



FEATHERSTON COMMUNITY BOARD

Agenda
29 January 2019

Notice of a meeting to be held in Kiwi Hall, 62 Bell Street, Featherston on Tuesday 29 January 2019 commencing at 7.00pm.

MEMBERSHIP OF THE COMMUNITY BOARD

Robyn Ramsden (Chair), Mark Shepherd (Deputy Chair), Claire Bleakley, Brenda West, Cr Colin Olds and Cr Ross Vickery.

PUBLIC BUSINESS

1. APOLOGIES:

2. CONFLICTS OF INTEREST:

3. PUBLIC PARTICIPATION:

- | | | |
|-----|---|--------|
| 3.1 | Jen Bhati, South Wairarapa Neighbourhood Support Coordinator, introducing herself and what needs to be achieved in the next few months. | 7:05pm |
| 3.2 | Julia Parry, speaking about the establishment of a community garden on the Featherston vacant lot. | 7:10pm |

4. ACTIONS FROM PUBLIC PARTICIPATION/PRESENTATIONS:

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.

5. COMMUNITY BOARD MINUTES:

- | | | |
|-----|---|-----------|
| 5.1 | Minutes for Approval: Featherston Community Board Minutes of 20 November 2018 | Pages 1-6 |
|-----|---|-----------|

Proposed Resolution: That the minutes of the Featherston Community Board meeting held on 20 November 2018 be confirmed as a true and correct record.

6. CHIEF EXECUTIVE AND STAFF REPORTS:
 - 6.1 **Officers' Report to Community Boards** Pages 7-67
Update from Lou Brown and Russell Hooper on the Notable Trees Project
 - 6.2 Action Items Report Pages 68-73
 - 6.3 Income and Expenditure Report Pages 74-84
 - 6.4 Applications for Financial Assistance Pages 85-90
 - 6.5 Community Board Conference Report Pages 91-93

7. NOTICES OF MOTION:
 - 7.1 None advised

8. **CHAIRPERSON'S REPORT:**
 - 8.1 **Chairperson's Report** Pages 94-99

9. MEMBER REPORTS (INFORMATION):
 - 9.1 Featherston Vacant Lot; Robyn Ramsden Pages 100-110
 - 9.2 Wairarapa Library Service report; Robyn Ramsden Page 111
 - 9.3 Featherston Christmas parade report; Claire Bleakley

Featherston Community Board

Minutes – 20 November 2018

- Present:** Robyn Ramsden (Chair), Brenda West, Cr Colin Olds and Cr Ross Vickery (until 9pm).
- In Attendance:** Mark Allingham (Group Manager Infrastructure and Services), Mayor Viv Napier (from 7:04pm) and Suzanne Clark (Committee Secretary).
- Conduct of Business:** The meeting was held in Kiwi Hall, 62 Bell Street, Featherston. The meeting was conducted in public between 7:00pm and 9:12pm.
- Also in Attendance:** Lucy Cooper (Perception Planning), Indigo Freya, Marcus Harvey (Cross Creek Railway), Emily Greenberg and Maud Bot (Featherston Community Centre) and Jane Mills (Wellington Region Emergency Management Office (WREMO)).

PUBLIC BUSINESS

FCB RESOLVED (FCB 2018/109) to consider the application for financial assistance from Featherston First Fridays', that is not contained within agenda item '6.5 Applications for Financial Assistance' due to lateness, as there is no further meeting until the end of January 2019.

(Moved Ramsden/Seconded West)

Carried

FCB RESOLVED (FCB 2018/110) to consider the application for financial assistance from Wharekaka Rest Home, that is not contained within agenda item '6.5 Applications for Financial Assistance' due to lateness, as there is no further meeting until the end of January 2019.

(Moved Ramsden/Seconded Cr Vickery)

Carried

1. APOLOGIES

FCB RESOLVED (FCB 2018/111) to receive apologies from Mark Shepherd and Claire Bleakley.

(Moved Ramsden/Seconded Cr Vickery)

Carried

2. CONFLICTS OF INTEREST

There were no conflicts of interest declared.

3. PUBLIC PARTICIPATION

3.1 Lucy Cooper (Perception Planning)

Ms Cooper outlined a plan to develop a non-gated retirement village in Greytown on East Street. The intention was to lodge an application for

resource consent and to undertake a private plan change to enable the village to be built.

3.2 Indigo Freya

Ms Freya, representing Featherston Dog Park users, presented a plan to enrich the Dog Park. The plan included the provision of shelters, paths, plantings, an agility area and better gates. The group had community donations for plants already in hand and could undertake fundraising activities to fund improvements, and were willing to undertake much of the plan themselves.

3.3 Marcus Harvey (Cross Creek Railway)

Mr Harvey spoke in support of the Cross Creek Railway application for financial assistance. Mr Harvey suggested that usability of the Featherston Town Square could be improved by erection of removable wind barriers and some facility to place advertising banners.

3.4 Emily Greenberg and Maud Bot (Featherston Community Centre)

Ms Greenberg with assistance from Ms Bot spoke in support of the Featherston Community Centre application for funding.

4. ACTIONS FROM PUBLIC PARTICIPATION

4.1 Perception Planning

No actions generated.

4.2 Indigo Freya

The Community Board requested that Ms Freya progress the idea with Council officers.

FCB NOTED:

1. Action 792: Create a Facebook post promoting the Dog Park development work as proposed by the Featherston Dog Park Users, with comments and suggestions to be given to Indigo Freya; R Ramsden

4.3 Cross Creek Railway

Consideration deferred to agenda item '6.5 Applications for Financial Assistance'.

4.4 Featherston Community Centre

Consideration deferred to agenda item '6.5 Applications for Financial Assistance'.

5. COMMUNITY BOARD MINUTES

5.1 Featherston Community Board Minutes – 9 October 2018

FCB RESOLVED (FCB 2018/112) that the minutes of the Featherston Community Board meeting held on 9 October 2018 be confirmed as a true and correct record.

(Moved Ramsden/Seconded Cr Vickery)

Carried

6. CHIEF EXECUTIVE AND STAFF REPORTS

6.1 Officers Report to Community Boards

Ms Mills updated members on the role of WREMO and discussed community preparedness with the Board. Members discussed gaining access to Anzac Hall and the Nikau Foundations donation of large water tanks to the Wairarapa.

Mayor Napier undertook to discuss reporting at the governance review workshop.

FCB RESOLVED (FCB 2018/113) to receive the Officers' Report.

(Moved Ramsden/Seconded Cr Olds)

Carried

6.2 Action Items Report

Featherston Swimming Club were undertaking work to get the Featherston Swimming Pool ready for the summer season. Shade sails and new pool covers had been ordered.

FCB RESOLVED (FCB 2018/114) to receive the Action Items Report.

(Moved Ramsden/Seconded Cr Olds)

Carried

6.3 Income and Expenditure Report

FCB RESOLVED (FCB 2018/115):

1. To receive the Income and Expenditure Report for the period 1 July 2018 – 30 September 2018.
2. To receive the Income and Expenditure Report for the period 1 July 2018 – 31 October 2018.

(Moved Ramsden/Seconded Cr Vickery)

Carried

6.4 Schedule of Ordinary Meetings

FCB RESOLVED (FCB 2018/116):

1. Receive the Schedule of Ordinary Meetings Report.
(Moved Cr Olds/Seconded Ramsden)
2. To adopt the 2019 schedule of ordinary meetings for Featherston Community Board to the end of September.
3. To set a meeting time of 7pm for ordinary meetings.
4. To delegate to the Chief Executive the authority to alter the schedule of ordinary meetings following consultation with the Chair.

(Moved Cr Olds/Seconded Cr Vickery)

Carried

6.5 Financial Assistance

Members declined the application from Wharekaka Rest Home.

FCB RESOLVED (FCB 2018/117):

1. To receive the Applications for Financial Assistance Report.
2. To grant Featherston Community Centre \$500 to undertake maintenance of the Centre's carpark, specifically to fix a flooding problem linked to the Centre's stormwater sump.
(Moved Cr Olds/Seconded Cr Vickery) Carried
3. To grant Cross Creek Railway \$1,000 (as an exceptional circumstance) to help with the costs associated with the purchase of a trailer so the mini fell can be transported as needed.
(Moved Cr Vickery/Seconded West) Carried
4. To grant Featherston First Fridays \$500 to run a series of outdoor summer events.
(Moved Ramsden/Seconded West) Carried

6.6 SWDC Logo and Branding Working Party

FCB RESOLVED (FCB 2018/118) receive the SWDC Logo and Branding Working Party Report.

(Moved Ramsden/Seconded Cr Olds) Carried

6.7 Change to Naming of Public Roads, Private Roads and Rights of Way Policy Report

FCB RESOLVED (FCB 2018/119) to receive the Change to Naming of Public Roads, Private Roads and Rights-of-Way Report.

(Moved Ramsden/Seconded Cr Vickery) Carried

7. NOTICES OF MOTION

There were no notices of motion.

8. CHAIRPERSONS REPORT

8.1 Chairperson's Report

Members discussed a recent Facebook post and the importance of adhering to the agreed policy.

Cr Olds undertook to follow-up the delay in getting the FlagTrax system installed.

Cr Vickery left the meeting at 8:34pm.

Cr Vickery returned to the meeting at 8:36pm.

FCB RESOLVED (FCB 2018/120):

1. To receive the Chairpersons report.
(*Moved Cr Olds/Seconded Cr Vickery*) Carried
2. To purchase 15 flags at \$74 each at a total of \$1,110 excl GST, with the design to be determined by the Featherston Community Board.
(*Moved Ramsden/Seconded Cr Olds*) Carried
3. To dispose of the old street flags.
(*Moved West/Seconded Cr Olds*) Carried
4. Action 793: Develop a flag hanging, booking and use policy for Featherston; FCB
5. Action 794: 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; R Ramsden
6. Action 795: Reissue the Featherston Facebook Engagement Policy to members and review in workshop with members; R Ramsden

9. MEMBER REPORTS (INFORMATION)

9.1 Charter Parade

Mayor Napier reported that a ceremony, parade and afternoon tea was scheduled for 1 December 2018 as part of a newly established Charter agreement with the 5/7 Battalion, Royal NZ Infantry Regiment.

9.2 Featherston Christmas Parade

An update report was provided in meeting papers

FCB RESOLVED (FCB 2018/121):

1. To receive the Christmas Parade Report.
(*Moved West/Seconded Cr Olds*) Carried
2. To approve \$900 plus GST for the preparation of a Featherston Christmas Parade Traffic Management Plan.
(*Moved West/Seconded Cr Olds*) Carried

9.3 Featherston Swimming Pool 18/19 Season Matters

Matters were covered under agenda item '6.2 Action Items Report'.

10. CORRESPONDENCE

10.1 Outwards

To Jack Millar, from Featherston Community Board, dated 25 October 2018

To Barbara Wilson, from Featherston Community Board, dated 25 October 2018

FCB RESOLVED (FCB 2018/122) to approve the outwards correspondence.

(Moved Ramsden/Seconded West)

Carried

Confirmed as a true and correct record

.....**Chairperson**

.....**Date**

FEATHERSTON COMMUNITY BOARD

29 JANUARY 2019

AGENDA ITEM 6.1

OFFICERS' REPORT

Purpose of Report

To report to community boards and the Māori Standing Committee on general activities.

Recommendations

Officers recommend that the Community Board/Committee:

1. Receive the **Officers' Report**.

PLANNING AND ENVIRONMENT

1. Resource Management

1.1 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"	75%	87%	NRB 3 Yearly Survey
The district plan has a monitoring programme that provides information on the achievement of its outcomes (AER's)		-	Consultants have established data to be recorded and stored to enable effective reporting against AER's in WCDP. A final monitoring strategy is still to be completed.

1.2 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%	85%	18 of 23 Land Use applications were processed within statutory timeframes. 25 of 30 Subdivision applications were processed within statutory timeframes.

RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
			13 of 13 permitted boundary activity applications were processed within statutory timeframes. Total 56/66. NCS.
s.223 certificates issued within 10 working days	100%	95%	18 of 19 s223 certificates were processed within statutory timeframes. NCS.
s.224 certificates issued within 15 working days of receiving all required information (note no statutory requirement)	95%	94%	15 of 16 s224 certificates processed. NCS.

Council received 26 consent applications in October 2018.

Officers provide detailed information as fortnightly updates on all consents direct to Council and Community Board members, so this information is not listed here.

1.3 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.

1.4 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 2018-19
Non-urgent LIMs are processed within 10 days	100%	98%	G:\LIMs\LIMS PROCESSED 2018-19

TYPE	YTD 1 ST JULY 2018 TO 31 ST OCTOBER 2018	PREVIOUS YTD 1 ST JULY 2017 TO 31 ST OCTOBER 2017	PERIOD 1 ST OCTOBER 2018 TO 31 ST OCTOBER 2018	PREVIOUS PERIOD 1 ST OCTOBER 2017 TO 31 ST OCTOBER 2017
Standard LIMs (Processed within 10 working days)	105	62	31	12
Urgent LIMs (Processed within 5 working days)	13	20	4	6
Totals	118	82	35	18

2. Public Protection

2.1 Building Act - Consents and Enforcement

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

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Code Compliance Certificate applications are processed within 20 working days	100%	100%	NCS – 171 CCC's were issued within 20WD YTD
Building consent applications are processed within 20 working days	100%	100%	NCS – 188 consents were issued within 20WD YTD
Council maintains its processes so that it meets BCA accreditation every 2 years	Yes	Yes	Next accreditation review due January 2020. Council was re-accredited in January 2018
BCA inspects new building works to ensure compliance with the BC issued for the work, Council audits BWOFF's and Swimming Pools	Yes	Yes	Building Consents Council inspects all new work to ensure compliance (October 2018 – 525 inspections) BWOFF's – Total 169 – average of 3 audits per month required, 0 audit carried out in October. Swimming Pools – Total 279 – average of 7 audits per month required. 14 audit carried out in October.
Earthquake prone buildings reports received	90%	N/A	Under previous legislation 148 of 229 known premises had been addressed. Under the new legislation, 248 were identified as EPB and through the modelling process we eliminated 132 buildings leaving 116 buildings potentially EPB. Council has now reviewed the potential Earthquake Prone Buildings (EPB) and letters have been sent to owners advising them of their buildings status. 104 letters sent out in total. 12 - still being assessed by LGE

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
			Status: 69 - identified as no longer EPB 20 - require engineer assessment 15 - identified as EPB and have been sent notices to be affixed to the building.

TYPE – OCTOBER 2018	NUMBER	VALUE
Commercial (shops, restaurants, rest home – convalescence, restaurant /bar / cafeteria / tavern, motel, commercial building demolition - other commercial buildings)	2	\$208,000
Industrial (covered farm yards, building demolition, warehouse and/or storage, factory, processing plant, bottling plant, winery)	1	\$66,000
Residential (new dwellings, extensions and alterations, demolition of building, swimming and spa pools, sleep-outs, garages, relocations, heaters, solid fuel heaters).	41	\$3,834,083
Other (public facilities - schools, toilets, halls, swimming pools)	1	\$150,000
Totals	45	\$4,258,083

2.2 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	1 visits	100%	1 visit to school holiday program in Greytown
Complaints about roaming and nuisance dogs are responded to within 4 hours	100%	100%	K:\resource\Bylaw Officers\Registers\AC Service Requests.xls 78/78
Complaints about dog attacks on persons, animals or stock are responded to within 1 hour	100%	100%	6/6

INCIDENTS REPORTED FOR PERIOD 1 OCTOBER 18 TO 31 OCTOBER 18	FEATHERSTON	GREYTOWN	MARTINBOROUGH
Attack on Pets	-	2	-
Attack on Person	2	-	-

INCIDENTS REPORTED FOR PERIOD 1 OCTOBER 18 TO 31 OCTOBER 18	FEATHERSTON	GREYTOWN	MARTINBOROUGH
Attack on Stock	-	-	-
Barking and whining	-	-	-
Lost Dogs	-	1	1
Found Dogs	-	1	1
Rushing Aggressive	-	-	3
Wandering	4	3	5
Welfare	-	-	-
Fouling	-	-	-
Uncontrolled	-	-	-

2.3 Public Places Bylaw 2012 - Stock Control

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

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Stock causing a traffic hazard is responded to within 1 hour	100%	100%	K:\resource\Bylaw Officers\Registers\AC Service Requests.xls 10 incidents
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 21 incidents

INCIDENTS REPORTED	TOTAL FOR PERIOD 1 OCTOBER 2018 TO 31 OCTOBER 2018
Stock	2

2.4 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 18/19	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%	97.4%	K:\resource\Health\Resource Management\Noise Control Complaints 37/38 attended within timeframe One incident responded to over 1.5 hours (1 hr 48mins).

AFTER HOURS NOISE CONTROL COMPLAINTS RECEIVED	YTD 1 JULY 2018 TO 30 SEPTEMBER 2018	PREVIOUS YTD 1 JULY 2017 TO 30 SEPTEMBER 2017	PERIOD 1 OCTOBER 2018 TO 31 OCTOBER 2018	PREVIOUS PERIOD 1 SEPTEMBER 2017 TO 30 SEPTEMBER 2017
Total	38	21	12	8

2.5 Sale and Supply of Alcohol Act - Licensing

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

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET 18/19	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Premises are inspected as part of licence renewals or applications for new licences.	100%	42.1% YTD	MAGIQ data. All premises inspected at new or renewal application stage (24/57*). *Number of inspections completed of licences coming up for renewal within the YTD period. 120 licences in total. Total number of licences is subject to change month by month as new businesses open and existing premises close.
Premises that are high risk are inspected annually, while low or medium risk premises are audited no less than once every three years.	100%	30.2% YTD	MAGIQ data. There are no high risk premises in the district. Low and medium risk premises are inspected every 3 years as part of the renewal process. There are currently 43 low and medium licences due for renewal or new inspections in this financial year. 7 of these have been inspected as at 31 October 2018. Total number of licences is subject to change month by month as new businesses open and existing premises close. (13/43)
Compliance activities are undertaken generally in accord with the Combined Licencing Enforcement Agencies agreement.	100%	0% YTD	No CLEG meetings have been held to date or activities scheduled.

ALCOHOL LICENCE APPLICATIONS PROCESSED	YTD 1 JULY 2018 TO 31 OCTOBER 2018	PREVIOUS YTD 1 JULY 2017 TO 31 OCTOBER 2017	PERIOD 1 OCTOBER 2018 TO 31 OCTOBER 2018	PREVIOUS PERIOD 1 OCTOBER 2017 TO 31 OCTOBER 2017
On Licence	6	11	1	8
Off Licence	9	4	3	2
Club Licence	3	2	0	1
Manager's Certificate	30	40	12	9
Special Licence	12	19	3	10
Temporary Authority	4	0	0	0
Total	64	76	19	30

2.6 Health Act - Safe Food

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

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET 18/19	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 – 5 FCP (Food Act) – 80 FCP (Deemed) – 3 NP – 33 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%	40.96%	FCP verifications – 34/83 *Total number of premises is subject to change month by month as new businesses open and existing premises close.

2.7 Bylaws

Between 1 July 2018 and 31 October 2018 there were 9 notices relating to trees and hedges, 10 litter and 6 abandoned vehicle complaints.

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

INFRASTRUCTURE AND SERVICES

1. Group Manager highlights

Significant weather events have been the focus in the last few weeks. Excessive rain at the end of November saw both Ponatahi Road and the Waihenga Bridge close periodically; feedback from the community has been positive in relation to access of information and Council reaction to roading and infrastructure issues. A freak rainstorm in Featherston has also seen major damage to roading with closures required for repairs.

Recruiting is underway for a group Project Administrator with interviews going ahead prior to Christmas. Advertising for the Amenities Manager has been extended.

The move to the Waihenga Centre is underway with Martinborough Library currently closed for packing and relocation.

The swimming pool season has begun and we expect to see an increase in patronage with Masterton remaining closed for the season. New shade coverings and water fountains have been installed as a result of community consultation.

Upgrading to Western Lake and Cape Palliser Roads continues, but has unfortunately marred by vandals who ran down at least 50 of the new markers.

