



## **FEATHERSTON COMMUNITY BOARD**

### **Agenda**

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#### **NOTICE OF MEETING**

An ordinary meeting will be held via audio visual conference on Tuesday, 19 May 2020 starting at 7:00pm. Due to COVID-19 restrictions it is not possible for Featherston Community Board to conduct this meeting with members and the public physically present. All participating members count for the purpose of the meeting quorum in accordance with clause 25B of Schedule 7 to the Local Government Act 2002. This meeting will be recorded and made available on Council's YouTube channel via a link on our [website](#). A summary of the meeting will be made available on our website shortly following the meeting in accordance with [clause 47A of the Local Government Official Information and Meetings Act 1987](#).

#### **MEMBERSHIP OF THE COMMUNITY BOARD**

Mark Shepherd (Chair), Claire Bleakley, Cr Garrick Emms and Cr Ross Vickery.

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#### **PUBLIC BUSINESS**

##### **1. MEMBER DECLARATION**

1.1 Declaration by Sophronia Smith

**Pages 1-2**

##### **2. EXTRAORDINARY BUSINESS:**

##### **3. APOLOGIES:**

##### **4. CONFLICTS OF INTEREST:**

##### **5. ACKNOWLEDGMENTS AND TRIBUTES:**

##### **6. PUBLIC PARTICIPATION:**

6.1 Nik Rilko of Featherston Community Patrol speaking to matters of Community Safety and Crime Prevention

6.2 Paul Mason speaking to matters of a partnership with the Featherston Community Centre

**7. ACTIONS FROM PUBLIC PARTICIPATION:**

*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.*

**8. COMMUNITY BOARD MINUTES:**

- 8.1 Minutes for Approval: Featherston Community Board Minutes of 25 February 2020.

**Pages 3-6**

***Proposed Resolution:*** *That the minutes of the Featherston Community Board meeting held on 25 February 2020 be confirmed as a true and correct record.*

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

- 9.1 Featherston Community Board Extraordinary Vacancy Report  
9.2 Income and Expenditure Report  
9.3 Financial Assistance Report  
9.4 Community Funding Arrangement Report  
9.5 Community Board Terms of Reference Report

**Pages 7-13**

**Pages 14-20**

**Pages 21-23**

**Pages 24-30**

**Pages 31-46**

**10. NOTICES OF MOTION:**

- 10.1 None advised

**11. CHAIRPERSON'S REPORT:**

- 11.1 Chairperson Report (to be tabled)

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

- 12.1 Member Report from Claire Bleakley

**Page 47**

***Proposed Resolution:*** *That the member report is received.*

**13. CORRESPONDENCE:**

- 13.1 None advised



**SOUTH WAIRARAPA  
DISTRICT COUNCIL**  
*Kia Reretahi Tātau*

# DECLARATION

I, Sophronia Smith, declare that I will faithfully and impartially, and according to the best of my skill and judgment, execute and perform, in the best interests of the South Wairarapa district the powers, authorities, and duties vested in or imposed upon me as a member of the South Wairarapa District Council by virtue of the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987 (LGOIMA), or any other Act.

Dated at: Featherston, 19 May 2020

**Signature**.....

Refer to notes overleaf

## Notes on Declaration

1. This declaration is made pursuant to the Local Government Act 2002, Schedule 7, clause 14 as modified by the Epidemic Preparedness (Local Government Act 2002) Immediate Modification Order, clause 4 and while the Epidemic Preparedness (COVID-19) Notice 2020 is in force.
2. These provisions prohibit a person from acting as a member of local authority until that person had made an oral declaration as set out overleaf. As soon as is reasonably practicable after the meeting at which the person makes their oral declaration, the person must
  - a. sign a written version of the declaration; and
  - b. provide a copy of that signed version to the chief executive, for example, by emailing a scanned copy.



**Minutes – 25 February 2020**

- Present:** Mark Shepherd (Chair), Claire Bleakley, Cr Garrick Emms and Cr Ross Vickery.
- In Attendance:** Harry Wilson (Chief Executive), Mayor Alex Beijen and Steph Dorne (Committee Advisor).
- Conduct of Business:** The meeting was conducted in public in Kiwi Hall, 62 Bell Street, Featherston on 25 February 2020 between 7:00pm and 8.37pm.
- Also in Attendance:** Jane Mills (WREMO)

**1. EXTRAORDINARY BUSINESS**

There was no extraordinary business.

**2. APOLOGIES**

*FCB RESOLVED (FCB 2020/01) to accept apologies from Sophronia Smith.*

*(Moved Shepherd/Seconded Cr Vickery)*

Carried

**3. CONFLICTS OF INTEREST**

Mr Shepherd declared a conflict of interest with the grant application from Fab Feathy as he is a member of the Steering Group.

**4. ACKNOWLEDGMENTS AND TRIBUTES**

Members acknowledged the Featherston Incident commemorations that were attended earlier in the day at the Memorial Gardens.

**5. PUBLIC PARTICIPATION**

There was no public participation.

**6. ACTIONS FROM PUBLIC PARTICIPATION**

There were no actions from public participation.

**7. COMMUNITY BOARD MINUTES**

**7.1 Featherston Community Board Minutes – 3 December 2019**

*FCB RESOLVED (FCB 2020/02) that the minutes of the Featherston Community Board meeting held on 3 December 2019 be confirmed as a true and correct record.*

*(Moved Cr Emms/Seconded Bleakley)*

Carried

**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*

## 8. CHIEF EXECUTIVE AND STAFF REPORTS

### 8.1 Establishment of and Appointments to Committees

Members noted the Board would delay making appointments until the Featherston Community Board member vacancies have been filled.

*FCB RESOLVED (FCB 2020/03)* to receive the Establishment of and Appointments to Committees Report.

*(Moved Cr Vickery/Seconded Bleakley)*

Carried

### 8.2 Officers' Report

Mr Wilson updated members on matters relating to managing summer water demand, the wastewater discharge into the Ruamahunga river incident and the Featherston Wastewater Treatment Plant consent application.

Mr Wilson reported back on discussions with LGNZ, Wellington Water Ltd and Ministry of Health following a request for the Community Board to recommend to Council to put forth a motion to LGNZ that local decision-making in relation to fluoridation of drinking water is retained. It was recommended the Community Board do not proceed with making this recommendation to Council given the role of Central Government in making decisions on behalf of New Zealand in the best interests of its citizen.

Ms Mills presented on civil defence in the Wairarapa and suggested members can assist through championing household and personal preparedness, knowing the key messages of the presentation, turning up and supporting the running of the Community Emergency Hub in an emergency event, being clear who the emergency spokesperson is, and providing a link through a Featherston Community Board representative. Ms Mills responded to questions on fault lines and supporting rural communities.

*FCB RESOLVED (FCB 2020/04)* to receive the Officers' Report.

*(Moved Cr Vickery/Seconded Cr Emms)*

Carried

### 8.3 Action Items Report

Members reviewed the actions items and discussed further updates.

Ms Bleakley undertook to email Mr Wilson regarding her request to add a poppy to the Birdwood Street sign.

*FCB RESOLVED (FCB 2020/05)* to receive the Action Items Report.

*(Moved Bleakley/Seconded Cr Vickery)*

Carried

*FCB noted:*

Action 83 – Investigate a solution for the “Welcome to Featherston” signs on State Highway 2 following notification that the location of these signs presents a risk to motorists.

### 8.4 Income and Expenditure Report

Cr Vickery expressed a vote of thanks to the organisers of the Featherston Christmas Parade for a well-run event.

