

# SOUTH WAIRARAPA DISTRICT COUNCIL

12 DECEMBER 2018

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## AGENDA ITEM B1

### REPORTS/MINUTES OF COUNCIL COMMITTEES AND COMMUNITY BOARDS

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#### **Purpose of Report**

To present Council with reports and minutes of Council committees and community boards.

#### **Recommendations**

Officers recommend that the Council:

1. *Receive the information.*
2. *Receive the minutes of the Featherston Community Board meeting 20 November 2018.*
3. *Receive the minutes of the Greytown Community Board meeting 21 November 2018.*
4. *Receive the minutes of the Māori Standing Committee meeting 3 December 2018.*
5. *Receive the minutes of the Audit and Risk Working Party 14 November 2018.*

#### **1. Executive Summary**

Minutes of recent meetings are presented to Council for information. The Chair may ask for comment on the content, but no comment can be received in this forum with regards to the accuracy of the minutes.

A link to the Martinborough Community Board minutes of 12 December 2018 will be circulated.

#### **2. Appendices**

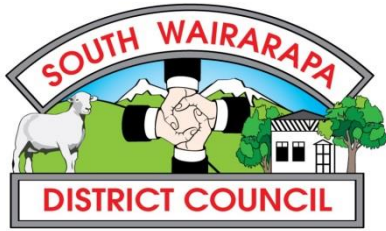
Appendix 1 - Featherston Community Board 20 November 2018  
Greytown Community Board 21 November 2018  
Māori Standing Committee Minutes 3 December 2018  
Audit and Risk Working Party 14 November 2018

Contact Officer: Suzanne Clark, Committee Secretary

Reviewed By: Paul Crimp, Chief Executive

# **Appendix 1**

- **Featherston Community Board 20  
November 2018**
- **Greytown Community Board 21 November  
2018**
- **Māori Standing Committee Minutes 3  
December 2018**
- **Audit and Risk Working Party Minutes 14  
November 2018**



## Featherston Community Board

### Minutes – 20 November 2018

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

#### **PUBLIC BUSINESS**

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

*(Moved Ramsden/Seconded West)*

Carried

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

*(Moved Ramsden/Seconded Cr Vickery)*

Carried

#### **1. APOLOGIES**

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

*(Moved Ramsden/Seconded Cr Vickery)*

Carried

#### **2. CONFLICTS OF INTEREST**

There were no conflicts of interest declared.

#### **3. PUBLIC PARTICIPATION**

##### **3.1 Lucy Cooper (Perception Planning)**

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

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

### 3.2 Indigo Freya

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

### 3.3 Marcus Harvey (Cross Creek Railway)

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

### 3.4 Emily Greenberg and Maud Bot (Featherston Community Centre)

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

## 4. ACTIONS FROM PUBLIC PARTICIPATION

### 4.1 Perception Planning

No actions generated.

### 4.2 Indigo Freya

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

*FCB NOTED:*

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

### 4.3 Cross Creek Railway

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

### 4.4 Featherston Community Centre

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

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## 5. COMMUNITY BOARD MINUTES

### 5.1 Featherston Community Board Minutes – 9 October 2018

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

*(Moved Ramsden/Seconded Cr Vickery)*

Carried

## 6. CHIEF EXECUTIVE AND STAFF REPORTS

### 6.1 Officers Report to Community Boards

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

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

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

*(Moved Ramsden/Seconded Cr Olds)*

Carried

### 6.2 Action Items Report

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

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

*(Moved Ramsden/Seconded Cr Olds)*

Carried

### 6.3 Income and Expenditure Report

*FCB RESOLVED (FCB 2018/115):*

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

*(Moved Ramsden/Seconded Cr Vickery)*

Carried

### 6.4 Schedule of Ordinary Meetings

*FCB RESOLVED (FCB 2018/116):*

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

*(Moved Cr Olds/Seconded Cr Vickery)*

Carried

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## 6.5 Financial Assistance

Members declined the application from Wharekaka Rest Home.