2. Water Supply

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

2.1 Key Performance Indicators

WATER SUPPLY KEY PERFORMANCE INDICATORS	TARGET 2017/18	COMPLAINTS		INCIDENTS	
		OCT	YTD	OCT	YTD
The average consumption of drinking water per day per resident within the territorial authority	<400 Lt		440		
Compliance with resource consent conditions/water permit conditions to "mainly complying" or better	95%		100%		
Water supply systems comply with Ministry of Health Bacteriological Drinking Water Standards guidelines 2008*	FTN: Yes GYT: Yes MTB: Yes		FTN: No GYT: No MTB: No		
Water supply systems comply with Ministry of Health Protozoa Drinking Water Standards guidelines 2008	FTN: Yes GYT: Yes MTB: Yes		FTN: No GYT: No MTB: No		
The total number of complaints received by the local authority about drinking water taste per 1000 connections	<15	0	0	0	0
The total number of complaints received by the local authority about drinking water odour per 1000 connections	<15	0	0	0	0
The total number of complaints received by the local authority about drinking water pressure or flow per 1000 connections	<15	0.5 per 1000 (2 complaints)	1 per 1000 (4 complaints)	2	4

WATER SUPPLY KEY PERFORMANCE INDICATORS	TARGET 2017/18	COMPLAINTS		INCIDENTS	
The total number of complaints received by the local authority about continuity of supply per 1000 connections	<15	0 per 1000 (0 complaints)	0.75 per 1000 (3 complaints)	0	3
The total number of complaints received by the local authority about drinking water clarity per 1000 connections	<15	0.5 per 1000 (2 complaints)	0.75 per 1000 (3 complaints)	2	3
Ratepayers and residents satisfied with level of service for water	77%			NRB Survey:	59%
Attendance for urgent call-outs: from the time that the local authority receives notification to the time that service personnel reach the site	< 1 Hr	(2/3) 66%	Median Time 21mins	3	5
Resolution of urgent call-outs: from the time that the local authority receives notification to the time that service personnel confirm resolution of the fault or interruption	< 8 Hrs	(3/3) 100%	Median Time 3h 31mins	3	5
Attendance for non-urgent call-outs: from the time that the local authority receives notification to the time that service personnel reach the site	< 2 working days	(28/51) 55%	Median Time 24h 46mins	51	131
Resolution of non-urgent call-outs: from the time that the local authority receives notification to the time that service personnel confirm	< 5 working days	(47/51) 92%	Median Time 25h 53mins	26	50
Fire hydrants tested annually that meet NZ Fire Service Code of Practice	20%	20%	20%		
The % of real water loss from the local authority's networked reticulation system identified by establishing and measuring night flow	<20%		20%		

2.2 Water supply capital improvements

2.2.1 Featherston water supply

Plans for drilling of an additional bore (approximately \$40k for bore) continue with drilling later in January; connection to pipe and pump install to be developed. Ongoing discussions are taking place with Greater Wellington Regional Council (GWRC) about consent to drill and the consent renewal (existing consent expires December 2019).

Plans to convert one of the raw water storage ponds adjacent to the water treatment plant are progressing. This will give approximately 2 days on top of the existing half a **day's** storage at peak summer usage supplying both Featherston and Greytown.

2.3 Water treatment plants

The Waiohine plant and Greytown Bore have operated routinely. The Martinborough plant operated as normal with a report being completed for manganese removal.

2.4 Water reticulation

There were 51 reticulation repairs reported and rectified during the period, half were from the leak detection work in Greytown which resulted in longer response times.

2.5 Water races

Routine monthly inspections and blockage clearing of the water race network has been performed by City Care Ltd (CCL) to maintain satisfactory

flows. There were 3 accounts for blockage clearing or no water flow for the Moroa network. None were reported for the Longwood network over the period.

3. Waste Water

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

3.1 Key Performance Indicators

WASTE WATER KEY PERFORMANCE INDICATORS	TARGET 2017/18	COMPLAINTS		INCIDENTS	
		OCT	YTD	OCT	YTD
Number of blockages per 1000 connections	<10	0.72 per 1000 (3 complaint)	2.64 per 1000 (11 complaint)	3	11
Ratepayers and residents satisfaction with waste water services	70%			NRB survey:	49%
Number of dry weather sewerage overflows per 1000 connections	<10	0	0	0	0
Attendance time: from notification to arrival on site	< 1 Hr	4/7 (57%)	Median Time 49min	3	9
Resolution time: from notification to resolution of fault	< 4 Hrs	3/7 (43%)	Median Time 3h 4m	3	9
% of resource consent conditions complied with to mainly complying or better*	90%		98%		
No. of abatement notices	<2				0
No. of infringement notices	0				0
No. of enforcement notices	0				0
No. of convictions	0				0
No. of complaints per 1000 connections received about sewage odour	< 15	0 per 1000 (0 complaint)	0.24 per 1000 (1 complaint)	0	1
No. of complaints per 1000 connections received about sewage systems faults	< 15	2	0.48 per 1000 (1 complaint)	2	5
No. of complaints per 1000 connections received about sewage system blockages	< 15	0.72 per 1000 (3 complaint)	2.64 per1000 (11 complaint)	3	11
No. of complaints per 1000 connections received about the response to issues with sewage	< 15	0	0	0	0
Proportion of urgent waste water service requests responded to within 6 hours of notification	95%	7/7 (100%)	95% (18/19)	3	9

3.2 Waste water treatment plants

3.2.1. Capital and consents

Featherston WWTP

The consent application was lodged on 28 February 2017. GWRC notified on 16 May 2018. Ongoing discussion with response to the panel required from council on decision for the consent by 26 October.

Staged improvements at Greytown WWTP

A temporary UV system has operated successfully since 29 August to meet the 1 September consent condition. It is constructed so that when the irrigation building is complete the plant can be relocated as constructed into the building. Construction of the building has started with the construction of the wet-well under the building. This will be 4.5m below the floor of the building with a connection for the future winter storage to flow through under gravity. Earthworks are progressing to lift the surrounding area 1.8m from current level which will be above a 100 year flood.

Irrigation at Martinborough WWTP

At Martinborough WWTP irrigation to land stopped in May and has restarted in September. The Ruamahanga River level been low on occasion and since the 22 September we have been 36 days of 65 out of the river, either discharge to land or storage in the ponds.

Since starting to irrigate to land in November, 286 bales of bailage have been cut.

Waite Street, Featherston renewal

Perkinson Civil have started the replacement of 1800m of the 375mm main from Revans Street to the wastewater treatment plant. Flow monitoring estimates that 25 % of the inflow and infiltration (I&I) occurs within this main. This is in line with the consent application and will reduce the size of the storage pond that will be required for winter period when the ground is too wet for irrigation.

3.3 Operational

Featherston, Greytown, and Lake Ferry plants operated routinely during the period with no reported issues.

At Martinborough, a fault disabled the irrigator which has been repaired. Power surge suspected. Water was retained in the ponds until the repair and heavy rains raised the river flows.

3.3.1. Wastewater reticulation

There were 3 pipeline blockages reported during the period.

4. Storm water drainage

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

4.1 Key Performance Indicators

STORM WATER DRAINAGE KEY PERFORMANCE INDICATORS	TARGET 2016/17	COMPLAINTS		INCIDENTS	
		MONTH	YTD	MONTH	YTD
% of ratepayers and residents satisfied with stormwater drains	55%			NRB survey:	57%
% of urgent (any blockage causing extensive flooding of buildings or other serious flooding)	95%	0	0	0	0

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

There was 0 storm water blockages reported during the period.

5. Solid waste management

SERVICE LEVEL – Recycling stations are accessible and maintained. Refuse and recycling collection services are provided and waste minimisation actively promoted.

5.1 Key Performance Indicators

SOLID WASTE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET 2016/17	COMPLAINTS		INCIDENTS	
		MONTH	YTD	MONTH	YTD
Number of communities with recycling centres	6		6		
Volume of waste disposed out of district	Decreasing by 2.5%	Increase of 3.7% compared to YTD Oct	Current average annual increased 35% on 2014	-	-
% of ratepayers and residents satisfied with the level of service	85%			NRB survey:	66%

Organising a waste minimisation event for each town early 2019.

5.2 Zero Waste Coordinator Report

5.2.1. Zero Waste Community Event Recycling bins

These bins can be utilised by any community group free of charge to collect and return from Masterton Transfer Station and emptying them themselves at any Wairarapa Transfer Station. As the festive season gets busier, there are more enquiries for these bins at events. Most recently they were used at the Gladstone Scarecrow Festival & Featherston School Gala. These were staffed by volunteers (students) to encourage education and reduce contamination. Paper/cardboard, tins/cans, glass and plastic bottles were collected.

5.2.2. Love Food Hate Waste

A Zero Waste Cooking workshop encouraging planning and cooking with less food waste alongside Connecting Communities Wairarapa held at Featherston School. This programme was based from the Easy Choice Family Kai booklets (a LFHW initiative). A 1 week meal plan was chosen to

cook 5 dinner meals to feed a family of 6. This workshop was received well with all participants involved in the preparation, cooking and sharing of the meals together. The feedback on the day received was that it was **'economical, easy planning, tasty and generous sized meals'**. Most participants were keen to take part in another if they had an opportunity too.

5.2.3. WasteMinz Conference

Our Zero Waste Coordinator recently attended 30th Anniversary of WasteMinz in Christchurch. This was a 4 day conference of forums, workshops, presentations and an expo. This is a great opportunity for networking as well as an informative conference with sharing of expertise, barriers and solutions.

5.2.4. Zero Waste Education programme

The programme has been going really well at both Greytown & Fernridge Schools (Year 3/4 & Year 1/2) – **'Reduce & Litterless Lunches'** units. This programme to date has covered nearly 300 students educating them and staff about solid waste, natural resources and reducing our waste to landfill.

There have been discussions about how this programme is different from Enviroschools, which council already partially funds. Zero Waste Education programme does not conflict with Enviroschools and is very different how it is taught. Enviroschools is run by a Zero Waste Educator with resources in schools which is inclusive, free and focussed on solid waste reduction. We **still strongly support Enviroschools and their facilitators'**.

5.2.5. CupCycling initiative – a returnable cup system for Cafes

We are currently working alongside businesses within Carterton regarding a Cupcycling initiative to make NZ disposable cup free. This campaign is to see as many single use disposable cups eliminated from landfill in NZ. More information available from Jo.

Note - 1 million disposable cups end up in landfill every minute globally!

6. Land transport

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

6.1 Key Performance Indicators

LAND TRANSPORT KEY PERFORMANCE INDICATORS	TARGET 2017/18	COMPLAINTS		INCIDENTS	
		APRIL	YTD	APRIL	YTD
Using the RAMM measurement system, average smooth travel exposure on urban roads to be 85% and rural roads 95% with maximum variation of 5%	95%				
Ratepayers and residents fairly/very satisfied with the roads	80%			NRB Survey:	73%
5% of sealed roads are resealed each year subject to availability of NZTA subsidy	100%				
The pavement condition index as measured by the NZTA pavement integrity index	95%				

LAND TRANSPORT KEY PERFORMANCE INDICATORS	TARGET 2017/18	COMPLAINTS		INCIDENTS	
The number of crashes causing injuries is reduced	Group and control average				
The number of fatalities and serious injury crashes on the local road network	<7				
Ratepayers and residents are satisfied with footpaths in the district	70%			NRB Survey:	63%
Availability of footpaths on at least one side of the road down the whole street	88%				
Footpath Condition rating 95% compliant with SWDC AMP Standard	95%				
The % of customer service requests relating to roads and footpaths responded to within 48 hours	95%	36/39 (92%)	115/154 (75%)	39	154
Meet annual plan footpath targets	Yes				

6.2 Roading Maintenance – Fulton Hogan

Heavy rain again caused flooding at Tuturumui and further out on White Rock, Tora and Te Awaiti roads.

Slips and trees were down on Hinekura and White Rock and Cape Palliser Roads.

Sealed road digouts have been completed on White Rock Road from Lake Ferry Road to Lagoon Hills Road.

High Shoulder removal on sections of Lake Ferry Road and Western Lake Road have been completed prior to reseals.

Spring seasonal spraying of rural road water tables and around signs and bridges has been completed.

128km of grading was carried out during October.

354 m³ of maintenance metal was applied to various unsealed roads as part of unsealed renewals.

Roadside edge marker posts have been upgraded on Western Lake and Cape Palliser Roads. It is noted that the upgrade on Western Lake Road was damaged by vandals who run at least 50 down.

Greytown, Featherston and Martinborough had various kerb and channel swept as part of the monthly cycle.

6.3 Other activities

Higgins Contactors have commenced on the seal extension and sealed pavement rehabilitation on Western Lake Road. The seal extension section will be sealed before the Christmas holiday period, but the inclement weather has put a delay on the Western Lake Rd Rehabilitation section and will be completed in January 2019.

Higgins Contractors have commenced the reseals with approximately 30% completed to date, and once again the weather has delayed progress.

Geotechnical consultants have investigated both the Glue Pot on Te Awaiti Road and Johnsons Hill and Cape Palliser Road, in relation to stability, a report is still to come.

Initial ground testing has been completed on the Tora Farm Settlement Road bridge in advance of pier replacement.

Various works have been completed around the Waihinga Centre.

7. 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, 41 buildings, five sports facilities, four cemeteries, eleven public toilets and 22 other properties. The Amenities Manager is the contract manager for the City Care parks and reserves contract, and is also responsible for the management of the libraries.

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

7.1 Community housing

The vacant flats at Burling and Cicely Martin are still waiting on our contractors to fit them in with their busy workload.

7.2 Cemeteries

A new ashes wall for Martinborough will be erected in the New Year.

7.2.1. Purchases of burial plots/niches 11 October to 4 December 2018

	Greytown	Featherston	Martinborough
Niche	2	2	2
In-ground ashes Beam	0	0	0
Burial plot	1	1	1
Total	3	3	3

7.2.2. Ashes interments/burials 11 September to 10 October 2018

	Greytown	Featherston	Martinborough
Burial	4	1	1
Ashes in-ground	2	0	0
Ashes wall	1	0	0
Total	7	1	1

7.3 Events

7.3.1. Featherston

Completed events:

Dedication of Camp Memorial Sculpture – 10 November 2018

Armistice Day Commemorations – 11 November 2018

In the Shadow of War – being held Sunday, 11 November 2018

Featherston Festivals of Choirs – being held Sunday, 18 November 2018

Featherston Market – being held every fourth Saturday:
24 November 2018

Christmas in the Squircle – being held Saturday, 3 November 2018

Future events:

Featherston Christmas Parade – being Saturday, 8 December 2018

Featherston Market – being held every fourth Saturday: 22 December 2018, 26 January, 23 February and 23 March 2019

7.3.2. Greytown

Completed events:

The Greytown Country Market – being held 21 October, 18 November 2018

Future events:

The Greytown Christmas Parade – being held Saturday, 15 December 2018

The Greytown Country Market – being held 23 December 2018, 20 January, 17 February and 17 March 2019



7.3.3. Martinborough

Completed events:

Martinborough Charity Fun Ride – held Sunday, 28 October 2018

Toast Martinborough – held on Sunday, 18 November 2018



Future events:

Christmas Magic in Martinborough – being held Saturday, 8 December 2018

Martinborough Christmas Parade – being held Saturday, 8 December 2018

Round the Vines – Fun Walk & Run – being held Saturday, 16 March 2019

Ngawi Big 3 Fishing Competition – being held Thursday 14 February to Sunday, 17 February 2019

Martinborough Fair – being held Saturday, 2 February and 2 March 2019

8. Libraries

Library statistics for October 2018 are attached in Appendix 3. There are no statistics for wi-fi usage in October for Featherston and Greytown, due to the change of network provider. Martinborough Library will change to the new provider once the library moves to the Waihinga Centre.