*FCB RESOLVED (FCB 2020/06):*

1. To receive the Income and Expenditure Report.

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- (Moved Bleakley/Seconded Cr Vickery)* Carried
2. To receive the Income and Expenditure Statement for the period 1 July 2018 – 30 June 2019.
  3. To receive the Income and Expenditure Statement for the period 1 July 2019 – 31 December 2019.
  4. To approve \$250 be funded to Featherston Lionesses to fund the catering of a community event acknowledging the retirement of Dr Berry.
  5. To approve \$799.25 (including GST) be funded for the traffic management at the 2019 Featherston Christmas Parade.
- (Moved Cr Vickery/Seconded Cr Emms)* Carried

#### 8.5 **Financial Assistance Report**

*FCB RESOLVED (FCB 2020/07):*

1. To receive the Applications for Financial Assistance Report.  
*(Moved Bleakley/Seconded Cr Emms)* Carried
2. To grant Life Education Trust funds of \$500 to assist with the general running costs of the Life Education programme.  
*(Moved Cr Vickery/Seconded Cr Emms)* Carried
3. To defer a decision on granting funds to South Wairarapa Neighbourhood Support to assist with the costs of funding a new promotional flag and collateral pending clarification on funding received from Council and the future of the co-ordinator role.  
*(Moved Cr Emms/Seconded Cr Vickery)* Carried
4. To defer a decision on granting funds to the Featherston Community Centre to assist with the costs of its carpark development pending clarification on the ownership of the carpark and the amount requested which exceeds the maximum limit.  
*(Moved Cr Emms/Seconded Bleakley)* Carried
5. To grant REAP Wairarapa (Fab Feathy) funds of \$400 to assist with the costs of creating a 5-minute documentary about sites of significance in Paetūmokai Featherston.  
*(Moved Cr Emms/Seconded Bleakley)* Carried
6. To grant Kuranui College funds of \$500 to assist with the costs of first aid, safety and equipment balls and bags.  
*(Moved Bleakley/Seconded Cr Vickery)* Carried

#### 8.6 **Community Funding Arrangements Proposal**

*FCB RESOLVED (FCB 2020/08):*

1. To receive the Community Funding Arrangements Proposal Report.
2. To agree to enter into a funding partnership agreement with Wairarapa Maths Association.  
*(Moved Bleakley/Seconded Cr Vickery)* Carried

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**8.7 Community Board Terms of Reference**

*FCB RESOLVED (FCB 2020/09):*

- 1. To receive the Community Board Terms of Reference Report.  
*(Moved Cr Emms/Seconded Bleakley)* Carried
- 2. To recommend to Council the adoption of the Community Board Terms of Reference.  
*(Moved Cr Vickery/Seconded Bleakley)* Carried

**9. NOTICES OF MOTION**

There were no notices of motion.

**10. CHAIRPERSONS REPORT**

Mr Shepherd outlined items as detailed in the Chairperson Report and responded to questions relating to the unapproved changes to the motor cross track.

Members discussed workshops and transparency of decision-making. The Community Board Chair mentor could be approached for advice on workshops.

*FCB RESOLVED (FCB 2020/10) to receive the Chairperson Report.*

*(Moved Bleakley/Seconded Cr Emms)* Carried

**11. MEMBER REPORTS (INFORMATION)**

There were no member reports.

**12. CORRESPONDENCE**

There was no correspondence.

The meeting closed at 8.37pm

**Confirmed as a true and correct record**

.....Chairperson

.....Date

**DISCLAIMER**

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# FEATHERSTON COMMUNITY BOARD

19 MAY 2020

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## AGENDA ITEM 9.1

### FEATHERSTON COMMUNITY BOARD EXTRAORDINARY VACANCY

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#### **Purpose of Report**

To outline options available to the Featherston Community Board in respect to filling the extraordinary vacancy.

#### **Recommendations**

Officers recommend that the Community Board:

1. *Receive the Featherston Community Board Extraordinary Vacancy Report.*
2. *Notes that the Featherston Community Board has an extraordinary vacancy since no nominations were received through the recent by-election to fill the vacancy resulting from the resignation of Indigo Freya.*
3. *Resolves to either:*
  - A. *Request the Chief Executive gives notice of a further by-election; or*
  - B. *Resolves that the extraordinary vacancy will be filled by the appointment of ....., and the process and criteria by which ..... was selected for appointment are.....*
4. *Note that the decision of the Community Board will be publicly notified in accordance with the requirements of the Local Electoral Act 2001.*

#### **1. Background**

The Featherston Community Board is made up of four elected community representatives plus two Councillors. Indigo Freya was elected as a community representative during the 2019 local body election but tendered her letter of resignation on 26 January 2020 effective immediately.

The by-election process outlined in section 120 of the Local Electoral Act 2001 (the Act) commenced in March 2020 and closed on 9 April 2020. As no nominations were received, there is one extraordinary vacancy on the Featherston Community Board.

Extraordinary vacancies must be filled if they are more than 12 months before an election and the Board has the power to determine how the vacancies will be filled, as provided in the options below. There is a legal requirement that the candidates must

be a New Zealand citizen, over 18 years of age and a parliamentary elector within New Zealand.

The relevant extracts from the Act are included in Appendix 1.

## **2. Options**

The Board may either fill the vacancy by appointing a qualified elector or hold a further by-election.

### **2.1 Fill the vacancy by appointing a qualified elector**

Section 117A of the Act provides that:

*If a local authority, despite complying with section 120 is unable to fill by election an extraordinary vacancy in the office of elected member of a community board the community board may (instead of having to conduct a further election in accordance with section 120) determine by resolution that the vacancy be filled by the appointment by the community board of a person named in a resolution who is qualified to be elected as a member.*

If the Board elects to fill the vacancy by resolution, section 118 of the Act requires that:

- i. The Board give public notice of the resolution and includes the process or criteria by which the person named in the resolution was selected for appointment; and
- ii. Within 30 days of that public notice, the Board confirms the appointment by resolution at a meeting. The named person would then be declared as 'elected' from this date and would receive appropriate training for their new role.

#### ***Qualification to be an elected member***

The person must also be qualified to be an elected member. Section 25 of the Act provides that:

*Every parliamentary elector is qualified to be a candidate at every election held under this Act, if that person is a New Zealand citizen unless they are prohibited in terms of section 58 of the Act.*

Section 58 prohibits a member of a regional council being a candidate for election to a community board for a community that is wholly or partly within the region.

This means that the Community Board can appoint any New Zealand citizen who is a parliamentary elector, unless they are already a member of the Greater Wellington Regional Council.

### ***Process or criteria for selection***

A process or criteria for selection needs to be determined and included in the resolution and publicly notified. The criteria could include, for example:

- Consideration of experience
- Sector of the community that is not represented
- Balancing Board composition
- People who have expressed an interest in the past to stand for the Board.

Officers recommend that the Board agrees the criteria for selection and then weights the criteria. This would provide a robust process to assess potential candidates.

The Board may agree the criteria and appoint the preferred candidate at this meeting. The appointment would then be notified and the Board would meet within 30 days of the notification to confirm the appointment by resolution.

## **2.2 Vacancy filled by further by-election**

Section 120 of the Act provides that a further by-election may be held. Under ordinary circumstances, this requires that the Chief Executive must give notice of the vacancy to the electoral officer and the election must be held no later than 89 days after this notification is received.

Due to COVID-19, new provisions are proposed via the COVID-19 Response (Further Management Measures) Legislation Bill (the Bill) to enable by-elections to be adjourned while significant movement restrictions are in place.

The proposed changes provide for an option to defer holding a by-election while the epidemic notice under the Epidemic Preparedness Act 2006 is in place. The Chief Executive would be able to defer giving the official notice to the electoral officer.

Before deciding to defer commencement of the by-election, the Chief Executive will be required to consult with the electoral officer and have regard to public health considerations, the extent to which the principles in section 4 of the Local Electoral Act can be met, the need to ensure the election process is free from corrupt or illegal practices and the need to ensure the election process is concluded in a timely manner.

Should the by-election be deferred, the Chief Executive must give public notice of the decision to defer as soon as practicable; and notify the electoral officer to proceed with the by-election as soon as it is appropriate (and at the latest, when the epidemic notice finishes).

