

FEATHERSTON COMMUNITY BOARD

Agenda 31 January 2017

Notice of a meeting to be held in Kiwi Hall, 62 Bell Street, Featherston on Tuesday 31 January 2017 commencing at 7.00pm.

MEMBERSHIP OF THE COMMUNITY BOARD

Brenda West (chair), Claire Bleakley, Robyn Ramsden, Mark Shepherd, Cr Dayle Harwood and Cr Colin Olds

PUBLIC BUSINESS

1. APOLOGIES:

2. CONFLICTS OF INTEREST:

3. PUBLIC PARTICIPATION:

- | | | |
|-----|---|------------------------------------|
| 3.1 | Jane Mills WREMO (Wellington Regional Emergency Management Office), Civil Defence update. | 7:00pm
Pages 1-54 |
| 3.2 | Jean McDowall, Featherston Camp Sculpture update. | 7:05pm |
| 3.3 | Mary Byrne, speaking on the amendments to the Health Bill as it contains changes regarding fluoridation that will impact Council. | 7:10pm |
| 3.4 | Warren Preiss, speaking on water fluoridation and the use of glyphosate in the community. | 7:15pm |

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 22 November 2016 | Pages 55-60 |
| | <i>Proposed Resolution: That the minutes of the Featherston Community Board meeting held on 22 November 2016 be confirmed as a true and correct record.</i> | |

6. CHIEF EXECUTIVE AND STAFF REPORTS:

- | | | |
|-----|---------------------|--------------------|
| 6.1 | Action Items Report | Pages 61-66 |
|-----|---------------------|--------------------|

6.2	Income and Expenditure Report	Pages 67-71
6.3	Officers' Report to Community Boards	Pages 72-108
6.4	Requests for Financial Assistance Report	Pages 109-110
6.5	Proposed Conditions for the Use of Featherston Town Square	Pages 111-126
6.6	LGNZ Community Board Conference May 2017 (to be tabled)	
7.	NOTICES OF MOTION:	
7.1	None advised	
8.	CHAIRPERSON'S REPORT	
8.1	Facebook Page Report	Pages 127-138
9.	MEMBER REPORTS (INFORMATION)	
10.	CORRESPONDENCE:	
	<i>Proposed Resolution: That the inwards and outwards correspondence be received.</i>	
10.1	Inwards	
	From Roz Harding to Suzanne Clark, Committee Secretary, dated 23 November 2016	Pages 139-140
	From Laraine Kerr, Card Reserve Artificial Surface Trust, to Brenda West, Featherston Community Board, dated 24 November 2016	Page 141
	From Kevin Tso, Victim Support to Brenda West, Featherston Community Board, dated 25 November 2016	Pages 142-146
	From Merle Adams to Brenda West, Featherston Community Board, dated 29 November 2016	Page 147-149
	From Marc van de Loo to Brenda West, Featherston Community Board, dated 17 December 2016	Page 150
10.2	Outwards	
	From Brenda West, Featherston Community Board, to Patsy Hughes dated 25 November 2016	Page 151
	From Helen McNaught, Amenities Manager to Roz Harding dated 14 December 2016	Page 152

Featherston Community Emergency Hub Guide

This Hub is a place for the community to coordinate your efforts to help each other during and after a disaster.

Objectives of the Community Emergency Hub are to:

- › Provide information so that your community knows how to help each other and stay safe.
- › Understand what is happening.
- › Solve problems using what your community has available.
- › Provide a safe gathering place for members of the community to support one another.



About this guide

If you would like a copy of the design file for your community please contact WREMO@GW.GOV.T.NZ



This guide provides information to help you set up and run the Community Emergency Hub. Take the time you need to set the Hub up properly, you don't have to open until you are ready.



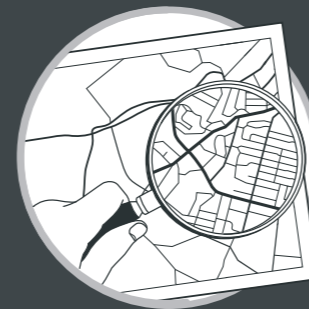
A quick start version is included in the kit along with this full guide to help get you started.



Adapt the ideas in this guide to suit the emergency, and the facility.



Please do not separate the pages from this guide. There are separate copies of the role-specific pages in the Hub kit.



This guide has been customised for your local Community Emergency Hub and your community. Where a community has gone through a Community Response Planning Process, there is more detail about how to solve local problems with the local resources available. In communities that have not yet been through this process, there are questions which may assist you in finding solutions.



Some posters are also included, which can be displayed for visitors to the Hub.

People working at the Hub have no legal powers to take resources from anyone, or force anyone to do anything. All usual laws still apply in an emergency.

Symbol reference guide



Repeat these actions after every aftershock or change in situation



Important information



Useful advice or information



Messages for the public



Use this guide to check off things as you complete them



Considerations for people with disabilities

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Hub objectives and the wider response

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Facility map

→ | [SEE PAGE 4](#)

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Working as a team

Getting organised and choosing roles

→ | [SEE PAGE 9](#)

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Setting up

How to make best use of the space you have

→ | [SEE PAGE 26](#)

4

Before you open

Making sure everyone understands what you are here to do

→ | [SEE PAGE 30](#)

5

Your community's response

Local ideas and solutions for challenges you may face

→ | [SEE PAGE 32](#)

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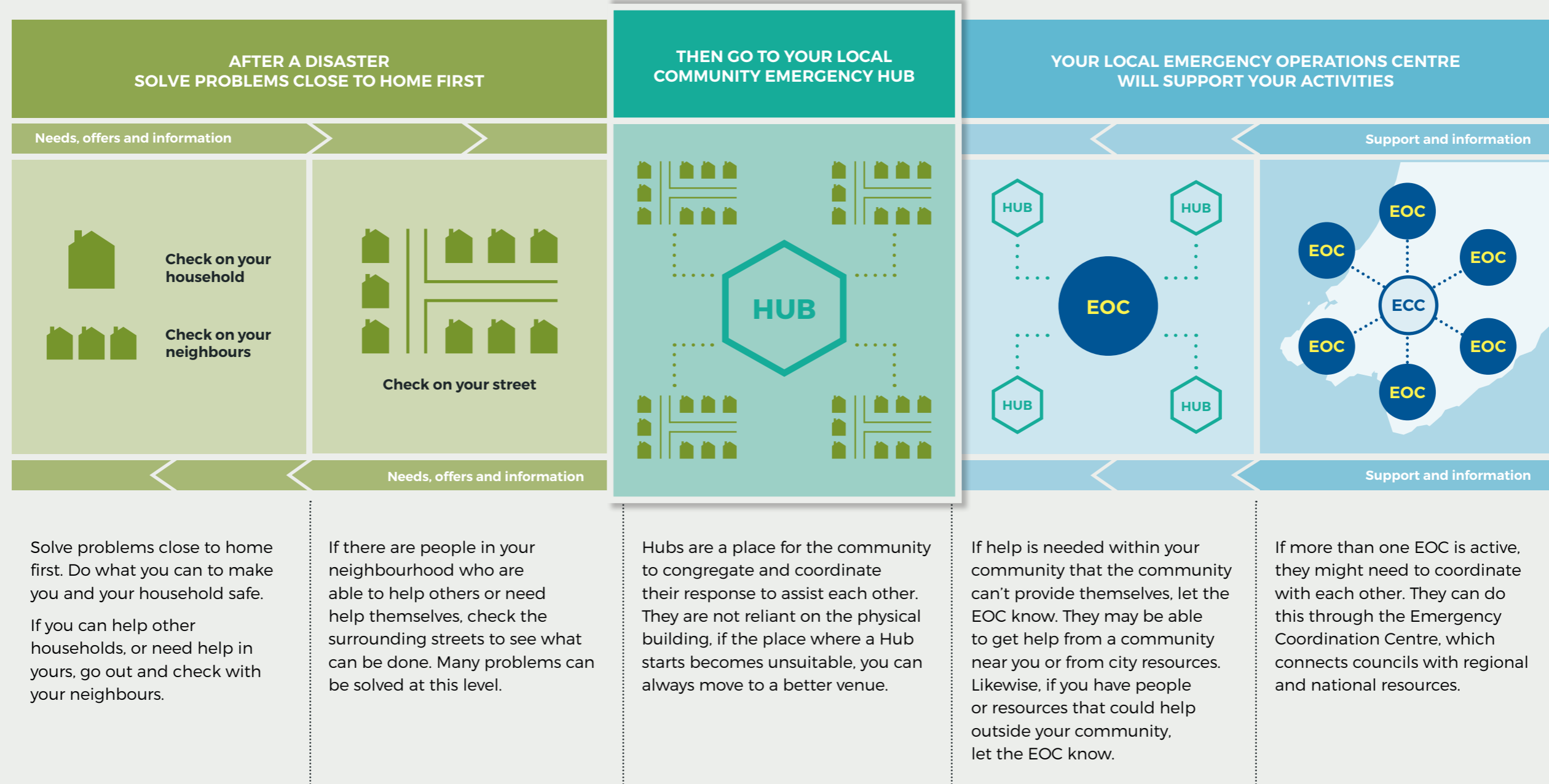
Thinking about recovery

Considerations for your community for the future

→ | [SEE PAGE 50](#)

Community Emergency Hub

During disasters, councils and emergency services aren't the only ones responding. Communities have many of the skills and resources needed to solve problems and help each other. Community Emergency Hubs are a way for people to work together to solve problems locally, while still coordinating with councils about really big problems.





Objectives of the Hub

The Community Emergency Hub is a place where the community can coordinate their efforts to help each other during a disaster.

-
- › Provide information so that your community knows how to help each other and stay safe.
-
- › Understand what is happening.
-
- › Solve problems using what your community has available.
-
- › Provide a safe gathering place for members of the community to support one another.
-

Providing the community with information helps everyone make informed decisions about how to help themselves, so even if you do not have the capacity to help in a more practical way, providing information is an important service.



Information about the wider response

Emergency and council services are likely to be overwhelmed during a disaster and may not be able to respond to every issue immediately. However, for life-threatening situations, still try phoning 111.

-
- › The Hub has a basic start-up kit consisting of an AM/FM radio, maps and a Civil Defence VHF radio that allows communication with the wider official response if phone lines are not working.
-
- › Other community support groups may also self-organise in your area, and the official response may come in, if needed. Work with them to make sure everyone in need is reached, the workload is shared, and the overall response is efficient and coordinated.
-
- › People working at the Hub have no legal powers to take resources from anyone, or force anyone to do anything. All laws still apply in an emergency.
-

Facility map

Please respect this facility and the contents inside. This is a privately owned property that has been offered to the community for disaster response.

1

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Check that the buildings are safe	7
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Accessing the Hub

For your safety, always work with other people.

Check that the environment around the facility is safe



Are there any potential hazards that present a health and safety risk?



Flooding or slips which threaten the facility

Fires nearby

Smell of gas or sewage

Exposed electrical wires

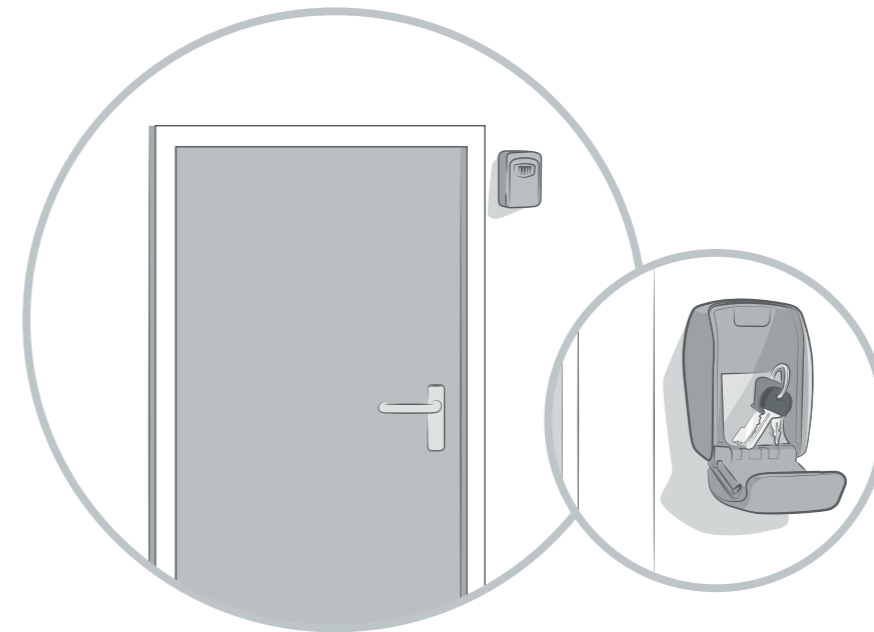
Is the facility in a tsunami evacuation zone?



If the area is not safe, find another location. Leave a note to say where you are relocating to, and why, to help keep others from harm. It could be written on a footpath in chalk, or left somewhere visible near the entrance to the building.

Locate keys

- › The location of the lockbox is marked on the Facility Map in this guide.
- › The lockbox holds the facility key and alarm code (if applicable).
- › Other people in the community may have keys for the facility, such as the building owner, staff, Board of Trustees, or neighbours.

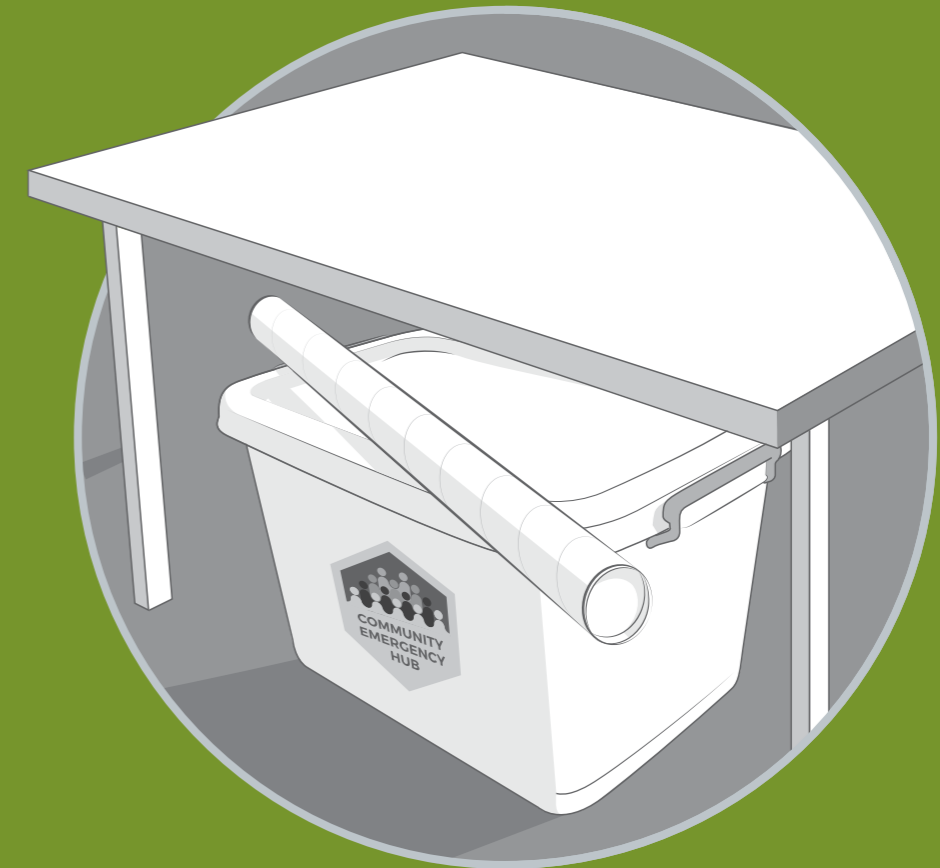


Check that the buildings are safe

- › Check the outside and inside of the buildings to make sure they are safe enough to use. Does there appear to be any structural damage?
- › When you get inside, look for hazards that might not have been visible from outside the buildings.



If there are any concerns, find another location. Leave a note to say where you are relocating to, and why, to help keep others from harm. It could be written on a footpath in chalk, or left somewhere visible on a building.



Locate the Community Emergency Hub kit

The location of the kit is marked on the Facility Map in this guide.

You are looking for a plastic tub and a cardboard tube.

If the kit is damaged or you cannot get to it safely, find alternative or additional equipment from within your community.

The Hub kit contains:

- › A copy of this guide
- › Civil Defence VHF radio
- › Stationery
- › AM/FM radio
- › Maps

Identify a safe working space

Keep in mind:

- › The facility needs to be easily accessible - remember some people may be in wheelchairs, have buggies/pushchairs, or have limited mobility.
- › The Hub may need to increase or decrease in size during the time it is open, depending on the community's needs.
- › Somewhere with extra rooms or additional buildings nearby will be useful if you have many people coming to the Hub.
- › If the radio is required, this will need a quiet room away from the public.

Clean up



Tidy up the rooms you plan to use to make them safe to work in.

Clean up rubbish and broken items

Move furniture to free up space

Secure any items that might fall in aftershocks



Ensure the space is accessible by everyone, keep walkways clear and consider those with mobility and visual difficulties.



If more people come to the Hub while you are setting up, encourage them to help, if they can.



2

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Working as a team

Bring everyone together

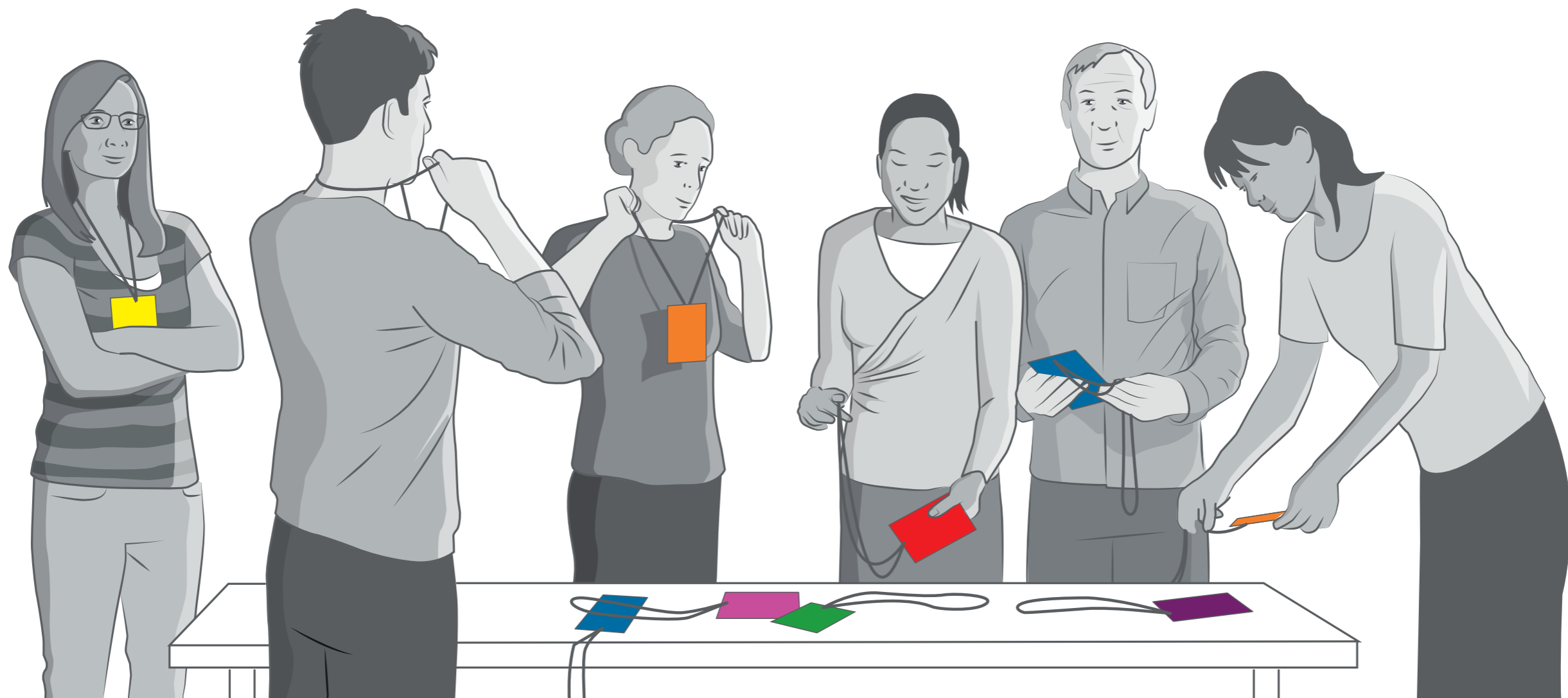
Once you have tidied up the available spaces, but before you start setting up tables and noticeboards, gather together everyone available to help run the Hub to talk about what you are actually there to do and achieve.

The Community Emergency Hub is a place where the community can coordinate their efforts to help each other during a disaster.

You are here to:

- › Provide information to the public so that the community knows how to help each other and stay safe.
- › Understand what is happening by gathering information.
- › Solve problems using the resources and skills available in the community.
- › Provide a safe gathering place for members of the community to support one another.

Providing the community with information helps everyone make informed decisions about how to help themselves. Even if you do not have the capacity to help in a more practical way, providing information is an important service.



Appoint a Hub Supervisor

Appoint someone in the group to be the initial Hub Supervisor. It is important to have someone looking at the big picture of what you are trying to achieve. Consider both the immediate needs and potential assets in your community as well as what the anticipated challenges might be in the days to come.

Remember that you are forming a team. While it is useful to have one person overseeing the Hub, decisions should be made as a group and must be inclusive of newcomers who want to help.

The Supervisor may change as numbers grow and someone with more experience is collectively agreed on.

★ Make sure everyone knows who the Supervisor is and that they are easily identifiable.

Assign roles

Each of the following roles should be assigned. If there are more roles than people available to help some people may have two or more roles. Information on each of these roles can be found on the following pages.

- Hub Supervisor**
 - Information Coordination**
 - Public Information**
 - Reception**
 - Needs and Offers
 - Community Space
 - Communications
 - Facility Maintenance
- } These roles are priority positions and should be filled first if you have limited people.

Role lanyards

Lanyards for each of the key roles are included in the Community Emergency Hub kit. These hang around the neck of the volunteers responsible for that position.

The lanyards have the position titles on the front to identify the role to other people in the Hub. The lanyards also include a list of tasks on the back to remind the person of what tasks they need to do in that role.

HUB SUPERVISOR

I am responsible for:

- Overseeing everything happening in the Hub to ensure it runs smoothly, efficiently, and meets its objectives.
- Making sure that basic needs are addressed.
- Ensuring that everyone volunteering to work in the Hub is cared for.

COMMUNITY EMERGENCY HUB

HUB SUPERVISOR RESPONSIBILITIES

- Oversee the running of the Hub.
- Ensure everyone has what they need to do their job.
- Organise regular team meetings and ensure that the Hub staff work as a team.
- Keep records of all major decisions that are made.
- Work with any media that show up.
- Ensure all staff have regular and adequate breaks, and are fed and hydrated.
- Create a roster for people working in the Hub.
- Close the Hub at the end of each day.
- Close the Hub when the community no longer needs it.

Hub Supervisor

The Hub Supervisor oversees all activities in the Community Emergency Hub to make sure the objectives are being met and ensure the Hub runs safely, smoothly and efficiently.

This includes making sure all the jobs are being done, that basic needs are addressed, and significant decisions are discussed and agreed with the wider team. The Hub Supervisor may need extra help to achieve these objectives, depending on the size and duration of the emergency, so may need to allocate extra people to help oversee the running of the Hub.

Tasks:

Oversee the running of the Hub

- › Make sure roles are allocated, decisions are made by the wider team, and people or groups aren't working in isolation.

Make sure everyone has what they need to do their job

- › If they need more tables and chairs, etc., talk to the Facility Maintenance person. If they need more people to help with a task, ask if there are other members of the community willing to help.

Organise regular team meetings

- › Make sure that the Hub staff work as a team.

Keep records of all major decisions that are made

- › Others may need your records to understand what has happened and what has been done about it. This is useful for shift change-over.

Make sure everyone takes regular and adequate breaks and are fed and hydrated

- › If people don't look after their own needs they are more likely to suffer stress. If someone is finding the work stressful or looks stressed, they should consider changing roles, taking a break or going home.

Create a roster for people working in the Hub

- › Consider the daily opening hours, the length of time it will be open and make a roster. Ensure no one works for too long and everyone has opportunities to take breaks and rest.

Close the Hub overnight when appropriate

- › Make sure all equipment is locked up securely.
- › Use signage to say that the Hub is closed and when it will reopen.
- › Advise the Emergency Operations Centre (EOC) that the Hub has closed for the night and when it will reopen.

Close the Hub when the community no longer needs it

- › It is important that the following happens:
 - Use signage to tell the community that the Hub will no longer open, and provide information on where they can go to find assistance, e.g. a council-run facility.
 - Advise the Emergency Operations Centre (EOC) you are closing.
 - Clean up all areas. Return any moved furniture and equipment.
 - Collect together all of the records for the event and leave them in the Hub container for collection. The Emergency Operations Centre (EOC) may need them for analysis.

Work with any media that show up

The media can be a useful resource for sharing information with the wider community.

- › The sort of information you can provide:
 - Anything they can see (such as we are open, weather conditions).
 - General information (such as we are really busy, we are quiet, we have had lots of offers of community help).
 - Public information you have received from the Emergency Operations Centre (EOC).
- › Do NOT provide:
 - Personal information (people's names, addresses, etc.).
 - Any private or confidential information you have received.
 - Details of any deaths or injuries.
 - Addresses of evacuated homes.



The group of people in our community with impairments is wide and diverse. In fact, one in five people in New Zealand has some form of impairment. These include hearing, vision, physical, mobility or cognitive impairments. Ensure that the Hub caters for these different needs so that nobody is left behind. Make sure that all public information messages, signage and directions are clear and easy to read. Ensure the Hub is easy to get around for those with mobility challenges.

Legal Information

If there is a life-threatening situation saving life is the priority, even in an emergency the law and usual rules still apply.

