



## **FEATHERSTON COMMUNITY BOARD**

### **Agenda**

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#### **NOTICE OF MEETING**

An ordinary meeting will be held in Kiwi Hall, 62 Bell Street, Featherston on Tuesday, 25 February 2020 starting at 7:00pm.

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

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

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#### **PUBLIC BUSINESS**

##### **MEMBER DECLARATION**

Declaration by Sophronia Smith

**1. EXTRAORDINARY BUSINESS:**

**2. APOLOGIES:**

**3. CONFLICTS OF INTEREST:**

**4. ACKNOWLEDGMENTS AND TRIBUTES:**

**5. PUBLIC PARTICIPATION:**

- 5.1 Fab Feathy speaking to the Financial Assistance Application to fund the creation of a 5-minute documentary about sites of significance in Paetūmokai Featherston.

**6. 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.*

**7. COMMUNITY BOARD MINUTES:**

- 7.1 Minutes for Approval: Featherston Community Board Minutes of 3 December 2019. **Pages 1-6**

***Proposed Resolution:** That the minutes of the Featherston Community Board meeting held on 3 December 2019 be confirmed as a true and correct record.*

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

- 8.1 Establishment of and Appointments to Committees **Pages 7-16**
- 8.2 Officers' Report **Pages 17-50**
- Jane Mills from Wellington Region Emergency Management Office (WREMO) to provide a verbal brief on civil defence in the Wairarapa
  - Harry Wilson to provide a verbal brief on the outcome of investigating the effects of fluoridating drinking water
- 8.3 Action Items Report **Pages 51-54**
- 8.4 Income and Expenditure Report **Pages 55-61**
- 8.5 Financial Assistance Report **Pages 62-64**
- 8.6 Community Funding Arrangements Proposal Report **Pages 65-69**
- 8.7 Community Board Terms of Reference Report **Pages 70-92**

**9. NOTICES OF MOTION:**

- 9.1 None advised

**10. CHAIRPERSON'S REPORT:**

- 10.1 Chairperson Report **Pages 93-94**

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

- 11.1 None advised

**12. CORRESPONDENCE:**

- 12.1 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 this 25<sup>th</sup> day of February 2020

**Signature**.....

Signed in the Presence of:

.....  
**Harry Wilson, Chief Executive Officer**



## **Featherston Community Board**

### **Minutes – 3 December 2019**

- Present:** Mark Shepherd (Chair), Indigo Freya, Claire Bleakley, Cr Garrick Emms (to 8.15pm), and Cr Ross Vickery.
- In Attendance:** Harry Wilson (Chief Executive), Mayor Alex Beijen, Suzanne Clark (Committee Advisor), Steph Dorne (Committee Advisor).
- Conduct of Business:** The meeting was conducted in public in Kiwi Hall, 62 Bell Street, Featherston on 3 December 2019 between 7:00pm and 8:18pm.
- Also in Attendance:** Peter Jackson (Featherston RSA), Mary Bryne and John Broeren.

#### **1. EXTRAORDINARY BUSINESS**

Mr Shepherd advised that a late item had been received in relation to a request for the naming of a new road. Mr Shepherd asked the Board to consider the report as an additional agenda item.

*FCB RESOLVED (FCB 2019/68)* to consider the request for the Naming of New Road/Right of Way, Sandy Bidwill and Others, 741 Kahutara Road, RD1, Featherston 5771 as agenda item 9.7; the application was received late but two of the new allotments on this new road/right of way have been sold and the purchasers will require an address for emergency purposes and connection of electrical and telecommunication services.

*(Moved Bleakley/Seconded Freya)*

Carried

#### **2. DECLARATIONS**

2.1 Elected Featherston Community Board member Claire Bleakley made her public declaration.

#### **3. APOLOGIES**

*FCB RESOLVED (FCB 2019/69)* to accept apologies from Cr Emms as he needed to leave the meeting early.

*(Moved Shepherd/Seconded Bleakley)*

Carried

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

Cr Vickery declared a conflict of interest with the financial assistance application from the Featherston RSA as he is a member.

#### **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*

## 5. ACKNOWLEDGMENTS AND TRIBUTES

Members noted Dr Berry's upcoming retirement and that the Community Board may have a role to play in acknowledging his service to the community. Members also noted the passing of Joe Dittmer who was a member of the Featherston Heritage Museum.

## 6. PUBLIC PARTICIPATION

### 6.1 Peter Jackson – Featherston RSA

Mr Jackson spoke to his grant application to assist with the costs of repainting the exterior of the RSA building. Mr Jackson noted the RSA is a longstanding organisation in the Featherston community and is seeking to rectify the deferred maintenance of the building. Mr Jackson indicated this repainting would be in keeping with the historic nature given its location in a historic precinct.

### 6.2 Mary Bryne – Fluoridation

Ms Bryne spoke of a remit that has been put forth to Local Government New Zealand (LGNZ) that decision-making relating to fluoridation of drinking water should go to central government rather than remain with local councils. Ms Bryne spoke of new studies which have highlighted the adverse health effects of fluoridation and requested the Board recommend to Council that it puts forth a motion to LGNZ that decision-making remains with local communities which is the current position.

### 6.3 John Broeren – Role of the Community Board

Mr Broeren spoke of an incident involving a Community Board member and requested this member refrain from discussions relating to him and his properties. Mr Broeren noted it is unfortunate to be speaking of this incident as it doesn't reflect the direction the community is working towards. Mr Shepherd apologised to Mr Broeren on behalf of the Featherston Community Board for the unjust way Mr Broeren felt he had been treated. He also offered to speak with Mr Broeren after the Board meeting, which Mr Broeren accepted.

## 7. ACTIONS FROM PUBLIC PARTICIPATION

### Peter Jackson – Featherston RSA

The Grant Application will be discussed under agenda item 9.4.

### Mary Bryne – Fluoridation

Mrs Bleakley requested Ms Bryne provide some wording the Board could consider that could be put forth to Council should the Board decide to move forward with Ms Bryne's request. Mr Wilson suggested the Community Board be presented with alternative views so that it can make a decision on balance before presenting a recommendation to Council.

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Action 216 – To seek the perspective of Wellington Water Limited or Public Health in relation to fluoridation of drinking water and present their views back to the Featherston Community Board for consideration, H Wilson

John Broeren – Role of Community Board

Action 217 – To speak with Mr Broeren to investigate the incident involving a Community Board member as the incident described constitutes a breach of the Code of Conduct, M Shepherd.

**8. COMMUNITY BOARD MINUTES**

**8.1 Minutes of the first meeting of the triennium – 30 October 2019**

*FCB RESOLVED (FCB 2019/70)* that sections D and G of the minutes of the first meeting of the triennium for Council and community boards held on 30 October 2019 be confirmed as a true and correct record.

*(Moved Cr Vickery/Seconded Freya)* Carried

**9. CHIEF EXECUTIVE AND STAFF REPORTS**

**9.1 Adoption of the 2020 Schedule of Ordinary Meetings**

*FCB RESOLVED (FCB 2019/71):*

1. To receive the Adoption of the 2020 Schedule of Ordinary Meetings Report.

*(Moved Cr Vickery/Seconded Cr Emms)* Carried

2. To adopt the 2020 schedule of ordinary meetings for Council, community boards and committees.
3. To set a meeting start time for ordinary meetings of 7pm.
4. To delegate to the Chief Executive the authority to alter the schedule of ordinary meetings following consultation with the Chair.

*(Moved Shepherd/Seconded Bleakley)* Carried

**9.2 Officers' Report**

Mr Wilson advised the Officers' Report is dated as the relevant committees have not yet had their first meetings this triennium. Mr Wilson indicated this is particularly true of the information relating to water supply and noted an update will be covered in agenda item 9.5. Mr Wilson answered questions regarding the NRB Survey, the Fulton Hogan reporting and the Featherston Wastewater to Land Consent.

*FCB RESOLVED (FCB 2019/72)* to receive the Officers' Report.

*(Moved Cr Vickery/Seconded Bleakley)* Carried

### 9.3 **Income and Expenditure Report**

*FCB RESOLVED (FCB 2019/73):*

1. To receive the Income and Expenditure Statement for the period 1 July 2018 – 30 June 2019.
2. To receive the Income and Expenditure Statement for the period 1 July 2019 – 31 October 2019.

*(Moved Cr Vickery/Seconded Freya)*

Carried

### 9.4 **Financial Assistance Report**

*FCB RESOLVED (FCB 2019/74):*

1. To receive the Applications for Financial Assistance Report.

*(Moved Bleakley/Seconded Freya)*

Carried

2. To defer a decision on granting funds to the Wairarapa Citizens Advice Bureau pending discussion by officers on the mechanism for dealing with funding requests from agencies who operate services across the district.

*(Moved Cr Vickery/Seconded Shepherd)*

Carried

3. To grant the Featherston RSA funds of \$500 to contribute to the cost of painting the exterior of the RSA.

*(Moved Freya/Seconded Cr Emms)*

Carried

Cr Vickery and Bleakley abstained.

Mr Shepherd used his casting vote to ensure the motion passed.

Action 218: Council officers to investigate a mechanism for handling funding requests from agencies who operate services across the district, J Mitchell.

### 9.5 **Summer Water Demand Report**

Mr Wilson provided an update on the water compliance issues across the South Wairarapa District and advised members that Council has agreed to fund up to \$500,000 to implement urgent improvement work needed to achieve compliance.

*FCB RESOLVED (FCB 2019/75):*

1. To receive the Summer Water Demand Report.

*(Moved Bleakley/Seconded Cr Vickery)*

Carried

2. To note the vulnerabilities of the Featherston water supply and potential impact on summer water demand.

3. To note the Wellington Water microsite for summer water demand information.

*(Moved Bleakley/Seconded Shepherd)*

Carried

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**9.6 Laws Affecting Elected Members Report**

Mr Wilson presented selected sections of the Laws Affecting Elected Members Report. This was provided for the benefit of Mrs Bleakley who was absent when this was covered at the first meeting of the triennium on 30 October 2019.

*FCB RESOLVED (FCB 2019/76):*

1. To receive the Laws Affecting Elected Members Report.
2. To note the laws and obligations affecting elected representatives.

*(Moved Bleakley/Seconded Freya)*

Carried

**9.7 Request for the Naming of New Road/Right of Way, Sandy Bidwill and Others, 741 Kahutara Road, RD1, Featherston 5771.**

*FCB RESOLVED (FCB 2019/77)* to receive the request for the Naming of New Road/Right of Way, Sandy Bidwill and Others, 741 Kahutara Road, RD1, Featherston 5771.

*(Moved Bleakley/Seconded Freya)*

Carried

Members referred this item to the Martinborough Community Board as Kahutara falls within the Martinborough Ward. Members also discussed having a preapproved list of road names for developers to use across the district.

Cr Emms left the meeting at 8.15pm.

**10. NOTICES OF MOTION**

There were no notices of motion.

**11. CHAIRPERSONS REPORT**

There was no Chairpersons report.

**12. MEMBER REPORTS (INFORMATION)**

There were no member reports.

**13. CORRESPONDENCE**

*FCB RESOLVED (FCB 2019/78)* to receive the inwards correspondence.

*(Moved Cr Vickery/Seconded Bleakley)*

Carried



Meeting closed at 8.18pm

**Confirmed as a true and correct record**

.....Chairperson

.....Date

**DISCLAIMER**

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# FEATHERSTON COMMUNITY BOARD

25 FEBRUARY 2020

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## AGENDA ITEM 8.1

### ESTABLISHMENT OF AND APPOINTMENTS TO COMMITTEES

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#### **Purpose of Report**

To provide the Community Board with information on establishing committees/user groups and other appointments.

#### **Recommendations**

Officers recommend that the Community Board:

1. *Receive the Establishment of and Appointments to Committees Report.*
2. *Consider appointing 1-2 Community Board members as WREMO civil defence liaisons.*
3. *Consider appointing 1 Community Board member to the Card Reserve Users Group.*
4. *Consider the need for a youth representative.*

#### **1. Background**

Schedule 7 of the Local Government Act 2002 (LGA) provides for local authorities to hold the meetings that are necessary for the good government of the region or district (clause 19); to appoint the committees, subcommittees and other subordinate decision-making bodies that it considers appropriate, including joint committees with other local authorities (clause 30); and to appoint or discharge any member of a committee or subcommittee (clause 31). Clause 30 (7) discharges all committees (unless otherwise resolved) at the end of every triennium.

The Community Board are being asked to consider making appointments for the 2019-2022 triennium.

#### **2. Appointments**

##### **2.1 Appointments Made in the 2016-2019 Triennium**

The following Featherston Community Board appointments were made in the last triennium.

Group	Appointments
WREMO - Community Response Planning and the development of the Featherston Emergency Response Plan	Three FCB representatives
Featherston Wastewater Treatment Community Liaison Group	One FCB representative
Wairarapa Library Service Working Group	One FCB nominee

In addition to the above, the Chair represented the Featherston Community Board on the Annual Plan/Long Term Plan Working Party, the Assets and Services Committee the Planning and Regulatory Committee and the Community Safety and Resilience Working Party.

## 2.2 Appointments for the 2019-2022 Triennium

The Chair is invited to review the meeting agenda for the following committees, and if items of interest are to be discussed, to attend and participate in debate. The Chair is not a member of these committees and does not have voting rights.

Group	Position Description
Assets and Services Committee	Community Board Chair
Planning and Regulatory Committee	Community Board Chair

Meeting invitations will not be sent to the Chair but agenda documents will be forwarded by email. Chairs are encouraged to subscribe to the agenda and minutes webpages for these committees to receive update notifications.

WREMO have requested 1-2 Community Board representatives to work with their staff on civil defence preparedness for the community. Ms Mills will be available at the meeting to answer queries on the proposed appointments.

Council's Amenities Manager has requested one representative from the Community Board be appointed to the Card Reserve Users Group. The Community Board has a delegation within its Terms of Reference to consult with officers and make recommendations to the Assets and Services Committee on all proposed beautification or development matters relating to urban reserves, urban amenities and town main streets. Being a member of the Group will give the Community Board a better understanding of what is important to this subset of the community.

There will be a future requirement to appoint a Community Board member to a Featherston Wastewater Treatment Plant Liaison Group once GWRC have agreed the SWDC wastewater consent application. An appointment request will be presented to the Community Board at that time.

Appointment position	Representatives for 19/22
WREMO Liaison	Requirement for 1-2 representatives who work with WREMO staff on civil defence management
Card Reserve Users Group member	Suggested one representative
Featherston Wastewater Treatment Community Liaison Group member (not yet formed-on hold)	To be considered at such time that the GWRC Featherston wastewater consent is granted

### 2.2.1. Options

The Community Board can appoint representatives as requested, appoint a member of the community to act on behalf of the Community Board including reporting back to formal meetings, or decline to appoint members.

There is an option for the Community Board to delay appointments until Board vacancies have been filled.

The preference is that members are appointed as requested either at this meeting or when Board vacancies have been filled.

Group	Advantages	Disadvantages
WREMO liaisons	FCB remains informed about Civil Defence preparedness and is able to act effectively in event of an emergency	Time requirement for the individual member appointment.
Card Reserve Users Group Member	FCB remains informed about matters relating to Card and Market Reserve and can provide input into its maintenance and development.	Time requirement for the individual member appointment.

