

FEATHERSTON COMMUNITY BOARD

Agenda 20 November 2018

Notice of a meeting to be held in Kiwi Hall, 62 Bell Street, Featherston on Tuesday 20 November 2018 commencing at 7.00pm.

MEMBERSHIP OF THE COMMUNITY BOARD

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

PUBLIC BUSINESS

1. APOLOGIES:

2. CONFLICTS OF INTEREST:

3. PUBLIC PARTICIPATION:

- | | | |
|-----|--|---------------|
| 3.1 | Craig Percy (developer) and Lucy Cooper (Perception Planning), speaking about the Orchards Retirement Village, Greytown. | 7:05pm |
| 3.2 | Indigo Freya, representing Featherston dog owners, speaking about a proposal for improvements to the Featherston Dog Park. | 7:10pm |
| 3.3 | Marcus Harvey, representing Cross Creek Railway, speaking about a Trailer for Cross Creek Railway and potential improvements to Featherston Town Square. | 7:15pm |
| 3.4 | Emily Greenberg, Paul Mason and Maud Bot, representing Featherston Community Centre, speaking in support of their application for financial assistance. | 7:20pm |

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 9 October 2018 | Pages 1-5 |
|-----|---|------------------|

Proposed Resolution: *That the minutes of the Featherston Community Board meeting held on 9 October 2018 be confirmed as a true and correct record.*

6. CHIEF EXECUTIVE AND STAFF REPORTS:

- | | | |
|-----|--|--------------------|
| 6.1 | Officers' Report to Community Boards | Pages 6-47 |
| | Jane Mills, Wellington Region Emergency Management Office (WREMO) in attendance to provide an update on civil defence emergency management | |
| 6.2 | Action Items Report | Pages 48-53 |
| 6.3 | Income and Expenditure Report | Pages 54-62 |
| 6.4 | Adoption of Schedule of Ordinary Meetings | Pages 63-66 |
| 6.5 | Applications for Financial Assistance | Pages 67-68 |
| 6.6 | SWDC Logo and Branding Working Party | Pages 69-71 |
| 6.7 | Road Naming Policy Update | Pages 72-80 |

7. NOTICES OF MOTION:

- 7.1 None advised

8. CHAIRPERSON'S REPORT:

- | | | |
|-----|----------------------|--------------------|
| 8.1 | Chairperson's Report | Pages 81-88 |
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9. MEMBER REPORTS (INFORMATION):

- | | | |
|-----|---|--------------------|
| 9.1 | Charter with 5/7 Battalion; Mayor Napier | |
| 9.2 | Featherston Christmas Parade; Claire Bleakley | Pages 89-92 |
| 9.3 | Featherston Swimming Pool 18/19 season matters; Brenda West | |

10. CORRESPONDENCE

Proposed Resolution: That the outwards correspondence be received.

- | | | |
|------|--|----------------|
| 10.1 | Outwards | |
| | To Jack Millar, from Featherston Community Board, dated 25 October 2018 | Page 93 |
| | To Barbara Wilson, from Featherston Community Board, dated 25 October 2018 | Page 94 |

Featherston Community Board

Minutes – 9 October 2018

- Present:** Robyn Ramsden (Chair), Claire Bleakley, Mark Shepherd (Deputy Chair), Brenda West, Cr Colin Olds (from 7:12pm) and Cr Ross Vickery (until 8:36pm).
- In Attendance:** Mark Allingham (Group Manager Infrastructure and Services) from 7:20pm and Suzanne Clark (Committee Secretary).
- Conduct of Business:** The meeting was held in Kiwi Hall, 62 Bell Street, Featherston. The meeting was conducted in public between 7:00pm and 9:10pm.
- Also in Attendance:** Mary Byrne, David Famularo and Garrick Emms. Attendance apologies received from Cr Lee Carter.

PUBLIC BUSINESS

1. APOLOGIES

FCB RESOLVED (FCB 2018/82) to receive apologies from Mayor Viv Napier and lateness apologies from Cr Colin Olds.

(Moved Ramsden/Seconded Shepherd)

Carried

2. CONFLICTS OF INTEREST

There were no conflicts of interest declared.

3. PUBLIC PARTICIPATION

3.1 Mary Byrne

Ms Byrne presented statistics of rising cancer and gluten intolerance rates alongside rising use of glyphosate sprays. In 2015 The World Health Organization had declared glyphosate a probable carcinogen. Ms Byrne wanted Council to be more environmentally aware and the Community Board to support alternative methods of weed control.

3.2 David Famularo

Mr Famularo spoke about the threat of flooding to properties in Featherston between Fitzherbert Street, Harrison Street East and Boundary Road, worsened by embankments built by a land owner. Mr Famularo had requested that Council enforce removal of the embankments by the landowner (if found to be illegal), and that Council build bigger drains.

3.3 Garrick Emms

Mr Emms stated that there had been unreasonable delays to the Featherston wastewater and submissions hearings process and requested that the Featherston Community Board support the process being moved forward in a timely manner. Mr Emms asked that a mediation process between submitters and Greater Wellington Regional Council be conducted. Mr Emms queried who was making the decision on the way forward on the 19 October 2018.

4. ACTIONS FROM PUBLIC PARTICIPATION

4.1 Mary Byrne

Deferred to agenda item 9.3.

4.2 David Famularo

FCB NOTED

1. Action 654: Forward a copy of the responses sent to Mr Famularo regarding outcomes of the investigation into the threat of flooding to properties in Featherston between Fitzherbert Street, Harrison Street East and Boundary Road to Featherston Community Board members; M Allingham

4.3 Garrick Emms

FCB NOTED

1. Action 655: To take to Council the Featherston Community Boards concerns relating to delay and process with regards to the Featherston wastewater treatment project; Robyn Ramsden

5. COMMUNITY BOARD MINUTES

5.1 Featherston Community Board Minutes – 24 August 2018

FCB RESOLVED (FCB 2018/83) that the minutes of the Featherston Community Board meeting held on 24 August 2018 be confirmed as a true and correct record.

(Moved Ramsden/Seconded Shepherd)

Carried

6. CHIEF EXECUTIVE AND STAFF REPORTS

6.1 Officers Report to Community Boards

Members discussed community housing refurbishments and letting, Featherston Cemetery vegetation trimming, dog education, and repetition of information in reports.

FCB RESOLVED (FCB 2018/84):

1. To receive the Officers' Report.

(Moved Cr Olds/Seconded Ramsden)

Carried

2. Action 656: Advise the Featherston Community Board where the Featherston Market is being held, who is running it and what time it is being run from (as reported in 7.5.1 of the Infrastructure and Services Report); M Allingham

3. Action 657: Provide information to Claire Bleakley about the expected occupancy date of the Featherston community housing flat currently being renovated and whether it is a single or double unit; M Allingham

6.2 Action Items Report

Members discussed the action items and updates.

FCB RESOLVED (FCB 2018/85):

1. To receive the Action Items Report.
(*Moved Ramsden/Seconded Cr Vickery*) Carried
2. Action 658: Start adding the date that footpath maintenance requests are forwarded to Infrastructure and Services to be added to the prioritised list; M Allingham

6.3 Income and Expenditure Report

FCB RESOLVED (FCB 2018/86) to receive the Income and Expenditure Report for the period 1 July 2018 – 31 August 2018.

(*Moved Ramsden/Seconded West*) Carried

6.4 Referral of Long Term Plan (LTP) Submissions Report

The Community Board noted that there was an established relationship with Fab Feathy that was working well and that alternative parking had been initiated.

FCB RESOLVED (FCB 2018/87):

1. To receive the LTP Submissions Referral Report.
(*Moved Ramsden/Seconded Bleakley*) Carried
2. Action 659: Advise the Featherston Community Board whether the spatial plan will be open for public consultation and whether the Featherston Information Centre will be recognised in the plan; R O'Leary
3. Action 660: Write to Jack Miller and ask him for his ideas with regards to the Featherston skatepark and how he would like to see the park developed; P Crimp
4. Action 661: Write to Barbara Wilson and advise that the FCB is not in a position to take the lead in setting up a friends of the cemetery group and suggest she advertise in the Featherston Phoenix; P Crimp

6.5 Financial Assistance Accountability Report

FCB RESOLVED (FCB 2018/88) receive the Financial Assistance Accountability Report.

(*Moved Ramsden/Seconded Bleakley*) Carried

6.6 Applications for financial assistance

Cr Vickery left the meeting at 8:36pm.

FCB RESOLVED (FCB 2018/89):

1. To receive the Applications for Financial Assistance Report.
(*Moved Bleakley/Seconded Cr Vickery*) Carried
2. To grant the Featherston Information Centre \$500 to help with running expenses for the Centre.
(*Moved Bleakley/Seconded Cr Olds*) Carried

6.7 Featherston Highway Changes

Mr Allingham tabled a report on the diversion of State Highway 53 traffic. Members noted that a formal concept had to be established before consultation with the community could be meaningfully conducted.

FCB RESOLVED (FCB 2018/90):

1. To receive the tabled Featherston Highway Changes Report.
2. To write to David Hancock and Paul Broughton, providing them with a copy of the Council officer's report and inviting them to take the next step in the process.
(*Moved Bleakley/Seconded West*) Carried

7. CHAIRPERSONS REPORT

7.1 Chairperson's Report

Members noted that Mrs Bleakly was not at the workshop held with Fab Feathy as the email invitation had not been received.

FCB RESOLVED (FCB 2018/91):

1. To receive the Chairperson's report.
2. To request that the CEO formally update the Featherston Community Board on progress towards resolving the issues with the vacant lot.
3. To consider grant applications at every Featherston Community Board meeting.
(*Moved Ramsden/Seconded Shepherd*) Carried

FCB RESOLVED (FCB 2018/92) to ratify the email approval of \$6,750 being half of the estimated costs of replacing the street banner brackets as submitted to the LTP (\$13,500) out of the Main Street Beautification Fund.

(*Moved Cr Olds/Seconded Ramsden*) Carried

8. MEMBER REPORTS (INFORMATION)

8.1 Featherston Christmas Parade

Mrs Bleakley spoke to her report as submitted in meeting papers, noting that the cost of the traffic management plan would be above any amount approved for organising the Christmas parade.

FCB RESOLVED (FCB 2018/93) to grant up to \$500 to the Christmas Parade organising committee payable on receipts.

(Moved Cr Olds/Seconded Ramsden)

Carried

8.2 Poppy Places

Mrs Ramsden thanked Mrs Bleakley for successfully conducting the Poppy Places project.

8.3 Glyphosate Use

Mrs Bleakley spoke to her report as submitted in meeting papers, and requested that Council contractors use protective clothing when mixing and spraying glyphosate.

FCB NOTED:

1. Action 662: Look into Council workers wearing full protective gear when spraying chemicals and keep looking at alternative to glyphosate sprays; M Allingham

8.4 Waihinga Centre

Mrs Bleakley spoke to her report as submitted in meeting papers, noting that information had been received from Council officers.

FCB RESOLVED (FCB 2018/94) to receive members' reports.

(Moved Ramsden/Seconded Cr Olds)

Carried

9. CORRESPONDENCE

9.1 Inwards

From Emily Greenburg, to Featherston Community Board, dated 7 September 2018

From Victim Support, to Featherston Community Board, dated 13 September 2018

From Brookside Developments, to Featherston Community Board

FCB RESOLVED (FCB 2018/95) to receive the inwards correspondence.

(Moved Ramsden/Seconded West)

Carried

Confirmed as a true and correct record

.....**Chairperson**

.....**Date**

FEATHERSTON COMMUNITY BOARD

20 NOVEMBER 2018

AGENDA ITEM 6.1

OFFICERS' REPORT

Purpose of Report

To report to community boards and the Māori Standing Committee on general activities.

Recommendations

Officers recommend that the Community Board/Committee:

1. *Receive the Officers' Report.*

CHIEF EXECUTIVE

1. Executive Summary

The finalisation of the Annual Report has been front and centre since the last report, this process has once again gone extremely well with special thanks to Kyra Low and Jennie Mitchell.

A productive meeting was held between the three Wairarapa councils, the Regional Council, and Wairarapa Water Ltd, to advance the discussion on the future requirements for water in the Wairarapa. The main output will be a position type statement about future water requirements and possible solutions. This will inform our Annual Plan debate, and is a key part of the Regional Economic Development Strategy.

The Wairarapa Economic Development Strategy and Action Plan, due for release shortly, is a progressive and actionable Plan. While this is a long term plan, we need to commence implementation as soon as possible, and we are progressing discussions on the transition from writing to implementation.

It is pleasing to observe that the Wairarapa Councils are actively engaged in Wairarapa wide, long term matters that need to be discussed and resolved now, the future is not that far away!.

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	2017/18	2017/18	COMMENTS
		ACTUAL	TARGET	ACTUAL	
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	79% (13/14: 73%)	75%	-	The National Research Bureau (NRB) Customer Satisfaction survey was not carried out this year. For the 2015/16 year, in addition to the 79% (2014: 73%) positive response, 13% (2014: 16%) felt they were unable to comment.
	Ratepayers and residents feel that the Mayor and councillors give a fair hearing to their views	63% (13/14: 62%)	75%	-	The National Research Bureau (NRB) Customer Satisfaction survey was not carried out this year. For the 2015/16 year, in addition to the 63% (2014: 62%) positive response, 23% (2014: 21%) 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	70% (14/15: 59%)	80%	-	The National Research Bureau (NRB) Customer Satisfaction survey was not carried out this year. For the 2015/16 year, in addition to the 70% (2014: 59%) positive response, 14% (2014: 11%) felt they were unable to comment. The 2014/15 result of 59% was a separate survey with a sample size of 117, and was used to provide an interim indication. The NRB survey size of 300, which is our main survey and has a significantly lower margin of error. The previous NRB survey was in 2013/14. The result for that survey was 76% satisfied with a further 8% 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)	65% (13/14: 64%)	80%	-	The National Research Bureau (NRB) Customer Satisfaction survey was not carried out this year. For the 2015/16 year, in addition to the 65% (2014: 64%) positive response, 14% (2014: 14%) felt they were unable to comment.
Community Boards make decisions that consider local issues	Community Board decision - making reports on local issues	GTN 96% FTN 95% MBA 92%	90%	GTN 90% FTN 94% MBA 93%	This measure reports on the percentage of resolutions made that relate solely to local issues.
	% of ratepayers and residents who know how to contact a community board member	69% (13/14: 65%)	71%	-	The National Research Bureau (NRB) Customer Satisfaction survey was not carried out this year. For the 2015/16 year, in addition to the 69% (2014: 65%) positive response, 0% (2014: 14%) 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 decisions it makes	47% (13/14: 49%)	72%	-	The National Research Bureau (NRB) Customer Satisfaction survey was not carried out this year. For the 2015/16 year, in addition to the 47% (2014: 49%) positive response, 31% (2014: 26%) felt they were neither satisfied nor dissatisfied, and 5% (2014: 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%	100%	100%	Maori Standing Committee met on 7 occasions. In total 24 resource consent applications were considered. (2017: 7 meetings and 21 resource consent applications).

2.1 Representation Review

Submissions closed 21 September.

Hearings and deliberations were held 24th October.

3. Strategic Planning and Policy Development

3.1 Meetings/Conferences

3.1.1. Chief Executives Forum

One Chief Executives forum was held during the reporting period.

Agenda items included NZTA Update, Wellington Regional Amenities Fund (of which the Wairarapa Economic Development Strategy is a subset), and the Wellington Regional Amenities fund.

3.1.2. Featherston Wastewater Application

Deliberations continue with the Regional Council in an effort to advance this application.

Interpretations on sections and provisions in the Regional Councils Proposed Natural Resources Regional Plan have caused issues for us; we continue to discuss these with the Regional Council.

3.1.3. Alistair Scott and Jacqui Dean

MP's Alistair Scott, and Jacqui Dean met with Deputy Mayor Jephson, Councillor Vickery, and I to discuss matters local government.

Jacqui Dean is the shadow minister for Local Government.

We had a wide ranging discussion on local issues and wider local government matters.

4. Corporate

4.1 Annual Report for the Year Ended 30 June 2018

The Annual Report for the year ended 30 June 2018 is presented at this meeting for adoption.

We have had another good year, with costs and revenues controlled and variances forecast and well understood.

We are in a strong financial position, and this, allied with our strong understanding of our infrastructural assets means we are well set up for the future.

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 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.

