

MAORI STANDING COMMITTEE

**Agenda
10 September 2018**

Notice of a meeting of the Maori Standing Committee of the South Wairarapa District Council to be held in the South Wairarapa District Council Chambers, 19 Kitchener Street, Martinborough on Monday 10 September 2018 at 6.30pm.

MEMBERSHIP OF THE COMMITTEE

Reuben Tipoki (chair), Teresa Aporo, Narida Hooper, Nathan Maynard, Karen Mikaera, Demetrius Potangaroa, Horipo Rimene, Michael Roera, Terry Te Maari, Amiria Te Whaiti, Cr Paora Ammunson and Cr Pip Maynard.

OPEN SECTION

1. APOLOGIES:

2. PUBLIC PARTICIPATION:

2.1 None advised

3. ACTIONS FROM PUBLIC PARTICIPATION:

4. MINUTES FOR RECEIPT AND CONFIRMATION:

4.1 Maori Standing Committee Minutes of 30 July 2018 **Pages 1-3**

***Proposed Resolution:** That the minutes of the Maori Standing Committee meeting held on 30 July 2018 be confirmed as a true and correct record.*

4.2 Action Items from previous meeting **Pages 4-6**

***Proposed Resolution:** That the Action Items be received.*

4.3 SWDC Minutes from 8 August 2018 **Pages 7-18**

***Proposed Resolution:** That the minutes of the South Wairarapa District Council meeting held on 8 August 2018 be received.*

5. OPERATIONAL REPORTS – COUNCIL OFFICERS:

5.1 Officers' Report **Pages 19-59**
Jo Dean, Zero Waste Coordinator in attendance

5.2 SWDC Logo and Branding Working Party Report **Pages 60-72**

6. MEMBER ITEMS:

- 6.1 Permission/process for the Committee to submit grant applications to outside organisations; Narida Hooper
- 6.2 Lakes 380 Update for MSC; Karen Mikaera to discuss
- 6.3 Te Miha Cres street name solution; Karen Mikaera to discuss
- 6.4 MSC Terms of Reference progress from Audit and Risk Working Party; Karen Mikaera to discuss

7. CORRESPONDENCE:

Proposed Resolution: *That the inwards correspondence be received and the outwards correspondence be approved.*

7.1 Inwards

From Paul Crimp, South Wairarapa District Council, to Māori Standing Committee dated 19 July 2018

Pages 73-75

Forwarded by Mayor Viv Napier: From Rt Hon Jacinda Ardern, Minister for Arts, Culture and Heritage, to Mayor Napier, South Wairarapa District Council

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7.2 Outwards

To Hoe Tonga, from Raihāina Tipoki, Maori Standing Committee dated 14 August 18

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Māori Standing Committee

Minutes – 30 July 2018

- Present:** Reuben Tipoki (Chair), Teresa Aporo, Michael Roera, Horipo Rimene, Terry Te Maari, Amiria Te Whaiti, and Cr Pip Maynard.
- In Attendance:** Deputy Mayor Jephson, Paul Crimp (Chief Executive) and Suzanne Clark (Committee Secretary).
- Conduct of Business:** The above attendees gathered in the South Wairarapa District Council Chambers, 19 Kitchener Street, Martinborough. The meeting was conducted in public between 6:30pm and 8:30pm.
- Also in Attendance:** Puhi Te Whaiti, Karen Mikaera, Narida Hooper, Nathan Maynard, Danielle Sargent and Jane Mills (Wellington Regional Emergency Management Office (WREMO)).

PUBLIC BUSINESS

Mr Tipoki opened with a mihi to guests and followed with a karakia.

The Māori Standing Committee Terms of Reference and Featherston's Pai Tu Mokai o Taurira member appointments were to be added to the agenda under Member Reports.

1. APOLOGIES

MSC RESOLVED (MSC 2018/24) to receive apologies from Demetrius Potangaroa.
(*Moved Te Maari/Seconded Cr Maynard*) Carried

2. PUBLIC PARTICIPATION/PRESENTATIONS

Puhi Te Whaiti thanked the Committee for supporting her to go to Outward Bound in March 2018 and now hoped to be able to inspire people to do something with their lives.

3. ACTIONS FROM PUBLIC PARTICIPATION

There were no actions from public participation.

4. MINUTES FOR RECEIPT AND CONFIRMATION

4.1 Māori Standing Committee Minutes – 18 June 2018

MSC RESOLVED (MSC 2018/25) that the minutes of 18 June 2018 be confirmed as a true and correct record subject to the following changes:

- Remove the 's' from Remutakas in Action 388.
- Add a macron to 'Pa Road' in Action 389.
- Add 'Whatarangi' after Te Miha Crescent in Action 390.

(*Moved Tipoki/Seconded Te Whaiti*)

Carried

4.2 Action Items from Previous Meeting

Members discussed the action items and updates.

Members agreed not to submit preselected road names for developers to select from, but would be pleased to be able to suggest road names to developers to match the development location.

MSC RESOLVED (MSC 2018/26):

1. To receive the action items list.
(*Moved Cr Maynard/Seconded Te Maari*) Carried
2. Action 501: Place the MSC chair's name and contact phone number on the Road Naming Application Form; R O'Leary

4.3 SWDC Minutes from 27 June 2018

Members discussed the proposed Ngawi food caravan, waste minimisation, and review of the rural reserves management plans by the Committee.

MSC RESOLVED (MSC 2018/27):

1. That the minutes of the South Wairarapa District Council meeting held on the 27 June 2018 be received.
(*Moved Tipoki/Seconded Te Maari*) Carried
2. Action 502: Invite the Waste Minimisation Officer to speak at the Māori Standing Committee meeting in September 2018; P Crimp

5. OPERATIONAL REPORTS – COUNCIL OFFICERS

5.1 Officers' Report

Ms Mills updated members on the role of WREMO and community hubs and answered questions about the role of marae in an emergency. Ms Mills advised that emergency kits were no longer distributed. The community hub emergency kits consisted of stationery, a radio, and a small first aid kit reinforcing that their expected purpose in an emergency was to provide information and to coordinate, rather than to provide welfare.

Members discussed solid waste disposal at Bonny Glen and the need to update MSC membership as identified in the Long Term Plan with Mr Crimp.

MSC RESOLVED (MSC 2018/28) to receive the Officers' Report.

(*Moved Roera/Seconded Te Maari*) Carried

6. MEMBER ITEMS

6.1 The \$10,000 granted funds from Council via the LTP process

The Committee had big plans for the South Wairarapa and noted that the \$10,000 granted might not cover all expenses. Community boards only had one ward to service whereas MSC funds had to extend across the entire district. Mr Crimp explained development contributions and advised members to move forward with projects so that when the next funding requests were considered, Council could reassess allocations against progress and delivery.

6.2 Plaque on top of Kākahi Makatea (Battery Hill)

Mr Tipoki reported that the information sign at the pā site on the top of Kākahi Makatea provided good information, but the sign was faded and hard to read.

MSC NOTED:

- 1. Action 503: Investigate who owns the information sign at the pā site on the top of Kākahi Makatea (Battery Hill) with a view to requesting that the sign be reprinted; M Allingham

6.3 Community Law Manual

Mr Tipoki requested that copies of the Community Law Manual were made available for the public. It was noted that the manual was available online.

MSC NOTED:

- 1. Action 504: Contact the Community Law Centre and enquire about purchasing copies of the Manual for libraries; M Allingham

6.4 Hau Ariki Marae emergency kit

Discussed under agenda item 5.1 Officers' Report.

6.5 Māori Standing Committee Terms of Reference

MSC RESOLVED (MSC 2018/29) to adopt the amended Māori Standing Committee Terms of Reference and recommend they be tabled at the 8 August 18 Council meeting.

(Moved Cr Maynard/Seconded Roera)

Carried

6.6 Featherston's Pai Tu Mokai o Taurira member appointments

It was expected that Nathan Maynard's MSC membership would be ratified at the Council meeting of the 8 August 18. For Pai Tu Mokai o Taurira nominated members to be ratified, the membership section of the MSC Terms of Reference needed to be modified to include the new Featherston incorporated society.

Mr Tipoki closed with a karakia.

Confirmed as a true and correct record

.....Chairperson

.....Date

Māori Standing Committee
Open Action Items
From 30 July 2018

Ref #	Raised Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
66	13-Feb-17	Action	Terry Te Maari	Follow-up the outcome of the proposal to move the waka currently held at Te Papa to Aratoi and then discuss in workshop	Open	27/3/17: The owner wanted the waka to be in the public space. 12/2/18: Mr Tipoki and Mr Te Maari undertook to contact Aratoi and Te Papa about waka repatriation. 14/2/18 Original resolution and letter from Aratoi to Mayor Staples forwarded to MSC
339	19-Jun-17	Resolution	Cr Ammunson	MSC RESOLVED (MSC 2017/22) to support the concept of a waharoa for the Remutaka Pass area and that Cr Ammunson would drive the process. (Moved Roera/Seconded Aporo) Carried	Actioned	30/7/18: Need to talk to iwi about having a carving on each side of the sign.
542	11-Sep-17	Action	Mayor Napier, R Tipoki, Cr Ammunson	Progress treaty training for councillors	Open	7/5/18: Reuben to investigate the recent MDC treaty training course for suitability in SWDC 18/6/18: Reuben to forward contact details for trainer to the Mayor so contact can be made and a course arranged in October
748	4-Dec-17	Action	Mark	Liaise with Cr Ammunson and Maori Standing Committee members about the Te Reo wording for the 'Welcome to the South Wairarapa' sign on the Remutaka Hill and forward the agreed Te Reo wording to Council officers	Open	12/2/18: Reuben to send email of suggestions to MSC members, others to respond. 18/6/18: Reuben to forward to Suzanne, with request to add the te reo message now. Mark to work with Reuben to get final agreement on placement of wording.
268	7-May-18	Resolution	Reuben Tipoki	MSC RESOLVED (MSC 2018/18): 1. To receive the Report on Featherston Wastewater Discharge Consent. 2. To receive the Tangata Whenua Values Monitoring Plan, Martinborough example. 3. To make a submission on the Featherston Wastewater Consent. (Moved Tipoki/Seconded Te Whaiti) Carried	Actioned	

Ref #	Raised Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
270	7-May-18	Action	MSC	Each member to put together ten potential Maori based road names and the background to those selections, including the area where that name could be used and email to Committee Secretary who will then request a review from Cr Ammunson	Actioned	18/6/18: MSC members to discuss the use of ancestral family names as road signs and seek input on whether this is wanted or appropriate.
272	7-May-18	Action	Paul	Invite WREMO to provide an update to members on WREMO activities and requirements of becoming civil defence posts	Actioned	WREMO not available 18 June, booked for 30 July
389	18-Jun-18	Action	Russell	Start the process for correcting the spelling of Hinakura Road to Hinekura Road (Martinborough) and Pah Road to Pā Road (Greytown)	Open	The process for correcting the spelling of the two roads will need to follow Councils policy for the naming of roads and for changes
390	18-Jun-18	Action	Russell	Investigate what can be done to move Te Miha Crescent, Whatarangi as a road name to Ngawi as the road currently named Te Miha Crescent in Whatarangi is inappropriately located	Open	In terms of background for the road naming used at Ngawi, when subdivision occurred there in 1972 street naming involved lengthy discussions with Tuhirangi-Waihenga maori.
496	30-Jul-18	Resolution	Paul	MSC RESOLVED (MSC 2018/25) that the minutes of 18 June 2018 be confirmed as a true and correct record subject to the following changes: - Remove the 's' from Remutakas in Action 388. - Add a macron to 'Pa Road' in Action 389. - Add 'Whatarangi' after Te Miha Crescent in Action 390. (Moved Tipoki/Seconded Te Whaiti) Carried	Actioned	
500	30-Jul-18	Resolution	Jennie	MSC RESOLVED (MSC 2018/29) to adopt the amended Māori Standing Committee Terms of Reference and recommend they be tabled at the 8 August 18 Council meeting. (Moved Cr Maynard/Seconded Roera) Carried	Open	Proposed TOR to go to Audit & Risk meeting for review on 29 August 2018. A&R will make a recommendation to Council and/or feedback to MSC after this review.
501	30-Jul-18	Action	Russell	Place the MSC chair's name and contact phone number on the Road Naming Application Form	Open	
502	30-Jul-18	Action	Paul	Invite the Waste Minimisation Officer to speak at the Māori Standing Committee meeting in September 2018	Actioned	

Ref #	Raised Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
503	30-Jul-18	Action	Mark	Investigate who owns the information sign at the pā site on the top of Kākahī Makatea (Battery Hill) with a view to requesting that the sign be reprinted	Actioned	Sign belongs to GWRC
504	30-Jul-18	Action	Mark	Contact the Community Law Centre and enquire about purchasing copies of the Manual for libraries	Actioned	Cost of manuals will be \$150 a year (annually updated); available on line at libraries.

SOUTH WAIRARAPA DISTRICT COUNCIL MEETING MINUTES

8 August 2018

- Present:** Deputy Mayor Brian Jephson (Chair), Councillors Lee Carter, Margaret Craig, Pam Colenso, Colin Olds, Ross Vickery (until 2:28pm), Colin Wright and Paora Ammunson (from 10:38am).
- In Attendance:** Paul Crimp (Chief Executive Officer) and Suzanne Clark (Committee Secretary) and for part only Mark Allingham (Group Manager Infrastructure and Services), Jennie Mitchell (Group Manager Corporate Support) and Russell O’Leary (Group Manager Planning and Environment).
- Conduct of Business:** The meeting was held in the WBS Room, Greytown Town Centre, Main Street Greytown and was conducted in public between 9:00am and 3:10pm except where expressly noted.
- Forum and Other Presenters:** David Famularo, Catherine Rossiter-Stead (Huri Huri, Wairarapa Chamber of Commerce), John Broeren, Rawiri Smith (Kahungunu Ki Wairarapa), David Hancock, Paul Broughton, Robin Dunlop (Destination Wairarapa), Leigh Hay (Greytown Community Board Chair), Robyn Ramsden (Featherston Community Board Chair), Richie Hill and Hans van Kregten (Consultant Planner).

Open Section

Deputy Mayor Jephson advised that agenda item ‘C14 - SWDC Account Signatories Report’ had been withdrawn.

A1. Karakia

Deputy Mayor Jephson opened with a karakia.

A2. Apologies

COUNCIL RESOLVED (DC2018/99) to accept apologies from Mayor Napier, Councillor Maynard and Mr Tipoki, and to receive lateness apologies from Cr Ammunson.

(Moved Cr Craig/Seconded Cr Colenso)

Carried

A3. Declaration by Councillor Ross Vickery

Councillor Vickery made a public declaration of service and was sworn in by the Chief Executive.

A4. Conflicts of Interest

Cr Vickery declared a conflict of interest with Featherston Booktown and Featherston Camp Memorial Trust.

A5. Acknowledgements and Tributes

There were no acknowledgements or tributes.

A6. Public Participation

Mr Famularo spoke against the proposal to divert SH53 traffic through Featherston and down Boundary Road and outlined reasons why the mooted diversion via this route would not be suitable. No proof had been provided showing that economic activity would improve, there would be more congestion in town, there were no issues with the current route and a lot of money would be spent developing a feasibility study when better signage might be all that was needed.

Mr Broeren requested Council support economic growth by sharing business startup risk by offsetting charges for a period of time and relaxing startup consent conditions.

Ms Rossiter-Stead requested Council support for the applications of financial assistance submitted by Huri Huri and the Chamber of Commerce.

Mr Smith updated Council on the research projects being undertaken around and in Wairarapa Moana. Kahungunu Wairarapa would be looking for opportunities to work with Council and the wider communities to coordinate and implement learnings. The Minister for the Environment would be considering a RAMSAR application for the lake this month which would increase funding opportunities. A Wairarapa Moana symposium was planned for March 2019.

A7. Actions from Public Participation

Mr Allingham had met with NZTA and a Featherston Community Board representative to discuss the traffic diversion proposal with the outcome being that parties requesting change would need to put forward a proposal stating what was wanting to be achieved, how the proposal will achieve that, as well as giving consideration to other logistical matters. The proposal would be reviewed by NZTA and would eventually be subject to a district wide public consultation process.

Mr Crimp noted that Council was not permitted to waiver central government legislative requirements.

Consideration of grant applications was deferred until agenda item 'C1 Applications for Grant Funding'.

