



## FEATHERSTON COMMUNITY BOARD

**Agenda  
17 July 2018**

**Notice of a meeting to be held in Kiwi Hall, 62 Bell Street, Featherston on Tuesday 17 July 2018 commencing at 7.00pm.**

### **MEMBERSHIP OF THE COMMUNITY BOARD**

Robyn Ramsden (Chair), Mark Shepherd (Deputy Chair), Claire Bleakley, Brenda West, and Cr Colin Olds.

### **PUBLIC BUSINESS**

#### **1. APOLOGIES:**

#### **2. CONFLICTS OF INTEREST:**

#### **3. PUBLIC PARTICIPATION:**

- |     |   |               |
|-----|---|---------------|
| 3.1 | David Hancock, Destination Wairarapa, speaking about a proposal to close Revan Street, Featherston, and divert traffic through town which might be beneficial for businesses, residential aesthetics and car parking. | <b>7:05pm</b> |
| 3.2 | Liz Mellish, Card Reserve Artificial Surface Trust, speaking about next steps.  | <b>7:10pm</b> |
| 3.3 | Elsa Kelly speaking about the application for financial assistance presented by the Featherston Heritage Museum.  | <b>7:15pm</b> |

#### **4. ACTIONS FROM PUBLIC PARTICIPATION/PRESENTATIONS:**

*As per standing order 14.17 no debate or decisions will be made at the meeting on issues raised during the forum unless related to items already on the agenda.*

#### **5. COMMUNITY BOARD MINUTES:**

- |     |  |                  |
|-----|--|------------------|
| 5.1 | Minutes for Approval: Featherston Community Board Minutes of 5 June 2018 | <b>Pages 1-6</b> |
|-----|--|------------------|

***Proposed Resolution:*** That the minutes of the Featherston Community Board meeting held on 5 June 2018 be confirmed as a true and correct record.

<b>6.</b>	<b>CHIEF EXECUTIVE AND STAFF REPORTS:</b>	
6.1	Officers' Report to Community Boards	<b>Pages 7-45</b>
6.2	Action Items Report	<b>Pages 46-52</b>
6.3	Income and Expenditure Report	<b>Pages 53-56</b>
6.4	Applications for Financial Assistance	<b>Pages 57-58</b>
6.5	Grants Policy Review	<b>Pages 59-68</b>
6.6	Working with Volunteers	<b>Pages 69-74</b>
<b>7.</b>	<b>NOTICES OF MOTION:</b>	
7.1	None notified	
<b>8.</b>	<b>CHAIRPERSON'S REPORT:</b>	
8.1	Chairperson's Report	<b>Pages 75-81</b>
<b>9.</b>	<b>MEMBER REPORTS (INFORMATION):</b>	
9.1	Mayor's Update	<b>Page 82</b>
9.2	Wings Over Wairarapa	<b>Page 83</b>
9.3	Pensioner Housing	<b>Page 84</b>
9.4	Candidates Meeting	<b>Page 85</b>
<b>10.</b>	<b>CORRESPONDENCE</b>	
	<i><b>Proposed Resolution:</b> That the inwards correspondence be received and outwards correspondence be approved.</i>	
10.1	Inwards	
	From Featherston Toy Library, to Featherston Community Board, dated 12 May 2018	<b>Page 86</b>
	From Forestry NZ, to Mayor, South Wairarapa District Council, dated 1 June 2018	<b>Pages 87-92</b>
	From Victim Support, to Featherston Community Board, dated 22 June 2018	<b>Pages 93-97</b>
10.2	Outwards	
	To Raymond Hicks Contracting, from Featherston Community Board, dated 28 June 2018	<b>Page 98</b>

## **Featherston Community Board**

### **Minutes – 5 June 2018**

- Present:** Robyn Ramsden (Chair), Mark Shepherd, Brenda West, Claire Bleakley and Cr Colin Olds.
- In Attendance:** Mayor Viv Napier, Mark Allingham (Group Manager Infrastructure and Services), Suzanne Clark (Committee Secretary) and for part only Leigh Hay (Chair of Council's Logo and Branding Working Party).
- Conduct of Business:** The meeting was held in Kiwi Hall, 62 Bell Street, Featherston. The meeting was conducted in public between 7:00pm and 9:50pm.
- Also in Attendance:** Mark King, Bob Toswill (Five Towns Trails Trust) and Ted Ward (Greytown Trails Trust), Mary Byrne and Shaun O'Brien, Dayle Harwood, Janine Price and Garrick Emms.

#### **PUBLIC BUSINESS**

##### **1. APOLOGIES**

There were no apologies.

##### **2. CONFLICTS OF INTEREST**

There were no conflicts of interest declared.

##### **3. PUBLIC PARTICIPATION**

###### **3.1 Mark King**

Mr King requested measures be taken to refuse entry at both ends of Lone Tree Hill to horses and wheels, and that track maintenance is undertaken (removal of blackberry, laying gravel to prevent track slips, and applying a slip-proof surface to styles).

###### **3.2 Bob Toswill (Five Towns Trails Trust) and Ted Ward (Greytown Trails Trust)**

Mr Toswill, with support from Mr Ward, updated members on progress for the Rail Trail Cycle Project and planned connection of all five Wairarapa towns. Mr Toswill requested a Featherston point of contact to be the conduit for engaging the community.

3.3 Mary Byrne and Shaun O'Brien

Mr O'Brien and Ms Byrne presented their Featherston wastewater findings noting that fourteen houses were not shown on the Council application, that the prevailing wind direction was incorrect and that the population growth projection and bore locations were questionable. The Byrnes believed the application should be withdrawn and replaced with a sustainable solution that everyone was happy with.

3.4 Dayle Harwood

Mr Harwood requested that the plaque on the Featherston Town Square be removed and that the Square be renamed to something more suitable for Featherston.

3.5 Janine Price

Ms Price believed development in Featherston was haphazard and carried out without general planning and vision. Where management plans existed, development was not funded. Ms Price requested that Council hire an experienced urban planner to build a town framework that would lead towards a progressive and successful Featherston.

3.6 Garrick Emms

Mr Emms requested the release of public excluded information relating to the purchase of the Hodder land. Mr Emms believed Council's wastewater application was misleading and showed a lack of understanding of effects. Mr Emms suggested Council sell the Hodder land and recommended the community make a submission on the application rejecting the proposal.

**4. ACTIONS FROM PUBLIC PARTICIPATION**

4.1 Featherston Vacant Public Land

*FCB RESOLVED (FCB 2018/45)* that Brenda West be the Featherston point of contact for the Five Towns Trails Trust for Featherston engagement.

*(Moved Ramsden/Seconded Bleakley)*

Carried

*FCB NOTED:*

1. Action 334: Provide FCB members with a list of Council owned parks and reserves and their associated contract maintenance schedules; M Allingham
2. Action 335: If Lone Tree Hill land is found to be owned by Department of Conservation, write and ask them to maintain; P Crimp
3. Action 336: Consult the Featherston community on the proposal to rename the town square; offering the suggestion of 'Messines' as one option; FCB

4. Action 337: Following adoption of the LTP, provide more detail to FCB and Janine Price on what the spatial plan proposal will provide (down to the nitty gritty); R O'Leary
5. Action 338: Invite Janine Price to provide input into spatial plan development; R O'Leary

## 5. COMMUNITY BOARD MINUTES

### 5.1 Featherston Community Board Minutes – 24 April 2018

*FCB RESOLVED (FCB 2018/46)* that the minutes of the Featherston Community Board meeting held on 24 April 2018 be confirmed as a true and correct record subject to the correction of the seconder for recommendation '2' of item '6.4 Proposed Naming of Rights of Ways, Western Lake Road, Featherston' being changed from 'West' to 'Cr Olds'.

*(Moved Ramsden/Seconded Bleakley)*

Carried

## 6. CHIEF EXECUTIVE AND STAFF REPORTS

### 6.1 Council Logo Update

As the co-opted chair of Council's Logo and Branding Working Party, Mrs Hay outlined the expected process for development of a new council logo.

### 6.2 Officers Report to Community Boards

Mr Allingham discussed the Featherston train bell ringing times and loudness with members, with members agreeing that status quo should be maintained. Also discussed was organisation of water meter reads, Waihinga Centre finances, community housing rental rises and Featherston Cemetery tree maintenance.

Members requested notification before maintenance or improvements were undertaken in the Featherston Town Square.

*FCB RESOLVED (FCB 2018/47):*

1. To receive the Officers' Report.

*(Moved Ramsden/Seconded Cr Olds)*

Carried

2. Action 339: Organise an evening workshop for all community boards members with officers speaking about how Council runs community housing, liquor and food regulation consents and the building consent process; P Crimp
3. Action 340: Organise for the main belt of trees in the Featherston Cemetery to be trimmed; liaise with FCB if necessary; M Allingham

### 6.3 Action Items Report

Members discussed the action items and updates were provided.

*FCB RESOLVED (FCB 2018/48):*

1. To receive the Action Items Report.  
(*Moved Ramsden/Seconded West*) Carried
2. Action 341: Arrange actioned items at the top of the report and add an items due date column; P Crimp
3. Action 342: Write to Council's fencing contractors and thank them for a job well done; P Crimp
4. Action 343: Provide information to Claire Bleakley on why the pensioner housing rents were raised including what all the costs are, what funding is applied to community housing from the general rates, what corporate fees are and what income from the housing is spent on; J Mitchell

#### 6.4 Income and Expenditure Report

*FCB RESOLVED (FCB 2018/49):*

1. To receive the Income and Expenditure Report for the 1 July 2017 – 30 April 2018.  
(*Moved Ramsden/Seconded Bleakley*) Carried
2. Action 344: Correct the spelling of Claire Bleakley's name in the FCB I&E Report; J Mitchell

#### 6.5 Report on Resolution FCB2018/35

Members discussed the use of the public excluded forum and release of documents with sensitive material redacted.

*FCB RESOLVED (FCB 2018/50):*

1. Receive the Report on Resolution FCB2018/35  
(*Moved Ramsden/Seconded Bleakley*) Carried
2. Action 345: Provide members with section 7 of the Local Government Official Information and Meetings Act; P Crimp

#### 6.6 Report on Action 258 Featherston Square

Members discussed an unfinished footpath outside the Featherston community housing complex.

*FCB RESOLVED (FCB 2018/51)* receive the report on Action 258 Featherston Square.

(*Moved Ramsden/Seconded Shepherd*) Carried

### 7. NOTICES OF MOTION

Mrs Bleakley queried why barbed wire was needed on post and baton fences that the Lone Tree Hill track entry straddled and land ownership.

*FCB RESOLVED (FCB 2018/52):*

1. To receive the Notice of Motion for Lone Tree Hill Track Access.  
(*Moved Ramsden/Seconded Bleakley*) Carried
2. Action 346: Determine who owns Lone Tree Hill and land around any public track access; provide a map that shows land ownership to members; M Allingham

## **8. CHAIRPERSONS REPORT**

### **8.1 Chairperson's Report**

*FCB RESOLVED (FCB 2018/53):*

1. To receive the Chairpersons report.  
(*Moved Ramsden/Seconded Bleakley*) Carried
2. To approve the spend of \$729.70 for public meeting expenses as per item 2 (Lamb-Peters Print \$204.70, flyer delivery \$25, Lionesses catering \$500).  
(*Moved Ramsden/Seconded Bleakley*) Carried
3. To approve up to \$300, primarily for advertising, for a meet the candidates meeting.  
(*Moved Ramsden/Seconded West*) Carried

## **9. MEMBER REPORTS (INFORMATION)**

### **9.1 Fab Feathy Update**

Members noted the report as submitted.

### **9.2 Road Safety Project Update**

Members noted the report as submitted.

### **9.3 Featherston Poppy Places Project Update**

Members noted the report as submitted.

*FCB RESOLVED (FCB 2018/54) to receive the reports from members.*

(*Moved Ramsden/Seconded Bleakley*) Carried

## **10. CORRESPONDENCE**

### **10.1 Inwards**

To Featherston Community Board from Yvonne Way, Wings Over Wairarapa, dated 4 May 2018

*FCB RESOLVED (FCB 2018/55):*

1. To receive the inwards correspondence.  
(*Moved Ramsden/Seconded Shepherd*) Carried

2. Action 349: Scope the extent of the Wings Over Wairarapa promotion project, including the benefits to South Wairarapa, and bring back the information to the Board for a decision on how to proceed; R Ramsden

**Confirmed as a true and correct record**

.....**Chairperson**

.....**Date**

# FEATHERSTON COMMUNITY BOARD

17 JULY 2018

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## AGENDA ITEM 6.1

### OFFICERS' REPORT

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#### **Purpose of Report**

To report to Council on general activities.

#### **Recommendations**

Officers recommend that the Council:

1. *Receive the Officers' Report.*

### CHIEF EXECUTIVE

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

The Long Term Plan continues to dominate, and while having been through a number of Annual and Long Term Plan processes now, this LTP has maintained my interest.

I say that because we are in the enviable position of being able to move away from an "infrastructural asset centric" discussion and document to a document that advances the district in terms of amenity, planning, and promotion.

The presentation at the combined council meeting from the Children's Commissioner, Andrew Becroft, was interesting in its own right, the highlight for me however was the linkage to our LTP in regards to the initiatives we are supporting in the youth space. Our involvement with Kuranui College on a couple of fronts, and The Wairarapa Whanau Trust are examples of initiatives targeted at our young people.

This meeting marks the end of the 2017/18 financial year, and the commencement of the 2018/19 financial year. Both events have different processes and management requirements, so a very busy time.

## 2. Governance/Leadership/Advocacy

The following table provides the year to date results for KPI's set for the Governance output.

GOVERNANCE, LEADERSHIP AND ADVOCACY MEASURING SERVICE DELIVERY PERFORMANCE					
SERVICE LEVEL	KEY PERFORMANCE INDICATORS				
			2016/17 TARGET	2016/17 ACTUAL	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%	79%	The National Research Bureau (NRB) Customer Satisfaction survey was carried out late 2016. In addition to the 79% (2014:73% 2011 75%) positive response, 13% (2014; 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		72%	63%	The NRB Customer Satisfaction survey was carried out late 2016. In addition to the 63% (2014; 62% 2011 55%) positive response, 23% (2014:21% 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		80%	70%	The NRB Customer Satisfaction survey was carried out late 2016. In addition to the 70% (2014; 76% 2011 73%) positive response, 14% (2014; 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)		79%	65%	The NRB Customer Satisfaction survey was carried out late 2016. In addition to the 65% (2014; 64% 2011 59%) positive response, 14% (2014; 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 98% Featherston 97% Martinborough 97%	This measure reports on the percentage of resolutions made that relate solely to local issues. (year ended 30 June 2016)
	% of ratepayers and residents who know how to contact a community board member		68%	69%	The NRB Customer Satisfaction survey was carried out late 2016. In addition to the 69% (2014; 64% 2011 59%) positive response, 0% (2014; 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		70%	47%	The NRB Customer Satisfaction survey was carried out late 2016. In addition to the 47% (2014; 49% 2011 50%) positive response, 31% (2014; 26% 2011 25%) indicated they were neither satisfied nor dissatisfied, and 5% (2014; 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 6 occasions. In total 5 resource consent applications were considered, however due to the timing of the meetings 1 was considered outside normal meetings.(Year ended 30 June 2016)

### 2.1 Featherston Ward By Election

Voting has commenced, with the postal voting period running from Monday 18 June until noon Tuesday 10 July.

Five candidates have put their names forward for the vacancy.

### **3. Strategic Planning and Policy Development**

#### **3.1 Meetings/Conferences**

##### **3.1.1. Chief Executive Forum**

Two CE forum were held. Agenda items included Regional Transport update, Regional Investment Plan, Go Shift, and Three waters updates.

A Second forum was held to specifically discuss the Wellington Regional Investment Plan – which is the basis of discussions with the Government on shared funding initiatives. One issue for the Wairarapa is that we are in the Wellington region, which is not included in the Regional Investment Fund, however Wairarapa has an exemption to this.

##### **3.1.2. Mayoral Forum**

One Mayoral forum was held during the reporting period. Agenda items included Lifelines (Wgtn); Public Transport; Let's Get Wellington moving; Wellington Regional Investment Plan; and an update from National Council LGNZ.

##### **3.1.3. Rural & Provincial**

The second Rural and Provincial meeting for the year was held 7 & 8 June. A high level of engagement with the Government continues, with Ministers Mahuta; Sage; Shaw; Little; and Robertson presenting on their respective portfolios.

Other key agenda items included 1bn trees; three waters; Institutes of Technology and Polytechs.

##### **3.1.4. Combined Council**

As mentioned in my executive summary, South Wairarapa hosted the latest round of combined council meetings. Agenda items included Minister Faafoi speaking on Civil Defence; Ruamahanga Whaitua committee update; Children's Commissioner Judge Becroft; Safe Communities initiative; and Wairarapa Trails Advisory Group.

##### **3.1.5. Wellington Water**

Discussions continue with Wellington water on various matters in relation to the operation, and issues surrounding our three waters network.

There is a lot happening in this space, in particular with the announcements from the Government that "the status quo is not an option". While there is some conjecture on what the options are, we can really only wait for announcements, and keep abreast of the discussions at this stage.

## **4. Corporate**

### **4.1 Long Term Plan**

The Long Term Plan is due for adoption at this meeting.

This is the culmination of a tremendous amount of work, and the inclusion of community boards and Maori Standing Committee members through this process was a very productive initiative.

There have been a couple of people who have held this process together and special thanks to Jenny and Kyra for their efforts.

### **4.2 Occupational Health and Safety**

We continue to make good progress on health and safety matters.

In particular we are focusing on working with volunteers. This has proven somewhat more complex than first thought. We will have working guidance available in due course.

A health and safety report for April is included in Appendix 1.

### **4.3 Waihinga Centre/Martinborough Town Hall**

The project continues, completion has been recalculated following some weather and materials delays as previously advised with a completion date of October. This remains subject to normal construction risks, weather, materials and the like.

Occupancy is now planned for October/November.