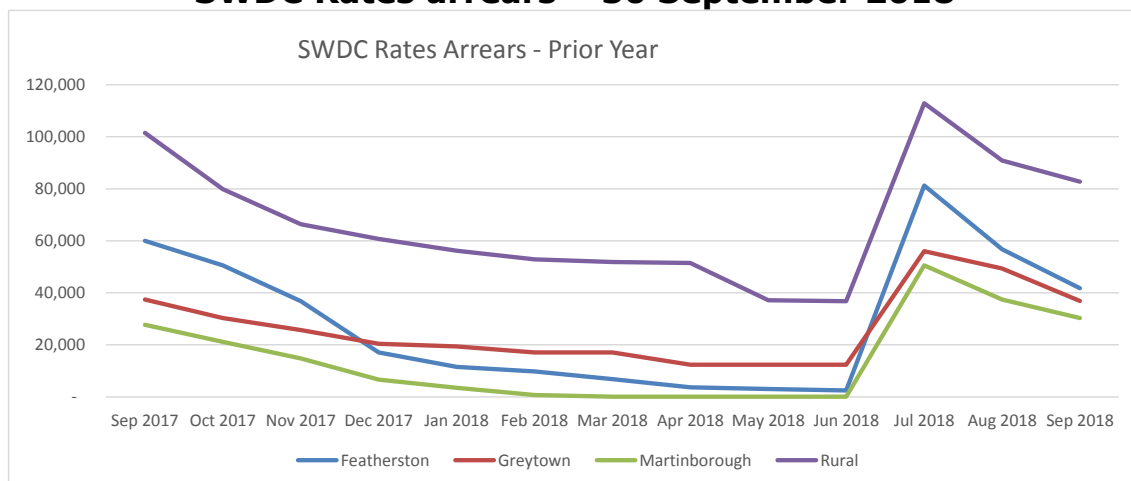
The financial summary, attached as Appendix 2, is reviewed by the construction committee and also presented and discussed at the audit and risk meeting. This summary includes variations to the original programme; variations are approved at the construction team meetings.

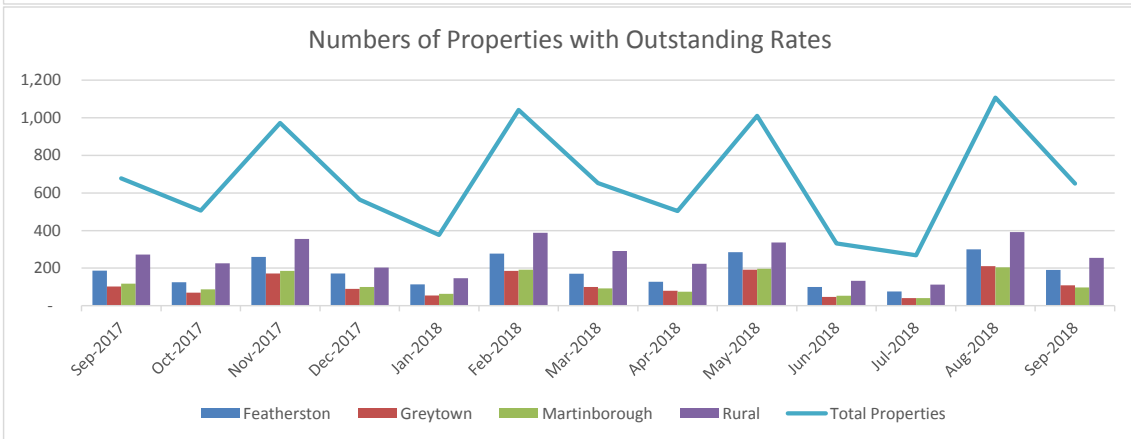
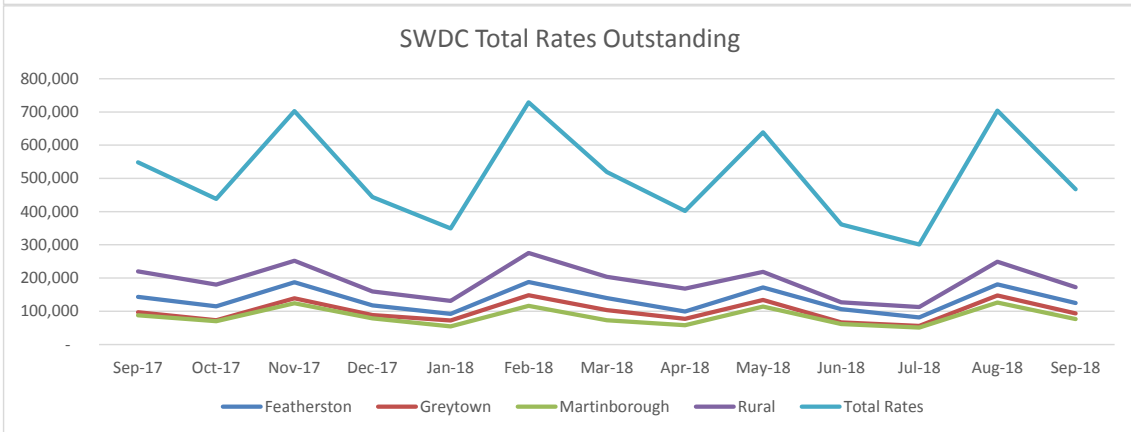
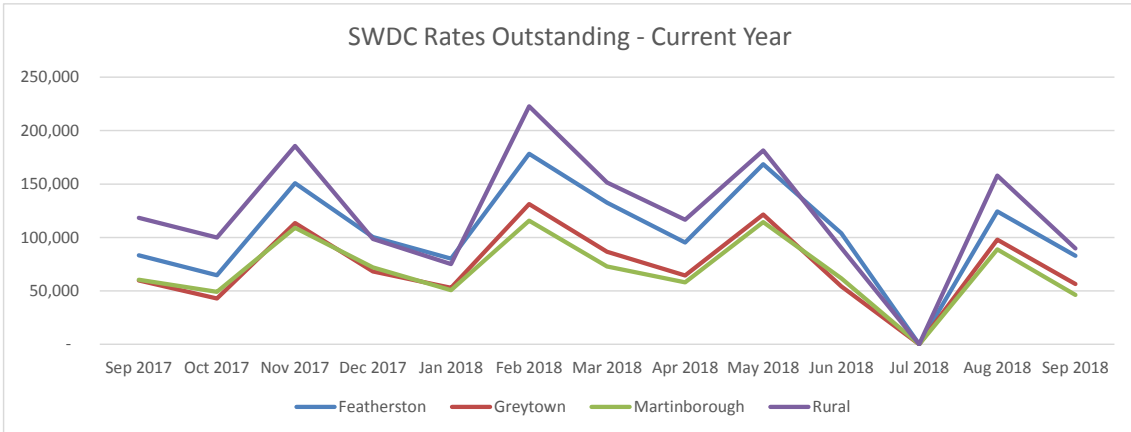
4.4 Rates Arrears (Incl. GST) as at 30 June 2018

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 slightly lower level to the same period last year.

SWDC Rates arrears – 30 September 2018





4.5 LGOIMA Requests

TOPIC OF INFORMATION REQUEST	REQUEST RESPONSE
Population projections	Information supplied
Pool Fencing	Information supplied
HRT system for Featherston Sewage.	
Costs associated with Cape Palliser Road	Information Supplied
Total cost of legal advice and services in the three years to 20 June 2018 in matters relating to defamation.	Information Supplied
Total increase in property value for the residential zoned portion of each of 3 SWDC towns from the 2014 RV to the 2017 RV and related increase s in rates take.	
Featherston Wastewater	
Information relating to GIS Systems	Information Supplied

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 8 September 2018 – 10 October 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:

- Looked at how the team can keep health and safety alive through contributing in team meetings and providing messages to team mates in the health and safety newsletter.
- Contributed to content for health and safety notice boards
- Contributed to initiatives promoting health and wellness.

Near Miss reports

No near misses reported in the period 9 September – 10 October 2018.

Wellness

Organizations that prioritize wellbeing have better engagement, reduced absenteeism and higher productivity, while people have improved wellbeing, greater morale and higher job satisfaction.

- All staff continue to be offered flu injections.
- All staff offered annual wellness payment of \$200.
- We are looking at a Health and wellness program based on Health promotion agency and Mental health foundation toolkit - Five Ways to Wellbeing - **Connect, Be Active, Take Notice, Keep Learning, and Give**. These areas of focus are internationally proven to help people find balance, build resilience and boost mental health and wellbeing. The Five Ways to Wellbeing can also support workplaces to meet their health and safety obligations to manage risks to mental health and wellbeing.
- Currently running "Let nature in", photo competition, encouraging staff to take part by sharing photos of being active in the outdoors.

Working with our Contractors

2 Contractor audits undertaken	1 Contractor audits met expectations	0 Did not meet expectations	1 Minor remedial actions taken
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SWDC staff member observed non-Council contractor operating in an unsafe manner and provided advice to rectify the situation.

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, promoting Councils health and safety expectations.
- No contractor incidents reported.

HEALTH AND SAFETY ACCIDENT & INCIDENT REPORTING (Lag indicators)

1 minor injury incident reported during the period 8 September 2018 to 10 October 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 currently being 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
<p>Contractors</p>	<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&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 added to the audit checklists 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
<p>Lone / remote workers</p>	<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. Device currently being trialled by Roading team. This will be monitored, with additional devices purchased if required.</p> <p>Monitoring process for sign out/in system developed and implemented by Bylaws and Roading teams.</p> <p>Training in the use of the device, monitoring, and emergency procedures rolled out to Managers, Bylaws and Roading team. Emergency Action Plans developed.</p>

Appendix 2 – Waihinga Centre Finances

SWDC
Waihinga Centre
Project forecast - Actuals to September 2018

Per Council decision 18.1.2017

\$ 5,132,010

Made up as follows:	Budget	Invoiced to 30.09.2018	Invoices to come	Forecast spend
Rigg Zschokke Construction Contract	4,223,709	3,296,652	907,057	4,203,709
Rigg Zschokke Agreed Variations*		27,387	10,204	37,591
		<u>3,324,039</u>	<u>917,261</u>	<u>4,241,300</u>
Insurance		27,442	-	27,442
Professional fees (design team) to Jan-17	509,459			
Adamsons Survey		6,581		
Engeo 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>
Other fees to Jan-17 (including SGL, QS)	268,842			
Rawlinsons (Quantity Surveyers)		38,000		
SGL		230,343		
		<u>268,343</u>	<u>-</u>	<u>268,343</u>
Architect & Engineer construction monitoring	80,000			
Holmes Consulting - Construction Monitoring		47,500		
Warren and Mahoney - Site Monitoring		35,235		
Warren and Mahoney - Variations*		11,578		
		<u>94,312</u>	<u>-</u>	<u>94,312</u>
Development & Design Variations**		112,876	675	113,551
QS Services to completion	50,000			
Venture Consulting		22,500	7,500	
Clendon Burns & Park		13,438		
		<u>35,938</u>	<u>7,500</u>	<u>43,438</u>
Budgeted Core costs	5,132,010			
Plus Contingency	200,000			190,162
Overall budget	<u>\$ 5,332,010</u>	<u>4,372,410</u>	<u>925,436</u>	<u>\$ 5,322,172</u>

***Construction Variations to date:**

	Invoiced to 30.09.2018	Invoices to come	Forecast spend
Rigg Zschokke			
Removal of asbestos	7,310		
Insurance obtained directly	(20,000)		
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	9,500		
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	3,500	1,500	
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		
Materials supply savings	(5,000)		
Foundation beam kitchen	3,885		
	<u>27,387</u>	<u>10,204</u>	<u>37,591</u>
Warren and Mahoney			
Alternative cladding product + Addl Toilet	11,578	0	11,578
Additional Insurance	27,442		27,442
**Development & Design Variations:			
SGL	5,500		
Engeo Geotech	13,715		
Holmes Consulting - Design & Fire	8,475		
HVAC Design	7,990	675	
Rawlinsons (Quantity Surveyers)	5,000		
Warren and Mahoney - Design(SWDC excl from original budget)	45,158		
Holmes Consulting - Construction Monitoring	27,038		
	<u>112,876</u>	<u>675</u>	<u>113,551</u>
Net cost/(savings) from Variations:			<u>190,162</u>

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.

1.2 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%	83%	15 of 19 Land Use applications were processed within statutory timeframes. 18 of 22 Subdivision applications were processed within statutory timeframes. 7 of 7 permitted boundary activity applications were processed within statutory timeframes. Total 40/48. NCS.
s.223 certificates issued within 10 working days	100%	94%	15 of 16 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%	93%	14 of 15 s224 certificates processed. NCS.

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%	98%	G:\LIMs\LIMS PROCESSED 2017-18

TYPE	YTD 1 ST JULY 2018 TO 30 TH SEPTEMBER 2018	PREVIOUS YTD 1 ST JULY 2017 TO 30 TH SEPTEMBER 2017	PERIOD 1 ST SEPTEMBER 2018 TO 30 TH SEPTEMBER 2018	PREVIOUS PERIOD 1 ST SEPTEMBER 2017 TO 30 TH SEPTEMBER 2017
Standard LIMs (Processed within 10 working days)	74	50	24	24
Urgent LIMs (Processed within 5 working days)	9	14	2	4
Totals	83	64	26	28

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%	100%	NCS – 134 CCC's were issued within 20WD
Building consent applications are processed within 20 working days	100%	100%	NCS – 135 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	Building Consents Council inspects all new work to ensure compliance (September 2018 – 431 inspections) BWOF's – Total 169 – average of 3 audits per month required, 2 audit carried out in September. Swimming Pools –

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Earthquake prone buildings reports received	90%	N/A	<p>Total 279 – average of 7 audits per month required. 12 audit carried out in September.</p> <p>Under previous legislation 148 of 229 known premises had been addressed.</p> <p>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.</p> <p>104 letters sent out in total. 69 - identified as no longer EQP 20 - require engineer assessment 12 - still being assessed by LGE 15 - identified as EQP and have been sent notices to be affixed to the building.</p>

TYPE – AUGUST 2018	NUMBER	VALUE
Commercial (shops, restaurants, rest home – convalescence, restaurant /bar / cafeteria / tavern, motel, commercial building demolition - other commercial buildings)	5	\$905,800
Industrial (covered farm yards, building demolition, warehouse and/or storage, factory, processing plant, bottling plant, winery)	10	\$311,425
Residential (new dwellings, extensions and alterations, demolition of building, swimming and spa pools, sleep-outs, garages, relocations, heaters, solid fuel heaters).	118	\$6,904,485
Other (public facilities - schools, toilets, halls, swimming pools)	11	\$468,329
Totals	144	\$17,545,004

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	1 visits	100%	1 visit to school holiday program in Greytown
Complaints about roaming and nuisance dogs are responded to within 4 hours	100%	100%	K:\resource\Bylaw Officers\Registers\AC Service Requests.xls 62/62
Complaints about dog attacks on persons or stock are responded to within 1 hour	100%	100%	2/2

INCIDENTS REPORTED FOR PERIOD 1 AUGUST 18 TO 30 SEPTEMBER 18	FEATHERSTON	GREYTOWN	MARTINBOROUGH
Attack on Pets	1	-	-
Attack on Person	-	-	-
Attack on Stock	-	-	-
Barking and whining	6	-	-
Lost Dogs	-	1	3
Found Dogs	-	-	3
Rushing Aggressive	4	-	1
Wandering	12	3	11
Welfare	-	-	-
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 8 incidents
In cases where multiple stock escapes (more than 1 occasion) have occurred from a property taking compliance or enforcement or prosecution action against the property owner	100%	-	No incidents
Council responds to complaints regarding animals within 48 hours.	100%	100%	K:\resource\Bylaw Officers\Registers\AC Service Requests.xls 18 incidents

INCIDENTS REPORTED	TOTAL FOR PERIOD 1 AUGUST 2018 TO 30 SEPTEMBER 2018
Stock	6

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%	100%	K:\resource\Health\Resource Management\Noise Control Complaints 26/26 attended within timeframe

AFTER HOURS NOISE CONTROL COMPLAINTS RECEIVED	YTD 1 JULY 2018 TO 30 SEPTEMBER 2018	PREVIOUS YTD 1 JULY 2017 TO 30 SEPTEMBER 2017	PERIOD 1 SEPTEMBER 2018 TO 30 SEPTEMBER 2018	PREVIOUS PERIOD 1 SEPTEMBER 2017 TO 30 SEPTEMBER 2017
Total	26	13	16	3

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%	30.0%	MAGIQ data. All premises inspected at new or renewal application stage (15/50*). *Number of inspections completed of licences coming up for renewal within the YTD period. 120 licences in total. Total number of licences is subject to change month by month as new businesses open and existing premises close.
Premises that are high risk are inspected annually, while low or medium risk premises are audited no less than once every three years.	100%	27.3%	MAGIQ data. There are no high risk premises in the district. Low and medium risk premises are inspected every 3 years as part of the renewal process. There are currently 22 low and medium licences due for renewal or new inspections in the coming 12 months. 6 of these have been inspected as at 30 September 2018. Total number of licences is subject to change month by month as new businesses open and existing premises close. (6/22)
Compliance activities are undertaken generally in accord with the Combined Licencing Enforcement Agencies agreement.	100%	0%	No CLEG meetings scheduled to date.