Note that the at the time of writing the Bill is at the Select Committee stage in the Parliamentary process and these provisions may be subject to change.

The option to fill the extraordinary vacancy by further by-election would be the most expensive. As a by-election has already been undertaken and did not attract any nominations this option is not recommended.

### **2.3 Legal Implications**

There are no additional legal implications.

### **2.4 Financial Considerations**

The costs of running a by-election would be approximately \$18,000 if contested or \$2,500 if uncontested. There would be costs for advertising that needs to be undertaken as part of the process to provide public notification. The cost of by-elections is not budgeted for and will negatively impact Council's budget, but would be met from within the elections budget.

## **3. Significance and Engagement**

### **3.1 Degree of Significance**

As this is a process mandated through legislation the decision has a low level of significance under Council policy.

## **4. Conclusion**

The Board is asked to consider the information and make a decision on how to fill the extraordinary vacancy and the process for filling it.

## **5. Appendices**

Appendix 1 – Extraordinary vacancy extracts from Local Electoral Act 2001

Prepared By: Steph Dorne, Committee Advisor

Reviewed By: Karen Yates, Policy and Governance Manager

# **Appendix 1 – Extraordinary vacancy extracts from Local Electoral Act 2001**

### **117 Extraordinary vacancy in local authority or local board or community board**

- (1) If a vacancy occurs in the office of a member of a local authority or in the office of an elected member of a local board or community board more than 12 months before the next triennial general election, the vacancy must be filled by an election under this Act.
- (2) If a vacancy occurs in the office of a member of a local authority or in the office of an elected member of a local board or community board 12 months or less than 12 months before the next triennial general election, the chief executive of the local authority concerned must notify the local authority or local board or community board of the vacancy immediately.
- (3) On receiving notice under subsection (2), the local authority or local board or community board must, at its next meeting (other than an extraordinary meeting) or, if that is not practicable, at its next subsequent meeting (other than an extraordinary meeting), determine by resolution—
  - (a) that the vacancy will be filled by the appointment by the local authority or local board or community board of a person named in the resolution who is qualified to be elected as a member; or
  - (b) that the vacancy is not to be filled.
- (4) If for any reason the person specified in the resolution is unavailable, or otherwise unable to be notified of the appointment, a further vacancy occurs in that office.
- (5) Despite subsection (3), if the vacancy is for the office of mayor, the vacancy must not be left unfilled but must be filled by appointment of one of the other members of the local authority as mayor.
- (6) If any member is appointed or elected to fill a vacancy in the office of mayor,—
  - (a) the person is to be treated as having vacated the office of a member; and
  - (b) the vacancy in the office of a member is an extraordinary vacancy and this section and sections 118 to 120 apply.

### **117A Power to fill by appointment extraordinary vacancy in local board or community board**

If a local authority, despite complying with section 120, is unable to fill by election an extraordinary vacancy in the office of an elected member of a local board or community board (being an extraordinary vacancy to which section 117(1) applies), the local board or community board may (instead of having the local authority conduct a further election in accordance with section 120) determine by resolution that the vacancy will be filled by the appointment by the local board or community board of a person named in the resolution who is qualified to be elected as a member.

### **118 Notice of intention to fill vacancy by appointment**

- (1) If, under section 117(3)(a) or section 117A, a local authority or local board or community board resolves that a vacancy will be filled by the appointment of a person by the local authority or local board or community board, it must immediately, unless the vacancy is for the office of mayor, give public notice of—
  - (a) the resolution; and

(b) the process or criteria by which the person named in the resolution was selected for appointment.

(2) The local authority or local board or community board must, at a meeting held not later than the expiry of the prescribed period, by resolution confirm the appointment described in the resolution under subsection (1); and the person appointed is for all purposes to be treated as having been elected to fill the vacancy on the date on which that resolution is made.

(3) For the purposes of subsection (2), the **expiry of the prescribed period** is 30 days after the date of notification of the resolution under subsection (1).

(4) If for any reason the person specified in the resolution is unavailable or otherwise unable to be confirmed in the appointment, a further vacancy occurs in that office.

### **120 Election to fill extraordinary vacancy**

(1) If an extraordinary vacancy is to be filled by an election,—

(a) the chief executive of the local authority concerned must give notice of the vacancy to the electoral officer; and

(b) the election must be held not later than 89 days after the date on which the electoral officer receives notice of the vacancy, and the provisions of this Act and any regulations made under this Act apply accordingly and with any necessary modifications.

(2) If an election is to be held under subsection (1), an election must be held at the same time to fill every extraordinary vacancy on the local authority or local board or community board—

(a) that is unfilled at the time the extraordinary vacancy occurred; or

(b) that is created after the extraordinary vacancy occurred and before the election commences.

(3) If the electoral officer receives notice of an extraordinary vacancy to which subsection (2)(b) refers before the commencement of voting at the election, the electoral officer may—

(a) countermand the notice previously given in respect of the election to fill the first-mentioned vacancy or vacancies; and

(b) give fresh notice appointing the polling day for an election to fill all the vacancies.

(4) All nominations received in respect of the countermanded election that are still in effect on the date of the giving of the fresh public notice continue in effect as if they had been made in respect of the election to be held on the substituted day appointed by the electoral officer.

(5) Any qualified person who was not nominated as a candidate at the countermanded election may be nominated as a candidate at the election to be held on the substituted date.

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AGENDA ITEM 9.2

**INCOME AND EXPENDITURE REPORT**

**Purpose of Report**

To present the Community Board with the most recent Income and Expenditure Statements.

**Recommendations**

Officers recommend that the Community Board:

1. *Receive the Income and Expenditure Statement for the period 1 July 2019 – 31 March 2020.*

**1. Executive Summary**

The Income and Expenditure Statement for 1 July 2019 – 31 March 2020 is attached in Appendix 1.

The Income and Expenditure Statement for 1 July 2018 – 30 June 2019 is attached in Appendix 2.

The Chair may ask Council officers for comment and all members may ask the Council officers for clarification and information through the Chair.

**Appendices**

Appendix 1 - Income and Expenditure Statement for 1 July 2019 – 31 March 2020

Appendix 2 - Income and Expenditure Statement for 1 July 2018 – 30 June 2019

Contact Officer: Charly Clarke, Senior Financial Accountant

Reviewed By: Katrina Neems, Chief Financial Officer

**Appendix 1 - Income and Expenditure  
Report for the period 1 July 2019 – 31  
March 2020**

## Featherston Community Board

### Income & Expenditure for the Period Ended 31 March 2020

#### Income

Annual Plan 2019/20 allocation	28,053.00
<b>Total Income 2019/20</b>	<b>28,053.00</b>

#### Expenditure

Members' Salaries	9,887.47
Mileage reimbursements	524.41
<b>Total Personnel Costs</b>	<b>10,411.88</b>

#### General Expenses

31/07/2019 Sundry expenses ex payroll	Featherston Organic Week	499.82
30/09/2019 Wairarapa Times	Advertising - Featherston Expo	296.00
5/11/2019 Office Max	Stationary	9.92
7/01/2020 Sundry expenses ex payroll		17.04
<b>Total General Expenses</b>		<b>822.78</b>

#### Grants

18/07/2019 Featherston Clothing Collective		418.70
1/07/2018 Hooper N	Painting workshop costs	500.00
3/07/2018 The Featherston	Donation to RSA	100.00
2/09/2019 Featherston Heritage Museum	Print brochures with new logo	500.00
2/09/2019 Pae Tu Mokai O Taura	Assist with new signage	500.00
3/09/2019 Lamb-Peters Print	Wairarapa Moana Trails Group banner	418.00
11/12/2019 The Featherston	Assist with painting exterior of building	500.00
12/10/2019 Shepherd Traffic Mgmt Sol	Featherston Xmas Parade	695.00
3/05/2020 Life Education Trust	Financial assistance	500.00
23/03/20 Featherston Lions	Dr Berry's Farewell	250.00
<b>Total Grants</b>		<b>4,381.70</b>

