

## FEATHERSTON CAMP MEMORIAL GROUP

### PROPOSAL

**To:** The Mayor and Councillors, South Wairarapa District Council  
**Copy to:** Paul Crimp, Chief Executive Officer, South Wairarapa District Council  
Featherston Community Board  
**From:** Featherston Camp Memorial Group  
**Date:** 17 March 2014

**Subject:** Seeking the South Wairarapa District Council's agreement in principle to a proposal to install a structure in central Featherston to mark the historical value of the Featherston Military Training Camp.

#### **Proposal**

We propose that as part of the upcoming international commemorations of the First World War a significant work be commissioned by the South Wairarapa District Council (the Council) to recognise both the local and national significance to New Zealand of the Featherston Military Training Camp. We are seeking the Council's agreement in principle to construct a tribute to the camp, and the people who passed through it, in the central part of the town. We ask that the Council gives consideration to locating the dedicatory structure in the proposed town square.

We also ask that the Council hears us in person about this proposal within its Annual Plan process. Such a project can only be undertaken with collaboration between the community and the Council. If the Council agrees to our proposal we propose to work alongside it in promoting the tribute and sourcing the funding needed. We are committed to a collaborative working relationship with the Council to see this project through to the installation stage.

#### ***Our vision***

We believe this project would reacquaint Featherston with its First World War history and further emphasise its association with Messines in Belgium. A substantial tribute would, we believe, enhance the town's public image and be held in high esteem. This project can only be developed if the Council makes land available for this purpose.

#### ***Why is this tribute needed?***

To date the only physical memorial to commemorate this historically significant camp and the thousands of people who trained and worked there are two small plaques (one of which has been conspicuously amended to correct inaccurate information) in the Garden of Remembrance off State Highway 2. There is little remaining now in the area to show that this camp existed and the huge impact it had on the inhabitants of Featherston: and yet its historical importance is of national and

international significance and ought, therefore, to be memorialised in some way during these 100 year commemorations of World War 1.

### *Who are we?*

We are a newly formed group of Featherston residents who are conscious of the important upcoming 100 year commemoration of the First World War and the special place we believe the Featherston Military Training Camp has in the history of New Zealand.

### *Benefits to the Featherston and South Wairarapa communities*

If strategically placed the proposed structure could also boost the town's (and the region's) economy by encouraging people passing through to stop, thereby having the flow-on effect of more "tourist dollars" being spent in nearby shops and cafes. If promoted as a nationally and internationally significant historical memorial it may well attract visitors into the South Wairarapa district from all over New Zealand and from overseas.

### *Our supporters*

We have the support of the Wairarapa WW100 Steering Group and Toi Wairarapa, along with local societies and others with an interest in the historical significance of the camp. Letters of support for the project are attached. These indicate the high level of common interest and support for the proposed project.

## **Background**

August this year will see the beginning of the centenary of the First World War, a war that lasted more than four years and claimed the lives of over 16 million people. It was a turning point in world history.

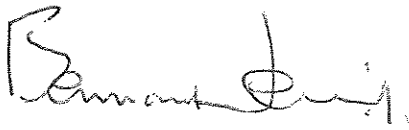
New Zealand contributed to the British and allied war effort during this conflict in many ways, with its troops serving in all major campaigns on the Gallipoli peninsular, in Palestine and at the Western Front. Featherston was the base for the largest military training camp in New Zealand, constructed from 1914–1916, from where, after completing their training, soldiers had a three day march over the Rimutaka Hill to Wellington for embarkation to these foreign parts. Over 60,000 men and some 2,000 horses trained and left for overseas from this historically significant camp from the time of its completion in January 1916 until the end of the war in November 1918. Along with satellite camps at Tauherenikau and Papawai, the camp could accommodate 9850 men in huts and tents. Its campsites and training grounds covered 1861 acres (753 ha) of land in the Featherston–Greytown area. A short railway siding was constructed through adjacent farms to allow troops, equipment and goods to be delivered to the camp.

## **Conclusion and Next Steps**

With Council's agreement in principle in place, at a later date we will present a project and funding plan. First tasks are to undertake a feasibility study to ascertain costs of the project and to identify funding sources. Stage two would involve considering ideas for a structure that would be most suited to be placed in the town. We propose that the relevant stages of the project be open for public consultation and submissions.

We believe that it is important to recognise and mark the historical significance of the Featherston Military Training Camp as it was in WW1. Installing a structure as proposed above will benefit Featherston and the wider community. It would provide a unique attraction in the centre of the town that will attract visitors, including relatives and descendants of the soldiers who trained at the camp, and contribute to improving the appearance of Featherston's town centre.

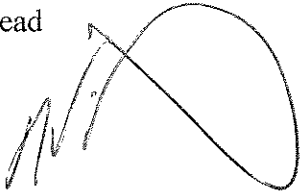
For Featherston Camp Memorial Group:



Bernard Jervis, JP, PhD



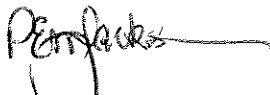
Kate Mead



Squadron Leader Ross Vickery, RNZAF (Retd), Barrister and Solicitor



Jean McDowall



Major (Retd) Peter Jackson, NZIC



Peter Biggs CNZM

**Contact person:**

*Dr Bernard Jervis  
79 Underhill Road  
Featherston 5710  
Phone: 308 8527  
Email: [bjervis@slingshot.co.nz](mailto:bjervis@slingshot.co.nz)*

**Enc Letters of support:**

ANZAC Hall Club Society Inc.

Featherston Heritage Museum

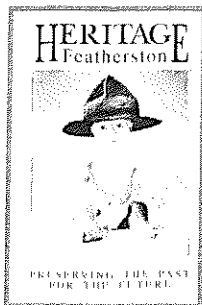
Wairarapa WW100 Steering Group

Masterton District Council, Wairarapa Archive

Professor Glynn Harper, Massey University

Toi Wairarapa Arts, Culture & Heritage Trust

Featherston Memorial RSA



# Featherston Heritage Complex Society Inc.

Founded in 1992

Registered as a charitable entity; Reg. no. CC45039

Corner Lyon and Fitzherbert Street  
P O Box 71  
FEATHERSTON 5740

Email; heritagecomplex@vodafone.co.nz  
Phone (06) 308 6146 (Secretary)

17 February 2014

To whom it may concern.

## Re; Proposed Featherston Military Training Camp Memorial

The members of the Featherston Heritage Museum Complex Society Incorporated have no hesitation in supporting Dr. Bernard Jervis with his proposed Memorial commemorating the existence of the Featherston Military Training Camp of World War One, and the soldiers that trained there in.

It is well known that over 60,000 soldiers were trained at the Featherston Training Camp, coming from all regions of New Zealand.

The significance of this Training Camp is not just Regional, nor is it National – but it is of ***International significance!***

The Featherston Heritage Museum often hosts visitors from Belgium who show immense interest in where the soldiers that liberated their country from German occupation were trained.

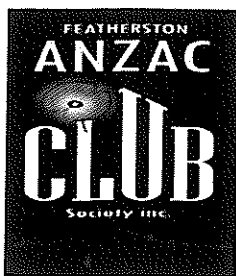
In fact, it was only last Thursday 13<sup>th</sup> February, that we hosted our most recent Belgium visitors.

We (the Society as a whole) trust that the ***International significance*** of this project be considered when making your final decision.

Regards,

Phillip J Dittmer

**Secretary,  
Featherston Heritage Complex Society Inc.**



Featherston Anzac Club Society Inc

PO Box 29

Featherston 5710

25/2/2014

Dr B Jervis

79 Underhill Road

Featherston 5710

Dear Bernard,

It is with great pleasure that I write on behalf of the Featherston Anzac Club Society Inc to offer you the clubs unqualified support for your endeavours in promoting a memorial to the Military Camp which was based in Featherston from 1916 onwards.

This camp trained 60,000 men for the Army and for combat during the Great War and in its time had the fifth largest Post Office in the Dominion.

The need for a memorial to the men who went, and especially those who didn't come back, is long overdue, so that future generations may remember their sacrifice.

We wish you every success.

Yours Sincerely

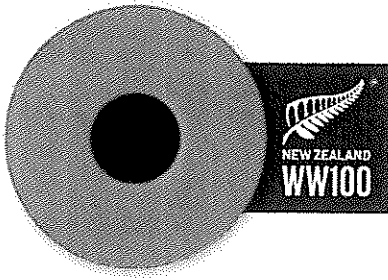
Solitaire Robertson

President

Tim Watson

Secretary

Featherston Anzac Club Society Inc



WW100 (Wairarapa)  
c/- 42 Oak St  
Masterton 5810  
13 February 2014

Featherston Camp Memorial Group  
c/- Dr Bernard Jervis  
79 Underhill Rd  
Featherston 5710

Dear Bernard

WW100 Wairarapa is pleased to support your initiative for a memorial to Featherston Military Camp, New Zealand's largest training camp in World War One. The proposal fits well with our group's aim of facilitating commemorative events and long-term memorials in the Wairarapa during 2014-2018.

Featherston Camp became a large part of New Zealand's military effort, with more than 60,000 men training in the South Wairarapa 1915-1918. Although little exists above ground, much of the concrete infrastructure and pipework remains in the ground. It remains an important national historic site and an appropriate memorial in Featherston, to the place and the men, would remind us of the the camp and Feathertson's link.

I look forward to progress by the Featherston Camp Memorial Group.

Yours sincerely

Neil Frances

Co-convener, WW100 (Wairarapa)



# Featherston Memorial R.S.A. Inc.

57 Fox Street Featherston - 5710

Email - [fstorsa@gmail.com](mailto:fstorsa@gmail.com)

Phone: 06 308 9873

---

11 March 2014

Dr Bernard Jervis  
79 Underhill Road  
FEATHERSTON 5710

Dear Dr Jervis

*2016 Centenary Commemoration of Featherston Camp Proposal*

*On behalf of the Executive Committee of the Featherston Memorial RSA Inc, I convey their appreciation for the presentation you gave in respect to the proposal to commemorate the Featherston Camp as part of the Centennial Celebration of World War 1 (1914 – 1918).*

*Your proposal has great significance to Featherston as the Camp was the hub, home and training ground for many thousands of soldiers who on completion of their training, route-marched from the Camp over the Rimutaka hill to embark on the troop ships in Wellington destined for the battles on the Western Front.*

*The Featherston Memorial RSA Inc fully supports and endorses the concept of the proposal including the Featherston Town Square as the intended site.*

Yours faithfully,

Dick Smith  
President  
027 285 0505





MASTERTON DISTRICT COUNCIL  
*SERVING THE COMMUNITY*

---

64 Chapel Street  
P O Box 444  
MASTERTON 5840  
DX PA 89022  
Tel: (06) 370-6300  
Fax: (06) 378-8400  
[www.mstn.govt.nz](http://www.mstn.govt.nz)

Wairarapa Archive  
Box 444  
Masterton 5810

Featherston Camp Memorial Group  
79 Underhill Road  
Featherston 5710.

To Whom it May Concern

I am happy to write in support of the Featherston Camp Memorial Group's project to erect a memorial to the Featherston Military Training Camp from World War One.

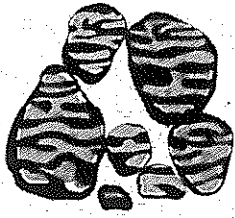
It is important that we acknowledge the huge role that Featherston played in training the tens of thousands of soldiers that passed through the camp on their way to the battlefields of the Northern Hemisphere, and that we honour the memory of the thousands who did not make it home.

