

SOUTH WAIRARAPA DISTRICT COUNCIL

16 MAY 2018

AGENDA ITEM B1

REPORTS/MINUTES OF COUNCIL COMMITTEES AND COMMUNITY BOARDS

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 Maori Standing Committee dated 26 March 2018.*
3. *Receive the tabled minutes of the Martinborough Community Board 23 April 2018.*
4. *Receive the tabled minutes of the Featherston Community Board 24 April 2018.*
5. *Receive the tabled minutes of the Greytown Community Board 18 April 2018.*
6. *Receive the minutes of the Audit and Risk Working Party 18 April 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.

Minutes from the Martinborough (23 April), Featherston (24 April) and Greytown Community Board (18 April) meetings and the Maori Standing Committee meeting (7 May) will be tabled.

2. Appendices

Appendix 1 - Maori Standing Committee 26 March 2018
Audit and Risk Working Party 18 April 2018

Contact Officer: Suzanne Clark, Committee Secretary
Reviewed By: Paul Crimp, Chief Executive

Appendix 1

- **Maori Standing Committee Minutes 26
March 2018**
- **Audit and Risk Working Party Minutes 18
April 2018**



Māori Standing Committee

Minutes – 26 March 2018

- Present:** Reuben Tipoki (Chair), Teresa Aporo, Michael Roera, Terry Te Maari, Johnny Shaw, Amiria Te Whaiti, and Cr Pip Maynard (until 7:55pm).
- In Attendance:** 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 8:08pm.
- Also in Attendance:** John Cunningham (Papawai Marae), Danielle Sargent, Katherine MacGregor and Quinton Parr.

PUBLIC BUSINESS

A karakia was said at the workshop prior to the meeting.

1. APOLOGIES

MSC RESOLVED (MSC 2018/06) to receive apologies from Mr Potangaroa, Mr Rimene and Mayor Napier.

(Moved Aporo/Seconded Cr Maynard)

Carried

2. PUBLIC PARTICIPATION/PRESENTATIONS

2.1 John Cunningham, Papawai Marae

Mr Cunningham requested Council reduce their rates charge to their marae by one half as Papawai Marae could not cover its expenses, and income fluctuated.

3. ACTIONS FROM PUBLIC PARTICIPATION

Mr Crimp advised that marae were not charged land rates, but as per legislation were charged for water and wastewater if connected.

MSC NOTED:

1. Action 182: Continue discussions at future long term plan meetings about ways to increase revenue flow for marae in order to lessen the wastewater and water rates impact; Paul Crimp
2. Action 183: Discuss time availability of councillor members of the MSC; Reuben Tipoki

DISCLAIMER

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

4. MINUTES FOR RECEIPT AND CONFIRMATION

4.1 Māori Standing Committee Minutes – 12 February 2018

MSC RESOLVED (MSC 2018/07) that the minutes of 12 February 2018 be confirmed as a true and correct record.

(Moved Tipoki/Seconded Roera)

Carried

4.2 Action Items from Previous Meeting

Members discussed the action items and repatriation of the South Wairarapa waka, signage, GIS mapping of cultural sites, LTP consultation and affordable housing.

The Committee discussed preapproving road names for new subdivisions but agreed that the location of the subdivisions was needed before options could be provided. Council officers were to advise the Committee if and when urban land adjustments were made so the Committee could reconsider the matter.

Amiria Te Whaiti left the meeting at 7:20pm.

Amiria Te Whaiti returned to the meeting at 7:22pm.

Teresa Aporo left the meeting at 7:49pm.

Teresa Aporo returned to the meeting at 7:50pm.

MSC RESOLVED (MSC 2018/08):

1. To receive the action items list.

(Moved Roera/Seconded Te Whaiti)

Carried

2. Action 184: Request that Leigh Hay forward the Maori Standing Committee the new Council logo presentation; Cr Maynard

3. Action 185: Find a suitable location to place the MSC Lake Ferry sign; Reuben Tipoki and Terry Te Maari

4. Action 186: Make a submission (funding request) on behalf of the Maori Standing Committee through to Council's LTP; Reuben Tipoki

4.3 SWDC Minutes from 21 February 2018

MSC RESOLVED (MSC 2018/09) that the minutes of the South Wairarapa District Council meeting held on the 21 February 2018 be received.

(Moved Roera/Seconded Aporo)

Carried

5. OPERATIONAL REPORTS – COUNCIL OFFICERS

5.1 Officers' Report

Mr Crimp discussed Waihinga Centre building progress with members.

MSC RESOLVED (MSC 2018/10) to receive the Officers Report.

(Moved Te Whaiti/Seconded Tipoki)

Carried

6. MEMBER ITEMS

6.1 MSC Lake Ferry Information Sign

Discussed under action items.

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6.2 Approval of grant for Puhī Te Whaiti
MSC RESOLVED (MSC 2018/11) to grant Puhī Te Whaiti \$450 to attend Outward Bound.
(Moved Te Maari/Secoded Te Whaiti) Carried

6.3 Dispersing of cremated ashes
There were known instances of cremated ashes being dispersed into lakes, rivers and the sea at places where food was gathered, and Ms Aporo queried whether this was a permitted practice.