#### Capital Expenditure

<b>Total Capital Expenditure</b>	-
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#### Total Expenditure

**15,616.36**

#### Net Surplus/(Deficit) Year to Date

**12,436.64**

#### LESS: Committed Funds

Salaries to 30 June 2020		6,378.53
Mileage to 30 June 2020		(24.41)
13/03/2018 Poppy Places Project		79.00
12/03/2019 Featherston Junior FC	Equipment & coaching in schools	500.00
27/08/2019 Wairarapa Moana Trail Trust	Banner/flyers (\$500 committed) remainder	82.00
25/02/2020 Featherston Xmas Parade	Traffic management	104.25
25/02/2020 REAP (Fab Feathy)	Sights of Significance Documentary	400.00
25/02/2020 Kuranui College	First aid, safety equipment	500.00
<b>Total Commitments</b>		<b>8,019.37</b>

#### Current Year Surplus/(Deficit)

**4,417.27**

#### PLUS: Balance Carried forward from previous year

**6,717.35**

#### TOTAL FUNDS AVAILABLE

**11,134.62**

**Featherston Community Board**  
**Beautification Fund for the Period Ended 31 March 2020**

Income		
	Annual Plan 2019/20 allocation	10,710.00
	<b>Total Income 2019/20</b>	<b>10,710.00</b>
Expenditure		
	9/08/2019 One Source Street flags	1,186.00
	<b>Total Capital Expenditure - Beautification</b>	<b>1,186.00</b>
	<b>Total Expenditure</b>	<b>1,186.00</b>
	<b>Net Surplus/(Deficit) Year to Date</b>	<b>9,524.00</b>
LESS: Committed Funds		
	<b>Total Commitments</b>	-
	<b>Current Year Surplus/(Deficit)</b>	<b>9,524.00</b>
	<b>PLUS: Balance Carried forward from previous year</b>	<b>7,615.00</b>
	<b>TOTAL FUNDS AVAILABLE</b>	<b>17,139.00</b>

**Appendix 2 - Income and Expenditure  
Report for the period 1 July 2018 – 30  
June 2019**

**Featherston Community Board**  
**Income & Expenditure For the Period Ended 30 JUNE 2019**

	<b>INCOME</b>	
	Balance 1 July 2018	7,546.59
	Annual Plan 2018/19	27,639.00
	<b>TOTAL INCOME</b>	<b>35,185.59</b>
	<b>EXPENDITURE</b>	
	Members salaries	15,948.84
	Mileage reimbursements	766.47
	<b>Total Personnel Costs</b>	<b>16,715.31</b>
23/08/2018	AP Local Governmen CBEC levy for 2018/19	216.66
29/08/2018	Refreshments for CD exercise	48.48
29/08/2018	Meet the candidates expenditure	31.25
30/06/2018	AP Walker - delivery of flyers for CD Exercise	21.74
25/09/2018	AP Printcraft Ramsden & West business cards	210.00
17/10/2018	Lime Path Garden of remembrance - Funded by Chor Farmer donation	205.53
24/10/2018	AP OfficeMax New Z Stationery and supplies	6.59
10/11/2018	Tree Top flower wreath - Lest We Forget	110.00
15/02/2019	AP NZ Community Bo CB conference 2019 M Shepherd	656.52
12/03/2019	AP Lamb-Peters Pri Meet the candidates flyers	190.00
13/12/2019	AP Traffic Managem Fsn Xmas parade L1 traffic mgmnt	1,662.49
31/10/2019	AP Lamb-Peters Pri Featherston Xmas Parade	75.00
13/04/2019	AP The Devon Hotel FSTN CB 19 Conference M Shepherd	400.60
5/06/2019	CB Conf exp M Shepherd	570.07
	<b>Total General Expenses</b>	<b>4,404.93</b>
1/07/2018	AP Traffic Safe Ne Fsn Xmas Parade 10/12/16 traffic managem	1,048.00
3/07/2018	AP Featherston Her FCB grant-towards hosting Chor Farmer	500.00
24/07/2018	AP Maths Wairarapa FCB grant costs for schools maths compet	300.00
31/07/2018	AP Featherston Ass FCB grant - Friday Club	500.00
22/11/2018	AP Cross Creek Rai FCB grant trailer to transport fell eng	1,000.00
0/01/1900	AP Featherston Fir FCB Grant 2018 outdoor summer events	500.00
4/12/2018	AP Featherston Com Financial assist mtc carpark to fix floo	500.00
12/12/2018	AP South Wairarapa St Johns grant - Sports Equipment for P	500.00
20/12/2018	GL corr FCB Grant to Fstn Info Ctre Operating exp	500.00
14/01/2019	AP Pae Tu Mokai O FCB grant for exp logo & kapa haka group	500.00
30/01/2019	AP C Athletics Fea FCB grant Childrens triathlon Feb 19	500.00
19/03/2019	Wairarapa Rape & Sexual Abuse Collective Inc	200.00
21/05/2019	FCB GL Corr C Gallaway develop/present artwork	500.00
14/05/2019	AP Featherston Dog Improvements to Dog Park	500.00
25/06/2019	Fstn Athletics refund grant 1/19	-500.00
18/06/2019	AP Maths Wairarapa Costs for running 'Matharapa'	300.00
	<b>Total Grants</b>	<b>7,348.00</b>
	<b>TOTAL EXPENDITURE</b>	<b>28,468.24</b>
	<b>ACTUAL NET SURPLUS/(DEFICIT) YEAR TO DATE</b>	<b>6,717.35</b>
	<b>LESS: COMMITMENTS</b>	
	Salaries to 30 June 2019	236.16
	Mileage to 30 June 2019	-266.47
13/03/2018	Poppy Places Project	79.00
12/03/2019	Featherston Junior Football Club - equipmt & coaching in fstn schools	500.00
23/04/2019	Featherston Expo for advertising	296.00
23/04/2019	Organic Week Group - payable on receipts	500.00
23/04/2019	Narida Hooper - Rangatahi Painting workshop w. Joe Mcmenamin - Pay on receipts	500.00
4/06/2019	RSA - proposed cost of purchasing a wreath up to \$100	100.00
16/07/2019	Featherston Cloth Collective - crocheted Christmas tree	500.00
	<b>Total Commitments</b>	<b>2,444.69</b>
	<b>BALANCE TO CARRY FORWARD</b>	<b>4,272.66</b>

<b>Featherston Community Board</b>		
<b>Beautification fund For the Period Ended 30 JUNE 2019</b>		
	Balance 1 July 2018	49,980.00
	Annual Plan 2018/19	10,710.00
	<b>TOTAL INCOME</b>	<b>60,690.00</b>
25/10/2018	AP Featherston Cam Fsn camp sculpture grant(roll over from	45,000.00
14/12/2018	AP Souness Develop Ref P O 34065 Flagtrax, bracket,dia pole	6,125.00
21/05/2019	FCB GL Corr OneSource Limit flag prep 30/11/18	195.00
21/05/2019	FCB GL Corr OneSource Xmas flags 20/12/18	1,555.00
21/05/2019	FCB GL Corr C Gallaway develop/present artwork 14/02/19	200.00
	<b>Total Beautification</b>	<b>53,075.00</b>
	<b>TOTAL EXPENDITURE</b>	<b>53,075.00</b>
	<b>ACTUAL NET SURPLUS/(DEFICIT) YEAR TO DATE</b>	<b>7,615.00</b>
	<u>LESS: COMMITMENTS</u>	
16/07/2019	One set of 15 "Featherston Welcomes You" street Banners - OneSource	1,170.00
	<b>Total Commitments</b>	<b>1,170.00</b>
	<b>BALANCE TO CARRY FORWARD</b>	<b>6,445.00</b>

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AGENDA ITEM 9.3

APPLICATIONS FOR FINANCIAL ASSISTANCE

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**Purpose of Report**

To present the Community Board with applications received requesting financial assistance.