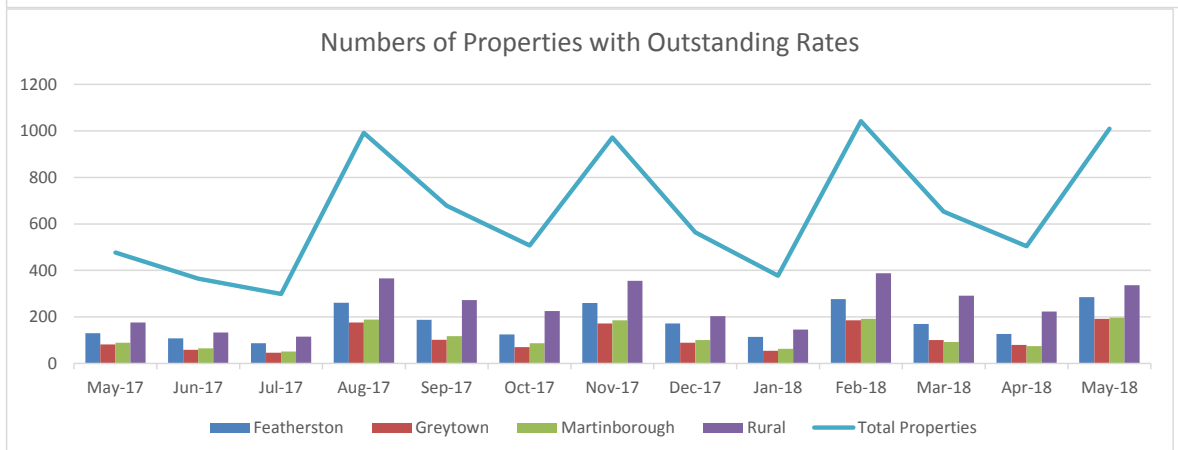
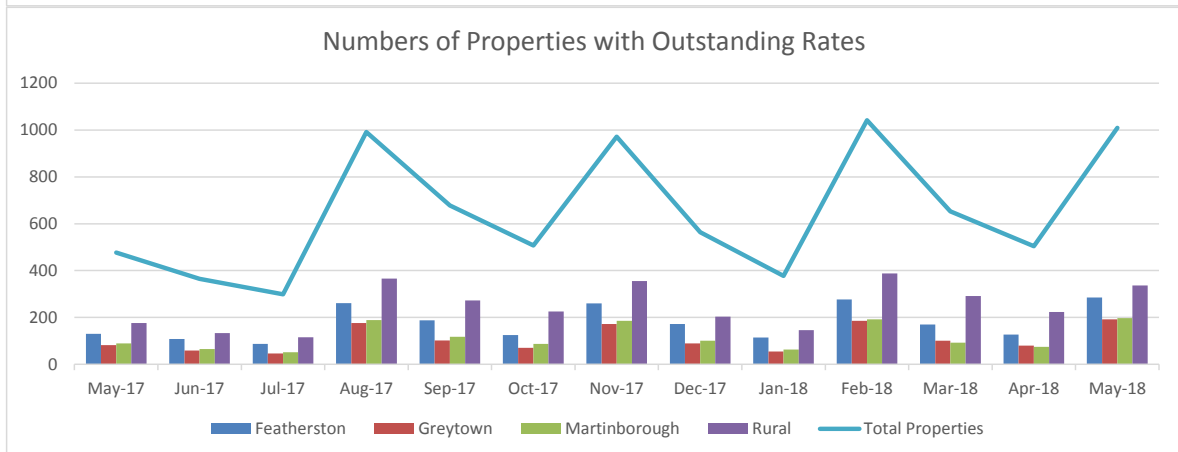
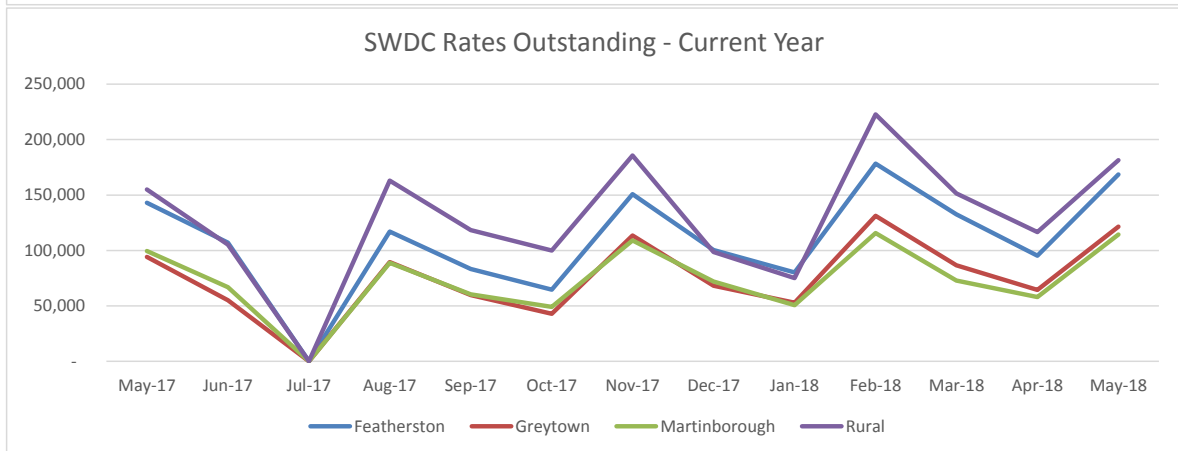
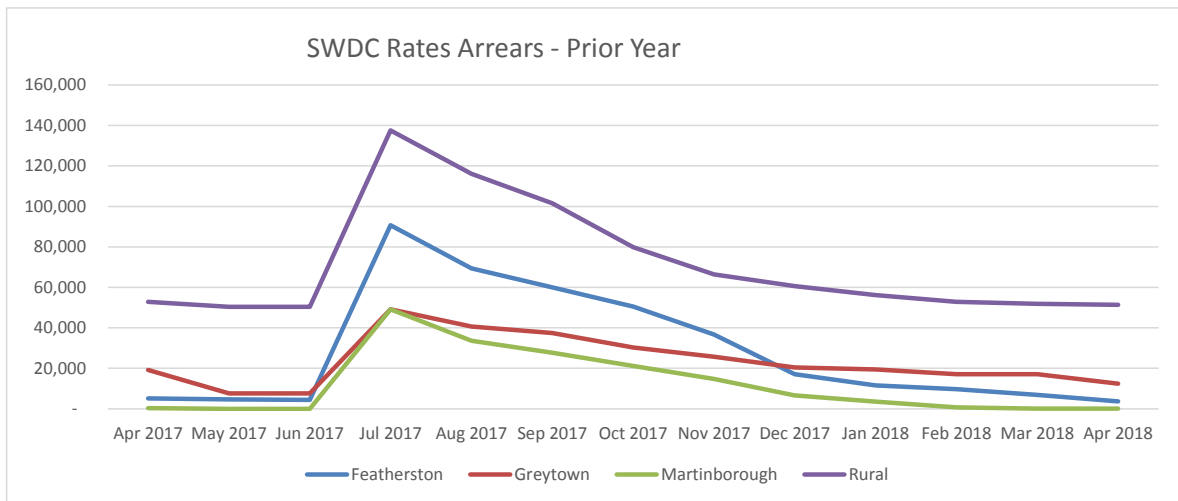
Fortnightly construction team meetings continue to be held, ensuring the project is monitored closely. The construction team includes Mayor Napier, Vicky Read (Waihinga Trust / users rep), Max Stevens (Waihinga Trust / user rep), David Borman (SWDC project Manager), Mike Arnopp (Riggs) and I. The pleasing aspect of this group is we are all working toward a common goal, having an excellent facility for the best price.

Project financials are included in Appendix 2.

### **4.4 Rates Arrears (Incl. GST) as at 31 May 2018**

The continued good work on the rates debt front shows in the trends. As previously discussed, these trends are very sensitive and can change, however our consistent approach appears to be paying dividends.

Total rates outstanding are at a similar level to the same period last year.



#### 4.5 LGOIMA Requests

Topic of Information Request	Request Response
Governance Review Terms of reference	Information supplied.
Sexual Harassment Survey to all Councils	Information supplied.
Details in relation to Featherston commercial property	Information supplied.
Pensioner Housing Featherston	Information supplied.
Details relating to Property swap. Details in relation to waste water disposal option in Featherston.	Information supplied.
Property numbers and rates income details	
Building Consent files	Information supplied.
Property Values as they relate to proposed water scheme	
Details relating to purchase of Hodder Farm	Information supplied.
Additional Questions on Hodder Farm sale and in regards to HRT system.	

We continue to charge for those requests that require more than 1 hour and 20 pages of material. This charging regime is standard and used by central government.

## 5. Appendices

Appendix 1 – Health and Safety Report

Appendix 2 – Waihinga Centre Finances

Contact Officer: Paul Crimp, Chief Executive Officer

# **Appendix 1 – Health and Safety Report**

## **South Wairarapa District Council Health and Safety Report 1 May 2018 – 15 June 2018**

### **HEALTH AND SAFETY STRATEGY**

We continue to progress well on implementing our health and safety strategy and work plan.

### **RESOURCING**

There are no health and safety resourcing issues. Julie Wallace, working 1 day a week.

### **HEALTH AND SAFETY – DRIVING CONTINUOUS IMPROVEMENT (lead indicators)**

#### **Training**

SWDC are continuing to review health and safety training needs of new and existing staff.

#### **Engaging with our people**

Health and Safety at Work Team have recently:

- Continuing the review of our hazard register to ensure that we have captured all risks and our controls are effective.
- Reviewing our lone/remote worker monitoring procedure for rollout across council.

#### **Near Miss reports**

One near miss reported in the period 1 May 2018 – 15 June 2018.

#### **Wellness**

- All staff continue to be offered flu injections.
- All staff offered annual wellness payment of \$200.

#### **Working with our Contractors**

Council continue to implement the contractor management system.

- Council staff continue to evaluate contractor's health and safety systems.
- Council staff who engage contractors continue to engage with contractors through pre-start meetings, inductions and safety audits.
- Five safety audits undertaken in the period 1 May to 15 June 2018, three meeting audit requirements. Two did not meet audit requirements, remedial action taken.
- No contractor incidents reported.

### **HEALTH AND SAFETY ACCIDENT & INCIDENT REPORTING (Lag indicators)**

No new incidents or accidents reported during the period 1 May to 15 June 2018. All accident and near miss reports are referred to the Health and Safety at Work Team and Management, who review and satisfy themselves appropriate actions have been taken and where necessary, appropriate additional controls are put in place.

## RISK MANAGEMENT

Work on hazard registers is ongoing, controls are periodically reviewed by the H&S at Work Team, and staff are encouraged to report new hazards through the monthly newsletter and staff meetings.

We will be providing updates on how we are managing our biggest risks. To give you the assurance that we understand our biggest risks, what controls and reduction measures are required, and actions we are taking.

Here is an update on two key risks we are currently focussing on:

Risk	Description of risk	Controls and reduction measures	Actions
<b>Contractors</b>	<p>Contractors undertake a number of high risk activities for Council. We have little control over Contractors staff and work standards while they are working for Council.</p> <p>We rely on them employing staff who are competent and trained, while observing safe work practices.</p>	<p>Contractors working for Council have robust health and safety systems in place, and understand their obligations. Contractors will be fully briefed, responsibilities assigned, and work will be periodically assessed to ensure agreed controls are being managed.</p>	<p>Contractor management system designed.</p> <p>Contractors asked to provide their H&amp;S systems for checking by Council.</p> <p>Once approved, contractors will be asked to sign a contractor agreement.</p> <p>Contractor pre-start briefings and inductions have been developed and provided to appropriate staff.</p> <p>Site safety audit checklists have been developed and provided to appropriate council staff. Staff who manage contractors have been undertaking safety audits and ensuring remedial actions undertaken where required. Contractor safety audit standards developed to assist managers and staff when undertaking a safety audit.</p> <p>When work is commissioned, a risk assessment is done to inform the frequency and type of safety audits.</p> <p>Contractor post contract safety review developed to assist managers with safety conversations with contractors when work is complete.</p>

Risk	Description of risk	Controls and reduction measures	Actions
<b>Lone / remote workers</b>	<p>It is not always possible for staff to work in teams or even in pairs. Often staff are required to work alone and remotely, where in some cases poor cell phone coverage is an additional factor.</p>	<p>All staff who work remotely or alone will be provided with cell phones. They will be required to sign out before they leave, including their intended location and expected time of return. This will be monitored and action taken in line with an emergency response plan if help is summoned or they fail to return by the expected time. They will be required to sign in when they return. They will be provided with a device to summon assistance which do not require cell phone coverage.</p> <p>Consideration to be given to having vehicles fitted with GPS.</p>	<p>Staff who work remotely or alone to have access to cell phones. Sign out/in systems in place and being used.</p> <p>Garmin InReach remote contact device currently being used by Bylaws team. Device meets legislative requirements by providing two way communication in areas out of cellular range. Device also provides GPS functionality, enabling manager to pinpoint location of staff.</p> <p>A second Garmin device has been purchased for use by the remainder of staff who work in lone/remote situations. This will be monitored, with additional devices purchased if required.</p> <p>Monitoring process for sign out/in system developed by H&amp;S contractor and Bylaws team, for implementation across council.</p> <p>Emergency Action Plans developed.</p> <p>Training in the use of the device, monitoring, and emergency procedures currently being developed for roll out to all staff who work alone or remotely.</p>

## **Appendix 2 – Waihinga Centre Finances**

**SWDC**  
**Waihinga Centre**  
**Project forecast - Actuals to May 2018**

Per Council decision 18.1.2017

\$ 5,132,010

**Made up as follows:**

	Budget	Invoiced to 31.05.2018	Invoices to come	Forecast spend
<b>Rigg Zschokke Construction Contract</b>	4,223,709	2,245,086	1,978,623	4,223,709
Rigg Zschokke Agreed Variations*		53,995	3,704	57,699
		<u>2,299,081</u>	<u>1,982,327</u>	<u>4,281,408</u>
<b>Professional fees (design team) to Jan-17</b>	509,459			
Adamsons Survey		6,581		
Engco Geotech		17,160		
Holmes Consulting - Design & Fire		137,425		
HVAC Design		14,175		
Perception Planning		6,918		
Warren and Mahoney - Design		327,200		
		<u>509,459</u>	<u>-</u>	<u>509,459</u>
<b>Other fees to Jan-17 (including SGL, QS)</b>	268,842			
Rawlinsons (Quantity Surveyers)		38,000		
SGL		230,343		
		<u>268,343</u>	<u>-</u>	<u>268,343</u>
<b>Architect &amp; Engineer construction monitoring</b>	80,000			
Holmes Consulting - Construction Monitoring		49,013	-	
Warren and Mahoney - Site Monitoring		38,308	2,692	
Warren and Mahoney - Variations*		11,578	6,000	
		<u>98,898</u>	<u>8,692</u>	<u>107,590</u>
<b>Development &amp; Design Variations**</b>		83,376	18,013	101,389
Insurance extension to 31 July 2018		4,414		4,414
<b>QS Services to completion</b>	50,000			
Venture Consulting		22,500	7,500	
Clendon Burns & Park		13,438	3,562	
		<u>35,938</u>	<u>11,062</u>	<u>47,000</u>
<b>Budgeted Core costs</b>	5,132,010			
Plus Contingency	200,000			181,079
<b>Overall budget</b>	<b>\$ 5,332,010</b>	3,299,508	2,020,094	<b>\$ 5,313,089</b>

**\*Construction Variations to date:**

	Invoiced to 31.05.2018	Invoices to come	Forecast spend
<b>Rigg Zschokke</b>			
Removal of asbestos	7,310		
Insurance obtained directly		(20,000)	
JLT Insurance	20,108		
Concrete Foundation to supper room well	6,965		
Replace piles and joists supper room		7,500	
Replace ceiling joists supper room	2,000	500	
Temporary structural support	5,500	4,000	
Concrete under existing foundation		1,000	
Supper room framing connection to external wall	500	500	
Extend concrete overlay to areas of demolished chimney		3,500	
Retain brick wall to supper room		(1,500)	
Overlay existing stage floor		5,000	
Remove existing structural steel bracing	1,000	4,000	
Supper room lintel beams		500	
Supper room brick wall connections		1,000	
Toilet to back of house		3,704	
Delete recessed floors to toilets, tiles to floor		(1,000)	
Holmes Construction issue	6,727	0	
Materials supply savings		(5,000)	
Foundation beam kitchen	3,885		
	<u>53,995</u>	<u>3,704</u>	<u>57,699</u>
<b>Warren and Mahoney</b>			
Alternative cladding product (Rodeca)	10,678		
Additional monitoring costs		6,000	
Revision re additional toilet	900		17,578
Insurance extension to 31 July 2018	4,414		4,414

**\*\*Development & Design Variations:**

SGL	5,500		
Engco Geotech	13,715		
Holmes Consulting - Design & Fire	8,475		
HVAC Design	2,515	6,150	
Rawlinsons (Quantity Surveyers)	5,000		
Warren and Mahoney - Design(SWDC excl from original budget)	39,129	6,513	
Holmes Consulting - Construction Monitoring	9,042	5,350	
	<u>83,376</u>	<u>18,013</u>	<u>101,389</u>

**Net cost/(savings) from Variations:**

**181,079**

# PLANNING AND ENVIRONMENT

## 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	RESULT	COMMENT SOURCE AND ACTIONS TAKEN TO ACHIEVE TARGET
Ratepayers and residents image of the closest town centre ranked "satisfied"	75%	87%	NRB 3 Yearly Survey
The district plan has a monitoring programme that provides information on the achievement of its outcomes (AER's)		-	Consultants have established data to be recorded and stored to enable effective reporting against AER's in WCDP. A final monitoring strategy is still to be completed.

#### 1.1.1. Greytown Development Area Structure Plan

The commissioner's recommendation on the Greytown Development Area was released to Council on 10<sup>th</sup> May 2018. Mr van Voorthuysen heard submissions on 16 and 17 April 2018, his recommendation is for approval of the Structure Plan with some amendments (including removal of two local roads, amending the location of the easternmost local road, retaining the Wilks Block" as Future Development Area) to that of the notified version.

#### 1.1.2. Martinborough Residential Growth

Consultants have undertaken further identification of consideration aspects associated with the proposed Martinborough Residential Growth Area. Proposed future investigation work along with community consultation needs to be undertaken as part of further progress and analysis work on the area and the proposed structure plan/plan change.

The future aim of this work is to provide Council with sufficient information to make a decision to rezone the land from rural to urban (residential) and to apply an appropriate set of controls for the management of development, over that land.

#### 1.1.3. Trees

Work on the assessment of the nominated trees continues, with arborist Richie Hill finalising the nominated trees Standard Tree Evaluation Method (STEM) assessments.

Once this assessment is complete a report of the work to date will be presented to Council for consideration prior to the final drafting of a Plan Change. A key decision to make will be whether Council wishes to list trees that the TAG and other members of the community have nominated without landowner agreement, and if so, what STEM assessment threshold is appropriate.

### 1.2 Resource Management Act - Consents

*SERVICE LEVEL – All resource consents will be processed efficiently.*

RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Consent applications completed within statutory timeframes	100%	97%	134 of 138 applications (land use, subdivision, and permitted boundary activities) were processed within statutory timeframes. NCS.
s.223 certificates issued within 10 working days	100%	89%	43 of 45 s223 certificates were processed within statutory timeframes. NCS.
s.224 certificates issued within 15 working days of receiving all required information (note no statutory requirement)	95%	100%	42 s224 certificates processed. NCS.

Council received 19 applications (9 subdivision, 8 land use, 1 s226, and 1 permitted boundary activity) between 1 May 2018 and 31 May 2018.

Officers provide detailed information as fortnightly updates 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	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Council maintains and updates reserve management plans as required.	Yes	Yes	RMP's are generally current and appropriate. It is therefore not anticipated that any updates will be undertaken this year.

### 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	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
LIMs contain all relevant accurate information (no proven complaints)	100%	100%	G:\LIMs\LIMS PROCESSED 2017-18
Non-urgent LIMs are processed within 10 days	100%	99.5%	G:\LIMs\LIMS PROCESSED 2017-18 One LIM application via email was missed and was issued late.