*FCB RESOLVED (FCB 2018/117):*

1. To receive the Applications for Financial Assistance Report.
2. To grant Featherston Community Centre \$500 to undertake maintenance of the Centre's carpark, specifically to fix a flooding problem linked to the Centre's stormwater sump.

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

3. To grant Cross Creek Railway \$1,000 (as an exceptional circumstance) to help with the costs associated with the purchase of a trailer so the mini fell can be transported as needed.

*(Moved Cr Vickery/Seconded West)* Carried

4. To grant Featherston First Fridays \$500 to run a series of outdoor summer events.

*(Moved Ramsden/Seconded West)* Carried

## 6.6 SWDC Logo and Branding Working Party

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

*(Moved Ramsden/Seconded Cr Olds)* Carried

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

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

*(Moved Ramsden/Seconded Cr Vickery)* Carried

## 7. NOTICES OF MOTION

There were no notices of motion.

## 8. CHAIRPERSONS REPORT

### 8.1 Chairperson's Report

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

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

Cr Vickery left the meeting at 8:34pm.

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

*FCB RESOLVED (FCB 2018/120):*

1. To receive the Chairpersons report.  
(*Moved Cr Olds/Seconded Cr Vickery*) Carried
2. To purchase 15 flags at \$74 each at a total of \$1,110 excl GST, with the design to be determined by the Featherston Community Board.  
(*Moved Ramsden/Seconded Cr Olds*) Carried
3. To dispose of the old street flags.  
(*Moved West/Seconded Cr Olds*) Carried
4. Action 793: Develop a flag hanging, booking and use policy for Featherston; FCB
5. Action 794: Bring together all information on possible student representation, including seeking input from other community board chairs, Alan Maxwell and Kuranui College, and present findings to the Board; R Ramsden
6. Action 795: Reissue the Featherston Facebook Engagement Policy to members and review in workshop with members; R Ramsden

**9. MEMBER REPORTS (INFORMATION)**

9.1 Charter Parade

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

9.2 Featherston Christmas Parade

An update report was provided in meeting papers

*FCB RESOLVED (FCB 2018/121):*

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

9.3 Featherston Swimming Pool 18/19 Season Matters

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

**10. CORRESPONDENCE**

10.1 Outwards

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

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

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

*(Moved Ramsden/Seconded West)*

Carried

**Confirmed as a true and correct record**

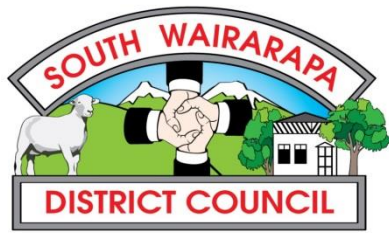
.....**Chairperson**

.....**Date**

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## Greytown Community Board

### Minutes – 21 November 2018

- Present:** Leigh Hay (Chair), Mike Gray, Ann Rainford (Deputy Chair), Christine Stevenson and Cr Margaret Craig.
- In Attendance:** Mayor Viv Napier, Mark Allingham (Group Manager Infrastructure and Services) and Suzanne Clark (Committee Secretary).
- Conduct of Business:** The meeting was conducted in public in the WBS Room, Greytown Town Centre on 21 November 2018 between 7:00pm and 8:50pm.
- Also In Attendance:** Craig Percy, Lucy Cooper, Heather King, Kevin Lyford and David Green.

#### **PUBLIC BUSINESS**

##### **1. APOLOGIES**

Apologies were received from Lachlan O’Connell (student representative).

##### **2. CONFLICTS OF INTEREST**

There were no conflicts of interest.

##### **3. PUBLIC PARTICIPATION**

###### **3.1 Craig Percy (Orchards Retirement Village developer) and Lucy Cooper (Perception Planning)**

Mr Percy and Ms Cooper provided a progress update on changes made since public consultation to the Orchards Retirement Village plan. A resource consent application was being prepared for lodging in February 2019 with the consent hearing likely to be July or August 2019.

