

# FEATHERSTON COMMUNITY BOARD

## Agenda 28 August 2018

**Notice of a meeting to be held in Kiwi Hall, 62 Bell Street, Featherston on Tuesday 28 August 2018 commencing at 7.00pm.**

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

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

### **PUBLIC BUSINESS**

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

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

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

- 3.1 Katherine MacGregor, Karen Mikaera, Riki Hiemer and Shirley Poutu, Pae tu Mokai o Taurira, introducing themselves to the Featherston community and speaking about their application for financial assistance.

**7:05pm**

#### **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 17 July 2018

**Pages 1-7**

**Proposed Resolution:** *That the minutes of the Featherston Community Board meeting held on 17 July 2018 be confirmed as a true and correct record.*

#### **6. CHIEF EXECUTIVE AND STAFF REPORTS:**

- 6.1 Officers' Report to Community Boards  
6.2 Action Items Report  
6.3 Income and Expenditure Report  
6.4 Applications for Financial Assistance

**Pages 7-48**

**Pages 49-55**

**Pages 56-60**

**Pages 61-62**

6.5	SWDC Logo and Branding Report	<b>Pages 63-75</b>
6.6	Long Term Plan Referrals	<b>follows</b>
<b>7.</b>	<b>NOTICES OF MOTION:</b>	
7.1	Glyphosate Based Herbicide Reassessment from Claire Bleakley	<b>Page 76</b>
<b>8.</b>	<b>CHAIRPERSON’S REPORT:</b>	
8.1	Chairperson’s Report	<b>Pages 77-89</b>
<b>9.</b>	<b>MEMBER REPORTS (INFORMATION):</b>	
<b>10.</b>	<b>CORRESPONDENCE</b>	
	<i>Proposed Resolution: That the inwards correspondence be received and outwards correspondence be approved.</i>	
10.1	Inwards	
	From Chris Laidlaw, GWRC, to Featherston Community Board, dated 19 July 2018	<b>Pages 90-91</b>
	From Paul Crimp, SWDC, to Featherston Community Board, dated 26 July 2018	<b>Pages 92-94</b>
10.2	Outwards	
	To Featherston Medical Centre, from Featherston Community Board, dated 2 August 2018	<b>Page 95</b>
	To Mark King, from Featherston Community Board, dated 2 August 2018	<b>Page 96</b>
	To Nicola Arneson, Greater Wellington Regional Council, from Featherston Community Board, dated 7 August 2018	<b>Page 97</b>

# Featherston Community Board

## Minutes – 17 July 2018

- Present:** Robyn Ramsden (Chair), Claire Bleakley, Mark Shepherd and Brenda West.
- In Attendance:** Mark Allingham (Group Manager Infrastructure and Services) 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 9:45pm.
- Also in Attendance:** David Hancock and Paul Broughton (Destination Wairarapa), Elsa Kelly and Keiko Nojima (Featherston Heritage Museum) and Martine Bijker.

### PUBLIC BUSINESS

#### 1. APOLOGIES

*FCB RESOLVED (FCB 2018/56)* to receive apologies from Cr Colin Olds and Mayor Viv Napier.

*(Moved Ramsden/Seconded Shepherd)*

Carried

#### 2. CONFLICTS OF INTEREST

There were no conflicts of interest declared.

#### 3. PUBLIC PARTICIPATION

##### 3.1 David Hancock and Paul Broughton (Destination Wairarapa)

Mr Hancock with support from Mr Broughton brought a proposal to the Community Board to divert traffic through town in order to help retail volumes and direct traffic away from Featherston School and remove the need to cross the railway lines. Mr Hancock requested the Board give direction to Council to do the work necessary to understand what changing the traffic flows would mean. Mr Broughton had canvassed business owners who all supported the diversion provided traffic calming methods were also employed.

##### 3.2 Elsa Kelly and Keiko Nojima (Featherston Heritage Museum)

Ms Kelly with support from Ms Nojima outlined the work the Museum had undertaken in the past 18 months and requested the Community Board support the Museum's application for financial assistance.

### 3.3 Martine Bijker

Ms Bijker shared her ideas for promotion of Featherston. The First Friday's website was now being used not only for the First Friday events but as a general Featherston information site. Ms Bijker noted that Greytown and Martinborough had village websites and an indication of interest was sought from the Community Board to be part of a wider Featherston website development project.

## 4. ACTIONS FROM PUBLIC PARTICIPATION

### 4.1 David Hancock and Paul Broughton (Destination Wairarapa)

Members discussed the need to carefully define what was trying to be achieved, options for moving the traffic diversion proposal forward, and the need to involve the community early in the process.

### 4.2 Featherston Heritage Museum

The application for funding from the Featherston Heritage Museum would be considered under agenda item 6.4.

### 4.3 Martine Bijker

Members thanked Ms Bijker for her presentation.

#### *FCB NOTED:*

1. Action 478: Organise a meeting with Mark Shepherd and Mark Owen (NZTA) to discuss the proposal to divert traffic from Revans Street through Featherston, options, traffic statistics, and to define next steps; M Allingham
2. Action 479: Open discussions with Fab Feathy about support for a Featherston village webpage; M Shepherd

## 5. COMMUNITY BOARD MINUTES

### 5.1 Featherston Community Board Minutes – 5 June 2018

*FCB RESOLVED (FCB 2018/57)* that the minutes of the Featherston Community Board meeting held on 5 June 2018 be confirmed as a true and correct record subject to the correction of Action 349 being assigned to Claire Bleakley rather than Robyn Ramsden.

*(Moved Ramsden/Seconded Bleakley)*

Carried

## 6. CHIEF EXECUTIVE AND STAFF REPORTS

### 6.1 Officers Report to Community Boards

Mr Allingham discussed Card Reserve tree removal, swimming pool heating, Waihinga Centre financial matters, and the increase in solid waste with members.

*FCB RESOLVED (FCB 2018/58):*

1. To receive the Officers' Report.  
(*Moved Ramsden/Seconded West*) Carried
2. Action 480: Provide the correct rates arrears graphs to Martinborough Community Board; J Mitchell
3. Action 481: Provide Powerco with current contact details of Card Reserve users and ask that they ensure all users are contacted about the planned tree removal; M Allingham
4. Action 482: Advise the Featherston Swimming Club on the outcome of the swimming pool solar heating failure and any proposed heating remediation works; M Allingham
5. Action 483: Advise Claire Bleakley how much the community raised for the Waihinga Centre project, and how the \$2M in invoices to come will be funded, and whether the overall expected expenditure is short of the project budget; J Mitchell
6. Action 484: Advise the FCB where e-waste is going to be collected; M Allingham

6.2 Action Items Report

Members discussed the action items and updates were provided.

*FCB RESOLVED (FCB 2018/59):*

1. To receive the Action Items Report.  
(*Moved Ramsden/Seconded Shepherd*) Carried
2. Action 485: Undertake safety repairs (if needed) to the stile leading into Lone Tree Hill; M Allingham
3. Action 486: Itemise outstanding items from the Featherston 2033 plan that will not be picked up by the proposal to divert traffic through Featherston; FCB
4. Action 487: Release communications, letting the community know that repairs are being undertaken inside the Featherston Sports Stadium; M Allingham
5. Action 488: Liaise with a Featherston based mosaic artist to ascertain interest in moving and then repairing the train mosaic; C Bleakly
6. Action 489: Determine a mechanism for consulting with the community on renaming the Featherston Town Square; FCB

6.3 Income and Expenditure Report

*FCB RESOLVED (FCB 2018/60):*

1. To receive the Income and Expenditure Report for the 1 July 2017 – 30 June 2018.  
(*Moved Ramsden/Seconded Bleakley*) Carried

#### 6.4 Financial Assistance

*FCB RESOLVED (FCB 2018/61):*

1. Receive the Applications for Financial Assistance Report.  
(*Moved Ramsden/Seconded West*) Carried
2. To allocate \$500 to the Friday Club to help with the costs associated with purchasing a safe new slide.  
(*Moved Bleakley/Seconded Shepherd*) Carried
3. To allocate \$300 to Maths Wairarapa towards the costs associated with running the Wairarapa schools maths competition.  
(*Moved West/Seconded Bleakley*) Carried
4. To allocate \$500 to the Featherston Heritage Complex Society towards the costs associated with hosting Chor Farmer.  
(*Moved Shepherd/Seconded Bleakley*) Carried

#### 6.5 Grants Policy Review Report

The Community Board withheld agreement as they felt it would be more difficult to make grants decisions under the proposed changes.

*FCB RESOLVED (FCB 2018/62):*

1. Receive the Grants Policy Review Report.  
(*Moved Ramsden/Seconded Shepherd*) Carried
2. Action 490: Provide clarification to FCB on why there are so many deletions in section 4 and why 6.3 has been deleted; J Mitchell
3. Action 491: Correct grammatical use of abbreviations and apply consistency throughout policy; J Mitchell

#### 6.6 Working with Volunteers

*FCB RESOLVED (FCB 2018/63):*

1. Receive the Working with Volunteers Report.  
(*Moved Ramsden/Seconded Shepherd*) Carried
2. To note the process for assessing whether volunteers can be utilised.  
(*Moved Ramsden/Seconded Bleakley*) Carried

### 7. NOTICES OF MOTION

There was no notices of motion.

### 8. CHAIRPERSONS REPORT

#### 8.1 Chairperson's Report

Mrs Ramsden reviewed recent workshop minutes and members discussed footpath renewals, funding for new footpaths, installation of curbing and channelling in streets with none, pensioner housing, and the Community Board Featherston Wastewater submission.

Half the members present were disappointed the Featherston wastewater submission did not represent those members of the community who presented to the Board. Other members felt that only a neutral position could be presented as other members of the community wanted the wastewater proposal to proceed, and statements as presented to the Board by the community were not all technically correct.

Mrs Bleakley had requested that the submission include a minority view of the Board as follows:

“The Featherston Community Board (FCB) public forum received presentations from members of the public regarding:

- The effluent irrigation being too close to surrounding properties.
- The data on sensitive land use in the vicinity of the site has not identified all surrounding properties.
- The detrimental effects on the soil, water, air, notably ground water and bores, from the long term irrigation of effluent.
- The threat to health of surrounding community and loss of economic livelihoods for the surrounding properties is highly concerning.
- There was a request to have a system that treats water to a high standard before irrigation to land.
- The application did not fully align with Featherston’s current growing social and economic environment.”

Mrs Ramsden noted that requesting a change to a submission four hours before a submission is due is not acceptable, particularly where the request included points that had previously been discussed and where there was no consensus view.

Members agreed not to progress blue directional signage at this time.

*FCB RESOLVED (FCB 2018/64):*

1. To receive the Chairpersons report.  
*(Moved Ramsden/Seconded Shepherd)* Carried
2. Action 492: Release communications, advising that Council have decided not to undertake any new footpaths pending a new footpath strategy/policy being adopted; M Allingham
3. Action 493: Provide guidance to the FCB on what can be included in a Board submission where there is no consensus; P Crimp

*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

*FCB RESOLVED (FCB 2018/66):*

1. To recommend to Council that now that it is known that Lone Tree Hill is Council owned land, that it be maintained under the Citycare maintenance contract.

*(Moved Bleakley/Seconded West)*

Carried

2. Action 494: Write to Mark King and let him know the ownership status of Lone Tree Hill and that the Community Board has requested that it is maintained by Council; P Crimp

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

### 9.1 Mayor's Update

Members noted the report as submitted.

### 9.2 Wings Over the Wairarapa Report

Members noted the report as submitted.

### 9.3 Pensioner

Mrs Bleakley briefed members on a meeting held with Mayor Napier, Cr Olds, Cr Wright, Perry Cameron and Jennie Mitchell. Mrs Bleakley thanked Ms Mitchell for finances which were accompanied with a plain English explanation and noted that Featherston community housing tenants were paying \$5 per week more than their Martinborough counterparts for the same size rooms, and that Featherston rents should be adjusted downwards rather than Martinborough's adjusted upwards. *FCB RESOLVED (FCB 2018/67)* to request a membership position on the Community Housing Working Party and if permission is granted to nominate Claire Bleakley.

*(Moved Bleakley/Seconded West)*

Carried

## **10. CORRESPONDENCE**

### 10.1 Inwards

From Featherston Toy Library, to Featherston Community Board, dated 12 May 2018

From Forestry NZ, to Mayor, South Wairarapa District Council, dated 1 June 2018

From Victim Support, to Featherston Community Board, dated 22 June 2018

### 10.2 Outwards

To Raymond Hicks Contracting, from Featherston Community Board, dated 28 June 2018

*FCB RESOLVED (FCB 2018/68)* to receive the inwards and approve the outwards correspondence.

*(Moved Ramsden/Seconded West)*

Carried



**Confirmed as a true and correct record**

.....**Chairperson**

.....**Date**

# FEATHERSTON COMMUNITY BOARD

28 AUGUST 2018

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## AGENDA ITEM 6.1

### OFFICERS' REPORT

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#### **Purpose of Report**

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

#### **Recommendations**

Officers recommend that the Council:

1. *Receive the Officers' Report.*

### CHIEF EXECUTIVE

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

The adoption of the Long Term Plan last meeting signifies the end of an intensive period, and an opportunity for staff to have a bit of a breather before moving on to the delivery against that Plan.

It is also the end of the financial year and work has commenced on preparing the Annual Report.

The Local Government New Zealand conference is a chance to take a wider view of what is happening in the sector and future thinking and initiatives. It is pleasing to observe our LTP incorporates many of the initiatives discussed at this conference.

## 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			COMMENTS	
		2016/17 TARGET	2016/17 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	75%	79%	The National Research Bureau (NRB) Customer Satisfaction survey was carried out late 2016. In addition to the 79% (2014:73% 2011 75%) positive response, 13% (2014; 16% 2011 14%) felt they were unable to comment.	
	Ratepayers and residents feel that the Mayor and councillors give a fair hearing to their views	72%	63%	The NRB Customer Satisfaction survey was carried out late 2016. In addition to the 63% (2014; 62% 2011 55%) positive response, 23% (2014:21% 2011 28%) felt they were unable to comment.	
Council determines what activities it should engage in through consultation and regulatory requirements then sets clear direction	Ratepayers and residents are satisfied with Council's decisions and actions	80%	70%	The NRB Customer Satisfaction survey was carried out late 2016. In addition to the 70% (2014; 76% 2011 73%) positive response, 14% (2014; 8% 2011 9%) felt they were unable to comment.	
	Ratepayers and residents are satisfied with how Council allocates rates/funds to be spent on the services and facilities provided (target peer group age)	79%	65%	The NRB Customer Satisfaction survey was carried out late 2016. In addition to the 65% (2014; 64% 2011 59%) positive response, 14% (2014; 14% 2011 9%) felt they were unable to comment.	
Community Boards make decisions that consider local issues	Community Board decision - making reports on local issues	90%	Greytown 98% Featherston 97% Martinborough 97%	This measure reports on the percentage of resolutions made that relate solely to local issues. (year ended 30 June 2016)	
	% of ratepayers and residents who know how to contact a community board member	68%	69%	The NRB Customer Satisfaction survey was carried out late 2016. In addition to the 69% (2014; 64% 2011 59%) positive response, 0% (2014; 14% 2011 9%) felt they were unable to comment.	
Opportunities are available to raise local issues and understand what will happen as a result	Ratepayers and residents satisfied with the way Council involves the public in the decision it makes	70%	47%	The NRB Customer Satisfaction survey was carried out late 2016. In addition to the 47% (2014; 49% 2011 50%) positive response, 31% (2014; 26% 2011 25%) indicated they were neither satisfied nor dissatisfied, and 5% (2014; 5% 2011 5%) felt they were unable to comment.	
Opportunities are available to raise issues relating to Maori through the Maori Standing Committee	The Maori Standing Committee makes recommendations to Council in relation to policy and plan development and resource management applications	100% applicable applications	100%	Maori Standing Committee met on 6 occasions. In total 5 resource consent applications were considered, however due to the timing of the meetings 1 was considered outside normal meetings. (Year ended 30 June 2016)	

### 2.1 Featherston Ward By Election

The Featherston ward by election saw Ross Vickery elected, with 41.53% voter turnout.

This compares against the 2016 election of 56.28% (elections where there is a Mayoral race usually attract a higher turnout), and the national average for the 2016 election of 42.0%.

## **2.2 Representation Review**

The representation review, which has to be held every six years, has commenced, a recommendation is presented to this Council meeting.

## **2.3 Governance Review**

Officers participated in certain aspects of the Governance review. This was a positive process and highlights a connectedness between council officers and staff, and elected members.

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

## **3.1 Meetings/Conferences**

### **3.1.1. Local Government New Zealand Conference**

The annual LGNZ Conference was held in Christchurch 15 to 17 July.

The theme of this year's conference was:

*" We are firmly focused on the future: Future-proofing for a prosperous and vibrant New Zealand "*

It is interesting to reflect on the conference agenda, and the initiatives discussed and included in our LTP. We are certainly in line with contemporary thinking around looking to the future

Key conference themes were "localism", now and for the future (a generic term for concentrating on the local, while keeping an eye on the wider district or region), local economic prosperity, health and wellbeing in the communities, Three Waters, and Inspiring Maori connections to grow

### **3.1.2. Mayoral Forum**

No Mayoral Forums were held during the reporting period.

### **3.1.3. Wellington Water**

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

Officers have attended workshops to consider options for waters delivery in the region in light of the Governments rhetoric, a submission to the Governments waters working party will result from these workshops.

# **4. Corporate**

## **4.1 Occupational Health and Safety**

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

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

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

## 4.2 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.

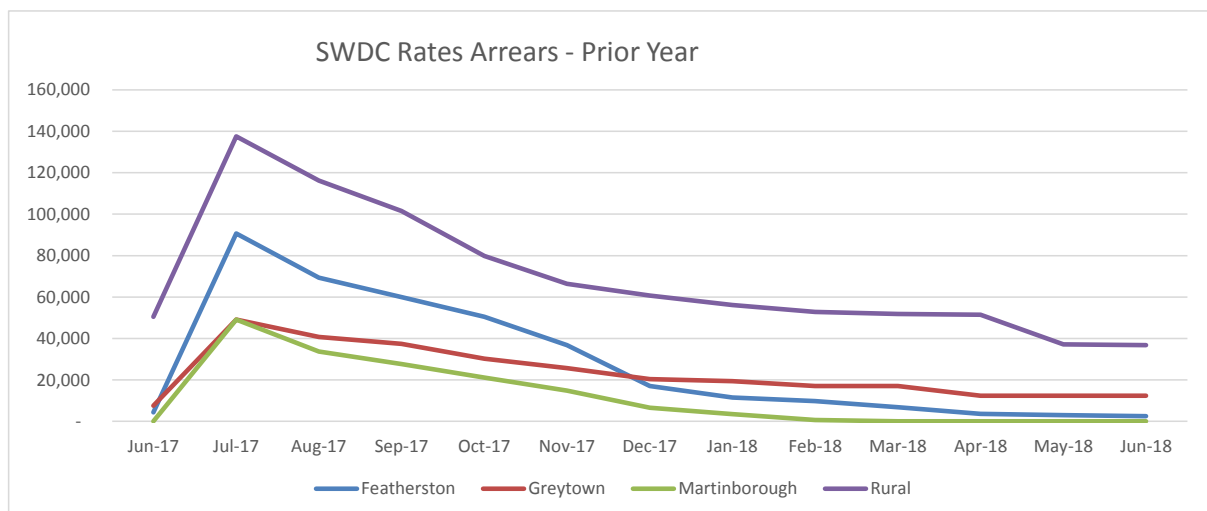
Fortnightly construction team meetings continue to be held, ensuring the project is monitored closely. The construction team includes Mayor Napier, Vicky Read (Waihinga Trust / users rep), Max Stevens (Waihinga Trust / user rep), David Borman (SWDC project Manager), Mike Arnopp (Riggs) and I. The pleasing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

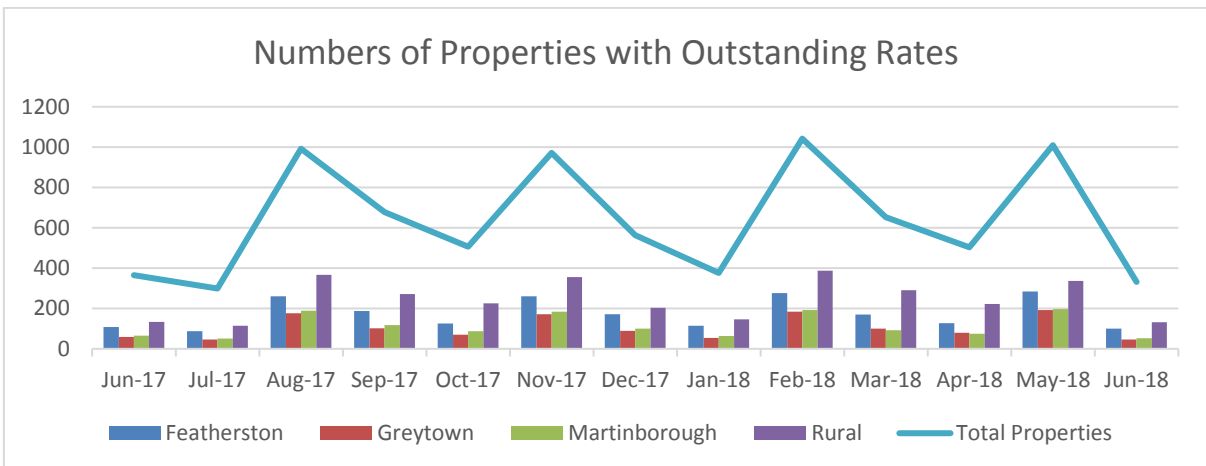
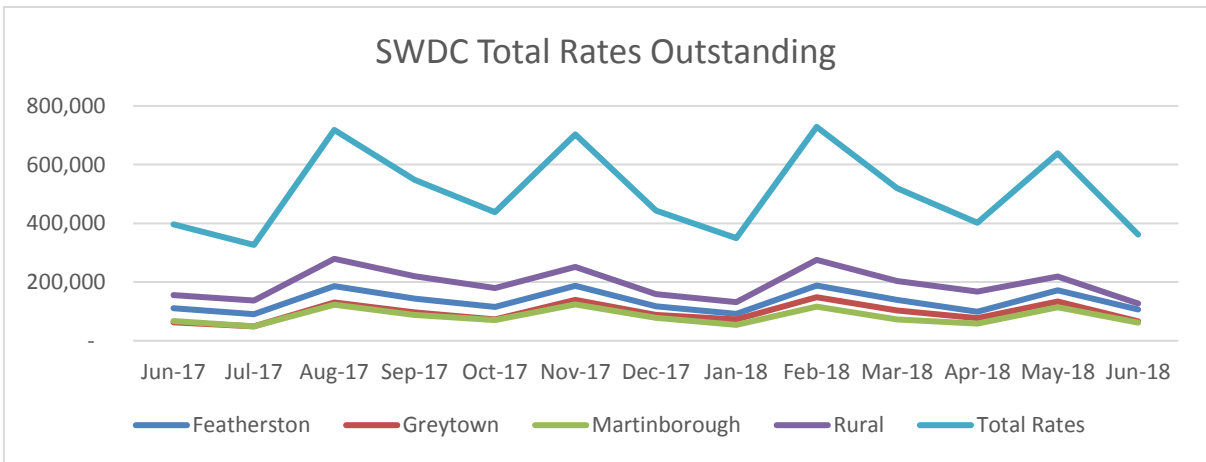
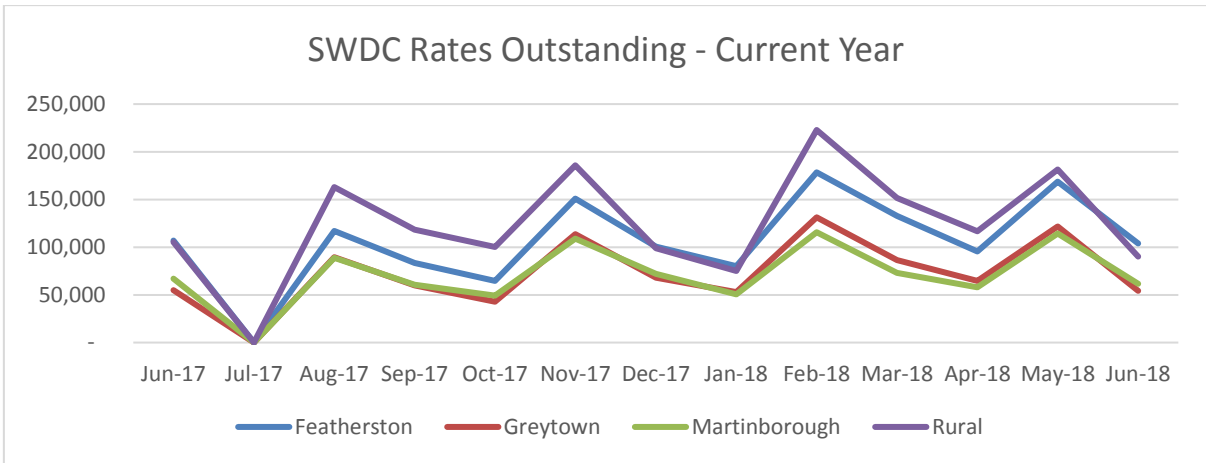
The financial summary, attached as Appendix 2, is reviewed by the construction committee and also presented and discussed at the audit and risk meeting. This summary includes variations to the original programme; variations are approved at the construction team meetings.