TYPE	YTD 1 <sup>ST</sup> JULY 2017 TO 31 <sup>ST</sup> MAY 2018	PREVIOUS YTD 1 <sup>ST</sup> JULY 2016 TO 31 <sup>ST</sup> MAY 2017	PERIOD 1 <sup>ST</sup> MAY 2018 TO 31 <sup>ST</sup> MAY 2018	PREVIOUS PERIOD 1 <sup>ST</sup> MAY 2017 TO 31 <sup>ST</sup> MAY 2017
Standard LIMs (Processed within 10 working days)	208	205	22	20
Urgent LIMs (Processed within 5 working days)	72	80	10	6
<b>Totals</b>	<b>280</b>	<b>285</b>	<b>32</b>	<b>26</b>

## 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	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Code Compliance Certificate applications are processed within 20 working days	100%	99.08%	NCS – 324 of 327 CCC's were issued within 20WD. NCS status error caused incorrect report data for 3 CCC's which went overtime.
Building consent applications are processed within 20 working days	100%	100%	NCS – 466 consents were issued within 20WD
Council maintains its processes so that it meets BCA accreditation every 2 years	Yes	Yes	Next accreditation review due January 2020. Council was re-accredited in January 2018
BCA inspects new building works to ensure compliance with the BC issued for the work, Council audits BWOF's and Swimming Pools	Yes	Yes	<b>Building Consents</b> Council inspects all new work to ensure compliance (May 2018 – 435 inspections) <b>BWOF's –</b> Total 169 – average of 3 audits per month required, 4 audit carried out in May. <b>Swimming Pools –</b> Total 279 – average of 7 audits per month required. 8 audit carried out in May
Earthquake prone buildings reports received	90%	N/A	Under previous legislation 148 of 229 known premises had been addressed.  Under the new legislation, all buildings needed to be re-assessed. Council has now reviewed the potential Earthquake Prone Buildings (EQP) and letters have been sent to owners advising them of their buildings status. 104 letters sent out in total. 69 - identified as no longer EQP 20 - require engineer assessment 11 - still being assessed by LGE 15 - identified as EQP and have been sent notices to be affixed to the building.

TYPE – MAY 2018	NUMBER	VALUE
<b>Commercial</b> (shops, restaurants, rest home – convalescence, restaurant /bar / cafeteria / tavern, motel, commercial building demolition - other commercial buildings)	4	\$80,000
<b>Industrial</b> (covered farm yards, building demolition, warehouse and/or storage, factory, processing plant, bottling plant, winery)	6	\$183,000
<b>Residential</b> (new dwellings, extensions and alterations, demolition of building, swimming and spa pools, sleep-outs, garages, relocations, heaters, solid fuel heaters).	59	\$4,215,577
<b>Other</b> (public facilities - schools, toilets, halls, swimming pools)	2	\$15,000
<b>Totals</b>	<b>71</b>	<b>\$4,493,577</b>

## 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	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	3	South Featherston school visit occurred on 14 December 2017. Positive feedback was received from school staff and children. Kahutara School presentation was done 20 March 2018. Featherston School done 11 May and was an excellent visit.
Complaints about roaming and nuisance dogs are responded to within 4 hours	100%	99.0%	K:\resource\Bylaw Officers\Registers\AC Service Requests.xls 216/218
Complaints about dog attacks on persons or stock are responded to within 1 hour	100%	87.0%	20/23 3 incidents previously reported

INCIDENTS REPORTED 1 MAY 18 TO 31 MAY 18	FEATHERSTON	GREYTOWN	MARTINBOROUGH
Attack on Pets	1	-	1
Attack on Person	1	-	-
Attack on Stock	-	-	-
Barking and whining	1	1	-
Lost Dogs	2	2	2
Found Dogs	2	2	2
Rushing Aggressive			1
Wandering	9	3	4
Welfare	1	-	-
Fouling	-	-	-
Uncontrolled	-	-	-

## 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	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Stock causing a traffic hazard is responded to within 1 hour	100%	100%	K:\resource\Bylaw Officers\Registers\AC Service Requests.xls 17 incidents
In cases where multiple stock escapes (more than 1 occasion)	100%	-	No incidents

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
have occurred from a property taking compliance or enforcement or prosecution action against the property owner			
Council responds to complaints regarding animals within 48 hours.	100%	100%	K:\resource\Bylaw Officers\Registers\AC Service Requests.xls 33 incidents

INCIDENTS REPORTED	TOTAL 1 JULY 17 TO 31 MAY 2018
Stock	26

## 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	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
% of calls received by Council that have been responded to within 1.5 hours	100%	97.7%	K:\resource\Health\Resource Management\Noise Control Complaints\Year Records 2010-2017.xls 84/86 attended within timeframe Two incidents in December 2017 previously reported on.

AFTER HOURS NOISE CONTROL COMPLAINTS RECEIVED	YTD 1 JULY 2017 TO 31 MAY 2018	PREVIOUS YTD 1 JULY 2016 TO 31 MAY 2018	PERIOD 1 MAY 2018 TO 31 MAY 2018	PREVIOUS PERIOD 1 MAY 2017 TO 31 MAY 2017
Total	86	118	1	2

## 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	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%	NCS data. All premises inspected at new or renewal application stage (47).
Premises that are high or medium risk are inspected annually, while low risk premises are audited no less than once every three years.	100%	61.53%	There are 26 premises and 30 licences that are high or medium risk. Of these, 16 premises and 17 licences have been inspected. The premises yet to be inspected have been scheduled to have an

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
			unannounced compliance check during the 2017/18 reporting period. A review of the medium risk premises has shown that one business is no longer a medium risk premises and previous inconsistencies were due to reporting premises on one report and licenses on the other without making this distinction clear. Future reports will document the number of premises and the number of licenses. Percentage value shown is the percentage of premises inspected annually.
Compliance activities are undertaken generally in accord with the Combined Licencing Enforcement Group agreement.	100%	-	The CLEG has met and compliance inspections are schedule for late June in conjunction with Police and Public Health

ALCOHOL LICENCE APPLICATIONS PROCESSED	YTD 1 JULY 2017 TO 31 MAY 2018	PREVIOUS YTD 1 JULY 2016 TO 31 MAY 2017	PERIOD 1 MAY 2018 TO 31 MAY 2018	PREVIOUS PERIOD 1 MAY 2017 TO 31 MAY 2017
On Licence	24	19	0	0
Off Licence	8	14	2	1
Club Licence	2	4	0	0
Manager's Certificate	88	115	24	3
Special Licence	54	49	6	3
Temporary Authority	3	4	4	0
<b>Total</b>	<b>215</b>	<b>212</b>	<b>36</b>	<b>7</b>

## 2.6 Health Act - Safe Food

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

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENTS 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. 25 premises inspected at new or renewal application stage to date
Premises are inspected in accord with regulatory requirements.	100%	100%	NCS data. 59 premises inspected at new or renewal application stage to date

## 2.7 Bylaws

Between 1 May 18 and 31 May 18 there were 21 notices relating to trees and hedges, two litter and no abandoned vehicle complaints.

Contact Officer: Russell O'Leary, Group Manager – Planning

# INFRASTRUCTURE AND SERVICES REPORT

## 1. Group Manager highlights

The last 6 weeks has seen work continuing on the transport efficiency review. This was proposed to come to council in this meeting however with added discussions this will now be discussed at the August meeting. The work has been very thorough, looking at all aspects of delivery of our transport and roading services.

Similarly, there have been discussion in waters with Wellington Water looking at opportunities to increase collaboration across councils. This included storm water consenting, climate change and the findings from Hastings reports. Safeguarding the Wellington Region's Drinking Water Joint Working Group is being formed and in the process of confirming a Memorandum of Understanding and Draft Terms of Reference. This highlights the priority that water safety is now taking nationally and regionally.

On a more localised note, there has been work done individually with the community boards to resolve outstanding actions and be more responsive to the boards.

## 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 2017/18	COMPLAINTS		INCIDENTS	
		MAY	YTD	MAY	YTD
The average consumption of drinking water per day per resident within the territorial authority	<400 Lt		605		
Compliance with resource consent conditions/water permit conditions to "mainly complying" or better	95%		100%		
Water supply systems comply with Ministry of Health Bacteriological Drinking Water Standards guidelines 2000*	FTN: Yes GYT: Yes MTB: Yes		FTN: Yes GYT: Yes MTB: Yes		
Water supply systems comply with Ministry of Health Protozoa Drinking Water Standards guidelines 2000	FTN: Yes GYT: Yes MTB: Yes		FTN: Yes GYT: No MTB: Yes		
The total number of complaints received by the local authority about drinking water taste per 1000 connections	<15	0	0	0	0
The total number of complaints received by the local authority about drinking water odour per 1000 connections	<15	0	0	0	0
The total number of complaints received by the local authority about drinking water pressure of flow per 1000 connections	<15	0	2.56 per 1000 (10 complaints)	1	10
The total number of complaints received by the local authority about continuity of supply per 1000 connections	<15	0.51 per 1000 (2 complaints)	4.2 per 1000 (17 complaints)	0	17

WATER SUPPLY KEY PERFORMANCE INDICATORS	TARGET 2017/18	COMPLAINTS		INCIDENTS	
The total number of complaints received by the local authority about drinking water clarity per 1000 connections	<15	0	1.52 per 1000 (6 complaints)	0	6
Ratepayers and residents satisfied with level of service for water	77%			NRB Survey:	59%
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	(1/1) 100%	Median Time 51mins	0	35
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	(1/1) 100%	Median Time 3h 31mins	0	35
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	(17/20) 85%	Median Time 18h 48mins	20	349
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	(15/20) 75%	Median Time 26h 35mins	20	349
Fire hydrants tested annually that meet NZ Fire Service Code of Practice	20%	20%	20%		
The % of real water loss from the local authority's networked reticulation system identified by establishing and measuring night flow	<20%		38.5%		

## 2.2 Water supply capital improvements

### 2.2.1. Featherston water supply

Quotes have been received for an additional bore (approximately \$50k for bore); connection to pipe and pump install will need to be developed. Ongoing discussion with Greater Wellington Regional Council (GWRC) about consent to drill and the consent renewal (existing consent expires December 2019).

Request for proposal being prepared to convert one of the raw water storage ponds adjacent to the water treatment plant, which will give approximately 2 days storage for both Featherston and Greytown.

### 2.2.2. Water reticulation renewal

Stage 3 of the trunk main renewal contract from the railway line to the plant progressing well since the start in late May. Anticipated contract length is 12 weeks.

## 2.3 Water treatment plants

The Martinborough plant operated routinely over the period with some replacement of monitoring equipment. The UV plant controller was upgraded (existing is obsolete) 16 March and commissioned 25 March to provide improved treatment and achieve full bacteriological compliance. The Waiohine plant and Greytown Bore have operated routinely.

## 2.4 Water reticulation

There were 20 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 City Care Ltd (CCL) to maintain satisfactory flows. There were 5 accounts for blockage clearing or no water flow for the Moroa network. None were reported for the 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 2017/18	COMPLAINTS		INCIDENTS	
		MAY	YTD	MAY	YTD
Number of blockages per 1000 connections	<10	0.12 per 1000 (1 complaint)	10.18 per1000 (43 complaint)	3	43
Ratepayers and residents satisfaction with waste water services	70%			NRB survey:	49%
Number of dry weather sewerage overflows per 1000 connections	<10	-	0.97	0.97 per 1000 connections (4 overflows)	0.97 per 1000 connections (4 overflows)
Attendance time: from notification to arrival on site	< 1 Hr	2/3 (66%)	Median Time 47min	3	59
Resolution time: from notification to resolution of fault	< 4 Hrs	2/3 (66%)	Median Time 2h 19m	3	59
% of resource consent conditions complied with to mainly complying or better*	90%		98%		
No. of abatement notices	<2				0
No. of infringement notices	0				0
No. of enforcement notices	0				0
No. of convictions	0				0
No. of complaints per 1000 connections received about sewage odour	< 15	0.24 per 1000 (1 complaint)	0.74 per 1000 (3 complaint)	1	3
No. of complaints per 1000 connections received about sewage systems faults	< 15	0	2.68 per 1000 (11 complaint)	0	11
No. of complaints per 1000 connections received about sewage system blockages	< 15	0.24 per 1000 (1 complaint)	10.18 per1000 (43 complaint)	3	43
No. of complaints per 1000 connections received about the response to issues with sewage	< 15	0	0	0	0
Proportion of urgent waste water service requests responded to within 6 hours of notification	95%	2/3 (66%)	89% (53/59)	3	59

### 3.2 Waste water treatment plants

#### 3.2.1. Capital and consents

##### Featherston Waste Water consent application

The consent application was lodged on 28 February 2017. GWRC notified on 16 May 2018, with an expected hearing in October 2018.

Extension of time was requested and granted, new date for submissions is 12 July. Various objections or alternatives have been suggested and while there is potential for some flexibility within the application the council will still have to discharge to land.

### Staged improvements at Martinborough and Greytown WWTPs

At Martinborough WWTP irrigation to land last irrigated to land in May. Since then the field has been too wet to irrigate.

At the Greytown site, Water Force NZ has established onsite with ground investigation completed. The contractor is undertaking site preparations to raise the ground level for the irrigation/UV building. The contractor has been delayed with the bridge due to be installed at the end of June.

### Waite Street, Featherston Renewal

Perkinson Civil was awarded the contract to replace 1800m of the 375mm main from Revans Street to the wastewater treatment plant. Flow monitoring estimates that 25 % of the inflow and infiltration (I&I) occurs within this main. This is in line with the consent application and will reduce the size of the storage pond that will be required for winter period when the ground is too wet for irrigation.

## **3.3 Operational**

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

### **3.3.1. Wastewater reticulation**

There were 3 pipeline blockages reported during the period, with increased rain increasing flow levels.

## **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 2016/17	COMPLAINTS		INCIDENTS	
		MONTH	YTD	MONTH	YTD
% of ratepayers and residents satisfied with stormwater drains	55%			NRB survey:	57%
% 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				

STORM WATER DRAINAGE KEY PERFORMANCE INDICATORS	TARGET 2016/17	COMPLAINTS		INCIDENTS	
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 was 1 storm water blockage reported during the period.

## 5. Solid waste management

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

### 5.1 Key Performance Indicators

SOLID WASTE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET 2016/17	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%	Increase of 11% compared to May 2016	Current average month increased 26% on 2014	-	-
% of ratepayers and residents satisfied with the level of service	85%			NRB survey:	66%

### 5.2 Zero Waste

- Attended Waste Forum held at Upper Hutt District Council.
- A focus on the importance of safe disposal of e-waste and diverting from landfill by recycling and that we can do better.
- Support for soft plastics; currently supplies far exceeds demand of the end of market products. It was emphasised that it requires commitment from all District Councils to purchase the repurposed products (suitable for parks and reserves). This would keep this initiative working well.
- Investigating a personal development option through Zero Waste Education programme for training to enhance role to further educate and to be resourced to deliver this programme. This has yet to be approved.
- Attended the Enviroschools joint council Hui. A forum has been formed for council officers in the Wellington region to partake in the future direction of Enviroschools, i.e. extending programme towards years 9-13.
- Held waste minimisation presentations at businesses and community groups, with some of these also we have also run beeswax wraps workshops (Carterton school holiday programme, Te Awhina Cameron Community House, Carterton Kindergarten, Whaiora) to name a few.

### 5.3 Transfer Station

There was an issue during the repairs for the netting at the Martinborough transfer station. The scale of the operation required use for 4 days, so it was shut on the regular Wednesday time. The transfer station operated as expected over the period. The contractor is awaiting the outcomes of the long term plan consultations for planning of services.

## 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 2017/18	COMPLAINTS		INCIDENTS	
		APRIL	YTD	APRIL	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	80%			NRB Survey:	73%
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	70%			NRB Survey:	63%
Availability of footpaths on at least one side of the road down the whole street	88%				
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%	36/39 (92%)	115/154 (75%)	39	154
Meet annual plan footpath targets	Yes				

### 6.2 Roading Maintenance – Fulton Hogan

129km of grading was carried out during May, 96km of the graded length was completed with a tow behind roller. The rolling operation provided a tight smooth surface with less loose material.

1623 m3 of maintenance metal was applied to various unsealed roads.

Signs have been upgraded on Cape Palliser Road.

Rural roads had the autumn mowing cycle completed, along with the chemical control of signs, bridges and water-tables.

All urban sumps were cleaned prior to winter.

An increased cleaning cycle of urban streets was instigated to remove the autumn leaf fall.

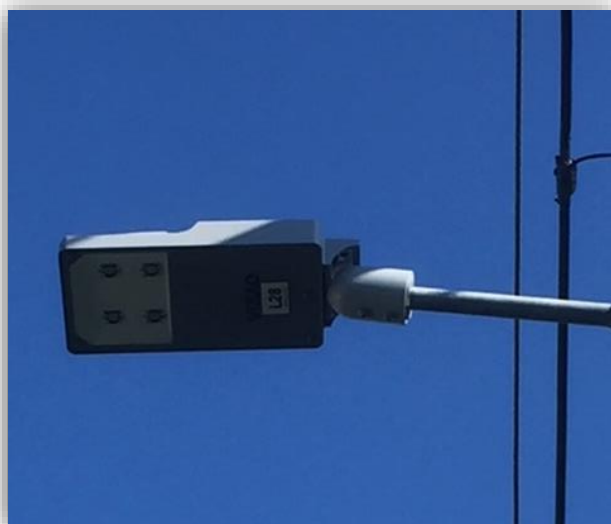
Cape Palliser seal extension has commenced with the formation of water-tables, culvert headwalls and aggregate overlay. Works are planned to be completed by end of June 2018.

### **6.3 Other activities**

Higgins Contracting have completed sealed road pavement rehabilitation on the three White Rock road sites and commenced Shooting Butts Road and Cape Palliser Road.

The joint South Wairarapa, Carterton District Council Sealed Pavement Rehabilitation contract has commenced. The 3 sites on White Rock Road have been started first due to the sheltered nature of the sites impacting on the ability to seal a dry surface and logging traffic.

The LED street light upgrade is coming to a completion with Featherston and Greytown complete. Martinborough is 60% complete.



*New LED light installed*

Fulton Hogan have completed this years footpath renewals and in total approximately 1.5 km has been completed.

## **7. Amenities**

The Amenities team is responsible for the management of Council's parks, reserves and other amenities. The team looks after 12 parks, 31 reserves, 41 buildings, five sports facilities, four cemeteries, eleven public toilets and 22 other properties. The Amenities Manager is the contract manager for the City Care parks and reserves contract, and is also responsible for the management of the libraries.

*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 2017/18	COMPLAINTS		INCIDENTS	
		MONTH	YTD	MONTH	YTD
Users satisfied with parks and reserves	90%			NRB Survey:	94%
Ratepayers and residents are satisfied with Council playgrounds	80%			NRB Survey:	82%
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	67%				
Occupancy of pensioner housing	94%			Actual:	99.8%
Ratepayers and residents satisfied with town halls	76%			NRB Survey:	74%
Cycle strategy	Developed				
Ratepayers and residents satisfied with public toilet facilities	90%			NRB Survey:	85%
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%			NRB Survey:	91%

## 7.2 Parks and reserves

### 7.2.1. Featherston

Powerco has advised that the remaining trees along the Underhill Road side of Card Reserve will need to be removed this summer. They are underneath a major 11Kv line and pose a risk to the power supply for a large part of Featherston. The bulk of the costs will be met by Powerco. Officers will be talking to reserve users about the implications and possible future planting.



### 7.3 Community housing

Flat inspections for Cicely Martin and Matthews Flats were carried out in May. All community housing flats are tenanted, except for one at Cicely Martin, which has recently become vacant after a long term tenant left to live with family. This flat is waiting on an asbestos check before minor work is done to prepare it for a new tenant.

### 7.4 Cemeteries

The hedges at both Martinborough cemeteries have been trimmed.