### 2.3 Other Appointments - Featherston Youth Representative

The Featherston Community Board may appoint a student representative in an advocacy role with non-voting rights. The appointment could be on a yearly or triennium basis or as needed by resignations.

Any honorarium payment would need to be met out of the Board's discretionary budget. For information, Martinborough and Greytown Community Boards pay \$50 for each meeting attended.

The Electoral Act 2001 and LGA 2002 do not allow voting appointments to be made to community boards unless a person has been elected and/or appointed by Council.

A report that went to the Greytown Community Board in June 2019 is attached as Appendix 1. Should the Board wish to appoint a student representative, a similar report could be prepared for the next meeting.

### 2.4 Other Appointments – Community Requests

The Featherston Community Board may form relationships with community groups and may formally appoint members to these groups. If a formal appointment is made to external groups then that member is required to make regular reports back to the

Community Board and represent the interests of Featherston Community Board. Consideration would need to be given to declaring conflicts of interest at meetings where the Board were being asked to make a decision on behalf of the community group.

Alternatively, the FCB could form partnership relationships with community groups via a Memorandum of Understanding (MOU) agreement rather than making member appointments. These community groups would likely be especially significant to Featherston to the point where FCB wanted to formalise a relationship and could report directly to the FCB.

### **3. Financial Considerations**

There are no financial considerations for the recommended member appointments.

### **4. Appendices**

Appendix 1 – Card and Market Reserves Management Plan Objectives and Policies

Appendix 2 – Student Representative Report June 2019

Contact Officer: Suzanne Clark, Committee Advisor

Reviewed By: Karen Yates, Policy and Property Services

**Appendix 1 – Card and Market  
Reserves Management Plan  
Administration Objectives and Policies**

## **2.3 Administration Objectives**

To provide for integrated management of Card and Market Reserve areas, protecting and enhancing the open space and recreation values of the reserves, while allowing for the use and enjoyment of the reserve.

To manage Card and Market Reserves through a cooperative approach between the Council, Community Board, Tangata Whenua, the community and users of the reserve.

To actively promote Card Reserve as a local and regional sporting and recreational facility.

## **2.4 Administration Policies**

- a. To ensure management of Card and Market Reserves is in accordance with statutory requirements, including Section 17 Reserves Act 1977 (recreation classification) and the district plan.
- b. The Council will continue to consult with the community, Tangata Whenua, and other interest groups on matters affecting the ongoing management and development of Card and Market Reserves.
- c. The Council will arrange at least 1 meeting each year of the main park users as a forum to discuss operational issues. The facilitation of the meeting may be delegated to the Featherston Community Board. The first meeting of the year must be held prior to Labour Day each year in preparation of the summer sports season.
- d. The Council will encourage community participation in the planning, development, management and maintenance of Card and Market Reserves.
- e. Consultation relating to this plan and the matters covered by this plan shall be undertaken in accordance with the process and timeframes of the Local Government Act 2002.
- f. The Council will monitor the preparation of the Proposed Wairarapa Combined District Plan and any subsequent amendments to ensure that the

plan provisions do not adversely impact upon the Community's use and enjoyment of Card and Market Reserve.

- g. To ensure that the management of the reserves is responsive the Council will delegate daily management decisions to the Council's Chief Executive where appropriate.

Note: the Chief Executive has powers to delegate management decisions to Council staff to ensure management of the reserve is timely and efficient

- h. An information base of Card Reserve's recreational opportunities and open space values will be developed and maintained.
- i. Promotional material on the reserve's recreational opportunities will be developed to promote the profile and importance of the reserve.

# **Appendix 2 – Student Representative Report June 2019**



# GREYTOWN COMMUNITY BOARD

5 JUNE 2019

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## AGENDA ITEM 7.6

### STUDENT REPRESENTATIVE APPOINTMENT

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#### **Purpose of Report**

To seek Community Board approval to make a student appointment to the Board.

#### **Recommendations**

Officers recommend that the Community Board:

1. *Receive the Student Representative Appointment Report.*
2. *To appoint Amy Clouston as a student representative, in an advocacy role with non-voting rights to the Greytown Community Board, until the end of the triennium.*
3. *That an honorarium payment of \$50 per ordinary meeting attended be made to the student representative.*

## **1. Background**

The Community Board recognise that youth, family, schools and sporting clubs are key community demographic groups. These groups have a high proportion of young people whose democratic voice can sometimes be missed. Today's youth will inherit the decisions made today about our district and as such have a major stake in these decisions.

Student representation provides an advocacy voice for young people, and to better understand the views of youth the Greytown Community Board first appointed a student representative in August 2013.

With the resignation of Lachlan O'Connell in January 2019 a replacement representative has been sought.

## **2. Discussion**

### **2.1 Appointment to Community Board**

Appointment to a community board could be on a yearly or triennium basis, or as needed by resignations. The community board should agree the term with their student representative.

Boards should seek youth that have strong connections to the community they are representing, and ideally the student should reside in that town.

Representatives may be found by approaching school principals or teachers for suitable recommendations, seeking applications, or on recommendation of a member.

Community boards are governed by the Local Government Act and membership is governed by the Local Electoral Act 2001. The student role is therefore advocacy only with non-voting rights.

## **2.2 Duties of Student Representative**

It is up to the community board to direct and mentor the student and provide clear direction on what they expect from the appointment, what engagement with their peers is required, and any special projects the board would like them to conduct.

The community board should also consider how decisions made at board level concerning youth interests need to be reported back to that demographic and whether the student representative has a role to play in doing that.

## **3. Legislation**

### **3.1 Local Government Act 2002**

The Local Government Act 2002 Section 50 states:

#### ***50 Membership of community boards***

*The membership of a community board consists of-*

- (a) members elected under the Local Electoral Act 2001; and*
- (b) members (if any) of, and appointed in accordance with the Local Electoral Act 2001 by, the territorial authority in whose district the relevant community is situated.*

### **3.2 Local Electoral Act 2001**

Where a local authority chooses to appoint members to a community board, the Local Electoral Act 2001 states:

#### ***19F Membership of community boards***

*(3) The persons who are appointed under subsection (1)(c) as members of the community board must-*

- (a) be members of, and must be appointed by, the territorial authority for the district in respect of which the community is constituted; and*
- (b) if the territorial authority is divided into wards, also be members of the territorial authority representing a ward in which the community is situated.*

## **4. Financial Considerations**

An honorarium payment for eight ordinary meetings a year would need to be met by the Board. There has been a precedent set by the Board of \$50

paid for each meeting attended, which is equivalent to what a student representative on a school board of trustees would be paid.

## **5. Conclusion**

Interest has been expressed from Greytown Community Board and the proposed candidate to enter into a student representation agreement. It is recommended that this now be formalised.

Contact Officer: Suzanne Clark, Committee Advisor

Reviewed By: Jennie Mitchell, Acting Chief Executive

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AGENDA ITEM 8.2

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**OFFICERS' REPORT**

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**Purpose of Report**

To report to the Community Board on general activities.

**Recommendations**

Officers recommend that the Community Board:

1. *Receive the Officers' Report.*

**PLANNING AND ENVIRONMENT GROUP REPORT**

**1. Resource Management**

**1.1 Planning Summary**

**1.1.1. General**

The Planning Team continues to receive high numbers of consent applications, planning enquiries, compliance matters and growing policy project work.

**1.1.2. South Wairarapa Spatial Plan**

The Draft Spatial Plan Discussion Document looking out to 2050 was presented to Council on 15 May. A communications plan was presented at last committee meeting. The integrated work saw the release of the Spatial Plan Discussion Document on 10 July, calling for feedback comments by 16 August, the initial engagement period has been extended and closes on 13 September. 134 submissions received in response to the Spatial Plan Discussion Document. The separate report provides an update and overview on the Spatial Plan project.

**1.1.3. Martinborough South Growth Area (MSGA)**

Following consultant and staff work on the MSGA a meeting with landowners (those within and adjoining area) held 17 April to give context, outline potential layout for the future residential area, and indicate next steps. Work included assessment by an experienced urban designer; the meeting revealed a mix of views, info sent and have called for further landowner feedback. Fieldwork and discussions had regarding stormwater and flooding via consultant. With further stormwater assessment work to be undertaken/compiled. Recent landowner feedback views have been captured and a

possible community meeting is being considered. Separate report provides a background and update on this residential growth project.

#### **1.1.4. District Plan Review**

The earlier work on this involved an officers' meeting late January at Carterton between MDC, Carterton District Council (CDC), SWDC and Boffa Miskell staff. Further meeting recently convened to progress this review and topics. Review to be in line with the government/MFE National Planning Standards for future District Plans. WCDP became operative in 2011, required to be reviewed after 10 years. Review of a District Plan can take around 2 years. Recently, have called for expressions of interest, through manager Dave Gittings CDC.

#### **1.1.5. Dark Sky**

A report on the process for a council adopted plan change for review of the SWDC outdoor lighting rules to support a proposed dark sky reserve was presented to Council. Plan change to be based on approach used at Mackenzie DC, initial use of a working group suggested. Further checking done on the extent of need to change outdoor lighting rules alongside advice from Carterton. Change to lighting on highways a focus, discussion with NZTA. A Memorandum of Understanding (MOU) on the proposed Dark Sky Reserve compiled for commitment by the three Wairarapa Council's. A recent visit by IDSS representatives from USA, and changes to outdoor lighting rules via a Council initiated plan change to the WCDP, by Perception Planning. Wairarapa Dark Sky Society are focused on their need to measure existing night light levels, funding, economic plan, preparing for certification.

#### **1.1.6. Review of Notable Trees Register**

Public notification of the updated tree register was extended to 17th May 2019. This was to allow property owners identified as having listed trees overhanging their properties a chance to make submissions and for consultation on the Planning Maps. Total of 37 submissions were received, summary of the submissions done and was notified. Report done for independent commissioner hearing. A hearing was held in Greytown on 21 November. The Commissioner's decision on plan change to update register likely reported to Council in February 2020.

#### **1.1.7. Greytown Development Area**

Following the decision and notification, the area is subject to an Environment Court appeal. Staff have been working with the two appellants to try and reach agreement on respective matters prior to an Environment Court hearing. The two appeals are both being mediated through two memorandums of understanding. One appeal resolved, other appeal awaits trustee signatures on the agreement. This has avoided protracted time/related costs of appeal matters within the Environment Court.

#### **1.1.8. Greytown Orchards Retirement Village**

Processing a resource consent for first stage and a private plan change for master plan/rezoning land to residential. The applicants worked through the request for further information, application was publicly notified, twenty submissions received. A hearing was held in Greytown, by independent commissioner on 29-30 August 2019. Commissioner approved the resource consent, and his recommendation on the plan

change for rezoning land from Rural to Residential to provide for the retirement village was reported to Council on 20 November 2019.

### 1.1.9. Featherston Tiny Homes/Brookside RC

The application has involved multiple meetings with planning staff on aspects. The applicant has been requested to provide further information on urban design and traffic assessment. Number of units proposed has lowered from 120 to approx. 100 dwellings. Once the further information has been independently peer reviewed, then there will be a decision on potential limited notification to surrounding neighbours in line with RMA practice.

## 1.2 Resource Management Act - District Plan

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

RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET	RESULT	COMMENT SOURCE AND ACTIONS TAKEN TO ACHIEVE TARGET
Ratepayers and residents' image of the closest town centre ranked "satisfied"	80%	89%	NRB 3 Yearly Survey October 2018 (2016: 87%)
The district plan has a monitoring programme that provides information on the achievement of its outcomes (AER's)		-	Consultants have established data to be recorded and stored to enable effective reporting against AER's in WCDP. A final monitoring strategy is still to be completed.

## 1.3 Resource Management Act - Consents

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

RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Consent applications completed within statutory timeframes	100%	82%	<b>Total 45/55</b>
		83%	20/24 Land Use applications were completed within statutory timeframes. NCS
		77%	20/26 Subdivision applications were completed within statutory timeframes. NCS
		100%	
		-	5/5 permitted boundary activity applications were completed within statutory timeframes. NCS
s.223 certificates issued within 10 working days	100%	57%	13 of 23 s223 certificates were certified within statutory timeframes. NCS. Impacted by the departure of the Planning Manager and team transition from June to August 2019
s.224 certificates issued within 15 working days of receiving all required information (note no statutory requirement)	95%	93%	25 out of 27 s224 certificates were certified. NCS.

## 1.4 Reserves Act – Management Plans

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

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

## 1.5 Local Government Act – LIM's

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

RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
LIMs contain all relevant accurate information (no proven complaints)	100%	100%	G:\LIMs\LIMS PROCESSED 2019-2020
Standard LIMs are processed within 10 days	100%	100%	18/ 18 standard LIMs were completed G:\LIMs\LIMS PROCESSED 2019-2020

TYPE	YTD	PREVIOUS YTD	PERIOD	PREVIOUS PERIOD
	1 <sup>ST</sup> JULY 2019 TO 31 OCT 2019	1 <sup>ST</sup> JULY 2018 TO 31 OCT 2018	1 <sup>ST</sup> AUG 2019 TO 31 OCT 2019	1 <sup>ST</sup> AUG 2018 TO 31 AUG 2018
Standard LIMs (Processed within 10 working days)	56	105	36	26
Urgent LIMs (Processed within 5 working)	19	13	13	3
<b>Totals</b>	<b>75</b>	<b>118</b>	<b>49</b>	<b>29</b>

## 1.6 Building Summary

### 1.6.1. Building Act - Consents and Enforcement

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

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Code Compliance Certificate applications are processed within 20 working days	100%	100%	NCS – 133 CCC's were issued within 20WD YTD
Building consent applications are processed within 20 working days	100%	100%	NCS – 196 consents were issued within 20WD YTD
Council maintains its processes so that it meets BCA accreditation every 2 years	Yes	Yes	Next accreditation review due January 2020. Council was re-accredited in January 2018
BCA inspects new building works to ensure compliance with the BC issued for the work, Council audits BWOF's and Swimming Pools	Yes	Yes	<b>Building Consents</b> Council inspects all new work to ensure compliance (August - October 2019 – 1,430 inspections)

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
			<p><b>BWOF's –</b> Total 169 – average of 3 audits per month required, 1 audit carried out August - October.</p> <p><b>Swimming Pools –</b> Total 279 – average of 7 audits per month required. 22 audits carried out in August - October.</p>
Earthquake prone buildings reports received	100%	N/A	<p>Under the new legislation, 248 buildings were identified as potentially Earthquake Prone Buildings (EPB). Of which 203 have now been eliminated as not being EPB.</p> <p>Of the remaining buildings:  <b>11</b> - still being assessed by SWDC  <b>14</b> - identified as EPB  <b>20</b> - require engineer assessment from owners</p>

**1.6.2. Building Consents Processed**

TYPE – AUG - OCT 2019	NUMBER	VALUE
<b>Commercial</b> (shops, restaurants, rest home – convalescence, restaurant /bar / cafeteria / tavern, motel, commercial building demolition - other commercial buildings)	13	\$2,798,000
<b>Industrial</b> (covered farm yards, building demolition, warehouse and/or storage, factory, processing plant, bottling plant, winery)	1	\$300,000
<b>Residential</b> (new dwellings, extensions and alterations, demolition of building, swimming and spa pools, sleep-outs, garages, relocations, heaters, solid fuel heaters).	138	\$15,156,366
<b>Other</b> (public facilities - schools, toilets, halls, swimming pools)	0	\$0
<b>Totals</b>	<b>153</b>	<b>18,254,366</b>