**Recommendations**

Officers recommend that the Community Board:

1. *Receive the Applications for Financial Assistance Report.*
2. *Consider the application from Wairarapa Citizens Advice Bureau for funding of \$350 to support its day to day running costs.*
3. *Consider the application from South Wairarapa Neighbourhood Support for funding of \$200 to assist with the costs of funding a new promotional flag and collateral.*
4. *Consider the application from the Featherston Community Centre for funding of \$1,500 to assist with the costs of its carpark development.*

**1. Executive Summary**

The Community Board has delegated authority to make financial decisions within the confines of the allocated and available budget. Applications will be provided to members in confidence.

Applicant	Amount Requested
Wairarapa Citizens Advice Bureau	\$350
South Wairarapa Neighbourhood Support	\$200
Featherston Community Centre	\$1,500

## 2. Criteria

The criteria of the grant are:

To be eligible, applications must be from non-profit organisations that are benefiting the local Featherston community. All grants will be considered on a case by case basis and must list all funding raised at time of application. Grants are considered at every meeting throughout the year.

1. Applicants need not be incorporated bodies, but the Board must be satisfied that they are responsible organisations which will be fully accountable for any grants they receive, have relevance to the Community and do not qualify for Creative Communities New Zealand funding.
2. Successful applicants are required to expend grants received within six months of payment being made. A request must be made, should an extension of time be needed.
3. An accountability in report form, together with evidence of the expenditure of a grant received (copies of invoices or receipts) is required within three months of a grant being expended.
4. All questions must be completed.
5. **The maximum grant will be \$500 unless special circumstances are considered to exist. (GST will be added to grants approved for GST registered applicants).**
6. Applications must reach the Council not less than ten days before the relevant Community Board is to consider an application.
7. Grant applications will be considered at every meeting.

### 3. Accountability Reports

Applicant	Status of Accountability Forms for Previous Grants
Wairarapa Citizens Advice Bureau	No outstanding accountability forms
South Wairarapa Neighbourhood Support	No outstanding accountability forms
Featherston Community Centre	No outstanding accountability forms

Contact Officer: Steph Dorne, Committee Advisor

Reviewed By: Katrina Neems, Chief Financial Officer

# FEATHERSTON COMMUNITY BOARD

19 MAY 2020

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## AGENDA ITEM 9.4

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### COMMUNITY FUNDING AGREEMENTS

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#### **Purpose of Report**

To present draft funding partnership agreement with Wairarapa Maths Association for consideration by the Board.

#### **Recommendations**

Officers recommend that the Community Board:

1. *Receive the Community Funding Agreements Report.*
2. *Approve the funding partnership agreement with Wairarapa Maths Association.*

#### **1. Background**

Community Boards are provided with an annual budget which may be used to support non-profit organisations benefitting the community through the provision of a community board grant.

Some organisations have applied to the Featherston Community Board each year for the same purpose, which the Community Board has chosen to support. On 25 February 2020, the Board was presented with a proposal to enter into a funding partnership agreement with community organisations that the Community Board supports on an ongoing basis. From a review of all grants over the past five years, one organisation was identified as strong candidates –Wairarapa Maths Association.

#### **2. Discussion**

On 25 February 2020, the Board agreed to enter a funding partnership agreement with Wairarapa Maths Association. As all three boards agreed that a draft agreement be prepared, we have prepared a joint agreement between all three Boards and Wairarapa Maths Association for consideration.

##### **2.2 Proposed terms of partnership agreements**

The proposed agreement with Wairarapa Maths is a grant of \$900 each year (\$300 to be paid from each board) to assist with the costs of the annual Wairarapa Maths competition. The value of the grant from 2015 to 2017 was \$200, increasing to \$300 in 2018 and 2019. The draft agreement is presented in Appendix 1.

The proposed term of the agreement is to the end of the 2019-2022 triennium. This gives the newly elected board the opportunity to review the arrangements and decide whether the agreements are still fit for purpose.

The proposed agreement requires an accountability form to be completed within three months of the funds being expended. It is proposed they may submit a joint accountability form to all three boards.

## **2.1 Options**

The Board may either approve the draft agreement as presented or provide feedback and suggestions for further changes.

## **2.2 Legal implications**

The draft agreement formalises this arrangement through a written Memorandum of Understanding (MoU). The terms of the MoU set out that the relationship between the parties should not be construed as creating a legal relationship or partnership or joint venture.

The proposed agreement recommends both parties agree this is an ongoing relationship for the term of the triennium and any disputes would be worked through in good faith.

## **2.3 Financial Considerations**

The grant would be funded from the Community Board budget and show as a commitment in the Income and Expenditure Statements.

## **2.4 Consultation**

Wairarapa Maths Association has reviewed the draft agreement.

The draft agreement is a combined agreement between all three community boards. Martinborough and Greytown Community Boards will be presented with the draft agreement for consideration at their May meetings.

## **3. Conclusion**

The Board is asked to review the draft agreement, provide feedback or approve the agreement as presented.

## **4. Appendices**

Appendix 1 – Draft agreement with Wairarapa Maths Association

Contact Officer: Steph Dorne, Committee Advisor

Reviewed By: Katrina Neems, Chief Financial Officer

# **Appendix 1 – Draft agreement with Wairarapa Maths Association**



**GREYTOWN  
COMMUNITY BOARD**  
*Kia Reretahi Tātau*



**FEATHERSTON  
COMMUNITY BOARD**  
*Kia Reretahi Tātau*



**MARTINBOROUGH  
COMMUNITY BOARD**  
*Kia Reretahi Tātau*

**AGREEMENT FOR THE PARTNERSHIP**

**DRAFT**

**BETWEEN**

**SWDC COMMUNITY BOARDS**

**AND**

**WAIRARAPA MATHS ASSOCIATION**

**1 MAY 2020**

# PARTNERSHIP AGREEMENT

**Between: Greytown Community Board, Featherston Community Board and Martinborough Community Board (SWDC Community Boards)**

**And: Wairarapa Maths Association (WMA)**

## Terms of partnership agreement

### 1. Introduction

- 1.1. This Memorandum of Understanding acknowledges the partnership between the South Wairarapa District Council (SWDC) Community Boards (Greytown Community Board, Featherston Community Board and Martinborough Community Board) and Wairarapa Maths Association (WMA) and formalises their respective roles.
- 1.2. It provides the basis for an ongoing partnership between WMA and the SWDC Community Boards through to the end of the 2019-2022 triennium.
- 1.3. The SWDC Community Boards recognise that WMA may have separate accountabilities to other funders and sponsors for matters that are not covered in this agreement.
- 1.4. The parties to this agreement agree that the relationship between them should not be construed as creating a legal relationship of partnership or joint venture.

### 2. SWDC Community Board Responsibilities

- 2.1. SWDC Community Boards are provided with an annual budget which may be used to support non-profit organisations benefitting the local community through the provision of a community board grant.
- 2.2. Each Community Board assess applications and decides which organisations to fund in accordance with its own agreed criteria.
- 2.3. A community board grant of \$300.00 shall be paid by each of the three SWDC Community Boards to WMA annually, providing a collective grant of \$900.00 annually, on a multi-year basis to the end of the term in accordance with clause 4.1.
- 2.4. The money shall be paid to WMA annually in July following email notification from WMA that the event will be taking place and the proposed date of the event.

### **3. Wairarapa Maths Association Responsibilities**

- 3.1. To provide an annual Maths competition for Wairarapa students in year 5 – year 10, with invitations to attend extend to all schools in the Greytown, Featherston and Martinborough wards.
- 3.2. To notify SWDC via email that the event will be taking place and the proposed date of the event.
- 3.3. To inform SWDC if the annual Maths competition does not go ahead.
- 3.4. To submit one grant accountability form within three months of the completion of each funded competition.

