

# MARTINBOROUGH COMMUNITY BOARD

# Agenda 31 January 2019

Notice of a meeting to be held in the Green Room, Waihinga Centre, Martinborough on Thursday 31 January 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 Jen Bhati, South Wairarapa Neighbourhood Support Coordinator, introducing herself and what needs to be achieved in the next few months.

6:05pm

# 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 12 December 2018

Pages 1-4

**Proposed Resolution**: That the minutes of the Martinborough Community Board meeting held on 12 December 2018 be confirmed as a true and correct record.

# 6. CHIEF EXECUTIVE AND STAFF REPORTS:

L	Officers' Report to Community Boards	Pages 5-65
	Update from Lou Brown and Russell Hooper on Notable Trees Project	
2	Action Items Report	Pages 66-72
3	Income and Expenditure Report	Pages 73-78
1	Community Board Conference	Pages 79-81

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7.1 None advised

# 8. CHAIRPERSON'S REPORT:

8.1	Chair's Report		Pages 82-87
	8.1.1.	Community Board Projects	
	8.1.2.	Martinborough Pool	
	8.1.3.	Considine Park	
	8.1.4.	Community Board Conference	
	8.1.5.	Strategic Grants Dates	
	816	Report from youth representative	

# 9. MEMBER REPORTS (INFORMATION):

9.1 Wairarapa Library Service Report Page 88

# **Martinborough Community Board**

### Minutes - 12 December 2018

**Present:** Lisa Cornelissen (Chair), Maree Roy, Cr Pip Maynard, Cr Pam Colenso

and Maisie Arnold-Barron (student representative).

**In Attendance:** Mayor Viv Napier (from 6:35pm), and Suzanne Clark (Committee

Secretary).

**Conduct of** The meeting was conducted in public in the Council Chambers, 19

**Business:** Kitchener Street, Martinborough on the 12 December 2018 between

6:30pm and 7:30pm.

Also in Lucy Cooper (Perception Planning).

**Attendance:** 

#### **PUBLIC BUSINESS**

# 1. APOLOGIES

MCB RESOLVED (MCB 2018/74) to receive apologies from Vicky Read, Fiona Beattie and lateness apologies from Mayor Viv Napier.

(Moved Cornelissen/Seconded Cr Maynard)

Carried

# 2. CONFLICTS OF INTEREST

There were no conflicts of interest declared.

# 3. PUBLIC PARTICIPATION

Ms Cooper outlined a plan to develop a non-gated retirement village in Greytown on East Street. The intention was to lodge an application for resource consent and to undertake a private plan change to enable the village to be built.

### 4. ACTIONS FROM PUBLIC PARTICIPATION

There were no actions from public participation.

#### 5. COMMUNITY BOARD MINUTES

5.1 Martinborough Community Board Minutes – 23 October 2018

MCB RESOLVED (MCB 2018/75) that the minutes of the

Martinborough Community Board meeting held on 23 October 2018 be received and confirmed as a true and correct record.

(Moved Cornelissen/Seconded Roy)

Carried

#### 6. CHIEF EXECUTIVE AND STAFF REPORTS

6.1 Officers' Report

MCB RESOLVED (MCB 2018/76) to receive the Officers' Report.

(Moved Cr Colenso/Seconded Cornelissen)

Carried

# 6.2 Action Items Report

The Community Board agreed to put up existing Martinborough flags as the Toast Martinborough flags were removed.

*MCB RESOLVED (MCB 2018/77):* 

1. To receive the Action Items Report.

(Moved Cornelissen/Seconded Roy)

Carried

- 2. Action 823: Organise for the Poppy Places QR code to be printed and placed on the plaque; L Cornelissen
- 3. Action 824: Liaise with Council officers to get the Poppy Places plaque framed and then hung once the QR code sticker has been placed; Cr Colenso
- 6.3 Income and Expenditure Report

MCB RESOLVED (MCB 2018/78):

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

(Moved Cornelissen/Seconded Cr Maynard)

Carried

#### 6.4 Schedule of Ordinary Meetings

*MCB RESOLVED (MCB 2018/79):* 

- 1. To adopt the 2019 schedule of ordinary meetings for Martinborough Community Board to the end of September (the Thursday proposal).
- 2. To set a meeting start time for ordinary meetings of 6pm.
- 3. To delegate to the Chief Executive the authority to alter the schedule of ordinary meetings following consultation with the Chair.

(Moved Cornelissen/Seconded Cr Colenso)

Carried

- 4. Action 825: Investigate booking Pirinoa Hall for the 14 March 2019 meeting and Hau Ariki Marae for the 6 June 2019 meeting; L Cornelissen
- 6.5 SWDC Logo and Branding Working Party Report

MCB RESOLVED (MCB 2018/80) to receive the SWDC Logo and Branding Working Party Report.

(Moved Roy/Seconded Cr Maynard)

Carried

6.6 Change to Naming of Public Roads, Private Roads and Rights-of-Way Policy

*MCB RESOLVED (MCB 2018/81)* to receive the Approved Change to Naming of Public Roads, Private Roads and Rights-of-Way Report.

(Moved Cornelissen/Seconded Cr Maynard)

Carried

# 6.7 Applications for Financial Assistance

*MCB RESOLVED (MCB 2018/82):* 

- 1. To receive the Applications for Financial Assistance Report.
- 2. To grant Martinborough Cricket Club \$2,116 from the Pain Farm Funds to pay for cricket pitch covers for Considine Park.

(Moved Cornelissen/Seconded Cr Colenso)

Carried

#### 7. NOTICES OF MOTION

There were no notices of motion.

#### 8. CHAIRPERSON'S REPORT

8.1 Chairperson's Report

Members discussed the Waihinga Centre opening, the Christmas parade and event, and the results of the parking survey including the provision of wheelchair parking around town.

Cr Maynard left the meeting at 7:21pm.

Cr Maynard returned to the meeting at 7:22pm.

MCB RESOLVED (MCB 2018/83):

1. To receive the Chairperson's report.

(Moved Cornelissen/Seconded Cr Maynard)

Carried

2. To receive the Community Board projects report.

(Moved Cornelissen/Seconded Cr Colenso)

Carried

3. To receive the Community Board budget.

(Moved Cr Maynard/Seconded Cr Colenso)

Carried

#### *MCB RESOLVED (MCB 2018/84)*:

- 1. To receive the Workshop Notes.
- 2. To allocate up to \$7,000 towards the FlagTrax system from Town Beautification Funds.

(Moved Cornelissen/Seconded Roy)

Carried

- 3. Action 826: Advise the MCB how many FlagTrax systems for Martinborough have been ordered; M Allingham
- 4. Action 827: 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; M Allingham

5. Action 828: 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; L Cornelissen

# 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

3. Action 829: 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); M Allingham

# 9. MEMBERS REPORTS (INFORMATION):

There were no reports from members.

Confirmed as a true and correct reco	ora
	Chairperson
	Data

# MARTINBOROUGH COMMUNITY BOARD

**31 JANUARY 2019** 

# **AGENDA ITEM 6.1**

# **OFFICERS' REPORT**

# **Purpose of Report**

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

# Recommendations

Officers recommend that the Community Board/Committee:

1. Receive the Officers' Report.

# PLANNING AND ENVIRONMENT

# 1. Resource Management

# 1.1 Resource Management Act - District Plan

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

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

# 1.2 Resource Management Act - Consents

SERVICE LEVEL - All resource consents will be processed efficiently.

RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Consent applications completed within statutory timeframes	100%	85%	18 of 23 Land Use applications were processed within statutory timeframes.
			25 of 30 Subdivision applications were processed within statutory timeframes.

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

Council received 26 consent applications in October 2018.

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

# 1.3 Reserves Act – Management Plans

SERVICE LEVEL - Council has a reserve management plan programme.

RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET	YTD Result	COMMENT Source, and actions taken to achieve Target
Council maintains and updates reserve management plans as required.	Yes	Yes	RMP's are generally current and appropriate. It is therefore not anticipated that any updates will be undertaken this year.

# 1.4 Local Government Act – LIM's

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

RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
LIMs contain all relevant accurate information (no proven complaints)	100%	100%	G:\LIMs\LIMS PROCESSED 2018-19
Non-urgent LIMs are processed within 10 days	100%	98%	G:\LIMs\LIMS PROCESSED 2018-19

ТҮРЕ	YTD  1 <sup>57</sup> JULY  2018 TO  31 <sup>57</sup> OCTOBER  2018	PREVIOUS YTD 1 <sup>ST</sup> JULY 2017 TO 31 <sup>ST</sup> OCTOBER 2017	PERIOD  1 <sup>ST</sup> OCTOBER  2018 TO 31 <sup>ST</sup> OCTOBER 2018	PREVIOUS PERIOD  1 <sup>ST</sup> OCTOBER 2017  TO 31 <sup>ST</sup> OCTOBER  2017
Standard LIMs (Processed within 10 working days)	105	62	31	12
Urgent LIMs (Processed within 5 working days)	13	20	4	6
Totals	118	82	35	18

# 2. Public Protection

# 2.1 Building Act - Consents and Enforcement

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

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	Target	YTD Result	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Code Compliance Certificate applications are processed within 20 working days	100%	100%	NCS – 171 CCC's were issued within 20WD YTD
Building consent applications are processed within 20 working days	100%	100%	NCS – 188 consents were issued within 20WD YTD
Council maintains its processes so that it meets BCA accreditation every 2 years	Yes	Yes	Next accreditation review due January 2020. Council was re- accredited in January 2018
BCA inspects new building works	Yes	Yes	Building Consents
to ensure compliance with the BC issued for the work, Council audits BWOF's and Swimming Pools			Council inspects all new work to ensure compliance (October 2018 – 525 inspections)
Pools			BWOF's -
			Total 169 – average of 3 audits per month required, 0 audit carried out in October.
			Swimming Pools -
			Total 279 – average of 7 audits per month required. 14 audit carried out in October.
Earthquake prone buildings reports received	90%	N/A	Under previous legislation148 of 229 known premises had been addressed.
			Under the new legislation, 248 were identified as EPB and through the modelling process we eliminated 132 buildings leaving 116 buildings potentially EPB. Council has now reviewed the potential Earthquake Prone Buildings (EPB) and letters have been sent to owners advising them of their buildings status. 104 letters sent out in total. 12 - still being assessed by LGE

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET	YTD Result	COMMENT Source, and actions taken to achieve Target
			Status: 69 - identified as no longer EPB 20 - require engineer assessment 15 - identified as EPB and have been sent notices to be affixed to the building.

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

# 2.2 Dog Control Act – Registration and Enforcement

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

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET	YTD Result	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Undertake public education, school and community visits to promote safe behaviour around dogs and/or responsible dog ownership	1 visits	100%	1 visit to school holiday program in Greytown
Complaints about roaming and nuisance dogs are responded to within 4 hours	100%	100%	K:\resource\Bylaw Officers\Registers\AC Service Requests.xls 78/78
Complaints about dog attacks on persons, animals or stock are responded to within 1 hour	100%	100%	6/6

INCIDENTS REPORTED	FEATHERSTON	GREYTOWN	Martinborough
FOR PERIOD			
1 October 18 to 31 October 18			
Attack on Pets	-	2	-
Attack on Person	2	-	-

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

# 2.3 Public Places Bylaw 2012 - Stock Control

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

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET	YTD Result	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Stock causing a traffic hazard is responded to within 1 hour	100%	100%	K:\resource\Bylaw Officers\Registers\AC Service Requests.xls 10 incidents
In cases where multiple stock escapes (more than 1 occasion) have occurred from a property taking compliance or enforcement or prosecution action against the property owner	100%	-	No incidents
Council responds to complaints regarding animals within 48 hours.	100%	100%	K:\resource\Bylaw Officers\Registers\AC Service Requests.xls 21 incidents

INCIDENTS REPORTED	TOTAL FOR PERIOD		
	1 October 2018 to 31 October 2018		
Stock	2		

# 2.4 Resource Management Act – afterhours Noise Control

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

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET 18/19	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
% of calls received by Council that have been responded to within 1.5 hours	100%	97.4%	K:\resource\Health\Resource Management\Noise Control Complaints 37/38 attended within timeframe One incident responded to over 1.5 hours (1 hr 48mins).

AFTER HOURS NOISE CONTROL COMPLAINTS RECEIVED	YTD 1 JULY 2018 TO 30 SEPTEMBER 2018	PREVIOUS YTD  1 JULY 2017  TO 30  SEPTEMBER  2017	PERIOD 1 OCTOBER 2018 TO 31 OCTOBER2018	PREVIOUS PERIOD 1 SEPTEMBER 2017 TO 30 SEPTEMBER 2017
Total	38	21	12	8

# 2.5 Sale and Supply of Alcohol Act - Licensing

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

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

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

# 2.6 Health Act - Safe Food

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

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	Target 18/19	YTD Result	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Premises have appropriate FMP in place and meet the risk based standards set out in the Plan.	100%	100%	FHR - 5 FCP (Food Act) - 80 FCP (Deemed) - 3 NP - 33 The changes in the Food Act 2014 require that businesses have an appropriate Risk Based Measure in place by end of transition period (Feb 2019). Total number of premises is subject to change month by month as new businesses open and existing premises close.
Premises are inspected in accord with regulatory requirements.	100%	40.96%	*Total number of premises is subject to change month by month as new businesses open and existing premises close.

# 2.7 Bylaws

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

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

# INFRASTRUCTURE AND SERVICES

# 1. Group Manager highlights

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

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

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

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

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

# 2. Water Supply

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

# 2.1 Key Performance Indicators

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

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

# 2.2 Water supply capital improvements

#### 2.2.1. Featherston water supply

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

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

#### 2.3 Water treatment plants

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

#### 2.4 Water reticulation

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

# 2.5 Water races

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

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

# 3. Waste Water

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

# 3.1 Key Performance Indicators

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

# 3.2 Waste water treatment plants

# 3.2.1. Capital and consents

# Featherston WWTP

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

# Staged improvements at Greytown WWTP

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

# Irrigation at Martinborough WWTP

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

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

#### Waite Street, Featherston renewal

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

# 3.3 Operational

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

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

# 3.3.1. Wastewater reticulation

There were 3 pipeline blockages reported during the period.

# 4. Storm water drainage

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

#### 4.1 Key Performance Indicators

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

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

There was 0 storm water blockages reported during the period.

# 5. Solid waste management

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

# 5.1 Key Performance Indicators

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

Organising a waste minimisation event for each town early 2019.

# **5.2 Zero Waste Coordinator Report**

# 5.2.1. Zero Waste Community Event Recycling bins

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

#### 5.2.2. Love Food Hate Waste

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

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

#### 5.2.3. WasteMinz Conference

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

# 5.2.4. Zero Waste Education programme

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

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

# 5.2.5. CupCycling initiative – a returnable cup system for Cafes

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

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

# 6. Land transport

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

# **6.1** Key Performance Indicators

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

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

# 6.2 Roading Maintenance – Fulton Hogan

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

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

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

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

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

128km of grading was carried out during October.

354 m<sup>3</sup> of maintenance metal was applied to various unsealed roads as part of unsealed renewals.

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

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

#### 6.3 Other activities

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

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

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

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

Various works have been completed around the Waihinga Centre.

