



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

## **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, 30 June 2020 starting at 7:00pm.

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

Mark Shepherd (Chair), Claire Bleakley, Sophronia Smith, Jayson Tahinurua, Councillor Garrick Emms and Councillor Ross Vickery.

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#### **PUBLIC BUSINESS**

- 1. EXTRAORDINARY BUSINESS:**
- 2. APOLOGIES:**
- 3. CONFLICTS OF INTEREST:**
- 4. ACKNOWLEDGMENTS AND TRIBUTES:**
- 5. PUBLIC PARTICPATION:**
  - 5.1 None advised
- 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 19 May 2020 and 16 June 2020. **Pages 1-7**

***Proposed Resolution:*** *That the minutes of the Featherston Community Board meetings held on 19 May 2020 and 16 June 2020 be confirmed as a true and correct record.*

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

- 8.1 Election of Deputy Chair Report **Pages 8-12**  
8.2 Establishment of and Appointments to Committees **Pages 13-22**  
8.3 Officers' Report **Pages 23-46**  
8.4 Action Items Report **Pages 47-53**  
8.5 Income and Expenditure Report **Pages 54-61**  
8.6 Financial Assistance Report **Pages 62-63**  
8.7 Community Board Terms of Reference Report **Pages 64-67**

**9. NOTICES OF MOTION:**

- 9.1 None advised

**10. CHAIRPERSON'S REPORT:**

- 10.1 Chairperson Report **Pages 68-75**

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

- 11.1 Member Report from Sophronia Smith **Page 76**

**12. CORRESPONDENCE:**

- 12.1 None advised



**Minutes – 19 May 2020**

- Present:** Mark Shepherd (Chair), Claire Bleakley (from 7.23pm), Sophronia Smith, Councillor Garrick Emms and Councillor Ross Vickery.
- In Attendance:** Mayor Alex Beijen, Karen Yates (Policy and Governance Manager), Suzanne Clarke and Steph Dorne (Committee Advisors).
- Conduct of Business:** Due to COVID-19 restrictions it was not possible for Featherston Community Board to conduct this meeting with members and the public physically present. This meeting was held in accordance with clause 25B of Schedule 7 to the Local Government Act 2002 in accordance with clause 47A of the Local Government Official Information and Meetings Act 1987 and was conducted on 19 May 2020 between 7:02pm and 8.05pm.
- Also in Attendance:** Nik Rilkoﬀ (Community Patrol) and Paul Mason (Featherston Community Centre)

**1. MEMBER DECLARATION**

Elected Featherston Community Board member Sophronia Smith made her oral declaration.

**2. EXTRAORDINARY BUSINESS**

There was no extraordinary business.

**3. APOLOGIES**

*FCB RESOLVED (FCB 2020/11)* resolved to accept apologies from Harry Wilson, Chief Executive.

*(Moved Shepherd/Seconded Smith)*

Carried

**4. CONFLICTS OF INTEREST**

Cr Ross Vickery declared a conflict of interest with the public participation item from Paul Mason on a proposed partnership with the Featherston Community Centre.

**5. ACKNOWLEDGMENTS AND TRIBUTES**

There were no acknowledgments or tributes.

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## 6. PUBLIC PARTICIPATION

### 6.1 Nik Rilkoff – Community Safety and Crime Prevention

Ms Rilkoff provided an introduction to the Featherston Community Patrol and requested that Featherston Community Patrol be included as a regular agenda item to provide updates on their activities to support crime prevention and community safety. Community Patrol members are willing to work with the Board in local events. Support desired from the Community Board and/or Council would likely be in the way of funding support for a new vehicle and contribution to the Community Patrol's running costs.

### 6.2 Paul Mason – Partnership with the Featherston Community Centre

Mr Mason proposed a possible partnership between the Featherston Community Centre and South Wairarapa District Council whereby the Council takes ownership of the property and carries out required upgrades and ongoing maintenance. Mr Mason proposed a partnership relationship with the Featherston Community Centre remaining the long-term tenants.

Mrs Bleakley joined the meeting at 7.23pm.

## 7. ACTIONS FROM PUBLIC PARTICIPATION

### 7.1 Nik Rilkoff – Community Safety and Crime Prevention

Mr Shepherd noted ongoing discussions will be had with Community Patrol.

### 7.2 Paul Mason – Partnership with the Featherston Community Centre

*FCB NOTED:*

Action 163: Officers to obtain a copy of a written proposal from the Featherston Community Centre on the proposed partnership with Council and provide advice on next steps once received.

## 8. COMMUNITY BOARD MINUTES

### 8.1 Featherston Community Board Minutes – 25 February 2020

*FCB RESOLVED (FCB 2020/12)* that the minutes of the Featherston Community Board meeting held on 25 February 2020 be confirmed as a true and correct record.

*(Moved Cr Emms/Seconded Cr Vickery)*

Carried

## 9. CHIEF EXECUTIVE AND STAFF REPORTS

### 9.1 Featherston Community Board Extraordinary Vacancy Report

*FCB RESOLVED (FCB 2020/13):*

1. To receive the Featherston Community Board Extraordinary Vacancy Report.

*(Moved Bleakley/Seconded Smith)*

Carried

2. To note that the Featherston Community Board has an extraordinary vacancy since no nominations were received through the recent by-

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election to fill the vacancy resulting from the resignation of Indigo Freya.

*(Moved Smith/Seconded Bleakley)* Carried

3. That the extraordinary vacancy will be filled by the appointment of Tohoa (Jayson) Tahinurua, and the process and criteria by which Tohoa (Jayson) Tahinurua was selected for appointment was by agreeing the following criteria for selection a) consideration of experience b) sector of the community that is not represented c) balancing Board composition and d) people who have expressed an interest in the past to stand for the Board, each with an equal weighting of 25 percent.

*(Moved Bleakley/Seconded Smith)* Carried

4. To note that the decision of the Community Board will be publicly notified in accordance with the requirements of the Local Electoral Act 2001.

*(Moved Smith/Seconded Cr Emms)* Carried

## **9.2 Income and Expenditure Report**

*FCB RESOLVED (FCB 2020/14)* to receive the Income and Expenditure Statement for the period 1 July 2019 – 31 March 2020.

*(Moved Bleakley/Seconded Cr Vickery)* Carried

## **9.3 Financial Assistance Report**

Mr Shepherd provided an update that the applications had come back for reconsideration as they were previously deferred.

For the Wairarapa Citizens Advice Bureau application, members needed to weigh up whether they would prefer to spend their grant funding in the Featherston Ward only or to support community groups who operate in other areas as well. Mrs Bleakley noted supporting this application does not set a precedent for supporting future applications.

Mr Shepherd updated members that the application had been made by South Wairarapa Neighbourhood Support as the grant funding received from Council covered wages/operating costs and the full amount requested from Council was not granted. The coordinator role has been filled through to 30 June 2020.

*FCB RESOLVED (FCB 2020/15):*

1. To receive the Applications for Financial Assistance Report.  
*(Moved Bleakley/Seconded Cr Vickery)* Carried
2. To grant Wairarapa Citizens Advice Bureau funding of \$350 to support its day to day running costs.  
*(Moved Bleakley/Seconded Cr Vickery)* Carried
3. To grant South Wairarapa Neighbourhood Support funding of \$200 to assist with the costs of funding a new promotional flag and collateral.  
*(Moved Bleakley/Seconded Smith)* Carried
4. To defer granting Featherston Community Centre funding to assist with the costs of its carpark development until Council has considered the proposed partnership agreement with Featherston Community Centre.

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*(Moved Shepherd/Seconded Cr Emms)* Carried

#### **9.4 Community Funding Arrangements**

*FCB RESOLVED (FCB 2020/16):*

1. To receive the Community Funding Arrangements Report.  
*(Moved Smith/Seconded Bleakley)* Carried

2. To agree to enter into a funding partnership agreement with Wairarapa Maths Association.  
*(Moved Bleakley/Seconded Cr Vickery)* Carried

#### **9.5 Community Board Terms of Reference**

Mayor Beijen and Ms Yates responded to questions on the scope of the Terms of Reference, including whether the Board could seek additional funding from Council to take a more active role in activities such as maintaining cycleways e.g. the Featherston to Cross Creek Cycleway, and the Board's involvement in the Carkeek Observatory.

Mayor Beijen updated members that the Civic Awards delegation had been deferred while further work is progressed on the process, but the expectation is that Community Boards will be involved.

Members discussed the importance of the Board's role in advocacy and representation.

*FCB RESOLVED (FCB 2020/17):*

1. To receive the Community Board Terms of Reference Report.  
*(Moved Bleakley/Seconded Cr Vickery)* Carried

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

### **10. NOTICES OF MOTION**

There were no notices of motion.

### **11. CHAIRPERSONS REPORT**

Mrs Bleakley raised amending the Annual Plan submission to reflect discussions on the Terms of Reference in respect to issues she considered the Board could take a more active role in. Members discussed that a request to Council for an increase in funding should be supported by a plan and that there is limited time to progress a plan for this year's submission given the closing date of submissions on 24 May 2020. Further work could be done on a plan for future.

*FCB RESOLVED (FCB 2020/18):*

1. To receive the Chairperson Report.  
*(Moved Cr Emms/Seconded Bleakley)* Carried

2. To approve the Featherston Community Board submission to the South Wairarapa District Council Annual Plan 2020-21.  
*(Moved Cr Emms/Seconded Bleakley)* Carried

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**12. MEMBER REPORTS (INFORMATION)**

Mrs Bleakley spoke on matters from the United Nations (UN) Sustainable Development Goals conference in 2019 which outlined 17 goals to address sustainable development. Mrs Bleakley proposed to present further information to the next physical Community Board meeting for the Board to consider recommending to Council the adoption of the goals.

Cr Vickery raised the Climate Change Strategy and noted the two pieces of work should inform one another.

*FCB RESOLVED (FCB 2020/19) to receive the member report.*

*(Moved Cr Vickery/Seconded Smith)*

Carried

*FCB NOTED:*

Action 164: Mrs Bleakley to work with Mélanie Barthe (Climate Change Advisor) to develop a report on recommendations that could be put forth to Council regarding the UN Sustainable Development Goals for consideration by the Community Board.

**13. CORRESPONDENCE**

There was no correspondence.

Mr Shepherd expressed a vote of thanks to officers and media for their support with preparing for and reporting on the Board’s meeting, and community board members in respect to appointing the Board’s fourth member.

Mayor Alex Beijen expressed a vote of thanks to community board members and councillors for their support and contribution during the COVID-19 lockdown.