### **4. Term**

- 4.1. The term of this MOU is to the end of the 2019-2022 triennium, unless terminated in accordance with clause 5.1.

### **5. Termination**

- 5.1. Termination may occur by mutual agreement between the parties.
- 5.2. Both parties recognise this is an ongoing relationship and any disputes will be worked through in good faith.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2020

Signed:

.....

**ANN RAINFORD, CHAIR, GREYTOWN COMMUNITY BOARD**

**DRAFT**

.....

**MARK SHEPHERD, CHAIR, FEATHERSTON COMMUNITY BOARD**

.....

**MEL MAYNARD, CHAIR, MARTINBOROUGH COMMUNITY BOARD**

.....

**MIKE VAN WOERKOM, for and on behalf of**

**WAIRARAPA MATHS ASSOCIATION**

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AGENDA ITEM 9.5

COMMUNITY BOARD TERMS OF REFERENCE

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**Purpose of Report**

For community boards to review the revised Community Board Terms of Reference (TOR) and recommend to Council its adoption.

**Recommendations**

Officers recommend that the Community Board:

1. *Receive the Community Board Terms of Reference Report.*
2. *To recommend to Council the adoption of the Community Board Terms of Reference.*

**1. Executive Summary**

Mayor Beijen has stated a desire to review community board delegations with a view to enhancing these delegations. Section 32 (6) of the Local Government Act 2002 states that *“a territorial authority must consider whether or not to delegate to a community board if the delegation would enable the community board to best achieve its role.”*

In February, the community boards were asked to review the Community Board TOR, particularly the revised delegations, and recommend adoption to Council. During this review further clarification and some minor amendments were requested by the Martinborough and Greytown Community Boards before proceeding with making a recommendation to Council. The proposed TOR have been revised to reflect this feedback. Community boards are now being asked to review the changes and recommend to Council the adoption.

**2. Discussion**

The proposed Community Board TOR are included in Appendix 1. The proposed TOR include the power to make decisions with respect to the naming of roads; discretionary and beautification funding. Following feedback from community boards the civic awards power has been removed from the proposed TOR as while it is intended Community Boards will have involved in civic awards, officers need to undertake further work before specifying the delegation. Community Boards will be involved in reviewing the process once this work has been progressed.

The scope of the power to make recommendations about the beautification or development of reserves, amenities and main streets has been extended out from urban reserves and urban amenities to all reserves and amenities following feedback from the community boards. The delegation specifies that consultation with officers is necessary to ensure that statutory requirements and Council policies and plans are considered.

The revised proposed TOR also clarifies who the 'Council' is under 'Raising Concerns' as clarification was sought whether this referred to SWDC staff or elected members. The TOR have also been amended to clarify the role of Community Boards in interacting with WREMO.

### **2.1 Options**

The Community Board may either adopt the TOR as it is presented or provide feedback and suggestions for further changes.

### **2.2 Legal Implications**

In considering this report Council and community boards are complying with s32(6) of the LGA 2002.

The proposed delegations to the community boards are powers that may be delegated by Council.

### **2.3 Financial Considerations**

Financial considerations in relation to civic awards will be worked through with community boards once officers have progressed work that allows the delegation to be specified. There are no other financial implications.

### **2.4 Existing Policy**

The Naming of Public and Private Roads and Rights of Way Policy will need to be amended to reflect the proposed delegations.

The Pain Farm Estate Policy is incorrectly titled 'Pain Farm Trust Lands Income Distribution Policy' and is due for review. The TOR includes the proposed new title of the Policy.

### **2.5 Council Committee TOR Review**

It is expected that Council committee TOR documents will be reviewed after the adoption of a new annual plan document. SWDC committees have recommendation powers only which is appropriate given legacy projects approved by a former Council. Recommendation powers will remain in place until the current Council has adopted a new Annual Plan.

## **3. Conclusion**

Community boards are asked to consider the delegations as proposed, provided feedback and a recommendation to Council to adopt the TOR.

## **4. Appendices**

Appendix 1 – Community Board Terms of Reference

Contact Officer: Steph Dorne, Committee Advisor

Reviewed By: Karen Yates, Policy and Governance Manager

# **Appendix 1 – Community Board Terms of Reference**

## **TERMS OF REFERENCE FOR SOUTH WAIRARAPA DISTRICT COUNCIL COMMUNITY BOARDS**

### **1. Purpose**

To outline the roles, responsibilities, and expectations for the South Wairarapa district community boards.

### **2. Overview**

Community boards provide an important conduit between the Council and the community. To do this they must engage with their communities of interest and put in place mechanisms and protocols to ensure the regular exchange of information with the Council and the broader community.

Community boards can help set the strategic direction for their communities. They provide core local representation and work in partnership with the community.

One of the key differences between the Council and a community board is that a community board advocates for its specific community while the Council must balance the needs of and make decisions in the interest of the whole district.

Community board members are elected under the Local Electoral Act 2001 or appointed by the local authority under that same Act. A community board is not a committee of the relevant territorial authority.

#### **2.1 Definition of a Community**

Each community board represents their corresponding ward. This includes the town and the rural area within that ward. A map of the ward boundaries is included as Appendix One.

#### **2.2 Working with Community Groups**

There are many people who are interested in the Council reserves and amenities in their area. These people often want to form or be part of community groups to provide ideas and do work on those assets. Community boards play an important role in identifying how a community group can best contribute to the management of a reserve and amenity. Suggestions on working with community groups are in Appendix Three.

### **3. Role**

The purpose of local government is to promote the social, economic, environmental, and cultural well-being of communities, in the present and for the future.

Community boards are a key component of local government in the South Wairarapa and have a role in contributing to and supporting that purpose. Community boards are also a way for local government to help achieve its other purpose which is to enable democratic local decision-making and action by, and on behalf of, communities.

The specific role of a community board as outlined in the Local Government Act Pt 4, 52 a to f is to:

- represent, and act as an advocate for, the interests of its community; and
- consider and report on all matters referred to it by the territorial authority, or any matter of interest or concern to the community board; and
- maintain an overview of services provided by the territorial authority within the community; and
- prepare an annual submission to the territorial authority for expenditure within the community; and
- communicate with community organisations and special interest groups within the community; and
- undertake any other responsibilities that are delegated to it by the territorial authority.

Community board chairs, and in some cases community board members, will be members of other council committees as determined by the Mayor or Council.

#### 4. Delegations

South Wairarapa community boards have the following powers of recommendation:

- To consult with officers and make recommendations to the Assets and Services Committee on beautification or development matters relating to ~~urban~~ reserves, ~~urban~~ amenities and town main streets.
- To make recommendations to Council on the governance of the Pain Farm Estate, and on the distribution of income from the Pain Farm Estate in accordance with the Pain Farm Estate Policy (Martinborough Community Board only).

South Wairarapa community boards have the following powers of delegations:

- The delegation to name and to alter the name of any road (including private roads and rights of way) under section 319A of the Local Government Act 1974 and in accordance with Council policy
- The delegation for discretionary spend on projects and community grants.
- The delegation for determination of priorities for town beautification and expenditure of the town beautification fund.

**Commented [SC-CA1]:** The current Policy is titled 'Pain Farm Trust Lands Income Distribution Policy' and needs renaming as Pain Farm is not a Trust. The proposed name would allow the policy to be developed to cover both the farm and the dwellings, governance and income distribution. This work is due to be undertaken, and to avoid rework of this TOR it is recommended that the new Policy title be included here.

• ~~To run a ward based civic awards application and ceremony process~~

**Commented [SD2]:** It is intended that Community Boards will have involvement in Civic Awards but officers need to undertake further work on Civic Awards before specifying the delegation. Community Boards will be involved in reviewing the process once this work has been progressed.

To ensure the appropriate process is followed for approval of projects that fall within those delegations, contact will be through the community board Chairs to the Chief Executive Officer.

