



## MARTINBOROUGH COMMUNITY BOARD

**Agenda  
16 July 2018**

**Notice of a meeting to be held in the South Wairarapa District Council Chambers,  
19 Kitchener Street, Martinborough on Monday 16 July 2018 at 6:30pm.**

### **MEMBERSHIP OF THE COMMITTEE**

Lisa Cornelissen (chair), Fiona Beattie, Victoria Read, Maree Roy, Cr Pam Colenso and Cr Pip Maynard and Maisie Arnold-Barron (student representative).

### **PUBLIC BUSINESS**

**1. APOLOGIES:**

**2. CONFLICTS OF INTEREST:**

**3. PUBLIC PARTICIPATION:**

3.1 None advised

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

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

**5. COMMUNITY BOARD MINUTES:**

5.1 Minutes for Approval: Martinborough Community Board  
Minutes of 11 June 2018

**Pages 1-4**

***Proposed Resolution:** That the minutes of the Martinborough Community Board meeting held on 11 June 2018 be confirmed as a true and correct record.*

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

6.1 Action Items Report

**Pages 5-12**

6.2 Income and Expenditure Report

**Pages 13-16**

6.3 Officers' Report to Community Boards

**Pages 17-56**

6.4 Grants Policy Review

**Pages 57-66**

6.5 Working with Volunteers

**Pages 67-72**

6.6 Martinborough Cenotaph

**Pages 73-87**

**7. NOTICES OF MOTION:**

7.1 None advised

**8. CHAIRPERSON'S REPORT:**

8.1 Chair's Report

**Pages 88-107**

8.1.1. Community Board Projects

8.1.2. Community Board Budget

8.1.3. Martinborough Christmas Parade Survey

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

**10. CORRESPONDENCE**

*Proposed Resolution: That the inwards correspondence be received and outwards correspondence be approved.*

10.1 Inwards

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

**Pages 108-112**

10.2 Outwards

To Yvonne Way, Wings Over Wairarapa, from Vicky Read, Martinborough Community Board, dated 28 June 2018

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To Mr M Woolley, Martinborough Mens Shed, from Cr Pam Colenso, Martinborough Community Board, dated 11 June 2018

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## Martinborough Community Board

### Minutes – 11 June 2018

- Present:** Vicky Read (Chair), Maree Roy, Cr Pip Maynard and Cr Pam Colenso.
- In Attendance:** Mark Allingham (Group Manager Infrastructure and Services) and Suzanne Clark (Committee Secretary).
- Conduct of Business:** The meeting was conducted in public in the Council Chambers, 19 Kitchener Street, Martinborough on the 11 June 2018 between 6:32pm and 8:32pm.
- In attendance:** Jane Mills (Wellington Regional Emergency Management Office (WREMO)).

#### **PUBLIC BUSINESS**

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

*MCB RESOLVED (MCB 2018/33)* to receive apologies from Lisa Cornelissen, Fiona Beattie, Mayor Viv Napier and Maisie Arnold-Barron.

*(Moved Cr Colenso/Seconded Roy)*

Carried

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

No conflicts of interest were declared.

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

There was no public participation.

##### **4. ACTIONS FROM PUBLIC PARTICIPATION**

There were no actions from public participation.

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

5.1 Martinborough Community Board Minutes – 11 June 2018

*MCB RESOLVED (MCB 2018/34)* that the minutes of the Martinborough Community Board meeting held on 11 June 2018 be received and confirmed as a true and correct record.

*(Moved Cr Colenso/Seconded Cr Maynard)*

Carried

## 6. CHIEF EXECUTIVE AND STAFF REPORTS

### 6.1 Officers' Report to Community Boards

Ms Mills updated members on the role of WREMO and community hubs. A Martinborough Community Hub public exercise would be held on the 16 September 2018.

Members discussed the expected installation time for the variable speed limit signs, speed limits around Martinborough School, the notable trees project, LED light upgrades and notification of road closures and flooding information to the public.

Vicky Read left the meeting at 6:39pm.

Vicky Read returned to the meeting at 6:40pm.

*MCB RESOLVED (MCB 2018/35):*

1. To receive the Officers' Report.  
*(Moved Read/Seconded Cr Maynard)* Carried
2. Action 358: Review placement of the existing 50km/hr sign by Martinborough School to see if it can be moved away from the 40km/hr new sign (if it is at the start of the 50km/hr zone then advise the MCB); M Allingham
3. Action 359: Provide members with a copy of the WREMO presentation given at the meeting on the 11 June 18; P Crimp
4. Action 360: Email MCB the list of any new Martinborough (and district) trees that have been proposed for STEM assessment for prior to possible inclusion in the notable trees section of the District Plan; R O'Leary

### 6.2 Action Items Report

Mr Allingham undertook to review the required works for the Martinborough cenotaph and then agree a course of action with the Community Board, given that the engineer had assessed the structure as sound.

*MCB RESOLVED (MCB 2018/36):*

1. To receive the Action Items Report.  
*(Moved Cr Colenso/Seconded Roy)* Carried
2. Action 361: Discuss the proposal to move the existing shade structure at Martinborough Pool to the northern side of the pool area with the shade cloth appropriately tilted in a workshop (close action 731); L Cornelissen
3. Action 362: Workshop Martinborough Square Reserve Development Plan requirements (including seating); L Cornelissen

### 6.3 Income and Expenditure Report

*MCB RESOLVED (MCB 2018/37):*

1. To receive the Income and Expenditure Statement for the period 1 July 2017 to 30 April 2018.  
*(Moved Read/Seconded Cr Maynard)* Carried

2. Action 363: Check the MCB Income on the MCB I&E 30 April 2018 report to see why income is showing as being received for the Aztec inflatable slide; J Mitchell
3. Action 364: Reduce the WWI Commemorations by \$300 (down to \$700) and link with the Martinborough Mens Shed Donation; J Mitchell
4. Action 365: Ensure that the expenditure on bike racks (including installation) is as per the agreement with the Martinborough Lionesses and Council's pricing schedule; J Mitchell

#### 6.4 Applications for Financial Assistance

*MCB RESOLVED (MCB 2018/38):*

1. To receive the Applications for Financial Assistance Report.  
*(Moved Read/Seconded Cr Maynard)* Carried
2. To grant Maths Wairarapa \$300 to assist with the costs of running the 2018 schools maths competition.
3. To grant Martinborough Music \$1,000 for the provision of workshops at Greytown School, Kuranui College and Wairarapa College.  
*(Moved Cr Colenso/Seconded Cr Maynard)* Carried

## 7. NOTICES OF MOTION

There were no notices of motion.

## 8. CHAIRPERSON'S REPORT

### 8.1 Chairperson's Report

The Community Board agreed that provided the Considine Park Users Group were supportive of the Guy Fawkes event being held at the park to hold the event for 2018 and provide funding of \$500 plus the actual Council fees costs. The Community Board stated a preference to support Martinborough School running the event, but to offer the fundraising opportunity to the community if the School no longer wished to coordinate it. Members also discussed supporting Matariki celebrations, town entrance signs and roll-over of the Pain Farm lease.

*MCB RESOLVED (MCB 2018/39):*

1. To receive the Chair's Report including the current Community Board projects list.  
*(Moved Cr Colenso/Seconded Read)* Carried
2. To agree to investigate alternative venues for MCB meetings with a view to increasing engagement and to discuss further at a workshop with a view to bringing back a proposal to the next meeting.  
*(Moved Cr Colenso/Seconded Read)* Carried
3. To receive the Wings Over Wairarapa Report and to agree that the Community Board were not a promotional body and to refer

Wings Over Wairarapa to the Martinborough Business Association.

*(Moved Read/Seconded Cr Maynard)*

Carried

- 4. Action 366: Clarify requirements around the outstanding project 'Pain Farm Lease' with Council officers; L Cornelissen
- 5. Action 367: Setup a meeting with the Considine Park Committee Users Group to see if they are happy that the Park continues to host an annual Martinborough fireworks event; M Allingham

**9. MEMBERS REPORTS (INFORMATION):**

There were no reports from members.

**10. CORRESPONDENCE**

10.1 Outwards

From Hon Chris Hipkins, Minister of Education, to Lisa Cornelissen, Martinborough Community Board, dated 2 May 2018

*MCB RESOLVED (MCB 2018/40)* that the outwards correspondence be approved.

*(Moved Cr Colenso/Seconded Roy)*

Carried

**Confirmed as a true and correct record**

.....Chairperson

.....Date

# MARTINBOROUGH COMMUNITY BOARD

16 JULY 2018

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## AGENDA ITEM 6.1

### ACTION ITEMS REPORT

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#### **Purpose of Report**

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

#### **Recommendations**

Officers recommend that the Community Board:

1. *Receive the Action Items Report.*

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

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

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

#### **2. Appendices**

Appendix 1 - Action Items to 16 July 2018

Contact Officer: Suzanne Clark, Committee Secretary

Reviewed By: Paul Crimp, Chief Executive

# **Appendix 1 – Action Items to 16 July 2018**

Ref #	Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
209	24-Apr-17	Action	Maree Roy	Write to Gareth Winter and the Martinborough Museum to ascertain interest in assisting with the Poppy Road Signs Project and whether they could assist in providing the needed information	Actioned	29/5/17: Research under way, considering Jellico, Kitchener, Robert, French Streets and Martinborough Square. 29/1/18: Research into the five sites almost complete. Paper tabled at meeting 29/1/18 24/4/18: two sites being completed for Mba
213	24-Apr-17	Action	Paul	Provide a report on Health and Safety requirements to enable use of volunteers on SWDC land to achieve community goals	Open	This has proven somewhat more complicated than first envisaged, hopefully will be available for second meeting in 2018, H & S advisor not available until late January
215	24-Apr-17	Action	Lisa Cornelissen	Initiate a discussion with the Martinborough Lions and the Martinborough Mens Shed about their members being part of a volunteer pool for the Martinborough community and mentoring youth volunteers	Open	27/11/17: To revisit in April 2018 when new Kuranui principal has settled in
584	9-Oct-17	Resolution	Lisa Cornelissen	MCB RESOLVED (MCB 2017/96) 1. To receive the Greater Wellington Regional Council (GWRC) Bus Shelter on Ohio Street report 2. To defer further discussion on potential artists and murals at the next MCB workshop. (Moved Cornelissen/Seconded Roy) Carried	Open	12/3/18: Cr Colenso undertook to put an artists brief together
590	9-Oct-17	Action	Mark	In light of complaints from wheelchair users complete an investigation into the engineering of the raised crossing on Texas Street between P&K car park and the Martinborough Hotel	Actioned	16/11/17 A survey will be carried out of the grades on the crossing to determine whether it meets the appropriate standards. Being done as part of the 17/18 footpath programme. To be completed by end April 2018 11/04 Ben visiting site with FH by end of April with a view to work being undertaken and completed by end May 18. 28/05 Work will commence w/c 4 June

Ref #	Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
727	27-Nov-17	Action	Lisa Cornelissen	Discuss lifting of the governance KPI for 'know how to contact a member of a community board' at an LTP workshop	Open	
731	27-Nov-17	Action	Mark	Provide an update on external funding sourced (as advised in Council's annual plan letters) to erect shading/ pergola; and if no funding is available advise the board so the Board can look at other funding options	Actioned	19/01 Pergola roof structure is intact but will require new support poles. Emailed MCB re whether they want to get new pricing for recycling the pergola. 27/03 This has now become part of a larger project where shading is required for all pools and will be completed by Nov 2018 pending successful alternative funding found. 11/04 Proposed additional resourcing to be engaged to cover project 24/05 Action has been referred to CCL - requirements and costings 11/6/18: Agreed to move existing pool shade structure.
13	29-Jan-18	Action	Cr Colenso	Collate potential new street names for consideration in place of Dublin Street West and New York Street West	Open	12/3/18: Letter drafted and sent to residents. Possible names will be stage 2. 19/6/18 Update: All New York Street residents voted that there be no change to the name New York Street West. The residents on New York Street West have been advised that the road name will not change. The majority of Dublin Street West residents voted to change the name of Dublin Street West. Officers have sought name suggestions from the residents of Dublin Street West with two responses received to date, both were for the name "Karearea". Karearea is the Maori name for New Zealand Falcon. These birds have been trialled by Palliser Estate (who have a vineyard at the end of the road) for pest bird prevention. Council officers will make contact with the remaining residents on Dublin Street West to confirm that they did not have any name suggestions.

Ref #	Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
						Should there only be one suggested name, the name will be forwarded to the Martinborough Community Board and Council for support and approval respectively. If further suggestions are received the residents will be asked to vote on their preferred name.
17	29-Jan-18	Action	Lisa Cornelissen	Liaise with the chairs of FCB and GCB about future loans of Martinborough Pool inflatables including responsibility for damage	Open	
22	29-Jan-18	Action	Lisa Cornelissen	Liaise with the Martinborough Swimming Club treasurer and Mr Crimp about possible transfer and management of remaining Club funds	Open	
23	29-Jan-18	Action	Lisa Cornelissen	Add installation/purchase of water fountain for Waihinga Park to the project list	Actioned	
24	29-Jan-18	Action	Mark	Liaise with Vicky Read for design ideas (in line with the Martinborough Square Development Plan) and request a price for the circular seating as outlined in the Plan	Actioned	Helen waiting to hear from VR; voicemail left 12/03. 20/03 Follow up on VR's email re costings 24/05 VR confirmed that MCB is awaiting some costings so that MCB can consider budgetary implications
127	12-Mar-18	Action	Mark	MCB recommend that a new shelter belt be established at Pain Farm alongside the existing older shelter belt and that once the young shelter belt is established the older trees are removed	Open	11/04 Site visit to be agreed between Amenities & Chair MCB. 28/05 Visit still to be arranged 11/6 Pam, Mark and Lisa to site visit Pain Farm to relook at planting seedling pines, given that planting may require fencing to keep stock out and the distance the pines are from the house may not provide the shelter expected (after 30 June) 04/07 Visit organised for 12/07
231	23-Apr-18	Resolution	Jennie	MCB RESOLVED (MCB 2018/28): 1. To receive the Action Items Report. (Moved Cr Maynard/Seconded Beattie) Carried 2. To donate \$300 to Martinborough Mens Shed out of \$1,000 set aside in budget. (Moved Cr Colenso/Seconded Beattie) Carried	Open	In commitments, to tie in advice with letter of thanks

Ref #	Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
233	23-Apr-18	Resolution	Jennie	<p>MCB RESOLVED (MCB 2018/30):</p> <p>1. To receive the Applications for Financial Assistance Report.  2. To grant Hau Ariki Marae \$1,500 towards the costs associated with redevelopment of the ātea area of the Marae.  (Moved Beattie/Seconded Cornelissen) Carried</p> <p>3. To grant Netball Southern \$750 towards the costs associated with providing new equipment for junior players.  (Moved Cornelissen/Seconded Cr Maynard) Carried</p> <p>4. To grant Tuhirangi Netball \$250 towards the costs associated with purchasing new equipment and entering a team into the Wairarapa netball league.  (Moved Cornelissen/Seconded Cr Maynard) Carried</p> <p>5. To grant Martinborough School \$500 towards the costs associated with hiring a fitness instructor so students can engage in professionally designed fitness and self-esteem building opportunities and invite them to reapply for further funding in the next funding round.  (Moved Cornelissen/Seconded Roy) Carried</p> <p>6. To receive the tabled application from Martinborough Music and request that they provide further information on the educational aspect of the programme including the age of children and schools targeted and a breakdown of costs for this part of the programme.  (Moved Cornelissen/Seconded Cr Maynard) Carried</p> <p>7. To decline the application from the Wairarapa Rape and Sexual Abuse Collective and suggest that they seek funding from Council rather than community board level.  (Moved Cornelissen/Seconded Beattie) Carried</p>	Actioned	In commitments, Mba Music and Wairarapa Rape and Sexual Abuse Collective advised of decision.
236	23-Apr-18	Action	Cr Colenso	Write a letter of thanks to the Martinborough Mens Shed for framing the WWI photos for Anzac Day display	Actioned	

Ref #	Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
237	23-Apr-18	Action	Lisa Cornelissen	Talk to Featherston Community Board about how to move the Poppy Places project forward to the next stage; including placement of the poppy on the road sign	Open	
238	23-Apr-18	Action	Mark	Ensure final works on the Martinborough cenotaph are completed by 31 May as indicated in 14 March 2018 timeline and advise Cr Colenso when work is going to start	Open	25/05 Street lighting contractor has been contacted and has promised that cenotaph light will be fixed 1 June at the latest. Stone mason believes the structure of the monument is sound. 25/6/18 History of works request is being reviewed and discussion to be held at next MCB meeting.
356	11-Jun-18	Resolution	Lisa Cornelissen	MCB RESOLVED (MCB 2018/39): 1. To receive the Chair's Report including the current Community Board projects list. (Moved Cr Colenso /Seconded Read) Carried 2. To agree to investigate alternative venues for MCB meetings with a view to increasing engagement and to discuss further at a workshop with a view to bringing back a proposal to the next meeting. (Moved Cr Colenso/Seconded Read) Carried 3. To receive the Wings Over Wairarapa Report and to agree that the Community Board were not a promotional body and to refer Wings Over Wairarapa to the Martinborough Business Association. (Moved Read/Seconded Cr Maynard) Carried	Open	28/6/18: WOW advised of MCB decision
358	11-Jun-18	Action	Mark	Review placement of the existing 50km/hr sign by Martinborough School to see if it can be moved away from the 40km/hr new sign (if it is at the start of the 50km/hr zone then advise the MCB)	Open	04/07 Signs to be removed by end July
359	11-Jun-18	Action	Paul	Provide members with a copy of the WREMO presentation given at the meeting on the 11 June 18	Actioned	
360	11-Jun-18	Action	Russell	Email MCB the list of any new Martinborough (and district) trees that have been proposed for STEM assessment for prior to possible inclusion in the notable trees section of the District Plan	Open	