Deputy Mayor Jephson thanked Mr Smith for his update on Wairarapa Moana.

COUNCIL NOTED:

1. Action 530: Give consideration to supporting economic growth by offsetting various charges for a period of time during the rating review; J Mitchell

A8. Community Board Participation

Featherston Community Board

Mrs Ramsden had written to Greater Wellington Regional Council asking for the Featherston wastewater hearings to be held in Featherston.

Greytown Community Board

Mrs Hay reported that the Board had been receiving feedback on the proposed four-story building on Main Street and that she had requested Council publically notify the consent.

Mr O’Leary noted that the District Plan allowed for buildings of 15m in height within commercial zones without public notification, but that the proposed development was also within Greytown’s heritage precinct. The application would be carefully assessed before a final decision on notification was made.

A9. Minutes for Confirmation

COUNCIL RESOLVED (DC2018/100) that the minutes of the Council meeting held on 27 June 2018 are a true and correct record subject to the removal of the last sentence of paragraph one of C2 Featherston Vacant Land; ‘Mr Hodson noted that the low staffing numbers attributed to some of the problem’ and insertion at that point of ‘Mr Hodson recommended strengthening staffing in the Planning Department, having two people over key projects, and physically looking at land offered for sale in the future’.

(Moved Cr Carter/Seconded Cr Craig)

Carried

A10. Extraordinary Business

There was no extraordinary business.

A11. Notices of Motion

Cr Carter expressed a desire to keep people informed and create more transparency which were sentiments supported by the Long Term Plan. Cr Vickery supported the motion, however not if it made administration more expensive.

Councillors noted that the purpose of workshops was to learn more about a new topic, have free and frank discussions with the opportunity to ask questions, and that notes were kept for many of the workshops held.

Depending on the definition of a workshop, Mr Crimp noted that the staffing cost could be \$25,000-\$30,000 per year.

Councillors supported a fuller discussion as part of the governance review process.

COUNCIL MOTION: That South Wairarapa District Council make provision for records of all Council meetings held, including workshops so that the decision making process is demonstrated clearly for our ratepayers as Mayor Viv Napier has said in her July 9th statement in the Wairarapa Times Age.

(Moved Cr Carter/Seconded Cr Vickery)

Not Carried

B Council Committee and Community Board Minutes

B1. Reports and Minutes of Council Committees and Community Boards

COUNCIL RESOLVED (DC2018/101)

1. To receive the Reports and Minutes of Council Committees and Community Boards.
2. To receive the minutes of the Martinborough Community Board meeting 16 July 2018.

3. To receive the minutes of the Featherston Community Board meeting 17 July 2018.
4. To receive the minutes of the Greytown Community Board meeting 18 July 2018.
5. To receive the minutes of the Maori Standing Committee 30 July 2018.
6. To receive the minutes of the Audit and Risk Working Party 18 July 2018.

(Moved Cr Craig/Seconded Cr Jephson)

Carried

B2. Logo and Branding Working Party

Mrs Hay presented a report from the Logo and Branding Working Party and discussed the project budget with members. Members discussed a request from Alistair Plimmer for a South Wairarapa representative team logo.

COUNCIL RESOLVED (DC2018/102) to receive the Logo and Branding Working Party Report.

(Moved Cr Craig/Seconded Cr Wright)

Carried

C Decision Reports from Chief Executive and Staff

C3. Summary and Confirmation of Approach on Updating Appendix 1.4 Notable Trees Register of the District Plan

Cr Ammunson joined the meeting at 10:38am.

Mr van Kregten and Mr Hill outlined the background of the Notable Trees Project and work conducted, noting that owner permission for the inclusion of the Mead oaks on Wood Street and the cooper beech tree at 134 Main Street in the District Plan Appendix 1.4 had not been granted but that all other trees put forward had landowner approval for inclusion in the plan change process.

Councillors requested further information on the Mead oaks and the copper beech trees (resolution eight and nine) so a fully informed decision on their respective value to the community against landowner wishes could be made prior to accepting them for inclusion in the District Plan change.

COUNCIL RESOLVED (DC2018/105):

1. To receive the Summary and Confirmation of Approach on Updating Appendix 1.4 Notable Trees Register of the District Plan.
(Moved Cr Ammunson/Seconded Cr Colenso) Carried
2. That 26 trees or groups of trees are removed from the Appendix because the trees are no longer on site, or no longer alive.
(Moved Cr Craig/Seconded Cr Carter) Carried
3. That 21 trees or groups of trees are removed from the Appendix because these are not worthy of protection.
(Moved Cr Vickery/Seconded Cr Wright) Carried
4. That no changes are made to listed trees located on Council land, other than removing those trees of which Council is aware are no longer present.
(Moved Cr Olds/Seconded Cr Colenso) Carried
5. That 45 trees or groups of trees be added to the Appendix based on suggestions from the public.
(Moved Cr Craig/Seconded Cr Carter) Carried

6. That 17 trees or groups of trees be added to the Appendix based on suggestions from the Tree Advisory Group.
(Moved Cr Craig/Seconded Cr Wright) Carried
7. That tree addresses, tree reference identifications, species, and quantity of species for tree group listings are changed as per the provided reports by Mr Hill.
(Moved Cr Jephson/Seconded Cr Wright) Carried
8. That the Mead oaks in Wood Street, Greytown, be included in the Appendix at this time, but at the time of the proposed Plan change more information is to be provided to Council so an informed decision can be made.
(Moved Cr Olds/Seconded Cr Jephson) Carried
9. That the copper beech tree at 134 Main Street, Greytown, be further assessed for inclusion at this time, but at the time of the proposed Plan change more information is to be provided to Council so an informed decision can be made.
(Moved Cr Wright/Seconded Cr Craig) Carried

C1. Applications for Funding

Members discussed the business awards project budget, Chamber of Commerce financials, complimentary tickets and mayoral presentation of an award, business development and the opportunity to use the awards for local promotion.

COUNCIL RESOLVED (DC2018/103):

1. To receive the Application for Grant Funding Request Report.
(Moved Cr Olds/Seconded Cr Jephson) Carried
2. To grant Wairarapa Chamber of Commerce \$2,000 from long term planning contingency funding to help with the costs associated with hosting Wairarapa Business Awards.
(Moved Cr Ammunson/Seconded Cr Olds) Carried
3. To grant Huri Huri \$2,000 from long term planning contingency funding to help with the costs associated with promoting the Wairarapa Summer of Cycling Campaign.
(Moved Cr Carter/Seconded Cr Craig) Carried

C2. Plan Change 9: Structure Plan for the Greytown Development Area Including a Designation of Road

COUNCIL RESOLVED (DC2018/104):

1. To receive the Plan Change 9: Structure Plan for the Greytown Development Area Including a Designation of Road.
(Moved Cr Wright/Seconded Cr Colenso) Carried
2. To note that the amended roading contribution wording of Appendix 5 of the recommendation has been approved by Commissioner Rob van Voorthuysen and that Council has made the change under clause 16 (2) of the First Schedule of the Resource Management Act.
3. To adopt Option 1 for the amended roading contribution wording of clause d) and the explanation of the clause of Appendix 5 of the recommendation.

4. To receive the recommendation of the Independent Hearings Commissioner on Plan Change 9 (including a notice of requirement to designate a road to provide access to the Greytown Development Area from West Street).
5. To adopt the recommendation of the Independent Hearings Commissioner as a Council decision and direct officers to notify the decision in accordance with the First Schedule of the Resource Management Act 1991.
(Moved Cr Wright/Seconded Cr Ammunson) Carried

C4. Community Housing Working Party Report

Members noted that there were no recommendations made from the Working Party to the LTP/AP Working Group for consideration during the LTP process. Members discussed the Working Party proposed Terms of Reference noting that membership was restricted to councillors as community housing is a strategic asset.

COUNCIL RESOLVED (DC2018/106):

1. To receive the Community Housing Working Party Report.
(Moved Cr Jephson/Seconded Cr Colenso) Carried
2. To formally constitute the Community Housing Working Party.
(Moved Cr Craig/Seconded Cr Olds) Carried
3. To adopt the Community Housing Working Party Terms of Reference.
(Moved Cr Colenso/Seconded Cr Wright) Carried
4. To formally appoint councillors Wright (Chair), Colenso, Craig and Olds.
(Moved Cr Ammunson/Seconded Cr Jephson) Carried

C5. Representation Review

Councillors discussed the ward boundaries noting the slight population imbalance, and requested further information be provided to the public on Māori ward considerations.

COUNCIL RESOLVED (DC2018/98):

1. To receive the Representation Review Report.
(Moved Cr Craig/Seconded Cr Colenso) Carried
2. To adopt as its initial proposal for the representation review for the local election to be held in 2019 and subsequent elections until altered by any subsequent decisions the following:
 - a. That the Council comprise nine (9) councillors elected from three (3) wards, and the Mayor elected at large;
 - b. That the Council retain the existing ward names of Featherston, Greytown and Martinborough;
 - c. That the proposed boundaries of the three (3) wards remain as they are at present;
 - d. That there be three (3) community boards representing the communities of Featherston, Greytown and Martinborough;
 - e. That the proposed boundaries of the three (3) communities remain as they are at present;
 - f. That the membership of the Featherston, Greytown and Martinborough Community Boards be retained at four (4) members

elected at large from the respective communities and two members appointed by the Council representing the respective wards;

- g. That public notice is given of the Initial Proposal as contained in this resolution;
- h. That the South Wairarapa District Council will hear submissions on this Initial Proposal.

(Moved Cr Craig/Seconded Cr Olds)

Carried

C6. Fraud Policy and Acquisition

Members requested clarification and further consideration be given to clause 3.2.4 of the Acquisition and Disposal of Land and Buildings Policy to ensure disclosure of encumbrances in a way that did not unreasonably hamper disposal.

COUNCIL RESOLVED (DC2018/107):

- 1. To receive the Fraud Policy and Acquisition and Disposal of Land and Buildings Policy Review.

(Moved Cr Jephson/Seconded Cr Colenso)

Carried

- 2. To approve the amendments to the Fraud Policy (N700).

(Moved Cr Craig/Seconded Cr Olds)

Carried

- 3. To defer a decision on the Acquisition and Disposal of Land and Buildings Policy until the next meeting (E100).

(Moved Cr Wright/Seconded Cr Jephson)

Carried

- 4. To agree the next review date for policies N700 and E100 should be July 2021.

(Moved Cr Colenso/Seconded Cr Olds)

Carried

C7. Grants Policy Review

Members discussed grants as allocated during the long term plan process, and the need to have a policy to reflect what Council was doing for the community and that allowed sufficient freedom to make informed decisions.

COUNCIL RESOLVED (DC2018/108):

- 1. To receive the Grants Policy Review Report.

(Moved Cr Craig/Seconded Cr Vickery)

Carried

- 2. To approve the amendments to the Grants Policy (M700) with further amendments as directed.

(Moved Cr Olds/Seconded Cr Vickery)

Carried

- 3. To agree that the next review date for policy M700 should be February 2021.

(Moved Cr Craig/Seconded Cr Ammunson)

Carried

- 4. Action 531: (Grants Policy) Remove 'prizes/trophies' under section 4, add 'Bonds or' to paragraph 2.2.2.2 before 'Deposits', remove paragraph 6.3; J Mitchell

C8. Execution of Council Common Seal

COUNCIL RESOLVED (DC2018/109):

- 1. To receive the Execution of Council Common Seal Report.

(Moved Cr Carter/Seconded Cr Colenso)

Carried

2. To ratify the affixation of the Common Seal to the following:
 - a. A deed of indemnity agreement between South Wairarapa District Council and the Minister of Transport as a result of legalising an area of road known as Pierce Street dated 23 July 2018.

(Moved Cr Craig/Seconded Cr Jephson)

Carried

C9. Review and Approve Accommodation Working Party Terms of Reference

Members discussed the report noting that although this was an operational matter, but given the large project budget it had been deemed appropriate by the Chief Executive to involve councillors. Opportunities for staff input would also be provided.

COUNCIL RESOLVED (DC2018/110):

1. To receive the Accommodation Working Party Report.
(Moved Cr Colenso/Seconded Cr Vickery) Carried
2. To approve the proposed Terms of Reference for the Accommodation Working Party.
(Moved Cr Wright/Seconded Cr Craig) Carried
3. To update the Council and Committees (A100) Policy to reflect the adoption of the Terms of Reference for this Working Party.
(Moved Cr Craig/Seconded Cr Vickery) Carried

C10. Proposed Naming of Rights of Ways

COUNCIL RESOLVED (DC2018/111):

1. To receive the Proposed Naming of Rights of Ways, East Street, Greytown Report.
(Moved Cr Ammunson/Seconded Cr Colenso) Carried
2. To approve the name “Bey Lane”.
(Moved Cr Wright/Seconded Cr Ammunson) Carried

C11. Māori Standing Committee Nomination

Mr Crimp noted that the Committee Terms of Reference was under review, but that the report for consideration provided changes to enable Featherston Māori representation.

COUNCIL RESOLVED (DC2018/112):

1. To receive the Māori Standing Committee Nomination Report.
(Moved Cr Vickery/Seconded Cr Carter) Carried
2. To ratify the Hau Ariki Marae Committee recommendation to appoint Nathan Maynard to represent Hau Ariki Marae on Council’s Māori Standing Committee.
(Moved Cr Olds/Seconded Cr Colenso) Carried
3. To agree that the Māori Standing Committee membership as defined by the Council and Committees Policy is updated to include two members from Featherston’s “Pae tu Mokai o Tauira” – Incorporated Society.
(Moved Cr Carter/Seconded Cr Ammunson) Carried

4. To agree that section 4 “Membership” of the Maori Standing Committee Terms of Reference is updated to include two representatives from Pae tu Mokai o Taurira.
(*Moved Cr Craig/Seconded Cr Ammunson*) Carried
5. To ratify Featherston’s “Pae tu Mokai o Taurira” – Incorporated Society recommendation to appoint Karen Mikaera and Narida Hooper to represent Pae tu Mokai o Taurira on Council’s Māori Standing Committee.
(*Moved Cr Carter/Seconded Cr Colenso*) Carried

C12. 17A Roothing Review

Members noted that contract parties and governance arrangements were yet to be determined.

COUNCIL RESOLVED (DC2018/113):

1. To receive the 17A Roothing Review Report.
(*Moved Cr Jephson/Seconded Cr Vickery*) Carried
2. To accept the findings that; the preferred option is a shared governance arrangement with an outsourced contract.
(*Moved Cr Wright/Seconded Cr Olds*) Carried
3. That the shared governance structure and accountabilities be defined following further work on risks, costs and savings.
(*Moved Cr Craig/Seconded Cr Ammunson*) Carried
4. That the shared contract structure be defined following further analysis on bundling of works and services within the roads contract, including professional services.
(*Moved Cr Vickery/Seconded Cr Colenso*) Carried

C13. Local Government Members Determination 2018

COUNCIL RESOLVED (DC2018/114):

1. To receive the Local Government Members Determination 2018 Report.
(*Moved Cr Jephson/Seconded Cr Colenso*) Carried
2. To confirm the proposed hourly rate for hearing fees for SWDC hearings for the Chair as \$78 per hour and \$50 per hour for other members.
3. To confirm not to adopt the Remuneration Authority’s (RA) option of elected members claiming a travel allowance of \$37.50 per hour after the first hour of travel on Council business for the 2018/19 financial year.
4. To adopt the RA’s proposed payments for travel reimbursement of 0.73 cents per km on Council business and the communication allowance \$1,190.00 per year per councillor for the 2018/19 financial year (both unchanged from the previous financial year).
(*Moved Cr Olds/Seconded Cr Craig*) Carried

D Operational Reports

D1. Planning and Environment Group Report

Members discussed the building consents process with Mr Crimp and Mr O’Leary.

COUNCIL RESOLVED (DC2018/115):

1. To receive the Planning and Environment Group Report.
(*Moved Cr Jephson/Seconded Cr Ammunson*) Carried
2. Action 532: Provide analysis to councillors on the last two years of building consent applications; R O'Leary

D2. Infrastructure and Services Group Report

The Group Manager Infrastructure and Services discussed the LTP waste initiatives rollout, wastewater irrigation to land percentages in normal years, community housing redecoration, solid waste increases, and a focus from central government on reducing road deaths with councillors.