# 7. Amenities

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

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

# 7.1 Community housing

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

## 7.2 Cemeteries

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

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

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

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

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

#### 7.3 Events

# 7.3.1. Featherston

Completed events:

**Dedication of Camp Memorial Sculpture** – 10 November 2018

**Armistice Day Commemorations** – 11 November 2018

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

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

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

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

Future events:

Featherston Christmas Parade – being Saturday, 8 December 2018

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

# 7.3.2. Greytown

Completed events:

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

Future events:

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

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



### 7.3.3. Martinborough

Completed events:

Martinborough Charity Fun Ride – held Sunday, 28 October 2018

**Toast Martinborough –** held on Sunday, 18 November 2018



Future events:

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

**Martinborough Christmas Parade** – being held Saturday, 8 December 2018

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

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

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

# 8. Libraries

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

# 9. Appendices

Appendix 1 Monthly water usage

Appendix 2 Waste exported to Bonny Glen

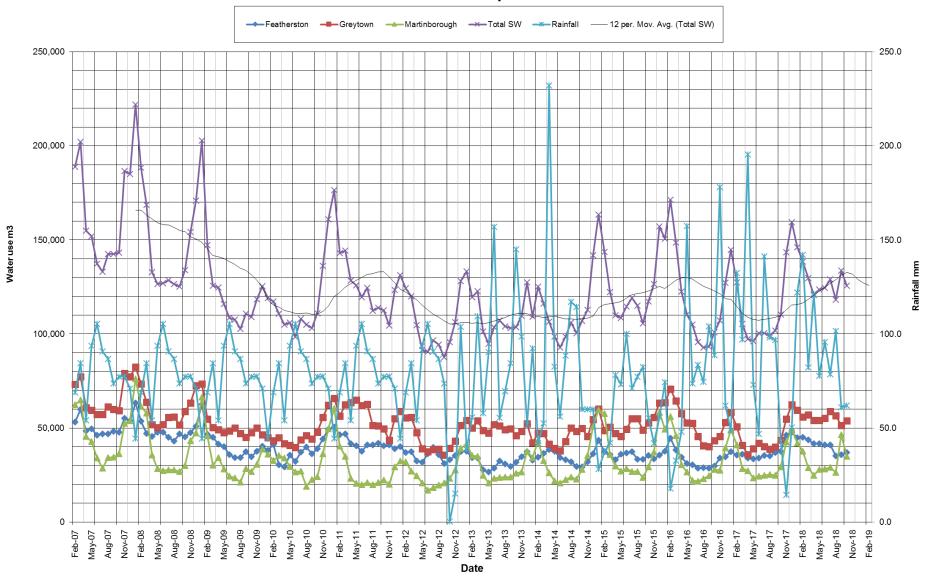
Appendix 3 Library statistics

Contact Officer: Mark Allingham, Group Manager Infrastructure and Services

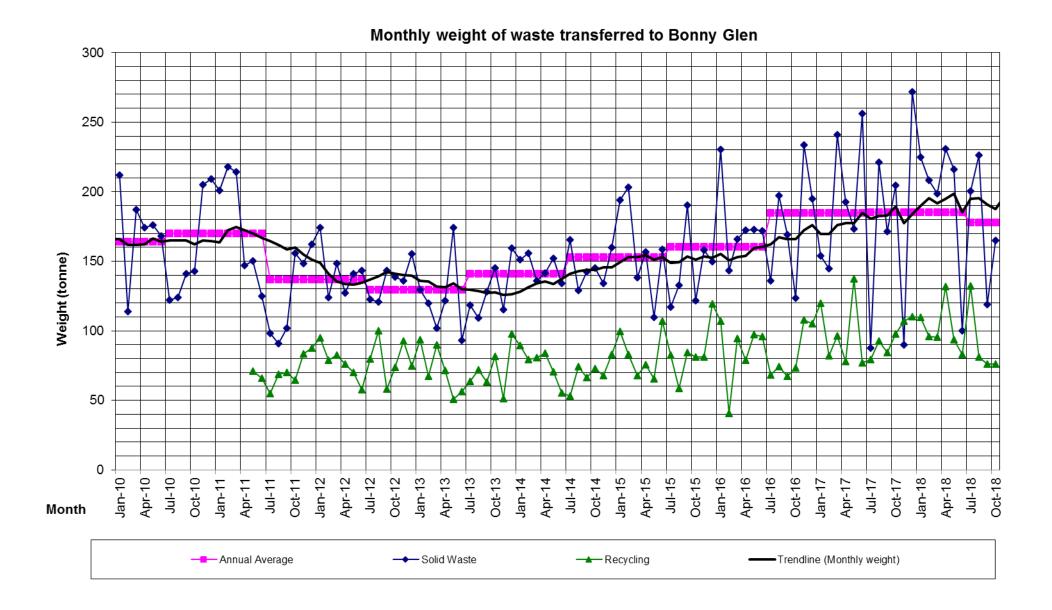
Reviewed by: Paul Crimp, Chief Executive Officer

# Appendix 1 - Monthly water usage

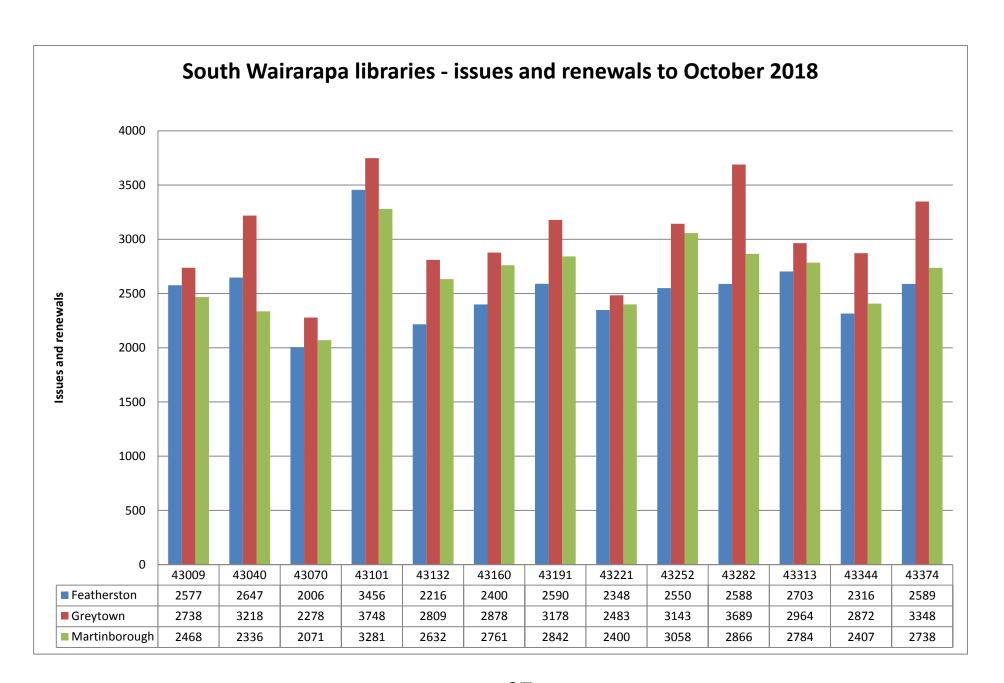
# Water use South Wairarapa District Council

