflict of Interest
- External Audit
- Risk assessment and mitigation
- Financial Internal Controls
- Code of Conduct
- Access restrictions to finances
- Monitor leave and overtime

4.2.4 What do we do to detect fraud?

Invoice checks	Double signatory
Budget variance review	restricted access to finance
Gifts guidance	

4.2.4 What happens after the conclusion of the process?

The Chief Executive or Mayor, as the case may be, shall release any statement if deemed appropriate.

4.3 Confidentiality:

All matters related to the case shall remain strictly confidential. Should any Department Manager or staff member improperly disclose information relating to the case, the Chief Executive shall consider if that person(s) is in breach of confidence and if further action is required in terms of the applicable conditions contained in their contract of employment.

Insurance

SWDC has joint Fraud Insurance with Masterton District Council and Carterton District Council with an annual aggregate limit of \$1,000,000.

6. CONTEXT

Every public entity should have a policy like this one to minimise fraud.

MARTINBOROUGH COMMUNITY BOARD

29 AUGUST 2016

CHAIR'S REPORT

Purpose of Report

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

Recommendations

That the Martinborough Community Board:

1. *Receive the information.*
2. *Discuss and amend or approve the recommendations.*

1. Waihinga Centre Turf Turning – Funding Request

This family event will take place on 10th September, from midday. The organisers have the following planned:

- Blessing and Prayer
- Official Turf Turning
- Kids' Turf Turning with 'Lucky Dip' Prizes
- Mass Hula Hooping event with Prizes
- Sausage Sizzle (gold coin donation)
- Music from MADCAPS and Jim
- Waihinga Charitable Trust information stand

Costs are estimated as follows:

Lucky Dip Kids' Prizes	\$100.00
Hula Hooping	\$550.00
Drone Footage 50%	\$75.00
Sausage Sizzle	\$200.00
Misc Expenses	\$25.00
Total	\$950.00

Where possible the organisers have sought donations; Dusty and Lulu generously designed the artwork, various individuals are providing time and prizes, Plunket and Toy Library are organising the Kids' Turf Turning. The

event fits well with our strategic priorities; promoting a sense of community and involving the wider community with the project.

Recommendation: That MCB underwrite the event to a maximum of \$1,000.

2. Fairy Lights

Conor Kershaw has suggested an option for storing and lending / hiring the lights.

- They can be stored and managed by Mitre 10 as a stock item. Mitre 10 can collect any hire fees and provide a report on the money taken. MCB can then invoice Mitre 10 for the fees.
- Hire / loan to be approved by the Martinborough Community Board, or the Chair in urgent cases.

Recommendation

- *MCB to approve Mitre 10 to store and manage the loan / hire of fairy lights*
- *MCB to agree a fee structure eg. based on Fundraiser vs. Private Use vs. Commercial Use*
- *Lisa to liaise with Conor regarding the hire process*
- *Lisa to design a hire request form to be uploaded on to our page on the SWDC website*

3. Pedestrian Crossing between Hotel and P&K car park

MCB requested safety improvements to this crossing in the 2015/2025 LTP. We asked for clearer road markings, orange lollipops and for the crossing to be raised. SWDC approved the request with the work to be undertaken in the 2015/16 year. As this hasn't happened I am following up with Mark Allingham to ensure safety improvements to this crossing are prioritised this year.

Economic Development Conference 2016

Building resilient local communities

Report from Victoria Read

Date 12.08.16

Some of the opportunities for the Wairarapa going forward

1. Water storage – Water Wairarapa project
2. Tourism – rising Chinese/Asian tourist numbers
3. Honey – high growth over last 4 years
4. Technology
5. Manufacturing
6. Commuter zone population growth
7. Iwi investment and growth
8. Service industry growth

Threats

1. Pea weevil
2. Ageing population - more than the average
3. Lack of connectivity
 - a. Broadband
 - b. Roothing and rail
4. Diverging economies – the haves vs the have nots
5. Young people becoming more scarce and expensive to employ

Local government supporting economic growth:

Collaboration across different sectors is essential for economic development. It can be difficult and time consuming and needs strong leadership.