ALCOHOL LICENCE APPLICATIONS PROCESSED	YTD 1 JULY 2018 TO 30 SEPTEMBER 2018	PREVIOUS YTD 1 JULY 2017 TO 30 SEPTEMBER 2017	PERIOD 1 SEPTEMBER 2018 TO 30 SEPTEMBER 2018	PREVIOUS PERIOD 1 1 SEPTEMBER 2017 TO 30 SEPTEMBER 2017
On Licence	5	3	0	1
Off Licence	6	2	2	1

Club Licence	3	1	1	1
Manager's Certificate	18	31	13	10
Special Licence	9	9	3	2
Temporary Authority	4	0	2	0
Total	45	46	21	15

2.6 Health Act - Safe Food

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

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET 17/18	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Premises have appropriate FMP in place and meet the risk based standards set out in the Plan.	100%	100%	FHR – 6 FCP (Food Act) – 69 FCP (Deemed) – 5 NP – 29 The changes in the Food Act 2014 require that businesses have an appropriate Risk Based Measure in place by end of transition period (Feb 2019). Total number of premises is subject to change month by month as new businesses open and existing premises close.
Premises are inspected in accord with regulatory requirements.	100%	35.14%	FCP verifications – 26/74 *Total number of premises is subject to change month by month as new businesses open and existing premises close.

2.7 Bylaws

Between 1 July 2018 and 30 September 2018 there were three notices relating to trees and hedges, seven litter and five abandoned vehicle complaints.

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

INFRASTRUCTURE AND SERVICES

1. Group Manager highlights

Recruiting is complete and an appointment has been made for the group administrator starting on 15 October. Recruitment is about to start for the Amenities Manager position.

With possible changes to services in waters and transport it is an important time to look at the department in regards to shared services and how services can be delivered within the South Wairarapa district. Discussions are still ongoing regarding the combining of the Wairarapa roads contracts and further market analysis is to be done. This will be the final phase in the roading service and contract review determining the procurement contract model.

A focus of the last few months has been the delivery on community board and council actions. Many of these tasks are now complete and the department is looking how it can best communicate and deliver these localised activities through the boards and community.

The Annual report audit is complete with the senior staff being engaged with audit and the corporate services staff for two weeks reviewing the annual report and performance indicators.

Work continues on the annual works programs and long term projects such as the water upgrades and waste water consents.

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	
		AUG	YTD	AUG	YTD
The average consumption of drinking water per day per resident within the territorial authority	<400 Lt		440		
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 2008*	FTN: Yes GYT: Yes MTB: Yes		FTN: No GYT: No MTB: No		
Water supply systems comply with Ministry of Health Protozoa Drinking Water Standards guidelines 2008	FTN: Yes GYT: Yes MTB: Yes		FTN: No GYT: No MTB: No		
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

WATER SUPPLY KEY PERFORMANCE INDICATORS	TARGET 2017/18	COMPLAINTS		INCIDENTS	
The total number of complaints received by the local authority about drinking water pressure or flow per 1000 connections	<15	0	0.25 per 1000 (1 complaints)	0	1
The total number of complaints received by the local authority about continuity of supply per 1000 connections	<15	0.75 per 1000 (3 complaints)	0.75 per 1000 (3 complaints)	0	3
The total number of complaints received by the local authority about drinking water clarity per 1000 connections	<15	1	0.25 per 1000 (1 complaints)	1	1
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 2mins	0	1
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 2h 36mins	0	1
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	(17/26) 65%	Median Time 18h 27mins	26	50
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	(21/26) 81%	Median Time 36h 47mins	26	50
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%		41.3%		

2.2 Water supply capital improvements

2.2.1. Featherston water supply

Plans for drilling of an additional bore (approximately \$40k for bore) continue with drilling later in October; connection to pipe and pump install to be developed. Ongoing discussions are taking place with Greater Wellington Regional Council (GWRC) about consent to drill and the consent renewal (existing consent expires December 2019).

Request for proposal currently being prepared to convert one of the raw water storage ponds adjacent to the water treatment plant. This will give approximately 2 days storage at peak summer usage for both Featherston and Greytown.

2.2.2. Water reticulation renewal

Stage 3 of the trunk main renewal contract completed for Greytown water main to the Waiohine plant.

2.3 Water treatment plants

The Waiohine plant and Greytown Bore have operated routinely. The Martinborough plant operated as normal with a report being completed for manganese removal.

2.4 Water reticulation

There were 26 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 4 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	
		AUG	YTD	AUG	YTD
Number of blockages per 1000 connections	<10	0.48 per 1000 (3 complaint)		3	3
Ratepayers and residents satisfaction with waste water services	70%			NRB survey:	49%
Number of dry weather sewerage overflows per 1000 connections	<10	0	0	0	0
Attendance time: from notification to arrival on site	< 1 Hr	1/3 (33%)	Median Time 1h 2min	3	9
Resolution time: from notification to resolution of fault	< 4 Hrs	1/3 (33%)	Median Time 3h 4m	3	9
% 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	1 per 1000 (1 complaint)	.24 per 1000 (1 complaint)	1	3
No. of complaints per 1000 connections received about sewage systems faults	< 15	2	0.24 per 1000 (1 complaint)	1	3
No. of complaints per 1000 connections received about sewage system blockages	< 15	0.48 per 1000 (2 complaint)	1.1 per 1000 (5 complaint)	2	5
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%	3/3 (100%)	89% (8/9)	3	9

3.2 Waste water treatment plants

3.2.1. Capital and consents

Featherston WWTP

The consent application was lodged on 28 February 2017. GWRC notified on 16 May 2018. Ongoing discussion with response to the panel required from council on decision for the consent by 26 October.

Two further meetings with neighbour and Iwi to provide more information and answer questions. No further meetings have been planned, however discussion around the suggested working group are on-going.

The flow into the plant following the recent dry weather is getting low so the WWTP may stop discharging later in October.

Staged improvements at Greytown WWTP

A temporary UV system has operated successfully since 29 August to meet the 1 September consent condition. It is constructed so that when the irrigation building is complete the plant can be relocated as constructed into the building. Construction of the building has started with the construction of the wet-well under the building. This will be 4.5m below the floor of the building with a connection for the future winter storage to flow through under gravity. Earthworks have started this week to lift the surrounding area 1.8m from current level which will be above a 100 year flood.

Irrigation at Martinborough WWTP

At Martinborough WWTP irrigation to land stopped in May and has restarted in September. The Ruamahanga River level has started to get low and since the 22 September we have started irrigating to land again.

Since starting to irrigate to land in November, 186 bales of bailage have been cut.

Waite Street, Featherston renewal

Perkinson Civil have started the replacement of 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 2 pipeline blockages reported during the period.

4. Storm water drainage

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

4.1 Key Performance Indicators

STORM WATER DRAINAGE KEY PERFORMANCE INDICATORS	TARGET 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 abatement notices	0				
No. of infringement notices	0				
No. of enforcement notices	0				
No. of convictions	0				
Median Response time to flooding events (Notification to personnel reaching site in hrs)	3	-	-	0	0
No. of complaints about stormwater per 1000 properties connected	0	0	0	0	0

There was 2 storm water blockages 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 1% compared to SEP 2017	Current average annual increased 21% on 2014	-	-
% of ratepayers and residents satisfied with the level of service	85%			NRB survey:	66%

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 Roding Maintenance – Fulton Hogan

From 3 - 6 September road closures occurred on Ponatahi and White Rock Roads. The wet climatic conditions also caused slips and dropouts on White Rock, Tora, Te Awaiti, Pahaoa, Wainuioru, Moeraki, Ngakonui, Summerhill, Hinekura, Longbush and Lake Ferry Roads. All roads are open but there are remedial works required over the drier summer period.



Flooding and road closure at Haungarua Bridge, Ponatahi Road



Flooding and road closure White Rock Road approximately 3km before Tukurumuri School



Drop out and road closure at Ushers Hill, White Rock Road

95km of grading was carried out during August; 83 km of the graded length was completed with a tow behind roller. The rolling operation provided a tight smooth surface with less loose material.

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

Preseal repairs were carried out on the sealed road network. Both urban and rural sections were repaired.

Kerb and channel repairs were completed on Papawai Road.

Drainage works were carried out behind Ngwai Village in conjunction with the KawaKawa Trust. As part of this work culverts and sumps were flushed out in Ngwai village.

Spraying of road side drains, signs and marker pegs commenced as part of spring vegetation control. No spray zones have been identified and marked out.

Greytown, Featherston and Martinborough had various kerb and channel swept as part of the monthly cycle.

6.3 Other activities

Higgins Contactors have commenced on the seal extension and sealed pavement rehabilitation on Western Lake Road and is programmed to be completed by the end of November 2018.

Calibre Consultants have been engaged to carry out scoping Geotechnical Reports for "The Glue Pot" on Te Awaiti Road and "Johnsons Hill" on Cape Palliser Road, along with design of the pier renewal on Tora Farm Settlement Bridge.

The bus stop on Fitzherbert Street, Featherston adjacent to Birdwood Street has been relocated and became operational on 30 September 2018.

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:	
Ratepayers and residents satisfied with town halls	76%			NRB Survey:	74%

AMENITIES KEY PERFORMANCE INDICATORS	TARGET 2017/18	COMPLAINTS	INCIDENTS
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

Work has commenced on the site adjacent to the Town Square for the installation of the Featherston Camp Memorial Sculpture. This work is being carried out by the Sculpture Trust, but council's parks and reserves contractors will also be doing some landscaping in the area.



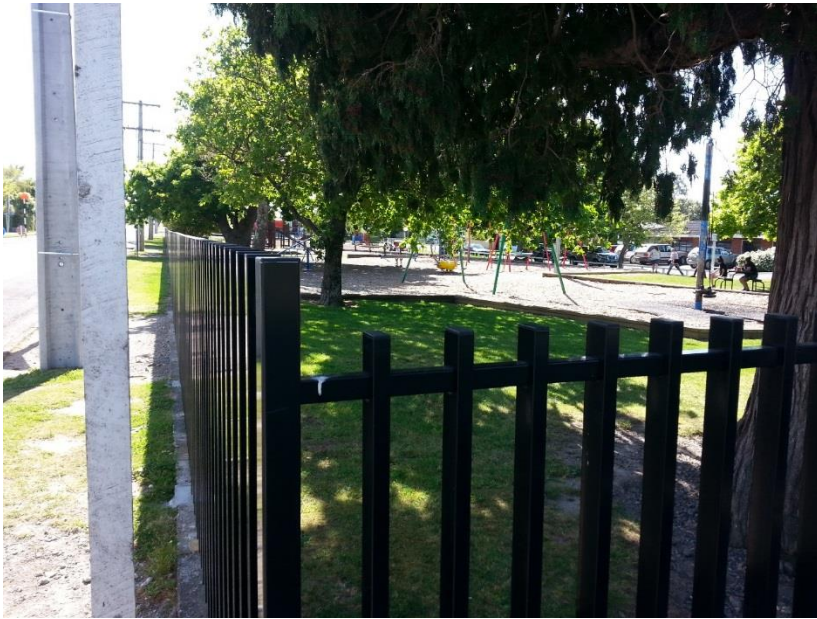
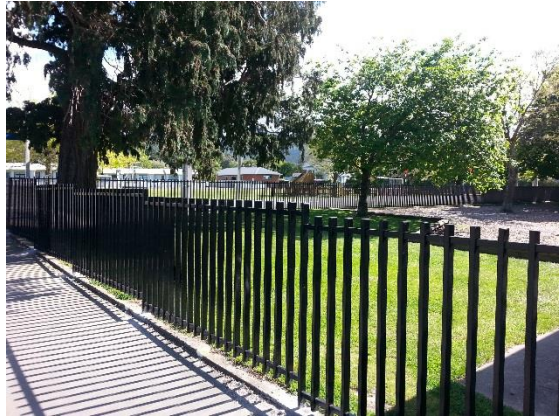
A new seat has been placed in the small park near the wind sculpture. This seat was given as a memorial for Peter Norden, and was placed with the assistance of the Featherston Beautification Group.



As part of the work for the installation of the Featherston Camp Memorial Sculpture, council approved the relocation of the bus stop from in front of the site to a few metres east near the Windgrass sculpture.



The new fence on the Birdwood Street side of the Featherston playground has been completed. This was the only fence originally planned, to prevent small people from running onto Birdwood St. However, the community has asked for the fencing to be continued around the whole playground, and a price for this is being obtained.



7.2.2. Greytown

The Arbor Reserve toilet has been painted and tidied up, and even the resident rooster is happy!!



7.3 Community housing

The vacant flats are Burling and Cicely Martin are still waiting on our contractors to fit them in with their busy workload.

7.4 Cemeteries

7.4.1. Purchases of burial plots/niches 11 September to 10 October 2018

	Greytown	Featherston	Martinborough
Niche	1	0	0
In-ground ashes Beam	0	0	0
Burial plot	4	2	0
Total	5	2	0

7.4.2. Ashes interments/burials 11 September to 10 October 2018

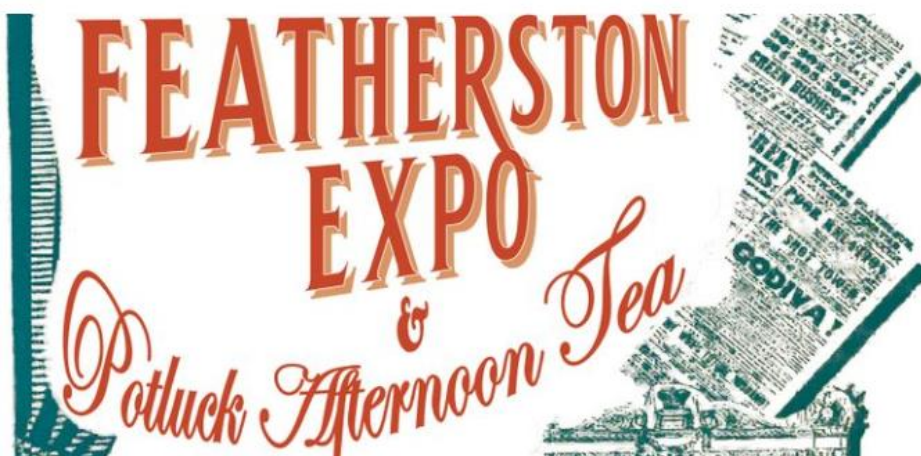
	Greytown	Featherston	Martinborough
Burial	3	3	0
Ashes in-ground	0	0	0
Ashes wall	0	0	0
Total	3	3	0

7.5 Events

7.5.1. Featherston

Completed events:

Featherston Expo – held on Sunday, 30 September 2018



Community Barn Dance & Pie Contest - held Saturday 15 September 2018



Future events:

Dedication of Camp Memorial Sculpture – 10 November 2018

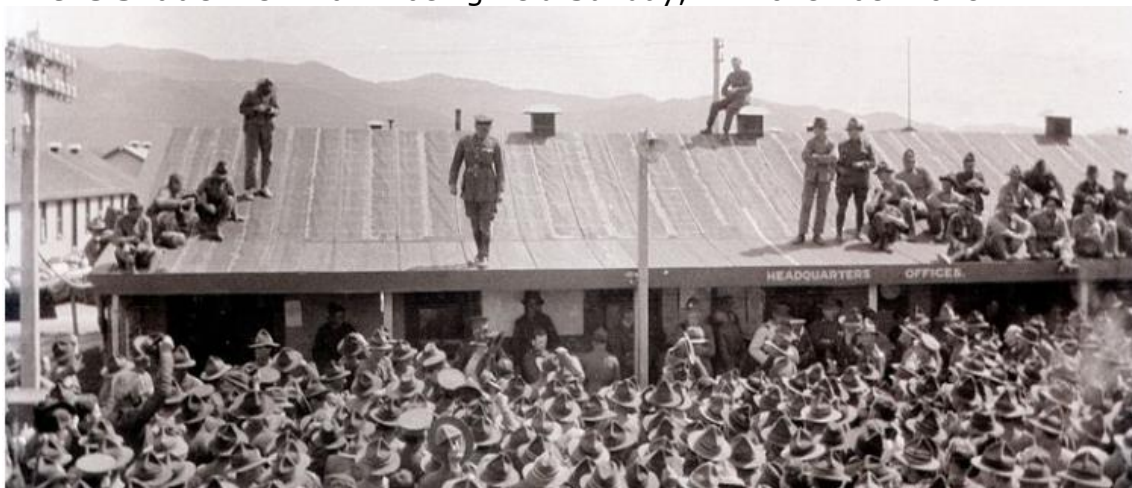
Armistice Day Commemorations – 11 November 2018

Featherston Festivals of Choirs – being held Sunday, 18 November 2018

Featherston Market – being held every fourth Saturday: 27 October, 24 November, 22 December 2018, 26 January, 23 February and 23 March 2019

Christmas in the Squirrel – being held Saturday, 3 November 2018

In the Shadow of War – being held Sunday, 11 November 2018



7.5.2. Greytown

Completed events: Nil

Future events:

The Greytown Country Market – being held 21 October, 18 November, 23 December 2018, 20 January, 17 February and 17 March 2019



7.5.3. Martinborough

Completed events: Nil

Future events:

Martinborough Charity Fun Ride – being held Sunday, 28 October 2018



Toast Martinborough – being held on Sunday, 18 November 2018



Christmas Magic in Martinborough – being held Saturday, 8 December 2018

8. Libraries

Library statistics for September 2018 are attached in Appendix 3. There are no statistics for wi-fi usage in August and September for Featherston and Greytown, due to the change of network provider. Martinborough Library will change to the new provider once the library moves to the Waihinga Centre.