The meeting closed at 8.05pm

**Confirmed as a true and correct record**

.....Chairperson

.....Date

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**Minutes – 16 June 2020**

- Present:** Mark Shepherd (Chair), Claire Bleakley, Sophronia Smith, Jayson Tahinurua and Councillor Garrick Emms.
- In Attendance:** Mayor Alex Beijen, Euan Stitt (Acting Chief Executive Officer) and Steph Dorne (Committee Advisor).
- Conduct of Business:** The meeting was conducted in public in Kiwi Hall, 62 Bell Street, Featherston on 16 June 2020 between 7:00pm and 7.07pm.

**1. EXTRAORDINARY BUSINESS**

There was no extraordinary business.

**2. APOLOGIES**

*FCB RESOLVED (FCB 2020/20)* to receive apologies from Councillor Ross Vickery and Chief Executive Harry Wilson.

*(Moved Smith/Seconded Bleakley)*

Carried

**3. CONFLICTS OF INTEREST**

There were no conflicts of interest declared.

**4. ACKNOWLEDGMENTS AND TRIBUTES**

Mr Shepherd acknowledged the recent passing of Peter March who was well known in the Featherston Community.

**5. PUBLIC PARTICIPATION**

There was no public participation.

**6. ACTIONS FROM PUBLIC PARTICIPATION**

There were no actions from public participation.

**7. COMMUNITY BOARD MINUTES**

There were no minutes for confirmation.

**8. CHIEF EXECUTIVE AND STAFF REPORTS**

8.1 Featherston Community Board Extraordinary Vacancy Report

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*FCB RESOLVED (FCB 2020/21):*

1. To receive the Featherston Community Board Extraordinary Vacancy Report.

*(Moved Bleakley/Seconded Smith)*

Carried

2. To confirm the appointment of Tohoa (Jayson) Tahinurua to the Featherston Community Board.

*(Moved Bleakley/Seconded Smith)*

Carried

**9. MEMBER DECLARATION**

Mr Shepherd welcome Mr Tahinurua to the Featherston Community Board.  
Jayson Tahinurua made his public declaration.

**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.

The meeting closed at 7.07pm

**Confirmed as a true and correct record**

.....Chairperson

.....Date

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# FEATHERSTON COMMUNITY BOARD

30 JUNE 2020

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## AGENDA ITEM 8.1

### ELECTION OF DEPUTY CHAIR OF FEATHERSTON COMMUNITY BOARD 2019-2022 TRIENNIUM

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#### **Purpose of Report**

This report sets out the process for electing a new Deputy Chair of the Featherston Community Board in the event that there is more than one nomination for the position, under the provisions of the Local Government Act 2002.

#### **Recommendations**

Officers recommend that the Community Board:

1. *Receive the Election of Deputy Chair of the Featherston Community Board 2019-2022 Triennium Report.*
2. *Elects a Deputy Chair using system A as outlined in clause 25 of Schedule 7 of the Local Government Act 2002 for the election of the Boards' Deputy Chair for the 2019-2022 triennium; the Chairperson will call for nominations.*

#### **1. Background**

Indigo Freya resigned from Deputy Chair of the Featherston Community Board on 26 January 2020. The vacancy resulting from Ms Freya's resignation has now been filled and the Board is at its full complement. The Board is now asked to elect a new Deputy Chair.

Section 54(2) of the Local Government Act 2002 (the Act) states that "Part 1 of Schedule 7 (excluding clauses 15 and 33 to 36) applies to community boards, with all necessary modifications as if they were local authorities". This being so, then clause 17 applies which requires one member to be elected as the deputy chairperson in accordance with clause 25. Clause 25 sets out the voting systems that apply to the election of the deputy chairperson.

#### **2. Voting Systems**

Under the provisions of the Act a community board must determine by resolution that a person be elected or appointed by a system of voting being either System A or System B as outlined in clause 25 of Schedule 7 of the Act (see Appendix 1 for details of both systems).

On 30 October 2019 at the first meeting of the triennium, the Featherston Community Board resolved to adopt voting system A for the election of the Board's Chair and Deputy Chair for the 2019-2022 triennium (FCB2019/65). Now that the extraordinary vacancy has been filled, the Board should use system A to elect a new Deputy Chairperson as has already been resolved. The description of these systems is included below for information.

## **2.2 System A**

Under System A, a candidate is successful if he or she receives the votes of the majority of the members of the community board present and voting. If no candidate is successful in the first round there is a second round of voting from which the candidate with the fewest votes in the first round is excluded. If no candidate is successful in the second round there is a third and if necessary subsequent round of voting from which each time the candidate with the fewest number of votes in the previous round is excluded until a candidate is successful. In any round of voting if two or more candidates tie for the lowest number of votes the person to be excluded from the next round is resolved by lot.

## **2.3 System B**

System B is first past the post except that a tie for the most votes is resolved by lot.

## **3. Considerations**

### **3.1 Policy considerations**

There are no policy considerations.

### **3.2 Legal considerations**

There are no additional legal considerations.

### **3.3 Financial considerations**

There are no financial considerations.

## **4. Significance and Engagement**

### **4.1 Degree of significance**

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

### **4.2 Publicity**

There will be community interest in the community board decisions so a media release will be prepared.

## **5. Appendices**

Appendix 1 – Clause 25, Schedule 7, Local Government Act 2002

Contact Officer: Steph Dorne, Committee Advisor

Reviewed By: Karen Yates, Policy and Governance Manager

**Appendix 1 – Clause 25, Schedule 7,  
Local Government Act 2002**

## EXTRACT FROM LEGISLATION, LOCAL GOVERNMENT ACT 2002

### 25 Voting systems for certain appointments

(1) This clause applies to—

- (a) the election or appointment of the chairperson and deputy chairperson of a regional council; and
- (b) the election or appointment of the deputy mayor; and
- (c) the election or appointment of the chairperson and deputy chairperson of a committee; and
- (d) the election or appointment of a representative of a local authority.

(2) If this clause applies, a local authority or a committee (if the local authority has so directed) must determine by resolution that a person be elected or appointed by using one of the following systems of voting:

- (a) the voting system in subclause (3) (**system A**):
- (b) the voting system in subclause (4) (**system B**).

#### (3) **System A**—

- (a) requires that a person is elected or appointed if he or she receives the votes of a majority of the members of the local authority or committee present and voting; and
- (b) has the following characteristics:

- (i) there is a first round of voting for all candidates; and
- (ii) if no candidate is successful in that round there is a second round of voting from which the candidate with the fewest votes in the first round is excluded; and
- (iii) if no candidate is successful in the second round there is a third, and if necessary subsequent, round of voting from which, each time, the candidate with the fewest votes in the previous round is excluded; and
- (iv) in any round of voting, if 2 or more candidates tie for the lowest number of votes, the person excluded from the next round is resolved by lot.

#### (4) **System B**—

- (a) requires that a person is elected or appointed if he or she receives more votes than any other candidate; and
- (b) has the following characteristics:
  - (i) there is only 1 round of voting; and
  - (ii) if 2 or more candidates tie for the most votes, the tie is resolved by lot.

### Clause 37, Schedule 7

- (1) A community board must have a chairperson
- (2) Clause 25 applies to the election of chairpersons of community boards

# FEATHERSTON COMMUNITY BOARD

30 JUNE 2020

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## AGENDA ITEM 8.2

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### 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 appointing 1 Community Board member to the Featherston Wastewater Treatment Community Liaison Group.*
5. *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 Featherston Community Board was presented with information on establishing committees/user groups and other appointments at its meeting on 25 February 2020 but opted to delay making appointments until the Board vacancies had been filled. Now that all vacancies have been filled, the Board is being asked to consider making appointments for the 2019-2022 triennium.

## 2. Appointments

For the purposes of this report, an appointment is an elected member who becomes a member of the group appointed to, attends meetings of the group, and represents the interests of the Community Board at meetings. A written member report back to Community Board meetings is required of any appointment.

A liaison is not a member of a group, but will keep abreast of the group's interests, issues and concerns by regular contact with the Chair of the group.

### 2.1 Appointments made in the 2016-2019 Triennium

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

Group	Appointments for 16/19
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 liaisons to work with their staff on civil defence preparedness for the community. Ms Mills of WREMO presented to the Board on 25 February 2020 and is available 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 reserves, 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.

The Group Manager of Partnerships and Operations has requested one member from the Community Board be appointed to a Featherston Wastewater Treatment Plant Liaison Group. The group is being formed and will be a key stakeholder for Wellington Water to engage with for the new wastewater consent application. A Terms of Reference will be provided at a later date.

Appointment position	Representatives for 19/22
WREMO Liaison	Requirement for 1-2 liaisons who work with WREMO staff on civil defence management
Card Reserve Users Group member	Suggested one representative
Featherston Wastewater Treatment Community Liaison Group member	One representative

### 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.

The Board can opt to appoint a representative to the Featherston Wastewater Treatment Community Liaison Group now or delay making an appointment until the Terms of Reference are provided.

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.
Featherston Wastewater Treatment Community Liaison Group representative	FCB is a key stakeholder for Wellington Water to engage with for the new wastewater consent application.	Time requirement for the individual member appointment.

### **2.3 Other Appointments - Featherston Youth Representative**

The Featherston Community Board may appoint a youth 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 youth 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: Steph Dorne, Committee Advisor

Reviewed By: Karen Yates, Policy and Governance Manager

**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 8.3

OFFICERS' REPORT

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**Purpose of Report**

To report to Community Boards 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 a high number of consent applications, a range of planning enquiries, compliance matters and growing policy project work. Careful application assessment and consent decision making has continued through the months of the Covid 19 pandemic to ensure timely decisions and avoidance of application backlog which is pleasing.

**1.1.2. South Wairarapa Spatial Plan**

The Draft Spatial Plan Discussion Document looking out to 2050 was presented to Council on 15 May 2019. The integrated work saw the release of the Spatial Plan Discussion Document on 10 July, calling for feedback comments by 16 August. A total of 134 submissions were received in response to the Spatial Plan Discussion Document. An update and options approach on engagement for the South Wairarapa Spatial Plan was presented to Council on 18 March and more recently. A workshop is being scheduled to discuss the form and timeframes for the spatial plan, and taking into account the impact of Covid 19.

**1.1.3. 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. The CE of MDC sought that further expressions of interest for the review work be pursued. Of the ten consultancy firms that responded and put in applications to undertake the review, Boffa Miskell were clearly identified as the preferred provider to support the review of the WCDP.

#### **1.1.4. 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. 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. A draft of the Wairarapa International Dark Sky/Outdoor Artificial Lighting Plan Change has been compiled and is being reviewed for upcoming presentation to the Committee.