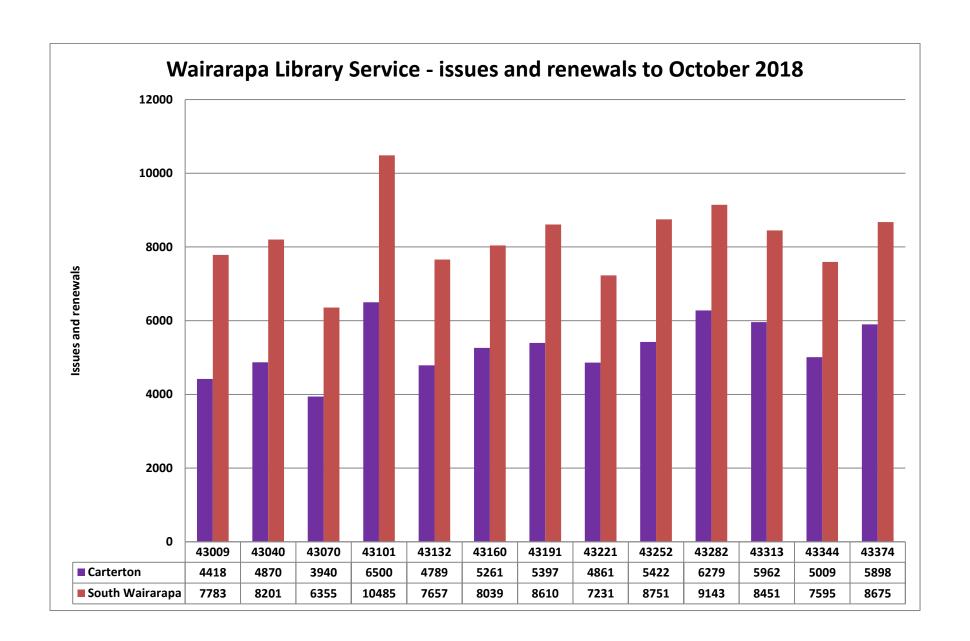


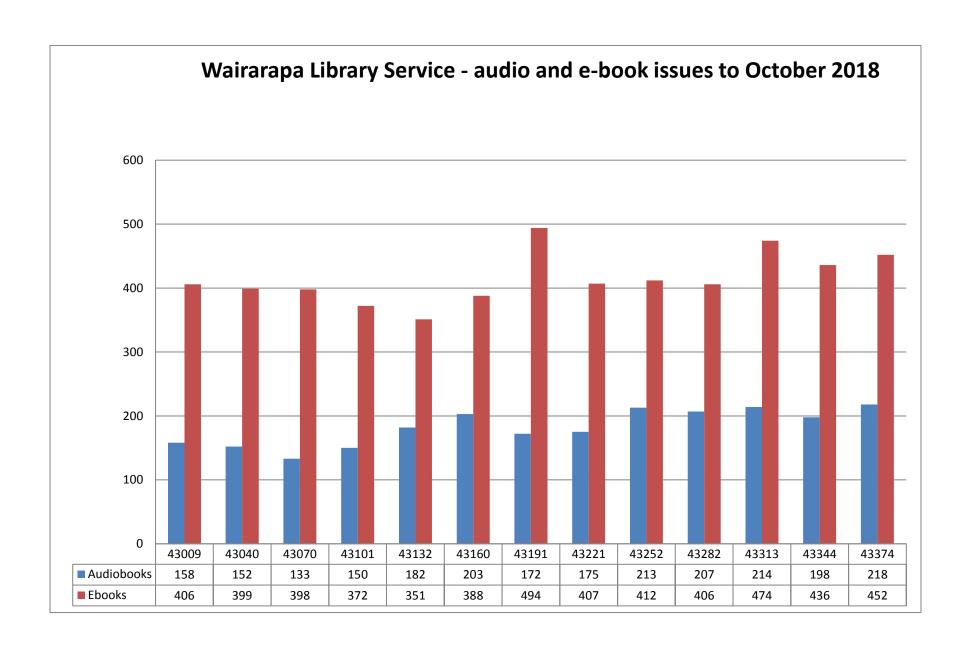
# Appendix 2 -Waste exported to Bonny Glen



# **Appendix 3 – Library statistic**







# CHIEF EXECUTIVE

# 1. Executive Summary

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

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

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

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

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

# 2. Governance/Leadership/Advocacy

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

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

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

# 2.1 Representation Review

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

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

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

#### 2.2 Three Water Review

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

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

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

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

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

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

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

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

The above does not preclude investigation of other options.

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

#### 2.3 Four Wellbeings Review

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

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

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

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

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

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

#### 2.4 Productivity Commission Review

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

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

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

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

# 3. Strategic Planning and Policy Development

# 3.1 Meetings/Conferences

#### 3.1.1. Chief Executives Forum

One Chief Executives forum was held during the reporting period.

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

#### 3.1.2. Rural & Provincial

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

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

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

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

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

The main rural and provincial agenda included the following:

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

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

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

# 3.1.3. Featherston Wastewater Application

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

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

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

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

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

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

#### 3.1.4. Roading Review - S17A

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

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

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

# 3.1.5. Wairarapa Regional Economic Development Strategy

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

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

#### 3.1.6. Wellington Water Limited

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

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

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

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

#### 3.1.7. Wairarapa Water Limited

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

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

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

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

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

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

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

#### 3.1.8. Other Meetings

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

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

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

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

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

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

### 4. Corporate

#### 4.1 Occupational Health and Safety

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

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

A health and safety report is included in Appendix 3.

#### 4.2 Waihinga Centre/Martinborough Town Hall

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

A separate report provides a summary of this project.

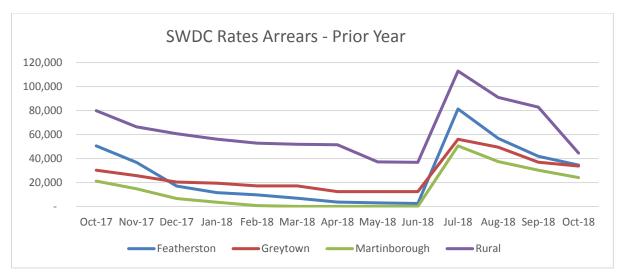
#### 4.3 Action Items

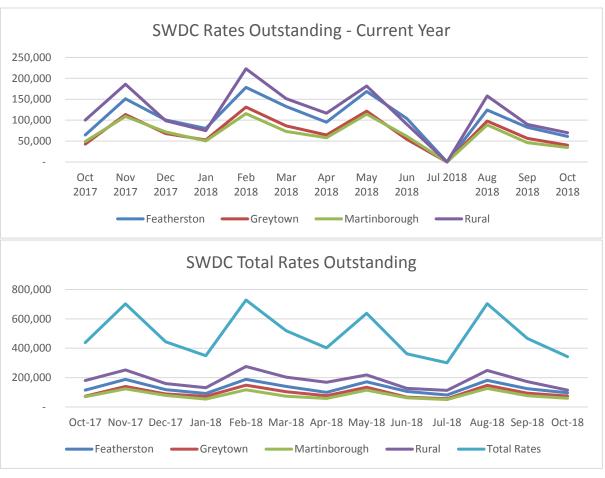
A brief report will be tabled.

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

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

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







#### 4.5 LGOIMA Requests

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

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

## 5. Appendices

Appendix 1 – Three Waters Cabinet Minute

Appendix 2 – Four Wellbeings Cabinet Paper

Appendix 3 – Health and Safety Report

Contact Officer: Paul Crimp, Chief Executive Officer

## **Appendix 1 – Three Waters Cabinet Minute**



## Cabinet

#### Minute of Decision

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

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

**Portfolios** 

Health / Local Government

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

## **Background**

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

#### Challenges facing the three waters

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

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

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

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

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

## **Engagement**

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



## **Financial implications**

16



## Martin Bell for Secretary of the Cabinet

## Hard-copy distribution: Prime Minister Deputy Prime Minister Minister of Health Minister of Local Government

## Appendix 2 – Four Wellbeings Cabinet Paper

Office of the Minister of Local Government

Chair Cabinet

## Local governance for community wellbeing

#### **Proposal**

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

#### **Executive summary**

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

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

## Wellbeing as a joint aspiration for central and local government

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

## The challenges being felt by local government

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

- 15. Communities are expecting more from local government. This includes in the areas of: environmental stewardship; regionally driven economic development; employment opportunities; tourism; strategic relationships and partnerships with Maori; moving to a zero-carbon economy (net emissions being reduced to zero); addressing homelessness, and young people not in employment, education or training.
- Our communities and central government also depend on local government to manage the risks of natural hazards, and lead the response and recovery to local emergencies. Local government plays a fundamental role in community resilience which is a key There is a growing trend for communities to expect local government to find local solutions to the social issues causing distress in our communities.