9. Appendices

Appendix 1 Monthly water usage

Appendix 2 Waste exported to Bonny Glen

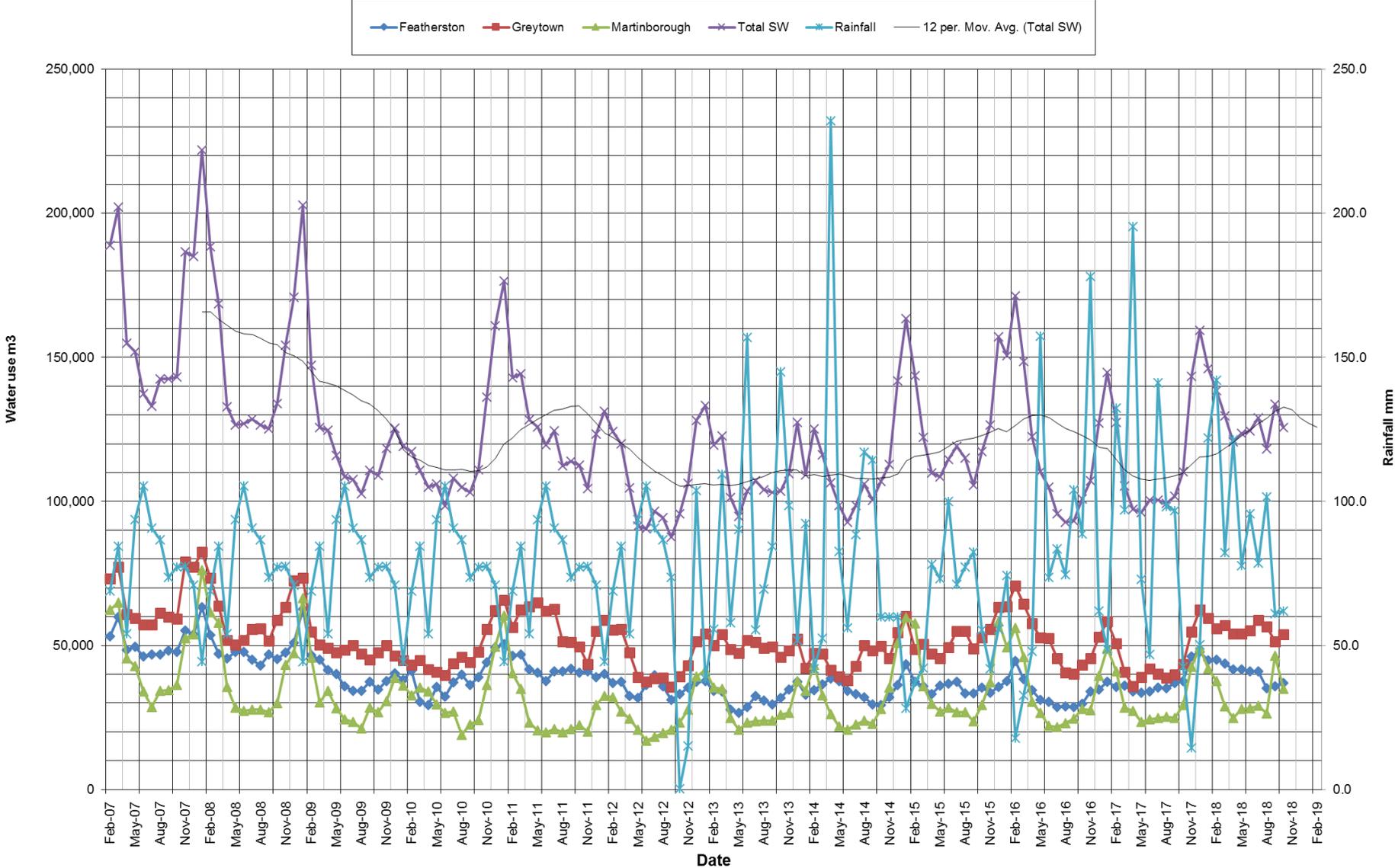
Appendix 3 Library statistics

Contact Officer: Mark Allingham, Group Manager Infrastructure and Services

Reviewed by: Paul Crimp, Chief Executive Officer

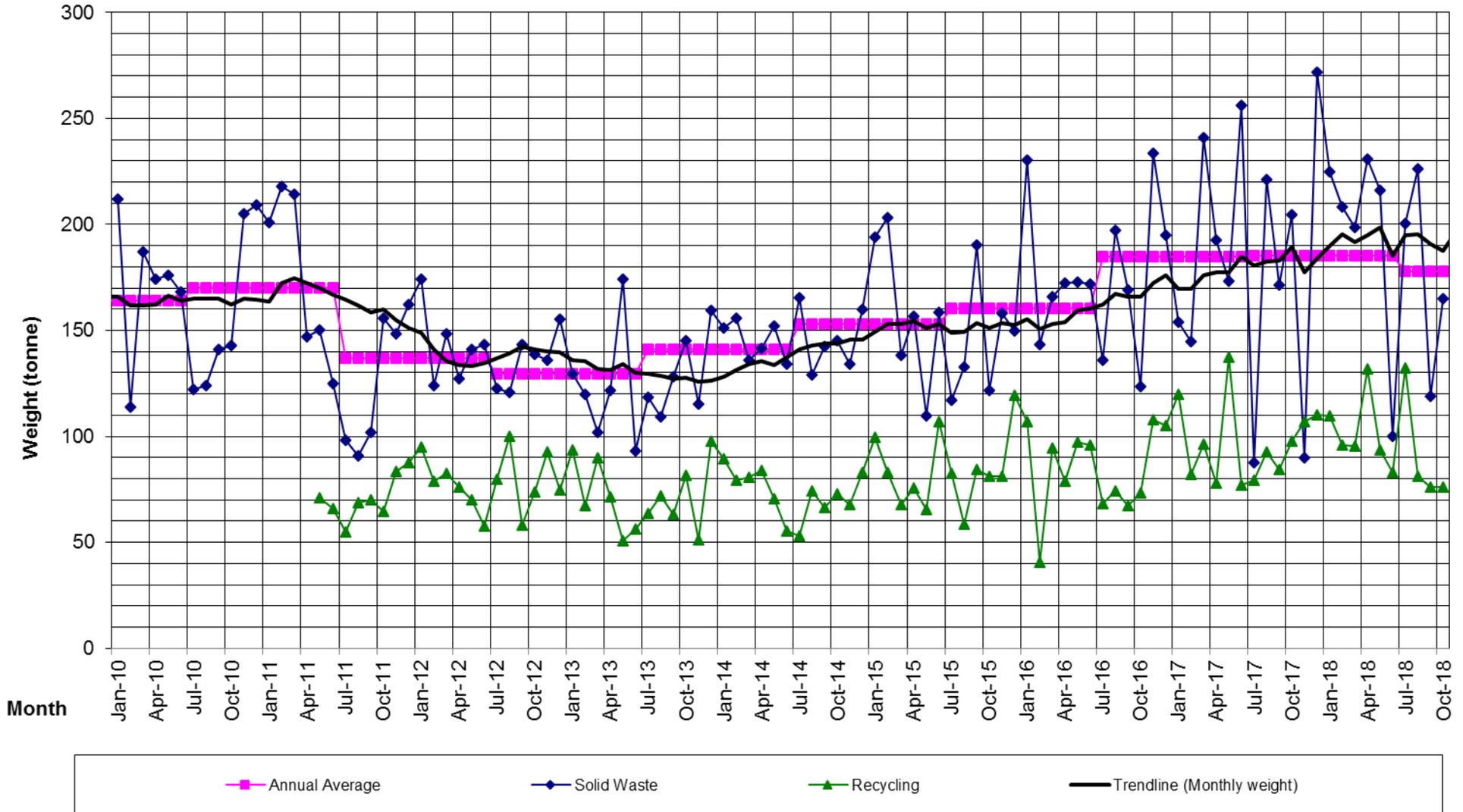
Appendix 1 - Monthly water usage

Water use South Wairarapa District Council



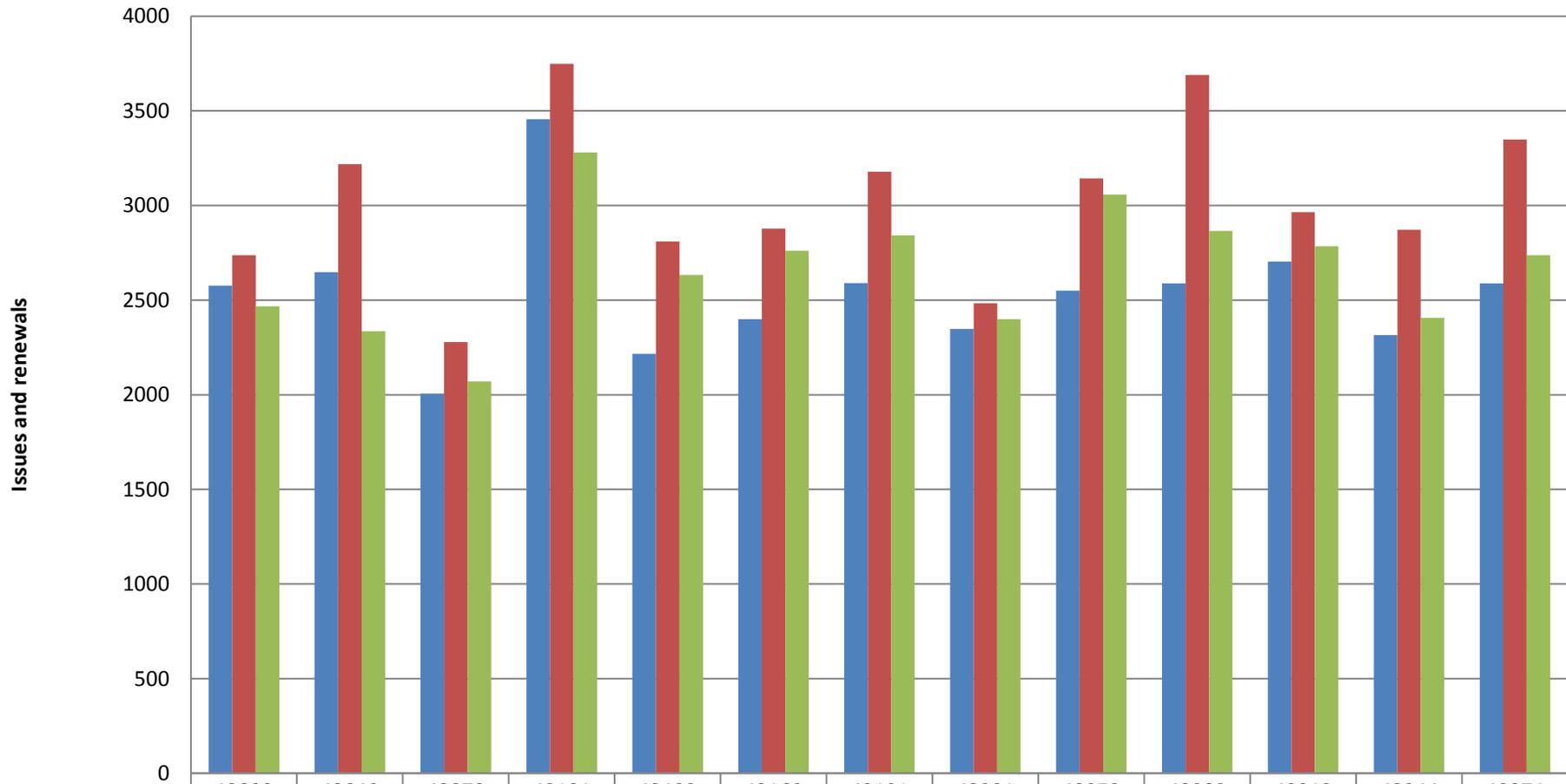
Appendix 2 -Waste exported to Bonny Glen

Monthly weight of waste transferred to Bonny Glen



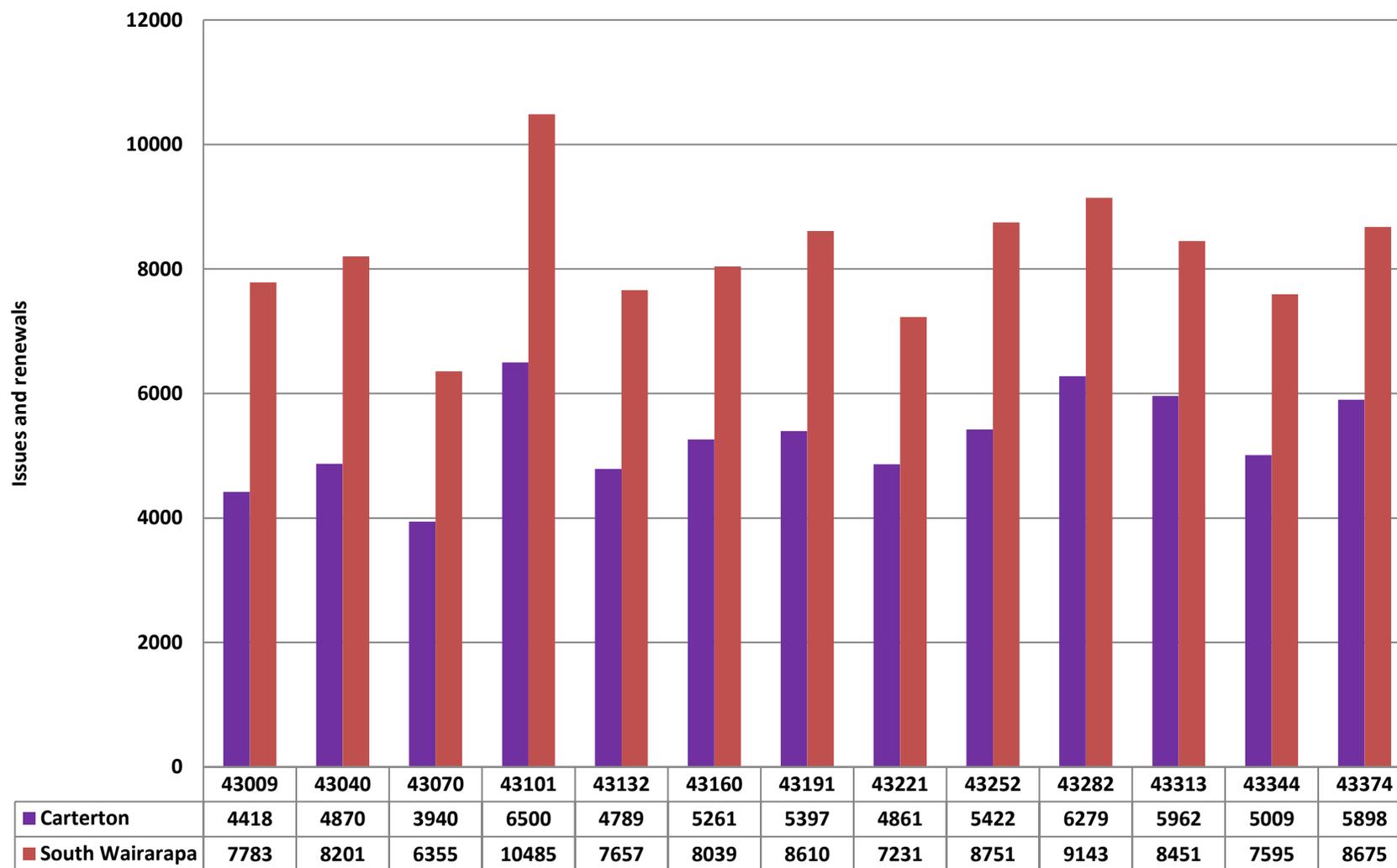
Appendix 3 – Library statistic

South Wairarapa libraries - issues and renewals to October 2018

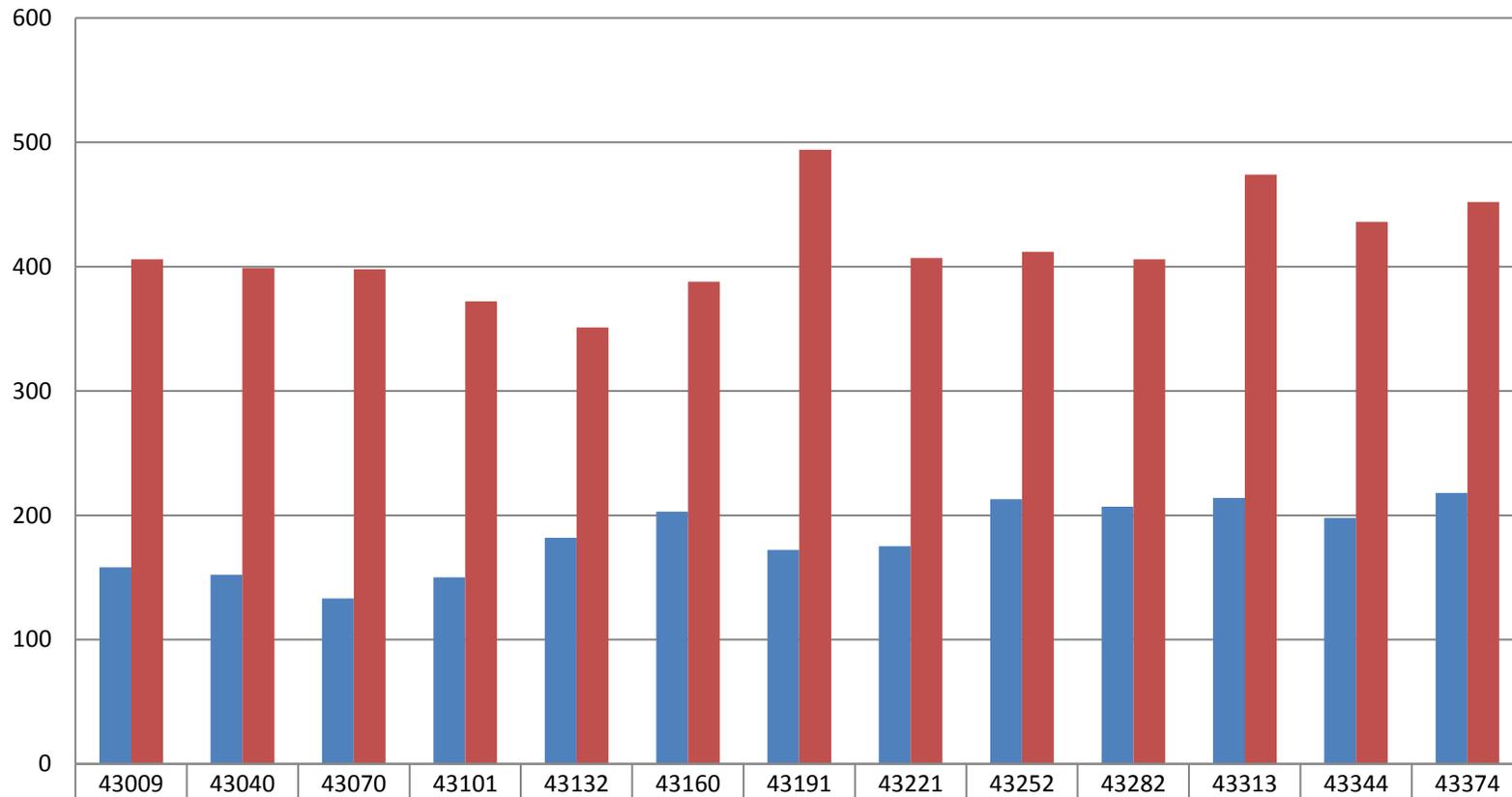


	43009	43040	43070	43101	43132	43160	43191	43221	43252	43282	43313	43344	43374
■ Featherston	2577	2647	2006	3456	2216	2400	2590	2348	2550	2588	2703	2316	2589
■ Greytown	2738	3218	2278	3748	2809	2878	3178	2483	3143	3689	2964	2872	3348
■ Martinborough	2468	2336	2071	3281	2632	2761	2842	2400	3058	2866	2784	2407	2738

Wairarapa Library Service - issues and renewals to October 2018



Wairarapa Library Service - audio and e-book issues to October 2018



■ Audiobooks	158	152	133	150	182	203	172	175	213	207	214	198	218
■ Ebooks	406	399	398	372	351	388	494	407	412	406	474	436	452

CHIEF EXECUTIVE

1. Executive Summary

The run up to Christmas is always a bit frantic, exacerbated somewhat this year by the completion of the Waiinga Centre.

The announcements from the Government on reviews into the Three Waters (drinking, waste, and storm water), Four Wellbeings, and the Productivity Commission has signalled a further period of close scrutiny of the sector.

Taken together, the three workstreams described above signal a review that is very wide ranging and could result in significant change in the sector.

The release of the Wairarapa Economic Development Strategy and Action Plan is also a milestone in regards to the Wairarapa Councils working together for the betterment of the Wairarapa as a whole. Having Dame Margaret Bazley as chair of the governance group is a real coup for the Wairarapa, and will ensure swift action.

This is the final report before Christmas, and I would like to thank our staff for their dedication and positive attitude during another very busy year.

2. Governance/Leadership/Advocacy

The following table provides the year to date results for KPI's set for the Governance output. This has been updated for the 2017/18 results.

GOVERNANCE, LEADERSHIP AND ADVOCACY MEASURING SERVICE DELIVERY PERFORMANCE					
SERVICE LEVEL	KEY PERFORMANCE INDICATORS	2016/17	2017/18	2017/18	COMMENTS
		ACTUAL	TARGET	ACTUAL	
Opportunities are provided for the community to have its views heard	Ratepayers and residents feel they can contact a Council member to raise an issue or problem	79% (13/14: 73%)	75%	-	The National Research Bureau (NRB) Customer Satisfaction survey was not carried out this year. For the 2015/16 year, in addition to the 79% (2014: 73%) positive response, 13% (2014: 16%) felt they were unable to comment.
	Ratepayers and residents feel that the Mayor and councillors give a fair hearing to their views	63% (13/14: 62%)	75%	-	The National Research Bureau (NRB) Customer Satisfaction survey was not carried out this year. For the 2015/16 year, in addition to the 63% (2014: 62%) positive response, 23% (2014: 21%) felt they were unable to comment.
Council determines what activities it should engage in through consultation and regulatory requirements then sets clear direction	Ratepayers and residents are satisfied with Council's decisions and actions	70% (14/15: 59%)	80%	-	The National Research Bureau (NRB) Customer Satisfaction survey was not carried out this year. For the 2015/16 year, in addition to the 70% (2014: 59%) positive response, 14% (2014: 11%) felt they were unable to comment. The 2014/15 result of 59% was a separate survey with a sample size of 117, and was used to provide an interim indication. The NRB survey size of 300, which is our main survey and has a significantly lower margin of error. The previous NRB survey was in 2013/14. The result for that survey was 76% satisfied with a further 8% unable to comment.
	Ratepayers and residents are satisfied with how Council allocates rates/funds to be spent on the services and facilities provided (target peer group age)	65% (13/14: 64%)	80%	-	The National Research Bureau (NRB) Customer Satisfaction survey was not carried out this year. For the 2015/16 year, in addition to the 65% (2014: 64%) positive response, 14% (2014: 14%) felt they were unable to comment.

Community Boards make decisions that consider local issues	Community Board decision - making reports on local issues	GTN 96% FTN 95% MBA 92%	90%	GTN 90% FTN 94% MBA 93%	This measure reports on the percentage of resolutions made that relate solely to local issues.
	% of ratepayers and residents who know how to contact a community board member	69% (13/14: 65%)	71%	-	The National Research Bureau (NRB) Customer Satisfaction survey was not carried out this year. For the 2015/16 year, in addition to the 69% (2014: 65%) positive response, 0% (2014: 14%) felt they were unable to comment.
Opportunities are available to raise local issues and understand what will happen as a result	Ratepayers and residents satisfied with the way Council involves the public in the decisions it makes	47% (13/14: 49%)	72%	-	The National Research Bureau (NRB) Customer Satisfaction survey was not carried out this year. For the 2015/16 year, in addition to the 47% (2014: 49%) positive response, 31% (2014: 26%) felt they were neither satisfied nor dissatisfied, and 5% (2014: 5%) felt they were unable to comment.
Opportunities are available to raise issues relating to Maori through the Maori Standing Committee	The Maori Standing Committee makes recommendations to Council in relation to policy and plan development and resource management applications	100%	100%	100%	Maori Standing Committee met on 7 occasions. In total 24 resource consent applications were considered. (2017: 7 meetings and 21 resource consent applications).

2.1 Representation Review

Council resolved to retain the status quo, and advertised this as required.

We did not receive any submissions (submissions closed 3 December 2018) accordingly the status quo will be retained.

As part of the main resolution, Council resolved to hold a further **representation review in three years' time** – this will need to commence in **two years' time in order** to be effective for the 2022 elections.

2.2 Three Water Review

The Government released their long awaited findings on the "Three Waters" review.

The announcement was not definitive in terms of actions, rather signalled a timeframe for the completion of further work.

Attached as Appendix 1 is a copy of the cabinet minute which succinctly summarises the issues the Government see the delivery of three waters are facing, and a timeframe for completion of policy proposals.

In summary the Government is preparing policy proposals to enable drafting of legislation in the following areas:

- System wide reform of regulation of drinking water.
- Risk management regime for sources of drinking water.
- Targeted reform of environmental regulation of wastewater aimed at lifting environmental performance within the existing RMA framework.

The Minute also indicates policy work to enable drafting of legislation if required, following further analysis, in the following areas:

- Regulatory reform only, with voluntary, sector led reforms to service delivery arrangements

- A three waters fund to support voluntary service delivery improvements
- An aggregated system of dedicated, publicly owned, drinking water and wastewater providers

The above does not preclude investigation of other options.

Assets remain in public ownership, though public ownership is not defined.

2.3 Four Wellbeings Review

The Government has also released material in relation to a review of what we call the four wellbeings.

This review is entitled “Local Governance for Community Wellbeing”, and included as Appendix 2 is a copy of the cabinet paper.

The full Cabinet Paper is included as the Cabinet Minute does not adequately summarise all the discussion points.

Paragraph 40 of the Cabinet Paper is part of a chapter entitled “Exploring the future of local governance” and probably summarises the direction of thinking best:

40. I propose to explore a paradigm of local governance that is empowered to develop localised initiatives to tackle areas of concern such as hazard and risk management, social enterprise, young people not participating in trade, work or education, barriers to employment, and homelessness and social housing

My view on reading the Cabinet Paper is that this is a very wide ranging review of Local Government and the roles and responsibilities of local government.

2.4 Productivity Commission Review

The Government has asked the Productivity Commission to undertake an inquiry into local government funding and financing and where shortcomings in the current system are identified, to examine options and approaches for improving the system.

As is usual with initiatives like this, we will rely on our industry bodies (SOLGM and LGNZ) to collate the detailed responses. Small local authorities rely on the policy expertise held by the industry bodies to assist in the analysis where we do not have the time, resource, or expertise to comprehensively respond.

These responses will be reviewed, and if appropriate presented to the February Council meeting for support and endorsement.

If there are particular points we would wish to make these can be made by separate submission.

3. Strategic Planning and Policy Development

3.1 Meetings/Conferences

3.1.1. *Chief Executives Forum*

One Chief Executives forum was held during the reporting period.

Agenda items included Regional Trails Framework, and Wellington Regional Investment Plan.

3.1.2. *Rural & Provincial*

This is always a useful forum discussing a wide range of topical matters.

The number of Ministers who present at this forum indicates the value the government see in the gathering and the rural and provincial sector.

The meeting commences with a Mayoral only, and Chief Executive only meeting.

The CE session included a presentation from Local Government New Zealand on **initiatives and material for next year's local** body elections. There is more of a focus on ensuring candidates are aware of what becoming an elected member really entails.

Water New Zealand provided a useful presentation on health matters in relation to wastewater.