9. Appendices

Appendix 1 - Monthly water usage

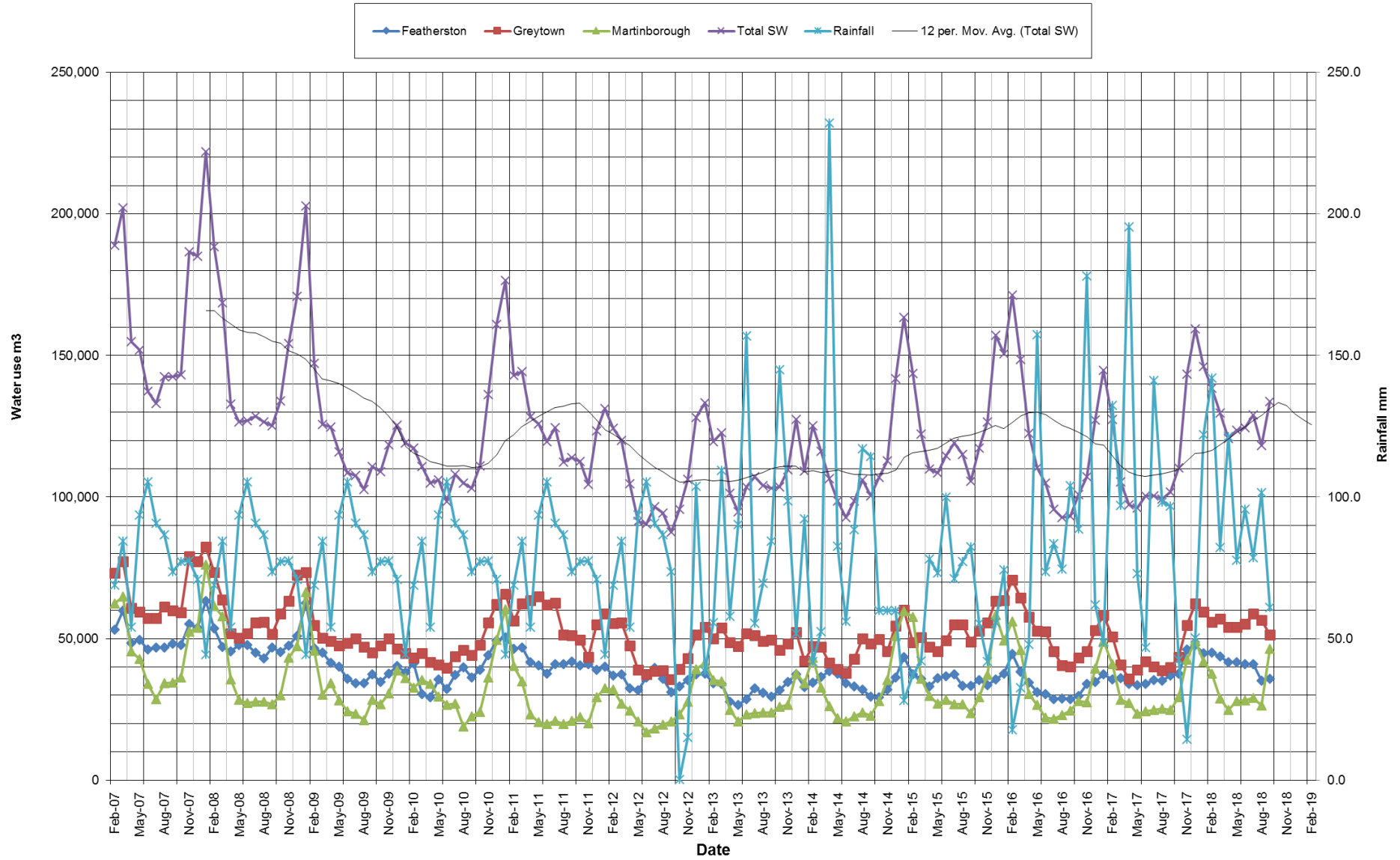
Appendix 2 - Waste exported to Bonny Glen

Appendix 3 - Library statistics

Contact Officer: Mark Allingham, Group Manager Infrastructure and Services

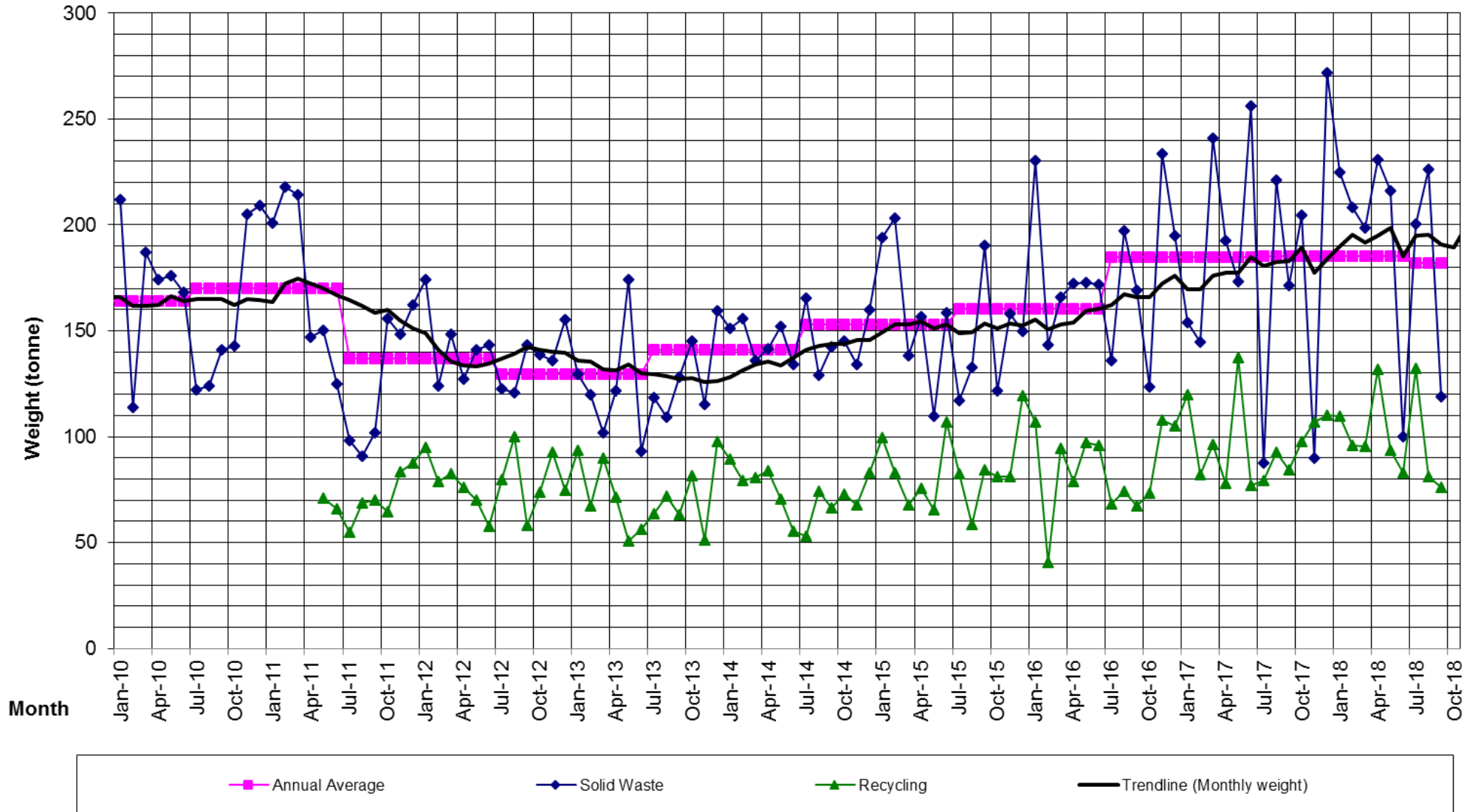
Appendix 1 - Monthly water usage

Water use South Wairarapa District Council



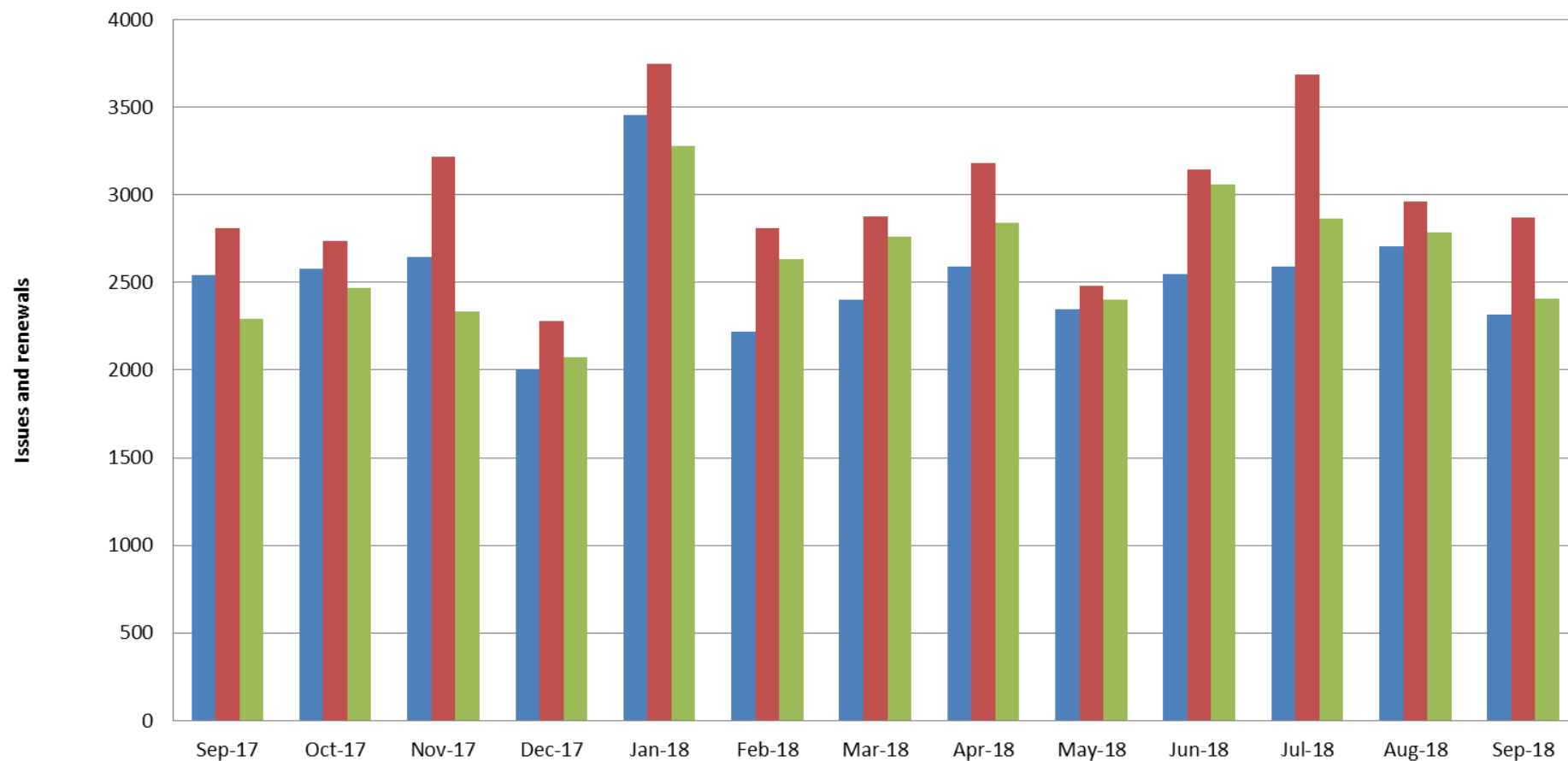
Appendix 2 -Waste exported to Bonny Glen

