



**SOUTH WAIRARAPA
DISTRICT COUNCIL**
Kia Reretahi Tātau

MARTINBOROUGH COMMUNITY BOARD

Agenda

NOTICE OF MEETING

An ordinary meeting will be held in the Supper Room, Waihinga Centre, Martinborough on Thursday, 5 November 2020 at 6:30pm.

MEMBERSHIP OF THE COMMITTEE

Mel Maynard (Chair), Aidan Ellims, Nathan Fenwick, Michael Honey, Cr Pam Colenso and Cr Pip Maynard.

PUBLIC BUSINESS

- 1. EXTRAORDINARY BUSINESS:**
- 2. APOLOGIES:**
- 3. CONFLICTS OF INTEREST:**
- 4. ACKNOWLEDGEMENTS AND TRIBUTES:**
- 5. PUBLIC PARTICIPATION:**
 - 5.1 None advised

6. 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.

7. COMMUNITY BOARD MINUTES:

- 7.1 Minutes for Approval: Minutes of the Martinborough Community Board meeting held on 24 September 2020. **Pages 1-5**

Proposed Resolution: *That the minutes of the Martinborough Community Board meeting held on 24 September 2020 be confirmed as a true and correct record.*

8. CHIEF EXECUTIVE AND STAFF REPORTS:

- 8.1 Youth Representative Report **Pages 6-7**
- 8.2 Officers' Report **Pages 8-36**
- 8.3 Income and Expenditure Report **Pages 37-47**
- 8.4 Action Items Report **Pages 48-69**

9. NOTICES OF MOTION:

- 9.1 None advised

10. CHAIRPERSON'S REPORT:

- 10.1 Chairperson Report (to be tabled)

11. MEMBER REPORTS (INFORMATION):

- 11.1 None advised

12. CORRESPONDENCE:

- 12.1 None



Minutes – 24 September 2020

- Present:** Mel Maynard (Chair), Aidan Ellims, Michael Honey, Nathan Fenwick, Councillor Pam Colenso and Councillor Pip Maynard.
- In Attendance:** Mayor Alex Beijen, Russell O’Leary (Group Manager Planning and Environment), Alex Mason (Kuranui College) and Steph Dorne (Committee Advisor).
- Conduct of Business:** The meeting was conducted in public in the Supper Room, Martinborough Town Hall, Texas Street, Martinborough on 24 September 2020 between 6.30pm and 8.51pm.
- Also in Attendance:** Heidi Addis and Luke Tiller (Kidz Need Dadz)

1. EXTRAORDINARY BUSINESS

There was no extraordinary business.

2. APOLOGIES

There were no apologies.

3. CONFLICTS OF INTEREST

There were no conflicts of interest declared.

4. ACKNOWLEDGMENTS AND TRIBUTES

Mayor Beijen paid tribute to former Councillor Bob Petelin who recently passed away.

Mr Fenwick acknowledged Alex Mason, a student of Kuranui College, who attended the meeting as a prospective youth representative for the Board.

5. PUBLIC PARTICIPATION

- 5.1 Heidi Addis – Poor lighting at the Jellicoe Street crossing by Venice Street
Ms Addis spoke of safety concerns at the Jellicoe Street crossing by Venice Street due to poor lighting and suggested a speed hump as a potential solution to slow traffic if lighting could not be installed.

DISCLAIMER

Until confirmed as a true and correct record, at a subsequent meeting, the minutes of this meeting should not be relied on as to their correctness.

- 5.2 Luke Tiller (Kidz Need Dadz) – Father’s Day Bowling Event
Mr Tiller thanked the Board for their contribution to the Father’s Day Bowling event and updated members of Martinborough community involvement in the event and regular outings held. Mr Tiller responded to questions on participation at the event and promotion of Wai Dadz.

6. ACTIONS FROM PUBLIC PARTICIPATION/PRESENTATIONS

- 6.1 Heidi Addis – Poor lighting at the Jellicoe Street crossing by Venice Street

MCB NOTED:

Action 490: Request council officers investigate options for improved safety at the Jellicoe/Venice Street pedestrian crossing, E Stitt.

- 6.2 Luke Tiller (Kidz Need Dadz) – Father’s Day Bowling Event

Mr Ellims undertook to promote Wai Dadz, the Wairarapa Dads Group, on the Martinborough Community Board Facebook page.

7. COMMUNITY BOARD MINUTES

- 7.1 Martinborough Community Board Minutes – 13 August 2020

MCB RESOLVED (MCB 2020/32) that the minutes of the Martinborough Community Board meeting held on 13 August 2020 be confirmed as a true and correct record.

(Moved Cr Maynard/Seconded Fenwick)

Carried

8. CHIEF EXECUTIVE AND STAFF REPORTS

- 8.1 Officers’ Report

Mr O’Leary responded to questions on the District Plan Review, Dark Sky reserve and Martinborough Southeast Growth Area work being put on hold. Consideration was being given to growth planning for the whole district.

Members discussed the resealing programme and queried the need for Birdie Way, Eagle Place and Fairway Drive to be resealed. Members considered the focus should be on rural roads.

Mr O’Leary responded to questions on rural roading, including the Hinakura slip, slump on Tora Road and work being carried out near Te Awaiti Station. Mr Ellims tabled a copy of correspondence from a member of the public to be logged as a Local Government Official Information and Meetings Act 1987 (LGOIMA) request.

Members discussed that there is an issue with flooding on roads and undertook to bring specific roads of concern to the attention of officers. Mayor Beijen responded to questions about replacing the Waiinga Bridge due to safety concerns. It has been raised with the NZ Transport Agency but is not currently on their programme of work.

MCB NOTED:

Action 491: Distribute the engagement plan for the Spatial Plan and Long Term Plan to the Martinborough Community Board, A Wharram.

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MCB RESOLVED (MCB 2020/33) to receive the Officers' Report.

(Moved Cr Colenso/Seconded Cr Maynard)

Carried

8.2 Action Items Report

Members reviewed the actions items, discussed further updates and noted further actions:

MCB NOTED:

Action 492: Seek clarification from officers of the delay in reviewing the overhead allocation cost model for the Pain Farm and whether it can be reviewed before the Long-Term Plan, K Neems.

Action 493: Discuss with the Amenities Manager a location and space available for tree planting for the 150 year Anniversary for settlement at Waihinga, Cr Colenso.

MCB RESOLVED (MCB 2020/34):

1. To receive the Action Items Report.

(Moved Ellims/Seconded Cr Maynard)

Carried

2. To agree to fund one tree for the 150 year Anniversary for settlement at Waihinga from the Martinborough Community Board beautification fund.

(Moved Ellims/Seconded Fenwick)

Carried

8.3 Income and Expenditure Report

Members discussed FlagTrax messaging and tenancy of Pain Farm.

MCB NOTED:

1. Action 494: Confirm if Martinborough Basketball and Kuranui College intend to take up the grants approved or whether the funds can be released back to the grant fund, K Neems.
2. Action 495: Confirm if the commitments for the Waihinga Centre and water fountain need to be retained or whether these can be released back to the beautification fund, K Neems.
3. Action 496: Provide a breakdown or clarification of what the overhead allocation amount in the Pain Farm Statement of Financial Performance includes, K Neems.

MCB RESOLVED (MCB 2020/35):

1. To receive the Income and Expenditure Statement for the period 1 July 2020 – 31 August 2020.
2. To receive the Pain Farm Statement of Financial Performance for the period 1 July 2019 – 30 June 2020.

(Moved Cr Maynard/Seconded Ellims)

Carried

9. NOTICES OF MOTION

There were no notices of motion.

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10. CHAIRPERSONS REPORT

10.1 Chairperson Report

Ms Maynard spoke to matters as outlined in the Chairperson Report and members discussed potential relocation options for the Martinborough Community Garden, type of signage for the town entrance and community engagement opportunities. Members agreed to have drop-in sessions on the first Saturday of every month.

Ms Maynard updated members that she was continuing to work with mana whenua on the town sign entrance before progressing this further.

Mr O'Leary provided updates on the work and testing at the Manganese Extraction Plant, progress on investigating the Martinborough wastewater overflow incident and changes made as part of the development programme, plans to survey fittings on water meters, and the 'rubbish in-rubbish out' and monitoring approach being used at coastal campsites.

MCB NOTED:

1. Action 497: To continuing working with mana whenua on a Martinborough town sign entrance, M Maynard.
2. Action 498: Take measurements of the land available for a colonial seat next to the Oxford Street side of the museum looking towards the Martinborough Square, M Honey.

MCB RESOLVED (MCB 2020/36):

1. To receive the Chairperson Report.
(Moved Cr Maynard/Seconded Cr Colenso) Carried
2. Request Council officers look for viable relocation options for a permanent home for the Martinborough Community Garden and come back to the Martinborough Community Board and advise by our next meeting.
(Moved Cr Maynard/Seconded Fenwick) Carried
3. Request an update from officers on the Pain Farm tenancy and any future repairs planned.
(Moved Ellims/Seconded Fenwick) Carried
4. Request an update from officers with information on the Waihinga Trust and the Martinborough Community Board Chair's role in the selection of the Trustee/s.
(Moved Ellims/Seconded Fenwick) Carried

11. MEMBER REPORTS

There were no member reports.

12. CORRESPONDENCE

There was no correspondence.

DISCLAIMER

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The meeting closed at 8.51pm.

Confirmed as a true and correct record

.....Chairperson

.....Date

DISCLAIMER

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MARTINBOROUGH COMMUNITY BOARD

5 NOVEMBER 2020

AGENDA ITEM 8.1

YOUTH REPRESENTATIVE APPOINTMENT

Purpose of Report

To seek Community Board approval to appoint a youth representative to the Board.

Recommendations

Officers recommend that the Community Board:

1. *Receive the Youth Representative Appointment Report.*
2. *Appoint Alex Mason as a youth representative, in an advocacy role with non-voting rights to the Martinborough Community Board, until the end of the 2019-2022 triennium.*
3. *Agree an honorarium payment of \$50 per ordinary meeting attended be paid to the youth representative from the Martinborough Community Board operating budget.*

1. Background

The Community Board Terms of Reference approved by Council on 3 June 2020 provides for one youth representative to be appointed by the Community Board in an advocacy role with non-voting rights (DC2020/56).

Youth representation provides an advocacy voice for young people and to better understand the views of youth the Martinborough Community Board appointed Maisie Arnold-Barron as a representative last triennium. The Board is now seeking to appoint a new representative.

2. Discussion

2.1 Appointment to Community Board

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

It is recommended that the Board seeks youth that have strong connections to the community they are representing, and ideally the representative should reside in that town.

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

The Electoral Act 2001 and LGA 2002 does not allow voting appointments to be made to community boards unless a person has been elected and/or appointed by Council. The youth role is therefore an advocacy role with no voting rights.

2.2 Duties of Youth Representative

It is the Board's responsibility to direct and mentor the youth representative. The Board should provide clear direction on what they expect from the appointment, any special projects they would like them to be involved with, and what engagement with their peers is expected.

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

3. Legislation

3.1 Local Government Act 2002

The Local Government Act 2002 Section 50 states:

50 Membership of community boards

The membership of a community board consists of-

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

3.2 Local Electoral Act 2001

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

19F Membership of community boards

- (3) The persons who are appointed under subsection (1)(c) as members of the community board must-*
 - (a) be members of, and must be appointed by, the territorial authority for the district in respect of which the community is constituted; and*
 - (b) if the territorial authority is divided into wards, also be members of the territorial authority representing a ward in which the community is situated.*

4. Financial Considerations

An honorarium payment of \$50 per ordinary meeting attended is to be paid to the youth representative from the Board's discretionary budget.

5. Conclusion

Interest has been expressed from Martinborough Community Board to appoint a youth representative as provided for in the Community Board Terms of Reference. It is recommended that this appointment now be formalised.

Contact Officer: Steph Dorne, Committee Advisor

Reviewed By: Karen Yates, Policy and Governance Manager

MARTINBOROUGH COMMUNITY BOARD

5 NOVEMBER 2020

AGENDA ITEM 8.2

OFFICERS' REPORT

Purpose of Report

To report to the Community Board on general activities.

Recommendations

Officers recommend that the Community Board:

1. *Receive the Officers' Report.*

PLANNING AND ENVIRONMENT GROUP REPORT

This report was prepared for the Planning and Regulatory Committee but not presented as their meeting on 23 September 2020 was cancelled.

1. Resource Management

1.1 Planning Summary

1.1.1. Planning

The Planning team in a year receives around 200 resource consent applications. In normal periods, we usually have about 13 - 20 resource consents to assess. Currently there are 12 resource consent applications active for land use and subdivision decision making. There are currently 10 applications for certificates, (incl 223, 224 certificates). Consent work sits beside a mix of district plan enquiry work, land use compliance, and growing policy work. Our robust and timely decision making has continued.

1.1.2. South Wairarapa Spatial Plan

The South Wairarapa Spatial Plan is our districts strategic document looking out to 2050. The workshop on Spatial Planning held on 23 July provided more awareness on what spatial planning constitutes and considered options for approach and alignment of the Spatial Plan and the LTP. Further workshops continue to explore the linkages between district vision, district strategic drivers and catalyst projects across 30 year, 10 year horizons. A workshop considering district growth aspects will be held on 16 September. Work continues to shape the Spatial Plan/LTP diagram componentry and to refine future engagement meeting timings.

1.1.3. Martinborough Southeast Growth Area (MSGA)

An assessment report on stormwater issues by Wellington Water was completed after February. As a result of discussion at Council including work for the South Wairarapa Spatial Plan, and due to awareness of extent and costs of stormwater constraints and required mitigation in the area, the Martinborough Southeast Growth Area is now on hold, including the phase two stormwater modelling work.

1.1.4. District Plan Review

WCDP became operative in 2011, required to be reviewed after 10 years. A District Plan review can take around 2 years. Consultancy Boffa Miskell were confirmed as the preferred provider to support the review, as has membership of the hearings committee for the review. The work group meeting was held on 8 September, considered the extent of the WCDP review plus the proposed RMA reforms for planning. RMA reform recommendations of the Randerson report, proposes replacement of the RMA by a new regional level spatial plan Act and new natural resources Act. The plan review will continue but be at a level to focus on key plan topics that need necessary review.

1.1.5. Dark Sky

Council supported the need for a Council initiated plan change to review district plan outdoor lighting rules to support a dark sky reserve. Plan change is based on Mackenzie DC approach. The change to lighting on highways, discussion with NZTA. Memorandum of Understanding (MOU) on proposed Dark Sky Reserve compiled, committed to by 3 Council's. The draft Wairarapa International Dark Sky -Outdoor Artificial Lighting Plan Change has been compiled, approved by Council for notification. Public notification of this plan change is in early October.

1.1.6. Review of Notable Trees Register

Hearing was held in Greytown on 21 November. The Commissioner's decision on plan change to update register was reported to Council early February 2020. The independent commissioner's decision was adopted, we are currently dealing with an appeal on the listing of one Oak tree.

1.1.7. Featherston Tiny Homes/Brookside RC

The application has involved multiple meetings. The applicant has been requested to provide further information on urban design and traffic assessment. Number of units proposed has lowered from 120 to approx. 100 dwellings. Required further information on urban design aspects, due to site intensity, was requested, info. was supplied, the application was to be publicly notified. However, the applicant has advised Council to hold the application at this point.

1.1.8. Orchard Road Subdivision

A resource consent was granted to resolve an outstanding abatement notice. The applicant appealed this decision and Council is in the process of resolving this issue through mediation.

1.1.9. Proposed Combined Council Dog Pound SWDC/CDC

The proposal for a combined dog pound facility for SWDC and CDC was again suggested during 2019. An initial report to identify location options was compiled, with the preferred location identified as Carterton’s existing site. Independent report on facility needs and costings initially prepared by Beca’s Mike Todd, but report not completed, Beca ceased property service work. Recent costings report by Armstrong Dixon Ltd in April for reporting to July Committee mtg. The Committee sought detailed component costings, comparative costs info is being compiled. The Committee on August 12 strongly indicated pursuance of a combined pound facility with CDC and officers to clearly detail the costings framework of this option. However, the matter has been parked awaiting a direction from the Shared Services group. CDC have recently indicated a hesistancy for a combined pound option.