The main rural and provincial agenda included the following:

- An insightful presentation on New Zealand drinking water quality (it **isn't all that bad**) and an interesting point that the landscape is literally covered in campylobacter and our obsession with this is misplaced. Most outbreaks are due to home hygiene, not drinking water.
- Hon Phil Twyford on Housing and Urban Development (there will be no rent subsidies for tenants of local authority housing units)
- Hon Nania Mahuta on three waters review – this was the final session and ensured a good attendance to the end of the session.

Presentations were also made on Housing New Zealand strategy; Connecting Rural New Zealand; Waste and recycling; Tourism and responsible camping; and climate change and insurance

All in all, a useful, relevant, and interesting agenda.

3.1.3. *Featherston Wastewater Application*

Deliberations continue with the Regional Council in an effort to advance this application.

Two meetings were held with Regional Council consenting officers to try and advance this application.

The result of these meetings was, among others, to apply for a short term consent to allow us to at least start irrigating.

Our application, if granted, will allow us to commence irrigating early February 2016, and reduce or eliminate discharges during the very lowest flow periods.

One of the key benefits will be that, if granted, the impact of delays caused by any appeals for either our consent, or the Proposed Natural Resources Regional Plan, will be minimised as we can still irrigate to land.

An additional benefit will be that a monitoring regime will allow additional data to be collected to inform the main consent.

3.1.4. Roding Review – S17A

We have been undertaking the statutory review of how Roding services should be governed and managed over the last few months.

Five meetings were attended over the reporting period; these meetings are up to 4 hours and include the three Wairarapa local authorities and NZTA representatives.

While SWDC and CDC have resolved a way forward, we are still in positive discussions with MDC, and await the outcome of the completion of their 17A review.

3.1.5. Wairarapa Regional Economic Development Strategy

Six meetings, including the launch, have been attended in regards to the Wairarapa Regional Economic Development Strategy, during the reporting period.

Following the launch, activity included setting up the governance structure, and commencing work on liaising with those who have, or are about to, make applications.

3.1.6. Wellington Water Limited

Three meetings and a number of discussions have been held with Wellington Water, discussing whether or not to become a shareholding member, and have Wellington Water manage our three waters service delivery (not asset ownership).

This is an excellent opportunity to provide ratepayers with a level of resilience not available to many small local authorities, and in addition a readily available level of expertise that will assist in a high level of service delivery.

Wellington Water have advised that their constitutional matters have been resolved, and following discussions with the shareholding members they have invited us to formally consider membership.

This will be commenced at the February meeting whereby a paper will be presented to ascertain whether SWDC undertakes the requisite public consultation.

3.1.7. Wairarapa Water Limited

The second WWL, Wairarapa Water Limited, continues their analysis of water storage options for the Wairarapa. The options being considered include incorporating urban supply (for MDC and CDC at this stage), and the meeting attended reviewed the work to date and agreed further work streams.

It is important we continue to move this matter forward; the climate change predictions are compelling in that they support the need for water storage.

Minister Jones has made it quite clear that the current Government are only interested in small scale schemes, of which the current Black Creek/Wakamoekau scheme is.

While South Wairarapa does not benefit directly in this stage, for the future prosperity of the Wairarapa we do need to continue to support this scheme.

There may well be options where South Wairarapa can benefit, for example river recharge, from this scheme.

The three Wairarapa Councils, and the Regional Council, have agreed an additional workstream bringing together those aspects of the work as they relate to regional prosperity and urban supply.

The Water project is a key plank of the Wairarapa Economic Development Strategy.

3.1.8. Other Meetings

We have had a couple of meetings with the Orchards retirement village to continue to address issues **as early as possible. Russell O'Leary is leading our response under the "One Stop Shop" initiative we have and this is** working very well. The last meeting was attended by 20 SWDC and Orchards development staff and advisors – highlighting the complexity of this type of project.

Discussions continue with Fab Feathy coordinators to ensure the best outcomes are achieved, in terms of projects and interactions with the Featherston Community Board and Council.

Saturday the 10th November was a busy and productive day. Mayor Napier and I met with Mayor Smith (Palmerston North City) to discuss their approach to Spatial Planning and had an informative working lunch. The afternoon was capped off attending the unveiling of the Featherston Camp Memorial Sculpture, what a stunning sculpture and achievement, an outstanding effort by the Trust members.

Discussions have continued on the office refurbishment, with options being considered.

Mayor Napier and I met with Greytown Districts Trustlands Trust to continue discussions with regards to the sports hub in Greytown, possibly to be developed in conjunction with Kuranui College.

Finally, progress has been made on the landswap with regards to the Tilsons Road land we currently occupy. We are hopeful of a hearing in the Maori Land Court April next year to seek a determination – which will follow a meeting of owners which will need to occur sometime prior to the Maori Land Court Hearing.

4. Corporate

4.1 Occupational Health and Safety

We continue to make good progress on health and safety matters.

In particular we are focusing on working with volunteers. This has proven somewhat more complex than first thought. We will have working guidance available in due course.

A health and safety report is included in Appendix 3.

4.2 Waihinga Centre/Martinborough Town Hall

The Waihinga Centre and Town Hall strengthening project will have been opened by the time this report is considered.

A separate report provides a summary of this project.

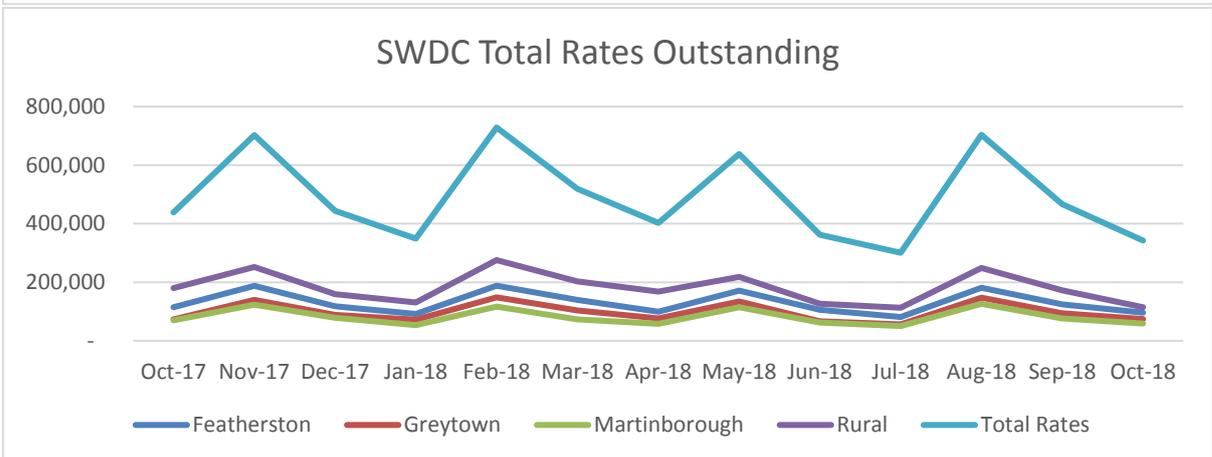
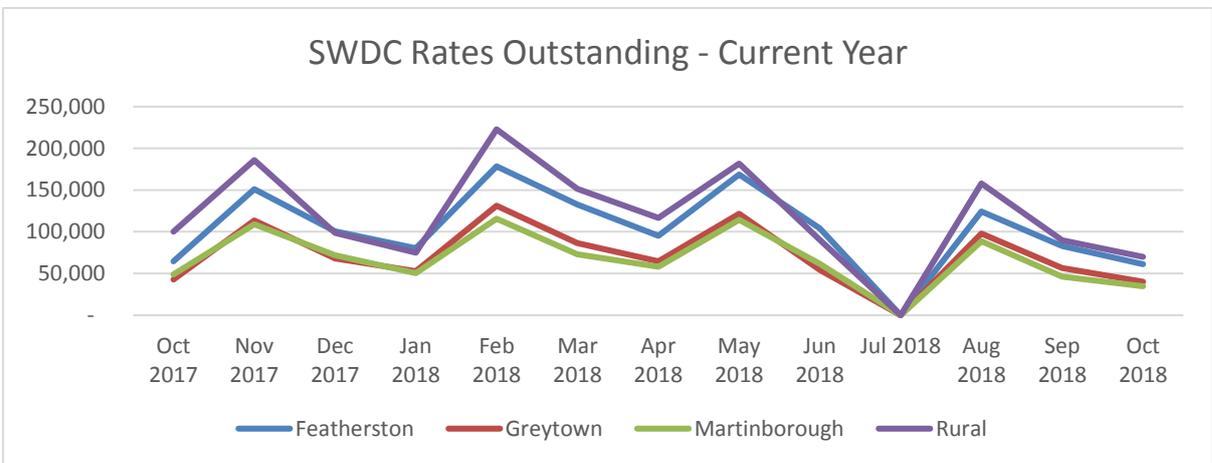
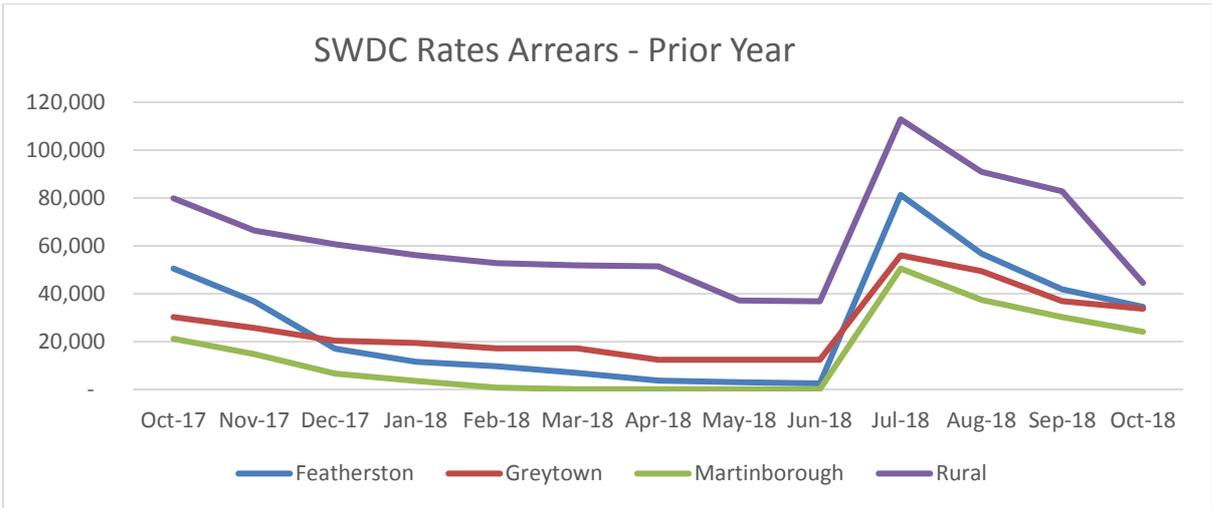
4.3 Action Items

A brief report will be tabled.

4.4 Rates Arrears (Incl. GST) as at 31 October 2018

The continued good work on the rates debt front shows in the trends. As previously discussed, these trends are very sensitive and can change, however our consistent approach appears to be paying dividends.

Total rates outstanding are at a slightly lower level to the same period last year, continuing the downward trend.





4.5 LGOIMA Requests

Date Received	Subject	Working Days to respond
16 October 2018	Pool Fencing	4
16 October 2018	Rates allocation	22
5 November 2018	Lists of consents issued for swimming pools in district.	14
14 November 2018	Bullying statistics.	9
19 November 2018	Monies paid to Ratepayer and Residence Associations.	5
20 November 2018	Monies paid to) chambers of commerce (2) Property Council branches (3) industry groups (4) other lobby groups	
20 November 2018	Koro Club Membership and details of holders.	1
21 November 2018	Cost of "Hold Music".	3
22 November 2018	Expenditure on staff at Christmas.	
23 November 2018	Staff paid over 200K.	1
23 November 2018	The total spent on electricity and the number of kilowatts used.	
23 November 2018	Koha Payments.	1
23 November 2018	The total amount spent on A4 printer/copier paper and the number of reams (of 500 pages).	
23 November 2018	The numbers of vehicles in the Council fleet per FTE staff and the mean and median purchase value of vehicles in the fleet.	
27 November 2018	Featherston Wastewater Plant.	
28 November 2018	Papers relating to building consent application for a steel framed habitable farm shed.	

We continue to charge for those requests that require more than 1 hour and 20 pages of material. This charging regime is standard and used by central government.

5. Appendices

Appendix 1 – Three Waters Cabinet Minute

Appendix 2 – Four Wellbeings Cabinet Paper

Appendix 3 – Health and Safety Report

Contact Officer: Paul Crimp, Chief Executive Officer

Appendix 1 – Three Waters Cabinet Minute



Cabinet

Minute of Decision

This document contains information for the New Zealand Cabinet. It must be treated in confidence and handled in accordance with any security classification, or other endorsement. The information can only be released, including under the Official Information Act 1982, by persons with the appropriate authority.

Future State of the Three Waters System: Regulation and Service Delivery

Portfolios **Health / Local Government**

On 5 November 2018, Cabinet; following reference from the Cabinet Economic Development Committee (DEV):

Background

- 1 **noted** that on 9 April 2018, Cabinet invited the Ministers of Health and Local Government to report back to DEV on the options for the future regulation and service delivery of the three waters, including the government response to the Havelock North Drinking Water Inquiry [CAB-18-MIN-0145 and CAB-18-MIN-0147];
- 2 **noted** that Cabinet directed that oversight of this work be provided by a group of Ministers with portfolio interests in water infrastructure, comprising the Ministers of Finance, Environment, Health, Infrastructure, Climate Change, Commerce and Consumer Affairs, Civil Defence, Housing and Urban Development, Transport, and Conservation (with the Minister for Rural Communities subsequently joining this group);

Challenges facing the three waters

- 3 **noted** that the best evidence available indicates there are system-wide challenges facing the three waters, and that the response will require a whole-of-system approach, from source to tap and back again;
- 4 **noted** that while the challenges vary across communities and for each of the three waters services, a number of themes have emerged that, taken collectively, mean the status quo is not sustainable in the long term:
 - 4.1 funding to upgrade infrastructure is unaffordable for many communities, with councils struggling to fund plant and pipe infrastructure to the level required to meet standards and community aspirations, keep pace with population growth, or ensure resilience to climate change and other natural hazards such as earthquakes;
 - 4.2 capability is a challenge for many councils, particularly in rural and provincial areas, which can struggle to find and retain staff with specialist skills to design, procure, deliver, and manage three waters services;
 - 4.3 across many areas, the challenges increase as population size decreases, and for many small towns and sparsely populated regions there is no clear way forward;

- 4.4 regulation of three waters is weak across the system, with drinking water and environmental regulation not properly providing assurance that good outcomes are always being reached, and no real system of economic regulation to ensure that the long-term interests of consumers are being protected or that services are value for money;

Road map for future decisions on three waters reform – timetable and scope

- 5 **agreed** that the government embark on a process of three waters reform over the next 18 months, seeking detailed policy decisions in tranches in 2019, with a view to introducing legislation in 2020;
- 6 **agreed** that the overall three waters reform process be led by the Minister of Local Government, with shared accountability with the Minister of Health (drinking water regulation), Minister for the Environment (environmental regulation), and Minister of Commerce and Consumer Affairs (economic regulation);
- 7 **agreed** that oversight will be provided by a group of Ministers with portfolio interests in water infrastructure, comprising the Ministers of Finance, Environment, Infrastructure, Climate Change, Commerce and Consumer Affairs, Civil Defence, Housing and Urban Development, Transport, Conservation, and Rural Communities;
- 8 **agreed** that the outcomes for reforms will be as follows:
- 8.1 existing three waters assets and services must remain in public ownership, and the system will incorporate safeguards to protect public ownership of this essential infrastructure, both now and in the future;
- 8.2 a sustainable three waters system that operates in the long-term interests of consumers, communities, tangata whenua, and New Zealand generally;
- 8.3 drinking water that is safe, acceptable and reliable;
- 8.4 environmental performance of wastewater and stormwater realises the aspirations of communities in which they are situated, including tangata whenua, and New Zealand generally;
- 8.5 three waters services are delivered in a way that is efficient, effective, resilient and accountable, with transparent information about performance, and prices consumers can afford;
- 8.6 regulatory stewardship of the three waters system is fit for purpose, and provides assurance that these outcomes are being achieved and safeguarded;
- 9 **invited** the Ministers of Local Government, Health, and Environment to report back to DEV in June 2019 with detailed policy proposals for drinking water and environmental regulation of the three waters, to enable drafting of legislation to commence in the following areas:
- 9.1 system-wide reform of regulation of drinking water;
- 9.2 a new risk management regime for sources of drinking water;
- 9.3 targeted reform of environmental regulation of wastewater, aimed at lifting its environmental performance within the existing framework of the Resource Management Act 1991;

- 9.4 measures to give greater transparency around the operation of wastewater and stormwater systems, and to promote better practice;
- 9.5 the institutional arrangements, and oversight and stewardship needed to give effect to these reforms;
- 10 **invited** the Minister of Local Government to report back to DEV in late 2019 with detailed policy proposals for service delivery arrangements, to enable drafting of legislation if required, following further analysis and engagement on the following high-level options:
- 10.1 regulatory reforms only, with voluntary, sector-led reforms to service delivery arrangements;
- 10.2 a three waters fund to support voluntary service delivery improvements;
- 10.3 an aggregated system of dedicated, publicly-owned, drinking water and wastewater providers;
- 11 **agreed** that the identification of the three high-level options referred to in paragraph 10 above does not preclude or constrain the investigation or the development of other options that could be effective in responding to the challenges identified, and deliver a long-term, sustainable three waters system;
- 12 **invited** the Minister of Local Government and the Minister of Commerce and Consumer Affairs to report back to DEV in late 2019 with policy proposals for the economic regulation of three waters services, to enable drafting of legislation to commence, if appropriate;
- 13 **invited** the Ministers of Local Government, Health, Environment, and Commerce and Consumer Affairs to report back to DEV in late 2019 with proposals to improve oversight and stewardship across the three waters system (taking account of decisions on service delivery arrangements and economic regulation, as well as previous decisions on oversight and stewardship to support drinking water and environmental regulation);

Engagement

- 14 **agreed** that there will be ongoing engagement with stakeholders as part of the development of policy options for the future state of three waters, which will be led by the Minister of Local Government;
- 15 **agreed** that ongoing engagement with iwi and Māori, which is important from a Crown/Māori relationship and Treaty of Waitangi perspective, will also be led by the Minister of Local Government;

Financial implications

16

s9(2)(f)(iv)



Martin Bell
for Secretary of the Cabinet

Hard-copy distribution:

- Prime Minister
- Deputy Prime Minister
- Minister of Health
- Minister of Local Government

Proactively released by the
Minister of Local Government

Appendix 2 – Four Wellbeings Cabinet Paper

Office of the Minister of Local Government

Chair
Cabinet

Local governance for community wellbeing

Proposal

1. This paper invites Cabinet to agree to consider the future role of local governance in New Zealand in delivering intergenerational wellbeing for all New Zealanders, delivering regional growth objectives, strengthening local democracy and instilling greater trust and confidence in local governance. This paper also seeks agreement for funding to escalate a programme of local government sector-related work through to 30 June 2019.

Executive summary

2. The local government landscape is changing. Local government is facing increasingly complex challenges, expectations from their communities are increasing and at the same time local government is facing growing financing and debt constraints. In practice, communities depend on local government to provide them with a broad range of services and quality of life, all of which contribute to people's sense of wellbeing. Communities and central government also depend on local government to manage the risks of natural hazards, and lead the response and recovery to local emergencies.
3. The Government is committed to a broad agenda of wellbeing reflected in the focus on wellbeing in Budget 2019. The wellbeing agenda has been reinforced by the Government's steps to reinstate in legislation the requirement on local government to promote the social, economic, environmental and cultural wellbeing of communities. Intergenerational wellbeing and regional prosperity will require a joint commitment and undertaking between central and local government.
4. Current funding and debt constraints are creating a barrier to local government delivering optimal services and achieving good outcomes in communities. Current and forecast rates are becoming increasingly unaffordable. Rates, as a proportion of the cost of living, are forecast to continue to rise at a faster rate than inflation, with the greatest part of this increase is forecast to occur in the next three years.
5. This Government has responded to funding issues raised by local government by instructing the Productivity Commission to review why New Zealand councils' costs are so high and what can be done to raise revenue a decade after the Shand Inquiry of 2007. The Government has also initiated a Three Waters review of our critical water systems and is reviewing current infrastructure funding and financing models available to local government.
6. At the Central and Local Government Forum 2018 central and local government leaders agreed to work together effectively for the social, economic, environmental and cultural benefit of citizens and communities. Leaders from both levels of government committed to a set of four priority areas being regional growth, housing and urban development, community resilience and water infrastructure.

IN CONFIDENCE

7. While difficult to make a direct comparison due to different models of local government, New Zealand's current system of local government is an outlier compared to other OECD countries. Unlike many other countries, local authorities in New Zealand play a more significant role in infrastructure provision than other countries.
8. I wish to consider how our two levels of government may work together to deliver intergenerational wellbeing.
9. I intend to share some initial thinking with key relevant Ministers in December 2018 and report back in April 2019 with a set of guiding principles anchored in the goal of intergenerational wellbeing. This will inform the basis of my engagement with the local government sector.
10. My local government work programme cuts across multiple portfolios and is growing in terms of scale and breadth of impact. A system wide approach will be required to solve many of the issues playing out in the Local Government arena and to support the programme of work I wish to advance. In this paper I also seek funding through to 30 June 2019 to escalate this important work.