## 4.3 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.





This is a pleasing year end result, while we continue to work on arrears, including additional payment options, we appear to have plateaued in terms of numbers of properties outstanding, and funds outstanding.

While a total outstanding of the high \$300K's I recall times where this number was three times this amount.

## 4.4 LGOIMA Requests

DATE	TOPIC OF INFORMATION REQUEST	REQUEST RESPONSE
13 June 18	Provincial Growth Fund.	Information supplied.
20 June 18	Cost of the Resource Consent application for the Featherston Wastewater Treatment Plant.	Information supplied.
20 June 18	Council property sales.	Information supplied.
25 June 18	Building and resource consents of neighboring property.	Information supplied.
25 June 18	How many diesel tank permits (for heating purposes) have been issued by our council?	Information supplied.
26 June 18	Details of Councillor Workshops that are not open to public in past 18 months.	Information supplied.
2 July 18	Featherston Wastewater project. Affordability.	
4 July 18	What is your average residential rates take for the 2018/19 financial year.	
9 July 18	Correspondence between SWDC and the Waiinga Centre developers.	
9 July 18	Library staff employed and wages.	Information supplied.
11 July 18	Correspondence between SWDC and Chorus Ltd 55 Fitzherbert.	
25 July 18	Social Housing rent increases.	
26 July 18	Town Hall sales in past 5 years	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 – Waiinga Centre Finances

Contact Officer: Paul Crimp, Chief Executive Officer

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



# South Wairarapa District Council Health and Safety Report 1 June 2018 – 10 July 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 having providing messages to team mates in the health and safety newsletter.
- Continued the review of our hazard register to ensure that we have captured all risks and our controls are effective.
- Endorsed our lone/remote worker monitoring procedure for rollout across council.
- Endorsed our working with volunteer's guidelines and tools for rollout across council.

### Near Miss reports

No near misses reported in the period 1 June 2018 – 10 July 2018.

### Wellness

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

### Working with our Contractors

Council continue to implement the contractor management system.

- Council staff continue to evaluate contractor's health and safety systems.
- Council staff who engage contractors continue to engage with contractors through pre-start meetings, inductions and safety audits, promoting Councils health and safety expectations.
- Five safety audits were undertaken in the period 1 June to 10 July 2018. Five did not meet audit requirements, all undertook remedial action.
- No contractor incidents reported.

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

Three new non-injury incidents reported during the period 1 June to 10 July 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><b>Contractors</b></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&amp;S systems for checking by Council.</p> <p>Once approved, contractors will be asked to sign a contractor agreement.</p> <p>Contractor pre-start briefings and inductions have been developed and provided to appropriate staff.</p> <p>Site safety audit checklists have been developed and provided to appropriate council staff. Staff who manage contractors have been undertaking safety audits and ensuring remedial actions undertaken where required. Contractor safety audit standards 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><b>Lone / remote workers</b></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. This will be monitored, with additional devices purchased if required.</p> <p>Monitoring process for sign out/in system developed by H&amp;S contractor and Bylaws team, for implementation across council.</p> <p>Emergency Action Plans developed.</p> <p>Training in the use of the device, monitoring, and emergency procedures developed and endorsed by the health and safety at work team for roll out to all staff who work alone or remotely.</p>

# **Appendix 2 – Waihinga Centre Finances**

SWDC  
Waihinga Centre  
Project forecast - Actuals to June 2018

# DRAFT

Per Council decision 18.1.2017

\$ 5,132,010

	Budget	Invoiced to 30.06.2018	Invoices to come	Forecast spend
<b>Made up as follows:</b>				
<b>Rigg Zschokke Construction Contract</b>	4,223,709	2,828,838	1,374,871	4,203,709
Rigg Zschokke Agreed Variations*		27,387	10,204	37,591
		2,856,225	1,385,075	4,241,300
<b>Insurance</b>		24,522	2,200	26,722
<b>Professional fees (design team) to Jan-17</b>	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		
		509,459	-	509,459
<b>Other fees to Jan-17 (including SGL, QS)</b>	268,842			
Rawlinsons (Quantity Surveyers)		38,000		
SGL		230,343		
		268,343	-	268,343
<b>Architect &amp; Engineer construction monitoring</b>	80,000			
Holmes Consulting - Construction Monitoring		47,500		
Warren and Mahoney - Site Monitoring		35,235		
Warren and Mahoney - Variations*		11,578		
		94,312	-	94,312
<b>Development &amp; Design Variations**</b>		106,453	5,575	112,028
<b>QS Services to completion</b>	50,000			
Venture Consulting		22,500	7,500	
Clendon Burns & Park		13,438		
		35,938	7,500	43,438
<b>Budgeted Core costs</b>	5,132,010			
Plus Contingency	200,000			187,919
<b>Overall budget</b>	<b>\$ 5,332,010</b>	3,895,253	1,400,350	<b>\$ 5,319,929</b>

**\*Construction Variations to date:**

	Invoiced to 30.06.2018	Invoices to come	Forecast spend
<b>Rigg Zschokke</b>			
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		
	27,387	10,204	37,591
<b>Warren and Mahoney</b>			
Alternative cladding product + Addl Toilet	11,578	0	11,578
<b>Additional Insurance</b>	24,522	2,200	26,722
<b>**Development &amp; Design Variations:</b>			
SGL	5,500		
Engeo Geotech	13,715		
Holmes Consulting - Design & Fire	8,475		
HVAC Design	5,590	3,075	
Rawlinsons (Quantity Surveyers)	5,000		
Warren and Mahoney - Design(SWDC excl from original budget)	45,158		
Holmes Consulting - Construction Monitoring	23,015	2,500	
	106,453	5,575	112,028
<b>Net cost/(savings) from Variations:</b>			<b>187,919</b>

# 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%	97%	148 of 152 applications (land use, subdivision, and permitted boundary activities) were processed within statutory timeframes. NCS.
s.223 certificates issued within 10 working days	100%	96%	48 of 50 s223 certificates were processed within statutory timeframes. NCS.
s.224 certificates issued within 15 working days of receiving all required information (note no statutory requirement)	95%	100%	50 s224 certificates processed. NCS.

Council received 21 consent applications (14 subdivision, 4 land use, and 3 permitted boundary activity) between 1 June 2018 and 30 June 2018.

Officers provide detailed information as fortnightly updates on all consents direct to Council and Community Board members, so this information is not listed here.

152 consent applications were processed in the 17/18 financial year (131 resource consents were processed in the 16/17 financial year). This is a 16% increase.

### 1.3 Reserves Act – Management Plans

*SERVICE LEVEL – Council has a reserve management plan programme.*

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

### 1.4 Local Government Act – LIM's

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

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

TYPE	YTD 1 <sup>ST</sup> JULY 2017 TO 30 <sup>TH</sup> JUNE 2018	PREVIOUS YTD 1 <sup>ST</sup> JULY 2016 TO 30 <sup>TH</sup> JUNE 2017	PERIOD 1 <sup>ST</sup> JUNE 2018 TO 30 <sup>TH</sup> JUNE 2018	PREVIOUS PERIOD 1 <sup>ST</sup> JUNE 2017 TO 30 <sup>TH</sup> JUNE 2017
Standard LIMs (Processed within 10 working days)	223	225	15	19
Urgent LIMs (Processed within 5 working days)	75	85	3	4
<b>Totals</b>	<b>298</b>	<b>310</b>	<b>18</b>	<b>23</b>

As shown above the number of LIM's processed has decreased slightly in the last 12 months from 310 to 298, a decrease of 4%. This continues a levelling off of the numbers of LIM's processed from the last three years.

## 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%	98.89%	NCS – 356 of 360 CCC's were issued within 20WD. 4 in total. 3 incidents previously reported on
Building consent applications are processed within 20 working days	100%	100%	NCS – 532 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	Yes	Yes	<b>Building Consents</b>

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
for the work, Council audits BWOFS and Swimming Pools			Council inspects all new work to ensure compliance (June 2018 – 346 inspections) <b>BWOFS –</b> Total 169 – average of 3 audits per month required, 1 audit carried out in June. This was due to staff absences. <b>Swimming Pools –</b> Total 279 – average of 7 audits per month required. 3 audit carried out in June. This was due to staff absences.
Earthquake prone buildings reports received	90%	N/A	Under previous legislation 148 of 229 known premises had been addressed.  Under the new legislation, all buildings needed to be re-assessed. Council has now reviewed the potential Earthquake Prone Buildings (EQP) and letters have been sent to owners advising them of their buildings status. 104 letters sent out in total. 69 - identified as no longer EQP 21 - require engineer assessment 11 - still being assessed by LGE 15 - identified as EQP and have been sent notices to be affixed to the building. 1 - newly identified potential EQP building

TYPE – JUNE 2018	NUMBER	VALUE
<b>Commercial</b> (shops, restaurants, rest home – convalescence, restaurant /bar / cafeteria / tavern, motel, commercial building demolition - other commercial buildings)	9	\$200,228
<b>Industrial</b> (covered farm yards, building demolition, warehouse and/or storage, factory, processing plant, bottling plant, winery)	1	\$18,500
<b>Residential</b> (new dwellings, extensions and alterations, demolition of building, swimming and spa pools, sleep-outs, garages, relocations, heaters, solid fuel heaters).	31	\$2,547,311
<b>Other</b> (public facilities - schools, toilets, halls, swimming pools)	0	\$0.00
<b>Totals</b>	<b>41</b>	<b>\$2,766,039</b>

## 2.2 Dog Control Act – Registration and Enforcement

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

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Undertake public education, school and community visits to promote safe behaviour around dogs and/or responsible dog ownership	3 visits	100%	South Featherston school visit occurred on 14 December 2017. Positive feedback was received from school staff and children. Kahutara School presentation was done 20 March 2018. Featherston School done 11 May and was an excellent visit.
Complaints about roaming and nuisance dogs are responded to within 4 hours	100%	99.2%	K:\resource\Bylaw Officers\Registers\AC Service Requests.xls 242/244



<b>PUBLIC PROTECTION KEY PERFORMANCE INDICATORS</b>	<b>TARGET</b>	<b>YTD RESULT</b>	<b>COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET</b>
Complaints about dog attacks on persons or stock are responded to within 1 hour	100%	87.5%	21/24 3 incidents previously reported

<b>INCIDENTS REPORTED 1 JUNE 18 TO 30 JUNE 18</b>	<b>FEATHERSTON</b>	<b>GREYTOWN</b>	<b>MARTINBOROUGH</b>
Attack on Pets	-	-	-
Attack on Person	-	1	-
Attack on Stock	-	-	-
Barking and whining	1	-	-
Lost Dogs	2	2	2
Found Dogs	2	2	2
Rushing Aggressive	-	-	-
Wandering	10	6	6
Welfare	-	-	-
Fouling	-	-	-
Uncontrolled	-	-	1

### 2.3 Public Places Bylaw 2012 - Stock Control

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

<b>PUBLIC PROTECTION KEY PERFORMANCE INDICATORS</b>	<b>TARGET</b>	<b>YTD RESULT</b>	<b>COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET</b>
Stock causing a traffic hazard is responded to within 1 hour	100%	100%	K:\resource\Bylaw Officers\Registers\AC Service Requests.xls 19 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 35 incidents

<b>INCIDENTS REPORTED</b>	<b>TOTAL 1 JULY 17 TO 30 JUNE 2018</b>
Stock	27

## 2.4 Resource Management Act – afterhours Noise Control

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

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
% of calls received by Council that have been responded to within 1.5 hours	100%	97.67%	K:\resource\Health\Resource Management\Noise Control Complaints\Year Records 2010-2017.xls 88/92 attended within timeframe Two incidents in December 2017 previously reported on. Two further incidents in June went over time.

AFTER HOURS NOISE CONTROL COMPLAINTS RECEIVED	YTD 1 JULY 2017 TO 30 JUNE 2018	PREVIOUS YTD 1 JULY 2016 TO 30 JUNE 2017	PERIOD 1 JUNE 2018 TO 31 JUNE 2018	PREVIOUS PERIOD 1 JUNE 2017 TO 30 JUNE 2017
Total	92	125	6	7

## 2.5 Sale and Supply of Alcohol Act - Licensing

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

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Premises are inspected as part of licence renewals or applications for new licences.	100%	100%	NCS data. All premises inspected at new or renewal application stage (48).
Premises that are high or medium risk are inspected annually, while low risk premises are audited no less than once every three years.	100%	88.46%	There are 26 premises and 30 licences that are high or medium risk. Of these, 23 premises and 27 licences have been inspected. The premises yet to be inspected have been scheduled to have an unannounced compliance check during the 2017/18 reporting period. A review of the medium risk premises has shown that one business is no longer a medium risk premises and previous inconsistencies were due to reporting premises on one report and licenses on the other without making this distinction clear. Future reports will document the number of premises and the number of licenses. Percentage value shown is the percentage of premises inspected annually.
Compliance activities are undertaken generally in accord with the Combined Licencing Enforcement Agencies agreement.	100%	100%	The CLEG has met and multiple compliance inspections were undertaken in June 2018 in conjunction with NZ Police and Public Health.

ALCOHOL LICENCE APPLICATIONS PROCESSED	YTD 1 JULY 2017 TO 30 JUNE 2018	PREVIOUS YTD 1 JULY 2016 TO 30 JUNE 2017	PERIOD 1 JUNE 2018 TO 30 JUNE 2018	PREVIOUS PERIOD 1 JUNE 2017 TO 30 JUNE 2017
On Licence	25	19	1	0
Off Licence	10	21	0	3
Club Licence	2	4	0	0
Manager's Certificate	127	130	14	8
Special Licence	65	57	3	4
Temporary Authority	7	8	0	4
<b>Total</b>	<b>236</b>	<b>239</b>	<b>18</b>	<b>19</b>

## 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 FCP in place and meet the risk based standards set out in the Plan.	100%	100%	NCS data. 31 premises inspected at new or renewal application stage to date
Premises are inspected in accord with regulatory requirements.	100%	100%	NCS data. 54 premises inspected at new or renewal application stage to date

## 2.7 Bylaws

Between 1 June 18 and 30 June 18 there were 4 notices relating to trees and hedges, no litter and two abandoned vehicle complaints.

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

## **INFRASTRUCTURE AND SERVICES**

### **1. Group Manager highlights**

The closing of the submissions for the Featherston Wastewater Treatment Plant (WWTP) consent is a step closer to the hearing and final determination of the future works to be undertaken. The large number of submissions on this consent over that of the last two shows a higher degree of interest in the works and process.

With Lake Ferry irrigating to land for almost 10 years, Martinborough WWTP irrigating to land this year and work starting on the Greytown WWTP and irrigators this month, the goal of all wastewater removed from rivers is progressing well. While it is a long term plan over 30 years' works are being brought forward where possible to expedite the process and archive the highest percentage to land possible.

Another milestone has been the sealing of Cape Palliser Road. Locals and tourists/visitors have been asking for this section of road to be sealed for many years. With the upgraded toilets, road sealing, Ngawi reserve, solid waste facilities and road resilience works the Palliser Coast has seen substantial development over the past 7 years. This matches increased tourism and freedom camping in the area but also improves the amenity for South Wairarapa Residents.

The school holiday period has seen increased patronage of the libraries and other facilities. The library programs have been well attended and so far, in the 2017/18 year 27 programs have been run over the 3 libraries; this is in excess of the 9 programs as per Council's performance indicator.

The new financial year has staff planning and letting contracts for works to be undertaken in the summer period and prior to Christmas. Reseal contracts are ready to be delivered once the final roads list is completed and work on amenities already underway having installed bike racks in Martinborough, dog bag dispensers in Greytown and the Cherry Park gazebo painted in Featherston. New facilities fencing and toilet renewals are all underway at present in Greytown with more amenities work taking place in all three towns.

As the weather improves the works on the painting of the Greytown Town Centre, roading and waters renewal projects etc. will get underway leading up to the Christmas break and the New Year works season.

## 1.1 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.*

## 1.2 Key Performance Indicators

WATER SUPPLY KEY PERFORMANCE INDICATORS	TARGET 2017/18	COMPLAINTS		INCIDENTS	
		JUNE	YTD	JUNE	YTD
The average consumption of drinking water per day per resident within the territorial authority	<400 Lt		605		
Compliance with resource consent conditions/water permit conditions to "mainly complying" or better	95%		100%		
Water supply systems comply with Ministry of Health Bacteriological Drinking Water Standards guidelines 2000*	FTN: Yes GYT: Yes MTB: Yes		FTN: Yes GYT: Yes MTB: Yes		
Water supply systems comply with Ministry of Health Protozoa Drinking Water Standards guidelines 2000	FTN: Yes GYT: Yes MTB: Yes		FTN: Yes GYT: No MTB: Yes		
The total number of complaints received by the local authority about drinking water taste per 1000 connections	<15	0	0	0	0
The total number of complaints received by the local authority about drinking water odour per 1000 connections	<15	0	0	0	0
The total number of complaints received by the local authority about drinking water pressure of flow per 1000 connections	<15	0.25 per 1000 (1 complaints)	2.52 per 1000 (10 complaints)	0	10
The total number of complaints received by the local authority about continuity of supply per 1000 connections	<15	0.25 per 1000 (1 complaints)	4.5 per 1000 (18 complaints)	1	18
The total number of complaints received by the local authority about drinking water clarity per 1000 connections	<15	0.51 per 1000 (2 complaints)	2.0 per 1000 (8 complaints)	2	8
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	(0/0) 100%	Median Time 51mins	0	35
Resolution of urgent call-outs: from the time that the local authority receives notification to the time that service personnel confirm resolution of the fault or interruption	< 8 Hrs	(0/0) 100%	Median Time 3h 31mins	0	35
Attendance for non-urgent call-outs: from the time that the local authority receives notification to the time that service personnel reach the site	< 2 working days	(17/18) 94%	Median Time 18h 28mins	18	367
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	(16/18) 89%	Median Time 25h 53mins	18	367
Fire hydrants tested annually that meet NZ Fire Service Code of Practice	20%	20%	20%		
The % of real water loss from the local authority's networked reticulation system identified by establishing and measuring night flow	<20%		38.5%		

## 1.3 Water supply capital improvements

### 1.3.1 Featherston water supply

Based on the quotes, discussions are on-going to see if there are efficiencies to combine the new bore to a single contract. Preparation of a

resource consent variation to the existing consent to increase the bore allocation over 4 bores, relinquish river take consent and extend the consent expiry (existing consent expires Dec 2019). Regional council has shown reluctance to issue long term consent until it is known what the impacts of Whaitua process are.

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

### **1.3.2. Water reticulation renewal**

Stage 3 of the trunk main renewal contract was completed by Higgins with 1.8km installed. Only parts left are the pipe-bursting near Wilkies Road and the railway crossing. This will be a full replacement of the 6km for the Greytown main.

### **1.4 Water treatment plants**

The Martinborough plant operated routinely over the period. The Waiohine plant and Greytown Bore have operated routinely. Enquiries have started for the siting of the new bore at Woodside.

### **1.5 Water compliance**

The sampling was completed correctly for all towns.

Continuous monitoring of water treatment plants was not accepted for compliance, due to operator turn-over and records not up to standards of Drinking Water Assessor. The plant records show that the water was compliant, however DWA was not willing to accept the records without a successful operator assessment.

### **1.6 Water reticulation**

There were 18 reticulation repairs reported and rectified during the period.

### **1.7 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 6 accounts for blockage clearing or no water flow for the Moroa network. There were 2 accounts for blockage clearing for the Longwood network over the period.

## 2. 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.*

### 2.1 Key Performance Indicators

WASTE WATER KEY PERFORMANCE INDICATORS	TARGET 2017/18	COMPLAINTS		INCIDENTS	
		JUNE	YTD	JUNE	YTD
Number of blockages per 1000 connections	<10	1.68 per 1000 (7 complaint)	11.71 per 1000 (48 complaint)	5	48
Ratepayers and residents satisfaction with waste water services	70%			NRB survey:	49%
Number of dry weather sewerage overflows per 1000 connections	<10	-	0.97	0.97 per 1000 connections (2 overflows)	1.46 per 1000 connections (6 overflows)
Attendance time: from notification to arrival on site	< 1 Hr	6/7 (86%)	Median Time 47min	7	66
Resolution time: from notification to resolution of fault	< 4 Hrs	5/7 (71%)	Median Time 1h 57m	7	66
% of resource consent conditions complied with to mainly complying or better*	90%		98%		
No. of abatement notices	<2				0
No. of infringement notices	0				0
No. of enforcement notices	0				0
No. of convictions	0				0
No. of complaints per 1000 connections received about sewage odour	< 15	0	0.5 per 1000 (2 complaint)	0	2
No. of complaints per 1000 connections received about sewage systems faults	< 15	0.24 per1000 (0 complaint)	2.68 per 1000 (12 complaint)	1	12
No. of complaints per 1000 connections received about sewage system blockages	< 15	1.21 per 1000 (5 complaint)	11.71 per1000 (48 complaint)	2	48
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%	6/7 (86%)	89% (59/66)	7	66

### 2.2 Waste water treatment plants

#### 2.2.1. Capital and consents

##### Featherston Waste Water consent application

The consent application was notified on 16<sup>th</sup> May 2018, with a hearing booked for October 2018.

