



## Featherston Community Board

Minutes 27 October 2015

- Present:** Lee Carter (chair), Katie Beattie, Cr Dean Davies, Peter Jackson, Cr Solitaire Robertson and Garry Thomas.
- In Attendance:** Mayor Adrienne Staples, 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 8:50pm.
- Also in Attendance:** Colin Olds (Featherston Menz Shed), Shane Atkinson (Greytown Trails Trust), Hope Sexton (Rangatahi to Rangatira) and Emily Greenberg (Featherston Community Centre).

### PUBLIC BUSINESS

#### 1. APOLOGIES

There were no apologies.

#### 2. CONFLICTS OF INTEREST

Lee Carter declared a conflict of interest with the application for financial assistance from the Featherston Christmas Parade as she was on the committee.

Katie Beattie declared a conflict of interest with the presentation from the Featherston Community Centre as Emily Greenberg was her partner.

#### 3. PRESENTATIONS

##### 3.1 Colin Olds, Featherston Menz Shed

Mr Olds outlined work undertaken to get the donated Menz Shed building upgraded so that it complied with Council standards. A container, which now held a lot of tools, had been put on site temporarily until Council consent had been granted. Menz Shed members were hoping to have the building painted by Christmas. Location of a driveway, a permanent site for the container and blending the outside design structure of the container with the main building were discussed. The organisation was grateful for the funds donated by the Board.

##### 3.2 Shane Atkinson, Greytown Trails Trust

Mr Atkinson updated members on the proposed Tauherineka River cycle bridge design, the current proposed location and progress with advancing access for cyclists over private property. Project completion

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was expected in 2-3 years time with fundraising taking 18 months of that time.

#### **4. PUBLIC PARTICIPATION**

##### **4.1 Hope Sexton, Rangatahi to Rangatira**

Ms Sexton had been selected to represent Ron Mark at the youth parliament forum in 2016. Ms Sexton's present focus was on helping youth in Rangatahi to Rangatira undertake community commitments, but would like to provide youth with a positive educational experience by way of a trip to Lake Ferry.

##### **4.2 Emily Greenberg, Featherston Community Centre**

Ms Greenberg reminded members of the Centre's mission to serve the community and thanked the Board for their previous donation. The Centre had rooms available for meetings and Ms Greenberg invited the Board to meet at the Centre tabling information for them to consider.

#### **5. ACTIONS FROM PUBLIC PARTICIPATION/PRESENTATION**

##### **5.1 Featherston Menz Shed**

Menz Shed items would be discussed under agenda item 7.5 and 7.6.

##### **5.2 Greytown Trails Trust**

The Board noted the presentation and supported the Greytown Trails Trust endeavours.

##### **5.3 Rangatahi to Rangatira Featherston**

The Community Board acknowledged the presentation and looked forward to reviewing the application at their next meeting.

##### **5.4 Featherston Community Centre**

The Community Board congratulated Ms Greenberg on her appointment as chair and acknowledged the presentation.

##### ***FCB NOTED:***

1. Action 636: Put Featherston Community Board venue for 2016 on the December agenda; P Crimp

#### **6. COMMUNITY BOARD MINUTES/EXPENDITURE**

##### **6.1 Featherston Community Board Minutes – 15 September 2015**

*FCB RESOLVED (FCB 2015/71)* that the minutes of the Featherston Community Board meeting held on 15 September 2015 be confirmed as a true and correct record subject to the following deletion from paragraph 3.1:

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‘A database of Featherston based services, societies and sport groups was to be setup and plans were in place for creating a Featherston Business Plan’

And insertion of the following in its place:

‘A Featherston directory and calendar is to be setup to better connect the community and keep them informed of upcoming events.’

*(Moved Cr Davies/Seconded Beattie)*

Carried

- 6.2 Action items from previous meeting  
Members discussed action item updates.

6.3 Income and Expenditure Statement

*FCB RESOLVED (FCB 2015/72):*

1. That the tabled Income and Expenditure Statement to 30 September 2015 be received.

*(Moved Carter/Seconded Thomas)*

Carried

2. Action 637: Find out how much a voicemail service for the Featherston Information Centre phone would cost and provide a report to the December 2016 meeting; M Allingham

**7. OPERATIONAL REPORTS – COUNCIL OFFICERS**

7.1 Officers’ Report to Community Boards

Mr Crimp reported that Town Square project was awaiting alternative costings and visible progress should be seen from December 2015. The cycle strategy, and the work that City Care had undertaken for free on Featherston walkways was discussed.

*FCB RESOLVED (FCB2015/73):*

1. To receive the information.

*(Moved Carter/Seconded Jackson)*

Carried

2. Action 638: Email Featherston Community Board members cycle strategy consultation timeframes; M Allingham

7.2 Schedule of Ordinary Meetings

Mr Jackson’s suggestion of moving the Board meeting to 7:30pm to allow additional time for Wellington commuters to make the meeting was not adopted.

*FCB RESOLVED (FCB2015/74):*

1. To receive the information.
2. To adopt the 2016 schedule of ordinary meetings for Council, community boards and committees.
3. To set a regular meeting time for 2016 of 7:00pm.

*(Moved Jackson/Seconded Thomas)*

Carried

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### 7.3 Featherston Footpath Programme

*FCB RESOLVED (FCB2015/75):*

1. To receive the information.  
(*Moved Thomas/Seconded Jackson*) Carried
2. To accept the footpath programme, but if any part of the programme can't be completed exactly as itemised, come back to the Board for new direction.
3. To put the repair to the Fitzherbert Street pedestrian ramp at the top of the programme.  
(*Moved Cr Davies/Seconded Jackson*) Carried
4. Action 639: Where footpath repairs need undertaking at the base of power poles, request that the power company responsible for maintenance of the pole undertake these repairs; M Allingham
5. Action 640: Cross reference the FCB LTP submission of footpath repairs with the programme provided; Lee Carter

### 7.4 Featherston Menz Shed – Proposed Memorandum of Understanding

*FCB RESOLVED (FCB2015/76):*

1. To receive the information.  
(*Moved Jackson/Seconded Carter*) Carried
2. To approve the Draft Memorandum of Understanding, with the amendment as discussed to clause 5.3.  
(*Moved Cr Davies/Seconded Beattie*) Carried
3. To instruct the Amenities Manager and the chairperson of the Featherston Community Board to negotiate with the Featherston Menz Shed to obtain their approval for the Memorandum of Understanding.  
(*Moved Cr Robertson/Seconded Carter*) Carried
4. Action 641: To amend the Menz Shed MOU - the second bullet point under paragraph 5.3 to include 'prior to commencement'; M Allingham

### 7.5 Featherston Menz Shed – Proposed Works

Members noted that the correct process had not been followed but recognised the Menz Shed need for on-site storage. The purpose for inviting a representative to speak to members was for them to have an opportunity to address members about this issue.

*FCB RESOLVED (FCB2015/77):*

1. To receive the information.  
(*Moved Carter/Seconded Cr Davies*) Carried
2. To approve the proposed extension to the Menz Shed building.
3. To approve the proposed new colour scheme for the Menz Shed building.
4. To require the Menz Shed works to be completed within six months of resource consent being granted.  
(*Moved Jackson/Seconded Cr Davies*) Carried

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5. Action 642: Write to the Menz Shed advising them of the Featherston Community Board's agreement to the proposed works but outlining the correct process that should have been followed prior to commencing works; P Crimp

## 8. COMMUNITY BOARD – COUNCILLORS REPORTS

### 8.1 Chair's Report

*FCB RESOLVED (FCB2015/78)* to receive the report.  
(*Moved Carter/Seconded Beattie*)

Carried

### 8.2 Network Meeting

A FCB follow-up and feed-back workshop was held on 30 September 2015 to discuss where to from here. The general feedback was positive from the public. However, it was expressed at this meeting that perhaps the FCB may want to focus on holding the next event more as a community wide event.

*FCB NOTED:*

1. Action 643: Schedule a Community Board workshop to discuss the next networking meeting; Lee Carter

### 8.3 Featherston Town Square Update

Mr Crimp reported that detailed costings from contractor tenders were due by 31 October 2015 and if costings were within budget the work would commence. A generic design of the plan was on Council's website, the general policy for Council groups applies to the Town Square Working Group, and a promotional article would be printed in the Featherston Phoenix.

### 8.4 Phoenix Communications

Mrs Carter apologised to Mr Thomas for information that was published in the September Featherston Phoenix and Mr Thomas accepted the apology.

*FCB RESOLVED (FCB2015/79)* that all communications to the Featherston Phoenix should include the following footnote. 'The views expressed in this column are the views of the writer and do not necessarily reflect the collective view of the Featherston Community Board'.

(*Moved Carter/Seconded Jackson*)

Carried

### 8.5 Featherston Flags

Members noted that there were enough Christmas flags in storage for all display on all power poles, but would like to obtain costs for Anzac Day flags.

*FCB NOTED:*

1. Action 644: Obtain quotes for Anzac Day flags for the December Community Board meeting; Cr Robertson

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## 9. CORRESPONDENCE

### 9.1 Outwards

To Jocelyn Konig, Featherston Information Centre, from Suzanne Clark on behalf of the Featherston Community Board dated 22 September 2015

### 9.2 Inwards

From Rhonda Jones, Featherston Beautification Group to Featherston Community Board dated 16 September 2015

From Kate Mead, Featherston Booktown to Featherston Community Board dated 18 September 2015

*FCB RESOLVED (FCB 2015/80)* to receive the inwards and outwards correspondence.

*(Moved Carter/Seconded Beattie)*

Carried

## 10. FINANCIAL ASSISTANCE

### 10.1 Featherston Christmas Parade

*FCB RESOLVED (FCB 2015/81)* to grant the Featherston Christmas Parade group \$500 to help with the costs associated with running the 2015 Christmas Parade.

*(Moved Jackson/Seconded Cr Robertson)*

Carried

### 10.2 Life Education Trust

*FCB RESOLVED (FCB 2015/82):*

1. To grant Life Education Trust \$500 to assist with the costs of purchasing computer hardware and software to assist with programme delivery.

*(Moved Jackson/Seconded Cr Robertson)*

Carried

2. Action 645: Request information from Life Education Trust on their Featherston schedule for the Life Education Bus at schools; P Crimp

### 10.3 Victim Support

Members noted that the latest form hadn't been completed, the application wasn't signed by hand, the amount requested was higher than the maximum grant amount, a volunteer wasn't available in the Featherston area, the financials appeared to be out of date and the project request was not a good fit with the Community Board Strategy.

*FCB RESOLVED (FCB 2015/83)* to decline the grant request from Victim Support.

*(Moved Thomas/Seconded Jackson)*

Carried

### 10.4 Rangatahi to Rangatira Featherston

Consideration of this application was deferred until December 2015.

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**Confirmed as a true and correct record**

.....**Chairperson**

.....**Date**

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**Featherston Community Board  
Action items  
From 27 October 2015**

| Ref # | Meeting | Date      | Action Type | Responsible Manager | Action or Task details   | Status | Notes   |
|-------|---------|-----------|-------------|---------------------|--|--------|---|
| 304   | FCB     | 12-May-15 | Resolution  | Helen               | FCB RESOLVED (FCB2015/34):<br>1. To fund up to \$1,500 for a suitable indoor/outdoor portable PA system following receipt of a second quote and<br><b>2. To develop a PA system loan and use policy.</b><br>(Moved Cr Davies/Seconded Jackson) Carried     | Open   | 23/6/15: Ensure the Anzac Club have the opportunity to provide input into the policy development. Ensure Fstn Library staff receive a copy of the final policy.<br>16/9: To be written by Amenities Manager as time allows  |
| 385   | FCB     | 23-Jun-15 | Resolution  | Helen               | FCB RESOLVED (FCB 2015/40) that until guidelines for use of the PA system have been established, that use of the system is restricted to Council, Community Board or Anzac Club within the Anzac Hall building.<br>(Moved Jackson/Seconded Thomas) Carried | Open   | 16/9: as above  |
| 393   | FCB     | 23-Jun-15 | Action      | Paul                | Liaise with Destination Wairarapa regarding ownership of a section of the Rimutaka Cycle Trail   | Open   | 2/12/15: Discussions with DW on-going. New form of agreement being considered as old one too onerous for Council, new agreement looks suitable.   |
| 487   | FCB     | 4-Aug-15  | Action      | Mark                | Provide an email update to FCB members on what action has been taken with regards to making the Featherston Main Street pedestrian crossing outside the supermarket safer for pedestrians and wheelchair users and investigate options for calming traffic | Open   | 2/9 Email to FCB: "The pedestrian crossing ramp adjacent the new super market, this will be re-graded and the lip removed to meet standard guidelines, and will be included with other footpath renewals in Featherston. An additional report will follow later this week for the Boards information.<br>Traffic calming along Fitzherbert St will be discussed with NZTA and Capital Journeys at the next liaison meeting."<br>15/9 Leave action open until work done. |
| 627   | FCB     | 27-Oct-15 | Resolution  | Mark                | Featherston Footpath Programme<br>FCB RESOLVED (FCB2015/75):   | Open   | 19/11/15:Tender has been let, prestart meeting will be held early Dec,and will be noted then.   |



| Ref # | Meeting | Date      | Action Type | Responsible Manager | Action or Task details  | Status   | Notes  |
|-------|---------|-----------|-------------|---------------------|---|----------|--|
|       |         |           |             |                     | 1. To receive the information.<br>(Moved Thomas/Seconded Jackson) Carried<br>2. To accept the footpath programme, but if any part of the programme can't be completed exactly as itemised, come back to the Board for new direction.<br>3. To put the repair to the Fitzherbert Street pedestrian ramp at the top of the programme.<br>(Moved Cr Davies/Seconded Jackson) Carried   |          | Work will start at the end of the school holidays (approx) |
| 628   | FCB     | 27-Oct-15 | Resolution  | Mark                | Featherston Menz Shed – Proposed Memorandum of Understanding<br>FCB RESOLVED (FCB2015/76):<br>1. To receive the information.<br>(Moved Jackson/Seconded Carter) Carried<br>2. To approve the Draft Memorandum of Understanding, with the amendment as discussed to clause 5.3.<br>(Moved Cr Davies/Seconded Beattie) Carried<br>3. To instruct the Amenities Manager and the chairperson of the Featherston Community Board to negotiate with the Featherston Menz Shed to obtain their approval for the Memorandum of Understanding.<br>(Moved Cr Robertson/Seconded Carter) Carried | Open     |  |
| 633   | FCB     | 27-Oct-15 | Resolution  | Paul                | Featherston Christmas Parade<br>FCB RESOLVED (FCB 2015/81) to grant the Featherston Christmas Parade group \$500 to help with the costs associated with running the 2015 Christmas Parade.<br>(Moved Jackson/Seconded Cr Robertson) Carried   | Actioned | Paid   |
| 634   | FCB     | 27-Oct-15 | Resolution  | Paul                | Life Education Trust<br>FCB RESOLVED (FCB 2015/82):<br>1. To grant Life Education Trust \$500 to assist with the costs of purchasing computer hardware and software to assist with programme delivery.<br>(Moved Jackson/Seconded Cr Robertson) Carried   | Actioned | Paid   |
| 636   | FCB     | 27-Oct-15 | Action      | Paul                | Put Featherston Community Board venue for 2016 on the December agenda   | Actioned |  |
| 637   | FCB     | 27-Oct-15 | Action      | Mark                | Find out how much a voicemail service for the   | Actioned | 9/11/15 Voicemail activated. FCB                           |