  Adding to these growing
- **17**.
- 18. Adding to these growing expectations are a number of reforms underway that will also impact on local government. Achieving the Government's ambitious targets in relation to homelessness, housing affordability, water quality, resilience and transitioning to a zero carbon economy simply cannot be achieved by central government alone and we are at risk of overloading local government without the necessary support.
- 19. Cutting across these complex challenges are significant funding and debt constraints. Current and forecast rates are becoming increasingly unaffordable. Over the past 10 years, rates have decoupled from salary and wage growth, household living costs and the Local Government Cost Index (LGCI). While the household living cost price index increased by 15.1% between 2008 and 2018, rates increased by 43.5 % over the same period. Rates, as a proportion of the cost of living, are forecast to continue to rise at a faster rate than inflation according to council LTPs. The greatest part of this increase is forecast to occur in the next three years.
- This Government has responded to funding issues raised by local government by 20. instructing the Productivity Commission to review why New Zealand councils' costs are so high and what can be done to raise revenue a decade after the Shand Inquiry of 2007. The Government has also initiated a Three Waters review of our critical water systems and is reviewing current infrastructure funding and financing models available to local government.
- 21. This broader set of challenges and the opportunity that our respective commitment to wellbeing presents, lends itself to consideration about the future of local governance in New Zealand and a different way of working together.

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

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

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- 24. The Department of Internal Affairs has reframed its approach to the local government sector to providing system stewardship across the central government system and working alongside the local government sector to develop a more collaborative and joined-up way of addressing our respective priorities.
- 25. In practice, there are multiple points across government where central and local Government objectives intersect and where collaboration and partnership between the two is critical for achieving government's priorities and the wellbeing of our communities. The broader local government work programme I wish to escalate will enable my officials to:
  - identify options and possible solutions to challenges with our three waters system so that New Zealanders can have safe, reliable drinking water, resilient well-managed infrastructure and swimmable lakes, rivers and beaches. The Three Waters programme creates the right environment in which to broaden our consideration of local governance for community wellbeing;
  - 25.2 support the Government's Urban Growth Agenda and specifically a new joint spatial planning approach in Hamilton and Queenstown and partnership approach to identifying priority areas in Auckland Council's Development Strategy to deliver better planning outcomes;
  - 25.3 lead a whole of Government approach to building community resilience to natural hazards and climate change to develop more sustainable settings for management of natural hazards, including those exacerbated by climate change.
  - 25.4 work alongside the Treasury to address the barriers and constraints on Infrastructure funding and financing including the development of alternative financing models to address funding and financing constraints in the local government sector.
  - 25.5 lead a cross government process to assist Government's response to the Productivity Commission's Inquiry into Local Government's Costs and Revenues;
  - 25.6 lead a digital partnership across a number of councils to establish a common strategy for participating councils and a cooperative approach to the development of citizen focused digital channels;
  - work with agencies to explore how central government can better support the relationship between Maori and local government, including how to ensure Treaty settlement redress is implemented well to protect the durability of the settlement process and give effect to kaitiakitanga rights of mana whenua over resources managed by local government; and
  - 25.8 weave into these initiatives a common objective of enhancing citizen participation in local democracy.

### The role local government currently plays in our communities

The current purpose of local government

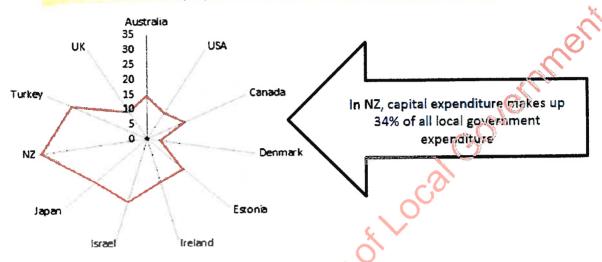
- 26. The current Local Government Act 2002 states that the purpose of local government is:
  - 26.1 To enable democratic local decision-making and action by, and on behalf of, communities; and
  - 26.2 To meet the current and future needs of communities for good-quality local infrastructure, local public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

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

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

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- 31.3 Local authorities in New Zealand play a far more significant role in infrastructure provision compared to other countries, demonstrated by a relatively high (34%) proportion of its expenditure being capital expenditure; and
- 31.4 While the international data on local government functions indicates New Zealand plays a role in 'economic development', in practice this is essentially limited to the role it plays in transport and advocacy and facilitation.



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

A reinvigorated advocacy for 'localism'

- 33. My consideration of the future role of local governance in New Zealand in improving intergenerational wellbeing for all New Zealanders is occurring against a backdrop of a reinvigorated advocacy led by Local Government New Zealand around 'localism'.
- 34. 'Localism' is a concept underpinned by the principle that "public services should be provided by the sphere of government which is as close as possible to the people who use and benefit from the services, unless there are reasons why they should be provided by governments at a regional or national sphere".
- 35. This is not a new concept, however its reinvigoration reflects concerns in communities about their sense of powerlessness and lack of resources to address serious social issues that are seen and felt at a local level. Underpinning the advocacy of this concept is the sense that 'top down', 'one size fits all' approaches to policy and decision-making have not worked given the complex and multi-faceted challenges facing New Zealand, and that a more devolved model of local government will lead to better services and stronger democracy.

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<sup>&</sup>lt;sup>1</sup> "Fiscal centralisation" means the ratio of taxation controlled and allocated by local government in comparison to that controlled and allocated by central government.

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

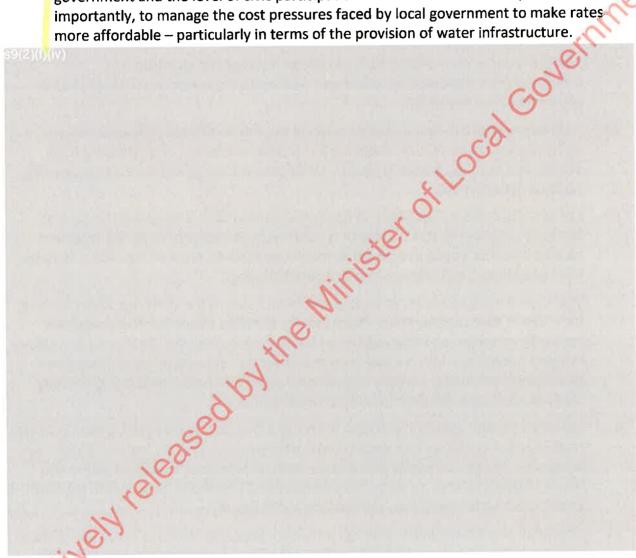
## **Exploring the future of local governance**

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

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## Budget and delivery of the local government work programme

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





#### Consultation

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

#### Financial implications

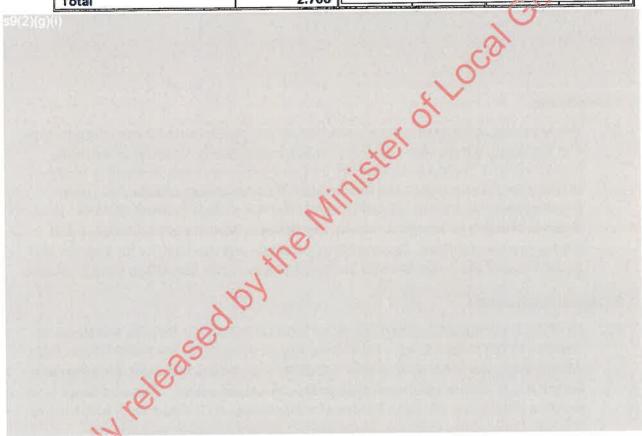
53. To effect the proposal outlined above, an increase in funding over the remainder of 2018/19 to the Policy Advice — Local Government category of the Policy Advice Multi-Category Appropriation in Vote Internal Affairs is proposed to provide for a 6-month Central/Local Government work programme, as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