Upon officer review the timings as below are being considered to bring the winter storage forward in 2B to 13-14 years. Design cannot begin until the efficacy of the I&I program and flows are known. Construction post tender and award will be another 12 months' minimum. Thus this can be

completed 3-4 years post completion of I&I work and the final discharge to land in stage 2A.

Stage	Time after commencement	Description	Reduction of annual discharge to Donalds Creek
1A +1B	2 years	land discharge to 78Ha	41% (56% to total)
2A	10 years	Land discharge to further 38	24% (32% to total)
2B	20 years	Deferred winter storage	32% (100% total)

### Staged improvements at Martinborough and Greytown WWTPs

At Martinborough WWTP irrigation to land has continued to operate well with pond levels managed between land and river during high river flows.

At the Greytown site, Water Force NZ has established onsite with ground investigation completed. Geotechnical assessment has shown that additional earthworks will be required to stabilise the ground to create the platform for the building.

The contractor has been delayed with the building consent process for the bridge, and there will be a new completion date in August 2018.

### Waite Street, Featherston Renewal

Flow monitoring estimates that 25% of the I&I occurs within this main. Pipe due to arrive on site in August. Letter drop being prepared to notify residents in Waite Street, Featherston. The main will be replace all the way to Revans Street.

### **3.3 Operational**

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

#### **2.2.2. Wastewater reticulation**

There were 5 pipeline blockages reported during the period, with increased rain increasing flow levels and accumulations of fat causing pipe blocks.

## **3. Storm water drainage**

There was 1 stormwater blockage reported during the period.

## **4. Solid waste management**

### **4.1 Zero Waste**

- Visited **Kuranui College** and met with a student representative and teacher to advise and offer support regarding recycling and waste minimisation options.



- Attended 'The Pure Tour' 2018 Aotearoa, the Pacific and Plastics (The Plastic Use Resistance Education Tour) Smog of the Sea screening & Korero 18/2 @ Carterton Events Centre. Jo Dean was invited to be a guest on a panel speaking about her role and waste minimisation in our community. She was also invited by Makoura College to attend the Castlepoint Beach micro plastics survey alongside DOC and researchers resulting in a minimal amount of beach waste located. The survey showed it has been less affected by micro plastics due to being a more isolated beach and currents along the east coast of NZ.

## 4.2 Transfer Station

The transfer station operated as expected over the period. The contractor is awaiting the outcomes of the long term plan consultations for planning of services.

## 5. 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.*

### 5.1 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				

### 5.2 Roothing Maintenance – Fulton Hogan

163km of grading was carried out during June, 130 km of the graded length was completed with a tow behind roller. The rolling operation provided a tight smooth surface with less loose material.

2451 m<sup>3</sup> of maintenance metal was applied to various unsealed roads.

Permanent warning signs have been upgraded on Cape Palliser Road.

The rain event on 13 June led to rural road closures on White Rock, Ponatahi, Kahutara, Pukio West and Pahautea roads, along with a number of slips and dropouts throughout the District.

Soakpits renewed on Underhill Road Greytown.

Cape Palliser seal extension has been completed and in total 3.5 km was sealed, along with side drainage, culvert headwalls, and road markings.



Pahautea Rd flooding



Cape Palliser Rd seal extension

### **5.3 Other activities**

Under the joint South Wairarapa, Carterton District Council Sealed Pavement Rehabilitation contract, Higgins Contracting have completed sealed road pavement rehabilitation on the three White Rock road sites, Cape Palliser Rd and Shooting Butts seal extension.

Initial planning for 2018/2019 works has commenced, which includes sealed pavement rehabilitation of 1.3km on Western Lake Rd along with the seal extension of the remaining unsealed section to Wharekauhau Road.

The LED lighting upgrade in Martinborough, Greytown and Featherston has been substantially completed.

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

## **6. 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.

## 6.1 Community housing

There is one vacant flat, at Cicely Martin, which is being redecorated before being offered to a tenant. There are 20 people on the waiting list for flats.

## 6.2 Cemeteries

### 6.2.1. Greytown cemetery

The revision of the grave index at Greytown cemetery has been completed, and the index boards reinstated in the Millennium Shelter. The index is now complete to 30 June 2018. A large amount of work was done by members of the Wairarapa Branch of the NZ Society of Genealogists to prepare the update. Many hours of staff time were spent on checking and formatting the index before it was ready to be placed back on the boards. Revised cemetery maps were prepared as part of the project. Greytown cemetery does not have the same level of historic mapping as the Featherston and Martinborough cemeteries, so a happy by-product of the work was the creation of detailed new maps for the services and Catholic blocks.



### 6.2.2. Purchases of burial plots/niches 15 June to 26 July 2018

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

### 6.2.3. Ashes interments/burials 15 June to 26 July 2018

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

## 6.3 Events

### 6.3.1. Featherston

*Completed events:*

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



*Future events:*

**Ragin' Cajun Louisiana Hoedown** being held on Saturday, 28 July 2018



**Pangaea (New Delhi) NZ Tour** –being held on Wednesday, 8 August 2018



**Turning Points – New Zealand String Quartet** being held on Friday, 17 August 2018



### **6.3.2. Greytown**

*Completed events: Nil*

*Future events: Nil*

### **6.3.3. Martinborough**

*Completed events: Nil*

*Future events:*

**Toast Martinborough** – being held on Sunday, 18 November 2018



## **7. Libraries**

All three libraries have completed successful Winter Warmers reading programmes. The programme finished with a visit from story-tellers Rhubarb. Featherston library also ran Maths is Fun, aimed at children in years 1 to 8. This year's programme was about using maths concepts for mapping and measuring. The programme will be run again at Greytown library in October.



## **8. Civil Defence Emergency Management**

This report provides specific information on the work completed by WREMO over the last quarter (April to June) and a summary of the work that has been completed by WREMO over the past year (2017/18).

The last quarter has been heavily dominated by the development of the next Group Plan, the Wellington Regional Earthquake Plan (WREP) and the regional Capability Development (Skilled People) Strategy.

The past year has been a period of significant change for WREMO with the appointment of a new Regional Manager and Group Controller, a review of CDEM across the region and new organisational direction (to deliver a 'step change' in vision and strategy for the region's emergency management approach). As a result, the Group has now started working on its next five-year plan to deliver what has been asked for. Although still early in the process (drafting the next Group Plan), the level of support received has been excellent and all aspects are progressing to plan.

### **8.1 Successes**

#### **8.1.1. Completion of Hub Equipment Standardisation**

Over 90% of the Community Emergency Hubs across the region are now standardized with a common set of equipment and mobile radio functionality. This has been a significant achievement for the Community Resilience Team and our communities.

#### **8.1.2. Wellington Region Earthquake Plan (WREP)**

After 18 months' work by David Russell, the region now has a draft regional earthquake plan (WREP 2.0) that provides clear direction on how the region is going to respond in the event of a significant earthquake. The content of the document is aligned with the national plan (the Wellington Region National Initial Response Plan) and regional stakeholders have been heavily involved in its development. They have a good understanding of their roles and responsibilities and how the region is going to work together to manage such an event.

#### **8.1.3. GWRC ECC Capability**

In accordance with the direction for WREMO to increase the region's capability to respond effectively to large scale events, in February and

March WREMO worked closely with members of GWRC's Executive Leadership Team to identify a suitable pool of people to undergo training to staff the region's ECC. Through this process 150 people have now been identified and are now undergoing the required training.

#### **8.1.4. Wellington CDEM Group Plan**

Between April and June WREMO held workshops with six key stakeholder groups from around the region (emergency services, welfare agencies, lifeline organisations, local emergency management and local authority planners) to develop the content of the draft Group Plan. A draft version of the Plan has now been completed. It is now out for sector consultation and feedback. Once amended and endorsed by CEG, it will go out for public consultation in September. In November it will go to the Minister before final approval by the Joint Committee in December.

#### **8.1.5. Capability Development (Skilled People) Strategy**

After several years of ad hoc CDEM training, the region now has a draft Capability Development (Skilled People) Strategy to develop competent and confident EOC and ECC staff across the region who can respond effectively in a large scale emergency. Developed by a member of the Operational Readiness Team (who was seconded full time to work on the project) and guided by a steering group made up of representatives from various councils around the region, the content of the document has received very good feedback from those who have been involved and those who have seen the document. For continuity purposes the same Operational Readiness Team member will be now be overseeing the strategy's implementation.

#### **8.1.6. Business Continuity Planning Workshops in the Pacific Islands**

In late May WREMO was asked by the Fiji Business Disaster Resilience Council to provide someone to run a Business Continuity Planning (BCP) workshop in Fiji. The workshop was requested after Fiji experienced a very destructive cyclone season and online searches had identified our BCP content as the preferred model. The attendees to the Fiji workshop were a mix of large organisations with a national mandate to small local business owners who now recognised the need for basic continuity planning. The feedback received from participants was overwhelmingly positive.

#### **8.1.7. WREMO Sharepoint Site**

In October ICT were asked to put all of WREMO's information onto a single platform. Between October and December a new sharepoint site was developed. Between January and March all WREMO staff received training on the site and all information was transferred. Between April and June all staff have been actively using the site. The site has received very good feedback from those who have used it. It has also been able to provide a virtual forum for response team members from around the country to share New Zealand Response Team (NZRT) information.

### **8.2 Community Emergency Hub Exercises**

Increasingly, the team is putting more emphasis on Hub activation exercises as a way to engage our communities and channel their energy.



The feedback has been very positive. Exercises are promoted through the revised Emergency Preparedness Course, Community Response Planning sessions and the wider public through other promotional activities. In October 2017, the new Minister of Civil Defence & Emergency Management, Kris Faafoi, attended one of the exercises in Porirua and shared his positive views of the Hub model and experience via his Facebook page. These exercises recognise the important role communities have in the response efforts. Greytown and Featherston have had trial Hub activations as part of the engagement process.

### **8.3 Lifelines**

The Wairarapa Lifelines are re-invigorating the group and progressing resilience project. Mark Allingham is the new Chair of Lifelines Wairarapa and the project of updating the lifelines data will be restarted in August.

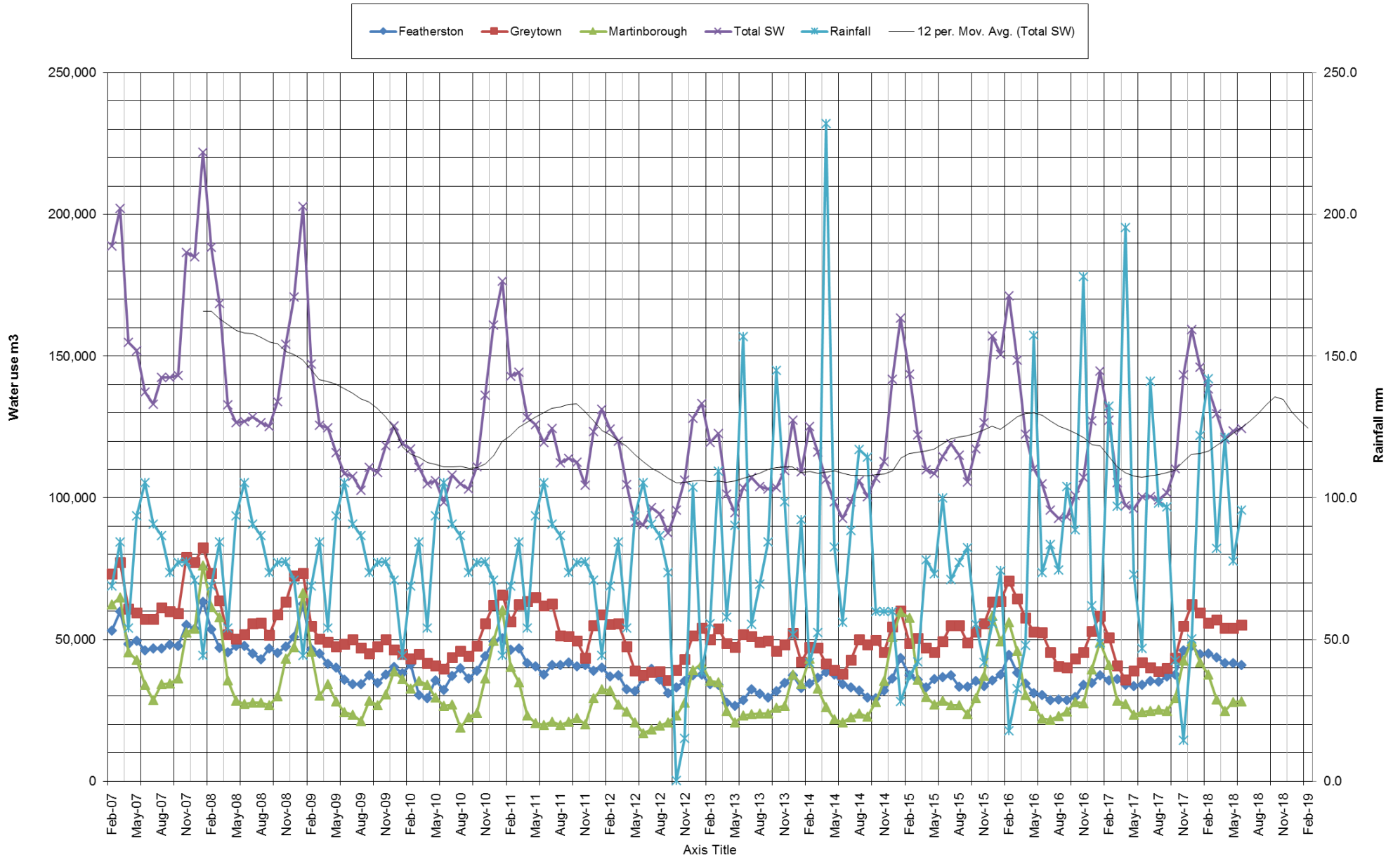
## **9. Appendices**

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

Contact Officer: Mark Allingham, Group Manager Infrastructure and Services

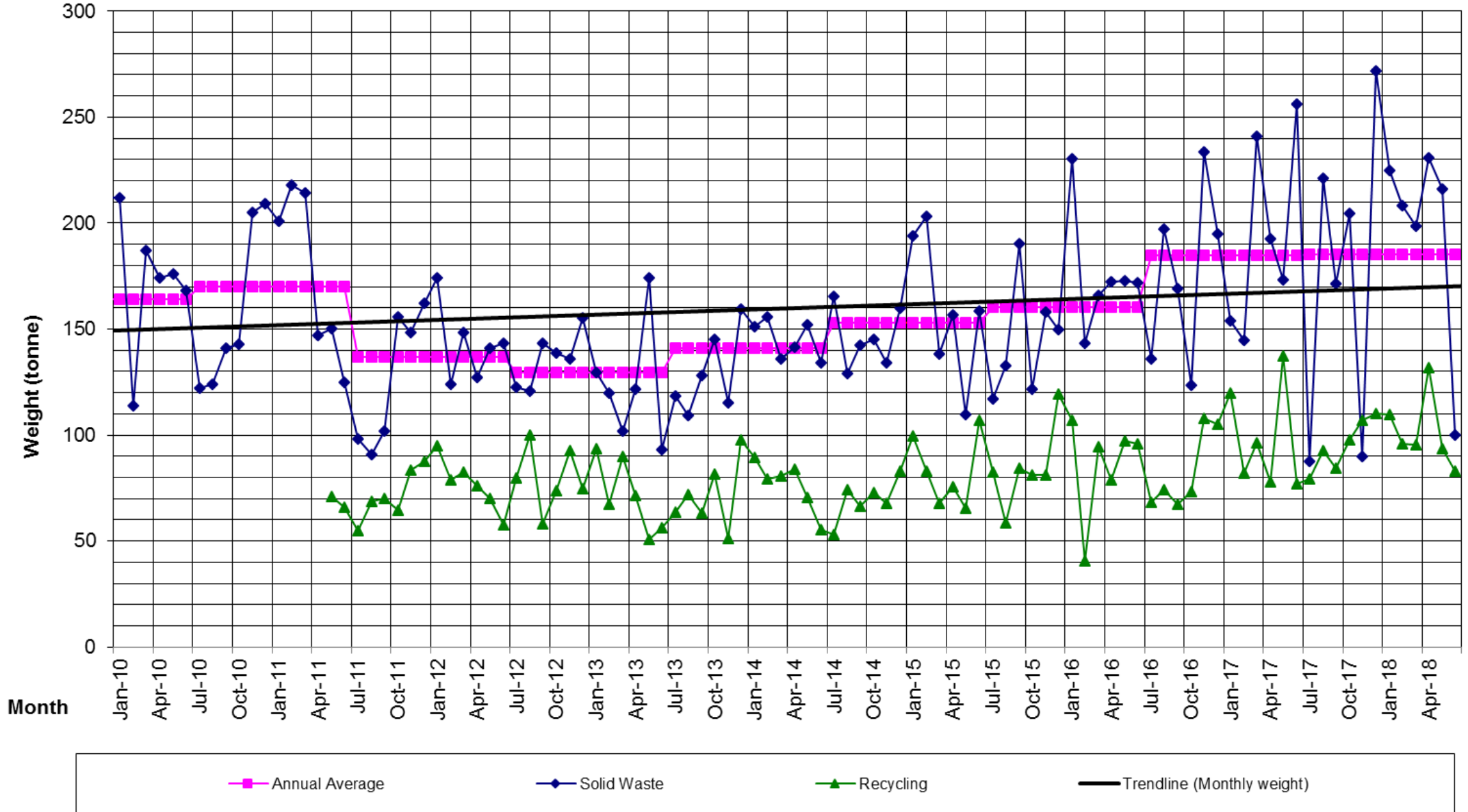
# **Appendix 1 - Monthly water usage**

# Water use South Wairarapa District Council



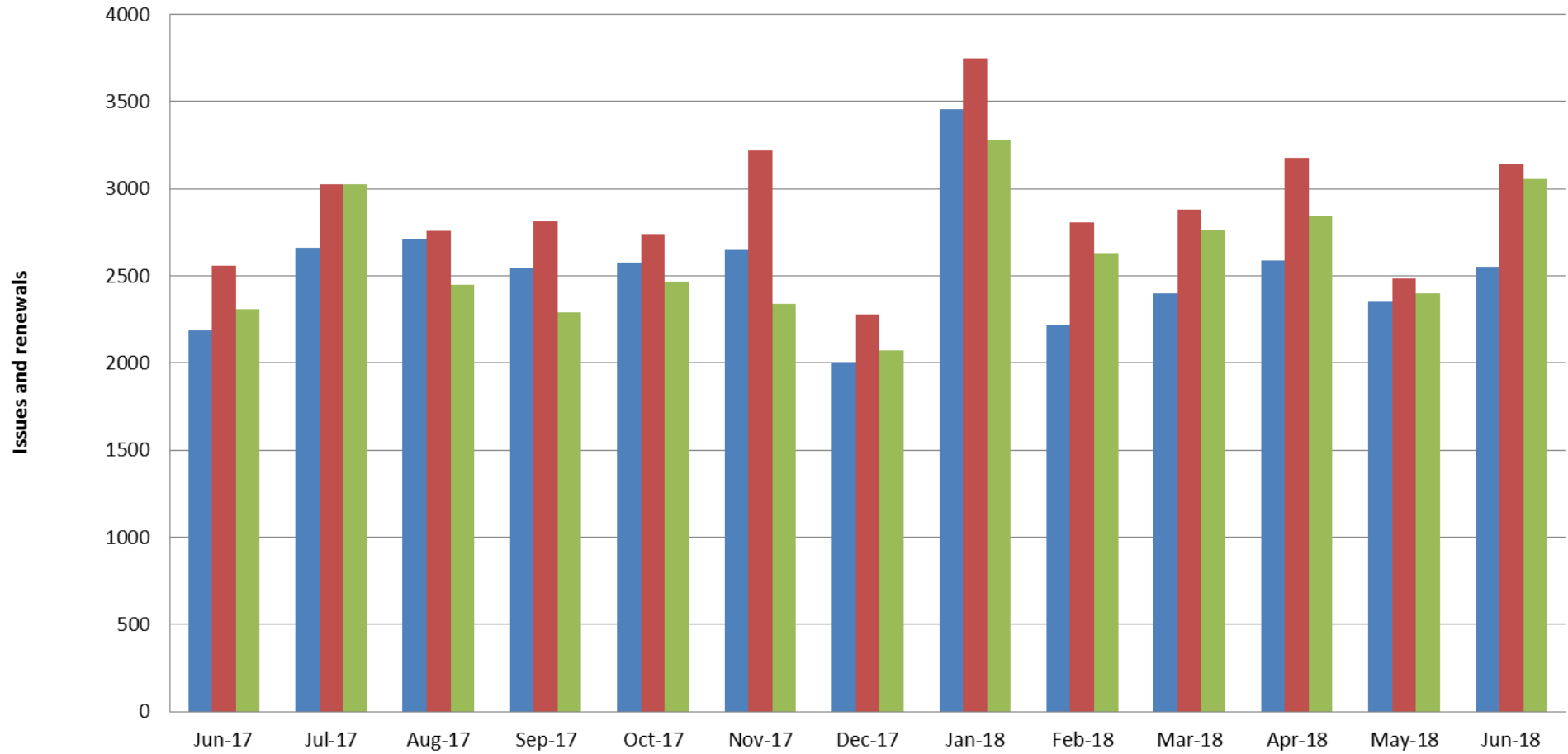
# **Appendix 2 -Waste exported to Bonny Glen**