Resource Management Act - District Plan

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

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

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% | 100% | Total 29/29 |
| | | 100% | 16/16 Land Use applications were completed within statutory timeframes. NCS |
| | | 100% | 12/12 Subdivision applications were completed within statutory timeframes. NCS |
| | | 100% | 1/1 permitted boundary activity applications were completed within statutory timeframes. NCS |
| s.223 certificates issued within 10 working days | 100% | 100% | 14/14 s223 certificates were certified within statutory timeframes. NCS. Impacted by the departure of the Planning Manager and team transition from June to August 2019 |

| RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS | TARGET | YTD RESULT | COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET |
|--|--------|---------------|--|
| s.224 certificates issued within 15 working days of receiving all required information (note no statutory requirement) | 95% | 100% | 9 out of 9 s224 certificates were certified. NCS. |

Reserves Act – Management Plans

SERVICE LEVEL – Council has a reserve management plan programme.

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

| Six Months Trend from 1 st March 2020 to 31st August 2020 | | |
|---|--|--|
| Item | No of applications completed within the time frame over the total number of applications | % of applications processed within time frames |
| Land use consents | 44/44 within 20 working days | 100% |
| Subdivision Consents | 40/40 in 20 working days | 100% |
| 223 Certificates | 33/33 in 10 working days | 100% |
| 224 Certificates | 22/22 in 15 working days | 100% |

2. Building Services

The procedures audit by IANZ identified a small number of procedure improvements which were updated and quickly resolved, and resulted in recent re-accreditation of our BCA, together with positive praise by the auditors. The level of new building consent applications has remained consistent, there has been timely processing together with the provision of ongoing site inspections services. Over the last financial year our team processed 584 applications which included exemptions. There are usually around 60 active building consent applications live.

Local Government Act – LIM's

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

| RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS | TARGET | YTD RESULT | COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET |
|---|--------|---------------|--|
| LIMs contain all relevant accurate information (no proven complaints) | 100% | 100% | G:\LIMs\LIMS PROCESSED 2019-2020 |
| Standard LIMs are processed within 10 days | 100% | 100% | 49/49 standard LIMs were completed G:\LIMs\LIMS PROCESSED 2019-2020 |

| | YTD 1 ST JULY 2020 TO 31 ST AUGUST 2020 | PREVIOUS YTD 1 ST JULY 2019 TO 31 ST AUG201 9 | PERIOD 1 ST JULY2020 TO 31 ST AUG 2020 | PREVIOUS PERIOD 1 ST JULY2019 TO 31 ST AUG 2019 |
|--|---|--|--|---|
| Standard LIMs (Processed within 10 working days) | 49 | 26 | 49 | 26 |
| Urgent LIMs (Processed within 5 working) | 16 | 10 | 16 | 10 |
| Totals | 65 | 36 | 65 | 36 |

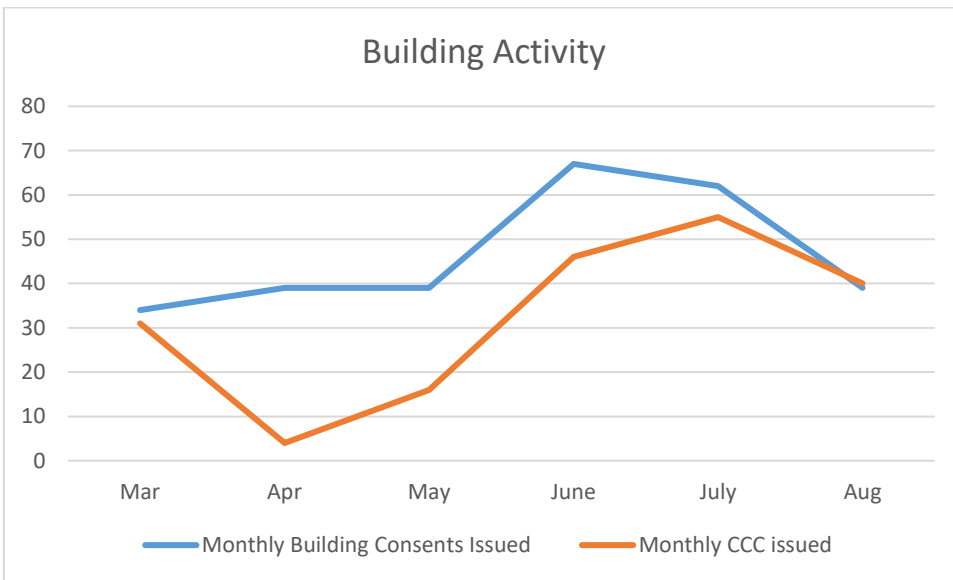
Building Act - Consents and Enforcement

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% | 96.84% | NCS – 92 of 95 CCC's were issued within 20WD YTD – Human/technical error, process put in place to prevent this from happening in the future. |
| Building consent applications are processed within 20 working days | 100% | 100% | NCS – 101 consents were issued within 20WD YTD |
| Council maintains its processes so that it meets BCA accreditation every 2 years | Yes | Yes | Next accreditation review due January 2022. Council was re-accredited in January 2020 |
| BCA inspects new building works to ensure compliance with the BC issued for the work, Council audits BWOFF's and Swimming Pools | Yes | Yes | Building Consents Council inspects all new work to ensure compliance (July and August 2020 – 767 inspections) BWOFF's – Total 169 – average of 3 audits per month required, 0 audits carried out July & August Swimming Pools – Total 279 – average of 7 audits per month required. 19 audits carried out in July & August |

| PUBLIC PROTECTION KEY PERFORMANCE INDICATORS | TARGET | YTD RESULT | COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET |
|---|--------|---------------|---|
| Earthquake prone buildings reports received | 100% | N/A | Of the remaining buildings: 25 - Identified as EPB 9 - Require engineer assessment from owners 2 - Requested extension to provide engineers report |

| | Mar 20 | April 20 | May 20 | June 20 | July 20 | Aug 20 |
|----------------------------------|--------|----------|--------|---------|---------|--------|
| Monthly Building Consents issued | 34 | 39 | 39 | 67 | 62 | 39 |
| Monthly CCC issued | 31 | 4 | 16 | 46 | 55 | 40 |



Building Consents Processed

| TYPE – JULY-AUGUST 2020 | NUMBER | VALUE |
|--|------------|------------------------|
| Commercial (shops, restaurants, rest home – convalescence, restaurant /bar / cafeteria / tavern, motel, commercial building demolition - other commercial buildings) | 11 | \$3,535,200.00 |
| Industrial (covered farm yards, building demolition, warehouse and/or storage, factory, processing plant, bottling plant, winery) | 1 | \$50,000.00 |
| Residential (new dwellings, extensions and alterations, demolition of building, swimming and spa pools, sleep-outs, garages, relocations, heaters, solid fuel heaters). | 89 | \$7,740,719.00 |
| Other (public facilities - schools, toilets, halls, swimming pools) | 0 | \$0.00 |
| Totals | 101 | \$11,425,919.00 |

3. Environmental Health and Public Protection

The team continues to provide helpful advice, support and decision making in the areas of food safety, alcohol, bylaws and dog control matters. It was pleasing to see the high level of interest, uptake and positive feedbacks from the earlier food training, provided through Council on Food Safety Plans. Covid 19 level 2 continues to give challenges, but we are ahead of the premises verifications benchmark. MPI requirements will see us move to remote verifications, which will draw more heavily on process timing.

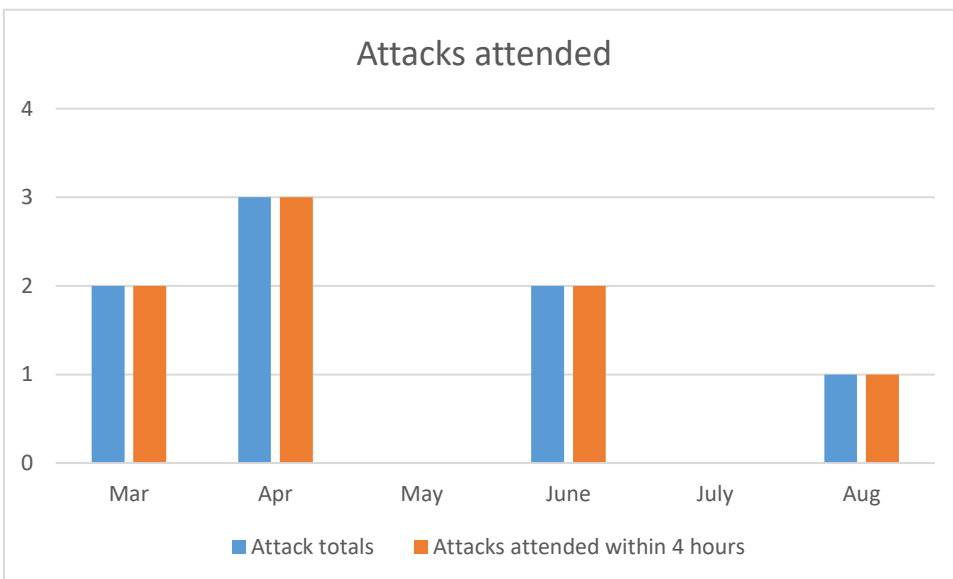
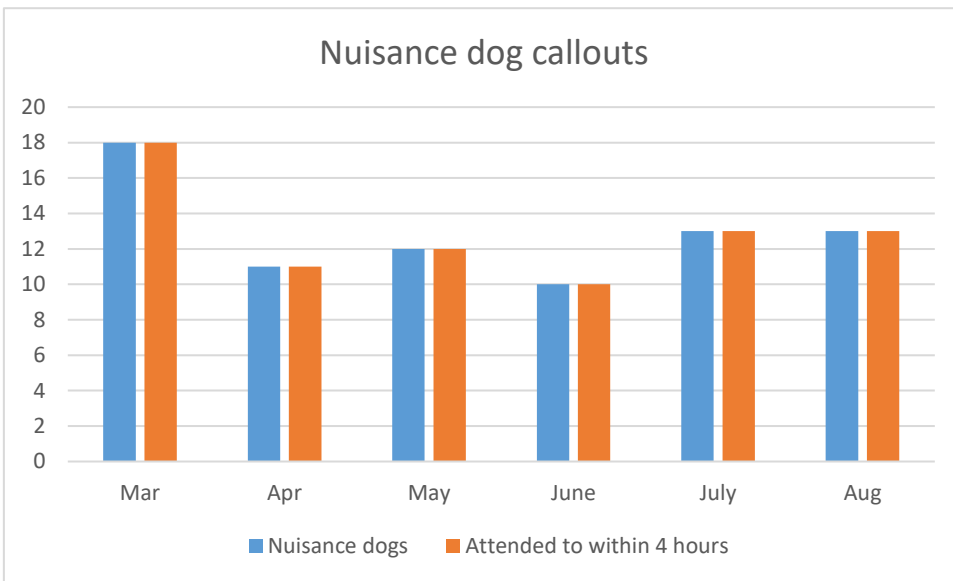
Dog Control Act – Registration and Enforcement

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

| PUBLIC PROTECTION KEY PERFORMANCE INDICATORS | TARGET | YTD RESULT | COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET |
|--|----------|---------------|---|
| Undertake public education, school and community visits to promote safe behaviour around dogs and/or responsible dog ownership | 3 visits | 0 | No visits at this stage. Education is planned for at risk groups |
| Complaints about roaming and nuisance dogs are responded to within 4 hours | 100% | 100% | K:\resource\Bylaw Officers\Registers\AC Service Requests.xls 28/28 |
| Complaints about dog attacks on persons, animals or stock are responded to within 1 hour | 100% | 100% | 1/1 |

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

| | Mar 20 | Apr20 | May 20 | June 20 | July20 | Aug 20 |
|--|--------|-------|--------|---------|--------|--------|
| Nuisance dogs | 18 | 11 | 12 | 11 | 13 | 13 |
| Attended to within 4 hours | 18 | 11 | 12 | 10 | 13 | 13 |
| Attack totals | 2 | 3 | 0 | 2 | 0 | 1 |
| Attacks attended within 4 hours | 2 | 3 | 0 | 2 | 0 | 1 |



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 3/3 |
| 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 2/2 |

| INCIDENTS REPORTED | TOTAL FOR PERIOD 1 JULY 2020 TO 31 AUG 2020 |
|--------------------|--|
| Stock | 3 |

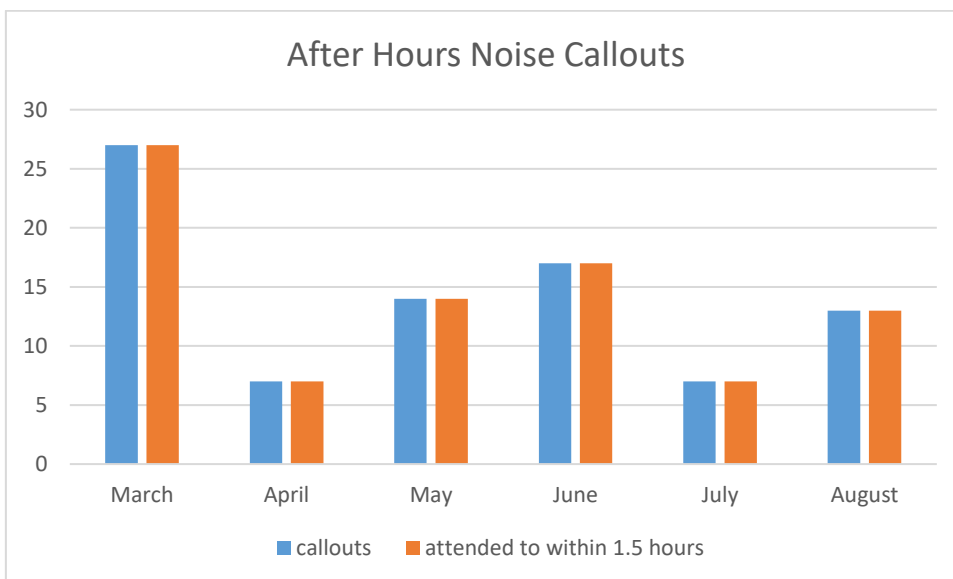
Resource Management Act – afterhours Noise Control

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

| PUBLIC PROTECTION KEY PERFORMANCE INDICATORS | TARGET 20/21 | YTD RESULT | COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET |
|---|-----------------|---------------|--|
| % of calls received by Council that have been responded to within 1.5 hours | 100% | 100% | K:\resource\Health\Resource Management\Noise Control Complaints 20/20 attended within timeframe 20 callouts July and August 20 20/20 attended to within 1.5 hours |

| AFTER HOURS NOISE CONTROL COMPLAINTS RECEIVED | YTD 1 JULY 2020 TO 31 AUG 2020 | PREVIOUS YTD 1 JULY 2019 TO 31 AUG 2019 | PERIOD 1 JULY 2020 TO 31 AUG 2020 | PREVIOUS PERIOD 1 JULY 2019 TO 31 AUG 2019 |
|---|---|---|---|--|
| Total | 20 | 13 | 20 | 13 |

| | Mar 20 | Apr 20 | May 20 | June 20 | July 20 | Aug 20 |
|-------------------------------------|--------|--------|--------|---------|---------|--------|
| Calls | 27 | 7 | 14 | 17 | 7 | 13 |
| Attended to within 1.5 hours | 100% | 100% | 100% | 100% | 100% | 100% |