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

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

topic like than Braden					
Item	2018/19	2019/20	2020/21	2021/22	2022/23
	Half-year funding (\$million)	(\$million)	(\$million)	(\$million)	Outvoors
Central Local Government Partnerships	2.000	s9(2)(f)(iv)			THE
Three Waters Reform Work	0.700				0
Total	2,700				



## Human rights / gender implications / disability perspective

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

## Legislative implications

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

## Regulatory impact analysis

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

#### **Publicity**

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

#### **Next steps**

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

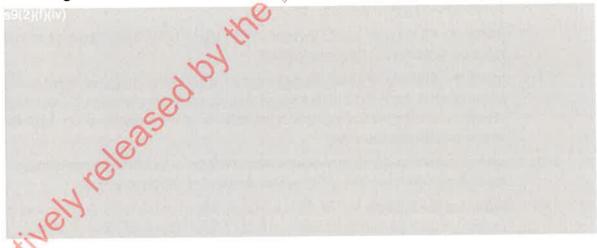
#### Recommendations

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

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

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



Authorised for lodgement

Hon Nanaia Mahuta

Minister of Local Government



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# **Appendix 3 – Health and Safety Report**

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

#### **HEALTH AND SAFETY STRATEGY**

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

#### **RESOURCING**

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

#### **HEALTH AND SAFETY - DRIVING CONTINUOUS IMPROVEMENT (lead indicators)**

#### Training

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

#### **Engaging with our people**

Health and Safety at Work Team have recently:

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

#### **Working with Volunteers**

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

#### **Near Miss reports**

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

#### Wellness

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

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

#### **Working with our Contractors**

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

 $\label{lem:continue} \mbox{Council continue to implement the contractor management system.}$ 

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

#### **HEALTH AND SAFETY ACCIDENT & INCIDENT REPORTING (Lag indicators)**

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

#### **RISK MANAGEMENT**

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

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

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

Risk	Description of risk	Controls and reduction measures	Actions
Contractors	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.  We rely on them employing staff who are competent and trained, while observing safe work practices.	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.	Contractor management system designed.  Contractors asked to provide their H&S systems for checking by Council.  Once approved, contractors will be asked to sign a contractor agreement.  Contractor pre-start briefings and inductions have been developed and provided to appropriate staff.  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.  When work is commissioned, a risk assessment is done to inform the frequency and type of safety audits.  Contractor post contract safety review developed to assist managers with

			safety conversations with contractors when work is complete.  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".  Work continues chasing up contractors who have provided insufficient or no information.
Lone / remote workers	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.	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.  Consideration to be given to having vehicles fitted with GPS.	Staff who work remotely or alone to have access to cell phones. Sign out/in systems in place and being used.  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.  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.  Monitoring process for sign out/in system developed and implemented by Bylaws and Roading teams.  Training in the use of the device, monitoring, and emergency

	procedures rolled out to Managers, Bylaws and Roading team. Emergency Action Plans developed. Teams have reported monitoring and the Garmin device is working well.
	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.

## **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

#### <u>Pre-gual</u>

Contractor questionnaire

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

#### Review

Induction

Contractor agreement
Contractor safety checks quarterly
Annual / post contract review

## High/Extreme risk

#### Pre-qual

Tender process

Contractor questionnaire

Site specific safety plans

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

#### Review

Induction

Ongoing meetings

Contractor audits 2 - 4 weekly

Post contract review

Low risk contractor	Medium risk contractor	High/extreme risk contractor		
Examples of low risk work:	Examples of medium risk work:	Sophisticated safety systems required.  Examples of high risk work:		
<ul> <li>Cleaners</li> <li>Project managers/consultants</li> <li>Suppliers of mats, towels, feminine hygiene</li> <li>Maintenance work requiring use of hand tools</li> <li>Servicing office equipment such as photocopiers</li> <li>Working at heights less than 2 metres</li> <li>Gardening and landscaping requiring use of hand tools.</li> </ul>	<ul> <li>240V electrical work</li> <li>Plumbing</li> <li>Pest control (excl toxic chemicals)</li> <li>Lone work in areas of poor cell coverage</li> <li>Work dealing with potentially difficult public</li> <li>Working at height over 2 metres under 3 metres.</li> <li>Auto door service and maintenance</li> <li>Drone photography</li> <li>Gardening / landscaping / lawn mowing (hand mowers and rideons)</li> <li>Cash collection/banking</li> <li>Fire extinguisher/alarm and sprinkler systems supply and maintenance</li> <li>Elevated platforms under 5 metres</li> <li>Work within 5 metres of public occupied spaces.</li> </ul>	<ul> <li>Any work requiring WorkSafe notification or permits to work</li> <li>High voltage electrical work</li> <li>Confined space</li> <li>Excavations that are WorkSafe notifiable</li> <li>Tree felling or pruning</li> <li>Roading projects</li> <li>Asbestos removal</li> <li>Demolition (&gt;1.5m)</li> <li>Handling hazardous goods/chemical</li> <li>Lawn mowing using tractors, mowers, heavy machinery</li> <li>Working at height over 3 metres</li> <li>Hot works</li> <li>Work involving self-propelled plant or equipment</li> </ul>		

## MARTINBOROUGH COMMUNITY BOARD

**31 JANUARY 2019** 

#### **AGENDA ITEM 6.2**

#### **ACTION ITEMS REPORT**

### **Purpose of Report**

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

#### Recommendations

Officers recommend that the Community Board:

1. Receive the Action Items Report.

## 1. Executive Summary

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

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

## 2. Appendices

Appendix 1 - Action Items to 31 January 2019

Contact Officer: Suzanne Clark, Committee Secretary

Reviewed By: Paul Crimp, Chief Executive

# Appendix 1 – Action Items to 31 January 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 form its use being swimming pool related.
238	23-Apr-18	Action	Mark	Ensure final works on the Martinborough cenotaph are completed by 31 May as indicated in 14 March 2018 timeline and advise Cr Colenso when work is going to start	Actioned	25/05 Street lighting contractor has been contacted and has promised that cenotaph light will be fixed 1 June at the latest. Stone mason believes the structure of the monument is sound. 25/6/18 History of works request is being reviewed and discussion to be held at next MCB meeting.  10/08  New light and pole to be erected and cenotaph to be plasteered and painted - see 455 below 26/09 Work in progress
356	11-Jun-18	Resolution	Lisa Cornelissen	MCB RESOLVED (MCB 2018/39):  1. To receive the Chair's Report including the current Community Board projects list. (Moved Cr Colenso /Seconded Read) Carried  2. To agree to investigate alternative venues for MCB meetings with a view to increasing engagement and to discuss further at a workshop with a view to bringing back a proposal to the next meeting. (Moved Cr Colenso/Seconded Read) Carried  3. To receive the Wings Over Wairarapa Report and to agree that the Community Board were not a promotional body and to refer Wings Over Wairarapa to the Martinborough Business	Actioned	28/6/18: WOW advised of MCB decision 27/8/18: Meetings will be rotated, Waihinga Centre and the Marae will be first options 26 Nov 18 meeting to be in Council Chambers, January 19 to be Waihinga Centre

