



MARTINBOROUGH COMMUNITY BOARD

**Agenda
14 March 2019**

**Notice of a meeting to be held in the Pirinoa Hall, Lake Ferry Road, Pirinoa on Thursday
14 March 2019 at 6:00pm.**

MEMBERSHIP OF THE COMMITTEE

Lisa Cornelissen (chair), Fiona Beattie, Victoria Read, Maree Roy, Cr Pam Colenso and Cr Pip Maynard and Maisie Arnold-Barron (student representative).

PUBLIC BUSINESS

1. APOLOGIES:

2. CONFLICTS OF INTEREST:

3. PUBLIC PARTICIPATION:

3.1 None advised

4. ACTIONS FROM PUBLIC PARTICIPATION/PRESENTATIONS:

As per standing order 14.17 no debate or decisions will be made at the meeting on issues raised during the forum unless related to items already on the agenda.

5. COMMUNITY BOARD MINUTES:

5.1 Minutes for Approval: Martinborough Community Board
Minutes of 31 January 2019

Pages 1-5

***Proposed Resolution:** That the minutes of the Martinborough Community Board meeting held on 31 January 2019 be confirmed as a true and correct record.*

6. CHIEF EXECUTIVE AND STAFF REPORTS:

6.1 Officers' Report to Community Boards

Pages 6-36

Jo Dean, Wairarapa Zero Waste Co-ordinator, providing an update on zero waste initiatives

Bryce Neems, Amenities Manager, introducing himself and advising members of protocol for requesting amenities jobs

6.2 Action Items Report

Pages 37-45

6.3 Income and Expenditure Report

Pages 46-51

6.4 Financial Assistance

Pages 52-57

6.5 SWDC Logo and Branding Working Party Report

Pages 58-79

7. NOTICES OF MOTION:

7.1 None advised

8. CHAIRPERSON'S REPORT:

8.1 Chair's Report

Pages 80-84

8.1.1. Community Board Projects

8.1.2. Community Board Budget

8.1.3. Martinborough Pool

8.1.4. Release of Grant Commitment

8.1.5. Community Board Best Practice Award

8.1.6. Fireworks in Considine Park

9. MEMBER REPORTS (INFORMATION):

9.1 Mayor's Report

Pages 85-140

Martinborough Community Board

Minutes – 31 January 2019

- Present:** Lisa Cornelissen (Chair), Fiona Beattie, Vicky Read (until 7:25pm), Maree Roy, Cr Pip Maynard, Cr Pam Colenso and Maisie Arnold-Barron (student representative).
- In Attendance:** Mayor Viv Napier (from 6:05pm), Mark Allingham (Group Manager Infrastructure and Services), Suzanne Clark (Committee Secretary) and Lou Brown (Resource Management Officer) for part only.
- Conduct of Business:** The meeting was conducted in public in the Supper Room, Waihinga Centre, Martinborough on the 31 January 2019 between 6:00pm and 7:45pm.
- Also in Attendance:** Jen Bhati (South Wairarapa Neighbourhood Support).

PUBLIC BUSINESS

Mrs Cornelissen acknowledged the passing of Garry Jackson, a former Fire Chief of Martinborough Fire Brigade, for the work he had undertaken in the community.

MCB RESOLVED (MCB 2019/01) to consider tabled correspondence from Destination Wairarapa as part of the '8 Chairperson's Report'; it was not notified with the agenda as it was received late.

(Moved Cornelissen/Seconded Beattie) Carried

1. APOLOGIES

MCB RESOLVED (MCB 2019/02) to receive lateness apologies from Mayor Viv Napier.

(Moved Beattie/Seconded Cr Colenso) Carried

2. CONFLICTS OF INTEREST

There were no conflicts of interest declared.

3. PUBLIC PARTICIPATION

3.1 Jen Bhati (South Wairarapa Neighbourhood Support)

Ms Bhati introduced herself as the South Wairarapa Neighbourhood Support Coordinator and outlined the current status of active groups in the district.

Martinborough did not have any formal groups, and Ms Bhati asked members

to encourage their neighbours to host an event where the concept can be introduced by the appropriate services.

4. ACTIONS FROM PUBLIC PARTICIPATION

MCB NOTED:

1. Action 45: Request promotional material suitable for social and online media promotion from the Neighbourhood Support Coordinator and forward Martinborough Business Association contact details: L Cornelissen

5. COMMUNITY BOARD MINUTES

5.1 Martinborough Community Board Minutes – 12 December 2018

MCB RESOLVED (MCB 2019/03) that the minutes of the Martinborough Community Board meeting held on 12 December 2018 be received and confirmed as a true and correct record.

(Moved Cornelissen/Seconded Read)

Carried

6. CHIEF EXECUTIVE AND STAFF REPORTS

6.1 Officers' Report

Mr Brown updated members on the Notable Tree Register Project (update tabled) and answered members' questions.

Members discussed recycling in public places and wandering dogs.

MCB RESOLVED (MCB 2019/04):

1. To receive the Officers' Report.

(Moved Beattie/Seconded Read)

Carried

2. Action 46: Invite the Wairarapa Zero Waste Coordinator to the next Martinborough Community Board meeting; P Crimp

6.2 Action Items Report

Mrs Cornelissen tabled a map labelled with potential locations for the FlagTrax brackets and members discussed alternatives. Members discussed publicity of the next Community Board meeting venue and the Martinborough Playground upgrade project.

MCB RESOLVED (MCB 2019/05):

1. To receive the Action Items Report.

(Moved Cornelissen/Seconded Beattie)

Carried

2. Action 47: Generate a poster advertising the next Martinborough Community Board meeting venue of the Pirinoa Hall and arrange for distribution; L Cornelissen
3. Action 48: Review potential FlagTrax locations, noting there was a desire to populate Kitchener, the Square and Jellicoe Streets; Cr Colenso
4. Action 49: Advise who is funding installation costs of the FlagTrax system and the total number of systems that can be

purchased with the current funds allocation; (Council and MCB);
M Allingham

6.3 Income and Expenditure Report

MCB RESOLVED (MCB 2019/06):

1. To receive the Income and Expenditure Statement for the period 1 July 2018 – 31 December 2018.
(Moved Cornelissen/Seconded Beattie) Carried
2. To approve up to \$100 plus GST for the hire of Pirinoa Hall in order to hold the March 2019 Martinborough Community Board meeting.
(Moved Cornelissen/Seconded Beattie) Carried
3. Action 50: Investigate payment responsibility for the difference in installation costs over the \$450 agreed by the MCB for bike rack installation outside the Waihinga Centre, Martinborough; M Allingham

6.4 Community Board Conference 2019

MCB RESOLVED (MCB 2019/07):

1. To receive the Community Boards Conference 2019 Report.
2. To nominate Cr Pam Colenso to attend the Community Boards Conference 2019 at Council's expense.
3. To nominate Lisa Cornelissen to attend the Community Boards Conference 2019 with an associated commitment of up to \$2,200 excluding GST at the Martinborough Community Board's expense.
(Moved Beattie/Seconded Cr Maynard) Carried

7. NOTICES OF MOTION

There were no notices of motion.

8. CHAIRPERSON'S REPORT

8.1 Chairperson's Report

Mrs Cornelissen discussed repairs to the Martinborough Cenotaph, Martinborough Square dark sky compliant lighting, and issues at Martinborough Swimming Pool with members.

Ms Arnold-Barron presented the youth report and undertook to follow-up on expected costs. Members agreed to involve local schools in the project by getting them to vote on three different mural concepts.

Mrs Cornelissen tabled correspondence from Destination Wairarapa and members discussed the paper. Subject to further information, the Community Board were in favour of an additional bus stop outside the Waihinga Centre, provided there was no loss of available car parks in the area.

MCB RESOLVED (MCB 2019/08):

1. To receive the Chairperson's report and the tabled correspondence from Destination Wairarapa.
2. To receive the Community Board project reports.
(Moved Cornelissen/Seconded Beattie) Carried
3. Action 51: Write to Destination Wairarapa informing them of the Community Board's discussion of the paper and provisional support for an additional bus stop; L Cornelissen
4. Action 52: Speak to Transit about an additional bus stop outside of the Waihinga Centre, to gauge what needs to be done and likely impacts; M Allingham
5. Action 53: Request three design concepts in rough form for the skatepark, liaise with Fiona Beattie when the designs are ready so a student survey can be organised, send the costs to Lisa Cornelissen; M Arnold-Barron

MCB RESOLVED (MCB 2019/09):

1. To request a report on Martinborough Swimming Pool issues (including placement of the large barriers, non-use of pool covers and inflatables), and how we can stop the covers and inflatables becoming an issue every season.
(Moved Beattie/Seconded Cr Maynard) Carried
2. Action 54: Urgently make repairs to the Martinborough Swimming Pool tiling so the safety barriers can be removed to allow full access to the area by swimmers; M Allingham
3. Action 55: Make the inflatable toys available in the Martinborough Swimming Pool ASAP, or if they are not available for use advise why; M Allingham
4. Action 56: Provide pool opening hours signs to each of the districts swimming pools; M Allingham

MCB RESOLVED (MCB 2019/10):

1. To request that the Amenities Manager organise a meeting of the Considine Park Committee to review progress and to discuss input into the Annual Plan, as well as any other agenda items members of the Committee wish to discuss.
(Moved Cornelissen/Seconded Cr Colenso) Carried
2. Action 57: Locate the last minutes from the Considine Park Committee and forward to Cr Colenso; M Allingham

MCB RESOLVED (MCB 2019/11):

1. To agree to enter the Waihinga Centre project into the 'Best Practice Awards 'Leadership' or 'Enhancing Communities' category.
(Moved Cornelissen/Seconded Beattie) Carried

2. Action 58: Prepare an entry to the Local Government Community Board Awards for the Waihinga Centre for consideration; L Cornelissen/V Read

MCB RESOLVED (MCB 2019/12):

1. To consider the first round of grant applications at the MCB meeting on the 14 March. Applications must be received by 28 February.
2. Consider the second round of grant applications at the MCB meeting on 29 August. Applications must be received by 15 August.
3. That the strategic grant forms be updated accordingly.

(Moved Beattie/Seconded Cornelissen)

Carried

9. MEMBERS REPORTS (INFORMATION):

9.1 Wairarapa Library Service

Members discussed the report as submitted in the agenda papers.

MCB RESOLVED (MCB 2019/13) to receive member reports.

(Moved Beattie/Seconded Cr Colenso)

Carried

Confirmed as a true and correct record

.....Chairperson

.....Date

MARTINBOROUGH COMMUNITY BOARD

14 MARCH 2019

AGENDA ITEM 6.1

OFFICER'S REPORT

Purpose of Report

To report to Council on general activities.

Recommendations

Officers recommend that the Community Board/Committee:

1. *Receive the Officer's Report.*

CHIEF EXECUTIVE

1. Executive Summary

This is my last report as Chief Executive Officer of SWDC.

I won't bang on too much, I would like to say though that I am incredibly proud of where we are currently positioned, what we have achieved over my time here, and with all the initiatives we have in place, where we are headed.

And I emphasise "we".

Yes, there have been some bumps along the way, however the fact we continue to make really good progress, with exciting initiatives to come, highlights the strength of SWDC.

Personally, no one can succeed without the support of all those around us, and I cannot complain about the support I have received.

To the people I work with, thanks heaps.... You have supported me through the good times and not so good. We work in a difficult and complex environment and are under more and more scrutiny. By and large, we pass this scrutiny.

Mayors past and present, Councillors past a present, thanks – huge progress, great job!

2. Governance/Leadership/Advocacy

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

GOVERNANCE, LEADERSHIP AND ADVOCACY MEASURING SERVICE DELIVERY PERFORMANCE					
SERVICE LEVEL	KEY PERFORMANCE INDICATORS	2016/17	2017/18	2017/18	COMMENTS
		ACTUAL	TARGET	ACTUAL	
Opportunities are provided for the community to have its views heard	Ratepayers and residents feel they can contact a Council member to raise an issue or problem	79% (13/14: 73%)	75%	69%	The National Research Bureau (NRB) Customer Satisfaction survey was carried out in October 2018. In addition to the 69% (2016: 79%) positive response, 18% (2016: 13%) felt they were unable to comment.
	Ratepayers and residents feel that the Mayor and councillors give a fair hearing to their views	63% (13/14: 62%)	75%	47%	The National Research Bureau (NRB) Customer Satisfaction survey was carried out in October 2018. In addition to the 47% (2016: 63%) positive response, 20% (2016: 23%) felt they were unable to comment.
Council determines what activities it should engage in through consultation and regulatory requirements then sets clear direction	Ratepayers and residents are satisfied with Council's decisions and actions	70% (14/15: 59%)	80%	65%	The National Research Bureau (NRB) Customer Satisfaction survey was carried out in October 2018. In addition to the 65% (2016: 70%) positive response, 8% (2016: 14%) felt they were unable to comment. The 2014/15 result of 59% was a separate survey with a sample size of 117, and was used to provide an interim indication. The NRB survey size of 300, which is our main survey and has a significantly lower margin of error.
	Ratepayers and residents are satisfied with how Council allocates rates/funds to be spent on the services and facilities provided (target peer group age)	65% (13/14: 64%)	80%	61%	The National Research Bureau (NRB) Customer Satisfaction survey was carried out in October 2018. In addition to the 65% (2016: 65%) positive response, 10% (2016: 14%) felt they were unable to comment.
Community Boards make decisions that consider local issues	Community Board decision - making reports on local issues	GTN 96% FTN 95% MBA 92%	90%	GTN 90% FTN 94% MBA 93%	This measure reports on the percentage of resolutions made that relate solely to local issues.
	% of ratepayers and residents who know how to contact a community board member	69% (13/14: 65%)	71%	60%	The National Research Bureau (NRB) Customer Satisfaction survey was carried out in October 2018.
Opportunities are available to raise local issues and understand what will happen as a result	Ratepayers and residents satisfied with the way Council involves the public in the decisions it makes	47% (13/14: 49%)	72%	36%	The National Research Bureau (NRB) Customer Satisfaction survey was carried out in October 2018. In addition to the 36% (2016: 47%) positive response, 26% (2016: 31%) felt they were neither satisfied nor dissatisfied, and 4% (2016: 5%) felt they were unable to comment.
Opportunities are available to raise issues relating to Maori through the Maori Standing Committee	The Maori Standing Committee makes recommendations to Council in relation to policy and plan development and resource management applications	100%	100%	100%	Maori Standing Committee met on 7 occasions. In total 24 resource consent applications were considered. (2017: 7 meetings and 21 resource consent applications).

2.1 Productivity Commission Review

Draft responses prepared by SOLGM, and Local Government New Zealand were circulated and discussed.

SWDC made a submission based around the LGNZ draft.

3. Strategic Planning and Policy Development

3.1 Meetings/Conferences

3.1.1. Mayoral Forum

One Mayoral forum was held.

Agenda items included Appointment of Chair/Deputy Chair, with Mayor Guppy (Upper Hutt CC) appointed chair and Mayor Lester (Wellington CC) appointed deputy.

Other items included Lets Get Wellington Moving; Wellington Region Investment Plan; Productivity Commission, Local Government Funding and Financing; and Regional Indoor Stadium.

3.1.2. Roading Review – S17A

We have completed the Section 17A review, with the result being South Wairarapa and Carterton Councils will work together on procuring and delivering roading outputs.

We (SWDC/CDC) are updating our procurement strategy to reflect the new structure also working with MDC on aligning contract dates to ensure open market competitiveness.

3.1.3. Wairarapa Regional Economic Development Strategy

Progress continues towards the delivery under this plan.

There was a slight hiatus over the Christmas / New Year break, however activity now continues apace.

Action 359 questions what activities have been left out of the WREDS, this discussion is covered in Appendix 4 of the Strategy and Action Plan.

3.1.4. Wellington Water Limited

Officers attended a very worthwhile meeting with Wellington Water senior officers to continue to understand each other's businesses.

A further workshop was held with SWDC officers and elected members to further tease out the strengths, weaknesses, opportunities and threats of joining.

A separate decision paper is presented to this meeting in relation to joining Wellington Water.

Wellington Water also offered their expertise to assist in the management and operational aspects of the E Coli issue in the Martinborough supply. It is fair to say the structured approach has helped manage the response in a broader way than we could have achieved with our existing resources.

3.1.5. Spatial Planning

Following on from the Long Term Plan Action, we have commenced this process.

Ree Anderson was selected to commence this process and will be preparing a spatial plan discussion document following a couple of workshops.

Ree has experience with the Auckland Plan, and has also worked with Palmerston North City Council, and Horowhenua District Council.

This document will form the basis of the public consultation phase.

Following discussion with Ree, the spatial plan should be completed in 12 to 18 months.

3.1.6. Other Meetings

We continue to work through the usual issues that arise from the first occupation of a large building, the Waihinga Centre. From an operational perspective these are relatively straightforward, but do need to be resolved.

The E. coli issue in Martinborough has generated a significant workload, with internal meetings, daily discussions with Regional Public Health, and Wellington water. This is a big issue for our community, and we have ensured all available resources have been applied to ensure resolution as soon as is practical. The Communities patience has to be acknowledged, and our regular updates have been well received.

Our team has really stepped up and the response has been as good as it could be. We will obviously have a debrief, and will be asking the Martinborough public for comments on what initiatives we need to put in place to ensure, if an event like this happens again, we are in the best position to respond appropriately.

4. Corporate

4.1 Public Excluded Information

Council resolution DC 2018/150 states:

COUNCIL RESOLVED (DC2018/150):

1. To receive the Release of Public Excluded Information Report.
(Moved Cr Craig/Seconded Cr Carter) Carried
2. To release the 'Purchase of Land' report, decision and minutes from the public excluded meeting held on the 19 September 2018.
3. To delegate to the Chief Executive to review reports, decisions and minutes of public excluded items from 15 May 2013-21 March 2018 to determine which items should be released to the public.
(Moved Cr Jephson/Seconded Cr Maynard) Carried

The following table summarises all public excluded reports from 2013, and actions taken and proposed to be taken – these are noted in the “Release Notes” column.

Publicly Withheld Information

#	Report	Date Considered	Reason Withheld	Comment	Release Notes
1	Purchase of Land (Featherston Golf Club)	19 September 2018	Good reason to withhold exists under Section 48(1)(a) 7(2)(i) i) enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	Negotiations Complete.	Substantive information released through media. Council resolved to release full report and minutes.
2	Purchase of Land (Greytown Wastewater)	21 March 2018	Good reason to withhold exists under Section 48(1)(a) 7(2)(i)	Negotiations Complete.	Full report and minutes to be released
3	Purchase of Land (Greytown Wastewater)	21 February 2018	Good reason to withhold exists under Section 48(1)(a) 7(2)(i)	Negotiations Complete.	Full report and minutes to be released
4	Crown Redress for Wairarapa	20 September 2017	Good reason to withhold exists under Section 48(1)(a) 7(2)(i)	Negotiations not complete.	While we hold this information, the information is in relation to Treaty Settlements and will be released by the appropriate body once the treaty settlement made. This was not a decision report for council.
5	Solid Waste Contract	20 September 2017	Good reason to withhold exists under Section 48(1)(a) 7(2)(i)	Negotiations complete.	Full report and minutes to be released
6	Chief Executive Officer's Remuneration	20 September 2017	Good reason to withhold exists under Section 48(1)(a) 7(2)(a) a) protect the privacy of natural persons, including that of deceased natural persons	Complete.	Remuneration details advised to media, and published in Annual report. Other details withheld as noted in "Reasons Withheld"
7	Crown Redress Proposal for Wairarapa with Ngati Kahungunu and Rangitane	9 August 2017	Good reason to withhold exists under Section 48(1)(a) 7(2)(i)	Negotiations not complete.	Refer to #4 above
8	Water Rates Write Off	9 August 2017	Good reason to withhold exists under Section 48(1)(a) 7(2)(a)	Complete.	Name and address withheld, report and minutes released following redaction
9	Council determination of actions from the public	5 April 2017	Good reason to withhold exists under Section 48(1)(a) 7(2)(a)	Minutes only no report.	Personal information, information withheld

#	Report	Date Considered	Reason Withheld	Comment	Release Notes
	forum presentation by David Priestly				
10	Crown Redress Proposal for Wairarapa with Ngati Kahungunu and Rangitane	10 August 2016	Good reason to withhold exists under Section 48(1)(a) 7(2)(i)	Negotiations not complete.	Refer to #4 above
11	Summary of Agreement on Final Wairarapa Moana Redress Matters	10 August 2016	Good reason to withhold exists under Section 48(1)(a) 7(2)(i)	Negotiations not complete.	Refer #4 above
12	Rates Remission Request	10 August 2016	Good reason to withhold exists under Section 48(1)(a) 7(2)(a)	Complete	Name and address withheld, report and minutes released following redaction
13	Request for Council to Purchase a Local Amenity	29 June 2016	Good reason to withhold exists under section 7(2)(a)(i)(j) j) prevent the disclosure or use of official information for improper gain or improper advantage.	Reason no longer applies.	Full report and minutes to be released
14	Request for Rates Remission	29 June 2016	Good reason to withhold exists under Section 48(1)(a) 7(2)(a)	Complete.	Name and address withheld, report and minutes released following redaction
15	Crown Redress Proposal for Wairarapa with Ngati Kahungunu Rangitane	6 April 2016	Good reason to withhold exists under section 7(2)(i)	Negotiations not complete.	Refer #4 above
16	Chief Executive Review Report	28 October 2015	Good reason to withhold exists under Section 48(1)(a) 7(2)(a)	Complete.	Remuneration details advised to media, and published in Annual report. Other details withheld as noted in "Reasons Withheld"
17	Consideration of Recommendations from Wairarapa Alcohol Working Group in relation to the Local Alcohol Policy	22 April 2015	Good reason to withhold exists under Section 48 (1)(d) (2)(a)(i) (1) (d) that the exclusion of the public from the whole or the relevant part of the proceedings of the meeting is necessary to enable the local authority to deliberate in private on its decision or recommendation in any proceedings to which this paragraph applies. (2) (a) any proceedings before a local authority where – (i) A right of appeal	Complete.	The adopted Local Alcohol Policy has been released and is widely distributed Full report and minutes to be released

#	Report	Date Considered	Reason Withheld	Comment	Release Notes
			lies to any Court or Tribunal against the final decision of the local authority in those proceedings		
18	Waste Water Matters Report (Hodder Land)	19 November 2014	Good reason to withhold exists under section 7(2)(b)(h) b) protect information where the making available of the information – (i) would disclose a trade secret; or (ii) would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information. 19h) enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	Negotiations Complete.	Information released at the time of the purchase and widely covered by the media. Full report and minutes to be released
19	Lease of Land Report	31 October 2014	Good reason to withhold exists under section 7(2)(b)(h)	Negotiations Complete.	Minutes to be released, gliding club lease land matter.
20	Wastewater Matters Report Investigation of Hodder Land to Purchase	31 October 2014	Good reason to withhold exists under section 7(2)(b)(h)	Negotiations Complete.	Information released at the time of the purchase and widely covered by the media. Full report and minutes to be released
21	Organisational Structure of a Piece of Council Owned Land (Gliding Operations/Papawai Land)	23 April 2014	Good reason to withhold exists under section 7(2)(b)(h)	Negotiations Complete.	Information generally circulated in relation to the gliding club and covered by the media. Full report and minutes to be released
22	Roading Contract	23 April 2014	Good reason to withhold exists under section 7(2)(b)(h)	Negotiations Complete.	Information released to public at time of contract, everyone knows who the successful tenderers were. Information released at the time of the purchase and

#	Report	Date Considered	Reason Withheld	Comment	Release Notes
					widely covered by the media. Full report and minutes to be released
23	Greytown Wastewater Land Purchase	10 September 2013	Good reason to withhold exists under section 7(2)(a) (b)(h)	Negotiations Complete.	Information released at the time of the purchase and reported widely. Information released at the time of the purchase and widely covered by the media. Full report and minutes to be released
24	Featherston Land Swap	15 May 2013	Good reason to withhold exists under section 7(2)(a)(b)(h)	Negotiations Complete.	Information released at the time of swap, wide coverage since then. Information released at the time of the purchase and widely covered by the media. Full report and minutes to be released
25	Greytown Waste Water Land Purchase	15 May 2013	Good reason to withhold exists under section 7(2)(a)(b)(h)	Negotiations Complete.	Information released at the time of the purchase and reported widely Information released at the time of the purchase and widely covered by the media. Full report and minutes to be released

As can be seen, where information could be released, in the majority of cases the key information was released and had been made public at the time the decisions were made.

4.2 Occupational Health and Safety

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

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

A health and safety report is included in Appendix 1.