| Ref # | Meeting | Date      | Action Type | Responsible Manager | Action or Task details   | Status   | Notes  |
|-------|---------|-----------|-------------|---------------------|--|----------|--|
|       |         |           |             |                     | Featherston Information Centre phone would cost and provide a report to the December 2016 meeting  |          | advised and approved. A resolution is required (\$2.04+GST per week)                   |
| 638   | FCB     | 27-Oct-15 | Action      | Mark                | Email Featherston Community Board members cycle strategy consultation timeframes   | Actioned | 9/11/15 Email has been sent to FCB   |
| 639   | FCB     | 27-Oct-15 | Action      | Mark                | Where footpath repairs need undertaking at the base of power poles, request that the power company responsible for maintenance of the pole undertake these repairs                                   | Actioned | 9/11/15 Noted  |
| 640   | FCB     | 27-Oct-15 | Action      | Lee Carter          | Cross reference the FCB LTP submission of footpath repairs with the programme provided   | Open     |  |
| 641   | FCB     | 27-Oct-15 | Action      | Mark                | To amend the Menz Shed MOU - the second bullet point under paragraph 5.3 to include 'prior to commencement'  | Open     |  |
| 642   | FCB     | 27-Oct-15 | Action      | Paul                | Write to the Menz Shed advising them of the Featherston Community Board's agreement to the proposed works but outlining the correct process that should have been followed prior to commencing works | Actioned |  |
| 643   | FCB     | 27-Oct-15 | Action      | Lee Carter          | Schedule a Community Board workshop to discuss the next networking meeting   | Actioned | 18/11/15 Paper 8 Dec to address Business Meeting, workshop superseded.                 |
| 644   | FCB     | 27-Oct-15 | Action      | Cr Robertson        | Obtain quotes for Anzac Day flags for the December Community Board meeting   | Open     |  |
| 645   | FCB     | 27-Oct-15 | Action      | Paul                | Request information from Life Education Trust on their Featherston schedule for the Life Education Bus at schools  | Actioned | Will be at South Featherston School on the 2nd and 3rd of December during school hours |

| <b><i>Featherston Community Board</i></b>                 |                  |
|---|------------------|
| <b><i>Income &amp; Expenditure to 31 October 2015</i></b> |                  |
| <u>INCOME</u>   |                  |
| Balance 1 July 2015                                       | 3,149.92         |
| Annual Plan 2015/16                                       | 20,954.00        |
| <b>TOTAL INCOME</b>                                       | <b>24,103.92</b> |
| <u>EXPENDITURE</u>  |                  |
| Members salaries  | 5,000.00         |
| <b>Total Personnel Costs</b>                              | <b>5,000.00</b>  |
| 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            |
| <b>Total General Expenses</b>                             | <b>816.27</b>    |
| 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         |
| <b>Total Grants</b>                                       | <b>1,800.00</b>  |
| <b>TOTAL EXPENDITURE</b>                                  | <b>7,616.27</b>  |
| <b>ACTUAL NET SURPLUS/(DEFICIT) YEAR TO DATE</b>          | <b>16,487.65</b> |
| <u>LESS: COMMITMENTS</u>                                  |                  |
| Salaries to 30 June 2016                                  | 5,000.00         |
| Emergency Fund  | 2,000.00         |
| Chor Farmer Donation for Garden of remembrance            | 265.53           |
| Fish and chips - Fstn Youth artists                       | 100.00           |
| South Wairarapa Community Trust                           | 131.96           |
| Featherston Phoenix - Advertising Networking meeting      | 90.00            |
| September Youth Computer Coding Workshop                  | 500.00           |
| Featherston Christmas parade                              | 500.00           |
| <b>Total Commitments</b>                                  | <b>8,587.49</b>  |
| <b>BALANCE TO CARRY FORWARD</b>                           | <b>7,900.16</b>  |

# FEATHERSTON COMMUNITY BOARD

8 DECEMBER 2015

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## AGENDA ITEM 6.1

### OFFICERS' REPORT

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#### **Purpose of Report**

To report to Council on general activities since the last meeting.

#### **Recommendations**

The Chief Executive Officer recommends that Council:

1. *Receive the information.*

### **CHIEF EXECUTIVE**

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

The adoption of the Annual Report on 28 October signals the end of a long year with the Audit New Zealand team onsite for a number of weeks, reviewing both the Annual Report and Long Term Plan. A significant amount of background material is required to be prepared to allow the audit teams to carry out their work.

Consultation, hearings, and a decision made in relation to the targeted rate for the Waihinga Centre. Work now starts in relation to the resolution from that meeting, considering next steps.

Evidence and discussions have been finalized in relation to the resource consent application for the Greytown Wastewater treatment plant application.

Work continues in relation to implementing the necessary steps to achieve compliance with the health and safety legislation, which becomes operative in April 2016.

Finally, Colin Wright retired from his chief executive role at Carterton District Council, a position Colin has held for many years. Colin has been involved in local government in the Wairarapa for close to three decades and his wealth of knowledge will be missed.

## 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 2015]

| GOVERNANCE, LEADERSHIP AND ADVOCACY MEASURING SERVICE DELIVERY PERFORMANCE  |   |  |  |  |
|---|---|--|--|--|
| SERVICE LEVEL   | KEY PERFORMANCE INDICATORS  | 2014/15  | RESULTS  | COMMENTS   |
|   |   | Opportunities are provided for the community to have its views heard | Ratepayers and residents feel they can contact a Council member to raise an issue or problem | 75%  |
|   | Ratepayers and residents feel that the Mayor and councillors give a fair hearing to their views   | 75%  | 62% (2010/11 survey 55%)   | The customer satisfaction survey was carried out during 2014/15. 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   | 50%  | 59% (2014 survey 76%)  | A Public Booster survey was carried out in 2015 in addition to the 59% 11% felt they were unable to comment. The full customer satisfaction survey was carried out during 2014/15. 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) | 78%  | 64% (2010/11 survey 59%)   | The customer satisfaction survey was carried out during 2014/15. 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   | 90%  | Greytown 92% (2014 100%)<br>Featherston 95% (2014: 96%)<br>Martinborough 95% (2014: 95%)     | 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% (2010/11 survey 52%)   | The customer satisfaction survey was carried out during 2014/15. 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  | 65%  | 49% (2010/11 survey 50%)   | The customer satisfaction survey was carried out during 2014/15. 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             | 100% applicable applications   |  | Maori Standing Committee met on 8 occasions. In total 3 resource consent applications were considered, however due to the timing of the meetings 9 were considered outside normal meetings.  |

## **2.1 Wairarapa Governance Review Working Party**

The working party noted that while the Wairarapa was a separate workstream for the Local Government Commission, little progress had been made.

Contact with the Commission will be made to ascertain progress and whether any additional information is required.

The Commission, including chair Sir Wira Gardiner, met with Council late in October to have an open discussion on SWDC thoughts and the Commissions approach – and timings – for the reviews underway.

The Commission also presented to the combined Council meeting, where a process was outlined to move forward. This process included Greater Wellington Regional Council.

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

### **3.1 Meetings/Conferences**

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

Three regional Chief Executive forums have been held. Two of these were in relation to governance discussions described above.

The “normal” forum provided an update on Transmission Gully, LGC update, Spatial Planning update.

An interesting presentation on Kapiti Coast DC implementation of water meters was made. Water supply (or the lack thereof) is a real problem for KCDC and the implementation of water meters has allowed deferral of significant capital expenditure (pipework, bores, water storage) following identification of both private and council infrastructural water leaks.

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

One Mayoral Forum was held and I am sure this will be covered in Her Worship’s report. As indicated above governance matters were high on the agenda.

### **3.2 Wastewater Consents**

The Greytown wastewater resource consent hearing is set down for Tuesday 17 November and hopefully this will be similar to Martinborough and take only the one day.

Finalising evidence and preparing a joint SWDC/GWRC statement of outstanding matters is invaluable in allowing the Commissioners to focus on the key points.

We are still awaiting the outcome of the Martinborough consent, which I believe is delayed until the Greytown hearing.

### **3.3 Financial Statements**

Financial Statements for the period ended 31 October will be tabled.

### **3.4 Local Government Funding Agency (LGFA)**

LGFA have accepted our application to become a borrower against this fund. LGFA have completed their financial due diligence and we fall well within their benchmarks.

There is a reasonable amount of documentation required and it is hoped this will be collated in time for consideration at this meeting.

### **3.5 Decisions Required**

#### **3.5.1. Pain Farm Expenditure**

Martinborough Community Board resolved:

*MCB RESOLVED (MCB 2015/62):*

1. That subject to agreement by absent members of the Community Board, to recommend to Council that \$5,000 be distributed to the Martinborough Tennis Club from Pain Farm funds to assist with the costs associated with replacing two turfs and installing lights for the benefit of the community.

*(Moved Cornelissen/Seconded Colenso)*

Carried

2. Action: Seek a quorum vote on distribution of Pain Farm funds to the Martinborough Tennis Club and advise the CEO; Lisa Cornelissen

The expenditure falls within the Pain Farm Expenditure Guidelines. A quorum of positive votes was gained per point 2. Council ratified the recommendation.

#### **3.5.2. Appointment to Maori Standing Committee**

A letter was received from Kohunui Marae nominating Francis John McNally-Te Maari as their representative.

The nomination was ratified.

### **3.6 Other**

Discussions are progressing with the **land swap** at our Greytown site. It is unsure how long this process will take as there are various groups to liaise with and matters to be resolved. This land swap is "like for like" and will result in both ourselves and Papawai Ahu Whenua trust ending up with contiguous and more useable blocks of land.

Allied to this the hanger for the **gliding** club is well underway. While this is not an SWDC project, it is an initiative we are committed to assisting where able and was one of the benefits we identified in purchasing the Papawai land.

Costs were finally received for the **Featherston Town Square**. These were somewhat higher than anticipated. The working group discussed the costs and after some refinement we instructed the consulting engineer to call for quotes, ensuring local suppliers were able to participate in this process. Site works should commence shortly.

The **Waihinga centre** consultation process has been completed, Council will meet with the steering group shortly as resolved by the Council following three hearings.

A number of discussions have been held regarding **civil defence** with a view to understanding the new structures and response procedures. These are on-going.

Discussions are continuing with the **Department of Conservation** on the ownership of assets they construct. DOC's issue is that they are required to pay a capital charge for the assets they own, which comes out of their operational budgets. If they can transfer asset ownership then they are not charged the capital charge and therefore have more funding available for maintenance. While conceptually we may be able to assist, future obligations need to be well understood. Destination Wairarapa are helping in these discussions as one of the projects is a cycleway DW have received grant funding for.

Other meetings included **Community Board and Maori Standing** committee meetings and the Featherston public meeting, rounding out this period nicely.

### 3.7 Rates Arrears (Incl. GST)

| DATE              | AMOUNT<br>\$'000 | NUMBER | DAYS SINCE INSTALMENT DUE | SWDC COMPONENT \$'000<br>(81%) |
|-------------------|------------------|--------|---------------------------|--------------------------------|
| 1 June 2012       | \$855            | 722    | 10                        | \$692                          |
| 19 June 2012      | \$730            | 632    | 31                        | \$591                          |
| 10 September 2012 | \$947            |        | 21                        | \$767                          |
| 15 February 2013  | \$820            | 565    | 57                        | \$664                          |
| 17 June 2013      | \$913            | 740    | 27                        | \$739                          |
| 4 March 2014      | \$1,033          | 863    | 12                        | \$836                          |
| 14 April 2014     | \$954            | 675    | 53                        | \$773                          |
| 19 August 2014    | \$818            | 592    | 91                        | \$663                          |
| 30 September 2014 | \$1,008          | 809    | 37                        | \$816                          |
| 11 November 2014  | \$770            | 627    | 83                        | \$623                          |
| 27 January 2015   | \$672            | 537    | 68                        | \$544                          |
| 2 March 2015      | \$784            | 798    | 10                        | \$635                          |
| 25 May 2015       | \$762            | 803    | 3                         | \$617                          |
| 3 July 2015       | \$624            | 669    | 39                        | \$505                          |
| 18 August 2015    | \$580            | 547    | 59                        | \$470                          |
| 11 November 2015  | \$498            | 572    | 83                        | \$404                          |



Additional information was requested and is presented below:

| AREA          | ZONE       | NO. PROPERTIES | ARREARS              | OUTSTANDING          | TOTAL                |
|---------------|------------|----------------|----------------------|----------------------|----------------------|
| Featherston   | Urban      | 154            | \$ 89,384.59         | \$ 59,194.73         | \$ 148,579.32        |
| Featherston   | Commercial | 10             | \$ 2,916.88          | \$ 3,928.06          | \$ 6,844.94          |
| Greytown      | Urban      | 64             | \$ 41,506.85         | \$ 25,626.53         | \$ 67,133.38         |
| Greytown      | Commercial | 10             | \$ -                 | \$ 6,625.53          | \$ 6,625.53          |
| Martinborough | Urban      | 77             | \$ 39,348.80         | \$ 31,374.13         | \$ 70,722.93         |
| Martinborough | Commercial | 4              | \$ 6,529.00          | \$ 3,734.56          | \$ 10,263.56         |
| Rural         |            | 253            | \$ 95,996.77         | \$ 92,088.32         | \$ 188,085.09        |
| <b>TOTAL</b>  |            | <b>572</b>     | <b>\$ 275,682.89</b> | <b>\$ 222,571.86</b> | <b>\$ 498,254.75</b> |

While the number of outstanding accounts is up slightly, the total value continues to fall. This is because we have received most of the demands from the banks, which are of a higher amount, and there are outstanding amounts from installment 1 of the 2015/16 year, which is generally a lower amount.

## 4. Corporate

### 4.1 Occupational Health and Safety

Major Consulting have commenced implementation of the approved plan to ensure compliance with our obligations. The new legislation comes into force April 2016 and we will have completed implementation by then.

A health and safety committee has been appointed as required and this group have had an initial meeting. This committee is important to ensuring H & S is and remains important to us.

### 4.2 LGOIMA Requests

| DATE            | TOPIC OF INFORMATION REQUEST   | REQUEST RESPONSE |
|-----------------|--|------------------|
| 30 September 15 | Any costs associated with section 12 of the Resource Management Amendment Act 2013               | No costs         |
| 13 October 15   | Details of notable trees   | Details provided |
| 20 October 15   | Details of costings relating to the Town Hall project.   | Details provided |
| 22 October 15   | Documentation that records the location change of Alloa Gun Club                                 |                  |
| 29 October 15   | Details of contracts with SLG Group and other consultants/advisers relating to Town Hall project |                  |
| 3 November 15   | No of parking tickets issues and fines collected.  | Nil              |

Contact Officer: Paul Crimp, Chief Executive Officer

# 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<br>KEY PERFORMANCE INDICATORS   | TARGET<br>2015/16 | RESULT | COMMENT<br>SOURCE, AND ACTIONS TAKEN TO ACHIEVE<br>TARGET |
|---|-------------------|--------|---|
| Ratepayers and residents satisfied with the District as a "better" place to live                  | 65%               | 71%    | NRB Survey  |
| Ratepayers and residents satisfied with the image of the closest town centre shown as "satisfied" | 65%               | 92%    | NRB Survey  |

### Proposed Natural Resources Plan Submission - WRC

Preparing the submissions on the proposed Natural Resources Plan proved to a significant logistical and work effort. Staff drawn from all three Wairarapa Councils, along with two consultants, have developed and lodged a two stepped submission with the Wellington Regional Council.

The first section responds to the "principles" and thrust of the proposed NRP. A main concern highlighted, was the sheer number and detail of rules in the plan and the lack of justification for that extremely regulatory approach. Costs implicit in meeting these new rules have been raised and the "tone" or "tenor" of the document has been questioned.

The second section covers the more detailed points of concern, and focusses on specific clauses and provisions and how they work.