## 1.7 Environmental Health and Public Protection

### 1.7.1. Dog Control Act – Registration and Enforcement

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

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Undertake public education, school and community visits to promote safe behaviour around dogs and/or responsible dog ownership	3 visits	0	Letter to go out to schools. Adult education is being organised for at "risk groups" who work out in public spaces such as Council staff/ contractors, meter readers etc.
Complaints about roaming and nuisance dogs are responded to within 4 hours	100%	98%	K:\resource\Bylaw Officers\Registers\AC Service Requests.xls 45/46 (unable to locate owner at the time)
Complaints about dog attacks on persons, animals or stock are responded to within 1 hour	100%	100%	12/12

INCIDENTS REPORTED FOR PERIOD 1 AUG 2019 TO 31 OCT 2019	FEATHERSTON	GREYTOWN	MARTINBOROUGH
Attack on Pets	3	3	1
Attack on Person	1	-	2
Attack on Stock	-	-	-
Barking and whining	4	3	2
Lost Dogs	4	-	1
Found Dogs	4	-	1
Rushing Aggressive	1	1	-
Wandering	14	3	6
Welfare	1	-	-
Fouling	-	-	-
Uncontrolled (off leash urban)	-	-	1

### 1.7.2. Public Places Bylaw 2012 - Stock Control

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

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Stock causing a traffic hazard is responded to within 1 hour	100%	100%	K:\resource\Bylaw Officers\Registers\AC Service Requests.xls 8/8
In cases where multiple stock escapes (more than 1 occasion) have occurred from a property taking compliance or enforcement or prosecution action against the property owner	100%	-	No incidents
Council responds to complaints regarding animals within 48 hours.	100%	100%	K:\resource\Bylaw Officers\Registers\AC Service Requests.xls 15/15

INCIDENTS REPORTED	TOTAL FOR PERIOD 1AUG 2019 TO 31 OCT 2019
Stock	1

### 1.7.3. Resource Management Act – afterhours Noise Control

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

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET 19/20	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
% of calls received by Council that have been responded to within 1.5 hours	100%	100%	<a href="K:\resource\Health\Resource Management\Noise Control Complaints">K:\resource\Health\Resource Management\Noise Control Complaints</a> 50/50 attended within timeframe

AFTER HOURS NOISE CONTROL COMPLAINTS RECEIVED	YTD 1 JULY 2019 TO 31 OCT 2019	PREVIOUS YTD 1 JULY 2018 TO 31 OCT 2018	PERIOD 1 AUG 2019 TO 31 OCT 2019	PREVIOUS PERIOD 1 AUG 2018 TO 31 OCT 2018
Total	50	75	40	73

#### 1.7.4. Sale and Supply of Alcohol Act - Licensing

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

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET 19/20	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Premises are inspected as part of licence renewals or applications for new licences.	100%	31.5% YTD	MAGIQ data. All premises inspected at new or renewal application stage (18/57*). *Number of inspections completed or licences coming up for renewal within the YTD period.  For this reporting period 19 premises are expected to have been completed to align with the 2019/20 target.  We have undertaken 18 out of 19 in this period achieving 94.7% in this period  Total number of licences is subject to change month by month as new businesses open and existing premises close.
Premises that are high risk are inspected annually, while low or medium risk premises are audited no less than once every three years.	100%	43.75% YTD	MAGIQ data. There are no high risk premises in the district. Low and medium risk premises are inspected every 3 years as part of the renewal process. There are currently 32 low and medium licenses due for renewal or new inspections in this financial year.  For this reporting period 10 premises are expected to have been completed as at 31 Oct 2019. We have undertaken 14 premises inspection achieving 140% for this period.  Total number of licenses is subject to change month by month as new businesses open and existing premises close. 14/32
Compliance activities are undertaken generally in accord with the Combined Licencing Enforcement Agencies agreement.	100%	N/A	No compliance inspections undertaken with the CLEG to date.

ALCOHOL LICENCE APPLICATIONS PROCESSED	YTD 1 JULY 2019 TO 31 OCT 2019	PREVIOUS YTD 1 JULY 2018 TO 31 OCT 2018	PERIOD 1 AUG 2019 TO 31 OCT 2019	PREVIOUS PERIOD 1 AUG 2018 TO 31 OCT 2018
On Licence	10	6	6	6
Off Licence	13	7	8	7
Club Licence	4	3	1	2
Manager's Certificate	53	30	46	28
Special Licence	30	12	27	10
Temporary Authority	2	4	2	2
<b>Total</b>	<b>112</b>	<b>62</b>	<b>90</b>	<b>55</b>

### 1.8.1. Health Act - Safe Food

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

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET 19/20	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Premises have appropriate FMP in place and meet the risk based standards set out in the Plan.	100%	100%	FHR – 0 FCP (Food Act) – 99 NP – 62  The changes in the Food Act 2014 require that businesses have an appropriate Risk Based Measure in place by end of transition period (Feb 2019). Total number of premises is subject to change month by month as new businesses open and existing premises close.
Premises are inspected in accord with regulatory requirements.	100%	2%	FCP verifications – 2/99  There was no incumbent EHO to solely focus on verifications for this period. An EHO has been newly appointed. Aim is to complete 2 verifications per week to remove backlog.  *Total number of premises is subject to change month by month as new businesses open and existing premises close.

### 1.8.2. Bylaws

Between 1 July 2019 and 31 October 2019 there were:

Trees and Hedges:

- 4 notices were sent by council requesting the owner/occupier to remove the obstruction from the public space.

Litter:

- 11 litter incidents were recorded and from this, council sent 12 notices to the identifiable people associated with these incidents.

Abandoned vehicles:

- There were 27 abandoned vehicles located in the SWDC area, of which 17 were removed by their owners and the remaining 10 vehicles were removed by councils' contractor.

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

# INFRASTRUCTURE AND SERVICES REPORT

## 2. Wellington Water Highlights

The management of three waters services transferred to Wellington Water on 1 October. The go-live has gone well with operations and maintenance of the networks and treatment plants transferring from CityCare to Wellington Waters Customer Operations Group (COG) on that date also. Our in-house water team members are now employed by Wellington Water and form part of a larger team that means we have access to greater depth of capability.

## 3. Water supply

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

### Key Performance Indicators

WATER SUPPLY KEY PERFORMANCE INDICATORS	TARGET 2019/20	COMPLAINTS		INCIDENTS	
		SEP	YTD	SEP	YTD
The average consumption of drinking water per day per resident within the territorial authority	<400 Lt		491		
Compliance with resource consent conditions/water permit conditions to “mainly complying” or better	95%		100%		
Water supply systems comply with Ministry of Health Bacteriological Drinking Water Standards guidelines 2008*	FTN: Yes GYT: Yes MTB: Yes		FTN: No GYT: No MTB: No		
Water supply systems comply with Ministry of Health Protozoa Drinking Water Standards guidelines 2008	FTN: Yes GYT: Yes MTB: Yes		FTN: No GYT: No MTB: No		
The total number of complaints received by the local authority about drinking water taste per 1000 connections	<15	0	0	0	0
The total number of complaints received by the local authority about drinking water odour per 1000 connections	<15	0	0	0	0
The total number of complaints received by the local authority about drinking water pressure or flow per 1000 connections	<15	0.25 per 1000 (1 complaints)	1.74 per 1000 (7 complaints)	1	7
The total number of complaints received by the local authority about continuity of supply per 1000 connections	<15	0.49 per 1000 (2 complaints)	1.25 per 1000 (4 complaints))	2	4
The total number of complaints received by the local authority about drinking water clarity per 1000 connections	<15	0.24 per 1000 (1 complaints)	1.5 per 1000 (6 complaints)	1	6
Ratepayers and residents satisfied with level of service for water	77%			NRB Survey:	59%
Attendance for urgent call-outs: from the time that the local authority receives notification to the time that service personnel reach the site	< 1 Hr	(3/4) 75%	Median Time 7mins	4	12
Resolution of urgent call-outs: from the time that the local authority receives notification to the time that service personnel confirm resolution of the fault or interruption	< 8 Hrs	(4/4) 100%	Median Time 56mins	4	12
Attendance for non-urgent call-outs: from the time that the local authority receives notification to the time that service personnel reach the site	< 2 working days	(21/46) 46%	Median Time 24h 11mins	24	114

WATER SUPPLY KEY PERFORMANCE INDICATORS	TARGET 2019/20	COMPLAINTS		INCIDENTS	
Resolution of non-urgent call-outs: from the time that the local authority receives notification to the time that service personnel confirm	< 5 working days	(26/46) 57%	Median Time 41h 50mins	24	114
Fire hydrants tested annually that meet NZ Fire Service Code of Practice	20%	20%	20%		
The % of real water loss from the local authority's networked reticulation system identified by establishing and measuring night flow	<20%		22%		

In October we received a report on our water supplies from Regional Public Health. This report confirms that all water treatment plants were non-compliant with the Drinking Water Standards for New Zealand (DWSNZ) for the 2018/19 financial year. Since taking over the management of water services on 1 October Wellington Water have set up a project team to identify the extent of the issues and develop a plan to bring all treatment plants and supplies up to compliant standard. Once initial investigation work has been completed, we will report to council on the options available.

The Martinborough manganese extraction plant will not be operational before summer. This means that Martinborough will continue to operate with only one bore (Bore 4), which has low enough manganese levels not to discolour the water when treated with chlorine. The manganese extraction plant project has missed the summer delivery window due to a number of factors in our procurement approach, we are now using a local contractor for the construction of the plant; there has been some consequential project delay. In addition, the lease agreement for the private land where the has only recently been finalised and we still require resource consent

Operating with only one bore (instead of three) means that there is only half the usual summer water supply. To continue to deliver clean, clear and safe drinking water for the Martinborough community it is necessary to develop a plan for water conservation. Failure to stay within the supply capabilities of the low manganese bore will result in the other bores being deployed and increase the risk of discoloured water.

Greytown and Featherston will be managed in accordance with supply and demand and will step through the usual graduated process from sprinkler ban to hose pipe ban as required for compliance with resource consent conditions.

#### 4. Waste water

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

##### 4.1 Key Performance Indicators

WASTE WATER KEY PERFORMANCE INDICATORS	TARGET 2019/20	COMPLAINTS		INCIDENTS	
		SEP	YTD	SEP	YTD
Attendance time: from notification to arrival on site	< 1 Hr	4/9 (44%)	Median Time 0h 50min	9	22
Resolution time: from notification to resolution of fault	< 4 Hrs	8/9	Median Time	9	22

WASTE WATER KEY PERFORMANCE INDICATORS	TARGET 2019/20	COMPLAINTS		INCIDENTS	
		SEP	YTD	SEP	YTD
		(89%)	3h 21min		
No. of complaints per 1000 connections received about sewage odour	< 15	1 per 1000 (1 complaint)	0.25 per 1000 (1 complaint)	1	1
No. of complaints per 1000 connections received about sewage systems faults	< 15	0	0	0	0
No. of complaints per 1000 connections received about sewage system blockages	< 15	1.65 per 1000 (7 complaint)	4.7 per 1000 (20 complaint)	7	20
No. of complaints per 1000 connections received about the response to issues with sewage	< 15	0	0	0	0
Proportion of urgent waste water service requests responded to within 6 hours of notification	95%	9/9 (100%)	18/22 (82%)	9	22
Number of dry weather sewerage overflows per 1000 connections	<10	0	0	0	0
Ratepayers and residents satisfaction with waste water services	70%			NRB survey:	49%
% of resource consent conditions complied with to mainly complying or better*	90%		98%		
No. of abatement notices	<2				0
No. of infringement notices	0				0
No. of enforcement notices	0				0
No. of convictions	0				0

## 4.2 Consents

Further investigations are being organised, a more in-depth investigation of the land treatment area, involving the drilling of 14 additional investigation bores. Further water quality sampling completed to quantify the performance of the treatment plant for pathogens and what treatment may be required to remove the risk to the shallow bore owners. The Featherston plant is operating well against the current consent conditions and would be within the proposed application conditions.

Martinborough irrigation is being prepared for the new season, including re-sowing of the fields to improve the grass stock.

The Greytown plant has had issues with odours, following a trade waste discharge. The discharge has stopped, and mitigation measures are ongoing to restore the ponds back to normal operation. The irrigation to land was commissioned in May ready for operation in the spring. A presentation day on the 19<sup>th</sup> of June went well.

## 5. Storm water drainage

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

### Key Performance Indicators

STORM WATER DRAINAGE KEY PERFORMANCE INDICATORS	TARGET 2016/17	COMPLAINTS		INCIDENTS	
		JUL	YTD	JUL	YTD
% of ratepayers and residents satisfied with stormwater drains	55%			NRB survey:	57%

STORM WATER DRAINAGE KEY PERFORMANCE INDICATORS	TARGET 2016/17	COMPLAINTS		INCIDENTS	
% of urgent (any blockage causing extensive flooding of buildings or other serious flooding) requests for service responded to within 5 hours	95%	0	0	0	0
No. of flooding events	0	0	0	0	0
No. of habitable floors affected per flooding event per 1000 properties connected	0	0	0	0	0
No. of abatements notices	0				
No. of infringement notices	0				
No. of enforcement notices	0				
No. of convictions	0				
Median Response time to flooding events (Notification to personnel reaching site in hrs)	3	-	-	0	0
No. of complaints about stormwater per 1000 properties connected	0	0	0	0	0

There were three storm water blockages reported during the period within the Greytown water race sections.



## 6. Land transport

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

### 6.1 Key Performance Indicators

LAND TRANSPORT KEY PERFORMANCE INDICATORS	TARGET 2018/19	COMPLAINTS		INCIDENTS	
		APRIL	YTD	APRIL	YTD
Using the RAMM measurement system, average smooth travel exposure on urban roads to be 85% and rural roads 95% with maximum variation of 5%	95%				
Ratepayers and residents fairly/very satisfied with the roads	80%			NRB Survey:	73%
5% of sealed roads are resealed each year subject to availability of NZTA subsidy	100%				
The pavement condition index as measured by the NZTA pavement integrity index	95%				
The number of crashes causing injuries is reduced	Group and control average				
The number of fatalities and serious injury crashes on the local road network	<7				
Ratepayers and residents are satisfied with footpaths in the district	70%			NRB Survey:	63%
Availability of footpaths on at least one side of the road down the whole street	88%				
Footpath Condition rating 95% compliant with SWDC AMP Standard	95%				
The % of customer service requests relating to roads and footpaths responded to within 48 hours	95%	36/39 (92%)	115/154 (75%)	39	154
Meet annual plan footpath targets	Yes				

## 7. Roading Maintenance Ruamahanga Roads – Fulton Hogan

### 7.1 Portion A Maintenance

Main items of work completed in October 2019 on the SWDC network

(NB Carterton District and Department of Conservation works are not reported on.)