###### **3.2 Heather King, Kevin Lyford, David Green**

Ms King with support from Mr Lyford and Mr Green noted concerns at the increased use and parking on the Udy Street paper road causing degradation of seal. Ms King suggested that a section of the Lions Walkway was converted into parking space, or that Council resume responsibility for maintaining the paper road, or that a new walkway was created on the right side of the road reserve linking to the Lions Walkway. The road was covered by a dense tree canopy making it hard to see pedestrians and cyclists. The residents requested that the existing sign was reworded with a safety message.

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#### **4. TREE ADVISORY GROUP**

Tree Advisory Group

On behalf of the Tree Advisory Group, Mr Partridge recommended Council undertake a course of action to nourish and lengthen the life of the gleditsia tree in Stella Bull Park.

Mr Partridge advised that removing dead wood from Farleys Oak and other trees should be part of Council's maintenance schedule and was not controversial.

Trees for berms were being considered and St Lukes Anglican Church were awaiting estimates for strengthening the gum tree.

#### **5. ACTIONS FROM PUBLIC PARTICIPATION/PRESENTATIONS**

*GCB NOTED:*

1. Action 767: Amend the Lions walkway promotional material to make it clear that the Lions walkway starts 100m from the corner of Udy Street; L Hay
2. Action 768: Investigate the proposal from the Udy Street contingent for pedestrians and cyclists to enter and leave the Lions Walkway via Council's road reserve (to the right of the existing seal); M Allingham
3. Action 769: Amend the existing sign on the Udy Street sealed section of paper road to say 'Watch for children'; M Allingham
4. Action 770: Investigate the oak trees, owned by Oak Estate Motor Lodge, overhanging the footpath on Hospital Road, Greytown, and if they are obstructing the footpath request that the owner arrange for them to be cut back; R O'Leary
5. Action 771: Provide Jez Partridge with a copy of the original arborists report for Farley's Oak; M Allingham
6. Action 772: Email an update to Jez Partridge and the GCB on then intended action timing with regards to the trees in Colliers Reserve; M Allingham

#### **6. COMMUNITY BOARD MINUTES**

- 6.1 Greytown Community Board Minutes – 10 October 2018

*GCB RESOLVED (GCB 2018/72)* that the minutes of the Greytown Community Board meeting held on 10 October 2018 be confirmed as a true and correct record subject to amending March 2018 to March 2019 under 10.2 Stella Bull Park Users Group.

*(Moved Hay/Seconded Rainford)*

Carried

#### **7. CHIEF EXECUTIVE AND STAFF REPORTS**

- 7.1 Officer's Report

Members noted the Waihinga Centre opening date of 10 December 2018.

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Mr Allingham undertook to alert contractors to weeds and moss growing from footpaths so they could be scheduled for spraying.

*GCB RESOLVED (GCB 2018/73)* to receive the Officer's Report.

*(Moved Hay/Seconded Rainford)* Carried

## 7.2 Action Items Report

Members discussed the action items and updates were made.

*GCB RESOLVED (GCB 2018/74):*

1. To receive the Action Items Report.  
*(Moved Hay/Seconded Cr Craig)* Carried
2. Action 773: Review protocols to determine if a key to the Greytown Town Centre can be given to the chair of the Greytown Community Board; M Allingham
3. Action 774: Write a letter congratulating Greytown School on retaining the Enviroschools Green-Gold status; L Hay

## 7.3 Income and Expenditure Report

*GCB RESOLVED (GCB 2018/75):*

1. To receive the Income and Expenditure Statement for the period 1 July 2018 – 30 September 2018.
2. To receive the Income and Expenditure Statement for the period 1 July 2018 – 31 October 2018.  
*(Moved Hay/Seconded Gray)* Carried
3. Action 775: Remove the beautification budget commitment for C Turvey 3D Designs - no longer required; J Mitchell

