

# SOUTH WAIRARAPA DISTRICT COUNCIL

26 JUNE 2019

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## AGENDA ITEM D2

### ACTION ITEMS REPORT

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#### **Purpose of Report**

To present the Council with updates on actions and resolutions.

#### **Recommendations**

Officers recommend that the Council:

1. *Receive the District Council Action Items Report.*

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

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

If the action has been completed between meetings it will be shown as 'actioned' for one meeting and then will remain in a master register but no longer reported on. Procedural resolutions are not reported on.

There have been a number of actions raised at Council that have now been transferred to either the Planning and Regulatory or the Assets and Services Committee.

#### **2. Appendices**

Appendix 1 - Action Items to 26 June 2019

Contact Officer: Suzanne Clark, Committee Advisor

Reviewed By: Harry Wilson, Chief Executive

# **Appendix 1 – Action Items to 26 June 2019**

Ref #	Raised Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
80	20-Feb-19	Resolution	Russell	COUNCIL RESOLVED (DC2018/14): 1. To receive the Proposed New Dog Pound Facility Report. (Moved Cr Maynard/Seconded Cr Olds) Carried 2. To defer a decision on the report until further research on a joint council pound can be discussed with Carterton District Council. (Moved Cr Olds/Seconded Cr Craig) Carried	Actioned	Mtg held in March with Carterton DC CE /Manager and commitment given to investigating new combined CDC/SWDC pound proposal. Carterton consultant to research combined facility proposal/location and costing, and new report to be compiled. 17/6/19: Report prepared for P&R 19 June.
85	20-Feb-19	Resolution	Jennie	COUNCIL RESOLVED (DC2019/19): 1. To receive the Community Housing Policy E400 Report. 2. To approve the Community Housing Policy E400. 3. To agree that the next review date should be February 2022. 4. To change the name of the policy to 'Housing for Seniors Policy'. (Moved Cr Wright/Seconded Cr Colenso) Carried	Actioned	
86	20-Feb-19	Resolution	Jennie	COUNCIL RESOLVED (DC2019/20): 1. To receive the Infrastructure Deposit Policy C500 Review Report. 2. To approve the amendments to the Infrastructure Deposit Policy C500. 3. To agree the next review date should be January 2022. (Moved Cr Jephson/Seconded Cr Craig) Carried	Actioned	
214	17-Apr-19	Resolution	Harry	COUNCIL RESOLVED (DC2019/66): 1. To receive the Wellington Water Shareholding Report. (Moved Mayor Napier/Seconded Cr Jephson)	Actioned	

Ref #	Raised Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
				<p>Carried</p> <p>2. To agree to become a shareholder of Wellington Water. (Moved Cr Vickery/Seconded Cr Craig) Carried Cr Maynard voted against the motion. Cr Carter voted against the motion. Cr Gray voted against the motion.</p> <p>3. To not ratify the recommendation from the Hearings Committee 27 March 2019. (Moved Cr Olds/Seconded Cr Wright) Carried Cr Maynard voted against the motion. Cr Carter voted against the motion. Cr Gray voted against the motion.</p>		
270	24-Apr-19	Resolution	Mark	<p>COUNCIL RESOLVED (DC2019/75)</p> <p>1. To receive the proposal to temporarily chlorinate the Martinborough water supply report. (Moved Mayor Napier/Seconded Cr Olds) Carried</p> <p>2. That officers complete their investigation of the impact of chlorination on the vineyards and breweries in Martinborough and actions are undertaken by 13 May 2019 to ensure chlorination does not adversely impact the products from these businesses. (Moved Cr Craig/Seconded Cr Jephson) Carried</p> <p>3. That officers arrange temporary chlorination as soon as possible after recommendation two has been completed with a view to removing the boil water notice as soon as possible. (Moved Cr Vickery/Seconded Cr Olds) Carried</p>	Actioned	Chlorination report to the June A&S meeting, temp chlorination done. 17/06/19 Goes to the next A&S meeting
271	24-Apr-19	Resolution	Mark	Liaise with residents on dialysis machines and to ensure they are aware of the temporary chlorination decision	Actioned	Contacted RPH for records of hemodialysis patients. None known in Martinborough.

Ref #	Raised Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
302	15-May-19	Resolution	Jennie	<p>COUNCIL RESOLVED (DC2019/84):</p> <p>1. To receive the Application for Grant Funding Report. (Moved Mayor Napier/Seconded Cr Colenso) Carried</p> <p>2. To grant House of Science \$5,000 to assist in the provision of science resources and programmes to primary and intermediate schools. (Moved Cr Craig/Seconded Cr Jephson) Carried</p>	Actioned	10/6/19: Applicant advised of process to claim grant
304	15-May-19	Resolution	Russell	<p>COUNCIL RESOLVED (DC2019/86):</p> <p>1. To receive the Proposed New Dog Control Fees Report. (Moved Cr Maynard/Seconded Cr Colenso) Carried</p> <p>2. To approve the proposed dog control fees for the 2019/2020 financial year.</p> <p>3. To give notice of fees for registration of dogs by public notification no less than one month prior to the new fees taking effect. (Moved Cr Olds/Seconded Cr Jephson) Carried</p>	Actioned	17/6/19: Invoices released