### 1.2 Resource Management Act - Consents

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

| RESOURCE MANAGEMENT<br>KEY PERFORMANCE INDICATORS   | TARGET<br>2015/16 | YTD<br>RESULT | COMMENT<br>SOURCE, AND ACTIONS TAKEN TO ACHIEVE<br>TARGET |
|---|-------------------|---------------|---|
| Consent applications completed within statutory timeframes  | 100%              | 92.31%        | NCS   |
| s.223* certificates issued within 10 working days   | 100%              | 100%          | NCS   |
| s.224* certificates issued within 15 working days of receiving all required information (note no statutory requirement) | 100%              | 100%          | NCS   |

Officers provide detailed information as part of regular updates, subject to data availability, on all consents direct to Council and Community Board members, so this information is not listed here. In general consent numbers this year have tracked at last years levels (45 YTD 2015/16 vs 48 previous year)

### 1.3 Reserves Act – Management Plans

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

| RESOURCE MANAGEMENT<br>KEY PERFORMANCE INDICATORS                   | TARGET<br>15/16 | YTD<br>RESULT | COMMENT<br>SOURCE, AND ACTIONS TAKEN TO ACHIEVE<br>TARGET |
|---|-----------------|---------------|---|
| Council maintains and updates reserve management plans as required. | 1               | 0             |   |

### 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<br>KEY PERFORMANCE INDICATORS                        | TARGET<br>15/16 | YTD<br>RESULT | COMMENT<br>SOURCE, AND ACTIONS TAKEN TO ACHIEVE<br>TARGET      |
|--|-----------------|---------------|--|
| My LIM contains all relevant accurate information (no proven complaints) | 0               | 0             | No complaints received to date. All Lim's completed correctly. |
| My non-urgent LIM is processed within 10 days                            | 100%            | 100%          |  |

Consequent to the fee adjustments made this year, there has been a notable switch back to non-urgent Lim's. Workloads have continued to rise overall however (as noted below), this putting additional pressures on officers responsible for inputting data and undertaking the processing of Lim's.

| TYPE   | YTD<br>1 JULY 15<br>TO 31<br>OCTOBER 15 | PREVIOUS<br>YTD<br>1 JULY 14<br>TO 31<br>OCTOBER<br>2014 | PERIOD<br>1 OCTOBER 15 TO<br>31 OCTOBER 15 | PREVIOUS PERIOD<br>1 OCTOBER 14<br>TO 31 OCTOBER 14 |
|--|---|--|--|---|
| Standard LIMs (Processed within 10 working days) | 83                                      | 49   | 34   | 17  |
| Urgent LIMs (Processed within 5 working days)    | 20                                      | 35   | 10   | 18  |
| <b>Totals</b>                                    | <b>103</b>                              | <b>84</b>  | <b>44</b>                                  | <b>35</b>   |

## 2. Public Protection

### 2.1 Building Act - Consents and Enforcement

*SERVICE LEVEL - Council certifies all consented work complies with the building code, ensuring our communities are safe. The Council processes, inspects, and certifies building work in my district.*

| PUBLIC PROTECTION<br>KEY PERFORMANCE INDICATORS                                  | TARGET<br>2015/16 | YTD<br>RESULT | COMMENT<br>SOURCE, AND ACTIONS TAKEN TO ACHIEVE<br>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%              | 97.30%        | NCS – Continued monitoring of processing days. Due to staff shortages processing contractors have been used to maintain service levels.                        |
| Council maintains its processes so that it meets BCA accreditation every 2 years | Yes               | Yes           | IANZ review 2016   |
| Earthquake prone buildings reports received                                      | 100%              | 143/227       | The government is proposing to make changes where by the assessments will need to be completed by a certain time. The government is currently working on this. |

One BC has gone over time by 2 days, hence the 97.3% timeframe record. This consent was processed externally.

| TYPE  | NUMBER    | VALUE                 |
|---|-----------|-----------------------|
| <b>Commercial</b> (shops, restaurants, rest home – convalescence, restaurant /bar / cafeteria / tavern, motel, commercial building demolition - other commercial buildings)   | 4         | \$871,200.00          |
| <b>Industrial</b> (covered farm yards, building demolition, warehouse and/or storage, factory, processing plant, bottling plant, winery)                                      | 5         | \$91,000.00           |
| <b>Residential</b> (new dwellings, extensions and alterations, demolition of building, swimming and spa pools, sleep-outs, garages, relocations, heaters, solid fuel heaters. | 25        | \$2,183,890.00        |
| <b>Other</b> ( public facilities - schools, toilets, halls, swimming pools)   | 3         | \$497,130.00          |
| <b>Totals</b>   | <b>37</b> | <b>\$3,643,220.00</b> |

## 2.2 Dog Control Act – Registration and Enforcement

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

| PUBLIC PROTECTION<br>KEY PERFORMANCE INDICATORS   | TARGET<br>15/16 | YTD<br>RESULT | COMMENT<br>SOURCE, AND ACTIONS TAKEN TO<br>ACHIEVE TARGET   |
|---|-----------------|---------------|---|
| Undertake public education, school and community visits to promote safe behaviour around dogs and/or responsible dog ownership. | 3               | 6             | Education programme targeting schools is in progress using the Christchurch City Council Dog Smart programme. |
| Complaints about roaming and nuisance dogs are responded to within 4 hours.   | 100%            | 100%          |   |

The new (as of July) Bylaws position and officer, have been undertaking the in-school dog education programme. The 3 school visits have been very well received by the children and praised by school staff as being both highly engaging and informative.

| INCIDENTS REPORTED  |    |
|---------------------|----|
| Attack on Pets      | 1  |
| Attack on Person    | 0  |
| Attack on Stock     | 0  |
| Barking and whining | 2  |
| Lost Dogs           | 8  |
| Found Dogs          | 0  |
| Rushing Aggressive  | 2  |
| Wandering           | 17 |
| Welfare             | 2  |
| Unregistered        | 0  |

The dog control vehicle has recently been replaced. As part of setting up the vehicle, new "Animal Control" signage has been developed for the vehicle, including the use of reflectorized lettering and hazard stripes. This is in recognition of the requirement to work at night from time to time, particularly for stock incidents but also for dog incidents. In addition staff

have been investigating for purchase “on person” video cameras. This is again for safety, but also for recording staff interaction with members of the public who may dispute events or what is advised by staff. The first camera is expected to be in use in the next few weeks with a second planned for later in the financial year if the first proves successful.

### 2.3 Public Places Bylaw 2012 - Stock Control

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

| PUBLIC PROTECTION<br>KEY PERFORMANCE INDICATORS   | TARGET<br>15/16 | YTD<br>RESULT | COMMENT<br>SOURCE, AND ACTIONS TAKEN TO ACHIEVE<br>TARGET |
|---|-----------------|---------------|---|
| Stock causing a traffic hazard is responded to within 1 hour.   | 100%            | 100%          |   |
| In cases where multiple stock escapes (more than 1 occasion) have occurred from a property, taking enforcement action against the property owner. | 100%            | 100%          |   |

| INCIDENTS REPORTED | TOTAL |
|--------------------|-------|
| Stock              | 6     |

### 2.4 Resource Management Act – afterhours Noise Control

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

| PUBLIC PROTECTION<br>KEY PERFORMANCE INDICATORS                              | TARGET<br>15/16 | YTD<br>RESULT | COMMENT<br>SOURCE, AND ACTIONS TAKEN TO ACHIEVE<br>TARGET |
|--|-----------------|---------------|---|
| % of calls received by Council that have been responded to within 1.5 hours. | 100%            | 100%          |   |

| AFTER HOURS NOISE CONTROL<br>COMPLAINTS RECEIVED | YTD<br>1 JULY 15 TO<br>31 OCT 15 | PREVIOUS YTD<br>1 JULY 14 TO<br>31 OCT 14 | PERIOD<br>1 OCT 15 TO<br>31 OCT 15 | PREVIOUS<br>PERIOD<br>1 SEPT 15 TO 30<br>SEPT 15 |
|--|----------------------------------|---|------------------------------------|--|
| Total  | 27                               | 36  | 10                                 | 12   |

### 2.5 Sale and Supply of Alcohol Act - Licensing

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

| PUBLIC PROTECTION<br>KEY PERFORMANCE INDICATORS                                      | TARGET<br>2015/16 | YTD<br>RESULT | COMMENT<br>SOURCE, AND ACTIONS TAKEN TO ACHIEVE<br>TARGET |
|--|-------------------|---------------|---|
| Premises are inspected as part of licence renewals or applications for new licences. | 100%              | 100%          | All premises inspected at new or renewal application.     |

| ALCOHOL LICENCE APPLICATIONS PROCESSED | YTD<br>1 JULY 15<br>TO 31<br>OCTOBER<br>15 | PREVIOUS YTD<br>1 JULY 14 TO 31<br>OCTOBER 14 | PERIOD<br>1 OCTOBER 15 TO<br>31 OCTOBER 15 | PREVIOUS<br>PERIOD<br>1 OCTOBER<br>14 TO 31<br>OCTOBER 14 |
|--|--|---|--|---|
| On Licence                             | 7  | 5   | 6  | 2   |
| Off Licence                            | 8  | 7   | 2  | 2   |
| Club Licence                           | 1  | 1   | 0  | 0   |
| Manager's Certificate                  | 28   | 36  | 6  | 15  |
| Special Licence                        | 14   | 18  | 12   | 14  |
| Temporary Authority                    | 0  | 2   | 0  | 1   |

Note: Previous YTD and period figures unavailable due to reporting errors with NCS

## 2.6 Health Act - Safe Food

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

| PUBLIC PROTECTION<br>KEY PERFORMANCE INDICATORS  | TARGET<br>2015/16 | YTD<br>RESULT | COMMENT<br>SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET |
|--|-------------------|---------------|--|
| Premise have appropriate FMP in place and meet the risk based standards set out in the Plan. | 100%              | 100%          | All premises inspected at new or renewal application.  |

### Food Act 2014.

The new Food Act 2014 comes into force on 1 March 2016. Regulations are currently being drafted and are expected to be completed by December 2015. The Ministry of Primary Industries MPI and all territorial authorities become Registration Authorities. New Businesses will be required to comply with the new Act from 1 March 2016. Existing businesses will transition at different times between 2016 and 2018.

Higher risk premises will be required to operate under more stringent food safety requirements. Lower risk premises will operate under National Programmes which are still being developed.

What we have been doing:

1. Education. All food premises have been sent the link to the MPI tool for food businesses "where do I fit". The link has also been put on Councils website. This tool helps food businesses identify what they will need to do to comply with the new Act
2. Data requirements for the new MPI system. Councils is currently working through the requirements /systems required for the registration system and for transferring data to MPI.
3. Fees Framework. Council will need to have in place a fees framework for the new system.

4. Training. In addition to earlier seminars and training undertaken, staff are attending a two day workshop over 12-13<sup>th</sup> November with the Ministry of Primary Industry covering:
- Communicating the requirements of the Act to food businesses
  - Auditing procedures and training - a focus on developing necessary technical capability and audit skills
  - Developing a fees framework (not the actual fees but how to set the framework)
  - Recognition requirements to verify in the competitive markets ( National Programmes and Custom Food Control Plans)
  - Food Safety Officer competency requirements

**2.6.1. Bylaws**

| TREES | VEHICLES | RUBBISH | CAMPING | MISCELLANEOUS | LONG GRASS |
|-------|----------|---------|---------|---------------|------------|
| 5     | 1        | 1       | 0       | 2             | 1          |

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

# INFRASTRUCTURE AND SERVICES GROUP

## 1. Group Manager highlights

There has been the finalisation of evidence for the Greytown Waste Water Consent. The consent hearing is programmed for 17 November. As yet there has still been no determination on the Martinborough consent.

The Investment Logistical Mapping process for the Featherston Cycle trail had the first meeting and the conclusion meeting is to be held on the 18 November. This distilled the issues into two main problems being safety and funding. While there was a lot of discussion on many other benefits they were considered "value adding" in the project. The project under council funding will be starting physical construction in November.

The Regional Transport Planning, Programming and Governance workshop explored the ways that existing regional planning is currently undertaken, including the interaction between central government priorities and local transport planning. Three particular challenges were identified for regional transport planning and programming:

1. Translating regional transport visions and priorities into local transport decisions in a way that is efficient and fit-for-purpose
2. For the transport system to work effectively there is a need for continuing investment in relationships to ensure constructive, effective but also efficient relationships between each council and NZTA (This interface exists across many NZTA specialist groups and functions)
3. Delivering consistent service levels across networks including:
  - a. The application of minimum standards (and approaches to risks) in road design and related services
  - b. How to fund and deliver local community desires to raise standards above the minimums.

## 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<br>KEY PERFORMANCE INDICATORS  | TARGET<br>2015/16 | COMPLAINTS |     | INCIDENTS |     |
|---|-------------------|------------|-----|-----------|-----|
|   |                   | MONTH      | YTD | MONTH     | YTD |
| The average consumption of drinking water per day per resident within the territorial authority               | <400 Lt           |            |     |           |     |
| 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%               |            |     |           |     |



| WATER SUPPLY<br>KEY PERFORMANCE INDICATORS  | TARGET<br>2015/16 | COMPLAINTS                                |  | INCIDENTS |   |
|---|-------------------|---|--|-----------|---|
| Water supply systems comply with Ministry of Health Protozoa Drinking Water Standards guidelines 2000   | 95%               |   |  |           |   |
| The total number of complaints received by the local authority about drinking water taste per 1000 connections  | <15               | 0   | 0  | 0         | 0   |
| The total number of complaints received by the local authority about drinking water odour per 1000 connections  | <15               | 0   | 0.25 per 1000 connections<br>(1 complaint) | 0         | 0.25 over 1000 connections<br>(1 complaint) |
| The total number of complaints received by the local authority about drinking water pressure of flow per 1000 connections   | <15               | 0.5 per 1000 connections<br>(2complaints) | 1.5 per 1000 connections<br>(6 complaints) | 2         | 6   |
| The total number of complaints received by the local authority about continuity of supply per 1000 connections  | <15               | 0.5 per1000 connections<br>(1 complaint)  | 0.5 per1000 connections<br>(2 complaints)  | 1         | 2   |
| The total number of complaints received by the local authority about drinking water clarity per 1000 connections  | <15               | 0.5 per1000 connections<br>(1 complaint)  | 0.5 per1000 connections<br>(2 complaint)   | 1         | 2   |
| 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            | (2/2)<br>100%                             | -  | 2         | 6   |
| 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           | (2/2)<br>100%                             | -  | 2         | 6   |
| 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  | 14/19<br>(73%)                            | -  | 19        | 62  |
| Resolution of non-urgent call-outs: from the time that the local authority receives notification to the time that service personnel confirm                                     | < 5 working days  | 16/19<br>(84%)                            | -  | 19        | 62  |
| Fire hydrants tested annually that meet NZ Fire Service Code of Practice  | 20%               |   |  |           |   |
| The % of real water loss from the local authority's networked reticulation system identified by establishing and measuring night flow   | <20%              |   |  |           |   |

## 2.2 Services

### 2.2.1. Water supply capital improvements Featherston

Stage one is progressing well and will be substantially complete by Christmas. Stage Two works to commence in the New Year.

## 2.3 Water treatment plants

The Waiohine, Greytown and Martinborough plants operated routinely over the period.

## 2.4 Water reticulation

There were 17 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 council contractors, City Care Ltd, to maintain satisfactory flows. There were 3 accounts for blockage clearing or no water flow for the Moroa and Longwood network over the period. One blockage at the inlet from Waiohine River stopped flow for about 36 hours.