- 1626 m2 of sealed pavement repairs completed
- 46 sealed potholes filled
- 92km of unsealed roads graded
- 552m3 of aggregate spread on unsealed roads
- 69km of urban kerb and channel mechanical swept
- 196 km of sealed roads inspected
- 74 km of unsealed roads inspected
- 135 culverts were inspected
- 11 bridges were inspected
- 190 hours of dayworks labour was completed along with associated plant and materials on unscheduled works

Street trees were removed on Donald Street Featherston following a trip injury incident, the removal allows for footpath maintenance to be carried out with a long-

term repair and no concerns about tree roots causing the same hazard. 2 trees were also removed in Esther Street Martinborough prior to new footpath construction.

## **7.2 Portion B Sealed Road Resurfacing**

This year's reseal sites have been selected totalling 16.303km in length, down from the annual plan length requirement of 20.5km being 5% of the sealed network due to budget limitations. The reseal designs have been done along with a projected forecast cost. The 16.303km above is inclusive of an extra 1.4km length along Cape Palliser Road because of budget being freed up due to no sealed road rehabilitation identified this financial year.

Fulton Hogan seal designs have been peer reviewed as a Contract requirement.

All Reseal sites were programmed to be completed in October 2019 but only Cape Palliser Road and Campbell Drive sites were completed. Contract completion for this work is 28 February and over the last 5 years all reseals have been completed by the first week in December. Fulton Hogan have not met their programme and will impact on their performance score rating.

## **7.3 Portion C Pavement Rehabilitation**

The AWPT pavement rehabilitation renewal treatments are been designed by Fulton Hogan Pavement Designer Engineers. Depending on the timeframe for these design's construction is expected to start February-March 2020. The selected sites are on White Rock and Lake Ferry Roads, along with a section of seal extension on Ruakokoputuna Road which was committed to through the last Annual Plan process

The approved programme amount for Rehabilitation for this year is \$215,000.00 plus Ruakokoputuna Road costs. The final length or extent of this year's sites will be adjusted when designs are finalised and priced. The treatment lengths can be adjusted to fit within the approved amount if the cost is greater than funding.

## **7.4 Financial Summary**

The draft claim value for October 2019 is \$338,012.50

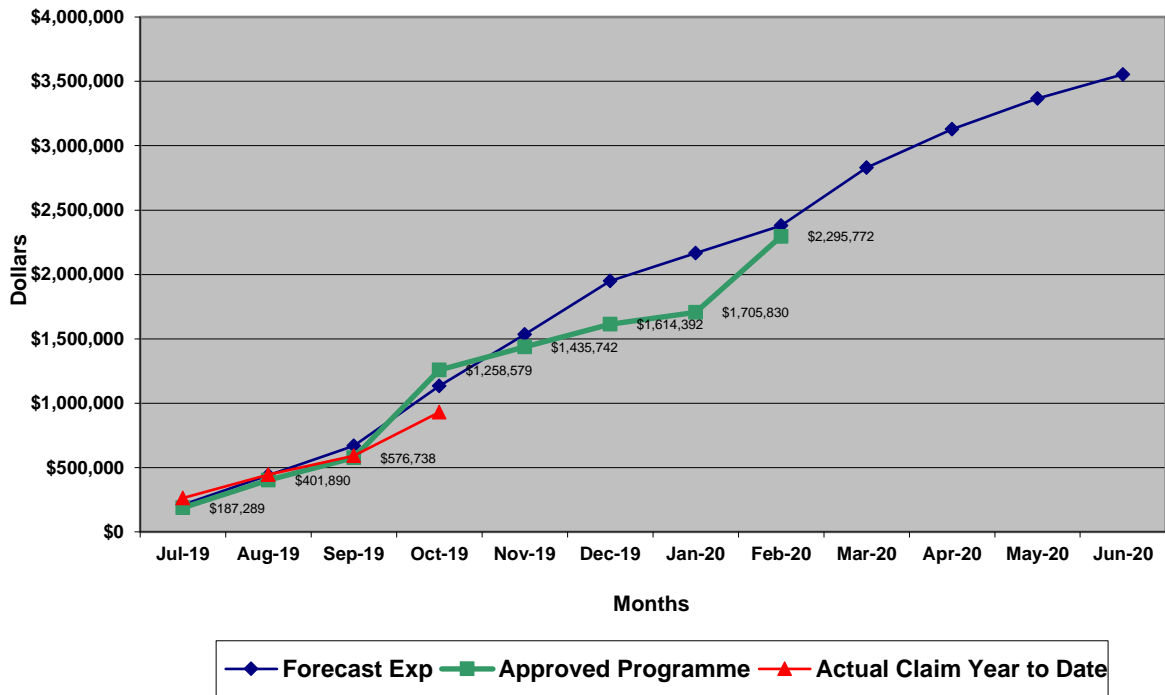
The table below shows forecast expenditure as at the start of the financial year and does not include additional budget allocation of:

- Ruakokoputuna Road seal extension
- Additional footpath maintenance
- Emergency work funding for Cape Palliser which has been approved by NZTA

The difference between Approved programme to date and Actual claim to date is due to non- delivery of programmed reseals.

Approved Programme shown from December through to February is only a draft rolling programme and is firmed up by the 15th of the month prior.

## SWDC District Maintenance Contract - Cashflow



### 7.5 Delivery Performance

A screen shot from Fulton Hogan’s Archimedes database shows 952 dispatches approved by SWDC and 794 completed by Fulton Hogan.

It is important to note that the number of un-completed dispatches can impact the financial performance if they are of a high value.



## 7.6 Other Projects

### Tora Farm Settlement Bridge

Issues of no resistance being felt when driving the piles has led to additional pile depth of up to 12 metres deeper than anticipated before driving ceased. A concrete pile support pad has been designed to support the piles and approved for installation.

Works are programmed to restart in the near future.



Pile driving Tora farm Settlement bridge.

### White Rock Road - Ushers Hill Stabilisation

In conjunction with the adjoining landowners and Greater Wellington Regional Council Land Management team works carried out recently to stock proof and stabilise the land include.

- Installation of cattle stops and either end
- Completion of boundary fencing
- Planting of tree species as shown below:

Pine	13,700 each
Tasmanian Blackwoods	1,352 each
Eucalypt	3,400 each
Redwoods	400 each
Poplar	300 each

## Welcome to Featherston Sign

Working with NZTA Planning and Safety Departments along with Consultants to come up with a cost-effective method to make this signage safe for all motorists using State Highway 2.

## Fitzherbert/Revans Street Rail Crossings Pedestrian Improvements.

Officers have been involved in early discussions with KiwiRail regarding the pedestrian safety improvements. Plans have been produced in line with new standards giving greater awareness and protection to pedestrians crossing KiwiRail infrastructure.

Officers raised the issue of localised flooding during heavy rain events. KiwiRail requested costing be provided for improvements and maintenance activities allowing this works to be priced into the full project costings for NZTA approval. Costing have been submitted by Officers.

## 7.7 Network Control Deliverables

### Customer Service requests

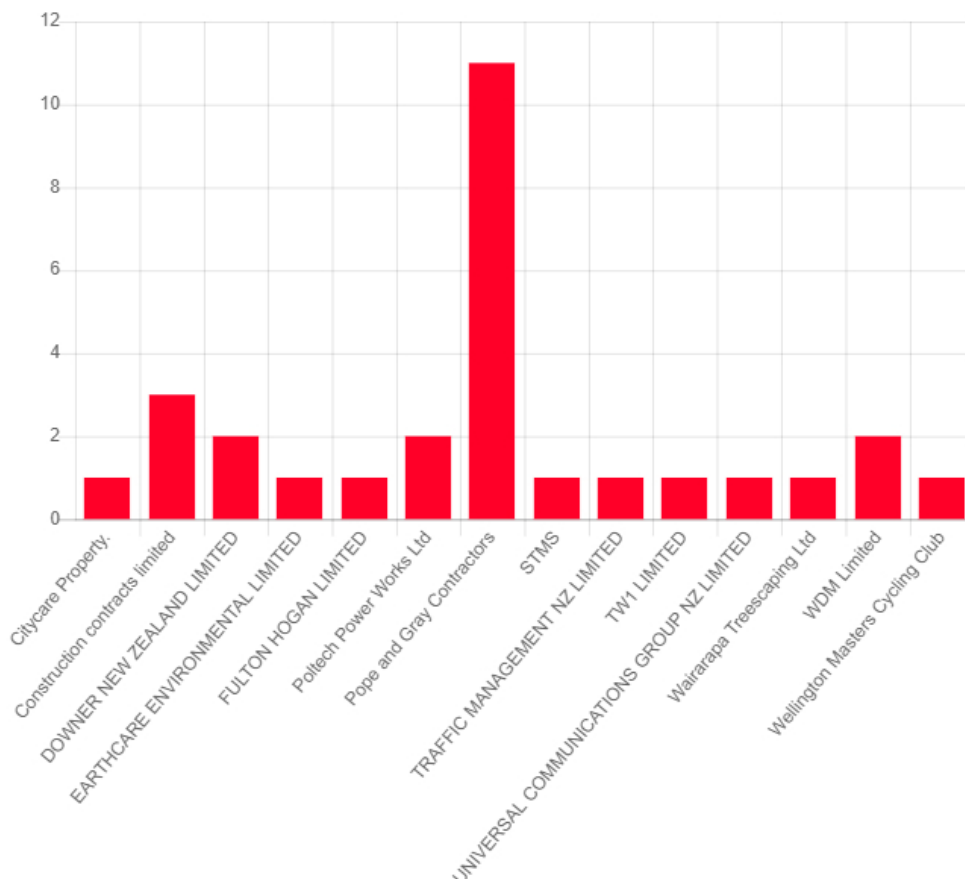
There were 20 service requests logged and issued for roading during October.

### Road Corridor Management

- **Corridor Access Requests**

29 Corridor Access requests were processed through Submitica as shown below

- **Traffic Management Plans**



31 Traffic Management Plans were approved during October for works within the Road corridor. In addition, 16 Generic Traffic Management Plans are monitored. The Generic TMPs are for a maximum duration of 12 months and cover several routine or contract activities.

- **Over Weight Permits**

8 Overweight permits were received and processed for access on the District Roding Network.

22 permits from NZTA Consultants for High Productivity Motor Vehicles (MPMV) routes within the District were approved.

- **Accidents**

Crash Analysis System had 1 recorded crash within the South Wairarapa District including State Highway network for October (to date).

- ❖ 7/10/2019 Revans Street (SH 53) loss control hit parked car 1 minor injury,1 non injury.

The photo below taken 21 October 2019 by Council Officers on Cape Palliser Road reinforces the understanding that many rural crashes go unreported.



## 8. Amenities

The Amenities team is responsible for the management of Council’s parks, reserves and other amenities. The team looks after twelve parks, thirty-one reserves, forty-two buildings, five sports facilities, four cemeteries, eleven public toilets and twenty-two other properties. The Amenities Manager is the contract manager for the City Care parks and reserves contract, and is also responsible for the management of the libraries.

*SERVICE LEVEL – Parks and reserves enhance the quality of life in our communities. Our playgrounds are safe and enjoyed by the community. Clean safe public swimming pools can be accessed in the District. Provision of some low-cost housing for the elderly (or in line with Council policy) in each town. Well maintained hall facilities that are available for the public to book. Public toilets are convenient, clean and safe. There is a wide range of library stock including up to date material.*

### 8.1 Key Performance Indicators

AMENITIES KEY PERFORMANCE INDICATORS	TARGET 2018/19	COMPLAINTS		INCIDENTS	
		MONTH	YTD	MONTH	YTD
Users satisfied with parks and reserves	90%			NRB Survey:	94%
Ratepayers and residents are satisfied with Council playgrounds	80%			NRB Survey:	82%
Council playground equipment that meets national standards	100%				
Council pools comply with NZ swimming pool water testing standards	100%				
Ratepayers and residents’ satisfaction with Council swimming pools	67%				
Occupancy of pensioner housing	94%			Actual:	
Ratepayers and residents satisfied with town halls	76%			NRB Survey:	74%
Cycle strategy	Developed				
Ratepayers and residents satisfied with public toilet facilities	90%			NRB Survey:	85%
Taking programmes out into the community and providing a wide variety of programmes in the library	>3 per library				
% of ratepayers and residents satisfied with libraries	90%			NRB Survey:	91%

### 8.2 Parks and reserves

Card Reserve in Featherston is busy with summer sport, which includes athletics, cricket and summer football. Other parks and reserves have been busy with events, and many more events are lined up for over the summer.

### 8.3 Housing for seniors

Wash Rite are soft washing/cleaning the exterior of Cicely Martin flats 5-6 November 2019.

There are two flats, Westhaven and Matthews, that are waiting for contractors to carry out repair work.

Currently quotes to supply and install heat pumps in all flats are being received from two companies to compare prices and options.

#### **8.4 Cemeteries**

Chris Fraser from Bronze Plaques NZ Ltd are the Agents for and the exclusive supplier of Services Memorials to Veterans' Affairs NZ.

Chris is visiting the three SWDC cemeteries on 18 November 2019 to provide Veterans' Affairs NZ with information about the current condition of Services areas and if there are any future requirements

These visits are important and provide an opportunity to meet and discuss any issues, concerning the standard of care provided by the council, the memorials and, also any future development work that is required.

The following work has been completed at the Featherston cemetery:

1. installed two upright back to back inground ashes beams (32 ashes plots in total) in front of ashes walls 2 & 4
2. beam for 10 burial plots in Block 1, Catholic section
3. four extension beams for 12 plots, in Block 1a

*Featherston cemetery ashes beams*



*Featherston cemetery extension beams*





### Purchases of burial plots/niches 25 August to 5 November 2019

	Greytown	Featherston	Martinborough
Niche	2	1	1
In-ground ashes Beam			
Burial plot	3	2	
Services area			
<b>Total</b>	<b>5</b>	<b>3</b>	<b>1</b>

### Ashes interments/burials 25 August to 5 November 2019

	Greytown	Featherston	Martinborough
Burial	4	2	
Ashes in-ground	2	3	2
Ashes wall	1		
Services Area		1	
Disinterment			
<b>Total</b>	<b>7</b>	<b>6</b>	<b>2</b>

## 8.5 Events

### **Featherston**

*Completed events:*

**Wairarapa Garden Railway Group** – Indoor Running Day –held 15 September 2019 at the ANZAC hall

**Featherston Expo** – held 29 September 2019 at the ANZAC hall

**Kokomai Festival – The Keys are in the Margarine** –held 14 October 2019 at the ANZAC hall

**Featherston Cup 2019** (cricket) – held 28 September and 6 October 2019

*Future events:*

**Featherston Christmas Parade** – being held 7 December 2019 along Fitzherbert Street, Featherston

**Featherston Festival of Choirs (A Cappella)** – being held 17 November 2019 by the Dibble Sculpture

### **Greytown**

*Completed events:*

**Kokomai Festival – String Bean Puppet Show** – being held 19 October 2019 at the Greytown Town Centre

*Future events:*

**The Greytown Woodside Rail Trail Fun Run** – held every Saturday

**The Greytown Country Market** – held every third Sunday of the month starting from 20/10/2019 to 15/03/2020



### ***Martinborough***

*Completed events:*

**The Colour Run & Fireworks** – held 2 November 2019

**Rotary Martinborough Charity Fun Ride** – held 3 November 2019

*Future events:*

**Martinborough Christmas Parade & Carols** – being held 14 December 2019 around the square

**Zagato Cento NZ** - being held 30 November 2019

**Toast Martinborough** – being held 17 November 2019



### **Waihinga Playground**

Progressing well ahead of completion date at this stage and on budget.