## 7.4 Schedule of Ordinary Meetings

*GCB RESOLVED (GCB 2018/81):*

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

## 7.5 Applications for Financial Assistance

*GCB RESOLVED (GCB 2018/76):*

1. To receive the Applications for Financial Assistance Report and consider the grant applications.  
*(Moved Hay/Seconded Rainford)* Carried

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2. To grant Greytown Early Years \$500 to assist with the costs of purchasing toys for construction and storytelling.  
(*Moved Gray/Seconded Rainford*) Carried
3. To grant the Greytown Scouts \$250 to enable their chosen individual, who is a Greytown resident, to attend Illuminate (Venturer jamboree) from 31 December 2018 to 11 January 2019.  
(*Moved Hay/Seconded Stevenson*) Carried

7.6 SWDC Logo and Branding Working Party  
*GCB RESOLVED (GCB 2018/77)* to receive the SWDC Logo and Branding Working Party Report.  
 (*Moved Cr Craig/Seconded Rainford*) Carried

7.7 Change to Naming of Public Roads, Private Roads and Rights-of-Way Policy  
 Members requested some form of public notification, particularly for affected residents.  
*GCB RESOLVED (GCB 2018/78)* to receive the Change to Naming of Public Roads, Private Roads and Rights-of-Way Report.  
 (*Moved Hay/Seconded Gray*) Carried

## 8. NOTICES OF MOTION

There were no notices of motion.

## 9. CHAIRPERSONS REPORT

### 9.1 Chairperson's Report

Mrs Hay undertook to clarify the Christmas parade route. Members noted that the 130 year anniversary of Arbor Day was the 3 July 2020.

*GCB RESOLVED (GCB 2018/79):*

1. To receive the Chairperson's Report.  
(*Moved Hay/Seconded Gray*) Carried
2. To approve a cost of \$2,000 plus GST as a grant to St Luke's Church to be used for work required for the Gum Tree to be paid from the beautification budget.  
(*Moved Hay/Seconded Cr Craig*) Carried
3. To approve a cost of \$3,000 plus GST as a grant to The Greytown Heritage Trust to be used for the costs towards printing of the new Heritage Trail signs, to be paid from the beautification budget.  
(*Moved Hay/Seconded Rainford*) Carried
4. To approve a cost of \$300 plus GST for artwork for the new Greytown Cemetery sign, to be paid from the beautification budget.  
(*Moved Gray/Seconded Cr Craig*) Carried

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5. To approve a cost of \$2,000 plus GST for work on the dog park programme including gates, to be paid from the beautification budget.  
(*Moved Hay/Seconded Rainford*) Carried
6. To approve a cost of \$410 plus GST for installation of Town Hall Xmas decorations and new lights.  
(*Moved Hay/Seconded Gray*) Carried
7. To approve a cost of \$755 plus GST for conference registration and up to \$1,000 for 3 nights' accommodation, food and petrol costs.  
(*Moved Hay/Seconded Stevenson*) Carried
8. To approve a grant of \$1,000 plus GST to Rotary as a contribution towards the costs for the traffic management plan.  
(*Moved Hay/Seconded Stevenson*) Carried
9. To approve up to \$800 for advertising of meetings in December and January for public consultation for annual plan submissions.  
(*Moved Hay/Seconded Gray*) Carried

## **10. MEMBERS REPORTS (INFORMATION)**

### 10.1 Emergency Management Liaison

Mr Gray spoke to his report as submitted in meeting papers.

### 10.2 Udy Street Maintenance Concerns

There was no further discussion.

### 10.3 Community Patrol and Neighbourhood Support

Mrs Rainford reported that a Community Patrol Steering Group had been formed, and an AGM would be scheduled when everything was ready to move forward.