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

Public notification of the updated tree register was extended to 17th May 2019, 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. Hearing was held in Greytown on 21 November. The Commissioner's decision on plan change to update register was reported to Council in early February 2020. The Commissioners recommendation was adopted and we are currently dealing with an appeal on the listing of one Oak tree.

#### **1.1.6. Greytown Development Area**

Following the decision and notification, the area is subject to an Environment Court appeal. Staff have worked 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 agreement. This has avoided protracted time/related costs of appeal matters within the Environment Court.

#### **1.1.7. Featherston Tiny Homes/Brookside RC**

The application has involved multiple meetings. 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. Applicant, Council planner, independent urban design reviewer meeting 24 Feb to assess this application.

## 2. Building Services

The building team has continued to field technical enquiries, receive new applications and produce building consent decisions pre and during the Covid 19 pandemic which has been a high level of consistent service delivery. This was together with the provision of ongoing site inspections services and technical checks. The recent procedures audit by IANZ identified a small number of procedure improvements which were updated and quickly resolved, and resulted in recent re-accreditation of our BCA, together with positive praise by the auditors.

## 3. Environmental Services

The Environmental Services team has provided helpful advice, support and decision making within the realms of food safety, alcohol, bylaws and dog control areas of work. It has been especially pleasing to see a high level of interest, uptake and positive feedback for the recently delivered training, provided through Council on Food Safety Plans to support operators of food premises. A brief presentation on animal control work has been compiled by Rick Mead for providing answers to recently raised questions, and for sharing knowledge on the scope of dog control work with Councillors.

### 3.1 Resource Management Act - District Plan

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

RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET	RESULT	COMMENT SOURCE AND ACTIONS TAKEN TO ACHIEVE TARGET
Ratepayers and residents' image of the closest town centre ranked "satisfied"	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.

### 3.2 Resource Management Act - Consents

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

RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Consent applications completed within statutory timeframes	100%	90%	<b>Total 119/32</b>
		91.9%	57/62 Land Use applications were completed within statutory timeframes. NCS
		88.5%	62/70 Subdivision applications were completed within statutory timeframes. NCS
		100%	8/8 permitted boundary activity applications were completed within statutory timeframes. NCS
		-	
s.223 certificates issued within 10 working days	100%	88.5%	47 of 52 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%	96%	51 out of 53 s224 certificates were certified. NCS.

### 3.3 Reserves Act – Management Plans

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

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

Six Months Trend from 1 <sup>st</sup> December 2019 to 31st May 2020		
Item	No of applications completed within the time frame over the total number of applications	% of applications processed within time frames
Land use consents	36/38 within 20 working days	94%
Subdivision Consents	40/46 in 20 working days	86.9%
223 Certificates	29/29 in 10 working days	100%
224 Certificates	25/25 in 15 working days	100%

### 3.4 Local Government Act – LIM's

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

RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
LIMs contain all relevant accurate information (no proven complaints)	100%	100%	G:\LIMs\LIMS PROCESSED 2019-2020
Standard LIMs are processed within 10 days	100%	99.5%	216/217 standard LIMs were completed G:\LIMs\LIMS PROCESSED 2019-2020

TYPE	YTD 1 <sup>ST</sup> JULY 2019 TO 31 <sup>ST</sup> MAY 2020	PREVIOUS YTD 1 <sup>ST</sup> JULY 2018 TO 31 <sup>ST</sup> MAY 2019	PERIOD 1 <sup>ST</sup> JAN 2020 TO 31 <sup>ST</sup> MAY 2020	PREVIOUS PERIOD 1 <sup>ST</sup> JAN 2019 TO 31 <sup>ST</sup> MAY 2019
Standard LIMs (Processed within 10 working days)	144	210	69	79
Urgent LIMs (Processed within 5 working)	73	43	35	22
<b>Totals</b>	<b>217</b>	<b>253</b>	<b>94</b>	<b>101</b>

### **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 – 305 CCC's were issued within 20WD YTD
Building consent applications are processed within 20 working days	100%	100%	NCS – 440 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 2022. Council was re-accredited in January 2020
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 (May 2020 – 252 inspections) <b>BWOF's –</b> Total 169 – average of 3 audits per month required, 0 audit carried out May <b>Swimming Pools –</b> Total 279 – average of 7 audits per month required. 2 audits carried out in May
Earthquake prone buildings reports received	100%	N/A	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.

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
			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

	<i>Dec 19</i>	<i>Jan 20</i>	<i>Feb 20</i>	<i>Mar 20</i>	<i>Apr 20</i>	<i>May 20</i>
<b>Monthly Building Consents issued</b>	<b>23</b>	<b>27</b>	<b>24</b>	<b>34</b>	<b>39</b>	<b>39</b>
<b>Monthly CCC issued</b>	<b>31</b>	<b>21</b>	<b>24</b>	<b>31</b>	<b>4</b>	<b>16</b>

**Building Consents Processed**

TYPE – JAN-MAY 2020	NUMBER	VALUE
<b>Commercial</b> (shops, restaurants, rest home – convalescence, restaurant /bar / cafeteria / tavern, motel, commercial building demolition - other commercial buildings)	17	\$10,974,734.00
<b>Industrial</b> (covered farm yards, building demolition, warehouse and/or storage, factory, processing plant, bottling plant, winery)	1	\$33,000.00
<b>Residential</b> (new dwellings, extensions and alterations, demolition of building, swimming and spa pools, sleep-outs, garages, relocations, heaters, solid fuel heaters).	181	\$15,844,313.00
<b>Other</b> (public facilities - schools, toilets, halls, swimming pools)	4	\$124,521.00
<b>Totals</b>	<b>203</b>	<b>\$26,976,568.00</b>

## Environmental Health and Public Protection

### ***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%	98.5%	K:\resource\Bylaw Officers\Registers\AC Service Requests.xls 136/137 (unable to locate owner at the time)
Complaints about dog attacks on persons, animals or stock are responded to within 1 hour	100%	100%	25/25

INCIDENTS REPORTED FOR PERIOD 1 JAN 2020 TO 31 MAY 2020	FEATHERSTON	GREYTOWN	MARTINBOROUGH
Attack on Pets	1	-	-
Attack on Person	-	2	3
Attack on Stock	2	-	-
Barking and whining	3	5	1
Lost Dogs	2	1	2
Found Dogs	2	1	2
Rushing Aggressive	3	4	2
Wandering	24	7	10
Welfare	-	-	-
Fouling	-	-	-
Uncontrolled (off leash urban)	2	1	1

	<i>Dec 19</i>	<i>Jan 20</i>	<i>Feb 20</i>	<i>Mar 20</i>	<i>Apr 20</i>	<i>May 20</i>
<b>Nuisance dogs</b>	<b>11</b>	<b>17</b>	<b>17</b>	<b>18</b>	<b>11</b>	<b>12</b>
<b>Attended to within 4 hours</b>	<b>11</b>	<b>17</b>	<b>18</b>	<b>18</b>	<b>11</b>	<b>12</b>
<b>Attack totals</b>	<b>3</b>	<b>0</b>	<b>3</b>	<b>2</b>	<b>3</b>	<b>0</b>
<b>Attacks attended within 4 hours</b>	<b>3</b>	<b>0</b>	<b>3</b>	<b>2</b>	<b>3</b>	<b>0</b>

**Public Places Bylaw 2012 - Stock Control**

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

<b>PUBLIC PROTECTION KEY PERFORMANCE INDICATORS</b>	<b>TARGET</b>	<b>YTD RESULT</b>	<b>COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET</b>
Stock causing a traffic hazard is responded to within 1 hour	100%	100%	K:\resource\Bylaw Officers\Registers\AC Service Requests.xls 20/20
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 13/13

<b>INCIDENTS REPORTED</b>	<b>TOTAL FOR PERIOD 1 JAN 2020 TO 31 MAY 2020</b>
Stock	14



**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%	98.8%	<a href="K:\resource\Health\Resource Management\Noise Control Complaints">K:\resource\Health\Resource Management\Noise Control Complaints</a> 165/167 attended within timeframe

AFTER HOURS NOISE CONTROL COMPLAINTS RECEIVED	YTD 1 JULY 2019 TO 31MAY 2020	PREVIOUS YTD 1 JULY 2018 TO 31MAY 2019	PERIOD 1 JAN 2020 TO 31 MAY 2020	PREVIOUS PERIOD 1 JAN 2019 TO 31 MAY 2019
Total	167	104	84	50

	<i>Dec 19</i>	<i>Jan 20</i>	<i>Feb 20</i>	<i>Mar 20</i>	<i>Apr 20</i>	<i>May 20</i>
<b>Calls</b>	<b>9</b>	<b>8</b>	<b>28</b>	<b>27</b>	<b>7</b>	<b>14</b>
<b>Attended to within 1.5 hours</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

## Sale and Supply of Alcohol Act - Licensing

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

	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%	78.7% YTD	<p>MAGIQ data. All premises inspected at new or renewal application stage (48/61*).</p> <p>*Number of inspections completed or licences coming up for renewal within the YTD period.</p> <p>For this reporting period (Jan to May) 10 premises are expected to have been completed to align with the 2019/20 target.</p> <p>We have undertaken 12 in this period</p> <p>Total number of licences is subject to change month by month as new businesses open and existing premises close.</p>
Premises that are high risk are inspected annually, while low or medium risk premises are audited no less than once every three years.	100%	85.7% YTD	<p>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 35 low and medium licenses due for renewal or new inspections in this financial year.</p> <p>For this reporting period (Jan to May) 6 premises are expected to have been completed. We have undertaken 12 premises inspections.</p> <p>As at 31 May 20, 30 inspections have been done YTD.</p> <p>Total number of licenses is subject to change month by month as new businesses open and existing premises close. 30/35</p>
Compliance activities are undertaken generally in accord with the Combined Licencing Enforcement Agencies agreement.	100%	100%	<p>1 Controlled purchase Operation has been undertaken this year. All premises in SWDC were compliant</p> <p>10 Compliance inspections undertaken at 10 licensed premises</p>

ALCOHOL LICENCE APPLICATIONS PROCESSED	YTD 1 JULY 2019 TO 31 MAY 2020	PREVIOUS YTD 1 JULY 2018 TO 31 MAY 2019	PERIOD 1 JAN 2020 TO 31 MAY 2020	PREVIOUS PERIOD 1 JAN 2019 TO 31 MAY 2019
On Licence	29	15	10	6
Off Licence	37	18	12	5
Club Licence	7	7	1	4
Manager's Certificate	150	115	45	73
Special Licence	65	55	12	29
Temporary Authority	4	5	1	1
<b>Total</b>	<b>292</b>	<b>215</b>	<b>81</b>	<b>118</b>

### **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) – 105 NP – 63  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%	41.9%	FCP verifications – 44/105  An EHO has been newly appointed. Aim is to complete 2 verifications per week to remove backlog. Jan to May 21 verifications were undertaken *Total number of premises is subject to change month by month as new businesses open and existing premises close.