Monthly weight of waste transferred to Bonny Glen



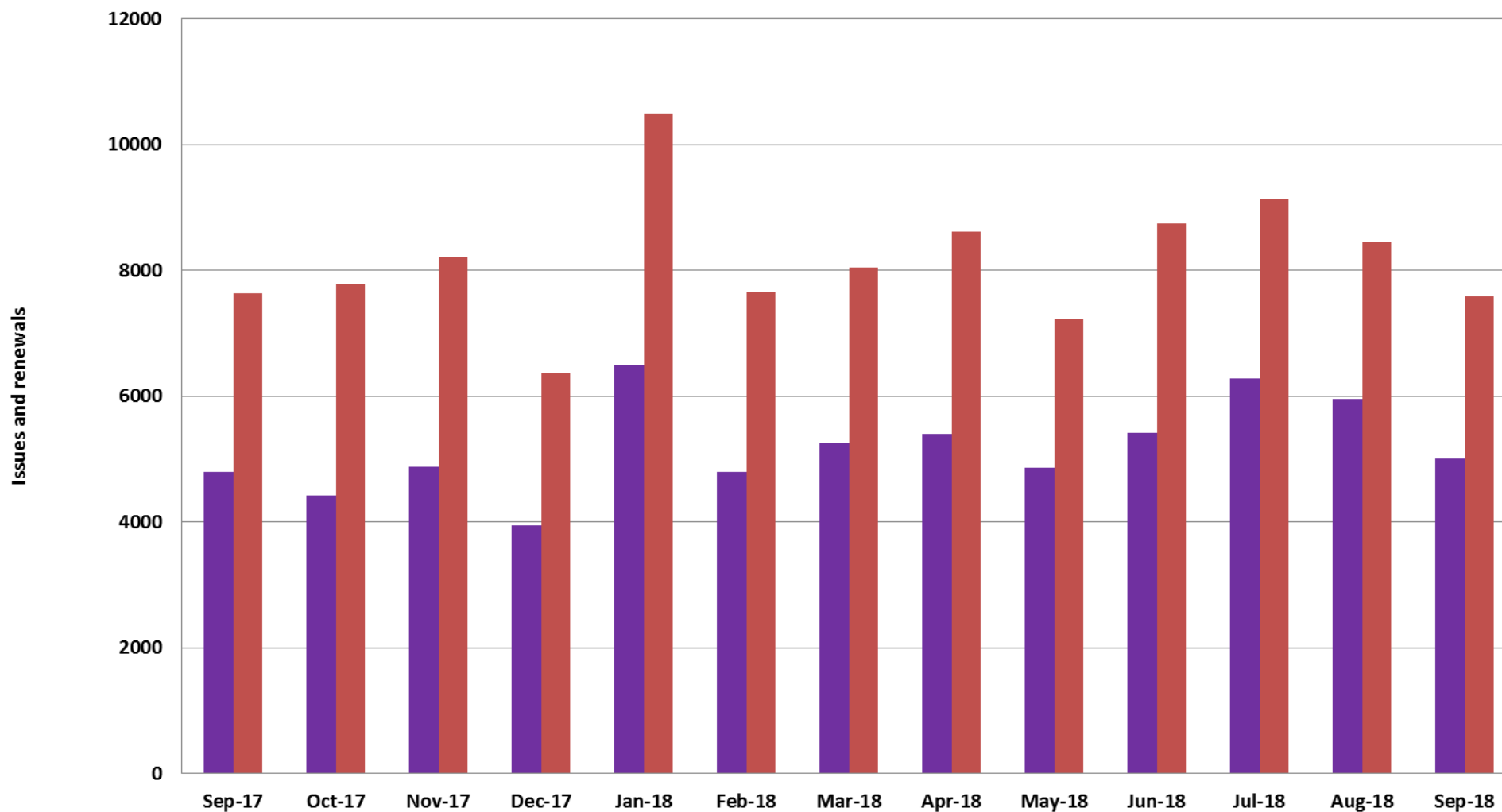
Appendix 3 – Library statistic

South Wairarapa libraries - issues and renewals to September 2018



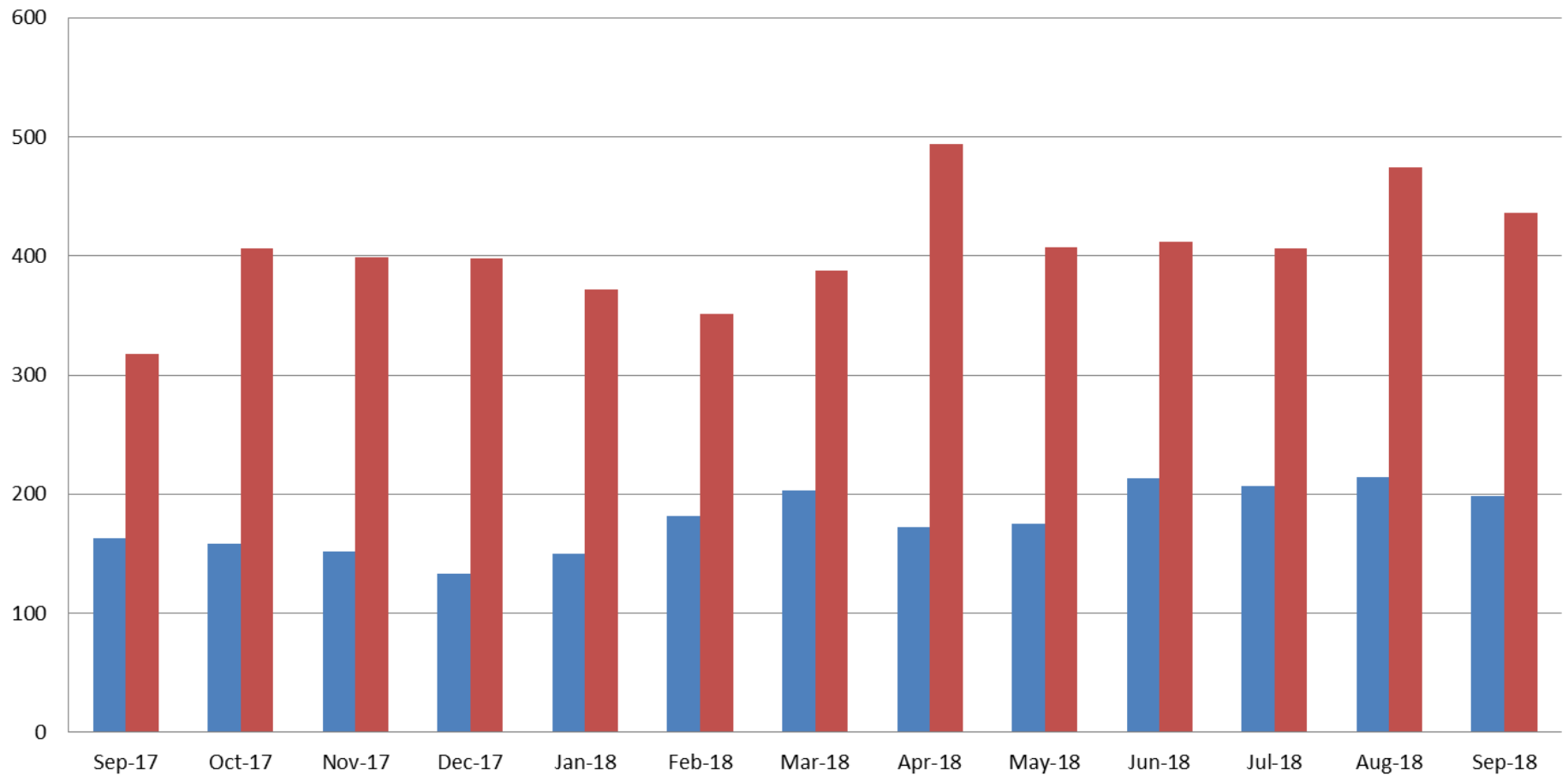
	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18
Featherston	2543	2577	2647	2006	3456	2216	2400	2590	2348	2550	2588	2703	2316
Greytown	2811	2738	3218	2278	3748	2809	2878	3178	2483	3143	3689	2964	2872
Martinborough	2289	2468	2336	2071	3281	2632	2761	2842	2400	3058	2866	2784	2407

Wairarapa Library Service - issues and renewals to September 2018



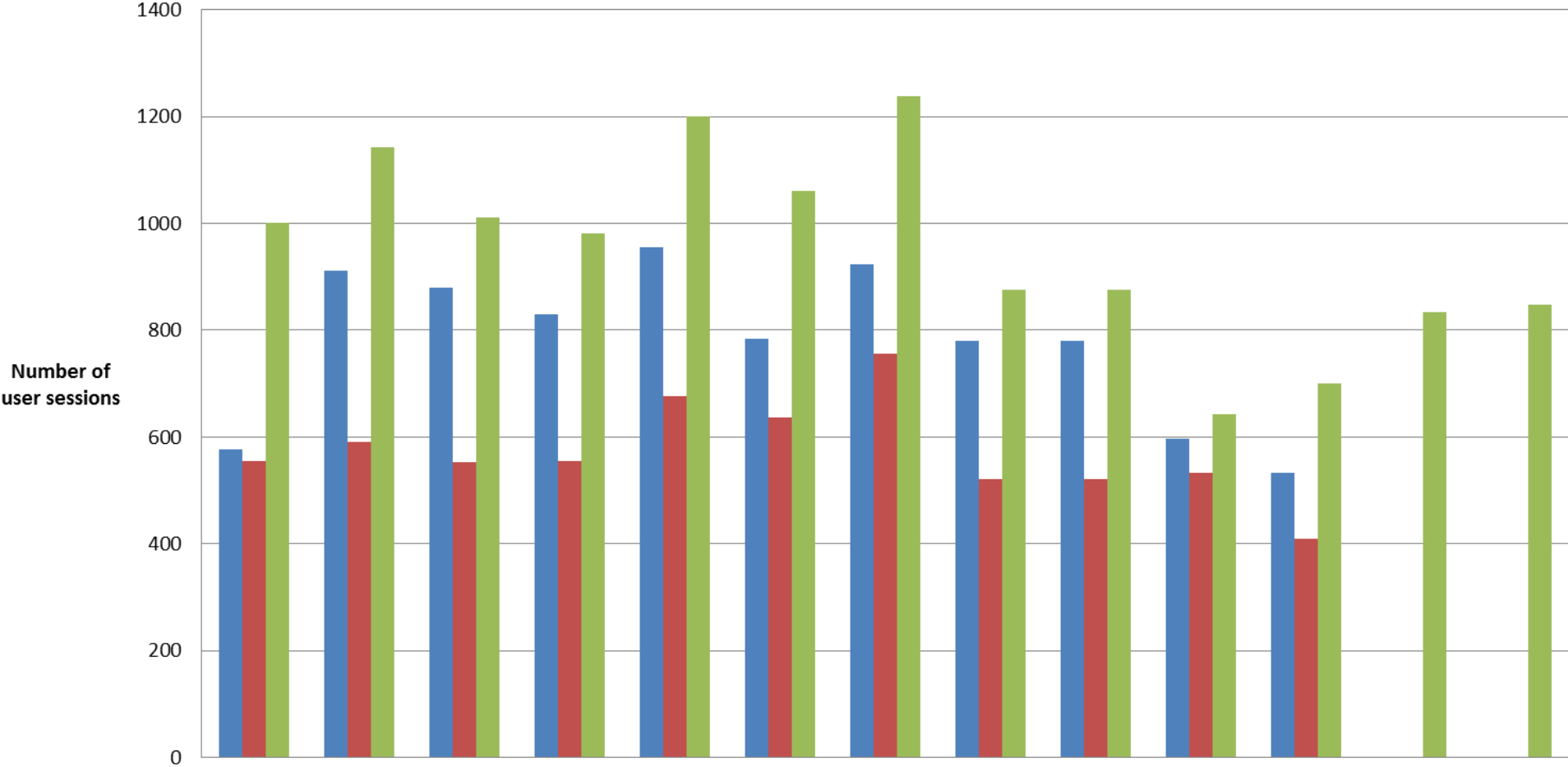
	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18
Carterton	4792	4418	4870	3940	6500	4789	5261	5397	4861	5422	6279	5962	5009
South Wairarapa	7643	7783	8201	6355	10485	7657	8039	8610	7231	8751	9143	8451	7595

Wairarapa Library Service - audio and e-book issues to September 2018



	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18
■ Audiobooks	163	158	152	133	150	182	203	172	175	213	207	214	198
■ Ebooks	318	406	399	398	372	351	388	494	407	412	406	474	436

APNK Wi-fi user sessions to September 2018



	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18
■ Featherston	576	911	879	829	955	784	923	781	781	596	533		
■ Greytown	555	590	553	555	677	636	757	521	521	532	409		
■ Martinborough	1001	1142	1011	981	1201	1060	1239	876	876	643	701	834	847

FEATHERSTON COMMUNITY BOARD

20 NOVEMBER 2018

AGENDA ITEM 6.2

ACTION ITEMS REPORT

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 Council officers for comment and all members may ask Council officers 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 remain in a master register but no longer reported on.

2. Appendices

Appendix 1 - Action Items to 20 November 2018

Contact Officer: Suzanne Clark, Committee Secretary

Reviewed By: Paul Crimp, Chief Executive

Appendix 1 – Action Items to 20 November 2018

Ref #	Raised Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
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	Actioned	04/07 Tim organising for this to be completed within next 4-6 weeks 26/09 Work in progress 2/10 Completed
474	17-Jul-18	Resolution	Mark	FCB RESOLVED (FCB 2018/65) to recommend to Council that a business case to NZTA is made for new curbing and drainage to be undertaken on a number of streets in Featherston (exact locations pending). (Moved Bleakley/Seconded West) Carried	Actioned	To go to 24 October Council meeting. 2/11/18: Council noted the FCB recommendation. New kerbing and drainage was best undertaken at the time new footpaths were laid and would be considered in the footpath strategy. Prioritisation of new works would be discussed by the Infrastructure and Services Working Party.
577	28-Aug-18	Resolution	Mark	FCB RESOLVED (FCB 2018/77): 1. To receive the information. (Moved Bleakley/Seconded Cr Olds) Carried 2. To recommend that Council commission a study of what, if any, risks to the community and what alternatives there are to glyphosate based herbicides. (Moved Bleakley/Seconded West) Carried	Actioned	To go to 24 October Council meeting. 2/11/18: Council action is to: Prepare a report on the Environmental Protection Agencies findings and assessments for glyphosate, alternatives to glyphosate (e.g. mowing, organic sprays), and budgetary impacts
579	28-Aug-18	Resolution	Mark	FCB RESOLVED (FCB 2018/79) to recommend that a generator plug be installed at the Anzac Hall. (Moved Ramsden/Seconded Shepherd) Carried	Actioned	To go to 24 October Council meeting. 2/11/18: Council resolution: That a generator plug be incorporated into the overall quote for the electrical upgrade works of Anzac Hall and consideration of installation will be given following quote receipt.
584	28-Aug-18	Action	Robyn Ramsden	Correct the FCB workshop minutes of the 14 August 18 to show Claire Bleakley attended	Actioned	
585	28-Aug-18	Action	Robyn Ramsden	Clarify with the Featherston Medical Centre what they want to store at Anzac Hall, how many boxes they wanted to store, for how long storage was required, and why storage was required	Actioned	12/10/18: no longer required
586	28-Aug-18	Action	Robyn Ramsden	Clarify with the Featherston Medical Centre what the exact purpose of an emergency water supply at the	Actioned	12/10/18: From Medical Centre: Emergency water would be great but only if it is possible.

Ref #	Raised Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
				Anzac Hall would be for and what size tank would cater for those needs		The purpose of having the water is to be able to clean medical instruments particularly small items used for stitching up wounds and cleaning out burns etc. We have saline solution and gloves for about three days. Three days worth of water for cleaning instruments is about 100 litres in total. Of course, if we had more water available then we could use it.
647	9-Oct-18	Resolution	Jennie	FCB RESOLVED (FCB 2018/89): 1. To receive the Applications for Financial Assistance Report. (Moved Bleakley/Seconded Cr Vickery) Carried 2. To grant the Featherston Information Centre \$500 to help with running expenses for the Centre. (Moved Bleakley/Seconded Cr Olds) Carried	Actioned	Applicant advised. Info centre paid in October (SM)
648	9-Oct-18	Resolution	Paul	FCB RESOLVED (FCB 2018/90): 1. To receive the tabled Featherston Highway Changes Report. 2. To write to David Hancock and Paul Broughton, providing them with a copy of the Council officer's report and inviting them to take the next step in the process. (Moved Bleakley/Seconded West) Carried	Actioned	
649	9-Oct-18	Resolution	Paul	FCB RESOLVED (FCB 2018/91): 1. To receive the Chairpersons report. 2. To request that the CEO formally update the Featherston Community Board on progress towards resolving the issues with the vacant lot. 3. To consider grant applications at every Featherston Community Board meeting. (Moved Ramsden/Seconded Shepherd) Carried	Actioned	#2: Decision to be made at extraordinary Council meeting 21 Nov #3: Form and website changed.
650	9-Oct-18	Resolution	Jennie	FCB RESOLVED (FCB 2018/92) to ratify the email approval of \$6,750 being half of the estimated costs of replacing the street banner brackets as submitted to the LTP (\$13,500) out of the Main Street Beautification	Actioned	In commitments (SM)

Ref #	Raised Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
				Fund (Moved Cr Olds/Seconded Ramsden) Carried		
651	9-Oct-18	Resolution	Jennie	FCB RESOLVED (FCB 2018/93) to grant up to \$500 to the Christmas Parade organising committee payable on receipts. (Moved Cr Olds/Seconded Ramsden) Carried	Actioned	In Commitments (SM)
655	9-Oct-18	Action	Robyn Ramsden	To take to Council the Featherston Community Boards concerns relating to delay and process with regards to the Featherston wastewater treatment project	Actioned	2/11/18: Presented 24 Oct 18
656	9-Oct-18	Action	Mark	Advise the Featherston Community Board where the Featherston Market is being held, who is running it and what time it is being run from (as reported in 7.5.1 of the Infrastructure and Services Report)	Actioned	The Featherston Market is being held every 4th Saturday at the Featherston Town Square from 9am to 1.00pm – starting from November 2018 to March 2019. Colin Robinson & Tony Taylor (Fstn Lions Club) are the organisers.
660	9-Oct-18	Action	Paul	Write to Jack Miller and ask him for his ideas with regards to the Featherston skatepark and how he would like to see the park developed	Actioned	
661	9-Oct-18	Action	Paul	Write to Barbara Wilson and advise that the FCB is not in a position to take the lead in setting up a friends of the cemetery group and suggest she advertise in the Featherston Phoenix	Actioned	
662	9-Oct-18	Action	Mark	Look into Council workers wearing full protective gear when spraying chemicals and keep looking at alternative to glyphosate sprays	Actioned	9/11/18: FCB recommendations went to Council on the 24 Oct and a report has been requested. This supercedes this action, so action has been closed.
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 followup 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	29/10/18: hold over looking at this strategy till the Spatial plan work begins. This way it can be looked at holistically as part of the spatial plan, if it is relevant to that and to our town now.

Ref #	Raised Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
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	
482	17-Jul-18	Action	Mark	Advise the Featherston Swimming Club on the outcome of the swimming pool solar heating failure and any proposed heating remediation works	Open	Helen acquiring quotations. 28/8/18: Forward quotes to Fstn Swimming Club 26/09 Mark to provide feedback from meeting with swimming club held on 27/09
486	17-Jul-18	Action	Russell	Itemise outstanding items from the Featherston 2033 plan that will not be picked up by the proposal to divert traffic through Featherston	Open	Item on hold until spatial plan
489	17-Jul-18	Action	FCB	Determine a mechanism for consulting with the community on renaming the Featherston Town Square	Open	
654	9-Oct-18	Action	Russell	Forward a copy of the responses sent to Mr Famularo regarding outcomes of the investigation into the threat of flooding to properties in Featherston between Fitzherbert Street, Harrison Street East and Boundary Road to Featherston Community Board members	Open	
657	9-Oct-18	Action	Mark	Provide information to Claire Bleakley about the expected occupancy date of the Featherston community housing flat currently being renovated and whether it is a single or double unit	Open	9/11/18: Burling Flat 7, is a double unit. Expected occupancy date still not known.
658	9-Oct-18	Action	Mark	Start adding the date that footpath maintenance requests are forwarded to Infrastructure and Services to be added to the prioritised list	Open	
659	9-Oct-18	Action	Russell	Advise the Featherston Community Board whether the spatial plan will be open for public consultation and whether the Featherston Information Centre will be recognised in the plan	Open	

FEATHERSTON COMMUNITY BOARD

20 NOVEMBER 2018

AGENDA ITEM 6.3

INCOME AND EXPENDITURE STATEMENTS

Purpose of Report

To present the Community Board with the most recent Income and Expenditure Statements.