#### 7.4.1. Purchases of burial plots/niches 9 May to 14 June 2018

	Greytown	Featherston	Martinborough
Niche	0	0	0
In-ground ashes Beam	1	0	0
Burial plot	1	1	1
<b>Total</b>	<b>2</b>	<b>1</b>	<b>1</b>

#### **7.4.2. Ashes interments/burials 9 May to 14 June 2018**

	<b>Greytown</b>	<b>Featherston</b>	<b>Martinborough</b>
Burial	2	2	5
Ashes in-ground	1	1	0
Ashes wall	0	0	1
<b>Total</b>	<b>3</b>	<b>3</b>	<b>6</b>

### **7.5 Events**

#### **7.5.1. Featherston**

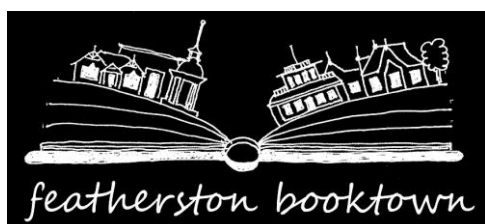
*Completed events:*

**Eb & Sparrow – See Things Album Tour** held Friday, 11 May 2018



**Cross Creek Railway Ride the Rail** –*Operated during Featherston Booktown* - 11-13 May 2018

**Featherston Booktown 2018** – Friday 11 May to Sunday 13 May 2018



**Darren Watson – Too Many Millionaires LP Release NZ Tour** held on Friday 18 May 2018



*Future events:*

**The Time Travellers Ball** being held on Saturday, 23 June 2018



### **7.5.2. Greytown**

*Completed events:*

**Greytown Kids Cross Country** held on Sunday, 20 May 2018



**Jennian Homes Mother's Day Fun Run/Walk** held on Sunday, 13 May 2018



## **8. Libraries**

The three libraries are preparing for the Winter Warmers reading programme in the upcoming school holidays. Featherston is also offering Maths is Fun these holidays, and Greytown will have it in the October holidays.

Greytown has two girls doing Duke of Edinburgh Award work in the library. The story time for pre-school children and parents has started again at an unusual time of 3.30 on Wednesday afternoon (usually it is a morning event in all three libraries, however this is apparently the time that suits the Greytown parents).

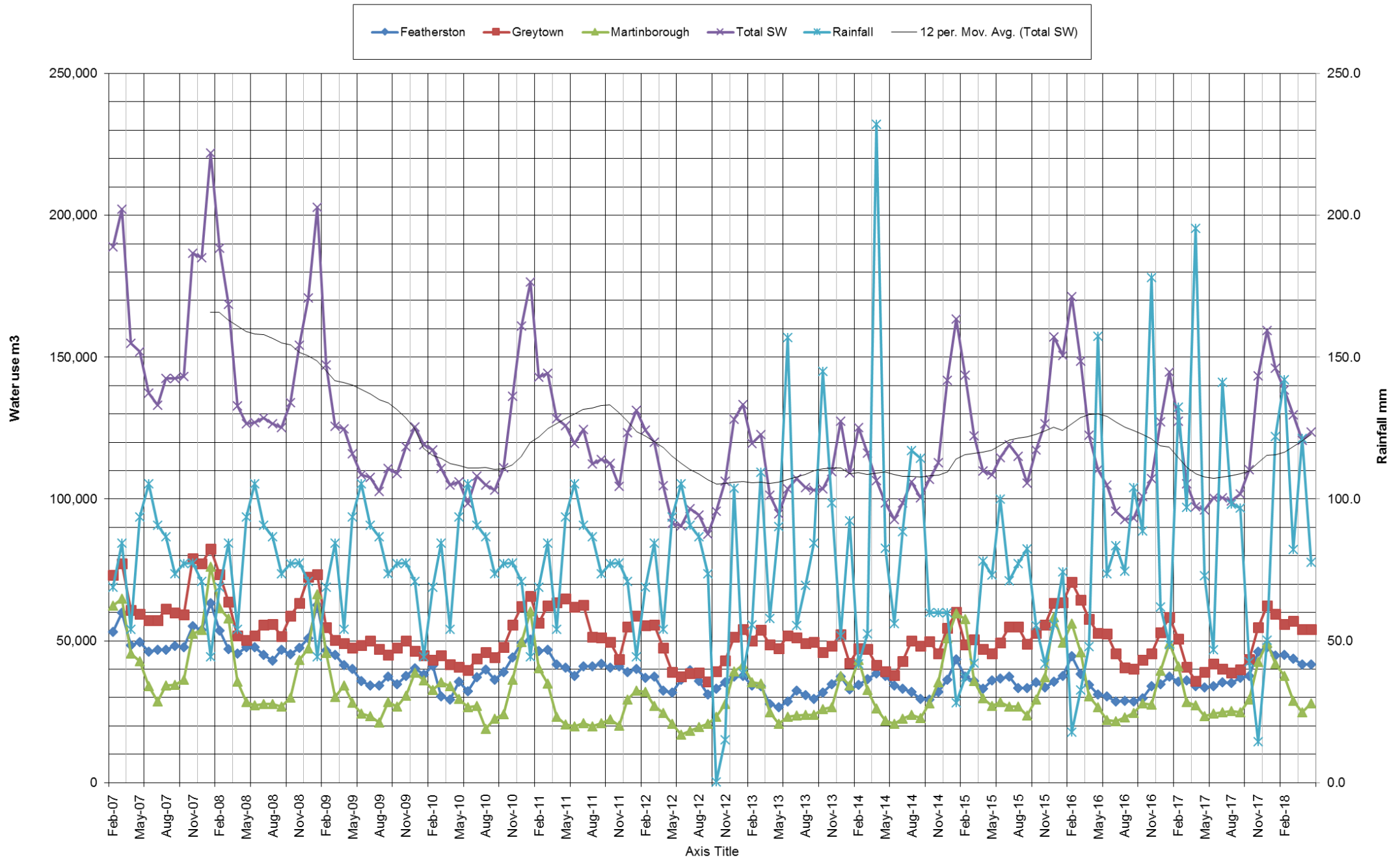
## **9. Appendices**

- 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

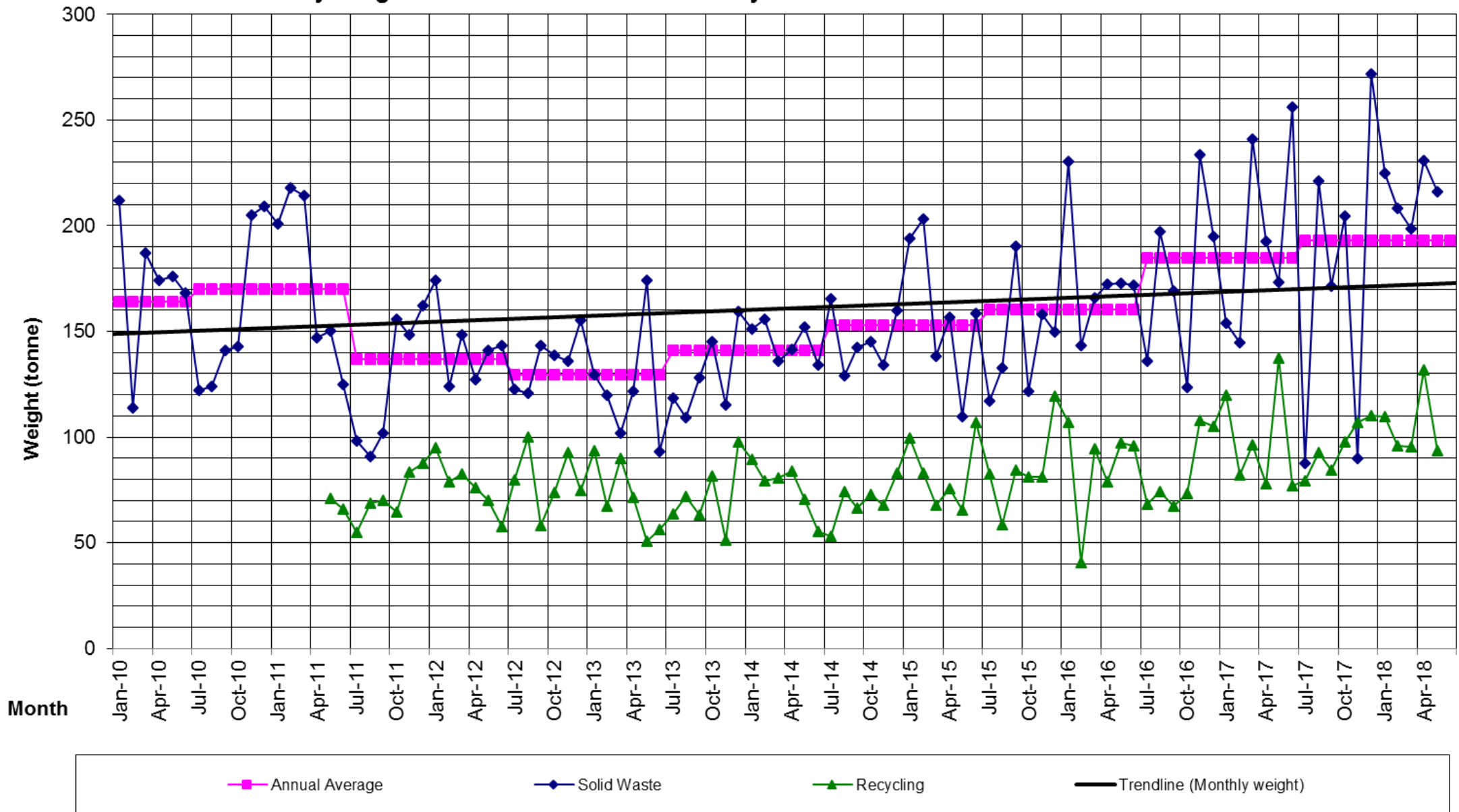
# **Appendix 1 - Monthly water usage**

# Water use South Wairarapa District Council



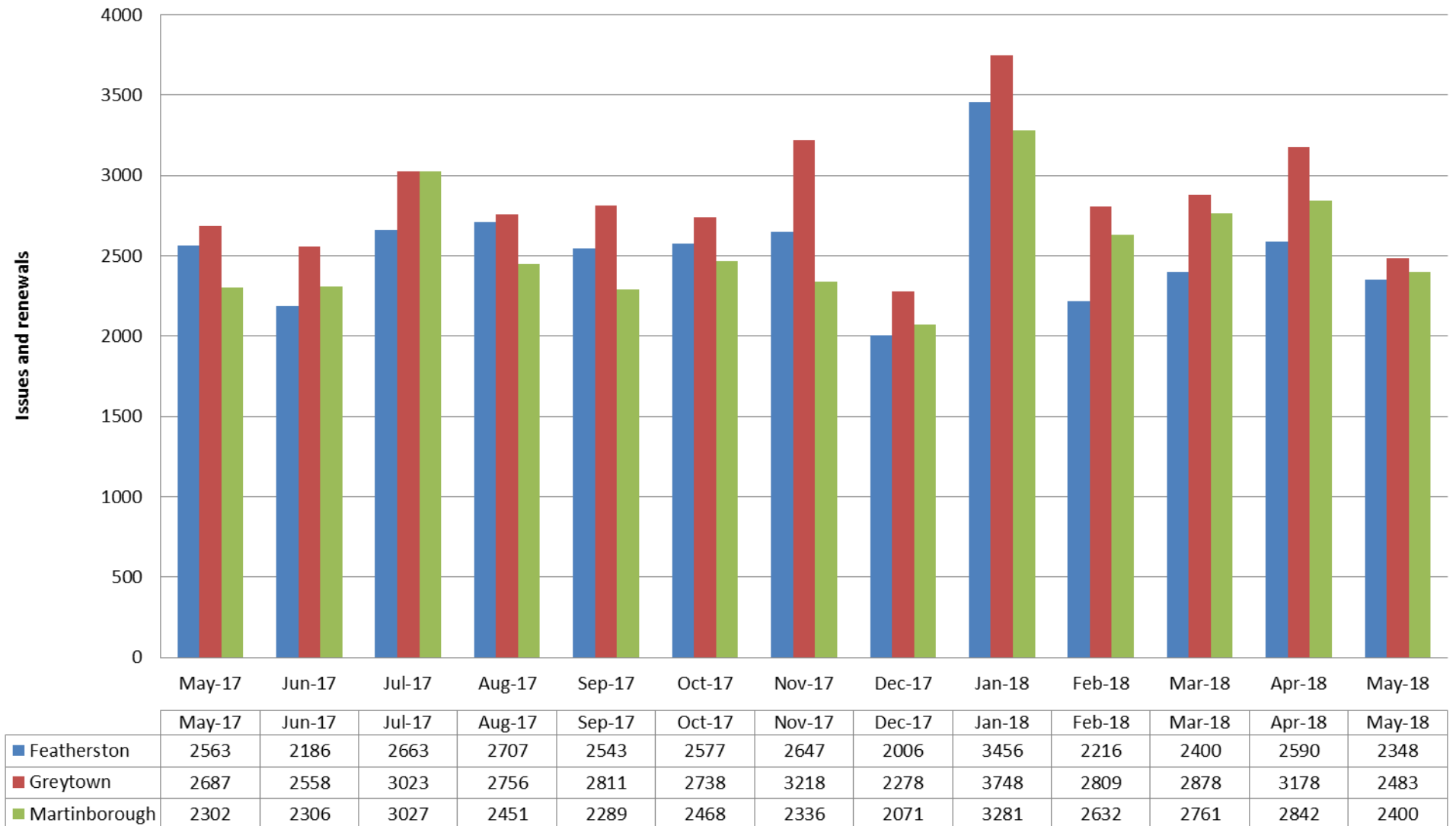
## **Appendix 2 -Waste exported to Bonny Glen**