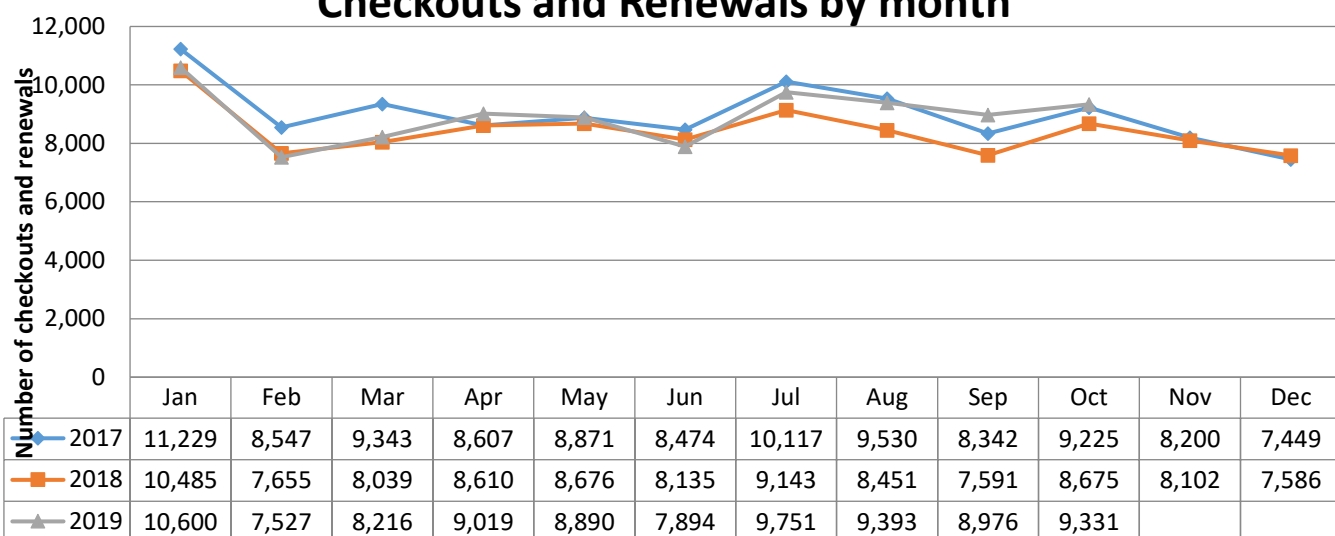
## **9. Library Activity Update**

### **9.1 Issues and renewals:**

Physical items

	<b>Featherston</b>	<b>Martinborough</b>	<b>Greytown</b>
<b>Number of issues and renewals for August</b>	2926	3166	3239

## Checkouts and Renewals by month



### 9.2 New Members

New library members for August 2019:

Name of library	Featherston	Martinborough	Greytown
<b>TOTAL</b>	16	24	11

### 9.3 Computer and Wi-Fi access

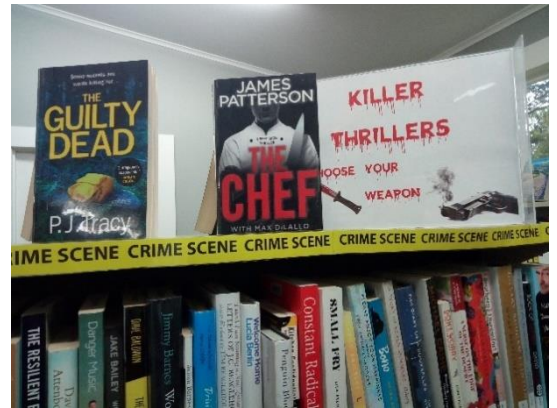
Public Computer Use	Featherston	Martinborough	Greytown
APNK Public Access PCs	244	227	327

Statistics for the Public Access Wi-Fi are now available again. Please note that these statistics are for September, not October. Due to the large number of missing data points it will not be possible to look at annual or monthly trends or comparisons yet.

Public Wi-Fi Use	Featherston	Martinborough	Greytown
Number of time WiFi accessed	1893	1155	1843

## 9.4 Featherston Events

Data not available at time of report completion.



## 9.5 Martinborough

### Displays

Adult Displays	Teen Displays	Junior Displays
New Books	New books	New Books
Stroke Awareness	Halloween	Halloween

### 10. Events

- Halloween was celebrated with much enthusiasm in the Library – staff, displays and even the book drop was involved.
- The Library received free tickets to the Paper Shaper show at Carterton Events Centre. To make it more challenging, staff hid the “golden tickets” inside a picture book, and mis-shelved it. Jorja and Betty methodically searched through every picture book until they found the tickets.
- The Library assisted with preparations for the Community Museum’s 125<sup>th</sup> anniversary over Labour Weekend.

### 11. Other initiatives

- The Library is beginning to focus on programming for Older Persons and making sure they are represented across all our marketing avenues. We began by highlighting the free Community Law service that is available at the Library once a month.
- The Maths is Fun programme was well-attended and we received a lot of positive feedback from parents and caregivers.

The Library continues to receive positive feedback from our customers. (see attached feedback form)





**Wairarapa Community Law**  
 Martinborough Library—Waihinga Centre  
 4th Tuesday of each month  
 10 am—12 pm

Nau mai, haere mai—we're here to help  
 Pop in for a wide range of free, confidential, impartial information, assistance and support.  
 Phone: 0800 924252








**Greytown**

Adult Displays	Teen Displays	Junior Displays
New Books		New books
Non-fiction		

**Cellfish Production (Kokomai Creative Festival, Wairarapa)**

As a result of being awarded two tickets to this show we created a competition giving our customers the opportunity to find and claim the tickets. We hid a voucher in one of our library’s crime novels, and with the help of Jenni from the Carterton Events Centre, launched the competition with posters in the library and on our Facebook page. The big hint was ‘you will know it by its cover’. A little bit of lateral thinking was needed! The voucher was found by one of our frequent library users, Lesley McRae, who was thrilled. The book chosen was ‘By its cover’ by Donna Leon. (Photo supplied)

**The Paper Shaper (Kokomai Creative Festival, Wairarapa)**

We also received two tickets to this children’s show to be won. A voucher was hidden in one of our many children’s books and was discovered by Miriam Tong and her two boys who are big library users. (Photo supplied)

**String Bean Puppet Show (Kokomai Creative Festival, Wairarapa)**

Three performances of this show were held in the Forum area of the Greytown Town Hall Saturday 19<sup>th</sup> October with the first one being held during library opening hours which was well attended.

**Displays – Non-Fiction and Fiction**

We have had a good variety of non-fiction books on display over the past few weeks much to the delight of our non-fiction readers. A small display of books supporting Recycling Week was set up in the children’s area. Our fiction readers, both adult and junior, are also enjoying the supply of new books that have recently arrived. (Photos supplied)

## Tuesday Late Nights

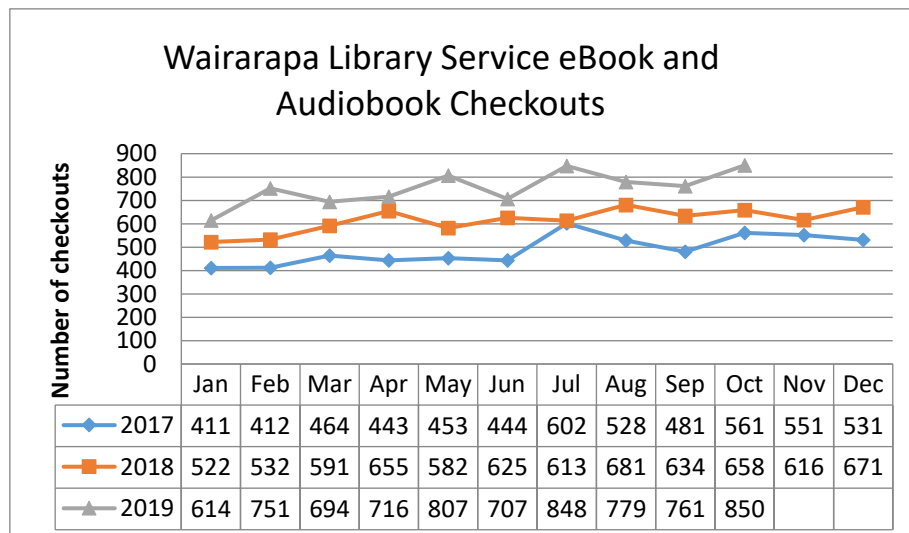
Attendance numbers have been mixed over the month, but more and more customers are discovering we are opening later Tuesday evenings. We are expecting this service to be utilized more with the increasing daylight hours and (hopefully) warmer weather.



### 11.1 Ebooks and Audiobooks:

There were 850 electronic issues (ebooks and e-audiobooks) during October. Please note this is for the entire Wairarapa Library Service (it is not possible to separate the data for each branch).

	October 2019
ebooks	554
Audiobooks	296
<b>TOTAL</b>	<b>850</b>



## **12. Climate Change Advisor Report November 2019**

### **12.1 Greenhouse gas inventory**

The Climate Change Advisor has completed a greenhouse gas inventory for Carterton District Council for 2018 (January to December). This inventory will allow the council to monitor its emissions and reduce them. The greenhouse gas inventory will be updated yearly.

Greater Wellington is also doing a regional greenhouse gas inventory which will follow and update the previous inventory made in 2014:

<https://wellington.govt.nz/~media/services/environment-and-waste/environment/files/greenhouse-gas-inventory-web.pdf>

### **12.2 Climate Change strategy**

The Climate Change Advisor is currently writing a Climate Change Strategy. This strategy aims to reduce the council's greenhouse gas emissions. Targets will be established in order to follow our progress. The targets will be established depending on the 2018 greenhouse gas inventory (baseline).

This strategy will be released in 2020.

### **12.3 Expand the network and meeting stakeholders**

Melanie Barthe, Climate Change Advisor, is still expanding her network.

She works closely to Greater Wellington regional Council (Wellington Regional Climate Change Working Group and Wellington Regional Electric Vehicle Working Group).

She has begun developing relationships with a number of community groups and people such as Resilient Carterton, Wairarapa Dark Sky Association, and Sustainable Energy Association NZ.

### **12.4 Communication – Global Climate Change week**

Between the 14th and the 20th of October we celebrated the Global Climate Change Week. The main goal of this week was to explain:

- What is Climate Change?
- How Climate Change may impact Wairarapa?
- What are Climate Change mitigation and Climate Change adaptation?
- How can I reduce my greenhouse gas emissions?
- How can I increase the carbon reservoirs?



The council's staff received one email a day (Monday to Friday) and the community was able to read one Facebook post a day (Monday to Sunday).

We also ran a competition to know what kind of actions ratepayers are already doing. The winner - Dan Broughton - won plants and a reusable cup. This will be featured in the Midweek.

We also used the Global Climate Change week to release the new 'Sustainability' page on our website. This page contains: Waste management, Recycling, Transfer station, Climate Change, Waste water treatment plant, Water conservation and Carterton IdealCup Cupcycling.

<https://cdc.govt.nz/services/sustainability/>

### **13. Wairarapa Regional Trails and Cycling Coordinator Update**

Erin continues to work with the 5 Towns Trail Network Project Team where she supported the Project Manager with RFQ Consultant brief and funding application to Trust House Foundation. She assisted the team with the evaluation of the consultant quotations and engaged stakeholders for letters of support. A key relationship built with Walking Access Commission has been created through this process.

Greater Welly Bike Festival October – Erin helped engage and promote various community events throughout the region. She has worked closely with Greater Wellington Regional Council, Wairarapa Road Safety Council and Deputy Mayor Vergunst to organise and run Wairarapa's first Bike Rodeo as our main community event. Approximately 100 children joined us at Carterton School for a safe and fun day of learning with bike skills, safety and maintenance being key components. She also engaged support from local Bike shops for prizes and shared with school networks etc.

She has been working with Destination Wairarapa and the NZ Cycle Classic organiser for wrap-around events for the NZ Cycle Classic in January 2020 – currently in the process of engaging a women's cycling group as a feature of the Classic and connecting the organisers to the Bike Rodeo & Road Safety team to create a community event in Masterton.

She has continued to work closely with the Greater Wellington Regional Trails Framework Advisor to complete our trail content to enable more existing trails within the Wairarapa to be promoted and featured on the 'Find Your Wild' website. The Wairarapa trails and locations are consistently shared on the new 'Find Your Wild' Wellington Region Trails Facebook page with huge interest in heading over this side of the hill to explore so it is working well.

She is also currently organising the next Wairarapa Cycling Forum to be held late November – this will be an opportunity to highlight upcoming events, highlight new cycle clubs that have formed, communicate the changes with Huri Huri and continue to build relationships with key stakeholders.

## 14. Te Hōkai Nuku - Positive Ageing Strategy

Emily Clark started as the Regional Positive Ageing Coordinator in September 2019. Emily has been developing the South Wairarapa District Council Implementation Plan which will be endorsed by the Assets and Services Committee.

A cross council working plan has been developed. Priority actions will commence in December 2019, these include:

- Results of the Positive Ageing Strategy shared with the appr managers.
- One-hour workshop at each of the three Wairarapa councils.
- Strong relationships and partnerships between iwi, hapu and whanau and Council.
- Begin to work with MDC – Iwi Governance & Wellbeing Strategy; CDC (form group) and SWDC Maori Standing committee.
- Targeted communication and customer services for older people from councils.
- Includes customer service and communication workshops provided to staff on communicating with older adults; review of council websites.

