

# SOUTH WAIRARAPA DISTRICT COUNCIL

8 AUGUST 2018

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## AGENDA ITEM D4

### 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.

#### **2. Appendices**

Appendix 1 - Action Items to 8 August 2018

Contact Officer: Suzanne Clark, Committee Secretary

Reviewed By: Paul Crimp, Chief Executive

# **Appendix 1 – Action Items to 8 August 2018**

Ref #	Raised Date	Action Type	Responsible Manager	Resolution Number	Action or Task details	Status	Notes
760	13-Dec-17	Resolution	Russell	DC2017/169	<p>COUNCIL RESOLVED (DC2017/169):</p> <ol style="list-style-type: none"> <li>To receive the Community Board Request to Change Street Names: New York and Dublin Streets West.</li> <li>To refer the matter back to the Martinborough Community Board and request that the Board come up with a consultation proposal which includes a question on whether residents support a change as well as street names for consideration for both New York Street West and Dublin Street West.</li> <li>Note that Council officers are to work with Martinborough Community Board to develop a consultation proposal.</li> </ol> <p>(Moved Cr Harwood/Seconded Cr Jephson) Carried</p>	Open	<p>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. 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.</p>
209	4-Apr-18	Action	Paul		Include an update from WREMO within Council officers' reports	Actioned	
287	16-May-18	Action	Jennie		Prepare a Terms of Reference for the Accommodation Working Group to include time commitments, reporting and recommendation mechanisms	Actioned	Draft with ELT to review before going to Council.
295	16-May-18	Resolution	Mark	DC2018/57	COUNCIL RESOLVED (DC2018/57) to direct the Waste Minimisation Officer to look at Wanaka Waste Busters as a good example of a recycling centre operation.	Open	

Ref #	Raised Date	Action Type	Responsible Manager	Resolution Number	Action or Task details	Status	Notes
					(Moved Cr Craig/Seconded Cr Colenso) Carried		
296	21-May-18	Resolution	Mark	DC2018/58	COUNCIL RESOLVED (DC2018/58): 1. To support the community housing rental increase of \$10 in order to maintain the housing in a habitable and comfortable standard and to meet Council's policy of them being operated on a cost neutral basis. (Moved Cr Olds/Seconded Cr Colenso) Carried	Open	Actioned in LTP
297	21-May-18	Resolution	Mark	DC2018/59	COUNCIL RESOLVED (DC2018/59): 1. To support the introduction of 240l recycling bins, an e-waste disposal facility and setup of a recycling centre subject to satisfactory arrangements with Masterton and Carterton district councils. (Moved Cr Olds/Seconded Mayor Napier) Carried 2. To support food waste collection as this could result in significant financial benefits and a reduction in carbon emissions subject to satisfactory arrangements with Masterton and Carterton district councils. (Moved Cr Craig/Seconded Cr Jephson) Carried	Open	Actioned in LTP - e-waste and 240l wheelie bins. Same options to be taken up by both CDC and MDC.
298	21-May-18	Resolution	Jennie	DC2018/60	COUNCIL RESOLVED (DC2018/60) to support the proposal (option two) of not allocating funding for a sports coordination resource. (Moved Cr Craig/Seconded Cr Carter) Carried	Actioned	
299	21-May-18	Resolution	Jennie	DC2018/61	COUNCIL RESOLVED (DC2018/61) to support the proposal (option one) of investing \$50,000 per annum over the next five years for visitor infrastructure.	Actioned	