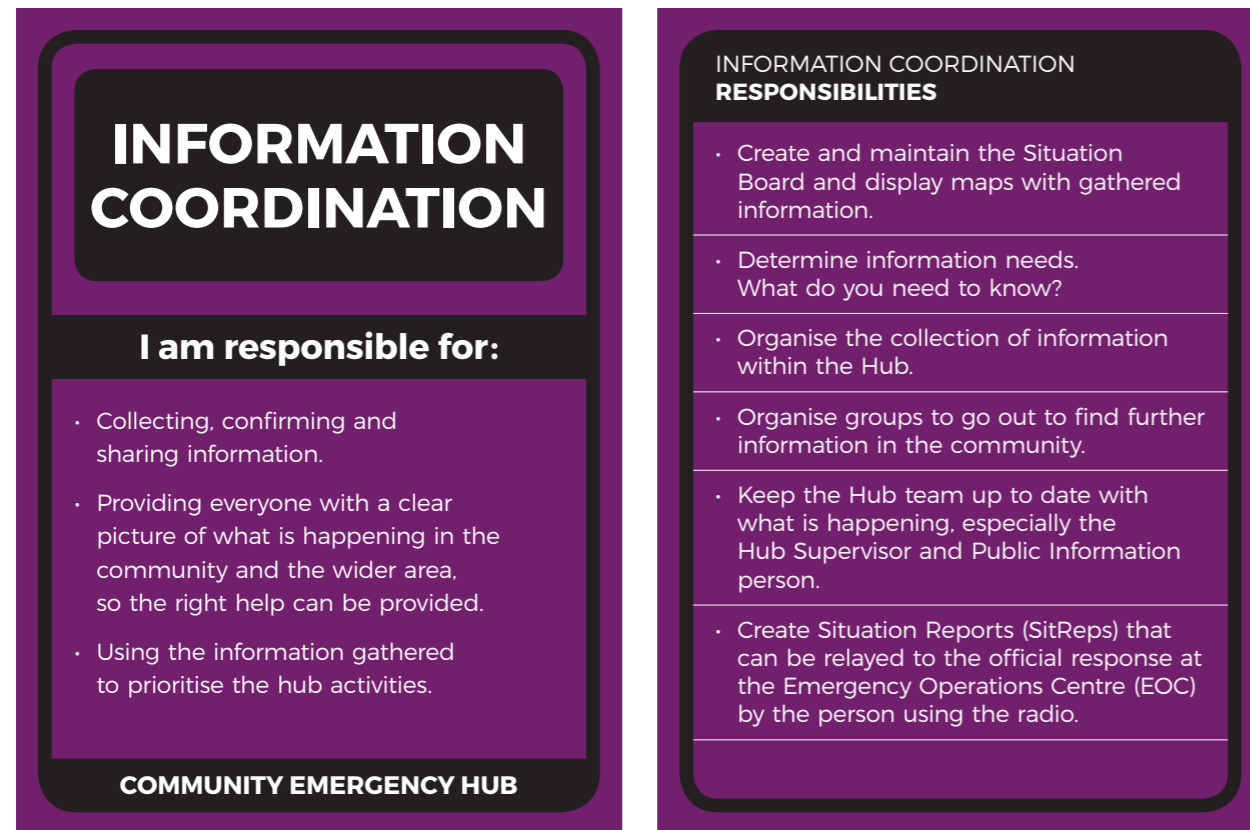
If a State of Emergency is declared, it allows the Regional and Local Controllers (local government) to have the legal ability to prioritise needs, and direct or restrict resources and activities. This may include recognised groups or organisations being given authority to do specific tasks or acquire specific resources to help the community. These instructions will come directly from the Emergency Operations Centre (EOC). Make sure you keep a record of them.



If you do not have any special legal powers in your normal life, you don't have any in a State of Emergency either.



If you come across any information that could affect the community, the running of the Hub or the wider response to the emergency, pass it on to the Information Coordination team.



Information Coordination

To know what help is needed and where, you need to know what is happening in your community.

The Information Coordination person or team coordinates all the information coming into the Hub. They collect, display and try to confirm this information to present a clear picture of what is happening in the community. This information can then be used to prioritise help where it is needed the most.

Information needs to be gathered from any sources available, including people coming into the Hub, and displayed for the Hub team to work with. Some information will be displayed on a Situation Board to build the overall picture, some will be displayed for the public, and some information will need to be communicated back to the Emergency Operations Centre (EOC).

Tasks:

Create and maintain the Situation Board

- › Use materials from the kit and other available resources (whiteboards, sheets of paper, pens, tape, etc.). Use big headings to organise the space.
- › Display the maps from the Community Emergency Hub kit on the walls or a table.
- › Information for the board and maps should include:
 - Known hazards (e.g. slips, liquefaction areas, flooding, contamination or other at risk areas)
 - Status of lifelines (tap water, wastewater, stormwater, power, gas, telecommunications, road and rail networks)
 - Latest weather reports (if available and relevant)
- › Clearly mark if information isn't confirmed.

Write down what type of information you want to know

- › There may be information that you don't have but which would be useful. Brainstorm what this information is and where you could find out.
- › What information would help you know what's happening? For example, if a specific bridge is flooded or a road is open.
- › Are there areas of the community you haven't heard from? If possible, try and check in on these areas. Even if they don't need help, they may not have known about the Hub and may be able to offer help.

Organise someone to collect information from people as they arrive

- › When appropriate, ask new arrivals:
 - where they have come from and what is happening in their area
 - what they saw on the way to the Hub
- › This can be as simple as asking questions like "What street did you come from? What was going on there? Does anyone there need help?" etc.



Suggested Situation Board layout

- › **Date & Time** › When did you find out about it?
- › **Location** › Where is it? Record an address if possible.
- › **What's happening** › Brief summary of issue or information reported.
- › **Our response** › What you have done or plan to do about it, and who is taking care of it?
- › **Priority / Completed** › Lots of things may feel important, what needs to happen first? Mark when completed.

Date Time	Location	What's Happening	Our Response	Priority / Completed
14/1 11:39am	Kowhai Rd	Report that Kowhai Rd bridge looks damaged	Note down for status report to EOC. Advise community to avoid use (Public Info board)	Urgent ✓
11:51pm		First volunteer teams sent out for door knocking northern suburbs	Refer to map for locations. First report due from team 2pm	On going
11:33pm	15 Rangview Ave	House on fire	Sent Community Patrol to check everyone is out 11:50am. All out	Urgent
12:53pm	Pine Medical Centre	Report: Pine Medical Centre CLOSED, use Mill Medical Centre	Advise community to go to Mill Medical Centre if need help (Public Info board) Advise Reception	Not Urgent
2:34pm	Palm St	Palm Ville Rest Home needs help clearing debris	Send volunteers to help clear debris	Not Urgent
2:46pm	Cat Cres	Vet is open for people needing first aid	Display on Public Info Board Advise Reception	✓
15/1 8:10am		Blocked roads - Tan St, Marine Dr, Pond Ln, Dart St, Tin St	Note down for status report to EOC. Advise Public Info board	On going

Finding more information

- › If you haven't been provided with enough information, you will need to send out people to find or confirm that information for you.
- › What further assistance do you need? A group from the Hub can walk or drive around the community to find out what you need to know. Consider using already established groups to gather information.
 - Neighbourhood Support or similar groups could collate information from their streets.
 - Does your area have a Community Patrol, or a 4WD club for accessing hard-to-reach areas? Groups like these may have vehicles and radio communications, which could be useful.
- › Plan where these groups will be going and arrange a time that they will be due back. People should not go out by themselves. It is safer to go in a group.
- › Use mobile phones or portable radios to remain in contact with the Hub if possible. Liaise with the Communications team so they know what teams have gone where, and how to stay in touch.

Hub Status Report

The Hub Status Report is a way of keeping the Emergency Operations Centre up to date about what is happening in your community, as well as requesting further assistance. Send an initial Status Report as soon as practicable to advise that you are open, and then update approximately every four hours, or as requested by the Emergency Operations Centre.

The Emergency Operations Centre will want to know about power and water outages, main roads that are blocked, buildings with significant damage, people injured, and other major impacts. They are primarily interested in the challenges your community cannot deal with yourselves and extra assistance you need.

There is a separate information sheet in the Hub kit with contact details for the local Emergency Operations Centre and an outline of the Hub Status Report.



Public Information

Information and advice help community members understand what has happened and how they can look after themselves.

The Public Information Board is the main display of new and important information that the community can use.

Some people may only come to the Hub for information, so the Public Information Board should be visible, close to the entrance of the Hub, and be updated regularly.

Examples of important information include:

- › Known hazards (e.g. evacuation zones, liquefaction areas, slips, flooded or at risk areas, contaminated water).
- › Latest weather reports as available.
- › Status of tap water, wastewater (sewerage), stormwater, power, gas, telecommunications, transport networks including main and local roads, rail, etc.
- › Key safety messages and advice (e.g. stay away from coastal areas or flood waters, boil water).

The Public Information person or team is responsible for maintaining the Public Information Board with relevant up-to-date information and advice. Make sure information has been confirmed as accurate.

Tasks:

Put up the posters

- › Put up posters (found in Hub kit) in the appropriate places around the Hub.

Work with the Information Coordination team

- › Work with the Information Coordination team to identify information that would be of interest to the public.

Position the Public Information Board somewhere clearly visible to people coming into the center, such as near the entrance

- › The board should be out of the way enough that people reading it don't obstruct others.
- › Make sure the Public Information Board is protected from rain and wind, and if possible out of direct sun.

Update the Public Information Board as new information becomes available from official updates and what is known to be happening in the community

- › Mark each piece of information with the time and date so people know how old the information is.
- › Write clearly to make sure it is easy to read. Use large print and a dark marker.
- › If information isn't confirmed, either don't put it up, or clearly state that it hasn't been confirmed.



Make sure that all messages on the Public Information Board are in large font, clear and easy to read for those that may have vision difficulties.

Work with any media that show up

- › The media can be a useful resource for sharing information with the wider community. The sort of information you can provide:
 - Anything they can see (such as we are open, weather conditions).
 - General information (such as we are really busy, we are quiet, we have had lots of offers of community help).
 - Public information you have received from the Emergency Operations Centre (EOC).
- › Do NOT provide:
 - Personal information (people's names, addresses, etc.).
 - Any private or confidential information you have received.
 - Details of any deaths or injuries.
 - Addresses of evacuated homes.
- › Direct the media to the Hub Supervisor if you are unsure.



If you come across any information that could affect the community, the running of the Hub, or the wider response to the emergency, pass it on to the Information Coordination team.



NEEDS AND OFFERS

I am responsible for:

- Linking up needs and offers – linking people in need of assistance with other people who are able to offer help.
- Updating the Needs and Offers board to link up problems with solutions.

COMMUNITY EMERGENCY HUB

NEEDS & OFFERS RESPONSIBILITIES

- Address all life-threatening needs immediately.
- Set up display boards for Needs and Offers.
- All Needs and Offers posted on the boards need to have:
 - Date & time
 - A clear description of what is needed
 - Name and contact details of the person or organisation posting the message
- Check the new offers or requests for assistance to see whether an existing need or offer matches.
- Display new requests for assistance (Needs) on the board.
- Remove requests when the need has been matched with an offer.
- Display new offers of assistance (Offers) on the board.
- Remove offers when they have been used up or are no longer available.

Some communities have already done some prior planning around these problems, as part of their local Community Response Planning process, and potential solutions and offers from key organisations are included in Section 5 - Your community's response. For those areas that haven't been through this process, that section includes questions, which may help you find local solutions.

The Needs and Offers Boards

The Needs and Offers Boards are a tool for managing and tracking what the community needs, what offers of assistance have been made by individuals or organisations, and matching them up when a solution presents itself.

People in need of assistance go to the Needs Board and people who have a resource or skill go to the Offers Board. The people managing the boards match up the needs with the offers of assistance coming from the community. For example, people needing accommodation are matched with people offering spare rooms in their house.

Someone will need to manage these boards, and might need extra assistance depending on the scale and duration of the event.

Needs and Offers

One of the objectives of the Hub is to solve problems using the resources and skills the community has available – meeting people's needs with the community's offers of assistance.

There are some fundamental basic needs common to every disaster that will need to be addressed. Preservation of life is the highest priority, including rescue and medical attention to those who are injured, and checking on people to make sure they are safe. The other basic needs are shelter, water, food, and sanitation. You may also need to deal with the wellbeing of pets or livestock, and other issues that may come up.



Tasks:

Address all life-threatening needs immediately

- › Attempt to contact the emergency services by phoning 111.
- › Make sure the Hub Supervisor is advised as soon as possible.
- › Pass the information to the Emergency Operations Centre through the communications team.

Set up display boards for Needs and Offers

- › Set up display boards near the entrance to the Hub marked “Offers” and “Needs”. You may also need tables to make it easier to collect and write requests and offers.

Use notes to record and display community offers and requests for assistance

- › Make sure people record:
 - Date & time (especially if the offer or need expires – e.g. a place to stay until Monday).
 - Name and contact details of the person or organisation posting the message, or where to find them.
 - A clear description of what is needed or what is offered.

Match offers with requests for assistance

- › Check the new offers or requests for assistance to see whether you know of an existing need or offer that matches.

Display requests for assistance (Needs) or offers of assistance (Offers) on the boards

- › Group Needs by themes such as labour required, accommodation, clean-up equipment etc.
- › Group Offers by themes such as equipment, manual labour, shelter, food, water, etc.

Keep the boards up to date

- › Remove requests when the need has been matched with an offer.
- › Note how the problem was solved, it may be useful again. Do not destroy completed notes, keep them for the Hub records.
- › Remove offers when they have been used up or are no longer available.

Significant Offers or Needs

- › In some cases offers may be large (e.g. from a supermarket) or be a critical resource or skill needed by many.
- › Requests for assistance could also be large or life-threatening (e.g. people needing rescue). These requests should be forwarded to the Hub Supervisor to make sure the community response is coordinated and the Emergency Operations Centre is informed.



If you come across any information that could affect the community, the running of the Hub, or the wider response to the emergency, pass it on to the Information Coordination team.



Community Space

People may want to be at the Hub for many reasons. People will be there because they have a specific need, can offer assistance, or are wanting information, others may just want general support, comfort or company at a time of stress. The Community Space is a dedicated place where people can seek company, wait for help or resources, or hang out until needed.

Tasks:

Set up the Community Space

- › Have the Community Space as near to the rest of the Hub as possible. Ideally it will be a quiet space in a separate room away from the information boards. This could include the corner of a large space such as school hall or community centre.
- › Make sure that the space has seating and is accessible to people with mobility impairments.

Put up clear signage

- › Put up clear signage so people can find their way to the Community Space.

Be visible so people know who to approach if they need information or assistance

- › Wear the lanyard or use some other form of identification.

If anyone appears distressed, comfort them as you would a distressed friend, but avoid counselling them (don't try to talk them into being happier)

- › A guide on providing comfort is on the next page.

Set out refreshments

- › If refreshments are available, set them out and keep the area tidy so people can help themselves.

Keep a record

- › Keep a record of any key actions or decisions you or your team makes.

With all the excitement taking place during an emergency, the needs of people who are directly affected can sometimes be overlooked. A smile goes a long way in stressful situations. Treat people how you would want to be treated yourself.

Providing comfort

While working in the Hub you should only provide comfort, do not attempt to counsel unless qualified to do so. You can provide comfort to people by listening to them, giving them information about the situation and helping them with their practical needs. It is important to provide an environment where affected people can maintain their dignity while receiving assistance.

When providing comfort, it is important that you:

- › Help people feel in control of themselves by letting them make their own decisions.
- › Help them recover their composure in their own way and in their own time. Often it is best to stay quietly with them until the emotion subsides.
- › Listen respectfully to everything they say, show it is important to you and that you wish to understand them.
- › Encourage them to think about who else they can get support from.
- › Take note of what people need; they may not be able to express or ask for it. You may be able to find solutions from within the Hub.
- › Don't take anything they say personally, think of it as a message about how they feel.

When providing comfort, it is very important that you avoid some actions:

- › Don't order people around or tell them to do things without explaining why.
- › Don't tell them not to worry, that it could have been worse or that others are worse off.
- › Don't talk down or patronise them.
- › Don't be distracted when they are talking to you.
- › Don't try to talk them out of their feelings.
- › Don't reassure them that everything will be all right, when it may not be.
- › Don't react to their anger or other emotions personally.
- › Don't separate them from other people they are with.
- › Don't get sentimental or excited with them.
- › Don't deny them privacy or independence when they need it.

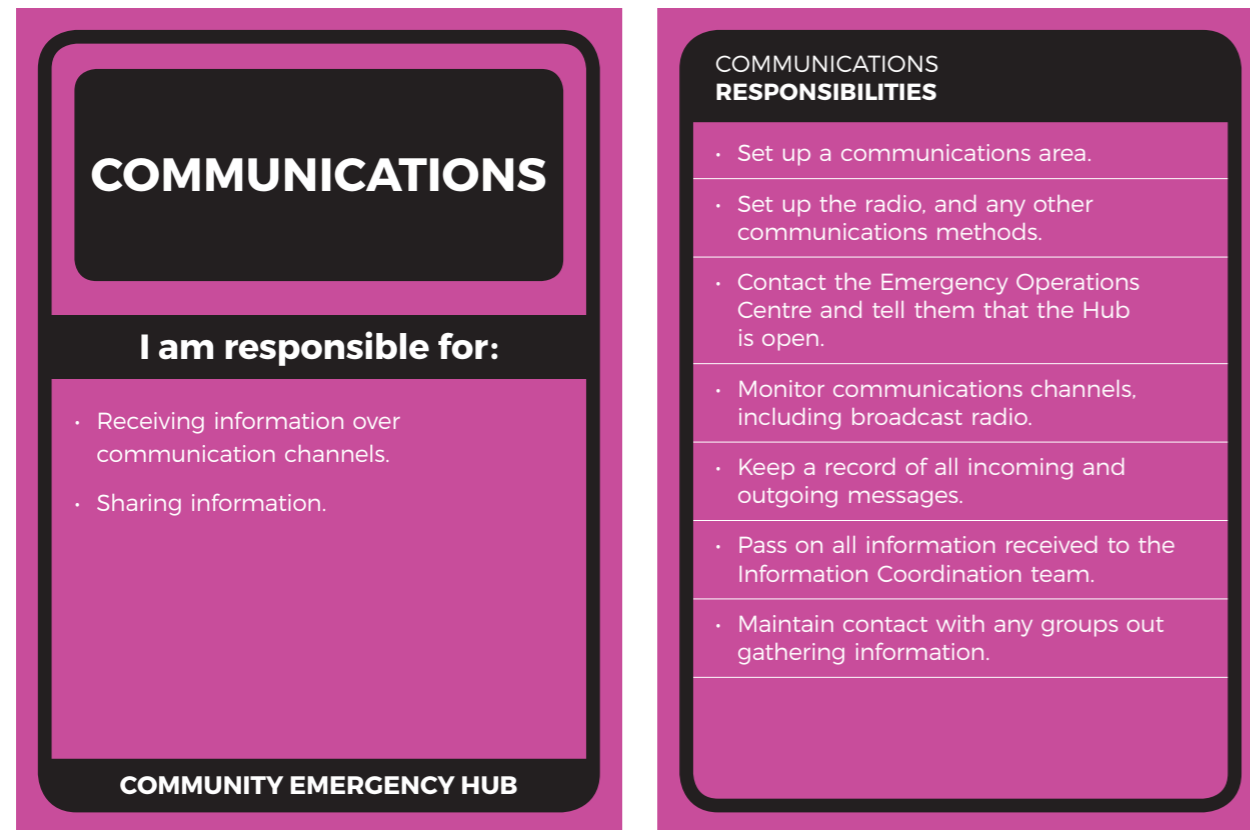
Based on advice from the Ministry of Health



The group of people in our community with impairments is wide and diverse. In fact, one in five people in New Zealand has some form of impairment. This could include a hearing, vision, physical, mobility or cognitive impairment. Ensure the community space caters for these different needs. Keep the community space inviting, well lit and easy to access.



If you come across any information that could affect the community, the running of the Hub, or the wider response to the emergency, pass it on to the Information Coordination team.



Communications

The Hub plays a critical role in keeping the Emergency Operations Centre (EOC) informed of what’s going on in your community, so the official response can provide support where possible.

The Communications role feeds information to the Emergency Operations Centre (EOC) and receives important information from the Emergency Operations Centre to be relayed to the Hub and the public (e.g. important safety messages, road closures etc.).

The Communications person should monitor the Civil Defence VHF radio and communicate via the radio, or preferably by phone and email if normal systems are still working.

The Communications person also works with any teams out gathering information if communication is possible while they are away from the Hub.

The Communications person needs to be able to speak clearly and record information quickly and neatly.

The Communications area needs to be set up in a quiet place, away from noise and distractions, but close enough to remain in constant contact with the rest of the Hub.

Tasks:

Set up an area for communications

- › Establish a quiet space/separate room to set up the communications area. This could be for phone communication if available, or VHF radio if the telecommunications network is down.

Set up the radio if required

- › Instructions on using the Civil Defence VHF radio are kept with the radio, in the Hub kit.

Contact the Emergency Operations Centre via phone, text message, email or radio and tell them that the Hub is open

- › The Emergency Operations Centre may want to know:
 - The impacts of the emergency in your community.
 - Do you have power, phone or email?
 - Are roads blocked, or houses damaged?
 - Are there people injured or in need of help?
 - What further assistance you need.
- › Only provide a brief summary of key issues to the EOC unless asked for more specifics. Refer to the Hub Status Report in the Information Coordination section.

Monitor communication channels while the Hub is open so no messages are missed

- › This includes listening to broadcast radio to hear what public messaging is shared with the country or region.
 - › Keep a record of all incoming and outgoing messages – include the date and time. Include details such as who the message is from, the date and the time it was received.
-

Pass on all information received

- › Pass on all information received to the Information Coordination team.
-

Maintain contact with any groups out gathering information

- › Talk to the Information Coordination team about how many groups are out, how you might be able to contact them, when they are due back, etc.
-



A separate guide for operating your Hub's Civil Defence VHF Radio is in the Hub kit.

RECEPTION

I am responsible for:

- Creating a reception area at the front entrance to the Hub.
- Providing a friendly welcome to visitors coming to the Hub and directing them to relevant parts of the Hub according to their needs.
- Making sure volunteers are identifiable by a lanyard, coloured vest or name tag.

COMMUNITY EMERGENCY HUB

RECEPTION RESPONSIBILITIES

- Greet people as they come in the door, and direct them to the part of the Hub that can best deal with their needs.
- Stay calm at all times – expect people to be upset, frustrated or even angry.
- Be honest if you don't know the answer. Try to connect them with someone who might know.
- Try and keep the Reception area tidy and clear of rubbish and debris.
- Ensure that signage remains clearly visible.
- Ensure that Reception volunteers are identifiable.

Tasks:

- › Greet people as they come in the door, and direct them to the part of the Hub that can best deal with their needs.
- › Stay calm at all times – expect people to be upset, frustrated or even angry.
- › Be honest if you don't know the answer. Try to connect them with someone who might know.
- › Try and keep the reception area tidy and clear of rubbish and debris.
- › Make sure that Community Emergency Hub signage remains easy to see.
- › Make sure that the Reception team is identifiable.



See guidelines for providing comfort in the Community Space section on the previous page.

Reception

People coming to the Hub should be met on arrival by a friendly person who can direct them to the area which can best meet their needs.

The Reception team needs to be welcoming, able to explain what the Hub is for, and what it can and can't provide.

Reception needs to be located at the front entrance to the Hub. Make sure that the Reception team is clearly identifiable by lanyards, coloured vests, or name tags. People will be looking for some obvious sign of who is there to help them.



Facility Maintenance

People will feel better about being there and asking for help if the place is tidy and not chaotic.

Make sure the Hub is kept clean, tidy, and is safe to work in. It should be checked after every aftershock or any other environmental changes that might affect the safety of the building.

Tasks:

Clean up any hazards – broken glass, debris, and rubbish to avoid people being injured. Where possible, use protective equipment to avoid injury.

- › Keep paths and walkways clear.
- › Help find resources to make the Hub run smoothly – tables and chairs and other useful equipment from the facility.
- › Collect up general rubbish and make sure there are bins for disposal.
- › Set up a hygiene station for handwashing with a bucket of water with bleach/detergent/soap if better facilities are not available.
- › Find or make a toilet facility.
- › Make sure tea, coffee, and water are regularly refreshed for staff.
- › Make the Hub weatherproof where possible.

FACILITY MAINTENANCE

I am responsible for:

- Ensuring the Hub is kept clean and tidy.
- Ensuring the Hub is safe to work in.
- Checking the Hub after every aftershock or any other environment changes that might affect the building.

COMMUNITY EMERGENCY HUB

FACILITY MAINTENANCE RESPONSIBILITIES

- Clean up any hazards – broken glass, debris, and rubbish to avoid people being injured. Always use protective equipment to avoid injury.
- Keep paths and walkways clear.
- Help find resources to make the Hub run smoothly – tables and chairs and other useful equipment from the facility.
- Collect up general rubbish and make sure there are bins for disposal.
- Set up a hygiene station for handwashing with a bucket of water with bleach/detergent/soap if better facilities are not available.
- Find or make a toilet facility.
- Ensure tea, coffee, and water is regularly refreshed for staff.
- Make the Hub weatherproof where possible.

! YOUR SAFETY IS PRIORITY – IF YOU CAN'T DO SOMETHING SAFELY, DON'T DO IT

! YOUR SAFETY IS PRIORITY – IF YOU CAN'T DO SOMETHING SAFELY, DON'T DO IT.

★ If you come across any information that could affect the community, the running of the Hub, or the wider response to the emergency, pass it on to the Information Coordination team.

3

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Setting up

Use this advice and the diagram on the next page to understand how the Hub could work.

Now that you have assigned the roles, the different Hub areas need to be set up. Each role can focus on setting up their particular area, but some areas are easier than others, so help each other as needed. Key areas to set up first are the **Public Information Board** and **Coordination area**.

Make sure all roles are filled

✓ Are the following roles filled?

Hub Supervisor		Needs and Offers	
Information Coordination		Community Space	
Public Information		Communications	
Reception		Facility Maintenance	

★ People may have more than one role until others who are able to help arrive.

Set up a Public Information Board

✓ Set up a noticeboard somewhere near the front to display important information to the community.

- › Ensure the **Public Information Board** is easy to see. If appropriate this could be outside.

Set up an area for Hub and Information Coordination

✓ Establish a Situation Board (see page 15).

- › The Situation Board maintains an overall picture of what is happening and records the actions taken or tasks that have been assigned or still need to be done.
- › The Coordination area assesses, verifies and distributes important community information to the Public Information Board and Emergency Operations Centre (as and when appropriate).
- › Some information in the Coordination area could be sensitive, find a quiet space away from the general public (perhaps in an adjacent room).

Set up an area to collect Needs and Offers



Towards the front of the facility, set up display boards marked “Offers” and “Needs”.



Set up an area for Communications



Establish a quiet space close to the Coordination area for telephone or VHF radio communications.