The upcoming commemorations marking the 100<sup>th</sup> anniversary of the war seem like the perfect time to make a permanent memorial to the Featherston Camp and I commend the work of the Featherston Camp Memorial Group.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Gareth Winter'.

Gareth Winter  
District Archivist



# Toi Wairarapa

Arts, Culture & Heritage Trust

8 March 2014

Tenā koutou

Toi Wairarapa supports the proposal by the Featherston Camp Memorial Group (FCMG) to commemorate the camp's 100-year anniversary by way of a public work installation within the new town square, the preferred site.

We have worked over the past months with the lead, Dr Bernard Jervis. His commitment reflects those of each member in FCMG. Notwithstanding the time and energy a project of this size demands, each is committed to see it through to the installation stage. The member-residents are making a real and direct contribution to their community.

We understand that the eventual design brief will be evidence-based, but also future looking, cognizant of younger generations and a hopeful future. Thus the design will be distinguishable from the typical memorials of this kind.

We are confident that a fitting and stunning public design work will complement the new site, signal clearly Featherston's connections with its military heritage and further lift South Wairarapa's profile of art, culture and history.

Ngā mihi nui

*Mena Antonio*

Mena Antonio  
Regional Coordinator

mena@toiwairarapa.co.nz



MASSEY UNIVERSITY  
COLLEGE OF HUMANITIES  
AND SOCIAL SCIENCES  
TE KURA PŪKENGA TANGATA

13 March 2014

TO WHOM IT MAY CONCERN.

During the First World War Featherston Military Camp was a site of immense significance. Just over 60,000 New Zealand soldiers were trained there before leaving for service overseas. It became a key factor in the provision of well-trained, effective soldiers to New Zealand's war effort.

This is an important project fully deserving of support as part of New Zealand's commemoration of the centenary of the First World War. A memorial in Featherston would be appropriate to this pivotal event in New Zealand's heritage.

I fully support this project.

Yours faithfully

Glyn Harper QSM, PhD MA (Hons), BA, DipTchng  
Professor of War Studies  
Massey Project Manager, Centenary History Programme



## Featherston Community Board

Minutes 18 February 2014

- Present:** Lee Carter (Chair), Katie Beattie, Cr Dean Davies, Peter Jackson, Cr Solitaire Robertson.
- In Attendance:** Mayor Adrienne Staples, Mark Allingham (Infrastructure and Services Manager) and Suzanne Clark (Committee Secretary).
- Conduct of Business:** The meeting was held in Kiwi Hall, 62 Bell Street, Featherston. The meeting was conducted in public between 7:00pm and 9:05pm.
- Public Participation:** Kirsten Bett, Carole Needham (Fell Locomotive Museum) and Rhonda Jones (Featherston Beautification Group).
- Also in Attendance:** Gavin Smith (Child Youth and Family).

### PUBLIC BUSINESS

#### 1. APOLOGIES

*FCB RESOLVED (FCB 2014/01)* to receive apologies from Garry Thomas and Paul Crimp.

*(Moved Cr Robertson/Seconded Jackson)*

Carried

#### 2. CONFLICTS OF INTEREST

Ms Beattie declared a conflict of interest with the application for financial consideration from the Featherston Community Centre as her partner sits on the Featherston Community Centre Board.

Cr Robertson declared a conflict of interest with correspondence from the Featherston Community Patrol as she is a patrol volunteer.

#### 3. PUBLIC PARTICIPATION

##### 3.1 Kirsten Bett

Kirsten Bett spoke on the poor condition of a number of unoccupied buildings in Featherston believing them to be a health and safety issue. Mrs Bett proposed organising a petition and asked for Community Board support to help solve the problem.

##### 3.2 Carole Needham, Fell Locomotive Museum

Carole Needham tabled a quote and artists designs for Fell Locomotive Museum signs and requested the Community Board support for placement of a sign on Western Lake Road at Cross Creek.

#### 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*

1

3.3 Rhonda Jones, Featherston Beautification Group

Rhonda Jones presented updated information including partial quotes and a new design for the welcome to Featherston sign and requested the Community Board support the application for financial assistance as submitted.

**4. PRESENTATION TO COMMUNITY BOARD**

Gavin Smith, Child Youth and Family, submitted Doreen McKenzie's apologies and spoke about the Social Sector Trial in the Wairarapa. The trial involves the Ministries of Education, Health, Justice and Social Development, and the NZ Police working together to change the way that social services are delivered. The trial tests what happens when a local organisation or individual directs cross-agency resources, as well as local organisations and government agencies to deliver collaborative social services.

**5. ACTIONS FROM PUBLIC PARTICIPATION AND PRESENTATION**

5.1 Kirsten Bett

Mayor Staples addressed Ms Bett's concerns and advised that Council shared her concerns and Council officers were currently investigating the use of bylaws. The Community Board supported Mrs Bett's suggestion of organising a petition.

5.2 Carole Needham, Fell Locomotive Museum

The Board noted that if the Museum were seeking funding then they needed to make an application on the approved form.

*FCB RESOLVED (FCB2014/02) to agree in principle to endorse placement of an information/advertising sign on Western Lake Road.  
(Moved Carter/Seconded Jackson)*

Carried

5.3 Rhonda Jones, Featherston Beautification Group

Discussion was held over for consideration under financial assistance.

**6. COMMUNITY BOARD MINUTES/EXPENDITURE**

6.1 Featherston Community Board Minutes – 10 December 2014

*FCB RESOLVED (FCB 2014/03) that the minutes of the Featherston Community Board meeting held on 10 December 2014 be confirmed as a true and correct record.*

*(Moved Carter/Seconded Cr Robertson)*

Carried

6.2 Matters arising

There were no matters arising.

**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*

6.3 Action items from previous meeting

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

*FCB RESOLVED (FCB2014/04):*

1. To receive the action items.
2. Not to create a Featherston Community Board Facebook page and to use the Featherston Wairarapa page as a means of communicating to the Featherston Community.

*(Moved Jackson/Seconded Cr Robertson)*

Carried

6.4 Income and Expenditure Statement

*FCB RESOLVED (FCB 2014/05)* that the Income and Expenditure Statement to 31 December 2013 be received.

*(Moved Cr Davies/Seconded Cr Robertson)*

Carried

**7. OPERATIONAL REPORTS – COUNCIL OFFICERS**

7.1 Officers' Report to Community Boards

The Community Board reviewed the report and the Infrastructure and Services Group Manager answered queries regarding the lodging of waste water consents with GWRC.

*FCB RESOLVED (FCB2014/06):*

1. Receive the information.
2. In principal to commit funds in the 2014/2015 financial year for 10-trip swimming pool passes and a free swim day for the community (subject to availability of 13/14 costs).

*(Moved Cr Robertson/Seconded Carter)*

Carried

7.2 Report on Free Swim Tickets for Featherston Pool

*FCB RESOLVED (FCB2014/07)* to receive the information.

*(Moved Jackson/Seconded Cr Davies)*

Carried

7.3 Town Centre Beautification Budget 13/14

*FCB RESOLVED (FCB 2014/08)* to allocate \$5,000 from the Featherston Town Beautification budget to the Featherston Beautification Group for the purpose of erecting a 'Welcome to Featherston Sign' at the north end of Featherston, with the remainder of the funds committed to town centre development.

*(Moved Cr Davies/Seconded Cr Robertson)*

Carried

**DISCLAIMER**

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

## 8. COMMUNITY BOARD – COUNCILLORS REPORTS

### 8.1-8.2 Community Board Strategic Plan and the Community Board Role in Identifying the Community’s Strategic Direction

The Community Board considered agenda item 8.1 and 8.2 in tandem. Mrs Carter tabled Martinborough Community Board’s draft strategic plan.

*FCB RESOLVED (FCB 2014/09):*

1. Receive the information.  
*(Moved Carter/Seconded Cr Davies)* Carried
2. To share the information with the Martinborough and Greytown Community Boards.  
*(Moved Carter/Seconded Beattie)* Carried

## 9. CORRESPONDENCE

### 9.1 Inwards

From St Johns to Lee Carter dated 11 December 2013

*FCB RESOLVED (FCB 2014/10)* to receive the inwards correspondence.

*(Moved Cr Davies/Seconded Cr Robertson)* Carried

### 9.2 Outwards

To Pope and Gray from Lee Carter dated 8 January 2014

*FCB RESOLVED (FCB 2014/11)* to receive the outwards correspondence.

*(Moved Jackson/Seconded Carter)* Carried

## 10. FINANCIAL ASSISTANCE

### 10.1 Benedict Van Woerkam

The Community Board noted that grant criteria state that the application must be from a non-profit organisation.

*FCB RESOLVED (FCB 2014/12)* to decline the application for financial assistance from Benedict Van Woerkam

*(Moved Jackson/Seconded Carter)* Carried

Katie Beattie and Cr Dean Davies voted against this motion.

*FCB RESOLVED (FCB 2014/13)* to determine how the Community Board can meet the needs of individuals beyond grants.

*(Moved Jackson/Seconded Carter)* Carried

### 10.2 Life Education Trust

*FCB RESOLVED (FCB 2014/14)* to grant \$500 to the Life Education Trust and request feedback from the Trust on the benefits to Featherston school children and what programmes have been delivered to schools in the area.

*(Moved Cr Robertson/Seconded Beattie)* Carried

### DISCLAIMER

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

10.3 Featherston Library

The Community Board agreed that funding for technology should be funded by Council and if the requested items weren't covered by current budgets then a submission to the annual planning process could be made.

*FCB RESOLVED (FCB 2014/15) to decline the application for financial assistance from the Featherston Library.*

*(Moved Jackson/Seconded Carter)*

Carried

10.4 Masterton Safe & Healthy Community Council

*FCB RESOLVED (FCB 2014/16) to grant Masterton Safe & Healthy Community Council \$1000 for the purpose of establishing Neighbourhood Support in Featherston.*

*(Moved Cr Davies/Seconded Carter)*

Carried

10.5 Victim Support

*FCB RESOLVED (FCB 2014/17) to grant Victim Support \$500 for provision of services in the South Wairarapa.*

*(Moved Beattie/Seconded Jackson)*

Carried

10.6 Featherston Beautification Group

*FCB RESOLVED (FCB 2014/18) to grant Featherston Beautification Group \$2,500 for the purpose of establishing a Welcome to Featherston sign at the south end of Featherston.*

*(Moved Carter/Seconded Cr Davies)*

Carried

10.7 Featherston Community Centre

The Community Board noted that no monetary amount had specifically been requested.