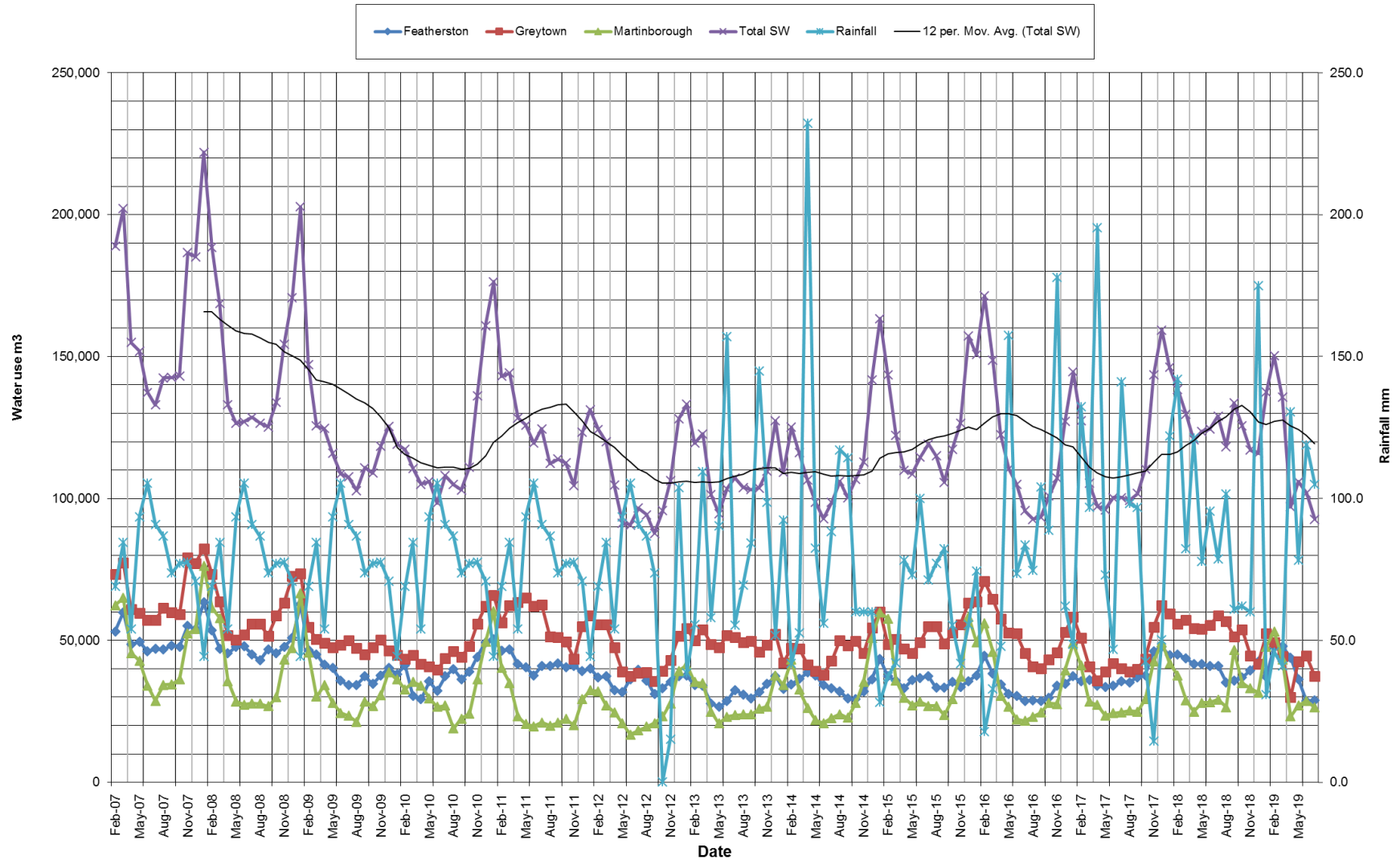
Other actions of note:

- Applied for \$15,000 funding from Ministry for Seniors to go towards implementing action plan.
- Presentations to Menzshed in Carterton and Rotary in Masterton
- Wellington Free Ambulance meeting and visit to pop-up-store in Masterton.
- Emily attended Better Later Working Lives Workshop at NZ Parliament.
- Next steering group meeting mid-November.

Contact Officer: Harry Wilson, Chief Executive

# Appendix 1 – Monthly water usage

## Water use South Wairarapa District Council

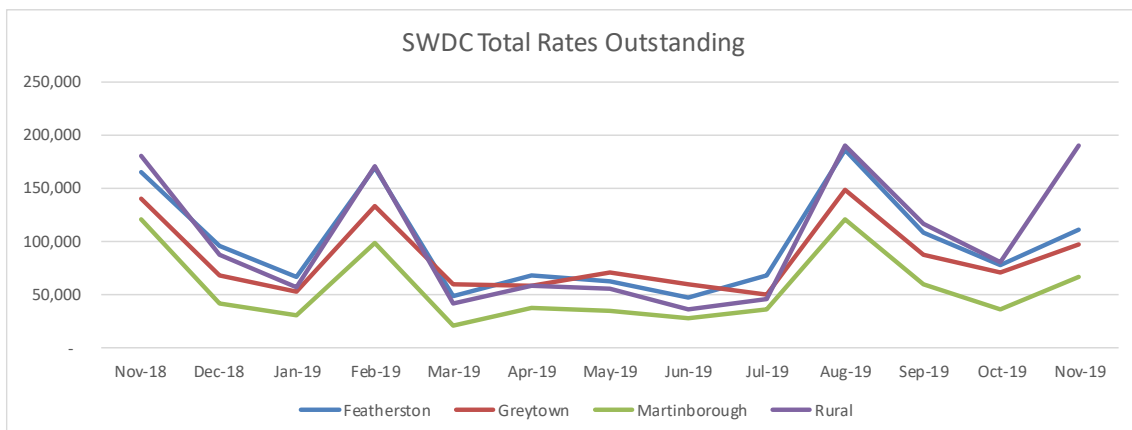
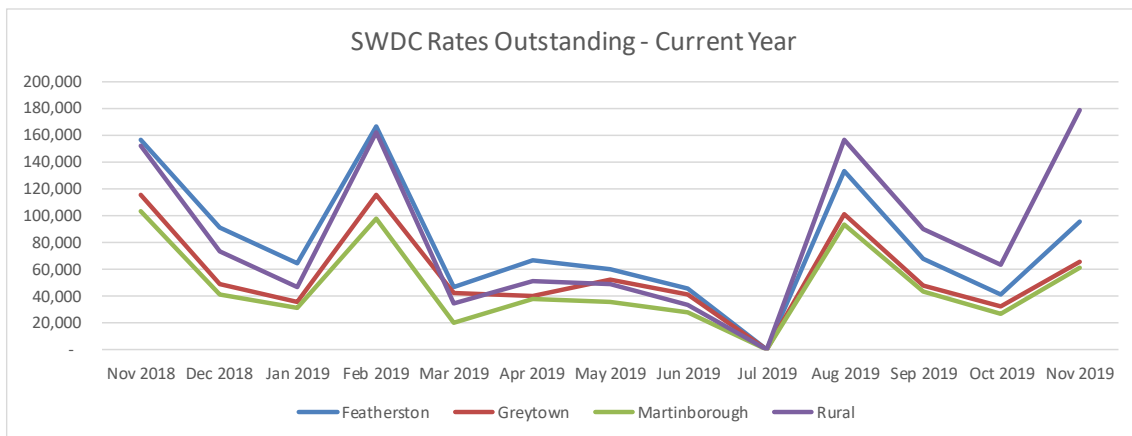
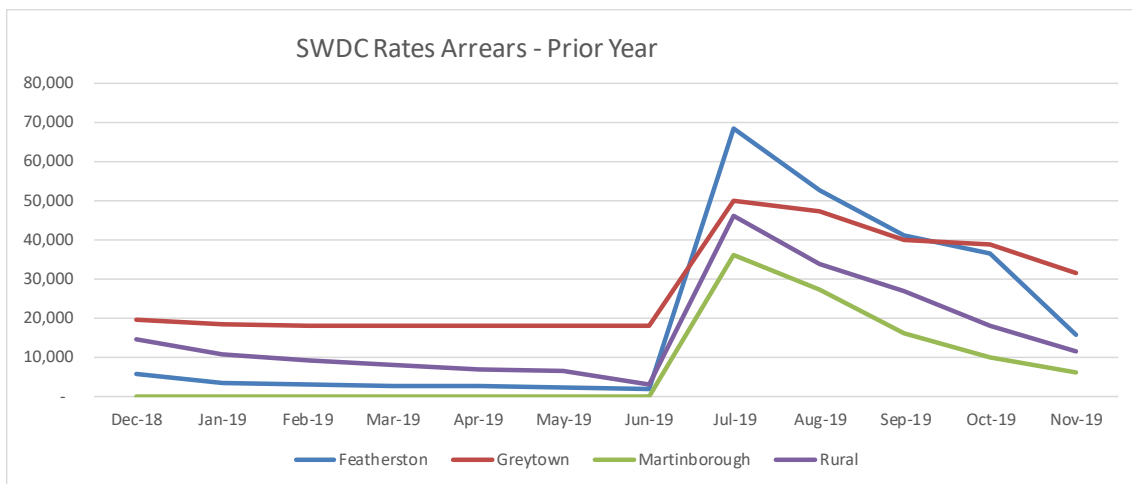


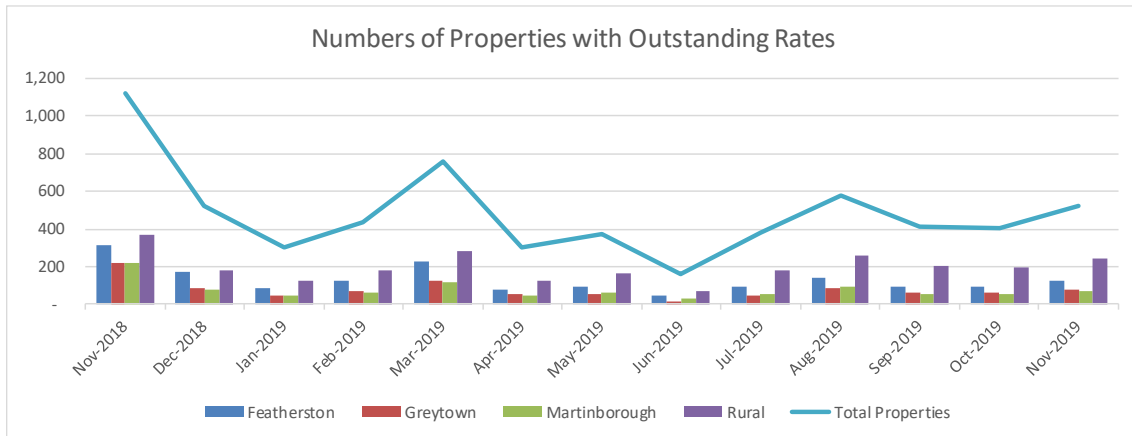
# CORPORATE SERVICES REPORT

## Rates Arrears

The rates arrears graphs below show continued improvement in the recovery of overdue rates which is due to a consistent approach to dealing with our overdue debtors.

Please see below the graphs as at 30 November 2019.





At the end of November 2018, the arrears amount was \$80k so this has dropped to \$64K at the end of November 2019 due to the consistent work done by the rates team.

We have commenced the process to recover arrears from those ratepayers who have mortgages through their banks as we are entitled to do through the Rating Act. A total of 59 letters went to ratepayers and their mortgagees to advise them that rates arrears needed to be paid. The total arrears for this group was \$110,000. Three months later we sent final demands to the property owner and the mortgagee for the 18 properties that had not yet paid. The total arrears owing at this stage was \$48,000. Most of these arrears have now been paid.

Where properties do not have a mortgage, we send the rates arrears debt to debt collection. In total 20 properties owing \$22,000 in rates arrears were sent to the debt collectors. By 25 November 6 of these ratepayers still had rates arrears owing of \$8,700.

There are now only five ratepayers with arrears dating back to the 2018 year and earlier. Of these 1 is on repayment plan, 2 have issues with the title of their property, and 2 are lodged with debt collectors.

We have had a good response to the rates rebate scheme already this year with 292 rebates processed to date. Last years total was 369 rebates, so we have processed over 78% the likely rebates already.

We now have 37% of ratepayers paying by Direct debit, and will continue to work on increasing this percentage as this reduces administration costs considerably.

# FEATHERSTON COMMUNITY BOARD

25 FEBRUARY 2020

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## AGENDA ITEM 8.3

### ACTION ITEMS REPORT

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#### **Purpose of Report**

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

#### **Recommendations**

Officers recommend that the Community Board:

1. *Receive the Action Items Report.*

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

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

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

#### **2. Appendices**

Appendix 1 - Action Items to 18 February 2020

Contact Officer: Steph Dorne, Committee Advisor

Reviewed By: Harry Wilson, Chief Executive

# **Appendix 1 – Action Items to 18 February 2020**

Ref #	Raised Date	Action Type	Responsible Manager	Assigned to	Action or Task details	Open	Notes
132	14-Mar-17	Action	FCB		Submit a list of approved road names to Council	Parked	13/3/18: FCB to ask public for suggestions 11/5/18: Robyn to follow-up the process for nominating Maori road names with the Planning team and MSC chair. 20/11/18: Members agreed that a final attempt to get suitable names for new roads be sought from the public by a Facebook post, closing in time for consideration at the January 2019 meeting. 12/3/19: Members agreed to park this for attention by the new FCB. 4/6/19: Members agreed to keep parked as above. M7138
489	17-Jul-18	Action	FCB		Determine a mechanism for consulting with the community on renaming the Featherston Town Square	Parked	12/3/19: to discuss at next workshop. 16/7/19: To park for the new Community Board to progress.
794	20-Nov-18	Action	Robyn Ramsden		Bring together all information on possible student representation, including seeking input from other community board chairs, Alan Maxwell and Kuranui College, and present findings to the Board	Parked	12/3/19: Parked for new FCB to consider
414	4-Jun-19	Action	Harry	Steph	To add the request to consider an MoU for Maths Wairarapa to the agenda of the new Community Board in early 2020.	Actioned	4/6/19: Park for the new FCB to review in 2020 4/2/20: Report to new FCB at 25 Feb 2020 meeting.
506	16-Jul-19	Resolution	FCB		FCB RESOLVED (FCB 2019/53): 1. To receive the Chairpersons report. (Moved Ramsden/Seconded Shepherd) Carried 2. Recommend that the Featherston Community Board purchase street banners for the main street from the Beautification Fund. 3. Recommend the initial purchase of one set (15) of blue 'Featherston Welcomes You' generic street banners, design included, from the Beautification Fund, at a cost of \$1,170 + gst from OneSource. (Moved Bleakley/Seconded West) Carried 4. That the Featherston Community Board engage with local artists in a meaningful way for designs for seasonal banners to intermingle with the generic banners for Featherston main street and present for consideration. (Moved Ramsden/Seconded Bleakley) Carried	Parked	30/07/19 - Commitment added to I&E. SM.  18/7/19: No. 3 - Complete - Order placed for 15 generic banners.  15/8/19: No. 4 – To be parked for consideration by the new Board in relation to Action 20.



Ref #	Raised Date	Action Type	Responsible Manager	Assigned to	Action or Task details	Status	Notes
106	27-Aug-19	Action	Euan	Tim	For officers to investigate replacing the current Golf Course directional road sign on the Main Highway (SH2) and options for additional signage on the corner of Western Lake and Viles Road, Mr Allingham.	Open	5/9/19: Initial conversation held with Mr Langley regarding replacing current directional sign and possibility of another at the corner. Require exact wording to progress. Email sent requesting exact wording and Ms Mikaera advised the centre name may be changing so will confirm as soon as decision is made. <b>23/1/20:</b> Centre name and sign design confirmed by Maxwell Warren (member of Pae tū Mōkai o Tauira). Mr Langley advised Maxwell the sign will need resource consent and referred him to SWDC Planning Manager.
211	3-Dec-19	Resolution	Jennie	Katrina	FCB RESOLVED (FCB 2019/74): 1. To receive the Application for Financial Assistance Report. (Moved Bleakley/Seconded Freya) Carried 2. To defer a decision on granting funds to the Wairarapa Citizens Advice Bureau pending discussion by council officers on the mechanism for dealing with funding requests from agencies who span across the district. (Moved Cr Vickery/Seconded Shepherd) Carried 3. To grant the Featherston RSA funds of \$500 to contribute to the cost of painting the exterior of the RSA. (Moved Freya/Seconded Cr Emms) Carried Cr Ross and Bleakley abstained. Mr Shepherd used his casting vote to ensure the motion passed.	Actioned	19/12/19 Commitment added to I&E report. HM
216	3-Dec-19	Action	Harry		To seek the perspective of Wellington Water Limited or Public Health in relation to fluoridation of drinking water and present their views back to the Community Board for consideration, H Wilson	Open	3/12/19: Approach Wellington Water who advised questions should be addressed to Ministry of Health as council takes its guidance from them. 5/12/19: Ministry of Health shared information regarding effects of fluoride on water supply. <b>14/2/20:</b> Harry to report back to FCB meeting on 25 Feb.
217	3-Dec-19	Action	Mark Shepherd		To speak with Mr Broeren to investigate the incident involving a Community Board Member as the incident described constitutes a breach of the Code of Conduct, M Shepherd.	Open	<b>04/2/20:</b> M Shepherd spoke to Mr Broeren after the FCB meeting on 3 Dec.
218	3-Dec-19	Action	Jennie		Council officers to investigate a mechanism for handling funding requests from agencies who operate services across the district.	Actioned	JM - There is no restriction on giving grants to agencies who operate throughout the District. CB members need to weigh up whether they would prefer to spend their grant funding in their ward only or are happy to fund appropriate community groups who operate in other areas as well.