Wellbeing as a joint aspiration for central and local government

11. The Government's commitment to a broad agenda of wellbeing and specifically the focus on wellbeing in Budget 2019 has been reinforced by the intention to reinstate the requirement on local government to promote the social, economic, environmental and cultural wellbeing of communities, and enable democratic local decision-making by and on behalf of communities. Intergenerational wellbeing requires a joint undertaking between central and local government.
12. There is clear alignment between local government's imperatives to deliver on the four wellbeings (cultural, social, economic, environmental), and the Living Standards Framework's four capitals (natural, social, human, financial) and 12 wellbeing domains. This alignment creates a significant opportunity to harness local government's strengths and proximity to its communities. Local government is also able to take a practical, delivery-oriented approach to the wellbeings. People and place connect at the local level, and this is where 'wellbeing' will be translated into lived experience.
13. The bringing together of intergenerational aspirations held by central government, local government and iwi/Māori will build on and leverage local opportunities to drive investment and growth in the regions, and also in the post-settlement context.

The challenges being felt by local government

14. With the support of my officials I have developed a picture of the local government landscape and a good understanding of how well-known issues (such as growth and climate change) are experienced at the local level. What is clear is that this Government's priorities – housing and urban development, regional development, social issues including child poverty and wellbeing, freshwater quality, drinking water quality and infrastructure, and climate change mitigation and adaptation – are mirrored at a local government level. Our issues and our challenges are the same, and we need local government to be a critical partner in addressing them.

IN CONFIDENCE

15. **Communities are expecting more from local government.** This includes in the areas of: environmental stewardship; regionally driven economic development; employment opportunities; tourism; strategic relationships and partnerships with Maori; moving to a zero-carbon economy (net emissions being reduced to zero); addressing homelessness, and young people not in employment, education or training.
16. Our communities and central government also depend on local government to manage the risks of natural hazards, and lead the response and recovery to local emergencies. Local government plays a fundamental role in community resilience which is a key factor in regional growth and consequently will also play a significant role in the mitigation of, and adaptation to, climate change.
17. There is a growing trend for communities to expect local government to find local solutions to the social issues causing distress in our communities.
18. Adding to these growing expectations are a number of reforms underway that will also impact on local government. Achieving the Government's ambitious targets in relation to homelessness, housing affordability, water quality, resilience and transitioning to a zero carbon economy simply cannot be achieved by central government alone and we are at risk of overloading local government without the necessary support.
19. Cutting across these complex challenges are significant funding and debt constraints. Current and forecast rates are becoming increasingly unaffordable. Over the past 10 years, rates have decoupled from salary and wage growth, household living costs and the Local Government Cost Index (LGCI). While the household living cost price index increased by 15.1% between 2008 and 2018, rates increased by 43.5 % over the same period. Rates, as a proportion of the cost of living, are forecast to continue to rise at a faster rate than inflation according to council LTPs. The greatest part of this increase is forecast to occur in the next three years.
20. This Government has responded to funding issues raised by local government by instructing the Productivity Commission to review why New Zealand councils' costs are so high and what can be done to raise revenue a decade after the Shand Inquiry of 2007. The Government has also initiated a Three Waters review of our critical water systems and is reviewing current infrastructure funding and financing models available to local government.
21. This broader set of challenges and the opportunity that our respective commitment to wellbeing presents, lends itself to consideration about the future of local governance in New Zealand and a different way of working together.

Central and Local Government Forum 2018 – agreement to key priority areas

22. Central and local government's shared challenges were discussed at the annual Central and Local Government Forum 2018, at which representatives from both sectors reframed the relationship to one of 'partnership' and agreed to work together effectively for the social, economic, environmental and cultural benefit of citizens and communities. It was agreed that the relationship between the two levels of government would be guided by the key principles of respect, reciprocity and trust.
23. At the Forum it was agreed that central and local government would work together on the four key shared priority areas of water, climate change, regional development and housing, with a number of next steps and recommended actions identified.

IN CONFIDENCE

24. The Department of Internal Affairs has reframed its approach to the local government sector to providing system stewardship across the central government system and working alongside the local government sector to develop a more collaborative and joined-up way of addressing our respective priorities.
25. In practice, there are multiple points across government where central and local Government objectives intersect and where collaboration and partnership between the two is critical for achieving government's priorities and the wellbeing of our communities. The broader local government work programme I wish to escalate will enable my officials to:
- 25.1 identify options and possible solutions to challenges with our three waters system so that New Zealanders can have safe, reliable drinking water, resilient well-managed infrastructure and swimmable lakes, rivers and beaches. The Three Waters programme creates the right environment in which to broaden our consideration of local governance for community wellbeing;
 - 25.2 support the Government's Urban Growth Agenda and specifically a new joint spatial planning approach in Hamilton and Queenstown and partnership approach to identifying priority areas in Auckland Council's Development Strategy to deliver better planning outcomes;
 - 25.3 lead a whole of Government approach to building community resilience to natural hazards and climate change to develop more sustainable settings for management of natural hazards, including those exacerbated by climate change. s9(2)(i)(iv)

 - 25.4 work alongside the Treasury to address the barriers and constraints on Infrastructure funding and financing including the development of alternative financing models to address funding and financing constraints in the local government sector;
 - 25.5 lead a cross government process to assist Government's response to the Productivity Commission's Inquiry into Local Government's Costs and Revenues;
 - 25.6 lead a digital partnership across a number of councils to establish a common strategy for participating councils and a cooperative approach to the development of citizen focused digital channels;
 - 25.7 work with agencies to explore how central government can better support the relationship between Maori and local government, including how to ensure Treaty settlement redress is implemented well to protect the durability of the settlement process and give effect to kaitiakitanga rights of mana whenua over resources managed by local government; and
 - 25.8 weave into these initiatives a common objective of enhancing citizen participation in local democracy.

The role local government currently plays in our communities

The current purpose of local government

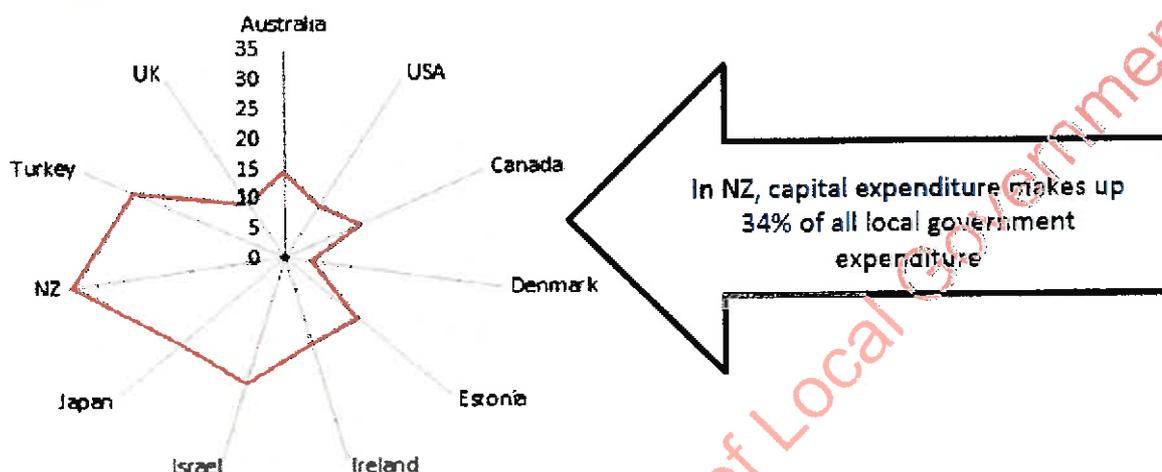
26. The current Local Government Act 2002 states that the purpose of local government is:
 - 26.1 To enable democratic local decision-making and action by, and on behalf of, communities; and
 - 26.2 To meet the current and future needs of communities for good-quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses.
27. There are 78 local authorities in New Zealand and hundreds of council controlled organisations. Councils vary widely in area, population, infrastructure assets, community priorities, rating base, and financial resources.
28. Communities depend on local government to provide them with a significant range of services, all of which contribute to people's sense of wellbeing. This includes: safe drinking water and treated waste water; safe towns and cities; catchment management that supports healthy rivers and lakes we can swim and play in; safe and well-maintained roads; good waste management practices; provision and maintenance of parks, reserves, sports fields, swimming pools and libraries; and good, reliable public transport. Communities look to local government to tell and celebrate the stories of their people, history and region.
29. Central and local government operate within different but complementary authorising legislative and regulatory frameworks. We share in common the spirit of public service and goals of improving lives and fostering prosperous regions. Importantly, local government operates at the critical nexus between people and place.
30. Local government contributes 3.8% of New Zealand's GDP. As at June 2016, local government owned over \$112 billion in fixed assets and collected over \$8.9 billion in operational income annually. In comparison, this is double the combined asset base of the three largest portfolios owned by central government – transport, social housing and primary and secondary education. Local government makes a significant contribution to the New Zealand economy as an employer, purchaser of goods and services and in providing the infrastructure that supports business.

Our model of local government is an outlier compared to other OECD countries

31. A key underlying challenge is to find the right balance between local democracy and national policy settings. While direct comparisons are difficult due to different models of local government, New Zealand's system of local government is an outlier compared to other OECD countries. By way of international comparison:
 - 31.1 Local government in New Zealand is responsible for a comparatively low proportion of total government expenditure;
 - 31.2 New Zealand is unusual in the OECD in that local government does not play a significant role in health, education and social welfare. Although local government per se is not directly involved in the provision of these services, many are devolved and locally accountable, with locally-elected boards. This makes local governance in New Zealand a richer and more complex space than in many countries;

31.3 Local authorities in New Zealand play a far more significant role in infrastructure provision compared to other countries, demonstrated by a relatively high (34%) proportion of its expenditure being capital expenditure; and

31.4 While the international data on local government functions indicates New Zealand plays a role in 'economic development', in practice this is essentially limited to the role it plays in transport and advocacy and facilitation.



32. While New Zealand local authorities have a relatively high level of administrative and political decentralisation, the level of fiscal decentralisation¹ is small. In New Zealand central government has an 89 percent share of public expenditure – the OECD average is 44 percent, with Switzerland at the opposite end of the spectrum at 13 percent.

A reinvigorated advocacy for 'localism'

33. My consideration of the future role of local governance in New Zealand in improving intergenerational wellbeing for all New Zealanders is occurring against a backdrop of a reinvigorated advocacy led by Local Government New Zealand around 'localism'.

34. 'Localism' is a concept underpinned by the principle that "public services should be provided by the sphere of government which is as close as possible to the people who use and benefit from the services, unless there are reasons why they should be provided by governments at a regional or national sphere".

35. This is not a new concept, however its reinvigoration reflects concerns in communities about their sense of powerlessness and lack of resources to address serious social issues that are seen and felt at a local level. Underpinning the advocacy of this concept is the sense that 'top down', 'one size fits all' approaches to policy and decision-making have not worked given the complex and multi-faceted challenges facing New Zealand, and that a more devolved model of local government will lead to better services and stronger democracy.

¹ "Fiscal centralisation" means the ratio of taxation controlled and allocated by local government in comparison to that controlled and allocated by central government.

IN CONFIDENCE

36. I am not proposing we endorse a devolutionary-model. The consideration of local governance for community wellbeing will enable the Government to reach our own definition of how best to deliver at a local level and provide greater context for the Government to engage with the sector on the localism agenda.

Exploring the future of local governance

37. Aside from the challenges set out in this report, there are a number of headwinds facing local government. There are some capability and capacity issues throughout the sector, low engagement and voter turnout and questions around how truly representative and reflective of their diverse communities local governors are including of Māori. However I wish to take a strengths-based approach and start with what local government and communities do well.
38. I intend to focus on the opportunity to better leverage the strengths and intergenerational goals of iwi/Māori and recalibrate the relationship between local government and iwi/Māori.
39. I will take a principle-based consideration of the role local leadership could play in delivering intergenerational wellbeing for all New Zealanders, strengthening local democracy, instilling greater trust and confidence in local governance and supporting regional development.
40. I propose to explore a paradigm of local governance that is empowered to develop localised initiatives to tackle areas of concern such as hazard and risk management, social enterprise, young people not participating in trade, work or education, barriers to employment, and homelessness and social housing.
41. There are already examples of local government rising to the challenge and rethinking their role in their communities. These include Hutt City Council working alongside central government on integrated social housing proposals, and the Southern Initiative in South Auckland, which creates, fosters and support innovative social change by identifying local change-makers, encouraging social enterprise, building community capability and amplifying community-driven initiatives.
42. I propose to work with key Ministers to consider how our two levels of governance can work together to deliver intergenerational wellbeing and support regional growth and prosperity, and what evolving role and function local government could play in the future of New Zealand. As part of this conversation I intend to engage with the local government sector on its role and function in the future.
43. I intend to share some initial thinking with key relevant Ministers in December 2018. I propose to report back in April 2019 with a set of guiding principles anchored in the goal of intergenerational wellbeing, which will inform future engagement with the sector and its communities. This broader conversation could take place from May to June 2019.
44. Leading this conversation forward requires an investment of time, resource and effort. The Department has identified the Central Local Government Partnership work as a departmental priority, but has been unable to identify funding beyond December 2018. The Group has been recognised as highly successful in terms of building a collaborative cross-system work programme with the sector. The Partnerships Group are well positioned to support me in this work - with investment.

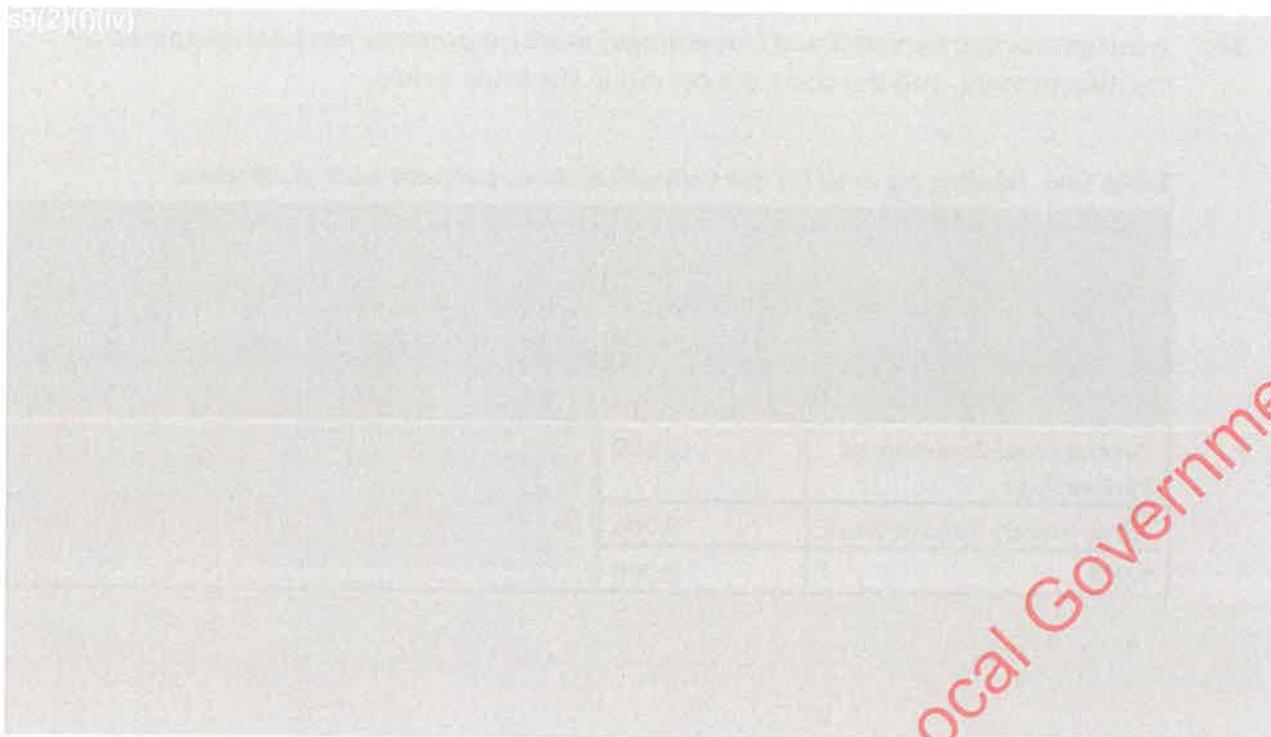
Budget and delivery of the local government work programme

45. DIA have established the appropriate capability to advance this work, in terms of the Central Local Government Partnerships Group, but have been unable to identify funding beyond December 2018. I seek Cabinet's support to fund this work through to June 2019. Beyond this, I will be seeking resource from Budget 2019 to deliver this significant reform programme.
46. My reform programme seeks to reposition local government with a stronger more wellbeing focussed role within our communities; strengthen the legitimacy of local government and the level of civic participation within our communities; and importantly, to manage the cost pressures faced by local government to make rates more affordable – particularly in terms of the provision of water infrastructure.

s9(2)(f)(iv)

Proactively released by the Minister of Local Government

s9(2)(f)(iv)



Consultation

52. The following departments were consulted on this paper: State Services Commission, The Treasury, Te Puni Kōkiri, Ministry for the Environment, Ministry for Business, Innovation and Employment, Ministry for Culture and Heritage, Ministry of Health, Ministry for Primary Industries, Department of Conservation, Ministry for Social Development, Ministry of Education, Land Information New Zealand, Statistics New Zealand, Ministry of Transport, Ministry of Defence, Ministry of Civil Defence and Emergency Management, Education Review Office and the Ministry for Women. The Department of the Prime Minister and Cabinet and Crown Law Office were informed.

Financial implications

53. To effect the proposal outlined above, an increase in funding over the remainder of 2018/19 to the Policy Advice – Local Government category of the Policy Advice Multi-Category Appropriation in Vote Internal Affairs is proposed to provide for a 6-month Central/Local Government work programme, as set out below. This associated increase in expenses will have a corresponding impact on the operating balance and net core Crown debt, and be a charge against between-Budget contingency established as part of Budget 2018.

IN CONFIDENCE

54. A budget for the Central/Local Government work programme has been prepared by the Department, and the costs are set out in the table below.

Table Two. Funding required for the Central/Local Government work programme

Item	2018/19 Half-year funding (\$million)	2019/20 (\$million)	2020/21 (\$million)	2021/22 (\$million)	2022/23 & Outyears (\$million)
Central Local Government Partnerships	2.000	s9(2)(f)(iv)			
Three Waters Reform Work	0.700				
Total	2.700				

s9(2)(g)(i)

Human rights / gender implications / disability perspective

59. No human rights, gender or disability implications arise as a result of this paper.

Legislative implications

60. This paper has no legislative implications however any proposals and recommendations that come out of this conversation may have legislative implications.

Regulatory impact analysis

61. A regulatory impact analysis is not required for this paper.

IN CONFIDENCE

Publicity

62. Consistent with the partnership approach this government wishes to take in terms of its relationship with local government, I intend to release this Cabinet paper in the context of a broader communications strategy with appropriate redactions.