*FCB RESOLVED (FCB 2014/19) to decline the application from the Featherston Community Centre.*

*(Moved Jackson/Seconded Cr Robertson)*

Carried

10.8 Featherston Community Patrol

*FCB RESOLVED (FCB 2014/20) to contribute ½ the room rental costs of the Anzac Hall Committee Room until 30 September 2016 on behalf of the Featherston Community Patrol.*

*(Moved Cr Davies/Seconded Carter)*

Carried

**Confirmed as a true and correct record**

.....Chairperson

.....Date

**DISCLAIMER**

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



**Featherston Community Board  
Action Items  
From 18 February 2014**

Ref #	Meeting	Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
433	FCB	16-Jul-13	Action	Paul	Laminate a list of defibrillator locations and seek permission to place in the Featherston supermarket and the Featherston Library	Open	Awaiting confirmation from the contact people on the original list that they are the right people to contact. Emailed prior to Christmas
544	FCB	27-Aug-13	Resolution	Mark	<b>Additional Signs for Featherston</b> FCB RESOLVED (FCB 2013/50): 1. To receive the information. 2. That signs are erected as follows: 'Town Centre' directional signs placed: a. At the start of the footpath as you leave the station platform; and b. On the corner of Bell and Johnston Streets. A 'Public Toilet' directional sign is erected so train users can locate the Featherston Public Toilet after exiting the train. (Moved Cr Robertson/Seconded Barrow) Carried	Open	CB didn't say Johnston St only Bell - might pay to double check or use common sense? 5/9 Officer to investigate and advise Emily Greenberg once signs are erected.8/11 F/U with FCB whether council actioning or FCB actioning. 28/11 - Officer to determine who will action this. 14/1/14 - Requires further clarification whether Council or FCB action. 7/2 - In discussion with Roding Dept 22/2 - Sara to liaise with FCB and action. 18/2/14 Katie Beattie to liaise with officers
855	FCB	10-Dec-13	Resolution	Lee Carter	Proposed Redeployment of Police CCTV system to Featherston FCB RESOLVED (FCB 2013/82): 1. To make a submission to the SWDC 14/15 Annual Plan supporting the use of a CCTV system camera (or alternative) in Featherston. (Moved Carter/Seconded Thomas) Carried	Open	
865	FCB	10-Dec-13	Action	Mark	Investigate the best type of camera system and associated costs for use in Featherston and the South Wairarapa, with the information being made available for Council annual planning discussions	Closed	25/3/14 MDC/Police have not finalised the new system yet - tenders closing within 2 weeks. Once finalised information will be available. Action closed and 855 kept open as a placeholder.
69	FCB	18-Feb-14	Resolution	Lee Carter	<b>Community Board Strategic Plan and the Community Board Role in Identifying the Community's Strategic Direction</b>	Open	

Ref #	Meeting	Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
					FCB RESOLVED (FCB 2014/09): 1. Receive the information. (Moved Carter/Seconded Cr Davies) Carried 2. To share the information with the Martinborough and Greytown Community Boards. (Moved Carter/Seconded Beattie) Carried		
73	FCB	18-Feb-14	Resolution	Lee Carter	FCB RESOLVED (FCB 2014/13) to determine how the Community Board can meet the needs of individuals beyond grants. (Moved Jackson/Seconded Carter) Carried	Open	

<b>Featherston Community Board</b>	
<b>Income &amp; Expenditure to 28 February 2014</b>	
<b>INCOME</b>	
Balance 1 July 2013	24,392.01
Annual Plan 2013/14	20,959.00
<b>TOTAL INCOME</b>	<b>45,351.01</b>
<b>EXPENDITURE</b>	
Members salaries	6,115.56
<b>Total Personnel Costs</b>	<b>6,115.56</b>
AP F Telecom New Z Fsn Info Centre	78.57
AP Featherston Pho Full page Phoenix	75.00
AP F Telecom New Z Fsn Info Centre	78.70
AP 16 guests 10/9/13 C/Brds	37.10
AP F Telecom New Z Fsn Info Centre	78.50
AP Featherston Inf Reimb exp-coffee,stationery,print cartr	71.20
AP SOLGM Desk/Pocket Diaries 2014	31.80
AP F Telecom New Z Fsn Info Centre	79.19
AP 5 x 50mtr LED Fairy Lights	3,043.48
AP Flagz Limited Christmas Banners	1,760.00
AP F Telecom New Z Fsn Info Centre	80.62
AP Power Services Replace flags attach brackets	539.20
AP NZ Local Govern Annual Com Brd levies	166.66
AP Masterton Distr Xmas Parade 2013	200.00
AP Featherston Pho 1/2 page in phoenix	90.00
FSTN INFO CENTRE COMPUTER AND PRINTER FOR FSTN INFO CENTRE	1,490.00
fstn community patrol committee room hire fstn community patrol	100.00
AP F Telecom New Z Nov/Dec Telecom charges	78.10
AP Power Services FCB remove banners	216.00
expenses x wages exps x wages Dec	49.50
AP F Telecom New Z Fsn Info Centre - January	78.71
CORRECT CODING FSTN COM PATROL DEC ROOM HIRE	20.00
AP The Sign Factor Fsn Christmas signs	30.00
expenses x wages exps x wages Jan/Feb	139.00
<b>Total General Expenses</b>	<b>8,611.33</b>
AP Wairarapa Mathe Community Board Grant 2013	200.00
AP Kokomai Creative Festival 2013	1,000.00
AP Featherston Com Upgrade toilets - grant	2,000.00
AP Grant-Regional Tournament attendance	250.00
AP NZ Council of V Victim Support Grant FCB	500.00
<b>Total Grants</b>	<b>3,950.00</b>
<b>TOTAL EXPENDITURE</b>	<b>18,676.89</b>
<b>ACTUAL NET SURPLUS/(DEFICIT) YEAR TO DATE</b>	<b>26,674.12</b>
<b>LESS: COMMITMENTS</b>	
Salaries to 30 June 2014	3,889.44
Emergency Fund	2,000.00
Chor Farmer Donation for Garden of remembrance	265.53
Plaque for Messines Shelter	50.00
Men's shed site development 2,500 13/14 and 2,500 14/15	2,500.00
Santa For Xmas Parade	100.00
Featherston Lights	1,856.52
Featherston Free swim	461.00
Life Education Trust	500.00
Safe & healthy community council - Neighbourhod support	1,000.00
Featherston Beautification Group - Welcome to Featherston Sign	2,500.00
<b>Total Commitments</b>	<b>15,122.49</b>
<b>BALANCE TO CARRY FORWARD</b>	<b>11,551.63</b>

# FEATHERSTON COMMUNITY BOARD

1 APRIL 2014

---

## AGENDA ITEM 7.1

### OFFICERS' REPORT

---

#### **Purpose of Report**

To update the Committee/Community Board on the Council activities.

#### **Recommendations**

Officers recommend that the Committee/Community Board:

1. *Receives the information.*

#### **Chief Executive Report**

##### **1.1 Staffing**

We are currently recruiting for the role vacated by JP Irwin. There has not been a lot of interest so far and we are exploring all our options to ensure the requirements of this role are covered.

##### **1.2 Occupational Health and Safety**

There were no incidents reported since the last Council meeting.

There has been a change in legislation signaled which will come into effect mid/late this year.

This is a significant change in direction with more liability placed on organisations, and this flows through to contractors working for those organisations.

As more information comes to hand we will brief Council.

##### **1.3 Local Government Commission/Governance Review**

The Local Government Commission (the Commission) continues its background work.

The Commission signalled the preferred option would be announced mid-March in its latest newsletter, and a few days later we were informally advised that the date had been pushed out to late April/early May.

Councillors will be updated as new information comes to hand.

## **1.4 Meetings**

The period since the last meeting has been highlighted by the attendance of the SOLGM Retreat at Wanaka, and a couple of weeks "leave".

### **1.4.1. SOLGM Retreat**

This was held at Wanaka and was attended by around 30 participants from around the country.

The conference was well worthwhile with a couple of key presentations of relevance.

Bruce Robertson from the OAG gave a presentation on recent audit issues and spoke in some detail about the Mangawhai incident. There were a number of relevant points for us:

- Mangawhai built a flash treatment plant before they had anywhere to disperse the treated waste. This resulted in a "fire purchase" where expensive land had to be purchased quite some distance away
- Very long term project with no clear strategy
- Complex financing arrangements which meant debt was not on balance sheet and visible
- Auditors could not really work out how much the project had cost, this resulted from:
  - Poor management
  - Poor recordkeeping
  - Poor management
- Flawed contracting process – Kaipara DC started the process with a PPP approach, legislation changed which meant this was no longer applicable, KDC kept discussions with initial contractor (whose parent company had subsequently gone into liquidation)...

I had a discussion with Bruce Robertson (OAG) and will engage again in due course to discuss our project.

Olympic Rowing champions Hamish Bond and Eric Murray were the motivation speakers and while I thought this would be interesting I anticipated that it would be the usual "go away feeling really motivated, then wake up in the morning to the real world" BUT there was a real gem in there and it was that while they think about the next Olympics, they really only concentrate on the next three or four months.

This has real relevance to our big projects, you have to concentrate on and meet the short term requirements (get the consents filed) otherwise you won't achieve the endgame.

Johnathan Salter from Simpson Grierson also gave an interesting presentation on current legal issues, as usual the lawyers cannot come up with much concrete stuff because a lot relies on interpretation of individual situations.

All in all a worthwhile conference.

### **1.4.2. TOI Wairarapa**

I attended an initial meeting to ascertain the scope of the review Council agreed to fund.

This review process will be based around the existing charter and will take a couple of months to complete.

The actual mechanics of the review have not been decided as there are still some funding issues to be resolved.

### **1.5 Legislation**

The pace of legislative change continues unabated and while I won't comment specifically, one matter I noted from the SOLGM submission on the LGA Amendment Bill No 3 was that a lot of the commentary was on the actual structure and wording of the Bill. The point was that it appears poorly drafted, which means that unless it is changed, when it is enacted, a lot of misinterpretation will result.

Hopefully this will be fully remedied.

### **1.6 Elections**

The Greytown Community Board by-election was successfully completed.

### **1.7 Wastewater Update**

A significant milestone was reached with the lodgement of consents for all three towns.

In consultation with GW, these have been lodged as "working drafts" which allows better informal discussions prior to formal lodgement due end March.

The timeline for final issuance is end November 2014, this does depend on the process, however we are confident consents will be issued by that date.

As mentioned this is a significant milestone for SWDC and in particular Mark Allingham and Bill Sloan need to be commended.

### **1.8 Insurance Review**

LGNZ commissioned a review of the Local Government insurance market, the author (Craig Stobo) arrived at three recommendations –summarised:

- Encourage councils to spend more on risk profiling, risk management, and risk mitigation
- Create a Local Authority owned agency, not an insurance provider (like Civic), but to get the best deals in the market
- Rearrange the 60/40 split between LA's and the Government – change to self-insurance, commercial insurance, and taxpayer support.

This is a complex issue and I will keep members updated as progress is made.

## 1.9 Financial Statements

Financial Statements for the seven months ended 28 February will be tabled.

## 2. Discussion

### 2.1 Rate Arrears

Efforts continue on rate arrears. The table below outlines the situation as at 17 June 2013, and excludes multi ownership Maori land.

<b>Date</b>	<b>Amount \$'000</b>	<b>Number</b>	<b>Days since installment due</b>	<b>SWDC component \$'000  (81%)</b>
30 June 2011	\$851	631	31	\$689
1 August 2011	\$780	463	64	\$632
28 November 2011	\$969	760	7	\$785
1 March 2012	\$925	690	7	\$740
16 March 2012	\$830	602	23	\$672
23 March 2012	\$790	555	30	\$640
1 June 2012	\$855	722	10	\$692
19 June 2012	\$730	632	31	\$591
10 September 2012	\$947		21	\$767
15 February 2013	\$820	565	57	\$664
17 June 2013	\$913	740	27	\$739
4 March 2014	\$1,033	863	12	\$836

9 ratepayer accounts have been referred to our lawyers for an initial letter. If there is not response to these initial letters formal legal action will commence. The cost of this formal legal; action is recovered from the ratepayer.