### 10.4 Digital Seniors

*GCB NOTED:*

1. Action 776: Write to the Digital Seniors group expressing concerns that the group has been setup in parallel to a service already being provided in the Greytown community; L Hay

### 10.5 Greytown After 5

On behalf of the Community Board, Mrs Stevenson would take over organising a Greytown After 5 event for early 2019. Mrs Stevenson envisaged sponsorship would continue to be from local businesses.

**11. CORRESPONDENCE**

11.1 Outwards

To FreshChoice from Greytown Community Board, dated 2 November 2018

To Papawai Marae, from Greytown Community Board, dated 9 November 2018

11.2 Inwards

To Greytown Community Board from Cr Adrienne Staples, (Greater Wellington Regional Council) dated 9 November 2018

*GCB RESOLVED (GCB 2018/80) to receive the inwards correspondence and approve the outwards correspondence.*

*(Moved Hay/Seconded Gray)*

Carried

**Confirmed as a true and correct record**

.....**Chairperson**

.....**Date**

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## Māori Standing Committee

Minutes – 3 December 2018

- Present:** Raihānia Tipoki (Chair), Teresa Aporo, Narida Hooper, Nathan Maynard (from 7:03pm), Karen Mikaera, Michael Roera, Terry Te Maari, Amiria Te Whaiti, and Cr Pip Maynard.
- In Attendance:** Mayor Viv Napier, Paul Crimp (Chief Executive), Suzanne Clark (Committee Secretary) and for part only Amy Wharram (Communications Manager).
- 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 6:50pm and 8:30pm.
- Also in Attendance:** Amber Craig, Connor Kershaw (P&K), Lucy Cooper (Perception Planning) and Craig Percy (developer), Leigh Hay (Chair SWDC Logo and Branding Working Party) and Esther Bokholt (Wairarapa Positive Aging Strategy).

### PUBLIC BUSINESS

#### 1. APOLOGIES

*MSC RESOLVED (MSC 2018/41)* to receive apologies from Demetrius Potangaroa, Wayne Pitau and lateness apologies from Nathan Maynard.

*(Moved Cr Maynard/Seconded Te Whaiti)*

Carried

#### 2. PUBLIC PARTICIPATION/PRESENTATIONS

##### 2.1 Lucy Cooper, Connor Kershaw and Craig Percy

Connor Kershaw tabled an archeological assessment of the proposed development site and outlined plans for rebuilding the store as a remedy for the existing earthquake prone building.

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

#### 3. ACTIONS FROM PUBLIC PARTICIPATION

Members suggested that in addition to consultation with Rangitane and the Maori Standing Committee, Orchards Development should meet with local Papawai hapu.

*MSC NOTED:*

1. Action 805: Provide contact details of Martinborough hapu to Perception Planning so they can be contacted for cultural input to the P&K proposed development; R Tipoki

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#### **4. MINUTES FOR RECEIPT AND CONFIRMATION**

##### **4.1 Māori Standing Committee Minutes – 15 October 2018**

*MSC RESOLVED (MSC 2018/42)* that the minutes of 15 October 2018 be confirmed as a true and correct record.

*(Moved Te Maari/Seconded Mikaera)*

Carried

##### **4.2 SWDC Minutes from 24 October 2018**

*MSC RESOLVED (MSC 2018/43)* that the minutes of the South Wairarapa District Council meeting held on the 24 October 2018 be received.

*(Moved Tipoki/Seconded Te Whaiti)*

Carried

#### **5. OPERATIONAL REPORTS – COUNCIL OFFICERS**

##### **5.1 SWDC Logo and Branding Working Party**

Mrs Hay updated the Committee on progress for determining a new Council logo and discussed the proposed unique selling point phrase Te Waharoa ō Wairarapa with members.