If there is no electricity, find a car battery or alternate power source, such as a generator.



- › The Communications space needs to be somewhere quiet.

Set up a Community Space



Set up quiet space away from the information boards for people to rest, seek companionship, wait for assistance/information or a volunteer role.

Make sure that the space is accessible to people with mobility impairments and has some seating.



- › The Community Space could be in a separate room.
- › If there are a lot of people around, try and figure out why they are hanging out and find an appropriate space for them.

Set up a toileting and hygiene station



Establish a hand washing area.

Find or make a toilet facility.



Ask neighbouring houses or local businesses to borrow any tools and cleaning materials you need.

Hub diagram

Generic layout of a Community Emergency Hub and outline of the key roles

- 

HUB SUPERVISOR
I oversee that the Hub runs smoothly by helping everyone work together.
- 

INFORMATION COORDINATION
I keep track of important information coming in and out of the Hub.
- 

PUBLIC INFORMATION
I keep the Public Information board up-to-date and tidy.
- 

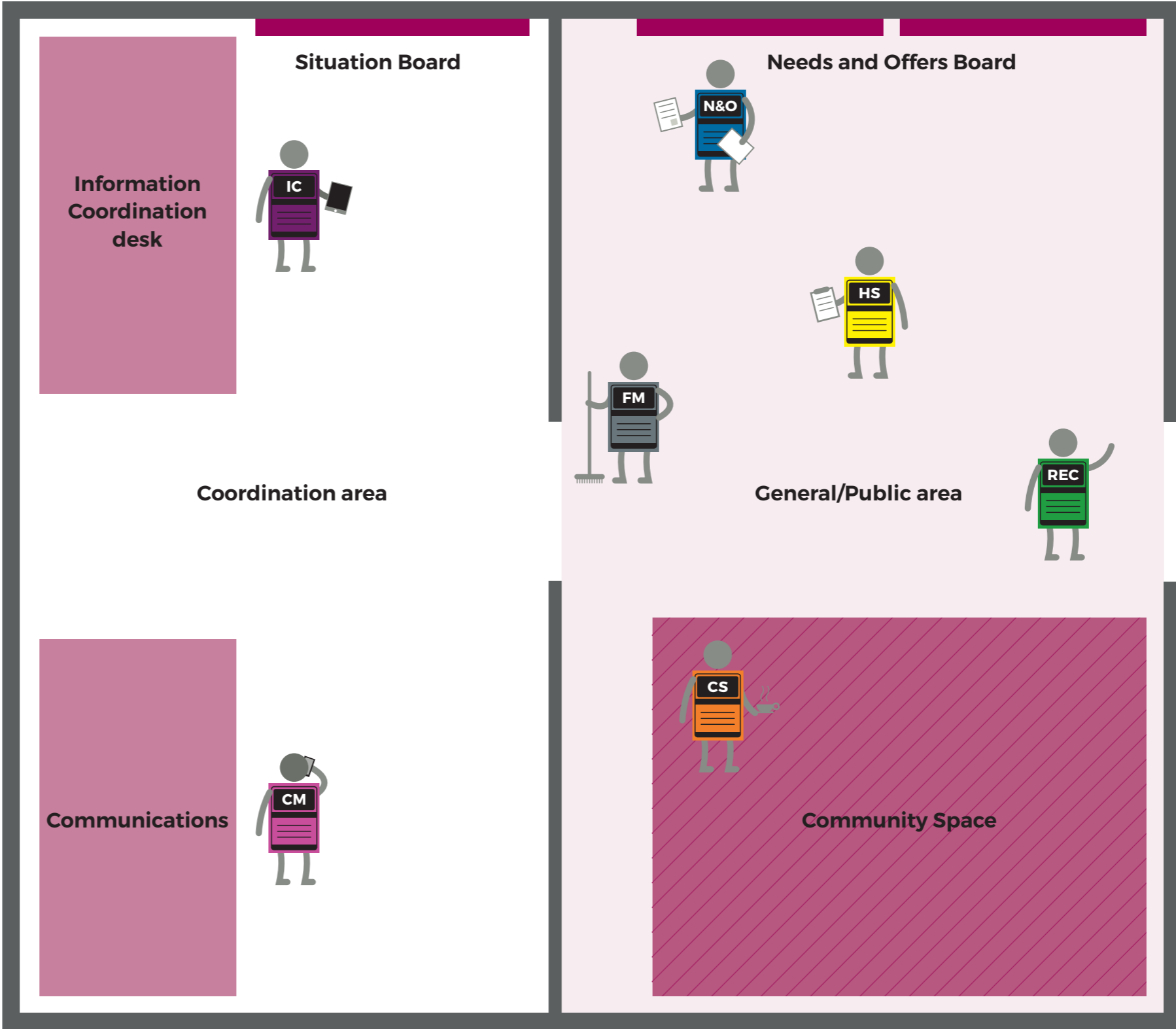
RECEPTION
I meet and greet people coming to the Hub and direct them where to go.
- 

NEEDS AND OFFERS
I match people's needs and offers of assistance by using notes on a board.
- 

COMMUNITY SPACE
I create a welcoming comfortable space where people can connect and wait.
- 

COMMUNICATIONS
I use whatever communications are available to stay in contact with the Emergency Operations Centre (EOC).
- 

FACILITY MAINTENANCE
I ensure the Hub is safe, clean and has the resources it needs to run.



4

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Before you open

Once set up, bring everyone together to ensure they are clear on objectives, their roles, the layout, and how they will share information and work together. Regularly repeat this briefing with the lanyard holders to ensure things are working smoothly.

Some common initial objectives

- ✓ Establish a working Community Emergency Hub.
- Provide a safe gathering place.
- Find out what has happened in your community.
- Tell people what is going on.
- Solve problems using what the community has available.
- Match requests for assistance with offers of assistance.
- Coordinate the community response.

Give an overview of who might be available to help

- ✓ Give an overview of who might be available to help (including community members, volunteers, response plan stakeholders).

Check everyone is happy with the role they have

- ✓ If not, change roles/lanyards as appropriate.

- ★ If there are roles that still need to be allocated people may end up with two or more roles.

Understand the Hub processes

- ✓ Make sure everyone has a clear idea of how the Hub will run and how information and people might move through the Hub, depending on their needs.

Open the Hub

- ✓ Put up clear signage that the Hub is running.
- Contact the Emergency Operations Centre (EOC) to let them know that the Hub is open.

- ★ Bring the Hub team together regularly to ensure everyone knows what is going on, to inform them of any significant issues, and to check everyone is ok.

5

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Your community's response

Local ideas and solutions for challenges you may face

The following pages include prompts, ideas and local resources for assisting with the common needs of communities after an emergency, as listed below.

- › Checking on who and what has been affected
- › Medical assistance
- › Shelter
- › Water
- › Food
- › Sanitation

Community Response Plans

Where a community has gone through a Community Response Planning Process, there are details about the local resources available to help solve these problems.

In communities that have not yet been through that process, there are prompts and questions that may assist you in finding solutions.

Life-threatening situations

- › **Help if you can, but do not put yourself in unnecessary danger to save someone else. You don't want to become a casualty too.**
- › Attempt to contact the emergency services by calling 111 in all life-threatening situations. Sometimes all you can do is keep other people from being harmed. Let people know that there is a hazard, and keep other people away from the hazard if you are able. This may include helping people evacuate an area.
- › Report back to the Community Emergency Hub:
 - What the problem is.
 - What you have done.
 - What still needs to be done, if anything.
- › Information about life-threatening situations should be reported to the Emergency Operation Centre.

Local resources

During Community Response Planning the following local resources were identified that could be useful for various purposes during an emergency. Use this information as a starting point when looking for solutions to community needs. Check with the owner to coordinate the use of their resources.

Infrastructure

- › Telephone Exchange - access to power
- › Fire Station - trained paramedic and machinery
- › Cell Tower - could still be working
- › Private water bores - access to water
- › Radio station - communication
- ›
- ›
- ›
- ›
- ›
- ›
- ›
- ›
- ›

Places and spaces

- › Flat landing for helicopter
- › Supermarket - access to food
- › Temporary Shelter - Anzac Hall
- › Access to fire wood - fuel
- › Community Centre - gather and shelter
- › Camping ground are on mini fell course
- › Green areas - Clifford Square/Sports field/School fields
- ›
- ›
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Groups and networks

- › Neighbourhood Support/Churches/Community Groups
- › Plunket
- › Schools – Featherston, South Featherston, St Theresa’s
- › People – caring and happy to work with each other
- › People – telephone trees
- › Lionesses – community linkages
- › Fire Brigade – community linkages
- › Rotary – community linkages
- › Lions – community linkages
- › Night patrol – security
- › Hunters – skilled
- › Farms – with food/generators/water pumps
- › AOF church
- › Rural food – sheep and cattle to eat
- ›
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Services in the community

- › Library – Information/meeting point/link to Council
- › Medical Centre – Medical People
- › RD1 – Farming equipment
- › Police – local station with staff that live locally
- › Earth moving vehicles
- › Hardware store – tools and equipment
- ›
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Local vulnerabilities

During Community Response Planning the following potential vulnerabilities were identified. These may need further attention or assistance.

Infrastructure

- › Road/Rail links - road closed
- › Communications - no cell phone coverage
- › Water reserve - risk it's taken out, but private bores and rivers
- › Water supply - broken pipe from Greytown
- › Rimutaka Hill - closure
- › Rimutaka Tunnel - risk of derailment, people in tunnel
- › Isolation - Hill closed
- › No clean water/pandemic
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Places and spaces

- › Roads/rivers - flooding isolation
- › No hospital
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Groups and networks

- > Elderly
- > Widely dispersed community
- > Parents out of town

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Services in the community

- > No morgue
- > Managing resources without businesses functioning
- > Coordinating the basics/food/shelter

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Checking on people and damage

Everyone in the community is checked on after an emergency – whether it’s for rescue and medical assistance, or just basic support and information.

- › Contact everyone in the community as soon as possible.
- › Record and report information on people and damage back to the Hub.
- › Regularly check everyone in the days following the event as people’s circumstances may change.



How can you make sure that everywhere has been checked?

- Start with known affected areas or groups that might need extra assistance.
- Draw upon any local lists and knowledge.
- Coordinate a street-by-street, house-by-house check. Use the area maps in the Hub.
- Record any information on the impact to the community. For example, status of roads, building damage, and peoples unresolved needs.

Report the information back to the Information Coordination person at the Hub.

Staying in contact with people as outlined in task one should be done frequently, as people’s circumstances can change after an event.

If you can’t give someone immediate assistance, collect information about their needs and bring that back to the Hub. See if you can find an answer to their needs with the resources available in your community.

What groups could be available to walk around the community to check on people and look for damage?

- > Youth – schools, St John Cadets
- > Neighbourhood Support
- > Lions
- > Lionesses
- > Menz Shed
- > Rotary
- > Church
- > Walking Group

Where should we check first?

- > Medical providers may have lists of people who need early assistance.
- > Elderly
- > Disabled/infirm
- > Neighbours and rest of street
- > Socially isolated
- > School
- > Kindy
- > Day care

How would we coordinate this?

- > From Hub
- > Map of Town
- > Neighbourhood Support
- > House to house
- > Phones if working

Medical assistance

Community members who need medical assistance are directed to medical assistance.

- › Identify and coordinate community resources that can be used to assist and treat the injured.
- › Identify and check on people with day-to-day medical needs.
- › Direct the community to medical providers that are known to be open.
- › Identify and coordinate people in the community with medical skills who can help.



In all life-threatening situations, attempt to contact the emergency services by calling 111.

Injured and sick people should go to the nearest open medical centre first.

People with first aid skills should go to their nearest open medical centre or go to the Hub.

Check on your neighbours and people you know to have health issues or disabilities .

Look after your hygiene - wear gloves when touching body fluids.



Find out if the local medical providers are open and operational so that you can let the community know where to go.

Coordinate transportation for those who are in need and cannot get to the medical centre.

Where are the nearest medical providers?

- > Medical centre
- > Chemist
- > Vet
- > St John
- > Fire Service
- >

Where else could we provide medical assistance if the above facilities are not available?

- > Vet
- > List of places with defibrillator
- > Nurses
- >
- >

Who can help provide medical assistance?

- > Are there any known doctors, nurses, paramedics or first aiders in the community?
- > First aiders
- >
- >
- >

Where can we get extra supplies?

- > Supermarket
- > Home first aid kits
- > Chemist
- > Sports clubs
- > Schools
- > Community Centre
- > Medical centre
- > Businesses

How do we get people to medical assistance or medical assistance to people?

- > Helicopter
- > Fire trucks
- > Shanks pony
- > Utes
- > Wheelbarrow
- > Station wagon
- > 4 Wheel drive
- > Ambulance
- > Horses
- > Trailers
- > Boats
- > Quad bikes
- > Buses

Shelter

Ensure everyone in our community has somewhere safe and comfortable to stay.

- › Find places where people can shelter from the weather if they can't stay at home.
- › Find comfortable places where people can rest and sleep.



Small repairs may make homes safe enough to stay in.

If people need to leave their homes, encourage them to take as much bedding as possible.

Encourage people to stay with friends or family if possible. Ask neighbours or others in their street if they have spare room.

People in the community may have spare beds, air mattresses, and couches available to offer to people without a place to stay.



Many people will be able to stay in their own homes, and this is ideal as people are much more comfortable in a home environment. Are there simple repairs that could be done to make a home safe enough for people to stay there?

You may have visitors to your community who don't live locally – commuters, shoppers, employees etc. These are the people most likely to need accommodation in your community.

Encourage people to make their spare beds and guest rooms available.

Don't wait for the perfect solution, shelter from the weather is a priority over comfort. Bad weather means the need for shelter is much more urgent than on a warm sunny day.

Tell the Emergency Operations Centre (through the Communication desk) the number of people who need accommodation.

Who could help make people's homes safe, weather proof and comfortable?

- >
- >

Where can we get resources to make repairs?

- > CTC, RD1
- > Residents donations / People's back yards
- > NZFS, Station 63
- > Menz Shed
- > Farmers
- > Trader people from the community
- > Mill
- > Johnson Builders
- >

What open spaces could accommodate temporary shelter?

- > Encourage people to put up a tent in their own yards.
- > Sports fields
- > Dog park
- > School grounds
- > Clifford Square
- > Children's park
- > Paddocks

What facilities could be used for temporary shelter if people can't stay at homes or with friends?

- > Encourage people to go to family, friends, and neighbours.
- > Gym
- > Anzac Hall
- > Churches
- > Schools
- > The Royal
- > Te Wara Iti, Western Lake Road
- > Community Centre
- > Stadium
- > The Loft
- > Rugby Clubrooms
- > Buses
- > Campervans/Caravans
- >
- >

Where could we get bedding and clothing supplies to keep people warm and comfortable?

- > Residents
- > Churches
- > Marae
- > Salvation Army

Water

Our community has access to clean water for drinking and water for cooking and hygiene purposes.

- › Ensure everyone knows how to treat drinking water.
- › Coordinate community water sources for drinking, cooking and hygiene.
- › Arrange a place in the community where water can be distributed if needed.



Water reservoirs are all around the region but automatically seal if lines are damaged. Wellington Water technicians must manually attend to the valves. This will take time so look for other sources of water within the community right away.

Some schools and community centres have large water tanks installed. If there is one in your community check to see what their plan is for using the water.



Local streams and open bodies of water are not reliable sources of clean water. Chemical pollution and heavy metal contamination is not removed by boiling water or adding bleach.

Treat any non-bottled water. Boil it if you can, if not use bleach to treat.

BEST CHOICE: BOIL. Boiling water will kill most types of disease-causing organisms. If water is cloudy, filter it through a clean cloth. Boil water for one minute, let it cool, and store it in clean containers with covers.

IF YOU CAN'T BOIL: ADD BLEACH. Bleach will kill some (not all) types of disease-causing organisms. Just like boiling, filter cloudy water through a clean cloth first. Use only regular, unscented, liquid household bleach. Add two drops of bleach per litre of water. Stir well, let it stand for 30 minutes before using, then store in clean containers with covers.

Where can we find drinking water?

- > Rivers
- > Own water (20litres)
- > Rain water collection
- > Existing bore or dig one
- > Toilet cistern
- > Hot water cylinder
- > Golf club bore
- > Bore bush gully
- > South Featherston school

Where can we find water for washing and cleaning?

- > Rivers
- > Swimming pool
- > Rain water collection

What water supplies should be avoided or need treatment before drinking?

- > Animal troughs
- > Stagnant water
- > River ponds
- > Lake

What places would be good distribution points?

- > Supermarket because of carpark
- > Anzac hall
- > Schools
- > AOG and other churches
- > Town Square
- > The Hub/Civil Defence Centre
- > Railway station

How do we get water to people who are unable to leave their homes?

- > Take it to them (bottles)
- > Council water tank
- > Farmers

Food

People in our community have enough food to sustain them.

- › Encourage people to share food with those who don't have access to it.
- › Organise a way to feed large groups of people who are displaced or do not have food of their own.
- › Coordinate food supplies in the community.



Assist with coordination of food supplies in the community where necessary.

Encourage people to share food with those who don't have access to it.

Tell people to use foods in the refrigerator first, then those in the freezer, and finally dry goods from the pantry.

Pool community resources to feed everyone

- Street BBQs
- Have places where excess food can be coordinated from

What food suppliers and providers are there?

- › Empire
- › RSA
- › Farms
- › Community Gardens
- › Vege gardens
- › Cheese shop
- › Baker
- › Saturday market
- › Restaurants
- › Supermarket
- › Everest
- ›

Where else could we find food?

- › Use perishable food first / freezers
- › Gardens - home
- › Market
- › Hunting and fishing
- › Farmers meat and milk
- › Deep freeze
- › Pets
- › Chooks and eggs
- ›
- ›

How could we organise to feed large groups of people?

- › Assembly of Good (AOG)
- › Community centre
- › Menz shed
- › Family works
- › Hangi
- › Schools
- › Neighbourhood support coordinators

Where can we get cooking and catering supplies?

- › Lionesses
- › Family works
- › BBQs
- › Kindergarten
- › Churches, Sports Clubs
- › Restaurants & Pubs
- › Baker

How do we get food to people who are unable to leave their homes?

- › Community centre-Volunteers
- › Utes/trailers/4WD
- › Bikes
- › Horses

Sanitation

Ensure everyone has access to an appropriate place to go to the toilet.

- › Organise long drops throughout the community and in locations close to groups who might not have the ability to organise one themselves.
- › Identify and source sanitation supplies and tools from within your community to build emergency toilets.
- › Identify and coordinate people who can help dig or build toilet facilities.
- › Identify a suitable space for a long drop toilet at the Hub.



Wash your hands regularly – use hand sanitiser, boiled water with soap or gloves if clean water is unavailable.

Could you organise long drops throughout the community and close to groups who might not have the ability to organise one themselves?

Where are suitable locations for facilities that won't cause problems?
. Could you build a private space for a long drop toilet at the Hub or other open space?

When digging a long drop dig a hole up to one metre deep and 30 to 40 cm wide. After each use, cover the waste with soil or other mulch. When the hole is full to about 30cm below the surface, fill with soil and dig a new long drop.

Alternatively, use a two bucket system – one for liquids and one for solid waste. Mix with sawdust. Can be used indoors and then emptied in a hole in the ground.

Key resource statements

New Zealand Police

During an emergency, Police across the region will focus on assessing the situation and will be tasked by their Central Communications Centre.

New Zealand Fire Service

The focus of the Fire Service after a significant earthquake will be lifesaving activities and suppression of fire, as allowed by limited water supply.

Wellington Water

All Wellington Water Reservoirs have seismic valves to retain water after an earthquake. Technicians must inspect the reservoirs and alter the valve systems before the water inside can then be made available for people to manually collect. It will take a number of days to complete this process.

Supermarkets

Supermarkets are likely to be closed immediately after an earthquake due to the mess and danger caused by stock falling from shelves.

They will try to make available whatever supplies they can, in coordination with the Hub to make sure these resources are efficiently used.

While supermarkets appear to hold a lot of stock, in reality if they cannot be restocked this will not go far for a whole community.

Medical Centres and Hospitals

People needing medical assistance, and anyone able to assist in the provision of medical assistance should go to their nearest medical centre, **not the hospital**.

Each hospital has their current patients to look after, as well as the most severely injured following an emergency event.

The medical centre will assess who needs to go to the hospital, if they can get there.

6

IN THIS SECTION

Thinking long term: Recovery 51

What can our community do to help each other through the recovery? 51

Thinking about recovery

Thinking long term: Recovery

Working in your Hub, you may find yourself exercising leadership, problem solving, and other abilities you didn't know you had. You and your community will come across a variety of issues. Some of these will require outside help, but many may be solved by pooling the skills, resources and connections that your community already has.

As your community self-organises to respond, you will start to find solutions to these immediate issues. But what about longer term challenges? How does your community then continue to work together and support one another through long-term recovery?

Many communities throughout the world, from Christchurch here in New Zealand, to New Orleans in the United States, to Tohoku in Japan, have gone through disaster. Those communities that are active, work together and support one another, can adapt and rebuild stronger than before.

What can our community do to help each other through the recovery?

- › **Stay connected.** Maintaining your existing relationships and those you have formed during the response is important for the community's recovery. Some people may be evacuated, or may be living temporarily outside the community. Strive to help keep everyone connected and informed. Setting up phone trees, social media groups and email chains, in addition to meeting in person helps keep people connected so they can take action and support one another.
- › **Work together.** The drive to work together is often high at the start of a disaster when priorities are centered on meeting basic common needs. Keeping this positive energy alive through the recovery process will take a more concerted effort – sharing stories of the community's successes and challenges may help do just that. Consider how the community can continue to share knowledge and creativity as challenges change from just responding to what's in front of you, to proactively rebuilding the kind of community that you want to live and thrive in.

› **Speak with a common voice.** Getting your community's message heard by local government and organisations that may contribute resources to help rebuild is a challenge. Look for common goals that meet the needs of many community members. Just as importantly, your community's voice can be strong and inclusive of different needs. When a one-size-fits-all approach won't work, part of sending a clear message means communicating that needs in your community are diverse.

› **Talk about wellbeing.** During and after a disaster it is natural to experience different and strong emotions. Give yourself time to adjust and connect with family, friends and others who were affected in your community. Take care of yourself and each other, while respecting that people's needs will vary. Everyone may deal with challenges in different ways, but no matter what, remember it's ok to seek help. Re-establishing routines and engaging in healthy behaviours can help to enhance your ability to cope.

There is no perfect answer to how your community will tackle recovery. Staying organised and proactive through recovery may not happen in the Hub itself especially if it's located in a place that needs to return to its business-as-usual function. Whatever the form and place, it is the connections made, the shared experiences, and people being active in the community that will make it possible to adapt and rebuild stronger than ever.

Recovery will present challenges. Strong communities face them together.



Featherston Community Board

Minutes – 22 November 2016

- Present:** Brenda West (Chair), Claire Bleakley, Robyn Ramsden, Mark Shepherd, Cr Dayle Harwood and Cr Colin Olds (from 7:38pm).
- In Attendance:** Mayor Viv Napier, Paul Crimp (Chief Executive) 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 9:50pm.
- External Speakers:** Emily Greenberg and Shannon Steven (Featherston Community Centre), Amy Sutich and Cr Lee Carter (Community Response Planning), Elsa Kelly, Leslie Austin and Rebekah Mehrtens.

PUBLIC BUSINESS

FCB RESOLVED (FCB 2016/80) to consider the financial assistance application from the Featherston Christmas Parade Group which was received late but could not be delayed as the parade was to be held on the 10 December 2016.

(Moved West/Seconded Cr Harwood)

Carried

FCB RESOLVED (FCB 2016/81) to acknowledge the receipt of a late financial assistance application from the Featherston First Friday Group and to defer a decision on the application until the next meeting.

(Moved West/Seconded Bleakley)

Carried

1. APOLOGIES

FCB RESOLVED (FCB 2016/82) to receive lateness apologies from Cr Colin Olds.

(Moved West/Seconded Shepherd)

Carried

2. CONFLICTS OF INTEREST

Robyn Ramsden declared a conflict of interest with the presentation from the Community Response Planning Group as she was a member of the Group.

3. PUBLIC PARTICIPATION

- 3.1 Emily Greenberg and Shannon Steven, Featherston Community Centre Ms Greenberg with support from Ms Steven, spoke about the Featherston Community Centre as a community asset that helped achieve the community well-being goals as outlined in Council's Long Term Plan. Ms Greenberg asked the Community Board to formally

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1

acknowledge the Centre's on-going contribution to Featherston's wellbeing.

3.2 Amy Sutich and Cr Lee Carter, Community Response Planning

Ms Sutich and Cr Carter presented the draft Community Response Plan that had been developed by the community and with WREMO's assistance. An activation day was planned for the 25 February 2017 to test the document.

3.3 Elsa Kelly, Featherston Information Centre

Ms Kelly spoke on Information Centre operational matters on behalf of Jocelyn Konig who was unable to attend the meeting. Ms Kelly requested that the Community Board develop some procedures for the running of the Centre.

Ms Kelly had started a business directory to help connect Featherston business's with the local community.

3.4 Elsa Kelly and Leslie Austin, Featherston Footpaths

Mr Austin with support from Ms Kelly reported on the difficulties in getting around Featherston and other communities in a wheelchair and requested Community Board support in prioritising footpath upgrades so they are suitable for wheelchairs and mobility scooters.

3.5 Rebekah Mehrrens, Featherston Town Square

Ms Mehrrens spoke on behalf of Martine Bijker and herself about the disappointment experienced in organising the Featherston First Friday event in Featherston with regards to vehicle/trailer access to the Featherston Town Square being denied by Council. Ms Mehrrens asked the Community Board to support immediate public consultation about how the Featherston Town Square can be used.

4. ACTIONS FROM PUBLIC PARTICIPATION/PRESENTATION

4.1 Featherston Community Centre

FCB RESOLVED (FCB 2016/83) to acknowledge the Featherston Community Centre's on-going contribution to Featherston's well-being.
(Moved West/Seconded Ramsden)

4.2 Community Response Planning

FCB RESOLVED (FCB 2016/84) to support the community response planning test activation on 25 February 2017.
(Moved Bleakley/Seconded Ramsden)

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4.3 Featherston Information Centre

FCB NOTED:

1. Action 676: Arrange a FCB workshop to discuss what level of support, including financial, the FCB want to provide to the Featherston Information Centre; B West

4.4 Featherston Footpaths

Mr Crimp advised that a footpath budget would be allocated by Council and the community boards asked to prioritise work for a three year programme. Members noted that the footpaths closest to the Featherston Railway Station were of higher priority.