# FEATHERSTON COMMUNITY BOARD

25 FEBRUARY 2020

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## AGENDA ITEM 8.4

### INCOME AND EXPENDITURE REPORT

#### **Purpose of Report**

To present the Community Board with the most recent Income and Expenditure Statements and to seek Community Board approval of financial decisions relating to the retirement of Dr Berry and the 2019 Featherston Christmas Parade.

#### **Recommendations**

Officers recommend that the Community Board:

1. *Receive the Income and Expenditure Report.*
2. *Receive the Income and Expenditure Statement for the period 1 July 2018 – 30 June 2019.*
3. *Receive the Income and Expenditure Statement for the period 1 July 2019 – 31 December 2019.*
4. *Approve \$250 be funded to Featherston Lionesses to fund the catering of a community event acknowledging the retirement of Dr Berry.*
5. *Approve \$799.25 (including GST) be funded for the traffic management at the 2019 Featherston Christmas Parade.*

#### **1. Background**

The Community Board has delegated authority to make financial decisions within the confines of the allocated and available budget as shown in the Income and Expenditure Statements presented in this report.

The Community Board is being asked to approve funds in retrospect to contribute to a community farewell event to acknowledge the retirement of Dr Berry and to cover the costs of the traffic management of the 2019 Featherston Christmas Parade.

#### **2. Discussion**

##### **2.1 Income and Expenditure Statements**

The Income and Expenditure Statement for 1 July 2018 – 30 June 2019 is attached in Appendix 1. The Income and Expenditure Statement for 1 July 2019 – 31 December 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.

## **2.2 Financial Decisions**

### **2.1.1 *Dr Berry's retirement***

At the Featherston Community Board meeting on 3 December 2019 members acknowledged the upcoming retirement of Dr Berry and indicated that the Community Board may have a role to play in acknowledging his service to the community.

On 6 January 2020, the Featherston Community Board Chair indicated that the afternoon tea for Dr Berry's retirement was being held on Sunday, 12 January 2020. As the timing of this event came before the next Featherston Community Board meeting, the Chair sought support from members via email to fund \$250 to Featherston Lionesses to fund the catering of the farewell event.

It is recommended that members now formally approved the \$250 for this event.

### **2.1.2 *Featherston Christmas Parade***

At the Featherston Community Board meeting on 4 June 2019, members discussed the Featherston Christmas Parade and FCB noted Mrs Bleakley's interest in running the parade the 1<sup>st</sup> Saturday of December in conjunction with Ms West. Members took an action for officers to advise the FCB when the traffic management plan is required for progressing the Featherston Christmas Parade and the approximate costs.

Officers later advised the cost had been confirmed for \$799.25 (including GST). The intention was that this cost would be met by the Featherston Community Board so a formal resolution is now being sought as a matter of procedure.

The Featherston Christmas Parade took place in December 2019. A resolution to fund this is being sought so that the invoice can be paid.

## **Appendices**

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

Appendix 2 - Income and Expenditure Statement for 1 July 2019 – 31 December 2019

Contact Officer: Steph Dorne, Committee Advisor

Reviewed By: Harry Wilson, Chief Executive

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

<b>Featherston Community Board</b>		
<b>Income &amp; Expenditure For the Period Ended 30 JUNE 2019</b>		
	<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>

**Appendix 2 – Income and Expenditure  
Report for the period 1 July 2019 – 31  
December 2019**

**Featherston Community Board**  
**Income & Expenditure for the Period Ended 31 DECEMBER 2019**

	<u>INCOME</u>	
	Balance 1 July 2019	6,717.35
	Annual Plan 2019/20	28,053.00
	<b>TOTAL INCOME</b>	<b>34,770.35</b>
	<u>EXPENDITURE</u>	
	Members salaries	7,176.40
	Mileage reimbursements	524.41
	<b>Total Personnel Costs</b>	<b>7,700.81</b>
31/07/2019	exp x payroll JULY Fstn Organic week exps	499.82
30/09/2019	AP Wairarapa Times Advertising Sep 2019 - FSTN Expo	296.00
5/11/2019	AP OfficeMax New Z 35517 Stationery	9.92
7/01/2020	exp x payroll DEC	17.04
	<b>Total General Expenses</b>	<b>822.78</b>
18/07/2019	Featherston Clothing Collective	500.00
1/07/2018	AP Hooper N Painting Workshop Costs	500.00
3/07/2018	AP The Featherston Donation to RSA	100.00
2/09/2019	Featherston Heritage - print brochures wwith new logo	500.00
2/09/2019	AP Pae Tu Mokai O Assist with new Signage	500.00
3/09/2019	AP Lamb-Peters Pri Wairarapa Moana Trails Group Banner	418.00
	<b>Total Grants</b>	<b>2,518.00</b>
	<b>Total Capital Expenditure General</b>	<b>0.00</b>
	<b>TOTAL EXPENDITURE</b>	<b>11,041.59</b>
	<b>ACTUAL NET SURPLUS/(DEFICIT) YEAR TO DATE</b>	<b>23,728.76</b>
	<u>LESS: COMMITMENTS</u>	
	Salaries to 30 June 2020	9,089.60
	Mileage to 30 June 2020	-24.41
13/03/2018	Poppy Places Project	79.00
12/03/2019	Featherston Junior Football Club - equipmt & coaching in fstn schools	500.00
27/08/2019	Wairarapa Moana Trail Trust - banner/flyers (\$500 committed) - remainder	82.00
3/12/2019	RSA contribute cost of painting exterior	500.00
	<b>Total Commitments</b>	<b>10,226.19</b>
	<b>BALANCE TO CARRY FORWARD</b>	<b>13,502.57</b>

**Featherston Community Board**  
**Beautification Fund for the Period Ended 31 DECEMBER 2019**

	<b>Total Beautification</b>	<b>0.00</b>
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>ACTUAL NET SURPLUS/(DEFICIT) YEAR TO DATE</b>	<b>17,139.00</b>
	<u>LESS: COMMITMENTS</u>	
	<b>Total Commitments</b>	<b>0.00</b>
	<b>BALANCE TO CARRY FORWARD</b>	<b>17,139.00</b>



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AGENDA ITEM 8.5

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 Life Education Trust for funding of \$500 to assist with the general costs of running the Life Education programme*
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.*
5. *Consider the application from REAP Wairarapa (Fab Feathy) for funding of \$473 for the creation of a 5-minute documentary about sites of significance in Paetūmokai Featherston.*
6. *Consider the application from Kuranui College for funding of \$500 to assist with the costs of first aid, safety and equipment balls and bags to help keep the cost of participation in sport to students down.*

**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
Life Education Trust	\$500
South Wairarapa Neighbourhood Support	\$200
Featherston Community Centre	\$1,500
REAP Wairarapa (Fab Feathy)	\$473
Kuranui College	\$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

<b>Applicant</b>	<b>Status of Accountability Forms for Previous Grants</b>
Life Education Trust	No outstanding accountability forms
South Wairarapa Neighbourhood Support	No outstanding accountability forms
Featherston Community Centre	No outstanding accountability forms
REAP Wairarapa (Fab Feathy)	No outstanding accountability forms
Kuranui College	No outstanding accountability forms

Contact Officer: Steph Dorne, Committee Advisor

Reviewed By: Harry Wilson, Chief Executive Officer

# FEATHERSTON COMMUNITY BOARD

25 FEBRUARY 2020

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## AGENDA ITEM 8.6

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### COMMUNITY FUNDING ARRANGEMENTS PROPOSAL

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#### **Purpose of Report**

To provide the Community Board with information on establishing a funding partnership agreement with community organisations.

#### **Recommendations**

Officers recommend that the Council:

1. *Receive the 'Community Funding Arrangements Proposal' Report.*
2. *Consider entering into a funding partnership agreement with community organisations that the Community Board supports on an ongoing basis.*

#### **1. Background**

The Featherston Community Board is 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.

Currently an organisation needs to apply to the Community Board each time it wants to be considered for funding. Granting an organisation funding involves the following steps:

- A grant application is completed and provided to SWDC no later than 10 days before the next community board meeting
- The grant application is considered at the next community board meeting
- The applicant is advised of the outcome and, if approved, the grant payment is processed
- The applicant submits an accountability form within three months of project completion.

Wairarapa Maths Association has applied to the Featherston Community Board each year for the same purpose, which the Community Board has chosen to support. This organisation has approached SWDC to request the Community Board considers entering into a partnership agreement with organisations that the community board chooses to support on an ongoing basis. Officers are supportive of this idea as it would reduce the administrative overhead involved in processing grants from the same organisation each year. It would also help give organisations certainty of funding.

## **2. Discussion**

### **2.1 Proposed partnership funding**

A review of the Featherston Community Board grants over the last five years shows Wairarapa Maths Association is the only organisation that would be strong candidate for a partnership agreement.

The Wairarapa Maths Association has received a grant each year to assist with the annual Wairarapa Maths competition. The value of the grant from 2015 to 2017 was \$200, increasing to \$300 in 2018 and 2019.

The full list of approved Featherston Community Board grants is provided in Appendix 1. While there are other examples of organisations that have received multiple grants from the Featherston Community Board, these have not been consistent each year.

The proposed term for any such agreement is three years which is consistent with the term of the Community Board. This would give the newly the elected board the opportunity to review the arrangement and decide whether the agreement is still fit for purpose.

### **2.2 Establishing a process**

The Community Board would need to agree the process for making payment and whether the current requirement for an accountability form would persist.

It is proposed that the partner organisation would be responsible for providing Council with an invoice each year to allow the payment to be processed if they are GST registered, or an email to accounts payable making the request if they are not GST registered. Should the event not go ahead, the payment would be refunded by the partner organisation as per the current process.

The Community Board could require an accountability form to be completed as per the current process, or it could opt to waive this requirement.

### **2.3 Legal Considerations**

We propose formalising this arrangement through a written Memorandum of Understanding (MoU). We propose 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.

We would recommend both parties agree this is a long-term relationship for the term of the triennium and any disputes would be worked through in good faith.

### **2.4 Financial Considerations**

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

## **2.5 Consultation**

The Community Board may wish to consult with the Martinborough and Greytown Community Boards as Wairarapa Maths Association has received a grant from all three boards each year, all to the same value. Community Boards may wish to explore entering into a joint agreement which would reduce the administration costs associated with preparing three separate agreements.

## **3. Conclusion**

Should the Board express interest in proceeding with a community funding partnership arrangement, officers can prepare a Memorandum of Understanding for your consideration.

## **4. Appendices**

Appendix 1 – Featherston Community Board Grants

Contact Officer: Steph Dorne, Committee Advisor

Reviewed By: Harry Wilson, Chief Executive Officer

# **Appendix 1 – Featherston Community Board Grants**

Featherston	2015	2016	2017	2018	2019	Notes on duplicate grants
Wairarapa Mathematics Association	\$200	\$200	\$200	\$300	\$300	Grant to assist with the costs of running the annual Wairarapa Maths Competition
Featherston Booktown	\$1,000		\$500	\$500		Grant to assist with running the Booktown event
Featherston Athletics Club		\$500			\$500	Grant to assist with a children's triathlon
Featherston Heritage Complex Society				\$500	\$500	Grants vary (to assist with costs of hosting Chor Farmer and to commission a new logo/produce new brochures for the Society)
Featherston Christmas Market Trust	\$500	\$500				Grant to assist with running the Christmas Market
Featherston Christmas Parade	\$500	\$500				Grant to assist with running the Christmas Parade
Wairarapa Rape and Sexual Abuse Collective				\$500	\$200	Grants vary (operating costs and assist with 'Saying no to Rape campaign')
Cross Creek Railway			\$300	\$1,000		Grants vary (assist with purchase of new motors for existing locomotives and purchase of trailer)
Pae tu Mokai o Taurira				\$500	\$500	Grants vary (assist with costs of Kapa Haka event and assist with signage)
Life Education Trust	\$500					
Greytown Trails Trust	\$3,000					
Maxine Hemi	\$250					
South Wairarapa Community Trust	\$132					
Featherston Camp Memorial Trust		\$3,000				
Wairarapa Citizens Advice Bureau		\$350				
Featherston 1st Fridays Group			\$300			
Featherston School's Cluster			\$500			
KittyCat Rehoming Wairarapa			\$300			
Fell Locomotive Museum			\$500			
Wairarapa REAP (on behalf of White Ribbon Riders)			\$300	\$500		
Muay Thai			\$500			
PK Events Karen Coltman			\$185			
Featherston Community Centre			\$500			
Featherston School				\$500		
St Johns Featherston				\$500		
Featherston Toy Library				\$500		
Featherston Beautification Group				\$500		
Friday Club				\$500		
Featherston First Fridays				500	500	
Featherston Information Centre				\$500		
Featherston Community Centre				\$500		
St Johns (Sth Wairarapa Anglican Parish)					\$500	
Featherston Junior Football Club					\$500	
Cheryl Gallaway					\$200	
Featherston Expo Grant					\$296	
Featherston Dog Park Users Group					\$500	
Organic Week Group					\$500	
Narida Hooper					\$500	
Featherston Cloth Collective					\$500	
Wairarapa Moana Trails Trust					\$500	
Featherston RSA					\$500	



# FEATHERSTON COMMUNITY BOARD

25 FEBRUARY 2020

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## AGENDA ITEM 8.7

### COMMUNITY BOARD TERMS OF REFERENCE

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#### **Purpose of Report**

For community boards to review the 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.”*

The community board are asked to review the Community Board TOR, particularly the revised delegations, and recommend adoption to Council.

#### **2. Discussion**

The proposed Community Board TOR are included at Appendix 1. The proposed TOR now include the power to make decisions with respect to the naming of roads; discretionary and beautification funding; and civic awards.

The scope of the power to make recommendations about the beautification or development of urban reserves, amenities and main streets has been expanded. This will enable consideration of new matters outside of existing plans and budgets. The delegation clarifies that consultation with officers is necessary to ensure that statutory requirements and Council policies and plans are considered.

## **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**

It is expected that community boards will meet the cost of the civic awards process, including advertising, printing of awards, and any formal ceremony. To keep costs at a minimum, community boards may consider giving awards as part of their meeting process.