## 5. Responsibilities

A community board's role is mainly advocacy, but it also has powers to make some decisions about issues within its boundaries. Community boards can make submissions to Council and other statutory agencies. They control local funds for making grants to individuals and groups for community purposes.

South Wairarapa community boards have some responsibilities and delegations relating to urban reserves, urban amenities, and town main streets and have a key role to play with the community groups associated with those reserves and amenities.

Community boards can also advocate and be involved in matters outside of Council responsibilities. They can provide a point of contact for people seeking to improve and support their community and may identify and support community development projects.

## 6. Fulfilling the Roles and Responsibilities

The Terms of Reference does not prescribe the mechanisms and protocols for the community boards fulfilling their roles and responsibilities. It is up to each community board to determine how they can best achieve meaningful engagement with the community and the Council. It will vary depending on the specific matter that is being considered and the decisions that are being made. Some ideas are provided in Appendix Two.

## 7. Accountability and Reporting

- A chairperson may provide recommendations and reports to meetings as per standing orders.
- There is an opportunity for a community board member (normally the chair) to provide an update to Council on community board matters at all ordinary Council meetings. This report may be written or verbal.

## 8. Raising Concerns

Where a person has a concern about whether the community board is acting in accordance with its Terms of Reference they should raise the matter with the community board in the first instance. If they feel their concerns have not been addressed, they should raise the matter with the Chief Executive if it is a management matter or the Mayor if it is a governance matter.

## **9. Operating Model**

### **9.1 Meetings**

#### **9.1.1. Membership**

- Four ward members elected by the community.
- Two councillors appointed by the Council.

#### **9.1.2. Chairperson**

An elected member elected by community board members.

#### **9.1.3. Quorum**

Three members will constitute a quorum.

#### **9.1.4. Timing and Frequency**

6-weekly, dates as per an adopted schedule of meetings. Extraordinary meetings may be held on occasions.

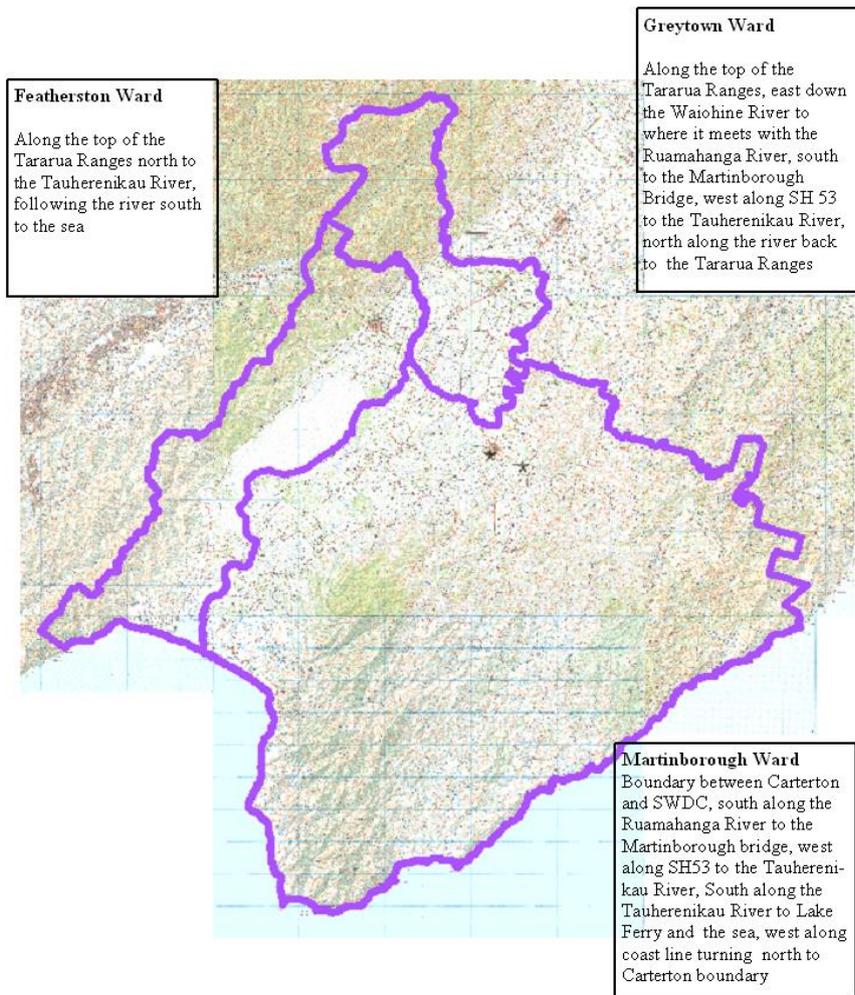
#### **9.1.5. Meeting Order**

Conducted in accordance with Standing Orders and the Local Government Official Meetings and Information Act 1987.

#### **9.1.6. Secretariat**

The Chief Executive will provide secretariat services for all formally notified meetings.

## APPENDIX ONE – WARD BOUNDARIES



## **APPENDIX TWO – HOW COMMUNITY BOARDS CAN FULFIL THEIR ROLES AND RESPONSIBILITIES**

### **1. Engagement – Communicate, Collaborate, Coordinate**

To adequately fulfil the role community boards need to engage with their communities. Engagement is an ongoing and dynamic process. It is great to use existing networks and opportunities and is also important to identify and try and engage with the “silent majority” – people who usually don’t get involved in local matters or networks.

Community boards may wish to find ways to better represent and engage with youth in their communities. These people have the greatest stake in the future of the district but are often the most disaffected or disengaged from local government processes.

### **2. Working with Community Groups**

Community boards have a key role to play with the community groups associated with Council reserves and amenities. They can help ensure that any work the community group does, supports the approved strategic and operational objectives for that reserve or amenity. Community boards can help connect people to relevant community groups. They may also identify where it is useful to consolidate several groups working on the same reserve to minimise any confusion or overlap.

### **3. Discretionary Spend**

The community boards are allocated money each year for discretionary spending. The community Boards decide how this money is spent within the community. It may be spent on projects relating to Council reserves and amenities, on the main street, or on other matters.

### **4. Long Term Plan and Annual Plan Process**

Community boards can identify the priorities for their community and prepare a submission to the Annual Plan process. Any submission made should be approved at a formal meeting of the community board before being submitted. The community board can maintain an interest in the progress of relevant projects that are included in the Annual Plan. community board Chairs will be members of the Long Term Plan/Annual Plan Working Party.

## 5. Community Strategic Plans and Town Centre Plans

Community boards may develop a strategic plan identifying priorities for the improvement of their community. The plan may include Council and non-Council related matters.

## 6. Responding to Operational Matters and Identifying Unplanned Works

If matters arise during the year in urban reserves or with urban amenities that need attention, the community board chair can identify these to Council officers. Where they are minor matters community board members should contact "Get it sorted" on the Council website.

For more significant issues that may require additional spending the community board should discuss the matter and agree at a meeting that the matter be referred to Council staff or Council (if appropriate). Council and/or staff will consider how the request can be balanced with other priorities or demands identified across the district and if there is sufficient budget to get the work done.

## 7. Civil Defence Emergency Management

Although there is no formal role for community boards in an emergency event, community board members may have useful knowledge about their community and existing networks, and may also be able to respond as individuals (if available) in the case of a natural disaster. ~~If community boards choose to take an active role w~~With regards to building resilience and preparedness in the community, community boards ~~may choose to~~ need to work alongside the Wellington Region Emergency Management Office (WREMO) to assist.