FCB NOTED:

1. Action 677: Review footpath priorities in a workshop forum with a view to including 'wheelchair friendly additions' to the Community Board priority list; B West

4.5 Featherston Town Square

Mr Crimp advised that Council officers were drawing up operational guidelines for the Featherston Town Square which would be provided to the Community Board for consideration. The Community Board agreed to consult with the community, collate feedback and report that feedback to Council so consideration could be given to incorporating comments into the guidelines.

5. COMMUNITY BOARD MINUTES

5.1 Featherston Community Board Minutes – 25 October 2016

FCB RESOLVED (FCB 2016/85) that the minutes of the Featherston Community Board meeting held on 25 October 2016 be confirmed as a true and correct record.

(Moved West/Seconded Cr Olds)

Carried

6. CHIEF EXECUTIVE AND STAFF REPORTS

6.1 Action Items Report

FCB RESOLVED (FCB 2016/86) to receive the information.

(Moved West/Seconded Ramsden)

Carried

6.2 Income and Expenditure Report

Members congratulated the outgoing Community Board on their financial management, successful Anzac Hall celebrations and their financial contribution to the Anzac Hall garden project initiated by the Featherston Anzac Club.

FCB RESOLVED (FCB 2016/87):

1. To receive the information.

(Moved West/Seconded Cr Harwood)

Carried

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2. Action 678: Review whether account paid dates could be easily incorporated into the Income and Expenditure community board reports; P Crimp
3. Action 679: Provide SPARK invoice and service provision details for the Featherston Information Centre phone and internet service to the Featherston Community Board; M Allingham

7. OPERATIONAL REPORTS – COUNCIL OFFICERS

7.1 Officers' Report to Community Boards

Mr Crimp discussed the community survey currently underway, that there was no further Local Government Commission information available, dog incident reporting and rates arrears with members.

FCB RESOLVED (FCB2016/88):

1. To receive the information.
(Moved West/Seconded Ramsden) Carried
2. Action 680: Review the decision to provide only district wide dog control incidents in the officers report with a view to providing the details by town; M Buchanan

7.2 Requests for Financial Assistance

Members discussed the applications for financial assistance including the tabled grant from the Featherston Christmas Parade and formally acknowledged the work undertaken in the community by Ron Hughes.

FCB RESOLVED (FCB 2016/89):

1. To receive the information.
(Moved West/Seconded Cr Harwood) Carried
2. To allocate the Featherston Christmas Market \$500 to assist with the costs associated with running the Featherston Christmas Market project.
(Moved Cr Olds/Seconded Shepherd) Carried
3. To allocate Featherston Athletics Club/Featherston Swimming Club \$500 to assist with the costs associated with providing prizes for the 'Give it a Go' triathlon for children.
(Moved West/Seconded Bleakley) Carried
4. To approve the payment of accounts associated with the running of the Featherston Christmas Parade up to \$500.
(Moved West/Seconded Ramsden) Carried
5. To instruct Council officers to update point 7 of the criteria on the application form, replacing 2016 dates with 31 January 2017, 2 May 2017, 18 July 2017, 10 October 2017 and 21 November 2017.
(Moved Cr Olds/Seconded Cr Harwood) Carried

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7.3 Policies Review Report

FCB RESOLVED (FCB 2016/90) to receive the information and to provide no feedback to Council on the Water by Meter Policy, the Naming of Public Roads Policy and the Community Housing Policy.
(*Moved West/Seconded Ramsden*)

Carried

8. NOTICE OF MOTIONS

8.1 Notice of Motion – Audio Equipment

Cr Olds presented his notice of motion noting the solution presented interfaced with the existing sound system equipment. Members discussed sourcing a second quote, investigating other solutions and reviewing Kiwi Hall table and seating configuration as well as the meeting venue before proceeding.

FCB RESOLVED (FCB2016/91):

1. To receive the information.

(*Moved West/Seconded Shepherd*)

Carried

2. That before committing to the purchase of audio equipment further investigation of options would be undertaken.

(*Moved Bleakley/Seconded Cr Olds*)

Carried

8.2 Notice of Motion – Community Events at the Featherston Town Centre

Mrs Bleakley congratulated the organisers of the Featherston First Friday Event. Mr Crimp corrected a statement in the notice of motion; the event organisers were permitted to use the Featherston Town Centre, but they were not permitted to bring their trailer onsite and chose to use an alternate venue.

FCB RESOLVED (FCB2016/92):

1. To receive the information.

(*Moved West/Seconded Bleakley*)

Carried

2. To recommend that Council consult with the Community Board on conditions of use of the Featherston Town Centre, then issue information on the process for booking or using the Featherston Town Centre and that this information is placed on Council's website and notified to the Featherston Library.

(*Moved Bleakley/Seconded West*)

Carried

8.1 Notice of Motion – Facebook Page

Mrs Ramsden discussed the proposal with members including the use of a Facebook page in lieu of a website, engagement rules, the time necessary to administrate a page, the large number of Facebook pages already operating in Featherston, and determining what it is the Board wanted to achieve from operating a Facebook page.

FCB RESOLVED (FCB2016/93):

1. To receive the information.

(*Moved Ramsden/Seconded Bleakley*)

Carried

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2. To defer the notice of motion to the next meeting.
(*Moved West/Seconded Shepherd*)

Carried

9. OUTGOING COMMUNITY BOARD REPORT

9.1 Recommendations from Outgoing Featherston Community Board

FCB RESOLVED (FCB2016/94):

1. To receive the information.
2. To defer the report to be discussed in a workshop forum or at the next meeting.

(*Moved West/Seconded Bleakley*)

Carried

10. CORRESPONDENCE

10.1 Inwards

From The Wairarapa Whanau Trust to the Featherston Community Board

10.2 Outwards

From the Featherston Community Board to the Wairarapa Whanau Trust dated 21 November 2016 (tabled)

FCB RESOLVED (FCB 2016/95) to receive the inwards and tabled outwards correspondence.

(*Moved West/Seconded Ramsden*)

Carried

Confirmed as a true and correct record

.....**Chairperson**

.....**Date**

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FEATHERSTON COMMUNITY BOARD

31 JANUARY 2017

AGENDA ITEM 6.1

ACTION ITEMS REPORT

Purpose of Report

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

Recommendations

Officers recommend that the Community Board:

1. *Receive the information.*

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 31 January 2017

Contact Officer: Suzanne Clark, Committee Secretary

Reviewed By: Paul Crimp, Chief Executive

Appendix 1 – Action Items to 31 January 2017

Ref #	Meeting	Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
229	FCB	26-Apr-16	Resolution	Murray	FCB RESOLVED (FCB2016/26) to receive the information and request that the finalised Banners Policy is resubmitted to the Board. (Moved Thomas/Seconded Carter) Carried	Open	Policy now part of a wider review of District Plan and By laws to ensure alignment will be completed in 2016/17 year.
230	FCB	26-Apr-16	Resolution	Mark	Cross Creek Railway FCB RESOLVED (FCB2016/27): 1. To receive the tabled information. 2. To approve the proposed alterations to the Cross Creek Railway station and platform area, including work already carried out. 3. To investigate and install a pedestrian crossing, including road narrowing or traffic calming options if required, between Cross Creek Railway station and platform area and Featherston Playground. (Moved Carter/Seconded Thomas) Carried	Open	Cross Creek Railway station work completed. Change person assigned to Kereana for pedestrian crossing / road narrowing / calming options. 11/7/16 Being costed and designed by FH 8/7/16. 14/10/16 Cross Creek Railway station work completed. Cost and design undertaken by Fulton Hogan. 7/11/2016: Fulton Hogan submitted design cost for pedestrian crossing. Kereana will assess and review available budget. Investigation stage continues.
238	FCB	26-Apr-16	Action	Garry Thomas	Arrange for the Menz Shed to complete frames/panels for displaying photographs at the Garden of Remembrance	Actioned	20/5/16: Mez Shed have the panels just making frames
347	FCB	7-Jun-16	Resolution	Claire Bleakley	Permitted Signage Under the Wairarapa Combined District Plan (WCDP) FCB RESOLVED (FCB2016/39): 1. To receive the information. 2. To work with Jennifer Grey (For the Love of Books) and other businesses for the purposes of creating multi-use directional signs that could be erected on public land. (Moved Carter/Seconded Jackson) Carried	Open	22/11/16: Reassigned to Claire
533	FCB	30-Aug-16	Resolution	FCB	Featherston Footpath Journey in a Wheelchair FCB RESOLVED (FCB 2016/69): 1. To receive the information. 2. To support the need for continuous improvement of our footpaths for people who are in wheelchairs and mobility scooters. 3. To support early attention to wheelchair access to the Featherston Library, upgrade of the gradient to the crossing on State Highway 2, and footpath access on the corner of Fox and Daniel Streets.	Open	Done, read and supported. FCB to approve repairs from footpath budget. 18/11/16 Council officers have a list of works from the previous CB's for the years 2015/16, planned works from 2016/2017 and forward works 2017/2018 for each town. Starting point is for council officers to compare what is left on planned/ forward works and the Featherston Footpath Journey in a Wheelchair report.

Ref #	Meeting	Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
					4. To recommend that Council officers address footpath concerns as addressed in the 'Featherston Footpath Journey in a Wheelchair Report' and present a report to the incoming Board in November 2016. (Moved Carter/Seconded Beattie) Carried		FCB can then make their priorities from this and then these can be addressed by council officers depending on allocated budget. Featherston library alterations completed
633	FCB	25-Oct-16	Action	Paul	Provide the electorate boundary details and population numbers to FCB members	Open	15/11/16: Boundaries provided to members at the last meeting are correct. Statistics NZ have been asked for ward population statistics. Community statistics are available by clicking on the 'profile id community statistics' button on SWDC website homepage but population is broken down by Featherston, Greytown, Martinborough plus one called Kahutara, Tukurumuri, Inland Water Lake Wairarapa rather than electoral ward.
669	FCB	22-Nov-16	Resolution	Paul	Requests for Financial Assistance FCB RESOLVED (FCB 2016/89): 1. To receive the information. (Moved West/Seconded Cr Harwood) Carried 2. To allocate the Featherston Christmas Market \$500 to assist with the costs associated with running the Featherston Christmas Market project. (Moved Cr Olds/Seconded Shepherd) Carried 3. To allocate Featherston Athletics Club/Featherston Swimming Club \$500 to assist with the costs associated with providing prizes for the 'Give it a Go' triathlon for children. (Moved West/Seconded Bleakley) Carried 4. To approve the payment of accounts associated with the running of the Featherston Christmas Parade up to \$500. (Moved West/Seconded Ramsden) Carried 5. To instruct Council officers to update point 7 of the criteria on the application form, replacing 2016 dates with 31 January 2017, 2 May 2017, 18 July 2017, 10 October 2017 and 21 November	Open	

Ref #	Meeting	Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
					2017. (Moved Cr Olds/Seconded Cr Harwood) Carried		
670	FCB	22-Nov-16	Resolution	Paul	Policies Review Report FCB RESOLVED (FCB 2016/90) to receive the information and to provide no feedback to Council on the Water by Meter Policy, the Naming of Public Roads Policy and the Community Housing Policy. (Moved West/Seconded Ramsden) Carried	Actioned	
671	FCB	22-Nov-16	Resolution	FCB	Notice of Motion – Audio Equipment FCB RESOLVED (FCB2016/91): 1. To receive the information. (Moved West/Seconded Shepherd) Carried 2. That before committing to the purchase of audio equipment further investigation of options would be undertaken. (Moved Bleakley/Seconded Cr Olds) Carried	Open	
672	FCB	22-Nov-16	Resolution	Mark	Notice of Motion – Community Events at the Featherston Town Centre FCB RESOLVED (FCB2016/92): 1. To receive the information. (Moved West/Seconded Bleakley) Carried 2. That Council consult with the Community Board on conditions of use of the Featherston Town Centre, then issue information on the process for booking or using the Featherston Town Centre and that this information is placed on Council's website and notified to the Featherston Library. (Moved Bleakley/Seconded West) Carried	Open	05/12 in progress 19/1/17: Draft to 31 Jan 17 meeting
673	FCB	22-Nov-16	Resolution	Paul	Notice of Motion – Facebook Page FCB RESOLVED (FCB2016/93): 1. To receive the information. (Moved Ramsden/Seconded Bleakley) Carried 2. To defer the notice of motion to the next meeting. (Moved West/Seconded Shepherd) Carried	Actioned	19 Jan 17: Report received for 31 Jan 17
674	FCB	22-Nov-16	Resolution	Brenda West	Recommendations from Outgoing Featherston Community Board	Open	

Ref #	Meeting	Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
					FCB RESOLVED (FCB2016/94): 1. To receive the information. 2. To defer the report to be discussed in a workshop forum or at the next meeting. (Moved West/Seconded Bleakley) Carried		
676	FCB	22-Nov-16	Action	Brenda West	Arrange a FCB workshop to discuss what level of support, including financial, the FCB want to provide to the Featherston Information Centre	Open	
677	FCB	22-Nov-16	Action	Brenda West	Review footpath priorities in a workshop forum with a view to including 'wheelchair friendly additions' to the Community Board priority list	Open	
678	FCB	22-Nov-16	Action	Paul	Review whether account paid dates could be easily incorporated into the Income and Expenditure community board reports	Open	Will be incorporated, easy change
679	FCB	22-Nov-16	Action	Mark	Provide SPARK invoice and service provision details for the Featherston Information Centre phone and internet service to the Featherston Community Board	Actioned	Completed
680	FCB	22-Nov-16	Action	Murray	Review the decision to provide only district wide dog control incidents in the officers report with a view to providing the details by town	Open	Feedback sought from councillors at Council mtg 24 Nov 16, to be discussed further at Infrastructure and Services

FEATHERSTON COMMUNITY BOARD

31 JANUARY 2017

AGENDA ITEM 6.2

INCOME AND EXPENDITURE STATEMENTS

Purpose of Report

To present the Community Board with the most recent Income and Expenditure Statement for the 16/17 year.

Recommendations

Officers recommend that the Community Board:

1. *Receive the information.*

1. Executive Summary

The Income and Expenditure Statement for 1 July 2015- 30 June 2016 and for 1 July 2016 - 30 November 2016 are attached in Appendix 1 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.

2. Appendices

Appendix 1 - Income and Expenditure Statements

Contact Officer: Suzanne Clark, Committee Secretary

Approved By: Paul Crimp, Chief Executive

Appendix 1 – Income and Expenditure Statements

Featherston Community Board	
Income & Expenditure to 30 NOVEMBER 2016	
<u>INCOME</u>	
Balance 1 July 2016	-2,419.87
Annual Plan 2016/17	31,404.00
TOTAL INCOME	28,984.13
<u>EXPENDITURE</u>	
Members salaries	6,345.68
Total Personnel Costs	6,345.68
AP Spark Fsn Info C	96.05
AP Spark Spark charges Aug 2016	94.05
AP Local Governmen Annl Com Brd's lew Fsn,Gtn,Mbo	166.66
AP Spark Fsn Info Centre	106.58
AP Spark Fsn Info C	96.64
AP OfficeMax New Z Stationery	7.24
Total General Expenses	567.22
AP Wairarapa Mathe FCB grant running Maths Waiararapa	200.00
AP Citizens Advice FCB Grant 2016/17-general running bureau	350.00
Total Grants	550.00
TOTAL EXPENDITURE	7,462.90
ACTUAL NET SURPLUS/(DEFICIT) YEAR TO DATE	21,521.23
<u>LESS: COMMITMENTS</u>	
Salaries to 30 June 2017	9,104.32
Chor Farmer Donation for Garden of remembrance	265.53
Featherston Phoenix - Advertising Networking meeting	90.00
Telephone for Information Centre est @ 81.36 per month x 6 mth	94.84
Total Commitments	9,554.69
BALANCE TO CARRY FORWARD	11,966.54

<i>Income & Expenditure to 30 June 2016</i>	
INCOME	
Balance 1 July 2015	3,149.92
Annual Plan 2015/16	20,954.00
TOTAL INCOME	24,103.92
EXPENDITURE	
Members salaries	13,750.00
Total Personnel Costs	13,750.00
AP Spark Fsn Info Centre	79.02
AP Toppys catering Fsn Business Community meeting	320.87
AP Featherston Inf Feb-May 2015 petty cash	91.80
AP Spark Fsn Info Centre	78.56
AP Local Governmen Annual C/Brd levy 2015/16	166.67
AP Spark Fsn Info Centre	79.35
AP Spark Fsn Information Centre	79.03
AP Student workshop 20/6/15	500.00
AP Featherston Inf Petty cash 27/11/15	119.60
AP Spark Fsn Info Centre	190.64
AP Spark Fsn Information Centre	104.33
AP Power Services Hang Christmas flags Fsn	204.00
AP Spark Fsn Info Centre	94.95
AP Spark Fsn Info C - Mar 16	95.15
AP Flagz Limited Street banners - Poppies (various)	1,840.00
AP Spark Fsn Info Centre	90.59
Free Swim Day FCB 2015/89&88	605.00
AP Spark May/June 2016 telephone charg	95.15
AP Featherston Inf Dec-June 2016 petty cash	100.90
Total General Expenses	4,935.61

<i>Featherston Community Board</i>	
<i>Income & Expenditure to 30 June 2016</i>	
AP South Wairarapa FCB grant-Holiday Prgm Youth	200.00
AP Featherston Chr FCB Xmas Market grant	500.00
AP Graffiti boards celebration	100.00
AP Booktown events 16/18/10 grant	1,000.00
AP Featherston Christmas parade	500.00
AP Southern Wairar FCB grant bus funding	123.12
AP Wairarapa & Sou Grant cost purchase computer soft/hardwa	500.00
AP Featherston Camp Memorial Trust	3,000.00
AP C Athletics Fea FCB grant 2016	500.00
Total Grants	6,423.12
TOTAL EXPENDITURE	25,108.73
ACTUAL NET SURPLUS/(DEFICIT) YEAR TO DATE	-1,004.81
<u>LESS: COMMITMENTS</u>	
Salaries to 30 June 2016	-3,750.00
Chor Farmer Donation for Garden of remembrance	265.53
South Wairarapa Community Trust	131.96
Featherston Phoenix - Advertising Networking meeting	90.00
Telephone for Information Centre est @ 81.36 per month x 6 mth	-182.65
Total Commitments	-3,445.16
BALANCE TO CARRY FORWARD	2,440.35

FEATHERSTON COMMUNITY BOARD

31 JANUARY 2017

AGENDA ITEM 6.3

OFFICERS' REPORT

Purpose of Report

To report to community boards/Maori Standing Committee on general activities.

Recommendations

Officers recommend that the Community Board/Committee:

1. *Receive the information.*

CHIEF EXECUTIVE

1. Executive Summary

The finalisation of the Annual Report is a pleasing milestone to have passed.

The slight hiatus that is usual prior to the election process is well behind us with many meetings and briefings, both within council and from those external parties who have held back waiting for the results. The run up to year end is always a busy time, and it is quite apparent that all departments are very busy.

Lynne Drake spent a week in Kaikoura assisting the recovery effort in her role as a Red Cross volunteer. Speaking from experience it is great to have a deployment after the many, many hours of training. Deployments are stressful and not a holiday and we are pleased to be able to support Lynne and Kaikoura in a very direct way. Thanks to the staff here who showed no hesitation when asked to cover for Lynne in what is quite a busy time.

2. Governance/Leadership/Advocacy

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

GOVERNANCE, LEADERSHIP AND ADVOCACY MEASURING SERVICE DELIVERY PERFORMANCE					
SERVICE LEVEL	KEY PERFORMANCE INDICATORS	2014/15	2015/16	2015/16	COMMENTS
		ACTUAL	TARGET	ACTUAL	
Opportunities are provided for the community to have its views heard	Ratepayers and residents feel they can contact a Council member to raise an issue or problem	73%	75%	73%	The National Research Bureau (NRB) Customer Satisfaction survey was carried out during 2013/14. In addition to the 73% (2011 75%) positive response, 16% (2011 14%) felt they were unable to comment.
	Ratepayers and residents feel that the Mayor and councillors give a fair hearing to their views	62%	70%	62%	The NRB Customer Satisfaction survey was carried out during 2013/14. In addition to the 62% (2011 55%) positive response, 21% (2011 28%) felt they were unable to comment.
Council determines what activities it should engage in through consultation and regulatory requirements then sets clear direction	Ratepayers and residents are satisfied with Council's decisions and actions	59%	80%	76	The Colmar Brunton (CB) Customer Satisfaction survey was carried out in 2015 in addition to the 59% satisfied 11% felt they were unable to comment. The full NRB customer satisfaction survey was carried out during 2013/14. In addition to the 76% (2011 73%) positive response, 8% (2011 9%) felt they were unable to comment.
	Ratepayers and residents are satisfied with how Council allocates rates/funds to be spent on the services and facilities provided (target peer group age)	64%	78%	64%	The NRB Customer Satisfaction survey was carried out during 2013/14. In addition to the 64% (2011 59%) positive response, 14% (2011 9%) felt they were unable to comment.
Community Boards make decisions that consider local issues	Community Board decision - making reports on local issues	Greytown 92% Featherston 95% Martinborough 95%	90%	Greytown 98% Featherston 97% Martinborough 97%	This measure reports on the percentage of resolutions made that relate solely to local issues.
	% of ratepayers and residents who know how to contact a community board member	65%	65%	65%	The NRB Customer Satisfaction survey was carried out during 2013/14. In addition to the 64% (2011 59%) positive response, 14% (2011 9%) felt they were unable to comment.
Opportunities are available to raise local issues and understand what will happen as a result	Ratepayers and residents satisfied with the way Council involves the public in the decision it makes	49%	68%	49%	The NRB Customer Satisfaction survey was carried out during 2013/14. In addition to the 49% (2011 50%) positive response, 26% (2011 25%) indicated they were neither satisfied nor dissatisfied, and 5% (2011 5%) felt they were unable to comment.
Opportunities are available to raise issues relating to Maori through the Maori Standing Committee	The Maori Standing Committee makes recommendations to Council in relation to policy and plan development and resource management applications	Achieved	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.

2.1 Local Government Commission

The Local Government Commission continue their analysis of the various workstreams:

- Water (high level review of operations western part of region)
- Transport
- Spatial planning
- Communities of interest
- Wairarapa

Input on Spatial Planning, Communities of Interest, and Wairarapa continue where needed, and various meetings have been attended.

Work continues on the options for the Wairarapa, with regular meetings covering various aspects that require analysis. It is apparent the Commission will look to release their preferred option for consultation late Q1 next year.

3. Strategic Planning and Policy Development

3.1 Meetings/Conferences

3.1.1. Chief Executive Forum

One CE forum was held. Matters covered were Regional Waste Management; Sport Wellington; WREMO Chief Executive Group; Local Governance Excellence Program.

3.1.2. Mayoral Forum

One Mayoral Forum was attended, where the recent natural events were discussed at some length. There were two highlights for the writer, firstly, we were effectively unscathed thankfully, secondly, the response by those who were impacted was of a high standard with some very new into their roles (and we should be under no illusion this was a significant event).

3.1.3. Community Boards

The first round of community board meetings was held. Good progress is being made in preparing for the triennium with plans being prepared.

3.1.4. Maori Standing Committee

One meeting was held, unfortunately I was not able to attend.

3.1.5. Ngawi Workshop

This was a successful workshop; with the useful add-ons being able to discuss the Palliser "special purpose" road, and the benefits of partnerships with community groups.

3.1.6. Other

Following the election, Mayor Napier and I met with Michael Bassett – Foss and Bob Francis on the **Wairarapa Water** project, receiving an outline of progress to date and future plans. A field trip is tentatively planned for late January 2017. Allied to this, the Wairarapa CE's met with **Fish and Game** (and economist Peter Fraser). While it wasn't obvious what F & G wanted

from the meeting, they are clearly concerned about the impact of intensification in farming, and questioned Wairarapa Waters analysis.

Mayor Napier and I attended a meeting with **Wairarapa Chamber of Commerce** where the Chamber outlined their views on some issues that needed addressing, mainly around consistency, and their support for a single Wairarapa Council.

A couple of meetings in regards to the **Whaitua** process discussed some actions to assist and provide guidance to council representatives.

4. Corporate

4.1 Occupational Health and Safety

We continue to make good progress on health and safety matters, assisted by Major Consulting. We are completing the initial physical works at the Libraries/Service centres, with work on creating "safe rooms" underway. We are also finalising operating procedures for a range of events that may occur.

The judgement in regards to the Ashburton incident has been released, and we have considered the findings. As anticipated, we will have to make some modifications to various reception areas and these are being considered.

No issues have been notified during the period.

4.2 Audit & Risk Working Party

The audit and risk working party met under the new membership following the election. Key matters covered included:

- Update on Phelps dog registration issue
- ALA appeals (all now resolved)
- Financial report and analysis for the four months ended 31 October 2016
- Audit management report
- Terms of reference for R & A
- Work plan on matters for the R & A WP to consider
- Also discussed was :
 - Risk Register
 - Legislative compliance process
 - Risk appetite (to be re-established by new Council)

4.3 Rates Arrears (Incl. GST)

DATE	AMOUNT \$'000	NUMBER	DAYS SINCE INSTALMENT DUE	SWDC COMPONENT \$'000 (81%)
1 June 2012	\$855	722	10	\$692
17 June 2013	\$913	740	27	\$739
19 August 2014	\$818	592	91	\$663
3 July 2015	\$624	669	39	\$505
18 August 2015	\$580	547	59	\$470
11 November 2015	\$498	572	83	\$404
1 February 2016	\$521	558	73	\$422
30 March 2016	\$651	531	27	\$527
2 May 2016	\$489	428	72	\$396
2 June 2016	\$699	769	12	\$566
1 Aug 2016	\$466	367	72	\$378
1 Sept 2016	\$681	956	10	\$552
1 Oct 2016	\$545	762	42	\$441

Arrears are further analysed in the table below:

Arrears analysis as at 03/10/2016 42 days since last installment					
		# Properties	Arrears	Outstanding	TOTAL
Featherston	Urban	191	\$ 77,867.85	\$ 67,700.67	\$ 145,568.52
	Commercial	12	\$ 4,508.98	\$ 7,638.86	\$ 12,147.84
Greytown	Urban	142	\$ 49,850.79	\$ 46,673.58	\$ 96,524.37
	Commercial	14	\$ 5,000.94	\$ 11,527.52	\$ 16,528.46
Martinborough	Urban	129	\$ 27,412.36	\$ 35,875.28	\$ 63,287.64
	Commercial	17	\$ 10,761.85	\$ 8,486.17	\$ 19,248.02
Rural		257	\$ 85,588.23	\$ 106,146.06	\$ 191,734.29
TOTAL		762	\$260,991.00	\$ 284,048.14	\$ 545,039.14

4.4 LGOIMA Requests

DATE	TOPIC OF INFORMATION REQUEST	REQUEST RESPONSE
27 October 16	Details of Food businesses (Grocery, Fruit, takeaways etc) PHD project work.	Information supplied
8 November 16	Dog names and breeds for Christmas story	Information supplied
9 November 16	Details of various breed registered 2007/8 to present	Requester cancelled request having been advised by Councils that substantial collation required.
11 November 16	Details of fines for littering and any changes in the means by which people can be fined for littering.	Information provided.
18 November 16	Seeking more detail on the High Court decision (date, cost, question/issue), and why the Community Board opposes the formation of a user group.	
20 November 16	Holding Paddock sale – query as to when it was decided to sell this land.	
30 November 16	Information relating to smoke emanating from chimney.	