## **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.

The Civic Awards Working Party TOR (refer Appendix 2) provides a documented process for holding South Wairarapa district awards. Community Boards may want to consider adopting a similar process or amending the process to suit individual requirements e.g. to run an awards ceremony on a more regular basis.

## **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

Appendix 2 – Civic Awards Working Party TOR

Contact Officer: Suzanne Clark, Committee Advisor

Reviewed By: Karen Yates, Policy and Property Services

# **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 ~~and working groups~~ as determined by the Mayor or Council.

#### 4. Delegations

South Wairarapa community boards have the following [powers of recommendation](#):  
[delegations](#):

- [To consult with officers and make recommendations to the Assets and Services Committee on All ~~proposed~~ beautification or development projects](#) matters relating to urban reserves, urban amenities and town main streets ~~that meet current Council policy or management plans and fall within the Annual Plan/Long Term Plan budget.~~
- ~~Recommendations to Council for naming of public roads, private roads and rights of way.~~
- ~~Discretionary spend on projects and community grants.~~
- ~~Determination of priorities for and expenditure of town beautification fund.~~
- 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).

**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 make a recommendation to Council on the appointment of a representative to the Arbor House Trust Board (Greytown Community Board only)

South Wairarapa community boards have the following powers of delegations:

- ~~Recommendations to Council for~~ 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 naming of public roads, private roads and rights of way.
- 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.
- To run a ward based civic awards application and ceremony process.

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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 ~~Council officers~~ 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

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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.

### 6.7. 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.

## **7.8. 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 Council.

## **8.9. Operating Model**

### **8.1.1.9.1 Meetings**

#### **8.1.1.9.1.1. Membership**

- Four ward members elected by the community.
- Two councillors appointed by the [Mayor/Council](#).

#### **8.1.2.9.1.2. Chairperson**

An elected member ~~appointed~~elected by community board members.

#### **8.1.3.9.1.3. Quorum**

Three members will constitute a quorum.

#### **8.1.4.9.1.4. Timing and Frequency**

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

#### **8.1.5.9.1.5. Meeting Order**

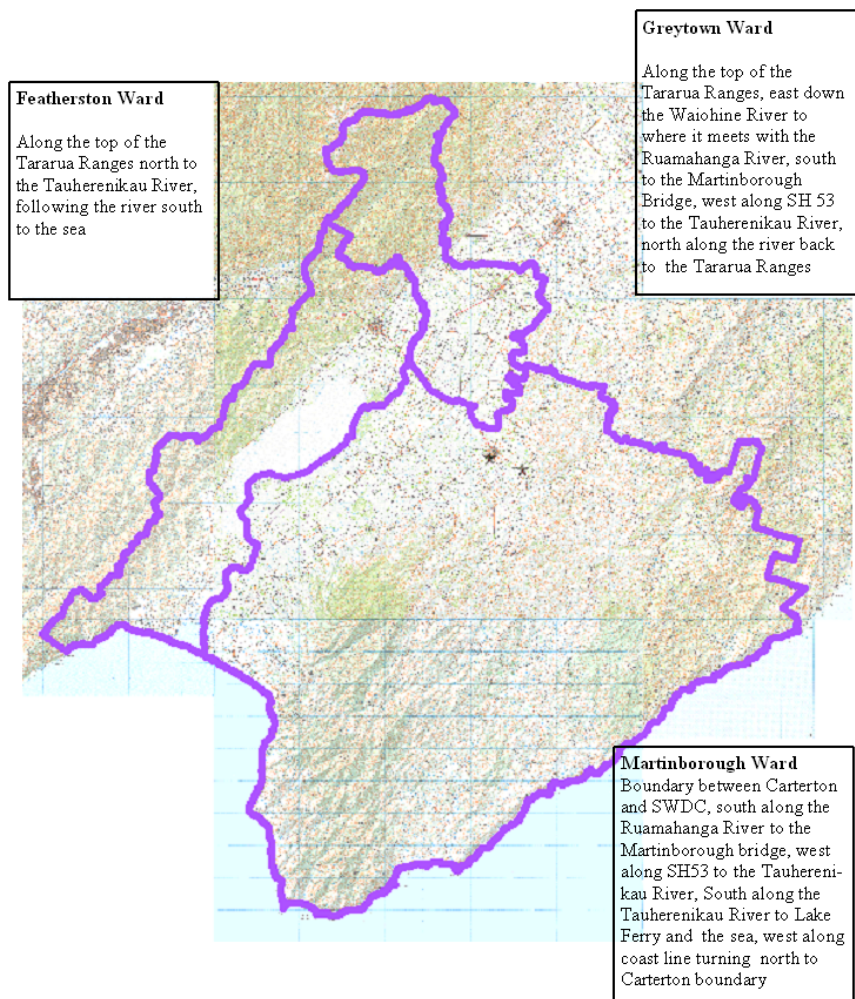
Conducted in accordance with Standing Orders and the Local Government Official Meetings and Information Act 1987.

#### **8.1.6.9.1.6. 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. With regards to building resilience and preparedness in the community, community boards may choose 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**

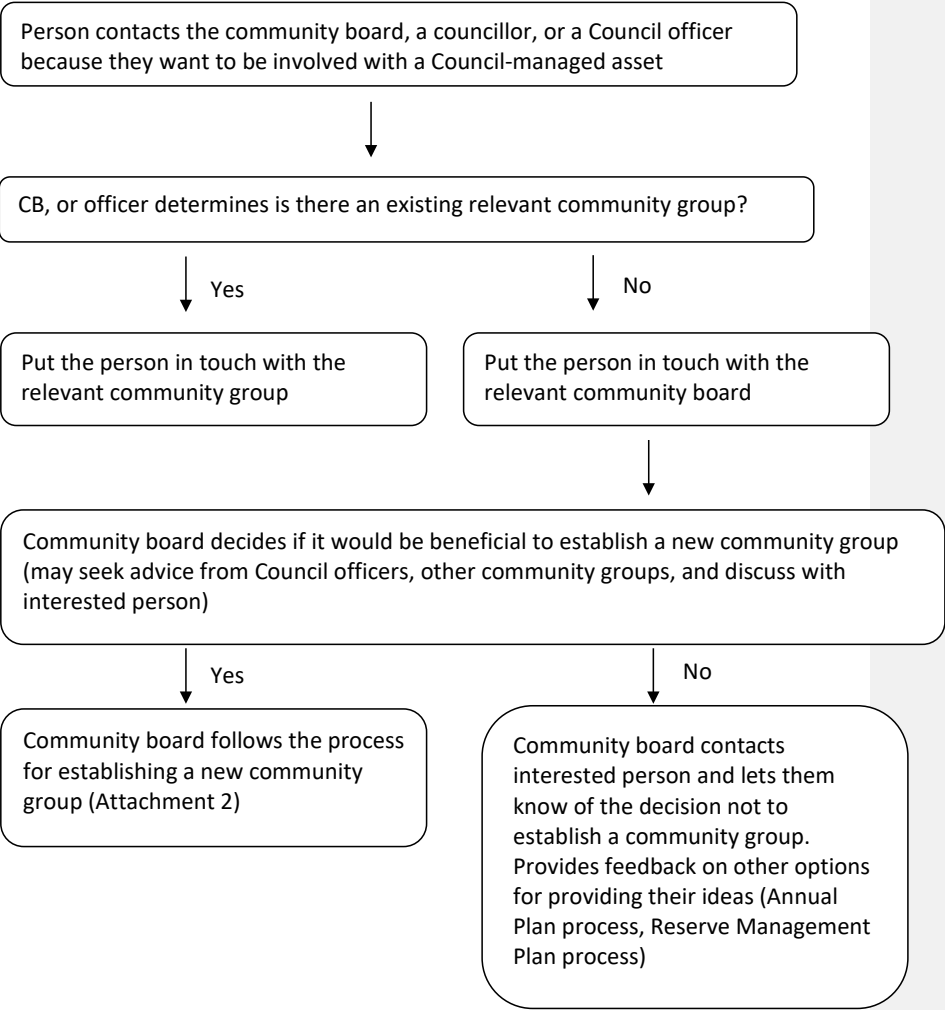
Below are some suggestions on how community boards and community groups can effectively work together. Generally, these suggestions relate to reserves and facilities owned and managed by the Council.

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

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<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>	

*Adopted: 10 August 2011  
Review: August 2021*

## 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*

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# **Appendix 2 – Civic Awards Working Party TOR**



## **SOUTH WAIRARAPA DISTRICT COUNCIL**

### **Civic Awards Working Party – Terms of Reference**

#### **Purpose:**

The South Wairarapa District Council wishes to publicly recognise those individuals or organisations that have made an outstanding contribution benefiting the South Wairarapa and/or its people.

#### **Membership of the Civic Awards Working Party:**

- The Working Party consists of The Mayor plus one Councillor from each ward appointed by the Mayor at the commencement of each triennium
- The current membership is Mayor Viv Napier, Crs Margaret Craig (Chairperson) Pam Colenso and Lee Carter
- The Executive Assistant to the Mayor usually acts as secretary to the Working Party

#### **Meetings of the Working Party:**

As and when the working party decides, but at least biennially, for the purpose of conducting an awards event

#### **Role of the Working Party:**

- To evaluate, recommend and set criteria for community awards to be presented;
- To evaluate and make recommendations on the nomination process;
- To review nominations for awards and select recipients;
- To promote the SWDC Community Awards nominations and event;

#### **Role of the Secretary to the Working Party:**

- Prepare public notices of the awards round and send out nomination papers;
- Provide nominations to the Working Party for review and selection process and organise any meetings required;
- Responsible for the planning and organising of the awards event, and providing regular updates to the Working Party;

## **Appendix 1.**

### **Awards and Criteria:**

(a) **Young Achiever Award**

Any person up to the age of 24 years who has been selected to represent New Zealand in a sport, cultural or academic field or has shown outstanding skill or leadership while representing a school or club at a major regional sports, cultural or academic competition/event.

**OR:**

Any person up to the age of 24 years who has carried out outstanding voluntary service to the South Wairarapa District and its people.

(b) **Services to the Environment Award**

A person, group or an organisation that has led the way in caring for/or enhancing the environment.

(c) **Sport Award**

For a person or a team who have gained a significant success or excelled in terms of sporting achievement bringing credit to the South Wairarapa e.g. represented their country at sport or served the sporting community.

(d) **Arts and Culture Award**

A person, group or organisation with an outstanding achievement in the arts (music, fine art, dance, writing, singing, public speaking, visual arts, etc.).

(e) **Community Service Award**

A volunteer of any age or a voluntary organisation that carries out service or work of a substantial (either length of time or intensity of service) nature benefiting the South Wairarapa and/or its people.

### **1. How are the Awards decided?**

- (a) Nominations must be received by the deadline date stated on the nomination form.
- (b) Nominations can be made by any two members of the public or any two officers of organisations, clubs or businesses.
- (c) All nominations are forwarded to the Selection Panel. This panel comprises a Working Party of four people appointed by Council.

*Note: The Selection Panel relies on the information that accompanies each nomination. Therefore it is in the nominees' best interests that the information provided is of sufficient detail to enable the Selection Panel to consider each nomination fairly.*

## **2. Confidentiality**

- (a) All nominations are confidential.
- (b) It is not necessary to obtain the prior consent of the nominees before submitting a nomination. If the nomination is successful the recipient will be asked whether they wish to accept the Award.
- (c) Nominations that are not successful in any one year may be re-submitted for consideration in subsequent years.
- (d) The decision of the Selection Panel is final and binding.

## **3. Presentation of the Awards**

Her Worship the Mayor will present the Awards to successful recipients at a Mayoral Reception.

All nominees will receive a certificate of commendation.

## Appendix 2.



# South Wairarapa District Council Civic Awards Nomination Form

*Please read the accompanying Conditions and Guidelines.  
Nominations must be received no later than **[Insert Date]**  
Email completed forms to **[Insert name]**, deliver forms  
to the Greytown or Featherston Library/Service Centres, or post them to:  
South Wairarapa Civic Awards  
South Wairarapa District Council  
PO Box 6  
Martinborough 5741*

## **NOMINEE**

*Nominees must be South Wairarapa residents.*

Full Name \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone (home) \_\_\_\_\_ (work) \_\_\_\_\_  
Email \_\_\_\_\_

## **AWARD CATEGORY**

*Please choose one:*

- Young Achiever
- Services to the Environment
- Sport
- Arts and Culture
- Community Service

## **NOMINATOR**

*Nominations must be submitted by **either** an Organisation **or** by Two Individuals. Please complete the relevant section.*

### **ORGANISATION**

Name of Organisation \_\_\_\_\_  
Contact Name/position \_\_\_\_\_ / \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone (work) \_\_\_\_\_ (mob) \_\_\_\_\_  
Email \_\_\_\_\_

*Names and signatures of two executives from the organisation:*

Name/position \_\_\_\_\_ / \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_  
Name/position \_\_\_\_\_ / \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_







## FEATHERSTON COMMUNITY BOARD

25 FEBRUARY 2020

### AGENDA ITEM 10.1

## CHAIRPERSON REPORT

### Recommendations

The chairperson recommends that the Community Board:

1. *Receive the Chairperson Report.*
2. *Agree dates for Featherston Community Board workshops.*

### 1. Meetings and Events

Date	Past meetings or events
11/12/19	Meet with Pae Tu Mokai regarding Moto X track in Fstn
12/12/19	Meet with SWDC, GWRC, DOC, Fishing & Game, Pae Tu Mokai, Moto X rep, to discuss Moto X track.
12/01/20	Dr. Berry's Farewell
28/01/20	Meet with Rhonda Jones and Euan Stitt regarding "Welcome to Fstn" signs.
30/01/20	Water tour
04/02/20	Meet the Candidates evening.
05/02/20	Chair Training Carterton
25/02/20	Fstn Incident Wreath Laying.

### 2. Resignation of Indigo Freya

The resignation of Indigo Freya from the FCB was received and accepted in January. Unfortunately, because the Election process for the already vacant position had started we are required by electoral law to run a by-election to elect someone to that position. With Indigo's resignation we will need to hold another by-election to find a replacement for her. This is likely to run before June.



### **3. Illegal motor cross track**

Over the Christmas break, unapproved changes were made to the existing motor cross track by Wairarapa Moana. This caused a major uproar in the community with many venting their dissatisfaction (both ways) on Facebook (FB). Talks with the SWDC and motor cross operators group are positive, which will hopefully lead to an outcome everyone is happy with. Unfortunately, the FB responses and comments were not helpful however it is important that the FCB does not get involved in this platform of communication.

### **4. Welcome to Featherston signs - SH2**

Late last year, we were notified that the new “Welcome to Featherston” signs needed to be moved as they were in a dangerous place. I have been working with Rhonda Jones from the Beautification Group (who were responsible for the signs) to find a workable solution.

I attended a recent meeting with Rhonda and Euan from SWDC to discuss the moving of the “Welcome to Featherston” signs which LTNZ claim should never have been allowed to be put where they have. LTNZ claim they are too close to the roadside and are a major risk to motorists. We are having ongoing discussions.

### **5 FCB Workshops**

We need to agree on dates for FCB workshops which ideally need to be around 2 weeks before FCB meetings.

Report compiled by Mark Shepherd  
Chair  
Featherston Community Board