## 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<br>KEY PERFORMANCE INDICATORS   | TARGET<br>2015/16 | COMPLAINTS   |  | INCIDENTS                                       |  |
|---|-------------------|--|--|---|--|
|   |                   | MONTH  | YTD  | MONTH   | YTD  |
| Number of blockages per 1000 connections  | <10               | 7<br>complaints                                    | 16<br>complaints                                 | 1.7 per 1000<br>connections<br>(7<br>blockages) | 3.98 per<br>1000<br>connections<br>(16<br>blockages) |
| Ratepayers and residents satisfaction with waste water services                               | 70%               | Annual<br>survey                                   | Annual<br>survey                                 | Annual<br>survey                                | Annual<br>survey                                     |
| Number of dry weather sewerage overflows per 1000 connections                                 | <10               | -  | -  | 0.7 per 1000<br>connections<br>(3 overflows)    | 0.7 per 1000<br>connections<br>(3<br>overflows)      |
| Attendance time: from notification to arrival on site   | < 1 Hr            | -  | -  | 3/6<br>(50%)                                    | 13   |
| Resolution time: from notification to resolution of fault                                     | < 4 Hrs           | -  | -  | 5/6<br>(83%)                                    | 13   |
| % of resource consent conditions complied with to mainly complying or better*                 | 90%               |  |  |   |  |
| No. of abatement notices  | <2                |  |  |   |  |
| No. of infringement notices   | 0                 |  |  |   |  |
| No. of enforcement notices  | 0                 |  |  |   |  |
| No. of convictions  | 0                 |  |  |   |  |
| No. of complaints per 1000 connections received about sewage odour                            | < 15              | 0.2 per<br>1000<br>connections<br>(1<br>complaint) | 0.7 per 1000<br>connections<br>(3<br>complaints) | 1   | 0.7 per 1000<br>connections<br>(3<br>complaints)     |
| No. of complaints per 1000 connections received about sewage systems faults                   | < 15              | 0  | 0  | 0   | 0  |
| No. of complaints per 1000 connections received about sewage system blockages                 | < 15              | 7<br>1.7 per<br>1000<br>connections                | 16<br>4 per 1000<br>connections                  | 3   | 11   |
| No. of complaints per 1000 connections received about the response to issues with sewage      | < 15              | 0  | 0  | 0   | 0  |
| Proportion of urgent waste water service requests responded to within 6 hours of notification | 95%               | -  | -  | 3/3<br>(100%)                                   | 11   |

### 3.2 Waste water treatment plants

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

The trade waste discharger identified in July is working with Officers now to reduce the contamination in their waste. Owner is reviewing pre-treatment technologies to treat waste.

### 3.3 Waste water reticulation

There were 3 pipeline blockages reported during the period.

### 3.4 Hardie Grove, Featherston wastewater pipeline renewal

This work started on 22 October 2015; however equipment issues have caused delays. Project will be finished by Christmas.

## 4. Storm water drainage

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

### 4.1 Key Performance Indicators

| STORM WATER DRAINAGE<br>KEY PERFORMANCE INDICATORS  | TARGET<br>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                 | 1                                      | 1  | 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                 | 0.2 per 1000 connections (1 complaint) | 0.99 per 1000 connections (4 complaints) | 1             | 4             |

All systems operated routinely and within available capacity during the period.

## 5. Solid waste management

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

### 5.1 Key Performance Indicators

| SOLID WASTE MANAGEMENT<br>KEY PERFORMANCE INDICATORS              | TARGET<br>2015/16  | COMPLAINTS                    |               | INCIDENTS     |               |
|---|--------------------|-------------------------------|---------------|---------------|---------------|
|   |                    | MONTH                         | YTD           | MONTH         | YTD           |
| Number of communities with recycling centres                      | 6                  |                               |               |               |               |
| Volume of waste disposed out of district                          | Decreasing by 2.5% | Decreased by 13.7% for August | -             | -             | -             |
| % 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.

## 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<br>KEY PERFORMANCE INDICATORS  | TARGET<br>2015/16         | COMPLAINTS   |             | INCIDENTS |     |
|---|---------------------------|--------------|-------------|-----------|-----|
|   |                           | MONTH        | YTD         | MONTH     | 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%                       | 24/24 (100%) | 59/61 (97%) | 24        | 61  |
| Meet annual plan footpath targets   | Yes                       |              |             |           |     |

## **6.2 Roothing maintenance – Fulton Hogan**

Climatic events over this period have created flooding and land movement issues on White Rock, Hinekura, Tora, Te Awaiti and Western Lake Roads in which Fulton Hogan responded to with urgency.

Sealed pavement digouts were completed on Lake Ferry, Kahutara, Ponatahi and Bidwills Cutting Roads.

Moiki Road had an iron and timber retaining wall installed due to under road dropout. This was undertaken urgently due to agricultural contractors requiring confidence of being able to access.

Drainage improvements have commenced along Tora Road. This is necessary to improve performance due to increased traffic flow to the coast.

Chemical spraying of rural signs and markers have been completed. Water table spraying has commenced.

Rural berm mowing has been programmed for the end of November. This has been brought forward due to the predicted weather and the fire risk of the mowing operation.

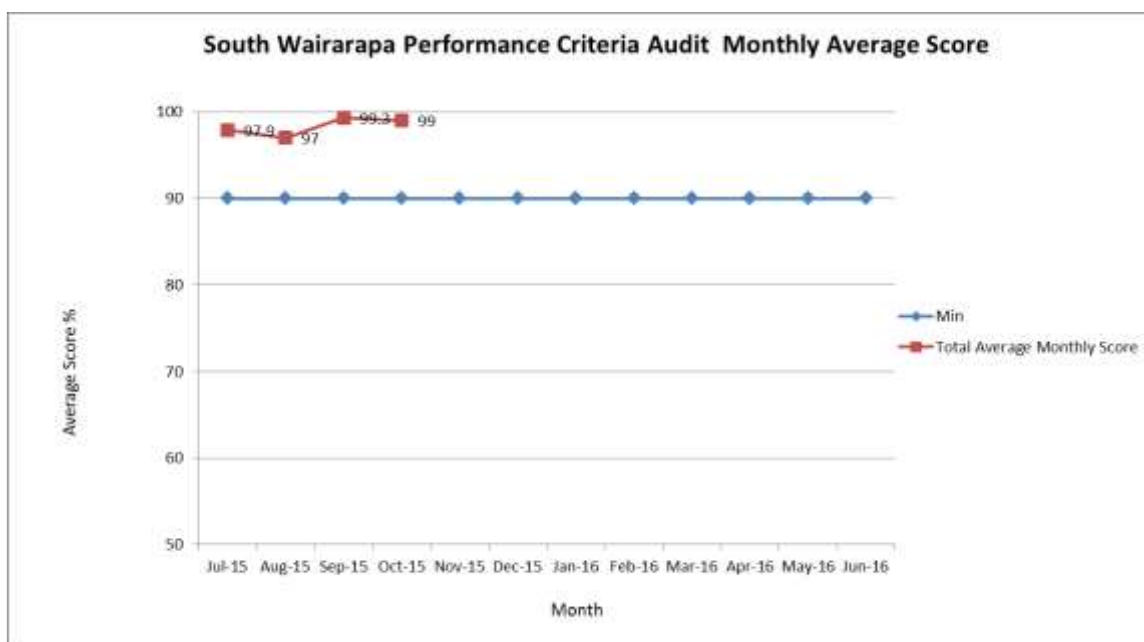
Pre-seal repairs have been completed along Cape Palliser Road. White Rock Road has been completed.

High grass shoulders were removed along Pahuatea, Hinekura, Cannock Roads as pre-seal repairs and to improve drainage within the network.

During October 89.66km of unsealed roads were graded, 518m<sup>2</sup> of sealed road digouts, 1929 m<sup>2</sup> of sealed carriageway levelling, 1.22km of sealed road edgebreak, 452km of rural road had markers and post sprayed during October.

Additional NZTA emergency work funding has been approved for reinstatement of Cape Palliser Road at Whatarangi Cliffs. Works are in the design stage with works programmed in the new year.

Fulton Hogan's monthly audit and cyclic activities is done on a monthly basis and their performance for the second financial year is charted below.



### 6.3 Reseals - Higgins

Higgins has submitted their design for the roads and streets programmed for the sealing season. The designs are currently being audited and budgets checked. Works are programmed to be completed before the end of the year.

The table below outlines the initial 2015/2016 sealing programme.

| Road ID | Road Name        | Start | End   | Length | Width | Sealed Area |
|---------|------------------|-------|-------|--------|-------|-------------|
| 283     | AWHINA DRIVE     | 0     | 49    | 49     | 6     | 294         |
| 283     | AWHINA DRIVE     | 49    | 84    | 35     | 6.5   | 228         |
| 36      | BIRDWOOD ST      | 286   | 378   | 92     | 7     | 644         |
| 36      | BIRDWOOD ST      | 378   | 488   | 110    | 7     | 770         |
| 36      | BIRDWOOD ST      | 488   | 600   | 112    | 7     | 784         |
| 37      | BRANDON ST       | 517   | 554   | 37     | 9     | 305         |
| 37      | BRANDON ST       | 554   | 663   | 109    | 9     | 899         |
| 37      | BRANDON ST       | 663   | 887   | 224    | 10.3  | 2114        |
| 37      | BRANDON ST       | 887   | 1108  | 221    | 12.2  | 2471        |
| 37      | BRANDON ST       | 1108  | 1114  | 6      | 6     | 33          |
| 243     | CANNOCK RD       | 0     | 61    | 61     | 5     | 305         |
| 243     | CANNOCK RD       | 3261  | 3390  | 129    | 4.6   | 593         |
| 243     | CANNOCK RD       | 3767  | 3836  | 69     | 4     | 276         |
| 203     | CAPE PALLISER RD | 2849  | 3010  | 161    | 5.6   | 902         |
| 203     | CAPE PALLISER RD | 3010  | 3020  | 10     | 5.6   | 56          |
| 203     | CAPE PALLISER RD | 3020  | 3548  | 528    | 5.6   | 2957        |
| 203     | CAPE PALLISER RD | 3548  | 3568  | 20     | 6.5   | 130         |
| 203     | CAPE PALLISER RD | 10293 | 10468 | 175    | 6.5   | 1138        |

|     |                  |       |       |       |      |          |
|-----|------------------|-------|-------|-------|------|----------|
| 203 | CAPE PALLISER RD | 10468 | 10608 | 140   | 6.5  | 910      |
| 203 | CAPE PALLISER RD | 14017 | 14348 | 331   | 6.2  | 2052     |
| 203 | CAPE PALLISER RD | 14348 | 14778 | 430   | 6.2  | 2666     |
| 203 | CAPE PALLISER RD | 30741 | 30789 | 48    | 8.4  | 403      |
| 203 | CAPE PALLISER RD | 30789 | 30949 | 160   | 8.4  | 1344     |
| 203 | CAPE PALLISER RD | 30949 | 31170 | 221   | 8.9  | 1967     |
| 203 | CAPE PALLISER RD | 31170 | 31204 | 34    | 8.1  | 275      |
| 77  | COLOGNE ST       | 0     | 196   | 196   | 8.8  | 1725     |
| 77  | COLOGNE ST       | 196   | 220   | 24    | 8.8  | 211      |
| 77  | COLOGNE ST       | 220   | 461   | 241   | 8.8  | 2121     |
| 77  | COLOGNE ST       | 461   | 508   | 47    | 8.8  | 414      |
| 77  | COLOGNE ST       | 508   | 696   | 188   | 8.8  | 1654     |
| 77  | COLOGNE ST       | 696   | 764   | 68    | 8.8  | 598      |
| 77  | COLOGNE ST       | 764   | 997   | 233   | 8.8  | 2050     |
| 10  | HASTWELL ST      | 0     | 116   | 116   | 11.6 | 1346     |
| 263 | HINAKURA RD      | 8382  | 8559  | 177   | 6.3  | 1115     |
| 263 | HINAKURA RD      | 8559  | 8958  | 399   | 6.3  | 2514     |
| 224 | KAIWAKA RD       | 0     | 59    | 59    | 4.4  | 260      |
| 16  | KURATAWHITI ST   | 117   | 731   | 614   | 8.5  | 5219     |
| 202 | LAKE FERRY RD    | 17079 | 17697 | 618   | 7.2  | 4450     |
| 202 | LAKE FERRY RD    | 17697 | 17733 | 36    | 7.2  | 259      |
| 202 | LAKE FERRY RD    | 17733 | 18682 | 949   | 7.2  | 6833     |
| 202 | LAKE FERRY RD    | 18682 | 18683 | 1     | 7.2  | 7        |
| 202 | LAKE FERRY RD    | 18683 | 19127 | 444   | 7.2  | 3197     |
| 56  | LUDLAM ST        | 0     | 234   | 234   | 9.8  | 2293     |
| 98  | NEW YORK ST      | 0     | 237   | 237   | 7.8  | 1849     |
| 98  | NEW YORK ST      | 237   | 482   | 245   | 7.8  | 1911     |
| 223 | NGAPOTIKI RD     | 0     | 90    | 90    | 5.1  | 459      |
| 168 | PAHAUTEA RD      | 0     | 134   | 134   | 5.7  | 764      |
| 168 | PAHAUTEA RD      | 4303  | 6359  | 2056  | 5.8  | 11924.8  |
| 261 | PONATAHI RD      | 3560  | 5190  | 1630  | 6.5  | 10595    |
| 261 | PONATAHI RD      | 5190  | 7345  | 2155  | 6.5  | 14008    |
| 109 | STRASBOURGE ST   | 233   | 237   | 4     | 8.5  | 34       |
| 109 | STRASBOURGE ST   | 237   | 241   | 4     | 8.5  | 34       |
| 109 | STRASBOURGE ST   | 241   | 353   | 112   | 6.6  | 739      |
| 109 | STRASBOURGE ST   | 353   | 494   | 141   | 6.6  | 931      |
| 109 | STRASBOURGE ST   | 494   | 500   | 6     | 8.5  | 51       |
| 259 | WESTERN LAKE RD  | 990   | 1462  | 472   | 5.6  | 2643     |
| 265 | WHITE ROCK RD    | 44289 | 44851 | 562   | 4.6  | 2585     |
| 265 | WHITE ROCK RD    | 47631 | 47760 | 129   | 6.2  | 800      |
| 265 | WHITE ROCK RD    | 47760 | 47916 | 156   | 6.2  | 967      |
| 265 | WHITE ROCK RD    | 53998 | 54090 | 92    | 5.1  | 469      |
|     |                  |       |       |       |      |          |
|     |                  |       |       | 16381 |      | 111545.8 |

## 7. Amenities

*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<br>KEY PERFORMANCE INDICATORS  | TARGET<br>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

Featherston got off relatively lightly in the recent period of high winds. The only issues were at the children's playground, where a hanging branch had to be removed from a tree, and where most of the bark fall surface had to be collected from the car park at the doctors' surgery and replaced in the playground. Card Reserve is being prepared for the Featherston cluster schools' athletic day on 9 November.

Confirmation of pricing has been received for the trimming of the Card Reserve hedge on the corner of Underhill Road. There is a high cost associated with this because the work has to be done around power lines. Although this work was agreed to in the LTP, we delayed implementation until the warmer weather to minimise the impact of the power outage on nearby residents. We are awaiting confirmation of the date for the work from the arborist.

The Department of Conservation will construct a new car park at the Lake Domain over the next week. This is part of the Wairarapa Moana



programme, which has already seen attractive new signage go up at Lake Domain and other locations. The car park will be on the eastern side of the Domain, at the footbridge.

### **7.2.2. Greytown**

The fence on the East Street side of Stella Bull Park was damaged when a tree fell down on it in August. The tree has since been removed and a new one planted. The fence was an old wire fence which dated from the days when the park was a paddock. It will be replaced in the next couple of weeks with a wooden rail fence similar to the one at Considine Park. Stella Bull Park is now home to the Greytown Country Market, which takes place on the first Sunday of each month between October and April. City Care staff have worked with the market organiser, and the members of the Friends of Sarah and Stella Group, to ensure that the park remains in optimum condition throughout. The first two market days have been very popular and it has been great to see the park decorated with stalls and bunting, and full of people.

### **7.2.3. Martinborough**

The merry-go-round in the children's playground has now been removed. A decision about a replacement piece of equipment will not be made until the situation with the Waiyinga Centre or alternative is clearer.

Council has granted approval for Martinborough Rugby Club to continue to use a section of Coronation Park on New York Street as an overnight stay area for self-contained camper vehicles. The Club will need to seek registration as a campground for self-contained vehicles for this area. It will only be available to members of the New Zealand Motor Caravan Association, and donations from the campground will go towards funding Martinborough junior rugby.

### **7.2.4. Coastal reserves**

Amenities and City Care staff have been involved in the annual planning session for the summer season at the south coast reserves. The new toilet for north Tora is being manufactured now and should be in place before Christmas. There are still issues with the septic system at the Ngawi toilets, and this will be the subject of a separate paper to Council.

## **7.3 Properties**

### **7.3.1. Featherston**

The work on the Anzac Hall building is largely complete, with the last of the interior painting being done inside the clerestory windows. The installation of the new roof and flashings has got rid of the historic leaks, however a couple of new leaks have emerged and are being investigated. The next stage of work will be on the paving around the building.