COUNCIL RESOLVED (DC2018/116):

1. To receive the Infrastructure and Services Group Report.
(*Moved Cr Olds/Seconded Cr Colenso*) Carried
2. Action 533: Amend wastewater project wording to show that 100% irrigation of wastewater to land is for a normal year and that there a provisions for discharge to waterways in unusual circumstances; M Allingham

D3. Chief Executive Officer Report

Mr Crimp discussed management of the 'health' side of Council's Health and Safety obligation with members.

COUNCIL RESOLVED (DC2018/117):

1. To receive the Chief Executive Officer's Report.
2. To receive the financial statements report for the period ended 31 May 2018.
(*Moved Cr Craig/Seconded Cr Colenso*) Carried

D4. Action Items Report

COUNCIL RESOLVED (DC2018/118) to receive the District Council Action Items Report.

(*Moved Cr Wright/Seconded Cr Olds*) Carried

Cr Vickery left the meeting at 2:28pm.

E Chairperson's Report

E1. Report from Her Worship the Mayor

Members noted that a report on the LGNZ Conference would be compiled by attending delegates.

COUNCIL RESOLVED (DC2018/119):

1. To receive the Mayor's Report.
(*Moved Cr Colenso/Seconded Cr Olds*) Carried
2. To appoint Cr Ross Vickery as a Council appointed member of the Featherston Community Board.
(*Moved Cr Olds/Seconded Cr Carter*) Carried

3. To appoint Cr Ross Vickery as a member of the Community Housing Working Party.
(*Moved Cr Olds/Seconded Cr Wright*) Carried

F Members' Reports

F1. Reports from Councillors

Cr Jephson

SportNZ Rural Travel Fund Assessment Group, Audit and Risk Working Party

Cr Jephson reported that the SportNZ Rural Travel Fund was open and accepting applications from schools and clubs.

Cr Colenso

Wairarapa Library Service, Community Safety and Resilience Working Party

Cr Colenso had submitted reports in the Council papers and raised safety concerns in Featherston with children crossing Fox Street and safety in school zones where car parking on yellow lines was obscuring school patrol crossings. Cr Colenso undertook to follow-up with the School Community Officer to see if this problem was occurring in South Wairarapa and if so whether Council could assist with providing bollards.

Cr Carter

Creative Communities Assessment Group

Cr Carter reported that an Assessment Group meeting was scheduled for September.

Cr Wright

Cobblestones Museum

Cr Wright reported that the Cobblestones Museum AGM would be held in August.

F2. Reports from Appointments to Greater Wellington Regional Council (GWRC) Committees

Cr Jephson

Awhea Opouawe Scheme Committee, Wairarapa Committee, Regional Climate Change and Natural Hazards Working Group, Wairarapa Committee

Cr Jephson said a Memorandum of Understanding (MOU) agreement to rectify roading issues in the Users Hill area was progressing.

Cr Wright

Waiohine Floodplain Management Plan Steering Group, Wairarapa Committee

Cr Wright reported on the Waiohine Action Group's (WAG) presentation of six options and feedback sessions for the public.

Cr Olds

Wairarapa Moana Governance Group, Ruamāhanga Whaitua Committee, Lower Valley Development Scheme Advisory Committee

Cr Olds reported that the Whaitua Ruamāhanga Implementation Programme was being presented to GWRC on the 16 August 18 for their endorsement before a process would be followed to implement a Regional Plan change. Some allowances had been made for Henley Lake and QEII Park in Masterton.

Deputy Mayor Jephson thanked Cr Olds for keeping Council up to date and well informed.

COUNCIL RESOLVED (DC2018/120) to receive councillor reports.

(Moved Cr Olds/Seconded Cr Ammunson)

Carried

G Reports from Appointments and Outside Organisations

G1. Appointments

Mr Hancock with support from Mr Broughton and Mr Dunlop presented the Destination Wairarapa report and discussed the MOU renewal in 2019, iSites, tourism and promotion opportunities, and creation of an economic development website with councillors.

COUNCIL RESOLVED (DC2018/121) to receive reports from appointments.

(Moved Cr Colenso/Seconded Cr Craig)

Carried

Confirmed as a true and correct record

.....(Mayor)

.....(Date)

MAORI STANDING COMMITTEE

10 SEPTEMBER 2018

AGENDA ITEM 5.1

OFFICERS' REPORT

Purpose of Report

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

Recommendations

Officers recommend that the Council:

1. *Receive the Officers' Report.*

CHIEF EXECUTIVE

1. Executive Summary

The adoption of the Long Term Plan last meeting signifies the end of an intensive period, and an opportunity for staff to have a bit of a breather before moving on to the delivery against that Plan.

It is also the end of the financial year and work has commenced on preparing the Annual Report.

The Local Government New Zealand conference is a chance to take a wider view of what is happening in the sector and future thinking and initiatives. It is pleasing to observe our LTP incorporates many of the initiatives discussed at this conference.

2. Governance/Leadership/Advocacy

The following table provides the year to date results for KPI's set for the Governance output.

GOVERNANCE, LEADERSHIP AND ADVOCACY MEASURING SERVICE DELIVERY PERFORMANCE					
SERVICE LEVEL	KEY PERFORMANCE INDICATORS			COMMENTS	
		2016/17 TARGET	2016/17 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	75%	79%	The National Research Bureau (NRB) Customer Satisfaction survey was carried out late 2016. In addition to the 79% (2014:73% 2011 75%) positive response, 13% (2014; 16% 2011 14%) felt they were unable to comment.	
	Ratepayers and residents feel that the Mayor and councillors give a fair hearing to their views	72%	63%	The NRB Customer Satisfaction survey was carried out late 2016. In addition to the 63% (2014; 62% 2011 55%) positive response, 23% (2014:21% 2011 28%) 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	80%	70%	The NRB Customer Satisfaction survey was carried out late 2016. In addition to the 70% (2014; 76% 2011 73%) positive response, 14% (2014; 8% 2011 9%) felt they were 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)	79%	65%	The NRB Customer Satisfaction survey was carried out late 2016. In addition to the 65% (2014; 64% 2011 59%) positive response, 14% (2014; 14% 2011 9%) felt they were unable to comment.	
Community Boards make decisions that consider local issues	Community Board decision - making reports on local issues	90%	Greytown 98% Featherston 97% Martinborough 97%	This measure reports on the percentage of resolutions made that relate solely to local issues. (year ended 30 June 2016)	
	% of ratepayers and residents who know how to contact a community board member	68%	69%	The NRB Customer Satisfaction survey was carried out late 2016. In addition to the 69% (2014; 64% 2011 59%) positive response, 0% (2014; 14% 2011 9%) felt they were unable to comment.	
Opportunities are available to raise local issues and understand what will happen as a result	Ratepayers and residents satisfied with the way Council involves the public in the decision it makes	70%	47%	The NRB Customer Satisfaction survey was carried out late 2016. In addition to the 47% (2014; 49% 2011 50%) positive response, 31% (2014; 26% 2011 25%) indicated they were neither satisfied nor dissatisfied, and 5% (2014; 5% 2011 5%) felt they were unable to comment.	
Opportunities are available to raise issues relating to Maori through the Maori Standing Committee	The Maori Standing Committee makes recommendations to Council in relation to policy and plan development and resource management applications	100% applicable applications	100%	Maori Standing Committee met on 6 occasions. In total 5 resource consent applications were considered, however due to the timing of the meetings 1 was considered outside normal meetings. (Year ended 30 June 2016)	

2.1 Featherston Ward By Election

The Featherston ward by election saw Ross Vickery elected, with 41.53% voter turnout.

This compares against the 2016 election of 56.28% (elections where there is a Mayoral race usually attract a higher turnout), and the national average for the 2016 election of 42.0%.

2.2 Representation Review

The representation review, which has to be held every six years, has commenced, a recommendation is presented to this Council meeting.

2.3 Governance Review

Officers participated in certain aspects of the Governance review. This was a positive process and highlights a connectedness between council officers and staff, and elected members.

3. Strategic Planning and Policy Development

3.1 Meetings/Conferences

3.1.1. Local Government New Zealand Conference

The annual LGNZ Conference was held in Christchurch 15 to 17 July.

The theme of this year's conference was:

" We are firmly focused on the future: Future-proofing for a prosperous and vibrant New Zealand "

It is interesting to reflect on the conference agenda, and the initiatives discussed and included in our LTP. We are certainly in line with contemporary thinking around looking to the future

Key conference themes were "localism", now and for the future (a generic term for concentrating on the local, while keeping an eye on the wider district or region), local economic prosperity, health and wellbeing in the communities, Three Waters, and Inspiring Maori connections to grow

3.1.2. Mayoral Forum

No Mayoral Forums were held during the reporting period.

3.1.3. Wellington Water

Discussions continue with Wellington water on various matters in relation to the operation, and issues surrounding our three waters network.

Officers have attended workshops to consider options for waters delivery in the region in light of the Governments rhetoric, a submission to the Governments waters working party will result from these workshops.

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 for April is included in Appendix 1.

4.2 Waihinga Centre/Martinborough Town Hall

The project continues, completion has been recalculated following some weather and materials delays as previously advised with a completion date of October. This remains subject to normal construction risks, weather, materials and the like.

Occupancy is now planned for October/November.

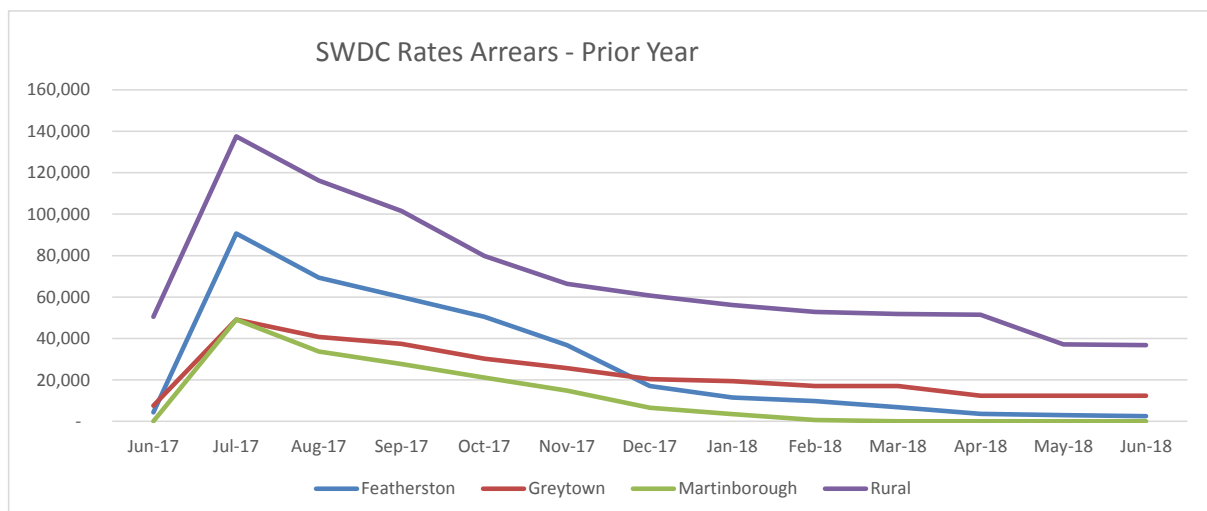
Fortnightly construction team meetings continue to be held, ensuring the project is monitored closely. The construction team includes Mayor Napier, Vicky Read (Waihinga Trust / users rep), Max Stevens (Waihinga Trust / user rep), David Borman (SWDC project Manager), Mike Arnopp (Riggs) and I. The pleasing aspect of this group is we are all working toward a common goal, having an excellent facility for the best price.

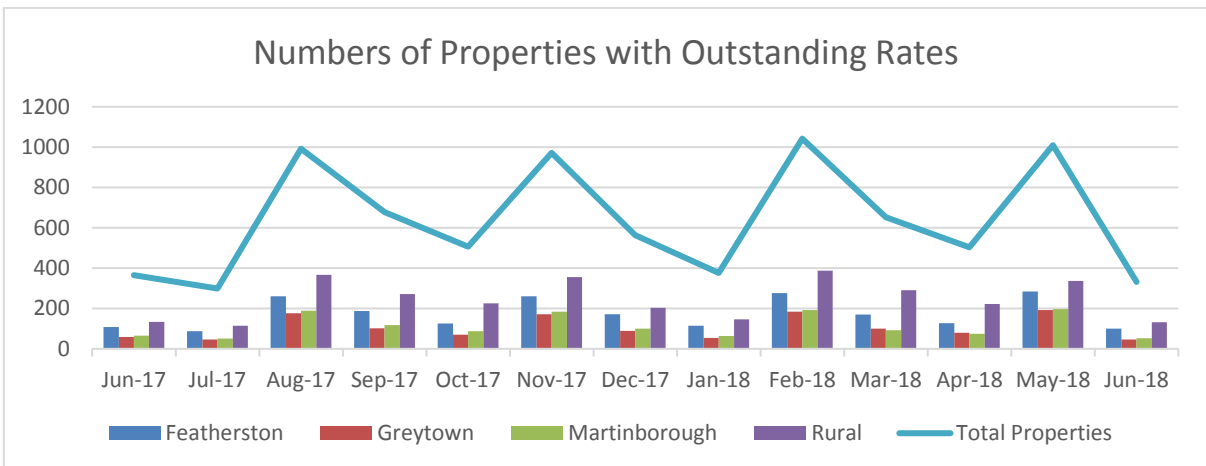
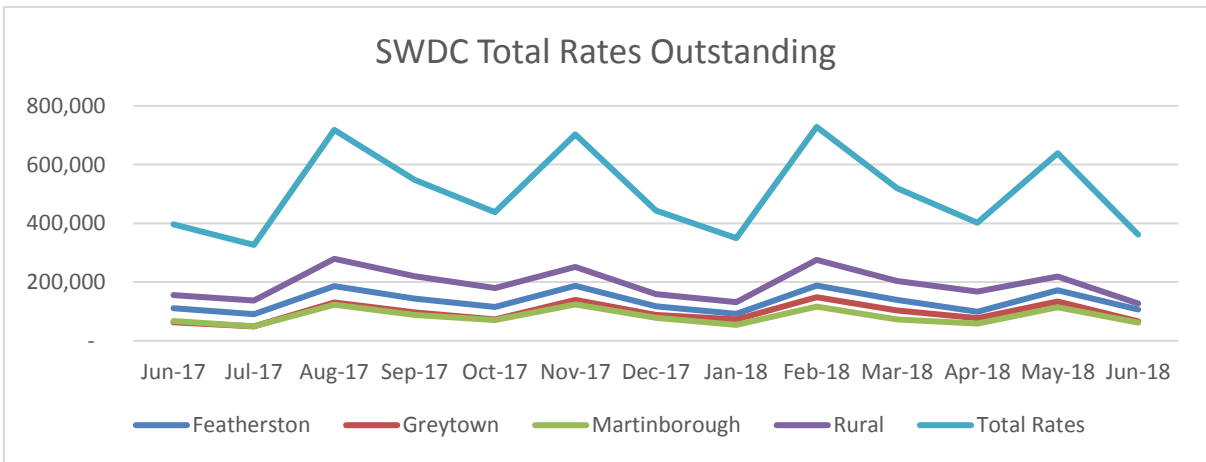
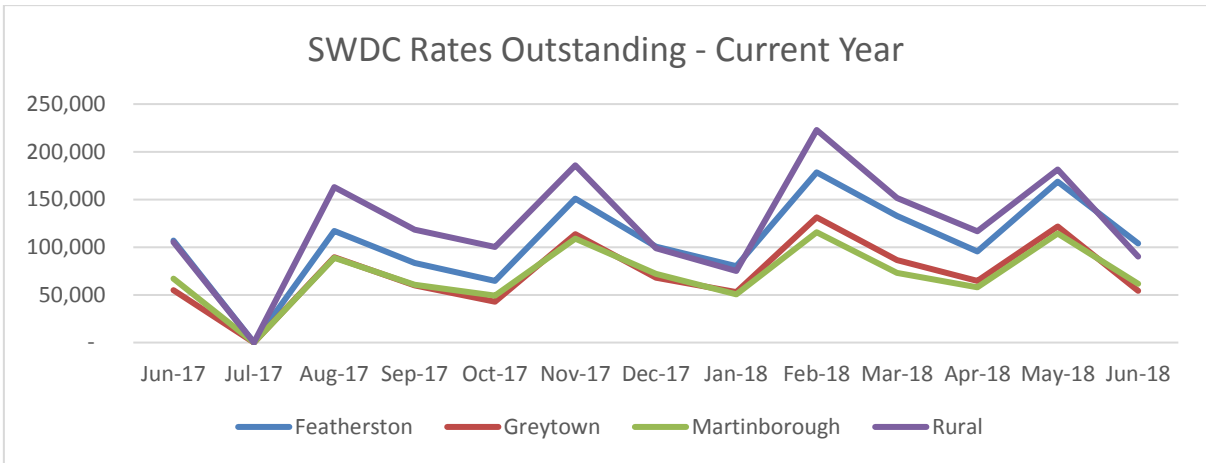
The financial summary, attached as Appendix 2, is reviewed by the construction committee and also presented and discussed at the audit and risk meeting. This summary includes variations to the original programme; variations are approved at the construction team meetings.