A further 45 demands have been made to organisations who have an interest in properties that are in arrears. This is mainly banking institutions.

### 2.2 Service Performance Measures

The following table updates results year to date for the service performance targets set for the 2013/14 Annual Plan. The "don't know" column is included so readers can ascertain the "non negative" results, e.g. in the first measure below there were 11% of the respondents that felt they could not make contact.

	<b>2013/14 Target</b>	<b>2013/14 Survey result</b>	<b>Don't Know</b>	<b>Source</b>
Ratepayers and residents feel they can contact a Council member to raise an issue or problem	75%	73%	16%	NRB Survey 3 yearly*
Ratepayers and residents feel that the Mayor and councillors give a fair hearing	75%	62%	21%	NRB Survey 3 yearly

	<b>2013/14 Target</b>	<b>2013/14 Survey result</b>	<b>Don't Know</b>	<b>Source</b>
to their views				
Ratepayers and residents are satisfied with Council's decisions and actions	50%	76% (very or fairly satisfied)	8%	NRB Survey 3 yearly
Ratepayers and residents are satisfied with how Council allocates rates/funds to be spent on the services and facilities provided (target peer group age)	78%	64%(very or fairly satisfied)	14%	NRB Survey 3 yearly
Community Board decision - making reports on local issues	90%			Community Board reports and minutes
% of ratepayers and residents who know how to contact a community board member	65%	65%		NRB Survey 3 yearly
Ratepayers and residents satisfied with the way Council involves the public in the decision it makes	65%	49%	31%	NRB Survey 3 yearly
The Maori Standing Committee makes recommendations to Council in relation to policy and plan development and resource management applications	100% applicable applications			Maori Standing Committee minutes

### **2.3 LGOIMA Requests**

- 14-Jan Vomle Springford, Wairarapa Times Age: re: Noise complaints in 2013, type of noise, street and outcome. The response noted there were 183 complaints during the period with one seizure of equipment.
- 7-Feb Jordan McCluskey, NZ Taxpayers' Union Re: Mayor's office costs including staff. A response has not been prepared at the time of this report.
- 7-Feb Jordan McCluskey, NZ Taxpayers' Union Re: Rates and charges levied by Council. A response has not been prepared at the time of this report.
- 18-Feb Katherine Raue asking about the sculpture in Featherston. A response has not been prepared at the time of this report.

Contact Officer: Paul Crimp, Chief Executive



# PLANNING AND ENVIRONMENT GROUP REPORT

---

## 1. Group Overview

The Group is responsible for the resource management and public protection (building consents and enforcement, noise control and enforcement, dog and animal control and liquor, health, food licencing) significant activities of Council.

Principally staff are focussed on processing Resource Consents, Building Consents, Food/Liquor/Health Licences, Dog/Animal Control and bylaws enforcement, along with developing plans, policies, strategies and bylaws.

## 2. Resource Management

2.1 **Resource Management Act Service Level** – *all consents will be processed efficiently.*

Annual Plan Target	Period 10/1/14 to 25/2/14	2013-14 Year to date	2012-13	2012-11
100% (no) of Resource Consents completed within statutory time frames (Non - Notified 20wd's; Notified but no hearing 50wd's)	100% (15)	97% (78)	97% (100)	99% (101)
100% (number) of S.223 Certificates issued within 10wd's	100% (5)	100% (30)	100% (24)	97% (39)
100% (number) of S.224 Certificates issued within 15wd's of receiving all required information	100% (7)	96% (25)	100% (18)	91% (48)

Council received 17 (the previous year 10) resource consent applications between 10/1/2014 and 25/2/2014. Officers provide detailed information as part of fortnightly updates, subject to data availability, on all consents direct to Council and Community Board members, so this information is not listed here.

**2.2 Local Government Service Level - it is easy to purchase information on my property in the district.**

<b>Annual Plan Target</b>	<b>Period from 10/1/14 to 25/2/14</b>	<b>2013-14 Year to date</b>	<b>2012-13</b>	<b>2011-12</b>
100% (no) of Land Information Memoranda processed within 10 working days.	100% (22)	100% (73)	100% (204)	98.9% (180)
100% (number) of Land Information Memoranda processed within 4 working days	100% (29)	100% (85)	N/A	N/A
100% of LIMS contain all relevant and accurate information (complaints received)	100%	100%	99.5% (1 query)	N/A

There has been a 36% increase in the number of LIMs this year (year to date 158) compared to this time last year (YTD 116). Between 10 January and 25 February 51 LIMs were processed, for the same period last year, 36 were processed. There has been a 75% increase of LIMs due out within the specified "Urgent" timeline (5 working days) compared to this time last year.

**2.3 Reserves Act Service Level - Council has a reserve management programme.**

<b>Annual Plan Target</b>	<b>2014-13 Year to date</b>	<b>2013-12</b>	<b>2012-11</b>
One new or reviewed Reserve Management Plan completed and adopted	1 Programme completed for year	1	1

**2.4 Plans, Policies and Strategies Service Levels – Council has a combined District Plan that provides certainty of land use / environmental outcomes at the local and district levels. The combined District Plan has a monitoring programme that provides information on the outcomes of the District plan at local and district levels. Our environment is being cared for. The Council works with others to protect natural and cultural icons of the district. Accurate, prompt and courteous advice will be delivered to people to help understand the District Plan rules.**

<b>Annual Plan Target</b>	<b>2013-14 NRB Survey</b>	
65 % of ratepayers and residents satisfied with the District as a better place to live.	35%	57% same or unsure

65 % of ratepayers and residents satisfied with the image of the closest town centre	70% very fairly satisfied	1% don't know
--	---------------------------	---------------

### 3. Public Protection

**3.1 Building Act Service Levels** - 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.

Annual Plan target	Period 15/1/14-26/2/14	2013 -14 Year to date	Same period last year
Consents received	47	258	40
Consent processing performance (100% within 20wd's)	100%	98.76%	100%
Certificate of Acceptance processing performance (100% within 20wd's)	100%	83.33%	N/A
Code Compliance Certificate processing performance (100% within 20wd's)	100%	99.54%	96.30%
Council maintains processes so that it meets BCA Accreditation every 2 years	Renewed Feb 2014	IANZ review 28/1/2014	N/A
Earthquake prone building reports received to date (60% 13/14 year)	3	127/221 (57.46%)	1

Building consent numbers from 1 July 2013 to 26 February 2014 (Year to Date) total 258 consents. For the same period the year before (2013 - 14) the total was 250.

Type	Number	Value
<b>Commercial</b> (shops, restaurants, rest home – convalescence, restaurant /bar / cafeteria / tavern, motel, commercial building demolition - other commercial buildings)	5	\$425,000
<b>Industrial</b> (covered farm yards, building demolition, warehouse and/or storage, factory, processing plant, bottling plant, winery)	5	\$344,095
<b>Residential</b> (new dwellings, extensions and alterations, demolition of building, swimming and spa pools, sleep-outs, garages, relocations, heaters, solid fuel heaters.	29	\$1,086,830
<b>Other</b> ( public facilities - schools, toilets, halls, swimming pools)	1	\$300,000
<b>Totals</b>	40	\$2,155,925

## **IANZ Accreditation Assessment**

The 2-yearly IANZ (International Accreditation NZ) accreditation assessment was completed on 29, 30, 31 January 2014. The purpose of this audit is to ensure the BCA (Building Consent Authority) at SWDC continues to meet the criteria set out in the accreditation regulations.

The audit is a fact-finding exercise undertaken jointly by the IANZ staff and the assessment team. The objective of the assessment is to confirm that the organization is actually doing what their manuals say they do and that the required outcomes are achieved.

During its on-site visit, the assessment team focused on the technical operations, the management system, the competence of key personnel, and on the methods and procedures used in the consenting and inspection activities.

Information gathering included, but was not limited to, review of records, discussions with management and technical and support personnel and the observation of consenting and inspection activities. The team witnessed inspections and other work relevant to the consenting and inspection processes.

The assessment took three full working days. It began with an entry meeting between the assessment team and the senior building staff to:

- a) Introduce the team members and BCA personnel
- b) Finalise the timetable
- c) Finalise Witnessing arrangements
- d) Resolve any immediate queries that the assessors or staff may have.

The assessment ended with an exit meeting during which a summary of areas of non-compliance found were presented. All findings were fully discussed before the team left and agreement was reached on the actions required to address the non-compliances.

SWDC has now received the written report on the assessment findings. A copy of the assessment report has also been provided to MBIE (Ministry of Business, Innovation and Employment). The report normally places the findings into two categories,

- **Corrective Action Requests** are actions that the organisation must carry out before accreditation can be granted. CARs will relate to non-compliance with The Act, Regulations, the organisation's documented systems or related technical standards, specifications etc.
- **Recommendations** are actions that the organisation is urged to carry out in the interests of good practice, but are not considered CARs. A strong recommendation, if ignored, may lead to corrective action at a subsequent assessment.

The result of the audit for SWDC was excellent in that no CARs were identified.

This result places SWDC's BCA in an elite few where no CARs were created and is an outstanding result.

There were however 24 strong recommendations and 23 recommendations.

The strong recommendation will need to be addressed prior to the next IANZ audit in 2016 otherwise these will automatically become CARs. The recommendations do not need any action as these are only observations from the IANZ team to provide improvements to procedures seen within the time they were here.

Work has already started on addressing the strong recommendations.

The audit team were very impressed with SWDC's BCA. Very positive comments were made at the exit meeting by the auditors. Comments were also made in the audit report that stated:

*"Working with the BCA staff was very rewarding as there was a very professional commitment to continuous improvement of all quality systems both technical and non-technical. No corrective action requests were determined. Because the BCA had been very proactive in their implementation of their quality system the assessment team was able to focus on fine tuning the BCA's processes and this resulted in a number of strong recommendations being made".*

## 4. Public Protection

4.1 **Sale and Supply of Alcohol Act Service Level** –*The supply of liquor is controlled by promoting responsible drinking.*

<b>Annual Plan Target</b>	<b>Target 2013/2014</b>	<b>Period 1/12/13- 21/1/14</b>	<b>2013-14 Year to date</b>
Premises that sell liquor are checked prior to renewal to make sure they comply with the Sale of Liquor Act/Sale and Supply of Alcohol Act	100%	100% (8)	100% (25)
% of premises that fail at first inspection	20%	0%	0%

2 On-Licences and 3 Manager's Certificates were renewed from 1 January to 28 February 2014. 15 new Manager's Certificates were issued.

**4.2 Health Act and Food Hygiene Regulations Service Level – Food services used by the public are safe.**

<b>Annual Plan Target</b>	<b>Period 1/12/13- 21/1/14</b>	<b>2013-14 Year to date</b>	<b>2012-13</b>	<b>2011-12</b>
Premises failing to comply with Food Hygiene regulations that are re-inspected within a 3 month period and enforcement is affected if offence continues	Nil	100% (2)	100%	100%

**Food Safety Review**

The Government Inquiry into the Whey Protein Concentrate (WPC) Contamination Incident was finally released in December 2013. The Food Bill has been on hold pending the outcome of this inquiry.