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					(Moved Cr Olds/Seconded Cr Jephson) Carried		
300	21-May-18	Resolution	Jennie	DC2018/62	COUNCIL RESOLVED (DC2018/62) to support the proposal (option one) of granting \$75,000 per annum for grants to support youth training, development and recreational activities. (Moved Cr Jephson/Seconded Cr Craig) Carried	Actioned	Amended to \$70,000 at later meeting. See resolution in 27 June paper.
301	21-May-18	Resolution	Mark	DC2018/63	COUNCIL RESOLVED (DC2018/63) to support the proposal (option two) of status quo for water storage, but to initiate a working group or workshop to investigate and report on water storage options, including communication and education initiatives, with a view to consulting further in the 19/20 Annual Plan. (Moved Cr Wright/Seconded Cr Carter) Carried	Open	
303	21-May-18	Resolution	Jennie	DC2018/65	COUNCIL RESOLVED (DC2018/65) to support the proposal (option one) of spending \$300,000 over the next ten years for promoting and enhancing the district. (Moved Cr Maynard/Seconded Cr Colenso) Carried	Actioned	
304	29-May-18	Resolution	Jennie	DC2018/66	COUNCIL RESOLVED (DC2018/66) to agree to a cap on the Economic Cultural and Community grant funding of \$170,000. (Moved Cr Jephson/Seconded Cr Wright) Carried	Actioned	
305	29-May-18	Resolution	Mark	DC2018/67	COUNCIL RESOLVED (DC2018/67) to agree to expenditure of up to \$50,000 from Greytown development funds for development of a carpark outside the new Greytown Little Theatre building.	Actioned	Added to LTP budgets

Ref #	Raised Date	Action Type	Responsible Manager	Resolution Number	Action or Task details	Status	Notes
					(Moved Cr Olds/Seconded Cr Craig) Carried		
306	29-May-18	Resolution	Mark	DC2018/68	COUNCIL RESOLVED (DC2018/68) to agree to a feasibility study for joining the Featherston Information Centre with the Featherston Library at a cost of \$10,000. (Moved Cr Wright/Seconded Cr Jephson) Carried	Open	Added to LTP budgets
307	29-May-18	Resolution	Jennie	DC2018/69	COUNCIL RESOLVED (DC2018/69) to allocate \$20,000 to Wairarapa Water as SWDC's share of \$80,000 needed from the Wairarapa councils to keep the project going. (Moved Cr Wright/Seconded Cr Jephson) Carried	Actioned	
309	16-May-18	Action	Russell		Provide a map of Featherston showing undeveloped land that is within the urban town boundary and that could be subdivided if there was landowner desire	Open	(LTP)
310	16-May-18	Action	Jennie		Liaise with Masterton District Council and Carterton District Council to determine what waste initiatives their districts want to implement and which initiatives SWDC could implement if the other districts would not be moving forward with initiatives	Actioned	CDC and MDC both implementing e-waste and 240L wheelie bins for recycling.
311	16-May-18	Action	Mark		Provide a copy of the SWDC's draft Cycle Strategy to councillors	Actioned	
312	16-May-18	Action	Mayor Napier		Remind ratepayers via the Mayoral newsletter update to check their eligibility for a rates rebate and to apply yearly	Open	
313	16-May-18	Action	Mark		Provide an update via the Infrastructure and Planning Working Party on Council's building assets and their locations, who they are leased to, and lease income	Actioned	

Ref #	Raised Date	Action Type	Responsible Manager	Resolution Number	Action or Task details	Status	Notes
314	16-May-18	Action	Jennie		Include commentary in the 18/28 LTP that Council have noted concerns and will be looking at water conservation/storage options for consideration in future plans	Actioned	
315	16-May-18	Action	Mayor Napier		Write to Sport Wellington and express an urgency for the regional spatial plan to be finished, released and not further delayed	Open	
316	16-May-18	Action	Mark		Request that GWRC repair damage to SWDC rural unsealed roads that has been caused by logging trucks working on GWRC's behalf	Open	
317	16-May-18	Action	Mark		Undertake communications and promotions to encourage home owners to capture rain water in tanks	Open	(joint action for new commns person, I&S and P&E?)
318	16-May-18	Action	Jennie		Discuss the increase of Airbnb accommodation and appropriate rating of these properties during the rating review	Actioned	Discussed atrating review workshop 11.7.2018
319	21-May-18	Action	Jennie		Increase the Amenities CAPEX budget amount up to a total of \$21,000 (\$7,000 per town) for the purchase and installation of the FlagTrax system in each town, subject to the remaining contribution coming from each community board's town beautification budget	Actioned	
320	21-May-18	Action	Jennie		Council officers to include a paragraph in the LTP about the arts and culture projects that Council supports through its grants programme	Actioned	
321	21-May-18	Action	Paul		Release communications outlining why the community housing increase was deemed necessary	Actioned	
324	6-Jun-18	Resolution	Paul	DC2018/72	COUNCIL RESOLVED (DC2018/72): 1. To receive the Audit and Risk Working Party Recommendation. (Moved Cr Olds/Seconded Cr Colenso) Carried	Actioned	Independent reviewer appointed and report provided for review.