## APPENDIX THREE – COMMUNITY BOARDS WORKING WITH COMMUNITY GROUPS

### 1. Working with Community Groups

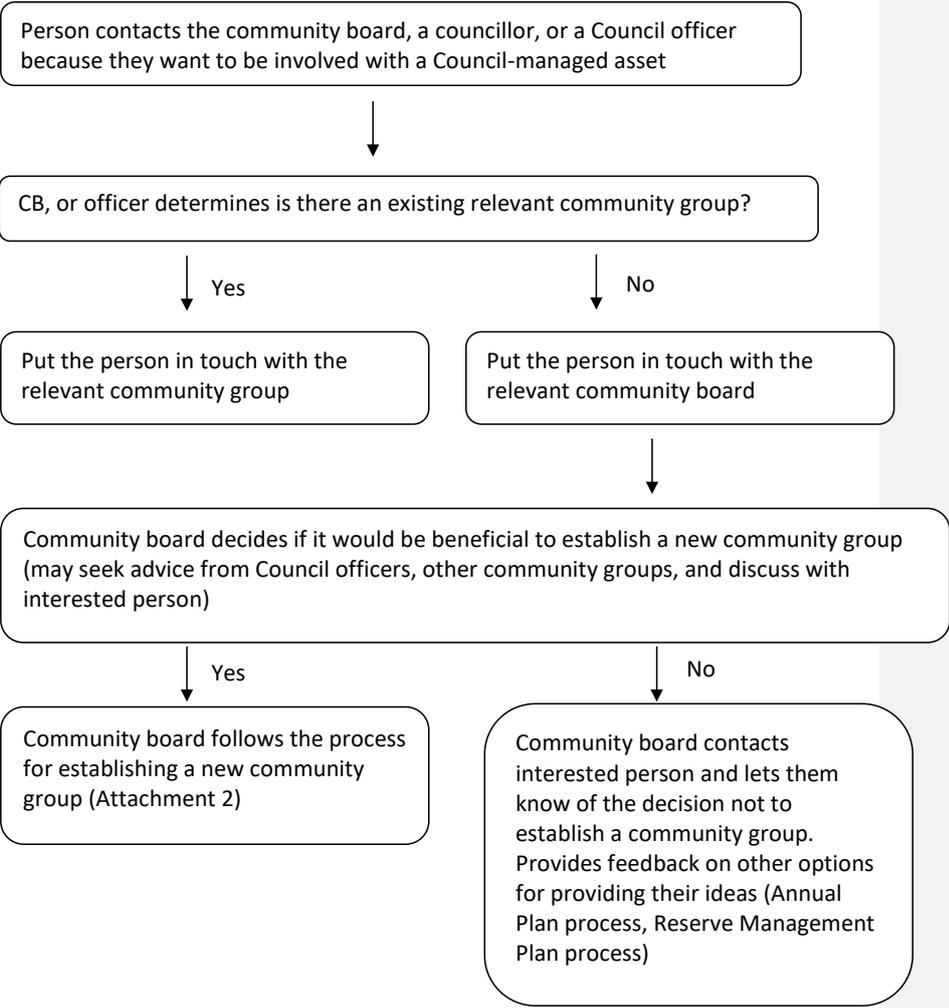
Below are some suggestions on how community boards and community groups can effectively work together. Generally, these suggestions relate to reserves and facilities owned and managed by the Council.

There are lots of people with enthusiasm, energy, and interest in Council reserves and amenities. Unclear working relationships can cause frustrations for community groups, elected representatives, and council officers.

**Attachment 1** shows how people can make the most of the energy and enthusiasm of volunteers within the structure and requirements of local government. The steps are explained in more detail below.

**Attachment 2** provides a basic term of reference for the community group and memorandum of understanding between the community group and the community board.

# ATTACHMENT ONE – PROCESS FOR A PERSON WHO WANTS TO BE INVOLVED WITH A COUNCIL MANAGED ASSET



## ATTACHMENT TWO – ESTABLISHING A NEW COMMUNITY GROUP OR CONSOLIDATING EXISTING COMMUNITY GROUPS

Once a community board has decided that a community group should be established for a Council-managed asset they should work through this form to make sure the key issues have been addressed. This form serves as a basic term of reference for the community group and memorandum of understanding between the community group and the community board. This copy of the form includes instructions for filling it in (shaded). A blank copy follows.

<b>Name:</b>	For consistency and to avoid any confusion, groups will be called “Friends of ....” or “.....working group” or “.....community group”. The term subcommittee, advisory committee or committee will be avoided.
<b>Purpose:</b>	Explain in a few sentences. It may include advocacy, engagement, on-the-ground works, expertise. Perhaps refer back to the community board’s strategic plan or specific reserve management or development plans. For example – To support the implementation of the .... Park development plan and ....
<b>Point of contact:</b>	Name, email address, postal address
<b>The point of contact will:</b>	<ul style="list-style-type: none"> <li>- work with the community board and members of the community group to identify priorities for the community group for the coming year</li> <li>- provide a written update to the community board on progress on priorities at least once during and at the end of the year</li> <li>- provide feedback to the community board prior to the Annual Plan process</li> <li>- Welcome other members of the community to be part of the community group</li> <li>- Let members of the group know where responsibility for decision-making in relation to different projects. [For example there are some decisions that need to be made by Council, others that have been delegated to community boards, and some decisions that can be made by Council officers. It is important that these requirements are understood and implemented].</li> </ul>
<b>The Community Board will:</b>	<ul style="list-style-type: none"> <li>- Seek the views of the community group when preparing a strategic plan</li> <li>- Seek feedback from the community group prior to preparing their submission as part of the Annual Plan process</li> <li>- Maintain an overview of the work of the community group to ensure it is aligned with the community board and Council’s strategic and operational objectives. [This does not mean CB members will need to have a permanent representative on the group or attend every working bee]</li> <li>- Provide advice and guidance to the group about Council processes, delegated responsibilities, and any other relevant requirements. [Community board members will direct the community group to or will seek advice from staff for answers to any operational requirements]</li> </ul>

Adopted: 10 August 2011  
Review: August 2021

10

A/1200

<b>Review:</b>	This agreement will be reviewed every two years to ensure it continues to be relevant and it is up to date.
<b>Signed on behalf of the community group:</b>	
<b>Signed on behalf of the Community Board:</b>	

**ESTABLISHING A NEW COMMUNITY GROUP OR  
CONSOLIDATING EXISTING COMMUNITY GROUPS  
FORM**

<b>Name:</b>	
<b>Purpose:</b>	
<b>Point of contact:</b>	
<b>The point of contact will:</b>	
<b>The Community Board will:</b>	
<b>Review:</b>	
<b>Signed on behalf of the community group:</b>	
<b>Signed on behalf of the Community Board:</b>	

*Adopted: 10 August 2011  
Review: August 2021*

12

A/1200

**MEMBER REPORT**  
for  
**Featherston Community Board Meeting**  
**19 May 2020**

<b>Member Name</b>	Claire Bleakley
<b>Group Name</b>	
<b>Meeting Date</b>	
<b>Key issues from meeting</b>	<p>I attended the UN Sustainable Development Goals conference which outlined 17 goals that address sustainable development for local bodies, (<a href="https://www.global-taskforce.org/sites/default/files/2019-07/Towards%20the%20localization%20of%20the%20SDGs.pdf">https://www.global-taskforce.org/sites/default/files/2019-07/Towards%20the%20localization%20of%20the%20SDGs.pdf</a>).</p> <p>These goals address issues that will today impact on future generations. We were told that</p> <p><i>Local bodies play an important role in Sustainable urban development policies in cities and regions can contribute to the eradication of extreme poverty, stimulate economic development boost urban creativity, culture and diversity, make public services more accessible, increase social inclusion, promote gender equality, boost civic participation, limit urban sprawl, enhance sustainable consumption and production, and reduce degradation of ecosystems, disaster risks and greenhouse gas emissions.</i></p>
<b>Specific item/s for Community Board consideration</b>	<p>I would like to signal that at the next meeting of the Featherston Community Board in June I intend to present further information on the UN SDGs so that the Board can discuss recommending to SWDC the adoption of the UN SDGs. I would also like to signal we will go ahead with Organic Week in September 2020.</p>