4.3 Rates Arrears (Incl. GST) as at 30 June 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.





This is a pleasing year end result, while we continue to work on arrears, including additional payment options, we appear to have plateaued in terms of numbers of properties outstanding, and funds outstanding.

While a total outstanding of the high \$300K's I recall times where this number was three times this amount.

4.4 LGOIMA Requests

DATE	TOPIC OF INFORMATION REQUEST	REQUEST RESPONSE
13 June 18	Provincial Growth Fund.	Information supplied.
20 June 18	Cost of the Resource Consent application for the Featherston Wastewater Treatment Plant.	Information supplied.
20 June 18	Council property sales.	Information supplied.
25 June 18	Building and resource consents of neighboring property.	Information supplied.
25 June 18	How many diesel tank permits (for heating purposes) have been issued by our council?	Information supplied.
26 June 18	Details of Councillor Workshops that are not open to public in past 18 months.	Information supplied.
2 July 18	Featherston Wastewater project. Affordability.	
4 July 18	What is your average residential rates take for the 2018/19 financial year.	
9 July 18	Correspondence between SWDC and the Waiinga Centre developers.	
9 July 18	Library staff employed and wages.	Information supplied.
11 July 18	Correspondence between SWDC and Chorus Ltd 55 Fitzherbert.	
25 July 18	Social Housing rent increases.	
26 July 18	Town Hall sales in past 5 years	Information supplied.

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

5. Appendices

Appendix 1 – Health and Safety Report

Appendix 2 – Waiinga Centre Finances

Contact Officer: Paul Crimp, Chief Executive Officer

Appendix 1 – Health and Safety Report

South Wairarapa District Council Health and Safety Report 1 June 2018 – 10 July 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:

- Looked at how the team can keep health and safety alive through contributing in team meetings and having providing messages to team mates in the health and safety newsletter.
- Continued the review of our hazard register to ensure that we have captured all risks and our controls are effective.
- Endorsed our lone/remote worker monitoring procedure for rollout across council.
- Endorsed our working with volunteer's guidelines and tools for rollout across council.

Near Miss reports

No near misses reported in the period 1 June 2018 – 10 July 2018.

Wellness

- All staff continue to be offered flu injections.
- All staff offered annual wellness payment of \$200.

Working with our Contractors

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.
- Five safety audits were undertaken in the period 1 June to 10 July 2018. Five did not meet audit requirements, all undertook remedial action.
- No contractor incidents reported.

HEALTH AND SAFETY ACCIDENT & INCIDENT REPORTING (Lag indicators)

Three new non-injury incidents reported during the period 1 June to 10 July 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
<p>Contractors</p>	<p>Contractors undertake a number of high risk activities for Council. We have little control over Contractors staff and work standards while they are working for Council.</p> <p>We rely on them employing staff who are competent and trained, while observing safe work practices.</p>	<p>Contractors working for Council have robust health and safety systems in place, and understand their obligations. Contractors will be fully briefed, responsibilities assigned, and work will be periodically assessed to ensure agreed controls are being managed.</p>	<p>Contractor management system designed.</p> <p>Contractors asked to provide their H&S systems for checking by Council.</p> <p>Once approved, contractors will be asked to sign a contractor agreement.</p> <p>Contractor pre-start briefings and inductions have been developed and provided to appropriate staff.</p> <p>Site safety audit checklists have been developed and provided to appropriate council staff. Staff who manage contractors have been undertaking safety audits and ensuring remedial actions undertaken where required. Contractor safety audit standards added to the audit checklists to assist managers and staff when undertaking a safety audit.</p> <p>When work is commissioned, a risk assessment is done to inform the frequency and type of safety audits.</p> <p>Contractor post contract safety review developed to assist managers with safety conversations with contractors when work is complete.</p>

Risk	Description of risk	Controls and reduction measures	Actions
<p>Lone / remote workers</p>	<p>It is not always possible for staff to work in teams or even in pairs. Often staff are required to work alone and remotely, where in some cases poor cell phone coverage is an additional factor.</p>	<p>All staff who work remotely or alone will be provided with cell phones. They will be required to sign out before they leave, including their intended location and expected time of return. This will be monitored and action taken in line with an emergency response plan if help is summoned or they fail to return by the expected time. They will be required to sign in when they return. They will be provided with a device to summon assistance which do not require cell phone coverage.</p> <p>Consideration to be given to having vehicles fitted with GPS.</p>	<p>Staff who work remotely or alone to have access to cell phones. Sign out/in systems in place and being used.</p> <p>Garmin InReach remote contact device currently being used by Bylaws team. Device meets legislative requirements by providing two way communication in areas out of cellular range. Device also provides GPS functionality, enabling manager to pinpoint location of staff.</p> <p>A second Garmin device has been purchased for use by the remainder of staff who work in lone/remote situations. This will be monitored, with additional devices purchased if required.</p> <p>Monitoring process for sign out/in system developed by H&S contractor and Bylaws team, for implementation across council.</p> <p>Emergency Action Plans developed.</p> <p>Training in the use of the device, monitoring, and emergency procedures developed and endorsed by the health and safety at work team for roll out to all staff who work alone or remotely.</p>

Appendix 2 – Waihinga Centre Finances

SWDC
Waihinga Centre
Project forecast - Actuals to June 2018

DRAFT

Per Council decision 18.1.2017

\$ 5,132,010

	Budget	Invoiced to 30.06.2018	Invoices to come	Forecast spend	
Made up as follows:					
Rigg Zschokke Construction Contract	4,223,709	2,828,838	1,374,871	4,203,709	
Rigg Zschokke Agreed Variations*		27,387	10,204	37,591	
		2,856,225	1,385,075	4,241,300	
Insurance		24,522	2,200	26,722	
Professional fees (design team) to Jan-17	509,459				
Adamsons Survey		6,581			
Engeo Geotech		17,160			
Holmes Consulting - Design & Fire		137,425			
HVAC Design		14,175			
Perception Planning		6,918			
Warren and Mahoney - Design		327,200			
		509,459	-	509,459	
Other fees to Jan-17 (including SGL, QS)	268,842				
Rawlinsons (Quantity Surveyers)		38,000			
SGL		230,343			
		268,343	-	268,343	
Architect & Engineer construction monitoring	80,000				
Holmes Consulting - Construction Monitoring		47,500			
Warren and Mahoney - Site Monitoring		35,235			
Warren and Mahoney - Variations*		11,578			
		94,312	-	94,312	
Development & Design Variations**		106,453	5,575	112,028	
QS Services to completion	50,000				
Venture Consulting		22,500	7,500		
Clendon Burns & Park		13,438			
		35,938	7,500	43,438	
Budgeted Core costs	5,132,010				
Plus Contingency	200,000			187,919	
Overall budget	\$ 5,332,010	3,895,253	1,400,350	\$ 5,319,929	

***Construction Variations to date:**

	Invoiced to 30.06.2018	Invoices to come	Forecast spend	
Rigg Zschokke				
Removal of asbestos	7,310			
Insurance obtained directly	(20,000)			
Concrete Foundation to supper room well	6,965			
Replace piles and joists supper room	7,500			
Replace ceiling joists supper room	2,000	500		
Temporary structural support	9,500			
Concrete under existing foundation	1,000			
Supper room framing connection to external wall	500	500		
Extend concrete overlay to areas of demolished chimney	3,500			
Retain brick wall to supper room		(1,500)		
Overlay existing stage floor		5,000		
Remove existing structural steel bracing	3,500	1,500		
Supper room lintel beams		500		
Supper room brick wall connections		1,000		
Toilet to back of house		3,704		
Delete recessed floors to toilets, tiles to floor		(1,000)		
Holmes Construction issue	6,727			
Materials supply savings	(5,000)			
Foundation beam kitchen	3,885			
	27,387	10,204	37,591	
Warren and Mahoney				
Alternative cladding product + Addl Toilet	11,578	0	11,578	
Additional Insurance	24,522	2,200	26,722	
**Development & Design Variations:				
SGL	5,500			
Engeo Geotech	13,715			
Holmes Consulting - Design & Fire	8,475			
HVAC Design	5,590	3,075		
Rawlinsons (Quantity Surveyers)	5,000			
Warren and Mahoney - Design(SWDC excl from original budget)	45,158			
Holmes Consulting - Construction Monitoring	23,015	2,500		
	106,453	5,575	112,028	
Net cost/(savings) from Variations:			187,919	

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%	97%	148 of 152 applications (land use, subdivision, and permitted boundary activities) were processed within statutory timeframes. NCS.
s.223 certificates issued within 10 working days	100%	96%	48 of 50 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%	100%	50 s224 certificates processed. NCS.

Council received 21 consent applications (14 subdivision, 4 land use, and 3 permitted boundary activity) between 1 June 2018 and 30 June 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.

152 consent applications were processed in the 17/18 financial year (131 resource consents were processed in the 16/17 financial year). This is a 16% increase.

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 2017-18
Non-urgent LIMs are processed within 10 days	100%	99.5%	G:\LIMs\LIMS PROCESSED 2017-18 One LIM application via email was missed and was issued late.

TYPE	YTD 1 ST JULY 2017 TO 30 TH JUNE 2018	PREVIOUS YTD 1 ST JULY 2016 TO 30 TH JUNE 2017	PERIOD 1 ST JUNE 2018 TO 30 TH JUNE 2018	PREVIOUS PERIOD 1 ST JUNE 2017 TO 30 TH JUNE 2017
Standard LIMs (Processed within 10 working days)	223	225	15	19
Urgent LIMs (Processed within 5 working days)	75	85	3	4
Totals	298	310	18	23

As shown above the number of LIM's processed has decreased slightly in the last 12 months from 310 to 298, a decrease of 4%. This continues a levelling off of the numbers of LIM's processed from the last three years.

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%	98.89%	NCS – 356 of 360 CCC's were issued within 20WD. 4 in total. 3 incidents previously reported on
Building consent applications are processed within 20 working days	100%	100%	NCS – 532 consents were issued within 20WD
Council maintains its processes so that it meets BCA accreditation every 2 years	Yes	Yes	Next accreditation review due January 2020. Council was re-accredited in January 2018
BCA inspects new building works to ensure compliance with the BC issued	Yes	Yes	Building Consents

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
for the work, Council audits BWOFS and Swimming Pools			Council inspects all new work to ensure compliance (June 2018 – 346 inspections) BWOFS – Total 169 – average of 3 audits per month required, 1 audit carried out in June. This was due to staff absences. Swimming Pools – Total 279 – average of 7 audits per month required. 3 audit carried out in June. This was due to staff absences.
Earthquake prone buildings reports received	90%	N/A	Under previous legislation 148 of 229 known premises had been addressed. Under the new legislation, all buildings needed to be re-assessed. Council has now reviewed the potential Earthquake Prone Buildings (EQP) and letters have been sent to owners advising them of their buildings status. 104 letters sent out in total. 69 - identified as no longer EQP 21 - require engineer assessment 11 - still being assessed by LGE 15 - identified as EQP and have been sent notices to be affixed to the building. 1 - newly identified potential EQP building

TYPE – JUNE 2018	NUMBER	VALUE
Commercial (shops, restaurants, rest home – convalescence, restaurant /bar / cafeteria / tavern, motel, commercial building demolition - other commercial buildings)	9	\$200,228
Industrial (covered farm yards, building demolition, warehouse and/or storage, factory, processing plant, bottling plant, winery)	1	\$18,500
Residential (new dwellings, extensions and alterations, demolition of building, swimming and spa pools, sleep-outs, garages, relocations, heaters, solid fuel heaters).	31	\$2,547,311
Other (public facilities - schools, toilets, halls, swimming pools)	0	\$0.00
Totals	41	\$2,766,039

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	3 visits	100%	South Featherston school visit occurred on 14 December 2017. Positive feedback was received from school staff and children. Kahutara School presentation was done 20 March 2018. Featherston School done 11 May and was an excellent visit.
Complaints about roaming and nuisance dogs are responded to within 4 hours	100%	99.2%	K:\resource\Bylaw Officers\Registers\AC Service Requests.xls 242/244

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Complaints about dog attacks on persons or stock are responded to within 1 hour	100%	87.5%	21/24 3 incidents previously reported

INCIDENTS REPORTED 1 JUNE 18 TO 30 JUNE 18	FEATHERSTON	GREYTOWN	MARTINBOROUGH
Attack on Pets	-	-	-
Attack on Person	-	1	-
Attack on Stock	-	-	-
Barking and whining	1	-	-
Lost Dogs	2	2	2
Found Dogs	2	2	2
Rushing Aggressive	-	-	-
Wandering	10	6	6
Welfare	-	-	-
Fouling	-	-	-
Uncontrolled	-	-	1

2.3 Public Places Bylaw 2012 - Stock Control

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

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Stock causing a traffic hazard is responded to within 1 hour	100%	100%	K:\resource\Bylaw Officers\Registers\AC Service Requests.xls 19 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 35 incidents

INCIDENTS REPORTED	TOTAL 1 JULY 17 TO 30 JUNE 2018
Stock	27

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	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%	97.67%	K:\resource\Health\Resource Management\Noise Control Complaints\Year Records 2010-2017.xls 88/92 attended within timeframe Two incidents in December 2017 previously reported on. Two further incidents in June went over time.

AFTER HOURS NOISE CONTROL COMPLAINTS RECEIVED	YTD 1 JULY 2017 TO 30 JUNE 2018	PREVIOUS YTD 1 JULY 2016 TO 30 JUNE 2017	PERIOD 1 JUNE 2018 TO 31 JUNE 2018	PREVIOUS PERIOD 1 JUNE 2017 TO 30 JUNE 2017
Total	92	125	6	7

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	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Premises are inspected as part of licence renewals or applications for new licences.	100%	100%	NCS data. All premises inspected at new or renewal application stage (48).
Premises that are high or medium risk are inspected annually, while low risk premises are audited no less than once every three years.	100%	88.46%	There are 26 premises and 30 licences that are high or medium risk. Of these, 23 premises and 27 licences have been inspected. The premises yet to be inspected have been scheduled to have an unannounced compliance check during the 2017/18 reporting period. A review of the medium risk premises has shown that one business is no longer a medium risk premises and previous inconsistencies were due to reporting premises on one report and licenses on the other without making this distinction clear. Future reports will document the number of premises and the number of licenses. Percentage value shown is the percentage of premises inspected annually.
Compliance activities are undertaken generally in accord with the Combined Licencing Enforcement Agencies agreement.	100%	100%	The CLEG has met and multiple compliance inspections were undertaken in June 2018 in conjunction with NZ Police and Public Health.

ALCOHOL LICENCE APPLICATIONS PROCESSED	YTD 1 JULY 2017 TO 30 JUNE 2018	PREVIOUS YTD 1 JULY 2016 TO 30 JUNE 2017	PERIOD 1 JUNE 2018 TO 30 JUNE 2018	PREVIOUS PERIOD 1 JUNE 2017 TO 30 JUNE 2017
On Licence	25	19	1	0
Off Licence	10	21	0	3
Club Licence	2	4	0	0
Manager's Certificate	127	130	14	8
Special Licence	65	57	3	4
Temporary Authority	7	8	0	4
Total	236	239	18	19

2.6 Health Act - Safe Food

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

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET 17/18	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Premises have appropriate FCP in place and meet the risk based standards set out in the Plan.	100%	100%	NCS data. 31 premises inspected at new or renewal application stage to date
Premises are inspected in accord with regulatory requirements.	100%	100%	NCS data. 54 premises inspected at new or renewal application stage to date

2.7 Bylaws

Between 1 June 18 and 30 June 18 there were 4 notices relating to trees and hedges, no litter and two abandoned vehicle complaints.