<i>Verifications</i>	<i>Dec 19</i>	<i>Jan 20</i>	<i>Feb 20</i>	<i>Mar 20</i>	<i>Apr 20</i>	<i>May 20</i>
	7	4	9	2	0	6

### ***Bylaws***

Between 1 July 2019 and 31 May 2020 there were

#### **Trees & Hedges**

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

#### **Litter**

- 26 litter incidents were recorded and from this, council sent 15 notices to the identifiable people associated with these incidents.

#### **Abandoned vehicles**

- There were 21 abandoned vehicles located in the SWDC area, of which 11 were removed by their owners and the remaining 10 vehicles were removed by councils' contractor.

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

## **PARTNERSHIPS AND OPERATIONS REPORT**

### **4. Group Manager Commentary**

This report is different to the usual reports provided to the Committee due to the impact on Council operations during the recent lockdown period. It outlines:

- the key issues encountered through the COVID-19 response and lockdown efforts,
- our return to Business as Usual,
- the progress made on key projects, including the Drinking Water Standard compliance work programme, and
- the future work programmes.

The focus during the previous period has been on continuing to provide core services to ratepayers and businesses as New Zealand progressed through the COVID-19 Levels and still ensuring the Health and Safety of those involved and the public. In doing so, SWDC has been pro-actively engaging with the other Wairarapa Councils and Central Government Agencies, as well as providing resourcing to the Emergency Operations Centre. As a result of this, the following report does not outline performance against our KPIs, but rather details what has been provided and achieved by the team through this time. Reporting on KPIs will resume at the next Committee meeting.

Of course, we have continued to deliver key infrastructure projects, including the Manganese Reduction Plant (MRP) in Martinborough and to progress other initiatives, such as addressing coastal erosion issues. This report provides an update on these items too.

Since October, Wellington Water (WWL) have been progressing the programme of work towards ensuring SWDC Drinking Water is compliant. Significant progress has been made and work continues. Also, as agreed at the last A&S Committee meeting, WWL have developed a similar programme of activity for Wastewater and initial discussion have been held on a similar review of SWDC Stormwater.

It is worth noting here the considerable efforts of Council staff and our contractor partners through the lockdown period.

### **5. Land Transport**

#### **5.1 Health & Safety**

There were no major incidences for the period of January to April.

Site audits were undertaken by Fulton Hogan and Council totalling as below:

- One Council audit was done noting minor traffic management issues to rectify.

- Fulton Hogan (FH) had completed 12 safety or traffic management audits identifying minor traffic management issues that were discussed and actioned on site. There was one safety action from the audits where a lone worker was doing inspections on a level 1 road without a spotter. FH will provide the procedure to mitigate the risk for these inspections on a level 1 road without a spotter for RCA approval.

## 6. Work Programme

### 6.1 Work Completed

The following major items of work completed for the period.

- Annual pavement road marking across both Districts.
- The 4 towns: Carterton, Greytown, Featherston & Martinborough, were allocated 1 day a week for each town to complete basic house-keeping for safety and network functioning during lockdown such as sump grate cleaning, sign maintenance, litter removal potholes and emergency works from climate events.
- High cut vegetation trimming in both Districts.
- Footpath repairs commenced in Featherston Greytown & Martinborough.
- Wearing course metalling Eringa, Marshalls, Matarawa, Perry's and Te Wharau Road.
- Cape Palliser Road storm damage repairs at Johnson Hill and DoC station
- Pavement re White Rock Road at Whakapuni Hill.
- Pavement rehabilitation on Lake Ferry, Kourarau hill Te Wharau and White Rock Road.
- Pre-seal repairs to 2020/21 reseal sites.
- Unsealed Road Grading
- Chemical control around signs and bridges
- Rip-Rap boulder supply to Cape Palliser Road.
- Culvert, sign, carriageway and bridge inspections
- All SWDC Reseals are completed.

### 6.2 Outstanding Work

Item No.	location	Description	Planned completion date
1	Carterton	Footpath resurfacing.	By end July 20
2	Carterton	Lincoln Road Kerb & Channel between Pembroke and Victoria	By end of June 20

3	SWDC	Footpath repairs and maintenance 3 towns	By the end of June 20
4	SWDC	East Street Kerb & Channel	By the end of June 20
5	SWDC	High vegetation trimming	By the end of June 20

### 6.3 Work Programmed for Current Month

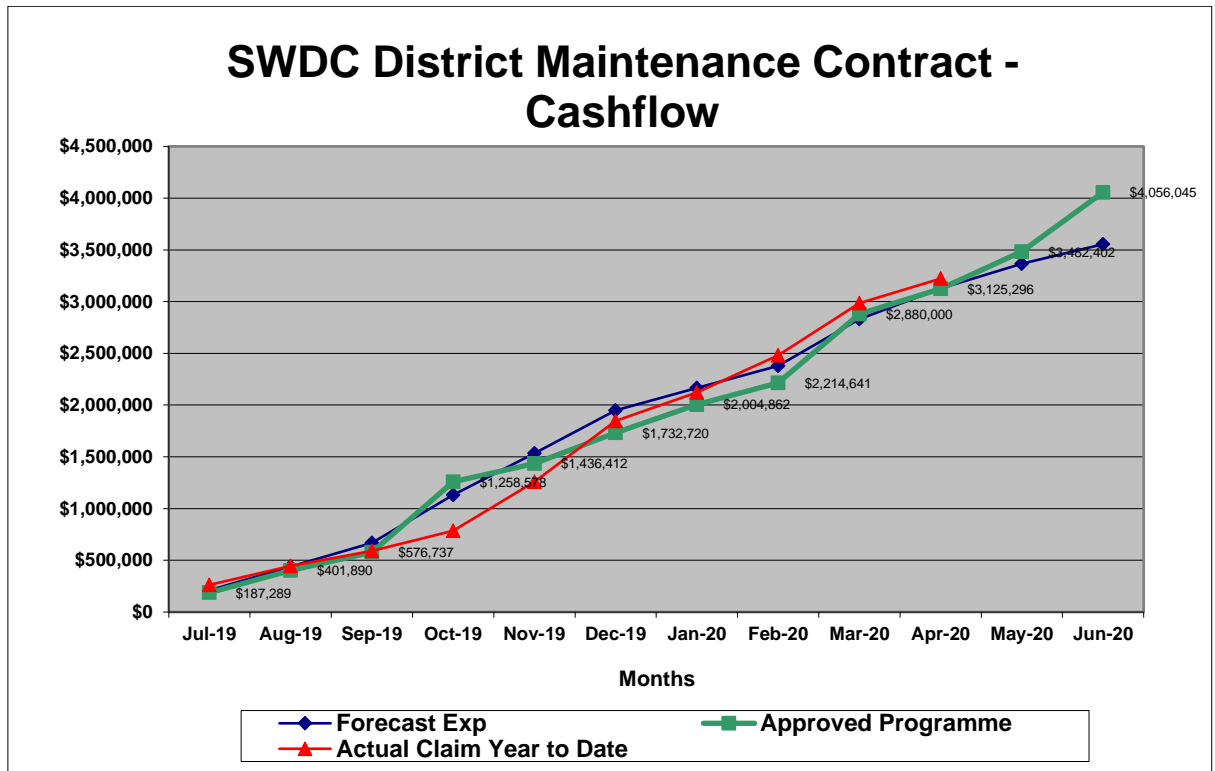
The following major items of work planned for June.

- Ongoing Martinborough, Featherston & Greytown footpath maintenance repairs.
- Culvert replacement and extensions Lincoln Road and install Kerb and Channel between Pembroke & Victoria Streets.
- Cape Palliser Road storm damage repairs.
- Completion of East Street, Greytown Kerb & Channel up-grade.
- Rural Chemical vegetation control.
- Rural Berm mowing
- Completion of the pre-seal repairs.
- Ongoing asset inspections.

Works by third party engagement:

- WSP OPUS high definition drone survey and Geotechnical report for Cape Palliser Rd from DoC station through to Whatarangi Cliffs.
- ECO REEF resource consent variation (coastal erosion protection)
- Tree removal at Lake Ferry settlement
- Fitzherbert Street and Revans St Railway crossing pedestrian upgrade along with associated stormwater improvements.

## 6.4 Financial overview



The forecast expenditure was set at July 2019 and does not yet include additional budget for: Ruakokoputuna Road Seal Extension, Additional funding for Greytown, Featherston and Martinborough footpath maintenance and Cape Palliser Road emergency works.

## 7. Network Management Section

### 7.1 Network Activities

#### *Road Asset Management Plan*

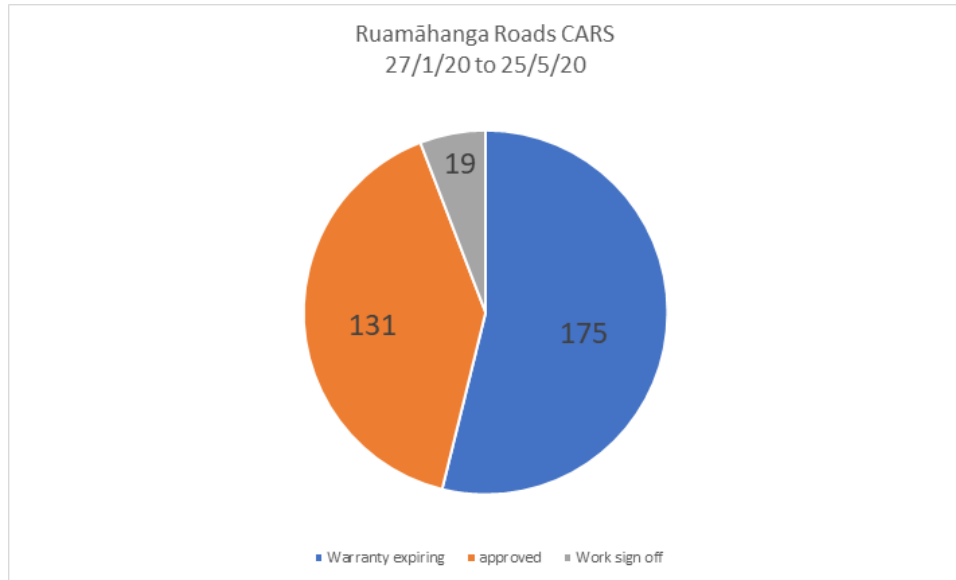
The joint Road Asset Management/Activity Plan is being developed for the RLTP as required by NZTA. The structure of this document is being prepared through Resolve Consultancy with Council officers providing the additional information and document outcomes. The first review of the draft has been completed, which identified improvements needed.