Ref #	Raised Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
359	30-May-19	Resolution	Jennie	<p>COUNCIL RESOLVED (DC2019/104):</p> <ol style="list-style-type: none"> <li>1. To receive the appointment of CEO report.</li> <li>2. To confirm Council resolution DC2019/39 from the Council meeting on 18 March 2019 that Ms Jennie Mitchell is the acting Chief Executive Officer of the Council, with all the requisite delegations of the Chief Executive Officer, until 4 June 2019.</li> <li>3. To formally recognise the excellence of Jennie Mitchell while in the role of acting Chief Executive.</li> <li>4. To appoint Mr Harry Wilson as Chief Executive Officer, commencing 4 June 2019 with all the requisite delegations of the Chief Executive Officer.</li> <li>5. To agree a total remuneration package of \$250,000 p.a. including Kiwisaver.</li> <li>6. To note that the appointment is for a term of five years.</li> <li>7. To note that Council will enter into a performance agreement with Mr Harry Wilson.</li> <li>8. To note that the Chief Executive Officer Review Committee will establish the performance agreement as per the Terms of Reference for the Chief Executive Review Committee.</li> </ol> <p>(Moved Mayor Napier/Seconded Cr Wright) Carried</p>	Actioned	
102	20-Feb-19	Action	Jennie	Amend paragraph 3.2 of the Infrastructure Deposits Policy to show that a 'full' refund of the deposit may not be provided should the footpath and road crossings not be satisfactorily reinstated	Actioned	
272	24-Apr-19	Resolution	Jennie	Review whether carbon filters suitable for wineries could be purchased via Wellington Water, and whether interest free terms can be arranged	Actioned	Agreed we would not purchase filters for wineries, they needed to access their own to ensure they were fit for purpose for their site.

Ref #	Raised Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
305	15-May-19	Resolution	Jennie	<p>COUNCIL RESOLVED (DC2019/87):</p> <ol style="list-style-type: none"> <li>1. To receive the Joining the Local Government Funding Agency as a Guarantor Report.</li> <li>2. To note the content of the report.</li> <li>3. To confirm Council's intention to join LGFA as a guarantor (noting it has already acceded as a borrower in 2016) as per Council's 3 April 2019 resolution (DC2019/47).</li> <li>4. To delegate authority to the Acting Chief Executive to execute the following documents for the purposes of recommendation '3' above: <ol style="list-style-type: none"> <li>a. Security Stock Certificate (in relation to the Equity Commitment Deed);</li> <li>b. Security Stock Certificate (in relation to the Guarantee);</li> <li>c. Stock Issuance Certificate;</li> <li>d. Section 118 Chief Executive Certificate; and</li> <li>e. Officer's Certificate.</li> </ol> </li> <li>5. To authorise any two of the Council's elected members to execute the following deeds for the purposes of recommendation '3' above: <ol style="list-style-type: none"> <li>a. Accession Deed; and</li> <li>b. Accession Deed to Guarantee and Indemnity.</li> </ol> </li> <li>6. To delegate to the Acting Chief Executive to execute such other documents and take such other steps on behalf of Council as the Chief Executive considers it is necessary or desirable to execute or take to give effect to recommendation '3' above.</li> <li>7. To approve the amendments to the Investment Policy as shown in Appendix 1.</li> <li>8. To approve the amendments to the Liability Management Policy as shown in Appendix 1.</li> </ol>	Actioned	

Ref #	Raised Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
				(Moved Cr Wright/Seconded Cr Jephson) Carried		
306	15-May-19	Resolution	Jennie	COUNCIL RESOLVED (DC2019/88): 1. To receive the Positive Ageing Strategy Report. 2. To adopt the Draft Positive Ageing Strategy with amendments as discussed. (Moved Cr Craig/Seconded Cr Colenso) Carried	Actioned	
312	15-May-19	Resolution	Mayor Napier	COUNCIL RESOLVED (DC2019/94): 1. To receive the Mayor's Report. 2. (Moved Mayor Napier/Seconded Cr Olds) Carried 3. That Council confirms the offering of Chief Executive to Harry Wilson and notes that he has accepted the role. (Moved Cr Wright/Seconded Mayor Napier) Carried 4. To approve the attendance of Cr Olds and Cr Carter at the LGNZ Conference in Wellington, on the proviso that Cr Carter can attend the entire conference. If Cr Carter is unable to attend, then Cr Colenso will attend. (Moved Cr Jephson/Seconded Cr Craig) Carried 5. To note the proposed amendments to the LGNZ rules and agree to discuss and consider the rule changes at a workshop of councillors prior to the June Council meeting. (Moved Mayor Napier/Seconded Cr Maynard) Carried	Actioned	Mayor following up Crs for responses to LGNZ remits.
318	15-May-19	Action	Jennie	Check that the public good component of funding dog regulation comes from both urban and rural ratepayers	Actioned	This is 100% funded by Rural ratepayers
319	15-May-19	Action	Jennie	Correct the consultation periods shown in paragraph 6.2 of the Positive Ageing Strategy	Actioned	Correction has been noted and will be completed when the final proof is undertaken.