Sale and Supply of Alcohol Act - Licensing

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

| | TARGET 19/20 | YTD RESULT | COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET |
|--|-----------------|---------------|---|
| Premises are inspected as part of licence renewals or applications for new licences. | 100% | 21.7% YTD | MAGIQ data. All premises inspected at new or renewal application stage (10/46*). 10/46 Number of inspections completed or licences coming up for renewal within the YTD period. Total number of licences is subject to change month by month as new businesses open and existing premises close. |
| Premises that are high risk are inspected annually, while low or medium risk premises are audited no less than once every three years. | 100% | 21.9% YTD | MAGIQ data. There are no high risk premises in the district. Low and medium risk premises are inspected every 3 years as part of the renewal process. There are currently 32 low and medium licenses due for renewal or new inspections in this financial year. As at 31 Aug 20, 7 inspections have been done YTD for low and medium premises. |

| | TARGET 19/20 | YTD RESULT | COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET |
|--|-----------------|---------------|---|
| | | | 127 licences in total. Total number of licenses is subject to change month by month as new businesses open and existing premises close. Total number of inspections done year to date 7/32 |
| Compliance activities are undertaken generally in accord with the Combined Licencing Enforcement Agencies agreement. | 100% | 0% | 0 Controlled purchase Operation has been undertaken this YTD. Usual practice is for the SWDC alcohol licensing inspector is to undertake identified compliance inspections at licensed premises. This is to encourage open communication with our licensees and provide support and education to help our licenced premises comply with their requirements under the Act. Covid 19 and Government lockdown put a stop to this activity in this form and the Alcohol Licensing Inspector undertook compliance through an advisory role remotely under lockdown and as business moved down levels 3, 2 and 1 |

| ALCOHOL LICENCE APPLICATIONS PROCESSED | YTD 1 JULY 2020 TO 31 AUGUST 2020 | PREVIOUS YTD 1 JULY 2019 TO 31 AUG 2019 | PERIOD 1 JULY 2020 TO 31 ST AUG 2020 | PREVIOUS PERIOD 1 JULY 2019 TO 31 ST AUG 2019 |
|--|---|---|---|--|
| On Licence | 5 | 7 | 5 | 7 |
| Off Licence | 7 | 10 | 7 | 10 |
| Club Licence | 1 | 4 | 1 | 4 |
| Manager's Certificate | 21 | 16 | 21 | 16 |
| Special Licence | 1 | 8 | 1 | 8 |
| Temporary Authority | 1 | - | 1 | - |
| Total | 36 | 45 | 36 | 45 |

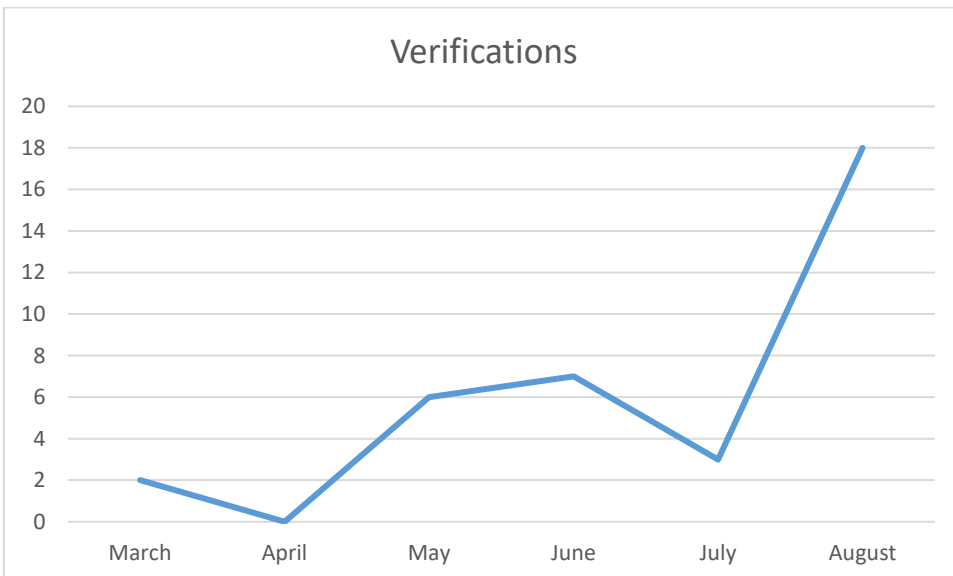
Health Act - Safe Food

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

| PUBLIC PROTECTION KEY PERFORMANCE INDICATORS | TARGET 19/20 | YTD RESULT | COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET |
|---|-----------------|---------------|--|
| Premises have appropriate FMP in place and meet the risk based standards set out in the Plan. | 100% | 100% | FHR – 0 FCP (Food Act) – 93 NP – 59 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. |

| PUBLIC PROTECTION KEY PERFORMANCE INDICATORS | TARGET 19/20 | YTD RESULT | COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET |
|--|-----------------|---------------|---|
| Premises are inspected in accord with regulatory requirements. | 100% | 22.6% | FCP verifications – 21/93 *Total number of premises is subject to change month by month as new businesses open and existing premises close. Covid-19 continues to have an impact on the ability of the EHO to undertake verifications. The EHO role also includes Hairdressers, Beauty businesses, Camping, Noise, Nuisance (odour/smoke/rats) 21 verifications were undertaken in July and August 2020 We were able to finalise (close out) 13 premises in July and August 2020 0 outstanding corrective action food business follow ups In addition our EHO was the SWDC first point of contact for all the food businesses and queries to ensure compliance with Government regulations under the various Covid 19 levels. In July and August EHO attended: 0 day time noise complaints 0 Hazardous substances complaints 6 smoke complaints 0 rat nuisance complaint 1 Odour nuisance complaint 1 complaint discharge of storm water to stream 4 Camp ground inspections 2 Health & Beauty Inspections 3 Hairdresser Inspections 2 Offensive Trade Inspections |

| | Mar 20 | April 20 | May 20 | June 20 | July 20 | Aug 20 |
|---------------|--------|----------|--------|---------|---------|--------|
| Verifications | 2 | 0 | 6 | 7 | 3 | 18 |



Bylaws

Between 1 July 2020 and 31 Aug 2020 there were:

Trees & Hedges

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

Litter

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

Abandoned vehicles

- There were 6 abandoned vehicles located in the SWDC area, of which 5 were removed by their owners and the remaining 1 vehicle was removed by councils' contractor.

Contact Officer: Godwell Mahowa, Acting Group Manager – Planning & Environment

PARTNERSHIPS AND OPERATIONS REPORT

This report was presented to the Assets and Services Committee on 23 September 2020.

4. Group Manager Commentary

This report takes a slightly different format to previous reports. Operational updates are provided in the main body of the Committee report and discreet projects or programmes of work are updated in a new dashboard style report at Appendix 1. It is intended to provide the committee oversight and clear indication of progress and any emerging risks to the delivery of Annual Plan activities or key projects.

As well as supporting the development of the Council Long Term Plan, the Partnerships and Operations team have progressed a range of activities to provide services to SWDC ratepayers. Water continues to be a priority focus area for Council and continuing to engage in the water reform programme driven by DIA. Some key pipe upgrade projects continue to be under cost pressure and work continues with Wellington Water to resolve these issues.

In Roading, preparation for the main works season has progressed well. Waka Kotahi NZTA have updated Council on the adjustments to the Funding Assistance Rates (FAR) for the 2021-24 National Land Transport Programme. This sees the NZTA contribution drop by 1% for SWDC and further detail is provided in this report and will also be presented to the SWDC Finance, Audit and Risk Committee.

The amenities team continue to upgrade and renew facilities across the District. Of particular note is the progress made on Pain Farm, at which a public open day was recently held to promote interest in the estate.

5. Water

Operational performance reporting from Wellington Water is provided on a quarterly basis and will be provided to the next Assets and Services committee meeting.

In addition to the project dashboard at Appendix 1, particular points note to in the Water update are:

- As part of the review of how Wellington Water provide services to SWDC, additional resourcing has been applied and network operations split from treatment (water and wastewater) to improve management oversight and control.
- One of the sewer mains in Featherston (near corner Fitzherbert Street and Daniell St, close to the train tracks) has become blocked and work has been undertaken through multiple nights to rectify the issue. There has been no loss of service to residents or environmental impact due to the use of sucker trucks while the issue is resolved. Wellington Water undertook significant local resident and business engagement prior to the nightworks and we are grateful for ratepayer understanding during this time. The works uncovered unknown lateral connections and a damaged stormwater pipe in the area that was fixed too.
- Reports into the Lake Ferry and possible Martinborough wastewater overflows are currently being finalised by Wellington Water. These reports will be provided to Councillors when received.
- The finalisation of the Delivery Plan for Water Reform stimulus package is also in progress with Wellington Water and will be submitted to DIA, along with the final Funding Agreement, by the end of September.

6. Land Transport

6.1 Waka Kotahi NZTA Funding Assistance Rates (FAR) for SWDC

Waka Kotahi NZ Transport Agency Board has set the Funding Assistance Rates (FAR) for the 2021-24 National Land Transport Programme.

In setting the FAR now, the Board are providing Councils with certainty about funding arrangements so we can complete the planning and budgeting required for Council's Regional Land Transport Plans (RLTPs), and your Long Term Plan.

The SWDC rate for the 2021-24 National Land Transport Programme is 51%. This is a 1% reduction from the 2018-21 National Land Transport Programme and equates to an

approximately \$40k pa reduction in funding for SWDC. This reduction will take effect in the 2022-23 Financial Year.

The transition for the Special Purpose Rd (Cape Palliser Road) has yet to be agreed through the 2021-2024 NLTP. As at 1 July 2024 the FAR Rate will be 51% a reduction from 2018-21 NLTP of 100%. The impact of this on Council is currently being quantified and projected.

6.2 Roading Maintenance - Ruamahanga Roads

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

An outline of key works completed during August 2020 is provided below:

- 275.1 km of roads were inspected and identified faults recorded in RAMM for future scheduling.
- 16 bridges were inspected and found to be in an acceptable condition.
- 99 rural culverts were inspected
- 53.85 km of unsealed roads were graded
- 1107.85m³ of maintenance metal was applied to the unsealed roads
- 38 sealed road potholes were identified and filled.
- 51.8 km of mechanical street sweeping was completed
- 14 sign posts were replaced due to vandalism
- Pre-seal repairs have continued
- Maintenance works continued on the footpaths within the 3 towns.
- Esther Street new footpath is nearing completion
- Works completed on Johnsons Hill along Cape Palliser Road.

6.3 Additional activities of note

- The Joint Carterton/South Wairarapa Roading Asset Management Plan is currently being developed and funding proposals for considerations in the LTP process are underway.
- WSP are continuing to develop the geotechnical report for Cape Palliser Road, from DoC station to the end of the Whatarangi Cliffs. This project is approximately 85% complete.
- Engagement with NZTA on Safe Network programme, Road to Zero and Urban safety for vulnerable users. This had a particular focus on Featherston and Greytown, with a final plan under development, and the forthcoming speed review.
- Traffic Count programme is being developed for the next 24 months.
- A site walk over has been done with Fulton Hogan's Corporate Sealing Manager to assess last years reseal performance and to take learnings going into this season.

- Site Testing has commenced on Western Lake Road Sealed rehabilitation section to enable a design report to be produced.
- The draft 2021/2022 reseal list has been provided the Fulton Hogan to commence pre-seal inspections.

6.4 Eco-Reef trial - Resource Consent update

The Resource Consent application for the trial of the Eco-Reef solution to coastal erosion has progressed.

The Hurupi site has been removed from the trial as GWRC had concerns around effects on the landscape in this area. To proceed with this site would have required SWDC to engage and pay for landscape experts to address GWRC's concerns.

It is considered that the Whatarangi and Turners Bay sites provide enough opportunity for a comprehensive trial and remain part of the proposal.

Further information requested from GWRC on the structural integrity and method of construction has been provided.

The only other outstanding matter is obtaining written approval from the Whatarangi bach owners at the southern end of the settlement and these are being followed up.

7. Amenities

7.1 Housing for Seniors

There are eight people on the waiting list for Housing for Senior units. Some of these applicants have their names on the Martinborough, Greytown and Featherston waiting lists and are happy to relocate if one becomes available.

All Senior Housing units are now fully tenanted.

7.2 Pain Farm

Work continues at Pain Farm and the following items on the Main House have been completed:

- Internal painting completion
- All Sash windows have been repaired and have new hardware
- New lights in the bathroom
- Two Heat pumps installed
- Overhead extractor fan
- Newly made and installed blinds in kitchen, laundry and bathroom
- Grounds maintenance completed

The following work on the Cottage has been completed:

- Rewired to ensure compliance
- Heat-pump installed

- Overhead extractor fan

7.3 SWDC Playgrounds:

Work through winter in playgrounds has included:

- Featherston playground is having a new child swing installed
- Two new seesaws to be installed in Martinborough and Featherston, which we are awaiting delivery
- Featherston refresh is still in progress and user group being formed

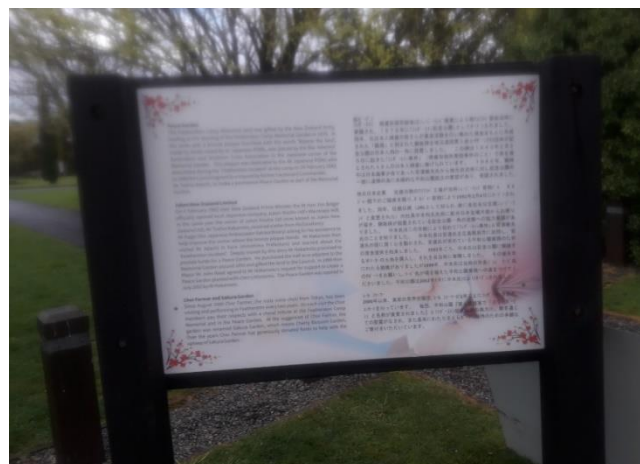
7.4 Parks and Reserves:

The following are key updates relating to SWDC Parks and Reserves:

- Collier Reserve is having a new seat installed:



- The translation on the Sakura sign at the Peace Gardens has also recently been updated:



- Replaced lime around Martinborough Children’s water feature to save on long term maintenance issues.
- Awaiting Martinborough basketball court mark out.
- Investigating options for installing a new water fountain in Martinborough Square. SWDC won a drinking fountain in a competition run by Refill NZ.
- A security gate Otairua Reserve has also been installed:



7.5 Cemeteries:

Purchases of burial plots/niches 1 July to 15 September 2020:

| | Greytown | Featherston | Martinborough |
|----------------------|----------|-------------|---------------|
| Niche | 2 | 8 | |
| In-ground ashes Beam | | 2 | |
| Burial plot | 1 | | 2 |
| Services area | 1 | | |
| Total | 4 | 10 | 2 |

Ashes internments/burials 1 July to 15 September 2020:

| | Greytown | Featherston | Martinborough |
|-----------------|----------|-------------|---------------|
| Burial | 3 | | 1 |
| Ashes in-ground | 2 | 1 | 1 |
| Ashes wall | | | |
| Services Area | 1 | | |
| Disinterment | | | |
| Total | 6 | 1 | 2 |

Work over the winter in the cemeteries has focused on grounds maintenance. The natural burial cemetery in Featherston has also undergone significant grounds maintenance.

7.6 Swimming Pools:

The Viewing stand at the Greytown pool is currently being rebuilt:



7.7 Further work:

A conservation plan for Carkeek observatory is also being developed.

8. Refuse

Working on the Solid Waste and Minimisation bylaw and controls to put out to consultation with the aim to have closed by Xmas in conjunction with Carterton and Masterton. Contract continues to operate successfully.