The work in progress document is intended to be available by early August.



### ***Corridor Management***

Council officers are managing the corridor access requests for both Districts which includes reviewing and approving traffic management plans. The number of Corridor Access Requests (CAR) processed for the reporting period is shown below:



### ***Overweight and High Productivity Vehicle permits***

Council officers have reviewed and process the following number of permits for the reporting period. 26 Overweight permits were issued.

96 High Productivity Motor Vehicle (HPMV) Permits issued by NZTA, were reviewed and approved for network access

### **7.2 Low Cost Low Risk (LCLR)**

The LCLR improvements undertaken consisted of:

- Completion of Tora Farm Bridge.
- Resilience works on Cape Pallier Road at Johnson Hill.
- Installation of Raised Pavement Markers on Cape Palliser Road

## **8. Performance Monitoring**

A Performance and Contractor Evaluation (PACE) for monitoring the Ruamāhunga Roads Network maintenance contract was not undertaken for this reporting period.

Once the influence of Covid-19 disruptions are non-existent a PACE will be performed.

## **9. Water**

### **9.1 Wellington Water Performance Reporting**

All the client Councils for Wellington Water, including SWDC, agreed to suspend the performance reporting for Q3, to allow operational staff to focus on the maintenance of the key water infrastructure through the Lockdown period. Q3 and Q4 performance reporting will be provided to the Committee at its next meeting.

### **9.2 Water Restrictions**

Water restrictions across the District have been lifted.

### **9.3 Key Projects update**

Updates on the following projects were provided under separate agenda items for the 17 June Assets and Services Committee meeting:

- Drinking Water programme
- Proposed Wastewater risk reduction programme
- Manganese Reduction Plant and Water Treatment Plant upgrade
- Featherston Wastewater Treatment Plant plans

The agenda can be found at <https://www.swdc.govt.nz/assets-and-services-committee-agenda-and-minutes-2020>

## 10. Amenities

The Amenities team is responsible for the management of Council's parks, reserves and other amenities. The team looks after:

- 12 parks,
- 31 reserves,
- 42 buildings,
- 11 public toilets
- five sports facilities,
- four cemeteries, and
- 22 other properties.

### 10.1 COVID-19 Lockdown Services

As noted previously, significant effort was used in managing the appropriate level of Council service across all amenities. A summary of activity is provided below:

#### Level 4:

##### **Parks and Reserves:**

Placed Covid-19 signs in all parks/reserves  
Closed all Playgrounds and taped up those that are not fenced  
Closed all Toilets  
Citycare unable to maintain mowing or Gardening

##### **Libraries**

Closed all 3 Libraries  
Staff working on planning and Facebook events for each Library at home

##### **Venues**

All venues closed and have given rent relief to all business in the buildings

##### **Cemeteries**

Cemetery gates locked as per Government recommendation  
Burials happening under Government Covid-19 standards  
Advised and worked with City Care Sextons on burial procedure and PPE

##### **Solid Waste**

Greytown and Featherston Recycling stations closed  
Martinborough open for essential services only  
Opened Martinborough up for rural waste only and monitored  
Community liaison with rural ratepayers over limited services  
Some Fly Tipping was evident and fines were sent out.

##### **Water Meter Reading**

Completed water meter reading for sale and purchase of property  
Organised staff to walk the three towns to check meters and capture readings where they could

### **Level 3:**

#### **Parks and Reserves**

City Care resumed mowing and clean up

Playgrounds remained closed

Opened a toilet in each town for essential workers and organised cleaning twice a day

#### **Libraries**

Staff only returned to Library to sort work and general tidy up preparing for Level 2

Strict rules apply including Contact tracing

#### **Cemeteries**

No change other than bubble is allowed to be 10

#### **Solid Waste**

All three stations allowed to open for recycling and green waste, hours extended, although Pirinoa was still closed

Contact tracing required and bubble distance monitored

Traffic Management set up for three days at Martinborough to handle volume

Set up Contact Paywave in Libraries and Refuse stations

### **Level 2:**

Open essential public toilets, including enhanced cleaning schedule

Protective screens installed for all libraries and head office

Set up contact tracing in Libraries and venues

Open and sanitise all 4 playgrounds

### **Level 1:**

Since moving to Level 1, we have restarted all our Business as Usual and, in addition new are:

- Working on Pain Farm upgrades
- Installing 31 Air conditioning units into Senior Housing starting 30th June
- Five ovens installed into senior housing units
- Upgraded some drapes and net curtains in Senior housing
- Refresh of Featherston Playground, including playground for toddlers
- Reopening Martinborough Toilets on Rugby Ground, water blast and painting
- Quoting Stella bull park lights to work off street lighting for Health and Safety/security
- Work has begun on the maintenance plans for all SWDC buildings
- Sports ground line marking completed where required
- Greytown swimming pool easy access ramp arrived for next season
- Park Bench for Featherston cemetery has been ordered
- Cemetery database update still a work in progress
- Natural Burial cemetery in Featherston being tidied

- SWDC Lease system review also ongoing
- Inspected Featherston stadium to plan refurbishment in new FY
- Refuse stations monitored
- Replaced torn netting above Martinborough refuse dip

## **11. Library Activity Update**

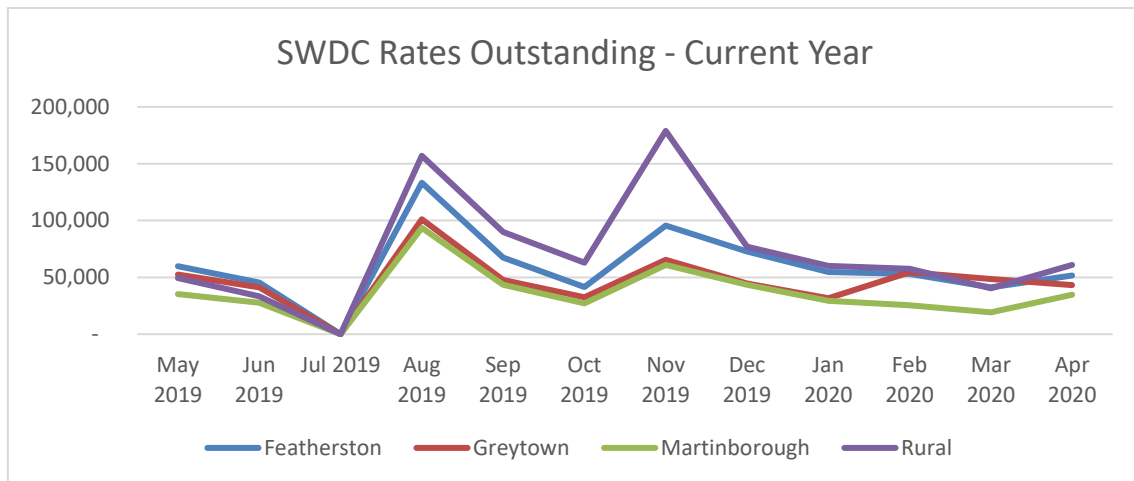
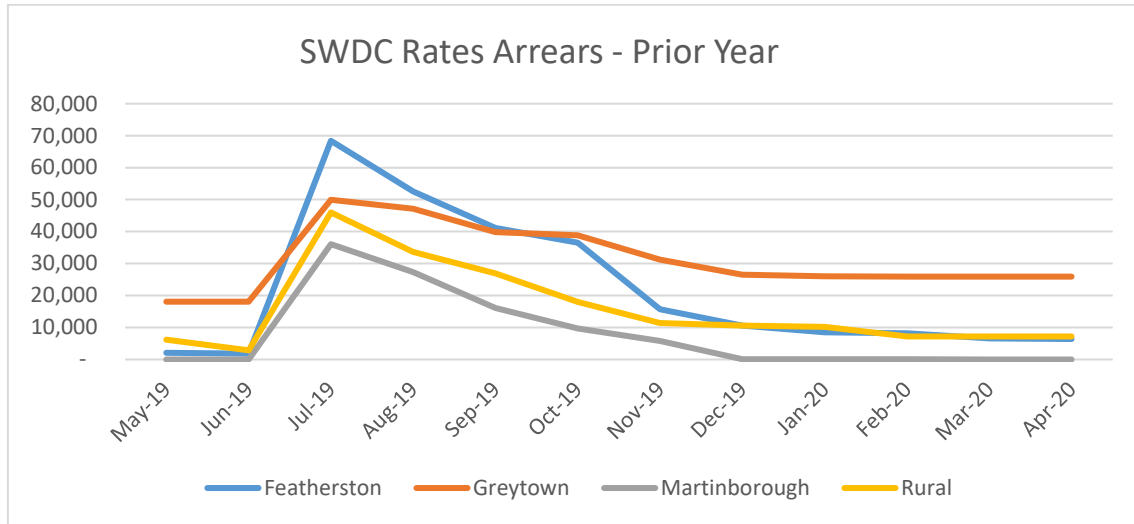
Updates from our Libraries are attached as separate documents.