# Monthly weight of waste transferred to Bonny Glen

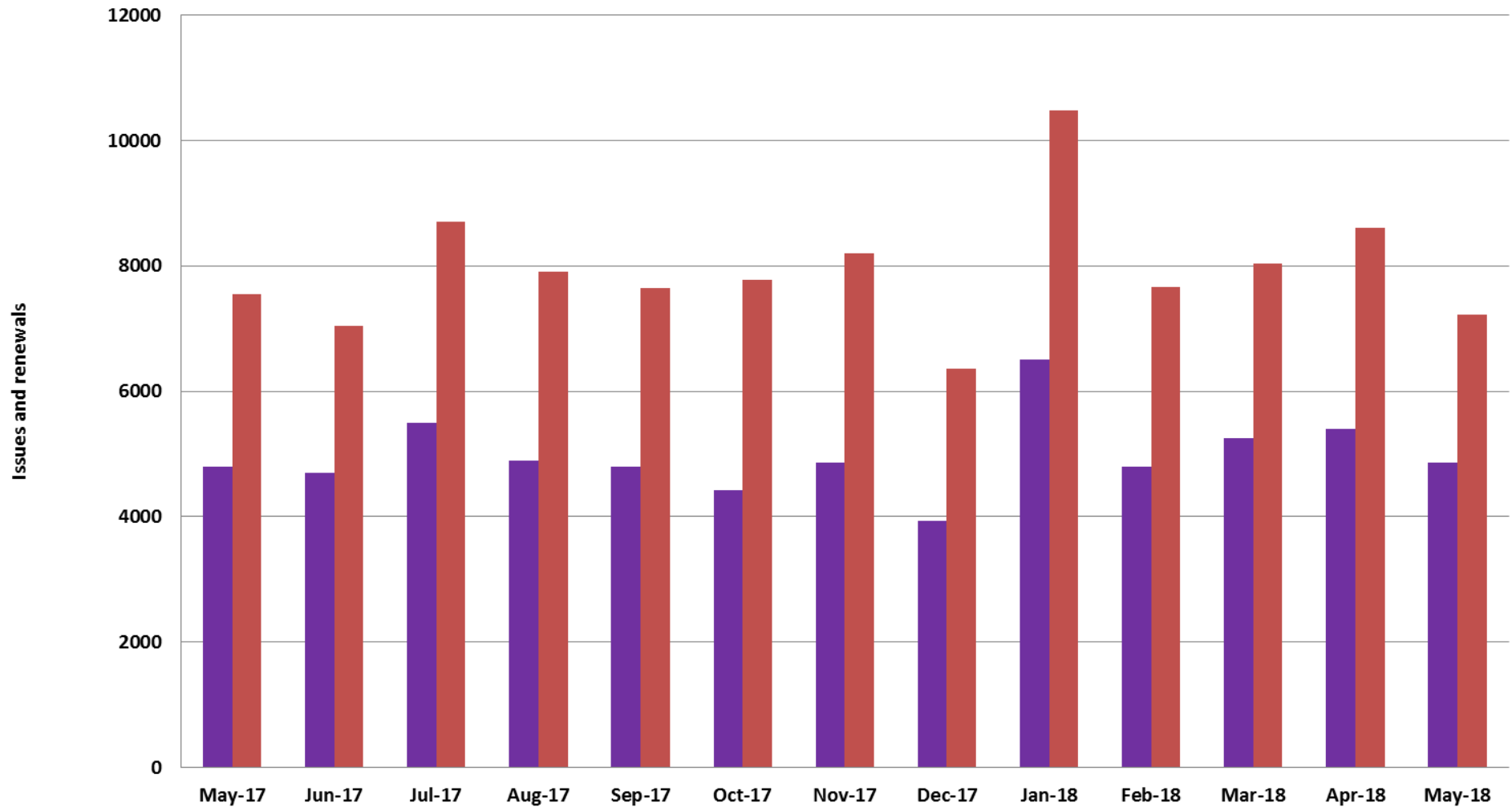


## **Appendix 3 – Library statistics**

## South Wairarapa libraries - issues and renewals to May 2018

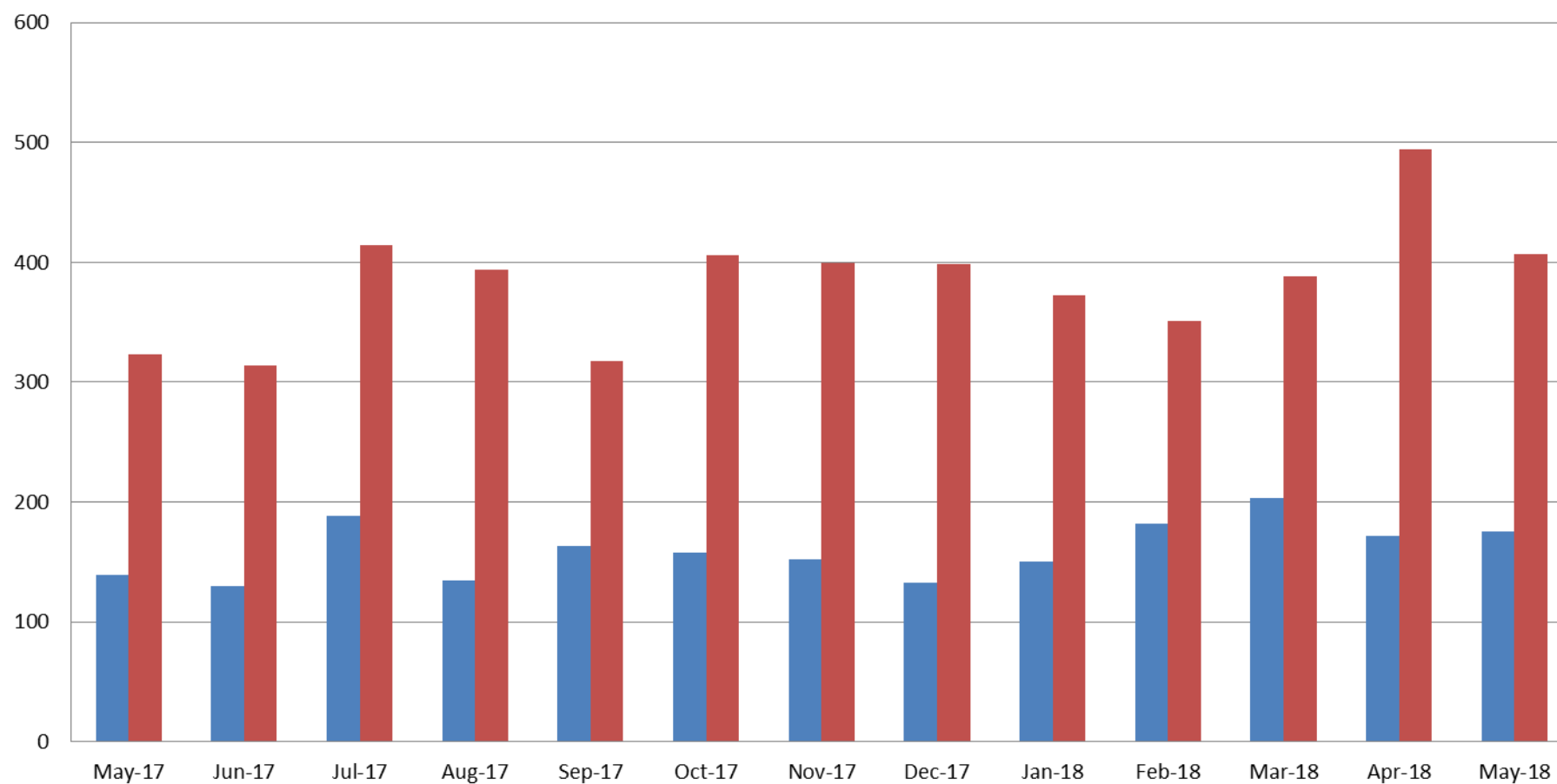


## Wairarapa Library Service - issues and renewals to May 2018



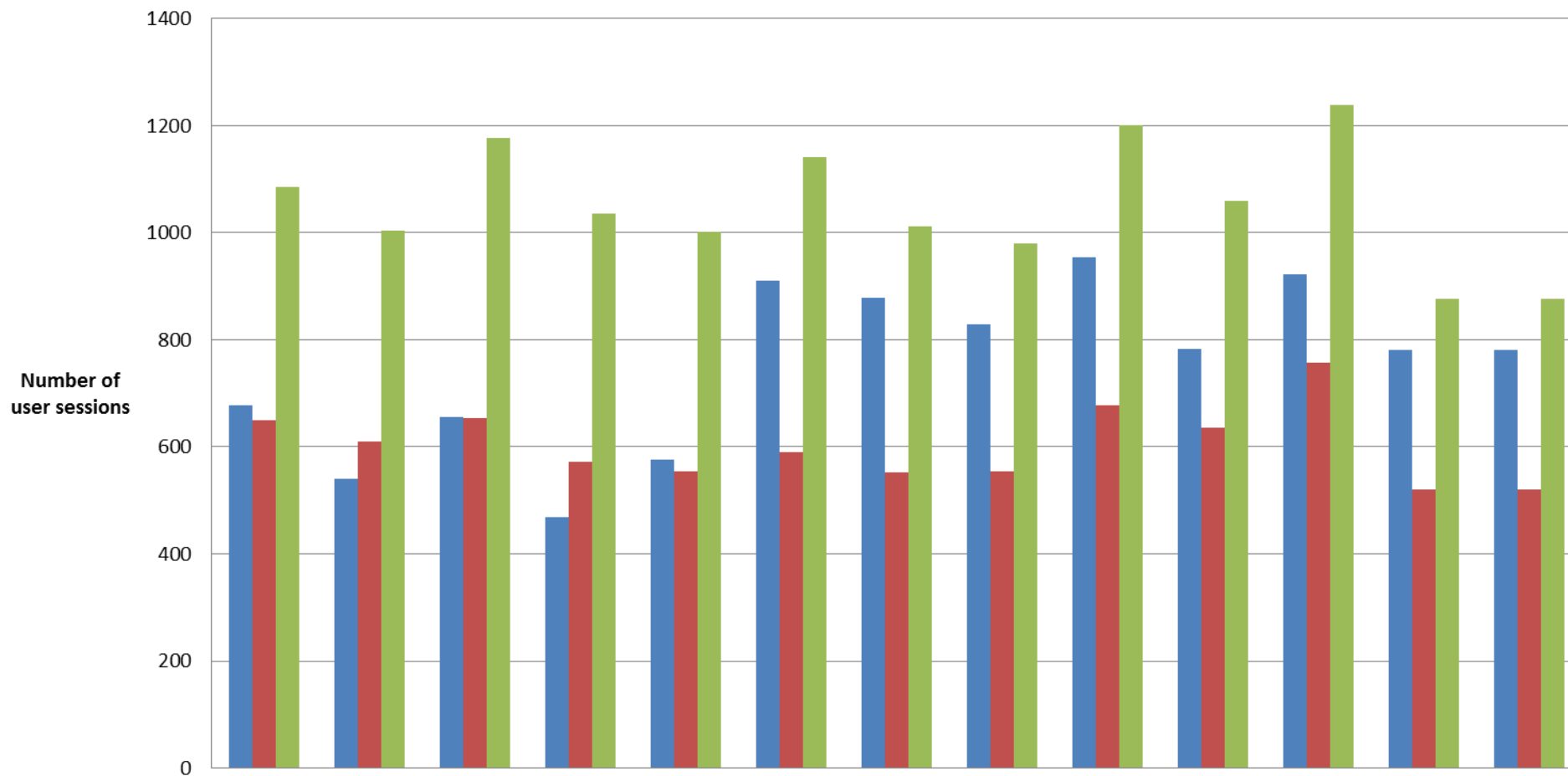
	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18
Carterton	4794	4694	5505	4887	4792	4418	4870	3940	6500	4789	5261	5397	4861
South Wairarapa	7552	7050	8713	7914	7643	7783	8201	6355	10485	7657	8039	8610	7231

## Wairarapa Library Service - audio and e-book issues to May 2018



	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18
Audiobooks	139	130	188	134	163	158	152	133	150	182	203	172	175
E-books	323	314	414	394	318	406	399	398	372	351	388	494	407

## APNK Wi-fi user sessions to May 2018



# FEATHERSTON COMMUNITY BOARD

17 JULY 2018

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## AGENDA ITEM 6.2

### ACTION ITEMS REPORT

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#### **Purpose of Report**

To present the Community Board with updates on actions and resolutions.

#### **Recommendations**

Officers recommend that the Community Board:

1. *Receive the Action Items Report.*

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

Action items from recent meetings are presented to the Community Board for information. The Chair may ask the Chief Executive for comment and all members may ask the Chief Executive for clarification and information through the Chair.

If the action has been completed between meetings it will be shown as 'actioned' for one meeting and then will be remain in a master register but no longer reported on.

#### **2. Appendices**

Appendix 1 - Action Items to 17 July 2018

Contact Officer: Suzanne Clark, Committee Secretary

Reviewed By: Paul Crimp, Chief Executive

# **Appendix 1 – Action Items to 17 July 2018**

Ref #	Raised Date	Action Type	Responsible Manager	Action or Task details	Status	Notes	Due Date
241	2-May-17	Action	Claire Bleakley	Write to the Returned Services Association and the Anzac Club seeking their interest in being involved with the Poppy Road Signs Project	Actioned	On hold until project has moved forward 30/1/18: Poppy Places Trust in attendance	
486	29-Aug-17	Action	Mark	Follow-up why external access to the Featherston Stadium toilets had not been completed	Actioned	25/09 Looking for someone else to do the drawings 7/11 Drawings expected to be completed 1/12 7/12 Draughtsman doing building consent application 26/01 Delayed while draughtsman out of action with health issues - expected next week 13/03 Drawings complete, and going to builders for pricing 27/03 Following up Builder 11/04 Going out to 2nd builder for pricing 05/06/18 this will be allocated to CCL - likely to involve replacing locks and no building work - to be discussed with FCB Chair & CCL on 08/06/18 04/07/18 Keys to stadium now available from Fstn Library	
148	13-Mar-18	Resolution	Jennie	FCB RESOLVED (FCB 2018/30): 1. To allocate up to \$500 to complete the Poppy Places Project to be paid to Claire Bleakley against receipts. 2. To request a Poppy Places Project completion report in due course. (Moved Ramsden/Seconded Shepherd) Carried	Actioned	In commitments	
242	24-Apr-18	Resolution	Paul	FCB RESOLVED (FCB 2018/35) to present the communities questions formally to	Actioned		

Ref #	Raised Date	Action Type	Responsible Manager	Action or Task details	Status	Notes	Due Date
				Council and have answers available (from Council) for the next Community Board meeting. (Moved Ramsden/Seconded Bleakley) Carried			
250	24-Apr-18	Resolution	Jennie	FCB RESOLVED (FCB 2018/43) to provide light refreshments up to the value of \$50, for civil defence activation participants. (Moved Ramsden/Seconded Bleakley) Carried	Actioned	In commitments	
252	24-Apr-18	Resolution	Robyn Ramsden	Write and advise Greater Wellington Regional Council that the Featherston Community Board and community were anxious for the Featherston wastewater consent to be publicly notified	Actioned		
258	24-Apr-18	Action	Paul	Prepare a report on what aspects of the Featherston Town Square have not been completed (in relation to the plans), what the final budget was, what work is still to be done and when that work will be done	Actioned		
326	5-Jun-18	Resolution		FCB RESOLVED (FCB 2018/46) that the minutes of the Featherston Community Board meeting held on 24 April 2018 be confirmed as a true and correct record subject to the correction of the seconder for recommendation '2' being changed from 'West' to 'Cr Olds'. (Moved Ramsden/Seconded Bleakley) Carried	Actioned	Minutes updated	
333	5-Jun-18	Resolution	Jennie	FCB RESOLVED (FCB 2018/53): 1. To receive the Chairpersons report. (Moved Ramsden/Seconded Bleakley) Carried 2. To approve the spend of \$729.70 for public meeting expenses as per item 2 (Lamb-Peters Print \$204.70, flyer delivery	Actioned	Commitments added to I&E report (Susan)	

Ref #	Raised Date	Action Type	Responsible Manager	Action or Task details	Status	Notes	Due Date
				\$25, Lionesses catering \$500). (Moved Ramsden/Secoded Bleakley) Carried 3. To approve up to \$300, primarily for advertising, for a meet the candidates meeting. (Moved Ramsden/Secoded West) Carried			
334	5-Jun-18	Action	Mark	Provide FCB members with a list of Council owned parks and reserves and their associated contract maintenance schedules	Actioned		
335	5-Jun-18	Action	Paul	If Lone Tree Hill land is found to be owned by Department of Conservation, write and ask them to maintain	Actioned	N/A	
337	5-Jun-18	Action	Russell	Following adoption of the LTP, provide more detail to FCB and Janine Price on what the spatial plan proposal will provide (down to the nitty gritty)	Actioned	Spatial planning investigation to be initiated and compiled with consultant input. Further information will be shared as the spatial work develops.	
338	5-Jun-18	Action	Russell	Invite Janine Price to provide input into spatial plan development	Actioned	Future spatial planning work will involve community inputs, ideas.	
339	5-Jun-18	Action	Russell	Organise an evening workshop for all community boards members with officers speaking about how Council runs community housing, liquor and food regulation consents and the building consent process	Actioned	Future workshop planned with community board to share knowledge on consent processes.	
342	5-Jun-18	Action	Paul	Write to Council's fencing contractors and thank them for a job well done	Actioned		
343	5-Jun-18	Action	Jennie	Provide information to Claire Bleakley on why the pensioner housing rents were raised including what all the costs are, what funding is applied to community housing from the general rates, what corporate fees are and what income from the housing is spent on	Actioned	Information previously provided	
344	5-Jun-18	Action	Jennie	Correct the spelling of Claire Bleakley's name in the FCB I&E Report	Actioned		

Ref #	Raised Date	Action Type	Responsible Manager	Action or Task details	Status	Notes	Due Date
345	5-Jun-18	Action	Paul	Provide members with section 7 of the Local Government Official Information and Meetings Act	Actioned		
346	5-Jun-18	Action	Mark	Determine who owns Lone Tree Hill and land around any public track access; provide a map that shows land ownership to members	Actioned		
341	5-Jun-18	Action	Paul	Arrange actioned items at the top of the report and add an items due date column	Actioned		
132	14-Mar-17	Action	FCB	Submit a list of approved road names to Council	Open	13/3/18: FCB to ask public for suggestions 11/5/18: Robyn was to follow-up the process for nominating Maori road names with the Planning team and MSC chair.	
310	6-Jun-17	Action	Robyn Ramsden	As part of Featherston 2033 workshop discussions, identify an ideal public safety solution which includes convenience to bus stops, pedestrian crossings on State Highway 2 and speed limits and provide recommendations to Council officers so dialogue with NZTA can be undertaken	Open		
688	21-Nov-17	Action	Robyn Ramsden	Forward Paul Crimp a copy of the Wairarapa Library Service Working Group letter sent to social service providers so a letter can also be sent by Council	Open		
152	13-Mar-18	Action	Mark	Advise a proposed timeline for repairing the walls inside the Featherston Stadium	Open	24/05 This matter has been referred to CCL for urgent action - requirements and costings. 04/07 Costings should be available for FCB meeting 17/07	
255	24-Apr-18	Resolution	Mark	Advise FCB members by email the timeframe for painting the Featherston gazebo	Open	24/05 This matter has been referred to CCL for urgent action - requirements and costings 04/07 Quote received; contractor instructed to commence imminently	

Ref #	Raised Date	Action Type	Responsible Manager	Action or Task details	Status	Notes	Due Date
256	24-Apr-18	Resolution	Mark	Provide a quote for laying a gravel path in the Garden of Remembrance leading to the Japanese memorial (completion timeframe September 2018)	Open	31/05 Tim working on this collectively with other path requirements in the district 04/07 Costings acquired; work to commence imminently	
257	24-Apr-18	Resolution	Robyn Ramsden	Discuss the mini golf proposal with the Cross Creek Railway Society; requesting more detail about how the course would be fenced, health and safety considerations for pedestrians and passing traffic, health of the oak tree (particularly protection of its roots), and verification of permission from the Featherston Menz Shed	Open		
259	24-Apr-18	Action	Robyn Ramsden	Invite Pae tu Mokai o Tauria to open discussions on having a representative on the Featherston Community Board	Open		
262	24-Apr-18	Action	Robyn Ramsden	Scope and cost the relocation of the Featherston train mosaic to a new site outside the Fell Museum and report back to the Board on feasibility and a proposed site	Open	05/06 Alternative artist now found - details have been passed on to Robyn Ramsden	
336	5-Jun-18	Action	Robyn Ramsden	Consult the Featherston community on the proposal to rename the town square; offering the suggestion of 'Messines' as one option	Open		
340	5-Jun-18	Action	Mark	Organise for the main belt of trees in the Featherston Cemetery to be trimmed; liaise with FCB if necessary	Open	04/07 Tim organising for this to be completed within next 4-6 weeks	
349	5-Jun-18	Action	Robyn Ramsden	Scope the extent of the Wings Over Wairarapa promotion project, including the benefits to South Wairarapa, and bring back the information to the Board for a decision on how to proceed	Open		

# FEATHERSTON COMMUNITY BOARD

17 JULY 2018

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## AGENDA ITEM 6.3

### INCOME AND EXPENDITURE STATEMENTS

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#### **Purpose of Report**

To present the Community Board with the most recent Income and Expenditure Statement for the 17/18 year.

#### **Recommendations**

Officers recommend that the Community Board:

1. *Receive the Income and Expenditure Report for the period 1 July 2017 – 30 June 2018.*

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

The Income and Expenditure Statement for 1 July 2017 – 30 June 2018 is attached in Appendix 1. The Chair may ask the Chief Executive for comment and all members may ask the Chief Executive for clarification and information through the Chair.

#### **2. Appendices**

Appendix 1 - Income and Expenditure Report for the period 1 July 2017 – 30 June 2018

Contact Officer: Suzanne Clark, Committee Secretary

Reviewed By: Paul Crimp, Chief Executive

# **Appendix 1 - Income and Expenditure Report for the period 1 July 2017 – 30 June 2018**

<b>Featherston Community Board</b>		
<b>Income &amp; Expenditure to 30 JUNE 2018</b>		
	<u>INCOME</u>	
	Balance 1 July 2017	7,606.84
	Annual Plan 2017/18	26,868.00
	<b>TOTAL INCOME</b>	<b>34,474.84</b>
	<u>EXPENDITURE</u>	
	Members salaries	15,748.00
	Mileage reimbursements	883.96
	<b>Total Personnel Costs</b>	<b>16,631.96</b>
26/07/2017	AP Spark Fsn Info Centre Jul/Aug 17	99.89
17/08/2017	AP Featherston Inf Petty cash Feb-July 2017	85.40
26/08/2017	Information centre - morning tea Colin Olds	99.98
28/08/2017	correct coding info centre morning tea colin olds	43.48
7/09/2017	AP Local Governmen Annual CBD levy 2017/18	216.66
26/09/2017	AP Spark Fsn info centre August charges	99.73
24/10/2017	AP OfficeMax New Z Stationery etc	19.30
26/11/2017	AP Spark Fsn info centre	24.04
30/11/2017	AP Power Services Erect Xmas flags - Featherston	240.00
26/12/2017	AP Spark Fsn information centre	158.51
6/02/2018	AP Signage Service GL jnl correction	376.80
20/02/2018	AP Power Services Take down Christmas banners Fsn	199.00
26/02/2018	AP Spark Fsn information centre	53.23
26/02/2018	AP Spark Fsn information centre	53.25
5/04/2018	corr coding spark info centre	53.58
13/04/2018	FCB Comm of the Year Ramsden Bleakley	350.00
26/04/2018	AP Spark Fsn Info Centre April/May 2018	53.65
30/04/2018	AP Lamb-Peters Pri FCB - 500 "Poppy Places" flyers A4	145.00
1/05/2018	AP Featherston Men Supply/make frames for Poppy Places	150.00
2/05/2018	AP The Featherston Tin, Bell Tea (Poppy Places)	82.00
3/05/2018	AP Spark Fsn Information Centre - May 2018	53.83
4/05/2018	AP Lamb-Peters Pri Greeting cards (thanks Poppy Places)	44.00
	<b>Total General Expenses</b>	<b>2,701.33</b>
28/07/2017	AP Cross Creek Rai FCB grant costs two new motors for locom	300.00
28/07/2017	AP KittyCat Rehomi Kittycat rehoming - Wairarapa FCB grant to create new website	300.00
1/11/2017	AP Wairarapa Reap Contributions to White Ribbon Ride 2017	300.00
6/11/2017	AP Featherston Fir FCB Grant Music/creative events grant	500.00
6/11/2017	AP Muay Thai C FCB grant reduced/free trng children in	500.00
6/11/2017	AP Fell Locomotive FCB grant upgrade safety barriers	500.00
28/11/2017	AP Featherston Com FCB grant running costs for Centre	500.00
18/12/2017	AP Richmond Funera 2 x Bonze plaques for park benches	565.22
19/12/2017	AP Fulton Hogan Fsn Xmas parade - diversions/detours	1,161.08
6/03/2018	AP Wairarapa Reap FCB Grant 17/18 Fsn School Writers	500.00
20/03/2018	AP Featherston Boo FCB Grant - running costs Booktown event	500.00
20/03/2018	AP Featherston Mai FCB Grant-gabion plant boxes Main St	500.00
20/03/2018	AP Featherston Toy Grant for new toys for toy library	500.00
21/03/2018	AP Featherston Sch Costs to change logo & visual identifica	575.00
22/03/2018	AP Wairarapa Rate FCB-Op costs to benefit Fsn users of ser	500.00
	<b>Total Grants</b>	<b>7,701.30</b>
	<b>TOTAL EXPENDITURE</b>	<b>27,034.59</b>

<b>Featherston Community Board</b>		
<b>Income &amp; Expenditure to 30 JUNE 2018</b>		
	<b>ACTUAL NET SURPLUS/(DEFICIT) YEAR TO DATE</b>	<b>7,440.25</b>
	<u>LESS: COMMITMENTS</u>	
	Salaries to 30 June 2018	166.00
	Chor Farmer Donation for Garden of remembrance (from initial 1,000 donation)	265.53
	Featherston Information Center phone - monthly charges estimate until June 2018	22.47
	Poppy Places Project	79.00
	Civil Defence refreshments	50.00
	Public Meeting Expense Lamb Peters Flyers	204.70
	Public Meeting Expenses Flyer delivery	25.00
	Public Meeting Expenses Lionesses Catering	500.00
	Meet the candidates meeting advertising etc	300.00
	<b>Total Commitments</b>	<b>1,612.70</b>
	<i>add back Mileage not budgeted for as decision by remuneration authority not made when AP finalised</i>	<b>883.96</b>
	<b>BALANCE TO CARRY FORWARD</b>	<b>6,711.51</b>

<b>Featherston Beautification budget</b>		
<b>Budget</b>		
2013/2014		10,300.00
2014/2015		10,000.00
2015/2016		10,220.00
2016/2017		10,460.00
2017/2018		10,710.00
<b>Total Budget</b>		<b>51,690.00</b>
<b>17/18 expenditure</b>		
<b>16/17 expenditure</b>		
<b>15/16 expenditure</b>		
<b>14/15 expenditure</b>		
Featherston town Centre Topographic Survey		1,710.00
<b>13/14 expenditure</b>		
<b>Total Expenditure</b>		<b>1,710.00</b>
<b>ACTUAL NET SURPLUS/(DEFICIT) YEAR TO DATE</b>		<b>49,980.00</b>
<u>LESS: COMMITMENTS</u>		
Committed to Sculpture		45,000.00
<b>Total Commitments</b>		<b>45,000.00</b>

# FEATHERSTON COMMUNITY BOARD

17 JULY 2018

## AGENDA ITEM 6.4

### APPLICATIONS FOR FINANCIAL ASSISTANCE

#### **Purpose of Report**

To present the Community Board with applications received requesting financial assistance.