Ref #	Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
361	11-Jun-18	Action	Lisa Cornelissen	Discuss the proposal to move the existing shade structure at Martinborough Pool to the northern side of the pool area with the shade cloth appropriately tilted in a workshop (close action 731)	Open	
362	11-Jun-18	Action	Lisa Cornelissen	Workshop Martinborough Square Reserve Development Plan requirements (including seating)	Open	
363	11-Jun-18	Action	Jennie	Check the MCB Income on the MCB I&E 30 April 2018 report to see why income is showing as being received for the Aztec inflatable slide	Actioned	Income received for the Aztec inflatable slide is a transfer from Pain Farm to cover the purchase of inflatables.
364	11-Jun-18	Action	Jennie	Reduce the WWI Commemorations by \$300 (down to \$700) and link with the Martinborough Mens Shed Donation	Actioned	Reduced in I&E report (Susan)
365	11-Jun-18	Action	Jennie	Ensure that the expenditure on bike racks (including installation) is as per the agreement with the Martinborough Lionesses and Council's pricing schedule	Actioned	13/6/18: MCB notified of resolution approving amounts as shown. These amounts are inline with project costs to date.
366	11-Jun-18	Action	Lisa Cornelissen	Clarify requirements around the outstanding project 'Pain Farm Lease' with Council officers	Open	
367	11-Jun-18	Action	Mark	Setup a meeting with the Considine Park Committee Users Group to see if they are happy that the Park continues to host an annual Martinborough fireworks event	Open	04/07 Cllr Colenso communicating with committee about this

# MARTINBOROUGH COMMUNITY BOARD

16 JULY 2018

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## AGENDA ITEM 6.2

### INCOME AND EXPENDITURE STATEMENTS

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#### **Purpose of Report**

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

#### **Recommendations**

Officers recommend that the Community Board:

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

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

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

#### **2. Appendices**

Appendix 1 - Income and Expenditure Statement for 1 July 2017 – 30 June 2018

Contact Officer: Suzanne Clark, Committee Secretary

Approved By: Paul Crimp, Chief Executive

# **Appendix 1 - Income and Expenditure Statement for 1 July 2017 – 30 June 2018**

<b>Martinborough Community Board</b>		
<b>Income &amp; Expenditure to 30 JUNE 2018</b>		
	<u>INCOME</u>	
	Balance 1 July 2017	7,575.09
	Annual Plan 2017/18	26,868.00
	Funds from Pain farm to fund inflatables	2,400.00
	inflatable slide sold to gtn com board	2,000.00
	<b>TOTAL INCOME</b>	<b>38,843.09</b>
	<u>EXPENDITURE</u>	
	Members' Salaries	15,714.22
	<b>Total Personnel Costs</b>	<b>15,714.22</b>
7/09/2017	AP Local Governmen Annual CBD levy 2017/18	216.67
2/10/2017	Exp from Wages correction V Read Parking	102.00
2/10/2017	Exp from Wages correction V Read Conf Mileage	105.12
2/10/2017	Exp from Wages correction V Read Conf dinner	28.00
24/10/2017	AP OfficeMax New Z Stationery etc	4.99
21/12/2017	AP Canvasland Hold 2 inflatables - Mbo pool	4,524.41
3/04/2018	AP Mr S G Campbell Totara cheeseboard/tag gift-power box ar	55.00
11/06/2018	AP Martinborough M Donation - Martinborough Communtiy Board	300.00
	<b>Total General Expenses</b>	<b>5,336.19</b>
1/07/2017	AP Citizens Advice MCB grant - general running of bureau	350.00
7/09/2017	AP Martinborough C Grant-assist repair/service sewing machi	500.00
7/09/2017	AP Friends of Mart Outdoor movie evening-Waihinga Centre Waihinga	500.00
17/10/2017	AP Martinborough J Community Guy Fawkes event grant	653.00
24/10/2017	AP Martinborough N MCB grant-transport senior teams to away	950.00
16/12/2017	AP Traffic Safe Ne Mbo Xmas Parade TMP 2017	1,220.00
8/02/2018	AP Ruamahanga Heal Community Garden - MCB grant	1,000.00
7/03/2018	Refund MBoro Hockey Club - Guy	-111.00
16/03/2018	AP South Wairarapa MCB grant - Homework/Breakfast club	600.00
30/04/2018	AP The Sign Factor 12 ANZAC project coreflutes	469.56
3/05/2018	AP Hau Ariki Marae Grant for redevelopment of the atea Mara	1,500.00
3/05/2018	AP Tuhirangi Netba Costs towards new eqmnt & entering team	250.00
3/05/2018	AP Southern Junior Grant - towards costs new equip for juni	750.00
6/05/2018	AP Maths Wairarapa MCB grant-school maths competition	300.00
	<b>Total Grants</b>	<b>8,931.56</b>
	<b>TOTAL EXPENDITURE</b>	<b>29,981.97</b>
	<b>ACTUAL NET SURPLUS/(DEFICIT) YEAR TO DATE</b>	<b>8,861.12</b>

<u>LESS: COMMITMENTS</u>	
Salaries to 30 June 2018	199.78
Student Representative Honorarium \$50 per meeting	150.00
Flag Hanging	600.00
WWI Commemorations	700.00
Engagement programme	500.00
Martinborough basketball backboards and posts	500.00
Martinborough School	500.00
Martinborough Music - School workshops	1,000.00
<b>Total Commitments</b>	<b>4,149.78</b>
<i>add back Mileage not budgeted for as decision by remuneration authority not made when AP finalised</i>	
<b>BALANCE TO CARRY FORWARD</b>	<b>4,711.34</b>

<b><i>Martinborough Beautification budget</i></b>	
<b>Budget</b>	
2013/2014	10,300.00
2014/2015	10,000.00
2015/2016	10,220.00
2016/2017	10,460.00
2017/2018	10,710.00
<b>Total Budget</b>	<b>51,690.00</b>
<b>17/18 expenditure</b>	
18/08/2017 AP Martin A Street mural project	3,000.00
24/01/2018 AP Urban Effects L Bike and Scooter racks	3,000.50
19/03/2018 AP Hudson A MCB reimburse expenses for mural	612.58
<b>Total Expenditure</b>	<b>6,613.08</b>
<b>ACTUAL NET SURPLUS/(DEFICIT) YEAR TO DATE</b>	<b>45,076.92</b>
<u>LESS: COMMITMENTS</u>	
Committed to Waihinga Centre	30,000.00
Bike racks including installation	450.00
purchase and installation of a water fountain estimated to cost \$17,500, with the balance of funds to be made up from the 18/19 years beautification allowance	14,739.50
<b>Total Commitments</b>	<b>45,189.50</b>
<b>BALANCE TO CARRY FORWARD</b>	<b>-112.58</b>

# MARTINBOROUGH COMMUNITY BOARD

16 JULY 2018

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## AGENDA ITEM 6.3

### OFFICERS' REPORT

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#### **Purpose of Report**

To report to Council on general activities.

#### **Recommendations**

Officers recommend that the Council:

1. *Receive the Officers' Report.*

### CHIEF EXECUTIVE

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

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

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

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

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

## 2. Governance/Leadership/Advocacy

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

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

### 2.1 Featherston Ward By Election

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

Five candidates have put their names forward for the vacancy.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## **4. Corporate**

### **4.1 Long Term Plan**

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

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

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

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

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

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

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

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

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

Occupancy is now planned for October/November.

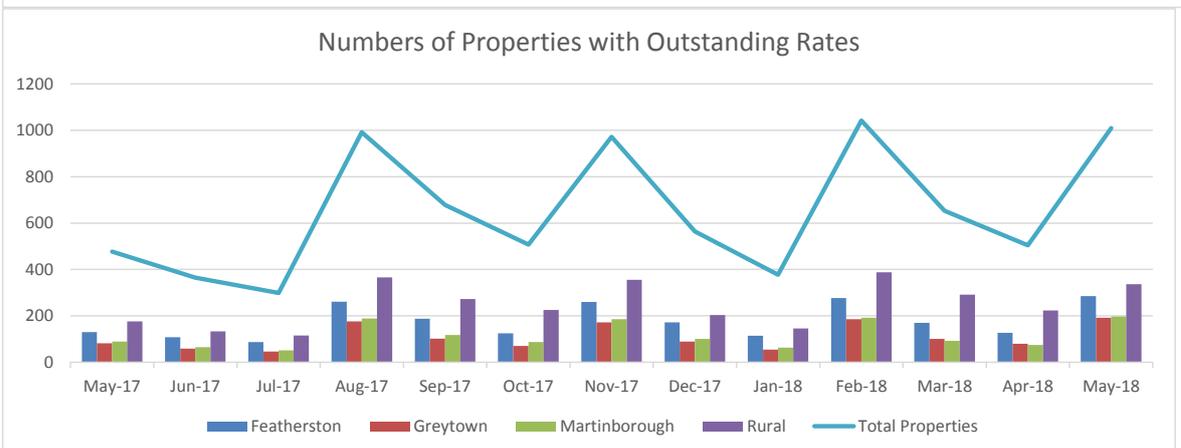
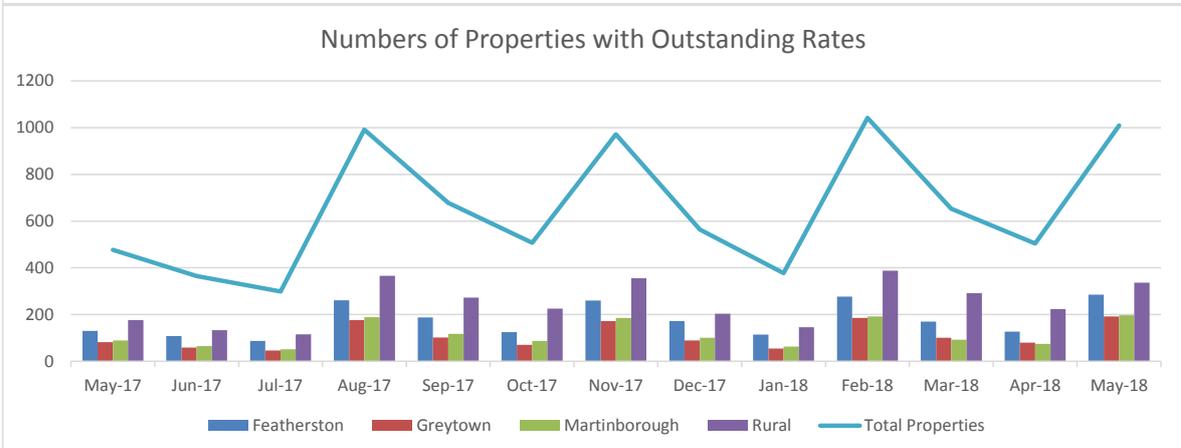
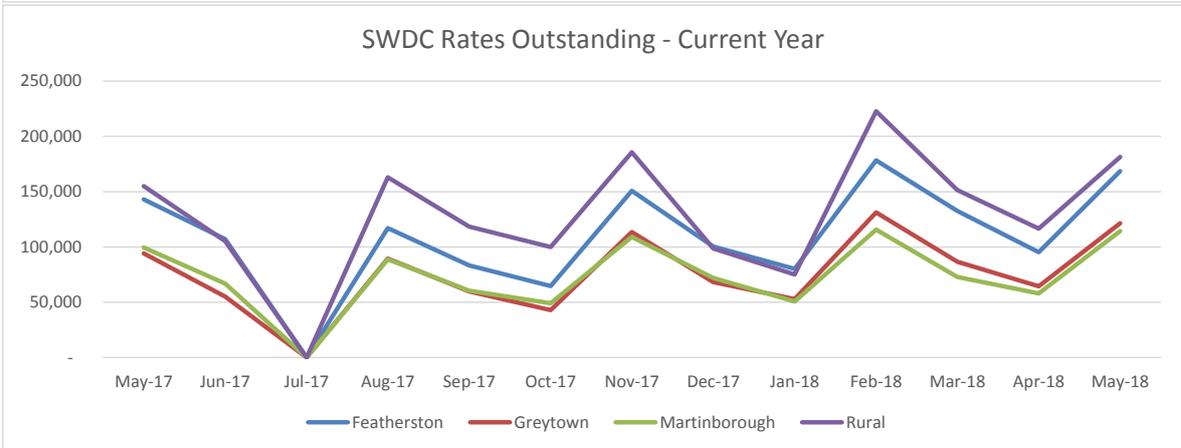
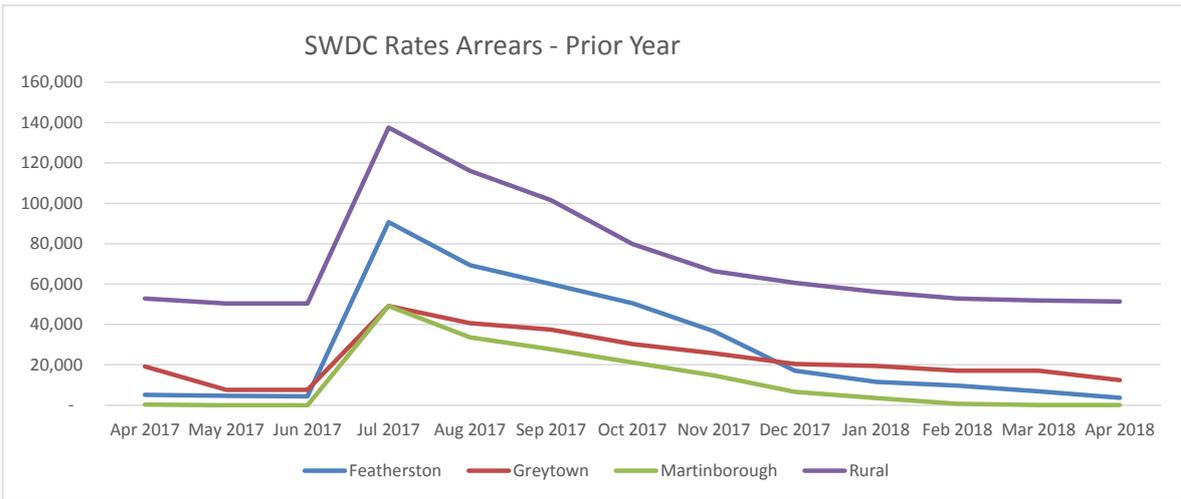
Fortnightly construction team meetings continue to be held, ensuring the project is monitored closely. The construction team includes Mayor Napier, Vicky Read (Waihinga Trust / users rep), Max Stevens (Waihinga Trust / user rep), David Borman (SWDC project Manager), Mike Arnopp (Riggs) and I. The pleasing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

Project financials are included in Appendix 2.

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

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

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



#### 4.5 LGOIMA Requests

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

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

## 5. Appendices

Appendix 1 – Health and Safety Report

Appendix 2 – Waihinga Centre Finances

Contact Officer: Paul Crimp, Chief Executive Officer

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

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

### **HEALTH AND SAFETY STRATEGY**

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

### **RESOURCING**

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

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

#### **Training**

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

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

Health and Safety at Work Team have recently:

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

#### **Near Miss reports**

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

#### **Wellness**

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

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

Council continue to implement the contractor management system.