9. Wairarapa Library Service

9.1 Statistics and activity

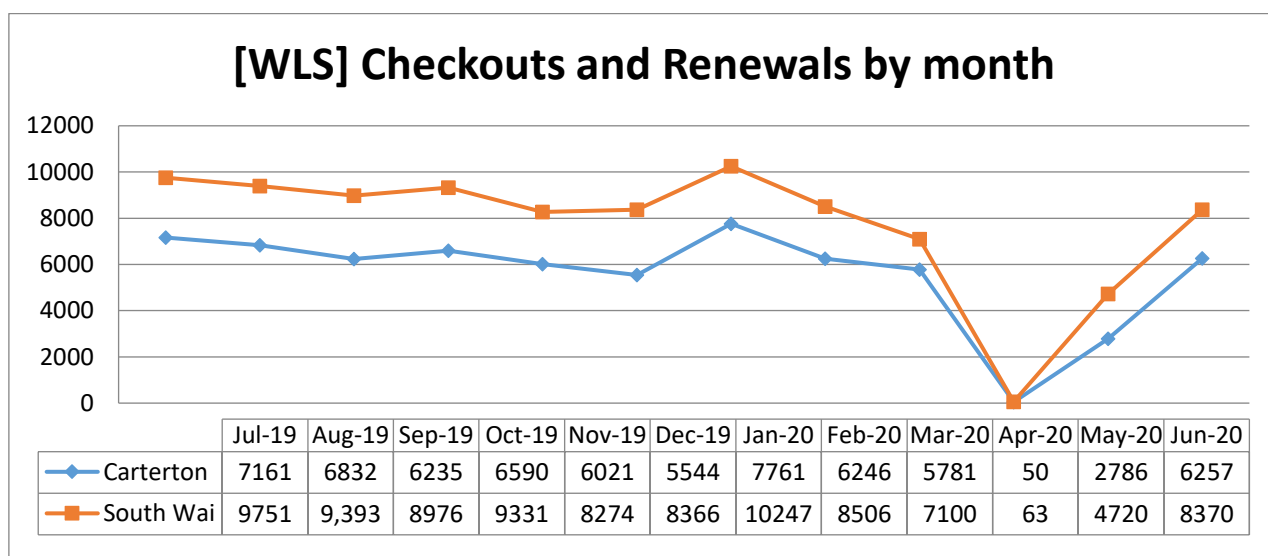
The statistics in this report cover the months of 1 July 2019 – 31 June 2020 inclusive. The data is reported by territorial local authority, in line with funding of the Wairarapa Library Service. WLS operates four branches across the two jurisdictions.

9.2 Checkouts and Renewals (Monographs, Serials, Audio-visual)

WLS averaged 13,363 issues and renewals per month for the financial year of 1 July 2019- 30 Jun 2020 inclusive. The impact of COVID-19 and library closures was illustrated in the months April and May 2020.

Collection use reflects many elements in a library, for example, audience (customers and potential customers), collection buying and lending policies, budget, marketing, global trends in format and publishing, staff knowledge of the collection, and online catalogue information.

| | JUL 19 | AUG 19 | SEP 19 | OCT 19 | NOV 19 | DEC 19 | JAN 20 | FEB 20 | MAR 20 | APR 20 | MAY 20 | JUN 20 | TOTALS |
|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|------------|-------------|--------------|---------------|
| CRTN | 7161 | 6832 | 6235 | 6590 | 6021 | 5544 | 7761 | 6246 | 5781 | 50 | 2786 | 6257 | 67264 |
| SWDC | 9751 | 9393 | 8976 | 9331 | 8274 | 8366 | 10247 | 8506 | 7100 | 63 | 4720 | 8370 | 93097 |
| TOTAL | 16912 | 16225 | 15211 | 15921 | 14295 | 13910 | 18008 | 14752 | 12881 | 113 | 7506 | 14627 | 160361 |



9.3 Audiobooks and e-Books

Issue data on audio books and e-Books is delivered at an aggregated level only. The data is available for 1 August 2019-30 Jun 2020. Audio book issues have averaged 542 per month. E-Book issues averaged 510 per month.

While growing, digital issues are significantly lower than analogue (i.e., books etc.). While the growth reflects the worldwide trend toward increased usage of online resources, it does indicate a significant opportunity to market the WSL digital collections. Reiterating this is the low rate of issues during the library closures of COVID-19 lockdowns, which would arguably have been prime times for audio and e-book usage.

Although digital, audiobooks and e-books are collection items. As such, the same elements outlined in the checkouts and renewals section (above), apply.

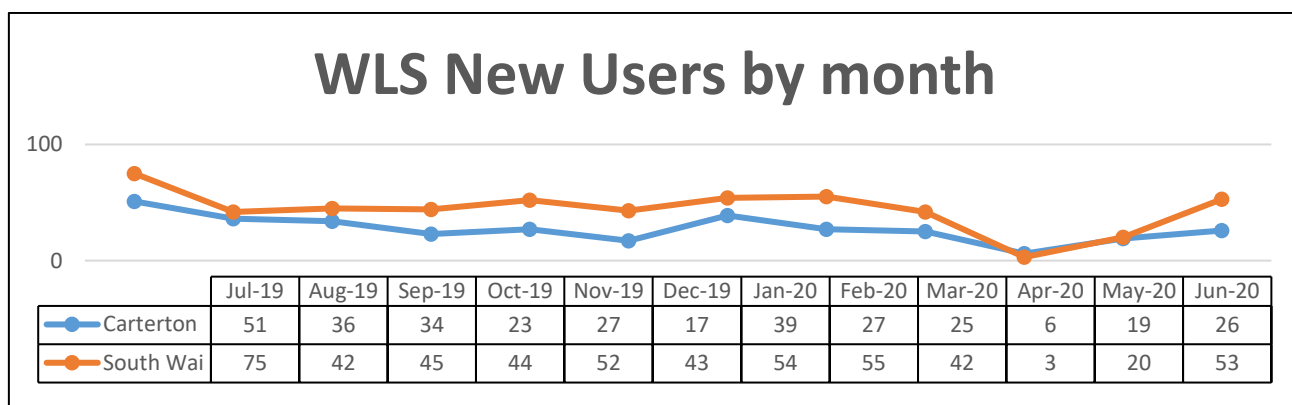
| | AUG 19 | SEP 19 | OCT 19 | NOV 19 | DEC 19 | JAN 20 | FEB 20 | MAR 20 | APR 20 | MAY 20 | JUN 20 | TOTAL S |
|--------------|------------|------------|------------|------------|------------|------------|------------|-------------|-------------|-------------|-------------|--------------|
| Audio | 276 | 261 | 296 | 306 | 281 | 319 | 320 | 694 | 1118 | 1202 | 887 | 5960 |
| e-Books | 503 | 500 | 554 | 533 | 618 | 636 | 588 | 323 | 410 | 459 | 488 | 5612 |
| TOTAL | 779 | 761 | 850 | 839 | 899 | 955 | 908 | 1023 | 1528 | 1661 | 1346 | 11572 |

9.4 New users July 2019 – June 2020

WLS has averaged 72 new customers each month in the 2019/20 financial year. The impact of COVID-19 was noticeable in April and May 2020.

WLS is planning to do work on identifying people and groups across the WLS area, who are not currently customers. This will then become the base for an engagement strategy. Doing so, complements future Community Development efforts, aides in the delivery of the Positive Ageing Strategy and furthers both Councils goals in delivery wellbeing indicators.

| | JUL 19 | AUG 19 | SEP 19 | OCT 19 | NOV 19 | DEC 19 | JAN 20 | FEB 20 | MAR 20 | APR 20 | MAY 20 | JUN 20 | TOTAL |
|--------------|------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|----------|-----------|-----------|------------|
| CRTN | 51 | 36 | 34 | 23 | 27 | 17 | 39 | 27 | 25 | 6 | 19 | 26 | 330 |
| SWDC | 75 | 42 | 45 | 44 | 52 | 43 | 54 | 55 | 42 | 3 | 20 | 53 | 528 |
| TOTAL | 126 | 78 | 79 | 67 | 79 | 60 | 93 | 82 | 67 | 9 | 39 | 79 | 858 |



9.5 Programmes

SWDC Libraries delivered a range of literacy programmes to their communities in 2019/2020. COVID interrupted some planned events, and saw libraries change to online channels. Many of the programmes were done in conjunction with or to extend other organisations' offerings.

The Libraries delivery of 18 programmes (Featherston), 3 (Greytown), 28 (Martinborough), does not reflect that programmes are a mix of multi-week events (e.g., ECRead'n Summer Reading, Winter Warmers), one off events (ECRead'n Storytellers, Wet & Wild Activity Day, Pre-school Matariki Event), regularly scheduled

multi-week programmes (School Holiday Crafts – during school holidays x4), long-running programmes (Facebook Elf on the Shelf - delivered daily for 24 days), or regularly scheduled events throughout the year (e.g., Wā Kōrero – every Tuesday during school terms).

A programming framework which includes an evaluation component, will see the Libraries move toward reporting on intended and realised audience, and in turn, the ability to measure whether programmes are delivering on their intended objectives.

9.6 Digital literacies

New Zealand's concerning digital access and competency divide are well documented¹. Being able to access technologies and be competent and confident using them is a key skillset for all ages and demographics.

Libraries are an acknowledged partner in addressing these issues. WLS will be increasing its delivery of opportunities for people to interact and learn about digital products and technologies. Two examples underway now are:

The 2020 budget included monies for libraries to support communities during COVID-19 and its aftermath. National Library has funded the delivery of three significant and popular online resources for September 2020-31st March 2021. These will soon be available to all WLS members:

1. **PressReader provides** same day access to full-page replicas of more than 7,000 **newspapers & magazines** from New Zealand and around the world in 60+ languages.
2. **Australia/New Zealand Reference Centre Plus** combines Australasian magazines, newspapers, newswires, biographies and reference books to create the largest collection of regional full-text content available to libraries in Australia and New Zealand.
3. **MasterFILE Complete** provides full text periodicals covering an extensive range of subject areas including business, health, education, fitness, sports and leisure, personal finance, general science, multicultural issues, DIY and fashion.

Neighbourhood Support is partnering with Carterton and Greytown Libraries to deliver “how to” clinics for those wishing to download, setup and use the COVID-19 tracing app.

¹ http://motu-www.motu.org.nz/wpapers/19_17.pdf;
https://internetnz.nz/assets/Archives/Solving_Digital_Divides.pdf;
<https://www.digital.govt.nz/dmsdocument/161~digital-inclusion-and-wellbeing-in-new-zealand/html>;
<https://digitalinclusionalliance.nz/resources/research-links>; <https://2020.org.nz/resources/digital-literacy-inclusion-research/>

9.7 Focus for September-December 2020

The focus for the Sept-Dec 2020 quarter is continued delivery of existing services under varying COVID-19 conditions. In parallel with the Councils' Long-Term Plan (LTP) development, the Libraries will be starting to formulate an updated strategic plan for 2021-2024.

10. Appendices

Appendix 1 – Partnerships and Operations Programme Report

Contact Officer: Euan Stitt, GM Partnerships and Operations

Reviewed by: Harry Wilson, Chief Executive

Appendix 1 – Partnerships and Operations Programme Report

| Overall Programme Status (RAG) | Finance | Delivery | H&S | Stakeholders | Risk profile | Commentary |
|--|---------|----------|-----|--------------|--------------|--|
| | | | | | | Overall programme progressing well. PGF funding applications require clarity to progress key projects with certainty. Pain Farm a positive outcome. |
| Current Projects | | | | | | |
| Featherston War Memorial | \$250k | tbc | | | | |
| Repair earthquake damage and structural deficiencies | | | | | | Application submitted to PGF for funding. Quote received for works and Heritage NZ engaged in scope. |
| Peace Garden, Featherston | \$120k | tbc | | | | |
| Construct accessible ramp and web-enabled information display with additional seating and planting | | | | | | Application submitted to PGF for funding 'not progressing at this stage'. Quote received for works and Heritage NZ engaged in scope. |
| Anzac Hall upgrades | \$100k | Sep-20 | | | | |
| Toilets, roof and wall repairs | | | | | | Application submitted to PGF for funding. Quote received for works. |
| Featherston Community Centre | \$110k | tbc | | | | |
| Roof and wall repairs, asbestos removal, painting, car park and kitchen/toilet repairs | | | | | | Application submitted to PGF for funding. Quote received for works. NB - Not a Council asset but Council supporting PGF application. |
| SWDC Tree asset management | tbc | | | | | |
| Develop a long term District wide programme for tree management | | | | | | Awaiting business case to be presented for LTP. May break into zones and capture the most public used Parks and Reserves as a trial this year to determine the state of our trees to attach to the Parks management plan. Relates to H & S and age of trees. |
| Stella Bull Park Lighting | \$12k | Oct-20 | | | | |
| Install lighting for safety/security of users | | | | | | Scheduled - solar solution has saved money v budget. |
| Featherston Stadium | \$20k | | | | | |
| Upgrade to kitchen, seating and ablutions | | | | | | Application submitted to PGF for funding 'not progressing at this stage'. Quote received for works. |
| Ngawi Community Hall | \$30k | Dec-20 | | | | |
| Upgrade septic system | | | | | | Quotes being sought. Scope of works necessary may increase (i.e. bollards to prevent vehicle access to area) |
| Cemetries data project | n/a | Dec-20 | | | | |
| Data validation, GPS capture and database established | | | | | | Data validation ongoing, GPS and photo capture commenced. Support from CDC also being provided. |
| Pain Farm upgrades | \$100k | Sep-20 | | | | |
| Upgrades to Main House and cottage to meet standards | | | | | | See main report |
| SWDC Lease review programme | n/a | Dec-20 | | | | |
| Complete review of leases | | | | | | Data capture and strategy under development. Focus on Papawai and Lake Ferry leases in short-term. |
| Senior Housing | \$85k | Oct-20 | | | | |

| | | | | | | |
|--|--------------|---------------|--|--|--|---|
| Heat pump/air conditioning installation and painting (int and ext) | | | | | | AC install completed. Painting part dictated by weather |
| Swimming Pools | \$15k | Oct-20 | | | | |
| Upgrade to Greytown Stand and painting | | | | | | Nearing completion for new season |
| Martinborough Waiinga Cemetery | \$15k | Oct-20 | | | | |
| Install Lych gate as part of anniversary celebrations | | | | | | Gate being constructed now. |
| Considine Park, Martinborough | \$8k | Nov-20 | | | | |
| Install additional lime path | | | | | | Likely Lions involvement |
| Park exercise equipment | \$45k | Oct-20 | | | | |
| Install outdoor exercise equipment in local parks | | | | | | Equipment purchased awaiting delivery. |

Status key: *On track/achieving* *Some concern* *Off Track/Major concern*

| | Finance | Delivery | H&S | Stakeholders | Risk profile | Commentary |
|---------------------------------------|---------|----------|-----|--------------|--------------|---|
| Overall Programme Status (RAG) | | | | | | Focus on Asset Management Plan and preparation for new season underway as key areas of activity. Schedules for increase in work this year (rollover from previous FY) being finalised and expected to be delivered. |