Replacement windows are being manufactured for the rotten sash windows in the Information Centre porch. Both the Information Centre and the Library are being inspected to identify any necessary repairs before the

buildings are repainted. The repainting is expected to be completed before Christmas. The proposed colour scheme takes its colours from the Featherston public toilet colour scheme which was created by local resident Campbell Moon. At the time, it was agreed this colour scheme would be used the next time the Library and Information Centre were painted. The finished colours will look like the image below (only better painted!)



Featherston Community Board has approved the storage extension to the Menz Shed, and the colour scheme for the building when painted will be similar to the Library. A Memorandum of Understanding will be signed between the Council, the Community and the Menz Shed to confirm the ongoing relationship between the three parties.



### **7.3.2. Greytown**

A new tenant has been found for one of the upstairs offices at Greytown Town Centre, and we expect to have the lease signed and the new tenant move in by the end of the month.

### **7.3.3. Martinborough**

The Martinborough Town Hall sustained damage in the high winds, with an exterior panel on the west face of the stage tower being smashed. The debris has been removed, and the tower is water-tight from the inside. For health and safety reasons we will have to use scaffolding to make the repair, so we commissioned a local drone pilot to fly his camera drone over the roof to see what other work might need to be done up there while the scaffolding is up. There is a surprising amount of rubbish on the roof, not all of which could have been blown up there by the wind!

## **7.4 Community housing**

There have been a few enquiries about houses available but no changes to the waitlist in Martinborough (five applicants), Greytown (three applicants) and Featherston (five applicants). Two new applications have been received and processed.

A unit at Burling flats became available in September and was offered to people currently on the waiting list, none of whom were interested in it. An application was received last week which meet the SWDC Community Housing Eligibility and is now being processed for a tenant to move in next week. It was a good opportunity while the flat was vacant to repaint the kitchen and do some general maintenance work.

The six monthly flat inspections have been completed, and City Care staff are in the process of completing the maintenance work that came out of these inspections i.e. tap threads, painting touch-up and oven element temperature controls etc. The tenants were very positive and happy in their flats. There is a good atmosphere of community in our pensioner housing, with residents keeping an eye out for each other, and some competitive gardening happening at Cicely Martin flats.

## **7.5 Cemeteries**

Enquiries and the purchasing of plots continued in September/October, with people making future plans on where they wish to be buried. There have been a few enquiries on when the cemeteries database will be available "live" on the internet. Although the data has been transferred from the old system to NCS, a programme of data checking still needs to be carried out.

### **7.5.1. Featherston**

There was one ashes interment in a wall in October.

### **7.5.2. Greytown**

There was one burial in September; one ashes burial and one placement of ashes in a wall in October.

### **7.5.3. Martinborough**

There were two burials in September. There was one ashes burial in the Services section in October, and two memorial plaques placed in ashes walls.

## **7.6 Swimming pools**

Work is well underway to prepare the pools for the summer 2015/16 season. The season will open on 28 November 2015, and close on 11 March 2016. Opening hours have been adjusted slightly so that they are the same for all three pools, and these changes will also enable us to keep the pools open until 7.30pm on Friday nights. All pools are expected to open on time. Amenities staff have met with City Care and CLM management to work through plans for the season. Most of last season's lifeguards are returning and we are looking forward to catching up with them at their induction.

### **7.6.1. Featherston pool**

The main pool at Featherston is full, and now only requires cleaning and dosing to have it ready for opening day. The lifeguard office has been tidied up and the changing rooms are being painted. The actual cause of the leak from the tiny tots double pool has now been identified and a plan developed to solve the problem – we hope to have these pools available for use this season after not being able to use them for the previous two seasons.

### **7.6.2. Greytown pool**

The main pool at Greytown is empty, with the lane markings due to be repainted next week, before refilling is done. Temporary lane markings were done in order to get the pool open after its re-fit last season, and

these have not lasted. Changes are also being made to the new pool ladders. The whole pool surrounds and grandstand has been water-blasted and the changing rooms have been tidied up.

### **7.6.3. Martinborough pool**

Martinborough's main pool is full and only requires dosing to ready it for opening day. The pool surrounds and grandstand roof at Martinborough have also had a clean-up.

## **7.7 Events**

### **7.7.1. Featherston**

Completed events – 16-18 October - Booktown

Future events – Christmas parade and Christmas market

### **7.7.2. Greytown**

Completed events – 4 October and 1 November – Greytown Country Market

Future events – December Greytown Country Market at Stella Bull Park; Greytown Christmas Market at Greytown Town Centre

### **7.7.3. Martinborough**

Completed events – 24 October – Alice in Wonderland in Martinborough Square, Kokomai Festival

Future events – November – Toast Martinborough; February and March 2016 – Martinborough Fair

## **7.8 Libraries**

A joint meeting of the Carterton and South Wairarapa library managers was held on 16 October, and these are planned for every three months in future. The Wairarapa Library Service Committee signed off the reviewed and revised library policies at its meeting on 23 October, and these will go to the Policy and Finance Committee on 18 November. A strategic meeting of all Kotui managers is being held at National Library on 18 November to look at future planning for the Kotui network. The three library managers are looking forward to participating in a Kotui Infoshare day being held at Palmerston North on 24 November, where Kotui users will be able to discuss issues and tips about using the system. Planning is well underway for the summer reading programmes in the three libraries; the changes to the funding of these programmes will have no impact this year and a full programme is expected.

Martinborough library staff are making good progress in weeding the books stored at the Cork Street building in order to make way for the Menz Shed taking over the building. Menz Shed members have made some custom shelving for the children's area.

All three libraries have contributed books to Hawera Intermediate School, which lost its library and administration block to a fire a few weeks ago.

## 8. Civil defence and emergency management

*SERVICE LEVEL – People are prepared for a civil defence emergency.*

### 8.1 Key Performance Indicators

| CIVIL DEFENCE AND EMERGENCY MANAGEMENT<br>KEY PERFORMANCE INDICATORS | TARGET<br>2015/16 | COMPLAINTS |     | INCIDENTS |     |
|--|-------------------|------------|-----|-----------|-----|
|  |                   | MONTH      | YTD | MONTH     | YTD |
| Ratepayers and residents prepared for an emergency                   | 75%               |            |     |           |     |
| Regional Civil Defence Emergency Annual Plan achieved.               | Yes               |            |     |           |     |

### 8.2 Wellington Regional Emergency Management Office (WREMO)

#### 8.2.1. Update

- WREMO operated a stand at the Wairarapa A&P Show on 31 October and 01 November. This was manned by Ruth Locker and Darryl McCurdy.
- Just over 21% of the South Wairarapa population registered for Shake Out 2015.
- An emergency preparedness workshop was held in Featherston at Turret House in conjunction with Arthritis NZ and Mobility Wairarapa.
- Planning is underway for community response planning workshop for Community Board members with a view to commencing community CRP meetings starting in the New Year.
- A Civil Defence training exercise will be held on 24 November, based out of the Emergency Operations Centre (EOC) in Masterton. This will be based on a Wairarapa-wide storm scenario. This will consolidate the 13 x EOC staff learnings from the 2015 training program.
- WREMO staff will be attending a NIWA seminar on predicted El Nino impacts on the region.

## 9. Appendices

Appendix 1 Monthly water usage

Appendix 2 Waste exported to Bonny Glen

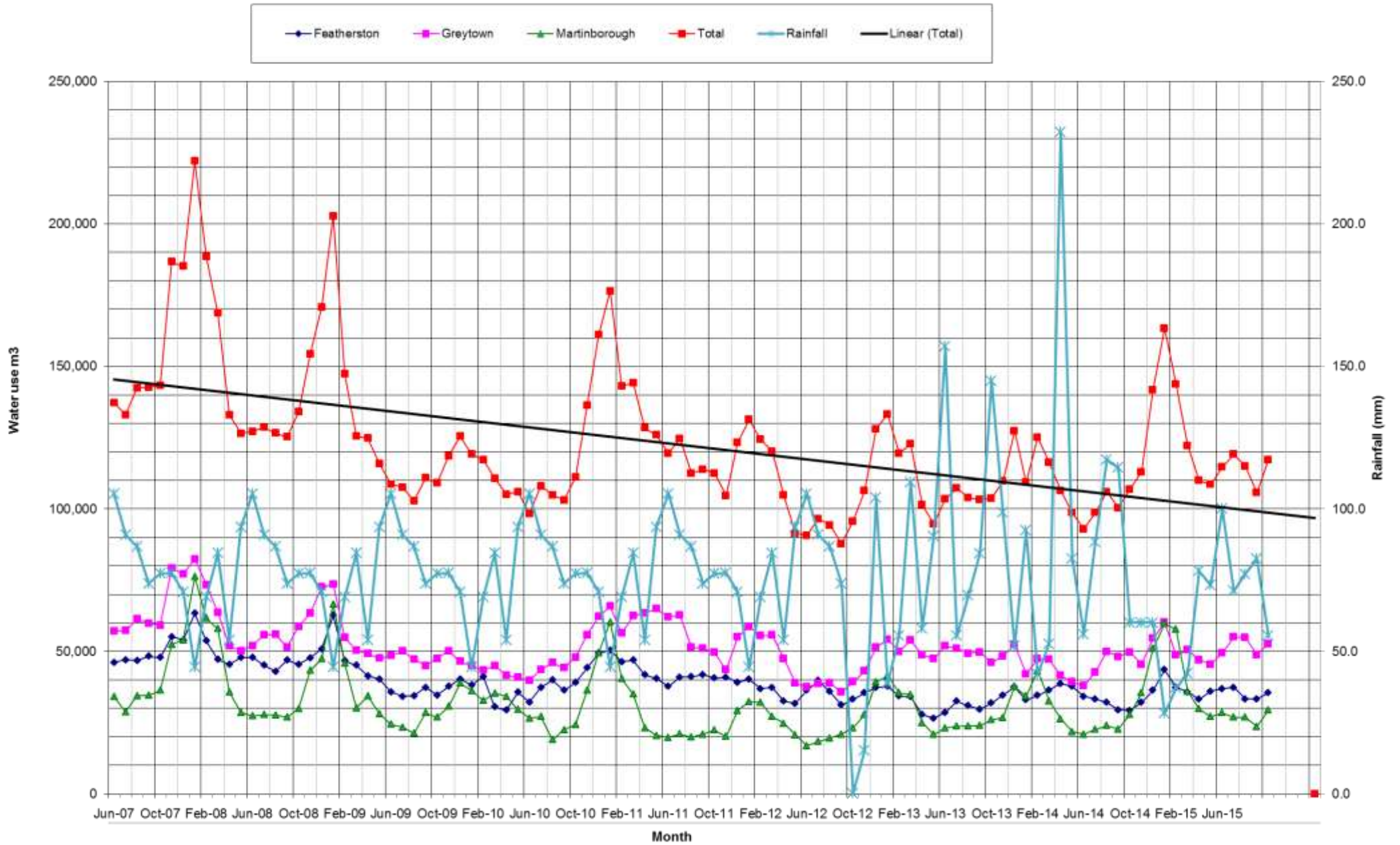
Appendix 3 Library statistics

Contact Officer: Mark Allingham, Group Manager Infrastructure and Services

# **Appendix 1 - Monthly water usage**



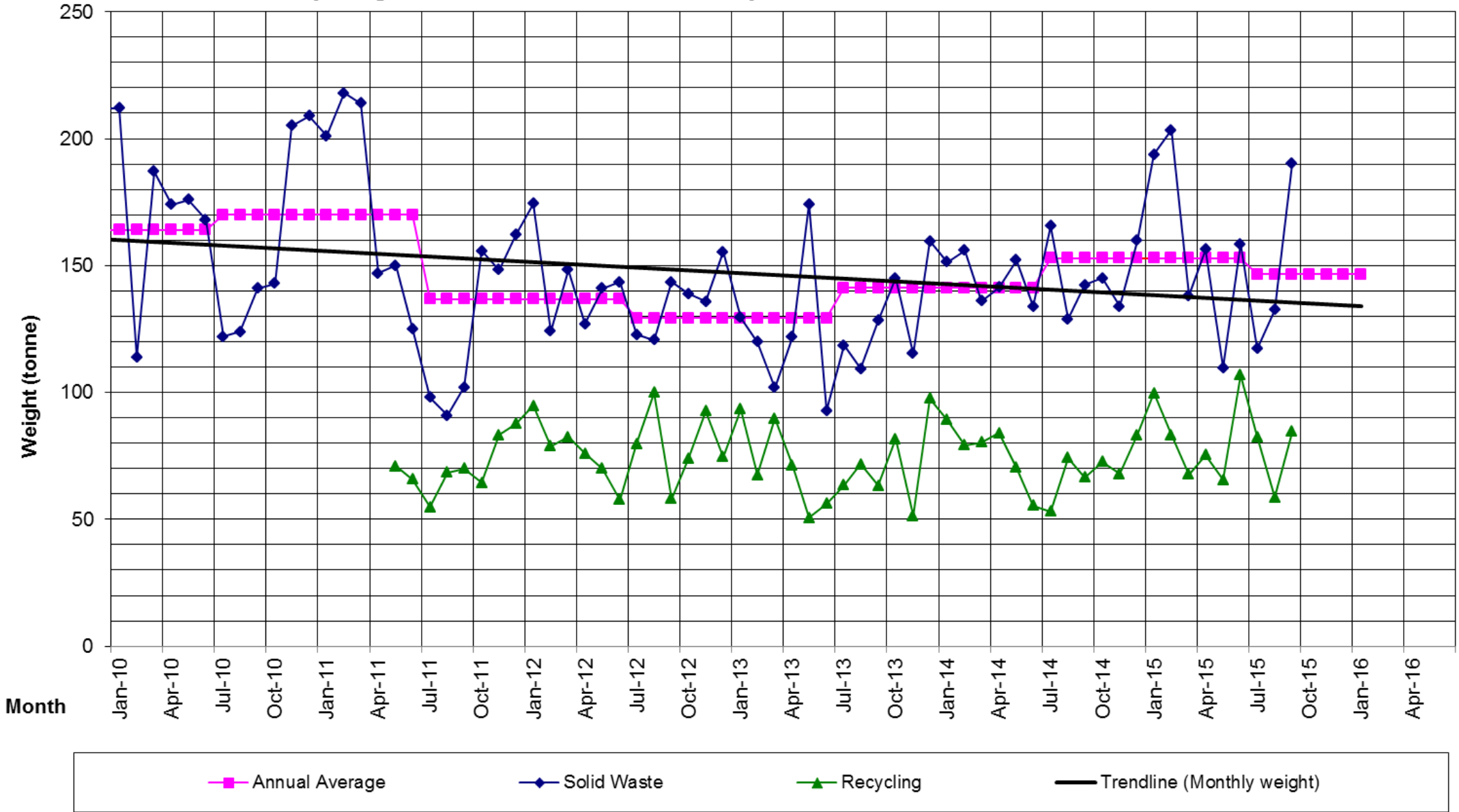
### Water use South Wairarapa District Council