Regions need to build on existing capabilities and leverage local strengths and expertise rather than spending a lot of time and money trying to attract new businesses.

Regions need to unblock the things that are stopping people coming – eg transport and broadband.

Growth in the regions will be in the service industries not in agriculture.

We need to invest in PEOPLE to survive

1. look at what we need to get the most out of an ageing population – are our footpaths suitable, do we provide suitable access, are older people looked at as valuable in our community
2. What do young people need to be attracted to the regions – are we offering flexibility and connectivity? Important to connect education with business in the region and facilitate youth in to jobs ensuring the stay in the region and prosper.

Priority 1 – case study

A Tauranga/BOP autonomous ED agency who works collaboratively across 2 councils and with different sectors including government, education and business. This agency has an international strategy for their region. “Alone we are weak together we are stronger” philosophy. Reported much success in the economic development space.

Take home messages:

1. Central government has regional development in its policy
2. Councils and communities need to collaborate across government (MBIE, Treasury), local government, business and education to achieve the best outcomes for their communities
3. Connectivity is essential for growth
4. Vision needs to be strong and cohesive with strong leadership for success
5. Local government needs to act as facilitator to economic growth



Carterton events centre – had a positive impact on Carterton attracting people to the town



There has been strong growth in the honey sector with Watson and Son exporting both edible and medical honey products



Taratahi is a nationwide agricultural college with plans to expand

C.O.A.L.-Community Ownership And Leadership

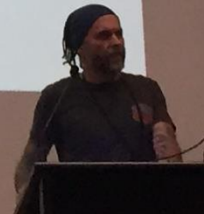
Based on Otorohanga, MTFJ Y2W Strategy, research, evidence, NZ and international examples...

developed by DFW, embraced by Leaders, perfected by Communities!