#### **Recommendations**

Officers recommend that the Community Board:

1. *Receive the Applications for Financial Assistance Report.*
2. *Consider the application from the Friday Club against the grant criteria and consider allocating the requested \$500 to help with the costs associated with purchasing a safe new slide.*
3. *Consider the application from Maths Wairarapa requesting \$300 towards the costs associated with running the Wairarapa schools maths competition.*
4. *Consider the application from Featherston Heritage Complex Society requesting \$500 towards the costs associated with hosting Chor Farmer.*

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

The Community Board has delegated authority to make financial decisions within the confines of the allocated and available budget as shown in the Income and Expenditure Report.

Applications will be provided to members in confidence.

#### **2. Criteria**

The criteria of the grant are:

To be eligible, applications must be from non-profit organisations that are benefiting the local Featherston community. All grants will be considered on a case by case basis and must list all funding raised at time of application. Grants are considered every second meeting throughout the year.

1. Applicants need not be incorporated bodies, but the Board must be satisfied that they are responsible organisations which will be fully accountable for any grants they receive, have relevance to the Community and do not qualify for Creative Communities New Zealand funding.
2. Successful applicants are required to expend grants received within six months of payment being made. A request must be made, should an extension of time be needed.
3. An accountability in report form, together with evidence of the expenditure of a grant received (copies of invoices or receipts) is required within three months of a grant being expended.
4. All questions must be completed.
- 5. The maximum grant will be \$500 unless special circumstances are considered to exist. (GST will be added to grants approved for GST registered applicants).**
6. Applications must reach the Council not less than ten days before the relevant Community Board is to consider an application.
7. In 2018 grants will be considered on the 13 March, 17 July and 20 November.

### 3. Accountability Reports

Applicant	Status of Accountability Forms for Previous Grants
Friday Club	No outstanding accountability returns
Maths Wairarapa	No outstanding accountability returns
Featherston Heritage Complex Society	No outstanding accountability returns

Contact Officer: Suzanne Clark, Committee Secretary

Approved By: Paul Crimp, Chief Executive

# FEATHERSTON COMMUNITY BOARD

17 JULY 2018

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## AGENDA ITEM 6.5

### GRANTS POLICY REVIEW REPORT

#### **Purpose of Report**

To advise Community Boards of the proposed changes to the Grants policy (M700).

#### **Recommendations**

Officers recommend that the Community Board:

1. *Receive the Grants Policy Review Report.*
2. *Agree the amendments to the policy.*
3. *Agree the next review date should be February 2021.*

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

The policy M700 Grants policy was due for review in February 2018. Due to Long Term Plan commitments, this review was delayed until the LTP process had been completed. During the LTP process, the Audit & Risk working party noted that a number of the grants approved did not strictly comply with the current policy and agreed that the policy should be amended to reflect the wishes of Council to support some community groups in the manner agreed during the LTP deliberations/

The Policy has been reviewed with this in mind and changes made. These changes are presented to the Community Boards for their review before going to the Audit & Risk working party and then for approval by Council.

Any changes made are shown as tracked changes on the attached document.

#### **2. Discussion**

The changes to the policy are summarised below:

Adding that allocation of grants needs to contribute to Council's vision, mission, values and strategic plan.

Add references to Annual Plans (AP) as well as Long Term Plans (LTP) as grants are allocated during both processes. LTPs occur once every three years and APs occur in the two years between LTPs.

To clarify the rules for concessions on licences and bylaw permits for completeness. The Policy previously covered Resource, Building, Plumbing consents, road closures and Council halls, parks and reserves but made no mention of licences and bylaw permits.

To delete references to Council owned buildings not being eligible for concessions under the policy.

To add the requirement for applicants to complete application forms and accountability forms.

To delete reference to pool grants as swimming pool entry is now free in all SWDC pools.

Delete reference to discretionary grants as other changes to criteria make this clause redundant.

Add reference to the new grant regime to be administered via the Maori Standing committee (MSC) going forward and confirm the procedures will mirror those currently carried out by Community Boards (CB).

Add reference to the new Youth grant pool introduced in the 2018/28 LTP process.

Adjust the criteria for grants and "Grants will not be distributed for" sections to reflect the Council's decisions to support some areas that had previously been excluded.

Amend terminology regarding applications and accountability to reflect the new forms introduced as part of the 2018/28 LTP process.

### **3. Appendices**

Appendix 1 – Grants Policy

Prepared By: Jennie Mitchell, Group Manager Corporate Services

Reviewed By: Paul Crimp, CEO

# **Appendix 1 – Grants Policy**

# GRANTS POLICY

## 1. INTRODUCTION

The purpose of the ~~Community~~ Grants Policy is the consistent allocation and management of contestable and discretionary community grants awarded at the local or regional level ensuring fairness to all. These grants support the delivery of a wide range of outcomes identified in the South Wairarapa Long Term Plan, Annual Plan, and other key strategic documents.

South Wairarapa District Council's commitment to the provision of grants is one aspect of the Council's overall support function within the community. The total amount of annual funding to be allocated for the purpose of community grants will be decided upon through the Council's Long Term Plan (LTP) and subsequent annual plans (APs). A Community Grant is a 100% rate-funded form of donation to a not-for-profit organisation, ~~generally not-for-profit~~.

It is recognised that Local Authorities are one of the few organisations that can levy a tax, and in this context we are receiving revenue from the ratepayer who has little choice and transferring it to another person or group.

The Policy will ensure that the allocation and distribution of grant funding:

- Is clear on who can apply and for what
- Occurs in a consistent, efficient, effective manner
- Is transparent, equitable, fair and accountable
- Supports the direction outlined in the LTP/AP
- Best meets Community Outcome objectives
- Contributes to the social, cultural and environmental well-being of the community
- Contributes to Council's vision, mission, values and strategic plan
- Assists in strengthening the community and developing self-reliance
- Allows Council and/or its community partners to target areas of highest need.

Throughout this policy "Council" means:

- South Wairarapa District Council (SWDC)
- Community Boards, Committees and Sub-Committees of SWDC

Council's policy seeks to support and resource initiatives that meet identified community needs, which contribute to community empowerment and strengthen communities. Community grants are primarily for the benefit of the district's residents.

Grants will be allocated to organisations which contribute to the community in at least one of the following areas:

- Social
- Environmental
- Recreational
- Cultural
- Arts
- Sport
- Heritage Preservation
- Maori
- Economic Development
- Events

The activities must benefit the South Wairarapa District, or, at the discretion of the Council, the Wairarapa region. Regional funding will be considered on a per capita basis and must show a tangible direct or indirect benefit to South Wairarapa.

## **2.0 GRANTS**

### **2.1 Eligibility**

- 2.1.1 Organisations and groups making an application ~~for a concession~~ must be not-for-profit, and not involved with any commercial activity. They must be South Wairarapa based or with a distinct activity in the District and be in line with the objectives and community outcomes of the South Wairarapa District Council ~~Community Plan~~.
- 2.1.2 They should preferably be incorporated in their own right or directly linked to another organisation that is ~~(e.g. Martinborough Round the Vines and Martinborough School)~~.
- 2.1.3 Individuals may not apply.
- 2.1.4 Applicants may not be in receipt of any other Council concessionary or financial support, approved or given for the same financial year. Not-for-profits may apply for Excludes Community Board grants) in addition to Council grants.

### **2.2 Concession for Charitable and like community organisations and groups**

Services and Facilities for which a Concession may be given.

#### **2.2.1. Planning and Regulatory.**

2.2.1.1 Applications for Resource, Building or Plumbing Consents and Licences and Bylaws Permits are not eligible for a concession, either monetarily or otherwise. However, affected organisations may seek a grant from the Council in accordance with its policies and practices in respect to grants.

2.2.1.2 Road closures for street days or other fund-raising activities are eligible for a concession of up to 50% of the cost of any related advertising, that is placed by the Council.

#### **2.2.2 Council Halls, Parks and Reserves.**

2.2.2.1 A concession of up to 50% of the cost or a charge for rent or similar fee payable for the short term use of a Council owned facility may be given. Except where a concession is already built in and disclosed in the charge.

2.2.2.2 Deposits required against due performance may not receive a concession.

~~2.2.3 Lessees of all or part of Council owned buildings and facilities are not eligible for a concession under this Policy.~~

## 2.3 Annual Grants

As part of the Long term Plan or Annual Plan process Council nominates funds to support Community organisations delivering against Council objectives. These funds can be applied for through the Long Term Plan and Annual Plan submission process. Applicants need to complete a grant application form and provide an accountability form once the grant has been allocated. Copies of these forms can be found on SWDCs website.

## 2.4 Discretionary Grants

~~Council may, at its discretion, provide grants up to \$2,000, which do not fall into any of the above categories but meet the criteria in section 3 of this Policy. An amount for discretionary grants will be identified in Council's Annual Plan.~~

## 2.5 Special Grants

### 2.5.1 Creative Communities Grant

The Creative Communities Scheme supports and encourages local communities to create and present diverse opportunities for accessing and participating in arts activities within the South Wairarapa. The scheme is a partnership between Creative NZ and the Council who administer the scheme. Recipients must show that the proposed project meets one or more of the funding criteria: Broad community involvement, diversity and/or young people.

Applications are considered 2-4 times per year by the Local Assessment Committee.

### 2.5.2 Sport NZ Grants

The Sport NZ (formerly SPARC) Rural Travel Fund is open to South Wairarapa sports clubs and school teams with young people aged between 5 and 19 years who require subsidies to assist with transport expenses to local sporting competitions. The scheme is a partnership between Council and Sport NZ and was developed in response to concerns about the lack of participation in sport by young people living in rural communities.

Applications are considered annually by the Local Assessment Committee.

### ~~2.5.3 Pool Grant~~

~~Pool passes may be granted for use as player of the day awards for sports teams, prizes at community fundraisers etc where no other sponsorship has been obtained.~~

#### 2.5.4 Community Board Grants

Each community board (CB) has their own funds and policy to support the distribution of their funds. These can be found on [www.swdc.govt.nz](http://www.swdc.govt.nz)

#### 2.5.5 Maori Standing Committee Grants

From the 2018/19 financial year, the Maori standing committee (MSC) has been allocated grant funding to be administered in a similar format to that of the CB grants. These will need to meet the grant criteria set by the MSC and application and accountability forms will be required to be completed.

#### 2.5.6 Youth Grants

From the 2018/19 financial year, SWDC will allocate grants targeted at youth development in addition to the general community grants. These will require application and accountability forms will be required to be completed. These grants will be allocated as part of the LTP or AP process along with general community grants.

### 3. CRITERIA FOR GRANTS

- ~~• There must be an identifiable project, except for discretionary grants~~
- Organisations must demonstrate the ability to responsibly plan and administer the project
- The organisation must be a non-profit organisation, except in relation to economic development and heritage grants.
- Except for Sport NZ (formerly SPARC), grants cannot be for individuals.
- ~~• Except for economic development grants, a grant must not be for economic gain.~~
- The project must be of economic, environmental, social or cultural good to the community or district, consistent with community priorities established in the current LTP or AP
- Grants must support Council's objectives of achieving equity and fairness throughout the district
- When considering applications Council will give recognition to funds already approved, including base funding, ~~minor grants and rates funding~~ before making allocations from the funding pool.
- Council May seek comments and recommendations from the Community Board ~~or from other members of the Council~~ should it be deemed necessary.
- ~~• Applicants can seek advice from the administering body about what can be applied for.~~

- Funds must be used only for the purpose for which they were sought and/or approved, and in accordance with any terms or conditions imposed by the grant distributors (e.g. Creative communities or Sport NZ)

Further considerations to be made when deciding on Community Grant distribution:

- The level of compliance with the requirements by the applicant on any previous grant from the South Wairarapa District Council or grant distributor
- Collaboration or partnerships with other groups or organisations and minimising of duplicated services
- The ability of the applicant to successfully deliver the services (demonstrated by the adequacy of the organisation's structures, its financial and management practices and previous track record for services or projects)
- Other possible sources of funding available to the applicant and its fundraising capabilities
- The applicant's compliance with all relevant legislative requirements and standards of good practice.

#### 4. GRANTS WILL NOT BE DISTRIBUTED FOR

4.1 ~~Activities that subsidise on-going organisational activity, unless by prior agreement by the Council, such as:~~

~~Capital improvements to facilities not owned by the applicant (except for community infrastructure previously supported and/or owned by Council)~~

~~Wages/salaries~~

~~Administration expenses~~

- Overseas travel
- Reducing debt servicing
- ~~Food/Catering~~
- ~~Subscriptions~~
- Prizes/trophies
- ~~Entry fees~~

- Private expenses outside of the agreed project scope
- Services or projects seeking to promote commercial, political or religious objectives, including political advocacy projects or commercial enterprises
- Costs associated with fundraising events where profits are redistributed to another group

4.2 Applications in retrospect

4.3 The complete cost of a project

4.4 ~~R~~ates as these are covered under the rates remission policy.

## 5. APPLICATION

5.1 Applications must state in writing using the SWDC grant application form:

- Description of the project
- Benefit to the ~~c~~Community or ~~D~~istrict
- Total cost of the project
- Reason for the project
- ~~-~~Outcomes of the project
- Contribution, if any, by applicant or other organisations

5.2 Applications over the amount of \$5,000 must have accompanying:

- Financial statements and a full project budget

5.3 Applications must be received at least 2 weeks prior to the event/activity.

5.4 Applications will not be considered in retrospect.

5.5 A decision made in respect to an application for a concession is final and there is no right of appeal

## 6. PAYMENT OF GRANTS

6.1 All applicants will be notified in writing of the outcome of their application for funding.

6.2 Grants are payable upon receipt of the necessary documentation from the applicant:

- a GST invoice, where applicable, for the grant
- proof of expenditure, such as invoices if requested at the time the grant is approved
- a deposit slip with account number and organisation's name
- ~~documentation to prove that the purpose for which the grant was given has been fulfilled.~~

~~6.3 In special circumstances, a grant may be paid out in advance of the expenditure being incurred.~~

6.4 ~~3~~ The recipient is required to inform the grant distributors if any difficulties and/or potential difficulties arise which may compromise the service or project.

## 7. ACCOUNTABILITY

7.1. ~~Expenditure returns~~An accountability report is required from an organisation receiving funding, either:

- as soon as the funds are spent, or
- within one (1) calendar year of receipt of funds, whether spent or not

7.2. Any unspent funds must be returned to SWDC within one year of receipt unless there is prior agreement to carry over such funds.

7.3 Any discrepancies in funding (e.g. funds spent on other than the intended project) may result in an audit of the organisation's accounts and a request to return the grant funding to SWDC.

7.4 Organisations receiving a grant over \$5,000 must provide Financial Statements disclosing the grant and the purpose to which the grant was put.

# FEATHERSTON COMMUNITY BOARD

17 JULY 2018

## AGENDA ITEM 6.6

### WORKING WITH VOLUNTEERS

#### **Purpose of Report**

To present the Community Board with a process for working with volunteers.

#### **Recommendations**

Officers recommend that the Community Board:

1. *Receive the information.*
2. *Note the process for assessing whether volunteers can be utilised.*

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

The new health and safety legislation has placed much more stringent obligations on organisations to ensure workers of any kind are kept safe.

Ultimate responsibility falls on the "Officer", who is personally liable. The "Officer" in the case of South Wairarapa District Council is the Chief Executive.

The volunteer workforce is very active in New Zealand, there are many people and organisations who take great pride in "doing their bit".

Unfortunately, many volunteers are injured or worse in the course of carrying out the volunteer activity. The health and safety legislation is to reduce harm in all work environments, including the volunteer sector.

#### **2. Discussion**

Attached as Appendix 1 are guidelines we will be using when assessing opportunities where volunteers may be available.

#### **3. Process**

The process will be:

- Identify opportunity
- Contact SWDC relevant manager or group manager at SWDC, this will depend on the nature of the work, to discuss opportunity.

- SWDC manager assess opportunity against criteria as discussed in Appendix 1.
- SWDC officer will decide whether to approve opportunity or not.
- If opportunity to use volunteer(s) is not approved, further discussion required to resolve how work will be undertaken.

## **4. Appendices**

Appendix 1 – Guidelines for assessing volunteer opportunities

Contact Officer: Paul Crimp, Chief Executive

# **Appendix 1 – Guidelines for assessing volunteer opportunities**

## Guidelines for working with volunteer groups

### Volunteer activities

On behalf of Council, Community boards enlist the help of volunteer groups such as Lions to assist with council projects. There are no contractual agreements in place and no payments are made for the work done. There have been times where the council's contractor has supervised the work done by volunteer groups.

Volunteer groups have assisted council with installing park benches and paths, building seating, and may assist with light pruning, cutting trees small trees and other garden maintenance work.

### Legal requirements

In the context of the Health and Safety at Work Act, South Wairarapa District Council is a person conducting a business or undertaking (PCBU). SWDC have no worker obligations when there are no SWDC workers on are site. SWDC does have worker obligations when contractors are engaged on site. SWDC also has legal obligations when volunteers are working on council projects.

The health and safety at Work Act, differentiates between two groups of volunteers, volunteers and casual volunteers. A PCBU has differing requirements in respect to these two groups, as shown in the table below.

<b>Volunteers</b>	<b>Casual volunteers</b>
Can carry out work in any capacity for council	Does not meet the requirements of volunteers.
With the knowledge and consent of council	Examples:
On an ongoing or regular basis	<ul style="list-style-type: none"> <li>participating in garden maintenance working bees</li> <li>participating in fund-raising activities for council.</li> <li>assisting with sports or recreational activities.</li> </ul>
Are an integral part of the council.	
<b>Council requirements</b>	
Need to ensure volunteers understand the hazards and risks of their work and are competent to work safely.	Same duty of care as every other person.
Not obliged to have a worker engagement or participation process.	