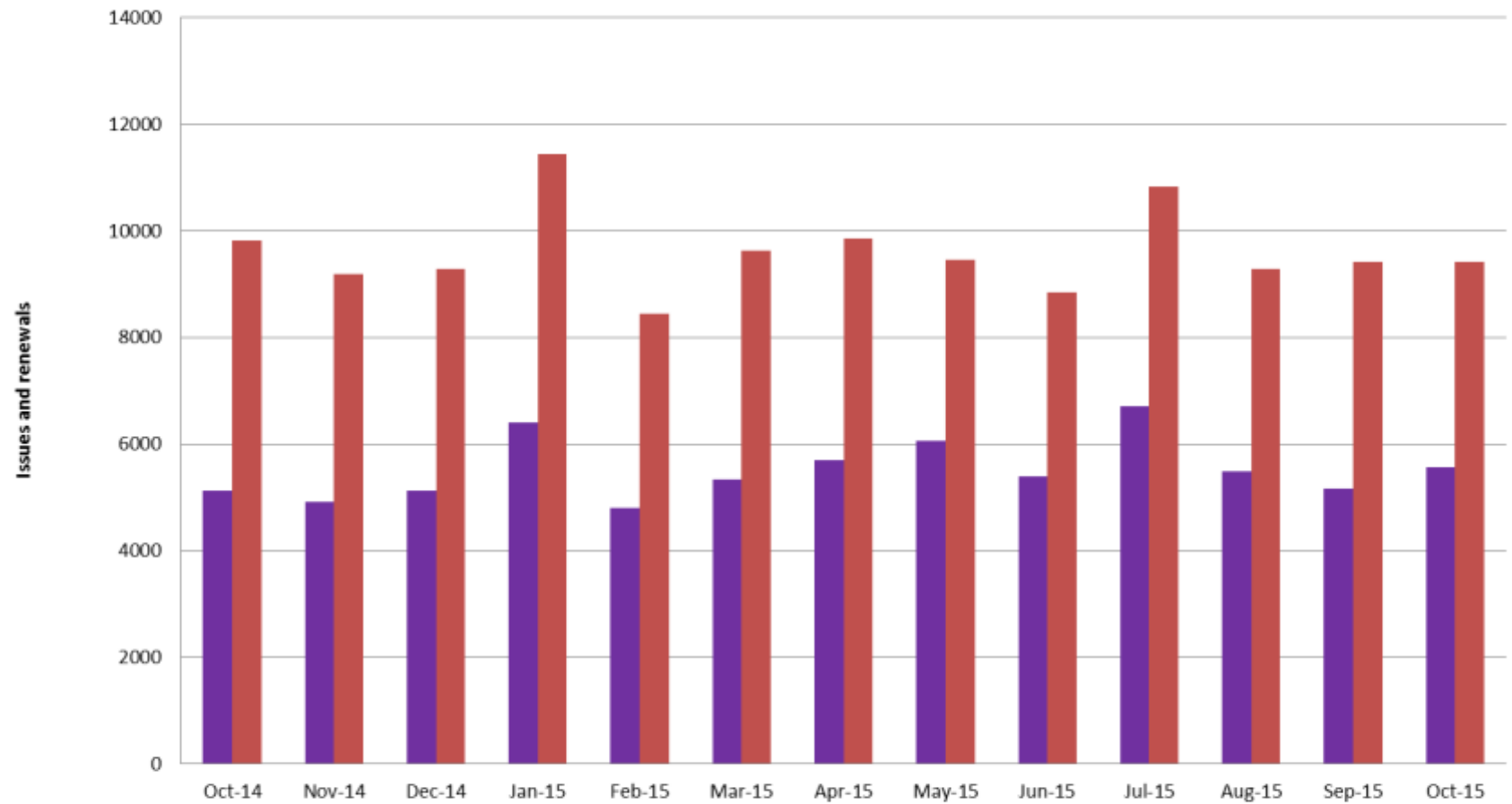
# **Appendix 2 - Waste exported to Bonny Glen**

Monthly weight of waste transferred to Bonny Glen



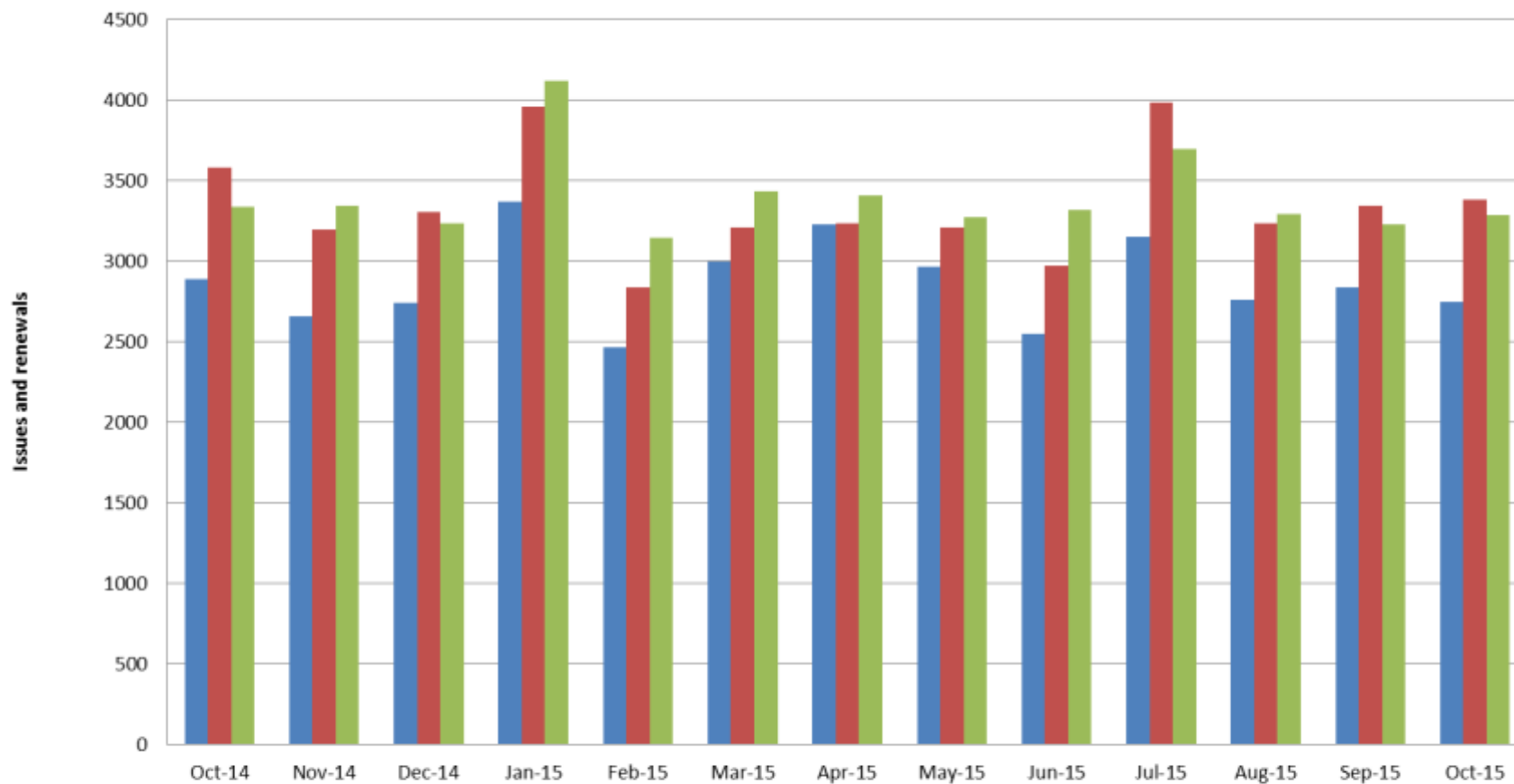
# **Appendix 3 - Library statistics**

### Wairarapa Library Service - issues and renewals to October 2015



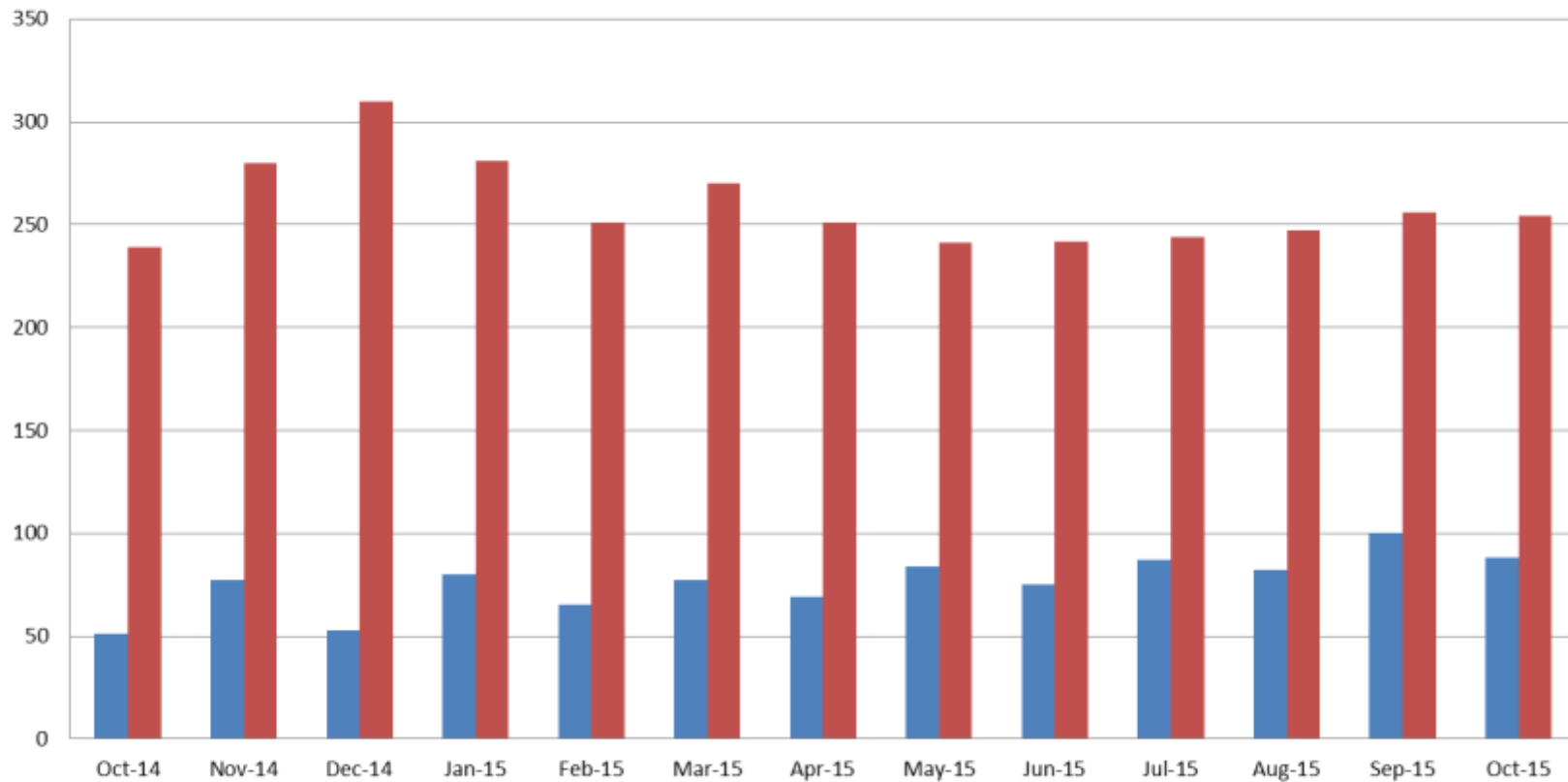
|                   |        |        |        |        |        |        |        |        |        |        |        |        |        |
|-------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
|                   | Oct-14 | Nov-14 | Dec-14 | Jan-15 | Feb-15 | Mar-15 | Apr-15 | May-15 | Jun-15 | Jul-15 | Aug-15 | Sep-15 | Oct-15 |
| ■ Carterton       | 5129   | 4921   | 5122   | 6406   | 4810   | 5341   | 5702   | 6063   | 5396   | 6702   | 5495   | 5161   | 5570   |
| ■ South Wairarapa | 9808   | 9197   | 9279   | 11443  | 8442   | 9631   | 9865   | 9451   | 8836   | 10832  | 9291   | 9411   | 9414   |

### South Wairarapa libraries - issues and renewals to October 2015



|               | Oct-14 | Nov-14 | Dec-14 | Jan-15 | Feb-15 | Mar-15 | Apr-15 | May-15 | Jun-15 | Jul-15 | Aug-15 | Sep-15 | Oct-15 |
|---------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| Featherston   | 2890   | 2657   | 2741   | 3368   | 2466   | 2994   | 3227   | 2963   | 2548   | 3152   | 2763   | 2838   | 2748   |
| Greytown      | 3583   | 3195   | 3302   | 3958   | 2834   | 3206   | 3233   | 3212   | 2971   | 3985   | 3235   | 3343   | 3383   |
| Martinborough | 3335   | 3345   | 3236   | 4117   | 3142   | 3431   | 3405   | 3276   | 3317   | 3695   | 3293   | 3230   | 3283   |

### Wairarapa Library Service - audio and e-book issues to October 2015



|              | Oct-14 | Nov-14 | Dec-14 | Jan-15 | Feb-15 | Mar-15 | Apr-15 | May-15 | Jun-15 | Jul-15 | Aug-15 | Sep-15 | Oct-15 |
|--------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| ■ Audiobooks | 51     | 77     | 53     | 80     | 65     | 77     | 69     | 84     | 75     | 87     | 82     | 100    | 88     |
| ■ E-books    | 239    | 280    | 310    | 281    | 251    | 270    | 251    | 241    | 242    | 244    | 247    | 256    | 254    |

# FEATHERSTON COMMUNITY BOARD

8 DECEMBER 2015

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## AGENDA ITEM 6.2

### SPONSORSHIP OF FREE SWIMMING – WELLINGTON ANNIVERSARY DAY 2016

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#### **Purpose of Report**

To seek sponsorship for a free swimming day at Featherston pool for Wellington Anniversary Day 2016.

#### **Recommendations**

Officers recommend that the Community Board:

1. *Receives the information.*
2. *Agrees to sponsor a free swimming day on Wellington Anniversary Day (25 January 2015).*

## **1. Executive Summary**

In 2014 and 2015, Featherston Community Board sponsored a free swim day at Featherston pool to celebrate Wellington Anniversary day. Greytown Community Board also sponsored free swimming for Wellington Anniversary days in 2014 and 2015, and Martinborough Community Board did so for 2015. In 2016, Greytown Community Board and Greytown Lions are co-sponsoring a free weekend for anniversary day weekend.

The Community Board is invited to sponsor free swimming for Anniversary Day 2016.

## **2. Discussion**

### **2.1 Financial Considerations**

The total charge to FCB for 2014 was \$205, and for 2015 was \$87 (the weather not being great for swimming last anniversary day). The cost for 2016 is estimated at \$206.

Contact Officer: Helen McNaught, Amenities Manager  
Reviewed By: Mark Allingham, Infrastructure Services

# FEATHERSTON COMMUNITY BOARD

8 DECEMBER 2015

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## AGENDA ITEM 6.3

### SPONSORSHIP OF 10 TRIP SWIM CONCESSION TICKETS

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#### **Purpose of Report**

To seek sponsorship of free concession tickets for Featherston Pool.

#### **Recommendations**

Officers recommend that the Community Board:

1. *Receives the information.*
2. *Agrees to sponsor of 30 ten-swim concession tickets.*

#### **1. Background**

In previous summers Featherston Community Board (FCB) has sponsored free child 10-swim concession tickets to be distributed to local families who might not otherwise be able to afford regular swimming. The proposal to provide free concession tickets came to the Community Board as a request for financial assistance from the South Wairarapa Graffiti Working Party (now the Community Safety and Resilience Working Party). The intention was to get more children into the supervised environment of the swimming pool in the hope of reducing some of the graffiti and vandalism in the town.

The Community Safety and Resilience Working Party requests FCB to sponsor the same initiative for the 2015/16 swim season.

#### **2. Discussion**

In summer 2014/15, FCB sponsored 30 free tickets. The distribution of tickets was made through the Featherston Youth Group (12 tickets), Featherston Library (6 tickets) and three tickets to each of the Community Board members to distribute.

Due to privacy requirements, no attempt was made to monitor the uptake and usage of the tickets. However, FCB chair Lee Carter reported they were received with gratitude and Reanne Tawharu from Featherston Youth Group said they were excellent for the youth and, particularly with the fantastic weather, they were much appreciated.



The total charge to FCB will be \$300 for thirty child concession tickets.

Martinborough Community Board has sponsored 20 tickets in previous years and is being invited to do the same this year.