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

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

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

## RISK MANAGEMENT

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

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

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

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

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

# **Appendix 2 – Waihinga Centre Finances**

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

Per Council decision 18.1.2017

\$ 5,132,010

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

**\*Construction Variations to date:**

	Invoiced to 31.05.2018	Invoices to come	Forecast spend
<b>Rigg Zschokke</b>			
Removal of asbestos	7,310		
Insurance obtained directly		(20,000)	
JLT Insurance	20,108		
Concrete Foundation to supper room well	6,965		
Replace piles and joists supper room		7,500	
Replace ceiling joists supper room	2,000	500	
Temporary structural support	5,500	4,000	
Concrete under existing foundation		1,000	
Supper room framing connection to external wall	500	500	
Extend concrete overlay to areas of demolished chimney		3,500	
Retain brick wall to supper room		(1,500)	
Overlay existing stage floor		5,000	
Remove existing structural steel bracing	1,000	4,000	
Supper room lintel beams		500	
Supper room brick wall connections		1,000	
Toilet to back of house		3,704	
Delete recessed floors to toilets, tiles to floor		(1,000)	
Holmes Construction issue	6,727	0	
Materials supply savings		(5,000)	
Foundation beam kitchen	3,885		
	<u>53,995</u>	<u>3,704</u>	<u>57,699</u>
<b>Warren and Mahoney</b>			
Alternative cladding product (Rodeca)	10,678		
Additional monitoring costs		6,000	
Revision re additional toilet	900		17,578
Insurance extension to 31 July 2018	4,414		4,414
<b>**Development &amp; Design Variations:</b>			
SGL	5,500		
Engeo Geotech	13,715		
Holmes Consulting - Design & Fire	8,475		
HVAC Design	2,515	6,150	
Rawlinsons (Quantity Surveyers)	5,000		
Warren and Mahoney - Design(SWDC excl from original budget)	39,129	6,513	
Holmes Consulting - Construction Monitoring	9,042	5,350	
	<u>83,376</u>	<u>18,013</u>	<u>101,389</u>
<b>Net cost/(savings) from Variations:</b>			<b>181,079</b>

# PLANNING AND ENVIRONMENT

## 1. Resource Management

### 1.1 Resource Management Act - District Plan

*SERVICE LEVEL – Council has a Combined District Plan that proves certainty of land-use/environmental outcomes at the local and district levels.*

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

#### 1.1.1. Greytown Development Area Structure Plan

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

#### 1.1.2. Martinborough Residential Growth

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

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

#### 1.1.3. Trees

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

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

### 1.2 Resource Management Act - Consents

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

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

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

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

### 1.3 Reserves Act – Management Plans

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

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

### 1.4 Local Government Act – LIM's

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

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

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

## 2. Public Protection

### 2.1 Building Act - Consents and Enforcement

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

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

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

## 2.2 Dog Control Act – Registration and Enforcement

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

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Undertake public education, school and community visits to promote safe behaviour around dogs and/or responsible dog ownership	3 visits	3	South Featherston school visit occurred on 14 December 2017. Positive feedback was received from school staff and children. Kahutara School presentation was done 20 March 2018. Featherston School done 11 May and was an excellent visit.
Complaints about roaming and nuisance dogs are responded to within 4 hours	100%	99.0%	K:\resource\Bylaw Officers\Registers\AC Service Requests.xls 216/218
Complaints about dog attacks on persons or stock are responded to within 1 hour	100%	87.0%	20/23 3 incidents previously reported

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

## 2.3 Public Places Bylaw 2012 - Stock Control

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

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

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

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

## 2.4 Resource Management Act – afterhours Noise Control

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

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

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

## 2.5 Sale and Supply of Alcohol Act - Licensing

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

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Premises are inspected as part of licence renewals or applications for new licences.	100%	100%	NCS data. All premises inspected at new or renewal application stage (47).
Premises that are high or medium risk are inspected annually, while low risk premises are audited no less than once every three years.	100%	61.53%	There are 26 premises and 30 licences that are high or medium risk. Of these, 16 premises and 17 licences have been inspected.

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

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

## 2.6 Health Act - Safe Food

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

<b>PUBLIC PROTECTION KEY PERFORMANCE INDICATORS</b>	<b>TARGET</b>	<b>YTD RESULT</b>	<b>COMMENTS SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET</b>
Premises have appropriate FMP in place and meet the risk based standards set out in the Plan.	100%	100%	NCS data. 25 premises inspected at new or renewal application stage to date
Premises are inspected in accord with regulatory requirements.	100%	100%	NCS data. 59 premises inspected at new or renewal application stage to date

## **2.7 Bylaws**

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

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

# INFRASTRUCTURE AND SERVICES REPORT

## 1. Group Manager highlights

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

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

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

## 2. Water Supply

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

### 2.1 Key Performance Indicators

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

WATER SUPPLY KEY PERFORMANCE INDICATORS	TARGET 2017/18	COMPLAINTS		INCIDENTS	
The total number of complaints received by the local authority about drinking water clarity per 1000 connections	<15	0	1.52 per 1000 (6 complaints)	0	6
Ratepayers and residents satisfied with level of service for water	77%			NRB Survey:	59%
Attendance for urgent call-outs: from the time that the local authority receives notification to the time that service personnel reach the site	< 1 Hr	(1/1) 100%	Median Time 51mins	0	35
Resolution of urgent call-outs: from the time that the local authority receives notification to the time that service personnel confirm resolution of the fault or interruption	< 8 Hrs	(1/1) 100%	Median Time 3h 31mins	0	35
Attendance for non-urgent call-outs: from the time that the local authority receives notification to the time that service personnel reach the site	< 2 working days	(17/20) 85%	Median Time 18h 48mins	20	349
Resolution of non-urgent call-outs: from the time that the local authority receives notification to the time that service personnel confirm	< 5 working days	(15/20) 75%	Median Time 26h 35mins	20	349
Fire hydrants tested annually that meet NZ Fire Service Code of Practice	20%	20%	20%		
The % of real water loss from the local authority's networked reticulation system identified by establishing and measuring night flow	<20%		38.5%		

## 2.2 Water supply capital improvements

### 2.2.1. Featherston water supply

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

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

### 2.2.2. Water reticulation renewal

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

## 2.3 Water treatment plants

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

## 2.4 Water reticulation

There were 20 reticulation repairs reported and rectified during the period.

## 2.5 Water races

Routine monthly inspections and blockage clearing of the water race network has been performed by City Care Ltd (CCL) to maintain satisfactory flows. There were 5 accounts for blockage clearing or no water flow for the Moroa network. None were reported for the Longwood network over the period.

## 3. Waste Water

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

### 3.1 Key Performance Indicators

WASTE WATER KEY PERFORMANCE INDICATORS	TARGET 2017/18	COMPLAINTS		INCIDENTS	
		MAY	YTD	MAY	YTD
Number of blockages per 1000 connections	<10	0.12 per 1000 (1 complaint)	10.18 per1000 (43 complaint)	3	43
Ratepayers and residents satisfaction with waste water services	70%			NRB survey:	49%
Number of dry weather sewerage overflows per 1000 connections	<10	-	0.97	0.97 per 1000 connections (4 overflows)	0.97 per 1000 connections (4 overflows)
Attendance time: from notification to arrival on site	< 1 Hr	2/3 (66%)	Median Time 47min	3	59
Resolution time: from notification to resolution of fault	< 4 Hrs	2/3 (66%)	Median Time 2h 19m	3	59
% of resource consent conditions complied with to mainly complying or better*	90%		98%		
No. of abatement notices	<2				0
No. of infringement notices	0				0
No. of enforcement notices	0				0
No. of convictions	0				0
No. of complaints per 1000 connections received about sewage odour	< 15	0.24 per 1000 (1 complaint)	0.74 per 1000 (3 complaint)	1	3
No. of complaints per 1000 connections received about sewage systems faults	< 15	0	2.68 per 1000 (11 complaint)	0	11
No. of complaints per 1000 connections received about sewage system blockages	< 15	0.24 per 1000 (1 complaint)	10.18 per1000 (43 complaint)	3	43
No. of complaints per 1000 connections received about the response to issues with sewage	< 15	0	0	0	0
Proportion of urgent waste water service requests responded to within 6 hours of notification	95%	2/3 (66%)	89% (53/59)	3	59

### 3.2 Waste water treatment plants

#### 3.2.1. Capital and consents

##### Featherston Waste Water consent application

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

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

### Staged improvements at Martinborough and Greytown WWTPs

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

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

### Waite Street, Featherston Renewal

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

## **3.3 Operational**

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

### **3.3.1. Wastewater reticulation**

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

## **4. Storm water drainage**

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

### **4.1 Key Performance Indicators**

STORM WATER DRAINAGE KEY PERFORMANCE INDICATORS	TARGET 2016/17	COMPLAINTS		INCIDENTS	
		MONTH	YTD	MONTH	YTD
% of ratepayers and residents satisfied with stormwater drains	55%			NRB survey:	57%
% of urgent (any blockage causing extensive flooding of buildings or other serious flooding) requests for service responded to within 5 hours	95%	0	0	0	0
No. of flooding events	0	0	0	0	0
No. of habitable floors affected per flooding event per 1000 properties connected	0	0	0	0	0
No. of abatement notices	0				
No. of infringement notices	0				
No. of enforcement notices	0				
No. of convictions	0				

STORM WATER DRAINAGE KEY PERFORMANCE INDICATORS	TARGET 2016/17	COMPLAINTS		INCIDENTS	
Median Response time to flooding events (Notification to personnel reaching site in hrs)	3	-	-	0	0
No. of complaints about stormwater per 1000 properties connected	0	0	0	0	0

There was 1 storm water blockage reported during the period.

## 5. Solid waste management

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

### 5.1 Key Performance Indicators

SOLID WASTE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET 2016/17	COMPLAINTS		INCIDENTS	
		MONTH	YTD	MONTH	YTD
Number of communities with recycling centres	6		6		
Volume of waste disposed out of district	Decreasing by 2.5%	Increase of 11% compared to May 2016	Current average month increased 26% on 2014	-	-
% of ratepayers and residents satisfied with the level of service	85%			NRB survey:	66%

### 5.2 Zero Waste

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

### 5.3 Transfer Station

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

## 6. Land transport

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

### 6.1 Key Performance Indicators

LAND TRANSPORT KEY PERFORMANCE INDICATORS	TARGET 2017/18	COMPLAINTS		INCIDENTS	
		APRIL	YTD	APRIL	YTD
Using the RAMM measurement system, average smooth travel exposure on urban roads to be 85% and rural roads 95% with maximum variation of 5%	95%				
Ratepayers and residents fairly/very satisfied with the roads	80%			NRB Survey:	73%
5% of sealed roads are resealed each year subject to availability of NZTA subsidy	100%				
The pavement condition index as measured by the NZTA pavement integrity index	95%				
The number of crashes causing injuries is reduced	Group and control average				
The number of fatalities and serious injury crashes on the local road network	<7				
Ratepayers and residents are satisfied with footpaths in the district	70%			NRB Survey:	63%
Availability of footpaths on at least one side of the road down the whole street	88%				
Footpath Condition rating 95% compliant with SWDC AMP Standard	95%				
The % of customer service requests relating to roads and footpaths responded to within 48 hours	95%	36/39 (92%)	115/154 (75%)	39	154
Meet annual plan footpath targets	Yes				

### 6.2 Roading Maintenance – Fulton Hogan

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

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

Signs have been upgraded on Cape Palliser Road.

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

All urban sumps were cleaned prior to winter.

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

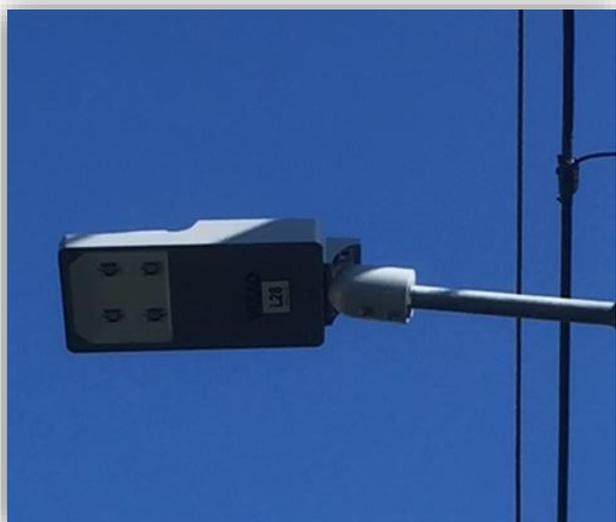
Cape Palliser seal extension has commenced with the formation of water-tables, culvert headwalls and aggregate overlay. Works are planned to be completed by end of June 2018.

### **6.3 Other activities**

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

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

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



*New LED light installed*

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

## **7. Amenities**

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

*SERVICE LEVEL – Parks and reserves enhance the quality of life in our communities. Our playgrounds are safe and enjoyed by the community. Clean safe public swimming pools can be accessed in the District. Provision of some low*

cost housing for the elderly (or in line with Council policy) in each town. Well maintained hall facilities that are available for the public to book. Public toilets are convenient, clean and safe. There is a wide range of library stock including up to date material.

## 7.1 Key Performance Indicators

AMENITIES KEY PERFORMANCE INDICATORS	TARGET 2017/18	COMPLAINTS		INCIDENTS	
		MONTH	YTD	MONTH	YTD
Users satisfied with parks and reserves	90%			NRB Survey:	94%
Ratepayers and residents are satisfied with Council playgrounds	80%			NRB Survey:	82%
Council playground equipment that meets national standards	100%				
Council pools comply with NZ swimming pool water testing standards	100%				
Ratepayers and residents satisfaction with Council swimming pools	67%				
Occupancy of pensioner housing	94%			Actual:	99.8%
Ratepayers and residents satisfied with town halls	76%			NRB Survey:	74%
Cycle strategy	Developed				
Ratepayers and residents satisfied with public toilet facilities	90%			NRB Survey:	85%
Taking programmes out into the community and providing a wide variety of programmes in the library	>3 per library				
% of ratepayers and residents satisfied with libraries	90%			NRB Survey:	91%

## 7.2 Parks and reserves

### 7.2.1. Featherston

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



### 7.3 Community housing

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

### 7.4 Cemeteries

The hedges at both Martinborough cemeteries have been trimmed.

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

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

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

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

### 7.5 Events

#### 7.5.1. Featherston

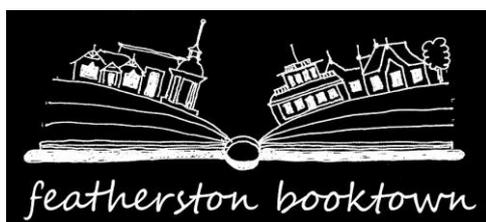
Completed events:

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



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

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



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



*Future events:*

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



**7.5.2. Greytown**

*Completed events:*

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



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



## **8. Libraries**

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

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

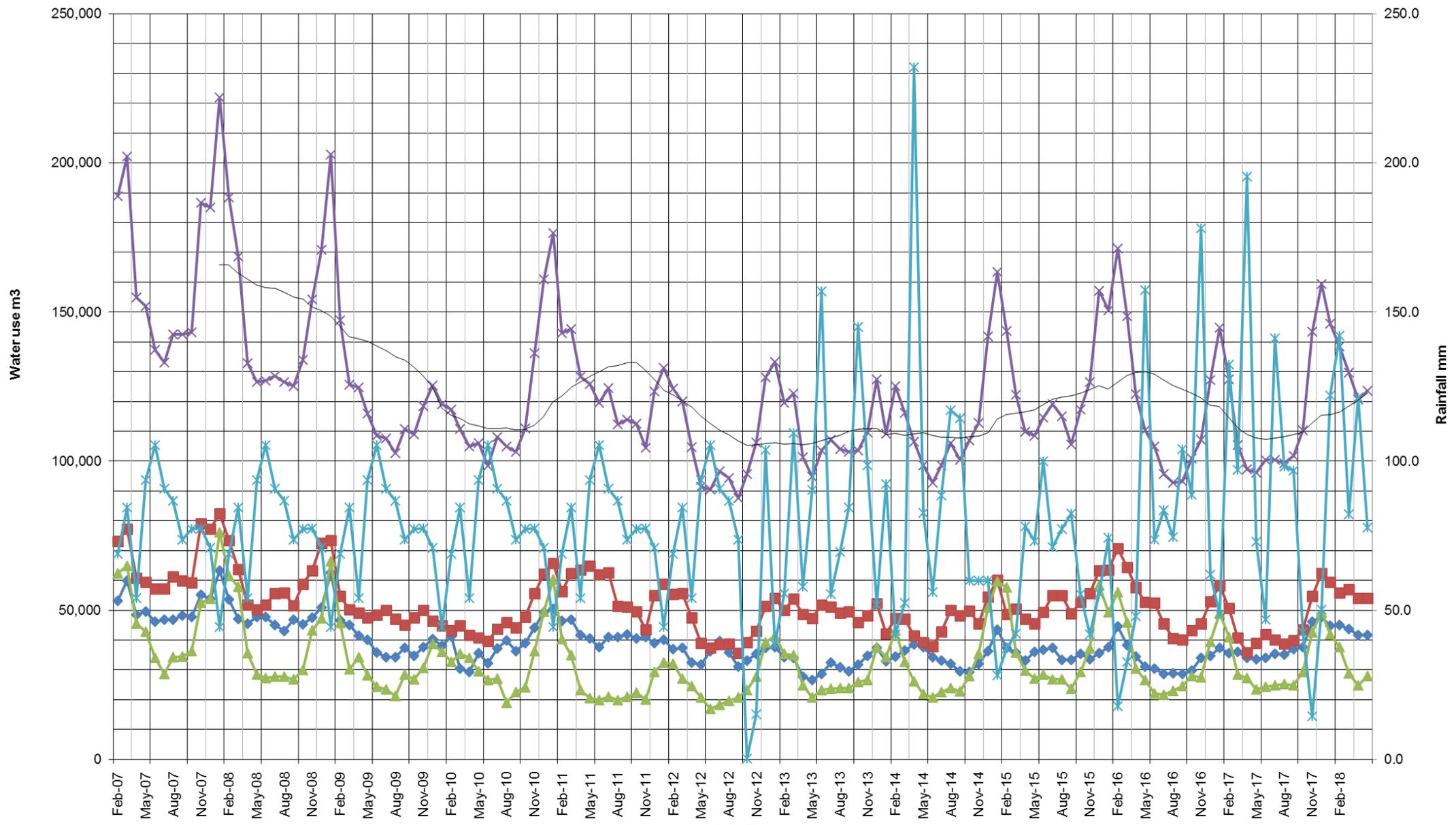
## **9. Appendices**

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

Contact Officer: Mark Allingham, Group Manager Infrastructure and Services

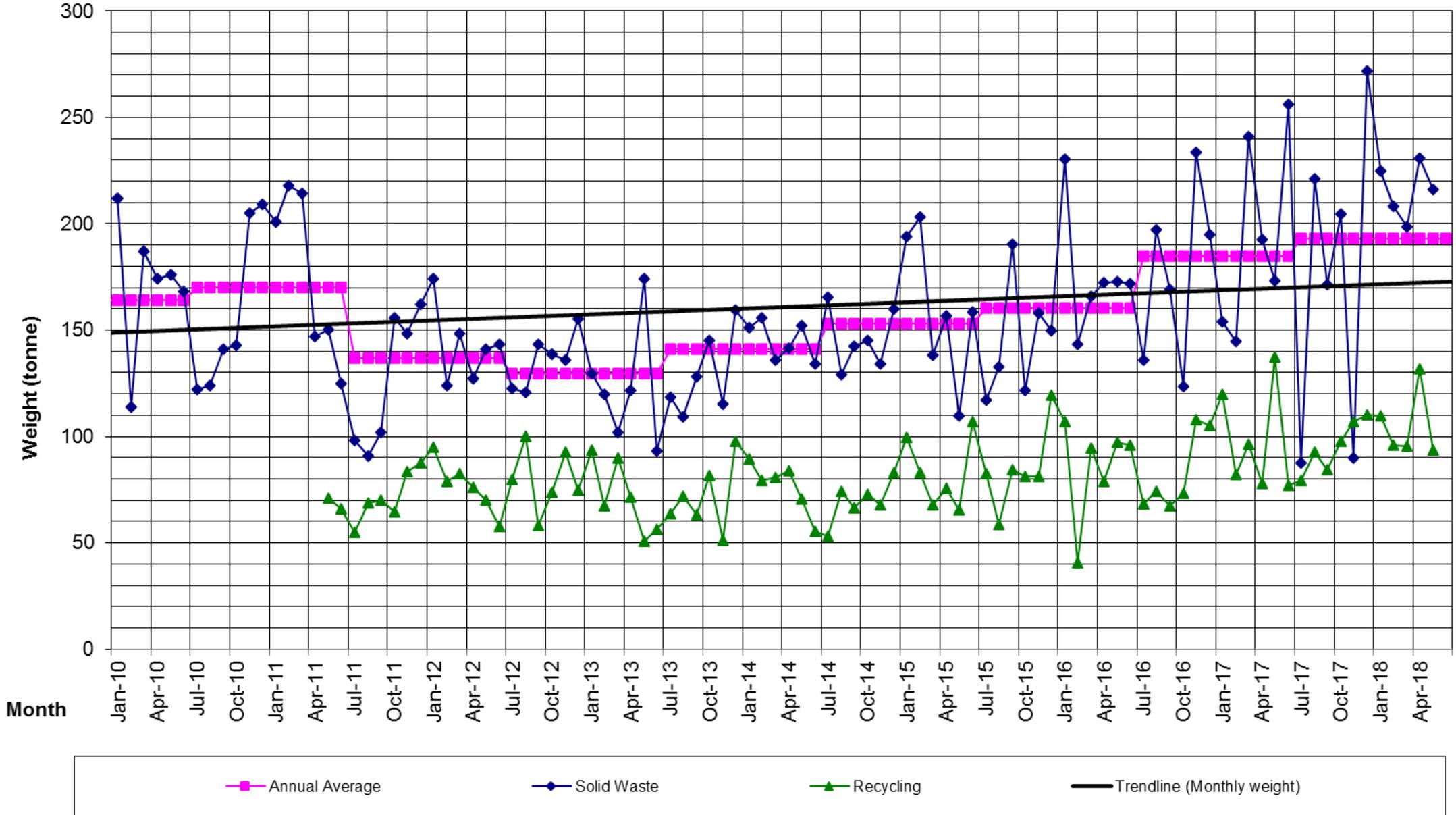
# **Appendix 1 - Monthly water usage**

# Water use South Wairarapa District Council



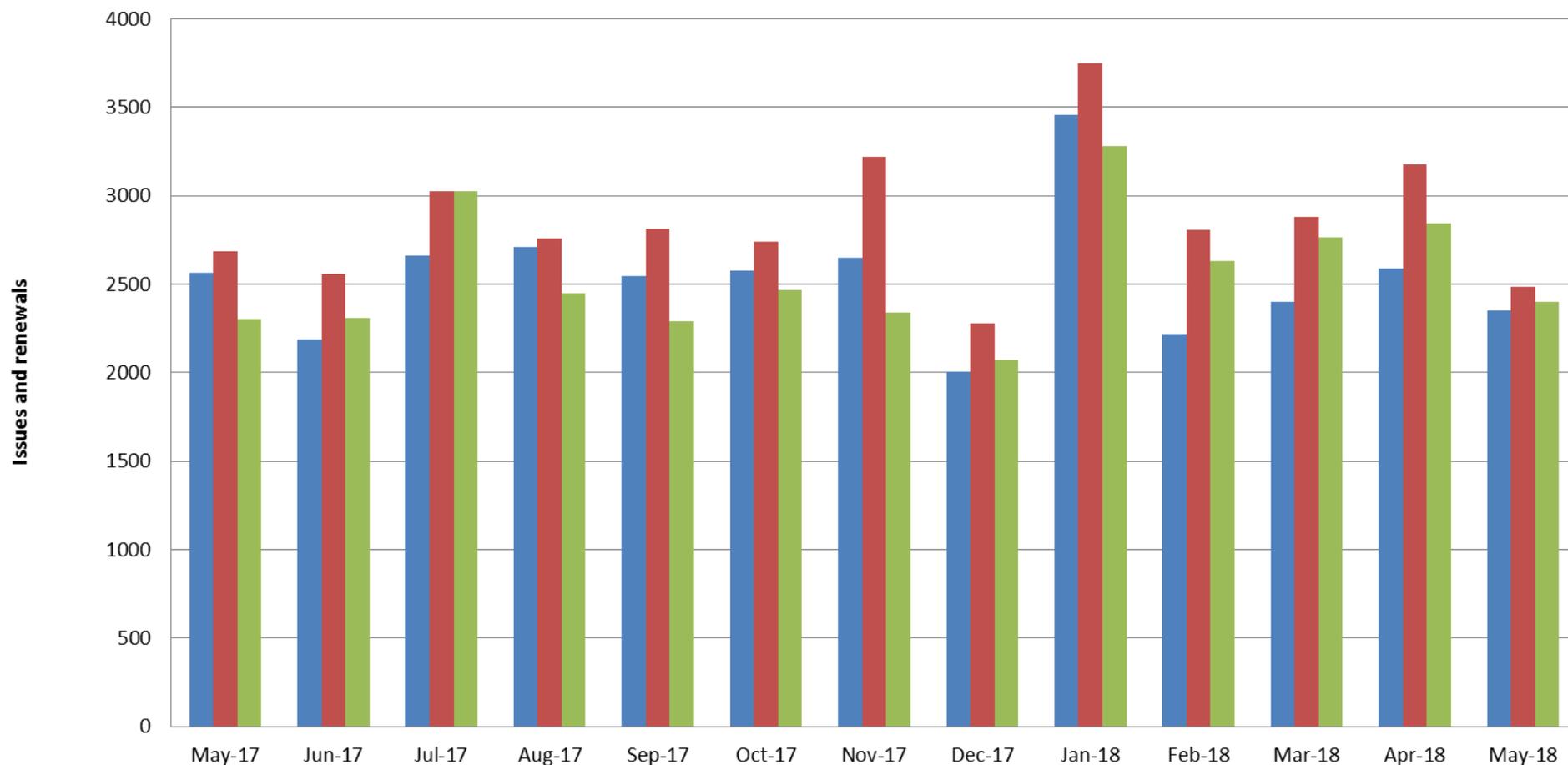
# **Appendix 2 -Waste exported to Bonny Glen**

Monthly weight of waste transferred to Bonny Glen



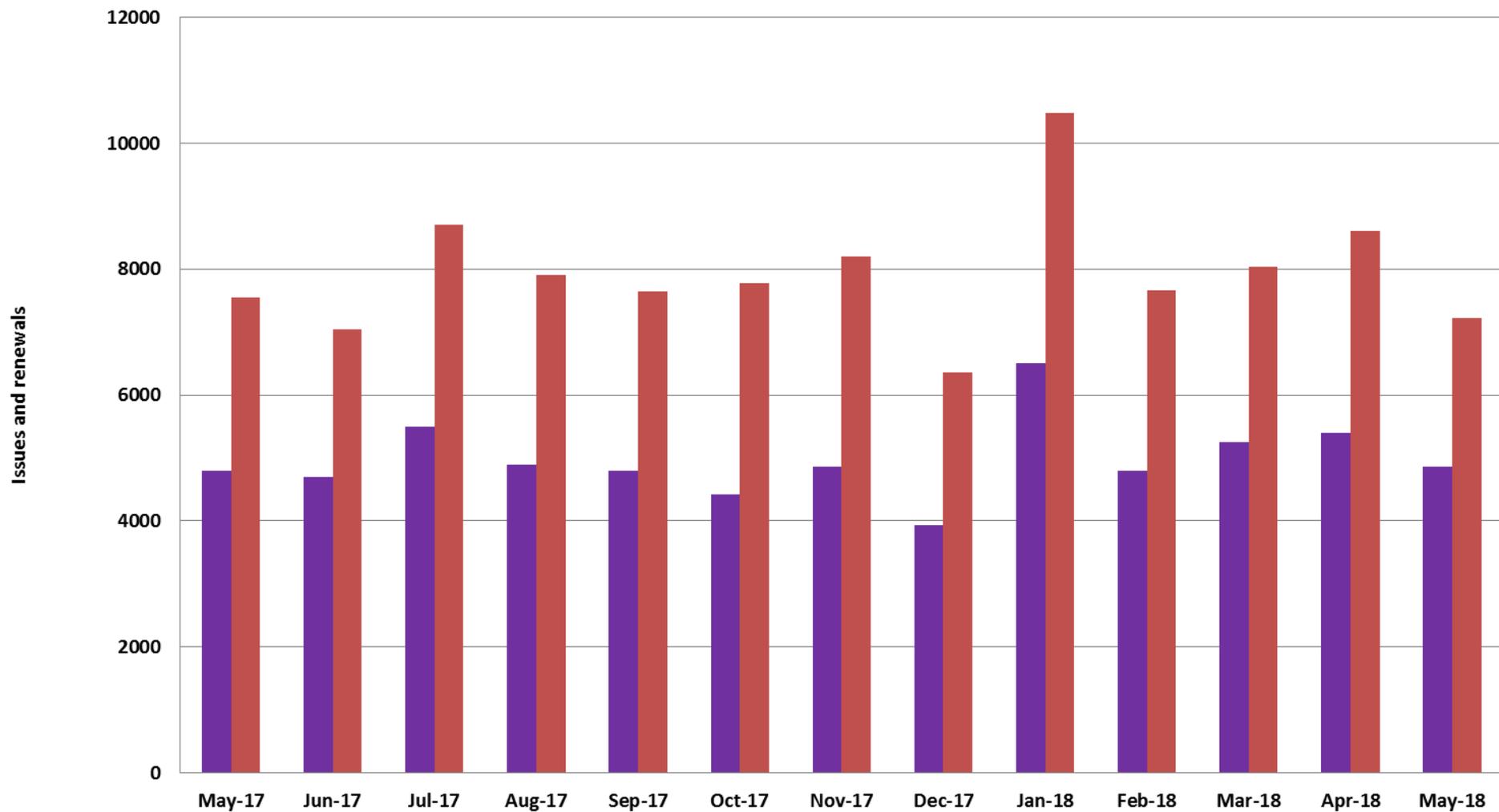
# **Appendix 3 – Library statistics**

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



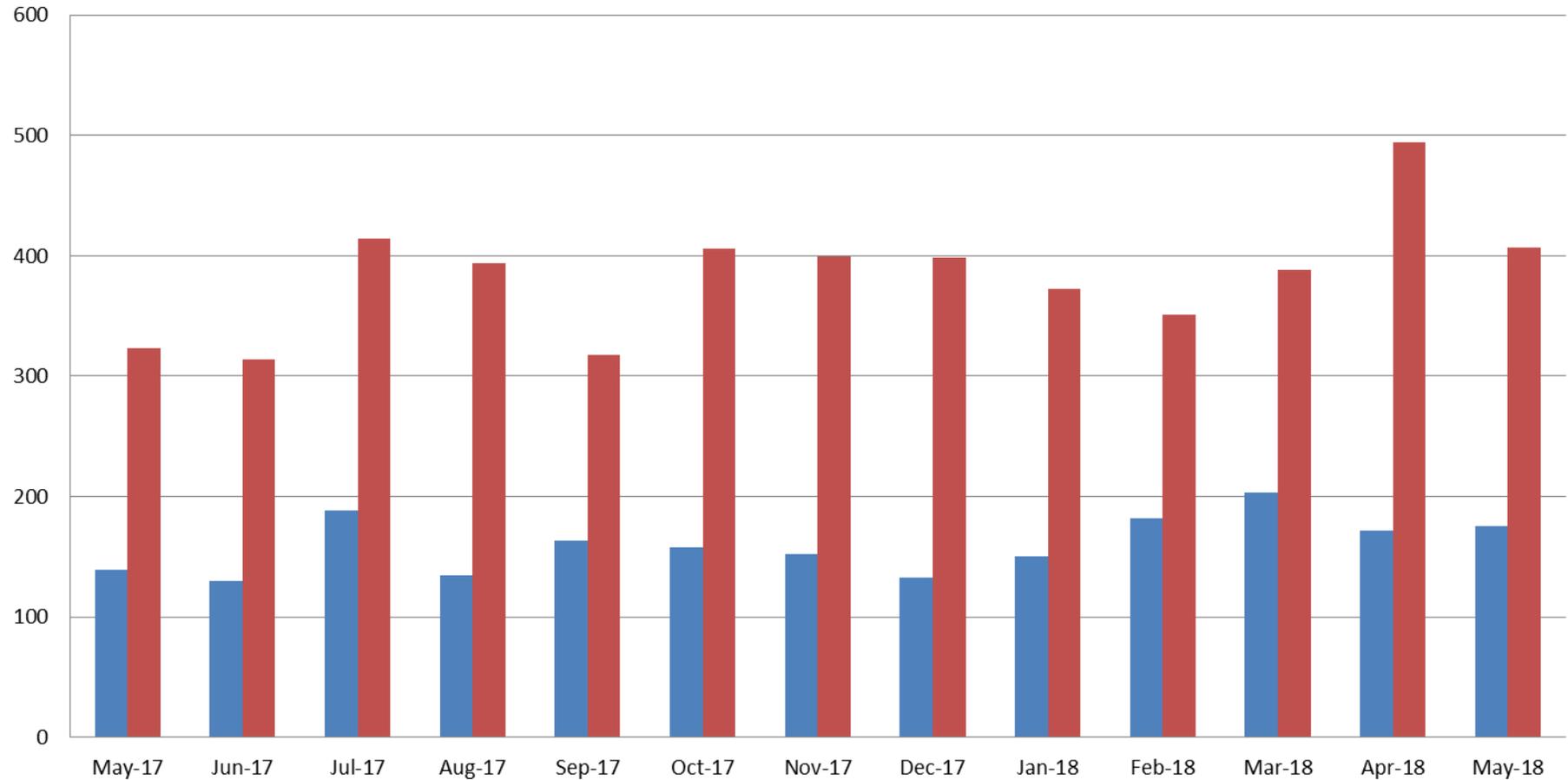
	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18
■ Featherston	2563	2186	2663	2707	2543	2577	2647	2006	3456	2216	2400	2590	2348
■ Greytown	2687	2558	3023	2756	2811	2738	3218	2278	3748	2809	2878	3178	2483
■ Martinborough	2302	2306	3027	2451	2289	2468	2336	2071	3281	2632	2761	2842	2400