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.

PLANNING AND ENVIRONMENT GROUP

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 2016/17	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Ratepayers and residents satisfied with the image of the closest town centre shown as "satisfied"	72%	92%	NRB 3 Yearly Survey
The district plan has a monitoring programme that provides information on the achievement of its outcomes (AER's)	Yes	-	Work has begun to change how data is recorded and stored in NCS so as to enable more effective reporting against AER's in WCDP.

In the evening of 22 November a stakeholder (landowners only) meeting was held in Greytown in relation to the ongoing work on the Greytown Residential Future Development Area structure plan.

Presentations were made by the consultants carrying out this work (Mike Hewison and Honor Clarke) for Council to those attending (around 20 parties).

Some at times lively discussion took place with most attending quite engaged with the broader issues surrounding this work and some of the detail.

The main technical information shared by the consultants related firstly to process / timing / engagement and secondly the findings of the soils analysis work.

Subsequently minutes of the meeting have been sent to everyone attending as a record of the evening.

1.2 Resource Management Act - Consents

SERVICE LEVEL – All resource consents will be processed efficiently.

RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET 2016/17	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Consent applications completed within statutory timeframes	100%	95.7%	3 applications over 20 w/d due to a) "mis-laid" correspondence b) notice of payment not being forwarded (this starts the clock) and c) application over due to overlap of staff away from office. Excludes Planning certificate statistic – record under Sale of Alcohol Act not RMA
s.223 certificates issued within 10 working days	100%	96%	1 over time - Survey Plan was lodged, but the Land on Line system (LI N Z) did not send an automatic notification.
s.224 certificates issued within 15 working days of receiving all required information (note no statutory requirement)	85%	92%	1 a day over because the verification that work completed to standard was delayed due to Roading Engineer being over committed with more urgent work.

Council continues to receive applications numbers well in excess of past levels. This has meant additional consents have been contracted for external processing. No further consents have gone over statutory timelines since we started contracting out.

1.3 Reserves Act – Management Plans

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

RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET 16/17	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Council maintains and updates reserve management plans as required.	1	0	No action required to date.

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 16/17	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
My LIM contains all relevant accurate information (no proven complaints)	0	1	One proven complaint received to date. This resulted from an error in the property title data supplied to Council by LINZ. It was agreed to refund the fee in part compensation for this error.
My non-urgent LIM is processed within 10 days	100%	100%	All processed within statutory timeline.

TYPE	YTD 1 JULY 2016 TO 30 OCTOBER 2016	PREVIOUS YTD 1 JULY 2015 TO 30 OCTOBER 2015	PERIOD 1 OCTOBER 2016 TO 30 OCTOBER 2016	PREVIOUS PERIOD 1 OCTOBER 2015 TO 30 OCTOBER 2015
Standard LIMs (Processed within 10 working days)	75	83	18	34
Urgent LIMs (Processed within 5 working days)	28	20	4	10
Totals	103	103	22	44

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 2016/17	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Code Compliance Certificate applications are processed within 20 working days	100%	100 %	NCS – Continued monitoring of processing days.
Building consent applications are processed within 20 working days	100%	97.99%	NCS – Continued monitoring of processing days. Due to volumes of applications received processing contractors have been used to maintain service levels.
Council maintains its processes so that it meets BCA accreditation every 2 years	Yes	Yes	Next IANZ review set for January 2018. Council was re-accredited in January this year.
Earthquake prone buildings reports received	70%	63.43 %	Currently 144 of 227 known premises have been addressed. However work in this area has been put on hold until the new statutory regime takes effect next year. This is timed for March 2017.

TYPE	NUMBER	VALUE
Commercial (shops, restaurants, rest home – convalescence, restaurant /bar / cafeteria / tavern, motel, commercial building demolition - other commercial buildings)	6	\$69,900.00
Industrial (covered farm yards, building demolition, warehouse and/or storage, factory, processing plant, bottling plant, winery)	2	\$49,000.00
Residential (new dwellings, extensions and alterations, demolition of building, swimming and spa pools, sleep-outs, garages, relocations, heaters, solid fuel heaters.	34	\$3,754,335.00
Other (public facilities - schools, toilets, halls, swimming pools)	1	\$200,000.00
Totals	43	\$4,073,235.00

2.2 Dog Control Act – Registration and Enforcement

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

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET 16/17	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	0	Education programme targeting schools using the Christchurch City Council Dog Smart programme are planned to be undertaken.
Complaints about roaming and nuisance dogs are responded to within 4 hours	100%	100%	K:\resource\Bylaw Officers\Registers\Animal Control Service request register.xls

INCIDENTS REPORTED	
Attack on Pets	1
Attack on Person	1
Attack on Stock	0
Barking and whining	4
Lost Dogs	5
Found Dogs	0
Rushing Aggressive	1
Wandering	22
Welfare	0
Fouling	0
Total	34

The FCB has asked that Council go back to the previous reporting format and identify numbers of incidents by each town. Council previously requested that a district wide reporting format be used rather than breaking down data to townships.

The current format is easier to maintain and quicker to report. Additionally it is the overall levels of activity that matter in terms of service delivery.

The current format also avoids one town being "singled" out as good or bad compared to other areas and so avoids inappropriate comparisons being made. Lastly no other data is separated by township/area.

2.3 Public Places Bylaw 2012 - Stock Control

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

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET 16/17	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Stock causing a traffic hazard is responded to within 1 hour	100%	100%	K:\resource\Bylaw Officers\Registers\Animal Control Service request register.xls
Council responds to complaints regarding animals within 40 hours	100%	100%	K:\resource\Bylaw Officers\Registers\Animal Control Service request register.xls
Council responds to complaints regarding animals within 48 hours.	100%	100%	K:\resource\Bylaw Officers\Registers\Animal Control Service request register.xls

INCIDENTS REPORTED	TOTAL
Stock	5

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 16/17	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
% of calls received by Council that have been responded to	100%	100%	K:\resource\Health\Resource Management\Noise Control Complaints\Year Records 2010-2017.xls

AFTER HOURS NOISE CONTROL COMPLAINTS RECEIVED	YTD 1 JULY 16 TO 30 SEPTEMBER 16	PREVIOUS YTD 1 JULY 15 TO 30 SEPTEMBER 15	PERIOD 1 SEPTEMBER 16 TO 30 SEPTEMBER 16	PREVIOUS PERIOD 1 SEPTEMBER 15 TO 30 SEPTEMBER 15
Total	33	26	15	21

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 2016/17	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Premises are inspected as part of licence renewals or applications for new licences.	100%	100%	All premises inspected at new or renewal application.
Premises that are high or medium risk are inspected annually, while low risk premises are audited no less than once every three years.	100%	100%	All premises inspected at new or renewal application.
Compliance activities are undertaken generally in accord with the Combined Licencing Enforcement Agencies agreement.	100%	100%	

ALCOHOL LICENCE APPLICATIONS PROCESSED	YTD 1 JULY 2016 TO 31 OCTOBER 2016	PREVIOUS YTD 1 JULY 2015 TO 31 OCTOBER 2015	PERIOD 1 SEPTEMBER 2016 TO 31 OCTOBER 2016	PREVIOUS PERIOD 1 SEPTEMBER 2015 TO 31 OCTOBER 2015
On Licence	7	11	4	7
Off Licence	7	9	1	2
Club Licence	0	1	0	1
Manager's Certificate	30	32	2	6
Special Licence	16	18	6	12
Temporary Authority	0	1	0	0
Total	60	72	13	27

2.6 Health Act - Safe Food

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

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET 2016/17	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Premises have appropriate FMP in place and meet the risk based standards set out in the Plan.	100%	100%	NCS data
Premises are inspected in accord with regulatory requirements.	100%	100%	NCS data

2.6.1. Bylaws

6 litter complaints were received. 6 letters regarding overgrown trees and hedges were issued. 3 abandoned vehicles were reported. 5 stock complaints were received.

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

INFRASTRUCTURE AND SERVICES

1. Group Manager highlights

The past 6 weeks has been a steady period leading into the Christmas break. Efforts have been put into more aesthetic works around the town and the rural roads closer to the urban centres. Maintenance grading and routine works are also a focus to tidy up before the Christmas/New year break.

Also as part of our summer programming culverts are being inspected while drier conditions allow as well as bridge inspections and bridge maintenance works.

Externally there has been work streams in the One Network Road Classification (ONRC) program which is still reviewing the way forward for councils to transition to the new system. Discussions on the Special Purpose Road have also continued with the point of entry documentation complete. The discussions will be on-going in line with the ONRC progress.

New Zealand Transport Agency's procurement policy improvement project is underway. They began by commissioning a research project which asked the question – how effective have their procurement policies and practices been at delivering best value for money through procurement? The research report has been followed by more specific work on the options for the future delivery of the Transport Agency's assistance and advice plus its measurement and monitoring functions.

Also, the proposed changes to the Vehicle Dimensions and Mass Review (VDAM) Rule would encourage trucking and bus companies to import newer, safer, more innovative and environmentally responsible vehicles, while maintaining safety for all road users.

The Speed Management Guide was announced by Associate Transport Minister Craig Foss recently, as part of a broader package of road safety initiatives. Media contact regarding the Speed Management Guide or any of the initiatives included in the broader package (e.g. 110km/h) they ask that you refer them to their Guide media spokesperson. This is distinct and different from the on-going road speed review that is being done at present based on Annual Plan consultation.

There have also been discussions on the retention of legal unformed roads. The Walking Access Commission is looking for collaborative approaches to managing conflicting interests in unformed legal roads and ensuring they are available of passive and active recreation.

The development of the draft Wellington Region Waste Management and Minimisation Plan (WRWMMP) has been prepared under the guidance of the previous WRWMMP Joint Governance Committee. This draft and along with the section 17a review for the Wairarapa Councils is on-going and now with the assistance of Duncan Wilson, Director Eunomia Research & Consulting.

Progress is being made on the wastewater consents and the acquisition of the Featherston consent. The User's group meeting was held at the Papawai Marae on 30 November and allowed for a site visit to the Greytown ponds.

2. Water supply

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

2.1 Key Performance Indicators

WATER SUPPLY KEY PERFORMANCE INDICATORS	TARGET 2015/16	COMPLAINTS		INCIDENTS	
		OCTOBER	YTD	OCTOBER	YTD
The average consumption of drinking water per day per resident within the territorial authority	<400 Lt		341		
Compliance with resource consent conditions/water permit conditions to "mainly complying" or better	95%				
Water supply systems comply with Ministry of Health Bacteriological Drinking Water Standards guidelines 2000*	95%		99.6%		
Water supply systems comply with Ministry of Health Protozoa Drinking Water Standards guidelines 2000	95%		99.9%		
The total number of complaints received by the local authority about drinking water taste per 1000 connections	<15	0 per1000 connections (0 complaint)	0 per1000 connections (0 complaint)	0	0
The total number of complaints received by the local authority about drinking water odour per 1000 connections	<15	0 per1000 connections (0 complaint)	0.25 per1000 connections (1 complaint)	0	1
The total number of complaints received by the local authority about drinking water pressure of flow per 1000 connections	<15	0 per1000 connections (0 complaint)	1.27 per1000 connections (5 complaint)	0	5
The total number of complaints received by the local authority about continuity of supply per 1000 connections	<15	0.29 per1000 connections (1 complaint)	2.33 per1000 connections (8 complaint)	1	9
The total number of complaints received by the local authority about drinking water clarity per 1000 connections	<15	0 per1000 connections (0 complaint)	0.86 per1000 connections (3 complaint)	0	3
Ratepayers and residents satisfied with level of service for water	75%				
Attendance for urgent call-outs: from the time that the local authority receives notification to the time that service personnel reach the site	< 1 Hr	(0/1) 0%	-	1	22
Resolution of urgent call-outs: from the time that the local authority receives notification to the time that service personnel confirm resolution of the fault or interruption	< 8 Hrs	(1/1) 100%	-	1	22
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	(26/31) (84%)	-	31	113
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	(28/31) (90%)	-	31	113
Fire hydrants tested annually that meet NZ Fire Service Code of Practice	20%	40%	40%		
The % of real water loss from the local authority's networked reticulation system identified by establishing and measuring night flow	<20%		45.5%		

2.2 Services

2.2.1. Water supply capital improvements Featherston

Stage 2 of this project is well advanced however there remain some matters to confirm in relation to the pH correction treatment system regarding the sizing of the conveyance equipment and chemical storage. These matters

unfortunately will delay completion and full commissioning which was originally scheduled before Christmas. Nevertheless, we expect that the UV treatment and ancillary equipment will be in place on time, however full commissioning cannot proceed until the all systems are in place and this is now expected to take place early in the New Year.

2.3 Water treatment plants

The Waiohine and Martinborough plants operated routinely over the period. The Greytown bore was operated periodically to accommodate power shutdowns and pipeline cut-ins. Pirinoa had a transgression of 1 E.Coli, and as a precaution a 'boil water' notice was issued. This was removed on 9 November and the Regional Health Protection officer has requested weekly samples.

2.4 Water reticulation

There were 31 reticulation repairs reported and rectified during the period.

2.5 Water races

Routine monthly inspections and blockage clearing of the water race network has been performed by City Care Ltd (CCL) to maintain satisfactory flows. There were 3 accounts for blockage clearing or no water flow for the Moroa network. None were reported for the Longwood network over the period. The newly installed flow monitoring system is working well and both water races received full compliance for the annual reports.

3. Waste water

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

3.1 Key Performance Indicators

WASTE WATER KEY PERFORMANCE INDICATORS	TARGET 2015/16	COMPLAINTS		INCIDENTS	
		OCTOBER	YTD	OCTOBER	YTD
Number of blockages per 1000 connections	<10	1.24 per1000 (5 complaint)	5.47 per1000 (22 complaint)	5	22
Ratepayers and residents satisfaction with waste water services	70%	Annual survey	Annual survey	Annual survey	Annual survey
Number of dry weather sewerage overflows per 1000 connections	<10	-	-	0 per 1000 connections (0 overflow)	0 per 1000 connections (0 overflow)
Attendance time: from notification to arrival on site	< 1 Hr	-	-	4/5 (80%)	25
Resolution time: from notification to resolution of fault	< 4 Hrs	-	-	5/5 (100%)	25
% of resource consent conditions complied with to mainly complying or better*	90%				
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 connections (2 complaint)	0	2
No. of complaints per 1000 connections received about sewage systems faults	< 15	0	0.2 per 1000 connections (1 complaint)	0	1
No. of complaints per 1000 connections received about sewage system blockages	< 15	1.24 per1000 (5 complaint)	5.47 per1000 (22 complaint)	5	22
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%	5/5 100%	-	5/5 (100%)	92% (23/25)

3.2 Waste water treatment plants

3.2.1. Capital and consents

Featherston waste water consent application

The new target date for lodgement is 28 February 2017. As reported earlier this came about because additional information was needed to support the application and wasn't able to be gathered in time for the earlier timeline.

The additional ecological in stream study has now been completed and the associated reporting will be available in mid-December for review and then incorporated into the substantive application. Some local consultation remains to be completed/updated and will be addressed before lodgement when the application is substantially complete.

Officers also need to confirm their agreement to the improvement implementation plan that will be put up with the consent application. This will also be legally reviewed prior to lodgement.

Staged improvements at Martinborough and Greytown WWTPs

Ordish and Stevens Masterton has been selected after the receipt of a number of submissions/proposals from the industry for the delivery of Stage 1B improvements (irrigation and pumping equipment) at the Martinborough site.

These improvements will be delivered by way of a design build methodology using full contractor involvement to deliver the outcomes on a no surprises basis with completion anticipated in early 2017.

Preliminary design works for the proposed improvements at the Greytown site are underway and this phase is expected to be concluded before the end of the year.

Featherston, Greytown and Martinborough plants operated routinely during the period with no reported issues. Lake Ferry had some high flow issues at the pump stations during the heavy rain period mid-September. The plant coped well, with no breach of consent.

3.2.2. Waste water reticulation

There were 3 pipeline blockages reported during the period.

4. Storm water drainage

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

4.1 Key Performance Indicators

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

There were no issues reported within the reporting period.

5. Solid waste management

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

5.1 Key Performance Indicators

SOLID WASTE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET 2015/16	COMPLAINTS		INCIDENTS	
		MONTH	YTD	MONTH	YTD
Number of communities with recycling centres	6		6		
Volume of waste disposed out of district	Decreasing by 2.5%	Decreased by 16% for October	Previous 12 month increased 5.8% on 2014	-	-
% of ratepayers and residents satisfied with the level of service	80%	Annual survey	Annual survey	Annual survey	Annual survey

5.2 Waste management

Routine services have been delivered successfully over the period.

5.3 Kerbside and Associated Services

This work for the three Councils is on-going with a full report expected to go to Council in the near future outlining the preferred model expanding on the advice that was provided to the Infrastructure and Planning Working Party on 30 November.

6. Land transport

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

6.1 Key Performance Indicators

LAND TRANSPORT KEY PERFORMANCE INDICATORS	TARGET 2015/16	COMPLAINTS		INCIDENTS	
		OCTOBER	YTD	OCTOBER	YTD
Using the RAMM measurement system, average smooth travel exposure on urban roads to be 85% and rural roads 95% with maximum variation of 5%	95%				
Ratepayers and residents fairly/very satisfied with the roads	78				
5% of sealed roads are resealed each year subject to availability of NZTA subsidy	100%				
The pavement condition index as measured by the NZTA pavement integrity index	95%				
The number of crashes causing injuries is reduced	Group and control average				
The number of fatalities and serious injury crashes on the local road network	<7				
Ratepayers and residents are satisfied with footpaths in the district	68%				
Availability of footpaths on at least one side of the road down the whole street	87%				
Footpath Condition rating 95% compliant with SWDC AMP Standard	95%				
The % of customer service requests relating to roads and footpaths responded to within 48 hours	95%	18/23 (78%)	86/114 (75%)	23	114
Meet annual plan footpath targets	Yes				

6.2 Roading maintenance – Fulton Hogan

On 7-8 November the district experienced heavy rain overnight which resulted in a number of roads requiring emergency work including removal of flood debris, clearing of slips and reinstatement of dropouts. The hardest hit road was White Rock Road. Then, following the November 14 earthquake in the south, Martinborough experienced a large aftershock/earthquake which affected the Hinakura area as well as Johnsons Hill, in Cape Palliser.

Due to the extreme events the “Gluepot” at Tora required further maintenance in addition to the work required last month. The area appears to have stabilised. Fulton Hogan crews were kept busy for a number of weeks attending to all the works following these events.





Fig 6.2.a: Photos following the heavy rainfall event



Fig 6.2.b: Photos following the earthquake event

Due to an exceptional growth period the grass has sprung up across the district and a number of complaints have been received. Fulton Hogan will work to get on top of the mowing cycle this month, December, in time for the Christmas break.

6.3 Other contracts

6.3.1. North Street lime footpath: Opus Consultants

The North Street lime footpath has had a change of scope. The project is still being managed by Opus Consultants who manage our footpath maintenance contract. Pope and Gray who completed the lime footpath in Oxford Road will still be undertaking the physical work.

6.3.2. Footpath maintenance and renewals 2016/17: Fulton Hogan

The combined Carterton District Council (CDC) and South Wairarapa District Council (SWDC) footpath maintenance and renewal contract has progressed well. A kerb extension in East Street adjacent to Cobblestones will be completed within this contract along with a small safety project which is an improved vehicle access at the site of the childhood centre in Jellico Street. Opus continues to manage this contract on behalf of SWDC and CDC. Additional works have been added to this contract and progress is on track with Cobblestones kerbing formed and ready to be poured the second week of December.

6.4 Other activity

6.4.1. Reseals contract

The reseals contract is underway with contractors Higgins stockpiling metal in preparation to begin works in December. This project is being managed by Calibre Consulting.

6.4.2. Bridge repairs

The Donald's Creek footbridge has been identified as requiring remedial works. These have been designed by Calibre Consulting. Fulton Hogan will undertake the repair.

7. Amenities

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

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

7.1 Key Performance Indicators

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

7.2 Parks and Reserves

7.2.1. Featherston

The picket fence in the Clifford Square reserve in front of the Library and Information Centre has been water-blasted in preparation for painting. The painting will be done members of the Featherston Youth Group as soon as the weather settles down.

7.2.2. Greytown

The electrical cabling, foundation and base for the kouka sculpture at Stella Bull Park were installed in the first week of December.



7.2.3. Martinborough

Four paddocks belonging to SWDC have now been listed for sale with Farmlands Real Estate. They are expected to sell as lifestyle blocks, with the funds going towards the Waihinga Centre.

7.3 Community housing

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

The six monthly flat inspections are due in December. This time the visits will spread out over a couple of months starting with Cicely Martin in December.

One of our enthusiastic gardeners at Cicely Martin Flats was very excited to 'show off' her gardens.



Cicely Martin, Flat 6 vegetable garden



Cicely Martin, Flat 6 flower garden

One of the flats at Cicely Martin has needed new carpet in the bedroom and lounge, as the existing was worn to the point of becoming dangerous for the tenant.

The project to create an accessible bathroom for a wheelchair-bound tenant is now underway. The work is looking to be completed in the next couple of weeks.



Cicely Martin, Flat 11 bathroom

7.4 Cemeteries

7.4.1. Purchases of burial plots/niches 13 October to 27 November 2016

	Greytown	Featherston	Martinborough
Niche	1 (placement of Plaque only)		
In-ground Ashes Beam			
Plot	3		1

7.4.2. Ashes interments/burials 13 October to 27 November 2016

	Greytown	Featherston	Martinborough
Burial	3		2
Ashes in-ground	1		1
Ashes wall		1	

The following reply was received to a cemetery enquiry response on Arthur Flowers Harding who is buried in Martinborough cemetery:

"Arthur Harding played rugby for Wales against New Zealand in 1905 (the game which Wales won to deny the All Blacks an unbeaten record), then he captained the Anglo/Welsh team to NZ in 1908. You have quite a man in Martinborough Cemetery! I will definitely be calling on him when I visit NZ next April."



7.5 Property

7.5.1. Featherston

At Featherston Library, the project to make the building fully wheelchair accessible has been completed, and customer feedback has been very positive.



Evelyn and Jordan are finding access much easier at Featherston Library!

7.5.2. Martinborough

The Martinborough Town Hall is still standing strong after the 7.8 earthquake at Kaikoura and the subsequent aftershocks. The building is visually inspected by staff after all earthquakes felt in Martinborough, and an engineer's inspection is made after major quakes. The only damage was upstairs, where a cracked window-pane shattered. The engineer's written report has yet to be received but the engineer is confident there has been no significant change.

7.6 Swimming pools

The swimming season started on Saturday 26 November. Preparations were almost complete when the Kaikoura earthquake occurred on 14 November, necessitating a hasty examination of all the pools to ensure no damage had occurred.

The twin toddler pools at Featherston are now back in action after being left empty for the last few years. The persistent leak was finally found and dealt with.

Both Featherston and Greytown swimming clubs are active again, and staff are now preparing for the school bookings in the New Year.

7.7 Events

7.7.1. Featherston

Completed events:

ANZAC hall Centenary Family Picnic held on 15 October 2016 (Clifford Square and Featherston Town Square)

Anzac Hall rock garden dedication held on 15 October 2016

Anzac Hall centennial official ceremony held on 16 October 2016

Ride the Rail (Cross Creek Railway Society Inc) is being held every Sunday through to the last Sunday in April 2017 (Clifford Square, Featherston)

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

Future events:

Friday Night 'Ride the Rail' (Cross Creek Railway Society Inc) is being held Friday 9 December 2016 (Clifford Square, Featherston)

Ride the Rail (Cross Creek Railway Society Inc) is being held every Sunday through to the last Sunday in April 2017 (Clifford Square, Featherston)

Featherston Community Carols is being held Friday, 23 December 2016 (Featherston Town Square)

Featherston First Friday Picnic Extravaganza is being held Friday, 2 December 2016 (Featherston Town Square)

Junior Triathlon is being held Saturday, 25 February 2017 (Card Reserve/Featherston Swimming Pool)

7.7.2. Greytown

Completed events:

Greytown Country Market at Stella Bull Park – The first two markets were held on 16 October then 20 November 2016

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

Future events:

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



Greytown Town Christmas Festival is being held Saturday, 17 December 2016 (Greytown Town Centre, front courtyard and Main Street)



7.7.3. Martinborough

Completed events:

Toast Martinborough -20 November 2016. This is the 25th year for Toast.



Toast Martinborough/Mike Heydon

Barrel Race - 19 November 2016 (Martinborough Square – P & K to Wine Makers Services) EVENT CANCELLED BY THE ORGANISERS

Guy Fawkes Night 5 November 2016 (Considine Park, Martinborough)

Vegas Wedding Chapel Community Picnic - 23 October 2016 (Martinborough Town Square)



Future events:

Martinborough Christmas Parade -17 December 2016 (Martinborough Town Square)

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

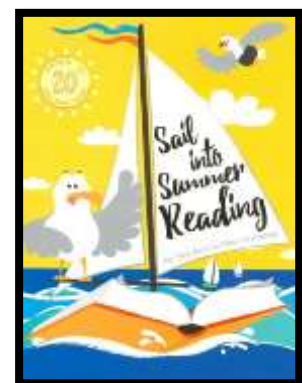


Martinborough Fairs – 4 February and 4 March 2017 (Martinborough Square and Adjacent Streets)



7.8 Libraries

The summer reading programme "Sail into summer reading" is underway at all three libraries. The programme aims to prevent the "summer slide", where children's progress in reading achievement during the school year is followed by a decline during the summer holidays away from school. The programme is incentive-based, and the children report in to the programme coordinator at their library about the books they are reading.