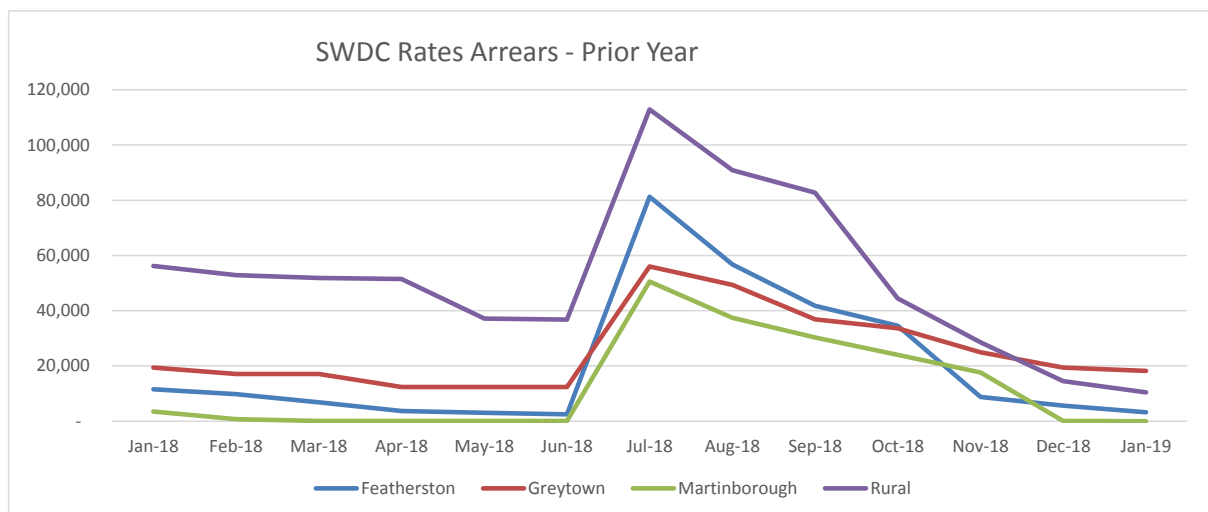
4.3 Action Items

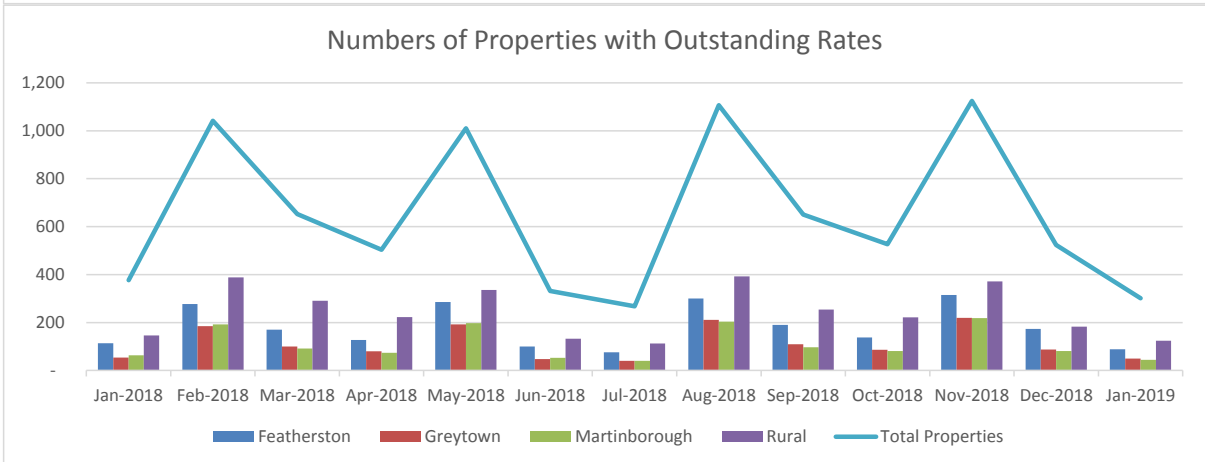
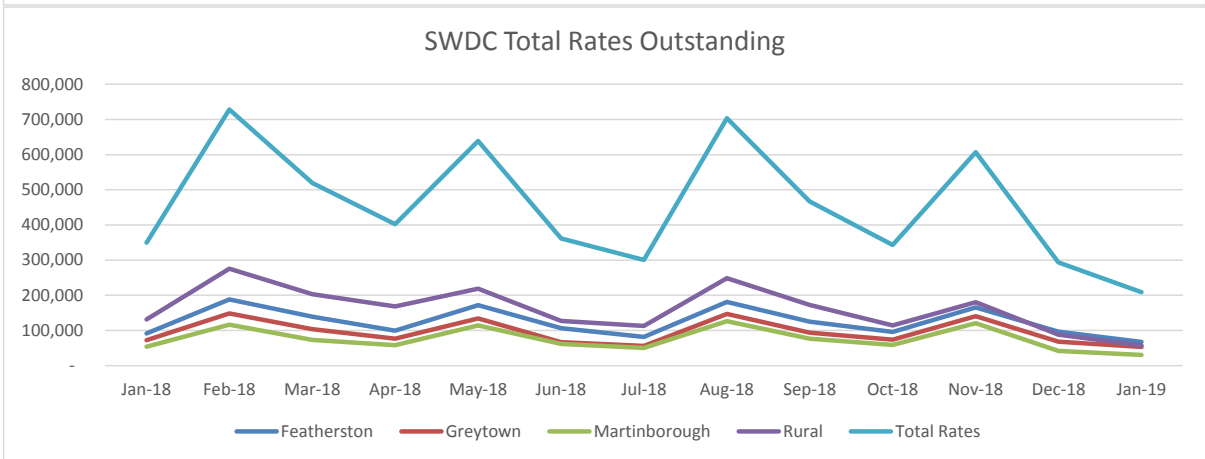
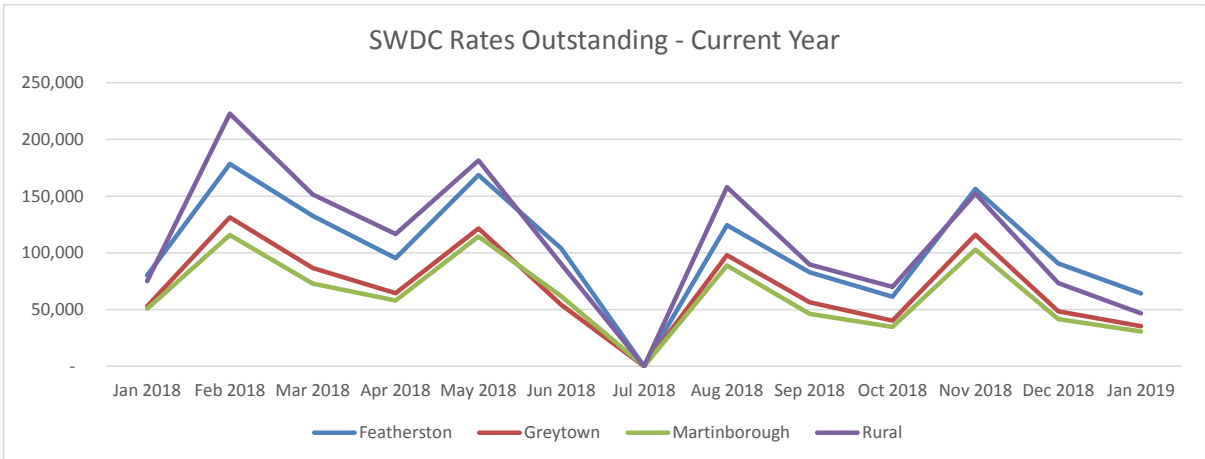
A brief report was tabled.

4.4 Rates Arrears (Incl. GST) as at 30 January 2019

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

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





4.5 LGOIMA Requests

Date Received	Subject	Working Days to respond
6-Dec	Survey of rates and charges made by Councils on Retirement Villages.	10
12-Dec	Chicken Egg and Chicken Meat Bird Farm Resource Consent Applications.	8
14-Dec	Information relating New Featherston Waste Water Treatment Plant Resource Application for the 5 year that SWDC has put forward as a stop gap.	
17-Dec	Resource and building consent requirements for Solar PV installation.	16
15-Jan	All correspondence relating to Burger Craft.	
16-Dec	Advice on any grants requested by or offered to Toyota.	1
23-Jan	Dog attack statistics.	
30 Jan	Advertising costs	5
5 Feb	Companies with councillors as interested parties awarded council contracts	2
7 Feb	Library Statistics and budget	

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

5. Appendices

Appendix 1– Health and Safety Report

Contact Officer: Paul Crimp, Chief Executive Officer

Appendix 1 – Health and Safety Report

South Wairarapa District Council Health and Safety Report 28 November 2018 – 5 February 2019

HEALTH AND SAFETY STRATEGY

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

RESOURCING

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

HEALTH AND SAFETY – DRIVING CONTINUOUS IMPROVEMENT (lead indicators)

Training

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

Engaging with our people

Health and Safety at Work Team have recently:

- Continued to look at how the team can keep health and safety alive through contributing in team meetings and providing messages to team mates in the health and safety newsletter.
- Continued to contribute to content for health and safety notice boards.
- Conducted a health and safety check of the Waihinga Centre and compiled a draft hazard register.
- Had two members attend health and safety representative training.
- Looked at their focus for 2019 which will be continued focus on wellness, ensuring our physical environment is safe and healthy and continuing to embed health and safety into everything we do.

Near Miss reports

No near misses reported in the period 28 November 2018 – 5 February 2019.

Wellness

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

- All staff continue to be offered flu injections.
- All staff offered annual wellness payment of \$200.
- Our wellness focus for February is mental wellbeing and promoting EAP.

Working with our Contractors

4	2	0	2
Contractor audits undertaken	Contractor audits met expectations	Did not meet expectations	Minor remedial actions taken

Council continue to implement the contractor management system.

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

HEALTH AND SAFETY ACCIDENT & INCIDENT REPORTING (Lag indicators)

Three incidents reported during the period 28 November 2018 to 5 February 2019. All accident and near miss reports are referred to the Health and Safety at Work Team and Management, who review and satisfy themselves appropriate actions have been taken and where necessary, appropriate additional controls are put in place.

RISK MANAGEMENT

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

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

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

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

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

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

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

When assessing risk profile consider:

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

Low risk

Pre-qual

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

Review

Contractor Induction
Contractor agreement
Annual review

Medium risk

Pre-qual

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

Review

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

High/Extreme risk

Pre-qual

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

Review

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

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

PLANNING AND ENVIRONMENT

1. Resource Management

1.1 Resource Management Act - District Plan

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

RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET	RESULT	COMMENT SOURCE AND ACTIONS TAKEN TO ACHIEVE TARGET
Ratepayers and residents image of the closest town centre ranked "satisfied"	75%	89%	NRB 3 Yearly Survey October 2018 (2016: 87%)
The district plan has a monitoring programme that provides information on the achievement of its outcomes (AER's)		-	Consultants have established data to be recorded and stored to enable effective reporting against AER's in WCDP. A final monitoring strategy is still to be completed.

1.2 Resource Management Act - Consents

SERVICE LEVEL – All resource consents will be processed efficiently.

RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Consent applications completed within statutory timeframes	100%	91.8%	42 of 45 Land Use applications were processed within statutory timeframes. 38 of 44 Subdivision applications were processed within statutory timeframes. 21 of 21 permitted boundary activity applications were processed within statutory timeframes. Total 101/110. NCS.
s.223 certificates issued within 10 working days	100%	96%	24 of 25 s223 certificates were processed within statutory timeframes. NCS.
s.224 certificates issued within 15 working days of receiving all required information (note no statutory requirement)	95%	97%	29 of 30 s224 certificates processed. NCS.

Council received 45 consent applications between the 1st November 2018 and the 31st January 2019.

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

1.3 Reserves Act – Management Plans

SERVICE LEVEL – Council has a reserve management plan programme.

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

1.4 Local Government Act – LIM's

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

RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
LIMs contain all relevant accurate information (no proven complaints)	100%	100%	G:\LIMs\LIMS PROCESSED 2018-19
Non-urgent LIMs are processed within 10 days	100%	99.3%	G:\LIMs\LIMS PROCESSED 2018-19

TYPE	YTD 1 ST JULY 2018 TO 31 ST JANUARY 2019	PREVIOUS YTD 1 ST JULY 2017 TO 31 ST JANUARY 2019	PERIOD 1 ST NOVEMBER 2018 TO 31 ST JANUARY 2019	PREVIOUS PERIOD 1 ST NOVEMBER 2018 TO 31 ST JANUARY 2019
Standard LIMs (Processed within 10 working days)	146	105	39	43
Urgent LIMs (Processed within 5 working days)	26	39	11	19
Totals	172	144	50	62

2. Public Protection

2.1 Building Act - Consents and Enforcement

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

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Code Compliance Certificate applications are processed within 20 working days	100%	100%	NCS – 270 CCC's were issued within 20WD YTD
Building consent applications are processed within 20 working days	100%	100%	NCS – 304 consents were issued within 20WD YTD
Council maintains its processes so that it meets BCA accreditation every 2 years	Yes	Yes	Next accreditation review due January 2020. Council was re-accredited in January 2018
BCA inspects new building works to ensure compliance with the BC issued for the work, Council audits BWOFF's and Swimming Pools	Yes	Yes	Building Consents Council inspects all new work to ensure compliance (November January 2018 – 1250 inspections) BWOFF's –

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
			Total 169 – average of 3 audits per month required, 6 audit carried out November to January. Swimming Pools – Total 279 – average of 7 audits per month required. 29 audit carried out in November to January.
Earthquake prone buildings reports received	90%	N/A	Under previous legislation 148 of 229 known premises had been addressed. Under the new legislation, 248 were identified as EPB and through the modelling process we eliminated 132 buildings leaving 116 buildings potentially EPB. Council has now reviewed the potential Earthquake Prone Buildings (EPB) and letters have been sent to owners advising them of their buildings status. 104 letters sent out in total. 12 - still being assessed by LGE Status: 69 - identified as no longer EPB 20 - require engineer assessment 15 - identified as EPB and have been sent notices to be affixed to the building.

TYPE – NOVEMBER 2018 - JANUARY 2019	NUMBER	VALUE
Commercial (shops, restaurants, rest home – convalescence, restaurant /bar / cafeteria / tavern, motel, commercial building demolition - other commercial buildings)	5	\$673,000
Industrial (covered farm yards, building demolition, warehouse and/or storage, factory, processing plant, bottling plant, winery)	0	\$0.00
Residential (new dwellings, extensions and alterations, demolition of building, swimming and spa pools, sleep-outs, garages, relocations, heaters, solid fuel heaters).	77	\$10,543,524
Other (public facilities - schools, toilets, halls, swimming pools)	1	\$680,000
Totals	83	\$11,896,524

2.2 Dog Control Act – Registration and Enforcement

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

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Undertake public education, school and community visits to promote safe behaviour around dogs and/or responsible dog ownership	1 visits	100%	1 undertaken at school holiday program, Greytown. Greytown school interested in a visit during term 1. Adult education visits are planned
Complaints about roaming and nuisance dogs are responded to within 4 hours	100%	100%	K:\resource\Bylaw Officers\Registers\AC Service Requests.xls 134/134
Complaints about dog attacks on persons, animals or stock are responded to within 1 hour	100%	100%	10/10

INCIDENTS REPORTED FOR PERIOD 1 NOVEMBER 18 TO 31 JANUARY 19	FEATHERSTON	GREYTOWN	MARTINBOROUGH
Attack on Pets	1	3	-
Attack on Person	-	-	-
Attack on Stock	-	-	-
Barking and whining	3	2	3
Lost Dogs	2	2	2
Found Dogs	2	2	2
Rushing Aggressive	1	1	-
Wandering	19	11	9
Welfare	-	-	-
Fouling	-	-	-
Uncontrolled (off leash urban)	-	1	-

2.3 Public Places Bylaw 2012 - Stock Control

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

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Stock causing a traffic hazard is responded to within 1 hour	100%	100%	K:\resource\Bylaw Officers\Registers\AC Service Requests.xls 14 incidents
In cases where multiple stock escapes (more than 1 occasion) have occurred from a property taking compliance or enforcement or prosecution action against the property owner	100%	-	No incidents
Council responds to complaints regarding animals within 48 hours.	100%	100%	K:\resource\Bylaw Officers\Registers\AC Service Requests.xls 34 incidents

INCIDENTS REPORTED	TOTAL FOR PERIOD 1 NOVEMBER 2018 TO 31 JANUARY 2019
Stock	5

2.4 Resource Management Act – afterhours Noise Control

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

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET 18/19	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
% of calls received by Council that have been responded to within 1.5 hours	100%	98.75%	K:\resource\Health\Resource Management\Noise Control Complaints 79/80 attended within timeframe One incident responded to over 1.5 hours (1 hr 48mins).

AFTER HOURS NOISE CONTROL COMPLAINTS RECEIVED	YTD 1 JULY 2018 TO 31 JANUARY 2019	PREVIOUS YTD 1 JULY 2017 TO 31 JANUARY 2018	PERIOD 1 OCTOBER 2018 TO 31 JANUARY 2019	PREVIOUS PERIOD 1 OCTOBER 2018 TO 31 JANUARY 2019
Total	80	52	42	31

2.5 Sale and Supply of Alcohol Act - Licensing

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

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET 18/19	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Premises are inspected as part of licence renewals or applications for new licences.	100%	54.23% YTD	MAGIQ data. All premises inspected at new or renewal application stage (32/59*). *Number of inspections completed of licences coming up for renewal within the YTD period. 122 licences in total. Total number of licences is subject to change month by month as new businesses open and existing premises close.
Premises that are high risk are inspected annually, while low or medium risk premises are audited no less than once every three years.	100%	53.57% 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 28 low and medium licences due for renewal or new inspections in this financial year. 15 of these have been inspected as at 31 January 2019. Total number of licences is subject to change month by month as new businesses open and existing premises close. (15/28)
Compliance activities are undertaken generally in accord with the Combined Licencing Enforcement Agencies agreement.	100%	0% YTD	No CLEG meetings have been held to date or activities scheduled.

ALCOHOL LICENCE APPLICATIONS PROCESSED	YTD 1 JULY 2018 TO 31 OCTOBER 2018	PREVIOUS YTD 1 JULY 2017 TO 31 OCTOBER 2017	PERIOD 1 OCTOBER 2018 TO 31 OCTOBER 2018	PREVIOUS PERIOD 1 OCTOBER 2017 TO 31 OCTOBER 2017
On Licence	9	20	3	9
Off Licence	13	7	4	3
Club Licence	3	3	0	1
Manager's Certificate	43	65	13	25
Special Licence	31	42	19	23
Temporary Authority	4	0	0	0
Total	103	137	39	61

2.6 Health Act - Safe Food

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

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET 18/19	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Premises have appropriate FMP in place and meet the risk based standards set out in the Plan.	100%	100%	FHR – 0 FCP (Food Act) – 92 FCP (Deemed) – 0 NP – 46 The changes in the Food Act 2014 require that businesses have an appropriate Risk Based Measure in place by end of transition period (Feb 2019). Total number of premises is subject to change month by month as new businesses open and existing premises close.
Premises are inspected in accord with regulatory requirements.	100%	41.30%	FCP verifications – 38/92 *Total number of premises is subject to change month by month as new businesses open and existing premises close.

2.7 Bylaws

Between 1 July 2018 and 31 January 2019 there were 31 notices relating to trees and hedges, 11 litter and 14 abandoned vehicle complaints.

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

INFRASTRUCTURE AND SERVICES

1. Group Manager highlights

Over the holiday period there had been incidence of road closures due to weather and large volumes of solid waste to remove. These added loads and works were dealt with well by our contractors. The Solid waste contractor had to carry out exit trips to get the last of the rubbish at White Rock not picked up due to the volumes.

Likewise at Ngawi there was a lot of domestic refuse in with the tourist bins and this will need to be looked at in the future as to how this is dealt with over the long term and next year.

The department is now at full staffing with Bryce Neems appointed as the Amenities Manager and Tracy Gardner as the Project Officer.

Work continues on the possible move to a new location for the department across the road at the old ISite building. The department has had some time to look at the layout and requirements for the staff. This is seen as an excellent option to be able to locate all the staff in the same location with room should there be the need.

The Waihinga Centre is open and we are working through a few of the teething issues of a new building and the mixed use of a communal space. There is favourable comment regarding the hub and the facilities co-located at the same place.

1.1 Wairarapa Road Maintenance contract

The current roading contracts across the three Councils were let as standardised contracts where discounts were given for the Councils with all three contracts awarded to the same contractor. Before going to the market this year, the Councils investigated what factors might increase market interest in tendering for the contracts e.g. bundling options, inclusion of resale programme, contract tenure. A better understanding of how these factors might influence interest and competition at the tender box has informed us in establishing the right procurement approach. Information on other local road maintenance contracts from across the region also assisted the Wairarapa Councils in making comparisons between their road contract and those of other Councils in the region.

The Wairarapa Road Maintenance contract has been finalised with two contracts going to market, a Masterton District Council Contract and a joint Carterton-South Wairarapa District Council contract. A Market Analysis was completed and the Procurement Strategy has been developed with both contracts to open and close on the same days.

The Contract document for CDC/SWDC is being reviewed at present to be advertised at the end of February. A Multi-party funding agreement (MPFA) between Carterton District Council and South Wairarapa District Council in respect of Road Network Maintenance has also been developed.



Figure 1 Current road maintenance contract details across Wellington Councils

1.2 Shared services

In conjunction with the joint roading contract SWDC also shares services in Libraries with Carterton District Council and solid waste across all three councils.

There is also a current investigation into the joining of Wellington Water.

These collaborative arrangements are to enable better services to be able to be supplied where the economies of scale or specialist knowledge and skills required above what can be supplied alone.

1.3 Open Spaces 17a Review

We have started the Section 17A Review of the Parks and Reserves services. This will look at how the service can be delivered in the future with the contract expiring on the 1 October 2019. The options of contracting, internal, shared service and hybrids will be reviewed similar to that above for transport.

2. Land transport

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

2.1 Key Performance Indicators

LAND TRANSPORT KEY PERFORMANCE INDICATORS	TARGET 2017/18	COMPLAINTS		INCIDENTS	
		APRIL	YTD	APRIL	YTD
Using the RAMM measurement system, average smooth travel exposure on urban roads to be 85% and rural roads 95% with maximum variation of 5%	95%				
Ratepayers and residents fairly/very satisfied with the roads	80%			NRB Survey:	68%
5% of sealed roads are resealed each year subject to availability of NZTA subsidy	100%				
The pavement condition index as measured by the NZTA pavement integrity index	95%				
The number of crashes causing injuries is reduced	Group and control average				
The number of fatalities and serious injury crashes on the local road network	<7				
Ratepayers and residents are satisfied with footpaths in the district	70%			NRB Survey:	62%
Availability of footpaths on at least one side of the road down the whole street	88%				
Footpath Condition rating 95% compliant with SWDC AMP Standard	95%				
The % of customer service requests relating to roads and footpaths responded to within 48 hours	95%	36/39 (92%)	115/154 (75%)	39	154
Meet annual plan footpath targets	Yes				

2.2 Roading Maintenance – Fulton Hogan

Work have commenced on Hinekura Road to reinstate the damage caused by the rain event in July 2018. Works are expected to take 4 weeks. School Zone 40kmph signs were erected outside the Pirinoa School prior to the School Holidays ending.

Sealed road dig outs have commenced on White Rock Road. Works have carried on with regard to the reinstatement of the flood damage around Featherston, and also works were carried out to assist affected property owners.

119.8km of unsealed roads graded in January. The upcoming dry conditions means the grading will be reduced.

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

2.3 Other activities

Higgins Contactors have commenced on the seal extension and sealed pavement rehabilitation on Western Lake Road. Western Lake Road Rehabilitation section and will be completed in early February 2019.

Higgins Contractors have completed the annual reseals. The target of 20km was not met due to Bitumen price increase impacted on the budget. Geotechnical consultants have investigated both the Glue Pot on Te Awaiti Road and Johnsons Hill and Cape Palliser Road, in relation to stability, a report has been received along with sketch plans and a Schedule of works required. This will be priced by contractors with work on the Glue Pot due to start early March.

Initial ground testing has been completed on the Tora Farm Settlement Road Bridge in advance of pier replacement. A joint bridge contract will be let with Carterton District Council for major bridge works.

Mangatoetoe Bridge works on Cape Palliser Road have been assessed and the damage caused in a rain event in early December will be rectified.

3. Amenities

The Amenities team is responsible for the management of Council's parks, reserves and other amenities. The team looks after 12 parks, 31 reserves, 41 buildings, five sports facilities, four cemeteries, eleven public toilets and 22 other properties. The Amenities Manager is the contract manager for the City Care parks and reserves contract, and is also responsible for the management of the libraries.