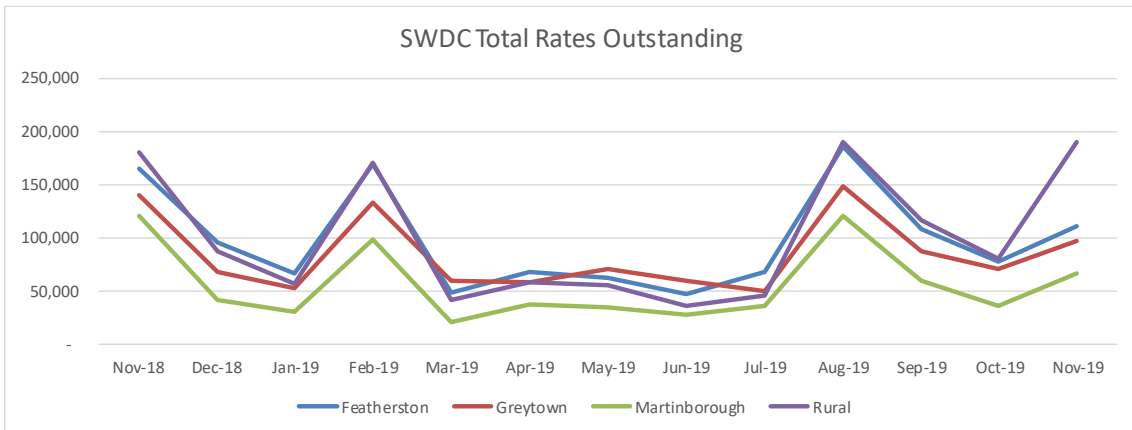
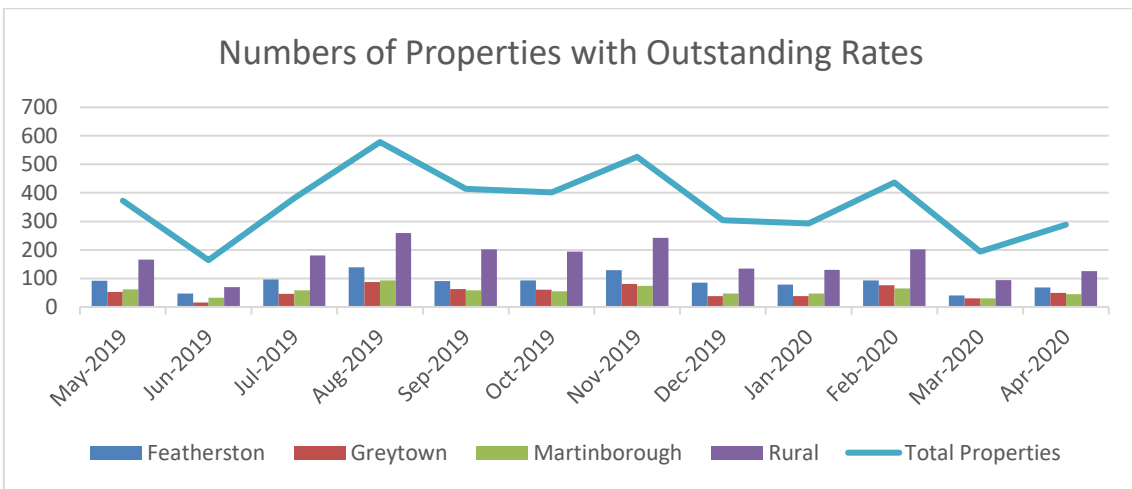
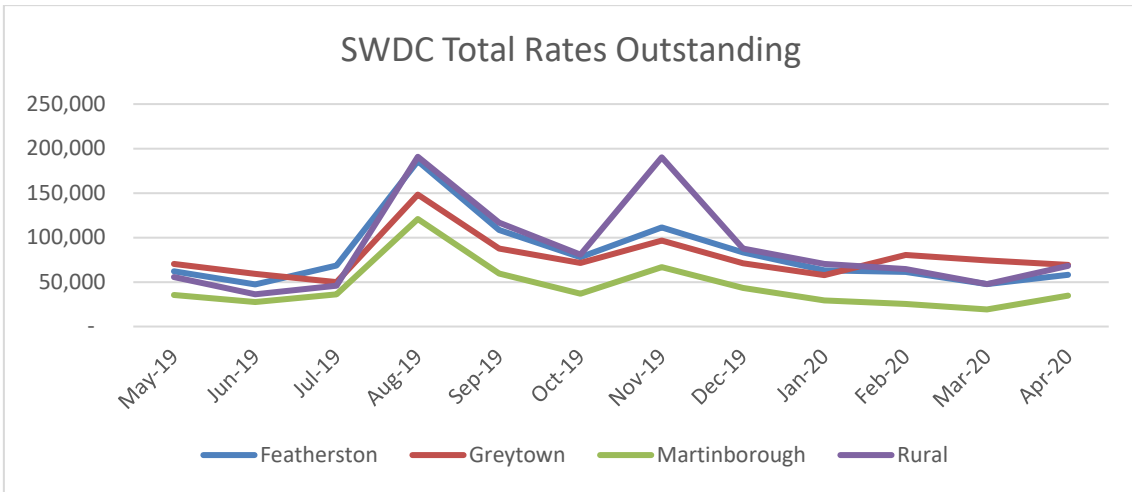
# CORPORATE SERVICES REPORT

## 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 April 2020.





At the end of April 2020, the arrears amount was \$39k.

There are now only five ratepayers with arrears dating back to the 2018 year and earlier. Of these 2 have issues with the title of their property and are pending sale, one is bankrupt and we are working with the official assignee, and 2 are lodged with debt collectors.

We have had a good response to the rates rebate scheme already this year with 328 rebates processed to date. Last years total was 369 rebates, so we have processed 89% of the likely rebates to date.

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.

Contact Officer: Katrina Neems, Chief Financial Officer



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AGENDA ITEM 8.4

**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 19 June 2020

Contact Officer: Steph Dorne, Committee Advisor

Reviewed By: Harry Wilson, Chief Executive

# **Appendix 1 – Action Items to 19 June 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.
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	FCB		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
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.	Actioned	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 Taurira). Mr Langley advised Maxwell the sign will need resource consent and referred him to SWDC Planning Manager.
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	Actioned	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. 14/2/20: Chief Executive gave a verbal report back to FCB on 25/2/20.
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.	Actioned	04/2/20: M Shepherd spoke to Mr Broeren after the FCB meeting on 3 Dec 19. M Shepherd confirmed no further action at meeting 25/2/20.
75	25-Feb-20	Resolution	Karen	Steph	FCB RESOLVED (FCB 2020/03) to receive the Establishment of and Appointments to Committees Report. (Moved Cr Vickery/Seconded Bleakley) Carried	Actioned	FCB deferred until all CB members on board. 19/6/20: Report included in agenda to meeting on 30 Jun 20.
78	25-Feb-20	Resolution	Katrina		FCB RESOLVED (FCB 2020/06): 1. To receive the Income and Expenditure Report. (Moved Bleakley/Seconded Cr Vickery) Carried 2. To receive the Income and Expenditure Statement for the period 1 July 2018 – 30 June 2019. 3. To receive the Income and Expenditure Statement for the period 1 July 2019 – 31 December 2019. 4. To approve \$250 be funded to Featherston Lionesses to fund the catering of a community event acknowledging the retirement of Dr Berry. 5. To approve \$799.25 (including GST) be funded for the traffic management at the 2019 Featherston Christmas Parade. (Moved Cr Vickery/Seconded Cr Emms) Carried	Actioned	HM: \$250 Added to I&E report 12/03/20 , \$799.25 added to I & E report 12/03/20

Ref #	Raised Date	Action Type	Responsible Manager	Assigned to	Action or Task details	Status	Notes
79	25-Feb-20	Resolution	Katrina		<p>FCB RESOLVED (FCB 2020/07):</p> <p>1. To receive the Applications for Financial Assistance Report. (Moved Bleakley/Seconded Cr Emms) Carried</p> <p>2. To grant Life Education Trust funds of \$500 to assist with the general running costs of the Life Education programme. (Moved Cr Vickery/Seconded Cr Emms) Carried</p> <p>3. To defer a decision on granting funds to South Wairarapa Neighbourhood Support to assist with the costs of funding a new promotional flag and collateral pending clarification on funding received from Council and the future of the co-ordinator role. (Moved Cr Emms/Seconded Cr Vickery) Carried</p> <p>4. To defer a decision on granting funds to the Featherston Community Centre to assist with the costs of its carpark development pending clarification on the ownership of the carpark and the amount requested which exceeds the maximum limit. (Moved Cr Emms/Seconded Bleakley) Carried</p> <p>5. To grant REAP Wairarapa (Fab Feathy) funds of \$400 to assist with the costs of creating a 5-minute documentary about sites of significance in Paetūmokai Featherston. (Moved Cr Emms/Seconded Bleakley) Carried</p> <p>6. To grant Kuranui College funds of \$500 to assist with the costs of first aid, safety and equipment balls and bags. (Moved Bleakley/Seconded Cr Vickery) Carried</p>	Actioned	<p>HM added to I &amp; E Report 12/03/20 (500 Life Edu, \$400 REAP, \$500 kuranui.</p> <p>Deferred applications presented to meeting on 19 May 20 for reconsideration.</p>
80	25-Feb-20	Resolution	Karen	Steph	<p>FCB RESOLVED (FCB 2020/08):</p> <p>1. To receive the Community Funding Arrangements Proposal Report. (Moved Bleakley/Seconded Cr Vickery) Carried</p> <p>2. To agree to enter into a funding partnership agreement with Wairarapa Maths Association.</p>	Actioned	Agreement presented to FCB meeting on 19 May 20.
81	25-Feb-20	Resolution	Karen	Steph	<p>FCB RESOLVED (FCB 2020/09):</p> <p>1. To receive the Community Board Terms of Reference Report. (Moved Cr Emms/Seconded Bleakley) Carried</p> <p>2. To recommend to Council the adoption of the Community Board Terms of Reference. (Moved Cr Vickery/Seconded Bleakley) Carried</p>	Actioned	CB TOR amendments presented to FCB meeting on 19 May 20.
83	25-Feb-20	Action	Euan		Investigate a solution for the "Welcome to Featherston" signs on State Highway 2 following notification that the location of these signs presents a risk to motorists	Open	Signs removed 16th/17th March due to unresolved safety concerns. Meeting onsite on 23rd March with SWDC/NZTA/FCB/Featherston Beautification Group to agree location, materials and design of supports for the signs.