Monthly weight of waste transferred to Bonny Glen



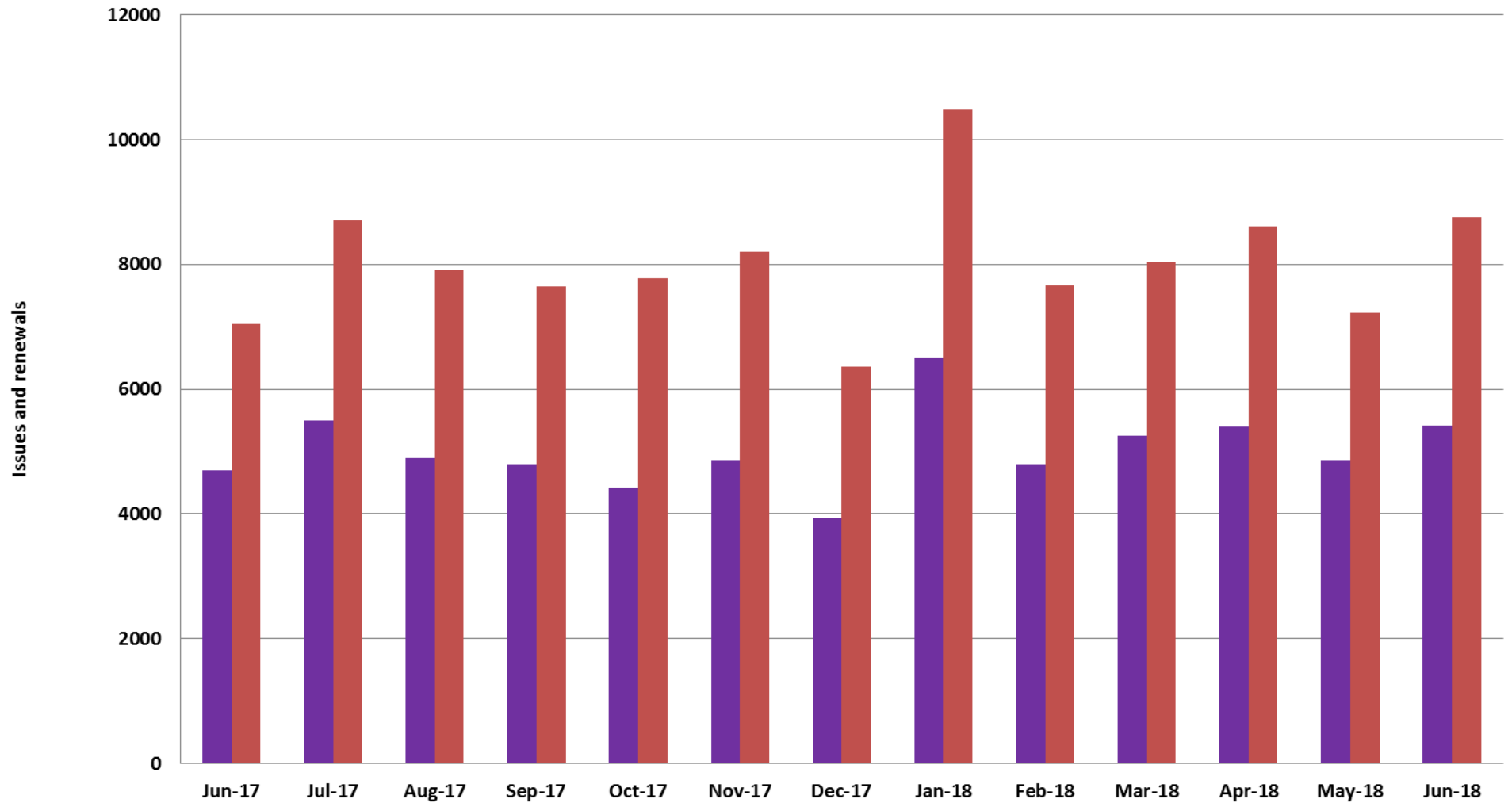
# **Appendix 3 – Library statistics**

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



	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18
■ Featherston	2186	2663	2707	2543	2577	2647	2006	3456	2216	2400	2590	2348	2550
■ Greytown	2558	3023	2756	2811	2738	3218	2278	3748	2809	2878	3178	2483	3143
■ Martinborough	2306	3027	2451	2289	2468	2336	2071	3281	2632	2761	2842	2400	3058

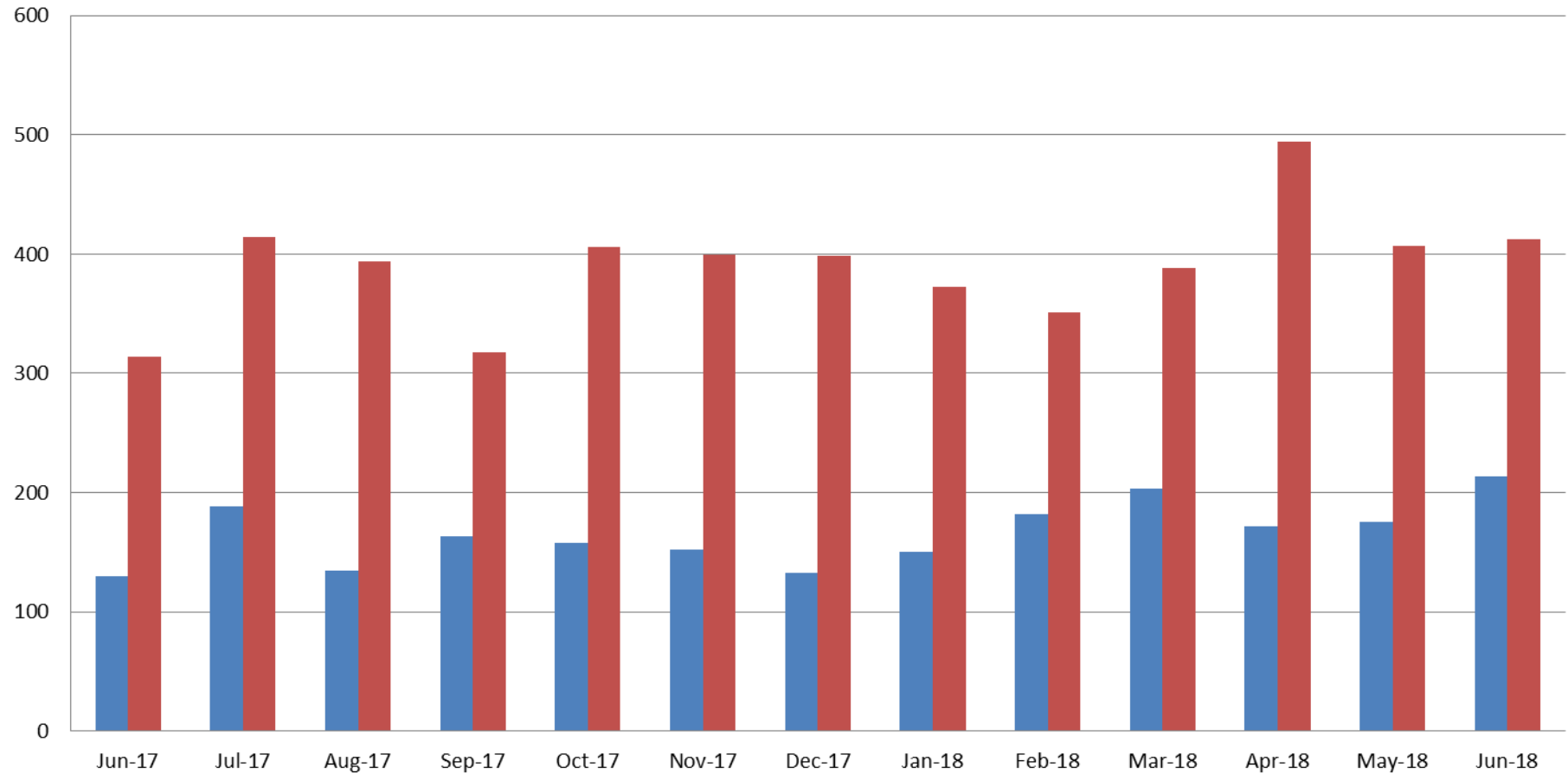
## Wairarapa Library Service - issues and renewals to June 2018



	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18
Carterton	4694	5505	4887	4792	4418	4870	3940	6500	4789	5261	5397	4861	5422
South Wairarapa	7050	8713	7914	7643	7783	8201	6355	10485	7657	8039	8610	7231	8751

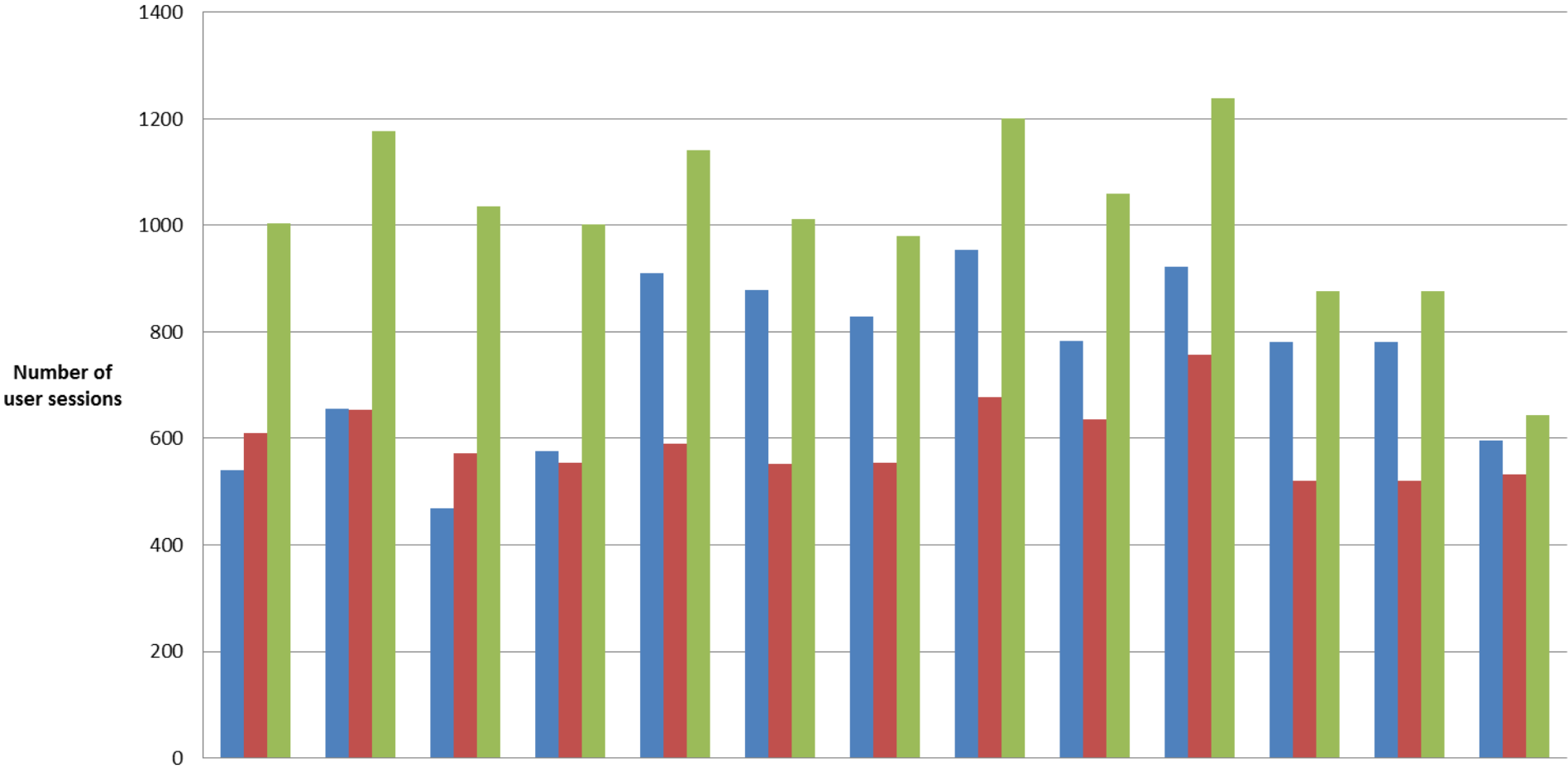


## Wairarapa Library Service - audio and e-book issues to June 2018



	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18
<span style="color: blue;">■</span> Audiobooks	130	188	134	163	158	152	133	150	182	203	172	175	213
<span style="color: red;">■</span> Ebooks	314	414	394	318	406	399	398	372	351	388	494	407	412

### APNK Wi-fi user sessions to June 2018



	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18
■ Featherston	540	655	469	576	911	879	829	955	784	923	781	781	596
■ Greytown	610	653	572	555	590	553	555	677	636	757	521	521	532
■ Martinborough	1003	1177	1036	1001	1142	1011	981	1201	1060	1239	876	876	643

# FEATHERSTON COMMUNITY BOARD

28 AUGUST 2018

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## AGENDA ITEM 6.2

### ACTION ITEMS REPORT

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#### **Purpose of Report**

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

#### **Recommendations**

Officers recommend that the Community Board:

1. *Receive the Action Items Report.*

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

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

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

#### **2. Appendices**

Appendix 1 - Action Items to 28 August 2018

Contact Officer: Suzanne Clark, Committee Secretary

Reviewed By: Paul Crimp, Chief Executive

# **Appendix 1 – Action Items to 28 August 2018**

Ref #	Raised Date	Action Type	Responsible Manager	Action or Task details	Status	Notes	Due Date
255	24-Apr-18	Resolution	Mark	Advise FCB members by email the timeframe for painting the Featherston gazebo	Actioned	24/05 This matter has been referred to CCL for urgent action - requirements and costings 04/07 Quote received; contractor instructed to commence imminently	
257	24-Apr-18	Resolution	Robyn Ramsden	Discuss the mini golf proposal with the Cross Creek Railway Society; requesting more detail about how the course would be fenced, health and safety considerations for pedestrians and passing traffic, health of the oak tree (particularly protection of its roots), and verification of permission from the Featherston Menz Shed	Actioned		
259	24-Apr-18	Action	Robyn Ramsden	Invite Pae tu Mokai o Tauria to open discussions on having a representative on the Featherston Community Board	Actioned	17/7/18: Contacted. To introduce themselves to the FCB on the 28 Aug 18.	
349	5-Jun-18	Action	Claire Bleakley	Scope the extent of the Wings Over Wairarapa promotion project, including the benefits to South Wairarapa, and bring back the information to the Board for a decision on how to proceed	Actioned		
466	17-Jul-18	Resolution	Paul	FCB RESOLVED (FCB 2018/57) that the minutes of the Featherston Community Board meeting held on 5 June 2018 be confirmed as a true and correct record subject to the correction of Action 349 being assigned to Claire Bleakley rather than Robyn Ramsden. (Moved Ramsden/Seconded Bleakley) Carried	Actioned		
470	17-Jul-18	Resolution	Jennie	FCB RESOLVED (FCB 2018/61): 1. Receive the Applications for Financial Assistance Report. (Moved Ramsden/Seconded West) Carried 2. To allocate \$500 to the Friday Club to help	Actioned	Commitments added to I&E Report 16/08/18 (Susan)	

Ref #	Raised Date	Action Type	Responsible Manager	Action or Task details	Status	Notes	Due Date
				with the costs associated with purchasing a safe new slide. (Moved Bleakley/Seconded Shepherd) Carried 3. To allocate \$300 to Maths Wairarapa towards the costs associated with running the Wairarapa schools maths competition. (Moved West/Seconded Bleakley) Carried 4. To allocate \$500 to the Featherston Heritage Complex Society towards the costs associated with hosting Chor Farmer. (Moved Shepherd/Seconded Bleakley) Carried			
471	17-Jul-18	Resolution	Jennie	FCB RESOLVED (FCB 2018/62): 1. Receive the Grants Policy Review Report. (Moved Ramsden/Seconded Shepherd) Carried	Actioned	Comments noted, policy adopted by Council on the 8 August 18	
475	17-Jul-18	Resolution	Mark	FCB RESOLVED (FCB 2018/66): 1. To recommend to Council that now that it is known that Lone Tree Hill is Council owned land, that it be maintained under the Citycare maintenance contract. (Moved Bleakley/Seconded West) Carried	Actioned		
476	17-Jul-18	Resolution	Mayor Napier	FCB RESOLVED (FCB 2018/67) to request a membership position on the Community Housing Working Party and if permission is granted to nominate Claire Bleakley. (Moved Bleakley/Seconded West) Carried	Actioned	The TOR was adopted on the 8 August, there are no membership positions for CB members.	
478	17-Jul-18	Action	Mark	Organise a meeting with Mark Shepherd and Mark Owen (NZTA) to discuss the proposal to divert traffic from Revans Street through Featherston, options, traffic statistics, and to define next steps	Actioned	08/08 Mark A to produce a report for the FCB	
480	17-Jul-18	Action	Jennie	Provide the correct rates arrears graphs to Featherston Community Board	Actioned		

Ref #	Raised Date	Action Type	Responsible Manager	Action or Task details	Status	Notes	Due Date
481	17-Jul-18	Action	Mark	Provide Powerco with current contact details of Card Reserve users and ask that they ensure all users are contacted about the planned tree removal	Actioned	Helen has contacted all relevant stakeholders	
483	17-Jul-18	Action	Jennie	Advise Claire Bleakley how much the community raised for the Waihinga Centre project, and how the \$2M in invoices to come will be funded, and whether the overall expected expenditure is short of the project budget	Actioned		
484	17-Jul-18	Action	Mark	Advise the FCB where e-waste is going to be collected	Actioned	E-waste to be collected at Martinborough Transfer Station	
485	17-Jul-18	Action	Mark	Undertake safety repairs (if needed) to the stile leading into the Featherston Domain	Actioned	City Care have looked at stile and advise repairs not needed	
487	17-Jul-18	Action	Mark	Release communications, letting the community know that repairs are being undertaken inside the Featherston Sports Stadium	Actioned	Facebook notice went out 13/08 to advise work had started (work to be completed by 15/08)	
490	17-Jul-18	Action	Jennie	Provide clarification to FCB on why there are so many deletions in section 4 and why 6.3 has been deleted	Actioned		
491	17-Jul-18	Action	Jennie	Correct grammatical use of abbreviations and apply consistency throughout policy	Actioned		
494	17-Jul-18	Action	Paul	Write to Mark King and let him know the ownership status of the Featherston Domain and that the Community Board has requested that it is maintained by Council	Actioned		
132	14-Mar-17	Action	FCB	Submit a list of approved road names to Council	Open	13/3/18: FCB to ask public for suggestions 11/5/18: Robyn was to 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	Open		

Ref #	Raised Date	Action Type	Responsible Manager	Action or Task details	Status	Notes	Due Date
				recommendations to Council officers so dialogue with NZTA can be undertaken			
688	21-Nov-17	Action	Robyn Ramsden	Forward Paul Crimp a copy of the Wairarapa Library Service Working Group letter sent to social service providers so a letter can also be sent by Council	Open		
152	13-Mar-18	Action	Mark	Advise a proposed timeline for repairing the walls inside the Featherston Stadium	Open	24/05 This matter has been referred to CCL for urgent action - requirements and costings. 04/07 Costings should be available for FCB meeting 17/07 13/08 Work commencing to be completed by 17/08	
256	24-Apr-18	Resolution	Mark	Provide a quote for laying a gravel path in the Garden of Remembrance leading to the Japanese memorial (completion timeframe September 2018)	Open	31/05 Tim working on this collectively with other path requirements in the district 04/07 Costings acquired; work to commence imminently	
262	24-Apr-18	Action	Robyn Ramsden	Scope and cost the relocation of the Featherston train mosaic to a new site outside the Fell Museum and report back to the Board on feasibility and a proposed site	Open	05/06 Alternative artist now found - details have been passed on to Robyn Ramsden	
336	5-Jun-18	Action	Robyn Ramsden	Consult the Featherston community on the proposal to rename the town square; offering the suggestion of 'Messines' as one option	Open		
340	5-Jun-18	Action	Mark	Organise for the main belt of trees in the Featherston Cemetery to be trimmed; liaise with FCB if necessary	Open	04/07 Tim organising for this to be completed within next 4-6 weeks	
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/Secoded West) Carried	Open	Tim preparing costings	
479	17-Jul-18	Action	Mark Shepherd	Open discussions with Fab Feathy about support for a Featherston village webpage	Open		



Ref #	Raised Date	Action Type	Responsible Manager	Action or Task details	Status	Notes	Due Date
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	
486	17-Jul-18	Action	FCB	Itemise outstanding items from the Featherston 2033 plan that will not be picked up by the proposal to divert traffic through Featherston	Open		
488	17-Jul-18	Action	Claire Bleakley	Liaise with a Featherston based mosaic artist to ascertain interest in moving and then repairing the train mosaic	Open		
489	17-Jul-18	Action	FCB	Determine a mechanism for consulting with the community on renaming the Featherston Town Square	Open		
492	17-Jul-18	Action	Mark	Release communications, advising that Council have decided not to undertake any new footpaths pending a new footpath strategy/policy being adopted	Open	Ben developing a plan	
493	17-Jul-18	Action	Paul	Provide guidance to the FCB on what can be included in a Board submission where there is no consensus	Open		

# FEATHERSTON COMMUNITY BOARD

28 AUGUST 2018

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## AGENDA ITEM 6.3

### INCOME AND EXPENDITURE STATEMENTS

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#### **Purpose of Report**

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

#### **Recommendations**

Officers recommend that the Community Board:

1. *Receive the Income and Expenditure Report for the period 1 July 2017 – 30 June 2018.*
2. *Receive the Income and Expenditure Report for the period 1 July 2018 – 31 July 2018.*

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

The Income and Expenditure Statement for 1 July 2017 – 30 June 2018 is attached in Appendix 1 and the statement for 1 July 2018 – 31 July 2018 is attached in Appendix 2. The Chair may ask the Chief Executive for comment and all members may ask the Chief Executive for clarification and information through the Chair.