Recommendations

Officers recommend that the Community Board:

1. *Receive the Income and Expenditure Report for the period 1 July 2018 - 30 September 2018.*
2. *Receive the Income and Expenditure Report for the period 1 July 2018 - 31 October 2018.*

1. Executive Summary

The Income and Expenditure Statement for 1 July 2018 – 30 June 2018 is attached in Appendix 1. The Income and Expenditure Statement for 1 July 2018 – 30 September 2018 is attached in Appendix 2 and 1 July 2018-31 October 2018 is in Appendix 3.

The Chair may ask Council officers for comment and all members may ask the Council officers for clarification and information through the Chair.

2. Appendices

- Appendix 1 - Income and Expenditure Report for the period 1 July 2017 – 30 June 2018
- Appendix 2 - Income and Expenditure Report for the period 1 July 2018 – 30 September 2018
- Appendix 3 - Income and Expenditure Report for the period 1 July 2018 – 31 October 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**

Featherston Community Board		
Income & Expenditure For the year ended 30 June 2018		
INCOME		
Balance 1 July 2017		7,606.84
Annual Plan 2017/18		26,868.00
TOTAL INCOME		34,474.84
EXPENDITURE		
Members salaries		15,748.00
Mileage reimbursements		1,057.70
Total Personnel Costs		15,748.00
AP Spark Fsn Info Centre Jul/Aug 17		99.89
AP Featherston Inf Petty cash Feb-July 2017		85.40
AP Spark Fsn info centre - Aug 17		99.98
correct coding info centre morning tea colin olds		43.48
AP Local Governmen Annual CBD levy 2017/18		216.66
AP Spark Fsn info centre August charges		99.73
AP OfficeMax New Z Stationery etc		19.30
AP Spark Fsn info centre		24.04
AP Power Services Erect Xmas flags - Featherston		240.00
AP Spark Fsn information centre		158.51
AP Signage Service GL jnl correction		376.80
AP Power Services Take down Christmas banners Fsn		199.00
AP Spark Fsn information centre		53.23
AP Spark Featherston Information Centre		53.25
corr coding spark info centre		53.58
FCB Comm of the Year Ramsden Bleakly		350.00
AP Spark Fsn Info Centre April/May 2018		53.65
AP Lamb-Peters Pri FCB - 500 "Poppy Places" flyers A4		145.00
AP Featherston Men Supply/make frames for Poppy Places		150.00
AP The Featherston Tin, Bell Tea (Poppy Places)		82.00
AP Spark Fsn Information Centre - May 2018		53.83
AP Featherston Lio Afternoon tea supplied at Community Meet		500.00
AP Lamb-Peters Pri Greeting cards (thanks Poppy Places)		44.00
AP Lamb-Peters Pri Fsn Community board flyers, posters		223.00
AP Spark Spark charges May/June		54.62
Total General Expenses		3,478.95
AP Cross Creek Rai FCB grant costs two new motors for locom		300.00
AP KittyCat Rehome Kittycat rehoming - Wairarapa FCB grant to create new we		300.00
AP Wairarapa Reap Contributions to White Ribbon Ride 2017		300.00
AP Featherston Fir FCB Grant Music/creative events grant		500.00
AP Muay Thai C FCB grant reduced/free trng children in		500.00
AP Fell Locomotive FCB grant upgrade safety barriers		500.00
AP Featherston Com FCB grant running costs for Centre		500.00
SCRS NOVEMBER AP Featherston Com FCB grant running costs for Centre		500.00
AP Richmond Funera 2 x Bonze plaques for park benches		565.22
AP Fulton Hogan Fsn Xmas parade - diversions/detours		1,161.08
AP Wairarapa Reap FCB Grant 17/18 Fsn School Writers		500.00
AP Featherston Boo FCB Grant - running costs Booktown event		500.00
AP Featherston Mai FCB Grant-gabion plant boxes Main St		500.00
AP Featherston Toy Grant for new toys for toy library		500.00
AP Featherston Sch Costs to change logo & visual identifica		575.00
Total Grants		7,701.30
TOTAL EXPENDITURE		26,928.25
ACTUAL NET SURPLUS/(DEFICIT) YEAR TO DATE		7,546.59
BALANCE TO CARRY FORWARD		7,546.59

**Appendix 1 - Income and
Expenditure Report for the
period 1 July 2018 – 30
September 2018**

Featherston Community Board

Income & Expenditure For the Period Ended 30 September 2018

	<u>INCOME</u>	
	Balance 1 July 2018	7,546.59
	Annual Plan 2018/19	27,639.00
	TOTAL INCOME	35,185.59
	<u>EXPENDITURE</u>	
	Members salaries	3,987.21
	Mileage reimbursements	163.08
	Total Personnel Costs	4,150.29
23/08/2018	AP Local Governmen CBEC levy for 2018/19	216.66
29/08/2018	Red cross first aid kit for CD excercise	43.25
29/08/2018	Meet the candiates expenditure	31.25
30/06/2018	AP Walker - delivery of flyers for CD Exercise	21.74
28/09/2018	Lime Path Garden of remembrance - Funded by Chor Farmer donation	205.53
	Total General Expenses	518.43
1/07/2018	AP Traffic Safe Ne Fsn Xmas Parade 10/12/16 traffic managem	1,048.00
3/07/2018	AP Featherston Her FCB grant-towards hosting Chor Farmer	500.00
24/07/2018	AP Maths Wairarapa FCB grant costs for schools maths compet	300.00
31/07/2018	AP Featherston Ass FCB grant - Friday Club	500.00
	Total Grants	2,348.00
	TOTAL EXPENDITURE	7,016.72
	ACTUAL NET SURPLUS/(DEFICIT) YEAR TO DATE	28,168.87
	<u>LESS: COMMITMENTS</u>	
	Salaries to 30 June 2019	12,197.79
	Mileage to 30 June 2019	336.92
	Poppy Places Project	79.00
	Civil Defence refreshments	50.00
	Meet the candidates meeting advertising etc.	300.00
	Pae tu Mokai o Tauira start up expenses/logo/kapa haka group	500.00
	Total Commitments	13,463.71
	BALANCE TO CARRY FORWARD	14,705.16

Featherston Community Board		
Beautification fund for the Period Ended 30 September 2018		
	Balance 1 July 2018	49,980.00
	Annual Plan 2018/19	10,710.00
	TOTAL INCOME	60,690.00
	Total Beautification	0.00
	TOTAL EXPENDITURE	0.00
	ACTUAL NET SURPLUS/(DEFICIT) YEAR TO DATE	60,690.00
	<u>LESS: COMMITMENTS</u>	
	Committed to Sculpture	45,000.00
	Total Commitments	45,000.00
	BALANCE TO CARRY FORWARD	15,690.00

**Appendix 1 - Income and
Expenditure Report for the
period 1 July 2018 – 31
October 2018**

Featherston Community Board		
Income & Expenditure For the Period Ended 31 OCTOBER 2018		
	<u>INCOME</u>	
	Balance 1 July 2018	7,546.59
	Annual Plan 2018/19	27,639.00
	TOTAL INCOME	35,185.59
	<u>EXPENDITURE</u>	
	Members salaries	5,316.28
	Mileage reimbursements	188.78
	Total Personnel Costs	5,505.06
23/08/2018	AP Local Governmen CBEC levy for 2018/19	216.66
29/08/2018	Red cross first aid kit for CD excercise	48.48
29/08/2018	Meet the candiates expenditure	31.25
30/06/2018	AP Walker - delivery of flyers for CD Exercise	21.74
25/09/2018	AP Printcraft Ramsden & West business cards	210.00
15/10/2018	AP Featherston Inf FCB grant costs assoc with operating cen	500.00
28/09/2018	Lime Path Garden of remembrance - Funded by Chor Farmer donation	205.53
	Total General Expenses	1,233.66
1/07/2018	AP Traffic Safe Ne Fsn Xmas Parade 10/12/16 traffic managem	1,048.00
3/07/2018	AP Featherston Her FCB grant-towards hosting Chor Farmer	500.00
24/07/2018	AP Maths Wairarapa FCB grant costs for schools maths compet	300.00
31/07/2018	AP Featherston Ass FCB grant - Friday Club	500.00
	Total Grants	2,348.00
	TOTAL EXPENDITURE	9,086.72
	ACTUAL NET SURPLUS/(DEFICIT) YEAR TO DATE	26,098.87
	<u>LESS: COMMITMENTS</u>	
	Salaries to 30 June 2019	10,868.72
	Mileage to 30 June 2019	311.22
	Poppy Places Project	79.00
	Civil Defence refreshments	50.00
	Meet the candidates meeting advertising etc.	268.75
	Pae tu Mokai o Taurira start up expenses/logo/kapa haka group	500.00
	Christmas Parade organising Committee	500.00
	Featherston Information Centre	500.00
	Total Commitments	13,077.69
	BALANCE TO CARRY FORWARD	13,021.18

Featherston Community Board		
Beautification fund for the Period Ended 31 October 2018		
	Balance 1 July 2018	49,980.00
	Annual Plan 2018/19	10,710.00
	TOTAL INCOME	60,690.00
	Total Beautification	0.00
	TOTAL EXPENDITURE	0.00
	ACTUAL NET SURPLUS/(DEFICIT) YEAR TO DATE	60,690.00
	<u>LESS: COMMITMENTS</u>	
	Committed to Sculpture	45,000.00
	Street Banner brackets half of estimated costs \$13,500	6,750.00
	Total Commitments	51,750.00
	BALANCE TO CARRY FORWARD	8,940.00

FEATHERSTON COMMUNITY BOARD

20 NOVEMBER 2018

AGENDA ITEM 6.4

SCHEDULE OF ORDINARY MEETINGS

Purpose of Report

To provide Councillors with the proposed schedule of ordinary meetings for Council, community boards and committees for 2019.

Recommendations

Officers recommend that the Community Board:

1. *Receive the Schedule of Ordinary Meetings Report.*
2. *Adopts the 2019 schedule of ordinary meetings for Featherston Community Board to the end of September.*
3. *Sets a meeting start time for ordinary meetings.*
4. *Delegate to the Chief Executive the authority to alter the schedule of ordinary meetings following consultation with the Chair.*

1. Background

Each year Council adopts a schedule of Council, committee and community board meeting dates for the coming 12-month period. The schedule complies with Council policy and meets the Local Government Act 2002 requirements to 'hold meetings that are necessary for the good government of its district'.

The Community Board is being asked to adopt the schedule of meetings as presented to Council and set a meeting start time for ordinary meetings.

A meeting schedule, once adopted, can be amended so there is still flexibility to respond to a change of circumstances. For clarity the Community Board has been asked to endorse the recommended process should such a change arise.

2. Discussion

2.1 Proposed 2019 Schedule of Ordinary Meetings

A proposed schedule of 2019 meetings is provided in Appendix 1. Meetings are scheduled every six weeks as per Council policy. Where possible community board meetings are coordinated to be in the same week for Council officer work flow purposes.

The calendar has been aligned with legislative timeframes for Council to adopt the Long Term Plan and Annual Report during scheduled Council ordinary meetings.

If there is urgent business that cannot wait until the next scheduled ordinary meeting, section 8 of Standing Orders outlines how an extraordinary meeting may be called by the Board.

Martinborough Community Board have indicated an intention to move their meetings to Thursday. Both the Council adopted schedule and the proposed new dates are provided.

2.2 Meeting Times

Meeting times have been retained the same as for 2018. The Community Board should decide on a time that suits members.

2.3 Venue

Unless otherwise advised the venue will be Kiwi Hall, Featherston.

2.4 2019 Local Government Elections

The 2019 local government elections will be held on the 12 October 2019, with results declared 17-23 October 2019 (or as soon as practicable). There will not be an ordinary meeting for community boards in October, instead the Chief Executive will call the first meeting of the triennium which is expected to be scheduled towards the end of October.

The new Council and community boards will adopt a schedule of meetings for the remainder of the year; potential dates for these meetings have been left in the 2019 calendar for your information.

2.5 Public Notification

Once the meeting schedule has been adopted by all of the community boards and the Maori Standing Committee the schedule will be published on our website.

3. Appendices

Appendix 1 – Proposed Schedule of Ordinary Meetings 2019

Contact Officer: Suzanne Clark, Committee Secretary

Reviewed By: Paul Crimp, Chief Executive

Appendix 1 – Proposed Schedule of Ordinary Meetings 2019

**SOUTH WAIRARAPA DISTRICT COUNCIL
PROGRAMME OF MEETINGS 2019**

<i>MEETING</i>	<i>TIME</i>	<i>DAY</i>	<i>JAN MTG 2019</i>	<i>FEB MTG 2019</i>	<i>MAR MTG 2019</i>	<i>APR MTG 2019</i>	<i>MAY MTG 2019</i>	<i>JUN MTG 2019</i>	<i>JUL MTG 2019</i>	<i>AUG MTG 2019</i>	<i>SEP MTG 2019</i>
Martinborough Community Board	6:30PM	Mon	28	-	11	29	-	10	15	26	-
Featherston Community Board	7:00PM	Tues	29	-	12	23	-	4	16	27	-
Greytown Community Board	7:00PM	Wed	30	-	13	24	-	5	17	28	-
Martinborough Community Board	6:30PM	Thurs	31		14	17 (Wed)		6	18	29	
Maori Standing Committee	6:30PM	Mon	-	11	25	-	6	17	29	-	9
COUNCIL	9.00AM	Wed	-	20		3	15	26	-	7	18

NOTES:

1. The dates of all other meetings will be separately notified
2. Waitangi Day: 6 February 2019
3. Easter: Good Friday 19 April 2019 and Easter Monday 22 April 2019
4. Anzac Day: Thursday 25 April 2019
5. Queen's Birthday: Monday 3 June 2019
6. Labour Day: Monday 28 October 2019

COUNCIL MEETING VENUE:

Waihinga Centre Martinborough: 26 June

WBS Room, Greytown Town Centre: 3 April, 7 August

Kiwi Hall, Featherston: 20 February, 15 May, 18 September

Election: 12 October 2019

FEATHERSTON COMMUNITY BOARD

20 NOVEMBER 2018

AGENDA ITEM 6.5

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 Featherston Community Centre against the grant criteria and consider allocating the requested \$500 to undertake maintenance on the Centre's carpark, specifically to fix a flooding problem linked to the Centre's stormwater sumps.*
3. *Consider the application from the Cross Creek Railway Society against the grant criteria and consider allocating the requested \$500 to help with the costs associated with the purchase of a trailer so the mini fell can be transported to income generating events in Tauherenikau.*

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. Grant applications will be considered at every meeting.

3. Accountability Reports

Applicant	Status of Accountability Forms for Previous Grants
Featherston Community Centre	No outstanding accountability returns
Cross Creek Railway Society	No outstanding accountability returns

Contact Officer: Suzanne Clark, Committee Secretary

Approved By: Paul Crimp, Chief Executive

SOUTH WAIRARAPA DISTRICT COUNCIL

20 NOVEMBER 2018

AGENDA ITEM 6.6

SWDC LOGO AND BRANDING WORKING PARTY

Purpose of Report

To inform Community Boards and Maori Standing Committee of the progress on the new SWDC logo.

Recommendations

Officers recommend that the Council:

1. *Receive the SWDC Logo and Branding Working Party.*

1. Executive Summary

Advertisements for design studios, agencies and graphic designers to register their interest (EOI) in the development of the new council logo and request briefing documents resulted in 21 requests for the briefing papers.

We received 8 submissions from design companies, advertising agencies and graphic design companies from across the Wairarapa and Wellington. All submissions were on time and all signed confidentiality clauses and Conflict of interest forms. No conflict of interest was recorded.

A short list of four companies was drawn up and appointments made to meet with the Logo Working party. We met with the four short-listed candidates on Thursday 18th October 2018.

Jennie Mitchell, (Group Manager Corporate Support) made special arrangements for our new communications manager (who starts on 25th Oct) to attend the meetings. We found this extremely valuable and added to the robustness of the decision making process.