Next steps

63. Subject to Cabinet agreement to the recommendations in this paper, I will report back in April 2019.

Recommendations

64. The Minister of Local Government recommends that Cabinet:
1. **confirm** this Government's commitment to taking a partnership approach to working with local government;
 2. **note** the range and scale of government programmes that depend upon local government and that this provides an opportunity to work in partnership with local government to achieve the Government's goal of intergenerational wellbeing and regional growth;
 3. **note** the Government's commitment at the Central and Local Government Forum 2018 that the relationship between the two levels of governance would be guided by the key principles of respect, reciprocity and trust;
 4. **agree** to consider the future role of local governance in New Zealand in delivering intergenerational wellbeing for all New Zealanders, strengthening local democracy, instilling greater trust and confidence in local governance and supporting the protection and enhancement of the natural environment and sustainable regional growth;
 5. **invite** the Minister of Local Government to share some initial thinking with key relevant Ministers in December 2018;
 6. **invite** the Minister of Local Government to report back to the relevant Cabinet Committee in April 2019 with a set of guiding principles anchored in the goal of intergenerational wellbeing, which will inform a future conversation with the sector and its communities;
 7. **agree** to increase funding in Vote Internal Affairs in 2018/19 to meet costs associated with the Central/Local Government work programme;
 8. **note** that the funding for the Central/Local Government work programme is urgent, cannot be met from Vote Internal Affairs' baselines, and cannot be deferred until Budget 2019;
 9. **approve** the following changes to appropriations to meet the first-year costs associated with the Central/Local Government work programme, with a corresponding impact on the operating balance and net core Crown debt:

IN CONFIDENCE

Vote Internal Affairs Minister of Internal Affairs	\$million – increase/(decrease)				
	2018/19	2019/20	2020/21	2021/22	2022/23 & Outyears
Multi-Category Expenses and Capital Expenditure: Policy Advice MCA Departmental Output Expense: Policy Advice – Local Government (funded by revenue Crown)	2.700				

10. **agree** that the proposed change to appropriations for 2018/19 above be included in the 2018/19 Supplementary Estimates and that, in the interim, the increase be met from Imprest Supply;
11. **agree** that the expenses incurred under recommendation 10 above be charged against the between-Budget contingency established as part of Budget 2018;

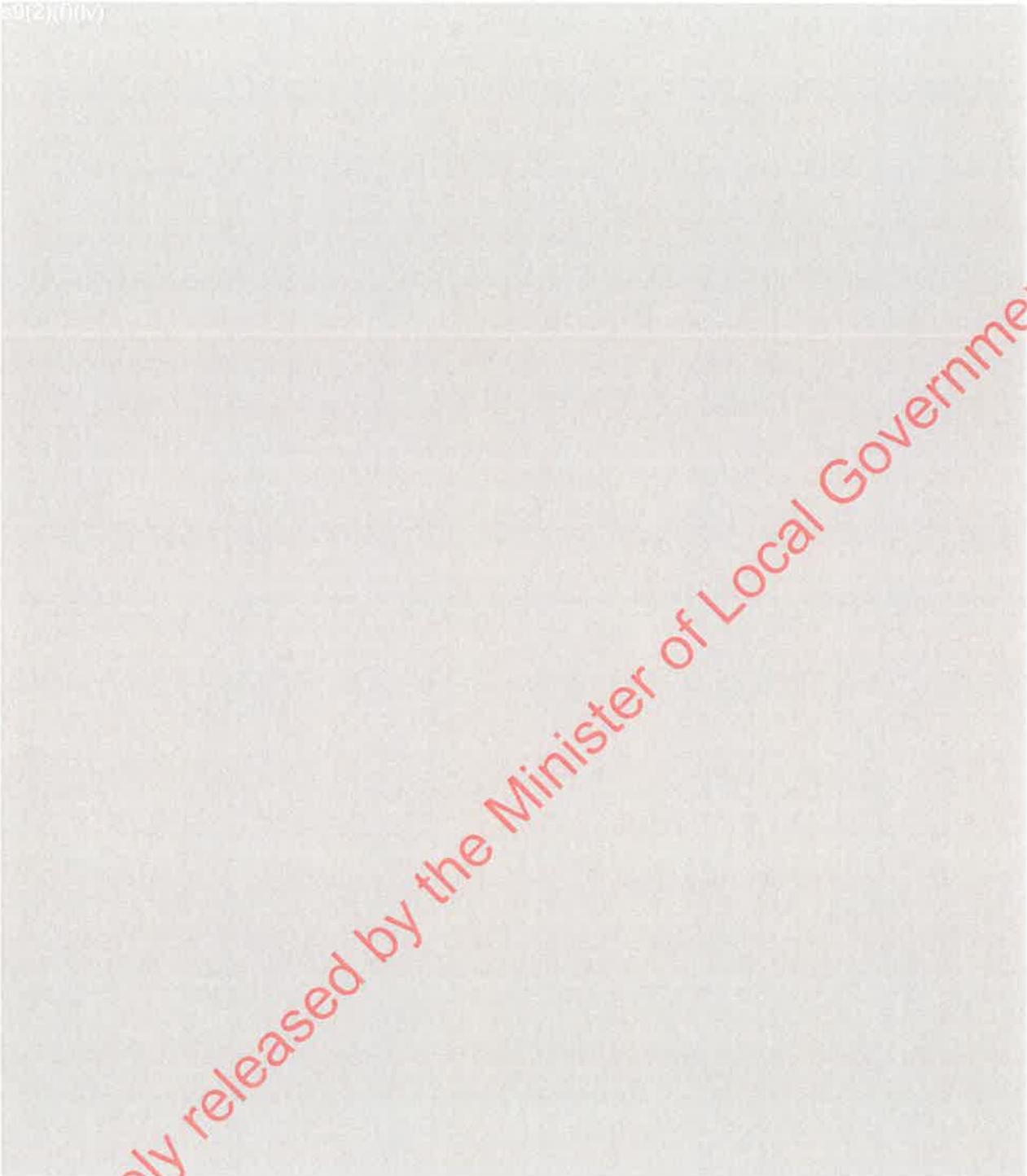
s9(2)(f)(iv)

Authorised for lodgement

Hon Nanaia Mahuta

Minister of Local Government

3912(1)(iv)



Proactively released by the Minister of Local Government

Appendix 3 – Health and Safety Report

South Wairarapa District Council Health and Safety Report 10 October 2018 – 27 November 2018

HEALTH AND SAFETY STRATEGY

We continue to progress well on implementing our health and safety strategy and work plan.

RESOURCING

There are no health and safety resourcing issues. Julie Wallace, working 1 day a week.

HEALTH AND SAFETY – DRIVING CONTINUOUS IMPROVEMENT (lead indicators)

Training

SWDC are continuing to review health and safety training needs of new and existing staff.

Engaging with our people

Health and Safety at Work Team have recently:

- Continued to look at how the team can keep health and safety alive through contributing in team meetings and providing messages to team mates in the health and safety newsletter.
- Continued to contribute to content for health and safety notice boards.
- Contributed to **judging our "Let nature in" photo competition.**
- Reviewed our Health and safety manual and Emergency procedures manual. A link has been put on desktops for all staff. Health and safety at work team will assist Managers to promote need for staff to familiarise themselves with the manuals.

Working with Volunteers

Guidelines have been developed for Community Boards who enlist the help of volunteer groups with council projects.

Near Miss reports

No near misses reported in the period 11 October – 27 November 2018.

Wellness

Organizations that prioritize wellbeing have better engagement, reduced absenteeism and higher productivity, while people have improved wellbeing, greater morale and higher job satisfaction.

- All staff continue to be offered flu injections.
- All staff offered annual wellness payment of \$200.
- Our health and wellness program has kicked off with a **"Let nature in" photo competition. We had a great response to the photo competition with 70 photos entered of staff capturing their outdoor activities.**
- Our **wellness focus for November is "Sunsmart"**.

Working with our Contractors

4 Contractor audits undertaken	1 Contractor audits met expectations	0 Did not meet expectations	3 Minor remedial actions taken
-----------------------------------	---	--------------------------------	-----------------------------------

Council continue to implement the contractor management system.

- Council staff continue to evaluate **contractor's** health and safety systems.
- Council staff who engage contractors continue to engage with contractors through pre-start meetings, inductions and safety audits, promoting Councils health and safety expectations.
- No contractor incidents reported.

HEALTH AND SAFETY ACCIDENT & INCIDENT REPORTING (Lag indicators)

No incidents reported during the period 11 October 2018 to 27 November 2018. All accident and near miss reports are referred to the Health and Safety at Work Team and Management, who review and satisfy themselves appropriate actions have been taken and where necessary, appropriate additional controls are put in place.

RISK MANAGEMENT

Work on hazard registers is ongoing, controls are currently being reviewed by the H&S at Work Team, and staff are encouraged to report new hazards through the monthly newsletter and staff meetings.

We will be providing updates on how we are managing our biggest risks. To give you the assurance that we understand our biggest risks, what controls and reduction measures are required, and actions we are taking.

Here is an update on two key risks we are currently focussing on:

Risk	Description of risk	Controls and reduction measures	Actions
Contractors	<p>Contractors undertake a number of high risk activities for Council. We have little control over Contractors staff and work standards while they are working for Council.</p> <p>We rely on them employing staff who are competent and trained, while observing safe work practices.</p>	Contractors working for Council have robust health and safety systems in place, and understand their obligations. Contractors will be fully briefed, responsibilities assigned, and work will be periodically assessed to ensure agreed controls are being managed.	<p>Contractor management system designed.</p> <p>Contractors asked to provide their H&S systems for checking by Council.</p> <p>Once approved, contractors will be asked to sign a contractor agreement.</p> <p>Contractor pre-start briefings and inductions have been developed and provided to appropriate staff.</p> <p>Site safety audit checklists have been developed and provided to appropriate council staff. Staff who manage contractors have been undertaking safety audits and ensuring remedial actions undertaken where required. Contractor safety audit standards added to the audit checklists to assist managers and staff when undertaking a safety audit.</p> <p>When work is commissioned, a risk assessment is done to inform the frequency and type of safety audits.</p> <p>Contractor post contract safety review developed to assist managers with</p>

			<p>safety conversations with contractors when work is complete.</p> <p>Reviewed all our listed contractors to re-assess the risk associated with the work they are doing for council and to ensure we are getting health and safety information that is appropriate for the level of risk they are managing on council behalf. See attachment one "Contractor engagement and review".</p> <p>Work continues chasing up contractors who have provided insufficient or no information.</p>
Lone / remote workers	<p>It is not always possible for staff to work in teams or even in pairs. Often staff are required to work alone and remotely, where in some cases poor cell phone coverage is an additional factor.</p>	<p>All staff who work remotely or alone will be provided with cell phones. They will be required to sign out before they leave, including their intended location and expected time of return. This will be monitored and action taken in line with an emergency response plan if help is summoned or they fail to return by the expected time. They will be required to sign in when they return. They will be provided with a device to summon assistance which do not require cell phone coverage.</p> <p>Consideration to be given to having vehicles fitted with GPS.</p>	<p>Staff who work remotely or alone to have access to cell phones. Sign out/in systems in place and being used.</p> <p>Garmin InReach remote contact device currently being used by Bylaws team. Device meets legislative requirements by providing two way communication in areas out of cellular range. Device also provides GPS functionality, enabling manager to pinpoint location of staff.</p> <p>A second Garmin device has been purchased for use by the remainder of staff who work in lone/remote situations. Device currently being trialled by Roading team. This will be monitored, with additional devices purchased if required.</p> <p>Monitoring process for sign out/in system developed and implemented by Bylaws and Roading teams.</p> <p>Training in the use of the device, monitoring, and emergency</p>

			<p>procedures rolled out to Managers, Bylaws and Rooding team. Emergency Action Plans developed. Teams have reported monitoring and the Garmin device is working well.</p> <p>Work to be done with remaining teams to look at need for Garmin device and that monitoring is appropriate for the work they are doing.</p>
--	--	--	--

Contractor engagement and review

When commissioning work and completing the work order a risk assessment should be undertaken to determine risk profile, which will inform the pre-qualification and review process.

When assessing risk profile consider:

- Type of work and the risk associated with the work
- Frequency of work
- Number PCBUs / workers on site
- Term of contract
- Value of contract?

Low risk

Pre-qual

Proof worker competency
Pre-start meeting - discuss hazards and controls, agree responsibilities

Review

Contractor Induction
Contractor agreement
Annual review

Medium risk

Pre-qual

Contractor questionnaire
Pre-start meeting - discuss hazards and controls, agree responsibilities

Review

Induction
Contractor agreement
Contractor safety checks quarterly
Annual / post contract review

High/Extreme risk

Pre-qual

Tender process
Contractor questionnaire
Site specific safety plans
Pre-start meeting - discuss hazards and controls, agree responsibilities

Review

Induction
Ongoing meetings
Contractor audits 2 - 4 weekly
Post contract review

Low risk contractor	Medium risk contractor	High/extreme risk contractor
Examples of low risk work:	Examples of medium risk work:	Sophisticated safety systems required. Examples of high risk work:
<ul style="list-style-type: none"> • Cleaners • Project managers/consultants • Suppliers of mats, towels, feminine hygiene • Maintenance work requiring use of hand tools • Servicing office equipment such as photocopiers • Working at heights less than 2 metres • Gardening and landscaping requiring use of hand tools. 	<ul style="list-style-type: none"> • 240V electrical work • Plumbing • Pest control (excl toxic chemicals) • Lone work in areas of poor cell coverage • Work dealing with potentially difficult public • Working at height over 2 metres under 3 metres. • Auto door service and maintenance • Drone photography • Gardening / landscaping / lawn mowing (hand mowers and ride-ons) • Cash collection/banking • Fire extinguisher/alarm and sprinkler systems supply and maintenance • Elevated platforms under 5 metres • Work within 5 metres of public occupied spaces. 	<ul style="list-style-type: none"> • Any work requiring WorkSafe notification or permits to work • High voltage electrical work • Confined space • Excavations that are WorkSafe notifiable • Tree felling or pruning • Rooding projects • Asbestos removal • Demolition (>1.5m) • Handling hazardous goods/chemical • Lawn mowing using tractors, mowers, heavy machinery • Working at height over 3 metres • Hot works • Work involving self-propelled plant or equipment

FEATHERSTON COMMUNITY BOARD

29 JANUARY 2019

AGENDA ITEM 6.2

ACTION ITEMS REPORT

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 29 January 2019

Contact Officer: Suzanne Clark, Committee Secretary

Reviewed By: Paul Crimp, Chief Executive

Appendix 1 – Action Items to 29 January 2019

Ref #	Raised Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
659	9-Oct-18	Action	Russell	Advise the Featherston Community Board whether the spatial plan will be open for public consultation and whether the Featherston Information Centre will be recognised in the plan	Actioned	20/11/18: Yes, the FCB will be an integral part of the spatial planning process.
738	20-Nov-18	Resolution	Jennie	FCB RESOLVED (FCB 2018/104): 1. To receive the Applications for Financial Assistance Report. (Moved Cr Olds/Seconded Cr Vickery) Carried 2. To grant Featherston Community Centre \$500 to undertake maintenance of the Centre's carpark, specifically to fix a flooding problem linked to the Centre's stormwater sump. (Moved Cr Olds/Seconded Cr Vickery) Carried 3. To grant Cross Creek Railway \$1,000 (as an exceptional circumstance) to help with the costs associated with the purchase of a trailer so the mini fell can be transported as needed. (Moved Cr Vickery/Seconded West) Carried 4. To grant Featherston First Fridays \$500 to run a series of outdoor summer events. (Moved Ramsden/Seconded West) Carried	Actioned	30/11/18: Recipients advised. Commitments added, Cross Creek Rail/Featherston First Fridays paid as at 20/12/18 - SM
741	20-Nov-18	Resolution	Jennie	FCB RESOLVED (FCB 2018/107): 1. To receive the Chairpersons report. (Moved Cr Olds/Seconded Cr Vickery) Carried 2. To purchase 15 flags at \$74 each at a total of \$1,110, with the design to be determined by the Featherston Community Board. (Moved Ramsden/Seconded Cr Olds) Carried 3. To dispose of the old street flags. (Moved West/Seconded Cr Olds) Carried	Actioned	added to commitments I&E report 20/12/18 SM
786	20-Nov-18	Resolution	Jennie	FCB RESOLVED (FCB 2018/117): 1. To receive the Applications for Financial Assistance Report. 2. To grant Featherston Community Centre \$500 to undertake maintenance of the Centre's carpark, specifically	Actioned	Commitments added, Cross Creek Rail/Featherston First Fridays paid as at 20/12/18 - SM

Ref #	Raised Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
				to fix a flooding problem linked to the Centre's stormwater sump. (Moved Cr Olds/Seconded Cr Vickery) Carried 3. To grant Cross Creek Railway \$1,000 (as an exceptional circumstance) to help with the costs associated with the purchase of a trailer so the mini fell can be transported as needed. (Moved Cr Vickery/Seconded West) Carried 4. To grant Featherston First Fridays \$500 to run a series of outdoor summer events. (Moved Ramsden/Seconded West) Carried		
789	20-Nov-18	Resolution	Jennie	FCB RESOLVED (FCB 2018/120): 1. To receive the Chairpersons report. (Moved Cr Olds/Seconded Cr Vickery) Carried 2. To purchase 15 flags at \$74 each at a total of \$1,110 excl GST, with the design to be determined by the Featherston Community Board. (Moved Ramsden/Seconded Cr Olds) Carried 3. To dispose of the old street flags. (Moved West/Seconded Cr Olds) Carried	Actioned	Added to Commitments 20/12/18 - SM
790	20-Nov-18	Resolution	Jennie	FCB RESOLVED (FCB 2018/121): 1. To receive the Christmas Parade Report. (Moved West/Seconded Cr Olds) Carried 2. To approve \$900 plus GST for the preparation of a Featherston Christmas Parade Traffic Management Plan. (Moved West/Seconded Cr Olds) Carried	Actioned	In Commitments 20/12/18 - SM
792	20-Nov-18	Action	Robyn Ramsden	Create a Facebook post promoting the Dog Park development work as proposed by the Featherston Dog Park Users, with comments and suggestions to be given to Indigo Freya	Actioned	28/11/18: Freya already has a Facebook page which she has been promoting the dog park ideas. Chair to her accompany her to see Council officers to further her ideas.
132	14-Mar-17	Action	FCB	Submit a list of approved road names to Council	Open	13/3/18: FCB to ask public for suggestions 11/5/18: Robyn was to followup 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

Ref #	Raised Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
						be sought from the public by a Facebook post, closing in time for consideration at the January 2019 meeting
310	6-Jun-17	Action	Robyn Ramsden	As part of Featherston 2033 workshop discussions, identify an ideal public safety solution which includes convenience to bus stops, pedestrian crossings on State Highway 2 and speed limits and provide recommendations to Council officers so dialogue with NZTA can be undertaken	Open	29/10/18: hold over looking at this strategy till the Spatial plan work begins. This way it can be looked at holistically as part of the spatial plan, if it is relevant to that and to our town now.
688	21-Nov-17	Action	Robyn Ramsden	Forward Paul Crimp a copy of the Wairarapa Library Service Working Group letter sent to social service providers so a letter can also be sent by Council	Open	
482	17-Jul-18	Action	Mark	Advise the Featherston Swimming Club on the outcome of the swimming pool solar heating failure and any proposed heating remediation works	Open	Helen acquiring quotations. 28/8/18: Forward quotes to Fstn Swimming Club 26/09 Mark to provide feedback from meeting with swimming club held on 27/09. 28/11 Cr Olds inspected solar heating and suggested issue be addressed post season.
486	17-Jul-18	Action	Russell	Itemise outstanding items from the Featherston 2033 plan that will not be picked up by the proposal to divert traffic through Featherston	Open	Item on hold until spatial plan
489	17-Jul-18	Action	FCB	Determine a mechanism for consulting with the community on renaming the Featherston Town Square	Open	
654	9-Oct-18	Action	Russell	Forward a copy of the responses sent to Mr Famularo regarding outcomes of the investigation into the threat of flooding to properties in Featherston between Fitzherbert Street, Harrison Street East and Boundary Road to Featherston Community Board members	Open	
657	9-Oct-18	Action	Mark	Provide information to Claire Bleakley about the expected occupancy date of the Featherston community housing flat currently being renovated and whether it is a single or double unit	Open	9/11/18: Burling Flat 7, is a double unit. Expected occupancy date still not known.
658	9-Oct-18	Action	Mark	Start adding the date that footpath maintenance requests are forwarded to Infrastructure and Services to be added to the prioritised list	Open	

Ref #	Raised Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
793	20-Nov-18	Action	Robyn Ramsden	Develop a flag hanging, booking and use policy for Featherston	Open	
794	20-Nov-18	Action	Robyn Ramsden	Bring together all information on possible student representation, including seeking input from other community board chairs, Alan Maxwell and Kuranui College, and present findings to the Board	Open	
795	20-Nov-18	Action	Robyn Ramsden	Reissue the Featherston Facebook Engagement Policy to members and review in workshop with members	Open	

FEATHERSTON COMMUNITY BOARD

29 JANUARY 2019

AGENDA ITEM 6.3

INCOME AND EXPENDITURE STATEMENTS

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 Report for the period 1 July 2018 - 31 December 2018.*
2. *Approve payment of \$1,662.49 plus GST to Traffic Management NZ for a traffic management plan for the Featherston 2019 Christmas parade noting that resolution FCB2018/121 approved \$900.00 plus GST.*
3. *Approve payment of \$156.00 plus GST to SWDC to cover the costs of event registration for the Featherston Christmas parade.*

1. Executive Summary

The Income and Expenditure Statement for 1 July 2018 – 30 June 2018 is attached in Appendix 1. The Income and Expenditure Statement for 1 July 2018 – 31 December 2018 is attached in Appendix 2.

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

2. Featherston Christmas Parade

On the 20 November 2018, the Board approved \$900.00 plus GST for a traffic management plan (TMP) for the 2019 Featherston Christmas parade. An invoice has been received from Traffic Management NZ for the 2019 Featherston Christmas Parade TMP that exceeds the amount agreed by the Community Board. The invoice is included in Appendix 3.

A SWDC statement is also included in Appendix 3 for the costs of registering the event of \$156.00 plus GST. The Board could elect to pay this from the \$500 allocated to the organising committee (FCB2018/93), or elect to approve recommendation three.