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



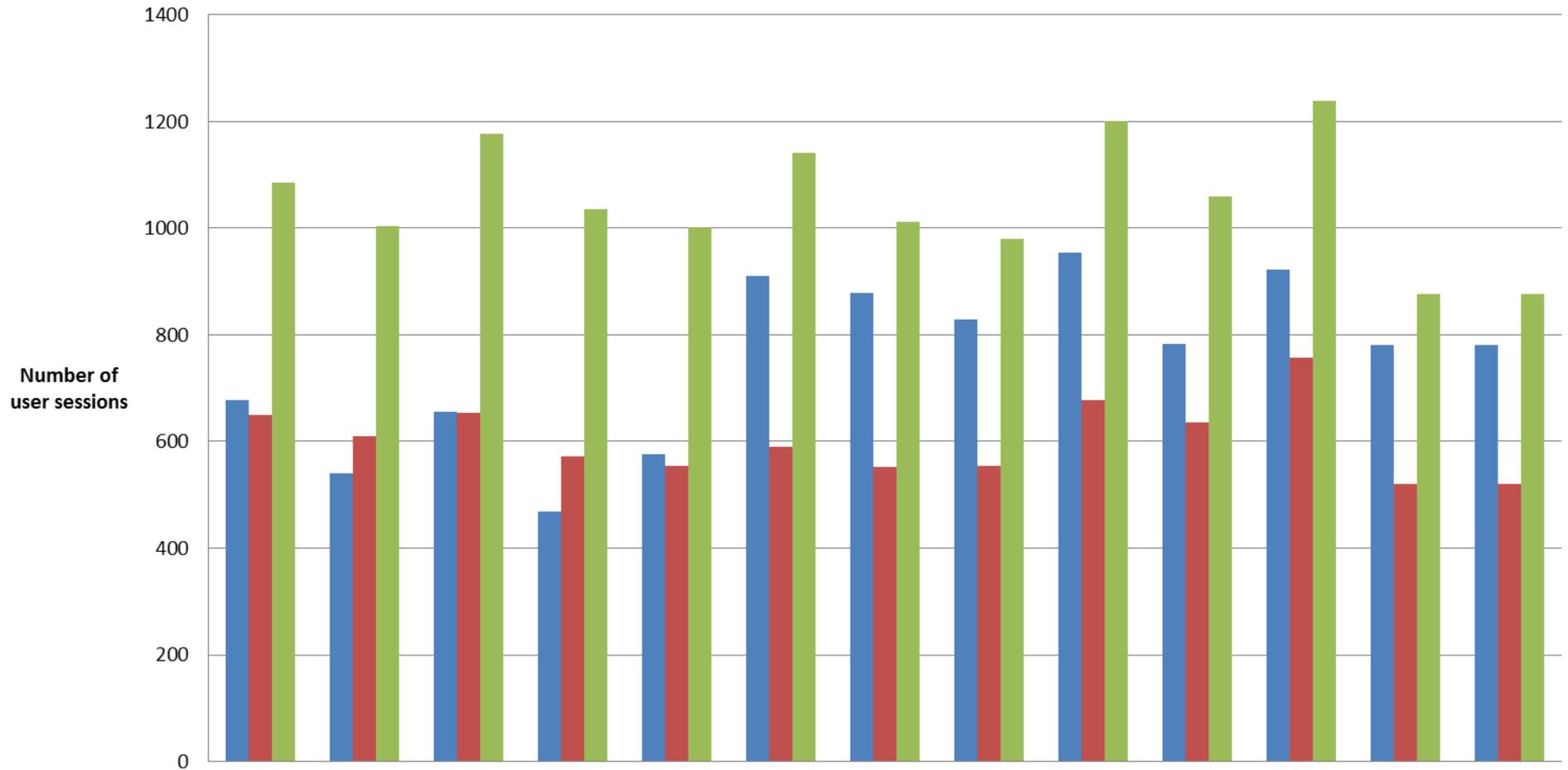
	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18
Carterton	4794	4694	5505	4887	4792	4418	4870	3940	6500	4789	5261	5397	4861
South Wairarapa	7552	7050	8713	7914	7643	7783	8201	6355	10485	7657	8039	8610	7231

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



	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18
<span style="color: blue;">■</span> Audiobooks	139	130	188	134	163	158	152	133	150	182	203	172	175
<span style="color: red;">■</span> E-books	323	314	414	394	318	406	399	398	372	351	388	494	407

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



	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18
Featherston	678	540	655	469	576	911	879	829	955	784	923	781	781
Greytown	650	610	653	572	555	590	553	555	677	636	757	521	521
Martinborough	1085	1003	1177	1036	1001	1142	1011	981	1201	1060	1239	876	876

# MARTINBOROUGH COMMUNITY BOARD

16 JULY 2018

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## AGENDA ITEM 6.4

### GRANTS POLICY REVIEW REPORT

#### **Purpose of Report**

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

#### **Recommendations**

Officers recommend that the Community Board:

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

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

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

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

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

#### **2. Discussion**

The changes to the policy are summarised below:

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

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

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

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

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

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

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

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

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

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

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

### **3. Appendices**

Appendix 1 – Grants Policy

Prepared By: Jennie Mitchell, Group Manager Corporate Services

Reviewed By: Paul Crimp, CEO

# **Appendix 1 – Grants Policy**

# GRANTS POLICY

## 1. INTRODUCTION

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

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

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

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

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

Throughout this policy "Council" means:

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

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

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

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

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

## **2.0 GRANTS**

### **2.1 Eligibility**

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

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

Services and Facilities for which a Concession may be given.

#### 2.2.1. Planning and Regulatory.

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

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

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

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

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

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

## 2.3 Annual Grants

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

## 2.4 Discretionary Grants

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

## 2.5 Special Grants

### 2.5.1 Creative Communities Grant

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

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

### 2.5.2 Sport NZ Grants

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

Applications are considered annually by the Local Assessment Committee.

### ~~2.5.3 Pool Grant~~

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

#### 2.5.4 Community Board Grants

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

#### 2.5.5 Maori Standing Committee Grants

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

#### 2.5.6 Youth Grants

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

### 3. CRITERIA FOR GRANTS

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

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

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

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

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

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

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

~~Wages/salaries~~

~~Administration expenses~~

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

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

4.2 Applications in retrospect

4.3 The complete cost of a project

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

## 5. APPLICATION

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

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

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

- Financial statements and a full project budget

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

5.4 Applications will not be considered in retrospect.

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

## 6. PAYMENT OF GRANTS

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

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

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

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

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

## 7. ACCOUNTABILITY

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

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

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

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

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

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## AGENDA ITEM 6.5

### WORKING WITH VOLUNTEERS

#### **Purpose of Report**

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

#### **Recommendations**

Officers recommend that the Community Board:

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

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

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

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

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

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

#### **2. Discussion**

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

#### **3. Process**

The process will be:

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

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

## **4. Appendices**

Appendix 1 – Guidelines for assessing volunteer opportunities

Contact Officer: Paul Crimp, Chief Executive

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

## Guidelines for working with volunteer groups

### Volunteer activities

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

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

### Legal requirements

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

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

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

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

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

## Low risk

- Volunteer guideline
- Volunteer induction
- How to report an incident or hazard

## Medium risk

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

## High risk

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

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

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

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

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

## **During work**

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

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

## **Post project works**

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

# SOUTH WAIRARAPA DISTRICT COUNCIL

16 JULY 2018

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## AGENDA ITEM 6.6

### MARTINBOROUGH CENOTAPH

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#### **Purpose of Report**

To inform the Community Board of the options for the Martinborough Cenotaph.

#### **Recommendations**

Officers recommend that:

1. *The Community Board confirms the request as in the 2<sup>nd</sup> November 2015 report on "MARTINBOROUGH SOLDIERS' MEMORIAL SQUARE – BOER WAR MEMORIAL"*
2. *Confirms that the wiring from the light does not need to be removed.*

#### **1. Background**

Works on the Martinborough Boer War memorial have taken a long time to complete.

A major part of the delay has occurred around the decision as to whether electricity cabling should be installed within the memorial. Before any work of this nature could be started the memorial would need to be dismantled to identify how it was initially constructed which would then provide an indication of how wiring might be run within the structure.

By leaving the wiring overhead as it is now, works on the aesthetics can be done imminently with the installation of a new pole and fixing of the light.

The works, as per the original report, can be undertaken as soon as possible and would save costs in dismantling the memorial which could potentially result in major works. It would also alleviate pulling up the pavers and trenching the power cables underground thus ensuring easy future maintenance and less probability of damaging underground power lines.

#### **2. Appendices**

Appendix 1 – Minutes 11 May 2015

Appendix 2 – MARTINBOROUGH SOLDIERS' MEMORIAL SQUARE – BOER WAR MEMORIAL, AGENDA ITEM 5.4, 2 NOVEMBER 2015

Contact Officer: Mark Allingham, Group Manager, Infrastructure & Services

# **Appendix 1 – Minutes 11 May 2015**



## Martinborough Community Board

### Minutes 11 May 2015

- Present:** Lisa Cornelissen (Chairperson), Pam Colenso, Victoria Read, Cr Julie Riddell (from 6:50pm) and Cr Max Stevens.
- In Attendance:** Mayor Adrienne Staples and Suzanne Clark (Committee Secretary).
- Also in Attendance:** Archdeacon May Croft and Alan Maxwell (Youth Ministry Development Worker).
- Conduct of Business:** The meeting was conducted in public in the Council Chambers, 19 Kitchener Street, Martinborough on the 11 May 2015 between 6:30pm and 8:15pm.

#### PUBLIC BUSINESS

##### 1. APOLOGIES

*MCB RESOLVED (MCB 2015/19) to receive apologies from Paul Crimp.  
(Moved Cornelissen/Seconded Colenso)*

Carried

##### 2. CONFLICTS OF INTEREST

Pam Colenso declared a conflict of interest with the application for financial assistance from the Lake Ferry RSA as Pam was secretary for the Martinborough RSA.

##### 3. PUBLIC PARTICIPATION/PRESENTATIONS

###### 3.1 Archdeacon May Croft and Allan Maxwell

Archdeacon May Croft gave the background to employing a shared full time youth worker who would be working across Featherston and Martinborough. Allan Maxwell said he would be connecting with the community with the aim of recruiting leaders who can build relationships with the youth. Martinborough held fortnightly sessions for intermediate aged youth followed by a group targeted at college age youth. Volunteers and finances were required to support the venture.

##### 4. COMMUNITY BOARD MINUTES/EXPENDITURE

###### 4.1 Martinborough Community Board Minutes – 30 March 2015

*MCB RESOLVED (MCB 2015/20) that the minutes of the Martinborough Community Board meeting held on 30 March 2015 be received and confirmed as true and correct.*

*(Moved Cr Stevens/Seconded Read)*

Carried

#### DISCLAIMER

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#### 4.2 Matters Arising

Vicky Read discussed progress with the Wairarapa Council's broadband application for funding and informed the Community Board that they would be asked to assist with stakeholder meetings.

#### 4.3 Action Items From Previous Meeting

Members discussed the action items and updates were provided.

*MCB NOTED:*

1. Action 285: Make repairs to the concrete around the Martinborough Square cenotaph and repoint the names; M Allingham

#### 4.4 Income and Expenditure Statement to 31 January 2015

*MCB RESOLVED (MCB 2015/21)* to receive the Income and Expenditure Statement to 31 March 2015.

*(Moved Cornelissen/Seconded Cr Stevens)*

Carried

#### 4.5 Pain Farm Financial Statement to 31 March 2015

*MCB RESOLVED (MCB 2015/22):*

1. To receive the Pain Farm Financial Statement to 31 March 2015.  
*(Moved Cr Riddell/Seconded Colenso)*
2. Action 286: Request the Pain Farm supervisor provide a report on a quarterly basis with the next report to be available for the 3 August 2015 meeting; M Allingham
3. Action 287: Provide a Pain Farm financial statement on a quarterly basis with the next report to be available for the 3 August 2015 meeting and the CEO to attend meeting to explain the expenditure items; P Crimp
4. Action 288: Send an email to the MCB identifying what the Martinborough Playground expenditure of \$5,429.04 is for and when approval was given; P Crimp

Carried

### 5. ACTIONS FROM PUBLIC PARTICIPATION/PRESENTATIONS

#### 5.1 Archdeacon May Croft and Alan Maxwell

Cr Julie Riddell undertook to assist Mr Maxwell make an application for financial assistance to the Community Board which outlines the Martinborough youth programme plan and associated costs.

The Community Board agreed to gift Rangatahi II Rangitira Martinborough the \$152.17 given as a loan for fundraising under resolution MCB2014/75.

*MCB RESOLVED (MCB2015/23):*

1. To consider an out-of-cycle financial assistance application from Alan Maxwell, Youth Ministry Development Worker.

*(Moved Cornelissen/Seconded Cr Stevens)*

Carried

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2. Action 289: Write to Deb Davidson advising that the funds allocated to Rangatahi II Rangitira by Martinborough Community Board will not be carried forward to the next financial year. The group may apply for project funding for 2015/2016 projects as they are developed; P Crimp
3. Action 290: Combine the Rangatahi II Rangitira Martinborough \$1,000 commitment with the \$475.91 youth forum commitment and label 'Youth Funding'; P Crimp

## 6. OPERATIONAL REPORTS – COUNCIL OFFICERS

### 6.1 Officers' Report to Community Boards

*MCB RESOLVED (MCB 2015/24)* to receive the Officers' Report to Community Boards.

*(Moved Colenso/Seconded Cornelissen)*

Carried

### 6.2 Martinborough Community Board Vacancy

Members agreed that Lisa Cornelissen and Cr Julie Riddell would conduct an interview of two members of the community interested in the vacancy and make a recommendation to the Board for appointment.

*MCB RESOLVED (MCB 2015/25):*

1. To receive the information.
2. That the extraordinary vacancy would be filled by appointment at its next meeting on the 22 June 2015.
3. That Lisa Cornelissen develops an interview process and suitable questions to assist in appointment selection.

*(Moved Cornelissen/Seconded Cr Riddell)*

Carried

## 7. COMMUNITY BOARD/COUNCILLORS REPORTS

### 7.1 Martinborough Community Board Vacancy

Item discussed under agenda item 6.2.

### 7.2 Waihinga Centre

Vicky Read reported that community fundraising had reached \$1.31M and was continuing. The result of the funding request to NZ Lotteries would be known by early June 2015.

### 7.3 Kitchener/Princess Streets Intersection

*MCB NOTED:*

1. Action 291: Request that stop signs are placed at the Kitchener/Princess Streets intersection due to a recent accident and reports of people not giving way; Mayor Staples

### 7.4 MCB Three Year Plan

Lisa Cornelissen asked for feedback from members about progress on strategic initiatives and whether modifications to the Plan was required.

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Recognition of rural communities and progressing a cycle/walking track around the vineyards and minor grammatical corrections were discussed. Lisa Cornelissen gave her apologies for the 22 June 2015 meeting.

*MCB NOTED:*

1. Action 292: Add an initiative to the MCB Plan to support Martinborough's coastal and rural communities (actions include broadband access assistance, others to be defined); L Cornelissen
2. Action 293: Make an additional submission to Council's LTP, putting forward a proposal for a cycle/walk trail around the Martinborough vineyards; L Cornelissen

#### 7.5 MCB budget to June 2016

*MCB RESOLVED (MCB 2015/26):*

1. To receive the Martinborough Community Board updated budget for 2014/2015 and proposed budget for 2015/2016.  
*(Moved Cornelissen/Seconded Cr Riddell)* Carried
2. Action 294: Enquire what brand and model cycle stands are being purchased for outside the Waihinga Centre so additional purchases of cycle stands for the Martinborough town can be from the same range; V Read
3. Action 295: Include in the additional submission to Council's LTP a request for a review of some of the local road speeds in order to make the district more cycle friendly; L Cornelissen

## 8. CORRESPONDENCE

### 8.1 Inwards

From Trish Higginson, MV to Martinborough Community Board, dated 30 March 2015

*MCB RESOLVED (MCB 2015/27):*

1. To receive the inwards correspondence  
*(Moved Cr Riddell/Seconded Robinson)* Carried
2. Action 296: Write to the Martinborough RSA expressing thanks for catering the Martinborough Anzac Day celebrations; P Crimp

## 9. FINANCIAL ASSISTANCE

Members discussed the applications for financial assistance from Lake Ferry Anzac Club, Arrow FM, Cruise Martinborough, Martinborough Sunday Market, Wairarapa Mathematics Association and Martinborough Hockey Club.

*MCB RESOLVED (MCB 2015/28):*

1. To approve payment of \$1,000 to Lake Ferry Anzac Club for the purpose of undertaking maintenance of the flag pole and flag pole area at Lake Ferry.

### DISCLAIMER

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2. To decline the application for financial assistance from Arrow FM as it did not support the MCB vision and priority areas as outlined in the MCB 3 year plan.
3. To decline the application for financial assistance from Cruise Martinborough as the project was deemed to be a private enterprise and did not support the MCB vision and priority areas as outlined in the MCB 3 year plan.
4. To defer a decision on the application for financial assistance from Martinborough Sunday Market until Council resource consents had been obtained and a more developed plan and assurance of full funding of tents could be provided and a demonstrable commitment to the market by stall holders could be shown.
5. To approve payment of \$200 to the Wairarapa Mathematics Association to help with the costs of running the 2015 mathematics competition for primary and secondary schools.
6. To approve payment of \$2,157 to Martinborough Hockey Club to purchase gear bags, first aid kits, a goalie kit and drink bottle racks.
7. To carry forward \$1,643 to the August/September 2015 funding round.