Leadership – Brand, Vision, Goals, Structure....Waka for Community to board

Community – Partnerships, gather info S/D/R, co-ordinate

Ownership - All sectors of Community, celebrate, futureproof



Similar challenges

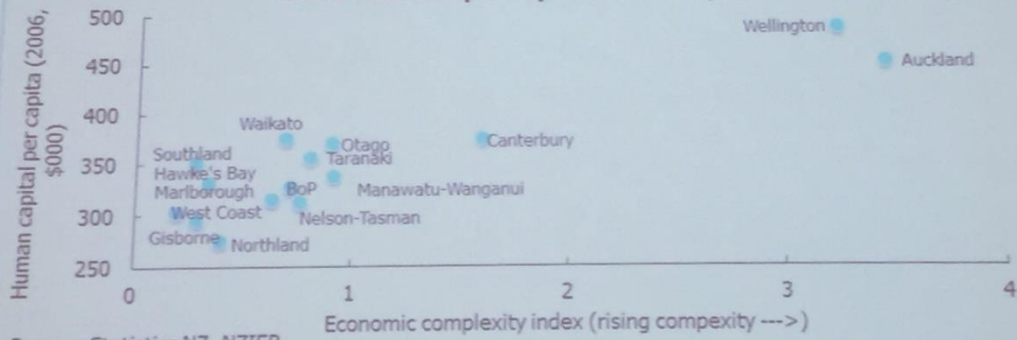
Median Age



Different economies

3

Economic complexity & human capital



Diverging performance

14

Employment performance



Performance of 10 largest industries



Source: Statistics NZ



COUNCILLOR REPORT
for
South Wairarapa Council Meeting
10 August 2016

COMMUNITY SAFETY & RESILIENCE WORKING PARTY

Councillor's Name	Julie Riddell
Meeting – Date & Venue	Thursday 28 July 2016 9.30am SWDC Chambers 7 attendees.
Key issues from meeting	Featherston Mens Shed – can they be encouraged to offer some mentoring to the Featherston Youth Groups. This was part of the MOU arrangement SWDC has with the group.
Graffiti/vandalism stats	Trish spoke to the tabled report. It was noted that the graffiti strikes continue to decrease in all three towns – while vandalism has been mainly confined to wheelies in the Featherston Cemetery and the Martinborough Square grassed area. Bollards have been placed in the cemetery to prevent vehicle entry. In July there were 31 strikes on Kiwi Rail property in Featherston. Neighbourhood Support to let people know they need to ring Graffiti/Vandalism into Council/Police and that Cleaning Kits available at the Libraries. Sgt Richie Day commented that the youth leaders have done a great job of keeping kids busy during the holidays and this has made the Police job much easier.
Reports	Police – Sgt Richie Day introduced himself. Retail burglaries are mostly for cigarettes – Police message to retailers is not to sell them. They have more staff out at night. Martinborough Community Patrol – have been successful in obtaining a vehicle. Youth – Alan has managed to keep the youth in Featherston very busy throughout the holidays even with no funding available. They took 10 children to a Youth Camp. Alan and family went to Turangi to participate in PRACTICE – Diploma in Youth Development. On 7 August they are planting Donald's Creek with Reanne's group. Still looking for larger premises – Senior Citizens Hall has been sold. Featherston Mens Shed team not interested in mentoring his youth group. <u>Fiona</u> is working with Alan to start a youth group in Martinborough at the School.

	<p>Neighbourhood Support – Mark is doing the rounds of Community Boards and getting names to start groups in Greytown and Martinborough. Featherston has 138 members now and they are keen to support the Police and Civil Defence as well.</p>
--	--

NEXT MEETING

Thursday, 8 September 2016, 9.30am at SWDC Chambers.

4 August 2016

The Chair
Martinborough Community Board
C/- South Wairarapa District Council
PO Box 6
Martinborough 5741



Dear Board Members

"My colleague and I were in total awe of the outstanding manner that this Support Worker has supported this couple over the last few months."

This accolade is just one of many we regularly receive about our volunteer Support Workers. Every single day up and down the country, our volunteer Support Workers are there, supporting victims of crime and trauma: in their homes, at the scene, in Court, at the Police Station, at the hospital - anywhere, for as long as they need it, at all times of the day and night, free of charge.

Like Jo, our 17 year veteran Support Worker, many of our volunteers have full time jobs and very busy lives, but still wish to contribute to their community. It's not 9-5, or a quick fix providing support to victims at their most vulnerable, so the commitment and dedication required is huge. So too is the training, as we cannot send our Support Workers in to any situation under-prepared for the support required ahead.

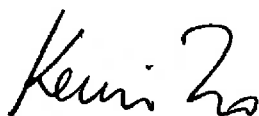
Demand for our essential services continues to increase as crime and accidents affect everyday New Zealanders, every day. People don't expect to need us, but are relieved to find we're here for them when they do.

The ongoing support of funders, community leaders and decision-makers, and others who generously give their time and support in so many ways is critical for us to keep delivering our free, 24/7 service and be an effective voice for victims.

Included with this letter is a copy of our most recent *Voice* update. We hope you will enjoy reading more about the incredible work of Victim Support volunteers all around New Zealand.

With my best wishes and appreciation for your ongoing support.

Nga Mihi,



Kevin Tso
Chief Executive

Driving in style

INSIDE...

Lions roar

Bouquets

Judge speaks out

"I'll be waiting for your call", "I hope you've sold me the winning ticket", and "I'll have the red Honda please", were just some of the light hearted – or perhaps serious - comments received by staff, volunteers and supporters while out selling lottery tickets.

The 2016 Victim Support Lottery, the third we've run, was available for sale over the last few months, and drawn in late June.

"We had a great line up of prizes that people were excited about," said Victim Support Chief Executive Kevin Tso. "We were delighted to have Honda New Zealand as our principal partner again, and have the Honda HR-V SPORT as first prize. I checked the car out, and it really is great. It's been an excellent drawcard for us and it's exciting to hand the keys over to the lucky winner."

The lottery is a major Victim Support fundraiser and raised over \$85,000, as well as providing us the opportunity, all around the country, to be out flying the flag for Victim Support.

The lucky winner of the Honda, Tina McLaughlin, was presented with her new car by Kevin at David Jones Honda, in Whanganui.

"I'm thrilled, this is such an awesome prize to win. I couldn't quite believe it when I got the phone call, and it has taken a while to sink in," said Tina. "I shall enjoy driving this, and I really wish Victim Support well."