3. Appendices

Appendix 1 - Income and Expenditure Report for the period 1 July 2017 – 30 June 2018

Appendix 2 - Income and Expenditure Report for the period 1 July 2018 – 31 December 2018

Appendix 3 - 2019 Featherston Christmas parade invoice and statement

Contact Officer: Suzanne Clark, Committee Secretary

Reviewed By: Paul Crimp, Chief Executive

Appendix 1 - Income and
Expenditure Report for the
period 1 July 2017 – 30 June
2018

Featherston Community Board
Income & Expenditure For the year
ended 30 June 2018

INCOME	
Balance 1 July 2017	7,606.84
Annual Plan 2017/18	26,868.00
TOTAL INCOME	34,474.84
EXPENDITURE	
Members salaries	15,748.00
Mileage reimbursements	1,057.70
Total Personnel Costs	15,748.00
AP Spark Fsn Info Centre Jul/Aug 17	99.89
AP Featherston Inf Petty cash Feb-July 2017	85.40
AP Spark Fsn info centre - Aug 17	99.98
correct coding info centre morning tea colin olds	43.48
AP Local Governmen Annual CBD levy 2017/18	216.66
AP Spark Fsn info centre August charges	99.73
AP OfficeMax New Z Stationery etc	19.30
AP Spark Fsn info centre	24.04
AP Power Services Erect Xmas flags - Featherston	240.00
AP Spark Fsn information centre	158.51
AP Signage Service GL jnl correction	376.80
AP Power Services Take down Christmas banners Fsn	199.00
AP Spark Fsn information centre	53.23
AP Spark Featherston Information Centre	53.25
corr coding spark info centre	53.58
FCB Comm of the Year Ramsden Bleakly	350.00
AP Spark Fsn Info Centre April/May 2018	53.65
AP Lamb-Peters Pri FCB - 500 "Poppy Places" flyers A4	145.00
AP Featherston Men Supply/make frames for Poppy Places	150.00
AP The Featherston Tin, Bell Tea (Poppy Places)	82.00
AP Spark Fsn Information Centre - May 2018	53.83
AP Featherston Lio Afternoon tea supplied at Community Meet	500.00
AP Lamb-Peters Pri Greeting cards (thanks Poppy Places)	44.00
AP Lamb-Peters Pri Fsn Community board flyers, posters	223.00
AP Spark Spark charges May/June	54.62
Total General Expenses	3,478.95
AP Cross Creek Rai FCB grant costs two new motors for locom	300.00
AP KittyCat Rehome Kittycat rehoming - Wairarapa FCB grant to create new we	300.00
AP Wairarapa Reap Contributions to White Ribbon Ride 2017	300.00
AP Featherston Fir FCB Grant Music/creative events grant	500.00
AP Muay Thai C FCB grant reduced/free trng children in	500.00
AP Fell Locomotive FCB grant upgrade safety barriers	500.00
AP Featherston Com FCB grant running costs for Centre	500.00
SCRS NOVEMBER AP Featherston Com FCB grant running costs for Centre	500.00
AP Richmond Funera 2 x Bonze plaques for park benches	565.22
AP Fulton Hogan Fsn Xmas parade - diversions/detours	1,161.08
AP Wairarapa Reap FCB Grant 17/18 Fsn School Writers	500.00
AP Featherston Boo FCB Grant - running costs Booktown event	500.00
AP Featherston Mai FCB Grant-gabion plant boxes Main St	500.00
AP Featherston Toy Grant for new toys for toy library	500.00
AP Featherston Sch Costs to change logo & visual identifica	575.00
Total Grants	7,701.30
TOTAL EXPENDITURE	26,928.25
ACTUAL NET SURPLUS/(DEFICIT) YEAR TO DATE	7,546.59
BALANCE TO CARRY FORWARD	7,546.59

Appendix 1 - Income and
Expenditure Report for the
period 1 July 2018 – 31
December 2018

Featherston Community Board

Income & Expenditure For the Period Ended 31 DECEMBER 2018

	<u>INCOME</u>	
	Balance 1 July 2018	7,546.59
	Annual Plan 2018/19	27,639.00
	TOTAL INCOME	35,185.59
	<u>EXPENDITURE</u>	
	Members salaries	7,974.42
	Mileage reimbursements	341.33
	Total Personnel Costs	8,315.75
23/08/2018	AP Local Governmen CBEC levy for 2018/19	216.66
29/08/2018	Red cross first aid kit for CD excercise	48.48
29/08/2018	Meet the candiates 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
28/09/2018	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	AP Tree Top Flower Wreath - Least we forget from FCB	110.00
30/11/2018	AP OneSource Limit FCB prep for flags artwork	195.00
	Total General Expenses	1,045.25
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 trailor 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
	Total Grants	5,348.00
	TOTAL EXPENDITURE	14,709.00
	ACTUAL NET SURPLUS/(DEFICIT) YEAR TO DATE	20,476.59
	<u>LESS: COMMITMENTS</u>	
	Salaries to 30 June 2019	8,210.58
	Mileage to 30 June 2019	158.67
	Poppy Places Project	79.00
	Civil Defence refreshments	50.00
	Meet the candidates meeting advertising etc.	268.75
	Pae tu Mokai o Taurira start up expenses/logo/kapa haka group	500.00
	Christmas Parade organising Committee	500.00
	Featherston Community Centre - Carpark Maintenance	500.00
	15 Flags @ \$74.00 each	1,110.00
	Traffic Safety NZ for Christmas Parade Traffic Mgmt Plan	900.00
	Total Commitments	12,277.00
	BALANCE TO CARRY FORWARD	8,199.59

Featherston Community Board		
Beautification fund For the Period Ended 31 December 2018		
	Balance 1 July 2018	49,980.00
	Annual Plan 2018/19	10,710.00
	TOTAL INCOME	60,690.00
25/10/2018	AP Featherston Cam Fsn camp sculpture grant(roll over from	45,000.00
	Total Beautification	45,000.00
	TOTAL EXPENDITURE	45,000.00
	ACTUAL NET SURPLUS/(DEFICIT) YEAR TO DATE	15,690.00
	<u>LESS: COMMITMENTS</u>	
	Street Banner brackets half of estimated costs \$13,500	6,750.00
	Total Commitments	6,750.00
	BALANCE TO CARRY FORWARD	8,940.00

Appendix 3 - 2019
Featherston Christmas
parade invoice and
statement

33088

Traffic Management NZ

GST Reg. Number: 79-831-786

Tax Invoice #: 00082965

Bill To: **FCB**

CASH SALE

CUST PO #		TERMS	DATE	PG.		
		20th of month following	13/12/2018	Page 1 of 2		
QTY	ITEM NO.	DESCRIPTION	PRICE	UNIT	DISC %	EXTENDED PRICE
		WAIRARAPA DISTRICT CITY COUNCIL Featherston Xmas Parade Fitzherbert St Featherston Cash Sale (inv to accounts payable@swdc.govt.nz) Contact: Marl Allingham 027 4456 722 L1 Traffic Management				
6.5	TrafMan - EVENT	STMS, TC, 2 Vehicle 10.00-16.30 Deliver VMS Boards 4/12	\$114.50			\$744.25
4	TrafMan - EVENT	STMS, TC, Vehicle 10.00-14.00 8/12	\$114.50			\$458.00
1	TMP - Events	Traffic Management Plan- EventCharge	\$286.50			\$286.50
Unpaid Accounts will incur Late Payment Fees. Our Bank account details for payments: ANZ - 06-0313-0128208-00 Please include your invoice number as the reference			Signature 14 DEC 2018 GL Code		SALE FREIGHT GST TOTAL PAID TODAY BALANCE DUE	

PG 2

Traffic Management NZ

GST Reg. Number: 79-831-786

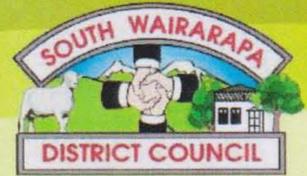
Tax Invoice #: 00082965

Bill To:

CASH SALE

CUST PO #		TERMS	DATE	PG.			
		20th of month following	13/12/2018	Page 2 of 2			
QTY	ITEM NO.	DESCRIPTION	PRICE	UNIT	DISC %	EXTENDED PRICE	
1	TMP - Events	CAR Submission SWDC	\$49.50			\$49.50	
1	TMP - Events	CAR Approval SWDC	\$74.74			\$74.74	
1	TMP - Events	CAR Submission NZTA	\$49.50			\$49.50	
<p>Unpaid Accounts will incur Late Payment Fees.</p> <p>Our Bank account details for payments: ANZ - 06-0313-0128208-00 Please include your invoice number as the reference</p>				SALE		\$1,662.49	
				FREIGHT		\$0.00	
				GST		\$249.37	
				TOTAL		\$1,911.86	
				PAID TODAY		\$0.00	
				BALANCE DUE		\$1,911.86	

Head Office
 10 Aztec Place * PO Box 5600, Hamilton 3242 * Phone 07 847 8156
www.trafficmanagementnz.co.nz



Featherston Community Board
3 Farrier Grove
Featherston 5710

Debtor No: N00128
Month: DECEMBER 2018

Monthly Statement

Date	Detail	Amount
7/12/18 INV	78527 Registration of Event Featherston Christmas Parade	156.00
Balance		\$156.00 due

Summary

3 Mths & Over	2 Mths Overdue	1 Mth Overdue	Current	Balance Due
\$0.00	\$0.00	\$0.00	\$156.00	\$156.00

Debtor No: N00128 Featherston Community Board

BANK ACCOUNT DETAILS:
BNZ - 02 0680 0027337 00

FEATHERSTON COMMUNITY BOARD

29 JANUARY 2019

AGENDA ITEM 6.4

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 the Featherston Dog Park Group against the grant criteria and consider allocating the requested \$500 to improve, enhance and beautify the Featherston Dog Park.*
3. *Consider the application from the Featherston Junior Football Club against the grant criteria and consider allocating the requested \$500 so they can provide equipment and coaching to local Featherston schools.*
4. *Consider the application from St Johns (South Wairarapa Anglican Parish) against the grant criteria and consider allocating the requested \$500 to cover the costs of food for the weekly youth program for ages 10-18 years.*

1. Executive Summary

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

An accountability report from St Johns has been received since the last formal report to the Community Board and is included in Appendix 1.

Applications will be provided to members in confidence.

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 Dog Park Group	No outstanding accountability returns
Featherston Junior Football Club	No outstanding accountability returns
St Johns Featherston	No outstanding accountability returns

4. Appendices

Appendix 1 – St Johns Featherston Accountability Report

Contact Officer: Suzanne Clark, Committee Secretary

Approved By: Paul Crimp, Chief Executive

Appendix 1 – St Johns Featherston Accountability Report



Funding Accountability Form

FEATHERSTON COMMUNITY BOARD

All recipients of funds from the Featherston Community Board (FCB) must complete this form within three months of their project being completed.

If you do not complete and return this form you will not be eligible for future funding through the Featherston Community Board.

Please return the completed form to –

**South Wairarapa District Council
Suzanne Clark
PO Box 6
Martinborough 5741**

1. Funding for:	Equipment for youth and young people
2. Name of applicant:	St Johns Church, Featherston
3. Location of project/funding:	St Johns Church, 51 Fox Street, Featherston
4. Date of project/funding:	23/09/18
5. Amount received from the FCB:	\$ 500.00

6. Please give details of how the money was spent. Your contribution to the project and the FCB funding you received must be accounted for.

Sports and play equipment cost	\$	525.00
FCB Funding	\$	500.00
Balance	\$	25.00
Youth leaders and volunteers' hours	\$	-

7. Please provide details about the project or activities that were supported by the FCB grant. Explain what was successful, and what didn't work so well.

The equipment has been used to run programs and events for youth connected to our youth group and the wider community. Being able to provide multiple activities has helped increase greater engagement from the young people in the town and increase the attendance overall.

8. Give a brief description of the highlights of your project, including the number of participants.

We have run multiple events at the stadium and on our site using the equipment. Doing a multi-sport event such as dodgeball, basketball and frisbee rugby has proved very popular with a good range of ages participating. We have repeated it since. Having the equipment ready means we can adjust and adapt to the weather and hold other events for the young people in the community.

9. How did your project benefit your community?

More engaged young people, active and healthier tamariki, it appealed to a wider range of youth and encouraged new people to participate. Created a safe space where they had fun and met new people. Parents engaged and connected with different people, it allowed parents to connect to the wider community.

10. What, if any, are the next steps (for your project, for you and/or for the people involved)? Will your organisation continue to require funding?

We continue to connect with the local young people as much as possible and will be doing active events regularly in the summer.

11. This report was completed by:

Name: Philippa Young

Address: 49a Fox Street
Featherston

Date: 30/10/18

Phone: 021 148 0519

Email: pyoungstjohns@gmail.com



FEATHERSTON COMMUNITY BOARD

29 JANUARY 2019

AGENDA ITEM 6.5

COMMUNITY BOARDS CONFERENCE 2019

Purpose of Report

To inform community board members of the May 2019 Community Boards Conference and to seek nominee/s to the event.

Recommendations

Officers recommend that the Community Board:

1. *Receive the Community Boards Conference 2019 Report.*
2. *Nominate a community board member to attend the Community Boards Conference 2019 **at Council's expense.***
3. *Consider resolving to send (and then nominate) a second community board member to the Community Boards Conference 2019 with an associated commitment of up to \$2,200 excluding GST.*

1. Background

The 2019 Community Boards Conference will take place from 11-13 April 2019 in New Plymouth.

The New Zealand Community Boards Conference takes place every two years. The biennial conference was introduced in 1997 to bring together the community boards of New Zealand to share practice and to help improve the understanding and work of community boards.

The theme of the 2019 conference is "Community Boards in a Time of Change".

1.1 Community Board Awards

Since they were established in 1989, community boards across the country have implemented an enormous number and range of projects.

From re-establishing community services to creating new and innovative facilities and programmes, community boards have demonstrated that their valuable role in local government goes beyond advocating for their communities.

Since 2003, the Community Board Executive Committee has sponsored the

Community Board Best Practice Awards to celebrate excellence in the implementation of projects in local government.

The awards aim to:

- Recognise significant contributions made by community boards to the process of achieving excellence in local government;
- Build a toolbox as a base for improving the effectiveness and function of community boards; and
- Foster the exchange of best practice and innovative ideas.

The 2017 categories are:

- Leadership
- Enhancing Communities
- Engaging Communities

In addition, from each of these categories CBEC will select an overall winner, which will reflect the project or initiative that is the most innovative and resulted in the greatest community value. Closing date for entries is Friday 8 March 2019.

The entry form can be obtained from the Local Government website should the community board wish to submit an entry.

2. Attendee Expectations

As per paragraph 11.1 of the Elected Member Code of Conduct, elected members **“must present a report to the Council, or appropriate Standing Committee or Community Board which summarises the event including its potential significance to the business of the South Wairarapa District Council. Where the Council is represented by a delegation, one member of the party will report back on their behalf.”**

3. Financial Considerations

Council has budgeted for one person from each community board to attend the event. Past community boards sometimes opt to pay the expenses of a second member to attend the conference. The conference cost to send an additional person is estimated at around \$2,200 excluding GST.

Community Board Conference	\$
Early Conference Costs (paid by 1 March 2019)	\$755.00
Accommodation	\$549.00
Travel (based on travel by private car with mileage reimbursement)	\$600.00
Misc. expenses	\$300.00
Estimated cost	\$2,204

4. Attendance Booking Process

- A resolution is required from the community board naming the person/s nominated to attend the conference. If two persons have been nominated then the resolution should also contain the monetary commitment of the board.
- Conference and accommodation bookings will be made for nominees by Barbara Gavan.
- It is assumed that members will travel to conference by private car **with mileage able to be claimed for as per Council's Remuneration Policy**. Alternate travel requests should be directed to Barbara Gavan.
- Other miscellaneous expenses can be claimed by nominees on their **return, as per Council's Remuneration Policy**.

5. Conclusion

Members who have attended the Community Boards Conferences have found them inspirational and well worthwhile. It is recommended that community boards take advantage of this opportunity and nominate 1-2 members to attend the 2019 event.

Contact Officer: Suzanne Clark, Committee Secretary

Reviewed By: Paul Crimp, Chief Executive

FEATHERSTON COMMUNITY BOARD

29 JANUARY 2019

AGENDA ITEM 8.1

CHAIRPERSON REPORT

Purpose of Report

To inform Featherston Community Board of the Chair's actions since the last meeting and to recommend items for decision.

Recommendations

The chairperson recommends that the Community Board:

1. *Receive the Report.*

1. Meetings and Events

<i>Date</i>	<i>Past meetings or events</i>
6 November	GWRC online forms interview
10 November	Featherston School Gala
	Featherston Camp Sculpture unveiling
16 November	Meeting with Mayor Viv Napier
20 November	Charter meeting with Mayor Viv Napier and others
	Featherston Community Board meeting
21 November	Extraordinary Council Meeting
	SWDC Community Safety & Resilience WP
28 November	Infrastructure & Planning WP
	Annual Plan WP
	Wairarapa Library Service Committee
29 November	Community Board Christmas Dinner
30 November	Meet with John Boon & Viv Napier
1 December	Charter Parade in Featherston
5 December	Vacant Lot Project Team formation meeting
9 December	Attended Pae tu mokai o Tauria meeting
10 December	Opening of Waihinga Centre
11 December	Attended Featherston Vacant Lot Project meeting
12 December	SWDC Council meeting
13 December	Attended SWDC Christmas Function in Martinborough
18 December	Attended Wairarapa Library Service Joint Committee meeting in Greytown
	Attended Featherston Vacant Lot Project meeting
8 January	Attended Featherston Vacant Lot Project meeting
14 January	Attended Community Garden meeting

2. Street Flags

After 8 months of paper work the new FlagTrax banner brackets were installed in mid-December.

Before Christmas Cr. Colin Old's was delegated the task of getting banners up for the summer. I thank him for his swift work at ordering the banners.

I thank Tracey and her partner for putting up the banners after work hours. Tracey often goes above and beyond for Featherston and her efforts are much appreciated.

The banner brackets booking system needs to be easily accessible and not require a form. There for I suggest an electronic booking system. Bookings can be made via email or at the Featherston Library. Information required should be contact name, phone number, organisation and duration of display.

Action: Direct Council staff to set up an electronic booking system for the purpose of booking the Featherston street banner brackets.
--

3. Extraordinary Council meeting

On 21 November 2018 the South Wairarapa District Council met in an extraordinary meeting. The main issue for Featherston at this meeting was the Featherston Town Centre. Three people from Featherston presented to Council on this topic. At that meeting it was decided to bring the Featherston Community Board, Councillors and Mayor together to discuss the vacant land.

That workshop was facilitated by John Boon of Greytown. This kicked off the Featherston Vacant Lot Project.

The SWDC Councillors resolved to lodge a 5 year consent to spray treated wastewater to land from the Featherston Wastewater Treatment Plant. The land specified was the southern block.

4. Community Safety & Resilience Working Party

Topics discussed: Guest speakers from Wairarapa Safer Community Trust talking about what they do, Graffiti statistics, updates from Police, Community Patrol, Greytown community, Youth workers, Neighbourhood Support co-operation, Age Concern, MenzShed, Community response plan, and Maori Standing Committee.

5. Infrastructure and Planning Working Party

Topics discussed: Update on Planning and Environment activities, Infrastructure and Services (Roading, wastewater laterals, programmes and projects), Waiohine Flood plain (project update).

6. Annual Plan Working Party

We looked at timelines, key projects, 'parked' topics from LTP, reviewed our vision and mission, values and strategic plan.

7. Wairarapa Library Service

This joint Committee with Carterton has undergone a sudden change. All meetings will now be advertised and encourage the public to attend. We now have a minute secretary and officers will be attending from both Councils. The biggest change is that the Carterton Library Manager will be more hands on in our libraries.

8. Charter with 5/7 Battalion

The Charter Parade was held on 1 December 2018. It was an excellent show for the people of Featherston. We are looking forward to our more formal relationship.

I'd like to thank Council staff for the efforts they went to in order to make sure we had an excellent event. Especially the efforts of Barbara Gavan and Chris Juggins. I must also thank our Councillors, and in particular Colin Olds who helped set up and pack up before the rain.

9. Council meeting on 12 December

At every Council meeting Community Boards, represented by the Chair, have the opportunity to speak. This meeting I brought up the following topics: The extreme weather event on the afternoon of 1 December. SWDC staff need to engage with Regional Council to identify streams which have skipped their banks.

Fantastic feedback regarding the Featherston Christmas Parade and thanked Board members Claire Bleakley and Brenda West for their work in our Community.

Informed Councillors of the formation of the Featherston Vacant Lot Project Team.

Thanked staff for all their assistance in moving Featherston forward over **the year, while some of the work isn't seen by the public, their work is** noticed and we are thankful.

Thanked Councillors for their increased support in Featherston over the last year, advice and guidance has been invaluable.

10. Workshops in 2019

Middle Tuesday between Board meetings. These may not be the only workshops.

Date	Time	Location
Tue 15 Jan 2019	6: 30 pm	Anzac Committee Room
Tue 19 Feb 2019	6: 30 pm	Anzac Committee Room
Tue 2 Apr 2019	6: 30 pm	Anzac Committee Room
Tue 14 May 2019	6: 30 pm	Anzac Committee Room
Tue 25 Jun 2019	6: 30 pm	Anzac Committee Room
Tue 6 Aug 2019	6: 30 pm	Anzac Committee Room

The Jan workshop did not occur due to lack of attendance responses. Without the majority of Board members attending workshops are ineffective.

11. FCB Facebook Page

The Featherston Community Board Facebook Page has 259 up 25 from 234 in the previous report. The page is primarily used for pushing out notices of meetings to the public and advertising our meetings.

Appendix 1 - List of posts on the page between 7 November 2018 and 16 January 2019.

12. Appendices

Appendix 1 - List of posts on the page between 7 November 2018 and 16 January 2019

Written By: Robyn Ramsden, Chair Featherston Community Board

Appendix 1 - List of posts on
the page between 7
November 2018 and 16
January 2019

Appendix 1: List of posts on the page between 7 November 2018 and 16 January 2019.