*(Moved Cornelissen/Seconded Riddell)*

Carried

**Confirmed as a true and correct record**

.....Chairperson

.....Date

**DISCLAIMER**

*Until confirmed as a true and correct record, at a subsequent meeting, the minutes of this meeting should not be relied on as to their correctness.*

**Appendix 2 –  
MARTINBOROUGH  
SOLDIERS' MEMORIAL  
SQUARE – BOER WAR  
MEMORIAL, AGENDA ITEM  
5.4, 2 NOVEMBER 2015**

# MARTINBOROUGH COMMUNITY BOARD

2 NOVEMBER 2015

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## AGENDA ITEM 5.4

### MARTINBOROUGH SOLDIERS' MEMORIAL SQUARE – BOER WAR MEMORIAL

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#### **Purpose of Report**

To inform Community Board members of the repair planned for the Memorial, and to seek guidance on the replacement of the light-pole.

#### **Recommendations**

Officers recommend that the Community Board:

1. *Receives the information; and*
2. *Chooses its preferred options for the repairs to the plinth and steps of the memorial and the replacement of the light-pole.*

## **1. Executive Summary**

Inspection of the Boer War Memorial for maintenance has revealed that as well as routine maintenance, a replacement light-pole is required. A heritage replica is proposed in the Martinborough Square Development Plan, and options are outline and costed below for the Board's decision.

## **2. Background**

At its 11 May 2015 meeting, Martinborough Community Board requested action to repair the concrete around the base of the Boer War Memorial and repaint the names. In the course of investigating these issues, further issues were identified which require decisions from the Board.

## **3. Discussion**

### **3.1 War memorial and base**

The War Memorial itself is to be cleaned to remove all damaged and cracked plaster before the application of a waterproof coating and a fresh skim-coat of plaster. The plinth and steps are badly cracked in places and there has probably been some movement due to earthquakes. Repairing the cracks and applying a fresh concrete plaster-coat is a short-term solution which will require re-doing within a few years. Longer-term solutions are either to pave over the existing plinth and steps or to replace them completely. Options are outlined below with approximate costs.

### **3.1.1. Repair and plaster**

Loose plaster to be removed and cracks repaired before receiving a fresh skim-coat of plaster to plinths, steps and monument.

***cost approximately \$7000***

### **3.1.2. Paver overlay**

Overlay existing with pavers and finish with concrete plaster-coat to plinth, steps and monument.

***Cost approximately \$7700***

### **3.1.3. Replacement of plinth and steps**

Remove and replace plinth and steps with new; finish with concrete plaster-coat.

***Cost approximately \$13,500***

## **3.2 Memorial lettering**

The lettering on the memorial is raised lead lettering (not paint) which is generally in good condition. The marble will be cleaned and the missing lettering reinstated by Headstones Wairarapa.

## **3.3 Light-pole**

The light-pole on the memorial has rust around 60% of the base. The plaster around the top of the monument is hollow, and water has got in through cracks, causing some collapse on the inside. The pole will need to be replaced with some urgency.



The Martinborough Square Development Plan proposes the replacement of the light "with the original or a suitable replica".

### **3.3.1. Previous light-poles**

#### **The original pole**

The original pole was short, as it had to be within reach of the lamp-lighter's pole. Two arms were provided for lanterns to be hung on. The lamps would have been kerosene originally, and later acetylene, before the change to electricity was made. One of the lamps can be seen sitting on the plinth in the image below.



#### **The first electric pole**

This pole was installed in the early twentieth century when the light was changed to an electric powered one. The pole was much taller, and had a large lantern, as there were few other street lights.



### **The functional pole**

This pole appears to date from 1960s to 1970s, and is a triumph of functionality over form.



### **The current pole**

The current pole is also functional rather than a historic replica.



### **3.3.2. Replacement options**

#### **Functional pole**

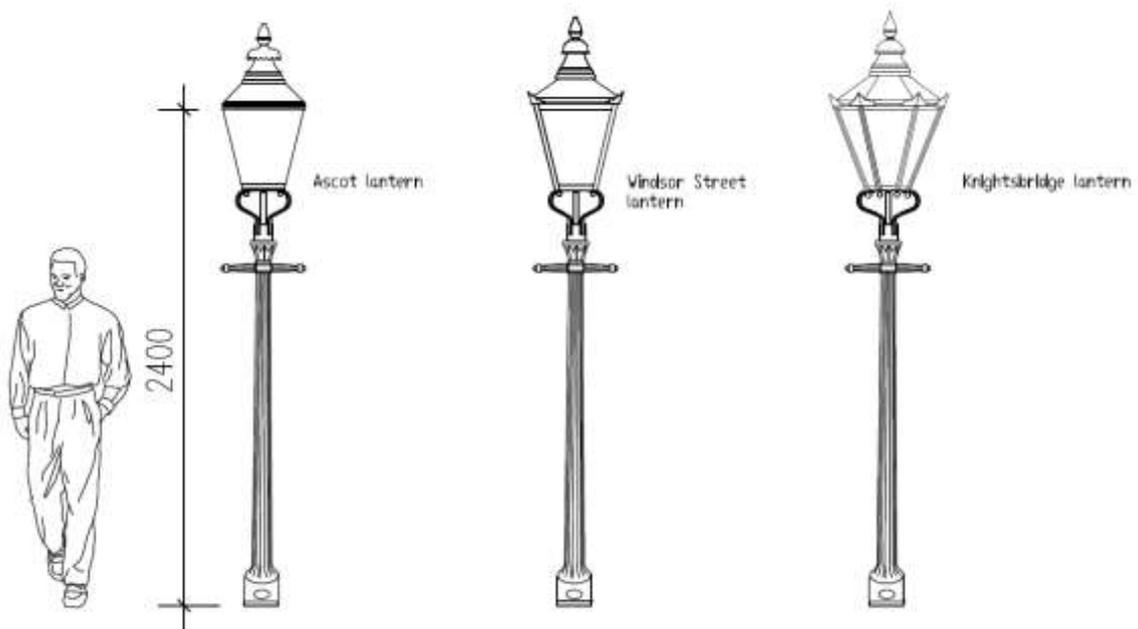
As the replacement of the pole had not been planned and budgeted for in this year, a functional replacement would be the cheapest option.

**Cost approximately \$1500-2000**

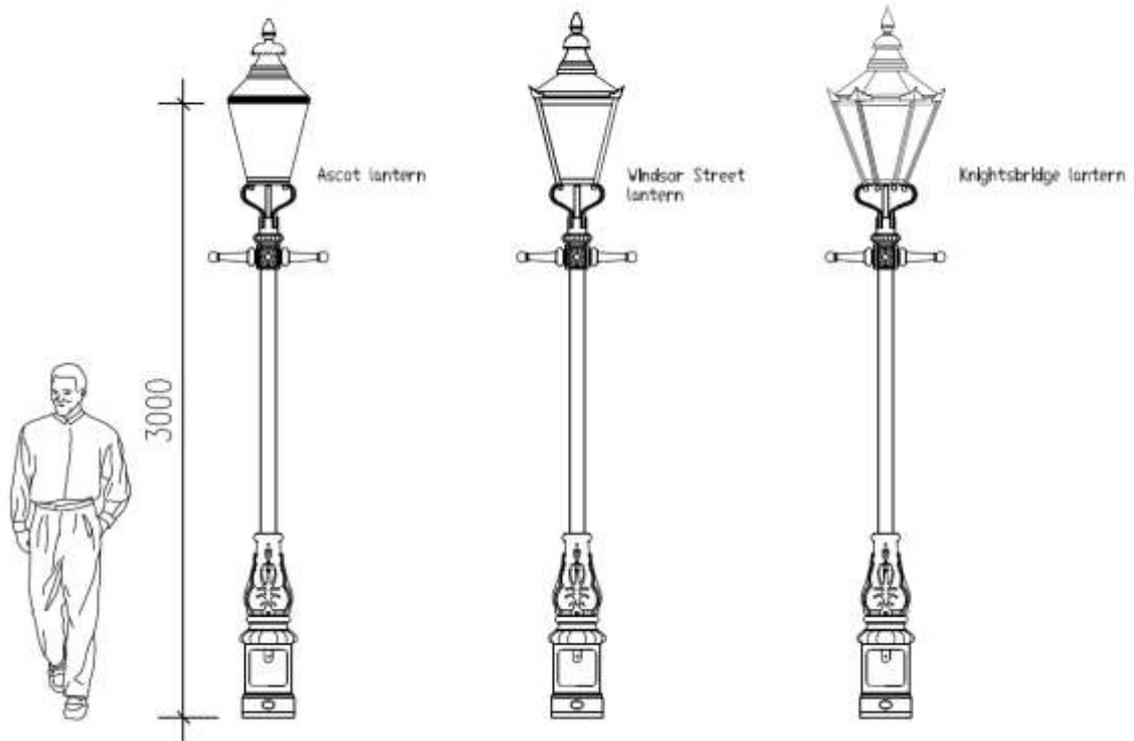
#### **Heritage replica pole**

As the Boer War Memorial is unlikely to be affected by changes to the Square, replacement with a heritage replica as proposed in the Development Plan would be a timely although more expensive option. Three heritage lantern styles are shown below with three different choices of pole.

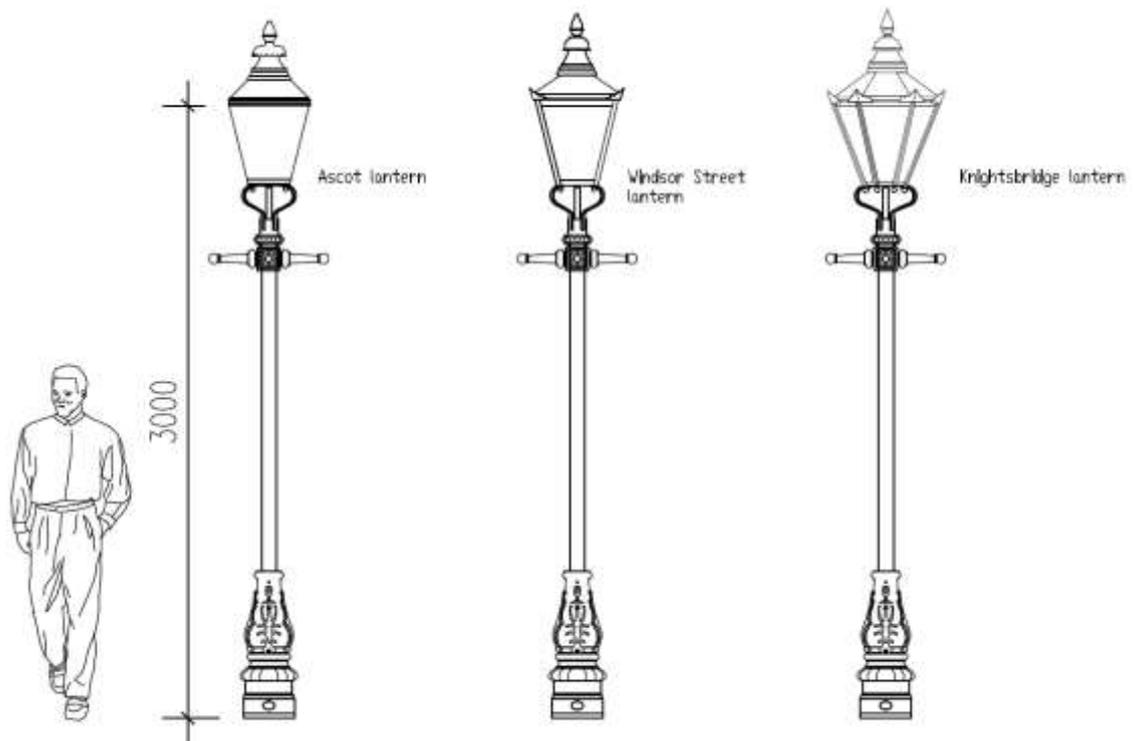
#### **Windsor London Column**



### **Windsor Urban Norwich Column**



### **Windsor Urban Worcester Column**



The Windsor London Column appears to be the closest in appearance to the original pole, and would cost \$1640. The Norwich and Worcester poles cost

\$2100 and \$1800 respectively. The Ascot lantern costs \$1400, the Windsor \$1800 and the Knightsbridge \$2100.

***Total cost approximately \$2900 - \$4200***

### **3.4 Financial Considerations**

The costs of the new pole and lantern can be met from the parks and reserves capital budget. The repairs to the memorial, plinth and steps are operating costs which will have to be met in their entirety from the parks and reserves dayworks budget, unless a contribution from Pain Farm funds is considered to be appropriate.

## **4. Conclusion**

Officers recommend repairing the Memorial's plinth and steps by overlaying pavers and replastering. Replacement of the light-pole with a heritage replica is recommended to be done at the same time; officers recommend the Windsor London Column with the Windsor Street Lantern.

Contact Officer: Helen McNaught, Amenities Manager

Reviewed By: Mark Allingham, Group Manager Infrastructure Services

# MARTINBOROUGH COMMUNITY BOARD

**16 JULY 2018**  
**AGENDA ITEM 8.1**

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## CHAIR'S REPORT

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### **Purpose of Report**

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

### **Recommendations**

That the Martinborough Community Board:

1. *Receive the information*
2. *Discuss each item, receive associated reports and adopt the recommended resolutions.*

## **1. Meetings and Events**

15 May to 30 June 2018	Lisa on Leave
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Looking ahead:

16 July 2018	Dark Sky Society re. Martinborough Square
25 July 2018	Infrastructure and Planning – Lisa Away
7 August	MCB workshop

## 2. Current Community Board Projects

A record of Martinborough Community Board projects with target dates and the responsible member or SWDC if the action currently lies with Council.

- June 2017 – SWDC Pain Farm Lease *Lisa requested update on 6<sup>th</sup> April*
- Nov 2017 – SWDC - Installation of Pergola from the Playground at the Pool
- Dec 2017 – SWDC – Martinborough Square Cenotaph repairs, first raised in May 2015.
- Q1 2018 – SWDC report. Resolve parking issues around the School on Dublin and Roberts Street.
- Q1 2018 – MCB - to progress Martinborough Square Development Plan, Price circular seating and request funding in the LTP. *Pricing received, Square Dev Plan to be discussed at and MCB workshop in August.*
- March 2018 – SWDC Consultation with Residents on naming of Dublin Street West and New York Street West
- Q2 2018 – SWDC – 3 year footpath priorities. Footpath Condition Report needed from SWDC to allow MCB to set priorities
- June 2018 – MCB – Consider a Beautiful Towns and Cities Awards nomination – Recommend that we don't take part this year, but look again next year when Waihinga Centre completed
- Nov 2018 – MR - Poppy Road Signs Project
- Dec 2018 – MCB & MADCAPs – Martinborough Christmas Celebrations – Lisa has developed a Community Survey which is being promoted at the moment
- Ongoing – PC - Bus Shelter beautification
- Ongoing – VR – Facebook
- Ongoing – LC/VR - LTP
- Ongoing – MCB - Advocacy: Public Recycling Bins, Rubbish Collection Days, District Plan review, Speed Limits and Road Safety on Tourism routes
- Ongoing – LC - Community Engagement

## Completed Projects/Initiatives

- School Zone 40km speed signs
- Bike Stands (in association with Lionesses)
- WW1 Commemorations – Photo Exhibition in the Square
- Power Box in Martinborough Square painted with an ANZAC Poppy design
- Beautification Funds allocated to provide a public drinking fountain and bottle filler in the Waihinga Park
- Considine Park Committee formed and first meeting held March 13th
- Appointment of a youth representative to MCB
- Basketball Nets for the court at the Martinborough Playground
- Facilitating the possible use of Considine Park for cricket
- Purchase of new pool play equipment and sale of slide to Greytown MCB
- Town Banners hung

*Recommendation: Receive the information and make updates as necessary.*

### **3. 2018\_19 Budget**

Draft attached.

*Recommendation: Receive the draft budget, discuss any changes.*

### **4. Christmas Parade Survey**

Survey results are attached.