#### **2. Appendices**

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

Appendix 2 - Income and Expenditure Report for the period 1 July 2018 – 31 July 2018

Contact Officer: Suzanne Clark, Committee Secretary

Reviewed By: Paul Crimp, Chief Executive

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

<b>Featherston Community Board</b>		
<b>Income &amp; Expenditure For the year ended 30 June 2018</b>		
<b>INCOME</b>		
Balance 1 July 2017		7,606.84
Annual Plan 2017/18		26,868.00
<b>TOTAL INCOME</b>		<b>34,474.84</b>
<b>EXPENDITURE</b>		
Members salaries		15,748.00
Mileage reimbursements		1,057.70
<b>Total Personnel Costs</b>		<b>15,748.00</b>
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
<b>Total General Expenses</b>		<b>3,478.95</b>
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
<b>Total Grants</b>		<b>7,701.30</b>
<b>TOTAL EXPENDITURE</b>		<b>26,928.25</b>
<b>ACTUAL NET SURPLUS/(DEFICIT) YEAR TO DATE</b>		<b>7,546.59</b>
<b>BALANCE TO CARRY FORWARD</b>		<b>7,546.59</b>

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

<b>Featherston Community Board</b>		
<b>Income &amp; Expenditure For the Period Ended 31 July 2018</b>		
<u>INCOME</u>		
Balance 1 July 2018		7,546.59
Annual Plan 2018/19		27,639.00
<b>TOTAL INCOME</b>		<b>35,185.59</b>
<u>EXPENDITURE</u>		
Members salaries		1,309.51
Mileage reimbursements		0.00
<b>Total Personnel Costs</b>		<b>1,309.51</b>
<b>Total General Expenses</b>		<b>0.00</b>
1/07/2018 AP Traffic Safe Ne Fsn Xmas Parade 10/12/16 traffic managem		1048.00
<b>Total Grants</b>		<b>1,048.00</b>
<b>TOTAL EXPENDITURE</b>		<b>2,357.51</b>
<b>ACTUAL NET SURPLUS/(DEFICIT) YEAR TO DATE</b>		<b>32,828.08</b>
<u>LESS: COMMITMENTS</u>		
Salaries to 30 June 2019		14,875.49
Mileage to 30 June 2019		500.00
Chor Farmer Donation for Garden of remembrance (from intial 1,000)		205.53
Poppy Places Project		79.00
Civil Defence refreshments		50.00
Public meeting expense Lamb Peters Flyers + delivery		6.70
Meet the candidates meeting advertising etc.		300.00
Friday Club for safe new slide		500.00
Maths Wairarapa		300.00
Featherston Heritage Complex - Chor Farmer costs		500.00
<b>Total Commitments</b>		<b>17,316.72</b>
<b>BALANCE TO CARRY FORWARD</b>		<b>15,511.36</b>

<b>Featherston Community Board</b>		
<b>Beautification fund For the Period Ended 31 July 2018</b>		
Balance 1 July 2018		49,980.00
Annual Plan 2018/19		10,710.00
<b>TOTAL INCOME</b>		<b>60,690.00</b>
<b>Total Beautification</b>		<b>0.00</b>
<b>TOTAL EXPENDITURE</b>		<b>0.00</b>
<b>ACTUAL NET SURPLUS/(DEFICIT) YEAR TO DATE</b>		<b>60,690.00</b>
<u>LESS: COMMITMENTS</u>		
Committed to Sculpture		45,000.00
<b>Total Commitments</b>		<b>45,000.00</b>
<b>BALANCE TO CARRY FORWARD</b>		<b>15,690.00</b>

# FEATHERSTON COMMUNITY BOARD

28 AUGUST 2018

## AGENDA ITEM 6.4

### APPLICATIONS FOR FINANCIAL ASSISTANCE

#### **Purpose of Report**

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

#### **Recommendations**

Officers recommend that the Community Board:

1. *Receive the Applications for Financial Assistance Report.*
2. *Consider the application from the Life Education Trust against the grant criteria and consider allocating the requested \$500 to help fund the mobile life skills education programme.*
3. *Consider the application from Pae tu Mokai o Taurira against the grant criteria and consider allocating the requested \$500 to help with start-up expenses including logo design and organising a community kapa haka group.*

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

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

Applications will be provided to members in confidence.

#### **2. Criteria**

The criteria of the grant are:

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

1. Applicants need not be incorporated bodies, but the Board must be satisfied that they are responsible organisations which will be fully accountable for any grants they receive, have relevance to the

Community and do not qualify for Creative Communities New Zealand funding.

2. Successful applicants are required to expend grants received within six months of payment being made. A request must be made, should an extension of time be needed.
3. An accountability in report form, together with evidence of the expenditure of a grant received (copies of invoices or receipts) is required within three months of a grant being expended.
4. All questions must be completed.
- 5. The maximum grant will be \$500 unless special circumstances are considered to exist. (GST will be added to grants approved for GST registered applicants).**
6. Applications must reach the Council not less than ten days before the relevant Community Board is to consider an application.
7. In 2018 grants will be considered on the 13 March, 17 July and 20 November.

### **3. Accountability Reports**

<b>Applicant</b>	<b>Status of Accountability Forms for Previous Grants</b>
Life Education Trust	No outstanding accountability returns
Pae tu Mokai o Taurira	No outstanding accountability returns

Contact Officer: Suzanne Clark, Committee Secretary

Approved By: Paul Crimp, Chief Executive



# FEATHERSTON COMMUNITY BOARD

28 AUGUST 2018

## AGENDA ITEM 6.5

### SWDC LOGO AND BRANDING WORKING PARTY

#### **Purpose of Report**

To inform Community Boards & Māori Standing Committee of the progress on the new SWDC logo.

#### **Recommendations**

Officers recommend that the Community Boards & Māori Standing Committee:

1. *Receive the information.*

#### **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 have been placed in local Wairarapa papers, Council and Community Board Facebook pages and SWDC website.

To date (9/8/2018) we have received 20 requests for EOI from across the Wairarapa region (including all SW towns, rural areas, Masterton, Sydney (with Wellington offices) and Wellington. The cut-off date to register is 15<sup>th</sup> August and submission must be with SWDC by Tuesday 28<sup>th</sup> August. Finalists will be selected to present to committee in September and the successful applicant will be notified after these presentations. We anticipate we will select successful candidate by end September.

At that point a very specific more detailed brief will be given to the successful applicant to start work on the development of the new logo.

All logos will be bi-lingual. It has been agreed that rather than literal translation of SWDC we intend to have a USP (unique selling point) under our council logo. The words are "Te Waharoa o Wairarapa" which translates as "Gateway to the Wairarapa".

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 a level of transparency in our processes which will stand the council in good stead in the long term.

We recommend that Jennie Mitchell, Group Manager Corporate Support and the new Communications Manager (should they be appointed at that time) be at these presentations as they will have a relationship with the agency after our work is finished.

## **2. Timeline**

Initially we have called for expressions of interest (EOI) across the Wairarapa. For transparency ads asking for EOI have been placed in all Wairarapa local papers and in the Midweek News in the months of July and August. The Times Age was excluded as this was covered by the Mayor's column in the paper. Notices have been placed on official social media sites (SWDC and Community Board Facebook sites) and SWDC website.

The timing had to be spread across July/August because of the different local newspaper deadlines. We have asked SWDC and Community Boards to repost Facebooks ads.

Those expressing interest must contact council prior to Wednesday 15th August 2018 by 5pm and request a detailed EOI backgrounder document.

All information requested by SWDC must be returned by 5pm on Tuesday 28th August 2018 for consideration.

The Logo Working party committee (which consists of 3 councillors, 1 community board chair and the Mayor) will consider all applications and develop a short list for consideration. It is anticipated that we will meet shortly after the 28<sup>th</sup> August. Cr Maynard and L Hay met on 25<sup>th</sup> July to look through current applicants, their background, websites etc.

Shortlisted candidates will be expected to present to the logo working party at council together with Group Manager Corporate Support and/or the CEO and new Communications Manager.

The successful applicant will be notified 1 week after these presentations. At that point a very specific more detailed brief will be given to them to develop new logo.

Further information on logo testing and adoption of new logo will be provided once applications are accessed.

## **3. Budget and Timings for Advertising - Request for EOI**

The budget for advertisements was agreed by the SWDC Logo and Branding Working Party to be no more than \$4,500 +GST. This was agreed by the CEO Paul Crimp. The response to Facebook has been very good and the call for EOI has been shared on this platform many times. This is a zero cost.

Subject to final costings this should come in under budget at \$2,170 +GST.

## 4. Bi-Lingual Logo

All logos will be bi-lingual. It has been agreed that rather than literal translation of SWDC we intend to have a USP (unique selling point) under our council logo. We felt this set us apart from other councils and made our district and council special and different. Both Cr Maynard & Cr Ammunson suggested and approved of this decision.

The words are "Te Waharoa o Wairārapa" which translates as "Gateway to the Wairarapa". The font size and weighting in relationship to the words South Wairarapa District Council will be the same as the example give here.



## 4. Further Market research

When considering our new logo we asked ourselves two questions.

- What unites us in South Wairarapa?
- What makes South Wairarapa special or different?

We have gone out to council staff, councillors, community boards, Maori standing committee and received considerable feedback. This report is being collated.

## 5. Communications

The chair of the working party has presented to council, all community boards and the Maori standing Committee on progress. In addition the presentation was sent to all council staff.

## 6. Conclusion

We are on track with new logo development and are very pleased with the number positive responses to the call to participate in the new logo design.

## 7. Appendices

Appendix 1 - Copy of Advertisement

Appendix 2 - Copy of Facebook Post

Appendix 3 - Copy of Briefing Document

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

# **Appendix 1 - Copy of Advertisement**

# Notice of a unique opportunity in South Wairarapa. Become part of our future!



## Development of New South Wairarapa District Council Logo

This opportunity in a nutshell

**We are looking for innovative clever Wairarapa designers to help create our new logo. You will have experience, a great track record, be client focussed, passionate about the Wairarapa and have the ability to deliver our vision.**

Who we are

South Wairarapa District Council is proud to serve and support this special part of New Zealand with its true 'mountains to the sea' experience. South Wairarapa encompasses the three rural towns of Featherston, Greytown and Martinborough, each with their own charm and attributes. We have a vast area of rural hinterland home to many more small communities, edged by the Rimutaka/Tararua Ranges and cradled by kilometres of rugged coastline.

What we need

Our current logo was created in 1989 and while it was great then it does not reflect who we are now and the wonderfully diverse community that is South Wairarapa. Help us create a logo that reflects our personality.

What's important to us?

The South Wairarapa District council are looking for credible creative providers who have the capability, experience and know how to help us create a new logo that reflects who we are. You will be a great communicator, think laterally and be able to transform our vision into reality. You will be able to do all the normal stuff, market research, logo guidelines, know what works in multiple platforms. You know the drill.

Why should you bid?

This is a unique opportunity to be part of South Wairarapa's history and personality. Together we will create a visual representation of what it is to live in and love the South Wairarapa.

Interested? What's next?

If you are interested in this opportunity please get in touch with our contact person

Email: [Barbara.Gavan@swdc.govt.nz](mailto:Barbara.Gavan@swdc.govt.nz)

South Wairarapa District Council, 19 Kitchener Street, Martinborough 5711 PO Box 6, Martinborough 5741

Applications for an expression of interest close by 5pm on Wednesday 15th August 2018. Please contact us and we will send you a detailed information and briefing document.

# **Appendix 2 - Copy of Facebook Post**

# Calling All Talented Graphic Designers, Ad Agencies in the Wairarapa.

## Development of New South Wairarapa District Council Logo

This opportunity in a nutshell

**We are looking for innovative clever Wairarapa designers to help create our new logo. You will have experience, a great track record, be client focussed, passionate about the Wairarapa and have the ability to deliver our vision.**

What we need

Our current logo was created in 1989 and while it was great then it does not reflect who we are now and the wonderfully diverse community that is South Wairarapa. Help us create a logo that reflects our personality.

What's important to us?

The South Wairarapa District council are looking for credible creative providers who have the capability, experience and know how to help us create a new logo that reflects who we are. You will be a great communicator, think laterally and be able to transform our vision into reality. You will be able to do all the normal stuff, market research, logo guidelines, know what works in multiple platforms. You know the drill.

Interested? What's next?

If you are interested in this opportunity please get in touch with our contact person

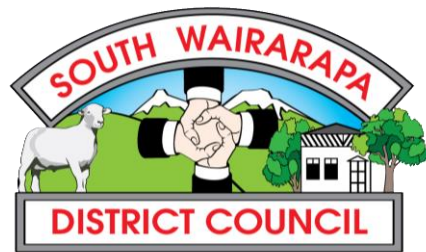
Email: [Barbara.Gavan@swdc.govt.nz](mailto:Barbara.Gavan@swdc.govt.nz)

South Wairarapa District Council, 19 Kitchener Street, Martinborough 5711 PO Box 6, Martinborough 5741

Applications for an expression of interest close by 5pm on Wednesday 15th August 2018. Please contact us and we will send you a detailed information and briefing document.

# **Appendix 3 - Copy of Briefing Document**





**Briefing Document for companies or individuals seeking to submit an expression of interest (EOI) in the development of the new South Wairarapa District Council logo.**

**1. Name of Project**

Development of new South Wairarapa District Council Logo

**2. Background & About Us**

**Our Business**

The South Wairarapa District Council (SWDC) is the territorial authority responsible for the area. For the purposes of local government, Wairarapa is divided into the Masterton district, the Carterton district, and the South Wairarapa district. For the purposes of regional government, Wairarapa is included in the Wellington region along with Kapiti, Porirua, the Hutt Valley, and Wellington, and governed by the Greater Wellington Regional Council.

The SWDC have 58 full, part time and casual staff, The Mayor (elected), 9 elected councillors, 3 community boards with 12 elected board members, The Maori Standing Committee with 10 representatives and 6,643 ratepayers.

SWDC serves both rural and urban communities. The three main towns are Featherston, Greytown and Martinborough.

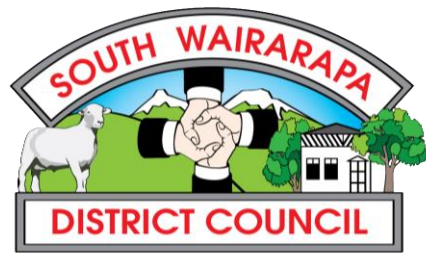
Council's role is to enable democratic local decision-making and action by, and on behalf of, communities. To meet the current and future needs of communities for good-quality local infrastructure, local public services and performance of regulatory functions in a way that is most cost-effective for households and businesses. We prepare long-term financial strategies including funding, financial management and investment policies.

**What is our community in South Wairarapa?**

First settled by Māori in the 14th century, the Wairarapa later became a farming area, known for its meat and butter. Today this largely rural region also produces wine and olives. Locals and holidaymakers enjoy its quiet towns, rugged coastline, rivers, lakes and forested mountains.

The official population of the South Wairarapa District as of the 30th June 2017 is 10,250 with a population density of 0.04 persons per hectare. The population of the towns in South Wairarapa are: Featherston (2,420), Greytown (2,310) Martinborough (1,640). The land area is 245,692 hectares (2,457 Km<sup>2</sup>).

A number of people have holiday homes in the region (predominately from Wellington) and the census figures may not reflect that.



Only 71% of its people live in the urban areas, compared to 85% nationally. Agriculture is the largest single industry and employer. Previously, over-reliance on livestock farming exposed the region to a boom–bust trading cycle, and recently its economy has diversified. Once largely known for meat and butter, Wairarapa now produces quality wine and fine food. It is also promoted as a holiday and lifestyle destination.

Sheltered by the Tararua Range, the Wairarapa has a dry, warm climate. Winters are cool to mild and frosts are common.

### 3. **Our current Logo**

This was first created in 1989 after the merger of Featherston, Greytown and Martinborough Borough councils and the Featherston County Council into the South Wairarapa District council. The four hands represented the four councils and rural, town, land and hills were also depicted.

Since then our population has become larger and more diverse. Our economy, values and beliefs have changed. Post amalgamation vote when we had certainty around our future, we decided to look at the logo and see whether it was still appropriate and truly represented us as a council.

In addition the number of platforms where the logo is used has also dramatically increased and as a result the current logo is not appropriate or clear enough for all the current platforms we use.

#### **Qualitative market research**

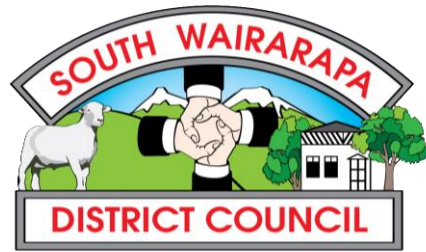
In early 2018 we conducted qualitative market research to assess people's opinions on the current logo. People polled were simply asked what they thought of the logo (either positive or negative). 20% of those polled came from the Wellington region as they represent part time residents, future residents and visitors to the region. We also asked 4 leading advertising agencies their opinion of the logo.

#### **Results of Market Research**

These were unprompted results of the market research. Some of it was repetitive.

Two white men shaking hands, looks like a weird religious cult, reminds me of Gloria vane & film The Handmaidens Tale, what is that building, freaky, no relationship to council, mono-cultural, lacks clarity, too busy, dated, irrelevant, not representative of SWDC, cluttered, too much going on, what's with the snow is it Mt Taranaki or South Island?, Design disaster, a messy blob of colour, President Putin, communist, never seen it before (in 20yrs), old fashioned, nice typeface, looks like a children's colouring competition, messy.

Based on this it was decided to proceed with new logo. The old logo had been the subject of some criticism for a number of years.



#### **4. Further Market research**

When considering our new logo we asked ourselves two questions.

- What Unites Us in South Wairarapa?
- What makes South Wairarapa special or different?

We have gone out to council staff, councillors, community boards, Maori standing committee and received considerable feedback. This will be given to the shortlisted group. If, however you think it will add to your submission we are happy to send it to you.

#### **5. The New Logo Process**

##### **Companies responding to EOI**

We recognise that companies in the Wairarapa are small and do not have the capacity to develop a new logo for SWDC as part of the submission process. We are therefore happy to review your existing projects as the basis for our decision. Should you chose to make a more detailed submission that would be at your own cost.

##### **Stages**

Initially we are calling for expressions of interest (EOI) across the Wairarapa. For transparency ads asking for EOI have been placed in all Wairarapa local papers and in the Midweek and Times Age in the month of July. There will also be notices placed on official social media sites. Those expressing interest must contact council prior to Wednesday 15<sup>th</sup> August 2018 by 5pm and request a detailed EOI backgrounder document.

All information requested by SWDC must be returned by 5pm on Tuesday 28<sup>th</sup> August 2018 for consideration.

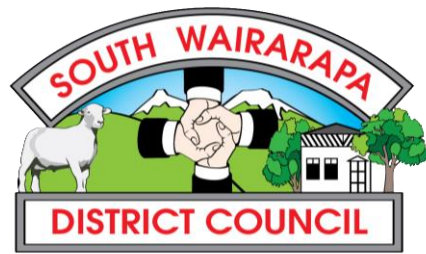
The Logo Working party committee (which consists of 3 councillors, 1 community board chair and the Mayor) will consider all applications and develop a short list for consideration.

Shortlisted candidates will be expected to present to the logo working party at council together with Group Manager Corporate Support and/or the CEO.

The successful applicant will be notified 1 week after these presentations. At that point a very specific more detailed brief will be given to you.

##### **Completion dates**

As soon as the successful applicant is appointed we wish to start work immediately on developing the new logo. We anticipate that we will make a recommendation to council on our preferred choice, after market research has been completed. The new logo will be formally adopted at the next council meeting.



## **Rollout**

Once the new logo has been ratified at a council meeting the rollout can precede immediately. We anticipate that this may take several months.

## **Applications for the New Logo.**

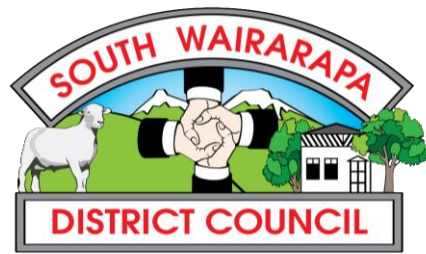
- Website, email signature, letters, business cards, signage, cars & utes, clothing (jackets, tee-shirts, hats), newsletters, print advertising, name badges, promotional material, flags, banners, apps, rubbish bags, folders and covers for official documents.
- Social media- Facebook cover, Facebook profile, eventfinder, twitter, Instagram
- Look good in both colour & B&W & small & large sizes.
- All logos will be bi-lingual. It has been agreed that rather than literal translation of SWDC we intend to have a USP under our council logo. This is “Gateway to the Wairarapa” which translates as Te Waharoa ō Wairārapa . The font size and weighting in relationship to the words South Wairarapa District Council will be the same as the example give here.
- In addition we will have further logos in the logo family for community boards and the Maori Standing committee (as per the example shown here). These will also be bi-lingual.

## **6. What we require from you with the EOI**

In the first instance we wish to have an electronic copy of your full presentation emailed to [Barbara.Gavan@swdc.govt.nz](mailto:Barbara.Gavan@swdc.govt.nz) . At the same time we need TWO bound hard copies couriered to SWDC at South Wairarapa District Council, 19 Kitchener Street, Martinborough, 5711 for attn. Barbara Gavan. This should be a courier package requiring a signature.

The following should be included in your presentation:

- Show examples of your work developing a new logo which showcases your understanding of the brief and the result. Provide a summary of the brief given to you and how you interpreted that.
- Give us a sample copy of Logo Guidelines that you have developed. This should discuss a logo family where there are a wide range of applications and sizes.
- Give two references from companies you have worked with to develop a new logo.



- Discuss how you will approach market research on the logo. What is your preferred method? Who you will use for the market research. Please note a sample size of 100 including 20% in Wellington is required.
- Give timeframe for completion of work after your appointment. Please note we will give you priorities for different applications. Most urgent and easiest first.
- Give an estimate of budget to create all artwork and logo guidelines for all the different applications. These should be in all of the normally acceptable formats for print media, online applications, large signage, billboards and high and low res JPEG's and PDF's.
- The submitter will also provide budgets for logo refresh and updating brand guidelines
- An hourly rate/costings for further work (e.g. production of new ads, new collateral, annual reports etc.)
- Give a brief history of your company and your team.
- Provide a list of current clients
- Provide standard terms and conditions you operate under.
- You must be GST registered.

## 7. Conditions of EOI Process

- Applications will be assessed against the above criteria to identify suitable lead candidates
- You must include your full contact details together with mailing and physical address, GST number.
- Applications must be received by due date and time.
- Submission must contain information for 2 referees, which indicated your permission to ring them.
- Confidentiality responsibilities  
All of the EOI project's discussions, meetings and material (written and electronic) are confidential and you must agree to keep this information safe. You will not give this information to anyone outside the immediate EOI team without prior approval from the Chair of the Logo Working Party Committee at SWDC. You agree not to reproduce SWDC documents or any part of them.
- Conflict of Interest Clause. You will be required to sign the attached conflict of interest and confidentiality clauses.  
*"In a small country like ours, conflicts of interest in our working lives are natural and unavoidable. The existence of a conflict of interest does not necessarily mean that someone has done something wrong, and it need not cause problems. It just needs to be identified and managed carefully."* Controller & Auditor-General
- Submission documents become the property of SWDC
- Each Respondent will meet its own costs associated with the preparation and presentation of its EOI and any negotiations.

## 8. Attachments

- Conflict of interest and confidentiality form
- Cover letter for EOI ( not mandatory but may be useful)

# FEATHERSTON COMMUNITY BOARD

28 AUGUST 2018

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## AGENDA ITEM 6.7

### LONG TERM PLAN REFERRALS

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#### **Purpose of Report**

To advise the community board of any LTP submissions that Council have referred to the board, or a course of action that the Council have requested that the community board lead.