Other lucky prize winners from throughout New Zealand received an Auckland cruise from House of Travel, a Panasonic television, luxury Wellington weekend staying at the Museum Art Hotel and driving with Avis, a Vodafone iPhone 6, a Michael Hill Everlight pendant and a Westfield \$500 gift card.



Kevin Tso, Victim Support Chief Executive presents the Honda HR-V SPORT to the winner, Tina, with Gareth and Richard, from David Jones Honda, Whanganui.

Thank you to all our lottery supporters

Special thanks to our principal partner, Honda New Zealand.

HONDA

House of Travel, The Museum Art Hotel, Avis, Panasonic, Vodafone, Michael Hill and Scentre Group.

Thank you very much to all our lottery supporters, we couldn't do it without you.

Thankyou

To all our volunteers and supporters,

your commitment and support makes a real difference in communities across Aotearoa every day.

If you are interested in volunteering with Victim Support, please call us on **0800 VOLUNTEER (0800 865 868)**.



Ongoing support for the people of Canterbury

A generous donation of \$10,000, the second of three annually to Victim Support, was made recently for our work supporting the people of Canterbury as they continue to contend with the emotional and physical after-effects of natural disasters.

The Military and Hospitaller Order of Saint Lazarus of Jerusalem, a chivalric, ecumenical Christian and charitable Order with 50 jurisdictions and a large number of philanthropic projects across the world, selected Victim Support for its work in Canterbury. The funds have been raised by its international Orders, and its generous donation will help Victim Support continue its vital work in supporting victims in Canterbury.

"Our work in Canterbury continues," said Victim Support CE, Kevin Tso. "We supported people at the time of each natural disaster, and we continue to support many in the aftermath, in addition to victims of crime and other trauma. Some people only now realise they are not coping and need our help.

This generous donation means we can continue work here and highlights the need we have for funding to provide help for people who suffer through no fault of their own.

Message from our Chief Executive

The recent National Volunteer Week provided the opportunity for us all to be grateful and thank the thousands of people who volunteer their time and energy for great causes, all around the country. It also gave us the opportunity to consider if there is more that we can do individually to support our communities, could we volunteer?

I'm very grateful that we have hundreds of wonderful people all around Aotearoa, who believe in Victim Support and volunteering, and volunteer as Support Workers. I'm acutely aware of the essential work our wonderful people are doing in communities nationwide. Hundreds of calls come in to our Contact Service every single day, and there are volunteer Support Workers responding to every call for support.

I thank and salute our volunteers on National Volunteer Week and every other week, for the incredible job you are doing – and for making a difference in victims' lives. And if you think you could do this too, don't hesitate to call us and join us to support victims of crime and trauma.

As a charitable organisation, we must also fundraise to ensure we can keep our services to victims free of charge. The past few months have been particularly busy with our lottery and other initiatives – yes that's me pictured above, out selling lottery tickets!

We were fortunate to be a chosen recipient in 41 Z Stations for its *Good in the Hood* campaign, where customers can vote for their best charity. In July we have been the charity linked to BNZ's online banking.

These events are of course, in addition to our ongoing day-to-day fundraising activities.

Managing an organisation like ours, when demand cannot be estimated or planned for, means that we must be ready for any eventuality both operationally and financially. So every dollar that is donated to us counts towards our costs: from recruiting and training our volunteers and staff, running our Contact Service (that took more than 77,000 calls last year), to travel and administration costs.

I want to personally thank our generous supporters, from our core funders in government, community organisations, businesses and individuals, to all those very special individuals who are at the heart of our work.

Kevin Tso, Chief Executive



Roar of approval

When Donna Smith, our Service Coordinator in the Tasman area was invited to a Nelson North Lions Club meeting earlier this year, she assumed it was to be given a donation. While she did leave with a donation for Victim Support, she also left with the Melvin Jones Fellow Award!

Lions Clubs world-wide recognise outstanding individuals by bestowing on them an award that is named for its founder, Melvin Jones. This award is very prestigious, it's the Clubs' highest form of recognition and embodies humanitarian ideas consistent with the nature and purpose of Lionism.

"I was really shocked and amazed," said Donna. "It is a very special honour, because this award is not often given outside of the Lions family. I was a Lioness in the past but gave it up because of other time pressures."