The Inquiry recommends any further work on the Bill be completed promptly and sees no reason to delay the enactment of the Bill. In the interim Council officers are continuing with the voluntary implementation of Food Control Plans with food premises who have agreed to change to the new system.

To date 19 food premises have changed from the Food Hygiene Regulations regime to the new Food Safety Plan. Audits of each FSP are presently completed on an annual basis. The new system currently takes longer to complete than a Food Hygiene inspection.

**Safe Food- Martinborough Fair**

All participating food stalls at Martinborough Fair were inspected during the February and March Fairs. In general terms there was good compliance. Officers are intending to have a debrief session with the Fair Convenor with the intention of improving the advice and information for food stall holders and the procedures for collecting information and approvals.

**4.3 Resource Management Act Noise Control Service Level –the Council will respond when I need help with noise control**

<b>Annual Plan targets</b>	<b>2013-14 year to date</b>	<b>2012 -13</b>
% of calls received by Council that have been responded to.	96.4%	100%

There were 27 afterhours noise complaints from 1 January 2014 to 28 February 2014. 16 of these were in Featherston, 3 in Greytown and 8 in Martinborough.

**4.4 Dog Control Act Service Levels – dogs do not wander freely in the street or cause menace to humans or stock.**

<b>Annual Plan Target</b>	<b>2013 -14 year to date</b>	<b>2012 - 13</b>
Undertake public education, school and community visits to promote safe behaviour around dogs and/or responsible dog ownership	None to date. 1-2 visits planned for Gtn School in May 2014	Did not meet target
Complaints about roaming and nuisance dogs are responded to within 4 hours.	100%	100%

**4.5 Stock Control Service Level – stock do not wander on roads, farmers are aware of their responsibilities**

<b>Annual Plan Targets</b>	<b>2013 -14 year to date</b>	<b>2012 - 13</b>
Stock causing a traffic hazard is responded to within 1 hour (100%)	100% (31)	100% (56)
Council responds to complaints regarding animals within 40 hours (100%)	100% (2)	100% (8)

**Dog Registration**

As at 27 February 2014 there are 2,827 registered dogs with 1,605 owners. There are currently 36 unregistered dogs, with 30 owners who have been or are in the process of being infringed for this offence.

**Dog and stock control incidents**

The following table provides a summary snapshot of dog and animal control incidents between 1 December 2013 and 21 January 2014.

<b>INCIDENTS REPORTED</b>	<b>Martinborough</b>	<b>Featherston</b>	<b>Greytown</b>
Attack on Pets	1	1	0
Attack on Person	0	0	0
Barking and whining	2	1	1
Lost Dogs	0	2	0
Found Dogs	0	0	1
Rushing Aggressive	0	0	1
Wandering	1	6	1
Welfare Concerns	0	0	1
Stock	1	2	4
<b>Total</b>	<b>5</b>	<b>12</b>	<b>9</b>

## **Bylaws**

2 litter complaints were received from 14 January 2014 to 27 February 2014. 22 long grass notices were issued and 7 letters regarding over grown trees and hedges were issued. 3 abandoned vehicles were reported and 2 general complaints were received.

## **Coastal Ranging Activity**

The season (from December 1, 2013 to February 28, 2014) was weather-affected. The campers were generally well behaved, but numbers were lower than what could have been expected.

Sandy Bay boat launch was very well used. An initial problem of some users blocking the boat launching area occurred but was resolved. Camping at Sandy Bay was not a problem, with only 1 eviction during the season.

Ngawi and Te Awaiti were far and above the heaviest used Reserves as shown in the Average Daily Users table below.

<b>Area</b>	<b>December</b>	<b>January</b>	<b>February</b>	<b>Maximum</b>
<i>Tora</i>	6	2.2	4.2	30
<i>North Tora</i>	4	2	0.6	20
<i>Te Awaiti</i>	14	11	7	80+
<i>Ngawi</i>	23	25	11	100+

Both Earth Care Environmental and City Care performed well with rubbish collections and the new setup with plastic bins worked efficiently. Only on 2 occasions was it necessary for Earth Care Environmental to provide 'next-day' pickups at Ngawi.

Over the season 6 illegal and potentially dangerous fires were extinguished. Vandalism has been limited to 1 signpost, which was repaired, and 2 "No Camping" signs, which were replaced.

People claimed they were unaware that dogs were prohibited. This was a contentious issue at times with campers "ordered off" because they had dogs with them. Officers are looking at options for addressing this problem for the next season through better information.

Even so, SWDC's Coastal Camp sites were greatly appreciated. The vast majority of campers were considerate and took pride in this resource. They were respectful and appreciative of the council's service, and took great pains to keep things tidy and pleasant.

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



# INFRASTRUCTURE AND SERVICES GROUP REPORT

---

## 1. Consents

### 1.1 Wastewater

The three discharge consent applications (Working Draft Format) for the Council wastewater treatment plants were submitted to Greater Wellington by 31 January 2014 in accordance with the required time frame.

Separately and arising from a meeting with Papawai Residents on 22 January 2014, attended by the Mayor, Councillors and a Council officer were a range of concerns expressed about Councils future intentions for the land now owned by Council between Tilson's Road and Pah Road, adjacent to the Papawai Marae and associated existing housing communities.

Subsequently, residents requested the Regional Council to grant Council additional time for full lodgement of the Greytown Wastewater Discharge consent application. This was to provide time for further pre- consultation with the local community and other interests.

Greater Wellington Regional Council have considered this request and on 4 February 2014 granted Council a three month extension of time. This will not impact overall planned timeframes.

Further consultation will take place with the Papawai Residents and Marae interest group in the near future.

This additional consultation will not impact the planned consent issuance of late November 2014, as the issues can be worked through at the same time as the consent is progressed with GW.

In respect of the Martinborough and Featherston consents, the Council team proposes to prepare the working draft applications to final draft status by the middle of March for consideration by the Regional Councils Consent processing team.

It is anticipated the Greytown consent application will be finalised and submitted in April once pre- consultation with the Papawai community has been concluded.

### 1.2 Water

All water take consents are current. Council is advised that a new consent will be required take water from the new bores at Woodside for the Waiohine Water Treatment Plant.

These new bores form part of the improvement programme underway for the Featherston/Greytown water supply upgrade.

### 1.1 1.3 Coastal

Consultation continues to take with place affected parties and nearby landowners as the Site Environmental Management Plan required for the

Whatarangi Foreshore protection works is developed for regulatory approval.

### **1.2 1.4 Gravel Pit Extraction and Other**

Awaiting DoC feedback for the Otakaha Stream mouth extraction rights (new site) so that consent renewal processes can resume.

Separate consent is required for a one off proposal gravel take in the Awhea Catchment. This take is necessary to provide an affordable source of road construction material for proposed road improvement works at Fullers Bridge.

### **1.3 1.5 Water Supply Capital Improvements**

The new production bore at Woodside required for the water supply upgrade has been drilled. Testing, development and yield confirmation is expected to be completed by the end of March 2014.

Following that detailed design for the borehead and transmission pipeline works will get under way.

## **2. Operations Utility Assets and Services**

### **2.1 2.1 Wastewater Treatment Plants**

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

### **2.2 2.2 Wastewater Reticulation**

There were four reported pipeline blockages during the period.

### **2.3 2.3 Water Treatment Plants**

Martinborough and the Featherston/Greytown Water Treatment Plants operated routinely throughout the period.

River levels have been monitored as trending information shows that the levels have come close to the trigger points, although the levels have remained above the trigger points, and no water restrictions have been imposed.

Community water usage and rainfall records and trending is attached for Council's information in Appendix 1.

### **2.4 2.4 Water Reticulation**

There were 26 water reticulation repairs reported and rectified during the period.

There was a transgression for E Coli at the Pirinoa water treatment supply that was reported to the Drinking Water Assessor and followed up, as per the Drinking Water Standards. The transgression indicated low-level contamination that was potentially related to the high rainfall in the previous days. The three follow-up samples were taken and were all clear,

this indicated that it was a one-off event. A sanitary survey was completed by CCL and showed that the treatment plant was operating normally and there was nothing out of the ordinary. The school was notified on the transgression and all follow up actions were undertaken under the direction of the Drinking Water Assessor.

### **2.5 2.5 Water Races**

The routine monthly inspections and blockage clearing of the water race network has been performed by City Care Ltd to maintain satisfactory flows. There were eight reported accounts and requests for blockage clearing and cleaning for the Moroa and Longwood network over the period. Notices to land owners where required for water race cleaning have been sent out.

### **2.6 2.6 Waste Management**

There has been on-going complaints regarding refuse and recycling collection specifically in Featherston and Martinborough, this will be addressed at the next Waste Minimisation Monthly Contract Meeting held 10 March 2014.

The waste minimisation officer will consult with the community looking at alternative location options available for recycling out at Tukurumuri.

Waste export and recycling tonnage data for the period is attached in Appendix 2.

### **2.7 2.7 E-Waste Collection District Wide**

The contractor advises that the free TV take back scheme continues to be successful and that there has only been minimal focus on other e -waste items.

Once the TV take-back scheme is concluded possible as early as the end of this month Council might like to consider what level of subsidy it can offer to encourage the separation of e -waste componentry from the residual waste stream.

Officer will prepare some reporting around this in the future.

## **3. Roding and Reserves**

### **3.1 3.1 Roding Maintenance – Oldfield Asphalts**

Inspections have taken place on several unsealed roads and road maintenance methods will be discussed with the contractor. While unsealed roads should be treated and driven on as such there are areas that can be improved via changes in methodology and frequency's.

### **3.2 Road remarking's**

The Contractors have just completed the annual road remarking programme region wide, which included centre lines, giveway and stop signs, pedestrian crossings and bus stops. New markings were also completed such as carparks at Kuranui College and on Ohio Street.

### 3.3 Tenders for Contracts

Tenders are now open for both the Bridge Maintenance contract and the Road Maintenance contract; closing dates are 11 March and 31 March respectively. The Road Maintenance contract has been done in conjunction with both Carterton and Masterton District Council, with all three contract's tenders closing and being awarded on the same days.

This contract is still to be let as 3 separate contracts without alternates being considered. Discussions need to take place at the earliest convenience should this wish to be revisited

## 4. Amenities

### 4.1 4.1 Graffiti

**Table 1 – Graffiti strikes January 2014**

Town	Strikes on SWDC property	Strikes – other property	Total strikes	Location
Featherston	6	4	10	Lamp post opposite playground, Cross creek railway station, Otarua Reserve
Greytown	0	0	0	
Martinborough	9		9	Corner of Malcolm and Jellicoe Street on the street sign and side walk

**Table 2 – Graffiti strikes February 2014**

Town	Strikes on SWDC property	Strikes – other property	Total strikes	Location
Featherston	3		3	Cherry tree park, Garden of Remembrance,
Greytown	1	1	1	Greytown town centre, Woodside railway station
Martinborough	0	0	0	

**Table 3 – Graffiti strikes March 2013 – February 2014**

Town	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	TOTAL
Featherston	23	87	101	0	5	1	1	50	44	12	10	3	337
Greytown	1	0	0	1	0	0	1	0	0	0	0	1	4
Martinborough	0	0	13	0	0	0	2	3	0	0	9	0	27
TOTAL	24	87	114	1	5	1	4	53	44	12	19	4	368

**4.2 4.2 Non-graffiti vandalism****Table 4 – Vandalism strikes – January 2014**

Town	Strikes on SWDC property	Location
Featherston	14	9 x public toilets, 2 x playground, 2 x Anzac Hall windows, Information Centre fence
Greytown	2	2 x Arbour Reserve toilet
Martinborough	3	Blister gardens, street bin lids ripped off

**Table 5 – Vandalism strikes – February 2014**

Town	Strikes on SWDC property	Location
Featherston	9	2 x Library back fence, Library courtyard fence, Library shed, Anzac Hall- windows, 2 x swimming pool fence, Dorset Square fence, Info Centre windows
Greytown	0	
Martinborough	0	

**4.3 4.3 Playgrounds**

Two pieces of equipment are currently out of action at Martinborough playground. The rotating platform is beyond repair and requires replacement. The large slide is under repair, but is technically non-compliant with current standards and should be replaced.