The South Wairarapa libraries joined their Carterton partner in the Wairarapa Library Service in offering a “food for fines” deal during the first two weeks of November. Library fines were “paid” with donations of food for the food bank, and all the libraries found people were happy to participate (and a few long overdue books came back!).

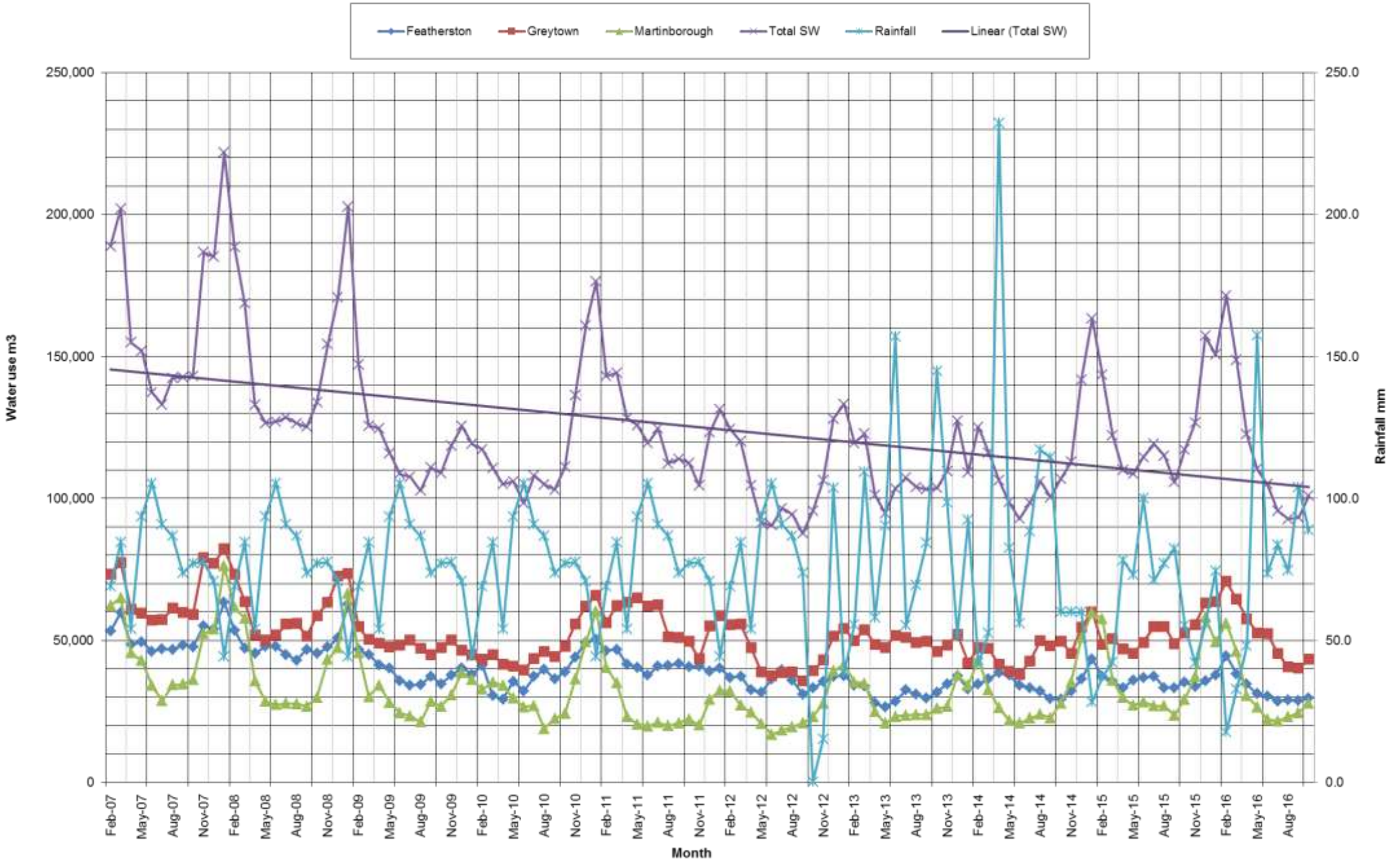
8. Appendices

- 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

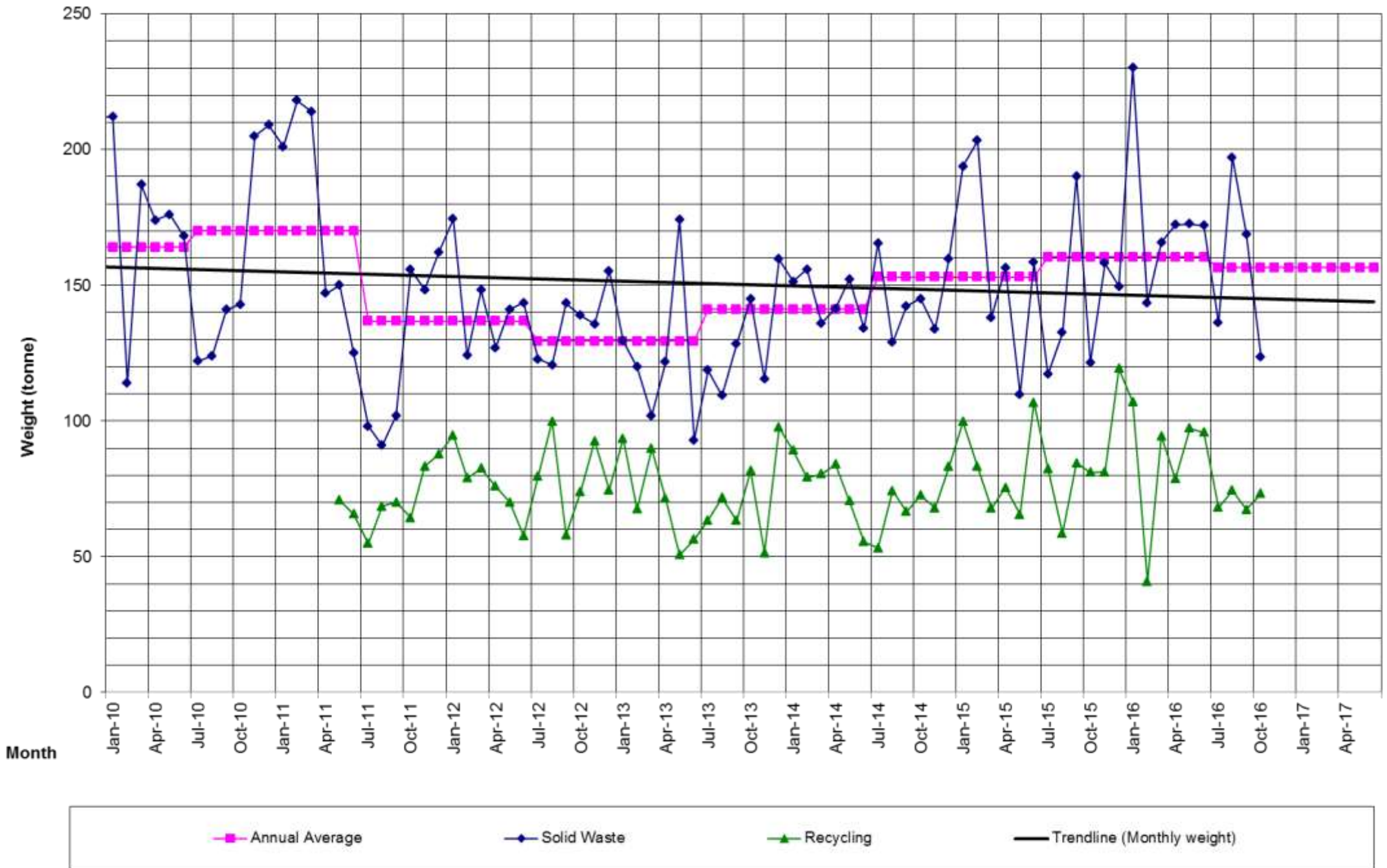
Appendix 1 - Monthly water usage

Water use South Wairarapa District Council



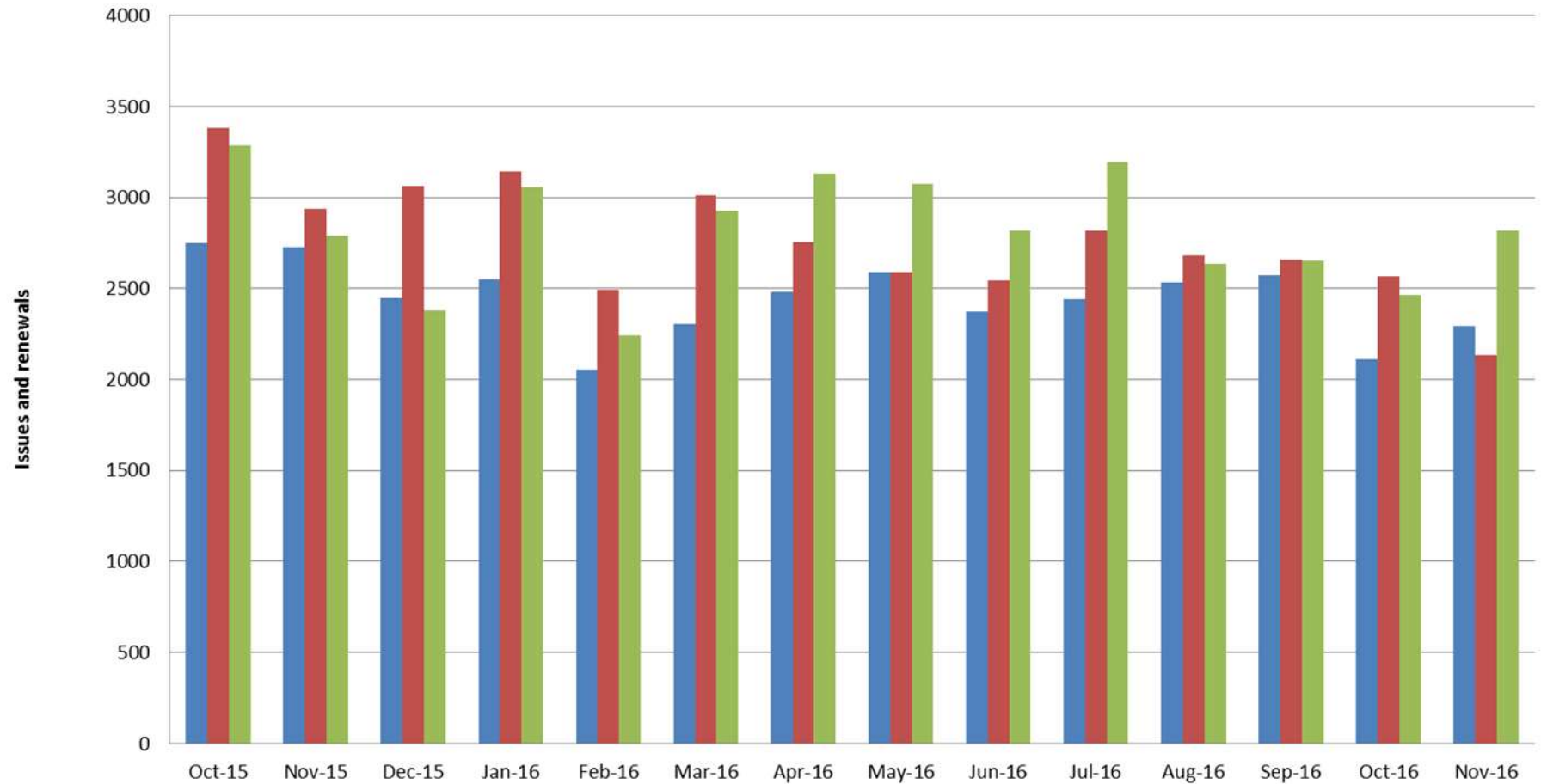
Appendix 2 -Waste exported to Bonny Glen

Monthly weight of waste transferred to Bonny Glen



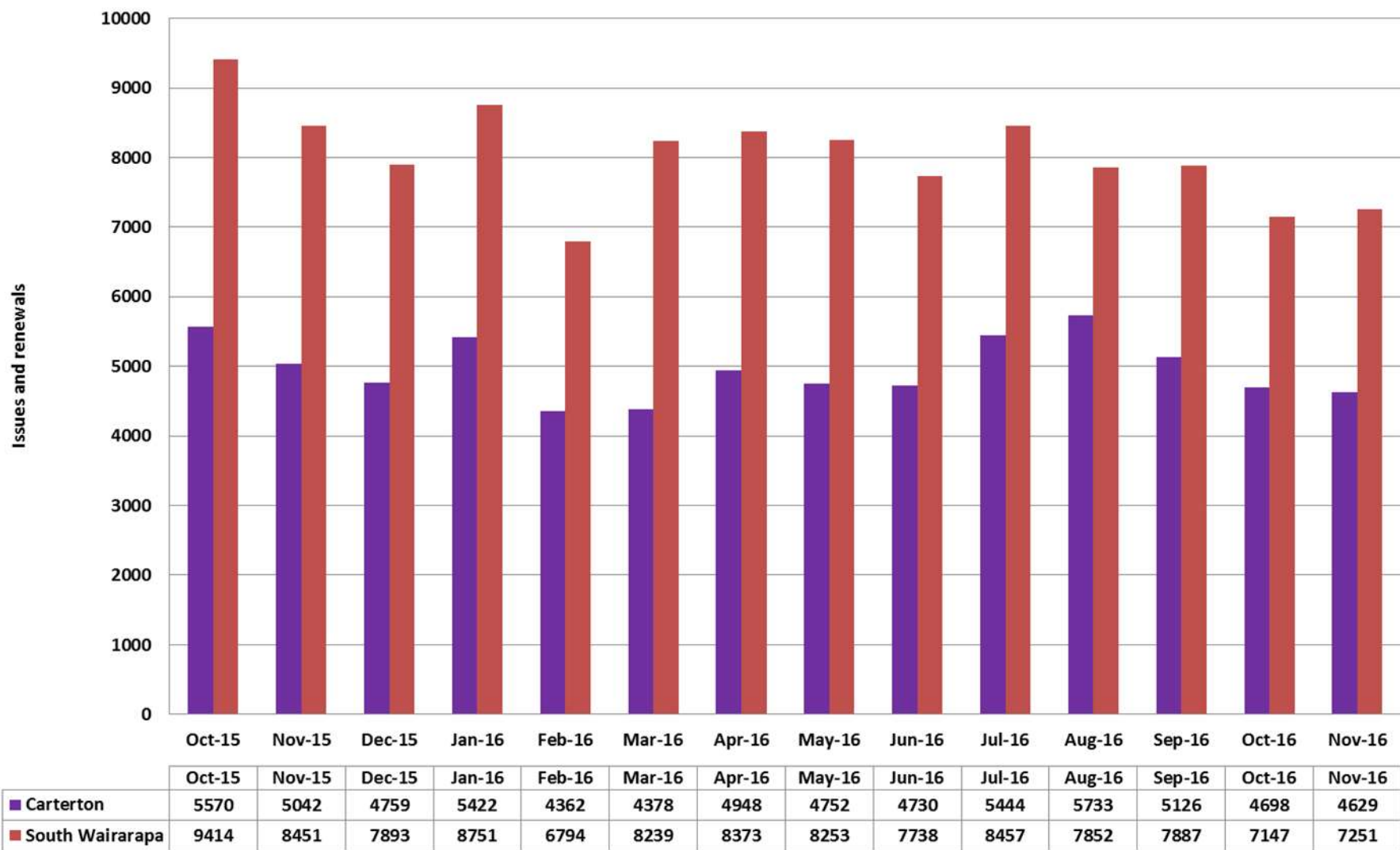
Appendix 3 – Library statistics

South Wairarapa libraries - issues and renewals to November 2016

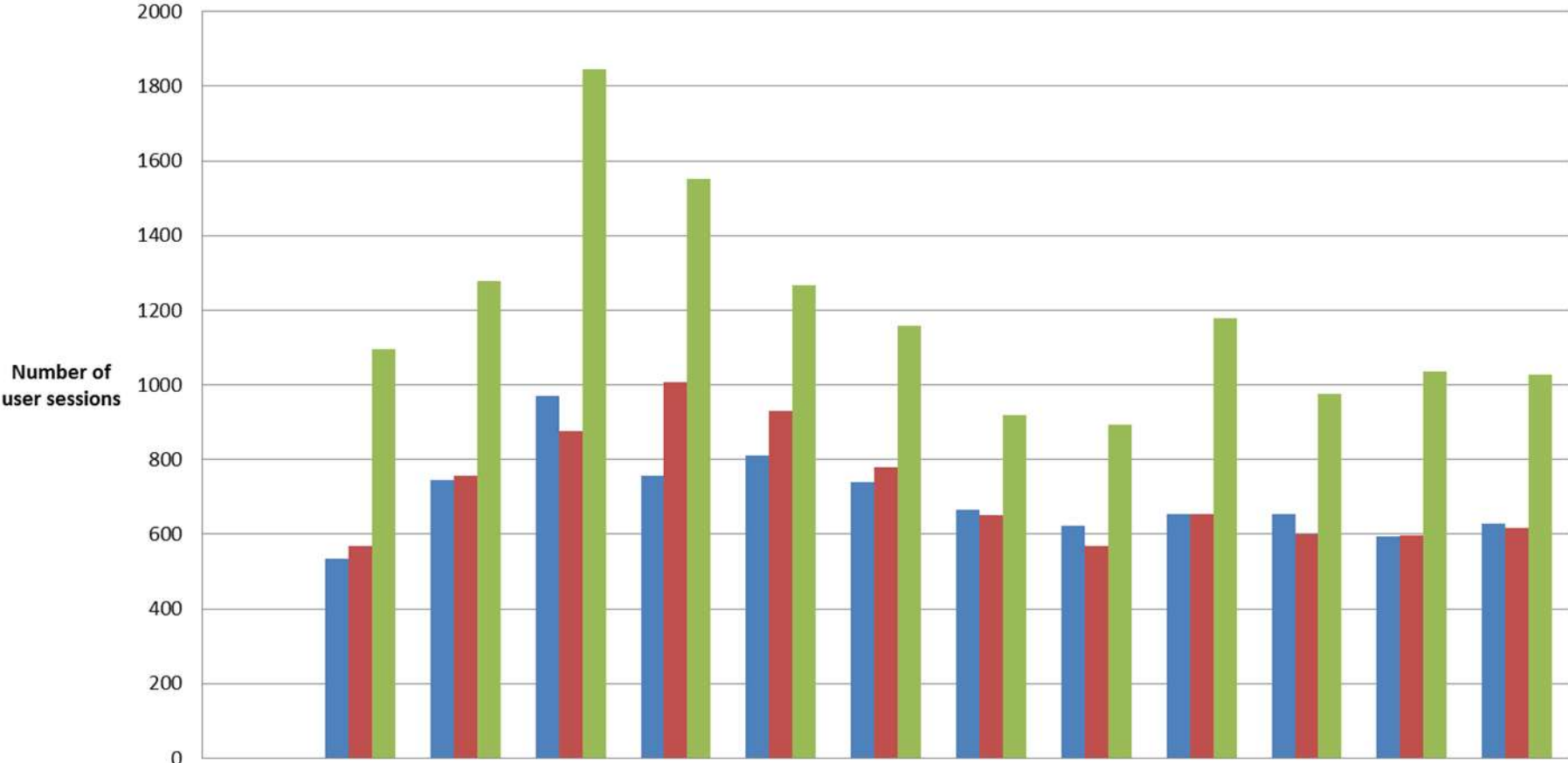


	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16
■ Featherston	2748	2728	2450	2550	2057	2304	2482	2591	2375	2440	2533	2574	2113	2296
■ Greytown	3383	2936	3062	3143	2495	3010	2757	2588	2543	2820	2684	2659	2567	2136
■ Martinborough	3283	2787	2381	3058	2242	2925	3134	3074	2820	3197	2635	2654	2467	2819

Wairarapa Library Service - issues and renewals to November 2016



APNK Wi-fi user sessions to October 2016



	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16
■ Featherston		535	744	971	757	810	738	666	621	655	653	593	628
■ Greytown		568	755	876	1008	931	779	651	567	653	599	597	617
■ Martinborough		1095	1277	1844	1552	1267	1159	920	894	1177	977	1036	1026

FEATHERSTON COMMUNITY BOARD

31 JANUARY 2017

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 information.*
2. *Consider the application from the Wairarapa Community Kitties against the grant criteria and consider allocating the requested \$500 to help with the costs associated with rehoming cats and kittens.*
3. *Consider the application from the Featherston 1st Friday's Group against the grant criteria and consider allocating the requested \$500 to assist with the costs associated with running the 3 February 2017 event.*

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 2017 grants will be considered on the 31 January, 2 May, 18 July, 10 October and 21 November.

Contact Officer: Suzanne Clark, Committee Secretary

Approved By: Paul Crimp, Chief Executive

FEATHERSTON COMMUNITY BOARD

31 JANUARY 2017

AGENDA ITEM 6.5

PROPOSED CONDITIONS FOR THE USE OF FEATHERSTON TOWN SQUARE

Purpose of Report

To consult with Community Board members on proposed terms and conditions for use of Featherston Town Square.

Recommendations

Officers recommend that the Community Board:

1. *Receives the information.*
2. *Endorses the draft Terms and Conditions for Events in Parks and Reserves.*

1. Executive Summary

At its meeting of November 2016, Featherston Community Board asked to be consulted on the development of guidelines for the use of the new Featherston Town Square. This triggered the development of a wider set of terms and conditions for events in all council parks and reserves, and this is attached as Appendix 1.

2. Background

Amenities staff routinely approve or deny requests for various types of activities to take place during events in Council parks and reserves. These activities are generally identified during the event application process, however there are no written terms and conditions for the use of parks and reserves in the way that there are for other venues such as halls. Some terms and conditions can be found in reserve management plans, where these exist, and other requirements are covered by by-laws. A general set of terms and conditions, along with specific requirements for individual parks and reserves, needs to be available to potential users at the time they book an event.

3. Discussion

3.1 Event Application process

The Event Application process was developed by SWDC staff and has been in use since late 2013. An Event Application form (attached as Appendix 2) is provided to event organisers, and acts as a checklist to ensure that they have considered all aspects of the event including food and alcohol licensing, building and resource consents, rubbish and traffic management. The completed Event Application Form is steered through the various departments by the Amenities Administrator to ensure all sign-offs are achieved before the event. The form is used both for events on SWDC property and on private property eg vineyard events. Where the event is to be held on SWDC property, the Amenities team has the final sign-off to ensure that all requirements for the use of the park or reserve will be met.

3.2 Terms and conditions for events in parks and reserves

The Event Application form currently directs event organisers to the reserve management plans for more specific information about the use of the park or reserve proposed for the event. However, not all parks and reserves have management plans, and it's not always easy to find specific information on what is or is not permissible in a specific park. The draft Terms and Conditions brings existing information together into one place, and can be used as a template for requirements for reserves which do not have management plans. When completed, the Terms and Conditions will contain both generic information, and requirements that are specific to particular parks or reserves. The final agreed Terms and Conditions will be made available through Council's web-site, and can be attached to the Events Application form for those events which are planned to be on SWDC property.

3.3 Consultation

Featherston Community Board members are invited to consider the draft Terms and Conditions as attached, including the specific elements for the main Featherston reserves. Once the specifics table has been completed for all south Wairarapa parks and reserves, the other community boards will be consulted before the Terms and Conditions are taken to Council for final approval.

3.4 Featherston Town Square

A layout plan has been developed to show the areas where vehicles are permitted (Appendix 3) and will be made available to event organisers planning events for the Town Square.

4. Conclusion

The Community Board's request for consultation on guidelines for the use of Featherston Town Square brought to light a gap in information made available to intending users of all parks and reserves in the district. The Draft Terms and Conditions for Events in Parks and Reserves proposes to remedy that information gap.

5. Appendices

Appendix 1 – Draft Terms and Conditions for Events in Parks and Reserves

Appendix 2 – Event Application Form

Appendix 3 – Featherston Town Square Layout Plan

Contact Officer: Helen McNaught, Amenities Manager

Reviewed By: Mark Allingham, Group Manager Infrastructure Services

Appendix 1 – Draft Terms and Conditions for Events in Parks and Reserves

Terms and Conditions for Events in Parks and Reserves

1. Application of existing policies and plans

- 1.1 The Community Groups Use of, and Access to, Council Parks and Reserves Policy applies.
- 1.2 The requirements of any Reserves Management Plan in force for the park or reserve will apply.
- 1.3 South Wairarapa District Council encourages the use of parks and reserves for events, but does have a responsibility to maintain the parks for future generations. The Council reserves the right to deny approval for activities which may put facilities and structures at risk of damage or destruction.

2. Bookings

- 2.1 Planned gatherings of 10 or more people in a park or reserve require a booking to be made on the Event Application Form. The booking will be confirmed once the Event Application Form has been signed off and any applicable fees paid.
- 2.2 The Event Organiser shall be responsible for obtaining all permits, consents, approvals and licenses required for the event – the Event Application Form is the checklist for ensuring the Event Organiser is aware of all potential requirements.
- 2.3 A key may be required to access some parts or facilities. Council staff will advise when the key may be collected, and where from, and where it is to be returned to. Keys must be returned as soon as possible after the event.
- 2.4 Event approval applies to the approved allocated area as indicated on the Event Application form and as instructed by Council officers for the specified date/s only.
- 2.5 The Event Organiser shall not assign or transfer their approved event booking to any other person without the prior written approval of Council.

3. Cancellations

- 3.1 Cancellation or postponement of an event must be advised to Council as soon as possible.

3.2 Should any of these Terms and Conditions, and any additional conditions made as part of Event Approval not be met or adhered to, Council may withdraw approval at any time, and any future applications for park use may be denied.

4. Damage bonds

- 4.1 A bond may be required at the time of booking to cover potential costs of repairing any damage and undertaking any clean-up work (if the area is not left in the way it was found).
- 4.2 The bond amount will depend on the area used and the scale of activities undertaken. Bonds will be refunded if the park is returned to its original condition at the end of the event and conditions have been complied with. Council reserves the right to deduct any costs it incurs as a result of the event from any bonds held.