Ref #	Raised Date	Action Type	Responsible Manager	Assigned to	Action or Task details	Status	Notes
156	19-May-20	Resolution	Karen	Steph	<p>FCB RESOLVED (FCB 2020/13):</p> <p>1. To receive the Featherston Community Board Extraordinary Vacancy Report. (Moved Bleakley/Seconded Smith) Carried</p> <p>2. Notes that the Featherston Community Board has an extraordinary vacancy since no nominations were received through the recent by-election to fill the vacancy resulting from the resignation of Indigo Freya. (Moved Smith/Seconded Bleakley) Carried</p> <p>3. That the extraordinary vacancy will be filled by the appointment of Tohoa (Jayson) Tahinurua, and the process and criteria by which Tohoa (Jayson) Tahinurua was selected for appointment was by agreeing the following criteria for selection a) consideration of experience b) sector of the community that is not represented c) balancing Board composition and d) people who have expressed an interest in the past to stand for the Board, each with an equal weighting of 25 percent. (Moved Bleakley/Seconded Smith) Carried</p> <p>4. Note that the decision of the Community Board will be publicly notified in accordance with the requirements of the Local Electoral Act 2001. (Moved Smith/Seconded Cr Emms) Carried</p>	Actioned	Public notice advertised in Wairarapa Times Age and Website on 26/05/2020, appointment confirmed at FCB meeting on 16/06/20.
158	19-May-20	Resolution	Katrina		<p>FCB RESOLVED (FCB 2020/15):</p> <p>1. To receive the Applications for Financial Assistance Report. (Moved Bleakley/Seconded Cr Vickery) Carried</p> <p>2. To grant Wairarapa Citizens Advice Bureau funding of \$350 to support its day to day running costs. (Moved Bleakley/Seconded Cr Vickery) Carried</p> <p>3. To grant South Wairarapa Neighbourhood Support funding of \$200 to assist with the costs of funding a new promotional flag and collateral. (Moved Bleakley/Seconded Smith) Carried</p> <p>4. To defer granting Featherston Community Centre funding to assist with the costs of its carpark development until Council has considered the proposed partnership agreement with Featherston Community Centre.</p>	Actioned	Added to I&E statement
159	19-May-20	Resolution	Karen	Steph	<p>FCB RESOLVED (FCB 2020/16):</p> <p>1. To receive the Community Funding Arrangements Report. (Moved Smith/Seconded Bleakley) Carried</p> <p>2. To agree to enter into a funding partnership agreement with Wairarapa Maths Association. (Moved Bleakley/Seconded Cr Vickery) Carried</p>	Open	Added as commitment to I&E Statement. MoU with CB Chairs for signing.

Ref #	Raised Date	Action Type	Responsible Manager	Assigned to	Action or Task details	Status	Notes
160	19-May-20	Resolution	Karen	Steph/Suzanne	FCB RESOLVED (FCB 2020/17): 1. To receive the Community Board Terms of Reference Report. (Moved Bleakley/Seconded Cr Vickery) Carried 2. To recommend to Council the adoption of the Community Board Terms of Reference. (Moved Bleakley/Seconded Cr Vickery) Carried	Open	Report to 30/6/20 FCB meeting approving retrospective change in membership to allow a youth representative be appointed
161	19-May-20	Resolution	Karen	Steph/Suzanne	FCB RESOLVED (FCB 2020/18): 1. To receive the Chairperson Report. (Moved Cr Emms/Seconded Bleakley) Carried 2. To approve the Featherston Community Board submission to the South Wairarapa District Council Annual Plan 2020-21. (Moved Cr Emms/Seconded Bleakley) Carried	Actioned	Submission recorded on behalf of FCB
163	19-May-20	Action	Karen	Steph	Officers to obtain a copy of a written proposal from the Featherston Community Centre on the proposed partnership with Council and provide advice on next steps once received.	Open	Proposal obtained by Paul Mason, to come to Board for consideration via Chairperson report at FCB meeting.
164	19-May-20	Action	Claire Bleakley		Mrs Bleakley to work with Mélanie Barthe (Climate Change Advisor) to develop a report on recommendations that could be put forth to Council regarding the UN Sustainable Development Goals for consideration by the Community Board	Open	C Bleakley meeting with officers on Thursday 2 July as a first step to discuss how to progress this.

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AGENDA ITEM 8.5

**INCOME AND EXPENDITURE REPORT**

**Purpose of Report**

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

**Recommendations**

Officers recommend that the Community Board:

- 1. Receive the Income and Expenditure Statement for the period 1 July 2019 – 31 May 2020.*
- 2. Consider releasing the remaining \$79 commitment for the Poppy Places Project and the remaining \$82 commitment for the Wairarapa Moana Trails Trust back to the general fund. These commitments are highlighted in the Income and Expenditure Statement for the period 1 July 2019 – 31 May 2020.*

**1. Executive Summary**

The Income and Expenditure Statement for 1 July 2019 – 31 May 2020 is attached in Appendix 1. There are two remaining commitments relating to the Poppy Places Project and Wairarapa Moana Trails Trust that the Board may like to consider releasing back to its general fund. These are highlighted in the Income and Expenditure Statement in Appendix 1.

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

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

**Appendices**

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

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



Contact Officer: Charly Clarke, Senior Financial Accountant  
Reviewed By: Katrina Neems, Chief Financial Officer

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

<b>Featherston Community Board</b>						
<b>Income &amp; Expenditure for the Period Ended 31 May 2020</b>						
<b>Income</b>						
		Annual Plan 2019/20 allocation				28,053.00
		<b>Total Income 2019/20</b>				<b>28,053.00</b>
<b>Expenditure</b>						
		Members' Salaries				11,514.13
		Mileage reimbursements				657.73
		<b>Total Personnel Costs</b>				<b>12,171.86</b>
<b>General Expenses</b>						
31/07/2019	Sundry expenses ex payroll	Featherston Organic Week				499.82
30/09/2019	Wairarapa Times	Advertising - Featherston Expo				296.00
5/11/2019	Office Max	Stationary				9.92
7/01/2020	Sundry expenses ex payroll					17.04
	<b>Total General Expenses</b>					<b>822.78</b>
<b>Grants</b>						
18/07/2019	Featherston Clothing Collective					418.70
1/07/2018	Hooper N	Painting workshop costs				500.00
3/07/2018	The Featherston	Donation to RSA				100.00
2/09/2019	Featherston Heritage Museum	Print brochures with new logo				500.00
2/09/2019	Pae Tu Mokai O Taurira	Assist with new signage				500.00
3/09/2019	Lamb-Peters Print	Wairarapa Moana Trails Group banner				418.00
11/12/2019	The Featherston	Assist with painting exterior of building				500.00
12/10/2019	Shepherd Traffic Mgmt Sol	Featherston Xmas Parade				695.00
3/05/2020	Life Education Trust	Financial assistance				500.00
23/03/20	Featherston Lions	Dr Berry's Farewell				250.00
	<b>Total Grants</b>					<b>4,381.70</b>
<b>Capital Expenditure</b>						
						-
						<b>17,376.34</b>
<b>Net Surplus/(Deficit) Year to Date</b>						<b>10,676.66</b>
<b>LESS: Committed Funds</b>						
	<b>Resolution date</b>			<b>Original commitment</b>	<b>Spent to date</b>	<b>Remaining commitment</b>
	Salaries to 30 June 2020			16,266.00	11,514.13	4,751.87
	Mileage to 30 June 2020			500.00	657.73	(157.73)
13/03/2018	Poppy Places Project			500.00	421.00	79.00
12/03/2019	Featherston Junior FC	Equipment & coaching in schools		500.00		500.00
27/08/2019	Wairarapa Moana Trail Trust	Banner/flyers (\$500 committed) remainder		500.00	418.00	82.00
25/02/2020	REAP (Fab Feathy)	Sights of Significance documentary		400.00		400.00
25/02/2020	Kuranui College	First aid, safety equipment		500.00		500.00
19/05/2020	Wairarapa Citizens Advice Bureau	Day to day running costs		350.00		350.00
19/05/2020	South Wairarapa Neighbourhood Support	Promotional flag & collateral		200.00		200.00
19/05/2020	Wairarapa Maths Association	Annual maths competition		300.00		300.00
	<b>Total Commitments</b>					<b>7,005.14</b>
<b>Current Year Surplus/(Deficit)</b>						<b>3,671.52</b>
<b>PLUS: Balance Carried forward from previous year</b>						<b>6,717.35</b>
<b>TOTAL FUNDS AVAILABLE</b>						<b>10,388.87</b>

<b>Featherston Community Board</b>						
<b>Beautification Fund for the Period Ended 31 May 2020</b>						
<b>Income</b>						
		Annual Plan 2019/20 allocation			10,710.00	
<b>Total Income 2019/20</b>					<b>10,710.00</b>	
<b>Expenditure</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>Net Surplus/(Deficit) Year to Date</b>					<b>9,524.00</b>	
<b>LESS: Committed Funds</b>						
	Resolution date			Original commitment	Spent to date	Remaining commitment
<b>Total Commitments</b>						-
<b>Current Year Surplus/(Deficit)</b>					<b>9,524.00</b>	
<b>PLUS: Balance Carried forward from previous year</b>					<b>7,615.00</b>	
<b>TOTAL FUNDS AVAILABLE</b>					<b>17,139.00</b>	

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

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

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

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

AGENDA ITEM 8.6

APPLICATIONS FOR FINANCIAL ASSISTANCE

**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 Featherston Menz Shed for funding of \$468 to cover a 12-month subscription to Skinny for wireless broadband.*

**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
Featherston Menz Shed	\$468

**2. Criteria**

The criteria of the grant are:

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

1. Applicants need not be incorporated bodies, but the Board must be satisfied that they are responsible organisations which will be fully accountable for any grants



they receive, have relevance to the Community and do not qualify for Creative Communities New Zealand funding.

2. Successful applicants are required to expend grants received within six months of payment being made. A request must be made, should an extension of time be needed.
3. An accountability in report form, together with evidence of the expenditure of a grant received (copies of invoices or receipts) is required within three months of a grant being expended.
4. All questions must be completed.
5. **The maximum grant will be \$500 unless special circumstances are considered to exist. (GST will be added to grants approved for GST registered applicants).**
6. Applications must reach the Council not less than ten days before the relevant Community Board is to consider an application.
7. Grant applications will be considered at every meeting.

### 3. Accountability Reports

Applicant	Status of Accountability Forms for Previous Grants
Featherston Menz Shed	No outstanding accountability forms

Contact Officer: Steph Dorne, Committee Advisor

Reviewed By: Harry Wilson, Chief Executive

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AGENDA ITEM 8.7

COMMUNITY BOARD TERMS OF REFERENCE

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**Purpose of Report**

For the Featherston Community Board to approve in retrospect an amendment to the Community Board Terms of Reference.

**Recommendations**

Officers recommend that the Community Board:

1. *Receive the Community Board Terms of Reference Report.*
2. *To approve in retrospect the following addition to section 9.1.1 Membership of the Community Board Terms of Reference: One youth representative may be appointed by the Community Board in an advocacy role with non-voting rights.*

**1. Executive Summary**

In May 2020, the community boards were asked to consider amendments to the Community Board Terms of Reference (TOR) following feedback from an earlier review in February 2020. The Featherston Community Board considered the amendments and recommended to Council that the TOR be adopted (FCB2020/17).

When Martinborough Community Board considered the revised TOR at their meeting on 21 May 2020 they recommended to Council the adoption of the Community Board TOR subject to Greytown and Featherston Community Boards approving in retrospect the following amendment be added to the TOR under section 9.1.1 Membership: One youth representative may be appointed by the Community Board in an advocacy role with non-voting rights (MCB2020/17). Council approved this and the Featherston Community Board is now asked to approve this amendment in retrospect.