**4.4 4.4 Sports fields and facilities**

The timetable and process for transitioning Soldiers' Memorial Park from cricket to football has been agreed with City Care and the sporting bodies. The agreement enables a final fundraising cricket match to be held on the park on 5 April.

**4.5 4.5 Pensioner housing**

One new resident moved into the Cicely Martin Flats in Martinborough in January. There are currently no vacancies at any of the flats. There are 7

people on the waitlist for Martinborough, 5 for Westhaven and 10 for Featherston.

A review of the exteriors and grounds of the flats has been carried out by officers and City Care.

#### **4.5.1 Burling flats, Featherston**

General maintenance has been carried out, with the hedges being trimmed and some gardens directly outside the flats being removed. Soil is being dug out to get the garden level lower as the soil has been touching the wood of the buildings which causes rot. The beds are currently being prepared for winter planting. The entrance to the Burling Flats has been tidied up and a new 'Burling Flats' entrance sign erected. The broken concrete picnic table now has a new wooden top.

#### **4.5.2 Westhaven flats, Greytown**

General maintenance and grounds tidying has also begun at Westhaven, with the bushes at the southern end of flats being trimmed, tidied and raised. A new picnic table has also been installed in the park area, built by the members of the Greytown Menz Shed. Planting on the road frontage garden of the flats where the pencil cypress trees were removed will be carried out late autumn to winter.

General maintenance and grounds maintenance works will be completed at Matthews and Cicely Martin Flats in the coming months.

### **4.6 4.6 Parks and Reserves**

#### **4.6.1 Featherston**

Remedial works to the "Windgrass" sculpture were carried out by the artist, Kon Dimopoulos, assisted by City Care staff. All rods have now been replaced.

### **4.7 4.7 Toilets**

#### **4.7.1 South coast**

Planning is underway for a replacement to the current "long-drop" toilet at the Ngawi surf break.

### **4.8 4.8 Properties**

#### **4.8.1 Featherston**

The carpet in the Featherston Information Centre has now been completely replaced. The carpet had become loose and baggy as a result of rising damp from undrained stormwater beneath the building. A new stormwater system has been put in.

### **4.9 4.9 Cemeteries**

#### **4.9.1 Featherston**

There was one burial and one ashes interment in February. Work will start shortly on the construction of the third ashes wall.

#### **4.9.2 Greytown**

There was one burial in January and one ashes interment in February. Planning has begun for the installation of the first in-ground ashes beam at Greytown Cemetery.

#### **4.9.3 Martinborough**

There was one burial and one ashes interment in January and one burial in February. The services (RSA) ashes wall is showing some cracking, assumed to be from the 21 January Eketahuna earthquake. Planned repair work will involve partial disassembly of the wall to insert reinforcing. This work will not affect any of the occupied niches.

#### **4.10 4.10 Swimming Pools**

This season is still on track to finish on 16 March 2014. School classroom swimming sessions are operational daily at all three pools as well as special events such as the Featherston Community Relay, various school swimming sports and cluster swims. Featherston and Greytown pools also have regular evening use by Featherston and Greytown swimming clubs. January statistics are provided in table 6 below.

**Table 6 – Public opening hours - swimmer numbers for all pools January 2014**

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

#### **4.10.1 Wellington Anniversary Day Free Swims**

Greytown and Featherston Pools both hosted very successful free swim days on Wellington Anniversary day, 20 January 2014. Featherston and Greytown Community Boards sponsored these for their respective pools. Featherston Pool had its highest swimmer numbers for the month that day, with 68 swimmers. Greytown pool hosted 88 swimmers which was the fifth highest swimmer number for the month.

#### **4.10.2 Sponsorship of 10-swim tickets**

Featherston Community Board sponsored 30 child 10-swim tickets and Martinborough community board 20, to be given out to local families who might not otherwise be able to afford regular swimming. The tickets were passed on to Child Youth and Family as well as the Safer Communities Council to distribute. Due to privacy requirements, no attempt was made to monitor the uptake and usage of the tickets. However CYF staff said they thought the idea was extra special and very kind giving at Christmas/school holidays and would be greatly received.

### **4.10.3 Family Swim Nights**

The three pools also hosted free family swim nights thanks to sponsors Earthcare Environmental, City Care and CLM (SWDC pools contractor). The swim nights had a reasonable turn out given that the weather was less than ideal.

### **4.10.4 Compliments**

There was great feedback received from a parent attending the South Wairarapa Interschool swimming for regional primary schools. During the event one of the children dived into the pool and appeared to lose his goggles. He put his hand up in the air and appeared pretty distressed. The lifeguard on duty reacted very quickly and dived into the pool to assist the child. The parent commented that it was a superb display of reacting to what might have been a real problem, and most parents there were very impressed with the lifeguard.

### **4.10.5 Martinborough Inflatable Slide**

The new inflatable slide at Martinborough Pool has been operational now since mid-January and is proving very popular with children of all ages. The slide also received a great write up in the *Wairarapa Times-Age*. The slide takes two people to inflate it and two lifeguards must be on-site when it is operational, one to monitor the slide and one the rest of the pool. Although the slide is intended to be available every day, there are days where it cannot be inflated due to staff absences.



## **4.11 Events**

### **4.11.1 Featherston**

Annual Commemorative Wreath Laying service at Featherston's Garden of Remembrance, to mark the 71<sup>st</sup> Anniversary of the Featherston Incident.



#### **4.11.2 Martinborough**

February saw the first Martinborough Fair for the year. City Care staff worked extra hard in the week leading up to the Fair to ensure Martinborough was looking great. Their extra efforts were rewarded with a number of compliments saying how great the Square was looking and that the annual beds were looking better than ever.

## **5. Libraries**

### **5.1 Statistics all Libraries**

See Appendix 3 for issues and transactions statistics.

## 6. Department Service Performance Indicators

The following table outlines progress year to date in relation to the service performance measures set in the Annual and Long Term Plan.

<b>Emergency Management</b>	<i>2013/14 Target</i>	<i>2013/14 Result</i>	<i>Comment</i>
Ratepayers and residents prepared for an emergency	65%	74%	
Regional Civil Defence Emergency Plan developed and implemented	<i>Implemented</i>	<i>Work continues with WREMO to complete this suite of plans</i>	
<b>Roading</b>	<i>2013/14 Target</i>	<i>2013/14 Result</i>	<i>Comment</i>
Using the RAMM measurement system, average smooth travel exposure on urban roads to be 85% and rural roads 95% with maximum variation of 5%	95%		
Ratepayers and residents fairly/very satisfied with the roads	82%	75%	
(20km ± 10% variation) sealed roads are resealed each year subject to availability of NZTA subsidy	100%		
The pavement condition index as measured by the NZTA pavement integrity index	95%		
The number of crashes causing injuries is reduced	Group and control average		
Ratepayers and residents are satisfied with footpaths in the district	70%	66%, 5% don't know	
Availability of footpaths on at least one side of the road down the whole street	90%		
<b>Water</b>	<i>2013/14 Target</i>	<i>2013/14 Result</i>	<i>Comment</i>
Compliance with resource consent conditions/water permit conditions to "mainly complying" or better	95%	<i>Annual result</i>	
Water supply systems comply with Ministry of Health Bacteriological Drinking Water Standards guidelines 2000**	95%		
Ratepayers and residents satisfied with level of service for water	75%	73%, 22% don't know	
Urgent (dirty, cloudy, smelly, or bad tasting water or no water at all) requests for service responded to within 1 day	95%		
Fire hydrants tested annually that meet NZ Fire Service Code of Practice	100%		

<b>Solid Waste</b>	<i>2013/14 Target</i>	<i>2013/14 Result</i>	<i>Comment</i>
Number of communities with recycling centres	6	6	
Volume of waste disposed out of district	Decreasing by 2.5%		
% of ratepayers and residents satisfied with the level of service	90%	<i>Recycling 77%, 14% don't know Refuse 73%, 23% don't know</i>	
<b>Wastewater</b>	<i>2013/14 Target</i>	<i>2013/14 Result</i>	<i>Comment</i>
Number of blockages per 1000 connections	10		
Ratepayers and residents satisfaction with waste water services	70%	<i>58%, 38% don't know</i>	
% of resource consent conditions complied with to mainly complying or better**	90%	<i>Annual Result</i>	
Proportion of urgent waste water service requests responded to within 6 hours of notification	95%		
<b>Stormwater</b>	<i>2013/14 Target</i>	<i>2013/14 Result</i>	<i>Comment</i>
% of ratepayers and residents satisfied with stormwater drains	50%	<i>54%, 18% don't know</i>	
% of urgent (any blockage causing extensive flooding of buildings or other serious flooding) requests for service responded to within 5 hours	90%		