Current Projects

| | | | | | | |
|--|----------|-----------------|---|--|---|--|
| Ruaokoputuna | \$400k | Oct 20 - Dec 20 | | | | |
| Ruakokoputuna Seal Extension | | | | | | |
| Sealed Road Pavement Rehab | \$220K | | | | | |
| Western Lake Rd Area Wide | | ↓ | ↓ | | ↓ | H&S risk relates to nature of road and speed. Currently unscheduled works. |
| Sealed Road Resurfacing Local Roads | \$467.5k | Oct 20 - Dec 20 | | | | |
| Scheduled programme of works comprising 14.5kms of resurfacing on: Shooting Butts Road, Hikinui Road, Bucks Road, Underhill Road, Boundary Road, Pa Road, Birdie Way, Eagle Place, Fairway Drive, Te Muna Road, Papawai Road, Fraters Road, Tilsons Road, Hecklers Road, Moroa Road, Kahutara Road, White Rock Road, Lake Ferry Road, East Street. | | | | | | Working towards 5% reseal KPI. Will require additional funding in LTP to meet in future years. |
| Sealed Road Resurfacing Special Purpose Rd | \$115K | Oct 20 - Dec 20 | | | | |
| 3.5 kms of resurfacing work on Cape Palliser Road | | | | | | |
| FootPath Renewals | \$177K | Oct 20 - Jun 21 | | | | |
| Planned maintenance | | | | | | |
| FootPath maintenance Extra Funding | \$375K | Jun 20 - Jun 21 | | | | |
| Footpath Maintenance \$125K per town | | | | | | High level of input required by staff |
| Esther Street Footpath Extension | \$70K | Jul-20 | | | | |
| Noted from AP submissions | | | | | | High level of input required by staff |
| Low Cost Low Rik Local Roads | \$345K | Aug 20 - jun 21 | | | | |
| Culvert Extensions, safety improvements, seal widening, intersection improvements, slip stabilisation, guardrails, kerb and channel works. | | | | | | |
| Low Cost low Rick Special Purpose Rd | \$250K | Aug 20 - jun 21 | | | | |
| Guardrail installation, Signage upgrade, Rock revetment supply | | | | | | \$100k carry forward from 19/20 |
| Asset Management Plan | \$50k | June 20 Aug 20 | | | | |
| Plan development and RLTP funding | | | | | | Joint AMP with CDC and NZTA funding request 2021.2024 |
| Reading Street Upgrade | \$250k | | | | | |
| Upgrade Reading Street as part of Orchards Development | | | | | | 3rd party driver |
| Speed Limit Review | | | | | | |
| Conduct District wide speed review. Progressing with CDC | | | | | | Link to NZTA speed reduction and Road to Zero, Urban safety for vulnerable users etc. |
| Tora Farm Rd bridge beam painting x2 | \$100K | Oct 20 - Jun 21 | | | | |
| Painting steel beams on Tora Farm and Pukeamuri Bridges | | | ↓ | | ↓ | Environmental and Health and Safety risk due to working above waterways and working at height |

Status key:

On track/achieving

Some concern

Off Track/Major concern

| Overall Programme Status (RAG) | Finance | Delivery | H&S | Stakeholders | Risk profile | Commentary |
|--------------------------------|---------|----------|-----|--------------|--------------|---|
| | | | | | | Financial risk on two key pipe projects require further management and work is underway on that, noting budgets are now increasingly out of date. |

Major Projects

| Manganese Removal Plant - Martinborough | \$2.5m | Nov 19 - Aug 20 | | | | |
|--|--------|-----------------|--|--|--|--|
| Construct and commission a manganese reduction plant | | | | | | All major works on MRP completed and successful initial commissioning testing in a closed loop have been completed. Upgrade to MBO Water Plant control systems being undertaken for system operation. Power upgrade in progress. On schedule to be operational by mid Nov (agreed revised delivery date) |

| Featherston WWTP | \$500k* | Jul 20 - Jun 2025 | | | | |
|--|---------|-------------------|--|--|--|--|
| Develop and implement a suitable wastewater solution for Featherston | | | | | | WWL held positive meetings with GWRC. Council officer and statutory authority reps first workshop being held 14/09 - as outlined in the timeline presented to previous A&S meetings. Some stakeholders' confusion on purpose of meetings clarified. * initial consent budget |

Upgrade/Renewal Projects

| Papawai Road WW Upgrade | \$2.2m | tbc | | | | |
|-------------------------------|--------|-----|--|--|--|---|
| Capacity issue - upgrade pipe | | | | | | Pricing from WWL panel to deliver to Regional Standard is higher than budgeted. Budget is increasingly out of date. Exploring engineering options, project phasing and current capacity constraints to agree mitigation plan. |

| Pinot Grove WW upgrade | \$300k | tbc | | | | |
|-------------------------------|--------|-----|--|--|--|---|
| Capacity issue - upgrade pipe | | | | | | Pricing from WWL panel to deliver to Regional Standard is higher than budgeted. Budget is increasingly out of date. Exploring engineering options, project phasing and current capacity constraints to agree mitigation plan. |

| Waiohine Water Treatment Plant (WTP) | \$900k | Dec-20 | | | | |
|---|--------|--------|--|--|--|---|
| 4th bore/pump, treated water storage, treatment upgrades and security | | | | | | Upgrade of electrical and control systems required for 4th bore. Will delay completion and incur slight cost increases (currently being quantified through tender process). |

| Memorial Park WTP upgrades stage 2 | \$330k | Nov-20 | | | | |
|---|--------|--------|--|--|--|--|
| Replace bore pump, new filter, additional pipework and run to waste | | | | | | Detailed design being completed for procurement in Sept. |

| Memorial Park WTP upgrades stage 3 | \$1.5m | Jun-21 | | | | |
|---|--------|--------|--|--|--|--|
| Chemical dosing, UV and filter upgrades | | | | | | |

| Lake Ferry WWTP driplines | \$40k | tbc | | | | |
|---------------------------|-------|-----|--|--|--|---|
| Replace driplines at WWTP | | | | | | Planned upgrade brought forward following forestry contractor damage to lines. Damage is beyond original upgrade scope and will incur higher cost than original upgrade work planned, still being quantified. |

| WWTP Improvement Programme | \$400k | Dec-20 | | | | |
|----------------------------|--------|--------|--|--|--|--|
| | | | | | | |

| | | | | | | |
|---|--------------------|--------------|--------------|--------------------|--------------------|--|
| Enhance processes, facilities and management of WWTPs across District | On track/achieving | Some concern | Some concern | On track/achieving | On track/achieving | Fast track and BAU delivery structure agreed to streamline delivery, and expedite urgent/critical upgrades. Due to operational staff workloads, and to manage H&S risks, visitors access to the sites including the project team has been controlled. Progress to date: 1. Featherston WWTP welfare facility (portocom) has been installed on site - awaiting power connection. 2. Design and install for actuated valve at Martinborough scheduled for completion October. 3. High priority list of operational H&S upgrades developed and in process of being costed and designed - these will be progressively completed over September/October. 4. Lake Ferry WWTP circulation pumps replaced under urgent capex. |
|---|--------------------|--------------|--------------|--------------------|--------------------|--|

SWDC-led Projects

Water Race User Survey n/a Dec-20

| | | | | | | |
|---|--------------------|--------------------|--------------------|--------------|--------------------|--|
| Survey Water Race users and related stakeholders on use | On track/achieving | On track/achieving | On track/achieving | Some concern | On track/achieving | Engaging external resource to conduct survey. Water Race Sub Committee keen to progress. Output to inform LTP processes. |
|---|--------------------|--------------------|--------------------|--------------|--------------------|--|

Longwood Water Race Consent n/a Dec-20

| | | | | | | |
|--|--------------------|--------------------|--------------------|--------------|--------------------|---|
| Gain consent for continued use of water race | On track/achieving | On track/achieving | On track/achieving | Some concern | On track/achieving | Reporting to GW completed. Undertaking engagement with Fish and Game and DOC as affected parties - limited response to date and delaying process. Water Race continues to operate under existing consent. |
|--|--------------------|--------------------|--------------------|--------------|--------------------|---|

Status key: *On track/achieving* *Some concern* *Off Track/Major concern*

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 Statement for the period 1 July 2020 – 30 September 2020.*
2. *Receive the Pain Farm Statement of Financial Performance for the period 1 July 2020 – 30 September 2020*
3. *Release the \$500 commitment for backboards and posts from 27 November 2017 back to the grant fund.*

1. Executive Summary

The Income and Expenditure Statement for 1 July 2020 – 30 September 2020 is attached in Appendix 1. There is \$500 commitment for backboards and posts approved on 27 November 2017 which was set aside from the prior Board to repair the basketball hoops. Two basketball hoops have been donated and installed and the funds are no longer required. The Board is asked to consider releasing the commitment.

The Statement of Financial Performance for Pain Farm for 1 July 2020 – 30 September 2020 is attached in Appendix 2.

The Income and Expenditure Statement for 1 July 2019 – 30 June 2020 is attached in Appendix 3.

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

2. Appendices

Appendix 1 - Income and Expenditure Statement for 1 July 2020 – 30 September 2020

Appendix 2 – Pain Farm Statement of Financial Performance for 1 July 2020 – 30 September 2020

Appendix 3 - Income and Expenditure Statement for 1 July 2019 – 30 June 2020

Prepared By: Charly Clarke, Senior Financial Accountant

Reviewed By: Katrina Neems, Chief Financial Officer

**Appendix 1 – Income and Expenditure
Statement for
1 July 2020 – 30 September 2020**

Martinborough Community Board
Income & Expenditure for the Period Ended 30 September 2020

Personnel & Operating Costs

Budget

| | |
|---|------------------|
| Members' salaries | 17,965.88 |
| Mileage reimbursements | 500.00 |
| Operating expenses | 6,944.00 |
| Total Personnel & Operating Costs Budget 2020-21 | 25,409.88 |

Expenses

Personnel Costs

| | |
|---|-----------------|
| Members' Salaries | 4,066.47 |
| Mileage reimbursements | 141.66 |
| Total Personnel Costs to 30 September 2020 | 4,208.13 |

Operating Expenses

| | |
|--|----------|
| Total Operating Expenses to 30 September 2020 | - |
|--|----------|

Committed funds

| Resolution date | | Original commitment | Spent to date | Remaining commitment |
|-----------------|--------------------------|---------------------|---------------|----------------------|
| | Members' Salaries | 17,965.88 | 4,066.47 | 13,899.41 |
| | Mileage reimbursements | 500.00 | 141.66 | 358.34 |
| | Total Commitments | | | 14,257.75 |

TOTAL OPERATING EXPENSE BUDGET AVAILABLE*

6,944.00

* remaining budget for personnel and operating expenses does not carry over into subsequent financial years

Grants

Income

| | |
|--------------------------------------|-----------------|
| Annual Plan 2020-21 grant allocation | 4,343.00 |
| Other miscellaneous income | - |
| Total Income for 2020-21 | 4,343.00 |

LESS: Grants paid out

| | | |
|---|---|-----------------|
| 21/07/2020 Kurunui College | First Aid, safety equipment, balls & bags | 500.00 |
| 24/08/2020 Kidz Need Dadz | Father's Day bowling event | 200.00 |
| 24/08/2020 Martinborough Community Garden | Contribution to ongoing costs | 800.00 |
| Total Grants paid out to 30 September 2020 | | 1,500.00 |

LESS: Committed Funds

| Resolution date | | Original commitment | Spent to date | Remaining commitment |
|---|----------------------------------|---------------------|---------------|----------------------|
| 27/11/2017 Grant - MBA Basketball | Backboards and Posts | 500.00 | | 500.00 |
| 21/05/2020 Wairarapa Maths Association | Annual maths competition 2020-21 | 300.00 | | 300.00 |
| 21/05/2020 Wairarapa Maths Association | Annual maths competition 2021-22 | 300.00 | | 300.00 |
| 21/05/2020 Neighbourhood Support | Promotional flag & collateral | 200.00 | | 200.00 |
| 13/08/2020 Tora Bombora | Tora Bombora Music Festival | 500.00 | | 500.00 |
| 13/08/2020 Martinborough Community Garden | Contribution to ongoing costs | 800.00 | 800.00 | - |
| 13/08/2020 Guy Fawkes/Colour Run | Contribution to water tank | 1,000.00 | | 1,000.00 |
| | Contribution towards event | 500.00 | | 500.00 |
| Total Commitments | | | | 3,300.00 |

PLUS: Balance Carried forward from previous year*

3,176.23

* excludes Swimming Pool funds

TOTAL GRANTS FUNDS AVAILABLE

2,719.23

Martinborough Community Board
Beautification Fund for the Period Ended 30 September 2020

Income

| | |
|--------------------------------|------------------|
| Annual Plan 2020-21 allocation | 10,710.00 |
| Total Income 2020-21 | 10,710.00 |

Beautification grants - operating

| | |
|---|----------|
| Total Beautification grants - operating to 30 September 2020 | - |
|---|----------|

Beautification grants - capital

| | |
|---|-----------------|
| 15/07/2020 Souness Developments FlagTrax | 2,350.00 |
| Total Beautification grants - capital to 30 September 2020 | 2,350.00 |

LESS: Committed Funds

| Resolution date | Original commitment | Spent to date | Remaining commitment |
|--|------------------------|---------------|-------------------------|
| 13/03/2017 Waihinga Centre * | 30,000.00 | 30,000.00 | - |
| 12/03/2018 Water fountain (\$17,500 less 3,222.15 2018-19)** | 17,500.00 | 3,222.15 | 14,277.85 |
| 18/07/2019 Purchase of Flags for flagtrax (\$2,000 commitment) | 2,000.00 | 3,298.50 | (1,298.50) |
| Total Commitments | | | 12,979.35 |

| | |
|---|-----------------|
| PLUS: Balance Carried forward from previous year | 9,665.27 |
|---|-----------------|

| | |
|---|-----------------|
| TOTAL BEAUTIFICATION FUNDS AVAILABLE | 5,045.92 |
|---|-----------------|

* An adjustment was made to record this spend in the final accounts of June 2020 after the August report had already been completed.

** There are further fountain invoices to be accounted for but will need to manually collate these.

Martinborough Community Board
Swimming Pools Fund for the Period Ended 30 September 2020

| | | | | |
|------------------------------|---|---------------------|---------------|-------------------------|
| Income | | | | |
| | Funds from Martinborough Swimming Club | | | 17,678.80 |
| | | | | <u>17,678.80</u> |
| Expenditure | | | | |
| | Total Expenditure | | | <u>-</u> |
| | | | | - |
| | Net Surplus/(Deficit) Year to Date | | | 17,678.80 |
| LESS: Committed Funds | | | | |
| | Resolution date | Original commitment | Spent to date | Remaining commitment |
| | | | | - |
| | Total Commitments | | | <u>-</u> |
| | | | | - |
| | TOTAL FUNDS AVAILABLE | | | <u><u>17,678.80</u></u> |

Appendix 2 – Pain Farm Statement of Financial Performance

1 July 2020 – 30 September 2020

Pain Farm - Statement of Financial Performance
For the Period Ended 30 September 2020

Income

| | |
|-------------------------------------|-------------------------|
| Rent received | 21,530.43 |
| Interest income | 5,262.91 |
| Total Income 2020-21 to date | <u>26,793.34</u> |

Expenditure

| | |
|--|-------------------------|
| Consultants | - |
| General expenses | 145.00 |
| Interest expense | - |
| Legal expenses | - |
| Repairs & maintenance | 75,190.38 |
| Insurance | - |
| Overhead allocation | 6,148.73 |
| Rent & rates payable | 7,404.08 |
| Total Expenditure 2020-21 to date | <u>88,888.19</u> |

| | |
|---|---------------------------|
| Net Surplus/(Deficit) Year to Date | <u>(62,094.85)</u> |
|---|---------------------------|

Pain Farm - Statement of Accumulated Funds
As at 30 September 2020

| | |
|--|------------------|
| Opening balance 1 July 2020 | 157,205.57 |
| Total surplus/(deficit) year to date | (62,094.85) |
| Transfers from reserves | - |
| Closing balance 30 September 2020 | 95,110.72 |
| Less committed funds | 36,909.62 |
| Repairs & maintenance \$100,000 (resolved by Council 11/6/2020) less spend to date | 24,809.62 |
| Heatpumps & rangehoods for homestead & cottage (resolved by Council 2/7/2020) | 12,100.00 |
| Total funds available | 58,201.10 |