Note: A volunteer association, such as Lions, is not defined as a PCBU under the act.

The diagram below gives an over view of our working with volunteer process

## Low risk

Volunteer guideline  
Volunteer induction  
How to report an incident or hazard

## Medium risk

Contractor questionnaire  
Pre-start meeting - discuss hazards and controls, agree responsibilities  
Safety checks  
Post work review

## High risk

Contractor questionnaire  
Site specific safety plans  
Pre-start meeting - discuss hazards and controls, agree responsibilities  
Contractor induction  
Ongoing meetings  
Contractor audits  
Post contract review

## **Pre-work Assessing our risk**

Any work done on council facilities or amenities creates a risk to council that needs to be managed, and as such, there are potential hazards and risks with the work being undertaken in community projects. To ensure the risks are managed effectively, Council will undertake a risk assessment for all proposed work. Where the risks are deemed medium to high level, this work would be awarded to an approved contractor. Council will also determine if the work will be self supervised by the volunteer workers, or if a council representative will supervise the work.

Low risk activities could be done by volunteer groups. Where appropriate, council will provide a health and safety guide, equipment and tools to ensure the safety of volunteers, as with any other person who comes into contact with the work. Any work that requires a Traffic Management Plan will not be done by volunteers.

[..\4. H&S Forms & checklists\Volunteer work risk assessment.docx](#)

## **During work**

Before work starts a meeting will be held between the council representative and volunteer workers to discuss health and safety risks and controls. Volunteer workers will be given a volunteer induction which will include how to report hazards, accidents and incidents. [Volunteer application and induction DRAFT.docx](#). All volunteers will be provided with a copy of council's volunteer health and safety guide. [H&S guide for SWDC volunteers DRAFT.docx](#)

To ensure the work is progressing as agreed and risks are being effectively managed, a council representative will periodically observe work which is supervised by the volunteer group.

## **Post project works**

Following completion of work, council representative will hold post work review, and where appropriate meet with volunteers, which will include verification the risks were managed effectively, the work was done in a safe manner or not, and identify any learnings for future engagement of volunteer workers.

# FEATHERSTON COMMUNITY BOARD

17 JUNE 2018

## AGENDA ITEM 8.1

### CHAIRPERSON REPORT

#### Purpose of Report

To inform Featherston Community Board of the Chair's actions since the last meeting and to raise items for discussion.

#### Recommendations

The chairperson recommends that the Community Board:

1. *Receive the Chairpersons report*

#### 1. Meetings and Events

<b>Date</b>	<b>Past meetings or events</b>
5 June	Attended presentation in Masterton on the "Get Ready" (Neighbourhood Support focused) website and app.
6 June	Attended Council meeting
13 June	Attended Infrastructure and Planning Working Party meeting. - Martinborough
19 June	Attended Wastewater Treatment Plants Community Liaison Group - Martinborough
27 June	Attended Council meeting
28 June	Attended FWWT site visit
3 July	FCB workshop

#### 2. Civil Defence

The Featherston Community Emergency Hub Exercise is scheduled for Saturday 28 July 2-5 pm at the Anzac Hall. Advertising has started and posters will be put around town.

Appendix 1: Advertising for July Hub Exercise.

#### 3. FCB Facebook Page

The Featherston Community Board Facebook Page has **189 up 5 from 184** in the previous report. The page is primarily used for pushing out notices of meetings to the public.

#### **4. Wairarapa Library Service Working Party**

Next meeting is scheduled on Tuesday 24 July 2018.

#### **5. Train Mosaic on Fiztherbert Street**

The original artist has been contacted and being able to supply an early photo of the work. She is happy to have it restored by another artist and moved. An artist who can repair the work has being contacted. The cost of removal and replacement of the work is underway. Once all the costings are available then Robyn will write a motion paper to the Board.

#### **6. FCB Chair's report to Council**

At the 27 June Council meeting the Chair brought up the following items with Council: Civil Defence test exercise on Saturday 28 July, wastewater focus of the Board, awaiting the LTP sign off.

#### **7. FCB workshop held on 3 July 2018**

Discussed: Representation review, Footpath funding, Featherston Town Centre, Pensioner Housing, Large blue directional signs to shops around war memorial, Train mosaic, Long Tree Hill Track, Featherston Community Board logo, proposed follow up meeting after the May Public meeting, Revans Street proposal, Cross Creek Railway, the wastewater submission.

The notes are attached at Appendix 2.

#### **8. Appendices**

Appendix 1: Advertising for July Hub Exercise

Appendix 2: FCB workshop notes from 3 July 2018

Written By: Robyn Ramsden, Chair Featherston Community Board

# COMMUNITY **EMERGENCY** HUB EXERCISE



Imagine there has been a large earthquake . . . What would you do? Are you prepared? Can you help in our community? Would you like to learn how to help?

Join us on **Saturday 28 July** from **2-5pm** and take part in a test exercise of our Community Emergency Hub at **ANZAC Hall** followed by a sausage sizzle.

For more information call

Robyn Ramsden on 021 303 553

# Featherston Community Board Workshop

## Tuesday 3 July 2018, 7pm

### Anzac Hall Committee Room

Present: Colin, Brenda, Robyn, Mark, Claire.

#### Representation Review

Discussion. Communicating with Communities part of the process.

#### Footpath Funding

At the last SWDC Council Meeting on 27 June, Footpaths funding Agenda Item B3, was decided upon.

*“Officers recommend that the Council: defer the construction of new footpaths and focus on maintenance for safety purposes, pending a strategy/policy to be developed and presented to Council by officers”*

At the Council meeting Cr. Olds asked about our long standing request to have the Commuter/Visitor path, which is currently lime, on Johnson Street alongside the railway line. It is considered and as an existing footpath.

Request to have the streets without curb and channelling to have it done.  
Request to have the Council to put out notice on this topic.

#### Featherston Town Centre

Highlighting report for the Board.

<http://www.swdc.govt.nz/sites/default/files/DCAG27June18C2Fstn%20town%20centre.pdf>

#### Pensioner Housing

Claire feels passionately about pensioner housing. But is this an action that FCB wishes to pursue?

*“Community housing is not one of the areas of responsibility for community boards, community housing is a strategic asset, and as such is a district wide matter considered at Council level.”*

*- Paul Crimp. Email received 18 June 2018.*

We need to decide as a board if this is one of the things we are going to focus on for the rest of the triennium.

Brenda disagrees with Paul. Pensioner Housing affects the people in our Community.

Claire. Upkeep is Council. Pensioner Housing as part of our Community. When that happens the FCB has the ability to raise that at Council level. They have had a 20% fee rise. How has

that come about? Working Party in abeyance. Then they have had a 12% increase 11 months later. 73% going into corporate services. What is that spent on?

Mark. Understood there was going to be an increase.

Colin. Cost neutral. Least expensive in Wairarapa. Residents can get supplement from WINZ. Social welfare is available. Our rates go towards supplementing the pensioner housing.

We will ask for information to get a better understanding.

Request from Community Board on breakdown and what it means in plain English.

### Large Blue Directional Signs

This has been requested for by some shop owners around the War Memorial.

**Action item 260:** Prepare a report on the cost of installing blue signs (like others in Featherston), to include a plan for the consent process and the full cost of consent and sign preparation. Response: Blue signs are provided for as part of a permitted activity in the district Plan as an “official traffic sign”. Roading manager advised consent not required. Each sign costs \$100 +\$30 to install.

This action is complete. But we need to decide if we want to pursue the installation of a sign.



We need a new quote from Mark on the cost of the large one.

What does NZTA say about the larger sign?

What does the Community say?

Brenda suggested canvassing people at the market.

## **Train Mosaic on Fitzherbert Street**

**Action item 262:** Scope and cost the relocation of the Featherston Train mosaic to a new site outside the fell museum and report back to the Board on feasibility and a proposed site.

This simple idea has a complex answer. The lady who made the Angel sculpture in Masterton has contacted me and we've discussed how this would be done. The mosaic will need to be cut out of where it is now and uplifted. This cost is estimated in the low thousands. The footpath would also have to be repaired, but might come under existing footpath repair budgets.

Once all the costing and options have been done then a motion paper will come to the Board.

Robyn to talk to Diane Coe (actioned post meeting)

## **Lone Tree Hill Track**

Mark King brought this issue to our attention at the last Community Board meeting. Claire wrote a Motion paper as well. On 25 June SWDC supplied us with a map of the area owned by SWDC.

Yes the walking track needs maintenance.

Follow up where the funding from the folded Featherston Reserves and Walkways trust to sort out getting the track repaired. Variation of contract to get the track maintained part of city care contract.

Robyn to do look see at the Harrison Street entrance with Mark.

## **Featherston Community Board Logo**

We don't have an official logo. Please stop using one in advertising and flyers. If we want a logo, perhaps we can include that in our consultation.

Ask Kattie about the colour wheel.  
Why reinvent the wheel.

## **Proposed Second Public Meeting**

At the first Public meeting Jenny Rowan proposed she come back for an update.  
Do we see a need to hold an update meeting for the public?  
Do we want Jenny Rowan to come back?; If yes, then what is the format?; Will it be in the evening?; What is our desired outcome?

Work in progress. Revisit once Chorus decisions have been made.  
Not another meeting in the immediate future.

### **Proposal to close Revans Street**

David Hancock (from Destination Wairarapa) is coming to present his idea for closing Revans Street outside The Royal.

Discussion around this idea. Wait and see what he and his group propose.

Colin left meeting

### **Letter to Cross Creek Railway**

Already dealt with this, not needed.

### **Wastewater due 12 July or before**

<http://www.gw.govt.nz/assets/Resource-Consents/Featherston2-WWTP/F2WWTP-submission-form/WAR170229-submission-form.pdf>

Discussion on what Claire proposed as a submission. The Board, like the town are divided on the consent application. We therefore propose taking the neutral option.

## Mayor Featherston update July 2018

The Long-Term Plan has been adopted, once again I want to thank you for your contribution and input into developing this plan. Not every idea or view is able to be enacted in the plan, as is all Local Government decision making the majority view is adopted and released for public consultation.

Specific Featherston projects or grants that will be implemented over the 2018-2020 period include; \$10000.00 to investigate enlarging the Featherston Library, funding for youth projects including work provided to the community by the Wairarapa Whanau Trust, SWDC working alongside Fab Feathy to help implement the community led development plan, develop a Development Plan for Card Reserve, the new Featherston Dog Pound will be constructed, continue the new cemetery development, upgrade the electrical system in the ANZAC Hall, improvements to the Featherston Playground, footpath improvements in line with Community Board programme, improve storage at the Featherston-Greytown water supply, Grants to Featherston Booktown, Featherston Community Centre, Featherston Heritage Complex Society, Featherston Fell Museum,

SWDC and Chorus are still working closely towards a workable technical and legal solution for the Fitzherbert St land. I will keep the Community Board informed about the solution once it has been finalised.

The officers report on the Fitzherbert St land was presented to the SWDC Council meeting on 27<sup>th</sup> June. The independent review report was presented by Chris Hodson QC on the 27<sup>th</sup> June. Chris answered councillor's questions about his report. All information that was provided by members of the public was made available to Mr Hodson.

The Governance Review is in progress, Council looks forward to welcoming the new Featherston Ward councillor, they will assume their full duties as a councillor after they have been sworn in at the 8<sup>th</sup> August SWDC Council meeting.

Now the LTP is finalised I am working on all the other issues raised by the public at the public meeting. I would like to suggest that the FCB and Council meet to discuss the community board goals and projects and how these line up with the LTP and the Fab Feathy project.

## **MEMBER REPORT**

### **July 2018 Community Board Meeting**

Wings over the Wairarapa - initial report.

<b>Member Name</b>	Claire Bleakley
<b>Group Name</b>	Wings over the Wairarapa –
<b>Meeting Date</b>	17 July
<b>Key issues from meeting</b>	<p>The Air Festival dates are 22, 23, 24 February 2019.</p> <p><u>Restaurant engagement:</u> Over the Festival 22, 23, 24 February have aviation themed menus</p> <p><u>School engagement:</u> I will introduce you to Chris Tracey who is developing a schools programme Wairarapa wide. She can give you an update on work done to date and the ideas behind the schools programme</p> <p><u>Retail theme:</u> Encourage all retail spaces to theme their store fronts with an aviation theme.</p> <p>There are complimentary tickets for Sunday 24 February that we can provide as incentives/prizes for these initiatives. Happy to discuss any other ideas we may come up with.</p> <p>The cost of posters/fliers will be at Wings cost. The cost to the Featherston Community Board could cover the costs/subsidise of transport via Tranzit (one of our partners).</p> <p>I have touched base with the Schools programme coordinator, Chris Tracey, and we will keeo in touch.</p>
<b>Specific item/s for Community Board consideration</b>	<p>What is the update on the Harrison street entrance access situation</p> <p>Item</p>

## **MEMBER REPORT**


### **July 2018 Community Board Meeting**

Action point 343 – Pensioner Housing

<b>Member Name</b>	Claire Bleakley
<b>Group Name</b>	<b>Pensioner housing</b>
<b>Meeting Date</b>	17 July
<b>Key issues from meeting</b>	<p>The last FCB meeting we passed a resolution to - Provide information to Claire Bleakley on why the pensioner housing rents were raised including what all the costs are, what funding is applied to community housing from the general rates, what corporate fees are and what income from the housing is spent on.</p> <p>I had a meeting with the pensioners who are very upset at the rise in rents. They have had a rise of 20% in 23 months. This is not affordable for those on limited income.</p> <p>The discrepancy between the Martinbrough and Featherston Flats, which are exactly the same size, has not been addressed.</p> <p>I still have not had a report from Jennie as to the reason and breakdown of costs for where the money is going.</p>
<b>Specific item/s for Community Board consideration</b>	<p>We would like the costs issue from item 343 addressed as soon as possible so we can help the pensioners understand why they had a pay rise of this nature.</p>

## MEMBER REPORT

### July 2018 Community Board Meeting

<b>Member Name</b>	Claire Bleakley
<b>Group Name</b>	<b>Candidates Meeting</b>
<b>Meeting Date</b>	17 July
<b>Key issues from meeting</b>	<p>We had a highly successful candidates meeting. There were around 60 people who attended.</p> <p>Mike van Woerkom was the MC for the evening and Brenda West introduced the evening and did the safety brief.</p> <p>The five candidates who were all excellent and were asked lots of questions</p> <p>Costs outstanding are for the poster and leaflets,  The Bottle O Featherston – Wine - \$19.99  Super Value -Coffee, biscuits, milk - \$11.68</p> 
<b>Specific item/s for consideration</b>	<p>Invoices provided at Tuesday 3 July 2018 meeting.</p> <p>Please pay invoices.</p>

FEATHERSTON TOY LIBRARY

c/- 88 Bell Street

Featherston.

12th May, 2018

To: Featherston Community Board.

Dear friends,

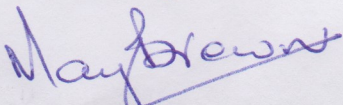
On behalf of the Featherston Toy Library, I would like to thank the Board for your donation of \$500 for the Toy Library. We will be spending this on toys for the Library.

We very much appreciate your donation, we work very hard to keep our Toys up to date and there is always something new we need.

We invite your members to visit us and see what we are up to. The Library is open on Saturday mornings between 10 - 12noon.

Again, our thanks,

Yours sincerely,



May Brown (assistant treasurer)

1 June 2018



**Te Uru Rākau**  
Forestry New Zealand

Dear Mayor

## Matariki Tu Rākau commemorative plantings — funding available

I am pleased to confirm (further to Julie Collins' letter of 4 May) that we now have funding available and invite you to apply to the Government's Matariki Tu Rākau remembrance tree planting programme.

Matariki Tu Rākau will see local community-led celebrations around the country to recognise New Zealand's past and present service men and women, as part of the 100 years commemoration of World War I.

Funding is available for trees (preferably indigenous) to be planted on publicly accessible land. These plantings will create living salutes and places of reflection for future generations.

We hope to have participation from as many communities possible over Matariki 2018 (June-July), and recognise that time is short — please contact us soon.

Please see the attached application information and Questions and Answers, and submit your application to [info@mpi.govt.nz](mailto:info@mpi.govt.nz)

The website [mpi.govt.nz/matariki-tu-rakau](http://mpi.govt.nz/matariki-tu-rakau) will be updated with more information as the project progresses.

If you have questions, contact Aaron Thompson, Senior Forestry Analyst. Phone 09 909 8518 or email [Aaron.Thompson@mpi.govt.nz](mailto:Aaron.Thompson@mpi.govt.nz).

## Our objectives for Matariki Tu Rākau

Matariki Tu Rākau will see up to 350,000 trees planted across the country, representing those who have served, and/or are serving today, in New Zealand's armed forces.

Te Uru Rākau New Zealand Forestry invites funding applications for seedlings, commemorative plaques, and where appropriate, will consider contributing to reasonable event costs.

**Te Uru Rākau**

Pastoral House, 25 The Terrace

Wellington 6011, New Zealand

PO Box 2526

Wellington 6140, New Zealand

Telephone: 0800 00 83 33, Facsimile: +64-4-894 0300

[www.mpi.govt.nz](http://www.mpi.govt.nz)

Matariki Tu Rākau will encourage cross-sector collaboration. The intent is for communities to work together and identify suitable land for the trees to be planted, and to determine the appropriate tree types (see Questions and Answers).

We hope to see as many planting events as possible over the month of Matariki 2018 (June-July). The programme will continue for three years, recognising that some communities may wish to take time to form considered plans with all stakeholders, and secure suitable venues and seedlings.

Plantings will be permanent, with a commemorative plaque on significant sites, and must remain publicly accessible.

We are keen to receive applications and invite Councils, Royal New Zealand Returned and Services' Associations, Marae and other organisations that have publicly accessible land to plant on, and wish to create a community planting to recognise our service personnel, to apply.

Photographs and stories from Matariki Tu Rākau events may be shared through the Ministry of Primary Industries website.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'De Di', with a stylized flourish at the end.

Damian Diack  
Project Manager — Matariki Tu Rākau



## Information for Applicants — Matariki Tu Rākau

Matariki Tu Rākau is a partnership between Te Uru Rākau and communities to plant native trees to recognise the service of the New Zealand Men and Women of NZDF.

Te Uru Rākau will:

- meet reasonable costs of trees,
- pay for Matariki Tu Rākau branded signage or plaques, and
- in some cases, at Te Uru Rākau's discretion, make a contribution to other expenses associated with planting events.

Applicants/community groups will need to:

- provide the land,
- arrange suitable trees and planting, and
- take responsibility to maintain the trees.

### Application process

Te Uru Rākau will receive applications from groups that can meet the above. Applicants will need to apply in writing to Te Uru Rākau and include the following information.

Applications will need to:

- specify in detail the planting location;
- demonstrate they have freedom to plant (land ownership or permission to use);
- show the application is community driven/ has active community involvement;
- clearly outline number of trees required and any other costs sought;
- agree to maintain trees;
- agree to install signage/plaque provided by Te Uru Rākau (we will provide wording or plaques for significant plantings and meet costs to install plaques).

### Assessment process

Applications will be received and acknowledged by Te Uru Rākau staff. Applications will be assessed to ensure the appropriate information as outlined above is included. Te Uru Rākau will determine whether it will make a contribution to event-related costs.

# Matariki Tu Rākau — Application Form

Please complete the following and email it to [info@mpi.govt.nz](mailto:info@mpi.govt.nz) with Matariki Tu Rākau in the subject line.