## **7. Appendices**

Appendix 1 - Monthly Water Usage

Appendix 2 - Waste Exported to Bonny Glen

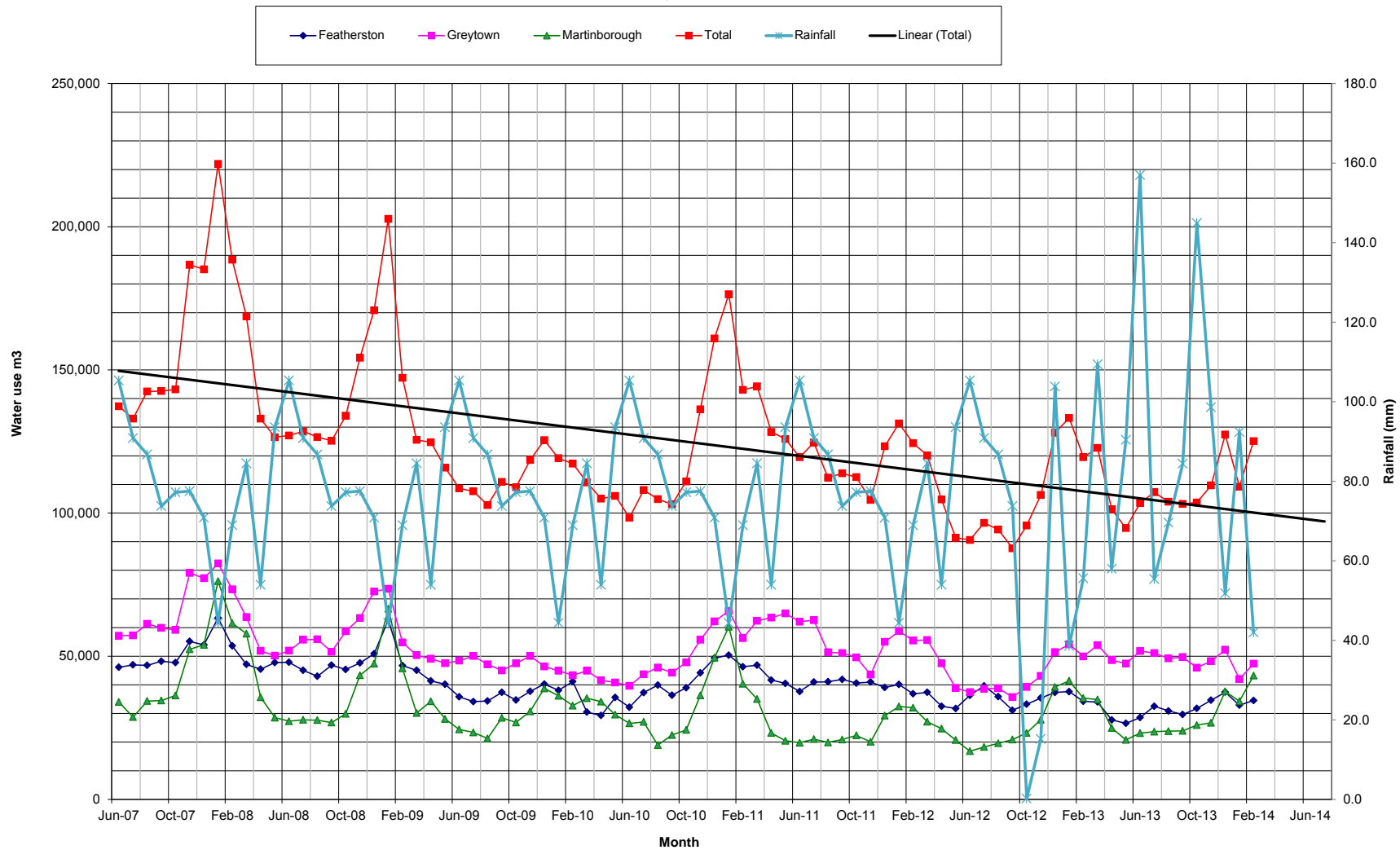
Appendix 3 - Library Statistics

Contact Officer: Mark Allingham, Group Manager Infrastructure and Services

Reviewed By: Paul Crimp, Chief Executive

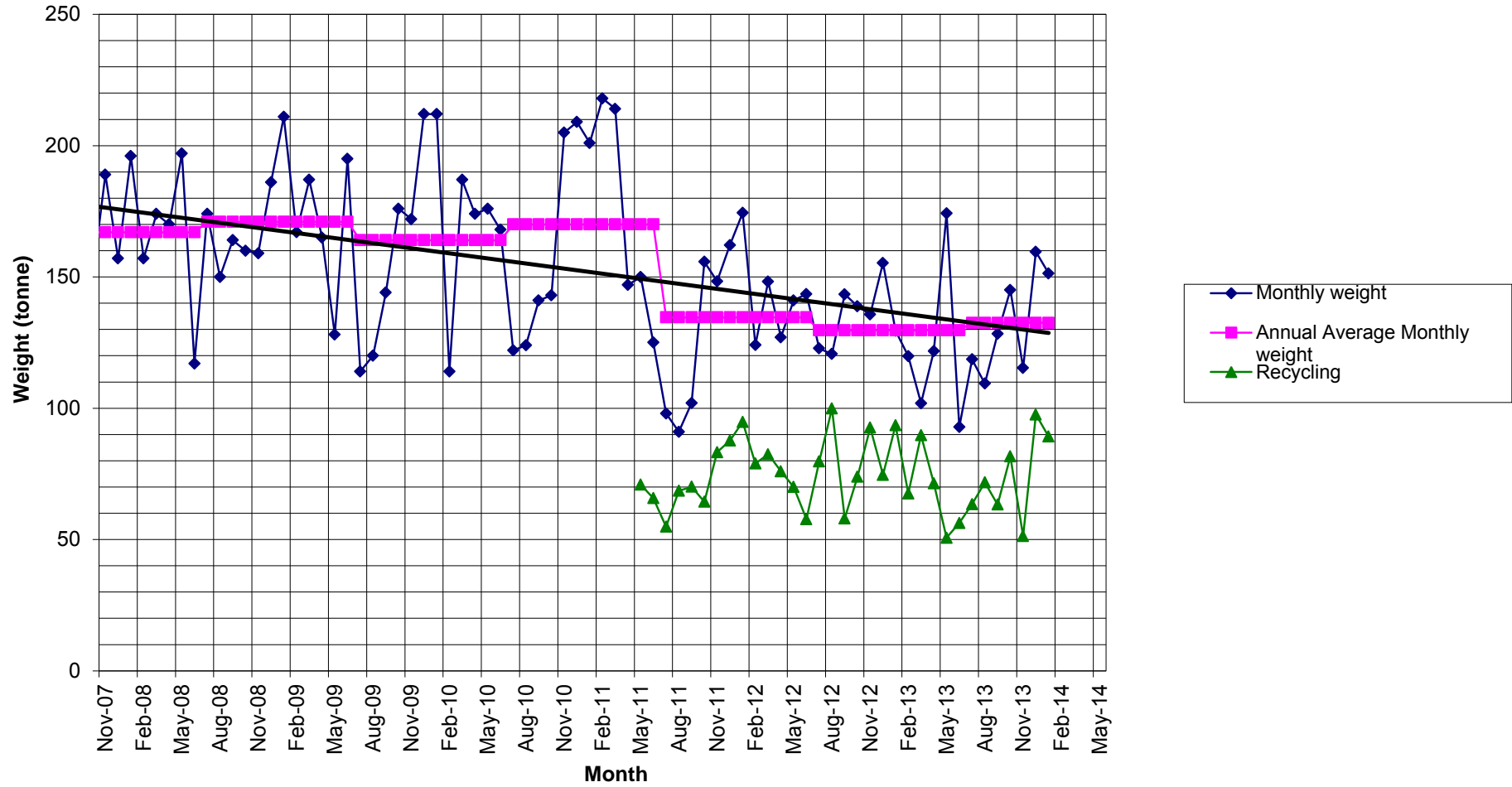
# **Appendix 1 – Monthly Water Usage**

### Water use South Wairarapa District Council



# **Appendix 2 – Waste Exported to Bonny Glenn Including Recycling**

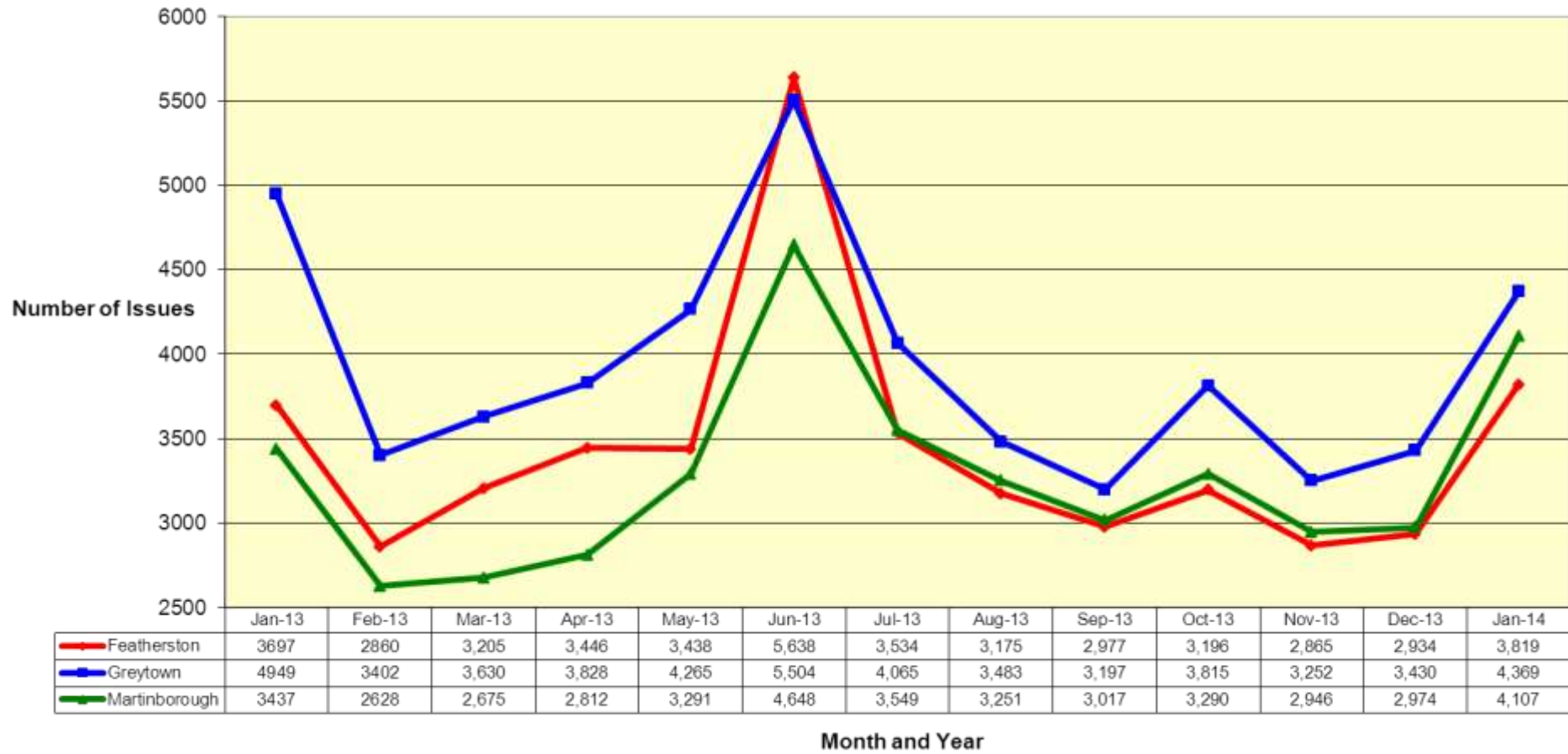
Monthly weight of waste transferred from Martinborough transfer station to Bonny Glen





# **Appendix 3 – Statistics all Libraries**

### Issues to January 2014



# FEATHERSTON COMMUNITY BOARD

1 APRIL 2014

---

## AGENDA ITEM 7.2

### ANNUAL PLAN PROCESS TIMETABLE

---

#### **Purpose of Report**

To inform the Committee/Community Board of the 2014/2015 annual plan process for delivering the Council 2014/2015 Annual Plan.

#### **Recommendations**

Officers recommend that the Committee/Community Board:

1. *Receive the information.*

#### **1. Executive Summary**

Council's Annual Plan will outline our intentions for the 2014/2015 period. It will set out what Council intends to achieve in the coming year for each significant activity, the variations between the corresponding year of Councils 2012/22 LTP and what is now proposed, what the planned activities will cost and how they will be funded.

The process for delivering the Annual Plan for the 2014/2015 year is as per Appendix 1.

The Local Government Act 2002 requires every district council to produce, once every three years, a Long Term Council (LTP) which sets out what Council will do for at least the next ten years. An annual plan is required for years that an LTP is not produced.