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

3.1 Cemeteries

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



Martinborough Cemetery – Ashes Wall 6 – 33 Niches Completed



3.1.1. Purchases of burial plots/niches 4 December 2018 to 13 February 2019

	Greytown	Featherston	Martinborough
Niche	2	1	0
In-ground ashes Beam	0	0	0
Burial plot	2	2	0
Total	4	3	0

3.1.2. Ashes interments/burials 4 December 2018 13 February 2019

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

3.2 Events

3.2.1. Featherston

Completed events:

Featherston Market –held every fourth Saturday: 22 December 2018 & 26 January 2019

Featherston First Fridays – held 7 December 2018, 4 January and 1 February 2019

Featherston Christmas Parade – held Saturday, 8 December 2018

Community Carols – held Sunday, 23 December 2018

Mysteries of the Moana – held Sunday, 10 February 2019

Future events:

Featherston Market – being held every fourth Saturday: 23 February and 23 March 2019

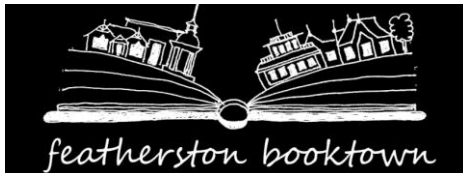
Cross Creek Railways – Summer Miniature Train Rides – being held Friday nights, Saturday and Sunday September 2018 through to April 2019

Featherston Junior Triathlon – being held Saturday, 23 February 2019

Pepe Ora Expo – being held Saturday, 9 March 2019

Featherston First Fridays being held 1 March 2019

Featherston Booktown – being held 9 – 12 May 2019



3.2.2. Greytown

Completed events:

The Greytown Country Market – held 23 December 2018, 20 January 2019

The Greytown Christmas Parade – held Saturday, 15 December 2018

Future events:

The Greytown Woodside Rail Trail Fun Run -

The Greytown Country Market – being held 17 February and 17 March 2019



Wairarapa Balloon Festival – being held 20 April 2019



New Zealand House & Garden Wairarapa Tour – being held 22 March 2019

3.2.3. Martinborough

Completed events:

Christmas Magic in Martinborough – held Saturday, 8 December 2018

Martinborough Christmas Parade –held Saturday, 8 December 2018



Cruise Martinborough 2019 – held Saturday, 26 January 2019

Martinborough Fair – held Saturday, 2 February 2019

Future events:

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

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

Martinborough Fair – being held Saturday, 2 March 2019

Wairarapa Balloon Festival – being held Sunday, 21 April 2019

MARTINBOROUGH COMMUNITY BOARD

14 MARCH 2019

AGENDA ITEM 6.2

ACTION ITEMS REPORT

Purpose of Report

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

Recommendations

Officers recommend that the Community Board:

1. *Receive the Action Items Report.*

1. Executive Summary

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

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

2. Appendices

Appendix 1 - Action Items to 14 March 2019

Contact Officer: Suzanne Clark, Committee Secretary

Reviewed By: Paul Crimp, Chief Executive

Appendix 1 – Action Items to 14 March 2019

Ref #	Raised Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
584	9-Oct-17	Resolution	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 artists brief together
22	29-Jan-18	Action	Lisa Cornelissen	Liaise with the Martinborough Swimming Club treasurer and Mr Crimp about possible transfer and management of remaining Club funds	Open	2/11/18: Council is able to manage the funds but they would need to be spent sooner rather than later. There should be no liability that comes with the grant, apart from its use being swimming pool related.
549	27-Aug-18	Resolution	Mark	MCB RESOLVED (MCB2018/53): 1. Not to support a pedestrian crossing on Jellicoe Street at this time, as support has been given to painting yellow lines on the corners of Venice/Jellicoe and Naples/Jellicoe Streets, and these safety improvements will move traffic away from junctions. (Moved Cornelissen/Seconded Read) Carried	Open	26/09 Road marking contractor is scheduled for March 2019
556	27-Aug-18	Resolution	Mark	MCB RESOLVED (MCB 2018/60): 1. To receive the Martinborough School Parking Report. 2. To defer a decision until the Footpath Strategy has been viewed by the Community Board. (Moved Cornelissen/Seconded Beattie) Carried	Open	24/10/18: School looking at centralising parking. 31/1/19: Mark to make contact early in school year. 7/2/19: Mark talked to school today and will visit Principal when free.
560	27-Aug-18	Action	Mark	Paint regulation length yellow lines on the corners of Jellicoe/Broadway Streets and Venice/Jellicoe Streets and Naples/Jellicoe Streets	Open	26/09 Road marking contractor scheduled to come March 2019
562	27-Aug-18	Action	Mark	Ensure that the Pain Farm lease arrangements are returned to a long term lease now that the prime time for securing grazing leases is approaching	Open	24/09 Deferred to January 2019 31/1/19: Consultant to review 17/2/19: Will meet with Consultant next week when back to work.

Ref #	Raised Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
564	27-Aug-18	Action	Mark	Advise MCB members whether the new flag tracking system could be fitted while the old system remained in place (in order that flags can be utilised until end of life), and the time requirement for a decision on the flag tracking system	Open	21/09 MCB updated. Waiting on MCB to provide list and photos of flagpoles for FlagTrax so quote can be finalised. 17/12 Chris Souness, Nexus (Flagtrax) to meet with MCB on site to assess. 23/1/19 Suitable poles identified. Waiting on quote from Nexus.
566	27-Aug-18	Action	Lisa Cornelissen	Work with Waihinga Trust to itemise a list of Martinborough playground equipment that is being put back in the playground, but needs refurbishing, and forward to Mayor Napier so consideration can be given for refurbishment to be paid for from Council's playground maintenance budget	Open	24/10/18: Waiting on further info.
692	23-Oct-18	Resolution	Lisa Cornelissen	MCB RESOLVED (MCB 2018/71): 1. To receive the Chair's Report. 2. To receive the projects report. 3. To receive the Community Board budget. 4. To request SWDC to include town centre parking and footpath funding as items for discussion in the next Annual Planning process. (Moved Cornelissen /Seconded Beattie) Carried	Actioned	
696	23-Oct-18	Action	Mark	Arrange for Citycare to provide Martinborough Community Board low maintenance and drought hardy plant recommendations for under planting the olive trees on SH53 at the entrance to Martinborough	Open	7/2/19: Work in progress with CCL
697	23-Oct-18	Action	Mark	Determine potential locations for Martinborough Square Road signs (for poppy places), send to MCB members for feedback and then forward to Council's Roading Manager for action	Open	31 Oct 18: LC emailed Tim Langley with images of four major intersection on Square asking for advice on sign placement. 7/2/19: Work in progress.
699	23-Oct-18	Action	Vicky Read	Investigate the obligations and conditions of the Trading in Public Places Bylaw, liaise with Council's Environmental Team about enforcing the Bylaw, identify the specific areas in Martinborough Square that traders are permitted to sell, and then organise a workshop with members	Open	

Ref #	Raised Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
822	12-Dec-18	Resolution	Mark	MCB RESOLVED (MCB 2018/85): 1. To receive the Martinborough Parking Survey Report. 2. Recommend to SWDC that organisers of cycling events are provided with information on parking that is away from the Martinborough Town Centre. (Moved Cornelissen/Seconded Cr Colenso) Carried	Open	
823	12-Dec-18	Action	Lisa Cornelissen	Organise for the Poppy Places QR code to be printed and placed on the plaque	Open	
824	12-Dec-18	Action	Cr Colenso	Liaise with Council officers to get the Poppy Places plaque framed and then hung once the QR code sticker has been placed	Open	
825	12-Dec-18	Action	Lisa Cornelissen	Investigate booking Pirinoa Hall for the 14 March 2019 meeting and Hau Ariki Marae for the 6 June 2019 meeting	Actioned	
826	12-Dec-18	Action	Mark	Advise the MCB how many FlagTrax systems for Martinborough have been ordered	Actioned	See #564
827	12-Dec-18	Action	Mark	Advise the MCB whether a pole with flags on both sides needs two FlagTrax systems, and whether it is possible to have two systems on the same pole	Actioned	See #564
828	12-Dec-18	Action	Lisa Cornelissen	Arrange a time with MCB members to review and agree the preferred poles for the FlagTrax system to be installed and advise officers of preferred locations	Actioned	
829	12-Dec-18	Action	Mark	Investigate to see if better access to the footpath can be provided from the wheelchair park outside Martinborough Hotel on Kitchener Street (i.e. ramp in proximity to carpark)	Actioned	7/2/19: Will be added to this year's footpath list.
37	31-Jan-19	Resolution	Jennie	MCB RESOLVED (MCB 2019/06): 1. To receive the Income and Expenditure Statement for the period 1 July 2018 – 31 December 2018. (Moved Cornelissen/Seconded Beattie) Carried 2. To approve up to \$100 plus GST for the hire of Pirinoa Hall in order to hold the March 2019	Actioned	Commitment added to I&E report - SM

Ref #	Raised Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
				Martinborough Community Board meeting. (Moved Cornelissen/Seconded Beattie) Carri		
38	31-Jan-19	Resolution	Jennie	MCB RESOLVED (MCB 2019/07): 1. To receive the Community Boards Conference 2019 Report. 2. To nominate Cr Pam Colenso to attend the Community Boards Conference 2019 at Council's expense. 3. To nominate Lisa Cornelissen to attend the Community Boards Conference 2019 with an associated commitment of up to \$2,200 excluding GST at the Martinborough Community Board's expense. (Moved Beattie/Seconded Cr Maynard) Carried	Actioned	Commitment added to I&E report - SM
40	31-Jan-19	Resolution	Mark	MCB RESOLVED (MCB 2019/09): 1. To request a report on Martinborough Swimming Pool issues (including placement of the large barriers, non-use of pool covers and inflatables), and how we can stop the covers and inflatables becoming an issue every season. (Moved Beattie/Seconded Cr Maynard) Carried	Actioned	4/2/19: Covers: there are two large covers for the main pool and unfortunately with the weight of the covers when wet has caused one roller aluminium bar to collapse and bend. The second is also about to suffer the same problem. Unsure how old they are and if this is a manufactures issue but they will need to be repaired or replaced and will not be cheap.
41	31-Jan-19	Resolution	Mark	MCB RESOLVED (MCB 2019/10): 1. To request that the Amenities Manager organise a meeting of the Considine Park Committee to review progress and to discuss input into the Annual Plan, as well as any other agenda items members of the Committee wish to discuss. (Moved Cornelissen/Seconded Cr Colenso) Carried	Open	
42	31-Jan-19	Resolution	Lisa Cornelissen	MCB RESOLVED (MCB 2019/11): 1. To agree to enter the Waihinga Centre project into the 'Best Practice Awards 'Leadership' or 'Enhancing Communities' category. (Moved Cornelissen/Seconded Beattie) Carried	Actioned	

Ref #	Raised Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
43	31-Jan-19	Resolution	Paul	MCB RESOLVED (MCB 2019/12): 1. To consider the first round of grant applications at the MCB meeting on the 14 March. Applications must be received by 28 February. 2. Consider the second round of grant applications at the MCB meeting on 29 August. Applications must be received by 15 August. 3. That the strategic grant forms be updated accordingly. (Moved Beattie/Seconded Cornelissen) Carried	Actioned	
44	31-Jan-19	Resolution		MCB RESOLVED (MCB 2019/13) to receive member reports. (Moved Beattie/Seconded Cr Colenso) Carried	Actioned	
45	31-Jan-19	Action	Lisa Cornelissen	Request promotional material suitable for social and online media promotion from the Neighbourhood Support Coordinator and forward Martinborough Business Association contact details	Open	
46	31-Jan-19	Action	Paul	Invite the Wairarapa Zero Waste Coordinator to the next Martinborough Community Board meeting	Actioned	to attend 14 March 19
47	31-Jan-19	Action	Lisa Cornelissen	Generate a poster advertising the next Martinborough Community Board meeting venue of the Pirinoa Hall and arrange for distribution	Actioned	
48	31-Jan-19	Action	Cr Colenso	Review potential FlagTrax locations, noting there was a desire to populate Broadway, the Square and Jellicoe Streets	Open	
49	31-Jan-19	Action	Mark	Advise who is funding installation costs of the FlagTrax system and the total number of systems that can be purchased with the current funds allocation; (Council and MCB)	Open	
50	31-Jan-19	Action	Mark	Investigate payment responsibility for the difference in installation costs over the \$450 agreed by the MCB for bike rack installation outside the Waihinga Centre, Martinborough	Open	

Ref #	Raised Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
51	31-Jan-19	Action	Lisa Cornelissen	Write to Destination Wairarapa informing them of the Community Board's discussion of the paper and provisional support for an additional bus stop	Open	
52	31-Jan-19	Action	Mark	Speak to Transit about an additional bus stop outside of the Waiinga Centre, to gauge what needs to be done and likely impacts	Open	
53	31-Jan-19	Action	Cr Colenso	Request three design concepts in rough form for the skatepark, liaise with Fiona Beattie when the designs are ready so a student survey can be organised, send the costs to Lisa Cornelissen	Open	
54	31-Jan-19	Action	Mark	Urgently make repairs to the Martinborough Swimming Pool tiling so the safety barriers can be removed to allow full access to the area by swimmers	Actioned	4/2/19: Temporarily placing a timber board which will be rounded off like a tile to allow use of pool at that end. Permanent tile replacement requires pool to be closed and emptied and we will wait until season ends to complete.
55	31-Jan-19	Action	Mark	Make the inflatable toys available in the Martinborough Swimming Pool ASAP, or if they are not available for use advise why	Actioned	4/2/18: Inflatable toys are available and are used but as the main pool becomes busy and the size of the inflatable toys the life guards remove them due to overcrowding in pool. As the inflatables are large and with a lot of kids it is difficult for the lifeguards to monitor the swimmers.
56	31-Jan-19	Action	Mark	Provide pool opening hours signs to each of the districts swimming pools	Actioned	4/2/19: By placing a sign of hours this then makes it difficult to adjust the hours. I would like this to be held off until next year as I would like a complete overall of opening and closing of pool hours so we can capture the hotter months and plan with extra life guards etc. to extend opening hours.
57	31-Jan-19	Action	Mark	Locate the last minutes from the Considine Park Committee and forward to Cr Colenso	Actioned	1/2/19: Sent

Ref #	Raised Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
58	31-Jan-19	Action	Lisa Cornelissen	Prepare an entry to the Local Government Community Board Awards for the Waihinga Centre for consideration	Actioned	

MARTINBOROUGH COMMUNITY BOARD

14 MARCH 2019

AGENDA ITEM 6.3

INCOME AND EXPENDITURE STATEMENTS

Purpose of Report

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

Recommendations

Officers recommend that the Community Board:

1. *Receive the Income and Expenditure Statement for the period 1 July 2018 - 31 January 2019.*

1. Executive Summary

The Income and Expenditure Statement for 1 July 2018 – 30 June 2018 is attached in Appendix 1. The Income and Expenditure Statement for 1 July 2018 – 31 January 2019 is attached in Appendix 2.

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

2. Appendices

Appendix 1 - Income and Expenditure Statement for 1 July 2017 – 30 June 2018

Appendix 2 - Income and Expenditure Statement for 1 July 2018 – 31 January 2019

Contact Officer: Suzanne Clark, Committee Secretary

Approved By: Paul Crimp, Chief Executive

Appendix 1 - Income and Expenditure Statement for 1 July 2017 – 30 June 2018

<i>Martinborough Community Board</i>	
<i>Income & Expenditure For the year ended 30 June 2018</i>	
INCOME	
Balance 1 July 2017	7,575.00
Annual Plan 2017/18	26,868.00
aztec inflatable for mba Pool	2,400.00
inflatable slide sold to gtn com board	2,000.00
TOTAL INCOME	38,843.00
EXPENDITURE	
Members' Salaries	15,714.22
Total Personnel Costs	15,714.22
AP Local Governmen Annual CBD levy 2017/18	216.67
Exp from Wages correction V Read Parking	102.00
Exp from Wages correction V Read Conf Mileage	105.12
Exp from Wages correction V Read Conf dinner	28.00
AP OfficeMax New Z Stationery etc	4.99
AP Canvasland Hold 2 inflatables - Mbo pool	4,524.41
AP Mr S G Campbell Totara cheeseboard/tag gift-power box ar	55.00
AP Martinborough M Donation - Martinborough Communtiy Boar	300.00
Total General Expenses	5,336.19
AP Citizens Advice MCB grant - general running of bureau	350.00
AP Martinborough C Grant-assist repair/service sewing machi	500.00
AP Friends of Mart Outdoor movie evening-Waihinga Centre Wa	500.00
AP Martinborough J Community Guy Fawkes event grant	653.00
AP Martinborough N MCB grant-transport senior teams to away	950.00
AP Traffic Safe Ne Mbo Xmas Parade TMP 2017	1,220.00
AP Ruamahanga Heal Community Garden - MCB grant	1,000.00
Refund MBoro Hockey Club - Guy	-111.00
AP South Wairarapa MCB grant - Homework/Breakfast club	600.00
AP The Sign Factor 12 ANZAC project coreflutes	469.56
AP Hau Ariki Marae Grant for redevelopment of the atea Mara	1,500.00
AP Tuhirangi Netba Costs towards new eqmnt & entering team	250.00
AP Southern Junior Grant - towards costs new equip for juni	750.00
AP Maths Wairarapa MCB grant-school maths competition	300.00
Correction Jnl Comm Board Mbo Music grant from GCB to MCB	1,000.00
Total Grants	9,931.56
TOTAL EXPENDITURE	30,981.97
ACTUAL NET SURPLUS/(DEFICIT) YEAR TO DATE	7,861.03
BALANCE TO CARRY FORWARD	7,861.03

Appendix 1 - Income and Expenditure Statement for 1 July 2018 – 31 January 2019

Martinborough Community Board		
Income & Expenditure For the Period Ended 31 JANUARY 2019		
	<u>INCOME</u>	
	Balance 1 July 2018	7,861.03
	Annual Plan 2018/19	27,639.00
	TOTAL INCOME	35,500.03
	<u>EXPENDITURE</u>	
	Members' Salaries	9,303.49
	Mileage reimbursements	0.00
	Total Personnel Costs	9,303.49
30/06/2018	AP Local Governmen CBEC levy for 2018/19	216.68
13/07/2018	Survey Monkey	101.74
20/07/2018	Wood and Screws for Anzac project	84.70
24/10/2018	OfficeMax Stationery	3.94
31/10/2018	AP Magic in Martin Christmas event in Mbo Square-MCB grant	1,000.00
27/11/2018	Student Member	250.00
	Total General Expenses	1,657.06
29/08/2018	AP Bombora Events MCB grant 2018 Festival in tora Jan 19	500.00
29/08/2018	AP Life Education Trust - Deliver life skills mobile classroom pgm	500.00
29/08/2018	AP Martinborough Squash Club - Leaf protection system in gutters	1,000.00
29/08/2018	AP Martinborough T Software to online version with website	300.00
29/08/2018	AP Citizens Advice Towards costs with running service	350.00
31/10/2018	AP Traffic Safe Ne TMP ref 241017004 Mbo Madcaps Xmas parad	400.00
12/12/2018	AP Traffic Safe Ne Madcaps Xmas parade 2018	950.00
	Total Grants	4,000.00
	TOTAL EXPENDITURE	14,960.55
	ACTUAL NET SURPLUS/(DEFICIT) YEAR TO DATE	20,539.48
	<u>LESS: COMMITMENTS</u>	
	Salaries to 30 June 2019	6,881.51
	Mileage to 30 June 2019	500.00
	Student representative honorarium \$50 per meeting	0.00
	Engagement programme	398.26
	Martinborough basketball backboards and posts	500.00
	Martinborough school	500.00
	Martinborough Business Association CCTV	1,000.00
	Martinborough Youth Trust Discover Programme attendance	1,025.00
	MADCAPS for Christmas Parade	250.00
	Hire of Pirinoa Hall for MCB Meeting	100.00
	L Cornelissen to attend Comm Board Conf up to \$2200	2,200.00
	Total Commitments	13,354.77
	BALANCE TO CARRY FORWARD	7,184.71

Martinborough Community Board	
Beautification fund For the Period Ended 31 JANUARY 2019	
Balance 1 July 2018 - Beautification	45,076.92
Annual Plan 2018/19 - Beautification	10,710.00
TOTAL INCOME	55,786.92
Total Beautification	0.00
TOTAL EXPENDITURE	-
ACTUAL NET SURPLUS/(DEFICIT) YEAR TO DATE	55,786.92
<u>LESS: COMMITMENTS</u>	
Waihinga Centre	30,000.00
Bike racks including installation	450.00
Water fountain	17,500.00
FlagTrax System	7,000.00
Total Commitments	54,950.00
BALANCE TO CARRY FORWARD	836.92

MARTINBOROUGH COMMUNITY BOARD

14 MARCH 2018

AGENDA ITEM 6.4

APPLICATIONS FOR FINANCIAL ASSISTANCE

Purpose of Report

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

Recommendations

Officers recommend that the Community Board:

1. *Receive the Applications for Financial Assistance Report.*
2. *Consider the application from Martinborough Community Garden requesting \$800 to pay for ongoing operating costs.*
3. *Consider the application from Martinborough Music Festival requesting \$1,000 in order to run student workshops and open rehearsals performing at the festival.*
4. *Consider the application from the Wairarapa Rape and Sexual Abuse Collective requesting \$5,000 in order to run a 'Say no to rape' campaign.*
5. *Consider the application from the Anglican Parish of South Wairarapa requesting \$600 to cover the costs of food, stationary and equipment for the Homework and Breakfast Club.*

1. Executive Summary

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

Applicant	Amount Requested
Martinborough Community Garden	\$800.00
Martinborough Music Festival	\$1,000.00
Wairarapa Rape and Sexual Abuse Collective	\$5,000.00
The Anglican Parish of South Wairarapa	\$600.00

2. Criteria

The criteria of the grant are:

1. Applicants need not be incorporated bodies, but the Board must be satisfied that they are responsible organisations that will be fully accountable for any grants received.
2. Successful applicants are required to draw down grants within 6 months of the award and expend grants received within twelve months of payment being made. Any extension must be approved by MCB.
3. Successful applicants must provide a quarterly report to the MCB detailing progress, with a final report, including evidence of the grant expenditure (copies of invoices or receipts), to be provided within 3 months of a grant being expended.
4. The MCB Strategic Grant application form must be completed in full and include the latest financial statements for the applicant. MCB may also request further detailed financial analysis for larger grant applications (\$1,000 or higher).
5. Strategic Grant Applications will be considered twice a year, in accordance with the published timetable. Applications for strategic grants must reach Council by the stated close date. Applications will be considered at the next available MCB meeting.
6. The maximum grant available will be equal to the available grant pool unless special circumstances are considered to exist. (GST will be added to grants approved for GST registered applicants).
7. Grant applications may be considered at other times of year at the discretion of the MCB if exceptional circumstances are deemed to exist.

3. Accountability Reports

Applicant	Status of Accountability Forms for Previous Grants
Martinborough Community Garden	No outstanding accountability forms
Martinborough Music Festival	No outstanding accountability forms – see Appendix 1
Wairarapa Rape and Sexual Abuse Collective	No outstanding accountability forms
Anglican Parish of South Wairarapa	Outstanding form from grant given 29 January 2018

4. Appendices

Appendix 1 – Martinborough Music Accountability Form

Contact Officer: Suzanne Clark, Committee Secretary

Appendix 1 – Martinborough Music Accountability Form

Martinborough Community Board (MCB) Strategic Grants are awarded to organisations or individuals for specific projects that have the potential to provide long-lasting benefit to the Martinborough Ward Community and which support the MCB Vision and Priority Areas outlined in the "Martinborough Community Board – 3 year plan to 2016".

Successful applicants must provide a quarterly report to the MCB detailing progress and submit this Strategic Grants Accountability Form within 3 months of the grant being expended. No further grants will be considered until we have received this feedback form.

Please return the completed form along with bank statements, invoices and receipts identifying the grant expenditure to –

Suzanne Clark
 South Wairarapa District Council
 PO Box 6
 Martinborough 5741
Suzanne.clark@swdc.govt.nz

1.	Name of Organisation	MARTINBOROUGH MUSIC FESTIVAL
2.	Project Name	2018 FESTIVAL - OUTREACH PROGRAM TO SCHOOLS
3.	Date of Grant	22/6/18 and 5/7/18
4.	Amount of Grant	\$1,000 (\$980 and \$20)
5.	Please provide a summary of the project	
<p>This grant was specifically requested for an outreach music education program and details of what was proposed were supplied to you earlier headed "Mark Walton, school music facilitator from Australia". Mark was awarded an Order of Australia medal in 2005 for his contribution to music education, especially in rural areas.</p> <p>Mark's visit here was a huge success, and on Tuesday 25 September, prior to the festival weekend, he ran three workshops at Martinborough School, Kuranui and Wairarapa College.</p> <p>Ed Allen, the Festival Chair, who accompanied him on the day, said that approximately 110 students attended from the three schools.</p> <p>The exciting outcome is that one of the Martinborough School pupils, as a direct result of the above initiative has commenced clarinet lessons. His teacher is Euan Huggett, previously Chair of this Festival, and a local retired professional clarinet player and teacher. The clarinet, music book and reeds were all donated by Mark Walton.</p> <p>ATTACHED please find an account of lessons described by Euan Huggett.</p>		

6.	Please provide details of how the grant was spent, explaining any expenditure which was not used for the intended purpose as outlined in your grant application.				
<p>The \$1000 grant was spent as follows:</p> <table data-bbox="137 421 1455 701"> <tr> <td data-bbox="137 421 1005 488">Mark Walton - fees for 3x workshops at \$300</td> <td data-bbox="1008 421 1455 488">\$900</td> </tr> <tr> <td data-bbox="137 488 1005 555">Travel and accommodation contribution</td> <td data-bbox="1008 488 1455 555">\$100</td> </tr> </table>		Mark Walton - fees for 3x workshops at \$300	\$900	Travel and accommodation contribution	\$100
Mark Walton - fees for 3x workshops at \$300	\$900				
Travel and accommodation contribution	\$100				
7.	How has your project provided long-lasting benefit to the Martinborough Ward community?				
<p>The project must be seen in the context of the future lives of our young people and their families. Although in the musical world only a few make it to the top, others who participate will have their lives enhanced forever by a greater appreciation of the musical arts. Hopefully this project will gain traction from year to year and continue to provide opportunities for young people such as Deon.</p>					
8.	How has your project furthered the MCB's stated Vision and Priority Areas?				
<p>Students and families involved in music will satisfy the engaged, involved community priority and by learning music and perhaps forming musical groups their lives are enhanced.</p> <p>Over time this will evolve and attract teachers and others to a town strong in the arts and not just as a food and wine destination.</p>					
9.	Please provide details of funding received from other organisations in support of this project				
<p>This the only funding received for education purposes.</p>					

10.	If this was not a one-off application please outline likely future funding requirements for this project.
<p>Undoubtably this initiative has been a great success. It is intended that it will be the start of many education projects to run alongside future festivals when musicians of this calibre are present. It is sure to continue in subsequent years but will rely on funding and facilitators such as Mark Walton. In summary, there are no financial returns from this sort of initiative, however the community returns will be enormous. We are thus very grateful for your support to enable us to present this program.</p>	
11.	<p>Bank Statements, Invoices and Receipts, Please provide copies of:</p> <ul style="list-style-type: none"> - Bank Statement with the grant fund deposit highlighted (attached) - Bank Statements with the grant expenditure highlighted - Invoices and Receipts for all expenditure items

Thank you for taking the time to complete this form, this allows us to carefully consider the success of our strategic grants, and helps us to allocate our future funding to achieve the best outcomes for the Martinborough Ward community.

MARTINBOROUGH COMMUNITY BOARD

14 MARCH 2019

AGENDA ITEM 6.5

SWDC LOGO AND BRANDING WORKING PARTY

Purpose of Report

To give background information on logo development, including budgets to Community Boards & Maori Standing Committee on the new logo for South Wairarapa District Council.