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

INFRASTRUCTURE AND SERVICES

1. Group Manager highlights

The closing of the submissions for the Featherston Wastewater Treatment Plant (WWTP) consent is a step closer to the hearing and final determination of the future works to be undertaken. The large number of submissions on this consent over that of the last two shows a higher degree of interest in the works and process.

With Lake Ferry irrigating to land for almost 10 years, Martinborough WWTP irrigating to land this year and work starting on the Greytown WWTP and irrigators this month, the goal of all wastewater removed from rivers is progressing well. While it is a long term plan over 30 years' works are being brought forward where possible to expedite the process and archive the highest percentage to land possible.

Another milestone has been the sealing of Cape Palliser Road. Locals and tourists/visitors have been asking for this section of road to be sealed for many years. With the upgraded toilets, road sealing, Ngawi reserve, solid waste facilities and road resilience works the Palliser Coast has seen substantial development over the past 7 years. This matches increased tourism and freedom camping in the area but also improves the amenity for South Wairarapa Residents.

The school holiday period has seen increased patronage of the libraries and other facilities. The library programs have been well attended and so far, in the 2017/18 year 27 programs have been run over the 3 libraries; this is in excess of the 9 programs as per Council's performance indicator.

The new financial year has staff planning and letting contracts for works to be undertaken in the summer period and prior to Christmas. Reseal contracts are ready to be delivered once the final roads list is completed and work on amenities already underway having installed bike racks in Martinborough, dog bag dispensers in Greytown and the Cherry Park gazebo painted in Featherston. New facilities fencing and toilet renewals are all underway at present in Greytown with more amenities work taking place in all three towns.

As the weather improves the works on the painting of the Greytown Town Centre, roading and waters renewal projects etc. will get underway leading up to the Christmas break and the New Year works season.

1.1 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.

1.2 Key Performance Indicators

WATER SUPPLY KEY PERFORMANCE INDICATORS	TARGET 2017/18	COMPLAINTS		INCIDENTS	
		JUNE	YTD	JUNE	YTD
The average consumption of drinking water per day per resident within the territorial authority	<400 Lt		605		
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 2000*	FTN: Yes GYT: Yes MTB: Yes		FTN: Yes GYT: Yes MTB: Yes		
Water supply systems comply with Ministry of Health Protozoa Drinking Water Standards guidelines 2000	FTN: Yes GYT: Yes MTB: Yes		FTN: Yes GYT: No MTB: Yes		
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 of flow per 1000 connections	<15	0.25 per 1000 (1 complaints)	2.52 per 1000 (10 complaints)	0	10
The total number of complaints received by the local authority about continuity of supply per 1000 connections	<15	0.25 per 1000 (1 complaints)	4.5 per 1000 (18 complaints)	1	18
The total number of complaints received by the local authority about drinking water clarity per 1000 connections	<15	0.51 per 1000 (2 complaints)	2.0 per 1000 (8 complaints)	2	8
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	(0/0) 100%	Median Time 51mins	0	35
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	(0/0) 100%	Median Time 3h 31mins	0	35
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	(17/18) 94%	Median Time 18h 28mins	18	367
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	(16/18) 89%	Median Time 25h 53mins	18	367
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%		38.5%		

1.3 Water supply capital improvements

1.3.1 Featherston water supply

Based on the quotes, discussions are on-going to see if there are efficiencies to combine the new bore to a single contract. Preparation of a

resource consent variation to the existing consent to increase the bore allocation over 4 bores, relinquish river take consent and extend the consent expiry (existing consent expires Dec 2019). Regional council has shown reluctance to issue long term consent until it is known what the impacts of Whaitua process are.

Request for proposal being prepared to convert one of the raw water storage ponds adjacent to the WTP, which will give approximately 2 days storage for both Featherston and Greytown.

1.3.2. Water reticulation renewal

Stage 3 of the trunk main renewal contract was completed by Higgins with 1.8km installed. Only parts left are the pipe-bursting near Wilkies Road and the railway crossing. This will be a full replacement of the 6km for the Greytown main.

1.4 Water treatment plants

The Martinborough plant operated routinely over the period. The Waiohine plant and Greytown Bore have operated routinely. Enquiries have started for the siting of the new bore at Woodside.

1.5 Water compliance

The sampling was completed correctly for all towns.

Continuous monitoring of water treatment plants was not accepted for compliance, due to operator turn-over and records not up to standards of Drinking Water Assessor. The plant records show that the water was compliant, however DWA was not willing to accept the records without a successful operator assessment.

1.6 Water reticulation

There were 18 reticulation repairs reported and rectified during the period.

1.7 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 6 accounts for blockage clearing or no water flow for the Moroa network. There were 2 accounts for blockage clearing for the Longwood network over the period.

2. 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.

2.1 Key Performance Indicators

WASTE WATER KEY PERFORMANCE INDICATORS	TARGET 2017/18	COMPLAINTS		INCIDENTS	
		JUNE	YTD	JUNE	YTD
Number of blockages per 1000 connections	<10	1.68 per 1000 (7 complaint)	11.71 per 1000 (48 complaint)	5	48
Ratepayers and residents satisfaction with waste water services	70%			NRB survey:	49%
Number of dry weather sewerage overflows per 1000 connections	<10	-	0.97	0.97 per 1000 connections (2 overflows)	1.46 per 1000 connections (6 overflows)
Attendance time: from notification to arrival on site	< 1 Hr	6/7 (86%)	Median Time 47min	7	66
Resolution time: from notification to resolution of fault	< 4 Hrs	5/7 (71%)	Median Time 1h 57m	7	66
% 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	0.5 per 1000 (2 complaint)	0	2
No. of complaints per 1000 connections received about sewage systems faults	< 15	0.24 per1000 (0 complaint)	2.68 per 1000 (12 complaint)	1	12
No. of complaints per 1000 connections received about sewage system blockages	< 15	1.21 per 1000 (5 complaint)	11.71 per1000 (48 complaint)	2	48
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%	6/7 (86%)	89% (59/66)	7	66

2.2 Waste water treatment plants

2.2.1. Capital and consents

Featherston Waste Water consent application

The consent application was notified on 16th May 2018, with a hearing booked for October 2018.

Upon officer review the timings as below are being considered to bring the winter storage forward in 2B to 13-14 years. Design cannot begin until the efficacy of the I&I program and flows are known. Construction post tender and award will be another 12 months' minimum. Thus this can be

completed 3-4 years post completion of I&I work and the final discharge to land in stage 2A.

Stage	Time after commencement	Description	Reduction of annual discharge to Donalds Creek
1A +1B	2 years	land discharge to 78Ha	41% (56% to total)
2A	10 years	Land discharge to further 38	24% (32% to total)
2B	20 years	Deferred winter storage	32% (100% total)

Staged improvements at Martinborough and Greytown WWTPs

At Martinborough WWTP irrigation to land has continued to operate well with pond levels managed between land and river during high river flows.

At the Greytown site, Water Force NZ has established onsite with ground investigation completed. Geotechnical assessment has shown that additional earthworks will be required to stabilise the ground to create the platform for the building.

The contractor has been delayed with the building consent process for the bridge, and there will be a new completion date in August 2018.

Waite Street, Featherston Renewal

Flow monitoring estimates that 25% of the I&I occurs within this main. Pipe due to arrive on site in August. Letter drop being prepared to notify residents in Waite Street, Featherston. The main will be replace all the way to Revans Street.

3.3 Operational

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

2.2.2. Wastewater reticulation

There were 5 pipeline blockages reported during the period, with increased rain increasing flow levels and accumulations of fat causing pipe blocks.

3. Storm water drainage

There was 1 stormwater blockage reported during the period.

4. Solid waste management

4.1 Zero Waste

- Visited **Kuranui College** and met with a student representative and teacher to advise and offer support regarding recycling and waste minimisation options.

- Attended 'The Pure Tour' 2018 Aotearoa, the Pacific and Plastics (The Plastic Use Resistance Education Tour) Smog of the Sea screening & Korero 18/2 @ Carterton Events Centre. Jo Dean was invited to be a guest on a panel speaking about her role and waste minimisation in our community. She was also invited by Makoura College to attend the Castlepoint Beach micro plastics survey alongside DOC and researchers resulting in a minimal amount of beach waste located. The survey showed it has been less affected by micro plastics due to being a more isolated beach and currents along the east coast of NZ.

4.2 Transfer Station

The transfer station operated as expected over the period. The contractor is awaiting the outcomes of the long term plan consultations for planning of services.

5. 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.

5.1 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%				
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				

5.2 Roothing Maintenance – Fulton Hogan

163km of grading was carried out during June, 130 km of the graded length was completed with a tow behind roller. The rolling operation provided a tight smooth surface with less loose material.

2451 m³ of maintenance metal was applied to various unsealed roads.

Permanent warning signs have been upgraded on Cape Palliser Road.

The rain event on 13 June led to rural road closures on White Rock, Ponatahi, Kahutara, Pukio West and Pahautea roads, along with a number of slips and dropouts throughout the District.

Soakpits renewed on Underhill Road Greytown.

Cape Palliser seal extension has been completed and in total 3.5 km was sealed, along with side drainage, culvert headwalls, and road markings.



Pahautea Rd flooding



Cape Palliser Rd seal extension

5.3 Other activities

Under the joint South Wairarapa, Carterton District Council Sealed Pavement Rehabilitation contract, Higgins Contracting have completed sealed road pavement rehabilitation on the three White Rock road sites, Cape Palliser Rd and Shooting Butts seal extension.

Initial planning for 2018/2019 works has commenced, which includes sealed pavement rehabilitation of 1.3km on Western Lake Rd along with the seal extension of the remaining unsealed section to Wharekauhau Road.

The LED lighting upgrade in Martinborough, Greytown and Featherston has been substantially completed.

Fulton Hogan have completed this year's footpath renewals and in total approximately 1.5 km has been completed.

6. 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.

6.1 Community housing

There is one vacant flat, at Cicely Martin, which is being redecorated before being offered to a tenant. There are 20 people on the waiting list for flats.

6.2 Cemeteries

6.2.1. Greytown cemetery

The revision of the grave index at Greytown cemetery has been completed, and the index boards reinstated in the Millennium Shelter. The index is now complete to 30 June 2018. A large amount of work was done by members of the Wairarapa Branch of the NZ Society of Genealogists to prepare the update. Many hours of staff time were spent on checking and formatting the index before it was ready to be placed back on the boards. Revised cemetery maps were prepared as part of the project. Greytown cemetery does not have the same level of historic mapping as the Featherston and Martinborough cemeteries, so a happy by-product of the work was the creation of detailed new maps for the services and Catholic blocks.



6.2.2. Purchases of burial plots/niches 15 June to 26 July 2018

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

6.2.3. Ashes interments/burials 15 June to 26 July 2018

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

6.3 Events

6.3.1. Featherston

Completed events:

The Time Travellers Ball held on Saturday, 23 June 2018



Future events:

Ragin' Cajun Louisiana Hoedown being held on Saturday, 28 July 2018



Pangaea (New Delhi) NZ Tour –being held on Wednesday, 8 August 2018



Turning Points – New Zealand String Quartet being held on Friday, 17 August 2018



6.3.2. Greytown

Completed events: Nil

Future events: Nil

6.3.3. Martinborough

Completed events: Nil

Future events:

Toast Martinborough – being held on Sunday, 18 November 2018



7. Libraries

All three libraries have completed successful Winter Warmers reading programmes. The programme finished with a visit from story-tellers Rhubarb. Featherston library also ran Maths is Fun, aimed at children in years 1 to 8. This year's programme was about using maths concepts for mapping and measuring. The programme will be run again at Greytown library in October.



8. Civil Defence Emergency Management

This report provides specific information on the work completed by WREMO over the last quarter (April to June) and a summary of the work that has been completed by WREMO over the past year (2017/18).

The last quarter has been heavily dominated by the development of the next Group Plan, the Wellington Regional Earthquake Plan (WREP) and the regional Capability Development (Skilled People) Strategy.

The past year has been a period of significant change for WREMO with the appointment of a new Regional Manager and Group Controller, a review of CDEM across the region and new organisational direction (to deliver a 'step change' in vision and strategy for the region's emergency management approach). As a result, the Group has now started working on its next five-year plan to deliver what has been asked for. Although still early in the process (drafting the next Group Plan), the level of support received has been excellent and all aspects are progressing to plan.

8.1 Successes

8.1.1. Completion of Hub Equipment Standardisation

Over 90% of the Community Emergency Hubs across the region are now standardized with a common set of equipment and mobile radio functionality. This has been a significant achievement for the Community Resilience Team and our communities.

8.1.2. Wellington Region Earthquake Plan (WREP)

After 18 months' work by David Russell, the region now has a draft regional earthquake plan (WREP 2.0) that provides clear direction on how the region is going to respond in the event of a significant earthquake. The content of the document is aligned with the national plan (the Wellington Region National Initial Response Plan) and regional stakeholders have been heavily involved in its development. They have a good understanding of their roles and responsibilities and how the region is going to work together to manage such an event.

8.1.3. GWRC ECC Capability

In accordance with the direction for WREMO to increase the region's capability to respond effectively to large scale events, in February and

March WREMO worked closely with members of GWRC's Executive Leadership Team to identify a suitable pool of people to undergo training to staff the region's ECC. Through this process 150 people have now been identified and are now undergoing the required training.

8.1.4. Wellington CDEM Group Plan

Between April and June WREMO held workshops with six key stakeholder groups from around the region (emergency services, welfare agencies, lifeline organisations, local emergency management and local authority planners) to develop the content of the draft Group Plan. A draft version of the Plan has now been completed. It is now out for sector consultation and feedback. Once amended and endorsed by CEG, it will go out for public consultation in September. In November it will go to the Minister before final approval by the Joint Committee in December.

8.1.5. Capability Development (Skilled People) Strategy

After several years of ad hoc CDEM training, the region now has a draft Capability Development (Skilled People) Strategy to develop competent and confident EOC and ECC staff across the region who can respond effectively in a large scale emergency. Developed by a member of the Operational Readiness Team (who was seconded full time to work on the project) and guided by a steering group made up of representatives from various councils around the region, the content of the document has received very good feedback from those who have been involved and those who have seen the document. For continuity purposes the same Operational Readiness Team member will be now be overseeing the strategy's implementation.

8.1.6. Business Continuity Planning Workshops in the Pacific Islands

In late May WREMO was asked by the Fiji Business Disaster Resilience Council to provide someone to run a Business Continuity Planning (BCP) workshop in Fiji. The workshop was requested after Fiji experienced a very destructive cyclone season and online searches had identified our BCP content as the preferred model. The attendees to the Fiji workshop were a mix of large organisations with a national mandate to small local business owners who now recognised the need for basic continuity planning. The feedback received from participants was overwhelmingly positive.

8.1.7. WREMO Sharepoint Site

In October ICT were asked to put all of WREMO's information onto a single platform. Between October and December a new sharepoint site was developed. Between January and March all WREMO staff received training on the site and all information was transferred. Between April and June all staff have been actively using the site. The site has received very good feedback from those who have used it. It has also been able to provide a virtual forum for response team members from around the country to share New Zealand Response Team (NZRT) information.

8.2 Community Emergency Hub Exercises

Increasingly, the team is putting more emphasis on Hub activation exercises as a way to engage our communities and channel their energy.

The feedback has been very positive. Exercises are promoted through the revised Emergency Preparedness Course, Community Response Planning sessions and the wider public through other promotional activities. In October 2017, the new Minister of Civil Defence & Emergency Management, Kris Faafoi, attended one of the exercises in Porirua and shared his positive views of the Hub model and experience via his Facebook page. These exercises recognise the important role communities have in the response efforts. Greytown and Featherston have had trial Hub activations as part of the engagement process.

8.3 Lifelines

The Wairarapa Lifelines are re-invigorating the group and progressing resilience project. Mark Allingham is the new Chair of Lifelines Wairarapa and the project of updating the lifelines data will be restarted in August.