Ref #	Raised Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
				Association. (Moved Read/Seconded Cr Maynard) Carried		
455	16-Jul-18	Resolution	Mark	MCB RESOLVED (MCB 2018/48):  1. To receive the Officers' Report.  2. To agree that the light and pole is replaced, ensuring that the new light bulb meets the Dark Sky standard (2200 kelvins or lees).  3. That repointing is undertaken as necessary.  4. That the cenotaph plinth is plastered and painted to look like new concrete, painted grey, and that an anti-slip texture is applied.  (Moved Cornelissen/Seconded Cr Colenso) Carried	Actioned	17/08 Work in progress. Pole and light to be replaced w/c 20 August; plastering and painting work to follow 24/09 Work in progress; almost complete
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.
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
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	Open	21/09 MCB updated. Waiting on MCB to provide list and photos of flagpoles for FlagTrax so quote

Ref	Raised	Action	Responsible	Action or Task details	Status	Notes
#	Date	Type	Manager			
				until end of life), and the time requirement for a		can be finalised. 17/12 Chris Souness, Nexus
				decision on the flag tracking system		(Flagtrax) to meet with MCB on site to assess.
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	
697	23-Oct-18	Action	Lisa Cornelissen	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
698	23-Oct-18	Action	Lisa Cornelissen	Determine a potential location for hanging the poppy places plaque in Martinborough Square and order the plaque	Actioned	11 Nov 18: Plaque ordered. Placement still tbc.
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	
819	12-Dec-18	Resolution	Jennie	MCB RESOLVED (MCB 2018/82):  1. To receive the Applications for Financial	Actioned	

Ref #	Raised Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
				Assistance Report. 2. To grant Martinborough Cricket Club \$2,116 from the Pain Farm Funds to pay for cricket pitch covers for Considine Park. (Moved Cornelissen/Seconded Cr Colenso) Carried		
821	12-Dec-18	Resolution	Jennie	MCB RESOLVED (MCB 2018/84):  1. To receive the Workshop Notes.  2. To allocate up to \$7,000 towards the FlagTrax system from Town Beautification Funds.  (Moved Cornelissen/Seconded Roy) Carried	Actioned	In Commitments 20/12/18 - SM
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	Open	
826	12-Dec-18	Action	Mark	Advise the MCB how many FlagTrax systems for Martinborough have been ordered	Open	17/12/18 Chris Souness, Nexus (Flagtrax) will do a site visit. Emailed MCB to meet with Chris.
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	Open	17/12/18 Chris Souness, Nexus (Flagtrax) will do a site visit. Emailed MCB to meet with Chris.
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	Open	

Ref #	Raised Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
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)	Open	

#### MARTINBOROUGH COMMUNITY BOARD

**31 JANUARY 2019** 

#### **AGENDA ITEM 6.3**

#### **INCOME AND EXPENDITURE STATEMENTS**

#### **Purpose of Report**

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

#### Recommendations

Officers recommend that the Community Board:

1. Receive the Income and Expenditure Statement for the period 1 July 2018 - 31 December 2018.

#### 1. Executive Summary

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

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

#### 2. 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 December 2018

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

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

Annual Plan 2017/18 26,868.00 Annual Plan 2017/18 26,000.00 Annual Plan 2017/18 26,000.00 Annual Plan 2017/18 38,843.00  EXPENDITURE  Members' Salaries 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 Community Boa 300.00  AP Martinborough M Donation - Martinborough Community Boa 300.00 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 Martinborough N MCB grant-transport senior teams to away 950.00 AP Traffic Safe Ne Mbo Xmas Parade TMP 2017 1,220.00 AP Roumanhangheal Community Garden - MCB grant 1,000.00 AP Traffic Safe Ne Mbo Xmas Parade TMP 2017 1,220.00 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 Martinborough Grant - towards costs new equip for juni 750.00 AP Martinagi Netba Costs towards new eqmnt & entering team 250.00 AP Martinagi Netba Community Grant - stowards new equip for juni 750.00 AP Martinagi Netba Community Grant - stowards new equip for juni 750.00 AP Martinagi Netba Community Grant - stowards new equip for juni 750.00 AP Martinagi Netba Community Grant - stowards new equip for juni 750.00 AP Martinagi Netba Community		
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AP Citizens Advice MCB grant - general running of bureau  AP Martinborough C Grant-assist repair/service sewing machi  AP Friends of Mart Outdoor movie evening-Waihinga Centre Wa  AP Martinborough J Community Guy Fawkes event grant  AP Martinborough N MCB grant-transport senior teams to away  AP Traffic Safe Ne Mbo Xmas Parade TMP 2017  AP Ruamahanga Heal Community Garden - MCB grant  Refund MBoro Hockey Club - Guy  AP South Wairarapa MCB grant - Homework/Breakfast club  AP The Sign Factor 12 ANZAC project coreflutes  AP Hau Ariki Marae Grant for redevelopment of the atea Mara  AP Tuhirangi Netba Costs towards new eqmnt & entering team  AP Southern Junior Grant - towards costs new equip for juni  AP Maths Wairarapa MCB grant-school maths competition  Correction Jnl Comm Board Mbo Music grant from GCB to MCB  1,000.00  700.00  701.56  TOTAL EXPENDITURE  30,981.97	AP Martinborough M Donation - Martinborough Community Boa	300.00
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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	Refund MBoro Hockey Club - Guy	-111.00
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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	AP Hau Ariki Marae Grant for redevelopment of the atea Mara	1,500.00
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	AP Tuhirangi Netba Costs towards new eqmnt & entering team	250.00
Correction Jnl Comm Board Mbo Music grant from GCB to MCB 1,000.00  Total Grants 9,931.56  TOTAL EXPENDITURE 30,981.97	AP Southern Junior Grant - towards costs new equip for juni	750.00
TOTAL EXPENDITURE 30,981.97	AP Maths Wairarapa MCB grant-school maths competition	300.00
TOTAL EXPENDITURE 30,981.97	Correction Jnl Comm Board Mbo Music grant from GCB to MCB	1,000.00
	Total Grants	9,931.56
ACTIIAL NET SUPPLUS//DESICIT\ VEAR TO DATE 7.864.03	TOTAL EXPENDITURE	30,981.97
ACTUAL NET SUNFEUS/(DEFICIT) TEAN TO DATE 1.001.03	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 December 2018

## Martinborough Community Board Income & Expenditure For the Period Ended 31 DECEMBER 2018

	,	
	INCOME_	
	Balance 1 July 2018	7,861.03
	Annual Plan 2018/19	27,639.00
	TOTAL INCOME	35,500.03
	TOTAL MODILE	30,000.00
	<u>EXPENDITURE</u>	
	Members' Salaries	7,974.42
	Mileage reimbursements	0.00
	Total Personnel Costs	7,974.42
30/06/2018	AP Local Governmen CBEC levy for 2018/19	216.68
	Survey Monkey	101.74
	Wood and Screws for Anzac project	84.70
	OfficeMax Stationery	3.94
	AP Magic in Martin Christmas event in Mbo Square-MCB grant	1,000.00
	Student Member	250.00
21/11/2010		
	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
	Total Grants	3,050.00
	TOTAL EVERNINE	40 004 40
	TOTAL EXPENDITURE	12,681.48
	ACTUAL NET SURPLUS/(DEFICIT) YEAR TO DATE	22,818.55
	LESS: COMMITMENTS	
	Salaries to 30 June 2019	8,210.58
	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
	Traffic Safety NZ for Christmas Parade Traffic Mgmt Plan	950.00
	Total Commitments	13,333.84
	BALANCE TO CARRY FORWARD	9,484.71

Martinborough Community Board	
Beautification fund for the period 31 December 2018	
D. L. A. L. L. 2010. D. LI'S. L'	45.070.00
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
LESS: COMMITMENTS	
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

**31 JANUARY 2019** 

#### **AGENDA ITEM 6.4**

#### COMMUNITY BOARDS CONFERENCE 2019

#### **Purpose of Report**

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

#### Recommendations

Officers recommend that the Community Board:

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

#### 1. Background

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

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

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

#### 1.1 Community Board Awards

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

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

Since 2003, the Community Board Executive Committee has sponsored the

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

The awards aim to:

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

#### The 2017 categories are:

- Leadership
- Enhancing Communities
- Engaging Communities

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

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

#### 2. Attendee Expectations

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

#### 3. Financial Considerations

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

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

#### 4. Attendance Booking Process

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

#### 5. Conclusion

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

Contact Officer: Suzanne Clark, Committee Secretary

Reviewed By: Paul Crimp, Chief Executive

#### MARTINBOROUGH COMMUNITY BOARD

#### **31 JANUARY 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

22 November 2018	Catch up with Maisie, Youth Rep	
28 November 2018	Infrastructure and Planning	
28 November 2018	Annual Plan Working Party	
1 December 2018	Charter Parade, Featherston	
8 December 2018	Martinborough Christmas Parade judging	
10 December 2018	Waihinga Centre Opening	
12 December 2018	SWDC meeting	

#### Looking ahead:

7 February 2019	Annual Plan Working Party
20 February 2019	Annual Plan Working Party

#### 2. 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 painted. Lisa working with Dark Sky Association to assess the 'dark sky friendliness' of the new light.