5. General Conditions

- 5.1 Emergency and public access ways must be kept clear at all times.
- 5.2 Activities must not restrict general public access and enjoyment of the park/reserve. Event bookings do not grant exclusive rights to the use of the park/reserve, and no park or reserve will be bookable for exclusive use.
- 5.3 Directions given by Council officers as part of the Event approval must be followed.
- 5.4 All resources in the park/reserve, including fences, structures, vegetation, rocks and turf are protected and must not be damaged or altered in any way.
- 5.5 Any requests for additional work on the park/reserve necessary for the event will generally be carried out by the Council's approved contractor, as directed by Council officers. Cost of additional works will be at the expense of the Event Organiser. Details of special requirements must be provided at time of booking.
- 5.6 The Event Organiser must notify the Council of any accident in the park/reserve during an event, or any defect in the facilities or equipment that the Event Organiser becomes aware of.
- 5.7 The Event Organiser will not make any alterations or additions to any facilities (including the fixing of temporary signs or advertisements in the park/reserve or to the exterior of any structure) without the prior written approval of the Council.
- 5.8 Council parks and reserves are smoke-free, and all organised events on parks/reserves should be promoted as being smoke-free.
- 5.9 Council will not be responsible for any damage caused to the property of the Event Organiser, or event participants/attendees.

6. Specific conditions for events

Park / reserve	Alcohol	Vehicles	Fires/Fireworks	Tents/marquees	Amusement devices	Dogs
Barr-Brown Reserve	Not permitted at any time	Not permitted at any time	Not permitted at any time	Not permitted at any time	Not permitted at any time	On leash only
Card Reserve	With Council permission if licensing requirements met	Emergency vehicles at any time. All other vehicles by arrangement with Council	With Council permission	With Council permission	With Council permission	On leash only
Clifford Square	Not permitted at any time – within liquor ban area	Emergency vehicles at any time. All other vehicles by arrangement with Council	Not permitted at any time	With Council permission	With Council permission	On leash only
Dorset Square	With Council permission if licensing requirements met	Emergency vehicles at any time. All other vehicles by arrangement	Not permitted at any time	With Council permission	With Council permission	On leash only

		with Council				
Featherston Town Square	Not permitted at any time – within liquor ban area	Two areas provided for event vehicles, as marked on layout plan, by arrangement with Council. No other vehicles at any time	Not permitted at any time	With Council permission	Not permitted at any time	On leash only
Lake Domain Reserve	With Council permission if licensing requirements met	Permitted	With Council permission	With Council permission	With Council permission	On leash only
Otauirā Reserve	With Council permission if licensing requirements met	Permitted	Not permitted at any time	With Council permission	With Council permission	On leash only

Appendix 2 – Event Application Form

Event Application Form

South Wairarapa District Council



19 Kitchener Street Martinborough 5711
06 306 9611 enquiries@swdc.govt.nz

Please complete this form so we can help you sort out the necessary approvals or organise meetings for further discussion.

Event Applications must be received at least two months before the proposed event start date to ensure approvals or permits can be processed in time.

DETAILS

Event Name: _____

Organisation: _____

Contact Name: _____

Email: _____ Phone: _____

Postal Address: _____

LOCATION | DATES | TIMES

Name of Park/Reserve/Venue: _____

Street Address: _____


Legal Description: _____

Postal Address: _____

Specific Location within the Park/Reserve/Venue (if not entire premises): _____

Event start time/date: _____ Event finish time/date: _____

Set up time/date: _____ Pack up time/date: _____

 Attach a detailed site plan showing the site boundaries, the location of all structures (temporary and permanent), toilets, water taps, roads and parking areas.

EVENT DETAILS

Is this a public event? Yes No Will there be entry charges? Yes No

Description of Event: _____

Number of people estimated: Under 50 50 - 200 200 - 500 500 +

CHARGES AND BONDS

- Commercial activities may incur a fee for use of council owned space.
- In some cases a refundable bond will be required when booking Council owned parks or reserves to cover potential damage costs. The Amenities Administrator will advise the bond amount required for your event.
- Your event may also require one or more licenses or registrations, each of which incurs a fee.


FOOD LICENSING

A Food Licence may be required if you are selling or supplying food at your event. Application forms are available at the Council office or online:

Food Premise Registration Form - www.swdc.govt.nz/food-premises-registration

Food Stall Registration Form - www.swdc.govt.nz/food-premises-registration

Contact Council's Environmental Health Officer (06 306 9611 or enquiries@swdc.govt.nz) to discuss specific requirements.

 Attach the completed food licensing application to this form along with the specified fee. Council must receive Food Licensing Applications at least 20 working days before your event.


LIQUOR LICENSING

A Special Licence is required if you are selling or supplying alcohol at your event. Application forms are available at the Council office or online:

Special Licence Application - www.swdc.govt.nz/liquor-licensing

Please note that large events will also require an Alcohol Management Plan.

Contact Council's Environmental Health Officer (06 306 9611 or enquiries@swdc.govt.nz) to discuss specific requirements.


 Attach the completed Special Licence application to this form along with the specified fee. Council must receive Liquor Licensing Applications at least 20 working days before your event.

AMUSEMENT DEVICE REGISTRATION

Amusement Device Registration is required if you plan on having an amusement device (e.g. ferris wheel, roller coaster) at your event. The application form is available at the Council office or online:

Amusement Device Registration Application - www.swdc.govt.nz/other-health-licences-and-registrations


Contact Council's Environmental Health Officer (06 306 9611 x 853 or enquiries@swdc.govt.nz) to discuss specific

 requirements. Attach the completed registration application to this form along with the specified fee. Council must receive Amusement Device Registration Applications at least 20 working days before your event. Please note that Amusement Device Registration Applications can be lodged at the Greytown or Featherston Libraries as well.

CAMPING GROUND REGISTRATION

A Camping Ground Licence may be required if you are providing a camping ground for the patrons of your event. The application form is available at the Council office or online:

Camping Ground Registration Application - www.swdc.govt.nz/other-health-licences-and-registrations

 Contact Council's Environmental Health Officer (06 306 9611 x 853 or enquiries@swdc.govt.nz) to discuss specific requirements. Attach the completed registration application to this form along with the specified fee. Council must receive Camping Ground Registration Applications at least 20 working days before your event. Please note that Camping Ground Registration Applications can be lodged at the Greytown or Featherston Libraries as well.


INFRASTRUCTURE AND SERVICES

Describe your proposed rubbish collection arrangements: _____

For a fee, Council can assist with rubbish collection arrangements for your event. Please enquire for more information.

Proposed traffic, parking and pedestrian safety arrangements: _____

Does your event require any road closures? Yes No

 If yes; you must supply a Traffic Management Plan (TMP). TMPs are to be completed 8 weeks before your event by a registered Traffic Management specialist. TMPs are publicly notified at the applicant's cost and are reviewed by the Council, Police and NZTA. If you require further information on TMPs please contact the Infrastructure & Services team on 06 306 9611 ext 825 or email enquires@swdc.govt.nz.

RESOURCE CONSENTS

Resource consent is required if your event will:

- Operate outside the hours of 7am and 10pm
- Run for more than five days (separate or consecutive) in any six-month period

Resource consent may be required if your event will:

- Use amplifiers or sound systems
- Have extra lighting
- Have signs on other sites

Describe the number and size of any temporary structures (fences, tents, stalls etc):


Describe any amplified sound/public address system to be used:

Describe any proposed lighting (e.g. how many lights and location):

Describe any sign(s) and their proposed location(s):

Resource Consent Applications are available at the Council office or online:


Resource Consent Application - www.swdc.govt.nz/resource-consents

 Contact Council's Planning Department on 06 306 9611 or enquiries@swdc.govt.nz to discuss specific requirements. Attach the completed Resource Consent Application to this form along with the specified fee. Council must receive Resource Consent Applications between 20 - 70 working days before your event, depending on the proposed activity.

BUILDING CONSENTS

Building Consent is required for the following structures. Building Consent Applications are available from the Council office or online at www.swdc.govt.nz/building-consents:

- Tents or marquees over 100m² being used for less than one month
- All tents and marquees being used for longer than one month
- Platforms or staging over 1.5m high
- Portable buildings greater than 10m²

 Attach the completed Building Consent Application to this form along with the specified fee. Please note that Building Consent Applications are not considered complete until vetted by a Building Control Officer. Contact Council's Building Department on 06 306 9611 or enquiries@swdc.govt.nz to discuss specific requirements. Council must receive Building Consent Applications at least 20 working days before your event.

HAVE YOU CONSIDERED

The impacts of your event and how you can remedy them: Neighbours, traffic, parking, other reserve users, activities, structures, signs, noise, lights, health and safety, effects on the reserve's plants and animals.

Adequate provision for access and amenities: Parking, toilets, water, disabled access, access for emergency vehicles.

Emergency Services: Ambulance, First Aid, Fire, Police.

Special features of the park or reserve: Consult the Reserve's Management Plan at www.swdc.govt.nz/policies-plans-and-bylaws for any special features of the park or reserve and decide how you will manage the impacts of your event on them.

Contact the Council for advice on 06 306 9611 or enquiries@swdc.govt.nz

SIGNATURE

Applicant's signature: _____ Date: ____/____/____

By signing this form, the applicant takes full responsibility for any charges incurred to repair Council owned parks or reserves above and beyond the normal wear and tear as a result of the event.

The South Wairarapa District Council accepts no responsibility for death or illness, injury or accident to or financial loss by any person during the event. Event coordinators are advised to have Public Liability Insurance for protection against third party claims.

SUBMIT YOUR APPLICATION

Please email your Event Application Form to amenities@swdc.govt.nz or post to:

**Amenities Administrator
South Wairarapa District Council
PO Box 6
Martinborough 5741**

The Amenities Administrator will contact you with the outcome of your application, including any bonds or conditions attached to the use of a SWDC owned park or reserve. The Amenities Administrator will refer to any relevant District Plans and Bylaws when making the decision.

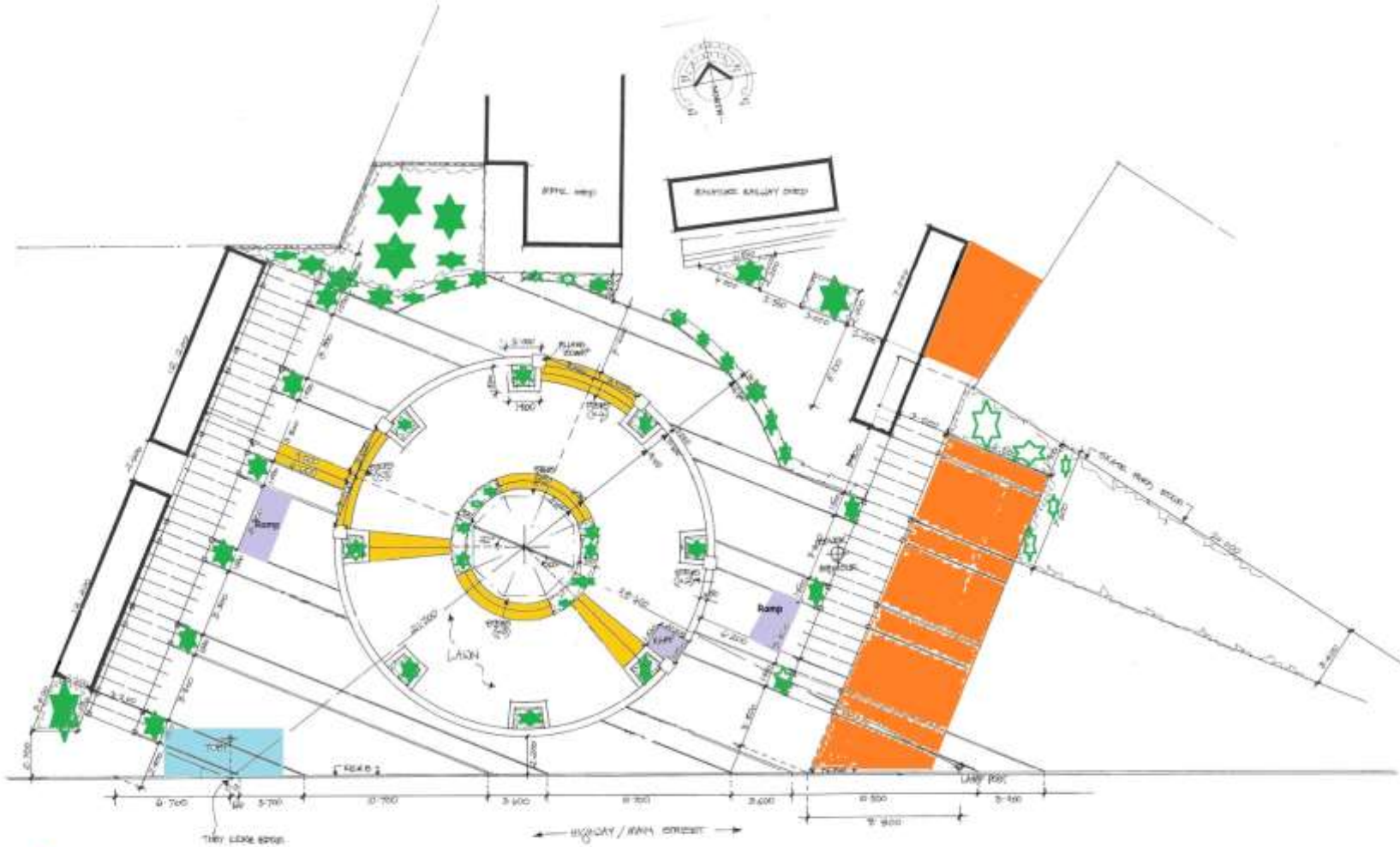
Council Use Only:

Site plan	Required <input type="checkbox"/>	Attached <input type="checkbox"/>	Fee <input type="checkbox"/>	Comment _____
TMP	Required <input type="checkbox"/>	Attached <input type="checkbox"/>	Fee <input type="checkbox"/>	Comment _____
Building consent	Required <input type="checkbox"/>	Attached <input type="checkbox"/>	Fee <input type="checkbox"/>	Comment _____
Resource consent	Required <input type="checkbox"/>	Attached <input type="checkbox"/>	Fee <input type="checkbox"/>	Comment _____
Liquor licence	Required <input type="checkbox"/>	Attached <input type="checkbox"/>	Fee <input type="checkbox"/>	Comment _____
Food licence	Required <input type="checkbox"/>	Attached <input type="checkbox"/>	Fee <input type="checkbox"/>	Comment _____
Amusement Device registration	Required <input type="checkbox"/>	Attached <input type="checkbox"/>	Fee <input type="checkbox"/>	Comment _____
Camping Ground registration	Required <input type="checkbox"/>	Attached <input type="checkbox"/>	Fee <input type="checkbox"/>	Comment _____
Other licence _____	Required <input type="checkbox"/>	Attached <input type="checkbox"/>	Fee <input type="checkbox"/>	Comment _____
Bond Received	Required <input type="checkbox"/>	Attached <input type="checkbox"/>	Amount \$ _____	Comment _____



19 Kitchener Street Martinborough 5711
06 306 9611 enquiries@swdc.govt.nz

Appendix 3 – Featherston Town Square Layout Plan



-  Tree, planting etc
-  steps
-  drinking fountain and bike racks
-  Ramps
-  permitted area for vehicles

FEATHERSTON COMMUNITY BOARD

31 JANUARY 2017

AGENDA ITEM 8.1

FACEBOOK PAGE

Purpose of Report

To adopt the development of a "Featherston Community Board" Facebook Page for the purpose of disseminating and receiving information, to and from the residents and ratepayers of Featherston.

Recommendations

Officers recommend that the Featherston Community Board:

1. *Receive the information.*
2. *Motion that we accept the "Facebook Policy" for the FCB Page as Appendix 2.*
3. *Motion that all Members of the Featherston Community Board be have admin rights on the Facebook Page.*
4. *Motion to set up a "Featherston Community Board" Facebook Page.*

1. Executive Summary

Featherston Community Board needs a way to inform the Featherston Community about future events, meeting, consultation, SWDC website and sharing information specific to Featherston.

The proposed Facebook Page would not be the only form of Communication.

2. Background

Facebook is an American for-profit corporation and online social media and social networking service based in Menlo Park, California, United States. The Facebook website was launched on February 4, 2004.¹

¹ <https://en.wikipedia.org/wiki/Facebook>

Facebook is used as a social media platform by many of the residents in Featherston. We have over 100 Facebook Groups and Pages that specifically relate to Featherston, New Zealand.

Greytown and Martinborough Community Boards already have their own Facebook Pages running for their Communities. For your reference their "About" sections are in Appendix 1.

3. Financial Implications (cost)

There is no financial cost to use Facebook pages, just as there is no cost to use Facebook as an individual or in a group.

It costs to promote or advertise in Facebook. I recommend we do not use this function.

4. Discussion

4.1 Our Options

We have some options;

Status Quo, or

A Facebook Page

4.1.1. Status Quo

Our first option is the status quo and to not have a Facebook Page.

We continue to use our own Facebook pages to get messages out to our Featherston friends. We use the existing Facebook Pages like "Featherston, Wairarapa" and "you know you are from Featherston when..." to disseminate our messages.

We do not have admin rights on those pages and cannot set policy for those pages. We have no control over what stays up on those pages even if their content negative and incorrect about us or the Council.

4.1.2. Set up our own Facebook Page

Our second option is that we set up our own Facebook Page. We need to agree on the Policy, See Appendix 2 – FCB Facebook Policy. We all agree to

check the Page frequently to capture discussions. We agree that Robyn Ramsden will set up the Facebook Page and give the whole Board the same Admin status.

The Featherston Facebook Page is intended for informing part of the Featherston Community about when meetings are on, about community consultation and sharing local public events.

Once our strategic goals are agreed upon then it can also be used to promote those goals and keep our Community informed.

The Facebook Page can be “locked down” so all public posts need approving. We may be able to release some restrictions over time.

We are able to capture all the information we receive by screen shots so everything can be followed up via email.

A ad-hoc survey was conducted in the closed Facebook group ‘you know you are from Featherston when...’. This provided an overwhelming response of yes, an offer of using the new Featherston Website and a request to use other medium. I’ve gained permission to use those comments and they are at Appendix 3.

5. Conclusion

Facebook is only one of many ways of reaching out to our Community. It will not solve our Communication issues but it will allow us to begin to get our message out and receive information back.

We intend to include the use of the Phoenix, local news papers, and websites a to expand our reach and increase our feedback.

6. Appendices

Appendix 1 – Martinborough and Greytown Facebook Pages

Appendix 2 – Proposed FCB Facebook Policy

Appendix 3 – Survey Feedback

Contact Member: Robyn Ramsden, FCB Member

Reviewed By: Brenda West, FCB Chairperson

Appendix 1 – Martinborough and Greytown Facebook Pages

Martinborough Community Board
@MartinboroughCommunityBoard

Home
About
Photos
Events
Likes
Posts

Create a Page

About [Suggest Edits](#)

CONTACT INFO

[@MartinboroughCommunityBoard](#) [Message Now](#)

<http://www.swdc.govt.nz/MCB>

MORE INFO

[About](#)
Martinborough Community Board

STORY

The Martinborough Community Board represents and acts as an advocate for the interests of the Martinborough Ward communities. Current members of the Board are:
Lisa Cornelissen
Pam Colenso
Adi McMaster
Victoria Read
Julie Riddell
Max Stevens
Contact details can be found via the SWDC.govt.nz website

Facebook Policy for Martinborough Community Board (MCB) - February 2015

This Policy can be changed or updated at any time with the agreement of a majority of the MCB at a scheduled meeting. This policy covers the type of content that will be posted by the MCB, the types of Facebook pages that the MCB will like and the Rules of Engagement for Facebook users interacting with our page. The policy will be published on the MCB Facebook page and the SWDC MCB web page.

Posts, Shared Content and Likes

Martinborough Community Board

@MartinboroughCommunityBoard

Home

About

Photos

Events

Likes

Posts

Create a Page

About

Photos

Events

Likes

Posts

Create a Page

Posts, Shared Content and Likes

Posts and Shared Content will fulfil one of the following criteria:

- Inform followers of MCB initiatives
 - Support the strategic aims of the MCB
 - Seek feedback or input to inform MCB decisions or policy
 - Promote community organisations with similar aims and objectives
 - Promote or support Charitable organisations and events
 - Celebrate community or individual successes
- Likes – in general MCB will only like pages which
- Support the strategic aims of the MCB
 - Are the pages of similar organisations with similar aims and objectives
 - Are the pages of Local or National Media

Administrators may 'post' or 'like' outside these protocols, in exceptional circumstances, only with the agreement of a majority of the MCB, such agreement may be gained by e-mail.

Rules of Engagement

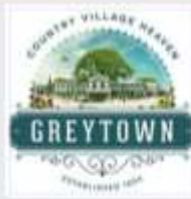
Messages and images posted on this page will be moderated - they must always be polite, appropriate and relevant.

We support free speech and community engagement however we will remove anything that breaks Facebook standards and our rules including:

- Violent, obscene, profane, hateful, suggestive or racist posts, links or images
- Comments that threaten or defame any person or organisation
- Solicitations, advertisements, or endorsements of any organisations
- Off-topic posts by a single user
- Repetitive posts by single or multiple users
- Publicising personal information or contact details
- Anything else that the page administrators deem to be inappropriate

Persistent posting by a single user in breach of these rules of engagement will result in a warning to the user and a reminder of our page protocols and rules of engagement. If a user continues to post in breach of our rules of engagement they will be blocked from the page.

A blocked user may request that their account is unblocked, in writing to any current MCB member and all such requests will be considered at the next available scheduled meeting of the MCB and granted on a majority vote.



Greytown Community Board

@GreytownCommunityBoard

Home

About

Photos

Likes

Events

Videos

Posts

Create a Page



Like Message Save More

About

Suggest Edits

CONTACT INFO

- @GreytownCommunityBoard [Message Now](#)
- <http://www.swdc.govt.nz/contact-a-community-board-member#GtnCommunityBoard>

MORE INFO

- About**
The Greytown Community Board represents and acts as an advocate for the interests of the Greytown Ward communities. We are your voice in the community.

STORY

Current members of the Board are:
Christine Stevenson
Shane Atkinson
Leigh Hay
Ian Farley

Council Representatives on the Board
Viv Napier
Margaret Craig

Student Representative
Connor Taumoepau

All our contact details can be found at the South Wairarapa District Council Website.

Welcome to our new Facebook page. We're keen to engage with you and to hear your ideas and opinions. We will be posting regular comments and information on what we are doing along with current or planned projects in the community.

As with all public forums please keep the debate clean and

As with all public forums please keep the debate clean and respectful. We reserve the right to remove posts we believe are likely to cause offence.

Greytown Community Board Meetings
You are welcome to attend ANY Community Board Meetings. If you have anything to bring up or wish to discuss contact the committee secretary to have it put on the agenda.

Her details are: Suzanne Clark 06 306 9611 xtn 823
suzanne.clark@swdc.govt.nz
For more information, <http://www.swdc.govt.nz/public-participation-at-a-meeting>

Meetings are held on a Wednesday at 7pm in the Greytown Town Hall. This gives you the link to a list of all meeting dates, times & minutes. <http://www.swdc.govt.nz/greytown-community-board-agenda-and-minutes-2013>

Greytown
Greytown is a beautiful country village in the Wairarapa with a population of around 2500. We are 80kms north of Wellington and easily accessible by car or train. Surrounded by fabulous countryside, towered over by the Taranuas, with nearby lakes & rivers, vineyards, olive groves, great food & shopping are all close to hand. It is loved by locals and visitors alike. We think we are the coolest country village in New Zealand.

Home

About

Photos

Likes

Events

Videos

Posts

Create a Page

Appendix 2 – Proposed FCB Facebook Policy

About

The Featherston Community Board represents and acts as an advocate for the residents and communities of Featherston Ward.

Current members of the Board are:

Brenda West (Chair)

Mark Shepherd (Deputy Chair)

Claire Bleakley

Robyn Ramsden

Colin Olds (Council Representative)

Dayle Harwood (Council Representative)

Contact details for the Board can be found on the South Wairarapa District Council page. <http://www.swdc.govt.nz/contact-a-community-board-member#FstnCommunityBoard>

The Featherston Community Board has a webpage on the SWDC website. <http://www.swdc.govt.nz/FCB>

Meetings are held every 6 weeks on Tuesday evenings at 7 pm in the Kiwi Hall:

31 January 2017

14 March 2017

2 May 2017

6 June 2017

18 July 2017

29 August 2017

10 October 2017

21 November 2017

Anyone may attend the meeting without prior notice.

You are welcome to speak at a meeting but you need to contact the Chair (Brenda West) or the Committee Secretary at least 2 days prior to the meeting.

Suzanne Clark 06 306 9611 xtn 823 suzanne.clark@swdc.govt.nz
For more information. <http://www.swdc.govt.nz/public-participation-at-a-meeting>

Facebook Policy for Featherston Community Board (FCB) – January 2017

This Policy can be changed at any FCB meeting.

The purpose of this Facebook Page is to allow the Board to disseminate information, invite residents of meetings, and support the Featherston Community. It will be only one of many public communication avenues we will use to both get information out and information back from residents.

Rules of Engagement:

Messages and images posted on this page will be moderated - they must always be polite, appropriate and relevant.

We support free speech and community engagement however we will remove anything that breaks Facebook standards and our rules including:

- Violent, obscene, profane, hateful, suggestive or racist posts, links or images
- Comments that threaten or defame any person or organisation
- Solicitations, advertisements, or endorsements of any organisations
- Off-topic posts by a single user
- Repetitive posts by single or multiple users
- Publicising personal information or contact details
- Anything else that the page administrators deem to be inappropriate

Persistent posting by a single user in breach of these rules of engagement will result in a warning to the user and a reminder of our page protocols and rules of engagement. If a user continues to post in breach of our rules of engagement they will be blocked from the page.

A blocked user may request that their account is unblocked, in writing to any current FCB member and all such requests will be considered at the next available scheduled meeting of the FCB and granted on a majority vote.

Basically, please treat people with respect.

Appendix 3 – Survey Feedback

Francie Smith replied to your comment

 **Robyn Ramsden** ▶ You know you're from Featherston when....
16 January at 13:11 · 

I've got a question. I hope it's okay to ask it here.
Would the ratepayers and residents of Featherston find it useful for the Community Board to run its own Facebook Page?
It would be for meeting reminders, asking opinions of residents and ratepayers, receiving information, etc. For example we want to do some work on footpath priorities. The plan is to use 'traditional' ways of getting information but a Face book Page would reach more people quickly....
See more

 Like  Comment

 Angie Smith and 12 others

 **Helen Cronin** Sounds like a great idea.
Like · Reply · 16 January at 13:16

 **Emma McCleary** No I'd find it more useful to have the stuff posted to this page.
Like · Reply ·  1 · 16 January at 13:38

 **Robyn Ramsden** A post from a FCB Page would be able to be shared here.
Like · Reply · 17 January at 07:30

 **Emma McCleary** Robyn Ramsden that's all I really ask - I just find info is easily lost on Facebook so just come to this one page.
Like · Reply · 17 January at 08:25

 Write a reply...  