#### **2. Appendices**

Appendix 1 – Annual Plan Timetable

Contact Officer: Suzanne Clark, Committee Secretary

Reviewed By: Paul Crimp, Chief Executive

# **Appendix 1 – Annual Plan Timetable**

## 2014/2015 Annual Plan Timetable

March	Wed	12	Council / Policy & Finance Meetings
	Wed	12	Draft first cut AP to councillors
	Wed	19	Annual Plan workshop
April	Wed	2	Deliver final Draft Annual Plan to Mayor / councillors
	Wed	2	Draft to Audit for review
	Wed	9	Adopt Draft Annual Plan- Special Meeting
	Fri	18	Good Friday
	Mon	21	Easter Monday
	Tues	22	Draft AP published in Midweek
	Wed	23	Council / Policy & Finance Meetings
	Fri	25	ANZAC Day
May	Tue	6	Public consultation (Featherston)
	Wed	7	Public consultation (Greytown)
	Thurs	8	Public consultation (Martinborough)
	Mon	19	Submissions close
	Fri	30	Submission summary to Mayor / councillors
June	Wed	4	Council / Policy & Finance Meetings
	Mon	9	Hearing of submissions
	Tue	10	Hearing of submissions (reserve day) Annual Plan to Audit NZ for legislative review
	Wed	25	Adopt Annual Plan - Special Meeting

**Featherston Community Board**

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

13 February 2014

Margie Sutherland  
Principal  
South Featherston School  
RD 1  
Featherston

Dear Margie

**USE OF THE MEGAPHONE**

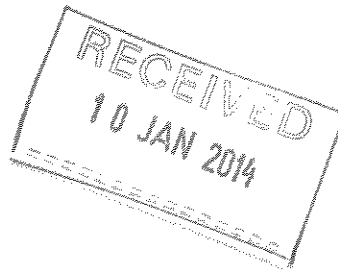
On behalf of the Featherston Community Board, I would like to extend a big thank you for the use of the South Featherston's school megaphone that was kindly lent to Garry Thomas for the 2013 Featherston Christmas parade. This was most useful to gather the crowd and present the prize-giving.

Please accept this box of New Zealand selection of biscuits as a token of our gratitude. We hope that you and your staff will enjoy these over morning and afternoon teas.

Yours sincerely



Lee Carter  
Featherston Community Board Chair  
[jadetui@xtra.co.nz](mailto:jadetui@xtra.co.nz)



8 January 2014

Suzanne Clark  
Committee Secretary  
South Wairarapa Community Boards  
PO Box 6  
Martinborough 5741

Dear Suzanne

**Re: Martinborough, Featherston & Greytown Community Board Grants to The Wairarapa Arts Festival Trust**

We would like to take the opportunity of once again expressing our thanks for the combined Community Board Grants totally \$2,500.00 toward expenses for the inaugural Kokomai Creative Festival, Wairarapa 2013.

The 10 day creative festival held between 18<sup>th</sup> and 27<sup>th</sup> October 2013 throughout the entire Wairarapa was a great success; not only providing unique opportunities for inhabitants of South Wairarapa, but also attracting many visitors to the region.

Enclosed, as evidence of expenditure of the Community Board Grants, are invoices totally \$2,531.28 – predominantly for advertising and marketing expenses.

Once again, thank you for your support of Kokomai Creative Festival, Wairarapa 2013.

Yours sincerely

pp. Paora Ammunson  
Trustee

**THE WAIRARAPA ARTS FESTIVAL TRUST  
\$2,500 GRANTS - SWDC COMMUNITY BOARDS**

INVOICE ATTACHED	AMOUNT (Excl. GST)	
Lifestyle Magazine - Inv# 2823	\$	475.00
The Sign Factory - Inv# 18441	\$	645.00
The Sign Factory - Inv# 18601	\$	150.00
Radio Network - Inv# WEL75447-1	\$	500.28
The Art Department - Inv# 0041	\$	400.00
Printcraft - Inv# 104232	\$	361.00
<b>Total Invoices Attached</b>	<b>\$</b>	<b>2,531.28</b>

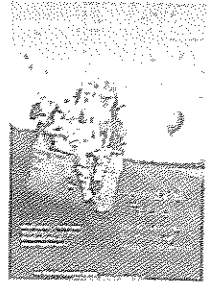




# Lifestyle Magazine

312 WATSONS ROAD, TE ORE ORE, MASTERTON

Phone: 027 308 6071



Kokomai Creative Festival, Wairarapa

*Jenny Gasson*  
40 WYNDHAM ST  
CARTERTON

Tax Invoice 00002823

GST Reg. Number: 93-991-281

Amount

SPRING ISSUE #31

1/4 page casual rate

\$475.00

*"Mktg" - Advertising 1/4x0*

SALE AMOUNT \$475.00

GST: \$71.25

*03 CG B*

*CG #000040*

Balance Due: \$546.25

Payment due for payment on the 20th September 2014

In the event that this account is not paid BY THE 20TH SEPTEMBER a 10% LATE PENALTY FEE will apply. Wairarapa Lifestyle reserves the right to add all fees and costs to the collection of this account pursuant to the Fair Trading Act 1986.

# THE SIGN FACTORY

P O Box 8  
 Masterton  
 Ph 06 378 7179

Wairarapa Arts Festival Trust  
 P O Box 173  
 Carterton

## Tax Invoice

GST Reg. Number: 107-551-123  
 DATE: 30/08/2013  
 Tax Invoice Number: 00018441  
 Order No.

DESCRIPTION	QTY.	UNIT COST	AMOUNT (excl GST)
Trailer decal ½ price			\$145.00
Coreflute 2400x1200			\$150.00
Rimutaka sign 3000x1500			\$150.00
Decals for trailers	2	\$100.00	\$200.00
<b>PLEASE NOTE:</b>			
<i>All signage supplied remains the property of The Sign Factory until fully paid for.</i>			
Bank A/C 06 0689 0292276 00			
SALE AMT.			\$645.00
GST			\$96.75
BALANCE DUE			\$741.75



P O Box 8  
 Masterton  
 Ph 06 378 7179

Wairarapa Arts Festival Trust  
 P O Box 173  
 Carterton

### Tax Invoice

GST Reg. Number: 107-551-123  
 DATE: 27/09/2013  
 Tax Invoice Number: 00018601  
 Order No.

DESCRIPTION	QTY.	UNIT COST	AMOUNT (excl GST)
Coreflute sign 2400x1200			\$150.00

'Signage' ✓ rec.  
 04.10.13 chg #000054  
 signed PA & JS  
 16.10.13

**PLEASE NOTE:**  
 All signage supplied remains the property of The Sign Factory until fully paid for.

Bank A/C 06 0689 0292276 00

SALE AMT.	\$150.00
GST	\$22.50
<b>BALANCE DUE</b>	<b>\$172.50</b>

# radionetwork

The Wairarapa Arts Festival Trust  
 PO Box 173  
 Carton 5743

## GST Tax Invoice

GST Number 66-443-590  
 Date 31/10/13  
 Debtor ID WAIART\_25514  
 Invoice Number WEL75447-1  
 Advertiser The Wairarapa Arts Festival T  
 Adv Product  
 Your Reference  
 Booked by  
 Our Reference WEL75447-1

Qty	Description	Gross	Amount
44	(1) Coast ZONED 06:00-22:00 Start Date 12/10/13 End Date 25/10/13	91.96	91.96
44	(2) NTZB ZONED 06:00-22:00 Start Date 12/10/13 End Date 25/10/13	315.92	315.92
44	(3) SPORTWN ZONED 06:00-22:00 Start Date 12/10/13 End Date 25/10/13	92.40	92.40

Totals

500.28

500.28

Terms of payment for standard advertising is strictly 20th month following.

Direct Credit to 03-0291-0181410-26. Account queries pls contact Olivia (A-K) 09-3674732, Christine (L-Z) 09-3035652, Luana (60dy+) 09-367467.

Total spots 132

Gross 500.28  
 Less Discounts  
 Net 500.28  
 Plus GST 75.04  
**Total Invoice \$575.32**

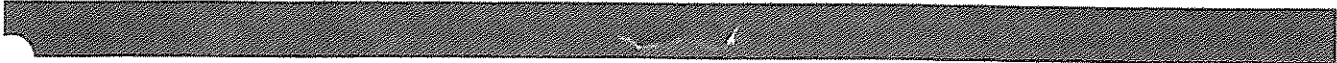
The Radio Network - Wellington

54 Cook Street  
 Private Bag 92198  
 Victoria Street West  
 Auckland 1142

# INVOICE.

The Art Department

date 1-09-2013  
inv 0041  
client Kokomai Creative Festival  
job Art Direction and design.



Task	Amount
Kokomai adverts designed to size and supplied for papers.	\$400

"Kero - Advertising"

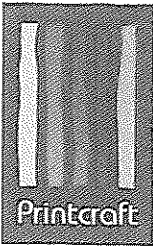
cg # 000410

06.11.13



sub total	\$400
gst	\$60
total	\$460

The Art Department and Company Ltd / gst 65-982-617 / bank acc 06-0185-0456337-00 / mob 021 817 284 / email brent@theartdepartment.co.nz / web www.theartdepartment.co.nz / Payment due within 30 days.



289 Queen Street  
 PO Box 64  
 Masterton  
 Ph: +64 6 378 2431  
 Fax: +64 6 378 6079  
 Freephone: 0800-PRINTER  
 E-mail: sales@printcraft.co.nz  
 Web: www.printcraft.co.nz

# TAX INVOICE

## INVOICE TO

KOKOMAI  
 P O BOX 173  
 CARTERTON 5743

GST No: 41-785-950  
 Invoice No: 104232

Invoice date: 19/11/13  
 Customer Order No: JENNY  
 Job Number: 79947  
 Customer Code: KOKO

Quantity: 1  
 Job Title: ARTWORK - TIMES AGE ADVERT  
 Details: FILE SEARCH & RETRIEVAL - 0.3 HOURS  
 ARTWORK CHANGES REQUIRED - 1.5 HOURS  
 NEW ARTWORK/DESIGN - 1.7 HOURS  
 FORMATTING FINISHED ARTWORK FOR CLIENT USE - 0.3 HOURS

*Advertising  
 27 Nov 2013  
 c9 # 435*

Net \$361.00  
 G.S.T \$54.15

Bank Account details:- 03-0687-0212615-00  
 Unpaid accounts will incur late payment fees and collection costs.

\$415.15



Q-BASE



2 March 2014



Suzanne Clark  
Committee Secretary  
Featherston Community Board  
PO Box 6  
Martinborough 5741

Dear Suzanne

Thank you for your letter of 21 February 2014, advising that our application for financial assistance from the Featherston Community Board was successful. It is with much appreciation that we acknowledge your generous grant of \$500.00. A tax invoice for \$500.00 plus GST will be sent to Sally Eru.

Your grant will help Victim Support provide quality service delivery to victims of serious crime and trauma in the Featherston community and will be used effectively in contributing to the costs of our volunteers, training and administration expenses including attending external meetings.

Victim Support is proud of the work our volunteers do with victims, giving their time willingly, often working in very traumatic situations.

We continue to focus on providing an organisational approach, delivering quality services to our clients ensuring monitored health and safety, the provision of psychosocial and practical support, provision of information, advocating for victims' rights, and referral to and liaison with Police, other emergency services, and community agencies.

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

Yours sincerely

A handwritten signature in black ink, appearing to read "D. Graham". The signature is fluid and cursive.

Denise Graham  
Regional Fundraiser