The relevant change is tracked in Appendix 1.

## **2. Appendices**

Appendix 1 – Extract from Community Board Terms of Reference

Prepared By: Steph Dorne, Committee Advisor

Reviewed By: Karen Yates, Policy and Governance Manager

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

## 9. Operating Model

### 9.1 Meetings

#### 9.1.1. *Membership*

- Four ward members elected by the community.
- Two councillors appointed by the Council.
- One youth representative may be appointed by the Community Board in an advocacy role with non-voting rights.

## **CHAIRPERSON REPORT**

### **Recommendations**

The chairperson recommends that the Community Board:

1. *Receive the Chairperson Report.*

### **1. Meetings and Events**

<b><i>Date</i></b>	<b><i>Past meetings or events</i></b>
Throughout May	Regular zoom meetings with Mayor, Councillors x 2, Alan Maxwell, re COVID 19 response
26 May	Met with Mayor and community member to discuss walkway between Hart Street and Otairua Reserve
27 May	"Clap for Featherston" and medical centre welcome
16 June	FCB meeting to confirm appointment of new board member

### **2. Appointment of a 4<sup>th</sup> FCB member**

After following the required process, Jason Tahinurua was appointed to the vacant FCB position. This was confirmed at a special FCB meeting on 16 June.

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

Due to Covid 19 lockdown there has been little progress made although options have been given which will be worked through by all parties to hopefully reach an agreed decision.

### **4. Featherston Community Centre – proposal**

Attached is a copy of the draft proposal from the FCC Board to the SWDC recommending that the SWDC purchase the centre and commit to undertaking the maintenance required to get the centre up to a reasonable standard. This is something we need to discuss as a board.

## **5. FCB Workshops**

We need to agree on dates for FCB workshops.

## **6. Appendices**

Appendix 1 - Featherston Community Centre draft proposal

Report compiled by Mark Shepherd  
Chair  
Featherston Community Board

# **Appendix 1 – Featherston Community Centre draft proposal**





## PROPOSAL

For South Wairarapa District Council to take Ownership of the Featherston Community Centre building and carry out upgrades to facilitate a more flexible and useful community service hub.

### OVERVIEW

The Featherston Community Centre Trust (The Trust) provides a community space for services, ongoing or one-off events, activities and classes for public and private users, and promotes a high level of well-being to the Community by acting as a pivotal point in the co-ordination and delivery of appropriate services to the people of Featherston and the wider South Wairarapa.

While day-to-day operational costs are covered by on-going grants and fund-raising efforts, the available funds are consumed in day-to-day expenditures. Building costs, such as facility and safety upgrades and major maintenance items require a high degree of focused fund-raising.

With the arrival of the Featherston Medical Centre, there is an opportunity to create a 'Wellness Hub'. We already host a wide range of groups and services ranging from counselling and support, consultancies and drug and addiction counsellors, to legal advice, mediation, employment, and vocational assistance services. We foresee the addition of professional services that are currently forced to locate far North of here, necessitating more travel for already overburdened members of the community. These facilities require a high level of privacy, and to be suitable and remain relevant, the building requires renovating and updating.

To address these issues and facilitate expansion of the Centre's business model, ensuring its continued utility by these and other community group, major funds are required and in the current fundraising climate, it is unlikely that we on The Trust Board will be able to raise this money in a timely manner.

The Trust understand there are funds available from the sale of the supermarket land in Featherston town that the Council is interested in using to provide maximum benefit to the Featherston Community. It would be understandable for the Council to be reluctant to invest a significant portion of that money in property owned by another entity. This proposal seeks to explore the possibility of the SWDC taking ownership of the Featherston Community Centre property by way of a gift. This could make it more attractive for the Council to apply significant upgrades to their property while providing essential service facilities. The Featherston Community Centre Trust would continue to market and manage these services, using the income generated from the Centre's visitors, tenants, and partnerships to further enhance and develop opportunities for community well-being.

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## FEATHERSTON COMMUNITY CENTRE - HISTORY AND PURPOSE

In 1990, an initiative named 'Wake up Featherston' was inaugurated to enliven and invigorate the town. In response, a group of Featherston residents identified the need for a community hub to provide a base of operations for the many Featherston community groups. The Featherston Community Centre Trust was formed in 1991 to find and provide the facilities needed.

The old Telecom building at 14 Wakefield Street, Featherston was vacant and being sold, so Telecom allowed the Community Centre Trust to operate from there for \$30 per month which was covered by weekly Housie nights. A buyer did not materialise, so in 1996, the property was offered to the Trust, who decided to buy it, making the repayments with funds raised from the Housie nights.

The Trust paid the property off in about 5 years and the SWDC, who were guarantor to the mortgage, paid the final \$5000 and in 2000, the Community Centre Trust took ownership.

The Trust saw a need to house community services such as social welfare, housing and community and personal counselling groups and services. Various community activities were also hosted at the Centre, providing support for a broad range of people and their interests.

## HOW ARE WE FUNDED

The main sources of funding are from rental income and donations for use of the Centre's offices for services, meetings, activities, and classes. We also ask for support by way of grants and donations from the likes of COGS, TG McCarthy Trust, Wairarapa REAP, Lion Foundation, the Featherston Community Board, and others.

Additional funds are raised from our own fund-raising activities such as the Wairarapa Art Sale, our Givealittle campaigns, from in-kind donations of services from businesses and individuals and from raffles. These fund-raising efforts provide sufficient income to cover our operating costs and the part time salaries of a Centre Manager and cleaner. Sound fiscal management processes have put us in a strong position to weather the current crisis and attend to immediate needs but are not enough to cover the required building upgrades.

## WHAT VALUE DO WE BRING TO THE COMMUNITY

The Centre hosts activities and services from a wide range of providers that foster the values of social cohesion, positive aging, physical and mental health, and individual benefit, such as:

- recreational activities including seniors card play, music, art and craft, knitting, mah-jong and bridge groups.
- health and wellness groups including five classes a week in Yoga and Feldenkrais movement.
- counselling services and a venue for Alcoholics and Narcotics Anonymous groups.
- music groups such as Ukuleles during the day and Featherston Wahine Singers in the evening.

We work with Community Networks Wairarapa to host regular networking meetings and ensures that groups and organisations are connected and able to collaborate to achieve community outcomes for Featherston and South Wairarapa.

We host a range of social service providers, counsellors, and support groups, to help ensure that people can access mental health, disability, and early intervention services in a local, affordable, welcoming, and supportive facility/environment.

We work with Fab Feathy to provide facilities and support to a range of community-led initiatives, including the Moana Trail Group, Featherston Meals on Wheels, and Featherston Beautification Group

Local history is supported by hosting Nga Uri O Te Rua Tekau Ma Waru (the centre for the descendants of the 28th Maori Battalion), and up until end of last year we also supported the delivery of Te Āo Māori, Toi Māori, Te Reo and Tikanga Māori through Mahi Raranga and Te reo courses.

## WHAT IS THE PROBLEM

Our main funder, NZ Lotteries, have changed their funding model and so while we have enough residual finance to carry on business for the next two years, we need to re-think our service/facility offering to increase our business income and self-sufficiency and make us less reliant on major funders.

The building was constructed in the '50s as a technical centre with little or no privacy needs. The Community Centre has been functioning as a low-cost meeting place for community groups and social service providers. The groups we service are usually there because they have insufficient resources to create their own spaces. These services need to continue at low cost. However, there is an increasing need for community service organisations to find temporary or transient office space to service Featherston community needs. We have been approached by the Featherston Medical centre to provide appropriate consultancy facilities, but the building layout and structure do not afford the required privacy or sufficient climate control. A similar need has been identified in providing low-cost 'home office' rooms with shared network facilities.

There are a range of improvements we could initiate that will bring the property up to the standard required to materialise these potential new customers and significantly improve the Community Centre's viability. For instance, the cross-talk attenuation problem can be addressed by adding insulation to internal walls and removing glass partitioning. But all the improvements require money and labour and while the needed upgrades might be achieved over time, to make the most of current developments, we need to act sooner than any potential funding can be found.

## THE PROPOSAL

We are considering a number of options, one of which is to gift the building and land owned by the Trust, which is currently valued at around \$360,000, to the SWDC as a community asset, on the understanding that ongoing maintenance and any subsequently agreed upgrades would be addressed and paid for by the Council within agreed timeframes after transfer of ownership.

The Featherston Community Centre Trust (the Trust) would expect a long-term tenancy, with a peppercorn rent that recognises the joint community service responsibility shared by the Council and the Community Centre. It will be important to protect the Community Centre against future political and economic changes beyond their control while allowing better focus on developing and improving service to the community.

Building alterations and upgrades would initially be driven by The Trust in consultation with the SWDC.

The Trust will still be able to approach the SWDC and/or the Featherston Community Board for grants and funding in the regular course of operations as now.

The SWDC would undertake any community consultation that they feel necessary prior to taking ownership of the FCC property.

## ESTIMATED COST OF ESSENTIAL UPGRADES

Prices obtained so far for upgrades that would address these needs indicate a required investment of about \$150,000 to bring the building up to standard.

## SUMMARY

We believe that this option would bring the Featherston Community Centre firmly into the care and nurture of the District Council, providing the Council a vector through which to foster a closer relationship with the people of Featherston.

It would also not be lost on the council, that funding made available through this proposal would directly affect local businesses at this very crucial time.

The Trust would value the opportunity to discuss and refine this proposal with the Council to fully realise the mutual benefits that could accrue from such a partnership.

**MEMBER REPORT**  
**for**  
**Featherston Community Board Meeting**  
**30 June 2020**

<b>Member Name</b>	Sophronia Smith
<b>Group Name</b>	Fab Feathy / Community, Hapu Iwi collective
<b>Meeting Date</b>	30 June, 2020
<b>Key issues from meeting</b>	Naming of Featherston as Paetumokai. Both the Maori and English name to be used Creating a pou that tells the bicultural history of Paetumokai Featherston Te Reo Maori Strategy
<b>Specific item/s for Board/Committee consideration</b>	Naming of Featherston as Paetumokai. Both the Maori and English name to be used Creating a pou that tells the bicultural history of Paetumokai Featherston Te Reo Maori Strategy
<b>General</b>	2016, then 2019 community members identified the desire to become a bicultural town. Starting with having a Maori name. A collective was created and the iwi were approached about the most appropriate name. It is Paetumokai. The group is going through the process with LINZ. This requires evidence that the community has been consulted, and that there is the support of local government. / Council.  The community collective wishes to establish a pou (maori carving) within Paetumokai Featherston. Seeking support for this.