*MSC RESOLVED (MSC 2018/44):*

1. To receive the SWDC Logo and Branding Working Party Report.

*(Moved Tipoki/Seconded Roera)*

Carried

2. Action 806: Determine and get agreement for a Māori interpretation of South Wairarapa District Council (or non-literal interpretation) by 31 December 2018; R Tipoki
3. Action 807: Determine and get agreement from the MSC for a more meaningful name for the Māori Standing Committee by February 2019; R Tipoki

##### **5.2 Positive Aging Strategy**

Amy Wharram tabled a presentation, and Ms Bokholt informed the Committee of work being undertaken on a joint Wairarapa Positive Aging Strategy via video conference. Members requested a hui in the South Wairarapa to progress further.

*MSC RESOLVED (MSC 2018/45):*

1. To receive the Joint Positive Aging Strategy Report.

*(Moved Aporo/Seconded Cr Maynard)*

Carried

2. Action 808: Forward the Positive Aging Strategy Working Group Terms of Reference to Mr Tipoki (for distribution to the MSC); J Mitchell
3. Action 809: Request that Hoani Paku organise a meeting with MSC representatives to further discuss the Positive Aging Strategy development with Esther Bokholt; J Mitchell

##### **5.3 Schedule of Ordinary Meetings**

Members requested Council employ a contractor to rewrite the Māori Policy, Terms of Reference and to consider new clauses for inclusion in Standing

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Orders. Mr Tipoki undertook to present the request to Council on the 12 December 2018.

*MSC RESOLVED (MSC 2018/46):*

1. To receive the Schedule of Ordinary Meetings Report.
2. To adopt the 2019 schedule of ordinary meetings for the Māori Standing Committee to the end of September.
3. To set a meeting start time of 6:30pm for ordinary meetings.
4. To delegate to the Chief Executive the authority to alter the schedule of ordinary meetings following consultation with the Chair.

*(Moved Tipoki/Seconded Hooper)*

Carried

#### 5.4 Officers' Report

Mr Crimp encouraged the Committee to determine an appropriate process for allocating the Long Term Plan grant and then to commit the funds to an appropriate project via resolution.

*MSC RESOLVED (MSC 2018/47) to receive the Officers' Report.*

*(Moved Cr Maynard/Seconded Tipoki)*

Carried

#### 5.5 Action Items Report

Members discussed the action items.

*MSC RESOLVED (MSC 2018/48) to receive the Action Items Report.*

*(Moved Tipoki/Seconded N Maynard)*

Carried

#### 5.6 Featherston Wastewater Short Term Consent

Mr Crimp discussed the proposed project, expected outcomes, non-notification status of the proposed application and alternative wastewater treatments with members. There was both support for and against the proposed consent.

*MSC RESOLVED (MSC 2018/49) to receive the Featherston Wastewater Short Term consent Report.*

*(Moved Tipoki/Seconded N Maynard)*

Carried

#### 5.7 Verbal Update from Council 21 November 2018 Meeting

Mr Crimp advised that Council would be meeting with the Featherston Community Board to progress a decision on the Featherston vacant lot.

Mr Crimp outlined the central governments signalled changes with regards to management of the three waters and suggested members read the ministerial papers on the subject.

## 6. MEMBER ITEMS

### 6.1 Naming of the Waihinga Centre

Agreement on a way forward had been reached between hapu, the Māori Standing Committee, Mayor Napier and Mr Crimp in a workshop prior to the meeting.

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6.2 The proposed gifting of pou to the Waihinga Centre from Hau Ariki Marae  
Mr Tipoki undertook to advise Hau Ariki Marae that there was no need for a  
pou.

6.3 Lake Ferry Pine Tree Felling

*MSC NOTED:*

1. Action 810: Provide an update on when the Lake Ferry pine trees  
would be felled; M Allingham

Mr Tipoki closed with a karakia.