*Recommended resolution: Receive the results and discuss next steps.*

## MCB Budget July 2018 to June 2019

### INCOME

Carried Forward	6,623.32	This will change as YE financials are completed
Annual Plan	26,868.00	tbc
<b>TOTAL INCOME</b>	<b>33,491.32</b>	

### EXPENDITURE

<b>Members Salaries</b>	<b>15,914.00</b>	tbc
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#### General Expenses

Community Board Levy	216.67
Youth Rep meeting attendance	400.00
<b>Total General Expenses</b>	<b>616.67</b>

#### Strategic Objectives

##### 1. An Engaged, Involved Community

Fireworks	542.00	\$500 plus estimated \$42 SWDC fees
Matherapa	300.00	
Community Engagement	500.00	bfwd from 2017_18
Youth Initiatives	0.00	Can be funded via Grants / Financial Assistance

##### 2. A Well Connected, Liveable and Accessible District

0.00 No budget allocated

##### 3. A Vibrant Martinborough Town Centre

Waihinga Park and Playground		
Basketball back boards and posts	500.00	bfwd from 2017_18
Christmas		
Christmas Parade funding including fees	2,000.00	tbc with MADCAPs

##### 4. Ensuring the best deal for local decision-making

0.00 No budget required

##### 5. Ensure that Pain Farm continues to be managed in the spirit of the original bequest

0.00 No budget required

##### 6. A Sustainable District

0.00 Can be funded via Grants / Financial Assistance

##### 7. A professional and well respected Community Board

CB conference attendance for one delegate	1,500.00	Estimate, SWDC also pays for one (tbc)
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<b>TOTAL STRATEGIC OBJECTIVES</b>	<b>5,342.00</b>	
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#### Financial Assistance

Nov Grants Pool	5,000.00
May Grants Pool	5,000.00
<b>Total Financial Assistance</b>	<b>10,000.00</b>

<b>TOTAL EXPENDITURE</b>	<b>31,872.67</b>
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<b>BUDGETTED SURPLUS/(DEFICIT)</b>	<b>1,618.65</b>
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#### Town Beautification

Martinborough Beautification Budget cfwd	0.00	
Martinborough Beautification Budget 2018/19	10,000.00	tbc
<b>Budget</b>	<b>10,000.00</b>	

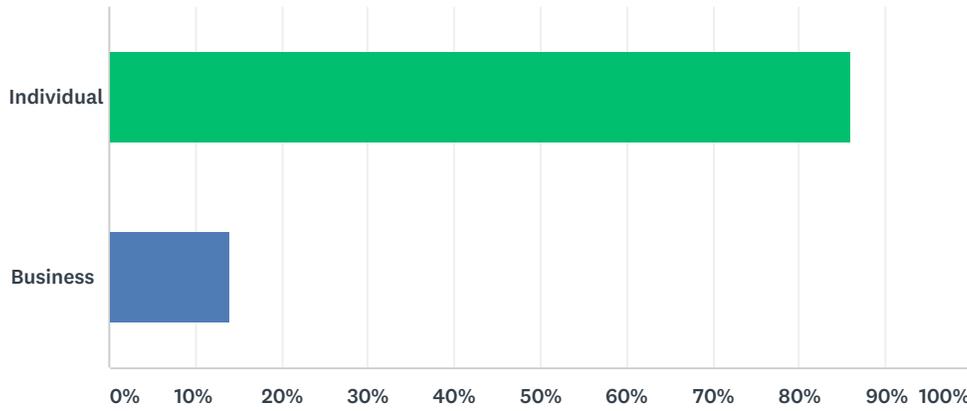
#### Less Commitments:

Waihinga Park Water Fountain	2,760.50
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<b>Balance</b>	<b>7,239.50</b>	Suggest balance could be applied to Square Dev
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# Q1 Are you answering this survey as a Business or Individual

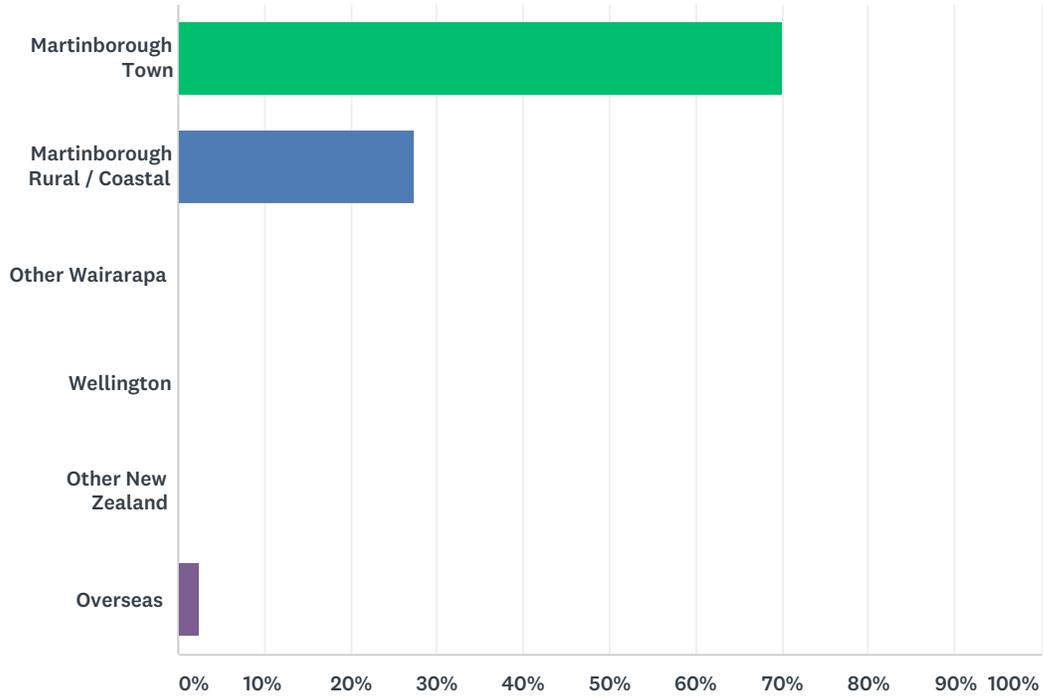
Answered: 50 Skipped: 0



ANSWER CHOICES	RESPONSES	
Individual	86.00%	43
Business	14.00%	7
TOTAL		50

## Q2 Where do you live?

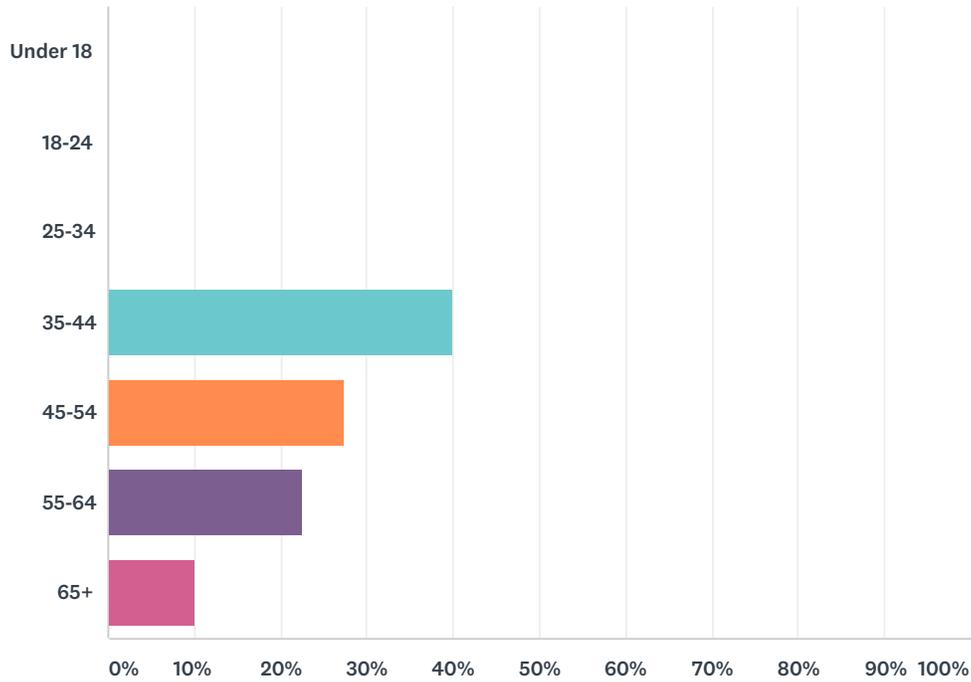
Answered: 40 Skipped: 10



ANSWER CHOICES	RESPONSES	
Martinborough Town	70.00%	28
Martinborough Rural / Coastal	27.50%	11
Other Wairarapa	0.00%	0
Wellington	0.00%	0
Other New Zealand	0.00%	0
Overseas	2.50%	1
<b>TOTAL</b>		<b>40</b>

### Q3 How old are you?

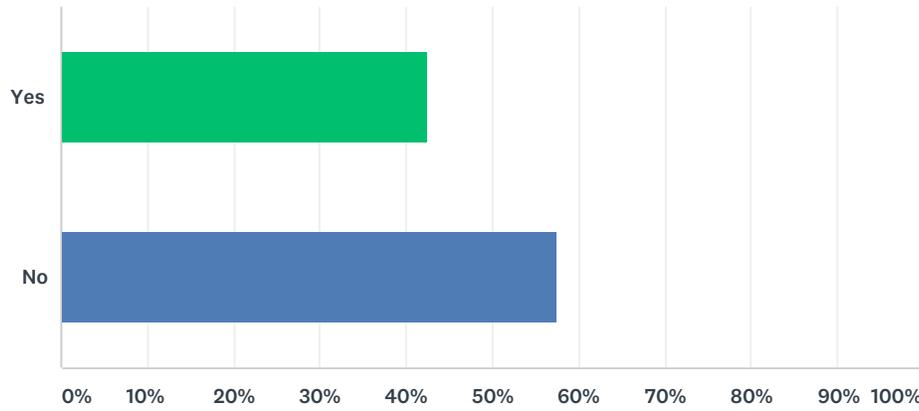
Answered: 40 Skipped: 10



ANSWER CHOICES	RESPONSES
Under 18	0.00% 0
18-24	0.00% 0
25-34	0.00% 0
35-44	40.00% 16
45-54	27.50% 11
55-64	22.50% 9
65+	10.00% 4
<b>TOTAL</b>	<b>40</b>

### Q4 Are there children under 18 in your household

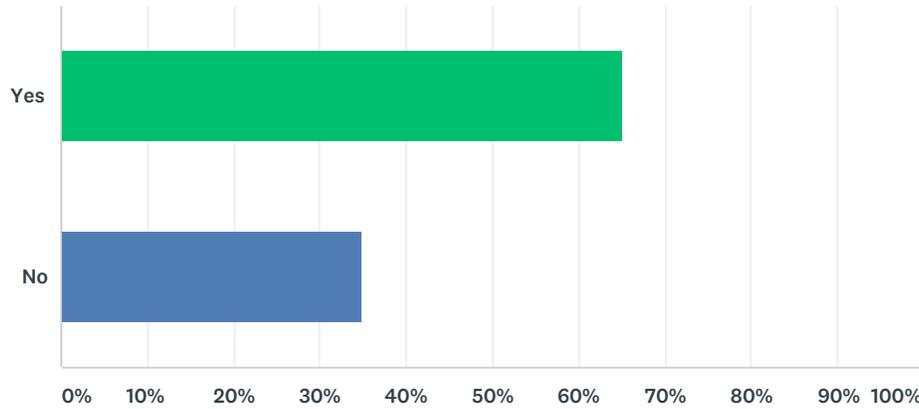
Answered: 40 Skipped: 10



ANSWER CHOICES	RESPONSES	
Yes	42.50%	17
No	57.50%	23
TOTAL		40

## Q5 Did you attend the Martinborough Christmas Parade and Carols in the Square in 2017

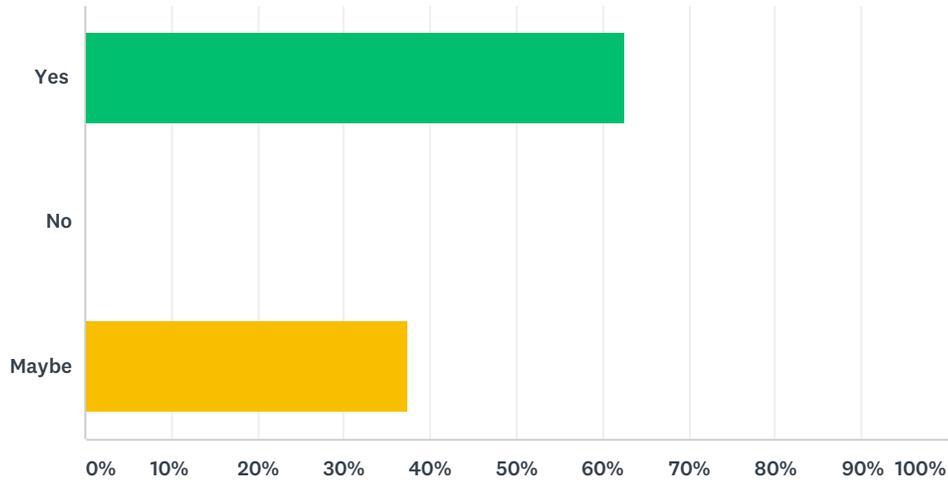
Answered: 40 Skipped: 10



ANSWER CHOICES	RESPONSES	
Yes	65.00%	26
No	35.00%	14
TOTAL		40

## Q6 Are you intending to attend the Martinborough Christmas event this year (2018)?

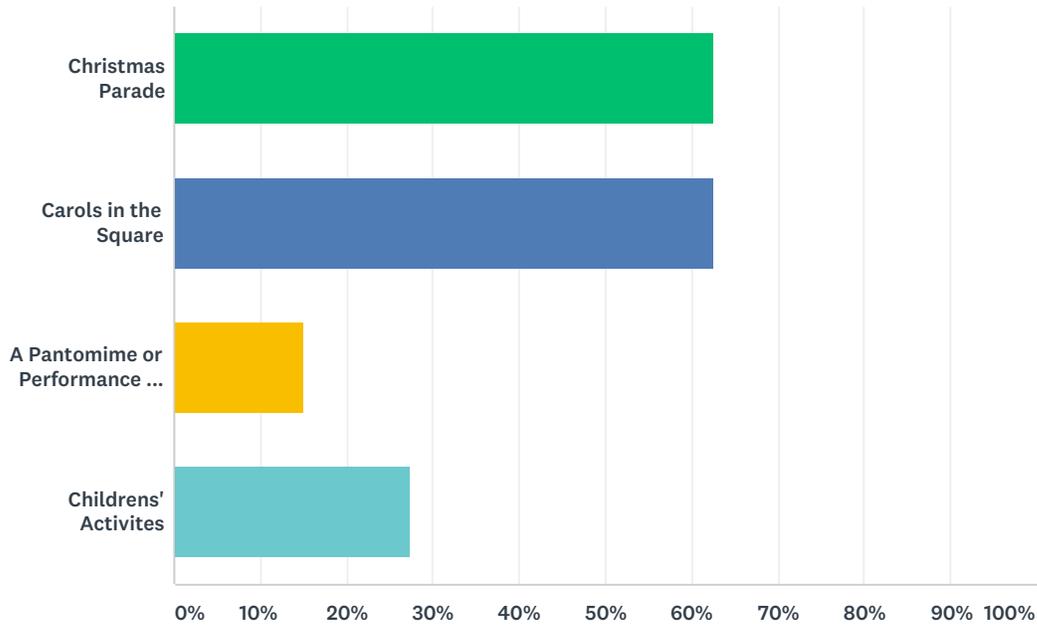
Answered: 40 Skipped: 10



ANSWER CHOICES	RESPONSES	
Yes	62.50%	25
No	0.00%	0
Maybe	37.50%	15
<b>TOTAL</b>		<b>40</b>

# Q7 What would you most enjoy at a Martinborough Christmas Event

Answered: 40 Skipped: 10



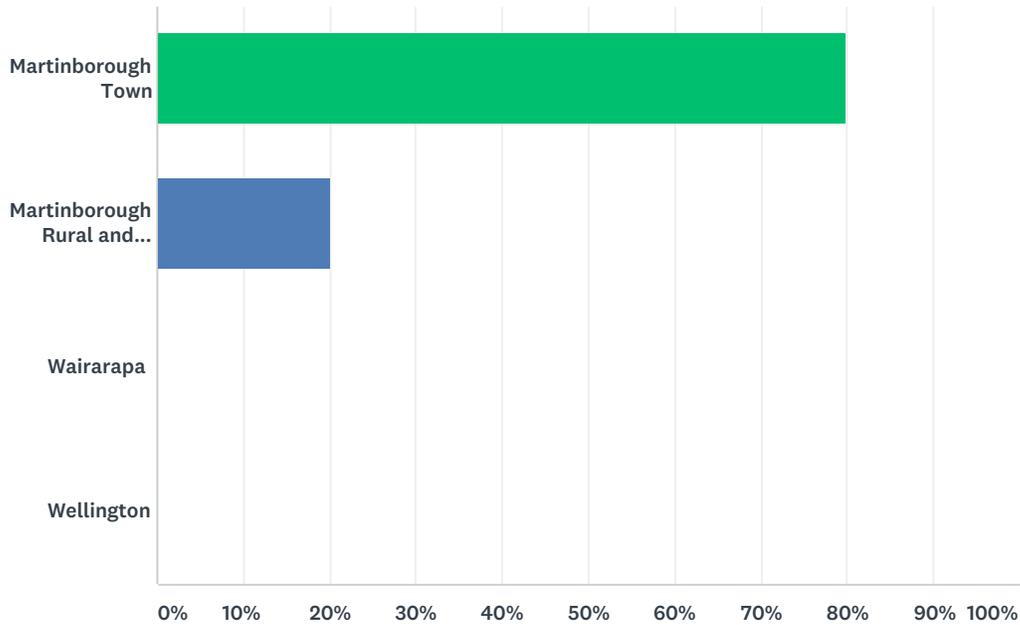
ANSWER CHOICES	RESPONSES	
Christmas Parade	62.50%	25
Carols in the Square	62.50%	25
A Pantomime or Performance in the Town Hall	15.00%	6
Childrens' Activites	27.50%	11
Total Respondents: 40		

**Q8 Do you have any other ideas or comments you would like to share with us to improve our Martinborough Christmas celebrations?**