Ref #	Raised Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
320	15-May-19	Action	Jennie	Work with the Martinborough wineries to see if agreement can be reached on a joint statement on the chlorination issue	Actioned	Not considered appropriate at this time.
360	30-May-19	Action	Jennie	Review whether the Zero-waste Coordinator is still funded via the waste minimisation levy	Actioned	(AP Action/Project) Yes this is funded from the waste minimisation levy
364	30-May-19	Action	Jennie	Share the CAPEX spreadsheets with councillors	Actioned	(AP Action/Project)
365	30-May-19	Action	Jennie	Increase the funding allocated in the Annual Plan for building a new dog pound	Actioned	(AP Action/Project)
369	30-May-19	Action	Jennie	Include in future annual plan documentation more information about UAGC funding and include an extra column in the Revenue and Financing Policy table spreadsheet for this purpose	Actioned	(AP Action/Project) Moved to long term project sheet
746	21-Nov-18	Resolution	Mark	COUNCIL RESOLVED (DC2018/166) 1. To receive the Featherston Wastewater Short Term Consent Report. (Moved Cr Jephson/Seconded Cr Colenso) Carried 2. To lodge a consent application to enable discharge of treated wastewater to the southern block of the Featherston land. 3. To note that this is unplanned expenditure, and that expenditure can be taken from within existing budgets, and that there will probably be some savings in construction costs. (Moved Cr Craig/Seconded Cr Olds) Carried	Open	Resubmission planned by April after discussions with GWRC 17/06/19 The main consent has been deferred - likely to be Sept 19
839	12-Dec-18	Resolution	Mark	COUNCIL RESOLVED (DC2018/179): 1. To receive the correction of the spelling of two Road Names in the South Wairarapa District Report. (Moved Cr Maynard/Seconded Cr Craig) Carried 2. To approve the correction of the names Pah Road (to Pā Road) and Hinakura Road (to Hinekura Road).	Open	Council report on the two names in early December, road name signs to be changed May 2019, residents of Pā Road to be advised. 18/6/19: GM changed to Mark. MSC advised that only 1 of the Pā Rd signs has been updated.

Ref #	Raised Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
				(Moved Cr Maynard/Secoded Cr Olds) Carried		
103	20-Feb-19	Action	Jennie	Discuss the residents survey results at an upcoming Annual Plan Working Party meeting	Open	19/6/2019 Agreed with CEO and Mayor we would workshop before next survey on new questions to be asked in next survey.
315	15-May-19	Action	Mark	If the Featherston Wastewater hearing is deferred, organise a further set of wastewater workshops for councillors and the community to gain clarity on the proposal, ensuring there is time in the councillor workshop for councillors to work through all issues	Open	This is being worked through with WWL comms and the new CEO as to comms 17/06/19 The new project manager has be appointed.
316	15-May-19	Action	Mark	Prepare advice on what the consequences and costs are of the options of a. going to the wastewater hearing at the scheduled time, b. deferring the hearing, c. withdrawing the application	Open	Hearing deferred, a) N/A, b) estimate for additional monitoring - \$40k bore, \$40k sampling costs, \$25k consultancy, c) unknown.
317	15-May-19	Action	Cr Jephson	Take Extinction Rebellion's request for Council to declare a climate and ecological emergency in the Wairarapa region to the Wellington Region Climate Change Working Group	Open	
321	15-May-19	Action	Mark	Provide a continuing update to Council on action of the Lutra recommendations	Open	Will be continued on going. All actions from report have been dealt with 17/06/19 Update goes to the A&S meeting (24/07/19).
361	30-May-19	Action	Jennie	Investigate what funding SWDC have made to Wairarapa Water to date	Open	(AP Action/Project)
363	30-May-19	Action	Jennie	Show grant funding for two years prior to the current years request for the 20/21 grant funding round	Open	(AP Action/Project)
366	30-May-19	Action	Harry	Work towards releasing the Health and Safety Guidelines for Volunteers to the community	Open	(AP Action/Project)
367	30-May-19	Action	Mark	Remove the 30 minute parking sign from outside 18 Kitchener Street, Martinborough	Open	(AP Action/Project)
368	30-May-19	Action	Mark	If infrastructure reserve funding allows lay a footpath in Esther Street	Open	(AP Action/Project)

Ref #	Raised Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
370	30-May-19	Action	Jennie	Begin work on investigating all options for senior housing, (including any land encumbrances), so the Community Housing Working Group can consider as a potential amendment to the LTP	Open	(AP Action/Project)