- Oct 2018 Underplanting the Olive Trees at the entrance to Martinborough
- Nov 2018 LC Poppy Road Signs Project. The plaque has been ordered, Lisa is waiting for a response from Tim Langley regarding placement of road signage.
- June 2019 MCB Consider a Beautiful Towns and Cities Awards nomination - when Waihinga Centre completed
- 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 MADCAPS are organising the Parade and Fiona Couchman is organising a fantastic evening of entertainment in the Square
- 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.
- 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.

#### 3. 2018\_19 Budget

There have been no major changes since the last budget was received.

#### 4. Martinborough Pool

It is great to see the pool so busy on hot, sunny days.

I've exchanged a number of e-mails with the Amenities team regarding the operation of Martinborough Pool this summer, including

- Querying the large barriers at the building end of the pool.
- Occasions where no covers or only one cover have been used (when not due to high pool temperatures or high winds preventing use).
- The large inflatables purchased last year don't seem to have been in use.

#### Recommendation:

1. Request a report on these issues and how we can stop the covers and inflatables becoming an issue every season.

#### 5. Considine Park

The last Committee meeting was held in March 2018 and there is some concern over slow progress. It would also be great to have some input from the Committee to the Council's Annual Plan.

#### Recommendation:

1. 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.

#### 6. Community Board Conference

The conference takes place from the 11-13 April in New Plymouth. We need to finalise attendees at this meeting, SWDC will pay for one, and there is an allowance for another attendee in the MCB budget.

Best Practice Awards – the following is from taken from the Conference website:

#### **Categories**

The Community Boards Executive Committee (CBEC) Best Practice Awards are designed to reflect the diversity of the work community boards undertake for their communities. The categories for the 2019 Best Practice Awards are set out below.

#### Leadership

The judges are looking for a community board which has, exercising its leadership mandate, made an improvement to its community. This could involve:

- a successful advocacy campaign resulting in beneficial change;
- partnering with one or more agency to improve local services; or
- utilising an innovative communication approach.

#### **Enhancing Communities**

The judges are looking for a project, programme or initiative which has been funded, commissioned and/or led by a community board which has enhanced the quality of life and/or environment of their community. Projects which have, for example:

- contributed to harmonious relationships and stronger community networks:
- developed local or neighbourhood amenities; or
- strengthened an understanding of the history heritage and story of that community.

#### **Engaging Communities**

The judges are looking for a project or initiative in which a community board has taken an innovative approach to consultation and engagement. This can involve:

- initiatives taken to promote community feedback on a consultation exercise, such as an annual plan, long term plan or a specific community board initiative;
- methods taken for engaging with local organisations, such as Maori organisations, business associations and community organisations; or
- initiatives in which a board has successfully increased the participation of groups within their communities that have traditionally been under-represented in local affairs, such as young people and new residents.

#### Recommendation:

- 1. Decide on MCB attendance at the conference.
- 2. Agree to enter the Waihinga Centre project into the Best Practice Awards 'Leadership' or 'Enhancing Communities' category.

#### 7. Strategic Grants Dates

We need to set dates for consideration of grant applications in 2019.

#### Recommendation:

- 1. Consider the first round of grant applications at the MCB meeting on 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. Strategic Grant Forms to be updated accordingly.

#### 8. Report from Youth Representative

Report from Maisie Arnold-Barron for discussion.

#### Recommendation:

1. Discuss the Youth report and agree next steps.

#### **MEMBER REPORT**

#### for

### Martinborough Community Board Meeting 31 January 2019

Member Name	Maisie Arnold-Barron, Youth Representative
Background	What you have done since you have been appointed, who you have spoken to find out what youth want.
	Since I have been appointed for Youth Representative I have talked to 15 people who live in Martinborough ranging from 5-17 asking them what they'd like to see to improve Martinborough.
Feedback / Key Issues	What feedback you have received from youth and what their key issues are
	I have received issues from youth in Martinborough saying that they need more to do in our town. It has been suggested to me to have more artwork in Martinborourgh to make it a more colorful and approachable for youth to hang out in. It has been in my attention that people have suggested that the skatepark in Martinborough has to be a lot more elevated and have a bit of a change. So I have the idea of having a mural on the skatepark to: Make the space more colorful and an inviting place. I also think the mural at the skatepark would invite more people in.
Specific item/s for Community Board consideration	Here you should let MCB know what actions you think we need to take eg. Allocate funds for murals in the skate park or Make a recommend to SWDC that funds are set aside in the next Annual Plan for a specific project, or provide feedback to SWDC of necessary repairs
	I have been in touch with Dusty and Lulu who are a local graphic design company who want to do this mural.
	I have been in touch with Mike who said the estimated costs to be from design to application. Dusty and Lulu are also sponsoring the mural and pay for —- of the mural costs.
	I am asking the MCB for \$—- for the mural.

#### **MEMBER REPORT**

#### For Featherston, Greytown & Martinborough Community Board Meetings January 2019

Member Name	Robyn Ramsden
	Featherston Community Board
Group Name	Wairarapa Library Service Joint Committee
Group Members	Councillor Ruth Carter - CDC Councillor Pam Colenso - SWDC Councillor Tracey O'Callaghan - CDC Robyn Ramsden - SWDC Featherston Community Board  Staff Anne Hughes - Carterton District Library Manager SWDC Amenities Manager  Also attending: Mark Allingham - SWDC Group Manager Infrastructure & Services
Meeting Date	Tuesday 28 November 2018 Tuesday 18 December 2018
Key issues from meeting	<ol> <li>The Wairarapa Library Service supports having one Library Manager across all four libraries. This is in order to promote consistency of service through all four libraries. All four libraries will maintain their identities.</li> <li>At the 28 November meeting Jane Davis, Chief Executive of CDC attended the meeting.</li> <li>Advised us that the meetings must be formalised as they are joint committee meetings. This means they will be publicly advertised and be assigned a minute secretary.</li> <li>See Motion paper to Council on 12 December on reducing fees and charges.</li> </ol>
Specific item/s for Community Board consideration	The WLS are keen to encourage people to use the libraries. We have been working on ways to reduce the financial barriers. The last agenda is attached for our communities reference as is the motion paper to SWDC on removing over due fines.
General	The Terms of Reference and Memorandum of Understanding needs to be update to reflect these recent changes.  Meeting schedule: Wed 6 March 2019 - Carterton Events Centre Wed 29 May 2019 - Greytown Town Centre Wed 21 August 2019 - Waihinga Centre, Martinborough
Relevant Documents	Motion paper to SWDC on 12 December "Wairarapa Library Service Fees and Charges" <a href="https://www.swdc.govt.nz/sites/default/files/DCAG12Dec18C11">https://www.swdc.govt.nz/sites/default/files/DCAG12Dec18C11/20Library%20fee%20changes%20from%20WLS.pdf</a>