Contact Officer: Helen McNaught, Amenities Manager  
Reviewed By: Mark Allingham, Infrastructure Services

## Featherston Community Board Chair's Report

Lee Carter

November/December 2015

| <b>Communications</b> |   |
|-----------------------|---|
| December              | I submitted the end-of-year, Christmas article on behalf of the Featherston Community Board highlighting key events and highlights for the year 2015. |

| <b>Meetings and Events</b> |   |
|----------------------------|---|
| 3 November                 | Attended the Greytown public meeting regarding signage not in keeping with the Greytown Village precinct.                           |
| 8 November                 | Interviewed by Robyn Ramsden, the Featherston Co-ordinator for Connecting Communities regarding my thoughts relating to Featherston |
| 9 November                 | Attended Featherston Public Meeting regarding the Featherston Main Street and the Town Square Project.                              |
| 11 November                | Attended the Infrastructure and Planning Working Party, held at South Wairarapa District Council Chambers.                          |
| 25 November                | Attended the Community Safety and Resilience Working Party held at South Wairarapa District Council Chambers.                       |

| <b>Apologies</b> |   |
|------------------|---|
| 18 November      | The Rail Heritage Trust of New Zealand – opening restored railway goods shed Greytown |
| 25 November      | White Ribbon Day, Clifford Square Town Event  |

**PROPOSAL FOR A FEATHERSTON WEBSITE**

**Purpose of Paper**

This paper provides an update on the proposed development of a Featherston website.

**Recommended Action:**

It is recommended that FCB:

1. Receive the information
2. Approve the vision and mission statements for the proposed Featherston website
3. Approve the recommended model for the development and initial maintenance of the website
4. Approve the website structure in principle noting that it may be subject to change
5. Approve expenditure of up to \$3000 on the development and implementation of the recommended model
6. Approve the preparation of a website design brief for subsequent FCB endorsement

**1. Executive Summary**

This update seeks to:

- ❖ Set the Vision and Mission Statements for the website project.
- ❖ Confirm the model to be used in the development, publishing and initial support of the website.
- ❖ Gain FCB approval, in principle, of the website structure
- ❖ Confirm the budget for the website development and initial support.
- ❖ Gain FCB approval for the preparation of a simple website design brief for subsequent FCB endorsement.

**2. Vision**

A vision statement sets the strategic scene for the accomplishment of company, organisation or project goals. In relation to the Featherston website project it is recommended the following vision statement be adopted:

*The Featherston website is one of a number of key communication platforms which inform the community on relevant matters, and promotes Featherston (including the local area) as a progressive and exciting place to live and/or visit.*

### 3. Mission Statement

In this case the mission statement focuses on the specific objective/intended outcome of the website. It is recommended that the following website mission statement be adopted:

*The Featherston website will become the enduring 'go to' information hub on Featherston (and immediate locale), for residents, prospective residents and visitors alike.*

### 4. Recommended Website Development and Support Model

It is recommended that FCB adopt the following model for developing, publishing and supporting the website:

- ❖ The creation of a website by a carefully selected web designer with input from a small working group selected from the FCB and community.
- ❖ The website is created using predominantly open source software which, while relatively inexpensive, is very effective and easy to use.
- ❖ The web designer is contracted to provide 12 months support to the website once published, which includes training selected individuals (Admins) in the maintenance of the site beyond the 12 month mark. This ensures continuity.
- ❖ The website designer remains on call, at normal rates, for support beyond the technical skills of the appointed Admins.

### 5. Potential Structure

Following further analysis it has been determined that the Featherston website is likely to have three main audiences; residents, prospective residents and visitors. To this end a basic construct may look something like this:

- ❖ **Locals** - Information for residents including:
  - Community announcements and news
  - Local events/calendar
  - Local businesses and services
  - Groups (businesses, recreational, sporting, charitable, not-for-profit, religious, youth, etc)
- ❖ **Prospective Locals** – Information for those considering a move to Featherston, including links to:
  - Local real estate companies
  - South Wairarapa District Council
  - Greater Wellington Regional Council
  - Local amenities
  - Local Schools
  - Experiences of those recently moved to Featherston
  - Other information sites/resources which will enable informed relocation decisions to be made
- ❖ **Visitors**
  - Historic and other local attractions
  - Outdoors pursuits

- Featherston-based events of local, regional, national and international significance
- Local hospitality providers (accommodation, bars and restaurants)
- Other local tourism-related service providers

Many of these topics will be pages in their own right, while others may simply be links to other websites (reciprocal linking will be encouraged). There will be some commonality between the information requirements of the three target audiences, and this will be achieved in an efficient and seamless way which avoids unnecessary duplication.

## **6. Budget**

Indicatively it has been estimated that the website development, publishing and support model described above will cost up to \$3000.00. It is this amount the FCB is encouraged to set aside for the project.

## **7. Design Brief**

A website design brief is required in order to provide the website developer with the project scope (freedoms and constraints) and other guidance necessary to achieve the stated mission, within budget and on time. With FCB agreement, and in concert with selected local subject matter experts, the writer will draft a design brief which will be presented at the first FCB meeting of 2016 for approval.

## **8. Conclusion**

This paper is intended to set in place some fundamental requirements for the design, publishing and support to a Featherston website. With formal agreement on vision, mission statement, project model, structure and budget, the production of a design brief will be possible which will, in turn, provide clear guidance for a website developer. The design brief will be a key document in the next stage of seeking quotes from reputable service providers.

Point of Contact:

Peter Jackson - Deputy Chair, Featherston Community Board

# FEATHERSTON COMMUNITY BOARD

8 DECEMBER 2015

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## AGENDA ITEM 7.3

### 2016 FEATHERSTON BUSINESS MEETING

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#### **Purpose of Report**

This report is prepared by Lee Carter, Chair of the Featherston Community Board.

The report proposes a 2016 Featherston Business meeting. I am seeking the Featherston Community Board's support in principle to hold a Featherston Business meeting, and for further analysis on costings and interest within the Featherston community.

#### **Recommendations**

I recommend that the Featherston Community Board:

1. *Receive the information;*
2. *Support in principal the idea of a Featherston meeting event; and*
3. *Agree to further analysis on costings and interest within the Featherston Community for this event.*
4. *Agree to the proposed draft agenda.*

#### **1. Outline of Featherston Business Meeting**

Following on from the Focus Featherston Business and Leaders Network Event held 29 July 2015, there have been requests from the public to hold a Business meeting for Featherston Businesses. Understanding that it is not the sole responsibility of the Featherston Community Board to hold these particular events, there is, however, an opportunity for the Community Board to led such an event that bears weight on strengthening Council, Community Board and Featherston Businesses knowledge and relationship.

I'm proposing that the Featherston Community Board along with selected sponsors and speakers (to be confirmed) also inviting Council to speak, host a high level meeting for Featherston Business owners.

The meeting would be framed with a specific agenda bringing key people together.

## **2. Proposed Timeline and Agenda**

An investigation of Featherston interest, sponsors and costings will be collated and reported back to the Featherston Community Board in February 2016 for support and funding approval. Seeking to holding the meeting late February or early March 2016.

Based on the gathered information, the meeting would be held on a weeknight, with the intention of a licenced premises venue (venue to be confirmed).

The proposed draft agenda:

1. Welcome and introductions
2. South Wairarapa District Council: Your Success: Our Business
3. TBC: Featherston Positioning Statement
4. TBC: Solutions for businesses
5. Featherston Community Board: Featherston Website



# FEATHERSTON

*community centre*

***Featherston Community Centre Charitable Trust - The Featherston Community Centre provides the community with a space for services, ongoing or one-off events, activities and classes for public and private users.***

27 October 2015

Dear Featherston Community Board

The Featherston Community Centre invites you to consider booking our Kauri Room (the Lounge) for your public board meetings.

The Kauri Room accommodates up to 100 people and is warm and inviting. The room is suitable for public meetings and presentations. The carpeted room is well lighted, has wall heaters and a cozy log fire, is accessible to people in wheelchairs and has good acoustics.

Hire rates are low and are used to maintain the building. The Centre is pleased to offer the Community Board the Kauri Room at a discount of \$20/hour, including tea and coffee and wifi.

Thank you for considering this invitation to hold your meetings at the Centre.

Kind Regards

Emily Greenberg  
Chair, Featherston Community Board Charitable Trust

Email: [info@featherstoncommunity.org.nz](mailto:info@featherstoncommunity.org.nz) Website: [www.featherstoncommunity.org.nz](http://www.featherstoncommunity.org.nz)





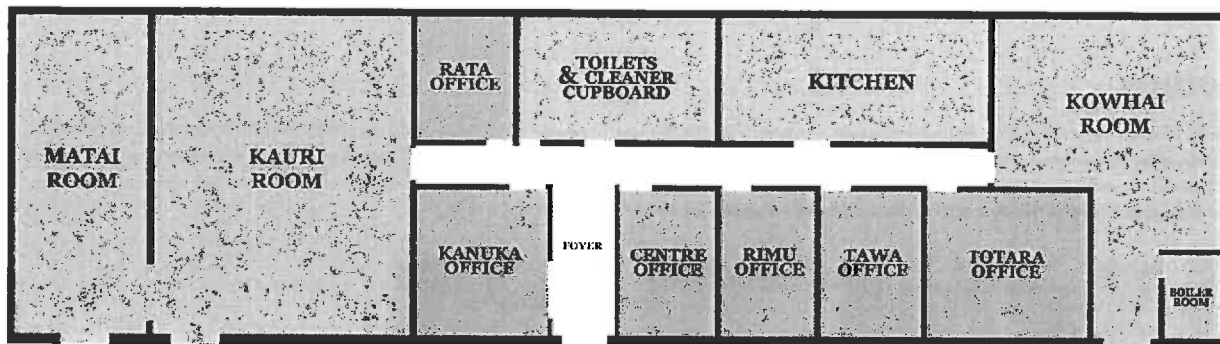
Home News What's On + Venue Hire + About Us + Contact Us

## Our Rooms

Haere mai and Welcome to our Centre!



Down a verdant, hedge-lined driveway, nestled behind second-hand shops and a gourmet cheese deli on Featherston's main street, you'll find our Community Centre. It looks out across a generous parking lot to a sheltered veggie garden planted in front of several brightly coloured murals. The building is low slung and easily accessible having only one storey and no steps leading to its front or back entrances. Inside, the foyer gives onto the three main rooms where a wide variety of meetings, seminars, workshops, classes, exhibitions, events, functions and other gatherings have taken place over the years. There are four offices at the Centre used by both long-term tenants and by groups and individuals on a part-time, short-term or one-off bases. Users of the Centre are welcome to use the kitchen, wi-fi and heating (including the woodburner in the larger Kauri room). The terms and conditions for anyone using the Centre are explained in the [Venue Hire Agreement](#).



Approximate Layout of the Featherston Community Centre

### The Kauri Room (aka the 'Lounge')

9.4m x 7.86m

Our most popular and spacious room, is the carpeted Kauri room. It has a maximum capacity of around 100 people so is best suited for large workshops, seminars, public meetings, and private functions. It is frequently used by exercise classes and music groups in need of room to move about. Where large numbers of attendees are expected, we have additional seats available for hire. The room can be heated either by its wall heaters or by the log burner (whose firewood has been kindly supplied by local donors).

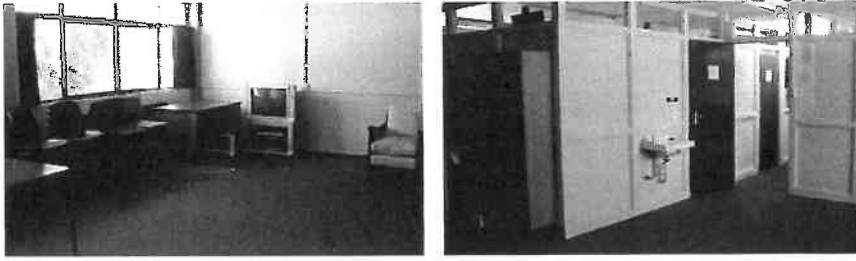


Kauri Room (aka the Lounge, the Big Room)

### The Kowhai Room (aka the 'Games Room')

6.85m x 6.4m

The medium-sized Kowhai Room will accommodate up to 30 people. It is often used by special interest groups such as game clubs and support groups. The room can be set up to lead outside into a fenced off area, ideal for kids' birthday parties and other children focussed activities (as the local playgroup does).

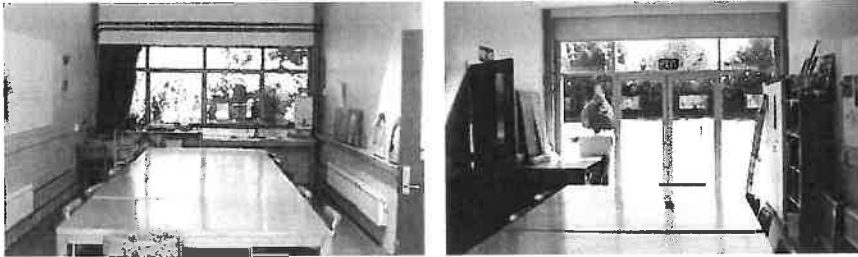


Kowhai Room (aka the Games Room)

## The Matai Room (aka the 'Art Space')

9.30m x 3.81m

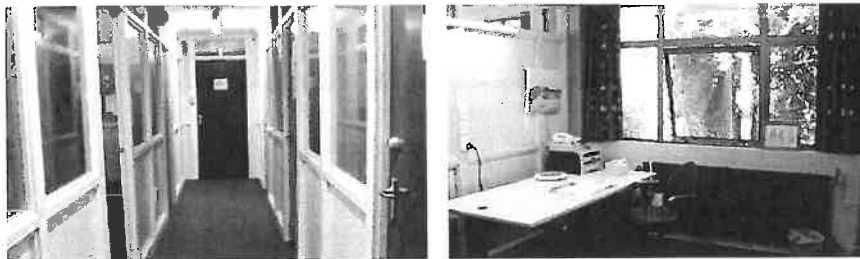
Oriented to receive plenty of natural light, this room is used regularly for creative activities such as art and crafts workshops and classes. It has been furnished with sturdy workbenches and a sink with hot and cold water. Users of this room have direct access to the outside.



Matai Room (aka the Art Room)

## The Offices

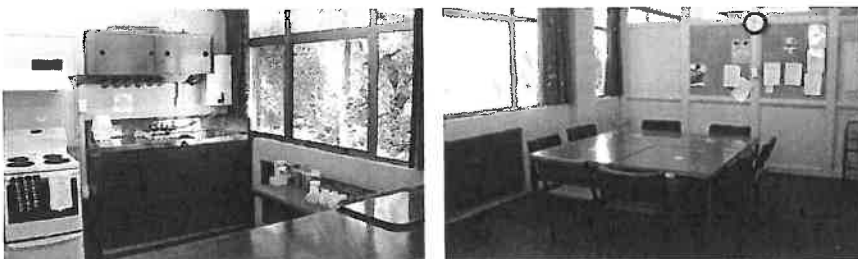
Our building features five smaller rooms used primarily as office spaces. The Rata, Rimu and Tawa are similar in size, whilst the Totara, is almost twice the size of the others. This year we added an additional office (the Kanuka Office) at the expense of the Kauri Room which lost its 'alcove area'. Offices are rented out on both long-term and short-term bases. Presently, two of our offices are occupied by long-term tenants. The Centre has wifi available and offices feature standard basics like desks, and chairs. All offices are lockable. **Contact the Centre's Manager** to find out what offices are available and when.



Office Spaces at the Centre

## The Kitchen

The Centre has a kitchen complete with an electric stove, fridge, microwave, generous bench space, and a hot water boiler. There are plates, cups, glasses, cutlery and assorted cookware including pots, pans and bowls. There are eight tables that can be set up to lay out a spread. They are mobile so they can be pushed back against the kitchen wall (for buffet style meals) or set up as individual tables around the kitchen surrounded by chairs. Centre visitors are welcome to use these facilities provided they adhere to the Centre's terms and conditions of use which include keeping it clean and tidy and being mindful and respectful of other users. We can provide other basics like tea, coffee, milk and sugar in return for a koha donation to help replenish anything that you use.