Recommendations

Officers recommend that the Community Board:

1. *Receive the information.*

1. Executive Summary

Work began in February 2018 on the development of the new logo. The Terms of Reference was adopted on 14th March 2018. Extensive briefing documents were developed by the Logo Working Party and a call for EOI was widely advertised across the Wairarapa. This resulted in proposals from eight companies. Four companies were shortlisted and after a rigorous evaluation process, Satellite Design was chosen as the preferred agency.

Work began immediately in October 2018 and five designs were presented to the logo working party for consideration. The final two concepts were unanimously agreed by the Logo Working Party.

The MSC presented their preferred Te Reo words after a hui was held in December 2018.

Throughout the process Councillors, Community Boards, The Maori Standing Committee and council staff have been consulted and informed on the progress of the new logo.

The final part of the process is to approve all art work for all SWDC collateral.

Market research was conducted in February 2019 to evaluate the two preferred designs. This was conducted across South Wairarapa ratepayers.

Design one was preferred by 62% of ratepayers.

This design was adopted by SWDC as their new logo on 20th February 2019.

South Wairarapa District Council Brand Logo Evaluation: February 2019

Design 1 was the preferred option for 62% of ratepayers, being an accurate and appropriate representation of the Council, the district and services provided. A third of those who preferred the design felt it looked good while a quarter based their choice on dislike of the other brand design.



Older ratepayers (aged 50+) and residents from Greytown were more likely to prefer Design 1.

Two in five ratepayers agreed that Design 1 conveyed the rationale behind the design and represented the South Wairarapa region.

2. Designs

Our design agency, Satellite Design, presented the Logo Working Party with 5 logo concepts that have been whittled down to two preferred options. The final two concepts were unanimously agreed by the Logo Working Party.

These were presented to councillors and senior management in December at a workshop by Leigh Hay and Jo Lysaght from Satellite Design. It was also presented to council staff. Both designs were equally liked but there was a trend towards more literal design from males and more abstract design from females.

3. Market Research- Ronél Morgan, Key Research Group

Satellite Design worked with 4 different research companies and we finally chose Key Research Group (based in Rotorua) based on their ability, their significant work with councils around NZ, logo research and their willingness to work closely with us and within a tight timeframe to a very cost-effective budget.

These final two have been tested in a market research process. Approximately four hundred residents, representative of our population, were invited to take part in an online survey to provide feedback that will help Council choose the final logo.

Ratepayers Names were sorted by the 3 towns +Wellington Wellington addresses were given a 20% weighting of total names. All 3 towns (Greytown, Featherston & Martinborough) had a larger but equal weighting. (ie 26.6% from each town).The weighting was based on actual numbers of ratepayers and their primary residence. Rural addresses are included in each of the towns.

Numbers: This was sent to 400 randomised SW ratepayers (council staff & elected members and their families were excluded).

Results: N=163. This represents a 41% response rate which is very high. Typically such surveys have a 15-25% response rate.

EXECUTIVE SUMMARY – South Wairarapa District Council Brand Logo Evaluation: February 2019

Design 1 was the preferred option for 62% of ratepayers, being an accurate and appropriate representation of the Council, the district and services provided. A third of those who preferred the design felt it looked good while a quarter based their choice on dislike of the other brand design.



Older ratepayers (aged 50+) and residents from Greytown were more likely to prefer Design 1.

Two in five ratepayers agreed that Design 1 conveyed the rationale behind the design and represented the South Wairarapa region.

Design 2



The modern, fresh, abstract Design 2 appealed to 38% of ratepayers, and received higher endorsement among those younger than 50 and Featherston residents.

Neither design performed particularly well in representing the Māori culture and around a third of ratepayers felt that the designs represented a modern, professional Council.

Ratepayers were more likely to disagree that Design 2 acknowledged the Māori culture and represented a modern, professional Council.

4. Budgets

The agreed budget was \$25,000 which included cost of research. This did not include roll out costs or detailed artwork. To date cost is \$16,250 inclusive of market research costs. When artwork costs are included cost is \$21,075 which is 15.7% below budget.

5. Where To From Here?

Now the resolution is ratified we will commence work on final artwork. We propose a soft launch with council staff and elected members. We anticipate much of the roll-out will be completed by March/April. We plan to do a refresh of the key pages on the website. The website will be upgraded over the coming year and at that time all pages will have the new logo design. Signage across the district will be rolled out over 2018/2019 & 2019/2020 financial years.

6. Bi-Lingual Logo/Input from MSC

All logos will be bi-lingual. After a hui pre-Xmas the MSC preferred the following option. All council collateral will be bi-lingual.

South Wairarapa District Council: Kia Reretahi Tātau (let's fly together/ lets collaborate/ coordinate ourselves)

Māori Standing Committee: Te Māngai o Ngā Hapori Māori (the mouthpiece/ voice of the Māori communities.

This will be adopted.

7. Communications

A press article and editorial about the new logo options was printed on Friday 1st February. It was a very good article and balanced editorial. We will continue with our internal and external communications regarding the new logo. From here on this will be managed by SWDC communications manager.

6. Conclusion

We anticipate a launch in the first week of April. We are on track with the new logo development, under budget, will complete project within the planned timeframe and are very pleased with the decision to appoint Satellite Design.

Written By: Leigh Hay, Chair Council Logo and Branding Part



South Wairarapa District Council Brand Logo

Brand Logo Evaluation

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Background, Objectives and Methodology

Satellite Design needed to measure ratepayer perceptions of the new brand logo designed for South Wairarapa District Council. The research objectives were to:

- Determine preference of brand design from a selection of two options
- Establish perceptions regarding the brand design and ability to convey appropriate messaging

The survey was designed in consultation with Satellite Design and Council and was of 5-minute average duration. The questionnaire included image prompts of the new brand logo designs.

Email contact details for 1,501 ratepayers from South Wairarapa District were provided to Key Research, from which 400 randomly selected people were invited to take part in the online survey. The random selection ensured a representative proportion by geographic area, with n=107 contacts each from Featherston, Greytown and Martinborough and n=80 from Wellington invited to participate.

Response was incentivised with voluntary entry to a prize draw and n=163 ratepayers participated between 22 January and 4th February 2019. The sample of n=163 is considered statistically robust, yielding a margin of error of $\pm 7.6\%$ at the 95% confidence interval.



Executive Summary

Executive summary

Design 1 was the preferred option for 62% of ratepayers, being an accurate and appropriate representation of the Council, the district and services provided. A third of those who preferred the design felt it looked good while a quarter based their choice on dislike of the other brand design.

Older ratepayers (aged 50+) and residents from Greytown were more likely to prefer Design 1.

Two in five ratepayers agreed that Design 1 conveyed the rationale behind the design and represented the South Wairarapa region.



The modern, fresh, abstract Design 2 appealed to 38% of ratepayers, and received higher endorsement among those younger than 50 and Featherston residents.



Neither design performed particularly well in representing the Māori culture and around a third of ratepayers felt that the designs represented a modern, professional Council.

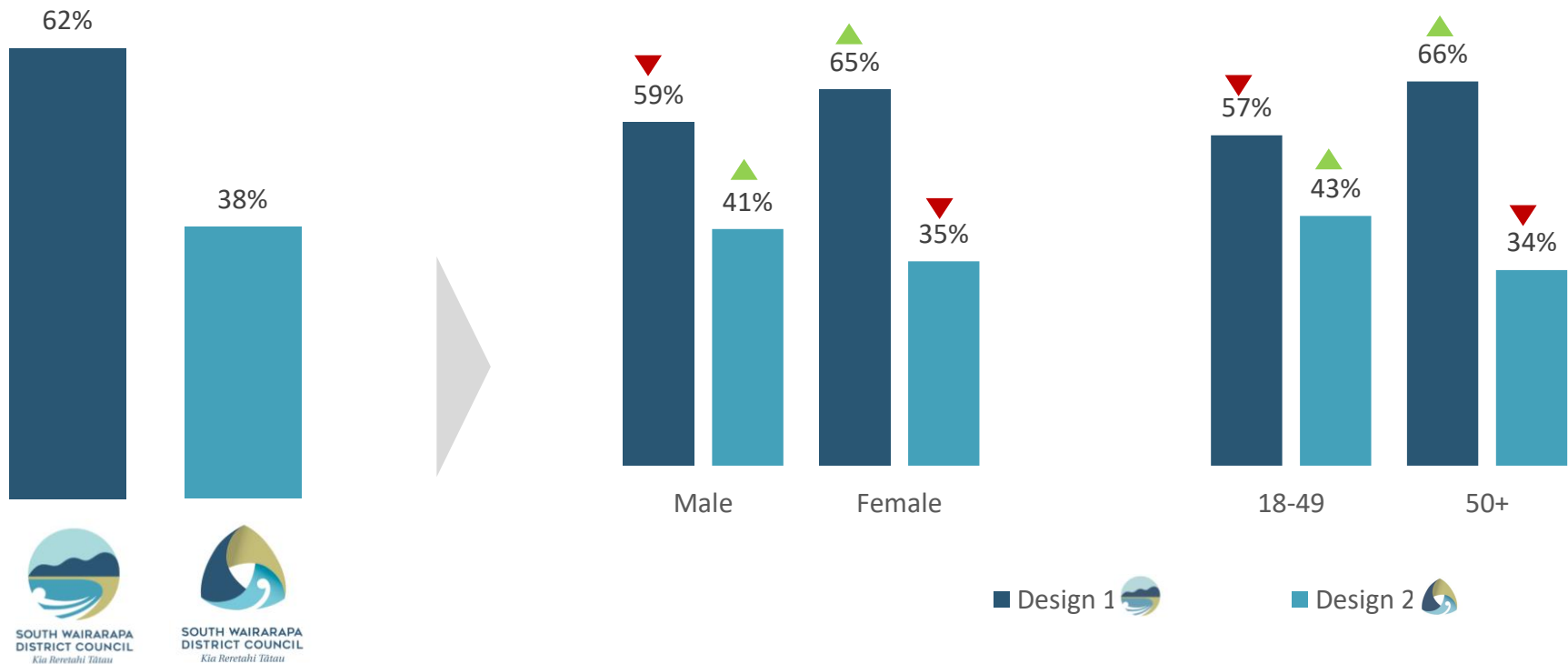
Ratepayers were more likely to disagree that Design 2 acknowledged the Māori culture and represented a modern, professional Council.



Design Preference

Design 1 was the clear preferred option, especially for female ratepayers and those aged 50+

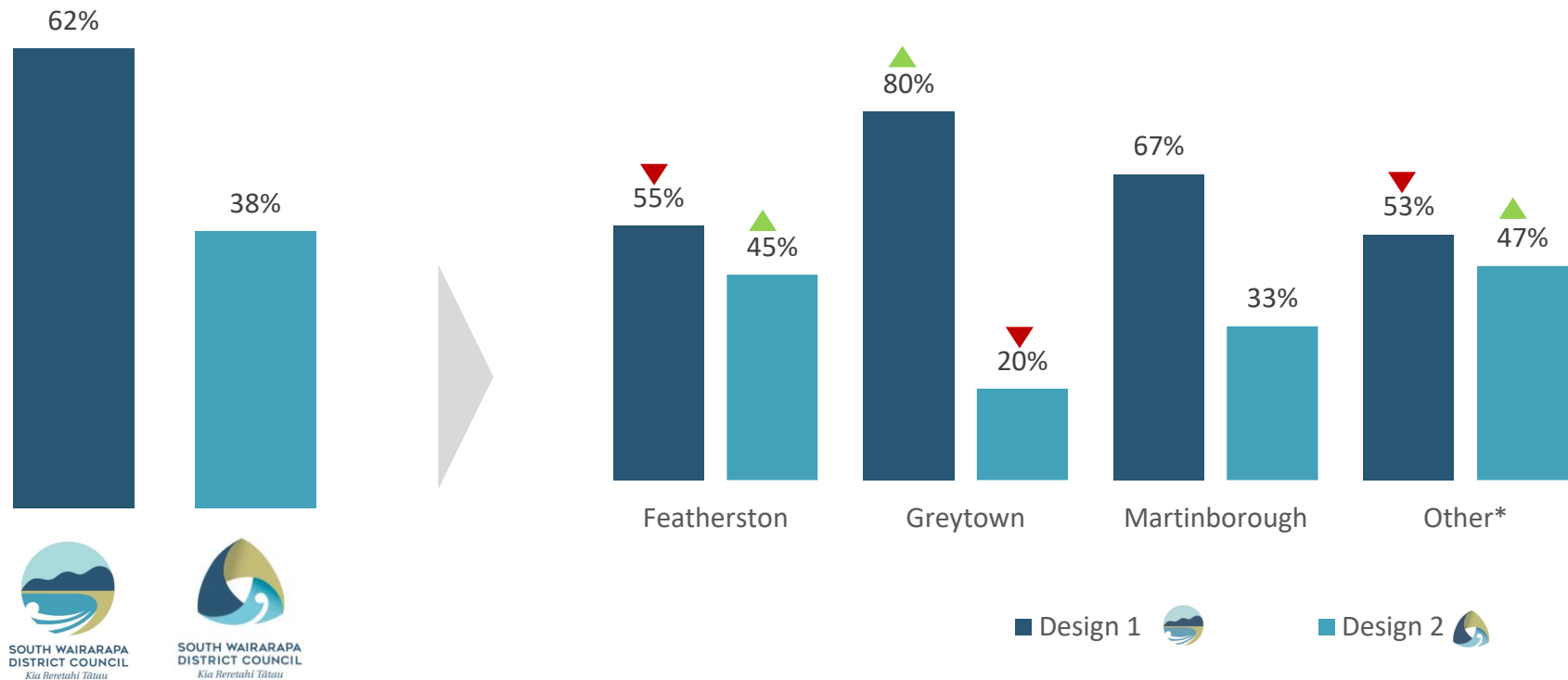
Design preference



1. Sample: Total n=150 – those who selected a preference, Male n=82, Female n=66, Aged 18-49 n=39, Aged 50+ n=111
 2. C1. Thinking about the design rationale and how the logo aims to more accurately represent the Council, the district and the services provided to the South Wairarapa people, which do you prefer? SINGLE RESPONSE
 3. n=13 ratepayers selected an option, but indicated in their verbatim response that they did not prefer either, did not like the change and/or considered re-branding a waste of time and money. Their responses was excluded from this result.

Greytown and Martinborough clearly preferred Design 1, while Design 2 received greater endorsement from Featherston and Other areas

Design preference



= significantly higher
 = significantly lower

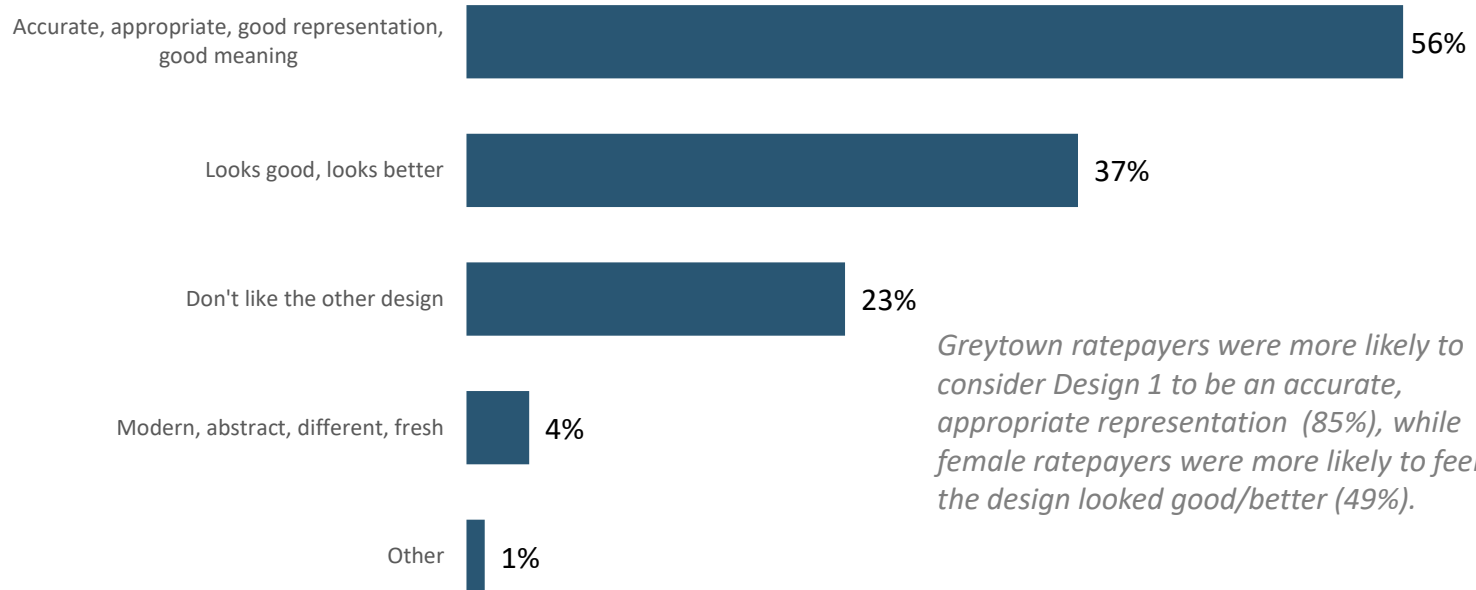
1. Sample: Total n=150, Featherston n=39, Greytown n=44, Martinborough n=52, Other* n=15, *Caution, low sample size is not representative
 2. C1. Thinking about the design rationale and how the logo aims to more accurately represent the Council, the district and the services provided to the South Wairarapa people, which do you prefer?
 3. n=13 ratepayers selected an option, but indicated in their verbatim response that they did not prefer either, did not like the change and/or considered re-branding a waste of time and money. Their responses was excluded from this result.

Design 1 was considered an accurate and appropriate representation by more than half of the ratepayers who preferred this option; around two in five felt the design looked good and a quarter selected this option due to a dislike of the other design

Reasons for Design Preference: Design 1



Why do you prefer this design?



Greytown ratepayers were more likely to consider Design 1 to be an accurate, appropriate representation (85%), while female ratepayers were more likely to feel the design looked good/better (49%).

Selection of verbatim comments: preference for Design 1

Reasons for Design Preference: Design 1



It identifies the Tarauaras and Lake Wairarapa where both are a major part of our landscape at the same time incorporating the three towns. With the inclusion of water it reflects our summer's and shows a green, clean environment.

It conveys the culture and Heritage of the area.

It looks like the view from Ocean Beach. I prefer something representative to abstract.

Like that his reflects the hill country as well as the coast - more representative of the terrain and Sth Wai characteristics

It fits more with the criteria and more representative of the rural and coastal communities. The other one looks too commercial.

It looks a bit more like a place rather than a company. And you represent a place.

I think it represents the area better. My only thought is that on the wave symbol, I can see that Martinborough is represented by the top one with the circle, Greytown by the next one and poor old Featherston, squished down the bottom, just getting on the page so to speak.

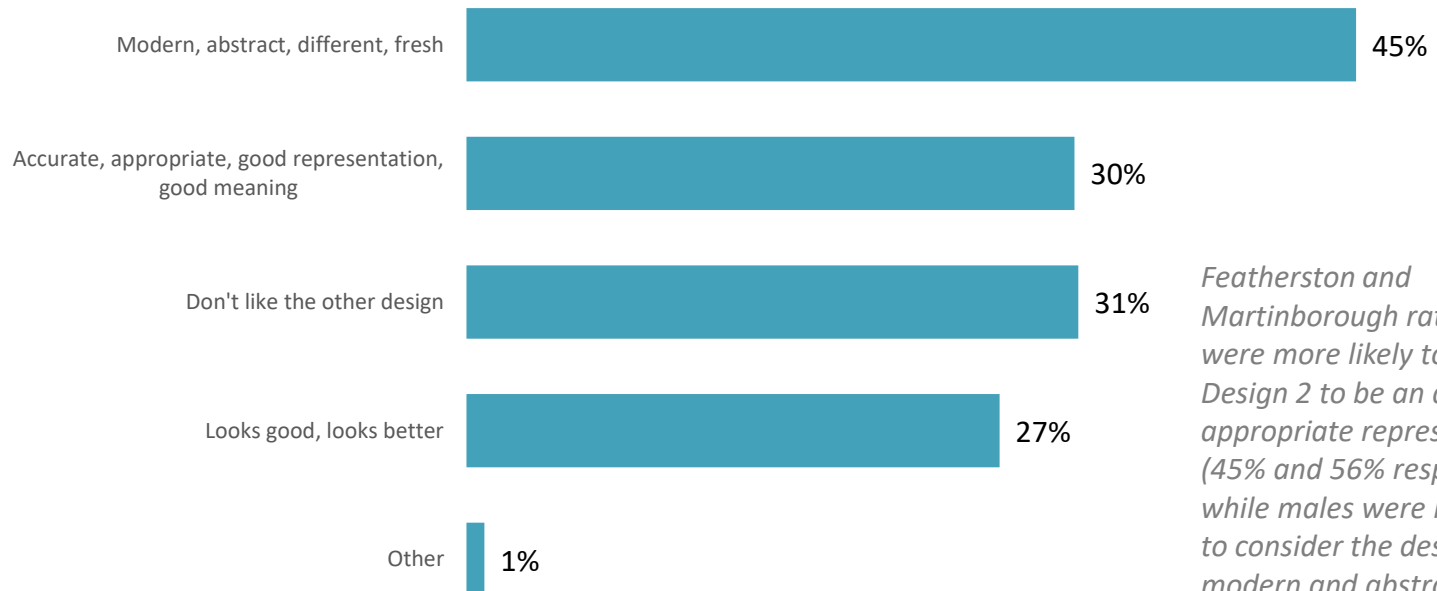
More visually pleasing. Better integrates the concepts and is more meaningful. The second one looks like a modified recycling symbol!

Two in five of ratepayers who preferred Design 2 viewed it as modern, different and fresh; around a third viewed the design as appropriate/good or simply did not like the other design

Reasons for Design Preference: Design 2



Why do you prefer this design?



Featherston and Martinborough ratepayers were more likely to consider Design 2 to be an accurate, appropriate representation (45% and 56% respectively), while males were more likely to consider the design modern and abstract (58%).

Selection of verbatim comments: preference for Design 2

Reasons for Design Preference: Design 2



It's more modern and while it's design-y, the meaning is still very clear. It's also more different from the current logo - if you're going to change then CHANGE.

Abstract is better.

Modern looking and not as obvious / literal as the other one.

It will age better into the future. It breaks successfully with the trend to use stylised images of hills, sky and water.

This Logo is a bit more forward focused than the other option but still very stagnant and feels like its been done 100 times before. I think playing more on the Māori aspect I'm not sure if just a koru is enough these days to tell a story and represent local iwi.

It's more modern and clean. The other looks like a tourism logo.

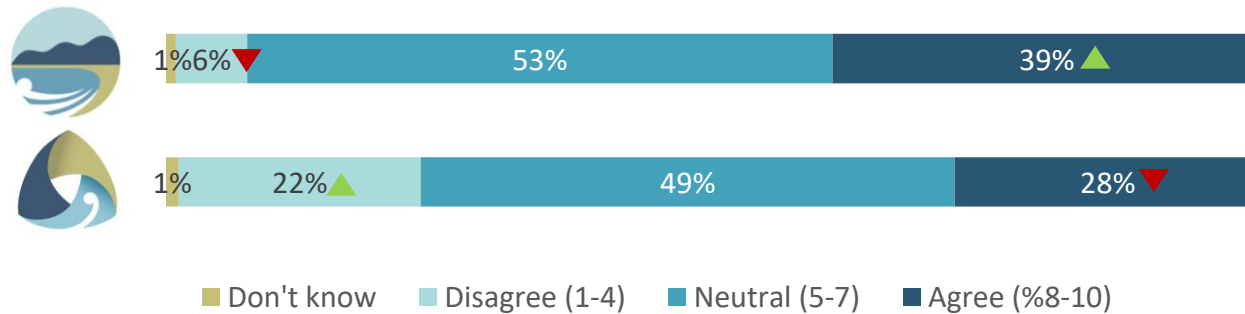
You're the council. The design needs to be abstract and basic in its representation otherwise it dates far too quickly. No need to be artistic, just allow the design to represent the community the council is supposed to represent. That being said, if the council are going to bother changing up their brand maybe they can work to change their image in the greater community, particularly rural where roads & general maintenance are neglected and future council plans are often hidden from the community affected. Go ahead rebrand yourself but remember who and what you represent in the process. Peace.