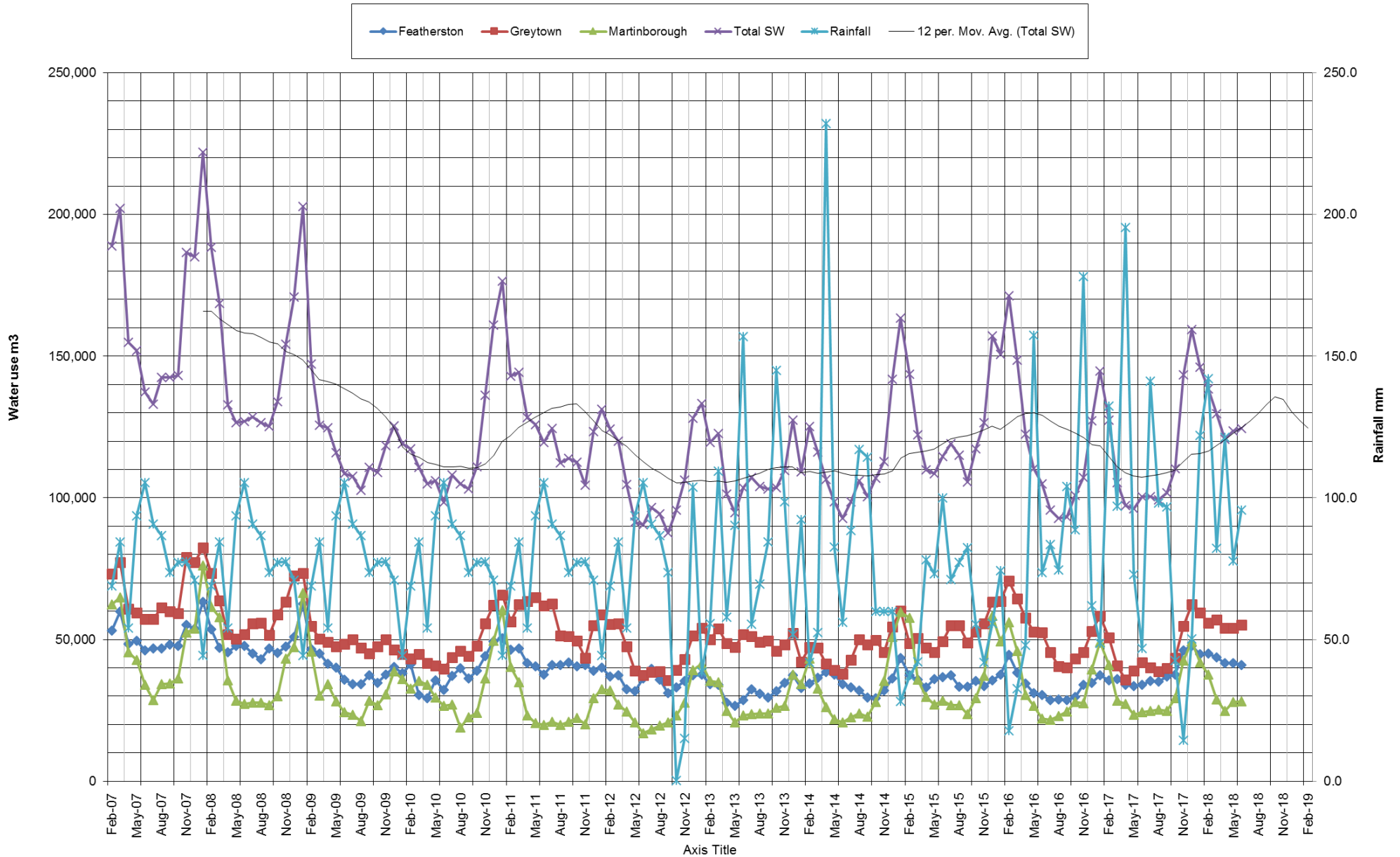
9. Appendices

- 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

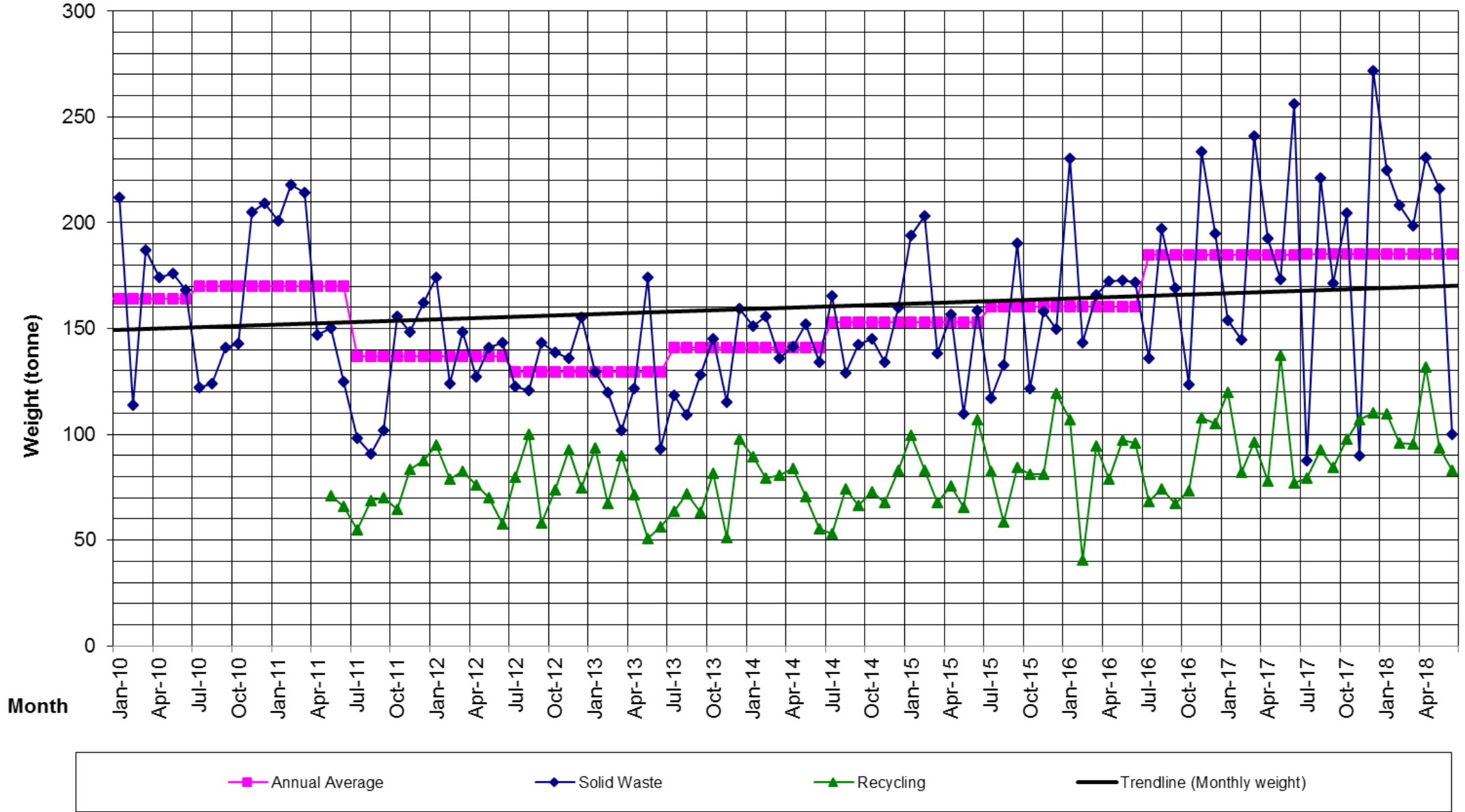
Appendix 1 - Monthly water usage

Water use South Wairarapa District Council



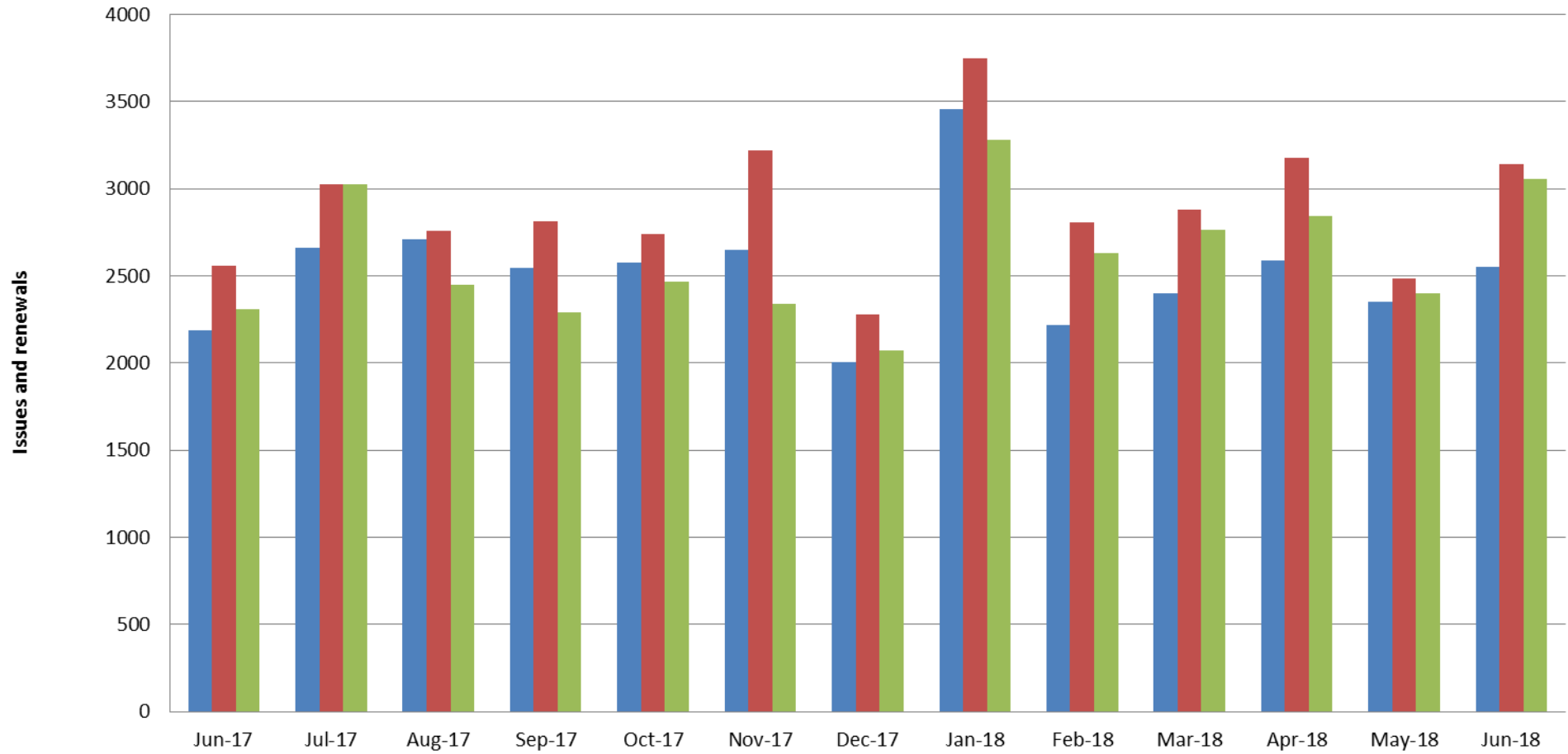
Appendix 2 -Waste exported to Bonny Glen