Donna is extremely active in her community and volunteers at several organisations. She has been a Victim Support Service Coordinator for nearly four years.

Bouquets for our vital work

We believe that Victim Support's help for victims has far reaching benefits: our immediate support for victims helps them, their family and friends, their employer, the police and the courts ...multiply that by the nearly 30,000 victims we helped last year and the ripples in the pond extend to the whole country.

International research indicates that victims who are not provided with adequate support in the immediate aftermath of the incident are at greater risk of experiencing post-traumatic stress disorder, depression and repeat victimisation. In contrast, those who receive adequate support and information are more likely to remain connected with their whānau, family and local community and are better placed to rebuild their lives.

Our work makes a difference in peoples' lives. Victim Support gets many messages of thanks, and here's samples from those we work alongside...

FROM COURT ADVISORS

"Victim Support do an excellent job and without the support of your service...victims of crime would be even more traumatised and struggling in their lives, especially due to the nature of the incidents they have witnessed and are experiencing."

"Victim Support...provides amazing support for victims and their families and the benefits are immeasurable."

FROM POLICE OFFICERS

"As always the volunteer Support Worker was the rock for our victims over the course of the trial. At one stage her weekend intervention with one of the victims potentially prevented the victim absconding and causing an aborted trial. She was able to keep us informed on victim's views and concerns when we were fully immersed in looking after the running of the trial and evidential matters. The victims and their families commented on how much they appreciated Victim Support being there."

"...I was at the police station for most of that day and saw first-hand your volunteer Support Worker's calm, empathetic and thoroughly professional interactions with the witnesses, all of whom were traumatised by what they had seen. I'm sure that without her intervention many of the witnesses would have been unable to give such clear statements in the hours and days after the shooting."

"I would like to thank your volunteer Support Worker for the help he has provided to date. His assistance was incredibly valuable not only to the victims but also to police and the Restorative Justice Co-ordinator. It is clear he has a very genuine and calm manner and I could tell the victims trusted him and felt comfortable relaying their concerns and questions for him to interpret."

FROM VICTIMS

"My gratitude, appreciation and respect for you is more than I can say."

The support, advice and humour that you have is something I admire about you.

You are an awesome lady, with a heart of gold.

You have made my journey an easy one.

Thank you for your time and hard work you have put in for my family.

The funding is only one part of what you do and is small in comparison to the things you are not recognised for.

I hope others, no matter the reason you are part of their lives, appreciate and respect you for what you do.

There is not enough thank yous I can offer that would say how grateful I am.

I hope you know that I feel truly blessed that you have been on this journey with me.

Thank you from the bottom of my heart.



Hope

FROM RESTORATIVE JUSTICE FACILITATOR

"We had a pre-conference meeting with victims in relation to a motor vehicle accident where they both suffered horrific injuries. Your volunteer Support Worker was present as their support person. My colleague and I were in total awe of the outstanding manner that this Support Worker has supported this couple over the last few months."

"The victims have been traumatised physically, financially, emotionally and mentally and she has held them together through all this. The trust, confidence and reliance that the couple have in her was very evident."

"We felt humbled by the quantity and quality of the unpaid work that this volunteer Support Worker has done to support this couple."



Judge Bill Hastings

Judge speaks out

Every month the Wellington Service Co-ordinator, Liz McLean, like others around the country, meets with volunteers to ensure everyone has all the latest information, as well as being an opportunity to get together.

One of our volunteers arranged for District Court Judge Bill Hastings to come along to a recent meeting, open to all volunteers and staff in Wellington, to talk about the court process and justice system, from his perspective.

The meeting ran a lot longer than anticipated, as Judge Hastings captivated the audience for two hours! His presentation was fascinating, animated, and everyone learned so much. These sorts of presentations and interactions with others in our community provide great information, perspective and context, to all of us.

Judge Hastings said "I was delighted to be asked to speak because it created such a great opportunity for me to touch base with the volunteers and staff in Wellington, to tell them what an excellent job they do, and to talk to them a bit about the court process from my perspective as a judge."