The Kitchen

### Agreement

By checking the box below, you agree to the Terms and Conditions

I agree to the T&Cs

Send

### Rates Schedule

Contact the Centre Manager to establish availability. Use of the kitchen is generally included by arrangement. All prices are inclusive of GST. A half-day is up to 4 hours. A full day is up to 12 hours.

| <b>Government Agencies, Businesses and Organisations for Profit</b><br><i>Meetings, workshops and seminars</i> | Per Hour | Half Day | Full Day |
|--|----------|----------|----------|
| Kauri Room (up to 100 people)  | \$22     | \$60     | \$100    |
| Kowhai Room (up to 30 people)  | \$18     | \$48     | \$80     |
| Any other room or office   | \$-      | \$-      | \$-      |

| <b>Other Groups and Usage Types</b><br><i>All rooms and offices</i>   | Per Hour   | Half Day | Full Day |
|---|--|----------|----------|
| <b>Not-for-profit Organisations</b> offering services to the community against small or no fees in line with the FCC mission  | \$10   | \$25     | \$45     |
| <b>Small Businesses and Individuals</b> who charge participants fees to offer a service to the community (e.g. class, workshop, instruction) in line with the FCC mission | \$10   | \$28     | \$50     |
| <b>Members of the Community</b> who hire the centre for private functions such as birthdays, graduations, bar mitzvahs, seances or coming out parties                     | As negotiated<br>generally from \$25 half-day, \$50 full day |          |          |
| <b>Tenancies:</b> any organisation, group, business or individuals who rent rooms at the Centre on an ongoing basis   | As negotiated<br>generally rates are per week                |          |          |
| <b>Meeting place:</b> groups or individuals who use the Centre's rooms as a meeting or activity space   | \$2 per participant  |          |          |

#### Quick Info

##### Featherston Community Centre

14 Wakefield Street  
Featherston 5710  
South Wairarapa  
New Zealand  
Phone: +64 6 308 8239

##### Centre Manager

Siv Fjaersiad  
info@featherstoncommunity.org.nz

#### Recent News



**Cooking like your Nana!**  
Thursdays 5-26th Nov, 10am-12.30pm.

October 15, 2015



**Featherston Toy Library Re-opens this Sunday at the Centre!**

October 8, 2015



**NEW COURSES AT THE CENTRE!**  
August 13, 2015

#### Receive Email Updates

Name \*

Email \*

Message

#### Facebook



## Make a Booking

### Are you looking for somewhere in Featherston to:

- |                         |  |
|-------------------------|--|
| provide a service?      | meet with your special interest group? |
| use as an office space? | hold an event?                         |
| hold a fitness class?   | conduct a meeting?                     |
| run a course?           | run a workshop or seminar?             |
| teach a night class?    | celebrate something?                   |

The Centre's bookings schedule is handled by the **Manager** and she will be able assist you to find out what room might be best suited to your needs and explain what other facilities we have on offer.

### Online Booking Request Form

Please fill out the below form to request a booking. Please read our **Terms and Conditions** which explains a few things about the venue, how cancellations work and most importantly, how we can help you advertise your activity so it's important that you read before you fill out this form.

If you do not wish to fill out the online form below, please feel free to download the **Venue Hire Agreement PDF**, sign and send to us.

Your Name

Company (if applicable)

Postal Address

Your phone number

Your Email

Purpose (description of event/activity/service)

Hirer Description

---

Room Needed (click here for room descriptions)

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Kauri Room

Kowhai Room

Matai Room

Date Needed

Start Time (including setup)

Finish Time (including pickup)

Other Information:

Creditor Transactions: 27806

Featherston Information Centre

| Line  | Date     | Ledger | Type  | Invoice         | Amount  | Due / Ref / Cheque | Runfile | Balance | Discount / References / Details         |
|-------|----------|--------|-------|-----------------|---------|--------------------|---------|---------|---|
| 6862  | 30/09/12 | C      | 1 INV | April-Sept      | -65.40  | Rel 2012/10        | 276010  | -65.40  | Petty cash April-Sept 2012              |
| 6863  |          | G      |       |                 | 65.40   | 10635345.021       |         |         |   |
| 7615  | 19/10/12 | C      | 6 CHQ |                 | 65.40   | Ref 37382          | 310000  | 0.00    | Presented: 23/10/12                     |
| 14424 | 1/02/13  | C      | 1 INV | Petty Cash      | -56.00  | Rel 2013/03        | 220003  | -56.00  | Misc purchases 10/12-02/13              |
| 14425 |          | G      |       |                 | 56.00   | 10635345.021       |         |         |   |
| 15265 | 20/03/13 | C      | 6 CHQ |                 | 56.00   | Ref 37470          | 294000  | 0.00    | Presented: 22/03/13                     |
| 29530 | 6/10/13  | C      | 1 INV | 6/10/13         | -71.20  | Rel 2013/10        | 690010  | -71.20  | Reimb exp-coffee,stationery,print cartr |
| 29531 |          | G      |       |                 | 71.20   | 10635345.021       |         |         |   |
| 30028 | 5/11/13  | C      | 6 CHQ |                 | 71.20   | Ref 37582          | 709000  | 0.00    | Presented: 6/11/13                      |
| 37100 | 28/02/14 | C      | 1 INV | 28/2/14         | -99.90  | Rel 2014/03        | 436003  | -99.90  | Reimb exp - Oct 2013-Feb 2014           |
| 37101 |          | G      |       |                 | 99.90   | 10635345.021       |         |         |   |
| 37216 | 5/03/14  | C      | 6 CHQ |                 | 99.90   | Ref 37630          | 438000  | 0.00    | Presented: 7/03/14                      |
| 42869 | 1/05/14  | C      | 1 INV | 20169           | -103.50 | Rel 2014/05        | 695005  | -103.50 | Blk & Colour cartridges                 |
| 42870 |          | G      |       |                 | 103.50  | 10635345.021       |         |         |   |
| 43043 | 5/06/14  | C      | 6 CHQ |                 | 103.50  | Ref 37650          | 633000  | 0.00    | Presented: 9/06/14                      |
| 58849 | 31/12/14 | C      | 1 INV | 17/6/14-10/1/15 | -90.50  | Rel 2015/01        | 832001  | -90.50  | Petty cash Fsn Info 17/6/14-10          |
| 58850 |          | G      |       |                 | 90.50   | 10635345.021       |         |         |   |
| 58988 | 27/01/15 | C      | 6 CHQ |                 | 90.50   | Ref 37702          | 846000  | 0.00    | Presented: 28/01/15                     |
| 72415 | 20/08/15 | C      | 1 INV | Feb-May 15      | -91.80  | Rel 2015/08        | 1380008 | -91.80  | Feb-May 2015 petty cash                 |
| 72416 |          | G      |       |                 | 91.80   | 10635345.021       |         |         |   |
| 72768 | 20/08/15 | C      | 6 CHQ |                 | 91.80   | Ref 37742          | 1385000 | 0.00    | Presented: 21/08/15                     |

Invoices on Hold

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**COUNCILLOR REPORT**  
**for**  
**South Wairarapa District Council Meeting**  
**Wednesday 18 November 2015**

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**COMMUNITY SAFETY & RESILIENCE WORKING PARTY**

|                                   |   |
|-----------------------------------|---|
| <b>Councillor's Name</b>          | Julie Riddell   |
| <b>Meeting – Date &amp; Venue</b> | Wednesday 14 October 2015, 9.30am SWDC Chambers   |
| <b>Key issues from meeting</b>    | That Snr Sergeant Gordon Crawley Wairarapa Police said he had learned a great deal from our WP members and wanted the contact for the Wairarapa Youth Guarantee Network Working Party – Malcolm Bell.<br><i>“Working in partnership to build sustainable pathways so that young people can reach their potential as they move from education into employment across the Wairarapa and beyond.”</i>  |
| <b>Speaker</b>                    | <b><u>Snr Sgt Gordon Crawley Prevention Manager, Wairarapa Police.</u></b> The current Youth Crime Action Plan is a 10 year plan to reduce crime by children and young people and to help those who offend turn their lives around. Gordon stated he is new in this role and is impressed with the number of services available to youth in the Wairarapa. We are ahead of the goal to reduce youth crime by 25% in 2017 - it has reduced by 38%. We are going to be seeing more Youth Crime Prevention Officers walking our streets and visiting schools making themselves known to the communities. |

|                       |  |
|-----------------------|--|
| <p><b>Reports</b></p> | <p><b>Graffiti &amp; Vandalism Stats:</b><br/> Featherston, Greytown and Lake Ferry have had an increase in graffiti strikes and vandalism.</p> <p><b>Community Patrols:</b><br/> Fstn have more members signed up and being processed as a direct result of advertising locally.<br/> Martinborough have 29 members and fundraising for a vehicle. Advertising in the STAR for sponsorship and have applied to the MCB for funding.</p> <p><b>Youth:</b><br/> Alan advised that the Fstn group had enjoyed day trips over the holidays. 39 kids involved with Booktown – sorting books and working at the Church Hall. They will be running a sausage sizzle. Plans for a Quiz Nite, hangi and mural are in progress.<br/> Hope has 18 kids including some from Martinborough. They have created a new herb garden alongside the Senior Citizens Hall and had an overnight marae visit and then out to the coast. Helping with Booktown. Need more paint for Murals. Hope attended a National Youth Conference in Auckland.</p> <p><b>Neighbourhood Support:</b><br/> Robyn has weekly newsletters going out. 108 houses involved now. New role as Community Development adviser has started and working from the Information Centre. Planned Picnic for 8 November in Clifford Square with the trains running. A recent “Meet &amp; Greet” at the Fstn Community Centre was well attended.</p> <p><b>Greytown NS:</b> Sue meeting with Shane GCB regarding set up.</p> <p><b>Martinborough:</b><br/> Fiona noted there had been no crime at Martinborough School over these holidays. 80% of school leavers go to boarding school mostly Wairarapa College. School children were using the Library during the school holidays.</p> |
|                       | <p><b>NEXT MEETING WEDNESDAY 25 NOVEMBER 2015<br/> SWDC CHAMBERS 9.30am.</b></p>   |

**COUNCILLOR REPORT**  
for  
**South Wairarapa Community Board Meeting**  
**Monday 7 December 2015**

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**COMMUNITY SAFETY & RESILIENCE WORKING PARTY**

|                                   |  |
|-----------------------------------|--|
| <b>Councillor's Name</b>          | Julie Riddell  |
| <b>Meeting – Date &amp; Venue</b> | Wednesday 25 November 2015, 9.30am SWDC Chambers<br><br>Cllrs Napier and Craig in attendance.  |
| <b>Key issues from meeting</b>    | We will look to invite a representative from the Martinborough Mens Shed onto the WP 2016.<br><br>Tuhoromata Evaluation to be emailed to all Working Party members. Noted that this course could be assessed for NZQA Unit Standards.  |
| <b>Speaker</b>                    | <b><u>Deb Davidson Wairarapa Safer Community Trust</u></b><br><br>Presented an Evaluation of the recent successful Tuhoromata ("cleansing of body and mind") Programme. A residential 8 day course was held in rural South Wairarapa which provided outdoor activities, social interaction, mentoring and counselling for "at risk" youth aged between 13 and 15 years. The outcomes measured were an awareness of their own culture, to live healthy, participate in society, connect, resilience and future wellness. This inspired the young people with positive resilience skills. A copy of the Evaluation to be distributed to all Working Party members.<br>Deb's contract is ending however she is developing a Rangatira Rangitane Youth Trust and Strategy to create a legal entity for the Trust to access funding models. |
| <b>Reports</b>                    | <b><u>Graffiti &amp; Vandalism Stats:</u></b><br><br><ul style="list-style-type: none"> <li>• Very quiet – more fly tipping of rubbish not associated with youth.</li> </ul> <b><u>Police Update:</u></b> <ul style="list-style-type: none"> <li>• South Wairarapa is quiet with Carterton having the highest offending both rural and residential.</li> <li>• Officer living in Martinborough has had a positive effect on crime and prevention.</li> <li>• Expect to have a new Area Commander appointed late January early February. Currently advertising for a Sgt to be based in Featherston.</li> <li>• More police out in the communities in general.</li> </ul> <b><u>Featherston Community Patrol:</u></b>   |



|  |   |
|--|---|
|  | <ul style="list-style-type: none"> <li>• Small dedicated group working on patrols.</li> <li>• Discovered the fly tipping at the Otauraia Reserve.</li> </ul> <p><b><u>Martinborough Community Patrol:</u></b></p> <ul style="list-style-type: none"> <li>• 29 members business as usual.</li> <li>• Received funding towards purchase of Patrol vehicle from Martinborough Community Board and asking Toast Martinborough if they could use the money set aside for cameras for the purchase of a new patrol car.</li> </ul> <p><b><u>Youth:</u></b></p> <ul style="list-style-type: none"> <li>• Hope noted that the Youth Parliament Pack is overwhelming – has been to Parliament with Ron Mark NZ First Member Wairarapa.</li> <li>• Helping with Disco on Friday for all 3 Featherston Primary Schools.</li> <li>• Recruiting 2 youths for the Wairarapa Youth Council.</li> <li>• Youth Awards to be held on 18 December – 11 nominations from SW.</li> <li>• Has been gifted a trip to Clunes Booktown Event 2016.</li> </ul> <p><b><u>NS and Featherston Development Coordination:</u></b></p> <ul style="list-style-type: none"> <li>• 116 households included – up 6.</li> <li>• Robyn has held a Community Picnic.</li> <li>• Celebrating White Ribbon Day</li> <li>• Producing a Village Plan – doing a survey among all 100 interested groups.</li> <li>• Lee remarked this has brought the community together through personal communication.</li> <li>• Greytown NS – Sue waiting to hear from Community Board. She has had personal requests from residents to make this happen.</li> <li>• <b>Greytown</b> – Shane stated that at present the GCB are concentrating on the local CD Community Response Team.</li> </ul> <p><b><u>Featherston Business:</u></b></p> <ul style="list-style-type: none"> <li>• John says he has interest in all of his available shops for rent.</li> <li>• Concerned that the 3 SW towns have lost their heritage identity. Cllr Napier explained the Combined District Plan and the Heritage Precinct Guidelines.</li> </ul> <p><b><u>General Business</u></b></p> <p>“That Amenities Manager prepare a report for the three Community Boards asking for sponsorship of concession passes for the Pools to be given away to appropriate families.”</p> <p>Moved Cllr Davies, Seconded Mbr Thomas.</p> |
|  | <p><b>NEXT MEETING WEDNESDAY 2 MARCH 2016, SWDC CHAMBERS 9.30am.</b></p>  |

## Featherston Community Board

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



30 November 2015

Richard Burgess  
Featherston Menz Shed  
61 Fitzherbert Street  
Featherston

Dear Richard

### EXTENSION OF MENZ SHED BUILDING

Featherston Community Board (FCB) has agreed to the extension of the Menz Shed building including the colour scheme as proposed at their 27 October 2015 meeting. FCB also resolved (see below resolution) that all work is completed within six months of consent being granted. When considering your consent application, Council officers will take into account the FCB resolution and you will be advised of any consent conditions associated with this approval.

#### FCB RESOLVED (FCB2015/77):

1. To receive the information.  
(Moved Carter/Seconded Cr Davies) Carried
2. To approve the proposed extension to the Menz Shed building.
3. To approve the proposed new colour scheme for the Menz Shed building.
4. To require the Menz Shed works to be completed within six months of resource consent being granted.  
(Moved Jackson/Seconded Cr Davies) Carried

The Reserve Management Plan for Clifford Square requires a Memorandum of Understanding (MOU) for projects within the Reserve to be agreed between SWDC, FCB and the group involved. A draft MOU has been prepared and agreed by FCB and SWDC to be passed to the Featherston Menz Shed for their consideration. This document will be sent to you shortly by Helen McNaught, Council's Amenities Manager. The MOU will cover the process which should be used for any future proposed works.

The FCB recognise all the good work the Menz Shed is undertaking within the Featherston community and look forward to working together on future progress and plans relating to the agreed MOU.

Yours sincerely

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

cc: Helen McNaught, Amenities Manager  
Murray Buchanan, Group Manager Planning and Environment