Ref #	Raised Date	Action Type	Responsible Manager	Resolution Number	Action or Task details	Status	Notes
					<p>2. To agree to appoint an independent person to review the officers' report and all other information received or held regarding the Featherston land. (Moved Cr Wright/Seconded Cr Maynard) Carried</p> <p>3. To delegate to the Audit and Risk Working Party the task of preparing a Terms of Reference for the independent review. (Moved Cr Craig/Seconded Cr Colenso) Carried</p> <p>4. To delegate to the Mayor and Chair of the Audit and Risk Working Party the authority to appoint a suitable independent person. (Moved Cr Olds/Seconded Cr Wright) Carried</p> <p>5. To agree to release all relevant information from public excluded meeting minutes and reports, if required, to enable the reviewer to complete their review. (Moved Cr Craig/Seconded Cr Colenso) Carried</p> <p>6. To agree to the release of certain information held in public excluded reports and minutes. (Moved Cr Olds/Seconded Cr Wright) Carried</p>		
391	27-Jun-18	Resolution	Paul	DC2018/73	<p>COUNCIL RESOLVED (DC2018/73)</p> <p>1. To receive the Featherston Town Centre Report including Mr Chris Hodson's Report. (Moved Cr Craig/Seconded Cr Colenso) Carried</p> <p>2. To record a vote of thanks to Mr Hodson for undertaking the Featherston Town Centre investigation.</p>	Actioned	

Ref #	Raised Date	Action Type	Responsible Manager	Resolution Number	Action or Task details	Status	Notes
					(Moved Cr Wright/Seconded Cr Jephson) Carried		
395	27-Jun-18	Resolution	Paul	DC2018/77	COUNCIL RESOLVED (DC2018/77): 1. That South Wairarapa District Council hold its regular ordinary Council meetings in each of the three wards. (Moved Cr Olds/Seconded Cr Colenso) Not Carried 2. That South Wairarapa District Council hold its regular ordinary Council meetings in each of the three wards by rotation. (Moved Cr Wright/Seconded Cr Craig) Carried Cr Olds voted against the motion. Cr Jephson voted against the motion. Cr Colenso voted against the motion.	Actioned	
398	27-Jun-18	Resolution	Mark	DC2018/80	COUNCIL RESOLVED (DC2018/80) 1. To receive the recommendation from the Infrastructure and Planning Working Party – Footpath Funding Report. 2. To defer the construction of new footpaths and focus on maintenance for safety purposes, pending a strategy/policy development. (Moved Cr Wright/Seconded Cr Jephson) Carried	Open	
399	27-Jun-18	Resolution	Jennie	DC2018/81	COUNCIL RESOLVED (DC2018/81): 1. To receive the information. (Moved Cr Olds/Seconded Cr Craig) Carried 2. To adopt the following policies: a. Significance and Engagement Policy, b. Revenue and Financing Policy, c. Liability Management Policy, d. Investment Policy, e. Development Contributions and Financial	Actioned	

Ref #	Raised Date	Action Type	Responsible Manager	Resolution Number	Action or Task details	Status	Notes
					<p>Contributions Policy,  f. Remission and Postponement of Rates on Maori Freehold Land Policy,  g. Remission of Rates Policy,  h. Postponement of Rates Policy,  (Moved Cr Craig/Seconded Cr Jephson)  Carried</p> <p>3. To maintain current Levels of Service.  (Moved Cr Olds/Seconded Cr Colenso)  Carried</p> <p>4. To support the proposal to prepare a spatial plan, option one, at a cost of up to \$300,000 to be funded over 10 years.  (Moved Cr Craig/Seconded Cr Jephson)  Carried</p> <p>5. To approve youth grants amounting to \$69,730 as per the attached schedule.  Note there is no contingency allowance for youth grants.  (Moved Cr Carter/Seconded Cr Ammunson) Carried</p> <p>6. To approve general grants amounting to \$151,858 as per the attached schedule.  (Moved Cr Wright/Seconded Cr Craig)  Carried</p> <p>7. To allocate reserve funds from the Greytown Restricted Reserve to fund \$20,000 for the upgrade of cricket blocks at Soldiers Memorial Park.  (Moved Cr Ammunson/Seconded Cr Maynard) Carried</p> <p>8. To allocate \$25,000 from the Greytown Restricted Reserve for a feasibility study for shared sporting facilities in Greytown.  (Moved Cr Craig/Seconded Cr Wright)  Carried</p> <p>9. To change the annual transfer to the</p>		