Monthly weight of waste transferred to Bonny Glen



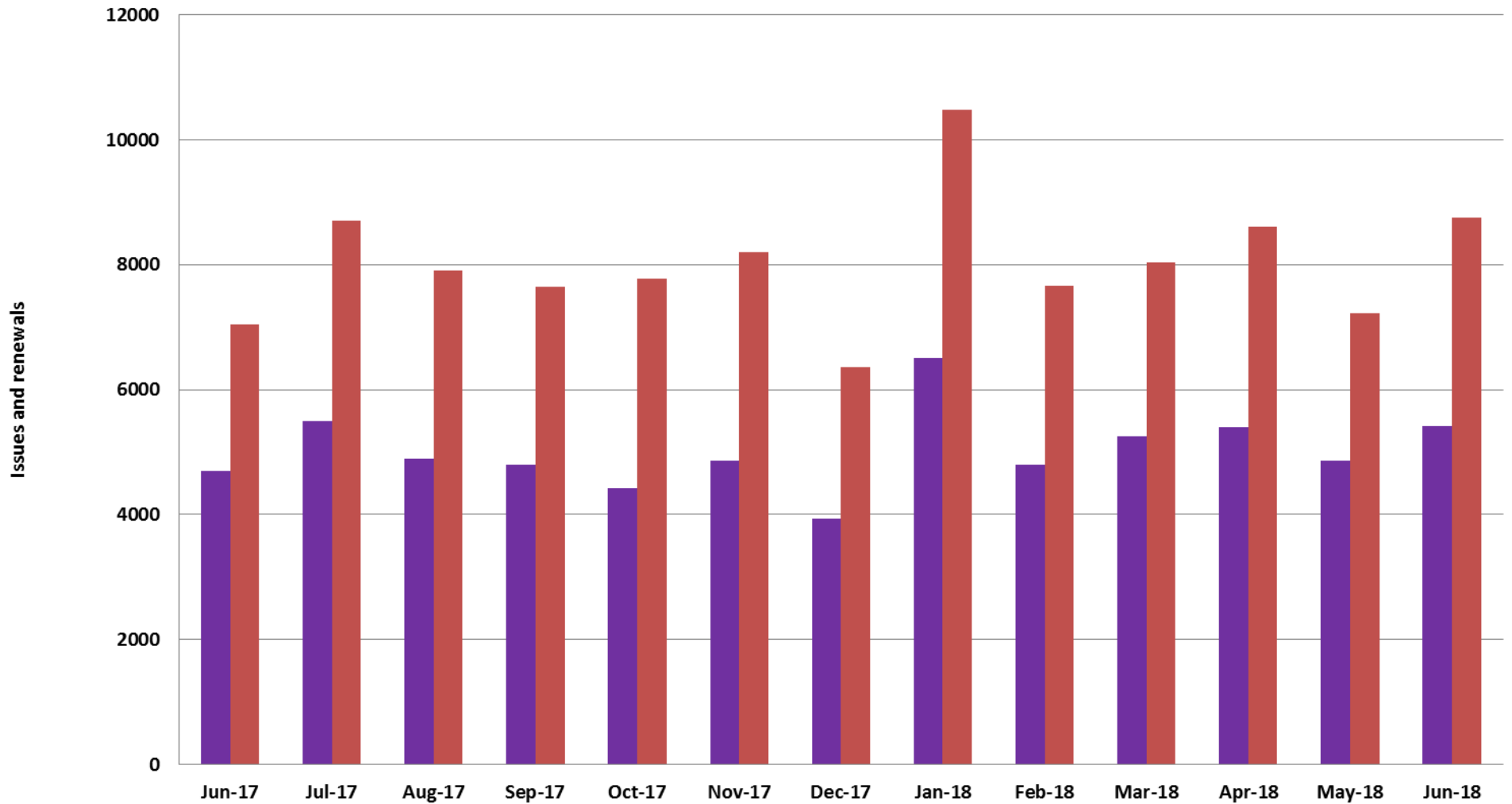
Appendix 3 – Library statistics

South Wairarapa libraries - issues and renewals to June 2018



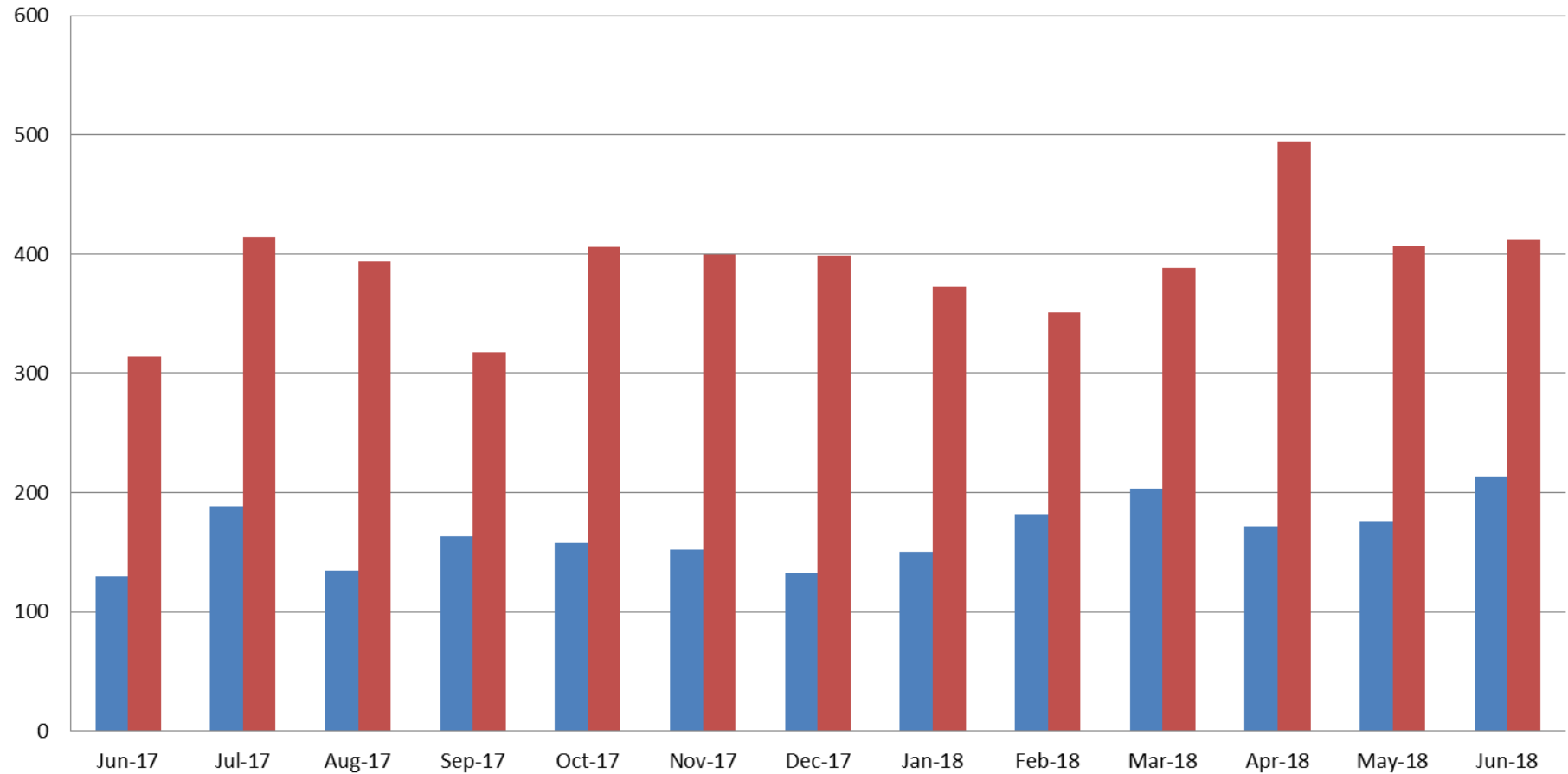
	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18
■ Featherston	2186	2663	2707	2543	2577	2647	2006	3456	2216	2400	2590	2348	2550
■ Greytown	2558	3023	2756	2811	2738	3218	2278	3748	2809	2878	3178	2483	3143
■ Martinborough	2306	3027	2451	2289	2468	2336	2071	3281	2632	2761	2842	2400	3058

Wairarapa Library Service - issues and renewals to June 2018



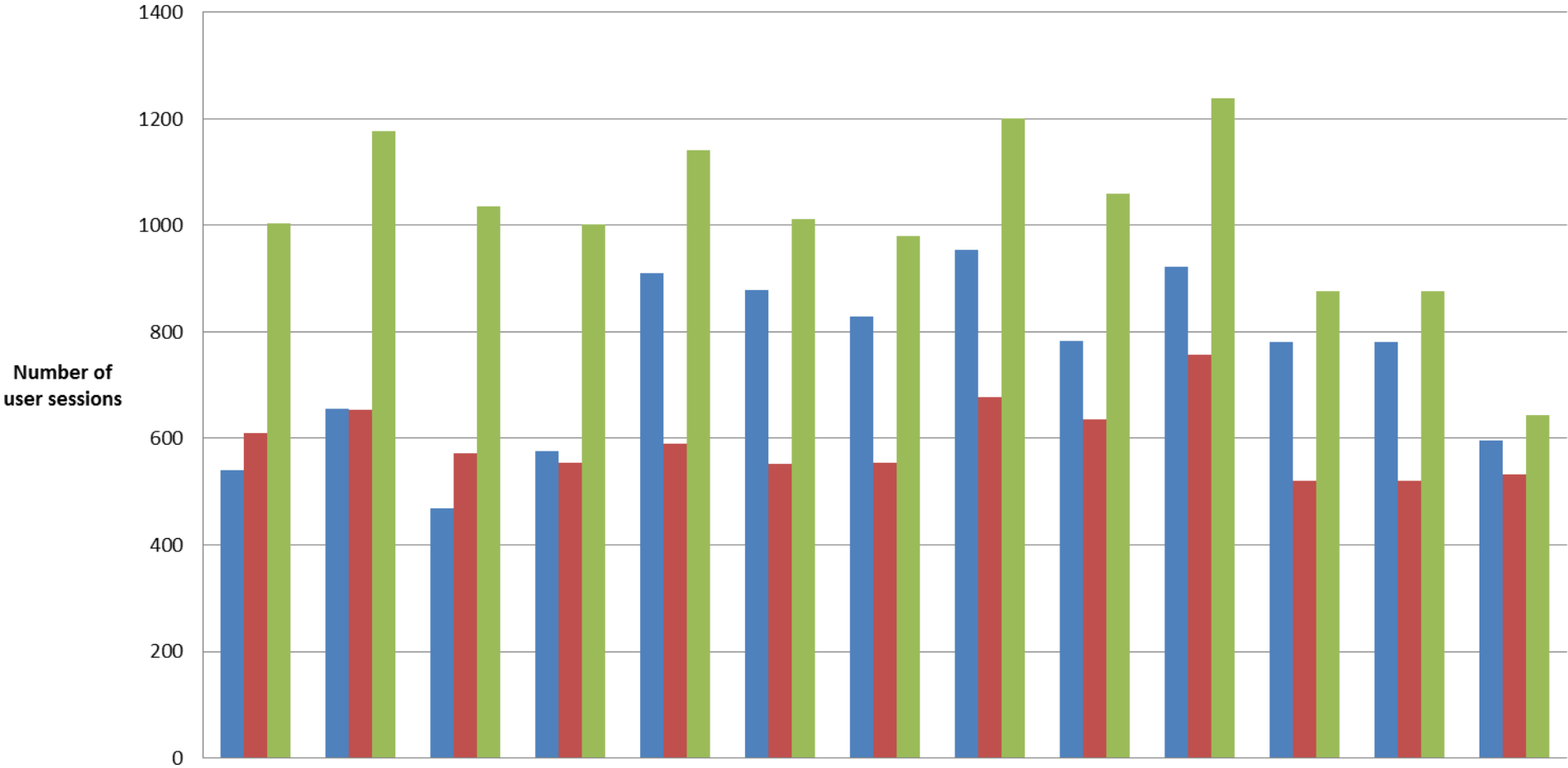
	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18
Carterton	4694	5505	4887	4792	4418	4870	3940	6500	4789	5261	5397	4861	5422
South Wairarapa	7050	8713	7914	7643	7783	8201	6355	10485	7657	8039	8610	7231	8751

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



	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18
■ Audiobooks	130	188	134	163	158	152	133	150	182	203	172	175	213
■ Ebooks	314	414	394	318	406	399	398	372	351	388	494	407	412

APNK Wi-fi user sessions to June 2018



	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18
■ Featherston	540	655	469	576	911	879	829	955	784	923	781	781	596
■ Greytown	610	653	572	555	590	553	555	677	636	757	521	521	532
■ Martinborough	1003	1177	1036	1001	1142	1011	981	1201	1060	1239	876	876	643

MAORI STANDING COMMITTEE

10 SEPTEMBER 2018

AGENDA ITEM 5.2

SWDC LOGO AND BRANDING WORKING PARTY

Purpose of Report

To inform Community Boards & Māori Standing Committee of the progress on the new SWDC logo.

Recommendations

Officers recommend that the Community Boards & Māori Standing Committee:

1. *Receive the information.*

1. Executive Summary

Advertisements for design studios, agencies and graphic designers to register their interest (EOI) in the development of the new council logo and request briefing documents have been placed in local Wairarapa papers, Council and Community Board Facebook pages and SWDC website.

To date (9/8/2018) we have received 20 requests for EOI from across the Wairarapa region (including all SW towns, rural areas, Masterton, Sydney (with Wellington offices) and Wellington. The cut-off date to register is 15th August and submission must be with SWDC by Tuesday 28th August. Finalists will be selected to present to committee in September and the successful applicant will be notified after these presentations. We anticipate we will select successful candidate by end September.

At that point a very specific more detailed brief will be given to the successful applicant to start work on the development of the new logo.

All logos will be bi-lingual. It has been agreed that rather than literal translation of SWDC we intend to have a USP (unique selling point) under our council logo. The words are "Te Waharoa o Wairarapa" which translates as "Gateway to the Wairarapa".

While it has taken slightly longer than anticipated to get to this point and for the successful applicant to be chosen we believe the process has been robust, transparent and above all very professional. We have confidence this will result in a better outcome for council and a level of transparency in our processes which will stand the council in good stead in the long term.

We recommend that Jennie Mitchell, Group Manager Corporate Support and the new Communications Manager (should they be appointed at that time) be at these presentations as they will have a relationship with the agency after our work is finished.

2. Timeline

Initially we have called for expressions of interest (EOI) across the Wairarapa. For transparency ads asking for EOI have been placed in all Wairarapa local papers and in the Midweek News in the months of July and August. The Times Age was excluded as this was covered by the Mayor's column in the paper. Notices have been placed on official social media sites (SWDC and Community Board Facebook sites) and SWDC website.

The timing had to be spread across July/August because of the different local newspaper deadlines. We have asked SWDC and Community Boards to repost Facebooks ads.

Those expressing interest must contact council prior to Wednesday 15th August 2018 by 5pm and request a detailed EOI backgrounder document.

All information requested by SWDC must be returned by 5pm on Tuesday 28th August 2018 for consideration.

The Logo Working party committee (which consists of 3 councillors, 1 community board chair and the Mayor) will consider all applications and develop a short list for consideration. It is anticipated that we will meet shortly after the 28th August. Cr Maynard and L Hay met on 25th July to look through current applicants, their background, websites etc.

Shortlisted candidates will be expected to present to the logo working party at council together with Group Manager Corporate Support and/or the CEO and new Communications Manager.

The successful applicant will be notified 1 week after these presentations. At that point a very specific more detailed brief will be given to them to develop new logo.

Further information on logo testing and adoption of new logo will be provided once applications are accessed.

3. Budget and Timings for Advertising - Request for EOI

The budget for advertisements was agreed by the SWDC Logo and Branding Working Party to be no more than \$4,500 +GST. This was agreed by the CEO Paul Crimp. The response to Facebook has been very good and the call for EOI has been shared on this platform many times. This is a zero cost.

Subject to final costings this should come in under budget at \$2,170 +GST.

4. Bi-Lingual Logo

All logos will be bi-lingual. It has been agreed that rather than literal translation of SWDC we intend to have a USP (unique selling point) under our council logo. We felt this set us apart from other councils and made our district and council special and different. Both Cr Maynard & Cr Ammunson suggested and approved of this decision.

The words are "Te Waharoa o Wairārapa" which translates as "Gateway to the Wairarapa". The font size and weighting in relationship to the words South Wairarapa District Council will be the same as the example give here.



4. Further Market research

When considering our new logo we asked ourselves two questions.

- What unites us in South Wairarapa?
- What makes South Wairarapa special or different?

We have gone out to council staff, councillors, community boards, Maori standing committee and received considerable feedback. This report is being collated.

5. Communications

The chair of the working party has presented to council, all community boards and the Maori standing Committee on progress. In addition the presentation was sent to all council staff.

6. Conclusion

We are on track with new logo development and are very pleased with the number positive responses to the call to participate in the new logo design.

7. Appendices

Appendix 1 - Copy of Advertisement

Appendix 2 - Copy of Facebook Post

Appendix 3 - Copy of Briefing Document

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

Appendix 1 - Copy of Advertisement

Notice of a unique opportunity in South Wairarapa. Become part of our future!



Development of New South Wairarapa District Council Logo

This opportunity in a nutshell

We are looking for innovative clever Wairarapa designers to help create our new logo. You will have experience, a great track record, be client focussed, passionate about the Wairarapa and have the ability to deliver our vision.

Who we are

South Wairarapa District Council is proud to serve and support this special part of New Zealand with its true 'mountains to the sea' experience. South Wairarapa encompasses the three rural towns of Featherston, Greytown and Martinborough, each with their own charm and attributes. We have a vast area of rural hinterland home to many more small communities, edged by the Rimutaka/Tararua Ranges and cradled by kilometres of rugged coastline.

What we need

Our current logo was created in 1989 and while it was great then it does not reflect who we are now and the wonderfully diverse community that is South Wairarapa. Help us create a logo that reflects our personality.

What's important to us?

The South Wairarapa District council are looking for credible creative providers who have the capability, experience and know how to help us create a new logo that reflects who we are. You will be a great communicator, think laterally and be able to transform our vision into reality. You will be able to do all the normal stuff, market research, logo guidelines, know what works in multiple platforms. You know the drill.

Why should you bid?

This is a unique opportunity to be part of South Wairarapa's history and personality. Together we will create a visual representation of what it is to live in and love the South Wairarapa.

Interested? What's next?

If you are interested in this opportunity please get in touch with our contact person

Email: Barbara.Gavan@swdc.govt.nz

South Wairarapa District Council, 19 Kitchener Street, Martinborough 5711 PO Box 6, Martinborough 5741

Applications for an expression of interest close by 5pm on Wednesday 15th August 2018. Please contact us and we will send you a detailed information and briefing document.

Appendix 2 - Copy of Facebook Post

Calling All Talented Graphic Designers, Ad Agencies in the Wairarapa.

Development of New South Wairarapa District Council Logo

This opportunity in a nutshell

We are looking for innovative clever Wairarapa designers to help create our new logo. You will have experience, a great track record, be client focussed, passionate about the Wairarapa and have the ability to deliver our vision.

What we need

Our current logo was created in 1989 and while it was great then it does not reflect who we are now and the wonderfully diverse community that is South Wairarapa. Help us create a logo that reflects our personality.

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Interested? What's next?

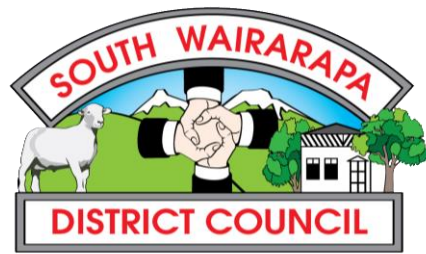
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Applications for an expression of interest close by 5pm on Wednesday 15th August 2018. Please contact us and we will send you a detailed information and briefing document.

Appendix 3 - Copy of Briefing Document



Briefing Document for companies or individuals seeking to submit an expression of interest (EOI) in the development of the new South Wairarapa District Council logo.

1. Name of Project

Development of new South Wairarapa District Council Logo

2. Background & About Us

Our Business

The South Wairarapa District Council (SWDC) is the territorial authority responsible for the area. For the purposes of local government, Wairarapa is divided into the Masterton district, the Carterton district, and the South Wairarapa district. For the purposes of regional government, Wairarapa is included in the Wellington region along with Kapiti, Porirua, the Hutt Valley, and Wellington, and governed by the Greater Wellington Regional Council.

The SWDC have 58 full, part time and casual staff, The Mayor (elected), 9 elected councillors, 3 community boards with 12 elected board members, The Maori Standing Committee with 10 representatives and 6,643 ratepayers.

SWDC serves both rural and urban communities. The three main towns are Featherston, Greytown and Martinborough.

Council's role is to enable democratic local decision-making and action by, and on behalf of, communities. 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. We prepare long-term financial strategies including funding, financial management and investment policies.

What is our community in South Wairarapa?

First settled by Māori in the 14th century, the Wairarapa later became a farming area, known for its meat and butter. Today this largely rural region also produces wine and olives. Locals and holidaymakers enjoy its quiet towns, rugged coastline, rivers, lakes and forested mountains.