**Confirmed as a true and correct record**

.....**Chairperson**

.....**Date**

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## SWDC Audit & Risk Working Party

### Notes from meeting held 14 November 2018

**Present:** Mayor Viv Napier (Chair), Cr Margaret Craig, Cr Colin Wright, Jennie Mitchell

**Apologies:** Cr Brian Jephson, Cr Colin Olds, Paul Crimp

**Conflicts of Interest:** None

**Minutes of last meeting** reviewed and acknowledged.

**Matters Arising** – members noted items that had been actioned since last meeting.

#### 1 Risks

An update on projects including progress regarding the Whatarangi Cliffs, sale of Old Stella Bull Park, Wastewater to land projects, and the Fitzherbert Street land was provided and reviewed. This report will be provided at future A&R meetings for all ongoing projects.

**Action:** GMCS to advise timing of next stage of MBA wastewater to land project.

**Action:** Once the Featherston Golf Course land purchase had been completed, a report to A&R (or Council) with recommendations on next steps.

#### 2 Financials

**Financial Statements for September 2018** were reviewed noting income and expenditure are close to budget in all areas except roading which is under budget due to the seasonal timing of this work.

**Quarterly CAPEX forecast** – the first forecast of the year was reviewed. Quarter 2, 3 & 4 spends expected to be considerably higher than quarter 1 mainly due to timing of roading CAPEX over summer months. Some wastewater CAPEX expected to be carried forward to the 2019/20 financial year. Other CAPEX budgets expected to be spent in full this year at this stage.

**Waihinga Centre report – October 2018** – Updated forecast reviewed and discussed. Completion expected by end of month. Plans in place to move in and open early to mid-December 2018.

**Summary report for the GTN wastewater to land project** - Noted that savings of approximately \$100K have been identified since the last report so net overspend is now \$200K.

**Rates arrears October 2018** – graphs were reviewed. Noted overdue debt is in a slightly better position than this time last year. Work continues to recover arrears via banks where the property has a mortgage.

**Two Rates Arrears cases** were considered in detail. Both had become problematic to recover due to unique circumstances. Each case was reviewed and a way forward agreed as recommended by officers. **Action:** rates team to action as agreed.

3 **Policies update** - No policy reviews this month due to other work priorities.

4 **Health & Safety** report will go to next Council meeting.

5 **Legislative Compliance** - Nothing new to report.

## 6 General Business

**Update on accepting Credit card payments** –GMCS circulated information on other DCs accepting credit cards. Some accept credit cards for rates only, some for all payments, some for over the counter transactions and some for online and over the counter transactions. Most DCs passed on the bank charges to the ratepayer making the payment so other ratepayers didn't bear the cost of this. Regarding online payments, it was considered more efficient to introduce this as part of the website upgrade which will be happening over the next six months or so.

Agreed to proceed with accepting over the counter credit card payments for all types of council charges and add on administration charges to the person making the payment. Make it clear through information provided in rates newsletters, notices at the counter etc. that charges would be incurred if using this method of payment. Suggest implementing this at the Council offices first before rolling out to service centres so any teething problems can be ironed out by finance team. **Action:** GMCS and team to further investigate and implement over the counter payments by credit card and communication of this new option for payment, including the admin charge.

**Wairarapa Library Service recommendation regarding Library fees** – A draft paper from the WLS was reviewed which recommended removal of some library charges and small increases to others. The working party was in favour of considering these proposed changes as part of the Annual plan process and supported the concept of making library services more accessible to all ratepayers to encourage use of our libraries by as many ratepayers as possible. **Action:** GMCS to ensure this topic is covered during AP discussions. May be a topic for consultation.

**New online banking payment authoriser** – with the departure of both Kyra Low (Finance Manager) and Helen McNaught (Amenities Manager) on 1 November it was agreed that Tim Langley (Roading Manager) would be added as an additional person to approve online payments. All online payments to external parties require two authorisers.

**Next meeting: 23 January 2019**

### **Topics for future meetings:**

- Investment funds
- Legislative review
- Policy review timing
- A&R working party terms of reference review (one Governance review complete)