Design Aspects

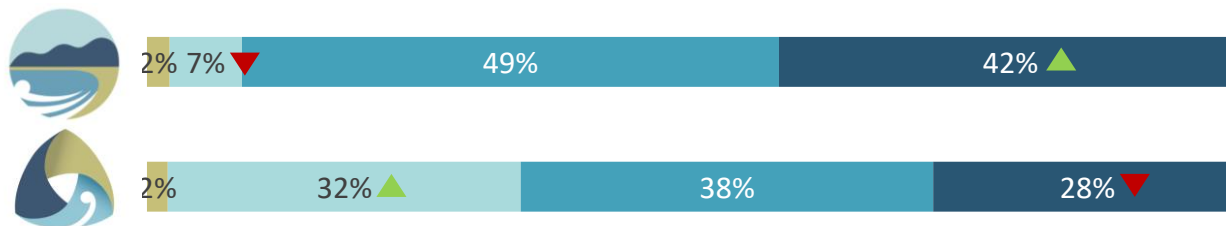
Two in five ratepayers agreed that Design 1 conveyed the rationale behind the design and represented the South Wairarapa region, while a third disagreed that Design 2 was successful on these design aspects

Conveys the rationale behind the design



Featherston ratepayers were more likely to agree that Design 1 conveys the rationale behind the design (58%)

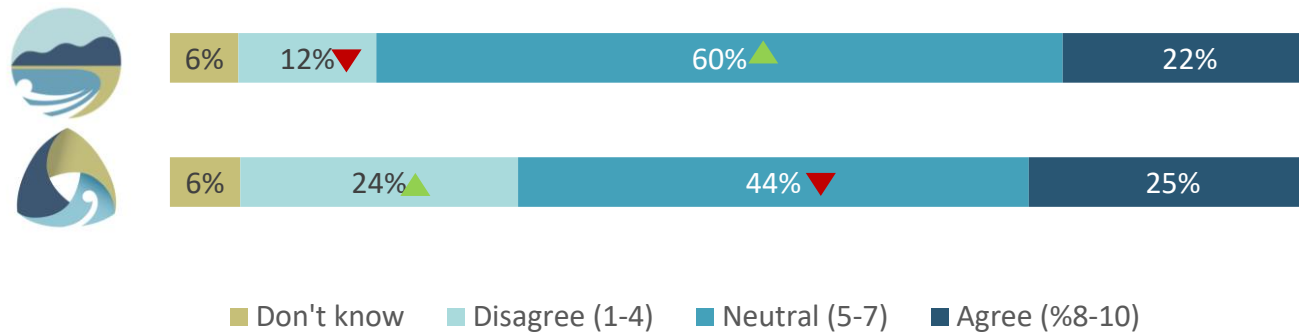
Represents the South Wairarapa Region



▲ = significantly higher
▼ = significantly lower

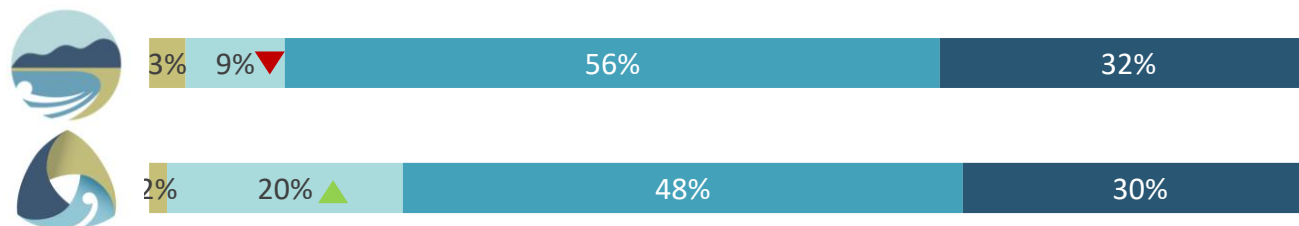
Although only a quarter of ratepayers agreed that both designs acknowledge the Māori culture, around a third agreed the designs represent a modern, professional Council; a greater proportion of ratepayers disagreed that Design 2 was successful on these design aspects

Acknowledges the Māori culture



Featherston and Martinborough ratepayers were more likely to agree that Design 1 acknowledges the Māori culture (46% and 39% respectively)

Represents a modern professional Council



Featherston ratepayers were more likely to agree that both Design 1 and Design 2 represent a modern professional Council (50% and 57% respectively).

▲ = significantly higher
 ▼ = significantly lower



Demographic Profile

Demographics

Age	Unweighted Count	Count	Proportion
18-29	2	19	12%
30-49	41	52	32%
50-64	71	50	31%
65+	49	41	25%

Ethnicity*	Unweighted Count	Count	Proportion
European / NZ	156	157	97%
NZ Māori	4	2	1%
Pasifika	2	2	1%
Asian	2	2	1%
Middle Eastern/ Latin American/ African	0	0	0%
Other	2	2	1%

Gender	Unweighted Count	Count	Proportion
Male	92	78	48%
Female	69	83	51%
Gender Diverse	2	1	1%

Residence	Unweighted Count	Count	Proportion
Featherston	41	37	23%
Greytown	49	38	23%
Martinborough	57	27	16%
Other	16	61	37%

Gender	Unweighted Count	Count	Proportion
Rural	45	60	37%
Urban	118	103	63%

* Multiple response possible



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MARTINBOROUGH COMMUNITY BOARD

14 MARCH 2019
AGENDA ITEM 8.1

CHAIR'S REPORT

Purpose of Report

To inform Martinborough Community Board of the Chair's actions since the last meeting and to raise items for discussion and decision.

Recommendations

That the Martinborough Community Board:

1. *Receive the information*
2. *Discuss each item, receive associated reports and adopt the recommended resolutions.*

1. Meetings and Events

7 February 2019	AP Working Party
20 February 2019	SWDC Meeting – speaking about water and update on MCB projects
21 February 2019	Citizenship Ceremony
27 February 2019	<i>Spatial Planning Workshop – Apologies Given</i>
27 February 2019	<i>Annual Plan Workshop – Apologies Given</i>

Meetings and Events - Looking ahead:

5 March 2019	Community Board Working Party – Apologies Given
6 March 2019	AP Working Party
20 March 2019	AP Working Party
27 March 2019	AP Working Party
11 to 13 April 2019	Community Board Conference

Current Community Board Projects

A record of Martinborough Community Board projects with target dates and the responsible member or SWDC if the action currently lies with Council.

- June 2017 – SWDC Pain Farm Lease – due to be progressed in Jan 2019
- Dec 2017 – SWDC – Martinborough Square Cenotaph repairs, first raised in May 2015. Repairs completed. Damage caused after the plinth was concreted will be reassessed in New Year to see if we are happy with repairs or would like the plinth painting. Lisa working with Dark Sky Association to assess the 'dark sky friendliness' of the new light. Further damage has been caused to the plinth. Amenities Manager looking at more robust options
- Oct 2018 – Underplanting the Olive Trees at the entrance to Martinborough
- March 2019 – PC – Finalise location of Flag Trax system to replace existing banner hangers.
- June 2019 – LC Poppy Road Signs Project. The plaque has been ordered and needs a QR code adding. Tim Langley has recommended road signage placement – the cost is \$600 per road sign, Lisa trying to clarify if there is funding from SWDC available given that Memorial Square has never had road signs.
- June 2019 – M A-B – Skate Park mural. Maisie is working with Dusty and Lulu on costings.
- Ongoing – PC - Bus Shelter beautification
- Ongoing – ALL – Facebook
- Ongoing – LC/VR – LTP/AP
- Ongoing – MCB - Advocacy: Public Recycling Bins, Rubbish Collection Days, District Plan review, Footpath Funding, Speed Limits and Road Safety on Tourism routes
- Ongoing – LC - Community Engagement

Completed Projects/Initiatives

- Shade moved at Martinborough Pool
- Martinborough Christmas Event – MCB funded the 2018 parade organised by MADCAPS and Fiona Couchman who organised an evening of entertainment – a great event.
- Parking issues around Martinborough School – this is now being dealt with directly between the School and SWDC, there is no further role for Martinborough Community Board at this time.
- SWDC Consultation with Residents on naming of Dublin Street West and New York Street West. Awaiting Dublin Street West name change.
- 3 year footpath priorities are no longer a CB responsibility.
- Circular seating in Martinborough Square. SWDC has agreed to allocate funding in the 2019/20 financial year.
- School Zone 40km speed signs
- Bike Stands (in association with Lionesses)

- WW1 Commemorations – Photo Exhibition in the Square
- Power Box in Martinborough Square painted with an ANZAC Poppy design
- Beautification Funds allocated to provide a public drinking fountain and bottle filler in the Waihinga Park
- Considine Park Committee formed and first meeting held March 13th
- Appointment of a youth representative to MCB
- Basketball Nets for the court at the Martinborough Playground
- Facilitating the possible use of Considine Park for cricket
- Purchase of new pool play equipment and sale of slide to Greytown MCB
- Town Banners hung

Recommendation: Receive the information and make updates as necessary.

2. 2018_19 Budget

Attached - there have been no major changes since the last budget was received.

3. Martinborough Pool

Thanks to Bryce for temporarily fixing the broken tiles so the barriers could be removed and School could have their Swim Day.

We have removed the inflatable Octonut from the Pool after a child became stuck underneath and we were informed that the lifeguards were uncomfortable with it. Lisa has asked Bryce for some suggestions for next season.

The pool covers have not been used since the weather cooled down and the school have been told they are broken.

Recommendations:

- 1. Request a report to help understand how MCB has again been recommended inflatable equipment that is not suitable for the Martinborough Pool.*
- 2. Request that SWDC find a buyer for the Octonut and reimburse MCB any funds raised.*

4. 23 April 2018 - \$500 grant to School

We have been advised by the school that this grant is no longer needed.

At the beginning of the Pool season CLM used pool noodles and other equipment belonging to the School for the general public (the lifeguards were not aware that they were school property).

MCB can request that this grant is released back into general funds, we also have an opportunity to help the School replace pool equipment and set up well for next swim season:

Options:

- 1. Release the funds back into general MCB budget*
- 2. Release the funds and increase the August grant pool by \$500*
- 3. Reallocate the grant for the school to replace their pool equipment and purchase additional flutter boards*
- 4. Release the funds but ring fence them for now until a grant application for pool equipment is received from the school*

5. Community Board Best Practice Award

By the time of this meeting Lisa will have entered the Waihinga Centre project into the Enhancing Communities Category of the Awards.

6. Fireworks in Considine Park

We were unable to find anyone to run the annual bonfire and fireworks in Considine Park last November. If MCB and the Considine Park Committee are keen for this event to be held, now is probably the time to start thinking about it.

Recommendation:

- 1. Discuss if MCB members wish the event to go ahead and are happy to provide financial assistance*
- 2. If yes, refer the matter to the Considine Park Committee (CPC) to obtain their agreement.*
- 3. If CPC are happy for the event to happen MCB will need to advertise to community groups for expressions of interest to run the event as a fundraiser.*

MCB Budget July 2018 to June 2019

Updated 28 February 2019

INCOME

Carried Forward	7,861.03	x	Reconciled with SWDC I&E
Annual Plan	27,639.00	x	
TOTAL INCOME	35,500.03		

EXPENDITURE

Members Salaries	16,185.00	x	
Allowance for Mileage	500.00	x	

General Expenses

Community Board Levy	216.68	x	
Youth Rep meeting attendance bfwd	150.00		
Youth Rep meeting attendance	400.00		
Office Max Stationery	3.94	x	
Meeting Venue Costs	200.00		Pirinoa Hall and Marae tbc
Total General Expenses	766.68		

Strategic Objectives

1. An Engaged, Involved Community

Fireworks	0.00		No fireworks event in 2018
Matherapa	300.00		
Community Engagement	500.00		bfwd from 2017_18 \$101.74 spent on Christmas Survey. Parking survey \$39 so far.
Anzac project wood and screws	84.70	x	
Youth Initiatives	0.00		Can be funded via Grants / Financial Assistance

2. A Well Connected, Liveable and Accessible District

	0.00		No budget allocated this is an advocacy role
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3. A Vibrant Martinborough Town Centre

Waihinga Park and Playground			
Basketball back boards and posts	500.00	x	bfwd from 2017_18
Poppy Road Signs	200.00		Plaque and launch costs tbc
Christmas			
Christmas Event Funding	2,600.00	x	\$1,600 Parade, \$1,000 Christmas Magic sponsorship

4. Ensuring the best deal for local decision-making

	0.00		No budget required
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5. Ensure that Pain Farm continues to be managed in the spirit of the original bequest

	0.00		No budget required
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6. A Sustainable District

	0.00		Can be funded via Grants / Financial Assistance
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7. A professional and well respected Community Board

CB conference attendance for one delegate	2,200.00		Estimate, SWDC also pays for one (tbc)
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TOTAL STRATEGIC OBJECTIVES	6,384.70		
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Financial Assistance

May 2018 Martinborough School bfwd	500.00	x	
Aug 2018 Bombora Events Tora Festival	500.00	x	
Aug 2018 MBA Security Cameras	1,000.00	x	
Aug 2018 Wairarapa CAB	350.00	x	
Aug 2018 Life Education Trust	500.00	x	
Aug 2018 Mboro Squash Club	1,000.00		
Aug 2018 Mboro Youth Trust	1,025.00	x	
Aug 2018 Mboro Toy Library	300.00	x	
March Grants Pool	5,000.00		? Dates for 2019 grants
Total Financial Assistance	10,175.00		

TOTAL EXPENDITURE	33,511.38		
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BUDGETTED SURPLUS/(DEFICIT)	1,988.65		
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Town Beautification

Martinborough Beautification Budget cfwd	-112.58		
Martinborough Beautification Budget 2018/19	10,710.00		
Budget	10,597.42		

Less Commitments:

Waihinga Park Water Fountain	2,760.50		
FlagTrax System	7,000.00		
Balance	836.92		

MARTINBOROUGH COMMUNITY BOARD

14 MARCH 2019

AGENDA ITEM 9.1

GOVERNANCE REVIEW, COUNCIL COMMITTEES AND WORKING PARTIES STRUCTURES

Purpose of Report

To inform the community boards and Māori Standing Committee of the new governance structure.

Recommendations

Officers recommend that the community board/Committee:

1. *Receive the Governance Review, Council Committees and Working Parties Structure Report.*

1. Background

In April 2018 the Mayor instigated a Governance Review after the resignation of Councillor Harwood. The Review was completed by EQUIP with a report presented to Council in September 2019 (Appendix 4). A workshop took place in October facilitated by Mike Reid LGNZ to discuss the recommendations in the report. A councillor only session followed the workshop discussion, all recommendations in the report were addressed. Council nominated a sub group consisting of the Mayor, Cr Colenso and Cr Wright to recommend to council a new Council structure.

2. Discussion

2.1 Agendas for Committees

The Asset and Services Committee, Finance, Audit and Risk Committee and the Planning and Regulatory Committee will consider the Group Managers reports in their agendas. These will be reported to Council through the committee minutes.

2.2 Public Participation at Committee Meetings

Public participation will be available at the beginning of each committee meeting. Public Participation is welcomed and will be directed to the most appropriate committee or council meeting by the Council or Committee Secretary.

3. Proposed Committee Structure

The sub group used the information provided by Mike Reid, the discussion at the workshop and research into other council structures to ascertain the best structure for SWDC. The group determined that a new structure would ensure there was more transparency in Council decision making. The group recommends the following structure to be adopted:

3.1 Assets and Services Committee

- Membership: Mayor, 6 councillors, (1 ward rep and rest skill based), 3 Community Board Chairs, MSC Chair.
- Chair: Appointed by Mayor.
- Meetings: 6 weekly.

3.2 Water Race Sub-committee (of the Assets and Services Committee)

- Membership: 2 councillors, 3 reps from Moroa Water Race area, 1 must be a Greytown Urban rep, 2 reps from Longwood Race Area
- Chair elected for the triennium.
- At least 3 times per year.

3.3 Planning and Regulatory Committee

- Membership: Mayor, 6 councillors, (1 representative from each ward and rest skill or interest based), 3 Community Board Chairs, MSC Chair.
- Chair appointed by Mayor.
- Meetings 6 weekly.

3.4 Spatial Plan Sub-committee

- Formed when necessary, membership to be determined.

3.5 Finance, Audit and Risk Committee

- Membership: Mayor, Deputy Mayor (Chair), 3 councillors.
- Meetings at least quarterly.

3.6 Chief Executive Review Committee

- Membership: Mayor (Chair), Deputy Mayor, 2 councillors appointed by the Mayor, an HR management specialist may be engaged to provide advice to the Committee but is not a member of the Committee.
- All councillors participate in a pre-review workshop to discuss performance matters.
- Meetings at least 6 monthly.

3.7 Maori Standing Committee

- Membership: 3 councillors.
- TOR are being reviewed.

3.8 LTP/AP Working Party

- Membership: all councillors, 3 Community Board Chairs, MSC Chair.
- Chair: Mayor
- Meetings as required in lead up to LTP or Annual Plan.

3.9 Community Safety and Resilience Working Party

- Membership: three councillors, one representative from each community board, other representatives as per the terms of reference.
- Chair: to be a councillor
- Meetings to be held quarterly

3.10 Draft Terms of Reference (TOR)

Draft terms of reference for the new committees were provided to Council, the committees are tasked with completing the TOR.

4. Constitution of Committees and Appointments

4.1 Internal Working Groups

The following committees and working groups were established, and the following appointments have been made.

Internal Committees/Working Groups	Appointments including chair appointments (where applicable)
Martinborough Community Board	Cr Colenso, Cr Maynard
Featherston Community Board	Cr Vickery, Cr Olds
Greytown Community Board	Cr Wright, Cr Gray (pending)
Maori Standing Committee	Cr Jephson, Cr Maynard, Cr Vickery
Assets and Services Committee	Cr Jephson (Chair), Cr Carter, Cr Colenso, Cr Olds, Cr Wright, Cr Gray (pending)
District Licensing Committee	Mrs Julie Riddell (Chair), Cr Craig (Deputy Chair)
Chief Executive Officer's Review Committee	Until new CEO appointed: Mayor (Chair), Cr Craig, Cr Jephson, Cr Olds
Finance, Audit and Risk Committee	Cr Jephson (Chair), Cr Colenso, Cr Vickery, Cr Wright
Planning and Regulatory Committee	Cr Olds (Chair), Cr Carter, Cr Jephson, Cr Maynard, Cr Vickery, Cr Wright
Spatial Plan Sub-committee	
South Wairarapa AP/LTP Working Party	Mayor (Chair), all councillors
Community Safety and Resilience Working Party	Cr Colenso (Chair), Cr Carter, Cr Maynard
Civic Awards Working Party	Cr Craig(Chair), Mayor, Cr Carter, Cr Colenso

Internal Committees/Working Groups	Appointments including chair appointments (where applicable)
Sport NZ Rural Travel Fund Assessment Group	Cr Jephson (Chair), Cr Carter, Cr Maynard
Hearings Committee	Mayor (Chair), Cr Jephson, Cr Olds
Creative Communities Assessment Group	Cr Carter
Water Race Sub-committee	Cr Olds (Chair), Cr Wright)
Community Board Working Party	Mayor, Cr Colenso, Cr Wright, Cr Vickery
Tenders Working Party (Mayor to confirm)	
Community Housing Working Party (Mayor to confirm)	
Council Logo and Branding Working Party (Mayor to confirm)	
Accommodation Working Party (Mayor to confirm)	

4.2 Joint Working Groups/Committees

Appointments to joint working groups/committees are as follows:

Joint Committees	Appointment
Wairarapa Library Service Committee (joint)	Cr Colenso, Member Robyn Ramsden
Wairarapa Combined District Plan Working Group (joint)	Mayor, Cr Jephson, Cr Olds
Wairarapa Policies Working Group (joint)	Cr Vickery, Cr Gray (pending)
Wairarapa Economic Development Strategy Governance Group (joint)	Mayor
Wellington Region Waste Management and Minimisation Plan Committee (joint)	Cr Colenso
Wellington Region Waste Forum	Cr Colenso

5. Appointment of Council Representatives to Outside Bodies

The following external appointments have been made.

External Appointments or Joint Committees	Appointment
(GWRC) Wairarapa Committee	Cr Jephson, Cr Wright
(GWRC) Waiohine Floodplain Management Steering Group	Cr Wright, Cr Gray (pending)
(GWRC) Awhea Opouawe Scheme Committee	Cr Jephson
(GWRC) Lower Valley Development Scheme Advisory Committee	Cr Olds
(GWRC) Whitua Committee	Cr Olds
(GWRC) Wellington Region Climate Change Working Group	Cr Jephson, Cr Carter (proxy)
GWRC Cycle Trails	Cr Olds
Destination Wairarapa Inc	Paul Broughton
Wairarapa Road Safety Council	Cr Olds
Cobblestones Museum Trust	Cr Wright
Wairarapa Safer Community Trust Board	Cr Colenso

External Appointments or Joint Committees	Appointment
Healthy Homes	On hold
Palliser to Pukaha P2P	Clive Paton
Wairarapa Moana Statutory Board (not yet formed)	
Wairarapa Moana Governance Group	Cr Olds
Regional Transport Committee (NZTA)	Mayor (statutory appointment), Cr Jephson (proxy)
Remutaka Hill Road Committee	Mayor
Arbor House Trust Board	Dr Rob Tuckett

6. Governance Statement

Councillors reviewed the Governance Statement and updated it to reflect the current governance structure of SWDC. The Governance Statement is attached in Appendix 5 and will be made available on Council's website.

7. Affirmation

One of the recommendations of the Governance Review was for Council to consider and adopt the Values, Behaviours and Character and create a booklet to reflect these. During the workshop Council determined that a SWDC Affirmation read at the beginning of each Council and committee meeting would encapsulate the booklet. The Affirmation will be printed at the beginning of each agenda.

SWDC Affirmation

We pledge that we will faithfully and impartially use our skill, wisdom and judgement throughout discussions and deliberations ahead of us today in order to make responsible and appropriate decisions for the benefit of the South Wairarapa district at large.

We commit individually and as a Council to the principals of integrity and respect, and to upholding the vision and values we have adopted in our Long Term Plan strategic document in order to energise, unify and enrich our district.

8. Appendices

Appendix 1 –Committee Calendar

Appendix 2 –Governance Review Report

Appendix 3 –Governance Statement

Prepared by: Her Worship the Mayor, Viv Napier

Appendix 1 – Committee Calendar

2019	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	2019
MON				1			1						MON
TUE	1 New Years Day			2			2			1			TUE
WED	2 Public Holiday			3 COUNCIL	1 Assets/Planning		3			2			WED
THU	3			4	2		4	1		3			THU
FRI	4	1	1	5	3		5	2		4	1		FRI
SAT	5	2	2	6	4	1	6	3		5	2		SAT
SUN	6	3	3	7	5	2	7	4	1	6	3	1	SUN
MON	7	4	4	8	6 MSC	3 Queens Birthday	8 LG Conference	5	2	7	4	2	MON
TUE	8	5	5	9	7	4 FCB	9 LG Conference	6	3	8	5	3	TUE
WED	9	6 Waitangi Day	6 APWP/WLS/CSRWP	10 Zone 4	8 APWP	5 GCB/FAR/CSRWP	10	7 COUNCIL/Zone 4	4 Assets/Planning /CSRWP	9	6 Zone 4	4	WED
THU	10	7 APWP	7 Rural & Prov	11 CB Conference	9	6 MCB/Rural & Prov	11	8	5	10	7	5	THU
FRI	11	8	8 Rural & Prov	12 CB Conference	10	7 Rural & Prov	12	9	6	11	8	6	FRI
SAT	12	9	9	13 CB Conference	11	8	13	10	7	12 POLLING DAY	9	7	SAT
SUN	13	10	10	14	12	9	14	11	8	13	10	8	SUN
MON	14	11 MSC	11	15	13	10	15	12	9 MSC	14	11	9	MON
TUE	15	12	12 FCB	16	14	11	16 FCB	13	10	15	12	10	TUE
WED	16	13 Rating Review	13 GCB	17 MCB	15 COUNCIL	12 APWP(crs)/CC SW	17 GCB	14	11 CC MDC	16	13 CC GWRC	11	WED
THU	17	14	14 MCB	18	16	13	18 MCB	15	12	17	14	12	THU
FRI	18	15	15	19 Good Friday	17	14	19	16	13	18	15	13	FRI
SAT	19	16	16	20	18	15	20	17	14	19	16	14	SAT
SUN	20	17	17	21	19	16	21	18	15	20	17	15	SUN
MON	21 Wgtn Anniversary	18	18	22 Easter Monday	20	17 MSC	22	19	16	21	18	16	MON
TUE	22	19	19	23 FCB	21	18	23	20	17	22	19	17	TUE
WED	23	20 COUNCIL/APWP	20 APWP/Assets/Planning	24 GCB	22	19 Assets/Planning	24 Assets/Planning	21	18 COUNCIL	23	20	18 FAR	WED
THU	24	21	21	25 Anzac Day	23	20	25	22	19	24	21 Rural & Prov	19	THU
FRI	25	22	22	26	24	21	26	23	20	25	22 Rural & Prov	20	FRI
SAT	26	23	23	27	25	22	27	24	21	26	23	21	SAT
SUN	27	24	24	28	26	23	28	25	22	27	24	22	SUN
MON	28	25	25 MSC	29	27	24	29 MSC	26	23	28 Labour Day	25	23	MON
TUE	29 FCB	26	26	30	28	25	30	27 FCB	24	29	26	24	TUE
WED	30 GCB/Rating Review	27	27 APWP/FAR		29 AP Hearing	26 COUNCIL	31	28 GCB/FAR	25	30	27	25 Christmas Day	WED
THU	31 MCB	28	28 CC CDC		30 AP Hearing	27		29 MCB	26	31	28	26 Boxing Day	THU
FRI			29		31 AP Hearing	28		30	27		29	27	FRI
SAT			30			29		31	28		30	28	SAT
SUN			31			30			29			29	SUN
MON									30			30	MON
TUE												31	TUE

APWP	Annual Plan Working Party	Assets	Assets and Services Committee
CC	Combined Council (host Council)	Planning	Planning and Regulatory Committee
COUNCIL	District Council meeting	MCB	Martinborough Community Board
FAR	Finance, Audit and Risk Committee	FCB	Featherston Community Board
CSRWP	Community Safety and Resilience Working Party	GCB	Greytown Community Board
CEO	CEO Review Committee (to be added)	MSC	Māori Standing Committee
Sub-Committees	To be added		

Note: Only Council, community board, committee (including hearings) and sub-committee meetings are open to the public.

Appendix 2 – Governance Review Report



WatsonPeters

We are.
LGNZ.
EquiP

South Wairarapa

**FIT FOR PURPOSE: A REVIEW OF SOUTH WAIRARAPA
DISTRICT COUNCIL'S GOVERNANCE PROCESSES**

August 2018

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Key Findings

While South Wairarapa District Council (SWDC) continues to make improvements, there are opportunities for further efficiency in working party structures, effectiveness in time management, and respectful internal and external facing communications that can be further improved to keep building a positive culture of governance and management.

A fit for purpose Council is right-sized, with the right workload, messages and culture to deliver the community's expectations.

1. Governance Structures and Processes

There is an opportunity to ensure SWDC is optimising Councillor and staff time to provide the best outcomes for South Wairarapa decision-making, for desired community outcomes, accountability and transparency.