Candidates presented to us, we had a range of questions for all of them from members of the Logo working party. The views of those members of the working party who were unable to attend the interviews were sought via phone, email & txt.

We accessed the companies and rated them against the following criteria.

1. Partnership Potential
2. Strategic Thinking

3. Market Research
4. Ability to Work Across All Platforms
5. Value for Money
6. Credentials/Experience
7. Creativity
8. Project Management

Of the four companies the standout company was Satellite Design. We were unanimous in our agreement that would be the ideal fit for SWDC. They were the only company that gave a further presentation (in addition to their original submission) on how we would proceed from here and had clearly given a lot of thought to the needs of SWDC.

We also undertook reference checks with clients of Satellite Design all of whom could not recommend them highly enough.

Council agreed we appoint Satellite Design as our agency of choice to work on our logo.

We have started to first of the meetings to begin the process. Members of the logo working party and Reuben Tipoki (MSC) attended. The purpose was to use photos to create a mood board. We also had input from other council staff and councillors.

2. Background on Satellite Design

Satellite Design is based in Tauherenikau, South Wairarapa. They sit firmly in the geographic heart of our region. They have the experience and proven track record, both internationally and locally. They are passionate about the Wairarapa and have the ability to deliver our vision. When considering the final company we also had to ensure that council were getting value for money.

We believe that Jo Lysaght and Dave Murray from Satellite Design will be the perfect fit for SWDC.

They specialise in responsive websites, graphic design and illustration, and many other services that answer clients many different digital needs. With 20 years agency experience we can confidently say they know their way around the changing digital world and can provide us with hassle-free solutions. They were very strategic in their thinking about the needs of SWDC.

They do not out source as they have all the technical knowledge and experience in house. This has big implications for SWDC, in terms of cost savings and deadlines.

Their references were exemplary. Details of their references are available. To summarise comments from clients "With Satellite Design you are getting

big city experience, knowledge and service levels with small town prices and accessibility.

3. Transparency and Robustness of the Process

While it has taken slightly longer than anticipated to get to this point and for the successful applicant to be chosen we believe the process has been robust, transparent and above all very professional. We have confidence this will result in a better outcome for council and our ratepayers and a level of transparency in our processes which will stand the council in good stead in the long term.

4. Where To From Here?

We have started work on a mood board and together with extensive briefing documents presented earlier work has now begun. We have to structure the process around council meeting so hope to have it finished in time for the Feb meeting or April at the latest.

5. Bi-Lingual Logo/Input from MSC

All logos will be bi-lingual. The words are "Te Waharoa o Wairarapa" which translates as "Gateway to the Wairarapa" will be included in our logo. Cr Maynard (who sits on the MSC) emphasised at the interviews the need to consider our Maori heritage in the design.

6. Communications

We issued a press release to local papers on Wednesday 24th October regarding the new appointment. This will be done in consultation with the Logo working party and the new communications manager.

6. Conclusion

We are on track with new logo development and are very pleased with the decision to appoint Satellite Design.

Written By: Leigh Hay, Chair Council Logo and Branding Party

FEATHERSTON COMMUNITY BOARD

20 NOVEMBER 2018

AGENDA ITEM 6.7

CHANGE TO NAMING OF PUBLIC ROADS, PRIVATE ROADS AND RIGHTS-OF-WAY

Purpose of Report

To report on Council approved changes to the Policy on Naming of Public Roads, Private Roads and Rights-of-Way. In particular, for a simpler and effective process for requests correcting the spelling of existing road names.

Recommendations

Officers recommend that the Community Board:

1. *Receive the Approved Change to Naming of Public Roads, Private Roads and Rights-of-Way report.*

1. Background

The South Wairarapa District Council is responsible for the naming of roads and under its current policy, right of ways serving more than four sites.

A consistent and considered approach is needed when naming roads in the District.

Roads are named to ensure ease of identification for the Council, the public, and especially for key service providers such as emergency response organisations (police / fire / ambulance), and postal and utility services.

The Council is empowered to name roads under Sections 319 and 319A of the Local Government Act of 1974 (LGA 1974).

The "Policy on Naming of Public Roads, Private Roads and Rights-of-Way" (the Policy) includes provision for changing road names (4.4 of the Policy).

Correcting the spelling of a road name is set out as a reason for changing road names.

Section 4.4.3 of the Policy sets out the procedure for changing a road name. This includes a requirement for a significant majority of residents and owners along the road to support the proposed name change.

On the 24 October 18, Council approved an amendment to the Policy to allow a more simple procedure for correcting spelling errors. In future,

spelling errors could be amended via an officer report and approval by Council without carrying out consultation. Officers would then correct the spelling where appropriate, and subsequently notify residents and owners.

A recent request has been made for the correction of the spelling of Hinakura Road to Hinekura Road and Pah Road to Pā Road. Liaising with the multitude of residents and owners along roads such as Hinakura Road or Pah Road to ascertain support of a spelling correction is considered to be an unnecessary level of consultation and would consume a significant amount of officer time, and is seen as not relevant to the effective correcting and updating of road names.

2. Approved Changes

The Policy on Naming of Public Roads, Private Roads and Rights-of-Way was amended as below (additions underlined);

4.4 CHANGING EXISTING ROAD NAMES

4.4.1 Where there is uncertainty about a road name, generally the most recently gazetted name will be the officially recognized name for the road.

4.4.2 A name change will only be made if the Council considers that the change will result in a clear benefit to the community. Reasons for changing road names may include:

- To correct the spelling*
- To eliminate duplication in spelling or sound*
- To clarify a situation where more than one name is used for a road*
- To make geographical corrections*
- To assign different names to separate ends of a road with a permanently impassable section somewhere along the length*

4.4.3 Where a road name is requested to be changed, a significant majority of residents and owners along the road must support the proposed change. The applicant shall also provide any history relating to the existing street name. The road name change report shall be presented to the relevant Community Board for comment prior to the Council meeting. However, the final decision to allow a road name to be changed and the new name of the road is always at the discretion of the Council.

4.4.4 Where a road name is requested to be changed to correct a demonstrated spelling error, the change shall be presented to Council for approval without the requirement for prior consultation with the relevant Community Board and residents and landowners.

Council also elected to make the following change to the Policy. Officers will also forward any requests that they consider should be reviewed by the Maori Standing Committee (for example the use of Māori given or family names, or Māori area names).

4.4.3 Where a road name is requested to be changed, a significant majority of residents and owners along the road must support the proposed change. The applicant shall also provide any history relating to the existing street name. The road name change report shall be presented to the relevant Community Board and to the Maori Standing Committee, (if required), for comment prior to the Council meeting. However, the final decision to allow a road name to be changed and the new name of the road is always at the discretion of the Council.

3. Consultation

Recommended changes to this Policy are normally reviewed by community boards prior to Council. As the change was a process change rather than a request to approve significant changes, the Audit and Risk Working Party were comfortable that it be considered by Council on the 24 October 2018. The community boards and Māori Standing Committee are now being advised of the changes.

4. Appendices

Appendix 1 - Policy on Naming of Public Roads, Private Roads and Rights-of-Way (as amended)

Contact Officer: Suzanne Clark, Committee Secretary

Reviewed by: Jennie Mitchell, Group Manager Corporate Support

**Appendix 1 - Policy on
Naming of Public Roads,
Private Roads and Rights-of-
Way (as amended)**



Policy on Naming of Public Roads, Private Roads and Rights-of-Way

1.0 RATIONALE:

The South Wairarapa District Council is responsible for naming roads within its boundaries. A consistent and comprehensive approach is needed for naming of roads in the District. Roads are named to ensure ease of identification for the Council, the public and key services such as emergency, postal and utility services. The Council is empowered to name roads under Section 319A of the Local Government Act of 1974. The procedures under which the Council wishes to achieve the abovementioned objectives are defined below.

2.0 PURPOSE:

To set out guidelines and standards relating to the naming of public roads, private roads and rights-of-ways in the South Wairarapa District. The Council's policy will apply to new or unnamed roads, both public and private, including roads with existing names that may be locally, but not officially, recognized and will also apply to proposals to change the name of an officially named road. The policy also includes areas that would benefit from an official address for identification purposes such as private rights-of-way serving more than four lots. This policy is critical for correct addressing, which is used by emergency services, making our community safer.

3.0 DEFINITIONS (for purposes of this Policy only):

Road – A generic term that for the purposes of this policy only encompasses public roads, private roads and rights-of-ways that serve more than four lots.

Private Road – any roadway, place or arcade laid out on private land by the owner thereof intended for the use of the public generally. Private roads are not maintained by the Council but shall be formally named for the reasons set out in Sections 1.0 and 2.0 of this Policy.

Public Road – Any road open to public travel that is under the jurisdiction of and maintained by the Council.

Rights-of-Way (Private Way) - An easement, a privilege to pass over the land of another, whereby the holder of the easement acquires a reasonable and usual enjoyment of the property,

(normally the right to pass and re-pass) and the owner of the land retains the benefits and privileges of ownership consistent with the right of way easement. Rights-of-ways are not maintained by the Council but those rights-of-ways that serve more than four lots may be formally named for the reasons set out in Sections 1.0 and 2.0 of this Policy.

Suggested Suffixes – Terms such as “road”, “street”, “lane” etc. are to be used in circumstances appropriate to the physical situation, with the following suffix definitions acting as a guide:

Avenue	A wide straight road planted with trees on either side
Boulevard	A wide, main road, often planted with rows of trees
Circle	A street surrounding a circular or oval shaped space
Common	A street with a reserve or public open space along one side
Court	A short enclosed road, i.e. a cul-de-sac
Crescent	A crescent shaped street, generally with both ends intersecting the same street
Crest	A road running along the top or summit of a hill
Cul-de-sac	A short enclosed road
Drive	An especially scenic road or a main connecting route in a subdivision
Glade	A tree covered street or passage between streets
Green	As for Common, but not necessarily bounded by a reserve
Grove	A road that often features a group of trees standing together
Heights	A road traversing high ground
Lane	A narrow road
Lookout	A road leading to or having a view of fine natural scenery
Parade	A public promenade or road
Place	A short, sometimes narrow road
Ridge	A road along the top of a hill
Rise	A road going to a higher place of position
Road	A route between places, general usage
Row	A road with a line of professional buildings on either side
Street	A road that usually has houses on both sides
Track	A narrow country street that may end in pedestrian access
View	A road commanding a wide panoramic view across the surrounding areas
Way	A narrow road, often synonymous with lane

4.0 GUIDELINES:

4.1 GENERAL

- 4.1.1 The naming of roads provides a unique address to enable a property to be identified for power, telephone, mail and emergency services.
- 4.1.2 The Council is responsible for naming roads.
- 4.1.3 The Council will actively promote the formal naming of

existing unnamed (or informally named) public or private roads and any rights-of-ways that serve more than four lots.

4.1.4 All approved road and rights-of-way names, both public and private, will be recorded in the Council's GIS system and flagged as a public road, private road or rights-of-way.

4.1.5 This Policy will be reviewed and amended from time to time.

4.2 PROCEDURE FOR NAMING ROADS

4.2.1 Applications for naming all roads that are created or extended as part of a subdivision are required to be submitted as part of the resource consent process.

4.2.2 To assist Council in assigning a name, an application for subdivision consent where a road is proposed to be named shall include three possible road names to Council for consideration and approval. For rights of way serving more than four lots where it is proposed to name the right of way, the users of the right of way shall jointly submit an agreed proposed name which shall be adopted by Council subject only to the guidelines for the selection of new road names being satisfied.

The names should be listed in order of preference with a brief statement of their significance. The applicant must also submit a concept/survey plan identifying the road, and pay the appropriate fee.

4.2.3 Once Council receives the application, it will check the suitability of the preferred and alternative names against its Policy.

4.2.4 The road naming application will be submitted to the relevant Community Board for a recommendation prior to consideration and decision by Council. The final decision to approve the name shall remain at the discretion of Council.

4.2.5 The Council will approve, amend or decline the name by way of a formal resolution adopted by Council.

4.2.6 Council will advise the applicant in writing of the decision.

4.2.7 Council will ensure that the road naming process is completed and the signs are installed at no cost to Council before the Section 224C certificate is prepared for issue. Performance bonds will not be accepted.

4.2.8 Applications for naming of existing roads are required to be submitted to the Council's Chief Executive Officer. The Council will consider and make a decision on the road name application and will follow steps 4.2.3 to 4.2.5.

4.2.9 The Council also requires to be consulted for naming of existing private roads and rights-of-way to ensure that a current or proposed name complies with Council policy and the various agencies to be informed are appropriately advised.

- 4.2.10 Applications for private road and rights-of-way names are to be submitted to the Council on a standard form that is available from the Council office after consideration by officers. Such applications will be submitted to the Council for the adoption of a name, or names.
- 4.2.11 Immediately after Council approves the name of any road, the Council will advise Land Information NZ, Quotable Value, Council's rating and GIS departments and all emergency services in the area of the name of the road.

4.3 GUIDELINES FOR THE SELECTION OF NEW ROAD NAMES

- 4.3.1 There must not be another road with the same name in the South Wairarapa District emergency services area; this includes same road names with a different suffix. However, existing roads with the same names as of the date of adoption of this Policy are allowed.
- 4.3.2 Identical names with different spellings will not be accepted (e.g. Beach, Beech).
- 4.3.3 The name should have significant local content or meaning.
- 4.3.4 Names are to be selected in proportion to the length of the road. Long names on short cul-de-sac's can be difficult to display on a map.
- 4.3.5 The end name for the roadway should be the one that most accurately reflects the type of roadway that it is.
- 4.3.6 All private roads and rights-of-ways serving more than four lots are to have the suffix "Lane" or "Way".
- 4.3.7 Where the road is a continuation of an existing named road, or will in the future link to an existing named road, then the current road name will automatically apply.
- 4.3.8 Names are entirely at the discretion of Council, whether for policy reasons or for other considerations.

4.4 CHANGING EXISTING ROAD NAMES

- 4.4.1 Where there is uncertainty about a road name, generally the most recently gazetted name will be the officially recognized name for the road.
- 4.4.2 A name change will only be made if the Council considers that the change will result in a clear benefit to the community. Reasons for changing road names may include:
- To correct the spelling
 - To eliminate duplication in spelling or sound
 - To clarify a situation where more than one name is used for a road
 - To make geographical corrections
 - To assign different names to separate ends of a road with a permanently impassable section somewhere along the length

- 4.4.3 Where a road name is requested to be changed, a significant majority of residents and owners along the road must support the proposed change. The applicant shall also provide any history relating to the existing street name. The road name change report shall be presented to the relevant community board and to the Maori Standing Committee, (if required), for comment prior to the Council meeting. However, the final decision to allow a road name to be changed and the new name of the road is always at the discretion of the Council.
- 4.4.4 Where a road name is requested to be changed to correct a demonstrated spelling error, the change shall be presented to Council for approval without the requirement for prior consultation with the relevant community board and residents and landowners.

4.5 SIGNAGE

- 4.5.1 If Council approves the name of a road as part of a subdivision, a standard Council road sign shall be created and erected at the applicant's expense. This requirement will usually be a Section 224 condition of resource consent.
- 4.5.2 Street signs on private roads and rights-of-ways must have the word "Private" under the street name and the applicant is required to pay for the sign, its installation and maintenance.
- 4.5.3 Repair, maintenance or replacement of any road sign for a private road or rights-of-way will not be at Council's expense.
- 4.5.4 Council will provide and erect nameplates and posts for existing public roads that are newly named (not part of a recent subdivision).
- 4.5.5 Council will maintain all road signs on public roads.
- 4.5.6 Where appropriate, and at the discretion of Council, when signage for a road that has a significant historic name is to be replaced, a sign plate may be erected that identifies the historic significance of the name.

FEATHERSTON COMMUNITY BOARD

20 NOVEMBER 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. *Write a letter to the Featherston Expo organising team thanking them for their excellent initiative for Featherston.*
2. *Purchase 15 flags for the summer season in anticipation of the Flag brackets being installed in mid-December up to \$2,500 excluding GST. This may come out of the Main Street Beautification Fund.*
3. *Agree that the Chair of the Featherston Community board contact the Principle of Kuranui College to recommend a student to represent youth in our community for the 2019 year.*

1. Meetings and Events

Date	Past meetings or events
30 September	Featherston Expo
9 October	Meeting with Mark Allingham in Martinborough to discuss the outstanding items list.
9 October	Featherston Community Board meeting
10 October	Infrastructure & Planning working party in Martinborough
14 October	Featherston Wahine Singers Suffrage & Strength of Women concert
15 October	FCB workshop with Ian McComb from Small Time Developments
17 October	Treaty of Waitangi training
23 October	Wairarapa Library Service Committee Meeting
24 October	SWDC Council meeting – Martinborough
25 October	SW Community Network Meeting
27 October	Featherston Football Awards
30 October	Meeting with Fab Feathy, Mayor and CEO
2 November	Meeting with Mayor and Community Board Chair's from Martinborough and Greytown – Martinborough
4 November	Attended Pae tu mokai o Taurira meeting

2. Featherston Expo

The Featherston Expo was extremely well received by everyone. Excellent work by the organisers Indigo Freya and Kate Peters. There was a bit of miscommunication, I didn't think I'd booked a stall for the FCB, thinking we'd all be too interested in our own areas, but also because I knew I was running an event that morning and wouldn't have energy to do both. No one on the board brought it up to have a stall so I didn't think on it again. Then I saw in the paper that we had... never the less our stall ended up going to the Rugby club so they and Soccer didn't have to squish in on one table. The Featherston ward elected Councillors where there.