#### **Recommendations**

Officers recommend that the Community Board:

1. *Receive the LTP Referral Report.*
2. *Consider the LTP submission from Barbara Wilson and whether the community board is willing to lead an initiative to create a Friends of the Featherston Cemetery Group.*
3. *Consider the LTP Submission from Fab Feathy and agree a process that enables good communication between Council's governance bodies and Fab Feathy and if necessary make an appointment recommendation to Council.*
4. *Note the LTP Submission from Richard Wards and officers' availability to assist the Community Board with public parking education.*
5. *Consider the LTP Submission from Jack Millar and whether the Community Board is willing to lead a project to upgrade the Featherston Skatepark.*
6. *Note the LTP Submission from Tim Wood and Shelley Des Forges and that the Featherston Domain is owned by South Wairarapa District Council.*
7. *Lead and/or agree what consultation with Featherston residents and Featherston Domain users needs to be undertaken in order to progress the proposal to reduce the height and density of the trees in the Domain.*
8. *Note that once a plan with associated costs has been developed for Featherston Domain, that this can be reviewed for inclusion in the 19/20 Annual Plan.*
9. *Note the submission from Lesley Christian and that Council has allocated \$10,000 in the 2018/19 year budget to fund a feasibility study to look at joining the Information Centre and the Featherston Library and that FCB will be invited to provide feedback on their*

*vision for the library (scale and size) and to whether consultation is necessary prior to the feasibility study being undertaken.*

10. *Note the submission from Living Streets Aotearoa.*

## **1. Executive Summary**

Council received several submissions as part of the LTP 18/28 process where additional information or a leadership role was delegated to the Featherston Community Board. A summary of these submissions is attached in Appendix 1. The full submissions are included in Appendix 2.

The Featherston Community Board should decide which projects it wants to move forward with and to ensure appropriate correspondence is sent to submitters.

Council officers will provide assistance and advice to the Board as needed.

## **2. Appendices**

Appendix 1 – LTP Submissions Summary

Appendix 2 – LTP Submissions

Contact Officer: Suzanne Clark, Committee Secretary

Reviewed By: Paul Crimp, Chief Executive

# **Appendix 1 – LTP Submissions Summary**



Submitter	Submission Summary	Officer's Comment	Council Decision
Tim Wood & Shelley Des Forges	Amenities: Requests that SWDC accepts that the block of trees on One Tree Domain is detrimental to the best use of natural resources within Fstn and/or is negatively impacting upon the wellbeing of a proportion of the Community and; SWDC commits to reducing the height and density of the trees to improve the natural light to the floor of the domain, local families and improve the aesthetics of the domain	Agreed that the trees in the domain need some work and that this requires planning and specialist advice to ensure the best outcomes for both the trees and the properties affected by them. Allow additional \$5k for properties and reserves operating budget to develop plan including costs with a view to coming back to the AP 2019/20 with funding request (HM)	No budget change. Council officers to determine who owns the Lone Tree Hill Reserve and surrounding land. If the trees are on Council Reserve, the FCB are to lead/agree what consultation with residents and domain users needs to be undertaken. Once a plan with associated costs has been developed this can be reviewed for inclusion in the 19/20 annual plan.
Jack Millar	Amenities (Youth Development): Requests an upgrade to the Featherston Skate park. Offer to form a group to plan the upgrade and fundraise	[Submitter is 12 years old] Recommend that Featherston Community Board work with youth, skate park users and council officers to plan upgrades and fund-raising (HM)	Refer to officer's comment. Council to liaise with FCB to see if they want to lead a project to upgrade the skatepark.
Richard Wards	Visitor Infrastructure: Option 1; Fstn Info Centre should be funded fulltime and volunteer system reviewed. Locals should be encouraged to park on side streets and not Main St. Block off Revans Rd and divert all Mba traffic through the centre of Fstn	Noted, would need to see if the idea to block off Revans Rd would had wide public support or not. Suspect not all residents would be in favour.	Officers to liaise and work with the FCB on providing education to residents and shop staff on the best places to park in order to leave best placed street parking for visitors and shoppers. Appropriate placement of the districts funded information centre/s will be considered as part of the spatial planning exercise.
Fab Feathy	EC&C: Requests Council invest into community-led development in Fstn to support work done by community and work together to sustain resourcing of this development into the future. Requests active participation of Council staff attending forums like South Wairarapa Community Network and meeting regularly with Fab Feathy facilitator	We are happy to consider options for involvement, these of course will need to be balanced with district wide imperatives. The Featherston Community Board should also be involved.	Cr Olds to liaise with Fab Feathy and the Featherston Community Board and agree a process that enables good communication between Council's governance bodies and Fab Feathy

Submitter	Submission Summary	Officer's Comment	Council Decision
Barbara Wilson	Amenities: Requests additional water taps, particularly of the older parts of the cemetery. Needs a chapel or something similar so families can sit down. It needs to be better looked after and lawns mowed regular, maybe flowers, a list of those who are buried there on Council's website. Notes damaged graves and suggests a Friends of Fstn Cemetery group is formed	Attempts have been made in the past to establish a Friends Group but there has been no support from the community to date except from the Featherston Lionesses who are working towards providing a shelter. There are explicit standards for mowing and maintenance of the cemetery in council's parks and reserves contract and officers regularly monitor the contractor's performance. However there is a tension between idealistic standards and cost which means that contract standards are of necessity something of a compromise to keep costs down. Work has started to make the death register information available via the internet, with the intention of this being in place by the end of 2019. Will look at costs of placing additional taps, but this is likely to be logistically difficult within the ground of a cemetery of this age (HM)	Refer officer's comments, also: Refer the submission to the FCB to see if a Friends Group can be coordinated via the FCB. Council officers to prepare a report on what work is required and costs to place additional taps within the Featherston cemetery.
Living Streets Aotearoa	Land Transport: In light of extra funding requests footpaths are smooth and all intersections have drop-down kerbs which all have tactile markings for vision impaired people. Walkways should be upgraded and more public seating provided	Assign to Community Board as part of the footpath priority works	Refer officer's comment
Lesley Christian	Amenities: Featherston Library is too small. Join up with the old court house building to double the space.	Issues about space and staffing are in this and other submissions are noted. Recommend provision of up to \$10k for consult to review design/layout and possible extension of building as well as community consultation (HM)	Council acknowledges concern about library size, noting that the building is no longer classified as an earthquake prone building. Council has allocated \$10,000 in the 2018/19 year budget to fund a feasibility study to look at joining the information centre and the library. FCB will be invited to provide feedback on their vision for the library (scale and size) and to whether consultation is necessary prior to undertaking the feasibility study. If the feasibility study indicates a suitable solution, funding would need to be provided in future budgets, or raised via grants or community fundraising.

Submitter	Submission Summary	Officer's Comment	Council Decision
Featherston Community Board	<p><b>Amenities:</b> References submission and response from Council about referring Fstn Library extension to the LTP discussions and about it being an earthquake prone building requiring remedial work. Notes issues not addressed and limited space for computers, children's programmes and can't accommodate groups wanting to use the space. The service centre has few resources to assist patrons during busy periods such as rates and dog registrations. Requests that the WLS, users and staff are consulted on a way to expand the library within the first year of this LTP so budgets can be prepared.</p>	<p>Not costed for this LTP, however the building is no longer regarded as earthquake prone. Issues about space and staffing are noted. Recommend provision of up to \$10k for consult to review design/layout and possible extension of building as well as community consultation (HM)</p>	<p>Council acknowledges concern about library size, noting that the building is no longer classified as an earthquake prone building. Council has allocated \$10,000 in the 2018/19 year budget to fund a feasibility study to look at joining the information centre and the library. FCB will be invited to provide feedback on their vision for the library (scale and size) and to whether consultation is necessary prior to undertaking the feasibility study. If the feasibility study indicates a suitable solution, funding would need to be provided in future budgets, or raised via grants or community fundraising.</p>

# **Appendix 2 – LTP Submissions**

--Submitter Details--

Name: Barbara Wilson

--Ratepayer Details--

Ratepayer: Rural

Organisation: Mrs

Do you want to speak to your submission? No

Speaking preference:

--Rates Affordability--

Do you agree with the proposed overall average rates increase for the next 10 years, enabling the proposed expenditure outlined in this document? Disagree

If not what general rates increase do you support? 3% (inflation only)

Other:

If you ticked 'disagree' which activity areas do you think we should spend less on?

The Featherston cemetery needs money spent on it. The water availability is shocking - not enough taps especially around the older part. Also when the cemetery goes across the road - it needs a chapel or something similar that families/friends who visit can sit down. It needs to be better looked after and the lawns needs to be moved regularly. A number of graves have been damaged. A Friends of the Featherston Cemetery needs to be formed to look after it.

--Future Growth and Development--

Select your preferred option: Option Two

If you have any views on this project please comment below:

--Youth Training and Development--

Select your preferred option: Option One

If you have any views on this project please comment below: Youth needs to be looked after.

--Promoting and Enhancing our District--

Select your preferred option: Option One

Option Three: Suggested expenditure:

If you have any views on this project please comment below:

--Infrastructure for Visitors--

Select your preferred option: Option One

If you have any views on this project please comment below:

--Sports Coordination--

Select your preferred option: Option One

If you have any views on this project please comment below:

--Reducing Waste Going to Landfills--

a. Do you support provision of kerbside food waste collections?

b. Do you support provision of 240 litre wheelie bins for recycling? Yes

c. Do you support provision of an e-waste service at transfer stations or an advertised collection service scheduled throughout the year? Yes

d. Do you support provision of a recycling/recovery centre at a transfer station? Yes

These ideas are not mutually exclusive, you can support more than one. These ideas are not included in the current rates increase of 5.99% in year one. If you have any views on these ideas please comment below:

--Water Conservation--

Select your preferred option: Option One

3. What other options would you like Council to investigate to conserve water in our district?

If you have any views on these ideas please comment below:

--Fees and Charges--

Do you have any comments about the proposed changes to fees and charges as outlined on page 14?

--Grants--

If you are applying for a grant please complete the grant application form and attach:

--Other Feedback--

Please provide any other comments below:

Upload File:

Upload Additional File:

The results of this submission may be viewed at:

<http://www.swdc.govt.nz/node/1029/submission/1047>

**From:** adbewilson@farmside.co.nz [mailto:adbewilson@farmside.co.nz]

**Sent:** Tuesday, 24 April 2018 4:00 p.m.

**To:** Suzanne Clark - Committee Secretary <Suzanne.Clark@swdc.govt.nz>

**Subject:** RE: Long Term Plan

Hi This is my submission -

The need for more water taps. The need for a chapel etc. for people to sit in - no seats except along the railway line side. Friends of the Featherston Cemeteries needs to be formed to look after the cemetery. It looks very untidy - no flowers etc. to bright up the area. At times the lawns are not even mowed. No list those who are buried on the council website. It is very untidy,.

I have sent by email my submission.

Barbara





This submission takes the key principles of community-led development in Featherston, and links these to the four pillars that have formed the basis for decisions on what to include and what to exclude from the LTP, with a particular emphasis on the “Best and healthiest community partnerships pillar”.

**This submission proposes to work together with SWDC to consult with the Featherston community on any community development project , including the proposed further spatial planning and key support to youth as well as other areas of the community groups that can most benefit from sustainable growth.**

We believe that Our Future Featherston: 1.0 Community Plan provides a vehicle for the ongoing building of community partnerships for Featherston and the South Wairarapa, and providing the best care and use of our natural resources, assets and infrastructure through a structured, co-ordinated and supported process that represents the Featherston community’s aspirations for its future.

#### **Our Future Featherston: 1.0 Community Plan.**

A community plan provides a framework for positive mandated action by both the people and organisations within the community. It is also a reference document for government agencies, social and community sector providers seeking to contribute to the wellbeing of residents, and potentially for people considering moving to or investing in Featherston.

Our Future Featherston: 1.0 Community Plan outlines the shared visions of the Featherston Community in 2017 and practical actions to work towards achieving those visions in the future. The great community response to, and participation in, Fab Feathy’s activities to gather input from the community, give us confidence that this plan, broadly, represents the views and has the mandate of the Featherston community.

We present the Our Future Featherston 1.0 Community Plan (attached) as the core vehicle for enabling positive community-led development in Featherston, and as a living consultation document in its own right. We propose that SWDC and the LTP takes this document into consideration when working together with the Featherston community to develop and achieve key future initiatives, as listed in LTP.

Fab Feathy, through community-led development, and the partnership with DIA, is resourcing the community to achieve its community plan, which in turn fosters and maintains a proactive community, and builds proud identity and voice for the Featherston community, as identified in the LTP.

**We want the South Wairarapa District Council to invest into the established processes of community-led development in Featherston, to support the work done by the community, and work together to sustain the resourcing of community-led development into the future. Specifically, between 2018-2022 Fab Feathy would like to see a more active participation of SWDC staff attending forums like South Wairarapa Community Network, and meeting regularly with Fab Feathy Facilitator/s and/or representatives.**

**We also propose that SWDC takes steps to work together with Fab Feathy to support community led development in Featherston to be sustainable over the duration of the LTP, even after the initial first five years of support from DIA. In this submission, Fab Feathy looks to the SWDC to consider ongoing funding support to staff or other aspects relating to community led development over the latter part of the LTP, from 2023 onwards.**

## **2. Background**

The Fab Feathy Community-Led Development Project group was formed as a result of discussion at a public meeting hosted by the Featherston Community Network in October 2016.

The task that we set ourselves was to hear as many locals, from all different backgrounds and perspectives, as possible to develop a community plan; a plan that could be used as a basis for working together and seeking outside support to achieve shared community goals/visions. This is what community-led development is all about – the process of working together to create and achieve community-owned goals.

What is driving this mahi? Many communities come together in times of crisis, however, this not the case for Featherston. Featherston is a great community to live in with a strong tradition of individuals and groups leading the work needed to achieve the changes they want to see in town. Fab Feathy was inspired by the prospect of what we might achieve if all this fantastic community-mindedness was brought together and focused on shared community aspirations.

This is not to say that we don't have significant challenges here. The 2013 Census revealed that we have comparatively high rates of deprivation in town, we have work to do to restore and look after our natural environment for future generations, our residents predominately need to leave town to earn a living, and there are some barriers to investment in town. Fab Feathy has not glossed over these challenges, however, we deliberately adopted a strengths-based attitude in our approach.

Overwhelmingly, throughout the process to develop this plan, Featherston people commented that our town is a great place in which to live, and on the potential Featherston has. Ultimately, what we want as a community is to fully realise the potential we can see Featherston is bursting with while retaining and enhancing what makes our town distinctive and great.

### **Community-Led Development in Featherston**

We have a wonderful tradition of community-led development in Featherston. The Fab Feathy project is about continuing this tradition, building on what is happening now and working together to create the future that the Featherston community wants.

Featherston has recently been selected for a five year community-led development programme partnership with DIA. Fab Feathy is facilitating this work on behalf of the Featherston community. We are working with the community to gather together local ideas and aspirations for our community and to support the community to shape these into community-led actions and outcomes. We do this through our community plan, and through resourcing the community to support the continuation of community-led development in Featherston.

### Five Core Principles of community-led development:

1. Shared local visions drive action and change
2. Using existing strengths and assets
3. Many people and groups working together
4. Building diverse and collaborative local leadership
5. Adaptive planning and action informed by outcomes

We propose that all these core principles of community-led development are key strategies to achieving your “Best and healthiest community partnerships pillar”.



The Featherston community is very excited about the opportunity that comes with partnering with DIA for community-led development.

The community identified that adequately resourced “coordination” as being fundamental to working together, and in partnership with others, towards the five aspirations outlined in its community plan Our Future Featherston.

To maximise on the opportunity the community is requesting funding from DIA to support community-based coordination for the full five-year period of the partnership agreement.

We are currently hiring Community-led Development Facilitator/s who will

- strengthen and establish relationships within the community and with stakeholders
- promote and increase the profile of the partnership and community-led development
- set-up processes and accountability/reporting systems;
- get community-led initiatives up and running.

We know from the experience of other communities that having paid dedicated resources to facilitate connections and communications and to broker, develop and maintain key relationships can accelerate progress and provide the level of consistency critical to maintaining community engagement and effort over the long term.

**To further support this process, which benefits both CLDP in Featherston, and supports the outcomes as identified in the LTP, this submission seeks future attendance by SWDC in community forums and networks, regular meetings with Fab Feathy, and the consideration of ongoing funding support to community led development staff.**

### 3. Conclusion

This submission encourages the Council to consult the Our Future Featherston: 1.0 Community Plan and engage with the community as the first step in any community development project or plan, including the proposed further spatial planning and key support to community groups that can most benefit from supported sustainable growth.

We look forward to seeing the South Wairarapa District Council investing into the established processes of community-led development in Featherston, to support the work done by the community, and work together to sustain the resourcing of community-led development into the future.

Fab Feathy looks forward to working in partnership with the Council in relation to any community development project or plan. We believe that a community-led development approach will result in better outcomes for both the Featherston community and the Council.

Fab Feathy.

[fabfeathy@outlook.co.nz](mailto:fabfeathy@outlook.co.nz)

<http://featherstoncommunity.org.nz/category/fab-feathy>

--Submitter Details--

Name: Richard Wards

Email Address:

--Ratepayer Details--

Ratepayer: Urban

Organisation:

Do you want to speak to your submission? No

Speaking preference:

--Rates Affordability--

Do you agree with the proposed overall average rates increase for the next 10 years, enabling the proposed expenditure outlined in this document? Disagree

If not what general rates increase do you support? 3% (inflation only)

Other:

If you ticked 'disagree' which activity areas do you think we should spend less on? Development of the new centre in Martinborough. Mayor's overseas travel.

--Future Growth and Development--

Select your preferred option: Option One

If you have any views on this project please comment below: The council needs to modernized, attract new staff and recognize that people who live in the area and commute are also important. Eg pool opening hours. These should be to 8pm in summer. And should open labour weekend and stay open until late March.

--Youth Training and Development--

Select your preferred option: Option One

If you have any views on this project please comment below:

--Promoting and Enhancing our District--

Select your preferred option: Option One

Option Three: Suggested expenditure:

If you have any views on this project please comment below:

Featherston should be made the hub for the South Wairarapa. It is the gateway and has the larger population.

--Infrastructure for Visitors--

Select your preferred option: Option One

If you have any views on this project please comment below: The featherston info centre should be funded, open 7 days a week from 9 to 5. The current volunteer system needs to be reviewed. Locals

should be encouraged to park on side streets and not the main St. Revans road by the royal should be blocked off and all martinborough traffic diverted through the centre of featherston.

--Sports Coordination--

Select your preferred option: Option One

If you have any views on this project please comment below:

Looking the gate to featherston rugby park and refusing for a key to be kept at FRFC is a breath of the health and safety at work act 2015. Recently an ambulance had to be called and we could not get the ambulance on to the parks grounds.

--Reducing Waste Going to Landfills--

a. Do you support provision of kerbside food waste collections?

No

b. Do you support provision of 240 litre wheelie bins for recycling? No

c. Do you support provision of an e-waste service at transfer stations or an advertised collection service scheduled throughout the year? Yes

d. Do you support provision of a recycling/recovery centre at a transfer station? Yes

These ideas are not mutually exclusive, you can support more than one. These ideas are not included in the current rates increase of 5.99% in year one. If you have any views on these ideas please comment below: There needs to be an open container at martinborough dump where people can put things for up cycling. It should not be against council rules for someone to up cycle an item from the dump. Saying this is a Health and safety issue is wrong and shows a lack of understanding of the legislation.

--Water Conservation--

Select your preferred option: Option Three

3. What other options would you like Council to investigate to conserve water in our district? Farmers being asked to be more considerate when watering during the heat of the day. Watering should be done morning, evening or night time. Not at noon when water evaporates at a higher rate.

If you have any views on these ideas please comment below: Why do we need a study for everything. Just ask another council what they have already done. Also if the council fixed leaks in a timely manner that would save water. Eg Churchill cres water leak for 6 weeks, 18 months on Waite street.

--Fees and Charges--

Do you have any comments about the proposed changes to fees and charges as outlined on page 14? Consent fees are outrageous.

\$900+ for minor works consent. It should be \$300.

--Grants--

If you are applying for a grant please complete the grant application form and attach:

--Other Feedback--

Please provide any other comments below: I do not see anywhere in the plan a way to manage the commuter growth. Where is the modernisation of the council? You want quality people to stand but your meetings are during they day? These should be.moved to evening.

Upload File:

Upload Additional File:

The results of this submission may be viewed at:

<http://www.swdc.govt.nz/node/1029/submission/1036>

**From:** Jack Millar  
**Sent:** Friday, 20 April 2018 3:14 p.m.  
**To:** Enquiries <[enquiries@swdc.govt.nz](mailto:enquiries@swdc.govt.nz)>  
**Subject:** Upgrading the skatepark

Hi my name is Jack I am 12 years old and I was wondering if we could upgrade the featherston skatepark as it was built along time ago add some cool new features to it if we can do this I can form up a group of us to plan up the upgrades and possible fundraise for it thanks Jack



To: Secretary, South Wairarapa DC

14 April 18

## **Submission to Long Term Plan 2018/2019**

Re: **The Featherston Domain/One Tree Reserve**

Relevance to the four pillars of the strategic plan:

1. Best care and use of **natural resources**
2. Best care and use of **assets and infrastructure**

### **Summary**

The Featherston Domain (the domain) welcomes all to Featherston and the southern Wairarapa from the Rimutakas. It is generally a verdant area of bush with trails comprising a combination of native and non-native flora and fauna.

As is apparent from the attached images, the majority of the domain is of a height that allows the significant 'One Tree' to be viewed, especially when approaching Featherston from the North and East. It is also apparent from the images that there is a block of trees that have been allowed to grow much taller than the remainder of trees on the domain.

These trees adversely impact the attractiveness and enjoyment of the domain for visitors to the southern Wairarapa and the local community. The trees, and in particular a specific coppice of wilding pines, impact upon the wellbeing of the residents of Featherston living in their shadow.

### **Submission**

1. Management of the block of trees on the domain, to be included in the Long Term Plan.
2. Immediate action to be taken regarding the coppice of wilding pines.

The submission is set out in two parts:

#### **1. The block of trees on the domain**

The block of trees, referred to in the summary, is visibly higher than the remainder of the domain. The rationale for this disparity is not known. It is believed that the development of Featherston, north of Renall Street, was a factor in the management of the remainder of the domain.

The trees impact on the natural resource that is the domain. The non-native nature of the majority of the trees in the featured block, has resulted in their foliage creating a dense canopy through which little natural light can penetrate. The forest floor is dark and dank and typically lacks any obvious life. The contrast with the remainder of the domain is readily noticeable if one walks the trail to the summit. When you leave the featured block of trees, the amount of natural light increases and the forest floor is more verdant. As a result, the latter section of the trail is more enjoyable, interesting and welcoming for visitors and the local community alike.

The height and density of the trees impacts on the local families that live in their shadow. The track of the sun, in this part of southern Wairarapa, is such that the sun rises over the main part

of Featherston, tracks across the domain, before setting behind the Rimutakas. During the autumn and, especially the winter months, the height and density of the featured block of trees has an impact on the available sunlight within the southern end of Featherston.

In brief, the local families that live on the west side of SH2, from the town perimeter to approximately Renall Street, are deprived of some or all of the available sunlight during the months that the sun tracks lower in the sky.