Governance Structure Recommendations

- We recommend the governance structures, processes, terms of reference and reporting mechanisms be reviewed over the next few months, to more closely align with the Strategic Pillars (over).

2. Shaping Council Culture

The Council, elected members, and staff have all spent time and effort in this term understanding their values and establishing a strategic framework on Council direction and priorities. Our review provided an opportunity to learn and discuss how this works, and how different parties work together.

There are opportunities for strengthening the governance structure and culture of the organisation.

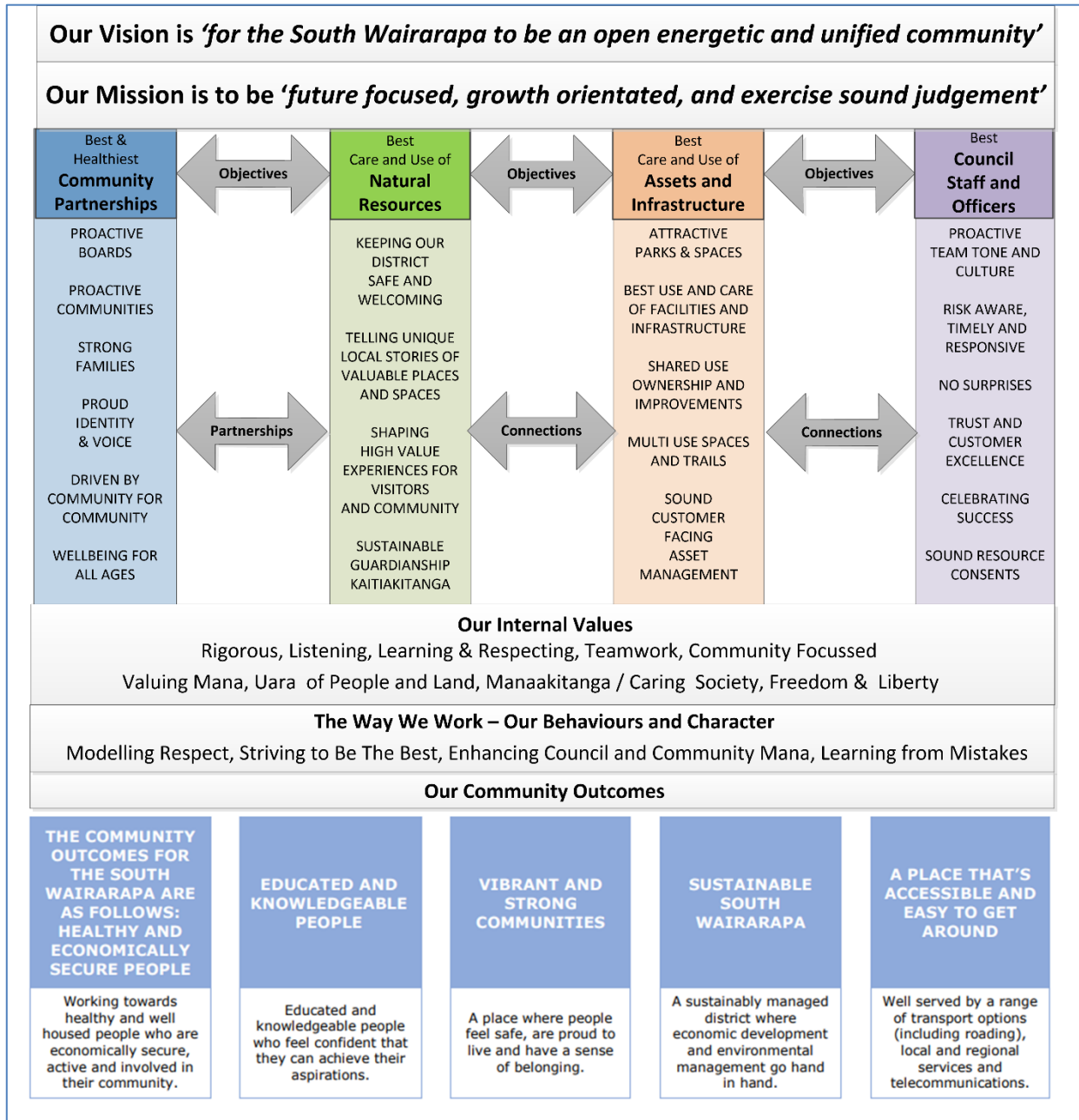
Improvements will allow for more efficiency, improve relationships and proceed in an inclusive manner that aligns with values and decisions with the vision.

Culture Recommendations:

- That Council consider and adopt the Values, Behaviours and Character activity (over) and booklet (attached in Appendix);
- All communication is couched in a respectful manner between elected members and staff in all forums;
- To recognise the role of a Councillor involves much reading and Councillors are encouraged to clarify information and prepare before formal meetings, where practicable;
- To expect constructive challenge and questions of staff reports in Council meetings;
- Facebook posts and social media are not the places for negative remarks about Council staff or other elected members;
- The Mayor and Councillors have a leadership role in setting organisational culture - their manner and behaviour is an essential influence on the tone of the organisation; and
- To recognise with each other, both Councillors and staff are both wanting to serve the South Wairarapa community well, and this statement becomes the foundation stone to conversations and communication.

3. Strategic Leadership - the year ahead and opportunities now

The Council have just adopted a Long Term Plan. There will be a clear expectation by Council, staff and the community, therefore, to implement Year 1 of the Plan and make progress towards the desired community outcomes. As part of this Plan, the Council has set out its direction, Values and Vision, and how it expects to work according to its 'Four Pillars'. This Strategy has been updated with Values, Behaviours and Character (below) to deliver community outcomes.



Strategic Leadership Recommendations:

- That Council prioritise activities to deliver against the Plan, but that
- Council de-risk community division, starting with an 'all of council' approach to Featherston; and
- Council Values (above) be communicated and modelled to rebuild a community partnership.

We recommend the Councillors, staff and Community Board meet soon to provide an integrated approach for resetting a Featherston 'community engagement and work programme' that works in a complementary way with development across the wider District. This recommendation comes from views and concerns expressed in interviews with Councillors and staff.

Part of the LTP that will assist with Council at this time – and according to this review and interviews are:

- Improving the website, with up-to-date documents (including governance documents) and providing a modern, friendly customer interface;
- Employment of a staff member dedicated to Council communications; and
- Developing a spatial plan for the District - to include all townships and countryside.

Our Approach

Pamela Peters and Steven Finlay from EquiP were asked to review the SWDC governance framework and processes, to identify whether or not there are areas that may be improved, to enable the Council to provide good governance on behalf of residents. We approached this study with two complementary objectives:

1. Creating an environment that enables elected members to understand and deliver on their role in the decision-making and accountability processes required of their Council; and
2. Building an inclusive and focused governance body, working positively with staff and the local community.

We undertook desktop research, interviews, document reviews and then a Council workshop. The Council workshop included time with elected members alone and time with both Councillors and senior staff.

The subject areas covered were:

- Governance Structures and Processes;
- Accountability and transparency;
- Conduct and behaviour (including Code of Conduct);
- Clarity of roles;
- Building a team/Group dynamic;
- Understanding current issues or concerns; and
- Focusing on the strategic picture of Council plans and direction.

Limitations

This Review does not include a study of structure, processes, Terms of Reference and operation of Community Boards. This topic may be valuable and important. The Community Boards are said to have more prominence in this term. The Review does not take into account the Representation Review currently underway and this may bring changes to Council table.

The Review does not measure in detail your delegations, Terms of Reference of each Committee and Working Party. There are several Working Parties and Committees. Some of the Terms of Reference were out of date or incorrect.

It does not include your Governance Statement – this document is currently been updated. Your Working Party agendas are not on the website, so we were unable to compare with full Council agenda items – within the time and scope of this project.

1. Governance Structures and Processes

There is an opportunity to ensure SWDC is optimising Councillor and staff time to provide the best outcomes for South Wairarapa decision-making, for desired community outcomes, accountability and transparency.

Governance Structure Recommendations

- We recommend the governance structures, processes, Terms of Reference and reporting mechanisms be reviewed over the next few months, to more closely align with the Strategic Pillars.

From our desktop and initial study, it seems to be some structures and reporting systems need reviewing by Councillors over the next few months.

We recognise reporting regularly to full Council is an efficient process – for a small Council compared to the additional formal standing committees in big centres.

The Council becomes the clear decision-making forum for the broad range of local government functions and SWDC community issues. The Maori Standing Committee, Hearings Committee and Liquor Licensing Committee and Community Boards have specialised or localised decision-making roles.

Also, South Wairarapa expects elected members to report to Council – on what Council work they are involved with or subject matters they want to raise from this work. These written reports are unusual but considered valuable by all Councillors, and they saw this as 'part of their accountability'.

Working Parties, Workshops and Briefings

We note a large number of Working Parties and working groups in the SWDC documents, and it is unclear how these exactly work? We do not have the scope to review each Working Party, and the Terms of Reference were not updated at the time of the study. The agenda papers are not available on the website. From the documents we were sent, it was not easy to understand the flow of information or reports to these working groups or parties.

We understand SWDC has a very similar governance structure as previously.

Local government work and decision-making require broad subject knowledge for both senior managers and Councillors. As part of their role a group of Councillors may be asked to work closely and informally on a project together with a community group.

Councils then have a variety of mechanisms – firstly and importantly to conduct the formal processes of decision-making, records and agendas, and secondly to provide for an appropriate and timely exchange of information.

Workshops and Briefings

Many councils use workshops and briefings where Councillors may discuss specific or complex issues in depth before items come to Council. For example, Health and Safety Act implications or new requirements for NZ Drinking Water standards.

Such in-depth topics need to be discussed and understood with time allowed for understanding by all parties including asking and responding to questions. Work structures therefore need to allow mechanisms for briefings and working on subject matter together.

Similarly, councils need their doors to be open to business initiatives and proposed employment development in their districts, with processes that are respected and fair to all.

Working Parties

The Working Parties at SWDC are seemingly set up into functional local government areas: Infrastructure and Planning; Audit and Risk; Community Safety; Risk and Resilience; and then some with specialised roles, for example, the CE Review Working Party and Long- Term/Annual Plan Working Party.

We understand this structure is the same as the last term of Council. These working parties were not reviewed immediately after the 2016 local government elections. We were advised a significant number of new Councillors had just been elected, which made discussions and decisions such as these, more difficult in the first weeks of term. The possibility of SWDC Council amalgamation was also prevalent at that time.

We received copies of some agendas and papers prepared but these are not on the website, and Working Parties are not open to the public. It is not clear if minutes are taken. It seems governance support is available. From the documents available from staff, it appeared an agenda is like a cover page with subject areas. We have attached two documents to this report to illustrate this point.

There needs to be confidence in privacy, for example, if sensitive commercial information on a property was to be discussed, that it is treated carefully, not only for those immediately involved in the property but also that the governance processes provide for this protection. This protection ensures that there are no questions of any conflict of interest for staff or Councillors in any discussions. This type of assurance is usually enshrined within the formal meeting procedures and minutes.

The Workload for Councillors and Staff

We then raise the issue of workload in general and getting the most efficient mechanisms to provide for well- informed, timely and transparent decision-making. The heavy workload on Councillors around the country is mostly because the functions of local government are broad, but we consider the structure of SWDC reporting processes and meetings in South Wairarapa may cause further workload to Councillors and staff.

We are aware several Councillors hold full-time positions elsewhere and juggle this with Councillor duties and family life. The Council/ Working Party/ Working Group structure may duplicate agenda preparation and time required at meetings for Councillors. Councillors are also appointed on national, regional and local community-based organisations.

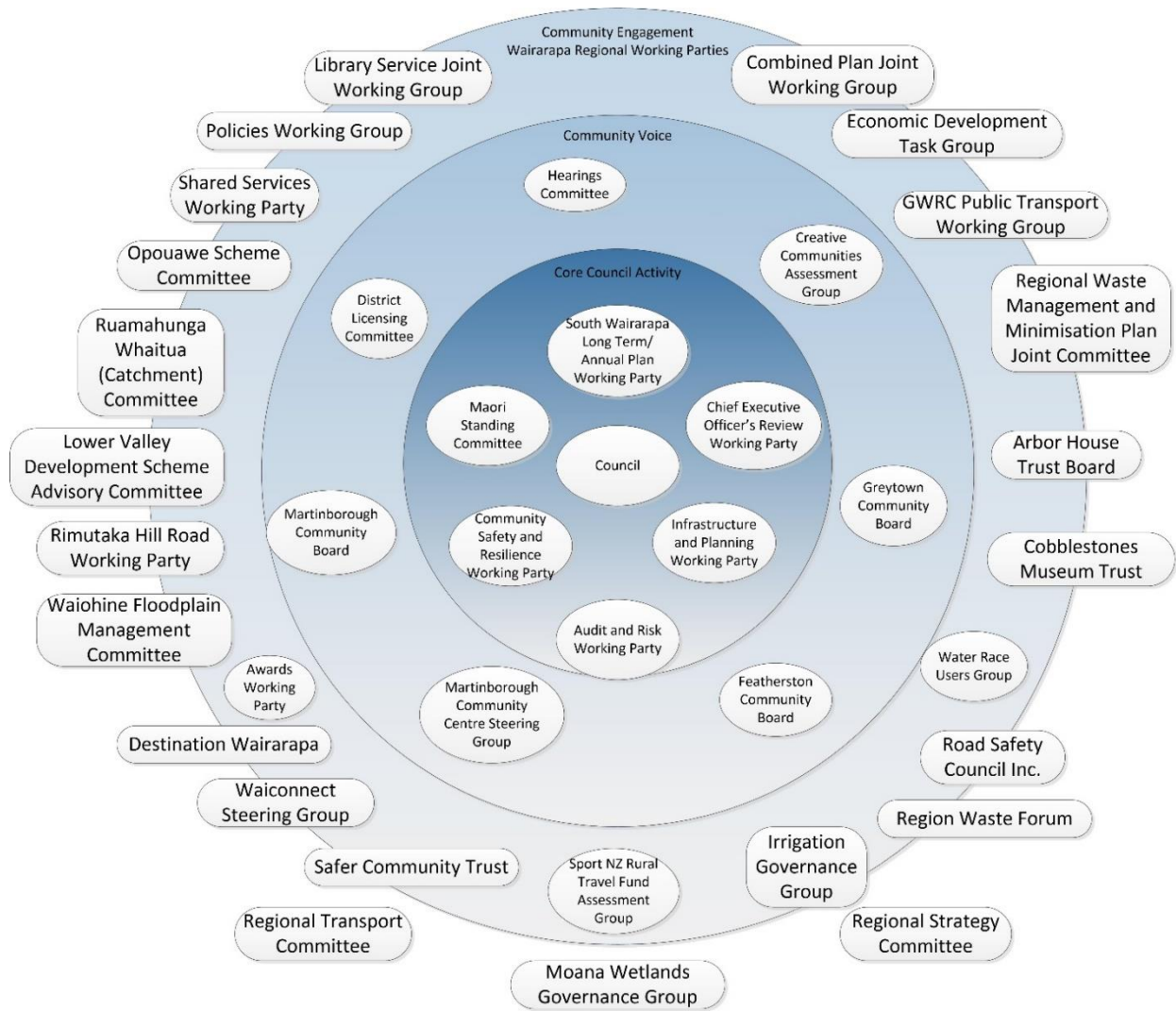
Therefore, while these Working Parties maybe simply helpful briefings, with no legal decision-making ability - there is some risk without seeing the agendas that they may not provide adequate protection or that they may replicate Council meetings in some form, and that subsequent debate in Council meetings may not be the first debate by Councillors on an item, making unnecessary extra work. To clarify this, we recommend SWDC undertake a review to ensure Councillor time is most effectively and efficiently used.

Community Boards

The role of Community Boards is said to be strong in this Term, and while the Council is more inclusive of their contribution, it would also seem helpful to discuss and develop their Terms of Reference and way of operating.

We have had some feedback that while more involvement is encouraged, one or two Community Board members have access to staff members and are involved in operational matters for their respective areas. This practice needs to be discussed between Council and Boards, on what is appropriate and efficient for all parties.

We illustrate the current Committee structure and Councillor Appointments in the diagram (below). What is apparent from this diagram was the complex and potentially onerous structure and work of staff and elected members.



Appointments to Outside Organisations

While our commentary above has been on Councils' governance structures, what the Figure above illustrates is the plethora of Councillor Appointments to outside organisations: either locally; regionally; or nationally. When discussions sought efficiencies in our workshop, Councillors were keen to point out that these appointments are how they link with their community, and they valued them.

We respect and understand this. We know the Figure should include more of these appointments. It occurred to us with the observations above that the timing is right for an internal reflection and review of best structures for your Council.

The new Long-Term Plan and Vision have just been adopted at the end of June and it is worth considering the Committee Structures that will give the best chance to achieve the outcomes that SWDC desire and the structures that are most effective and efficient for the organisation and elected members.

EquiP has assisted Wairoa Council to adopt a fit for purpose Council Structure and key learnings and insights are available.

Accountability and Transparency

There have been no issues raised in this Review - or by Councillors - on accountability and transparency other than is already mentioned above about Councils' Working Parties and working groups.

It is the view of both Councillors and senior staff that Council meetings, agendas and reports are well-written, and the sessions are run according to a high professional standard, by people well versed in local government requirements. We have also been advised, that Audit NZ have been complimentary about the high standards of SWDC reports and financial reporting.

Agendas, Reports, and Stella Document Storage

There was confidence across Council with the quality and timing of Council agenda reports and the governance support staff.

Many of the Council agendas contain progress against the Annual Plan performance measures, and this is helpful to Councillors as they monitor how well Council is doing on key indicators. These performance measures can assist to check work is aligned with Vision, Values and Priorities.

Councillors indicated they greatly valued staff and the work they did.

Experienced Councillors reported the advice and agendas had significantly improved over recent years. There are times Councillors would like to hear more about successes or positive developments at Council or in the community in Council agendas. Others commented they would like to see recommendations with one or two options presented more frequently. Councillors indicated they expect to debate and question freely in the Council Chamber and this generally happens well. From the desktop review – the agendas prepared seem clear and informative.

SWDC use a document repository system called Stella – this has improved efficiency in the Council and from our observations this is an advanced use compared to similar sized Councils.

2. Council - Building a Positive Council Culture

Culture Recommendations:

- That Council consider and adopt the Values, Behaviours and Character activity (over) and booklet (attached in Appendix);
- All communication is couched in a respectful manner between elected members and staff in all forums;
- To recognise the role of a Councillor involves much reading and Councillors are encouraged to clarify information and prepare before formal meetings, where practicable;
- To expect constructive challenge and questions of staff reports in Council meetings;
- Facebook posts and social media are not the places for negative remarks about Council staff or other elected members;
- The Mayor and Councillors have a leadership role in setting organisational culture - their manner and behaviour is an essential influence on the tone of the organisation; and
- To recognise with each other, both Councillors and staff are both wanting to serve the South Wairarapa community well, and this statement becomes the foundation stone to conversations and communication.

Councils that achieve good governance:

1. Focus on the purpose of the local authority, outcomes for the community and implementing a vision for their area;
2. Support members and officers working together to achieve a common objective with clearly defined functions and roles;
3. Promote their values and demonstrate the importance of good governance through high standards of conduct and behaviour;
4. Take informed and transparent decisions which are subject to effective scrutiny and understanding of risk;
5. Develop the capacity and capability of members and officers to be effective; and
6. Engage with local people and other stakeholders to ensure robust public accountability.

The above principles provide a basis for assessing the degree to which a council's governing arrangements encourage an inclusive culture, not only between elected members but also between elected members and staff.

Elected members need a professional framework within which to exercise their governance roles, whether asking questions, monitoring performance or making decisions. As the good governance principles highlight, this means being able to collectively demonstrate leadership, act transparently, have clarity of their roles and those of management, and operate as a team committed to fulfilling the council's vision. As part of this, elected members and staff must act courteously and constructively with their fellow elected members and management.

Clarity of Roles

Governance Role

The following list was presented to the workshop for discussion:

- Defining your purpose and vision;
- Decision-making to best of ability;
- Advocacy on behalf of the district to a wider context;
- Representation for citizens and ratepayers;
- Listening and reading;
- Leading by example with values agreed;
- Empathy with others around you;
- Collective Responsibility;
- Ensuring management can do their job; and
- Voicing opinion and advice.

Staff Role

The following list was presented to the workshop for discussion:

- Advisory role in agenda, reports and communications;
- Implementation of policies, strategies and delivery of work;
- Providing professional and technical skills;
- Legal and Regulatory Role-enforcing;
- Provision of services;
- Financial stewardship;
- Customer friendly interface;
- Provide information; and
- Planning and Asset Management.

Strengthening the Team

Code of Conduct

The Code of Conduct was discussed with all those elected members interviewed. There was no call for a re-write or questioning its intent or status. The consensus was the spirit of the code was important. It has been used as a general guideline - not to limit discussion or shape Councils working environment.

If Councillors saw it transgressed, however, some Councillors wanted the assurance Standing Orders would be used accordingly, and that the Mayor addresses the issue with any Councillors involved.

Standing Orders

The issue of using Standing Orders (SO) a little more was discussed with several experienced Councillors. SO was generally seen as helpful, when meetings get very long or when some people tend to dominate. SWDC has not used SO liberally in the past - but with this Council's aim to be inclusive and efficient, we support the Chair use SO at their discretion.

'One-team' Approach

It is not common in local government's political context for Councillors to be committed to a One-Team approach in the usual staff or Executive Team manner. Councillors are elected with a range of opinions on issues, philosophy and approach. Councillors are expected to have diverse views and skills – but also the ability to work together for the District.

When individuals in SWDC, both Councillors and staff, express they want work like 'one-team' - as several articulated - we have taken that to mean committed to working on the purpose of SWDC - for the benefit of the community, ratepayers and citizens, for their agreed Vision (LTP) and with a Values-set and Behaviours of mutual respect. This perspective 'of all working for the benefit of the District' became apparent in interviews with the staff, which they articulated in the workshop on the 4th of July. It is also reinforced by the Council Strategic Direction – according to the Four Pillars, and the Values work done early in this Term.

'Getting the Little Things Done'

Assurances complaints and operational matters are actions or resolved. Councillors informed of progress regularly.

We recommend the Chief Executive and Senior Managers address this. There seems to be frustration from Councillors when they do not know if actions and requests for work are done or responded to promptly. We are conscious some Community Board members are also making similar enquires.

From a staff perspective, Councillors and some Community Board members are quite involved with operational matters, even to the point of specific instructions in some instances. This practice needs to be addressed by both Councillors and the CE. Timely responsiveness is embedded in the 4 Pillars. Council can seek assurances that their Strategy is being delivered by measurable KPIs. The following questions can help.

What procedures do you have to raise operational matters if they come to the attention of elected members?

What level of contact do you expect or allow – Councillors to make contact with staff?

How can Councillors / Board Members be assured work is done / or issue addressed?

Some Councillors have access to staff members for questions or discussions others do not?

Use of Facebook and Other Social Media.

Facebook Pages and social media are often used to good effect for public communication. For example, Council Facebook pages, Community initiatives, Emergency Management and so on. However, there have also been negative comments on personal or group Facebook posts about the work or personnel of Council, that were brought to our attention. These posts have a damaging effect on staff and fellow Councillors' morale and increase work stress. This practice is unfortunate when posted by members of the public, but if posted by elected members or staff then for all the reasons mentioned above, it undermines working constructively together and providing a mutually respectful environment.

For the Mayor and Councillors, it is also important in law. When elected members take the Oath of Office under the Local Government Act – they take the role as a Councillor as part of collective South Wairarapa District Council. As such, it means ensuring the Council is a 'Good Employer' – expecting the policies, procedures and organisation provides staff with fair and proper treatment. There is a Legal risk to Council if Councillors undermine staff publicly or through media outlets.

Recognise Councillors Want to be Active and to Build a Profile

The public expect the Mayor and Councillors to be working in the community and therefore to maintain a profile allowing them to be recognised for either doing things or for their views on important local subjects. Councillors will do this in different ways, and those ways are changing with technology.

Councillors are required to read extensively for their roles and do the preparation required for their decision-making role at meetings. There were no concerns expressed in SWDC that this is not happening – Councillors generally considered all Councillors worked hard. There had been a recent example of a single Councillor who has been promoted to a very senior role at work and may no longer have the time expected to contribute fully.

Communications Staff

This resource within Council is seen as essential by all. It is understood at the time of writing that an appointment was imminent. Councillors and staff are very keen to enhance their communication efforts and strategies, improve their customer interface and the publications and documents of all kinds.

Informal Communications

Most of the elected members spoke highly of their relationship with staff – and the value they placed on their advice, efforts and skills. Councillors and staff should expect and welcome constructive and lively debate in the Chamber. There will need to be appropriate questions that respectfully challenge staff reports and outcomes - to test thinking and recommendations - along with the ability to move motions and amendments as part of their debate and decision-making.

Senior Staff interviewed generally had a warm regard for the hard work, effort and skills of the elected members. They spoke supportively of the Chief Executive of his work ethic, leadership and professional manner with other staff members. It is evident in a small rural Council – with slightly tight working conditions – informal communications and close work relationships are possible. Relaxed and informal conversations may be normal.

What Councillors and staff wanted to protect was this open and informal culture whenever possible and the mutual respect between each other in conversations, emails and more formal Council debate.

Staff would like the chance to meet with Councillors informally – at least occasionally and be introduced to Councillors at meetings, with potentially new staff to be part of their induction process. Similarly, Councillors wanted the chance to tour the offices and understand what different staff did in their roles.

3. Strategic Leadership - The Year Ahead

Strategic Leadership Recommendations:

- That Council prioritise activities to deliver against the Plan, but that
- Council de-risk community division, starting with an ‘all of council’ approach to Featherston; and
- Council values be communicated and modelled to rebuild a community partnership.