Ref #	Raised Date	Action Type	Responsible Manager	Resolution Number	Action or Task details	Status	Notes
					Rural Roding Reserve to \$300,000 (previously \$200,000p.a.) (Moved Cr Olds/Seconded Cr Jephson) Carried 10. To adopt the Water, Wastewater and Land Transport Asset Management Plans. (Moved Cr Olds/Seconded Cr Jephson) Carried		
400	27-Jun-18	Resolution	Jennie	DC2018/82	COUNCIL RESOLVED (DC2018/82): 1. To receive the final Long Term Plan documents and the rates resolution for the year ended 30 June 2019. (Moved Cr Craig/Seconded Cr Jephson) Carried 2. To adopt the 2018/28 Long Term Plan covering the period 1 July 2018 to 30 June 2028 in accordance with Section 93 of the Local Government Act 2002. (Moved Cr Maynard/Seconded Cr Ammunson) Carried 3. To adopt the rates resolution for the 2018/2019 year in accordance with the Local Government Rating Act 2002, including the 'Part B' notice. (Moved Cr Wright/Seconded Cr Jephson) Carried 4. To note that the fees and charges schedule for 2018/19 is included in the adopted Long Term Plan. (Moved Cr Olds/Seconded Cr Colenso) Carried	Actioned	
401	27-Jun-18	Resolution	Mark	DC2018/83	COUNCIL RESOLVED (DC2018/83): 1. To receive the Proposed Food Caravan for Ngawi Report. (Moved Cr Jephson/Seconded Cr Maynard) Carried 2. To grant permission to Rebekah Cates to	Open	

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					<p>implement her Food Caravan proposal.</p> <p>3. To instruct officers to prepare the appropriate licence to occupy.</p> <p>4. That officer's engage with the Waste Minimisation Officer in order to implement an education programme for those people with food licenses.</p> <p>5. That when the reserves management plans are reviewed, to consult with the Maori Standing Committee.</p> <p>(Moved Cr Olds/Seconded Cr Jephson) Carried</p>		
402	27-Jun-18	Resolution	Russell	DC2018/84	<p>COUNCIL RESOLVED (DC2018/84):</p> <p>1. To receive the recommendation of the Independent Hearings Commissioner on Plan Change 9 (including a notice of requirement to designate a road to provide access to the Greytown Development Area from West Street).</p> <p>(Moved Cr Colenso/Seconded Cr Craig) Carried</p> <p>2. To defer a decision on the recommendation of the Independent Hearings Commissioner until the next meeting so clarification of the recommendations can be sought.</p> <p>(Moved Cr Jephson/Seconded Cr Olds) Carried</p>	Actioned	
403	27-Jun-18	Resolution	Russell	DC2018/85	<p>COUNCIL RESOLVED (DC2018/85):</p> <p>1. To receive the Proposed District Licensing Committee Member Extension Report.</p> <p>(Moved Cr Maynard/Seconded Cr Colenso) Carried</p> <p>2. To extend the appointments for all current list members of the District Licensing Committee for a period of five</p>	Open	

Ref #	Raised Date	Action Type	Responsible Manager	Resolution Number	Action or Task details	Status	Notes
					<p>years, until 30 June 2023, subject to their agreement.  (Moved Mayor Napier/Seconded Cr Colenso) Carried</p> <p>3. That the current District Licensing Committee Chairperson (Julie Riddell) be extended for a period of five years, subject to a review after three years, and subject to her agreement.  (Moved Mayor Napier/Seconded Cr Colenso) Carried</p> <p>4. That the current District Licensing Committee Deputy Chairperson (Cr Margaret Craig) be extended until 12 October 2019 subject to her agreement.  (Moved Cr Olds/Seconded Cr Jephson) Carried</p>		
404	27-Jun-18	Resolution	Paul	DC2018/86	<p>COUNCIL RESOLVED (DC2018/86):</p> <p>1. To receive the Execution of Council Common Seal Report.</p> <p>2. To ratify the affixation of the Common Seal to the following:</p> <p>a. A lease agreement between South Wairarapa District Council and Jeniah Janet Peterson for a grazing licence for the Featherston Cemetery dated 22 January 2014 for the period 1 December 2013 to 30 November 2014.</p> <p>b. A deed of licence to occupy between South Wairarapa District Council and the Greytown Men's Shed dated 22 January 2014 for the period 1 January 2014 to 31 December 2023.</p> <p>c. A deed of lease to occupy at Papawai between South Wairarapa District Council and the Greytown Souring Centre for the period 1 August 2015 to 10 August 2050</p>	Actioned	