MSC NOTED:

1. Action 187: Make contact with GWRC, and undertakers, to find out if there are restrictions regarding distributing cremated ashes into lakes, rivers, or the sea; Shane Sykes

7. **CORRESPONDENCE**

7.1 Outwards

To Aperahama Hurihanganui, Wairarapa Waka-Ama Canoe Club, from Maori Standing Committee, dated 9 March 2018

To South Wairarapa District Council from Reuben Tipoki, Maori Standing Committee considered 21 March 2018

MSC RESOLVED (MSC 2018/12) to approve the outwards correspondence.

(Moved Aporo/Secoded Roera) Carried

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 18 April 2018 and 24 April 2018

Present: Cr Brian Jephson (Chair), Cr Colin Wright, Jennie Mitchell, Paul Crimp, Kyra Low, Cr Margaret Craig, Mayor Viv Napier

Apologies: Cr Colin Wright (Part 1 – 18.4.2018), Paul Crimp, Kyra Low (Part 2 – 24.4.18)

Conflicts of Interest: None

Minutes of last meeting reviewed and acknowledged.

1 Matters Arising - No matters arising.

2 Financials

Financial statements for February 2018 were reviewed. No exceedances of the 30% Investment per bank rule to be minuted.

CAPEX full year forecast – in response to the working party members concern at the low capital expenditure year to date versus budget at the previous meeting, the GMCS and Finance Manager had worked with budget holders to complete a line by line full year forecast. This indicated where contracts had already been let, tenders were open etc. The forecast also indicated those projects that would not proceed this year and that some CAPEX would need to be carried forward into the following financial year. GMCS and Finance Manager will continue to work with budget holders on ensuring CAPEX is spent.

Waihinga Centre report – March 2018 – \$6K of further variations since last monthly report. Mostly the extension of the construction insurance policy. On track to be completed by July 2018.

Summary reports for the three wastewater projects were reviewed. WW consent for Featherston- GWRC ecologist finalised his report 16 April 2018 so now SWDC can proceed to notifying the consent and public consultation. Next steps will include public meeting to explain the consent process.

Rates arrears March 2018 – 2017 FY Arrears continue to reduce with only 13 ratepayers owing arrears from 2017 or earlier. Prior year arrears \$20K less than this time last year. Contact has been made with several of the longstanding arrears ratepayers to attempt to resolve their arrears position without going to a rating sale. Some promising progress with this. GMCS will keep A&R updated as things progress with these 5 ratepayers. Average amount owing for overdue rates (current year and prior year) is \$796, this time last year it was \$878.

Part 1 of the meeting ended here.

Part 2 – 28.4.2018

Audit plan 2018 financial year – this was circulated and discussed. Discussed whether we should move to external valuation of some Infrastructure assets each year rather than all in one year to reduce the impact of large increases in valuations on depreciation.

Audit feedback from interim audit 16 to 20 April 2018 – GMCS gave verbal update. No areas of concern. All items raised were fairly minor and will be addressed over coming months.

3 Policies update

No policies to review due to LTP work being the priority. Several Policies to be reviewed in time for next A&R meeting in May. Discussion regarding the workload for Council staff and Councillors reviewing all policies at least every three years. Working party felt this was too frequent for many policies especially as changes were normally minor. GMCS to review and recommend review timeframe e.g. 5 years for many policies other than those that are required as part of LTP process and those that needed reviewing more frequently. To be discussed at a future meeting.

4 Health & Safety

Nothing new to report in this area.

5 Risks

Report supplied regarding a dozen properties at Whatarangi Cliffs, Cape Palliser Road where increased erosion has prompted building department to write to landowners to ask what measure they are taking to ensure foul water is disposed of in accordance with the building code. An updated engineers report has been commissioned to advise building officers on the latest erosion and safety issues for these properties and members of the public using the beach. Updates will be provided to future meetings.

Risk register – agreed to add the Featherston town centre to the list of risks. Officers are preparing a report for the Mayor. There will be a Council report for the meeting on 16 May 2018.

6 Legislative Compliance

Nothing new to report.

7 General Business

GWRC LTP Submission - Reviewed GWRC LTP documentation in particular the proposed changes to their Revenue and Financing policy which would shift a considerable amount of rates to South Wairarapa ratepayers. Agreed key messages to include in submission. GMCS and Mayor to draft and circulate to working party members for their input before submitting to GWRC by the deadline of 29 April 2018.

SWDC rating review – discussed process to complete this and agreed the first step would be to have a workshop with Philip Jones and all Councillors to discuss what matters to review and make a plan and timeline to complete this review during the 2018/19 year.

Insurance renewal – GMCS indicated work had commenced on this, initial meeting had been held with JLT regarding general insurance. MDC, CDC and SWDC have indicated they plan to stay with LAPP for a further year. LAPP have indicated there will be a reduction in the premium. LAPP and Aon in discussions about Aon taking on the LAPP cover from next financial year. JLT also keen to quote for cover of underground infrastructure from next year.

Annual leave process – the current process for annual leave approval was discussed and agreed as suitable and no changes are required.

Governance review – Mayor Napier confirmed she had requested a Governance review as a result of the recent resignation of one of the Councillors and this would take place in coming months. Terms of reference for this review have been received. In addition the CEO had requested LGNZ that SWDC be part of their excellence programme and we are on the waiting list for this. These two steps were seen as positive responses to recent events by the A&R working party members.

Next meeting: 30 May 2018 – 9.00 am