The timing of this review – so closely associated with the adoption of the SWDC Long Term Plan was relevant. Several of the issues addressed above are also in-track or planned for the year ahead. Within interviews Councillors and staff were keen to illustrate issues of their intent, current circumstances in SWDC and opportunities ahead. However, Councillors also spoke of their frustrations at what had recently occurred in Featherston and the wish to support each other and staff to improve and resolve issues. It is suggested that Council initiate an integrated approach for improved engagement and clarity of the work programme ahead.

SWDC agreed on a long-term vision in their LTP in June 2018 and the focus and path towards its achievement and monitoring progress in a collective way, should help build inclusiveness, buy-in and meet the expectations of elected members and staff.

Importantly we note the following from these discussions:

- New Councillor July 2018 - August 2018 will be elected through a by-election. It is an opportunity for inclusive and thorough induction process., including staff introductions.
- LTP Commitments- roll out the Year 1 works programme
- Spatial Plan- Establish a plan for whole district and townships that combines RMA, infrastructure issues and strengthening communities
- LGNZ Excellence Programme- do the preparatory work in 2018-19
- Communications person to be employed.
- Provision to improve the Council website.

It would be helpful to use the LTP vision documents to clearly understand how Council and all Councillors can follow and monitor progress towards the achievement of their goals and objectives. Some also asked for communications systems to hear from residents – on their approach and success, in managed independent surveys with a valid sample size and analytics.

4. Next Steps

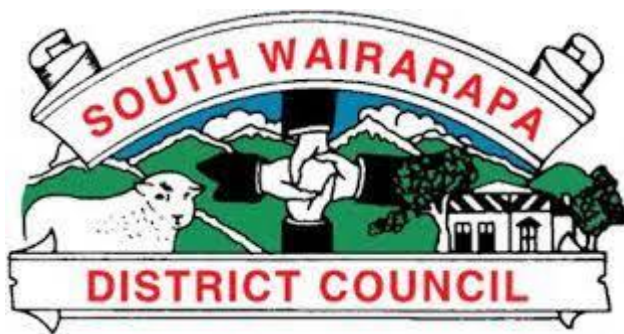
We recommend the next immediate step is reviewing and completing the Values Booklet and activity (below), ahead of the Featherston engagement, where these Values can be enacted.

From this Review it is clear SWDC continues to make strong progress. Taken together these recommendations support further progress in Working Party structures, effectiveness in time management, and respectful internal and external facing communications that will keep building a positive culture of governance and management, for the greater good of the people of South Wairarapa. They deserve nothing less.

Values Document (embedded, click to open, also provided as separate attachment).

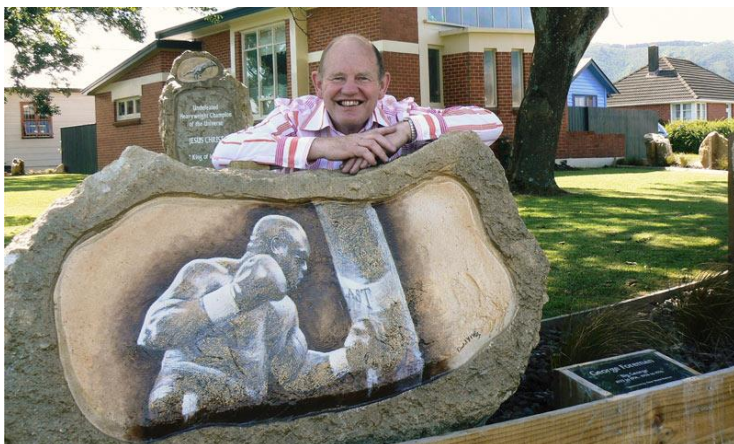
South Wairarapa District Council

Our Vision, Mission, Values, Behaviours & Outcomes



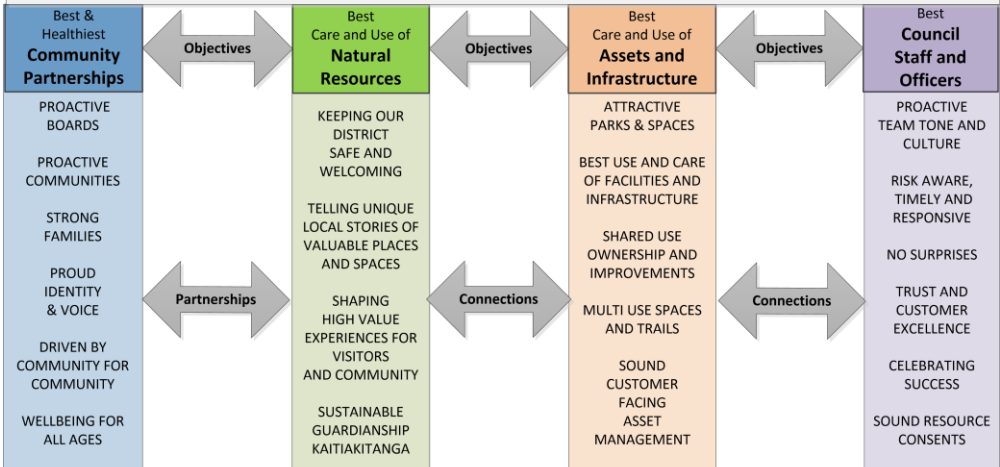
Our Internal Values

Rigorous, Listening, Learning & Respecting, Teamwork, Community Focussed
Valuing Mana, Uara of People and Land, Manaakitanga / Caring Society,
Freedom & Liberty



Our Vision is 'for the South Wairarapa to be an open energetic and unified community'

Our Mission is to be 'future focused, growth orientated, and exercise sound judgement'



Our Internal Values

Rigorous, Listening, Learning & Respecting, Teamwork, Community Focussed
 Valuing Mana, Uara of People and Land, Manaakitanga / Caring Society, Freedom & Liberty

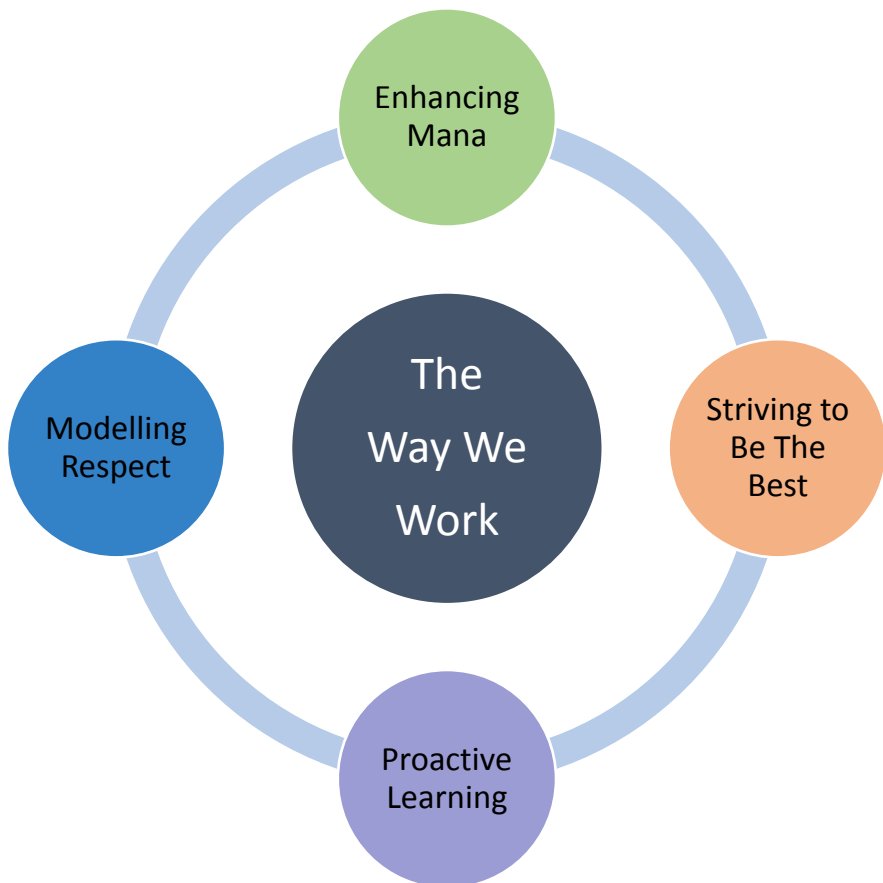
The Way We Work – Our Behaviours and Character

Modelling Respect, Striving to Be The Best, Enhancing Council and Community Mana, Learning from Mistakes

Our Community Outcomes



Enhancing Council and Community Mana
Modelling Respect



Courageously Striving to Be the Best Council
Learning from Mistakes

The Way We Work – Our Behaviours and Character

Modelling Respect

Courageously Striving to Be the Best Council

Enhancing Council and Community Mana

Learning from Mistakes

Appendix 3 – Governance Statement



SOUTH WAIRARAPA DISTRICT COUNCIL

Draft Governance Statement
~~September~~ February 2019~~8~~

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1 WHAT IS A LOCAL GOVERNANCE STATEMENT?

What is the purpose of a Local Governance Statement?

A local governance statement is a collection of information about the processes through which the Council engages with its community, how the Council makes decisions, and how citizens can influence those processes.

What information does the Statement contain?

To meet the purpose, this Local Governance Statement includes the following broad categories of information or identifies for citizens where this information can be found: governance structures and processes, functions, responsibilities, and activities of the South Wairarapa District Council (SWDC), electoral arrangements, the way elected members make decisions and relate to each other and to the management of the SWDC, key policies of the SWDC, including a significance and engagement policy.

The legal requirement for Council to have a Local Governance Statement

Section 40(1) of the Local Government Act 2002 (LGA 2002) states:

“(1) A local authority must prepare and make publicly available, following the triennial general election of members, a local governance statement that includes information on—

- (a) the functions, responsibilities, and activities of the local authority; and*
- (b) any local legislation that confers powers on the local authority; and*
- (c) the bylaws of the local authority, including for each bylaw, its title, a general description of it, when it was made, and, if applicable, the date of its last review under section 158 or 159; and*

- (d) the electoral system and the opportunity to change it; and*
- (e) representation arrangements, including the option of establishing Māori wards or constituencies, and the opportunity to change them; and*
- (f) members’ roles and conduct (with specific reference to the applicable statutory requirements and code of conduct); and*
- (g) governance structures and processes, membership, and delegations; and*
- (h) meeting processes (with specific reference to the applicable provisions of the Local Government Official Information and Meetings Act 1987 and standing orders); and*
- (i) consultation policies, and*
- (j) policies for liaising with, and memoranda or agreements with, Māori; and*
- (k) management structure and the relationship between management and elected members; and*
- (l) the remuneration and employment policy, if adopted; and*
- (m) equal employment opportunities policy; and*
- (n) key approved planning and policy documents and the process for their development and review; and*
- (o) systems for public access to it and its elected members; and*
- (p) processes for requests for official information.*

- (2) *A local authority must comply with subsection (1) within 6 months after each triennial general election of members of the local authority.*
- (3) *A local authority must update its governance statement as it considers appropriate.”*

2. THE FUNCTIONS, RESPONSIBILITIES AND ACTIVITIES OF THE SOUTH WAIRARAPA DISTRICT COUNCIL

The Council's Long Term Plan (LTP), adopted on 27 June 2018 provides information about the Council's work programme for the next 10 years to 2028 with a focus on the first three years. The work programme has been organised into the following significant activities:

- Governance/Leadership/Advocacy
- Public Protection
- Economic, Cultural and Community Development
- Resource Management
- Amenities
- Land Transport
- Water Supply
- Solid Waste Management
- Wastewater
- Storm water Drainage

For each significant activity, there is information on what we do, why we do it and the challenges we face, key pieces of work, how we will pay for them, and how we will measure the effectiveness of what we do. For example, amenities includes parks and reserves, libraries, halls, swimming pools, and public toilets.

3. LEGISLATION

In 2012 the Local Government Act 2002 was amended. The amendments included changes to clause 10, the purpose of local government:

10 Purpose of local government

- 1 *(a) to enable democratic local decision-making and action by, and on behalf of, communities; and*
(b) to meet the current and future needs of communities for good-quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses.
- 2 *In this Act, good-quality means infrastructure, services and performance that are-*
 - (a) efficient;*
 - (b) effective; and*
 - (c) appropriate to present and anticipated future circumstances.*

Other changes provided Council with the ability to adopt a remuneration and employment policy, and the mayor with additional powers of appointment (of the deputy mayor, committees and chairs of committees) as well as the power to lead the development of the local authority's plans – including the long term plan, annual plan, policies and budgets.

4. THE ELECTORAL SYSTEM AND THE OPPORTUNITY TO CHANGE IT

The Electoral System

South Wairarapa District Council resolved on the 27 August 2014 to retain the First Past the Post (FPP) system for the 2016 local authority elections.

Using this system, electors vote by indicating their preferred candidate (s) with a tick. Voters must not tick more than the number of places to be filled. The candidate that receives the most votes is declared the winner, regardless of the proportion of votes that candidate obtained.

The Opportunity to Change the Council's Voting System

Under the Local Electoral Act 2001, there are three ways in which the Council's voting system can be changed. The Council can resolve to change the system to be used for the next two elections, the Council can conduct a binding poll or electors can demand a binding poll (in which case, five per cent or more of the registered electors need to sign a petition demanding that a poll be held). Once changed, an electoral system must be used for at least the next two triennial (three yearly) Council elections.

5. REPRESENTATION ARRANGEMENTS

The South Wairarapa District Council consists of a mayor, who is chairperson of the Council, and nine councillors.

Wards

The South Wairarapa district is divided into three wards with three councillors elected from each ward: Featherston, Greytown and Martinborough wards - three councillors in each.

Community Boards

The South Wairarapa district has three community boards. The composition of each is as follows:

- Featherston Community Board – four members elected by the community plus two ward councillors appointed by Council;
- Greytown Community Board - four members elected by the community plus two ward councillors appointed by Council; and
- Martinborough Community Board – four members elected by the community plus two ward councillors appointed by Council.

Māori Wards

The Local Electoral Act 2001 gives the Council the ability to establish separate wards for Māori electors. The decision to create a separate Māori ward may be made by:

- a resolution of Council;
- Council initiating a poll on the matter; or
- the community may demand a poll. A petition of five percent (or more) of electors can require the Council to conduct a poll.

Review of Representation Arrangements

The Council is required to review its representation arrangements at least once every six years. This review must include the following:

- the number of elected members (between six and thirty including the mayor);
- whether the elected members (other than the mayor) shall be elected by the entire district, or continue to be elected by their ward (or a mix of both systems);
- the boundaries and names of those wards and the number of members that will represent each ward (if election by wards is preferred); and
- whether to have community boards and if so how many, their boundaries and membership and whether to subdivide a community for electoral purposes.

In 2018 Council completed its review of representation arrangements as required by the Local Electoral Act 2001. In August 2018 Council issued an initial proposal which maintained the status quo. Following submissions and the hearing of submissions on the 24th October 2018, Council published a final proposal which confirmed the ~~initial status quo for representation for the 2019 Election proposal with an additional minor adjustment to the boundary change.~~ A period for appeals and objections followed. ~~Regardless of whether No any appeals or objections were received, the Council had to refer the matter to the Local Government Commission for a final decision.~~

After considering the views of the Māori Standing Committee, Council resolved in August 2018 to maintain the status quo for consultation purposes and not propose a Māori ward for the South Wairarapa. Consideration of this issue is one of two preliminary decisions leading into a formal review of representation arrangements as required by the Local Electoral Act 2001 (the other decision is about the choice of electoral system). This topic will be reviewed again at the next representation review.

Instead of pursuing a Māori ward, Council has confirmed it will continue to administer a Māori Standing Committee with representatives from the three marae and a Featherston incorporated society representing local Māori interests in the district. This decision was made in accordance with Clause 31, Schedule 7 of the Local Government Act 2002 which allows Council to appoint non-elected members to a committee if the person has the skills, attributes or knowledge to assist the work of the committee.

6. MEMBERS' ROLES AND CONDUCT

Role of Elected Members

The Mayor and the councillors of the South Wairarapa District Council have the following roles:

- setting the policy direction of Council;
- monitoring the performance of Council;
- representing the interests of the district (on election all members must make a declaration that they will perform their duties faithfully and impartially, and according to their best skill and judgment in the best interests of the district); and

- employing the Chief Executive (under the Local Government Act the local authority employs the Chief Executive, who in turn employs all other staff on its behalf).

Role of the Mayor

The Mayor is elected by the district as a whole and as one of the elected members shares the same responsibilities as other members of the Council. In addition the Mayor has the following roles:

- presiding member at Council meetings. The Mayor is responsible for ensuring the orderly conduct of business during meetings (as determined in the Council's Standing Orders);
- advocate on behalf of the community. This role may involve promoting the community and representing its interests. Such advocacy will be most effective where it is carried out with the knowledge and support of the Council;
- ceremonial head of the Council; and
- providing leadership and feedback to other elected members on teamwork and chairing committees.

The Local Government Act 2002 was amended in 2012 to provide the Mayor with additional powers: to appoint the deputy mayor, to establish committees and appoint chairs to them; to appoint him/herself as the chair of a committee, and to provide leadership in the development of the long term plan, the annual plan, policies and budgets. Nothing in the amendment prevents the Council from exercising its powers under clauses 18, 30 and 31 of Schedule 7 of the Act.

Role of the Deputy Mayor

The Deputy Mayor may be appointed by the Mayor. The Deputy Mayor exercises the same roles as other elected members. In addition, if the Mayor is absent or incapacitated, or if the office of Mayor is vacant, then the Deputy Mayor must perform all of the responsibilities and duties, and may exercise the powers of the mayor (as summarised above). The Deputy Mayor may be appointed by the Mayor and may be removed from office by resolution of the Council.

Role of the Committee Chairperson

The Council or the Mayor may create one or more committees of the Council. The Mayor may appoint committee chairpersons or they may be appointed by the Council using the processes prescribed in clause 25 of Schedule 7 of the Act. A committee chairperson is responsible for presiding over meetings of the committee, ensuring that the committee acts within the powers delegated by the Council, and as set out in the Council's governance structure. A committee chairperson may be removed from office by resolution of the Council.

Elected Members legislation regarding conduct

Elected members have specific obligations under the following legislation:

- Schedule 7 of the Local Government Act 2002, which includes obligations to act as a good employer in respect of the Chief Executive (clause 36) and to abide by the current code of conduct (clause 15) and standing orders (clause 27);
- the Local Authorities (Members' Interests) Act 1968 which regulates the conduct of elected members in situations where there is, or could be, a pecuniary interest (either direct or indirect);

- the Secret Commissions Act 1910 which prohibits elected members from accepting gifts or rewards which could be seen to sway them to perform their duties in a particular way;
- the Crimes Act 1961 regarding the acceptance of gifts for acting in a certain way and the use of official information for private profit;
- the Financial Markets Conduct Act 2013 promotes informed participation in the financial markets. It places elected members in the same position as company directors; they may be personally liable if investment documents such as a prospectus contained untrue statements;
- the Public Records Act 2005 provides a framework to keep central and local government organisations accountable by ensuring records are full and accurate, well maintained and accessible.
- the Health and Safety at Work Act 2015 imposes duties on the Council and councillors in respect of health and safety.

Code of Conduct

All elected members are required to adhere to a code of conduct. Adopting such a code is a requirement of the Local Government Act 2002 (S7 15(i)). Once it is adopted such a code may only be amended by a 75 per cent or more vote of the council. Council adopted its Code of Conduct on the 19 October 2016 and the Code is available on the Council website.

The Code sets out the Council's understanding and expectations of how the Mayor and councillors will relate to one another, to staff, to the media and to the general public in the course of their duties. It also covers disclosure of information that is received by or is in the possession of elected members, and contains details of the sanctions that the Council may impose if an individual breaches the Code.

7. GOVERNANCE STRUCTURES AND PROCESSES, MEMBERSHIP AND DELEGATIONS

The Council comprises a Mayor and nine elected councillors from the three wards of the South Wairarapa district. They are:

Mayor of South Wairarapa District: Viv Napier

Councillors:

Featherston Ward

Cr Lee Carter
Cr Colin Olds
Cr Ross Vickery

Greytown Ward

~~Cr Paora Ammunson~~
Cr Margaret Craig
Cr Colin Wright
One vacancy due to resignation of a
councillor due to other commitments

Martinborough Ward

Cr Pam Colenso
Cr Brian Jephson (Deputy Mayor)
Cr Pip Maynard

After the October 2016 election the new Mayor chose to exercise her powers under section 41A of the Local Government Act 2002, which enabled her to establish

committees and working parties, and appoint chairs to them. The Mayor also made appointments to joint committees and outside organisations.

As part of the Governance Review carried out during 2018, a number of changes were made to the committee and working party structure for SWDC.

To assist the Council discharge its duties the Council has a ~~current~~ new structure comprising of the following committees, community boards, working parties and groups:

Community Boards

- Martinborough Community Board
- Featherston Community Board
- Greytown Community Board

Committees and working parties

- Assets and Services Committee
- Water Race Sub-committee (of the Assets and Services Committee)
- Planning and Regulatory Committee
- Spatial Plan Sub-committee
- Finance, Audit and Risk Committee
- Chief Executive Officer Review Committee
- Maori Standing Committee
- LTP/AP Working Party
- Community Safety and Resilience Working Party
-
- Hearings Committee
- District Licensing Committee
- ~~Chief Executive Officer's Review Working Party~~
- ~~Audit and Risk Working Party~~
- ~~Infrastructure and Planning Working Party~~
- South Wairarapa Long Term/Annual Plan Working Party
- Community Safety and Resilience Working Party
- Civic Awards Working Party
- Sport NZ Rural Travel Fund Assessment Group
- ~~Martinborough Community Centre Construction working party~~
- Creative Communities Assessment Group
- Water Race Users Group Sub-committee
- Community Housing Working Party
- Accommodation Working Party
- Tenders Working Party
- Council Logo and Branding Working Party
- Community Board Working Party (TBC)

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- ~~Wairarapa Water Race Users Group~~

The Council is a member of the following joint council working groups:

- Wairarapa Library Service Joint ~~Working Group~~Committee
- Wairarapa District Combined Plan Joint Working Group
- ~~Wairarapa Policies Working Group~~
- Wairarapa Economic Development Strategy Governance Group
- ~~Wairarapa Councils' Shared Services Working Party~~
- Wellington Regional Waste Management and Minimisation Plan Joint Committee
- ~~Wairarapa Trails Advisory Group~~
- Wellington Region Waste Forum

The Council is a member of the following working groups convened by Greater Wellington Regional Council (GWRC):

- Wairarapa Committee
- Awhea Opouawe Scheme Committee
- Lower Valley Development Scheme Advisory Committee
- Wairarapa Moana ~~Wetlands~~ Governance Group
- Ruamahunga-Whaitua (Catchment) Committee
- Waiohine Floodplain Management Plan Steering Group
- ~~Wairarapa Committee~~
- Wellington Regional Climate Change and Natural Hazards Working Group
- GWRC Cycle Trails

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The Council is a member of the following working groups convened by other parties:

- Cobblestones Museum Trust
- Arbor House Trust Board
- Destination Wairarapa
- Wairarapa Safer Community Trust Board
- ~~Wairarapa Irrigation Governance Group?~~Wairarapa Trails Advisory Group
- ~~Healthy Homes~~
- Palliser to Pukaha (P2)
- Wairarapa Moana Statutory Board (not yet formed)
- Wairarapa Moana Governance Group
- Wellington Regional Transport Committee
- ~~Wellington Regional Strategy Committee~~
- Wairarapa Road Safety Council Inc.
- ~~Wellington Region Waste Forum~~
- Remutaka Hill Road Working Party Committee
- Regional Transport Committee (NZTA)

Unless otherwise delegated, committees and community boards in exercising their delegated authorities must operate within the constraints imposed by the Council's Long Term Plan/Annual Plan, and any existing Council policy.

8. MEETING PROCESSES

The legal requirements for Council meetings are set down in the Local Government Act 2002 and the Local Government Official Information and Meetings Act 1987 (LGOIMA).

All Council and committee meetings are open to the public unless there is reason to exclude the public. The LGOIMA contains a list of the circumstances where councils may consider items with the public excluded. (These circumstances generally relate to protection of personal privacy, professionally privileged or commercially sensitive information and, the maintenance of public health, safety and order).

Meeting agendas are public documents (although parts may be withheld if the above circumstances apply), and will be made available to the public at least two days before each meeting. Hard copies are available to peruse at district libraries and the Council office in Martinborough, and are also available on the Council website.

The Mayor or committee chair is responsible for maintaining order at meetings and may, at his or her discretion, order the removal of any member of the public for disorderly conduct, or remove any member of the Council who does not comply with Standing Orders (a set of procedures for conducting meetings).

The Council adopted on 19 October 2016 a set of Standing Orders largely based on the version developed for the local government sector by Local Government New Zealand. A copy is available on the Council website.

Minutes of Council and committee meetings must be kept and made publicly available, subject to the provisions of the Local Government Official Information and Meetings Act 1987. The Council, its working parties and community boards generally meet every six weeks in accordance with a schedule of ordinary meetings adopted the prior year. Notice of the time and place of meetings must be in accordance with Standing Orders. Extraordinary meetings can generally be called with three working days' notice. Council and working party meetings are normally held during SWDC working hours. Community Board meetings are scheduled in the evenings. The meetings are advertised in the local news media and via the Council website: www.swdc.govt.nz.

During meetings of the Council, committees or community boards, all Council participants must follow Standing Orders unless Standing Orders are suspended by a vote of 75 per cent (or more) of the members present.

[One of the recommendations of the Governance Review was for Council to consider and adopt the Values, Behaviours and Character and create a booklet to reflect these. During the workshop Council determined that a SWDC Affirmation read at the beginning of each Council and Committee meeting would encapsulate the booklet. The Affirmation will be printed at the beginning of each agenda.](#)

SWDC Affirmation

We pledge that we will faithfully and impartially use our skill, wisdom and judgement throughout discussions and deliberations ahead of us today in order to make responsible and appropriate decisions for the benefit of the South Wairarapa district at large.