Ref #	Raised Date	Action Type	Responsible Manager	Resolution Number	Action or Task details	Status	Notes
					dated 19 July 2017. d. A deed of lease to occupy land at Sandy Bay between South Wairarapa District Council and Hiwi Trust for the period 1 July 2013 to 1 July 2018 dated 29 July 2013. e. A contract (C1219) for the state 2 upgrade of the Featherston Water Supply between South Wairarapa District Council and Citycare dated 6 July 2016. (Moved Cr Old/Seconded Cr Jephson) Carried		
405	27-Jun-18	Resolution	Russell	DC2018/87	COUNCIL RESOLVED (DC2018/87): 1. To receive the Naming of Two Right of Ways at Wharekauhau Report. (Moved Cr Colenso/Seconded Mayor Napier) Carried 2. To approve the name 'Goodnight Lane'. 3. To approve the name 'Lesters Lane'. (Moved Cr Olds/Seconded Cr Craig) Carried Cr Maynard voted against this motion. Cr Carter voted against this motion. Cr Ammunson voted against this motion.	Open	
406	27-Jun-18	Resolution	Mayor Napier	DC2018/88	COUNCIL RESOLVED (DC2018/88): 1. To receive the remits to be presented to Local Government New Zealand. 2. To hold a workshop to discuss the remits, and agree a position on the motion. 3. To delegate to two SWDC conference delegates to vote as appropriate at the conference. (Moved Cr Wright/Seconded Cr Carter) Carried	Actioned	
407	27-Jun-18	Resolution	Mark	DC2018/89	COUNCIL RESOLVED (DC2018/89): 1. To receive the Relocation of Bus Stop #1812 Fitzherbert Street, Featherston	Open	

Ref #	Raised Date	Action Type	Responsible Manager	Resolution Number	Action or Task details	Status	Notes
					Report. 2. To agree to relocate Bus Stop #1812 on the northern side of Fitzherbert Street, Featherston, to a location 48.5 metres east of Birdwood Street. (Moved Cr Carter/Secoded Cr Olds) Carried		
416	27-Jun-18	Action	Mayor Napier		Liaise with the Water Race Users Group chair regarding Maori representation and outcome from the governance review process	Open	
417	27-Jun-18	Action	Jennie		Write and request that GWRC review and clarify the wording of their public transport statement 'This rate funds GWRC's expenditure for the region's public transport services and transport infrastructure' as transport infrastructure is primarily funded via SWDC rates. Suggest removal of the word 'transport'	Open	Query sent to GWRC 25 July as to what funding they spend on transport in SW other than public transport.
418	27-Jun-18	Action	Paul		Write and refer Wharekaka to WREMO and suggest they request assistance with business continuity planning	Actioned	
419	27-Jun-18	Action	Paul		Provide an update on the essentials of the Local Government Act in relation to release of public excluded minutes and/or resolutions	Open	
420	27-Jun-18	Action	Paul		Invite Wharekaka rest home to participate in the Martinborough community hub exercise	Actioned	
421	27-Jun-18	Action	Paul		Investigate what Wairarapa Lifeline's guidance is available for at risk community members	Open	
422	27-Jun-18	Action	Mark		Make Cotter Street residents aware Council is gathering information on all narrow streets in Greytown in order to present a	Open	

Ref #	Raised Date	Action Type	Responsible Manager	Resolution Number	Action or Task details	Status	Notes
					complete picture and recommendations to Council		
423	27-Jun-18	Action	Paul		Provide the email referenced by Mr Hodson where Mr Darley took exception to Council's dealings with him and car parking requirements	Open	