Name of applicant/group
<b>Land</b> Do you own the land to be used for planting or do you have permission to use it?
<b>Community Group</b> Describe/outline the community group supporting this application
<b>Trees</b> How many trees are you seeking funding for in this application?
Can you source your own trees?
When will the trees be planted?
What type of trees do you plan to plant? Species and number of each if different species planned.
Briefly outline your plan to plant trees?  Is a community planting event planned? If so please provide key information (date, location, number likely to attend, media etc).
Please confirm you/your group will take responsibility to maintain the trees once they are planted.
<b>Costs</b> Outline the total costs you are seeking from Te Uru Rākau (Forestry New Zealand) in this application.  Total cost of trees = Any other costs you are seeking* =  * Te Uru Rākau, can at its discretion, make a contribution to community event costs associated with planting events. If seeking event costs you will need to make a case for Te Uru Rākau funding including a breakdown of expected event costs and the contributions expected from Te Uru Rākau and other parties.
Submitted by:  Date:

## **Matariki Tu Rākau Questions & Answers**

### **Who is behind Matariki Tu Rākau?**

The Matariki Tu Rākau Steering Group includes the Ministry for Culture and Heritage, Ministry of Defence, New Zealand Defence Force, Te Puni Kōkiri the Ministry of Maori Development, Local Government New Zealand, and the Royal New Zealand Returned and Services Associations. Trees That Count and local Councils are also key partners in the project.

The project is led by Minister of Forestry Hon Shane Jones, and Associate Minister of Forestry Hon Meka Whaitiri. The project is being implemented through Te Uru Rākau Forestry New Zealand, within the Ministry of Primary Industries.

### **What are 'suitable' tree types?**

Suitable trees means:

- Appropriate species for healthy permanent plantings at the chosen site.
- Native tree species, particularly those that are regionally appropriate, are preferred, though other species may be chosen that are significance to the community.

### **What can funding should we ask for?**

See the enclosed Application form for details on what you can apply for. Depending on the number of trees to be planted and the size of your event, funding may be anything from a few hundred dollars or a few thousand. Funding will be for:

- Trees
- Commemorative plaque / signage. Te Uru Rākau intends to mark significant plantings with a commemorative plaque marking Matariki Tu Rākau. We will meet reasonable costs of plaques and will work with applicants to finalise designs.
- Contribution to reasonable costs of facilitating community-wide planting events will be considered.

### **How will events be promoted?**

We expect that event organisers will promote and advertise locally to ensure your whole community has the opportunity to participate.

Ministry for Primary Industries may issue media release/s which you can also use to promote your event through your local news outlets. We may also list participating events on the MPI website.

## **What type of event is eligible?**

Local events and plantings will ideally be co-designed by the community and include fitting expression of the local community past and present – it may be as simple or elaborate and as casual or formal as you wish.

The priority is that trees are planted and the planting remains permanently accessible to the public and continue to be maintained, as places of reflection and remembrance.

Invitations will be open to your whole community – children, families, descendants of past service men and women and those new to the community.

Local MPs will make an effort to attend events.

## **What should the planting be like?**

The site, design and setting is up to your local community, bearing in mind that these plantings will also form part of our national commemorations of the 100 year anniversary of the end of the First World War in 1918.

The priority is that trees are planted and the planting remains permanently accessible to the public and continue to be maintained.

Te Uru Rākau New Zealand Forestry will provide (or fund) a commemorative plaque to mark the sites of significant plantings.

Over the three years, Matariki Tu Rākau plantings will create a national trail of living salutes that complement our time-honoured War Memorials – places where whanau and communities, and visitors, can visit in years to come, to reflect and appreciate the work and sacrifices of our service personnel.

## **How many trees must be planted?**

The number of trees is up to your community, and obviously depends on the site you have available. It may be a handful or hundreds.

The number of trees planted and the location of plantings will be recorded and made publically available, as part of the government's One Billion Trees Programme; and also in forming a 'living salute' trail around New Zealand.

## **What if we want to run an event but not during Matariki 2018?**

You can tell us now if you intend to plan a project to be implemented over the next three years, and apply for funding next year.

## **Why Matariki?**

Matariki falls near the middle of the planting season for most of the country, and the rising of the constellation of Matariki marks a traditional time of harvest, thanksgiving and remembrance celebrated as the Maori New Year.

22 June 2018

8328

The Chair  
Featherston Community Board  
C/- SOUTH WAIRARAPA DISTRICT COUNCIL  
PO Box 6  
Martinborough 5741

Dear Chair,

**When Sheryl and Adrian first came to Victim Support, life had dealt them a hand crueller than most of us could imagine.**

Their tiny grandson, not yet three years old, had been beaten to within an inch of his life. Unconscious and barely breathing, he was on his way to Auckland's Starship Hospital with serious brain injuries. Sheryl was there with him as quickly as she could be, only having time to grab her handbag on the way out.

Suddenly there she was, miles from home, sitting at his bedside, refusing to give up hope. Machines and wires everywhere. Doctors, nurses, police, and others suddenly in their lives while their grandson was fighting just to stay alive.

When she received a call from Victim Support's volunteer Support Worker Gail, Sheryl wondered how anyone could help. But Sheryl found herself opening up to Gail. As days turned into weeks and months, Victim Support became Sheryl and Adrian's lifeline through their time of crisis.

Gail made sure Sheryl was taken care of in Auckland. That she had accommodation, that she didn't have to worry about the little things and could stay at her grandson's bedside.

Ahead of them lay a long recovery, a police investigation, two court cases, giving evidence, victim impact statements, sentencing, parole hearings and more. Not to mention a lifetime of 24-hour care for their now permanently disabled grandson.

Victim Support were with them each step of the way as their case was investigated and went to trial, helping them to deal with Police and the courts, make their victim impact statements, and understand what was coming up at each step.

In this edition of *Voice*, we are incredibly grateful to Adrian, Sheryl, Sally, and Charlotte who have all shared their personal journeys with Victim Support. Their resilience is testament that while you may never get over an incident, with the right support, you can get through it.

Thank you,



Kevin Tso  
Chief Executive





## Hear our VOICE!

**This issue of Voice is dedicated to all victims of crime and trauma, and we particularly thank those who have kindly shared their stories.**



It's a privilege for our staff and volunteer Support Workers to enter people's lives, at what might be a terribly difficult time.

With national **Volunteer Week** upon us, it's also timely to recognise and give thanks to our incredible volunteers – the heart of our community.

While we can't take away the pain of what's happened, we can help people to get through – by providing emotional and practical support, guidance, advocacy, and assistance through the justice process.

The stories in this edition might seem confronting, but are real. The people are real, but some names have been changed.

Wherever we  
are needed  
**we'll be  
there**

### SALLY

**Sally says the day she walked in to a Police Station and asked for help was one of the most significant of her life.**

Sally's husband never hit her, but over many torturous years found every other way he could to inflict the pain and suffering that had left her broken.

Walking into the Police station that day was years in the making. They referred her to Victim Support.

Sally was married and had a young daughter. Her family begged her many times to leave her marriage but Sally couldn't see a way out.

For years her husband had told her she was stupid, told their young daughter that she was 'dumb like her mother', told her who to speak to and what to say. Controlled, belittled, tormented every day, she had become a prisoner in her own home.

"If words were punches, I'd be black and blue – there are wounds that never show, that are deeper than anything that bleeds. I had sometimes wished he had hit me, then people would have believed what he was doing, what he was capable of," said Sally.

"I was too proud to talk to anyone in the early stages because there was no proof, no physical marks, no bruises," she said.



**"They [Victim Support] made sure I knew my options, they empowered me, they gave me the strength to have a voice."**

Like many others, Sally pretended all was well, yet was desperate for someone to say, 'you're not okay'.

With the help of her Support Worker, Sally learned family violence is not just physical, and that help was available for her and her daughter.

"They made sure I knew my options, they empowered me, they gave me the strength to have a voice," said Sally.

With ongoing support Sally found strength, deciding to leave her marriage, the home, seek a protection order and resettle with her daughter.

"If it wasn't for Victim Support, I don't know where I'd be," she said. "To be truthful, I probably wouldn't be here – there were days I just couldn't cope, I'd shut off."

Inspired by her own experience and wanting to pay it forward, Sally has since joined Victim Support as a volunteer. Knowing there are others out there, suffering in silence, Sally is passionate to help.

Sally says, "I'm a survivor. By telling my journey, I'm not reliving it, I'm not being re-victimised – it's about courage, empowerment and strength."

We thank Sally (name changed) for kindly sharing her story. Victim Support helped over ten thousand victims of family harm last year. If you need help, call us on 0800 842 846.





## From Kevin's desk

Every single day people are delivered the devastating news that something awful has happened.

How will we react? We might be a nation of "she'll be right", but sometimes it just isn't.

We're overcome, overwhelmed and have more than our fair share to cope with. Suddenly we might need to deal with Police, agencies, the Courts and media, understand medical staff, organise a funeral, face the perpetrator in Court, or face financial pressure – all while looking after the family and on top of the stress of the incident.

That's where Victim Support comes in.

Our Support Workers help victims navigate through unknown territory at an awful time, without judgment, for as long as it takes, for free.

It takes a combination of specific skills, training and commitment to be a Support Worker, and I'm personally grateful to every one of ours – as are 35,000 people a year.

With national **Volunteer Week** upon us this edition of Voice highlights the incredible role our volunteers play in people's lives – amazing people like Donne Knoef who has given an outstanding contribution for over 20 years. I'm thrilled Donne and fellow volunteer Chris Cowell are honoured this year as *Kiwibank Local Heroes* – thoroughly deserved and true local heroes.

This edition is incredibly special as some people we've supported, have shared their heartfelt journeys.

This is the work we do. Every single day.

**Ngā mihi**  
**Kevin Tso, Chief Executive**

## Volunteer DONNE KNOEF

**West Coast volunteer Support Worker Donne's motto is 'bloom where you are planted'.**

"It's about being a healthy citizen within your own community and giving back to it whenever you can. If we help people the wellness in our community is up, and we all want to live in strong, positive communities," says Donne.

Donne's been a volunteer on the Coast for over 20 years and supported hundreds of victims in that time. Donne was awarded a *Kiwibank Local Hero* award earlier this year, recognising her outstanding contribution.

She's frequently rostered on – meaning callouts at any hour of the day or night, often travelling large distances.

Donne is homicide, suicide, family harm and sexual violence specialist trained, and coupled with her extensive experience, is fully armed to support victims from all eventualities. "I do a little bit of everything," says Donne. But I do a lot of work in the sexual violence area, where there can be quite a range of offences."

Donne usually does some Victim Support work every day. On the morning we chatted,

Donne had already made calls to four victims, and prepared for an afternoon meeting that'll have a two-hour return journey.

"If we don't help people they're left in a void. They might feel that it doesn't matter, but that's why I'm here, it does matter," says Donne. "We need to stand up and help people who are unable



**"It's about being a healthy citizen within your own community and giving back to it whenever you can."**

to help themselves, until they can help themselves."

"I really, really enjoy this work, and I really enjoy helping people," she says. "I've learnt so much doing this work, and been privileged to learn about people's resilience and their ability to rebuild their lives. When I take on support work with a victim, I see it through to the end. Often that's through a trial, and I'm committed to the relationship for the victim and their empowerment."

"Donne's commitment to all she supports is second to none," says Victim Support's West Coast Co-ordinator, Sonja Hoetjes. "Her contribution is simply invaluable, she's very good at encouraging and empowering the victim, and she stands by them."

With the vast area she covers, a callout may mean hours away from home.

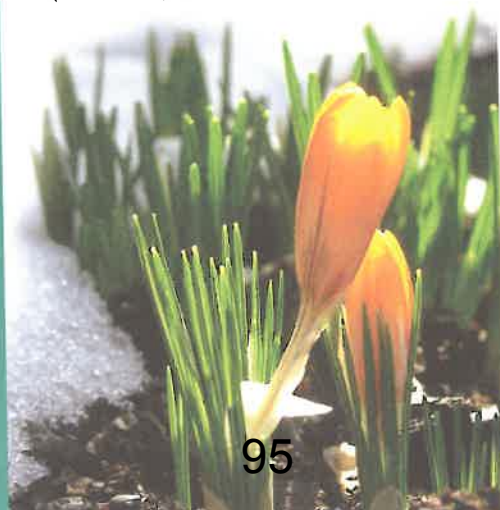
"If I need to go to a sexual violence victim, I'll spend time with them locally and might then travel with them and the detective to Christchurch to see the sexual violence attack team. It may mean an overnight stay if we're unable to immediately travel back to the West Coast, or if the evidential interview with the victim is not until the next day. Suddenly a callout has turned into a 24 hour exercise."

"I need to stay on top of my game to give victims the best support, so I look after my physical and mental health, and am well organised with a grab bag and food and water in the car," says Donne.

Donne's also an Ambulance officer as an Emergency Technician. Add to that a lifestyle block, animals and family, and her life is balanced but full-on. She's extremely proud that her children and grandchildren are active in community work, also living the mantra – bloom where you are planted.

**Want to make a difference in someone's life?**

**Call now to volunteer  
0800 865 868**



## ADRIAN AND SHERYL

**Suddenly, Adrian and Sheryl's lives were turned upside down, forever.**

Their treasured grandson, not yet three years old, had been beaten to within an inch of his life. His injuries were significant. He was unconscious and barely breathing.

Once in Auckland's Starship Hospital, he had emergency surgery to relieve the pressure on his brain, and monitored around the clock. Survival was touch and go.

"It was extremely scary. There were lots of tears, lots of anger and confusion. How did this happen? Why did this happen? All those sorts of things go through your mind. I wouldn't wish that sort of thing on anyone," says Adrian.

"You hear about it on the news but you don't realise the impact until it happens and it's horrific," says Sheryl.

Their despair was unimaginable. Who should they turn to? The Police referred them to Victim Support and Gail, a volunteer Support Worker, was quickly in touch.

Unfamiliar with Victim Support's services, Sheryl couldn't imagine how we could help – but soon found herself opening up to Gail, who quickly became a lifeline in her time of crisis.

Gail arranged her accommodation in Auckland and made sure she was looked after, to cope and get through. Gail told Sheryl she'd keep calling her for as long as she wanted, and was her sounding board, her rock through that particularly tough time on her own while Adrian stayed home to work.

"It was just so scary and you're on autopilot, you can't stop and think about yourself, you just keep going," says Sheryl. Gail's calls meant a lot to Sheryl, it was her time out to say how she was feeling.

Their grandson eventually moved to a rehabilitation unit before moving to live with Adrian and Sheryl permanently.

There was a police investigation, two trials for the perpetrator (their grandson's mother's ex-boyfriend), numerous parole hearings, and more stress.

"I was absolutely terrified, I didn't want to go to court, I didn't want to do any of those things and Julie [also Victim Support] helped me get through that.



"For me, they were the lifeline."

"Every step of the process, no matter how tiny it is it seems huge to someone who's never been through it – we just wanted to focus on our grandson; we'd been through so much, I didn't think we could make it through a court case as well."

For Adrian, the court process was foreign and quite difficult to navigate. "Particularly in our case where there were two trials, so we had to go through the whole process twice – that was pretty harrowing. It meant

time away from home, time away from our grandson and its unbelievably stressful," he says.

"The role that Victim Support play, they minimise that impact on you... they help you through the process so when it's your turn to give evidence, they're there and they provide someone to sit next to you even."

"They hold your hand right through, and it's fantastic. Just having people around who can help and are willing to help is a godsend.

"They provide the victims an outlet to have some support because everything seems to be geared towards the offender. It would be an even more scary place without them.

"They move the ball a bit more into the victim's court which empowers them. I think that's really, really important.

"Victims need to be more empowered and feel like they've got some rights because through the judicial process it doesn't seem that way."

Today, Adrian and Sheryl report their grandson is doing well, but with such severe head injuries, he will never fully recover. He has extremely high needs, health issues and suffers seizures. He must still be monitored, 24 hours a day.

*We are extremely grateful to Adrian and Sheryl for sharing their story, to highlight the work we do, and wish the three of them, all the very best.*

Need support?  
Call now  
**0800  
842 846**



**"If Victim Support hadn't been there I wouldn't have got through it," says Sheryl.**



# CHARLOTTE

**"Victim Support probably saved my life," said Charlotte.**

Charlotte was waiting for her stepfather's trial, when Victim Support came into her life.

The man who was supposed to love her, sexually abused her for virtually her entire childhood, starting when she was only two years old.

At 15 she found the courage to speak up, to say what he'd been doing to her and her sisters, and the offending stopped.

Years later, married and with children of her own, Charlotte felt ready to talk to the police. "I decided to take him to court and make him accountable," she said.

This was a massive step for Charlotte. Despite being wonderfully supported by family she felt she needed someone not attached to her family to talk to and help her through, particularly with the trial getting closer.

That's when a Victim Support volunteer was assigned to work with Charlotte. "I felt really safe, this person on the end of the phone was empathetic, she listened to me, she gave me really practical coping advice," she said.

"Until then, I didn't have a clue what Victim Support did, I'd heard of them but I didn't even know they were available to me."

**"Victim Support were amazing, they were like an advocate, they were my voice when I felt I was voiceless."**

Once the crime is reported to Police, an investigation ensues so it can take months or years to get to Court, and the process can be confusing.

"I had two years waiting for court, feeling sick, stressing, tormenting myself thinking about it, she said. "It was a pretty black place of despair and there were times that I thought 'I can't do this'."

In fact, Charlotte was close to pulling out, the thought of giving evidence just too awful. "I felt like I was drowning, I couldn't do things, I couldn't function," she said.

The trial was in another city, adding further stress and financial worry. However, her Support Worker helped her work through her stress, apply for financial assistance through the Victim Assistance Scheme, and manoeuvre through the prosecution process. "Victim Support were amazing, they were like an advocate, they were my voice when I felt I was voiceless," she said.

"Victim Support's a bit like health insurance isn't it – you don't need it until you really need it."

Like others, in time, Charlotte wanted to pay it forward and now volunteers too. "Because of that amazing, positive experience I wanted to give something back – I feel really passionate about that and really honoured to be there for people in their time of need and empower them and especially to let them know 'you will survive this'," said Charlotte.

*Our heartfelt thanks to Charlotte, for sharing her story.*

**THANK YOU BayTrust!**

**We're grateful to the team at BayTrust for their generosity over this last year.**

Their funding supported our operational and volunteer programme in the Bay of Plenty, enabling us to support those in need in their local communities.

"Our volunteers provide such an essential service, to victims from a wide-range of incidents, and to know that we've got great support from organisations in the Bay, is simply fantastic," said Victim Support Area Manager, Lydia Allan.

BayTrust provides charitable, cultural, philanthropic, recreational and other benefits to Bay of Plenty communities.

Thank you BayTrust!



(Tear 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 NL0618, so that we may acknowledge your gift.

Value of donation ☐ \$25 ☐ \$50 ☐ \$100 ☐ 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.

97

Please return this form to:  
Victim Support, Freepost 100819, PO Box 3017, Wellington 6140

## Featherston Community Board

Chair: Robyn Ramsden  
3 Farrier Grove  
Featherston 5710  
021 303 553



28 June 2018

Raymond Hicks Contracting  
50 Arcus Road  
RD1  
Carterton 5791

### FEATHERSTON FENCING

The Featherston Community Board initiated the request to Council to take the wire and baton fencing that was in front of the south 'Welcome to Featherston' sign and place it behind the sign in order to make the entrance to Featherston more appealing.

At a recent meeting members commented that the new fence looked great and wanted to extend their appreciation to you and your team for doing a great job. If you can extend their thanks to your team it would be appreciated.

Yours sincerely

Suzanne Clark  
Committee Secretary  
[suzanne.clark@swdc.govt.nz](mailto:suzanne.clark@swdc.govt.nz)