We commit individually and as a Council to the principals of integrity and respect, and to upholding the vision and values we have adopted in our Long Term Plan strategic document in order to energise, unify and enrich our district.

9. POLICIES FOR LIAISING WITH, AND MEMORANDA OR AGREEMENTS WITH MĀORI

The South Wairarapa District is rich in Maori history and culture. Some of the earliest known occupational sites exist within its boundaries and for centuries the natural environment has provided both material and spiritual sustenance. Its place in the Maori political history of New Zealand is a matter of national record.

Lake Wairarapa and the South Wairarapa coastline are of immense cultural, spiritual and historic significance to Maori.

The Local Government Act 2002 signals that the social, cultural and economic development of Maori is of particular importance.

On the 15 December 1993 Council made a resolution supporting in principle the establishment of a Maori Standing Committee of Council. Due to little progress, and after a submission by the Tangata Whenua Resource Management Committee to the draft Wairarapa Combined District Plan, councillor Cathy Casey submitted a notice of motion to Council on the 22 March 1995 to activate a subcommittee and invite it to make recommendations on the most appropriate method whereby Council can consult with local Maori and that these recommendations be presented in the form of a submission to the 1995/96 Draft Annual Plan.

On the 27 March 1996 the Council Working Party and Tangata Whenua established a South Wairarapa District Council Maori Standing Committee. The Committee first met on the 17 April 1996 and was formally established following the adoption of the 1996/1997 Annual Plan on the 20 June 1996. The Annual Plan included a Maori Policy and acknowledgement that the Committee was now fully operational

The Resource Management Act 1991 places an obligation on the Council to consult with Maori during the planning process. This obligation is in turn derived from the underlying principles of the Treaty of Waitangi, which in this context, refers to:-

- **Partnership** - the development of an active and on-going relationship between the Council and local Iwi.
- **Participation** - a principle which emphasises positive Maori involvement in the business of the Council, and in particular it's planning and delivery functions.

- **Protection** - the requirement to ensure that Maori well-being is enhanced whenever possible, and that principles of equity towards Maori are observed in the Council's decision making process.

The Council is committed to engage in active consultation with Maori and to foster positive relationships in pursuance of the partnership envisaged under the Treaty of Waitangi, on matters that affect and concern Maori.

Consultation

Policy/Tikanga

The Tāngata Whenua of this District are independent tribes which each maintain their own mana and tikanga. For any issue requiring consultation SWDC will work in partnership with the members of the MSC who represent their hapu. The Council will ensure they will communicate with the MSC on all relevant matters.

Principles of Consultation

On issues requiring consultation Council will:

- provide sufficient information to the MSC so that they can make informed recommendations;
- provide reasonable time for both the participation of the MSC and the consideration of the advice given; and
- give genuine consideration of that advice, including a willingness to change if that is the result of the consultation.

To encourage sharing at a formal level, both the MSC and the Council are committed to meeting on a regular basis (usually six weekly), to discuss issues of mutual importance, indicate areas of concern and revise procedures as necessary.

10. THE MANAGEMENT STRUCTURE AND THE RELATIONSHIP BETWEEN MANAGEMENT AND ELECTED MEMBERS

Division of Responsibility between the Council and Management:

A key to the efficient running of any council is that there is a clear division between the role of elected members and that of management. The Local Government Act 2002 sets out a series of governance policies that support the principles of local government. This Local Governance Statement clarifies the governance and the management responsibilities, the governance role and expected conduct of elected members, describes the effective, open and transparent processes used by the Council, ensures separation of regulatory and non-regulatory responsibilities and explains the good employer requirements.

In a recent governance review, the following roles were identified for elected members and staff:

Governance Role

- Defining the purpose and mission of SWDC
- [Setting strategy for SWDC](#)
- Decision making based on advice from Management Team [and Officers](#)
- Advocacy on behalf of the district
- Listening and reading

- Leading by examples with agreed values and behaviours
- Empathy with others
- Collective responsibility
- Ensuring management do their job
- Voicing opinion and advice

Staff/Officers Role

- Advisory role in agenda, reports and communication
- Implementation of policies, strategies and delivery of work
- Providing professional and technical skills
- Legal and regulatory role – enforcing
- Provision of services
- Financial stewardship and reporting
- Customer friendly interface
- Provide information
- Planning and asset management

The review noted it is important to get the boundaries right between the governance role of elected members and the operational role of officers. Elected members should be cautious about getting involved in operational matters and should leave the day to day management to staff while they focus on the strategic, governance and advocacy parts of their role.

Below are some thoughts on how this can be achieved:

Governance and Management-

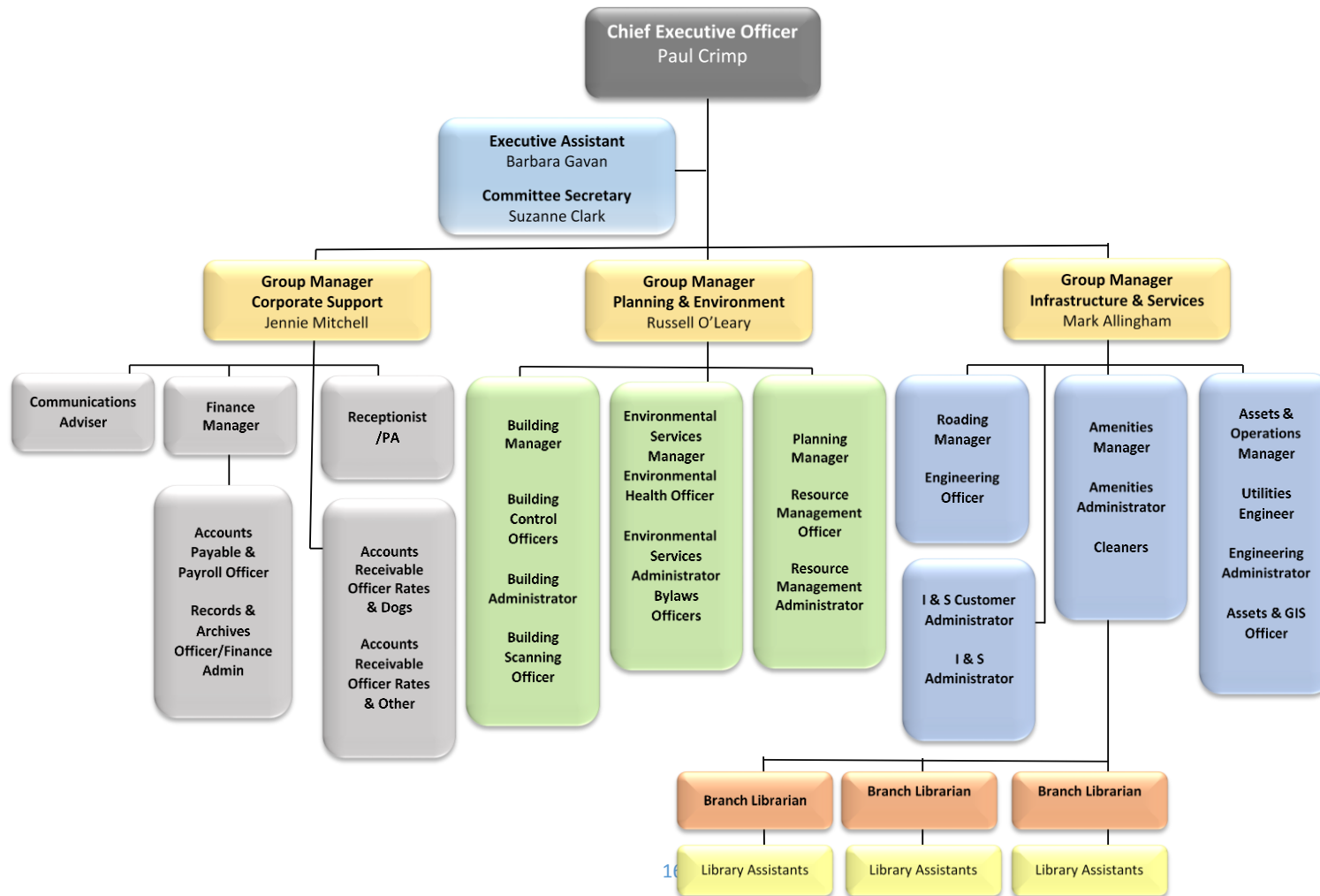
- Council to be actively focused and involved on district vision outcomes and strategic direction
- ~~Operational matters are conveyed as being operations management. This needs to be kept clear and separate from council governance matters~~
- Councillors and staff to work as one using problem solving approach, mutual respect
- Council to convey its lead role as direction setters with the community
- Community initiatives be kept tightly framed up for focus, agreed outcomes
- Operational matters are the responsibility of the officers and management team. This needs to be kept clear and separate from council governance matters

Operations-

- Action items are researched, reported on in a timely manner and resolved, with little re-invention/re-exploring
- Community Board/Councillor requests, comments are relevant, appropriate so we do not overspend scarce time on wrong/low priority areas
- Work towards more seamless service advice and delivery for developers, policy, community outcomes

While many of the Council's functions have been delegated, the overall responsibility for ensuring effective systems of internal control are set up and followed ultimately rests with the Council. Internal control includes the policies, systems and procedures established to provide measurable assurance that specific objectives will be achieved.

Below is a current organisation chart for SWDC.



11. EQUAL EMPLOYMENT OPPORTUNITIES POLICY

The following Equal Opportunities Policy was adopted on 29 June 2009 and updated in November 2015. The policy currently states that the South Wairarapa District Council is committed to the principles of equal employment opportunities (EEO) and being a good employer. It will work with and support management in implementing EEO principles so that they receive acceptance at all levels and throughout the Council.

The Council will:

- ensure that recruitment and promotion processes are in keeping with EEO principles and are on merit
- ensure that all job descriptions, advertisements, specifications, reports and other Council documentation are non-sexist, non-racist and do not discriminate against people with disabilities or against age
- monitor all qualification requirements to ensure that these do not exclude some groups from consideration
- review all work and physical arrangements to ensure these do not impede the employment of people with disabilities or on the basis of gender or age
- foster a positive climate in the workplace, which appreciates a diversity of background and individual contribution, and encourages employees to develop their potential
- develop and encourage training opportunities to promote EEO
- identify and provide appropriate training programmes to enable employees to best meet the requirements of their current jobs and to develop additional skills with a view to future promotion opportunities
- ensure compliance with the Health and Safety in Employment Act in all areas of Council's operations.

12. KEY APPROVED PLANNING AND POLICY DOCUMENTS AND THE PROCESS FOR THEIR DEVELOPMENT AND REVIEW

Long Term Plan (LTP)

The Local Government Act 2002 requires the Council to develop a Long Term Plan (LTP) in consultation with the community. The LTP is required to cover a minimum of ten years from the date of its publication. The LTP will be reviewed and updated every three years following a further consultation process. In the first year of an LTP, the financial and service level information in the LTP, is by law, the Annual Plan. In the following two years, the Council will publish an Annual Plan. Each Annual Plan will describe the work programme to deliver that year's part of the LTP. No significant changes can be made through just the Annual Plan process, unless there is an

amendment to the LTP. Any amendment and the Annual Plan can be consulted on and adopted concurrently.

Amendments to the Local Government Act 2002 require the Council to consult with the community on the proposed content of the LTP by way of a Consultation Document (CD), with the draft components of the new LTP available to the community.

Following the completion of consultation on the CD, Council finalised and adopted a new LTP on 27 June 2018.

The current LTP is available on the Council website or at the Martinborough Council offices or libraries.

Revenue and Financing Policy

The policy sets out how the Council will fund its activities. This policy is reviewed as part of the LTP processes in accordance with the Local Government Act 2002. This policy sets out the principles for determining how the Council's operating and capital spending will be funded – in other words, where the money to progress the agreed work programme will come from. In particular, it considers who benefits most from an activity and therefore who should contribute to funding it.

Significance and Engagement Policy

Changes to the Local Government Act 2002 required Council to adopt a Significance and Engagement policy. The policy enables the Council and the community to identify the degree of significance attached to particular issues, proposals, assets and decisions. Under this policy, items are given a rating from a low to high degree of significance. In applying the policy Council will make it clear to communities how and when they can expect to be engaged in decisions about different issues. The policy also means that Council will be informed from the beginning of a decision-making process about the extent and form of any public engagement that is expected before a particular decision is made.

Investment Policy

The purpose of this policy is to outline approved policies and procedures in respect of all investment activities to be undertaken by the Council.

Financial and Development Contributions Policy

The Local Government Act 2002 allows Councils to consider the use of Financial and Development Contributions for the costs of community facilities expected as the District grows. Recent changes to the Local Government Act 2002 mean that Council is required to review its existing Contributions Policy to ensure that it remains consistent with the legislative change provisions. The major changes provide:

- a clearer structure, so that the policy is easier to follow;
- new principles for the policy;
- reconsideration and objection processes;
- a more refined way of assessing contributions so there is a stronger match between those who benefit from additional infrastructure and those who fund it.

The District Plan

The purpose of the District Plan is to assist the Council to carry out its functions in order to achieve the purposes of the Resource Management Act. The Wairarapa

Combined District Plan (WCDP) was adopted by South Wairarapa, Carterton and Masterton District Councils in May 2011. The WCDP is the principal means by which the Council seeks to ensure the sustainable management of the natural and physical resources of the district. The District Plan is reviewed every ten years and the next review will begin in 2020.

South Wairarapa District Council Bylaws

Under Part 8 of the Local Government Act 2002 Councils are empowered to create and apply bylaws in their areas. A local authority must review its bylaws no later than 5 years after the date on which the bylaw was made, and then no later than 10 years after it was last reviewed. Following is a list of the Council bylaws:

Title	Original Bylaw	Description	Date made	Last review date
Consolidated bylaws	Public Places	To regulate activities which can be carried out in roads, public places and reserves. Controls a diverse range of activities to ensure that acceptable standards of convenience, safety, visual amenity and civic values are maintained for the wellbeing and enjoyment of citizens, visitors and businesses within the district. Addresses damage to public facilities such as roads, grass verges, garden areas and reserves. It also addresses activities within public places and reserves.	01/09/2013	
	Trading in Public Places	To regulate the conduct of persons selling goods on streets, roads, footpaths and other public places; and To regulate the conduct of persons using vehicles to sell goods and services to the general public.	01/09/13	
	Solid Waste	To ensure refuse is collected and disposed of in the interests of public health in an efficient and cost effective manner and at the same time ensuring that any obstruction of streets is kept to a minimum. General issues relating to recycling, ownership of the waste stream, refuse storage, litter and waste management are also covered by the Bylaw.	01/09/13	
	Water Supply	For the supply of water to its customers by the Water Supply Authority (WSA). The supply and sale of water by the WSA is subject to: a) Statutory Acts and Regulations b) Relevant Codes and Standards	01/09/13	
	Fires in the open air	To allow Council to exercise control over burning in the open air in the district and prevent smoke from fires in the open causing a nuisance.	01/09/13	

		To meet the requirements of the Local Government Act 2002 section 183 for territorial authorities to have a Bylaw to prevent the spread of fires involving vegetation.		
	Animals, poultry and bee keeping	To outline requirements for the keeping of animals, poultry and bees. The requirements are deemed necessary for the protection of neighbours and property owners.	01/09/13	
	Cemeteries and Crematoria	To control and set standards for the operation of cemeteries and crematoria within the boundaries covered by Council's responsibility or ownership.	01/09/13	
	Wastewater drainage	For wastewater drainage from both domestic and trade premises to a wastewater authority	01/09/13	
	Trade waste	Regulates the discharge of trade waste to a sewerage system operated by a wastewater authority.	01/09/13	
	Traffic	To set the requirements for parking and control of vehicular or other traffic on any road in the Masterton and South Wairarapa districts including state highways located within the urban boundaries that are otherwise controlled by New Zealand Transport Agency.	01/09/13	
	Speed	To set speed limits on any road within the jurisdiction of the local authority other than State Highways controlled by New Zealand Transport Agency.	01/09/13	
	Beauticians, nail technicians, tattooists and skin piercers	To prevent the transference of communicable diseases such as Hepatitis B and C, HIV/AIDS and bacterial skin infections via beauty therapy practices which include such processes as tattooing, skin piercing, epilation (e.g. waxing and electrolysis), pedicures, manicures, solarium, paraffin treatment and extractions.	01/09/13	

	Food safety	To ensure that safe food is available in all registered food premises in the South Wairarapa District, and to make provision for food workers employed in South Wairarapa to have successfully completed a recognised course in food hygiene. It also enables the Principal Environmental Health Officer to close food premises where necessary.	01/09/13	
Other bylaws	Camping in coastal areas 2009	To regulate camping in the following areas: Tora Coast, Ngawi, Ngawi surf breaks esplanade reserve and Te Awaiti esplanade reserve.	17/12/09	31/07/13
	Prostitution bylaw 2009	Made in pursuance of the powers contained in the Prostitution Reform Act 2003 and the Local Government Act 2002.	1/11/09	
	South Wairarapa liquor control bylaw 2011	Prohibits the consumption and possession of liquor in public places at all times	2011	
	Featherston liquor bylaw 2011	Prohibits the consumption or possession of liquor in a public place (including while in a vehicle), within the Featherston Central Business District 24/7.	2010	
	Moroa water race bylaw 2007	To assist efforts to maintain and enhance the quality of the Moroa Water Race to help ensure the future of this resource.	01/08/08	
	Longwood water race bylaw 1936	To assist efforts to maintain and enhance the quality of the Featherston Longwood Water Race to help ensure the future of this resource.	1936	
	Water race code of practice	To ensure Council complies with the Wellington Regional Council's consent to take water. The CoP should be read in conjunction with the Moroa Water Race Bylaw 2007 and Longwood Water Race Bylaw 1936	16/10/17	
	Dog control bylaw 2013	To set standards and controls that must be observed by dog owners	01/10/13	

13. ACCESS TO COUNCIL SERVICES AND ELECTED MEMBERS

Customer Services Office	<i>Physical Address</i> 19 Kitchener Street Martinborough 5711	<i>Postal Address</i> PO Box 6 Martinborough 5741
All enquiries	Phone	06 306 9611
	Fax	06 306 9373
	Email	enquiries@swdc.govt.nz
	Website	www.swdc.govt.nz
Public Libraries	Featherston Library 70-72 Fitzherbert Street Featherston	06 308 9030
	Martinborough Library 6 Kitchener Street Waiinga Centre Cork Street Martinborough	06 306 9758 06 304 9061
	Greytown Library Greytown Town Centre 89 Main Street Greytown	
Swimming Pools	Featherston pool Johnston Street Featherston	06 308 9665
	Martinborough pool 1-13 Princess Street Martinborough	06 306 9719
	Greytown pool 11-55 Kuratawhiti Street Greytown	06 304 9084
Emergencies	06 306 9611	
Noise Complaints	0800 664 732	

After Hours Numbers

All Emergencies (including Flooding, Water Supply, Sewerage, Animal Control, Noise Control, Beach Patrol, Civil Defence) **06 306 9611**.

Who to contact if you have an enquiry

Contact the Council's main office by phoning 06 306 9611, or by writing to South Wairarapa District Council, PO Box 6, Martinborough 5741. Emails can be sent to enquiries@swdc.govt.nz. They will then be forwarded to appropriate staff for action.

14. ELECTED MEMBERS CONTACT DETAILS

MAYOR AND COUNCILLORS		
MEMBERS CONTACT DETAILS		
Vivien Napier – Mayor (Chairperson)	13 Homestead Lane Greytown 5712	Phone (06) 304 9473 (home) Phone (06) 306 9611 (business) Email the.mayor@swdc.govt.nz
Cr Brian Jephson Deputy Mayor	Palliser Bay Station Palliser Bay Road RD 2 Featherston 5772	Phone (06) 308 8956 Cell (027) 502 6198 Email brian.jephson@swdc.govt.nz
Cr Margaret Craig	13 Jellicoe Street Greytown 5712	Phone (06) 304 8557 Cell (021) 236 4600 Email margaret.craig@swdc.govt.nz
Cr Paora Ammunson	15 Hecklers Road RD 1 Greytown 5794	Phone (06) 304 9998 Cell (027) 730 4999 Email paora.ammunson@swdc.govt.nz
Cr Colin Wright	12 Kuratawhiti Street Greytown 5712	Phone (06) 304 8995 Cell (027) 220 8788 Email colin.wright@swdc.govt.nz
Cr Pam Colenso	30 New York Street Martinborough 5711	Phone (06) 306 9503 Cell (027) 441 4892 Email pam.colenso@swdc.govt.nz
Cr Pip Maynard	17A Cambridge Road Martinborough 5711	Phone (06) 306 8363 Cell (021) 683 638 Email pip.maynard@swdc.govt.nz
Cr Lee Carter	34 Lyon Street Featherston 5710	Phone (06) 308 9843 Cell (027) 248 1364 Email lee.carter@swdc.govt.nz
Cr Colin Olds	59 Moroa Road RD 1 Featherston 5771	Phone (06) 308 6062 Cell (027) 432 9951 Email colin.olds@swdc.govt.nz
Cr Ross Vickery	103 Fitzherbert Street Featherston 5771	Phone (06) 308 8038 Cell (027) 513 1417 Email ross.vickery@swdc.govt.nz

FEATHERSTON COMMUNITY BOARD		
MEMBERS CONTACT DETAILS		
Robyn Ramsden (Chairperson)	3 Farrier Grove Featherston 5710	Cell (021) 303 553 Email robynjrmsden@gmail.com
Mark Shepherd	61-63 Waite Street Featherston 5710	Cell (027) 308 8035 Email mtshepherd@xtra.co.nz
Brenda West	99 Watt Street Featherston 5710	Phone (06) 308 6594 Cell (021) 273 6325 Email west.bren@gmail.com
Claire Bleakley	605 Western Lake Road Featherston 5710	Phone (06) 308 9842 Cell (027) 348 6731 Email p.bleakley@orcon.net.nz
Cr Colin Olds	59 Moroa Road RD 1 Featherston 5771	Phone (06) 308 6062 Cell (027) 432 9951 Email colin.olds@swdc.govt.nz
Cr Ross Vickery		Phone: Cell: Email: ross.vickery@swdc.govt.nz

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GREYTOWN COMMUNITY BOARD		
MEMBERS CONTACT DETAILS		
Leigh Hay (Chairperson)	8 Wood Street Greytown 5712	Phone (06) 304 9876 Cell (021) 710 103 Email hay4greytown@gmail.com
Christine Stevenson	143 Papawai Rd RD 1 Greytown 5792	Phone (06) 304 9175 Cell (021) 516 264 Email christine.stevenson@solwaycollege.school.nz
Mike Gray	15 Udy Street Greytown 5712	Phone (06) 304 9376 Cell (027) 857 2508 Email mike.kaygray@xtra.co.nz
Ann Rainford	6 Horton Street Greytown 5712	Phone (06) 304 9960 Cell (021) 0833 1468 Email rainfordann@gmail.com
Cr Margaret Craig	13 Jellicoe Street Greytown 5712	Phone (06) 304 8557 Cell (021) 236 4600 Email margaret.craig@swdc.govt.nz
Cr Paora Ammunson	15 Hecklers Road RD1 Greytown 5794	Phone (06) 304 9998 Cell (027) 730 4999 Email paora.ammunson@swdc.govt.nz

MARTINBOROUGH COMMUNITY BOARD		
MEMBERS CONTACT DETAILS		
Lisa Cornelissen (Chairperson)	10 Dublin Street West Martinborough 5711	Phone (028) 2553 4857 Email martinboroughlisa@cornelissen.co.nz
Fiona Beattie	204 Whareroto Road RD2 Featherston	Phone (06) 308 6188 Cell (027) 545 4430 Email afbeattie@xtra.co.nz
Maree Roy	60 Strasbourge Street Martinborough 5711	Phone (06) 306 9319 Email maree.greenfrog@gmail.com
Victoria Read	PO Box 173 Martinborough 5741	Phone (06) 306 8570 Cell (027) 227 1252 Email victoria@victoriaread.co.nz
Cr Pam Colenso	30 New York Street Martinborough 5711	Phone (06) 306 9503 Cell (027) 441 4892 Email pam.colenso@swdc.govt.nz
Cr Pip Maynard	17A Cambridge Road Martinborough 5711	Phone (06) 306 8363 Cell (021) 683 638 Email pip.maynard@swdc.govt.nz

Commented [JMGMS2]: Need to check with Graham re Lisa and Maree's e-mail addresses

15. PROCESSES FOR REQUESTS FOR OFFICIAL INFORMATION

Requests for official information directed to the Council fall under the Local Government Official Information and Meetings Act 1987 (LGOIMA) or the Privacy Act 1993.

LGOIMA covers requests that are made about or around another person, issue or event. Key purposes of LGOIMA are to progressively increase the availability of information and to promote accountability and transparency.

The Privacy Act allows individuals to request access to information Council holds regarding that individual and to request corrections to personal information.

Requesting Information

A person may request official information from the Council. It is not necessary to state that a request is being made under LGOIMA.

Requests can be made verbally, however to ensure accuracy it is preferable that requests are made in writing. Assistance will be given to requesters, when required, to aid in the process.

Email: enquiries@swdc.govt.nz

Phone: (06) 306 9611

Postal: PO Box 6, Martinborough 5741

Hand deliver to: 19 Kitchener Street, Martinborough 5711

Responses from Council

Requests for information will be processed according to LGOIMA and the Privacy Act ('the Acts').

The Acts specify time restrictions for transferring to another agency, for deciding whether to grant the request and for providing responses. A response will be given as soon as practicable and within 20 working days, unless an extension is required.

Once a request is made the Council must supply the information unless a reason for withholding it exists under the Acts.

Costs

Council may charge for the supply of official information. The requester will be notified if a charge is to be applied and given the option to refine the request if possible. Council will not proceed with collating the information until the requester has confirmed in writing that the charges are accepted.