Appendix 3 - Income and Expenditure Statement for

1 July 2019 – 30 June 2020

| Martinborough Community Board | | | | | | |
|--|------------------------|---|---|----------------------------|----------------------|-----------------------------|
| Income & Expenditure for the Period Ended 30 June 2020 | | | | | | |
| Income | | | | | | |
| | | Annual Plan 2019/20 allocation | | | | 28,053.00 |
| | | Total Income 2019/20 | | | | 28,053.00 |
| Expenditure | | | | | | |
| | | Members' Salaries | | | | 16,958.85 |
| | | Mileage reimbursements | | | | 111.00 |
| | | Total Personnel Costs | | | | 13,003.38 |
| General Expenses | | | | | | |
| 31/7/2019 | | Survey Monkey | | | | 178.26 |
| 31/7/2019 | | Conference Expenses | | | | 40.87 |
| 12/08/2019 | | Pirinoa Hall | Donation to the Hall in Lieu of Hireage | | | 100.00 |
| 10/01/2019 | | Maisie Arnold-Barron | Student Member | | | 100.00 |
| 11/05/2019 | | Office Max | Stationery | | | 10.89 |
| 1/07/2020 | | Sundry expenses ex payroll | | | | 27.83 |
| | | Total General Expenses | | | | 457.85 |
| Grants | | | | | | |
| 6/09/2019 | | Epilepsy Foundation | Field Service Programme | | | 500.00 |
| 11/09/2019 | | Bombora Events | Tora Bombora running costs | | | 1,000.00 |
| 25/10/2019 | | Martinborough T | Fireworks | | | 300.00 |
| 1/02/2020 | | Mad Caps | Christmas Parade | | | 2,000.00 |
| 27/1/2020 | | Kuranui College | Matariki Celebration | | | 1,000.00 |
| 20/12/2019 | | Waiwaste Martinborough | Fridge freezer | | | 898.00 |
| 13/03/2020 | | Mad Caps | Music Festival | | | 500.00 |
| 27/04/2020 | | Grant - Anglican Parish | Breakfast and Homework club | | | 600.00 |
| 18/06/2020 | | Martinborough Netball Club | Uniform tops | | | 950.00 |
| 30/06/2020 | | Wairarapa Maths Association | Annual maths competition | | | 300.00 |
| | | Total Grants | | | | 8,048.00 |
| Capital Expenditure | | | | | | |
| | | Total Capital Expenditure | | | | - |
| | | Total Expenditure | | | | 21,509.23 |
| | | Net Surplus/(Deficit) Year to Date | | | | 6,543.77 |
| LESS: Committed Funds | | | | | | |
| | Resolution date | | | Original commitment | Spent to date | Remaining commitment |
| | | Salaries to 30 June 2020* | Remaining balance | 16,266.00 | 16,958.85 | (692.85) |
| | | Mileage to 30 June 2020* | Remaining balance | 500.00 | 111.00 | 389.00 |
| | | Student Rep Honorarium | Remaining balance | 400.00 | 350.00 | 50.00 |
| 27/11/2017 | | Grant - MBA Basketball | Backboards and Posts | 500.00 | | 500.00 |
| 27/2/2020 | | Grant - Kuranui College | First Aid, safety equipment, balls & bags | 500.00 | | 500.00 |
| 21/05/2020 | | Neighbourhood Support | Promotional flag & collateral | 200.00 | | 200.00 |
| | | Total Commitments | | | | 946.15 |
| | | Current Year Surplus/(Deficit) | | | | 5,597.62 |
| | | PLUS: Balance Carried forward from previous year | | | | 6,881.14 |
| | | (excludes Swimming Pool funds) | | | | |
| | | TOTAL FUNDS AVAILABLE | | | | 12,478.76 |
| <i>* remaining budget for salaries & mileage does not carry over into subsequent financial years</i> | | | | | | |

| Martinborough Community Board | | | | |
|--|---|---|----------------------------|-----------------------------|
| Beautification Fund for the Period Ended 30 June 2020 | | | | |
| Income | | | | |
| | | Annual Plan 2019/20 allocation | | 10,710.00 |
| | | Total Income 2019/20 | | 10,710.00 |
| Expenditure | | | | |
| 19/09/2019 | Souness Developments | Flag trax | | 9,000.00 |
| 24/10/2019 | One Source | Happy Holidays flag trax | | 948.50 |
| 18/06/2020 | | Bike racks at Waihinga Centre | | 450.00 |
| | | Total Capital Expenditure - Beautification | | 9,948.50 |
| | | Total Expenditure | | 9,948.50 |
| | | Net Surplus/(Deficit) Year to Date | | 761.50 |
| LESS: Committed Funds | | | | |
| | Resolution date | | Original commitment | Spent to date |
| | | | | Remaining commitment |
| 13/03/2017 | Waihinga Centre | | 30,000.00 | 30,000.00 |
| 12/03/2018 | Water fountain (\$17,500 less 3,222.15 2018-19) | | 17,500.00 | 3,222.15 |
| 18/07/2019 | Purchase of Flags for flagtrax (\$2,000 commitment) | | 2,000.00 | 948.50 |
| | Total Commitments | | | 45,329.35 |
| | | Current Year Surplus/(Deficit) | | (44,567.85) |
| | | PLUS: Balance Carried forward from previous year | | 52,564.77 |
| | | TOTAL FUNDS AVAILABLE | | 7,996.92 |

| Martinborough Community Board | | | | |
|--|--------------------------|---|----------------------------|-----------------------------|
| Swimming Pools Fund for the Period Ended 30 June 2020 | | | | |
| Income | | | | |
| | | Funds from Martinborough Swimming Club | | 17,678.80 |
| | | Total Income 2019/20 | | 17,678.80 |
| Expenditure | | | | |
| | | Total Expenditure | | - |
| | | Net Surplus/(Deficit) Year to Date | | 17,678.80 |
| LESS: Committed Funds | | | | |
| | Resolution date | | Original commitment | Spent to date |
| | | | | Remaining commitment |
| 6/06/2019 | Outdoor Clock | | 250.00 | 250.00 |
| 22/08/2019 | Fred Cooper Estate | | 3,000.00 | 3,000.00 |
| | Total Commitments | | | 3,250.00 |
| | | TOTAL FUNDS AVAILABLE | | 14,428.80 |

MARTINBOROUGH COMMUNITY BOARD

5 NOVEMBER 2020

AGENDA ITEM 8.4

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 in Appendix 1. 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 remain in a master register but no longer reported on.

On 24 September 2020, the Board requested an update from officers with information on the Waihinga Trust and the Martinborough Community Board Chair's role in the selection of the Trustee/s. The appointment of trustees to the Waihinga Charitable Trust is provided for in clause 5 of the Deed of Trust in Appendix 2.

2. Appendices

Appendix 1 – Action Items to 27 October 2020

Appendix 2 – Waihinga Charitable Trust Deed

Contact Officer: Steph Dorne, Committee Advisor

Reviewed By: Harry Wilson, Chief Executive Officer

Appendix 1 – Action Items to 27 October 2020

| Ref # | Raised Date | Action Type | Responsible Manager | Assigned to | Action or Task details | Status | Notes |
|-------|-------------|-------------|---------------------|-------------|--|--------|---|
| 584 | 9-Oct-17 | Resolution | MCB | Cr Colenso | MCB RESOLVED (MCB 2017/96) 1. To receive the Greater Wellington Regional Council (GWRC) Bus Shelter on Ohio Street report 2. To defer further discussion on potential artists and murals at the next MCB workshop. (Moved Cornelissen/Seconded Roy) Carried | Open | 12/3/18: Cr Colenso undertook to put an artist's brief together. 6/6/19: Cr Colenso has been in contact with Jo Deans, Waste Management Officer. She is keen to do something to reflect saving the planet/saving out towns. MCB supported the idea noting it was a good fit with the plastic bag free approach. Also in discussion with GWRC. 18/7/19: Progressing, Cr Colenso still working on. 22/8/19: To park for the new Board. 25/09/20: Cr Colenso has contacted GWRC and is awaiting a response. |
| 148 | 14-Mar-19 | Action | MCB | Cr Colenso | Work with Cr Pam Colenso and Council's Amenities Manager to review signage in Martinborough Square | Open | 6/6/19: ongoing 18/7/19: Unable to progress within timeframe so agreed to park for new Community Board to address. 24/09/20: Cr Colenso and Mr Neems are progressing this work. 27/10/20: Mr Neems has provided Cr Colenso a plan and GPS coordinates of the signage around the square for review . |
| 176 | 19-Sep-19 | Resolution | Bryce | Karen | MCB RESOLVED (MCB 2019/70) that: 1b. Officers report to the next full Community Board with a maintenance schedule for the homestead, cottage and surrounding land. (Moved Cr Maynard/Seconded Roy) Carried 1c. Whilst work is being undertaken on the house and cottage, that officers report to the Board at each meeting (6 weekly) on the progress of maintenance until the work is completed, and Thereafter, officers report 6 monthly on the condition of the homestead, cottage, surrounding land, and farm. (Moved Cr Colenso/Seconded Beattie) Carried 2. The repairs and maintenance work to bring the homestead and cottage up to an acceptable standard for rental purposes be undertaken as a matter of priority. (Moved Cr Colenso/Seconded Beattie) Carried 3. The exterior painting of the homestead be undertaken as the next priority and that the Board recommends Council approves up to \$30,000 for this work. (Moved Cornelissen/Seconded Cr Colenso) Carried 4. That Council review the overhead cost allocation model for the Pain Farm. 5. That following this review, that Council consider whether any overhead allocations for the last three years should be credited back to the Pain Farm account. (Moved Read/Seconded Cornelissen) Carried | Open | 1b – Superseded by resolution MCB2019/78 (point 3) 1c – Ongoing - officers reporting to MCB at 6-weekly meetings. 2 – Council undertaking as noted in resolution MSC2019/78 (point 2). 3 – Done and has been reported to Council on 18 March 2020 4 – Review of the overhead cost allocation model to be done as part of the Long-Term Plan. 5 – See point 4 above |
| 287 | 5-Dec-19 | Resolution | Karen | | MCB RESOLVED (MCB 2019/80): 1. To receive the Establishment of and Appointments to Committees Report. (Moved Cr Maynard/Seconded Ellims) Carried 2. To create a Considine Park User Group and appoint Cr Colenso and Michael Honey as the Martinborough Community Board representatives. (Moved Maynard/Seconded Ellims) Carried 3. To agree the need for a youth representative and defer a decision on the selection process to the next Martinborough Community Board meeting. (Moved Ellims/Seconded Fenwick) Carried | Open | 1 – Done 2 – 27/10/20: Cr Colenso and Ms Yates have met to discuss the TOR and they will be circulated to the Board for final agreement. 3 – 27/10/20: Report to appoint youth representative presented to November meeting. |

| Ref # | Raised Date | Action Type | Responsible Manager | Assigned to | Action or Task details | Status | Notes |
|-------|-------------|-------------|---------------------|-------------|---|----------|---|
| 293 | 5-Dec-19 | Action | Harry | Euan | To request officers investigate lessons learned for the Waihinga Centre project. | Open | 27/10/20: We've now got budget to proceed with the review and external recourses will be engaged to help us conduct it in the coming weeks. |
| 294 | 5-Dec-19 | Action | Harry | Karen | Officers to report to the Martinborough Community Board on opportunities to maximise the revenue of the Pain Farm by looking at options for different land use. | Open | 27/10/20: Officers would welcome some direction from the MCB on what opportunities the Board consider could be taken in view of the existing residential tenancies, farm lease, transfer station and wastewater to land operation. |
| 95 | 27-Feb-20 | Action | MCB | | Investigate forming a Martinborough Tree Group with representatives from the community and the Martinborough Community Board. | Open | 02/07/20: Mayor Beijen and Michael Honey have started the process of establishing a Martinborough Tree Group. 14/08/20: Four representatives identified but group not yet established. 24/09/20: Still in process for forming tree group. |
| 102 | 27-Feb-20 | Action | Euan | Tim | Officers to report to the new Martinborough Community Board on options for a path on Roberts Street adjacent to Martinborough School | Open | Note: Refer to Resolution MCB 2018/60 for background context. |
| 313 | 2-Jul-20 | Action | Euan | Bryce | Officers to prepare a report on SWDC taking over ownership and management of the CCTV from the Martinborough Business Association that can be considered by the Community Board before making a recommendation to Council | Open | 13/08/20: Report due to Board in February 2021. |
| 314 | 2-Jul-20 | Action | Euan | Tim | To investigate walking/cycling improvements along the eastern side of Princess street from the intersections of New York Street to Huangarua Road, and more broadly in Martinborough. | Open | 23/07/2020: The option of a walking /cycling path along Princess street is viable>estimate cost of approximately \$55,000 which there is no current budget for. This proposal will be addressed within the Spatial Plan and any walking cycling strategies developed. 27/10/2020: This will be considered as part of a Walking/Cycling strategy and potentially funded within the Long Term Plan. 24/08/2020: Note - scope of this action has been broadened to investigate walking trails more broadly in Martinborough (refer to request from Action 425 as raised on 13-Aug-20). |
| 316 | 2-Jul-20 | Action | Euan | Bryce/Tim | Officers to investigate what improvements can to be made to the dog park and advise community board of options and costs to see if this is viable to take to the community | Open | 27/10/20: Work in progress to develop a plan |
| 319 | 2-Jul-20 | Action | Euan | Bryce | Officers to report to the Community Board with an overlay of the signage in the Martinborough Town Square so that the Board can review the current signage and consider whether any action is needed. | Actioned | This action has been closed as Cr Colenso and the Amenities Manager are progressing this under action 148. |
| 4 | 2-Jul-20 | Action | MCB | Mel | Include an advertisement in the local paper to invite members of the public to provide a donation to trees to commemorate Waihinga | Actioned | 24/9/20: Members agreed to close this action and undertook to fund 1 tree from the beautification fund. |
| 429 | 13-Aug-20 | Action | K Yates | S Dorne | Investigate entering into a funding partnership agreement with Martinborough Community Garden for the remainder of the triennium, K Yates. | Open | 24/08/20: Funding partnership offered through correspondence on grant. Martinborough Community Garden has requested to meet with MCB first and this request has been forwarded to the Chair. |

| Ref # | Raised Date | Action Type | Responsible Manager | Assigned to | Action or Task details | Status | Notes |
|-------|-------------|-------------|---------------------|-------------|---|----------|---|
| | | | | | | | 27/10/20: Chair of MCB met with Martinborough Community Garden who has requested relocation options first be considered. Refer to action 489. |
| 487 | 24-Sep-20 | Resolution | K Neems | C Clarke | MCB RESOLVED (MCB 2020/34): 1. To receive the Action Items Report. (Moved Ellims/Seconded Cr Maynard) Carried 2. To agree to fund one tree for the 150 year Anniversary for settlement at Waihinga from the Martinborough Community Board beautification fund. (Moved Ellims/Seconded Fenwick) Carried | Open | Officers are seeking MCB agreement of a specified amount so this can be added as a commitment to the MCB Income and Expenditure Statement. |
| 489 | 24-Sep-20 | Resolution | | | MCB RESOLVED (MCB 2020/36) 1. To receive the Chairperson Report. (Moved Cr Maynard/Seconded Cr Colenso) Carried 2. Request Council officers look for viable relocation options for a permanent home for the Martinborough Community Garden and come back to the Martinborough Community Board and advise by our next meeting. (Moved Cr Maynard/Seconded Fenwick) Carried 3. Request an update from officers on the Pain Farm tenancy and any future repairs planned. (Moved Ellims/Seconded Fenwick) Carried 4. Request an update from officers with information on the Waihinga Trust and the Martinborough Community Board Chair's role in the selection of the Trustee/s. (Moved Ellims/Seconded Fenwick) Carried | Open | 1 - No action required 2 – 27/10/20: A potential site behind the Cecily Martin Housing for Seniors area on the corner of Venice and Regent Street has been identified. 3 – 27/10/20: Tenant moved into Pain farm Homestead, Bond Paid and Rental. Still in negotiations With Cottage Tenant, current rental period ends 16th of November. 4 - 27/10/20: The appointment of trustees to the Waihinga Charitable Trust is provided for in clause 5 of the Deed of Trust (attached as Appendix 2) |
| 490 | 24-Sep-20 | Action | E Stitt | T Langley | Request council officers investigate options for improved safety at the Jellicoe/Venice Street pedestrian crossing, E Stitt | Open | SWDC is looking at speed reductions in urban areas to reflect actual speed and in line with Government guidelines and also a study into Urban Safety for Vulnerable users which will incorporate Pedestrian crossings, footpaths and cycle ways. There is currently no budget allocated |
| 491 | 24-Sep-20 | Action | A Wharram | | Distribute the engagement plan for the Spatial Plan and Long-Term Plan to the Martinborough Community Board, A Wharram | Actioned | |
| 492 | 24-Sep-20 | Action | K Neems | C Clarke | Seek clarification from officers of the delay in reviewing the overhead allocation cost model for the Pain Farm and whether it can be reviewed before the Long-Term Plan | Actioned | As per previous reports, the overhead allocation model will be reviewed as part of the Long-Term Plan, not before. |
| 493 | 24-Sep-20 | Action | MCB | Cr Colenso | Discuss with the Amenities Manager a location and space available for tree planting for the 150 year Anniversary for settlement at Waihinga | Open | Mr Neems has met with Cr Colenso and recommended a position for the planting of a tree in Centennial Park |
| 494 | 24-Sep-20 | Action | K Neems | C Clarke | Confirm if Martinborough Basketball and Kuranui College intend to take up the grants approved or whether the funds can be released back to the grant fund | Actioned | Martinborough Basketball funds can be released, resolution seeking this via the I&E report. Kuranui College grant has been paid out and the commitment has been removed. |
| 495 | 24-Sep-20 | Action | K Neems | C Clarke | Confirm if the commitments for the Waihinga Centre and water fountain need to be retained or whether these can be released back to the beautification fund | Open | Waihinga \$30k was journaled against the project as part of the year-end adjustments. This was done after the last I&E statement was completed and has been updated in the latest I&E statement showing there is no commitment remaining to be released. Officers need to manually collate the remaining water fountain invoices before confirming the amount remaining for release. |

| Ref # | Raised Date | Action Type | Responsible Manager | Assigned to | Action or Task details | Status | Notes |
|-------|-------------|-------------|---------------------|-------------|---|----------|--|
| 496 | 24-Sep-20 | Action | K Neems | C Clarke | Provide a breakdown or clarification of what the overhead allocation amount in the Pain Farm Statement of Financial Performance includes | Actioned | This is the allocation of Utilities, Corporate Services and Professional Services. |
| 497 | 24-Sep-20 | Action | MCB | M Maynard | To continuing working with mana whenua on a Martinborough town sign entrance | Open | |
| 498 | 24-Sep-20 | Action | MCB | M Honey | Take measurements of the land available for a colonial seat next to the Oxford Street side of the museum looking towards the Martinborough Square | Open | |