 **Phillip Dittmer** Shame those without an Internet connection would miss out, same goes for those that don't wish to go anywhere Facebook. More use should be made of the information Centre - it was, after all, a facility run by the Com. Board. Encourage more residents to used the Info Centre, it's well situated in the middle of town.
Like · Reply ·  3 · 16 January at 13:47

 **Robyn Ramsden** As in the post, the other methods include the Phoenix, newspapers and posters. I'm even willing to start a mail list and for people without email and phone tree. You'd have to be living under a rock not to notice our efforts.
Like · Reply ·  3 · 16 January at 14:24

 Write a reply...  

 **Linda Fairbrother** I think a Facebook page is a great idea that could reach people in Featherston who might not otherwise be aware of the community



Linda Fairbrother I think a Facebook page is a great idea that could reach people in Featherston who might not otherwise be aware of the community board BUT I think it would be important to have a fb page as an extra option not instead of, you would need to maintain other forms of communication as well 😊

Like · Reply · 16 January at 14:18



Robyn Ramsden It would be one of many attempts to communicate. It's just the free and quickest option.

Like · Reply · 1 · 16 January at 14:25



Write a reply...



Emily Gberg The benefit of a FB page is best realised when that place posts to other pages in addition to expecting

Like · Reply · 2 · 16 January at 14:36



Emily Gberg People to follow your page. In that way your FB page acts as a person, when you add your voice to other conversations

Like · Reply · 2 · 16 January at 14:37



Emily Gberg Also this page is not public (is a private group) so posts to this page can't be shared to public pages

Like · Reply · 16 January at 14:39



Jack Prichard Yes, a Facebook page would be good. I would use it for the following:

- Updates on the next community board meeting.
- Information on what the issues the board is considering are.
- A way to give feedback.

Yes, I know there are other ways to do this but Facebook is convenient.

Thanks Robyn Ramsden. Good idea.

Unlike · Reply · 2 · 16 January at 14:44



Skye Bothma I was talking with Lee in a similar vein. I'm happy for my site www.featherstonguide.nz to be used for that purpose. I feel there is so many Facebook pages for Featherston already that it would be good if these could be somehow consolidated into one source.



The Featherston Guide

If you have a business, group or service you would like added to our directory, please do register with us, IT'S...

FEATHERSTONGUIDE.NZ

Like · Reply · 3 · 16 January at 15:42



Jenny Whyte yes

Like · Reply · 16 January at 16:14



Joanne Bateman I think that in this day and age it's expected.

Like · Reply · 16 January at 17:01



Jenny Whyte yes

Like · Reply · 16 January at 16:14



Joanne Bateman I think that in this day and age it's expected.

Like · Reply · 16 January at 17:01



Patrick Ginnane I think that's a good idea

Unlike · Reply · 1 · 16 January at 19:03



Peter Jackson When I was a Community Board member I suggested that we establish a FB page (not a group) to help inform the community about what the FCB was up to (among other local govt related matters). Unfortunately this idea didn't fly. Facebook is one of a number of highly effective communication channels, and would cater to those who routinely use the internet as their source of timely local information. Facebook and other channels are not mutually exclusive, however they need to be part of a coherent communication strategy.

Unlike · Reply · 2 · 16 January at 21:52



Bennie Darnell You can't even get the FB settings to allow you to state you're from Featherston, yet I tried again yesterday, but have grown weary of their refusal to acknowledge this metropolis we live in. lol

Like · Reply · 1 · 17 January at 02:16



Katie Beattie Yes

Like · Reply · 17 January at 03:01



Chester Holmes I confess I don't read the newspaper any more. A separate Facebook page would be most useful. Especially one where actual Events were loaded.

Like · Reply · 17 January at 07:25



Joanne Bateman It's all well and good to use other Facebook pages to get your message across, but if I'm interested in finding out about the FCB, then I would look for a FCB Facebook page, I wouldn't expect to have to join a separate unrelated page or buy a newspaper. Also the other mediums only deal with outgoing information, a FCB page would also deal with private messages and incoming requests for information.

Unlike · Reply · 3 · 17 January at 08:17



Janine Price Yes, This ^^ 😊

Unlike · Reply · 1 · 17 January at 08:30



Margaret Fletcher yes

Like · Reply · 17 January at 11:40



Write a reply...



Robyn Ramsden Thank you for your comments. They have being most insightful. Would there be any objection to me adding these to the appendix of the Motion I'm putting back up to the Community Board? It needs to be in my close of today. Francie Smith, you are the admin, is this alright with you?

Like · Reply · 2 · 2 mins



Francie Smith yes its ok with me 😊

Unlike · Reply · 1 · Just now



Write a reply...



From: Roz Harding` [mailto:rozagencies@xtra.co.nz]
Sent: Wednesday, 23 November 2016 4:11 p.m.
To: Suzanne Clark - Committee Secretary
Cc: Helen McNaught - Amenities Manager
Subject: Roz Cross Creek Railway

Hi Suzanne attached is a photo which I think would interest the Community Board. The positioning of a Helicopter Pad in the centre of Clifford Square would be ideal for medical pick-ups. The Fire Brigade is just up Fox Street, the Medical Centre opposite and a no fuss entre for the Ambulance. It would work well. Could you pass on to the Community Board please. Thank cheers Roz Cross Creek Railway Secretary.

Roz Harding
(Sales Manager)



ROZ BRANDS LTD
(Headlice Products)
41 Fox St, Featherston 5710
Wairarapa, N Z
tel +6463089642
www.roz.co.nz
rozagencies@xtra.co.nz



CARD RESERVE ARTIFICIAL SURFACE TRUST

Secretary
Laraine Kerr
32 Harrison Street West
Featherston

24 November 2016

The Chairperson
Featherston Community Board
Brenda West
Watt Street
Featherston

Dear Brenda

The Card Reserve Artificial Surface Trust are in the process of renewing the artificial turf. The surface has been down for 16 years and is showing signs of wear and tear. We are seeking funding but are also contributing a significant sum ourselves. We would like some indication as to what the SWDC would be willing to contribute or be involved in this process.

Therefore, we are requesting to be put on your agenda for a future Community Board meeting and be allowed to speak at this meeting and seek your recommendation for our project.

I look forward to hearing from you.

Yours sincerely



Laraine Kerr
Secretary

25 November 2016

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

Dear Board Members

Please find attached a copy of the latest update from the team at Victim Support. This edition focuses on New Zealand's chronic issue of family violence.

The scale of New Zealand's family violence problem is frightening. Police responded to 110,000 family violence callouts last year. On top of that, 80 per cent of incidents go unreported. **Of the incidents attended by Police, children were present in two out of every three.**

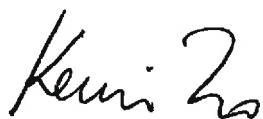
Family violence is indiscriminate of income, race, gender or religion, but its victims are often those who are already our most vulnerable.

The first step family violence victims take to get help might be the biggest step of their lives. That first step of telling someone is huge, and a significant step in changing their lives for the better, forever.

At Victim Support, it's our job to be here when they're ready.

As an important community stakeholder, we hope you'll read on about some of the work our staff and volunteers are doing to help over 8500 victims of family violence to regain control of their lives and stay safe.

Thank you for your ongoing support,



Kevin Tso
Chief Executive



Celebrating
30 years


Victim Support
Manaaki Tāngata

Voice

Summer 2016

Family Violence – breaking the cycle

The incidence of family violence in New Zealand is high. In fact, we have the highest proportion of reported intimate family violence, in the developed world.

What is Family Violence?

Family violence is generally regarded as any act of violence or abuse, physical or otherwise, by one family member against another.

It's a problem that affects people of all cultures, regions, religions, and gender; however here in New Zealand its victims are disproportionately Māori and female.

Supporting Victims of Family Violence

Being there for victims of family violence, has always been a core part of Victim Support's work in communities around New Zealand. Sometimes our support may have started for what might be regarded as low level crime, but belies the family violence behind it.

Support is a collaborative effort, as we work with specialist organisations like Women's Refuge and Shakti to ensure that victims receive tailored support that best meets their specific needs through each step of the support process.

We supported nearly 9,000 victims of family violence in the last year, and we anticipate this figure rising as people increasingly feel safe to seek help from family violence in their home, family or community. We also provide a full support service to the male family violence victims, and are the primary service provider in Canterbury.

As one of the few social service providers with a 24/7 availability and comprehensive network of volunteers nationwide, we will always answer calls for help and connect victims of family violence, and indeed other crimes and incidents, with the appropriate support for their needs.

Need support?
Call now

**0800
842 846**

In 2015 Police responded to **110,000** family violence incidents.

- ➔ **63%** of the incidents Police attended, had children present.
- ➔ **47%** of all homicides and violent offences are related to family violence.
- ➔ **49%** of Māori women experience partner abuse.
- ➔ Māori are three times more often victims of intimate partner deaths than non-Māori.

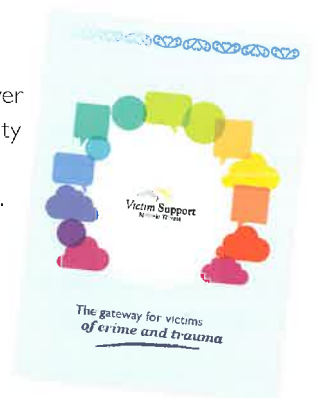


Inside...

Let's reduce family violence | Family violence support from Rangiora | We've turned 30!

In brief

- In October we renewed our MOU with New Zealand Police. Based in Police Stations nationwide and sharing a supportive relationship, New Zealand Police are our major operational partner.
- Both Victim Support Hutt City and Upper Hutt were finalists in the Wellington Airport Regional Community Awards.
- Victim Support received a Health and Wellbeing category commendation at the Trustpower Eastern Bay of Plenty Community Awards, and was winner at the Grey District and Buller awards.
- Our latest Annual Report is now available – it's on our website, simply follow the News and events link to Publications.



"It is very heartening having someone with your skills to provide such important and valuable support. It is very reassuring for me – for the families that you support – and furthermore, for the community wellbeing."

A huge thank you to our wonderful supporters, volunteers and staff and their families. With your help, we supported **31,849** victims of crime and trauma this year – thank you.



From Kevin's desk

This year our volunteers and staff delivered essential front line services to 87 victims a day. There's a robust individually tailored support plan to meet their personal needs and each victim may require ongoing support for days, weeks, months or even years, if a court process is involved.

Our teams are very well trained and do a superb job, providing victims with the right support to fit their need. We work with victims across many incident types, from assault, sudden death or home invasion, to

homicide, sexual and family violence, and more.

The later, family violence, is the theme for this issue of Voice. The statistics on the previous page make grim reading but it's encouraging to see initiatives being developed by the government to begin to address this problem. That first step of seeking help is difficult but significant, and one we encourage those affected by family violence to take.

Providing support to victims of family violence is a collaborative effort and we work with a number of other organisations to ensure we provide the most appropriate support to family violence victims. We're engaging in new initiatives wherever we can which provide an all-round support and aim to ultimately reduce offending. One of the government's proposed new initiatives will make the reporting and

protection processes easier, helping victims to seek help – and we're ready, willing and able to help them when they do.

Over the coming holiday season our work will continue. Whether it's Christmas Day or just another day, Victim Support is open 24/7, available to those suffering at the hands of family violence and other crime and trauma.

I would like to extend my personal thanks to everyone who has supported our work this year. To our wonderful volunteers and staff, our core funders in government, community organisations, businesses and individuals. We are very much a community organisation, making a positive difference in people's lives, nationwide, each and every day – and 31,849 victims have benefitted from our services this last year as a result.

We can't do it without your help, and I sincerely thank you for that.

Best wishes for a happy and safe festive season.

Kevin Tso
Chief Executive



Let's reduce family violence

Breaking the cycle of family violence is going to take many hands. While we already work collaboratively with other agencies to ensure victims have the resources and support they need, we will be building our collaborative work even more.

The government's new multi-agency *Integrated Safety Response (ISR)* pilot sees us working alongside government agencies and other NGOs in a concerted effort to both better support family violence victims, and prevent it happening in the first place.

The ISR will provide a more intensive, co-ordinated wrap of support for victims and whānau – providing more accountability for agencies to take and report action, and focus on early intervention to break cyclical violence.

Victim Support will play an important frontline service delivery role throughout the project.

It's been rolled out in Christchurch, and now recently in the Waikato. We are also a principal participant in the New Zealand Police family violence pilot in Counties Manukau, focussed on Māori and Pacifica families.

Innovative programmes are our best chance yet to break the cycle of family violence in New Zealand, and make a real difference in the lives of families, whānau, children, and communities.



Pictured at the recent AGM, Pat Davis, Board Chair Lorraine Scanlon, Life Member JJ Taylor, Justice and Electoral Select Committee member Chris Bishop MP, and Kevin Tso.

Farewell to Pat

Board member Pat Davis retired from the position at the last Board meeting. Pat's a long time Māori representative Board member and was presented with the inaugural Manaaki Tāngata award, as recognition of his services to Victim Support.

Thank you Pat for your long and outstanding contribution to Victim Support, at both the local level in Northland, and at the national level. The Board welcomes new Board members Aroha Gibb and Nicky Rawlings.

Family violence support from Rangiora

Rangiora sheep farmer Tim Hawke simply intended to accompany his wife Dinah to the Victim Support information evening, but ended up signing up too.

A volunteer Support Worker for seven years, Tim has done a lot of "generic" work – supporting victims of all incident types and has undertaken specialist training in suicide, sexual violence and family violence. He's very busy with the later given Victim Support's involvement in the government initiated family violence pilot in Christchurch.

Within family violence Tim predominantly provides support to men, finding family violence support somewhat different to other support. "There hasn't necessarily been a finite event so for some victims they feel like there's simply no end in sight. Making the decision to get help is a really big deal, and for guys it seems really hard. It's not simple and they have to make that decision themselves and I need to encourage them to understand that there's a way out," said Tim. "And that way out can be really hard as there's lots of factors to consider. It's a process that we work through together, at their pace," he added.

"The first intervention we have with a family violence victim is the best and most vital part of the whole process for their recovery and moving



If you are interested in volunteering with Victim Support, please call us on

0800
VOLUNTEER
(0800 865 868)

forward. Initially they might feel that it's the end of the world, but we provide the support to show them there is a way out and as we progress together I can see the difference in them by the way they're talking and engaging with me. Being a part of that is really quite amazing and rewarding," said Tim.

Tim's efforts don't go unnoticed. "Tim's commitment, depth of support, nature and manner, all make him a terrific volunteer Support Worker, and he instinctively knows how to engage with people really well. The extra work he's taken on to support family violence victims is incredible and we're really lucky to have him as part of the Victim Support family," said Victim Support Canterbury/Tasman Area Manager, April Marshall.

He's able to provide a lot of support over the phone, meaning his location and work on the farm doesn't limit him to providing rural support but the rural backdrop does help with self-preservation and letting go – as when needed he can head outside, breathing in the great outdoors to clear his head and move on. "I've had a couple of cases that blew my mind, but I can talk my feelings through with April and the Service Coordinator or network and share ideas with the other Support Workers. That's the thing, we're not doing this alone, we've always got support too. Right from the start we've been trained what to do and supported all the way through and subsequent training continues to build on to that."

With his family grown Tim's happy working on the farm, balancing his spare time with Dinah and providing support to those who need it in rural Canterbury, and beyond.

Civic honour for volunteer Phil



Phil Grocott and wife Raelene, following the award presentation.

Homicide Support Worker Phil Grocott was very pleasantly surprised when Upper Hutt Mayor Wayne Guppy presented him with a Civic Honour for his Victim Support volunteer work.

Upper Hutt resident Phil supports homicide victims right across the Wellington region, having supported over 100 victims in the five years he's been part of the team.

"Phil's ability to connect with people at a most vulnerable and traumatic time of their lives, is truly special. He's such a dedicated and committed Support Worker and is widely respected and welcomed in the community for his high expertise, thorough application and long term support for homicide victims. We're thrilled for him," said Wellington Area Manager, Paula Connolly.

Long time volunteers honoured

They were celebrating in Tuatapere recently as not one, but three volunteers notched up 20 years of service for Victim Support.

The trio of volunteer Support Workers, Pat Murdoch, Elva Brown and Ashlea Mill all recently achieved this milestone in the West Southland, Tuatapere area and were honoured at a small luncheon ceremony. Victim Support Southern Area Manager, David Charteris said "We are so proud to have volunteers like Pat, Elva and Ashlea who have provided fabulous service to Victim Support, and for 20 years – that's incredible. Our community is richer for this, and we are very grateful."

Pat, Elva and Ashlea are committed to supporting those that need it. "Nothing beats being available to support the local people and the occasional visitor, especially when they really need someone to be there," said Pat.

Congratulations Pat, Elva and Ashlea!



Pictured left to right Pat Murdoch, Elva Brown and Ashlea Mill at their celebratory lunch.

We've turned 30!

Thirty years ago, a group of forward thinking people in Gisborne decided to do something about the lack of formal support for victims following a serious crime or trauma.

Fast forward to today and we're a national organisation with a network of incredible volunteers and staff making a positive difference in nearly 32,000 lives every year.

Last month a small celebratory function was held at Parliament, hosted by the Minister of Justice, the Hon Amy Adams. This wonderful occasion provided us the opportunity to showcase our essential services for victims of crime and trauma to government ministers, officials and senior parties. We were joined at this function by Victim Support Life Members, Patron Dame Malvina Major and principal guest speakers Minister Adams, Police Commissioner Bush and homicide survivor Dr Helen Tairaoa.

To commemorate the occasion taonga, rocks, were presented. Sourced from and representing New Zealand's four winds, North, South, East and West, they are representations of the kaitiaki of Victim Support. Minister Adams received a rock as representative of Victim Support's principal funder and government contract, the Commissioner of Police as kaitiaki of Victim Support's principal operational partner, Dr Kim McGregor as kaitiaki of victims, and Kevin Tso as Chief Executive of Victim Support. The intent of this symbolism is that Victim Support will continue to thrive and play an important role in the victim justice system.

Celebrating
30 years



Left to right, Minister of Justice Hon Amy Adams, Chief Victims Advisor Dr Kim McGregor, Kevin Tso and Police Commissioner Mike Bush.



Palmerston North Mayor Grant Smith, United Way NZ Chief Executive Don Oliver and Victim Support Palmerston North Service Co-ordinator Helen McLeane with other recipients following a cheque presentation.

Thank you – United Way New Zealand

Grant funding from United Way New Zealand has helped us make a difference in people's lives by providing funding toward our services in Palmerston North, Gore, Central and South Otago.

United Way New Zealand is an independent, non-religious, non-political, volunteer based organisation that encourages generosity by brokering resources between individuals, businesses and the community.

Victim Support is thrilled to have United Way's support for our services. "Organisations like United Way are a tremendous asset to not-for-profit groups like us as we continually need to seek community support for our work, and we're all working toward the same outcome – healthy, happy and constructive communities," said Victim Support Chief Executive, Kevin Tso. "We're very grateful for their support, as it helps us make a positive difference in people's lives."

Such funding ensures we have appropriately trained and resourced Support Workers to assist victims who may well be at the lowest ebb of their lives. With good and timely support, victims can reconnect and be contributing to their communities well again.

You can read more about United Way at unitedway.org.nz

(Fear here)

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

Mr Mrs Miss Ms Other

Name

Postal address

Postcode

Phone

Email

Value of donation \$20 \$50 \$100 Other \$

Gifts over \$5 are tax deductible.

Cheque. Made payable to Victim Support.

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

Mastercard Visa Amex

Name of cardholder

Card Number

Expiry date Signature

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

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

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

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

Donate via internet banking to: BNZ 020500 0493163 00
Please ensure that you use your details as reference along with the code NL1116, so that we may acknowledge your gift.

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

On Tue, Nov 29, 2016 at 1:14 PM, Chris Adams <chrisadamsjeweller@gmail.com> <merle.blackbird@gmail.com> wrote:

Hi Brenda,

Merle here. I hear you are chairing the community board and that I may let you know wishes for things like footpaths in Featherston, so that you can see if that would fit into future plans for development or is noted somewhere?

There are a couple of locations that are very central and used a lot that I think might deserve a bit more foot-path-ing?

One is at the intersection of Fox and Johnson Streets



Imagine you are walking with 2 children in the pram and 2 others on foot from the pharmacy back to my house in Watt Street. There is no footpath along the train tracks, so I have to cross over to supervalue's side of Johnson Street. I get onto the road at the end of the street section but the sidealk there has not got a "ramp"-bit to make it easy for the pram. Then when we are crossing towards turret house there isn't a footpath and the train-bells are placed so that the children tend to want to walk past them in the middle of the road rather than on the grass. A footpath would make it a lot safer to cross there as children would know where they need to walk.

It is not much better if I cross fox Street first as there is also no footpath on the other side around the train tracks and street corner. The children slip on the gravel as it is a bit slopey and again they tend to walk off into the road as there is no clear line telling them where to walk. Also, there is often a large puddle right next to the train lights and that makes the kids want to walk on the road, too :)

Well, we love a good puddle, I have to say, and bring our gumboots on a rainy day! But we would also love a footpath there and on the other side :)

I am not sure how many families live in Featherston, but it is nice to design footpaths and walkways with families in mind. One adult trying to walk 3 or 4 preschoolers will experience roads differently to an adult driving past in a car!

The other spot is at the intersections Fox and Birdwood Street



Imagine you are walking from the supermarket to the Bell Street childcare.

There is no footpath along the side of the skatepark, so you cross Birdwood Street, and as you get to the corner of the playground, there is no footpath there either, so you cross to the mini Fell, just so you can cross back in the next section to get to the daycare.

Now that the town square is finished I suppose it is possible to walk over the town square and cross Fox Street near the mini train tracks. It seems there were some loose bits of concrete rubble lying by the mini fell tracks on the other side of Fox Street?

If I came from the library though, I would still like there to be a footpath along the playground.

There is also a footpath missing if I want to go from ANZAC hall to the medical centre. You could walk across the playground, but it might be nice to avoid that sometimes, because of the kids wanting to play or talk to their friends rather than being on time for their doctor's appointment.

Regardless of where I need to walk, I hope that the fact that these areas are very central and that most people would walk past them at some stage, they might deserve some extra

footpath-attention.

At the skatepark and playground there might be space restrictions for a footpath?

I thought it would be nice to hear about that?

also at some stage I had heard that requests had been made to extend the 50kmh zone at the north end of Featherston.

I am not sure if that is going to be done, but I would like to add that the south side might do with an extension, too.

If my child living in Watt Street or Renall Street wants to cross over to see their friend in Moore Street, then that piece of road has cars coming quite fast around a bend and I would be very worried about my 8 or 9 year old child crossing there safely. Yet, kids would balk at walking all the way to the next road crossing at Daniell Street.

In fact, crossing from Wakefield Street to Bethune Street is in a 50kmh zone, but still not easy to cross for older kids by themselves (or slow people that walk with young kids) - and it would be so great to have another zebra crossing at that end of town!

That is it for now, Brenda :)

I hope this gets noted somewhere for the next time such things are discussed in meetings?

Regards

Merle

ph 308 8109

021 053 2308

From: Featherston Christmas Market [mailto:featherstonchristmasmarket@gmail.com]
Sent: Saturday, 17 December, 2016 10:36
To: Brenda West
Subject: Thank You



Dear Brenda and Featherston Community Board Members

On behalf of the Featherston Christmas Market Organisers, I would like to thank you for your donation and support. Because of your contribution you have allowed our community event to be a big success, appreciated by visitors from our region and beyond.

Wishing you a Merry Christmas and a Happy new year, and look forward to your support again in the future.

Kind regards,

Marc van de Loo

Featherston Community Board

Chair: Brenda West
99 Watt Street
Featherston 5710
06 308 6594



25 November 2016

Patsy Hughes
14 Card Crescent
Featherston 5710

Dear Patsy

On behalf of the Featherston Community Board, I would like to express our sincere condolences and sympathy. Our thoughts and heart go out to you during this time. To say that we have benefitted from Ron's contribution to sport, our community and the development of youth is an understatement.

Athletics Featherston Inc (57 years), Featherston Rugby Club, District Councillor and his tireless fund raising efforts to ensure club continuity, providing our youth the opportunity to represent Featherston in events outside of our area. These are just a few of the many activities that Ron was involved in. Many of our community events have benefitted from the wealth of his knowledge, passion and years of experience.

Volunteers like Ron are worth their weight in gold. They share their time and talents without compensation, so it's crucial to acknowledge their contributions and let them know they are valued. So to thank Ron adequately is impossible, we cannot convey enough, how much we appreciate the years of devoted service Ron has spent on numerous community projects where he sacrificed his personal time for the greater good of our community.

Ron has truly made our community a better place and has been a positive role model. Our community will remember with fondness his generosity of spirit.

Brenda West (Chair)
Featherston Community Board
West.bren@gmail.com

Our People – Our Community – Our District

From: Helen McNaught - Amenities Manager
Sent: Wednesday, 14 December 2016 1:16 p.m.
To: 'Roz Harding`'
Subject: RE: Helicopter pad

Hi Roz,

Suzanne has put your email in the Featherston Community Board's inwards correspondence to be discussed at the January meeting. In the meantime, this is the information I have given the community board members :

"Just to clarify, having checked with the Fire Brigade – it's the Brigade's role to set up the landing zone for the rescue helicopter. They usually use Card Reserve, and have one of our gate keys for that reason. They used the Village Green yesterday because the patient was at the medical centre – but they noted that it is very unusual to take a patient from the medical centre to the chopper. Usually they are dealing with people brought in by ambulance from somewhere up on the hill.

The rescue helicopter doesn't need a helipad – in the sense of a hard surface with lights and markings – they land in paddocks and the side of the road all the time – hence the Fire Brigade's role in setting up the landing zone. For incidents at night, Card Reserve is safer because it is so much bigger, they can be sure they are well away from trees and powerlines.

The reserve management plan notes that the Village Green is to remain an open green space in the middle of the town, so it would need a major change to put a hard helipad there. But as per above, it's not actually needed."

Cheers,

Helen

Helen McNaught
Amenities Manager



South Wairarapa District Council
06 306 9611 X 827
PO Box 6 Martinborough 5741
19 Kitchener Street Martinborough 5711
www.swdc.govt.nz