Facebook Insights for Featherston Community Board. The table shows the following data for posts published between 14/01/2019 and 13/12/2018:

Published	Post	Type	Targeting	Reach #	Engagement	Promote
14/01/2019 14:37	Featherston Community Board shared a post.	Image	Public	98	16 1	Boost Post
14/01/2019 08:54	(Robyn) Do you have an idea for the vacant lot and can't make it to the Pot	Text	Public	83	14 1	Boost Post
09/01/2019 12:55	(Robyn) I've been getting a few reports of the pool being closed, it	Text	Public	222	26 5	Boost Post
09/01/2019 10:55	The project timeline.	Image	Public	114	28 0	Boost Post
09/01/2019 10:04	Last night's project meeting notes. Some actions for us to do.	Image	Public	104	8 1	Boost Post
08/01/2019 10:25	Weed spraying tomorrow in Featherston.	Image	Public	41	5 0	Boost Post
21/12/2018 17:40	(Robyn) I need to say thank you for Colin for not letting go on having	Text	Public	157	2 16	Boost Post
21/12/2018 09:55	Merry Christmas and Happy New Year from the Featherston	Image	Public	99	5 2	Boost Post
19/12/2018 18:23	(Robyn) Heavy rain watch near us. Check drains and gutters before	Image	Public	108	8 0	Boost Post
19/12/2018 10:52	Featherston Community Board shared a post.	Image	Public	53	1 0	Boost Post
18/12/2018 20:54	(Robyn) The Featherston's Vacant Lot Page is where we will post all the	Image	Public	126	29 6	Boost Post
13/12/2018 10:59	Featherston Community Board shared a post.	Image	Public	60	1 1	Boost Post

Facebook Insights for Featherston Community Board. The table shows the following data for posts published between 13/12/2018 and 26/11/2018:

13/12/2018 10:59	Featherston Community Board shared a post.	Image	Public	60	1 1	Boost Post
11/12/2018 01:53	The second workshop of the Featherston Project Team, FCB,	Image	Public	150	42 4	Boost Post
08/12/2018 21:42	We would like to thank everyone for making the Christmas Parade so	Image	Public	457	225 20	Boost Post
06/12/2018 18:22	(Robyn) I would like to thank Claire and Brendas for a successful and fun	Image	Public	132	10 14	Boost Post
06/12/2018 07:53	On Wednesday evening, 5 December 2018, the Mayor, Councillors and the	Image	Public	279	107 11	Boost Post
04/12/2018 17:50	We know there are some residents who have been badly impacted by	Image	Public	320	92 37	Boost Post
03/12/2018 11:59	(Robyn) That was quite intense yesterday. An update for you.	Image	Public	226	87 4	Boost Post
01/12/2018 19:49	(Robyn) Today's Charter Parade in Featherston with 5th/7th Infantry. An	Image	Public	990	150 31	Boost Post
01/12/2018 13:04	This is such a wonderful day	Image	Public	124	2 3	Boost Post
30/11/2018 14:39	(Robyn) I'm betting the Police Challenge is the place to be	Image	Public	126	14 2	Boost Post
29/11/2018 05:41	Featherston Community Board shared a post.	Image	Public	106	21 1	Boost Post
27/11/2018 11:47	Featherston Community Board shared a post.	Image	Public	89	8 2	Boost Post
26/11/2018 15:49	(Robyn) Wahenga Bridge warning	Image	Public	78	17 0	Boost Post
26/11/2018 13:34	(Robyn) This workshop looks like it will be held in early December.	Image	Public	719	233 27	Boost Post

PROJECT REPORT
for
Featherston Community Board Meeting
29 January 2019

Member Name	Robyn Ramsden
Group Name	Featherston Vacant Lot Project
Group Members	<p>Featherston Community Board Robyn Ramsden Mark Shepherd Claire Bleakley Brenda West</p> <p>Featherston Ward Councillors Colin Olds Lee Carter Ross Vickery</p> <p>Mayor Viv Napier</p> <p>Tangata Whenua (Pae tu mokai o Taurira) Kat Rewaka</p>
Meeting Dates	5 December 2018, 11 December 2018, 18 December 2018 & 8 January 2019.
Key issues from meeting	<p>Run a pot luck afternoon tea to ask the Question: What do you want on the vacant lot.</p> <p>Timeline to have a decision by the end of March 2019.</p>
Specific item/s for Community Board consideration	<ol style="list-style-type: none"> 1. Outcome from 20 Jan Pot Luck Afternoon Tea. 2. Action for Council Staff to assist in writing the Motion Paper to go to Community Board on 12 March then Council on 3 April. 3. Photocopying flyers and posters. <ol style="list-style-type: none"> a. At Featherston library: 180 pages double sided. b. At Greytown library: 100 pages double sided.
General	<p>The project teams formed after the 5 December 2018 meeting with Community Board Members, Councillors, Mayor and facilitator John Boon. A second meeting with John Boon occurred to bring in missing project team members.</p> <p>A Facebook Page has been started where people can find photos of all the records made for the meetings.</p> <p>A timeline is available on the Facebook Page.</p>
Attachments	<p>Photos from project meetings</p> <p>Timeline</p>

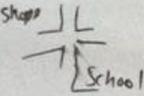
When - 30 March, 19

What - Partner with C, CB, FF
Publish intentions, hold meetings
Rough as guts -

BARRIERS REMOVED

honesty, sensible suggestions
ideas total involvement,
affordability, aesthetically pleasing
options, useability, ~~exact size of space~~
usable
innovative, consultation, public views
Consensus, bloody good job, do it
quickly, ~~certainty~~ certainty within time frame,
coherent short list in a short time frame,
function for the community for land,
common theme, no going backwards
leadership.

3 Simple Needs

- - Larger Library that  incorporates the 1 site/Info Centre
- * - Spatial Planning 
★
- - Bringing the wider Community together 

- * 1) Expert on the matter for the land & surrounds
- * 2) Coherent ^{Spatial} Planning
- 3) Confidence in themselves to do projects and initiatives.
● *

• Everyone thinking ON THE SAME WAVE
LINK

* Modern Infrastructure

■ • Community Culture

Drawing A Line in the Sand eg doing what we
were elected to
DO

ARE WE THERE YET?

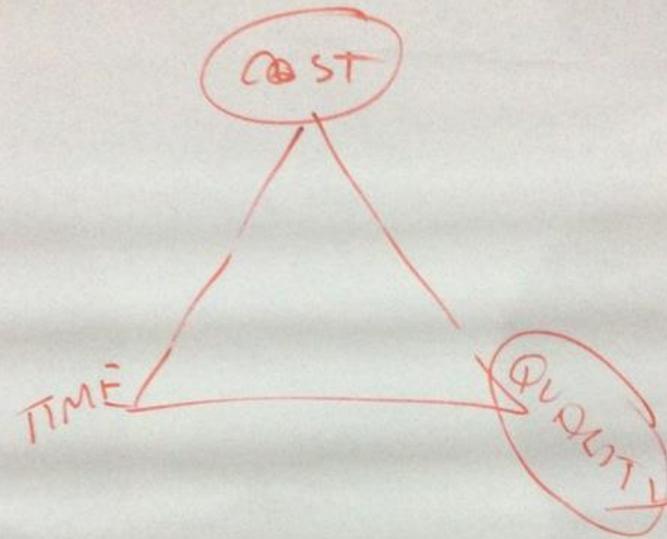
* old buildings tidied up & fit for use.
to increase retail space.

• consensus on a way forward

• project that captures the enthusiasm
of the whole community.

△ we need ~~to~~ to be kind.

- CONNECTION TO SOCIAL SERVICES
- COMMUNITY INVOLVEMENT
- EMPLOYMENT OPPORTUNITIES



What we can do ☺

chrous has committed to working with any potential etc.

Know our space

Prime real estate location on SH2

Huge potential

~~best with support owner to~~

Not constrained to the vacant lot.

Community can Fund raise

SWSC provide advice on ~~RMA~~ EDP / WTA / Parking

Consents & ~~perm~~ permissions

Cultural ~~above~~ involvement

Communication with Paetū Mōkai O Taurua & Feb Feathly

open to ideas of Commercial & create Job opportunities

open & transparent

engage everyone who wants to be engaged

Next meeting Tue 18 Dec 6:30pm

- Time find RAG
- How to gather info @ existing events
- What we need

Next meeting Tue 18 Dec 6:30pm 11 Dec 2018

- Time line RAG
- How to gather info @ existing events
- What we need information do we need
- Decide on a name. (FB)

~~Name~~
~~Featherston Con~~

5 DEC 2018
18 Dec 2018

Consultation

Community Pot Luck dinner Sunday 20 Jan 19
 2pm - 5pm * Flyer drop

Facebook * Pin boards back in shops (railway, loco, cafes, etc)

* Phoenix Library Community Centre
 Drop in clinic - vacant shop?

* Survey Monkey # of streams
 * Midweek incl. carlets on sale

1st gather ideas

2nd refine ideas STU

Robyn action: contact Pae tu mokai Otauira.
* multi to 5 Jan 2019

This project involves the Community, Featherston Community Board, Councillors, Mayor.

No idea is a bad idea.

Next meeting Tue 8 Jan 2019 6:30pm

* money

18 Dec 2018

Benchmarks 30 March 19

> 51% ∴ 60% more comfortable

5 DEC 2018

11 Dec 2018

Next Meeting Tue 18 Dec 2018

- Time find RAG
- How to gather info @ existing events
- What we need information do we need
- Decide on a name. (FS)

Name
~~Featherston Can~~

1: Name ideas

Featherston Can

Featherston Town Centre

✓ Featherston's Vacant Lot

Purpose

ask the Community what they want to do with the vacant lot for the Community

Opportunity to have a say on what happens on the vacant lot.

18 Dec 2018

eg 0
WER
DO
ST?

Present: Brenda, Karen, Ross, Narida, Lee, Robyn,
Katherine, Mark, Claire. Tue 8 Jan 18

Confirm date: 20 Jan 2-5 pm

m/c: Ross

- gathering ideas

boards around town
email to project team
speaking to project team
FCB Page & project page: FB

Action: Mark

Do we bring in previously gathered information?

Acknowledge ideas provided in the past.

If persons are still keen on an idea brought up in the past that they submit it again.

Expectation from this project team that Council staff produce a motion paper.

€ Action: posters for shops + flyer drop - Robyn

Delivery of flyers - Find a crew

Feeding back to Community via

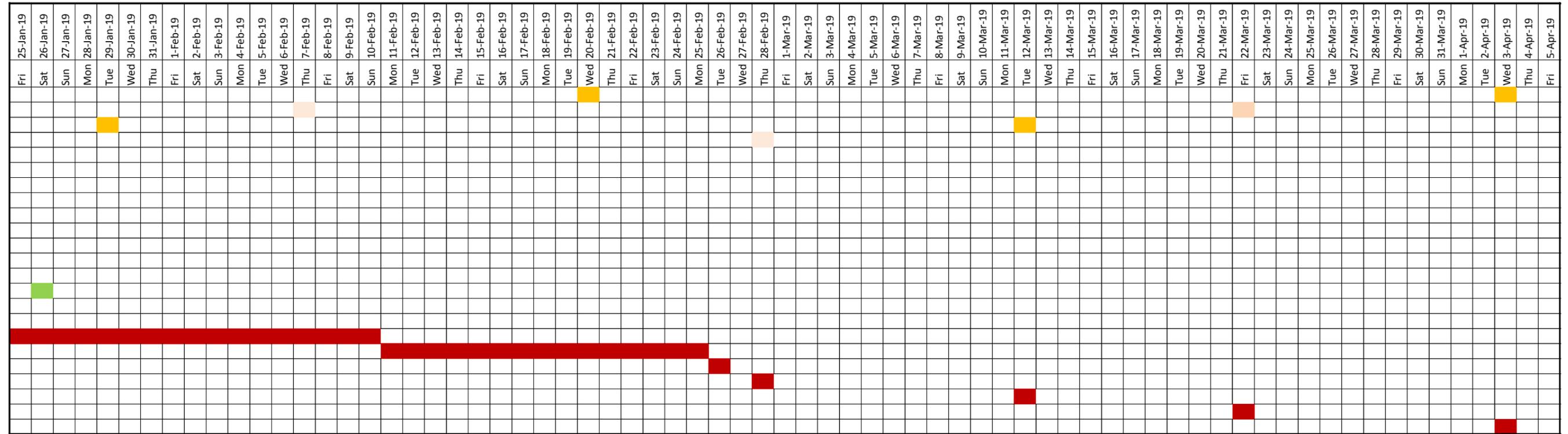
- Phoenix - Ross's column

- Facebook

- use boards to feedback to Community.

Project report update to FCB so we can have Actions.

Next meeting: Tue 22 Jan - sorting ideas
Next steps



MEMBER REPORT
 For Featherston, Greytown & Martinborough
 Community Board Meetings
 January 2019

Member Name	Robyn Ramsden Featherston Community Board
Group Name	Wairarapa Library Service Joint Committee
Group Members	Councillor Ruth Carter - CDC Councillor Pam Colenso - SWDC Councillor Tracey O'Callaghan - CDC Robyn Ramsden - SWDC Featherston Community Board Staff Anne Hughes - Carterton District Library Manager SWDC Amenities Manager Also attending: Mark Allingham – SWDC Group Manager Infrastructure & Services
Meeting Date	Tuesday 28 November 2018 Tuesday 18 December 2018
Key issues from meeting	<ol style="list-style-type: none"> 1. The Wairarapa Library Service supports having one Library Manager across all four libraries. This is in order to promote consistency of service through all four libraries. All four libraries will maintain their identities. 2. At the 28 November meeting Jane Davis, Chief Executive of CDC attended the meeting. 3. Advised us that the meetings must be formalised as they are joint committee meetings. This means they will be publicly advertised and be assigned a minute secretary. 4. See Motion paper to Council on 12 December on reducing fees and charges.
Specific item/s for Community Board consideration	The WLS are keen to encourage people to use the libraries. We have been working on ways to reduce the financial barriers. The last agenda is attached for our communities reference as is the motion paper to SWDC on removing over due fines.
General	The Terms of Reference and Memorandum of Understanding needs to be update to reflect these recent changes. Meeting schedule: Wed 6 March 2019 - Carterton Events Centre Wed 29 May 2019 – Greytown Town Centre Wed 21 August 2019 - Waihinga Centre, Martinborough
Relevant Documents	Motion paper to SWDC on 12 December "Wairarapa Library Service Fees and Charges" https://www.swdc.govt.nz/sites/default/files/DCAG12Dec18C11%20Library%20fee%20changes%20from%20WLS.pdf

MEMBER REPORT

for

January 2019 Community Board Meeting

Christmas Parade

Member Name	Claire Bleakley
Group Name	Christmas Parade: Brenda West and Claire Bleakley
Meeting Date	8 December 2018 final Report
Key issues from meeting	<p>The Christmas Parade had a wonderful turnout and festive feeling. We had over 20 floats and all were fantastic. It was wonderful as all the community and businesses were involved. It was a really festive atmosphere</p> <p>The children added a lovely atmosphere as they walked down or were on floats.</p> <p>We printed 30 trifold flyers and 30 posters</p> <p>The Parade route went around the War Memorial which was highly commented on and the lines for watchers went right down to Love of Books.</p> <p>Brenda West organized the volunteers who did an amazing job and because of their help we were able to keep the TMP costs to a minimum. Thank you</p> <p>Colin Olds organized the PA system for the parade presentations. Thank you.</p> <p>Claire Bleakley managed the process of the TMP and the prizes and the collection of the vouchers</p> <p>For next year there are two options for TMP. The first is Wellington Traffic Management again an also a local club who might be able to help.</p> <p>We would like to thank the Wairarapa Times Age (Karen Blade) who has been wonderful to work with and have done an amazing job for us advertising the Christmas Parade. (see picture and schedule).</p> <p>The New editor of the Times Age donated prizes of</p>

	<p>advertising to three Featherston Businesses (Love of Books, Hair Stop and Pioneer Dairy) and every Featherston business donated a voucher to their shop, which was fantastic. The prizes were given out after the parade at the town centre.</p> <p>We would like to thank Friday Frenzy who made and decorated the town center with lovely Christmas decorations.</p>
<p>Specific item/s for Community Board consideration</p>	<p>The Traffic Management Plan cost \$1662.49+ 249.37. Please can we accept the extra costs? It is higher than the quote as they used two vehicles and times from depot to depot were longer. (see original quote in attached file) Poster and flyers cost \$46 Registration of Event \$156 – this should not be paid as we had no hawkers stalls and the town centre is a place for all Featherston community to meet. We had a lovely time but we did not have any trading.</p>
<p>General</p>	<p>There were things to learn.</p> <ul style="list-style-type: none"> • Water for all volunteers • Advise everyone of the date 4 months before • Have dedicated prizes for the floats.

Photos –







**FEATHERSTON
CHRISTMAS
PARADE**



**8 December
12 pm.**

**Picture by
Kairi Fesuiwai-Wallace**

**FEATHERSTON
CHRISTMAS
PARADE**



**8 December
12 pm.**

**Picture by
Kairi Fesuiwai-Wallace**

**FEATHERSTON
CHRISTMAS
PARADE**



**8 December
12 pm.**

**Picture by
Kairi Fesuiwai-Wallace**

**FEATHERSTON
CHRISTMAS PARADE**



**8TH DECEMBER
12 PM**

Thank you, Meta Riddiford Kindergarten for the wonderful picture.

**Featherston
Christmas
PARADE**
8 December 2018
12pm start

To enter the parade, please contact Brenda or Claire

ALL WELCOME
Businesses, schools
and community groups

Floats start from
Waterfield St and finish
at Lyons St
Please be assembled at
the junction of Remo St
& Waterfield St by 11.15 on
Saturday 8 December

TA

TO ENTER PLEASE CONTACT:
Brenda West → west.brenda@gmail.com p 021 273 6325
Claire Beasley → c.beasley@orcon.net.nz p 06 308 9842

Featherston Community Board
3 Farrier Grove
Featherston 5710

Debtor No: N00128
Month: DECEMBER 2018

Monthly Statement

Date	Detail	Amount
7/12/18	INV 78527 Registration of Event Featherston Christmas Parade	156.00
Balance		\$156.00 due

Summary

3 Mths & Over	2 Mths Overdue	1 Mth Overdue	Current	Balance Due
\$0.00	\$0.00	\$0.00	\$156.00	\$156.00

Debtor No: N00128 Featherston Community Board

BANK ACCOUNT DETAILS:
BNZ - 02 0840 0027337 00

19 Fitzherbert Street | Martonborough, 5711 | PO Box 6, Martonborough, 5741 | T: 06 306 9811 | F: 06 306 9373 | E: enquiries@owdc.govt.nz | www.owdc.govt.nz

33088

Traffic Management NZ

GST Reg. Number: 79-831-786

Tax Invoice #: 00082965

Bill To: **FCB.**

CASH SALE

CUST PO #		TERMS	DATE	PG.		
		20th of month following	13/12/2018	Page 1 of 2		
QTY	ITEM NO.	DESCRIPTION	PRICE	UNIT	DISC %	EXTENDED PRICE
		WAIRARAPA DISTRICT CITY COUNCIL Featherston Xmas Parade Fitzherbert St Featherston Cash Sale (inv to accountspayable@swdc.govt.nz) Contact: Marl Aillingham 027 4456 722 L1 Traffic Management				
6.5	TrafMan - EVENT	STMS, TC, 2 Vehicle 10.00-16.30 Deliver VMS Boards 4/12	\$114.50			\$744.25
4	TrafMan - EVENT	STMS, TC, Vehicle 10.00-14.00 8/12	\$114.50			\$458.00
1	TMP - Events	Traffic Management Plan-EventCharge	\$286.50			\$286.50
Unpaid Accounts will incur Late Payment Fees. Our Bank account details for payments: ANZ - 06-0313-0128208-00 Please include your invoice number as the reference				Signature 14 DEC 2018 GL Code		
				SALE FREIGHT GST TOTAL PAID TODAY		
				BALANCE DUE		→

Head Office
 10 Aztec Place * PO Box 5600, Hamilton 3242 * Phone 07 847 8156
 www.trafficmanagementnz.co.nz

PO 2
 →

Traffic Management NZ

GST Reg. Number: 79-831-786

Tax Invoice #: 00082965

Bill To:

CASH SALE

CUST PO #		TERMS	DATE	PG.			
		20th of month following	13/12/2018	Page 2 of 2			
QTY	ITEM NO.	DESCRIPTION	PRICE	UNIT	DISC %	EXTENDED PRICE	
1	TMP - Events	CAR Submission SWDC	\$49.50			\$49.50	
1	TMP - Events	CAR Approval SWDC	\$74.74			\$74.74	
1	TMP - Events	CAR Submission NZTA	\$49.50			\$49.50	
<p>Unpaid Accounts will incur Late Payment Fees.</p> <p>Our Bank account details for payments: ANZ - 06-0313-0128208-00 Please include your invoice number as the reference</p>				SALE		\$1,662.49	
				FREIGHT		\$0.00	
				GST		\$249.37	
				TOTAL		\$1,911.86	
				PAID TODAY		\$0.00	
				BALANCE DUE		\$1,911.86	

Head Office
 10 Aztec Place * PO Box 5600, Hamilton 3242 * Phone 07 847 8156
www.trafficmanagementnz.co.nz