It is inevitable that due to the track of the sun there will be some compromise when living up against or close to the domain. Indeed, the amount of available sunlight varies from house to house due to positioning. However, a simple reduction in height and density of the featured block of trees on the domain would increase the available sunlight and improve the wellbeing of a number of the local families in this part of Featherston.

### **Requested action**

- a. South Wairarapa District Council accepts that the featured block of trees on the domain is detrimental to the best use of natural resources within Featherston and/or is negatively impacting upon the wellbeing of a proportion of the community of Featherston;
- b. South Wairarapa District Council commits to reducing the height and density of the block of trees on the domain as part of the Long Term Plan 2018/2019, in order to:
  - i. Improve the natural light to the floor of the domain; and
  - ii. Improve the availability of direct sunlight to local families so affected; and
  - iii. Improve the aesthetic of the domain in general, enhancing the district.

## **2. The coppice of wilding pines**

Within the featured block of trees on the domain is a loose circle of what appear to be wilding pine trees. There are 8 or 9 trees in the coppice. It is understood that the trees were originally planted some decades ago, as a local school project, but have not been 'managed' in any way. Left unchecked, the wilding pines have grown very tall and dominate the tree line of the featured block of trees. The attached images demonstrate the height of the coppice of trees, above and beyond the rest of the block.

Similar to the rest of the featured block of trees on the domain, the forest floor beneath the coppice is dark and dank because of the density of the canopy of pines and the acidic effect of the needles; the contrast with the rest of the domain, which enjoys more light because of the preponderance of native trees and plants, is stark.

As specified by DoC, wilding pines are an invasive weed; compete for space with native trees and plants; and can be visually intrusive in native forest areas. It is submitted that this coppice 'ticks all the boxes' set out by DoC. In addition, the height and density of the coppice is particularly responsible for the significant loss of direct sunlight, experienced by a proportion of Featherston residents, when the sun tracks lower in the sky during the autumn and winter months.

### **Requested action**

- a. South Wairarapa District Council accepts that the coppice of wilding pines is having a detrimental impact on the Featherston domain and/or is negatively impacting upon the well-being of a proportion of the community of Featherston;

- b. South Wairarapa District Council commits to the removal or vigorous thinning of the coppice in order to:
- i. Improve the natural light to the floor of the section of the domain; and
  - ii. Immediately improve the well-being of affected families during the autumn and winter months; and
  - iii. Rid the Featherston domain of some invasive species.
- c. South Wairarapa District Council commits to implementing this activity as soon as possible, preferably in the annual plan for 2018-2019. Alternatively, at the latest, within the annual plan for 2019-2020.

### **Costs**

To mitigate the costs of removal and disposal of the timber for the council, there appears to be a couple of options. One suggestion is that because the wilding pines were originally planted by a local school, disposal of the timber could be managed through a fund-raising activity, e.g. selling the timber as firewood. This approach would return the timber, or some benefits from it, to the local community or to council for redistribution.

### **Support for the submission**

The subject matter of this submission was raised with the Featherston Community Board at the March 2018 board meeting. It received the support of the Featherston Community Board; as set out in the attached letter dated 20 March 2018. We also attach signatures from local residents expressing their support.

Submitted by:

Mr Tim Wood & Ms Shelley Des Forges

37 Meadowbank Drive, Lower Hutt, Belmont, Wellington and 993 SH2 Featherston

Tel: 04 5665006 or mobile 022 1902 590 (Tim) 022 504 44 46 (Shelley) Email:

[blindsideno6@hotmail.com](mailto:blindsideno6@hotmail.com) or [shellsakabob@hotmail.com](mailto:shellsakabob@hotmail.com)

Attachments:

1. Collection of signatures from Featherston residents
2. Letter of support from Featherston Community Board



Picture 1: The unmanaged section of One Tree Reserve



Picture 2: The coppice of wilding pines, standing above the rest of the unmanaged section of One Tree Reserve.

Name	Address	Signature
Shelley Des Forges	37 Meadowbank Drive, Belmont & 993 SH2, Featherston	<i>Shelley Des Forges</i>
Tim Wood	37 Meadowbank Drive, Belmont & 993 SH2, Featherston	<i>Tim Wood</i>
Jane Chirnside	80 Cortina Ave, Johnsonville & 28 Johnston St, Featherston	<i>Jane Chirnside</i>

Jan Thurston	1 Ludlam St, Featherston	<i>J.M. Thurston</i>
Geoff Thurston	1 Ludlam St Fstr.	<i>Geoff Thurston</i>
James Harvey	2 Revans St	<i>James Harvey</i>
Nigel Brooks	5 Revans St	<i>Nigel Brooks</i>
Jane Whitfield	4 Revans St	<i>Jane Whitfield</i>
L. W. Roberts	9, RENALLS	<i>L. W. Roberts</i>
Jill Dunsen	14 Renall St	<i>Jill Dunsen</i>
H. C. A. Stewart	16 Kenace St	<i>H. C. A. Stewart</i>
Ross Herrick	18 Renall St	<i>Ross Herrick</i>
MAUREEN SCOTT	6 LUDLAM ST.	<i>M.A. Scott</i>
Megan Stanley	8 Ludlam St	<i>Megan Stanley</i>
Matthew St	8 Ludlam St	<i>Matthew St</i>
Thomas St	4 Ludlam St	<i>Thomas St</i>
Kate Peters	8 Renall St	<i>Kate Peters</i>
Robert McLean	8 Renall St	<i>Robert McLean</i>
Tony Puck	7 Renall St.	<i>Tony Puck</i>
Roddy McR	5 Revans St	<i>Roddy McR</i>
Brian Coxe	26 KENACE ST	<i>Brian Coxe</i>
Sheme Wallace	26 Renall St	<i>Sheme Wallace</i>
Solitaire Robertson	24 Renall Street	<i>Solitaire Robertson</i>
Mauri Rand	3 Brandon St	<i>Mauri Rand</i>
Sandra Wilton	1 Brandon St	<i>Sandra Wilton</i>
Brett Harrington	1 Brandon St	<i>B. Harrington</i>





## Featherston Community Board

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

20 March 2018

Tim Wood and Shelly Des Forges  
37 Meadowbank Drive  
Belmont  
Lower Hutt 5010

Dear Tim and Shelley

The Community Board wishes to acknowledge your proposed submission to Council's Long Term Plan and support your proposal for the maintenance of the domain/One Tree Reserve as presented to the Community Board on the 13 March 2018.

The Community Board supports the following options for the overgrown area within the Domain:

- a. Reducing the height (and density) of the section of the domain that is obviously greater in height than the rest of the domain in order to:
  - i. Improve the natural light to the floor of the domain; and
  - ii. Improve the availability of direct sunlight to local families so affected; and
  - iii. Improve the aesthetic of the domain in general.
- b. Reduce the height (and density) of the coppice of 8-9 wilding pine trees within the section in order to:
  - i. Improve the natural light to the floor of the section of the domain; and
  - ii. Immediately improve the availability of direct sunlight to local families during the autumn and winter months.

The Community Board notes that reductions in height of the domain have been undertaken previously to benefit other parts of Featherston.

Yours sincerely

Robyn Ramsden  
Chair, Featherston Community Board  
[robynjramsdn@gmail.com](mailto:robynjramsdn@gmail.com)

# SHARE YOUR VIEW ON OUR FUTURE

Feedback must be received by 4pm Monday 23 April 2018.

Please read the consultation document before providing your feedback. You can get your feedback to us in the following ways:

**EMAIL** ltp@swdc.govt.nz

**ONLINE** www.swdc.govt.nz

**FAX** (06) 306 9373

**BY POST**

South Wairarapa District Council  
PO Box 6  
Martinborough 5741

**IN PERSON** Drop this form to your local library or the Council office in Martinborough

Your name and feedback will be public documents. All other personal details will remain private.

**NAME** LESLEY CHRISTIAN

**POSTAL ADE** RI 1

**EMAIL** \_\_\_\_\_

**PHONE** \_\_\_\_\_

**RATEPAYER**  Urban  Rural  Commercial  Non ratepayer

**AGE:**  15-24  25-34  35-44  45-54  55-64  65+

Yes I/we would like to speak to this submission:

**SPEAKING PREFERENCE**  May 14th  May 15th

**Organisation:** \_\_\_\_\_

*(Only if authorised to submit on behalf of organisation, one submission per organisation)*

## Rates Affordability

Do you agree with the proposed overall average rates increase for the next 10 years, enabling the proposed expenditure outlined in this document?

Agree  Disagree

If not what general rates increase do you support?

3% (inflation only)  5 %  Other \_\_\_\_\_

If you ticked 'disagree' which activity areas do you think we should spend less on?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Future growth and development

**Option One:** Do you support Council's initiative to prepare a spatial plan for the South Wairarapa as outlined on page 4 of the Consultation Document? Cost: \$300,000 over 10 years. Impact on rates: 0.23% per annum increase; or

**Option Two:** Continue to allow growth in an unstructured way. This option would have no immediate impact on rates, but could result in higher rates in the future due to less efficient use of Council resources than could be achieved with planned development.

**Select your preferred option:**

Option One  Option Two

If you have any views on this project please comment below:

\_\_\_\_\_  
\_\_\_\_\_

## Youth training and development

**Option One:** Do you support Council's initiative to provide grants to support youth training and development and to provide recreational activities as outlined on page 5 of the Consultation Document? Cost: \$75,000 per annum. Impact on rates: 0.57% per annum increase; or

**Option Two:** Status quo with no impact on rates.

**Select your preferred option:**

Option One  Option Two

If you have any views on this project please comment below:

IT IS NO PART OF COUNCIL'S DUTIES TO BE INVOLVED DIRECTLY WITH THE POPULATION

## Promoting and enhancing our district

**Option One:** Do you support Council's initiative to promote and enhance our district as outlined on page 5 of the Consultation Document? Cost: 300,000 over 10 years. Impact on rates: 0.23% per annum increase; or

**Option Two:** Status quo with no impact on rates; or

**Option Three:** Proceed with annual expenditure at a level other than that proposed. Amount: \$ \_\_\_\_\_

**Select your preferred option:**

Option One  Option Two  Option Three

If you have any views on this project please comment below:

LOCAL GOVT HAS NEVER BEEN SUCCESSFUL AT THIS - LEAVE IT TO COMMERCE, THEY DO IT BETTER.

## Infrastructure for visitors

**Option One:** Do you support Council's initiative to provide more infrastructure for visitors (e.g. more public toilets, drinking fountains, motor caravan dumping stations, better rubbish and recycling facilities) as outlined on page 5 of the Consultation Document? Cost: \$50,000 per annum for 5 years. Impact on rates: 0.006% per annum increase; or

**Option Two:** Status quo with no impact on rates.

**Select your preferred option:**

Option One  Option Two

If you have any views on this project please comment below:

INFRASTRUCTURE IS THE COUNCIL'S RESPONSIBILITY, LET BUSINESS DO THE REST



## Sports coordination

**Option One:** Do you support central coordination of sport across the district as outlined on page 5 of the Consultation Document? Estimated cost of \$50,000 per annum (a further 0.38% per annum rates increase); or

**Option Two:** Status quo with no impact on rates.

Select your preferred option:

Option One  Option Two

If you have any views on this project please comment below:

"CENTRAL" COORDINATION OF SPORT HAS ALREADY DONE MORE HARM THAN GOOD.

## Reducing waste going to landfills

Council is considering the following changes, indicate which of the following you would support (costs not included in LTP budgets).

- A** Do you support provision of kerbside food waste collections? This service is estimated to cost \$73,000 per annum (a further 0.55% per annum rates increase). See page 6 of the Consultation Document for more detail.  
 Yes  No
- B** Do you support provision of 240 litre wheelie bins for recycling? This service is estimated to cost \$32,000 per annum (a further 0.24% per annum rates increase). See page 6 of the Consultation Document for more detail.  
 Yes  No
- C** Do you support provision of an e-waste service at transfer stations or an advertised collection service scheduled throughout the year? This service is estimated to cost \$7,000 per annum (a further 0.05% per annum rates increase). See page 6 of the Consultation Document for more detail.  
 Yes  No
- D** Do you support provision of a recycling/recovery centre at a transfer station? This service is estimated to cost \$14,000 per annum (a further 0.11% per annum rates increase). See page 6 of the Consultation Document for more detail.  
 Yes  No

These ideas are not mutually exclusive, you can support more than one. These ideas are not included in the current rates increase of 5.99% in year one.

If you have any views on these ideas please comment below:

IS PART OF COUNCIL'S CORE BUSINESS

Thanks for sharing your views and helping to shape South Wairarapa

## Water conservation

Council is considering ways to conserve water.

**Option One:** Do you support undertaking a feasibility study to investigate ways to reduce water usage or increase water storage? The study is estimated to cost \$50,000 (a further 0.38% per annum rates increase for the 2018/19 year only). See page 6 of the Consultation Document for more detail; or

**Option Two:** Do you support continuation of Council's current approach to water conservation i.e. encouraging users to reduce their water usage as outlined on page 6 of the Consultation Document?; or

**Option Three:** What other options would you like Council to investigate to conserve water in our district?

Select your preferred option:

Option One  Option Two  Option Three

**Option Three:**  
ENCOURAGE HOME OWNERS TO INSTALL RAIN WATER TANKS FOR GARDEN/OUTDOOR USE

If you have any views on these ideas please comment below:

## Fees and charges

Do you have any comments about the proposed changes to fees and charges as outlined on page 14 of the Consultation Document?

## Grants

If you are applying for a grant please complete the grant application form which is available on our website or at the addresses listed at the top of this form.

## Other feedback

Council would like to hear any other feedback you have in relation to the content of the Consultation Document or any of the LTP supporting information or anything you think needs to be included that is not.

Please provide any other comments below:

FEATHERSTON LIBRARY IS TOO SMALL. JOIN UP WITH THE OLD COURT HOUSE BUILDING TO DOUBLE THE SPACE.

(Continue on another sheet if required)



**Submission from Living Streets Aotearoa to South Wairarapa District Council on  
South Wairarapa long term plan 2018**

Contact person: **Ellen Blake / Celia Wade Brown**  
 Email: **wellington@livingstreets.org.nz**  
 Phone: **021 106 7139**  
 Date: **23 April 2018**

### **Submission**

Living Streets Aotearoa thanks the Council for this opportunity to submit on the long term plan. We would like to make these proposals additional to the letter sent from Living Streets on 25 March 2018.

Good pedestrian infrastructure, slower speeds, encouraged by good urban design, make towns and cities safer and more attractive and encourage visitors and residents alike to linger, enjoy and spend. Walking is people's favourite leisure activity so better connected suburbs and parks, footpaths and reserves will be popular with residents.

Living Streets have successfully lobbied Government for a Funding Assistance Rate for footpath maintenance, this will be included in the local roads maintenance class in the new GPS on Transport. This should relieve pressure on Council budgets and allow increased spending on pedestrian infrastructure with a matched Council contribution. There will also be available a Walk and cycle activity class for new initiatives to support more walkable places. Appropriate standards and design guides are available with the NZ Pedestrian Planning and Design Guide, RTS 14 for vision impaired pedestrians, and NZS 4212:2001 for accessible buildings.

Good data is the basis for good decisions and target setting. There is now an international standard for measuring walking that can assist in identifying and monitoring progress on walking initiatives <http://www.measuring-walking.org/>.

### **Walk to school**

Living Streets is concerned by the nationwide drop in the numbers of children walking to school. From 1989/90 to 2010-14 the numbers of 5 to 12 year-olds walking to school plummeted from

42% to 29% (MoT data). This is something we can take action on and a target in the long term plan to improve the walk to school mode share is important.

A school travel programme for every school in South Wairarapa would be a step in the right direction to get students more active, and there are some good models to show how this can be encouraged for rural schools, eg Fernridge School in Masterton. Improvements in physical and mental health and alertness of students and congestion would all improve with more walking to school.

Living Streets supports the retention of the Youth Grants to allow for appropriate initiatives that support younger people.

- Walk to school targets
- School travel programmes
- Youth training, development and recreation grant

### **Safer speeds**

Living Streets would like to see a reduction in speeds outside schools to 30 km hour. We also support the reduction in speeds on all roads to an appropriate safe design speed. Speed is a key factor in reducing road crashes and the impact of those crashes reduces with lower speeds.

- Slower speeds around schools
- Appropriate speeds for all roads

### **More accessible streets**

Living Streets sees the new GPS on Transport as an opportunity for South Wairarapa to improve accessibility on footpaths. For instance ensuring footpaths are smooth and all intersections have drop-down kerbs from the footpath to allow easy access for buggies and wheelchair users, and all drop-down kerbs have tactile markings for vision impaired people.

Walkway upgrades should be considered in light of the new GPS on Transport funding that will be available for footpath maintenance and walking programmes. Improvements to walkways will provide better connectivity, eg, Featherston's extensive walkway network,

More public seating should be provided in all towns to enable those with mobility issues to walk around being part of the community with appropriate rest stops.

- Drop down kerbs
- Tactile markings
- Public seating
- Walkway upgrades

### **Good subdivision design**

Living Streets would like to see all residential subdivisions in South Wairarapa have footpath on both sides of the road with at least 1.8metre width.

- Minimum standard footpaths for subdivisions
- Living Streets supports development of the Spatial Plan

### **Footpath maintenance**

The Infrastructure Plan should be adjusted to bring forward and take advantage of the expected additional funding available for footpath maintenance and development in the new GPS on Transport.

- Bring forward footpath developments

### **Greytown**

Providing a continuous dedicated pedestrian footpath along the east side of East Street near Greytown School would improve safety for students walking to school and help promote this active trip.

- Greytown school footpath

### **Featherston**

Improvements to the pedestrian crossings across SH 1 similar to the raised crossing design in Carterton would improve safety and amenity for pedestrians in this busy area.

### **Supporting public transport use**

South Wairarapa has train and bus services. Promoting use of these services reduces congestion on roads and is the safest way to travel. Living Streets would like to see audits around train stations and main bus stops to see what improvements can be made e.g. more shelters and seating, wayfinding signs and maps for visitors, timetable information, minimum footpath standards to access the stops.

[Community street reviews](#) are a useful cost effective tool to identify pedestrian improvements (such as those mentioned above) undertaken by users.

We would like to be heard in support of our submission.

### **About Living Streets**

Living Streets Aotearoa is New Zealand's national walking and pedestrian organisation, providing a positive voice for people on foot and working to promote walking friendly planning and development around the country. Our vision is "More people choosing to walk more often and enjoying public places".

The objectives of Living Streets Aotearoa are:

- to promote walking as a healthy, environmentally-friendly and universal means of transport and recreation
- to promote the social and economic benefits of pedestrian-friendly communities
- to work for improved access and conditions for walkers, pedestrians and runners including walking surfaces, traffic flows, speed and safety
- to advocate for greater representation of pedestrian concerns in national, regional and urban land use and transport planning.

For more information, please see: [www.livingstreets.org.nz](http://www.livingstreets.org.nz)

# FEATHERSTON COMMUNITY BOARD

28 AUGUST 2018

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## NOTICE OF MOTION GLYPHOSATE BASED HERBICIDE REASSESSMENT

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### Motion

I, Claire Bleakley, move that the Featherston Community Board:

1. *Receive the information.*
2. *Council to reconsider its use of glyphosate.*
3. *Write a report on the options to pesticide management.*

### 1. Supporting Material

Glyphosate is a commonly used herbicide around the parks, berms and roadsides in Featherston. In 2016 the International Agency for Cancer Research (IARC) declared that glyphosate was probable carcinogen and made it a 2A classification.

On the 10 August a ground breaking court case found that Dewayne Johnsons cancer (non-Hodgkins Lymphoma) has been caused by the use of the glyphosate based herbicides (GBH) Roundup Pro and Ranger Pro.

In light of these findings I ask the community board to ask that Council look at alternative ways to manage their open environment without the use of synthetic GBH herbicides.

### 2. Appendices

[1] Johnson vs Monsanto verdict  
<https://www.youtube.com/watch?v=um00x2EITWs>

[2] <http://publications.iarc.fr/Book-And-Report-Series/Iarc-Monographs-On-The-Evaluation-Of-Carcinogenic-Risks-To-Humans/Some-Organophosphate-Insecticides-And-Herbicides-2017>

# FEATHERSTON COMMUNITY BOARD

28 AUGUST 2018

## AGENDA ITEM 8.1

### CHAIRPERSON REPORT

#### **Purpose of Report**

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

#### **Recommendations**

The chairperson recommends that the Community Board:

1. *Receive the Chairpersons report.*
2. *Recommend that a generator plug be installed at the Anzac Hall.*
3. *Recommend that we allow the Featherston Medical Clinic to store boxes of non-perishable supplies in the Hall.*
4. *Recommend that a water tank of suitable size be installed at the Anzac Hall to collect rainwater for emergencies.*
5. *Recommend that grants will be accepted at every meeting.*

#### **1. Meetings and Events**

<b>Date</b>	<b>Past meetings or events</b>
18 July	SWDC representation meeting for CB's
24 July	Wairarapa Library Service Committee meeting
25 July	SWDC Infrastructure and Planning meeting
26 July	Featherston Community Centre AGM
28 July	WREMO Featherston Hub test activation
29 July	Fab Feathy Community Pot Luck
30 July	SWDC CB chair's meeting including DIA
1 August	Community Safety and Resilience Working Party meeting
4 August	Featherston Growers & Fab Feathy meet up
	Featherston Booktown Volunteers Thank you afternoon tea
8 August	SWDC Council meeting in Greytown
11 August	Railway Improvements & Fab Feathy
	Public Art in Featherston & Fab Feathy
14 August	FCB workshop
15 August	Follow up Railway Improvements meeting
	Meeting with Mayor Viv Napier

## **2. SWDC Community Board Chair's meeting**

This now semi regular meeting is now proving fruitful. We met with Winifred Mahowa from DIA and discussed funding for groups in our respective towns. We also discussed the following: shared Christmas Parade traffic plan costs, communications from SWDC, dog poo bins, swimming pools, playground budgets, possible shared purchases to make things cheaper specifically the traffic plans for Christmas parades, lighting, and cenotaphs.

## **3. Wairarapa Library Service**

Excellent meeting with actions that will improve our libraries service outcomes for all customers. We agreed that the Wairarapa Library Service will continue, that our MOU is fundamentally suitable and fit for purpose, we did agree that our Strategy needs updating as it is nearly 10 years out of date, and that the terms of reference need work. We also discussed the Featherston Library extension. Robyn and Helen will be meeting to discuss how to start.

Appendix 1: Letter from SWDC re: Library extension

Appendix 2: Cr Colenso report to Council

## **4. SWDC Infrastructure and Planning**

Street lighting presentation, current I&P programmes and projects, Cotter Street (Greytown) update, Council buildings assets & locations, update on Featherston's wastewater consent submissions, inorganic waste collection, water storage options.

I was distressed to hear that some members of the public have been abusive to staff and contractors over the inorganic waste collection. While I don't know in which town this was, I think we need to remember that staff and contractors are people and even if you disagree with them, they should still be treated with respect.