Answered: 16 Skipped: 34

### Q9 Where is your Business based

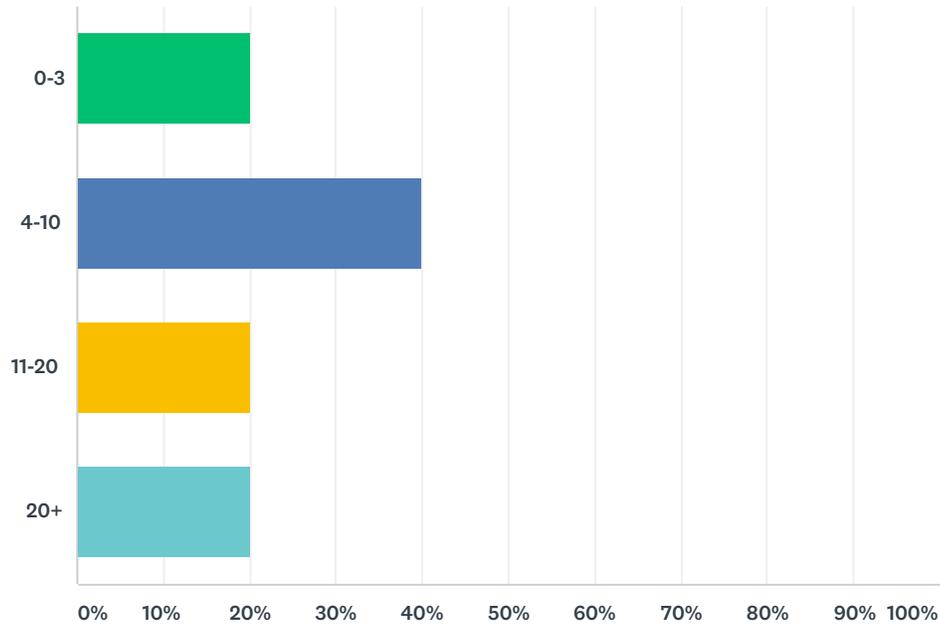
Answered: 5 Skipped: 45



ANSWER CHOICES	RESPONSES	
Martinborough Town	80.00%	4
Martinborough Rural and Coastal	20.00%	1
Wairarapa	0.00%	0
Wellington	0.00%	0
TOTAL		5

## Q10 How many people do you employ?

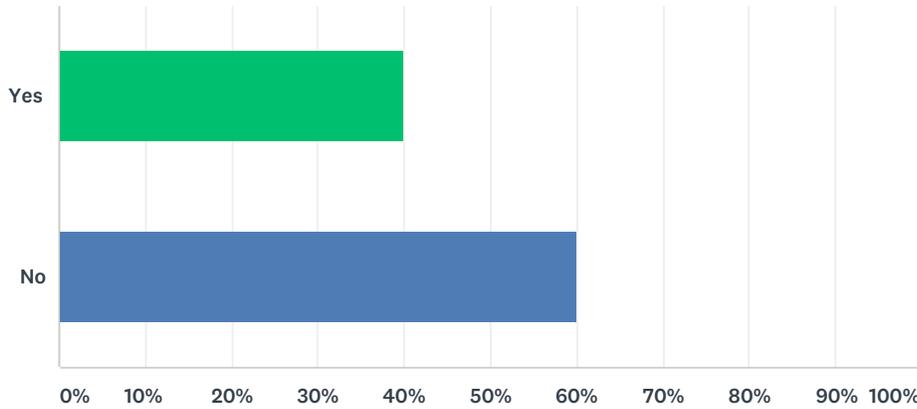
Answered: 5 Skipped: 45



ANSWER CHOICES	RESPONSES	
0-3	20.00%	1
4-10	40.00%	2
11-20	20.00%	1
20+	20.00%	1
TOTAL		5

### Q11 Have you previously entered a float or taken part in the Martinborough Christmas Parade as a business?

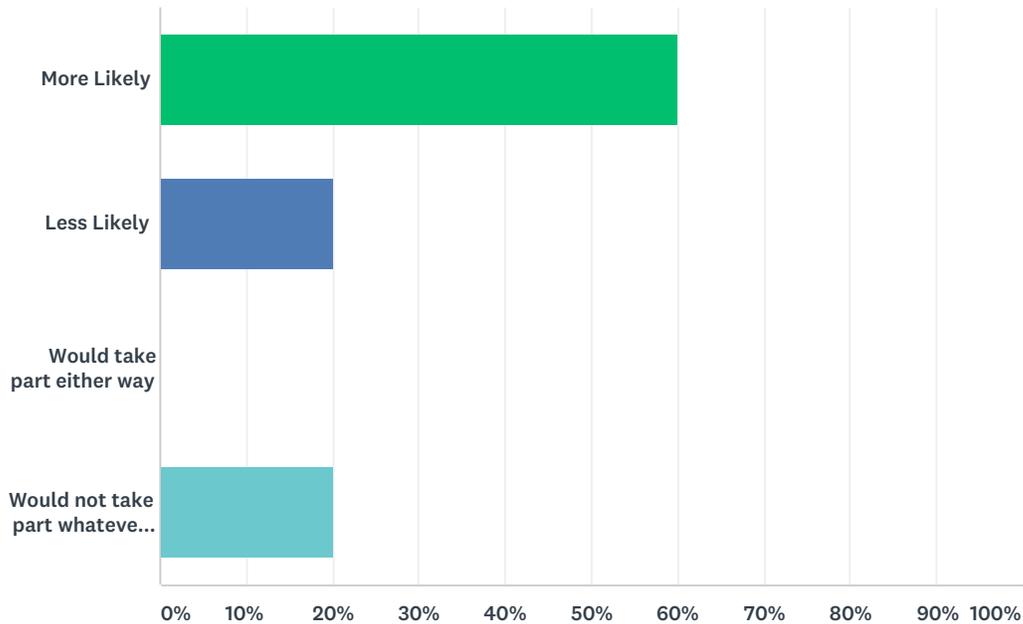
Answered: 5 Skipped: 45



ANSWER CHOICES	RESPONSES	
Yes	40.00%	2
No	60.00%	3
TOTAL		5

### Q12 The Martinborough Christmas Parade usually takes place the weekend before Christmas. Would you be more or less likely to take part in the parade if it was held earlier?

Answered: 5 Skipped: 45



ANSWER CHOICES	RESPONSES	
More Likely	60.00%	3
Less Likely	20.00%	1
Would take part either way	0.00%	0
Would not take part whatever the date	20.00%	1
TOTAL		5

**Q13 What factors, other than the date, would influence your business to take part in our Christmas Parade and wider celebrations?**

Answered: 4 Skipped: 46

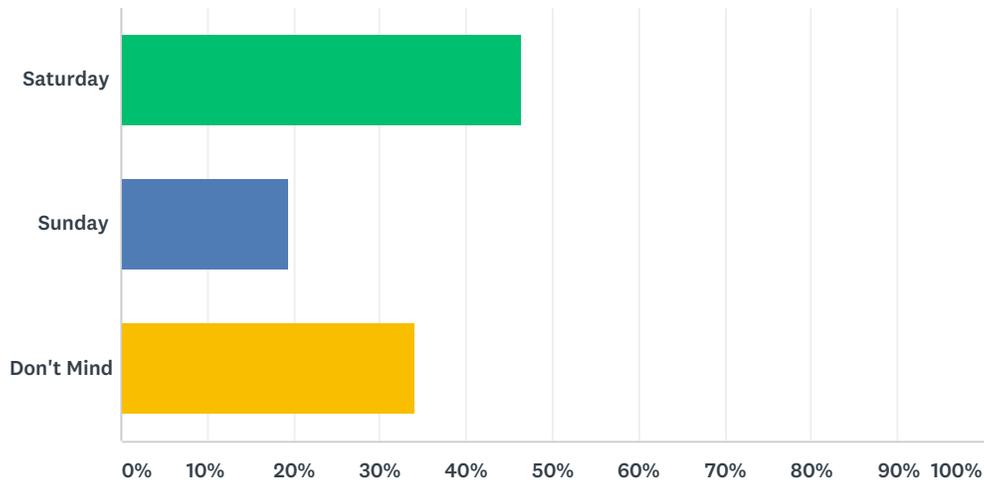
**Q14 If your business would be interested in helping with or providing sponsorship for the Martinborough Christmas Celebrations please let us have your contact details here:**

Answered: 3 Skipped: 47

ANSWER CHOICES	RESPONSES	
Business Name	100.00%	3
Contact Name	100.00%	3
Contact Telephone	100.00%	3
Contact Email	100.00%	3

### Q15 Which day of the weekend should a Martinborough Christmas event be held?

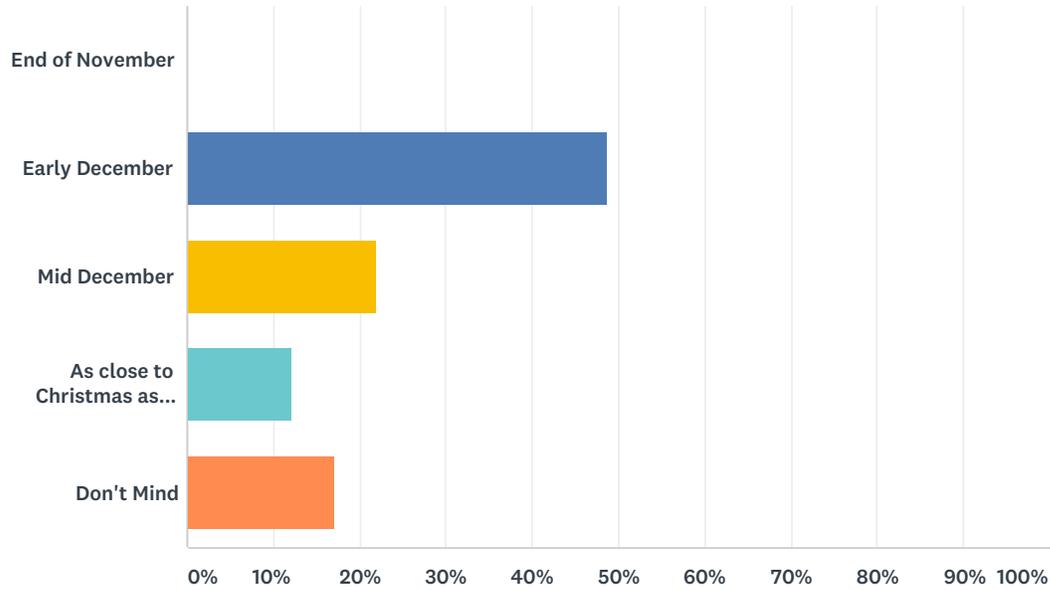
Answered: 41 Skipped: 9



ANSWER CHOICES	RESPONSES	
Saturday	46.34%	19
Sunday	19.51%	8
Don't Mind	34.15%	14
<b>TOTAL</b>		<b>41</b>

# Q16 Do you have a preference of dates for a Martinborough Christmas Event

Answered: 41 Skipped: 9



ANSWER CHOICES	RESPONSES
End of November	0.00% 0
Early December	48.78% 20
Mid December	21.95% 9
As close to Christmas as possible	12.20% 5
Don't Mind	17.07% 7
<b>TOTAL</b>	<b>41</b>

22 June 2018

8327  
The Chair  
Martinborough Community Board  
C/- SOUTH WAIRARAPA DISTRICT COUNCIL  
PO Box 6  
Martinborough 5741

Dear Board Members,

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

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

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

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

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

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

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



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

Thank you,



Kevin Tso  
Chief Executive

7454-153



*Hear our*  
**VOICE!**

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



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

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

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

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

Wherever we are needed we'll be there

**SALLY**

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

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

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

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

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

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

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



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

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

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

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

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

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

I just couldn't cope, I'd shut off."

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

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

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





## From Kevin's desk

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

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

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

That's where Victim Support comes in.

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

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

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

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

This is the work we do. Every single day.

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

## Volunteer DONNE KNOEF

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

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

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

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

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

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

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

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



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

to help themselves, until they can help themselves."

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

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

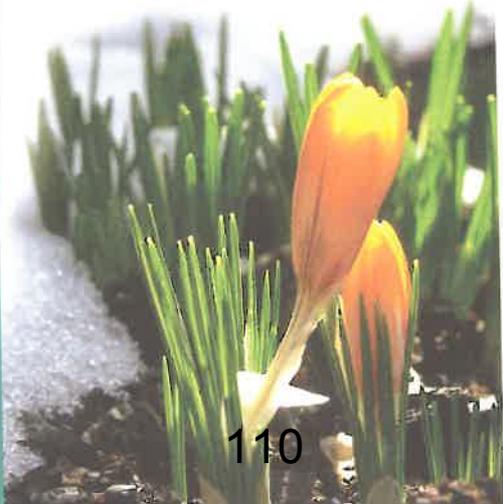
With the vast area she covers, a callout may mean hours away from home.

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

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

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

**Want to make a difference in someone's life?  
Call now to volunteer  
0800 865 868**



## ADRIAN AND SHERYL

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

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

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

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

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

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

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

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

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

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

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

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



"For me, they were the lifeline."

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

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

time away from home, time away from our grandson and it's unbelievably stressful," he says.

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

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

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

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

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

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

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

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



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

# CHARLOTTE

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

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

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

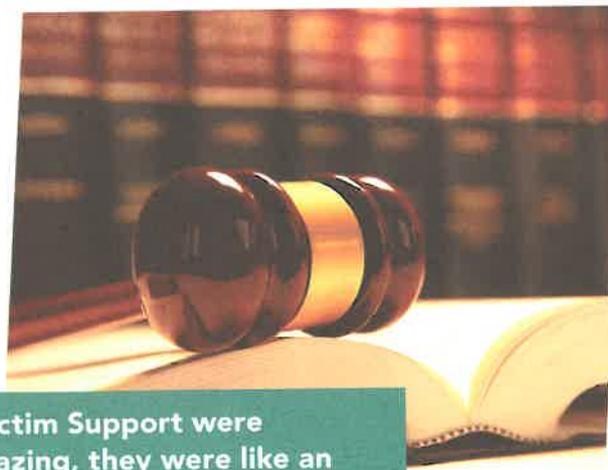
At 15 she found the courage to speak up, to say what he'd been doing to her and her sisters, and the offending stopped.

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

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

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

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



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

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

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

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

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

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

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

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



## THANK YOU BayTrust!

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

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

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

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

Thank you BayTrust!



(Tear here)

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

Mr  Mrs  Miss  Ms  Other

Name

Postal address

Postcode

Phone

Email

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

Donate via internet banking to: **BNZ 020500 0493163 00**

Please ensure that you use your details as reference along with the code NL0618, so that we may acknowledge your gift.

Value of donation  \$25  \$50  \$100  Other \$ \_\_\_\_\_

Gifts over \$5 are tax deductible.

**Cheque** Made payable to Victim Support.

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

Mastercard

Visa

Amex

Name of cardholder

Card Number

Expiry date

Signature

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

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

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

112

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

## Martinborough Community Board

Chair: Lisa Cornelissen  
10 Dublin Street West  
Martinborough 5711  
028 2553 4857



28 June 2018

Yvonne Way  
Wings over Wairarapa  
[info@wings.org.nz](mailto:info@wings.org.nz)

Dear Yvonne

### **WINGS OVER WAIRARAPA**

The Martinborough Community Board considered your invitation to work together to engage locals and visitors to promote the Wings Over Wairarapa event at their meeting on the 11 June 2018.

The Board have agreed that they are not a promotional body and believe that the Martinborough Business Association could be the more appropriate Martinborough group for you to work with.

The Board does not want to be seen to be supporting one event over another and although the event could have indirect benefit for Martinborough, members did not feel it was appropriate to actively promote a Masterton based event.

You can contact the Association as follows:

**Sarah Brass, Secretary**  
**Martinborough Business Association**  
PO Box 234, Martinborough 5741  
**email** [info@martinboroughnz.com](mailto:info@martinboroughnz.com)  
**website** [www.martinboroughnz.com](http://www.martinboroughnz.com)  
**facebook** [martinborough-business-association](https://www.facebook.com/martinborough-business-association)

The Community Board wishes you well in your event preparation and we will keep our fingers crossed for fine weather for the weekend of 22-24 February 2019.

Yours sincerely

Vicky Read  
Martinborough Community Board Deputy Chair  
[martinboroughlisa@cornelissen.co.nz](mailto:martinboroughlisa@cornelissen.co.nz)

11<sup>th</sup> June 2018

Mr M Woolley  
Martinborough Mens Shed  
Cork Street  
MARTINBOROUGH 5711

Dear Mike

On behalf of the Martinborough Community Board I would like to thank you and your members for the wonderful work you did in framing the photos for our ANZAC display in the Square.

I would also like to thank Derek, Ian, Adrian, Griff & Ted for helping to set the display up in the Square – we certainly could not have done this without them.

The feedback and the interest generated by these, along with the white crosses, helped to make this a special ANZAC day.

In appreciation of your assistance, the Community Board have donated the Mens Shed \$300. Council has your account number on file and the payment will be made straight to your account at their earliest opportunity.

Kindest regards

Pam Colenso  
Member  
Martinborough Community Board.