Appendix 2 – Waihinga Charitable Trust Deed

DEED OF TRUST

OF

WAIHINGA CHARITABLE TRUST

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- BETWEEN**
1. **MAXWELL JAMES STEVENS**
 2. **DAVID RUTHERFORD KERSHAW**
 3. **LISA ANNE CORNELISSEN**
 4. **ROLAND EDWARD WILDER GRIFFITHS**
 5. **CATHERINE ANNE DE GROOT**
- ("Trustees")

WHEREAS

- A. The parties to this deed wish to establish a charitable trust (in this deed referred to as "the Trust") for the purposes described in clause 3 of this deed; and
- B. ~~The parties to this deed have agreed to contribute the sum of \$10.00 each to establish the Trust; and.~~
- C. The parties have agreed to enter into this deed specifying the purposes of the Trust and providing for its control and governance.

TRUST TERMS

1. INTERPRETATION

In this deed unless the context indicates otherwise:

1.1. Definitions:

"Affiliated User Group" means all bona fide community groups who use the Community Centre for no less than 50 hours in the preceding financial year, and have paid the preceding financial year's affiliation fee to the Trust.

"Appointer" means the person responsible for appointing representative Trustees as per clauses 5.2.1 and 5.2.2, i.e. the Mayor of the South Wairarapa District council (or its successor) or the Chairperson of the Martinborough Community Board (or its successor).

"Balance Date" means 31 March or any other date adopted from time to time by the Trustees as the end of the Trust's Financial Year;

"Chairperson" means the Trustee elected in accordance with clause 6.4;

"Concessionary Provisions" means sections CW 41 (Charities: non-business income), CW 42 (Charities: business income), CX 25 (Benefits provided by charitable organisations), DB 41 (Charitable or other public benefit gifts by company) and DV 12 (Maori authorities: donations) and subpart LD (Tax credits for charitable or other public benefit gifts) of the Income Tax Act 2007; section 73(1) of the Estate and Gift Duties Act 1968; and, if the Trustees are registered under the Goods and Services Tax Act 1985, the provisions of that Act relating to non-profit bodies, as defined in section 2(1) of that Act;

"Financial Year" means any year or other accounting period ending on the Balance Date;

"Property" means real or personal property of any kind and includes any right or interest in such property and any thing in action;

"Secretary" means the person appointed in accordance with clause 6.5;

"Trust" means the trust created by this deed;

"Trust Fund" means any Property, which may be paid to or held under the control of or vested in or acquired by the Trustees for the Trust from any source on or after the date of this deed and whether by way of gift, bequest, devise, purchase, exchange or otherwise; and

"Trustees" means the trustee or trustees for the time being of the Trust and, where the trustees of the Trust have incorporated as a board under the Charitable Trusts Act 1957, either the trustees acting as a board or the trustee or trustees for the time being constituting the board, as the context requires;

- 1.2 **Clauses:** references to clauses are references to this deed's clauses;
- 1.3 **Defined Expressions:** expressions defined in the main body of this deed have the defined meaning in the whole of this deed including the background;
- 1.4 **Gender:** references to one gender include the other gender;
- 1.5 **Headings:** section, clause and other headings are for ease of reference only and do not form any part of the context or affect this deed's interpretation;
- 1.6 **Negative Obligations:** any obligation not to do anything includes an obligation not to suffer, permit or cause that thing to be done;
- 1.7 **No Limitation:** references to anything of a particular nature either before or after a general statement do not limit the general statement unless the context requires;
- 1.8 **Parties:** references to parties are references to parties to this deed;
- 1.9 **Persons:** references to persons include references to individuals, companies, corporations, partnerships, firms, joint ventures, associations, trusts, organisations, governmental or other regulatory bodies or authorities or other entities in each case whether or not having separate legal personality;
- 1.10 **Plural and Singular:** singular words include the plural and vice versa; and
- 1.11 **Statutes and Regulations:** references to any statutory provision include any statutory provision, which amends or replaces it, and any subordinate legislation made under it.

2. NAME OF TRUST

- 2.1 **Name of the Trust:** The name of the Trust is **Waihinga Charitable Trust**.
- 2.2 **Change of Name:** The Trustees may change the name of the Trust by deed to any other name which they may determine from time to time, provided that:
 - 2.2.1 **Incorporation:** the Trustees will be incorporated as a trust board under the Charitable Trusts Act 1957 under the new name; or
 - 2.2.2 **Not Offensive or Misleading:** if the Trustees will not be incorporated as a trust board, the new name is not offensive or liable to mislead any member of the public.

3. PURPOSES OF TRUST

- 3.1 **Exclusively Charitable Purposes:** The Trustees hold the Trust Fund on Trust to pay or apply so much of the capital and income of the Trust Fund as the Trustees think fit for and towards exclusively charitable purposes including the development of community facilities and services, and in particular for the Martinborough Community Centre, and also for the advancement of education, for the people of Martinborough and surrounding districts. The Trust will:

- 3.1.1 Raise funds and accept donations, gifts and bequests for the charitable purposes of the Trust and in particular using income and/or capital towards the development and maintenance of community facilities and services.
- 3.1.2 To undertake an ownership, governance, governance support and/or management role for the Martinborough Community Centre, and other community facilities, as delegated by Council.
- 3.1.3 Hold community events and other fundraisers to raise funds for the Trust and other charitable organisations.
- 3.1.4 Accept payment from the revenue of the George Pain Estate (Pain Farm) for maintenance and improvement of community facilities.
- 3.1.5 Do all things incidental to the charitable purposes described herein and to pursue any other charitable purposes which may seem to the Trustees to be capable of being conveniently carried on or concluded directly or indirectly to advance the purposes set out in this deed.
- 3.2 **Change in Law:** If, because of any change in the law brought about by the enactment of new legislation and/or the amendment or repeal of existing legislation, or by any change in the official interpretation or official application of any such legislation, it is at any time necessary to amend the terms of this deed in order to achieve and/or preserve the availability of any concession in relation to the Trust under any of the Concessionary Provisions, which would otherwise be available were it not for the change in the law, then, despite clause 12, the terms of this deed will at that time be deemed to be amended to the extent necessary.
- 3.3 **No Limitation:** None of the purposes of the Trust will be:
- 3.3.1 **Limited or Restricted:** in any way limited or restricted by reference to or inference from the terms of any other clause or the name of the Trust, except where the context specifically or expressly requires it; and
- 3.3.2 **Subsidiary or Ancillary:** treated as subsidiary or ancillary to any other purpose of the Trust.
- 3.4 **Purposes Independent:** The Trustees are empowered to carry out any one or more of the purposes of the Trust independently of any other purpose of the Trust.
- 3.5 **Purposes Within New Zealand:** All the purposes of the Trust must be carried out exclusively within New Zealand.
- 3.6 **Receipt of Public Donations for Purposes Within New Zealand:** Unless and until such time as the Trust is listed as a recipient of charitable or other public benefit gifts in Schedule 32 of the Income Tax Act 2007, any monetary donation made to the Trustees for the purposes of the trust must, subject to the terms of the donation, be placed by the Trustees in a fund established and maintained by the Trustees wholly or mainly for those purposes of the Trust carried out within New Zealand so that the donation qualifies as a charitable or other public benefit gift for the purposes of sections DB 41 and DV 12 and subpart LD of the Income Tax Act 2007.

4. POWERS OF TRUSTEES

- 4.1 **Promotion of Purposes:** The Trustees, in connection with the Trust, will only promote the exclusively charitable purposes of the Trust described in clause 3.
- 4.2 **Extent of Trustees' Powers:** In particular and in addition to all other powers conferred by law, but subject to the restrictions contained in this deed:

- 4.2.1 **Powers:** the Trustees will have the same powers as if they were the beneficial owners of the Trust Fund; and
- 4.2.2 **Powers Not Limited:** the Trustees' powers will not be limited or restricted by any principle of construction or rule of law or statutory power or provision except to the extent that it is obligatory.
- 4.3 **Status of Powers:** None of the powers or authorities conferred on the Trustees by this clause or otherwise will be deemed subsidiary or ancillary to any other power or authority. The Trustees may exercise any of those powers and authorities independently of any other power or authority. If there is any ambiguity, this provision will be construed so as to widen and not restrict the Trustees' powers provided that at no time shall this provision be construed so as to prevent the availability of any concession in relation to the Trust under any of the Concessionary Provisions, which would otherwise be available.

5. APPOINTMENT AND REMOVAL OF TRUSTEES

- 5.1 **Number of Trustees:** The number of Trustees must be not less than six (6) nor more than nine (9) provided that:
- 5.1.1 **Increase to Minimum Number:** if at any time there are less than six (6) Trustees, the persons having the power of appointment of Trustees must increase the number of Trustees to six (6) as soon as is reasonably practicable; and
- 5.1.2 **Actions Pending Increase:** the remaining Trustees will be entitled to act until the number of Trustees is increased and no act or decision of the remaining Trustees will be called into question on account of the fact that there were less than six (6) Trustees when that act or decision was carried out or made.
- 5.2 **Power of Appointment:**
- 5.2.1 One Trustee shall be appointed by the Mayor of the South Wairarapa District Council (or its successor), and the first such appointment shall be **LISA ANNE CORNELISSEN**.
- 5.2.2 One Trustee shall be appointed by the Chairperson of the Martinborough Community Board (or its successor), and the first such appointee shall be **MAXWELL JAMES STEVENS**.
- 5.2.3 Three elected Trustees, with no less than one Trustee position to be available for election at each Annual General Meeting of the Trust. Entitled to vote are all bona fide user groups of the Community Centre, who are currently affiliated (have paid an annual affiliation fee, which will be initially set at \$20.00), and use the Community Centre for no less than 50 hours in the preceding financial year: and also all current Trustees. These first three Trustees shall be appointees and are **DAVID RUTHERFORD KERSHAW, ROLAND EDWARD WILDER GRIFFITHS, and CATHERINE ANNE DE GROOT**.
- 5.2.4 Up to four Trustees shall be appointed by the Board.
- 5.2.5 In the appointment of all Trustees the relevant groups shall be cognisant of the need to appoint Trustees based on the skills required for the effective governance of the Trust.
- 5.3 **Power of Removal**
- 5.3.1 Whoever appoints a Trustee (or in the event of a Mayor or Community Board Chairman being the appointer, that the Mayor's or Community Board successor in office for the time being) may at any time remove that Trustee at the sole discretion of the appointer.

5.3.2 Any Trustee may be removed by the unanimous resolution of all of the other members of the Board if they consider this to be in the best interests of the Trust.

5.4 Eligibility of Trustees: The following persons may not hold office as a Trustee:

5.4.1 Youth: an individual who is under the age of 16 years;

5.4.2 Bankruptcy: an individual who is an undischarged bankrupt or who is a discharged bankrupt but is prohibited by the Court from engaging in any form of business activity;

5.4.3 Liquidation, Receivership or Statutory Management: a company, incorporated society or any other body corporate:

- (a) **Winding Up or Liquidation:** which is being wound up or has gone into liquidation;
- (b) **Resolution to Appoint Liquidator:** in respect of which a resolution has been passed appointing a liquidator;
- (c) **Order to Appoint Liquidator:** in respect of which an order has been applied for or made by the court appointing a liquidator;
- (d) **Meeting to Appoint Liquidator:** in respect of which a meeting of shareholders or members has been called at which the appointment of a liquidator will be considered;
- (e) **Receiver or Statutory Manager Appointed:** for which a receiver or statutory manager has been appointed in respect of all or any part of its assets; or
- (f) **Arrangement in Respect of Creditors:** which has made or entered into, or attempted to make or enter into, any compromise, assignment or other arrangement with or for the benefit of all or any class of its creditors;

5.4.4 Criminal Conviction or Sentence: a person who has been:

- (a) **Crime Involving Dishonesty:** convicted of any crime involving dishonesty, within the meaning of section 2(1) of the Crimes Act 1961, and sentenced for that crime within the last seven years; or
- (b) **Other Offences:** convicted of any offence punishable by a term of imprisonment of two or more years, or sentenced to imprisonment for any offence, unless that person has:
 - (i) **Pardon:** obtained a pardon; or
 - (ii) **Service of Sentence:** served, or otherwise suffered, the sentence imposed on that person;

provided that that person will not be disqualified from appointment as a Trustee, or may continue to hold office as a Trustee, but will be deemed to have taken leave of absence, until the expiry of the time for appealing against the conviction or sentence of imprisonment, and if there is an appeal against conviction or sentence, until the appeal has been determined;

5.4.5 Disqualification from Company Positions: a person who is prohibited from being a director or promoter of, or being concerned or taking part in the management of, a company under the Companies Act 1993, the Securities Act 1978, the Securities Markets Act 1988 or the Takeovers Act 1993;

5.4.6 Incapacity: a person who is subject to a property order made under the Protection of Personal and Property Rights Act 1988 or whose Property is managed by a trustee corporation under section 32 of the Protection of Personal and Property Rights Act 1988; or

5.4.7 Charities Commission Order: a person who is subject to an order made under section 31 of the Charities Act 2005 disqualifying the person from being an officer of a charitable entity.

5.5 Ineligibility of Person Having Powers of Appointment: If any person having the powers of appointment under clause 5.2 and removal under clause 5.3:

5.5.1 Death or Dissolution: dies or, in the case of a body corporate, is liquidated or otherwise dissolved; or

5.5.2 Eligibility to be a Trustee: is precluded from holding office as a Trustee under clause 5.4;

then the Trustees, but excluding that person if that person is also a Trustee, will have the power to:

5.5.3 Remove Power: remove those powers of appointment and removal from that person; and

5.5.4 Revest Power: revest those powers of appointment and removal in another person who may or may not be a Trustee.

From the date of any such revesting, this clause 5.5 will apply to the person in whom the powers of appointment and removal are revested as if that person were originally named in clause 5.2.