## **5. Civil Defence**

The Civil Defence test exercise was successfully held on Saturday 28 July. We had about 20 people, including a few children, attend and participate during the exercise. There was a mix of previous attendees and new people. I am confident that we will be able to run the Hub when needed. Attendees appreciated the afternoon tea. Mike King won the first aid kit sponsored by the Community Board.

There are some actions which require our attention:

1. The Anzac Hall needs to have a generator plug installed so that the hall can be hooked up to a generator,
2. The Anzac Hall needs its own water storage. This is to allow for use by the "hospital" if needed, by volunteers at the hub and by the wider Community who find themselves without water.
3. The Featherston Clinic has requested that they store some boxes of non-perishable medical supplies at the hall.
4. Access to the Hub room in the Anzac hall has still not being confirmed.

## **6. Community Board Chair's meeting**

This now semi regular meeting is now proving fruitful. We met with Winifred Mahowa from DIA and discussed funding for groups in our respective towns. We also discussed the following: shared Christmas Parade traffic plan costs, communications from SWDC, dog poo rubbish bins, swimming pools, playground budgets, possible shared purchases to make things cheaper, street lighting, and cenotaphs.

## **7. FCB Facebook Page**

The Featherston Community Board Facebook Page has **205 up 16 from 189** in the previous report. The page is primarily used for pushing out notices of meetings to the public and advertising our meetings.

Appendix 3: List of posts on the page between 17 July and 16 August.

## **8. Train Mosaic on Fitzherbert Street**

The Train Mosaic was uplifted on Friday 10 August. It is been held in the contractors yard to await the confirmation of an artist to repair the art work. It will then be relocated to outside the Fell Museum.

## **9. FCB Chair at 8 August Council meeting**

I attended about half of the August 8 Council meeting.

- Four people attended public participation: David Famularo, John Broeren, Catherine Rossiter-Stead, and Ra Smith.



- Cr. Lee Carter's motion on clear and transparent governance. While this motion failed it is clear that it has Councillors talking about the issue.
- Leigh Hay, Chair of the Council Logo and Branding Party, presented her report. The end result will be with us a long time, lets continue to engage with this process.

## **10. FCB workshop held on 14 August 2018**

Discussed: Welcomed Cr. Ross Vickery, Revan's Street proposal, Christmas Parade, Grants, Dog park.

Appendix 4: Workshop notes.

## **11. Appendices**

Appendix 1: Letter from SWDC to FCB re: Library expansion

Appendix 2: Cr. Pam Colenso's report on the Wairarapa Library Service

Appendix 3: List of posts on the page since the last Board Meeting

Appendix 4: FCB workshop notes from 14 August 2018

Written By: Robyn Ramsden, Chair Featherston Community Board

# **Appendix 1: Letter from SWDC to FCB re: Library expansion**

19 July 2018

Robyn Ramsden  
Chair  
Featherston Community Board  
3 Farrier Grove  
Featherston 5710

Dear Robyn

**2018/28 LTP FEATHERSTON LIBRARY FUNDING APPLICATION**

Your application for funding to extend the Featherston Library was reviewed at a Council meeting on 27 June 2018.

Council acknowledges concern about library size, noting that the building is no longer classified as an earthquake prone building.

Council has allocated \$10,000 in the 2018/19 year budget to fund a feasibility study to look at joining the information centre and the library.

Featherston Community Board will be invited to provide feedback on their vision for the library (scale and size) and to advise what public consultation may be necessary prior to undertaking the feasibility study. If the feasibility study indicates a suitable solution, funding would need to be provided in future budgets, or raised via grants or community fundraising.

You will receive a separate letter regarding the other parts of your submission.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Paul Crimp', written over a blue line.

Paul Crimp  
Chief Executive Officer

# **Appendix 2: Cr. Pam Colenso's report on the Wairarapa Library Service**














































**COUNCILLOR REPORT**  
**for**  
**South Wairarapa District Council Meeting**  
**Wednesday 8<sup>th</sup> August 2018**

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<b>Councillor's Name</b>	Pam Colenso
<b>Meeting – Date &amp; Venue</b>	Wairarapa Library Service 24 <sup>th</sup> July 2018 Carterton Events Centre meeting room
<b>Key issues from meeting</b>	Updating the MOU, TOR and Library Strategy
<b>Speakers</b>	None
<b>Specific item/s for Council consideration</b>	None
<b>General</b>	<p>A review of the WLS Library Strategy, Memorandum of Understand and Terms of Reference are to be reviewed at the next meeting. These were last reviewed in 2009 and are in need of updating. This will provide consistency across the 4 libraries.</p> <p>Martinborough Library will move to the Waihinga Centre in October and the opening of the Centre is being planned for November.</p> <p>Helen and Robyn are to work together regarding the feasibility study to look at a possible extension to the Featherston Library.</p> <p>Anne and Helen are going through the Library procedures to ensure there is consistency across each of the libraries.</p>
<b>Next Meeting</b>	28 <sup>th</sup> August 10.30am at Greytown

# **Appendix 3: List of posts on the page since the last Board Meeting**

Appendix #: Featherston Community Board Facebook page posts list

Notifications <span>1</span> <b>Insights</b> Publishing Tools   Promotions   Settings   Help <span>▼</span>							
03:00   06:00   09:00   15:00   18:00   21:00							
All posts published							
<span style="color: orange;">■</span> Reach: Organic/Paid <span>▼</span> <span style="color: blue;">■</span> Post clicks <span style="color: pink;">■</span> Reactions, comments & shares <span>▼</span>							
Published	Post	Type	Targeting	Reach <span>↑</span>	Engagement	Promote	
15/08/2018 18:44	 Nominations are now open for the 2019 New Zealander of the			128 <span style="color: orange;">■</span>	1 1	<a href="#">Boost Post</a>	
14/08/2018 11:31	 Our turn next! See you there.			73 <span style="color: orange;">■</span>	0 1	<a href="#">Boost Event</a>	
14/08/2018 09:23	 SWDC representation review. Have you say. Remember that			151 <span style="color: orange;">■</span>	14 2	<a href="#">Boost Post</a>	
13/08/2018 11:28	 We've got more work been done in Featherston.			174 <span style="color: orange;">■</span>	11 3	<a href="#">Boost Post</a>	
11/08/2018 19:17	 On Wednesday we received notice that the footpath to the			174 <span style="color: orange;">■</span>	78 21	<a href="#">Boost Post</a>	
09/08/2018 08:54	 Are you doing a creative project? Do you need funding?			103 <span style="color: orange;">■</span>	0 0	<a href="#">Boost Post</a>	
03/08/2018 18:03	 Are there any interested seniors who would like to attend?			33 <span style="color: orange;">■</span>	9 4	<a href="#">Boost Post</a>	
02/08/2018 12:25	 Featherston Community Board shared a post.			36 <span style="color: orange;">■</span>	3 0	<a href="#">Boost Post</a>	
02/08/2018 08:13	 Need funding?			36 <span style="color: orange;">■</span>	4 0	<a href="#">Boost Post</a>	
31/07/2018 12:06	 The gazebo is finished in Heritage colours. Thanks Paul			134 <span style="color: orange;">■</span>	8 18	<a href="#">Boost Post</a>	
31/07/2018 10:35	 Thanks Jane for running our test exercise. We've still got more to			52 <span style="color: orange;">■</span>	37 4	<a href="#">Boost Post</a>	
31/07/2018 10:01	 Featherston Community Board shared a post.			50 <span style="color: orange;">■</span>	0 0	<a href="#">Boost Post</a>	
30/07/2018 07:19	 Heraldry tells us a lot about a place. Now is our opportunity to			90 <span style="color: orange;">■</span>	1 2	<a href="#">Boost Post</a>	
26/07/2018 12:41	 Creative Communities Scheme Funding.			29 <span style="color: orange;">■</span>	0 0	<a href="#">Boost Post</a>	
26/07/2018 12:40	 The next Council meeting will be in Greytown.			71 <span style="color: orange;">■</span>	4 2		

26/07/2018 12:40		The next Council meeting will be in Greytown.			71		4 2		
25/07/2018 13:38		This Saturday we are having a civil defence hub exercise.			83		2 0		
25/07/2018 07:38		Hey Featherston! SWDC is changing their logo and they are			28		7 2		<a href="#">Boost Post</a>
24/07/2018 21:52		Featherston Venues for Hire Are you looking forward to Summer?			86		10 3		<a href="#">Boost Post</a>
23/07/2018 17:32		Featherston Community Board shared a post.			27		9 0		<a href="#">Boost Post</a>
21/07/2018 14:08		Wind warning for the South Wairarapa.			30		7 0		<a href="#">Boost Post</a>
20/07/2018 09:07		The gazebo in Cherry Tree Park is getting painted in heritage			354		61 44		<a href="#">Boost Post</a>
19/07/2018 14:26		Featherston Community Board shared a post.			32		2 0		<a href="#">Boost Post</a>
19/07/2018 12:30		Applications for the 2019 Winston Churchill Memorial			89		3 3		<a href="#">Boost Post</a>
19/07/2018 10:59		"The availability and quality of water in our catchment			85		3 2		<a href="#">Boost Post</a>
13/07/2018 15:25		Featherston Community Board shared a post.			44		9 1		<a href="#">Boost Post</a>



# **Appendix 4: FCB workshop notes from 14 August 2018**

FCB workshop on Tuesday 14 August 2018 7 pm

Present: Brenda, Ross, Mark, Robyn

Apologies: Colin

1. Welcome to Cr. Ross Vickery
2. Revan's Street closure proposal. A report from Council on this matter is expected for the Board meeting.
3. Christmas Parade. Working together with Greytown and Martinborough to get a joint traffic management plan. Discussion about who would run the Christmas parade this year.
4. Grants. Discussion on having applications every meeting. There is not a requirement that a group applying for a grant speak at the public participation. Robyn to put a motion to the Board on grant frequency. The grant applications need to be on the correct forms and in on time.
5. Dog park equipment. There is now a group who are meeting with Fab Feathy. Will see what comes from that.

19 July 2018

Featherston Community Board  
19 Kitchener Street  
Martinborough 5711  
robynjramsdn@gmail.com

Shed 39, 2 Fryatt Quay  
Pipitea, Wellington 6011  
PO Box 11646  
Manners Street  
Wellington 6142  
T 04 384 5708  
F 04 385 6960  
www.gw.govt.nz

Dear Robyn

### **Submission on the Greater Wellington Regional Council Long Term Plan 2018-28 and Revenue and Financing Policy**

Thank you for taking the opportunity to make a submission on our Long Term Plan 2018-28.

On 26 June Council met to discuss the feedback and agree the Plan. There was broad support from our communities for the proposals and we decided to fund a long-term solution for the Wairarapa rail line and Capital Connection, increased capability for the Wellington Region Emergency Management Office and continuing to lead the Water Wairarapa Project as proposed in the Consultation Document.

The Plan reflects our commitment to significant investment in our regional infrastructure to build the future of our region. We have made a commitment to:

- Transform our transport network and deliver substantial fare discounts for off peak travel, students and people with disabilities
- Complete major flood protection projects
- Ensure our regions water supply is resilient to major events
- Establish Whaitua Committees across the region with a strong emphasis of working in partnership with our community to improve freshwater quality.

We noted your concerns about the affordability of rates increases for Wairarapa communities. We appreciate the increase in rates in the Wairarapa are high this year, 33 percent on average for residential properties in South Wairarapa for example. This is influenced by property capital values, which can rise faster in one part of the region compared to another. This results in a greater share of the general rates being applied to the areas where values have risen. Typically capital values are adjusted every three years on a city or district level, and this year sees capital values adjusted in Wairarapa, where property values have increased between 23 percent and 25 percent on average.

However, we forecast over the next ten years that the average rates increase will be significantly lower – between one and six percent per annum for the following nine years for residential properties. Rates for an average value residential property in Wairarapa remain one third to one half of an average value residential property in Hutt City and Porirua.

### **Revenue and Financing Policy**

Alongside the Long Term Plan 2018-28, the Council also consulted on the Revenue and Financing Policy. Many of the submissions received covered both matters. After listening to our communities, we have changed how we propose to allocate rates across the region to fund our two largest areas of work, public transport and flood protection. While the principle of aligning benefits with costs is basically sound, the issue of affordability in several parts of the region weighed heavily on our final decision. We have made changes to ensure that rates paid are as fair and equitable across the region as possible. The changes we have made following consultation on the draft Policy are to:

#### *Flood protection*

- Retain the status quo – with 100% of the activity Understanding Flood Risk funded from the general rate, and up to 50% of the remaining flood protection work funded by general rate and the remainder by those affected

#### *Public transport*

- Reduce the CBD differential from 8 to 7
- Reduce the Business (excluding Wairarapa) differential from 1.5 to 1.4
- Reduce the differential Otaki residents with pay to 0.5 (the same as Wairarapa residents), in part due to the lower level of transport infrastructure in Otaki.

A longer transition period of six years was also agreed.

As a result, the average value South Wairarapa residential property will pay \$384 less in rates to Greater Wellington over the next ten years, compared to the initial proposal.

Thank you again for taking the opportunity to provide us with feedback.

Yours sincerely



**Chris Laidlaw**  
Chair

26 July 2018

Robyn Ramsden  
Chair  
Featherston Community Board

*robynjramsdend@gmail.com*

Dear Robyn

### **2018/28 LONG TERM PLAN SUBMISSION TO COUNCIL**

Thank you for your submission on Council's 2018/28 Long Term Plan.

As part of the LTP process Council consulted the community on a number of proposals. The proposals and decisions are detailed on the attached sheet.

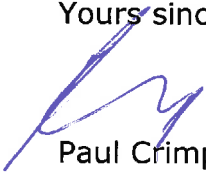
Council noted your comments and suggestions and responds as below:

- *Footbridge across drain from Harrison Street West and toilets accessible during sporting events:* Officers will look into the costs of providing foot bridges across the drain on Harrison Street West however some care would be required with design so they couldn't be used to take motorbikes onto the reserve. As part of event application process, officers liaise with event organisers to determine whether the toilets need to be opened up for the duration of each specific event. There is no budget to keep them open all day every day.
- *Basketball court/building repairs:* No leaks have been reported to officers - all leaks assumed to have been fixed by the replacement of the roof in 2016. We are looking for a suitable replacement wall lining for the main stadium - early indications are that this will require additional funding rather than being able to be done out of existing operating funds. Officers will come back to AP 2019/20 with a budget request for this and painting the building. Note that the building was constructed with an exterior that did not require a paint finish, and that painting it will create ongoing maintenance costs in future. This will need to be considered as part of the decision on whether or not to proceed with painting the building.
- *Pool maintenance:* A replacement pool water system is being researched and priced. The Toddler pool sunshade was in 2018/19 AP submissions and is being progressed in 2018. Noted that the fence is not attractive, however the higher priority is prevention of unauthorised access to the pool, including the ability of community/police patrols to be able to see through it into the pool complex.

- *Separate recycling bins:* This needs to be developed and costed over all areas as a contract addition and ratified by council.
- *Featherston street flag brackets replacement:* \$13,500 per town is the indicative budget for replacement of street flag brackets with FlagTrax-style system. This type of system is recommended as flags can be changed by a person standing on the ground rather than requiring costly work by a contractor with a cherry picker. Council agreed to this proposed change and to use the beautification budget for 50% of the cost with the remainder to come from the amenities capital budget.
- *Cycle network maintenance:* Cycling maps are currently being developed by the Wairarapa Trails group. With new funding available from NZTA the criteria will need to be looked at more stringently. The trails group proposal for a region-wide cycling coordinator and website would result in improvements in this area. Council has approved the SWDC contribution of \$11,368 to the Cycling Coordinator role.

Thank you again for taking the time to prepare your submission and for your interest in Council's plan for the 2018/28 period.

Yours sincerely



Paul Crimp  
Chief Executive Officer

# 2018/28 LONG TERM PLAN KEY INITIATIVES

SWDC published their Consultation document in March 2018 for the Long term plan for the ten year period commencing July 2018. The theme of this Long term plan is Kāinga Ora – Making South Wairarapa a great place to live. We received a record number of submissions to our LTP. It was great to see the community engaging in the long term planning process in this way. All submissions were reviewed by Council. Much of the feedback supported the proposed initiatives. Below is a summary of the outcomes of the consultation process.

## Future growth and development

Council adopted the proposal to prepare a spatial plan for the South Wairarapa district costing \$300,000 over 10 years.

There was strong support for this proposal.

## Water conservation

Council decided not to fund a feasibility study but agreed to put in place communication and education initiatives, with a view to consulting further in the 2019/20 Annual Plan.

Councillors were pleased with the level of community interest in water conservation in order to future proof our communities. Ruamahanga Whaitua findings and implications are now available and will provide essential information to feed into water use reduction options. Communication and education of home storage solutions is to be undertaken by Council.

## Youth training and development

Council adopted the proposal to allocate \$75,000 per annum for grants to support youth.

Councillors noted submissions supporting the proposal, and endorsing that youth are the future of our district. Council wanted to provide leadership by way of financial support to groups providing youth programmes.

## Reducing waste to Landfills

Based on submissions from ratepayers, Council supported the introduction of 240 litre recycling wheelie bins and e-waste disposal systems subject to satisfactory arrangements with the other Wairarapa councils. Masterton and Carterton District Councils have advised that they will also support these proposals.

Council also supported the idea of a recycling/recovery centre however as immediate rollout was not supported by the other Wairarapa councils this proposal will not be implemented this year.

A food waste collection was also supported by Council as collection could result in a significant reduction in waste going to landfills (40% of waste to landfills is food waste). This proposal was the least favoured waste reduction option consulted on and will not be implemented at this time. Instead, Council officers will be undertaking education and plan to work with suppliers and community groups to provide low cost composting bins to the community.

## Infrastructure for visitors

Council adopted the proposal to spend \$50,000 p.a. over 5 years to fund more infrastructure for visitors. There was strong support for this proposal.

## Sport coordination

Council did not adopt the proposal to fund a resource for central coordination of sport.

Many submitters see this as outside Council's role to become involved in this area.

## LTP submissions

Council received 182 submissions covering over 760 individual requests as part of the Long Term Plan (LTP) submission process. The Mayor and councillors heard a total of 67 verbal submissions.

A clear majority of submissions sought additional services or funding, and requests were assessed to ensure Council was collecting enough revenue to provide core services, maintain community assets and complete the infrastructure projects in the proposed timeline. The LTP indicates a total rates increase of 5.65% for the 2018/19 financial year and an average final rates increase of 2.31% over the ten years of the LTP. The percentage rates increase varies by individual property.

If you would like to review the decisions from other submitters, you will find the minutes from the hearings and deliberations meetings on our website <http://www.swdc.govt.nz/council-agenda-and-minutes-2018>.

## Promoting and enhancing our district

Council adopted the proposal to spend \$300,000 spread over 10 years to promote and enhance the district.

There was considerable support for this proposal.

## Featherston Community Board

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



2 August 2018

Practice Manager  
Featherston Medical Limited  
3 Clifford Square  
Featherston 5710

### LETTER OF SUPPORT

The Featherston Community Board fully endorse all funding applications made by the Featherston Medical Centre for the purpose of expanding the practice.

The Medical Centre's stated plans for expansion to increase the number of consultation rooms available for visiting specialists, nurse specialists, mental health counselling and addiction services, are all services that Featherston patrons desperately need locally. Currently patients seeking these types of additional services have to travel to Masterton, which can present a challenge for some patients. Household income is one of the most important indicators of socio-economic status. In Featherston, the 'lowest' quartile was the largest group in 2013, comprising 37.5% of households with income. The major determinates of health status are economic and social in origin.

The Community Board is aware that the practice is a privately run business, however the fact is that unless outside funding is sourced to help with the cost of providing larger much needed facilities for our community, the expansion would not happen due to cost.

Rural doctors and medical professional services can be challenging to secure. Enhanced facilities would help create a pleasant working environment for existing medical personnel and would help the practice promote their workplace positively when recruitment was needed.

Yours sincerely

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

Robyn Ramsden  
Featherston Community Board Chair  
[robynjramsdn@gmail.com](mailto:robynjramsdn@gmail.com)



## Featherston Community Board

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



2 August 2018

Mark King  
44 Harrison Street West  
Featherston

Dear Mark

### **LONE TREE HILL**

The Featherston Community Board appreciate you taking the time to present your concerns about track and other maintenance needed in the Featherston Domain on the 5 June 2018, we would like to provide you with an update on what has been happening behind the scenes.

It has now been ascertained that the entire Domain except a small long rectangle at the end of Renall Street is owned by Council.

The Featherston Community Board have acted on your behalf and have asked Council to make safety repairs to the stiles leading to the Domain and have made the following recommendation to Council:

#### **FCB RESOLVED (FCB 2018/66):**

1. To recommend to Council that now that it is known that Lone Tree Hill is Council owned land, that it be maintained under the Citycare maintenance contract.

Citycare have been engaged to provide basic maintenance to the Domain once a quarter and Council actions reports of downed branches as and when they are reported. Council has a relationship with periodic detention, and workers control vegetation control two – three times per year.

We look forward to working with Council to ensure a positive outcome for our community.

Yours sincerely

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

Robyn Ramsden  
Featherston Community Board Chair  
[robynjramsdn@gmail.com](mailto:robynjramsdn@gmail.com)

## Featherston Community Board

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



7 August 2018

Nicola Arnesen  
Greater Wellington Regional Council  
[Nicola.arnesen@gw.govt.nz](mailto:Nicola.arnesen@gw.govt.nz)

Kia Ora,

Now that the Featherston Waste Water Treatment Plant (FWWTP) consent application hearing dates have been set and the commissioners announced, I am writing to follow up on my previous request that the hearings be held in Featherston.

I notice that there are a large number of requests to speak. I believe that by having the hearings in Featherston it will show that the GWRC is engaging in good will with the Featherston community. That the Commissioners are willing to let submitters be heard.

Travelling to Masterton is a huge issue for people living in Featherston. Featherston is 45 min from Masterton by car, if you have one. Featherston is 45 min from Masterton by bus, but buses only leave Featherston at 6:30, 7:30, 9:28 and 10:35 and there is only three buses back in the afternoon. Only one train goes to Masterton in the morning at 9:21 which arrives at 10:01am. The transport options may exclude parents with school and kindergarten children as they will need to drop off and pick up their children and after school care is only available at one school.

We have suitable facilities in Featherston. The Anzac Hall is an excellent venue which has two sized large halls. The larger hall just having a new sound system installed. Quiet rooms are also available.

Featherston is also closer to Wellington than Masterton and we have some lovely accommodation available if the commissioners require it.

I noticed also that submissions are not going to be published on your website. It seems to me that submitters would benefit from what others have written. I believe that by publishing the submissions it will provide a clear and transparent environment moving forward.

Please feel free to contact me about any of these issues.

Kind Regards

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

Robyn Ramsden  
Chair, Featherston Community Board  
[robynjramsdn@gmail.com](mailto:robynjramsdn@gmail.com)