"I'm thrilled Judge Hastings was able to join us. His presentation was enthralling and it was really valuable to gain insight into his perspective. He holds Victim Support in high esteem and told the volunteers that, which was fantastic, and so supportive. I'm really looking forward to bringing in other guest speakers too," said Liz.

Vision 2020

It's important for Victim Support, like any organisation, to look ahead and ensure we're always ready and able to deliver high quality services to victims.

Our five year strategy, Vision 2020, sets out our path. We're operating in a more changing and competitive environment than previously, and we need to be able to look ahead and adapt as needed.

Our core ethos is that Victim Support will be the gateway for all victims of crime and trauma, providing a 24/7 nationwide first response service. Our work is based around four key objectives:

1. Victims grow and heal through Victim Support's services.
2. Victims are heard.
3. Victims are able to participate and contribute to society – building stronger communities.
4. Victim Support is the trusted agency in New Zealand in the delivery of support to victims.

While essentially this won't provide any obvious or immediate differences, it does mean we are working hard for our future, ensuring we remain focused on victims, continue to deliver high quality services, increasing our specialised services, and ensuring our sustainability.

Victims are the core of our existence, and despite the dynamics and vagaries of our sector, our key essence is victim centric, pure and simple.

Salute to long serving volunteer

We are saluting one of our volunteers, Jo Smith from Whanganui, who has been with Victim Support for seventeen years. "I feel passionately that we are all part of our community and we need to be involved," said Jo. "I have a full time job but I also want to take an active role in my neighbourhood."

A homicide Support Worker, Jo has been described by her supervisor as 'invaluable'. Jo, though, saves all of her own admiration for the victims she works with: "Their ability to survive the most dreadful and traumatic events really impresses me."

We think Jo has much to do with how well the hundreds of victims she has worked with have been able to cope and go on with their lives.

If you are able to help with fundraising and / or promotional events in support of Victim Support, check out victimsupport.org.nz/fundraising-events/ for handy ideas and tips.

(see here)

Yes! Here is my donation to help victims of crime and trauma

Mr Mrs Miss Ms Other

Name

Postal address

Postcode

Phone

Email

The Privacy Act of 1993 requires us to advise you that we keep contact information of supporters on file to help us with fundraising. If you do not wish us to keep your information, please let us know.

Donate via internet banking to: **BNZ 020500 0493163 00**

Please ensure that you use your details as reference along with the code NL0716, so that we may acknowledge your gift.

Value of donation ☐ \$100 ☐ \$75 ☐ \$50 ☐ \$25 ☐ Other \$

Gifts over \$5 are tax deductible.

☐ **Cheque.** Made payable to Victim Support.

☐ **Credit card.** Please debit this amount to my credit card.

☐ Mastercard ☐ Visa ☐ Amex

Name of cardholder

Card Number

Expiry date

Signature

☐ I wish to donate by **automatic payment**. Please send me details.

☐ I wish to make a **bequest** to Victim Support. Please send me details.

☐ I have left a **bequest** to Victim Support in my Will.

Please return this form to:

101 Victim Support, Freepost 100819, PO Box 3017, Wellington 6140

108 Regent Street

Martinborough

12/08/2016



Ms Lisa Cornelisson

Chairperson Martinborough Community Board

PO Box 8

Martinborough

Dear Community Board Members,

We are not sure if you are the people to write to but wish to compliment someone so it may as well be you!

Congratulations on getting the Limestone Footpath along Oxford Street completed, Ineke and I have successfully walked it, biked it, pushed a pram along it and I have walked the length on crutches. It works very well and is long overdue.

Therefore we would like to think that this is just the start and that every year you will push to extend the path as far as possible

From what we have witnessed we know there is an urgent need to complete the track, for safety reasons alone, firstly from the Oxford Street along Todds Road until Hinakura Road. Then along the Hinakura Road until the turnoff to Te Kairanga Vineyard at Martins Road.

It would be great over time, to complete the circuit along the Martins, Purutaunga & Huangarua Roads until Cambridge Road and then into the Square. These roads are not as dangerous as those mentioned before but it would be wonderful to see them included to make a good circuit walk or bike ride.

This circuit trail would be wonderful asset to the town for both locals and visitors.

Yours sincerely

David Kershaw