5.6 Term of Office:

5.6.1 Notwithstanding the term stipulated by the appointer at the time of appointment, no term of appointment shall be for more than three years. At the end of that time a Trustee may be appointed for two further terms of up to three years. No person shall be a Trustee for more than nine consecutive years without a gap of not less than one year after any eight year period.

5.7 Recording: On every appointment, reappointment, removal or cessation of office of any Trustee, the Trustees must cause an entry to that effect to be recorded in the Trust's minute book.

5.8 Vacancies:

5.8.1 The Board shall have the power to appoint a Trustee (or Trustees) to fill any casual vacancy until a formal appointment can be made in accordance with clause 5.2.

6. ADMINISTRATION OF THE TRUST

6.1 Meetings: The Trustees must regulate and conduct meetings as follows:

6.1.1 Annual General Meeting: within four months of the end of each Financial Year, the Trustees must hold an annual general meeting;

6.1.2 Notice: the Secretary must give no less than 30 days' written notice of the annual general meeting to the Trustees;

6.1.3 Business: the business to be transacted at the annual general meeting will be the:

(a) receipt of the financial statements;

(b) appointment of the reviewer (if any);

- (c) setting of the Trustees' remuneration;
 - (d) Conduct a roll call for affiliated user groups and current Trustees, and in doing so clearly determine who is eligible to vote for elected Trustee/s;
 - (e) Conduct an election for at least one elected Trustee position required by clause 5.2.3; and
 - (f) Set the affiliation fee for user groups for the current financial year;
- and any other business will be treated as special business and will be dealt with in accordance with clause 6.1.4.
- 6.1.4 Special Business:** written notice of any special business must be given to the Secretary no less than 21 days before the annual general meeting and the Secretary must circulate a written agenda including all special business to the Trustees no later than 14 days before the annual general meeting;
- 6.1.5 Other Meetings:** the Trustees may otherwise meet at any times and places, which they may agree, provided that any two or more Trustees may at any time requisition a meeting of Trustees by giving written notice to the Secretary and the Secretary must, within 10 days of receipt of that notice, convene a special general meeting by giving, subject to clause 13.1, not less than 10 days' notice of the meeting to the Trustees; and
- 6.1.6 Particulars of Notice:** every notice of meeting given by the Secretary to the Trustees must:
- (a) be in writing; and
 - (b) state the date, time and place of the meeting;
- and every notice of a meeting requisitioned under clause 6.1.5 must state the matters to be discussed at that meeting, but notice of any meeting may be abridged or waived if all the Trustees consent in writing to that abridgment or waiver.
- 6.2 Quorum:** A quorum at meetings of the Trustees will be comprised of no less than the majority of the current Trustees or 4 Trustees, which is the greater.
- 6.3 Validity of Proceedings:** All acts done by any meeting of Trustees or by any person acting as Trustee will be as valid and effectual as if that Trustee or those Trustees:
- 6.3.1 Duly Appointed:** had been duly appointed;
 - 6.3.2 Qualified:** were qualified to hold office as Trustee; and
 - 6.3.3 Complied With Rules:** had complied with clause 6.1; even if it is later discovered that:
 - 6.3.4 Defect in Appointment:** there was some defect in the appointment of any of the Trustees;
 - 6.3.5 Trustee Disqualified:** any of the Trustees were for any reason disqualified from holding office as Trustee; or
 - 6.3.6 Failure to Comply:** there was accidental failure to comply with clause 6.1.
- 6.4 Chairperson:** The Trustees shall appoint a Chairperson of Trustees for the next year from among their number, and this appointment process will occur at the first Board meeting following the Annual General Meeting.

- 6.5 Secretary:** The Trustees shall appoint a Secretary for the next year either from among their number or some other person, and this appointment process will occur at the first Board meeting following the Annual General Meeting.
- 6.6 Majority Decisions:** Except as otherwise provided, and subject to clause 6.2, all resolutions passed at a meeting of the Trustees may be by a majority of Trustees present at that meeting and any such resolution will be binding on all Trustees. The Chairperson will have a casting as well as a deliberative vote if there is a tie and equality of votes.
- 6.7 Written Resolution:** A written resolution, signed by all the Trustees, will be as valid and effectual as if it had been passed at a meeting of the Trustees. Any such resolution may consist of several documents in like form each signed by one or more Trustees.
- 6.8 Rescission of Resolutions:** The Trustees may from time to time rescind or vary any resolution of the Trustees by the same majority as was necessary to pass the resolution being rescinded or varied.
- 6.9 Minutes:** The Trustees must provide and keep a minute book. The Secretary must prepare and enter a record of all resolutions of the Trustees in the minute book. If confirmed by the Trustees, the Chairperson must sign those minutes as a true and correct record. Every minute purporting to be so signed will be prima facie evidence of the facts stated in those minutes.
- 6.10 Bank Accounts:** The Trustees must keep an account at a bank, which they may determine from time to time. Cheques must be drawn, signed and endorsed by any two (2) Trustees or by one (1) trustee with any other person whom the Trustees from time to time authorise in writing.
- 6.11 Accounts and Audits:** The Trustees must ensure that:
- 6.11.1 Keep Records and Accounts:** full and correct records and accounts are kept of all their receipts, credits, payments, assets, liabilities, transactions and all other matters necessary for showing the true state and condition of the Trust Fund; and
- 6.11.2 Financial Statements:** financial statements are prepared as soon as practicable after the end of each Financial Year, those statements must include:
- (a) **Financial Position:** a statement of financial position;
 - (b) **Financial Performance:** a statement of financial performance;
 - (c) **Cash Flows:** a statement of cashflows; and
 - (d) **Notes:** notes to those statements;
- giving a true and fair view of the financial position of the Trust Fund for that Financial Year and, if the Trustees so resolve, a chartered accountant appointed for the purpose by the Trustees will audit those financial statements; and
- 6.11.3 Change of Balance Date:** any change to the Balance Date for the Trust has been approved, if required, by the Charities Commission under the Charities Act 2005 or by any other relevant authority.
- 6.12 Execution of Documents:** Subject to clause 6.13, all documents required to be executed by the Trustees will be deemed to be validly executed and binding if those documents have been signed by at least two (2) Trustees.
- 6.13 Common Seal:** If the Trustees become incorporated as a board under the Charitable Trusts Act 1957, then:

6.13.1 Provision and Use of Seal: the Trustees will provide a common seal for the board, which will be:

- (a) **Deposited with Secretary:** deposited with the Secretary; and
- (b) **Use of Seal:** affixed to any document requiring execution by the board under common seal; and

6.13.2 Affixation of Seal: every affixing of the common seal must be:

- (a) **Authorisation:** performed in the presence of and accompanied by the signatures of two (2) Trustees, which will be sufficient evidence of authority to affix the seal; and
- (b) **Seal Register:** recorded in a seal register retained for such purpose.

6.14 Preparation and Filing of Documents and Other Information: The Trustees must cause to be prepared and retained or filed with any relevant person, including:

6.14.1 Commissioner of Inland Revenue: the Commissioner of Inland Revenue, pursuant to any revenue legislation; and

6.14.2 Charities Commission: the Charities Commission, pursuant to the Charities Act 2005;

all necessary tax accounts, returns, reports, declarations, notices, certificates, reconciliations, applications, forms and other information required to be prepared or filed so as to achieve or preserve the availability of any concession in relation to the Trust under any of the Concessionary Provisions.

6.15 Notices: Any notice to be given to the Secretary under this deed must be in writing signed by the person giving the notice and served at the office of the Trust. Any notice or document so served will be deemed to be duly given:

6.15.1 By Hand: if delivered by hand, when so delivered;

6.15.2 By Facsimile: if delivered by facsimile, when receipt is confirmed;

6.15.3 By Post: if delivered by post, on the third working day after posting; or

6.15.4 By E-mail: if sent by e-mail, on the sender's receipt of an e-mail message indicating that the e-mail has been opened at the recipient's terminal.

7. LIABILITY OF TRUSTEES

7.1 Liability for Loss: No Trustee will be liable for any loss to the Trust Fund arising from any act or omission of the Trustee unless it is attributable to that Trustee's own dishonesty or to the wilful commission or omission of any act known by that Trustee to be a breach of trust.

7.2 Trustee Act 1956: Subject to clause 7.1, despite:

7.2.1 Section 13C: the provisions of section 13C of the Trustee Act 1956; and

7.2.2 Professional Trustees: the likelihood that the Trustees will from time to time include persons whose profession, employment or business is or includes acting as a trustee or investing money on behalf of others;

the care, diligence and skill to be exercised by those persons will not be that required by section 13C of the Trustee Act 1956 but will at all times be the care, diligence and skill that a prudent person of business would exercise in managing the affairs of others.

7.3 Proceedings: No Trustee will be bound to take, or be liable for failure to take, any proceedings against any other Trustee or former Trustee for any breach or alleged breach of trust committed by that other Trustee or former Trustee.

7.4 Receipt of Money: Subject to clauses 7.1 and 7.2, a Trustee will be chargeable only for any money, which that Trustee has received. For the purposes of this clause, a Trustee is deemed to have received money even if not actually paid to that Trustee if that money has been credited in account, reinvested, accumulated, capitalised, carried to any reserve, sinking or insurance fund, or otherwise dealt with on that Trustee's behalf.

8. INDEMNIFICATION OF TRUSTEES

Each Trustee or former Trustee is entitled to be indemnified out of the Trust Fund against all actions, proceedings, claims, damages, losses, demands, calls, liabilities, costs (including legal costs) and expenses (together called "liabilities") suffered or incurred by that Trustee or former Trustee in connection with the Trust, except to the extent that those liabilities are due to:

8.1 Dishonesty: that Trustee's or former Trustee's own dishonesty or lack of good faith; or

8.2 Wilful Breach of Trust: that Trustee's or former Trustee's wilful commission or omission of an act known by that Trustee or former Trustee to be a breach of trust.

9. TRUSTEE REMUNERATION AND EXPENSES

9.1 Professional Remuneration: Subject to clause 9.3, any Trustee being a lawyer, accountant or other person engaged in any profession, business or trade is entitled to be paid all usual professional, business and trade charges for services provided by that person or that person's employee or partner in connection with the Trust including acts, which a Trustee, not being in any profession, business or trade, could have done personally.

9.2 Proviso: Any payment to a Trustee referred to in clauses 9.1 and 9.2 must not exceed fair market value for services provided and, where any such payment is a benefit or advantage to which clauses 11.2 to 11.4 apply, no Trustee receiving such payment and no person associated with such Trustee may:

9.2.1 Take Part: take part in any deliberations or proceedings relating to that payment; or

9.2.2 Determine or Influence: in any way determine or materially influence directly or indirectly the nature or amount of that payment or the circumstances in which it is to be paid.

9.3 Expenses: Each Trustee is entitled to be indemnified against, and reimbursed for, all travelling, hotel and other expenses properly incurred in connection with the Trust.

10. NO PRIVATE PROFIT

Nothing expressed or implied in this deed will permit:

10.1 Trustees' Activities: the Trustees' activities; or

10.2 Business: any business carried on by or on behalf of or for the benefit of the Trustees;

in connection with the Trust, to be carried on for the private profit of any individual.

11. RESTRICTIONS RELATING TO BUSINESS INCOME

11.1 General Restrictions: In any tax year, for the purposes of the Income Tax Act 2007, where any business, within the ambit and scope of the Income Tax Act 2007 and in particular section CW 42 of that Act, is carried on by or for the benefit of the Trust:

11.1.1 Tax Exempt Business Income: the Trustees must not derive directly or indirectly from any such business any amount of income that is not exempt from income tax under section CW 42 of the Income Tax Act 2007; and

11.1.2 Benefits/Advantages to Certain Persons: within the ambit and scope of clauses 11.2 to 11.4, no person with some control over the business may direct or divert, to their own benefit or advantage, any amount derived from that business.

11.2 Persons who may have Control: For the purposes of clause 11.1.2, a person who may have some control over the business is a person who is, within the ambit and scope of sub-sections CW 42(5) to (7) of the Income Tax Act 2007:

11.2.1 Settlor or Trustee: a settlor or trustee of a trust carrying on the business or of a trust that is a shareholder in a company carrying on the business; or

11.2.2 Director or Shareholder: a director or shareholder of a company carrying on the business; or

11.2.3 Associated Person: a person associated with any person described in clauses 11.2.1 and 11.2.2.

11.3 Relevant Benefits/Advantages: For the purpose of clause 11.1.2, an amount is directed or diverted to the benefit or advantage of a person described in clause 11.2 if that person is given or receives from the business any benefit or advantage, whether or not convertible into money, within the ambit and scope of sub-sections CW 42(6) to (8) of the Income Tax Act 2007, or any income of a kind specified in and not excluded by those sub-sections.

11.4 Control over the Business and Ability to Direct or Divert Amounts: For the purpose of clause 11.1.2, a person described in clause 11.2 has some control over the business and is able to direct or divert amounts from the business to their own benefit or advantage if, by virtue of their position described in clause 11.2 and within the ambit and scope of sub-sections CW 42(5) to (8) of the Income Tax Act 2007, that person is, in any way, whether directly or indirectly, able to determine or materially influence in any way the determination of:

11.4.1 Nature/Extent of Benefit/Advantage: the nature or extent of any benefit, advantage or income described in clause 11.3; or

11.4.2 Circumstances of Receipt: the circumstances in which any benefit, advantage or income described in clause 11.3 is, or is to be, given or received.

12. MODIFICATION OF TRUST TERMS

The Trustees may from time to time and by resolution carried by a majority of three-quarters of their number at that time and ratification by Council, modify or amend any term of this deed, but no modification may at any time be made that would:

12.1 Charitable Purposes: allow the Trust to operate other than for exclusively charitable purposes in New Zealand or to operate for private profit; or

12.2 Concessionary Provisions: affect the eligibility of the Trust for the benefit of any of the Concessionary Provisions, unless in relation to any such provision the Trustees have unanimously determined that eligibility for the benefit of that provision is not required in the best interests of pursuing the purposes of the Trust.

13. WINDING UP THE TRUST

13.1 Resolution: The Trustees may wind up the Trust by a unanimous resolution of the Trustees, provided that:

13.1.1 Resolution at Meeting: that resolution must be passed at a Trustees' meeting called for that purpose; and

13.1.2 Notice of Meeting: the Secretary must give not less than 30 days' notice of that meeting to the Trustees.

13.2 Surplus Property: If, on the winding up of the Trust, any portion of the Trust Fund remains after satisfaction of all the debts and liabilities of the Trustees in connection with the Trust, none of that portion may be paid out or distributed other than for charitable purposes carried out exclusively within New Zealand. Alternatively, any surplus Property remaining after the winding up or dissolution of the Trust may be disposed of at the direction of a Judge of the High Court of New Zealand.

14. GOVERNING LAW

This deed is governed by New Zealand law. The Trustees submit to the non-exclusive jurisdiction of all courts having jurisdiction in New Zealand.

15. INCORPORATION

The Trustees are empowered to seek incorporation in accordance with the provisions of the Charitable Trusts Act 1957.

Executed as a deed.

SIGNED by **MAXWELL JAMES STEVENS**
as one of the Trustees in the presence of:

Witness (signature): _____

Name: _____

Occupation: _____

Address: _____

SIGNED by **DAVID RUTHERFORD KERSHAW**
as one of the Trustees in the presence of:

Witness (signature): _____

Name: _____

Occupation: _____

Address: _____

Robin B Lockie
ROBIN BENDON LOCKIE
RETIRED
1 BAALOW ROAD
MARTIN BOROUGH

SIGNED by **LISA ANNE CORNELISSEN**
as one of the Trustees in the presence of:

Witness (signature): _____

Name: _____

Occupation: _____

Address: _____

SIGNED by **ROLAND EDWARD WILDER GRIFFITHS**
as one of the Trustees in the presence of:

Witness (signature): _____

Name: _____

Occupation: _____

Address: _____

SIGNED by **CATHERINE ANNE DE GROOT**
as one of the Trustees in the presence of: _____

Witness (signature): _____

Name: _____

Occupation: _____

Address: _____

DRAFT