The event had an excellent turn out and I hope the organisers are happy to run it again next year.

3. Infrastructure and Planning Working Party

Topics discussed: Update on Planning and Environment: Harrison Street East Development & Dog Pound, Footpath Report, Road Safety, Waste Minimisation Update, Ownership of Wastewater laterals, Update on Infrastructure and Services projects, Waiohine Flood Plains,

4. FCB workshop 15 October

On 15 October we held a workshop with Ian McComb from Small Time Developments.

5. Youth Representation on FCB

At the beginning of the triennium we discussed the inclusion of a youth representative on the Featherston Community Board. This has come up again in discussions with the Martinborough and Greytown Board Chair's. Adding a youth representation provides an advocacy voice for young people across the local government sector.

We would need a motion paper, similar to that from Greytown, to confirm the delegations and the cost.

6. Featherston Vacant Lot

This will be on the agenda for the extraordinary Council meeting on Wed 21 November.

We have been asked by SWDC CEO Paul Crimp via email on 25 October what we would like to do in the interim with the site. Since I've had too few emails returned on this topic we need to discuss it here.

7. Flags for Featherston

It is anticipated that the street flag brackets will be up in mid-December. This gives us the opportunity to have flags over the summer. This will increase the appeal of our main street.

We have an opportunity to produce signage for our town. We need to decide on a way forward.

1. Quick and uniform. This may mean using art already available having been produced for a different project, or art that be supplied from the printer. We as a board decide on the design.
2. Tender process for an artist or artists to produce one or many flags for the main street. This is a much longer process and would be best be done next year.
3. Invite our tamariki to design flags for us. This would involve communications with our three schools and inviting children to participate.

All of these options need costing and planning.

8. Charter with 5/7 Battalion

On 1 October 2018 the SWDC Mayor received a letter from 5th/7th Battalion, Royal New Zealand Infantry Regiment seeking approval to formally establish a Charter with Featherston.

This proposal was formally agreed to at the 24 October 2018 Council meeting.

<http://www.swdc.govt.nz/sites/default/files/DCAG24Oct18E1%20Mayoral%20Report%20Octoberv2.pdf>

A Charter parade has being proposed for 1 December 2018.

We need to engage with this process to ensure a positive outcome for our community.

9. Fab Feathy

On 30 October I had a meeting with the Fab Feathy facilitators, Mayor Viv Napier and SWDC CEO Paul Crimp. We discussed how work together for Featherston. We confirmed that Mark Allingham would be Fab Feathy's Council staff contact. We discussed managing expectations both for the public and the council, and how Fab Feathy are in the best position to consult with the Community on interim use of the vacant land.

10. 3 Chair's meeting

On 2 November I had a meeting with Mayor Viv Napier, Martinborough Chair Lisa Cornelissen and Greytown Chair Leigh Hay in Martinborough.

We discussed Fab Feathy, discussed the Community Board delegations, discussed the need for the regular assessment of above ground assets, the volunteers policy, 30 year anniversary of the South Wairarapa District Council, Community Board dinner at Brac & Bow in Featherston, Annual Plan process, dog parking, email addresses, pool opening times, Otairua Reserve.

11. Workshops in 2019

Middle Tuesday between Board meetings. These may not be the only workshops.

Date	Time	Location
Tue 15 Jan 2019	6:30 pm	Anzac Committee Room
Tue 19 Feb 2019	6:30 pm	Anzac Committee Room
Tue 2 Apr 2019	6:30 pm	Anzac Committee Room
Tue 14 May 2019	6:30 pm	Anzac Committee Room
Tue 25 Jun 2019	6:30 pm	Anzac Committee Room
Tue 6 Aug 2019	6:30 pm	Anzac Committee Room

12. Community Board Conference

The 2019 Community Board Conference is scheduled for the 11-13 April with early bird registration closing 1 March. The Conference is in New Plymouth. A paper will be put to our meeting in January 2019.

Last time the SWDC paid for one person to attend and the FCB paid for the second person.

13. FCB Facebook Page

One issue with the Facebook Page this cycle. A private post from a member resulted in some negative comments. The post and comments have been recorded. Just a reminder that posts are for information only and not for private issues.

To make it clear who is posting I propose posters add their name in brackets at the beginning of the post. i.e. (Robyn), (Ross), etc.

The Featherston Community Board Facebook Page has **234 up 16 from 218** in the previous report. The page is primarily used for pushing out notices of meetings to the public and advertising our meetings.














































14. Appendices

Appendix 1: List of posts on the page between 1 October and 7 November.

Written By: Robyn Ramsden, Chair Featherston Community Board

**Appendix 1: List of posts on
the page between 1 October
and 7 November.**

Appendix 1: List of posts on the page between 1 October and 7 November.

All posts published						
■ Reach: Organic/Paid ■ Post clicks ■ Reactions, comments & shares i						
Published	Post	Type	Targeting	Reach i	Engagement	Promote
11/07/2018 20:18	 Featherston Community Board shared a post.			13 ■	9 2 ■ ■	Boost Post
11/07/2018 14:00	 Featherston Community Board shared a post.			18 ■	3 1 ■ ■	Boost Post
11/07/2018 10:32	 Personal Preparedness Workshop in Carterton.			29 ■	1 0 ■ ■	Boost Event
11/05/2018 11:00	 The water will be off in Featherston on the following Streets: - Daniell			159 ■	18 4 ■ ■	Boost Post
11/02/2018 11:57	 Featherston Community Board shared a post.			24 ■	3 1 ■ ■	Boost Post
11/02/2018 11:51	 Featherston Community Board shared a post.			36 ■	10 3 ■ ■	Boost Post
11/02/2018 08:05	 On State Highway 2: - From Monday to Wednesday at Kaitoke			107 ■	9 2 ■ ■	Boost Post
10/31/2018 18:29	 Featherston Community Board shared a post.			35 ■	10 2 ■ ■	Boost Post
10/31/2018 18:24	 Plan and Prepare Workshop Wairarapa			40 ■	2 0 ■ ■	Boost Event
10/31/2018 09:55	 Extraordinary Council Meeting			87 ■	7 0 ■ ■	Boost Event
10/29/2018 21:07	 Featherston Community Board shared a post.			29 ■	5 0 ■ ■	Boost Post
10/28/2018 18:02	 Wairarapa Positive Ageing Strategy South Wairarapa District Council			68 ■	0 0 ■ ■	Boost Post
10/28/2018 18:01	 Swimming pool season starts 1 December 2018. Featherston,			119 ■	1 0 ■ ■	Boost Post
10/28/2018 18:00	 The Wairarapa Local Alcohol Policy comes into force on 1 November			98 ■	12 0 ■ ■	Boost Post
10/26/2018	 Update from GWRC on the			113 ■	6 ■ ■	Boost Post

10/26/2018 17:42	Update from GWRC on the Featherston Wastewater Treatment			113		6 1		Boost Post
10/26/2018 13:21	Featherston Community Board shared a post.			22		1 0		Boost Post
10/26/2018 10:39	On the Remutaka Hill Road, starting Monday, there'll be daytime			831		148 17		Boost Post
10/26/2018 10:02	Featherston Community Board shared a post.			24		2 0		Boost Post
10/25/2018 16:32	Featherston Community Board shared a post.			51		7 0		Boost Post
10/24/2018 15:45	At the SWDC Council meetings Community Board Chair's get a			180		43 11		Boost Post
10/24/2018 15:45	(Ross) today at the SWDC Council meeting, councillors heard			136		19 11		Boost Post
10/24/2018 15:35	Today we started on the official path to becoming a Charter town with			105		3 1		Boost Post
10/22/2018 19:33	Please conserve water until the fault is fixed.			41		14 2		Boost Post
10/22/2018 11:33	Armistice Centenary 2018 Featherston Programme of Events.			100		9 1		Boost Post
10/19/2018 13:02	Charter between Featherston and 5/7 Royal New Zealand Infantry			134		18 8		Boost Post
10/16/2018 18:04	Tuia			95		3 0		Boost Post
10/16/2018 17:44	Featherston Community Board shared a post.			47		2 0		Boost Post
10/16/2018 14:44	Rubbish Bins			167		37 11		Boost Post
10/14/2018 06:35	Featherston Community Board shared a post.			37		9 2		Boost Post
10/12/2018 09:20	Featherston Community Board shared a post.			48		11 1		Boost Post
10/11/2018 09:01	Request from Destination Wairarapa "Have you biked part of			412		37 10		

10/10/2018 16:33	Featherston Community Board shared a post.			28		1 2		Boost Post
10/08/2018 08:23	Community Board meeting Tuesday night. We have 4 speakers. Check			213		19 5		Boost Post
10/01/2018 21:27	Featherston Community Board shared a post.			39		0 0		Boost Post
10/01/2018 10:35	Creative Communities Assessment Group is weeking new membership.			29		4 0		Boost Post

MEMBER REPORT
for
November 2018 Community Board Meeting
 Christmas Parade

Member Name	Claire Bleakley																		
Group Name	Christmas Parade: Brenda West and Claire Bleakley																		
Parade Date	8 December 2018																		
Update	<p>We have organised and put up the 30 posters and distributed 60 leaflets in the Featherston businesses.</p> <p>The Lionesses are having a shop window dressing competition.</p> <p>Steve Chapman has printed 4 large bill boards, 2 for entry into Featherston, one on the Leeway Motel Fence and one at the Empire Hotel.</p> <p>After 6 weeks of searching for someone to organise the TMP, Steve Morgan from Traffic Management NZ Ltd is helping with the Traffic Management Plan.</p> <p>There is a considerable amount of equipment required the list looks like this</p> <table style="width: 100%; border: none;"> <tr> <td>Road Closed Ahead</td> <td style="text-align: right;">17</td> </tr> <tr> <td>Road Closed</td> <td style="text-align: right;">13</td> </tr> <tr> <td>Follow Detour</td> <td style="text-align: right;">4</td> </tr> <tr> <td>Detour Arrows Left</td> <td style="text-align: right;">4</td> </tr> <tr> <td>Detour Arrows Right</td> <td style="text-align: right;">4</td> </tr> <tr> <td>Detour Arrows Straight</td> <td style="text-align: right;">12</td> </tr> <tr> <td>Detour Ends</td> <td style="text-align: right;">4</td> </tr> <tr> <td>Stands & Bases</td> <td style="text-align: right;">54</td> </tr> <tr> <td>Cones</td> <td style="text-align: right;">200-300</td> </tr> </table> <p>Steve has allowed for two men as we will have to man the State Highway Closure but once a TMP is submitted may have to man every road closure point.</p> <p>We have contacted Alan Maxwell for extra helpers and Brenda is also contacting others. We have had a</p>	Road Closed Ahead	17	Road Closed	13	Follow Detour	4	Detour Arrows Left	4	Detour Arrows Right	4	Detour Arrows Straight	12	Detour Ends	4	Stands & Bases	54	Cones	200-300
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	<p>good response from the community organisations and businesses that would like to participate in the Parade.</p> <p>We would like to thank the Wairarapa Times Age (Karen Blade) who has been wonderful to work with and have done an amazing job for us advertising the Christmas Parade. (see picture and schedule)</p> <p>Anna teacher at Meta Riddiford Kindergarten sent us Kairi Fesuiai-Wallace wonderful picture for our poster.</p> <p>Brenda and I have met 4 times to discuss and plan the Christmas Parade.</p>
Specific item/s for Community Board consideration	The Traffic Management Plan will cost \$900 + GST. Please could we have a formal approval for this money?
General	<p>All the community will be asked via social media and the local papers.</p> <p>Hopefully Wairarapa Radio and TV can also be involved.</p>

**FEATHERSTON
CHRISTMAS
PARADE**



**8 December
12 pm.**

Picture by
Kairi Fesuiai-Wallace

**FEATHERSTON
CHRISTMAS
PARADE**



**8 December
12 pm.**

Picture by
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**FEATHERSTON
CHRISTMAS
PARADE**



**8 December
12 pm.**

Picture by
Kairi Fesuiai-Wallace

FEATHERSTON CHRISTMAS PARADE



8TH DECEMBER
12 PM

Thank you, Meta Riddiford Kindergarten for the wonderful picture.

**Featherston
Christmas
PARADE**

8 December 2018
12pm start

**To enter
the parade,
please contact
Brenda or Claire**

ALL WELCOME
Businesses, schools
and community groups

Floats start from
Wakefield St and finish
at Lyons St
Please be assembled at
the junction of Revans St
& Wakefield St by 11.15 on
Saturday 8 December

TA *Mairarapa Times-Age*
Your local online newspaper

TO ENTER PLEASE CONTACT:
Brenda West •• west.bren@gmail.com p 021 273 6325
Claire Bleakley •• p.bleakley@orcon.net.nz p 06 308 9842

2018 Featherston Christmas Parade Campaign

		Wairarapa Times-Age	Wairarapa Midweek
Mon	5-Nov		
Tue	6-Nov		
Wed	7-Nov	1/4 solus	
Thu	8-Nov		
Fri	9-Nov		
Sat	10-Nov		
Sun	11-Nov		
Mon	12-Nov		
Tue	13-Nov	1/4 solus	
Wed	14-Nov		1/4 page island
Thu	15-Nov		
Fri	16-Nov		
Sat	17-Nov	1/4 solus	
Sun	18-Nov		
Mon	19-Nov	1/4 solus	
Tue	20-Nov		
Wed	21-Nov		1/4 page island
Thu	22-Nov	1/4 solus	
Fri	23-Nov		
Sat	24-Nov		
Sun	25-Nov		
Mon	26-Nov	1/4 solus	
Tue	27-Nov		
Wed	28-Nov		1/4 page island
Thu	29-Nov		
Fri	30-Nov	1/4 solus	
Sat	1-Dec		
Sun	2-Dec		
Mon	3-Dec		
Tue	4-Dec	1/4 solus	
Wed	5-Dec	1/4 solus	1/4 page island
Thu	6-Dec	1/4 solus	
Fri	7-Dec	1/4 solus	
Sat	8-Dec		

Featherston Community Board

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



25 October 2018

Jack Millar
jackmillar111@gmail.com

Kia Ora Jack

Thank you for putting together a submission for the South Wairarapa District Council Long Term Plan 2018-28. The SWDC passed your submission to the Featherston Community Board.

The Council have not allocated any funding to any potential skatepark upgrade and if the project was to move forward, it would need to be funded by the community. However, as a first step, the Community Board suggest that you to talk with your friends and come up with a list of improvement suggestions. If you can find images from the web to show what each of the improvements look like it will help everyone understand what you are wanting. When you have your list together, prioritise the improvements so people reading your work know which features the youth in our community really want to have.

The Featherston Community Board are working with Fab Feathy and we suggest that you contact Alexa at Fab Feathy and talk with her. Fab Feathy may be able to locate a volunteer who can help on the project. Alexa can be contacted on 020 4153 2221 or alexa.b@fabfeathy.nz.

We look forward to hearing about your progress, and don't forget the Community Board has funding for projects.

Kind Regards

A handwritten signature in blue ink that reads 'Ramsden'.

Robyn Ramsden
Chair, Featherston Community Board
robynjramdsen@gmail.com

Featherston Community Board

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



25 October 2018

Barbara Wilson
adbewilson@farmside.co.nz

Dear Barbara

South Wairarapa District Council passed on your submission to the 18/28 Long Term Plan, which requested improvements to the Featherston Cemetery, to the Featherston Community Board so we could think about whether we were able to help coordinate a Friends of the Cemetery Group.

At a recent meeting, the Community Board agreed that we were not in a position to coordinate a Friends of the Cemetery Group. Featherston does have many wonderful volunteers, and the Community Board suggest that you advertise in the Featherston Phoenix to see if there are members of the community willing to give their time to assist.

Kind Regards

A handwritten signature in blue ink that reads 'Ramsden'.

Robyn Ramsden
Chair, Featherston Community Board
robynjramsdn@gmail.com