The official population of the South Wairarapa District as of the 30th June 2017 is 10,250 with a population density of 0.04 persons per hectare. The population of the towns in South Wairarapa are: Featherston (2,420), Greytown (2,310) Martinborough (1,640). The land area is 245,692 hectares (2,457 Km²).

A number of people have holiday homes in the region (predominately from Wellington) and the census figures may not reflect that.



Only 71% of its people live in the urban areas, compared to 85% nationally. Agriculture is the largest single industry and employer. Previously, over-reliance on livestock farming exposed the region to a boom–bust trading cycle, and recently its economy has diversified. Once largely known for meat and butter, Wairarapa now produces quality wine and fine food. It is also promoted as a holiday and lifestyle destination.

Sheltered by the Tararua Range, the Wairarapa has a dry, warm climate. Winters are cool to mild and frosts are common.

3. **Our current Logo**

This was first created in 1989 after the merger of Featherston, Greytown and Martinborough Borough councils and the Featherston County Council into the South Wairarapa District council. The four hands represented the four councils and rural, town, land and hills were also depicted.

Since then our population has become larger and more diverse. Our economy, values and beliefs have changed. Post amalgamation vote when we had certainty around our future, we decided to look at the logo and see whether it was still appropriate and truly represented us as a council.

In addition the number of platforms where the logo is used has also dramatically increased and as a result the current logo is not appropriate or clear enough for all the current platforms we use.

Qualitative market research

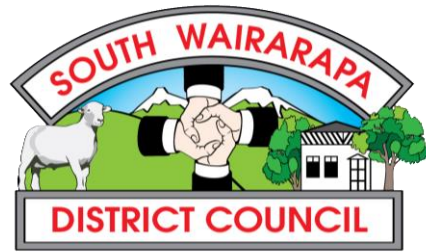
In early 2018 we conducted qualitative market research to assess people's opinions on the current logo. People polled were simply asked what they thought of the logo (either positive or negative). 20% of those polled came from the Wellington region as they represent part time residents, future residents and visitors to the region. We also asked 4 leading advertising agencies their opinion of the logo.

Results of Market Research

These were unprompted results of the market research. Some of it was repetitive.

Two white men shaking hands, looks like a weird religious cult, reminds me of Gloria vane & film The Handmaidens Tale, what is that building, freaky, no relationship to council, mono-cultural, lacks clarity, too busy, dated, irrelevant, not representative of SWDC, cluttered, too much going on, what's with the snow is it Mt Taranaki or South Island?, Design disaster, a messy blob of colour, President Putin, communist, never seen it before (in 20yrs), old fashioned, nice typeface, looks like a children's colouring competition, messy.

Based on this it was decided to proceed with new logo. The old logo had been the subject of some criticism for a number of years.



4. Further Market research

When considering our new logo we asked ourselves two questions.

- What Unites Us in South Wairarapa?
- What makes South Wairarapa special or different?

We have gone out to council staff, councillors, community boards, Maori standing committee and received considerable feedback. This will be given to the shortlisted group. If, however you think it will add to your submission we are happy to send it to you.

5. The New Logo Process

Companies responding to EOI

We recognise that companies in the Wairarapa are small and do not have the capacity to develop a new logo for SWDC as part of the submission process. We are therefore happy to review your existing projects as the basis for our decision. Should you chose to make a more detailed submission that would be at your own cost.

Stages

Initially we are calling for expressions of interest (EOI) across the Wairarapa. For transparency ads asking for EOI have been placed in all Wairarapa local papers and in the Midweek and Times Age in the month of July. There will also be notices placed on official social media sites. Those expressing interest must contact council prior to Wednesday 15th August 2018 by 5pm and request a detailed EOI backgrounder document.

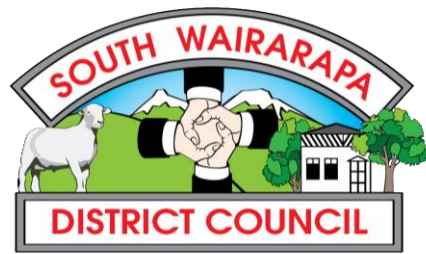
All information requested by SWDC must be returned by 5pm on Tuesday 28th August 2018 for consideration.

The Logo Working party committee (which consists of 3 councillors, 1 community board chair and the Mayor) will consider all applications and develop a short list for consideration. Shortlisted candidates will be expected to present to the logo working party at council together with Group Manager Corporate Support and/or the CEO.

The successful applicant will be notified 1 week after these presentations. At that point a very specific more detailed brief will be given to you.

Completion dates

As soon as the successful applicant is appointed we wish to start work immediately on developing the new logo. We anticipate that we will make a recommendation to council on our preferred choice, after market research has been completed. The new logo will be formally adopted at the next council meeting.



Rollout

Once the new logo has been ratified at a council meeting the rollout can precede immediately. We anticipate that this may take several months.

Applications for the New Logo.

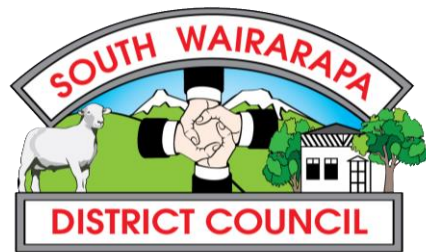
- Website, email signature, letters, business cards, signage, cars & utes, clothing (jackets, tee-shirts, hats), newsletters, print advertising, name badges, promotional material, flags, banners, apps, rubbish bags, folders and covers for official documents.
- Social media- Facebook cover, Facebook profile, eventfinder, twitter, Instagram
- Look good in both colour & B&W & small & large sizes.
- All logos will be bi-lingual. It has been agreed that rather than literal translation of SWDC we intend to have a USP under our council logo. This is “Gateway to the Wairarapa” which translates as Te Waharoa ō Wairārapa . The font size and weighting in relationship to the words South Wairarapa District Council will be the same as the example give here.
- In addition we will have further logos in the logo family for community boards and the Maori Standing committee (as per the example shown here). These will also be bi-lingual.

6. What we require from you with the EOI

In the first instance we wish to have an electronic copy of your full presentation emailed to Barbara.Gavan@swdc.govt.nz . At the same time we need TWO bound hard copies couriered to SWDC at South Wairarapa District Council, 19 Kitchener Street, Martinborough, 5711 for attn. Barbara Gavan. This should be a courier package requiring a signature.

The following should be included in your presentation:

- Show examples of your work developing a new logo which showcases your understanding of the brief and the result. Provide a summary of the brief given to you and how you interpreted that.
- Give us a sample copy of Logo Guidelines that you have developed. This should discuss a logo family where there are a wide range of applications and sizes.
- Give two references from companies you have worked with to develop a new logo.



- Discuss how you will approach market research on the logo. What is your preferred method? Who you will use for the market research. Please note a sample size of 100 including 20% in Wellington is required.
- Give timeframe for completion of work after your appointment. Please note we will give you priorities for different applications. Most urgent and easiest first.
- Give an estimate of budget to create all artwork and logo guidelines for all the different applications. These should be in all of the normally acceptable formats for print media, online applications, large signage, billboards and high and low res JPEG's and PDF's.
- The submitter will also provide budgets for logo refresh and updating brand guidelines
- An hourly rate/costings for further work (e.g. production of new ads, new collateral, annual reports etc.)
- Give a brief history of your company and your team.
- Provide a list of current clients
- Provide standard terms and conditions you operate under.
- You must be GST registered.

7. Conditions of EOI Process

- Applications will be assessed against the above criteria to identify suitable lead candidates
- You must include your full contact details together with mailing and physical address, GST number.
- Applications must be received by due date and time.
- Submission must contain information for 2 referees, which indicated your permission to ring them.
- Confidentiality responsibilities
All of the EOI project's discussions, meetings and material (written and electronic) are confidential and you must agree to keep this information safe. You will not give this information to anyone outside the immediate EOI team without prior approval from the Chair of the Logo Working Party Committee at SWDC. You agree not to reproduce SWDC documents or any part of them.
- Conflict of Interest Clause. You will be required to sign the attached conflict of interest and confidentiality clauses.
"In a small country like ours, conflicts of interest in our working lives are natural and unavoidable. The existence of a conflict of interest does not necessarily mean that someone has done something wrong, and it need not cause problems. It just needs to be identified and managed carefully." Controller & Auditor-General
- Submission documents become the property of SWDC
- Each Respondent will meet its own costs associated with the preparation and presentation of its EOI and any negotiations.

8. Attachments

- Conflict of interest and confidentiality form
- Cover letter for EOI (not mandatory but may be useful)

19 July 2018

Reuben Tipoki
Chairman
Maori Standing Committee
25 Lake Ferry Road
Martinborough 5772

Dear Reuben

2018/28 LTP GRANT APPLICATIONS

After meeting with the Maori Standing Committee (MSC) on 12 June 2018 to discuss the Committee's applications for grants for the 2018/19 financial year, Council decided the method of allocation of grant funding for the Maori Standing Committee and other applicants at their meeting on 27 June 2018.

Council received a large number of requests for funding totaling \$491,000 with the total pool of funds to be allocated of \$240,000.

I am pleased to advise you that from the 2018/19 financial year, the MSC has been allocated grant funding of \$10,000, to be administered in a similar format to that of the Community Board grant funds.

The Committee is able to use the funds to allocate grants or use the funds for projects that will benefit the community.

The MSC will need to establish the criteria for allocation of these grants and applicants will need to complete application and accountability forms as has been the practice for community boards (CBs) for a number of years. You have previously received examples of the criteria the CBs use and examples of application and accountability forms.

The Committee will need to decide how many grant funding rounds they will have each year and how they will publicise the availability of the grants.

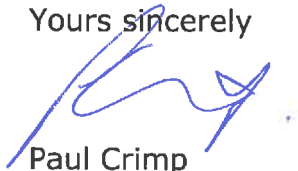
Approval of grants or project spending will need to be made at a public MSC meeting by meeting resolution.

Following a decision the funds will be paid to recipients by South Wairarapa District Council's finance team.

We will add this to the agenda for the September MSC meeting and look forward to working with you to administer these new grants over the coming year.

You will receive a separate letter regarding the other parts of your submission.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Paul Crimp', with a stylized flourish at the end.

Paul Crimp
Chief Executive Officer

2018/28 LONG TERM PLAN KEY INITIATIVES

SWDC published their Consultation document in March 2018 for the Long term plan for the ten year period commencing July 2018. The theme of this Long term plan is Kāinga Ora – Making South Wairarapa a great place to live. We received a record number of submissions to our LTP. It was great to see the community engaging in the long term planning process in this way. All submissions were reviewed by Council. Much of the feedback supported the proposed initiatives. Below is a summary of the outcomes of the consultation process.

Future growth and development

Council adopted the proposal to prepare a spatial plan for the South Wairarapa district costing \$300,000 over 10 years.

There was strong support for this proposal.

Water conservation

Council decided not to fund a feasibility study but agreed to put in place communication and education initiatives, with a view to consulting further in the 2019/20 Annual Plan.

Councillors were pleased with the level of community interest in water conservation in order to future proof our communities. Ruamahanga Whaitua findings and implications are now available and will provide essential information to feed into water use reduction options. Communication and education of home storage solutions is to be undertaken by Council.

Youth training and development

Council adopted the proposal to allocate \$75,000 per annum for grants to support youth.

Councillors noted submissions supporting the proposal, and endorsing that youth are the future of our district. Council wanted to provide leadership by way of financial support to groups providing youth programmes.

Reducing waste to Landfills

Based on submissions from ratepayers, Council supported the introduction of 240 litre recycling wheelie bins and e-waste disposal systems subject to satisfactory arrangements with the other Wairarapa councils. Masterton and Carterton District Councils have advised that they will also support these proposals.

Council also supported the idea of a recycling/recovery centre however as immediate rollout was not supported by the other Wairarapa councils this proposal will not be implemented this year.

A food waste collection was also supported by Council as collection could result in a significant reduction in waste going to landfills (40% of waste to landfills is food waste). This proposal was the least favoured waste reduction option consulted on and will not be implemented at this time. Instead, Council officers will be undertaking education and plan to work with suppliers and community groups to provide low cost composting bins to the community.

Infrastructure for visitors

Council adopted the proposal to spend \$50,000 p.a. over 5 years to fund more infrastructure for visitors. There was strong support for this proposal.

Sport coordination

Council did not adopt the proposal to fund a resource for central coordination of sport.

Many submitters see this as outside Council's role to become involved in this area.

LTP submissions

Council received 182 submissions covering over 760 individual requests as part of the Long Term Plan (LTP) submission process. The Mayor and councillors heard a total of 67 verbal submissions.

A clear majority of submissions sought additional services or funding, and requests were assessed to ensure Council was collecting enough revenue to provide core services, maintain community assets and complete the infrastructure projects in the proposed timeline. The LTP indicates a total rates increase of 5.65% for the 2018/19 financial year and an average final rates increase of 2.31% over the ten years of the LTP. The percentage rates increase varies by individual property.

Promoting and enhancing our district

Council adopted the proposal to spend \$300,000 spread over 10 years to promote and enhance the district.

There was considerable support for this proposal.

If you would like to review the decisions from other submitters, you will find the minutes from the hearings and deliberations meetings on our website <http://www.swdc.govt.nz/council-agenda-and-minutes-2018>.

Prime Minister

MP for Mt Albert

Minister for Arts, Culture & Heritage

Minister for National Security & Intelligence

Minister for Child Poverty Reduction



Vivien Napier
Mayor
South Wairarapa District Council

the.mayor@swdc.govt.nz

Tēnā koe Vivien

Marking Waitangi Day in your community

Waitangi Day is a time for reflection on the bicultural foundations of our modern nation and how we value the contribution of all the cultures who are represented in New Zealand today. Waitangi Day commemorations are important to the growth of our national identity in bringing people of all cultures together.

This is a day that should be commemorated not only at Waitangi, where the Treaty was first signed, but throughout the country, to recognise that the Treaty itself travelled, and that its impact is part of the fabric of our entire nation.

In many centres annual Waitangi Day events are well established and enjoyed by thousands of New Zealanders. However, there are some parts of the country where people do not have the opportunity to participate in such events.

If there is a gap in the calendar in your local community at Waitangi Day, I encourage local councils, local iwi and community groups to work together to design and run local events. It is my hope that we will see events organised throughout the country so that all New Zealanders have the opportunity to participate in an event on Waitangi Day, or on the local anniversary of the Treaty signing.

The Commemorating Waitangi Day Fund provides funding for events that commemorate the signing of the Treaty of Waitangi. Applications for the Commemorating Waitangi Day Fund are now open. Applications must be submitted by 1 October 2018. For more information on the fund criteria, please visit the Ministry for Culture and Heritage's website: mch.govt.nz/funding-nz-culture/ministry-grants-awards/commemorating-waitangi-day-fund.

I look forward to hearing about all the exciting events that are being planned for Waitangi Day 2019.

Nāku me ngā mihi

A handwritten signature in black ink, appearing to be 'Jacinda'.

Rt Hon Jacinda Ardern
Minister for Arts, Culture and Heritage

Māori Standing Committee

Chair: Reuben Tipoki
25-39 Lake Ferry Road
Lake Ferry
Featherston 5772
027 304 5422



14 August 2018

Tēnā koutou e ngā pou o Hoe Tonga

On behalf of Kohunui Marae, Te Whānau Waka o Ōnoke, and the South Wairarapa District Māori Standing Committee who represent South Wairarapa Māori, I would like to thank you for your support in enabling waka to once again grace our beautiful lakes.

Our wānanga was held from the 13th to the 17th July at Kohunui Marae. It was the first of its kind in that it involved 8 Wairarapa Schools including Kuranui College and Te Kura Kaupapa Māori o Wairarapa, youth groups, marae, and individuals from around the country who associate or whakapapa to Wairarapa Moana. An estimated 120 people were directly involved over the 5 days and around 60 rangatahi were able to experience first-hand the magic of waka on our lakes.

Mātaiawhea Kere did a great job of engaging our rangatahi, many of whom stated that waka ama was their favourite part of the wānanga. Mātai played a leading role in inspiring our youth and whānau and we are certain the profile for waka ama here in South Wairarapa has grown immensely with this exposure.

Our next Wairarapa Moana Wānanga is scheduled for the 29th September to the 3rd October and we hope that Hoe Tonga will be able to support again.

Nāku i roto i ngā mihi,

Raihānia Tipoki
Māori Standing Committee Chair
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