



SOUTH WAIRARAPA DISTRICT COUNCIL

Kia Reretahi Tātau

Agenda

**ORDER PAPER FOR AN ORDINARY MEETING
TO BE HELD
Via Audio-Visual Technology
ON
15 September 2021**

**MEMBERSHIP OF COUNCIL
HIS WORSHIP THE MAYOR
Mr Alex Beijen**

Deputy Mayor Garrick Emms

Cr P Colenso
Cr R Fox
Cr L Hay
Cr B Jephson

Cr P Maynard
Cr A Plimmer
Cr R Vickery
Cr B West

**RECOMMENDATIONS IN REPORTS ARE NOT TO BE CONSTRUED AS
COUNCIL POLICY UNTIL ADOPTED BY COUNCIL**



SOUTH WAIRARAPA DISTRICT COUNCIL MEETING

Agenda 15 September 2021

NOTICE OF MEETING

Due to COVID-19 restrictions this meeting will be held via video conference. All members participating via video conference will count for the purpose of the meeting quorum in accordance with clause 25B of Schedule 7 to the Local Government Act 2002. This meeting will be live-streamed and will be available to view on our [YouTube channel](#).

SWDC Affirmation

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

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

Open Section

- A1.** Apologies
- A2.** Conflicts of interest
- A3.** Acknowledgements and tributes
- A4.** Public participation
As per standing order 14.17 no debate or decisions will be made at the meeting on issues raised during the forum unless related to items already on the agenda.
- A5.** Actions from public participation
- A6.** Extraordinary Business
 - Water Reform Questions for Department of Internal Affairs
- A7.** Community Board/Māori Standing Committee Report from Meetings
- A8.** Confirmation of Minutes

Proposed Resolution: *That the minutes of the Council meeting held on 28 July 2021 are a true and correct record.*

Pages 1-7

B. Recommendations from Committees and Community Boards

B1.	Minutes of Council Committees and Community Boards	Pages 8-56
B2.	Community Board Recommendations	Pages 57-61
B3.	Recommendations from Planning and Regulatory Committee	Pages 62-67
B4.	Recommendations from Finance, Audit and Risk Committee	Pages 68-72
B5.	Recommendations from Assets and Services Committee	Pages 73-79

C. Decision Reports from Chief Executive and Staff

C1.	Māori Standing Committee	Pages 80-87
C2.	Proposed Amendments to the Wellington Regional Leadership Committee Joint Committee Agreement and Terms of Reference	Pages 88-117
C3.	Wairarapa Economic Development Arrangements	Pages 118-133

D. Information Reports

D1.	Waihinga Centre Lessons Learned	Pages 134-157
D2.	Action Items Report	Pages 158-165

E. Chairperson's Report

E1.	Report from His Worship the Mayor	Pages 166-182
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F. Appointments Reports

Proposed Resolution: *That reports from appointments are received.*

F1.	Joint Committees/Working Groups Wairarapa District Plan Joint Ctte (Cr Plimmer, Cr Jephson, Cr Fox (alt)) Wairarapa Library Service (Cr Colenso, Cr Hay) Wairarapa Policies Working Group (Cr Emms, Cr Plimmer) Wairarapa Trails Action Group (Cr Hay) Wgtn Region Waste Management & Minimisation Plan JCtte (Cr Colenso) Wgtn Region Waste Forum (Cr Colenso)	Pages 183-215
F2.	GWRC Committees/Groups Wgtn Region Climate Change Working Group (Cr Jephson, Cr West (alt)) Awhea Opouawe Scheme Committee (Cr Jephson) Lower Valley Development Scheme Advisory Committee (Cr Emms) Ruamahanga Whaitua Catchment Ctte (Cr Fox) Waiohine Floodplan Management Plan Steering Group (Cr Fox, Mr Wright)	

F3. Appointments

Destination Wairarapa (Mr Hogg)
Wairarapa Road Safety Council (Cr Plimmer)
Cobblestones Trust Board (Ms Cooper)
Wairarapa Safer Community Trust (Cr West)
Hood Aerodrome Strategic Advisory Group (Cr West)

G. Public Excluded Business

G1. Recommendation from CEO Review Committee

G2. Confirmation of Public Excluded minutes 28 July 2021

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

Report/General Subject Matter	Reason for passing this resolution in relation to the matter	Ground(s) under Section 48(1) for the passing of this Resolution
Recommendation from CEO Review Committee	Good reason to withhold exists under section 7(2)(a)	Section 48(1)(a)
Confirmation of Public Excluded minutes 28 July 2021	Good reason to withhold exists under section 7(2)(a)	Section 48(1)(a)

This resolution is made in reliance on Section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public are as follows:

Reason for passing this resolution in relation to the matter	Ground(s) under Section 48(1) for the passing of this Resolution
The withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons	Section 7(2)(a)

SOUTH WAIRARAPA DISTRICT COUNCIL
Minutes from 28 July 2021

Present:	Mayor Alex Beijen, Deputy Mayor Garrick Emms, Councillors Pam Colenso, Rebecca Fox, Leigh Hay, Brian Jephson, Pip Maynard, Alistair Plimmer, Ross Vickery and Brenda West.
In Attendance:	Harry Wilson (Chief Executive), Euan Stitt (Group Manager Partnerships and Operations), Russell O’Leary (Group Manager Planning and Environment), Karen Yates (Policy and Governance Manager), Katrina Neems (Chief Financial Officer), Rick Mead (Manager Environmental Services), Bryce Neems (Waste and Amenities Manager), James Whitham (Planning Manager), Shiel Priest (Communications Manager), Paul Gardner (HR Manager), and Suzanne Clark (Committee Advisor). Wellington Water: Lawrence Stephenson.
Conduct of Business:	The meeting was held in the Supper Room, Waihinga Centre, Texas Street, Martinborough and was conducted in public between 10:00am and 1:22pm except where expressly noted.
Also in attendance:	Lee Carter, Daphne Geisler, Warren Woodgyer and John Errington. Mel Maynard (Martinborough Community Board Chair). Lucy Cooper (Cobblestones Trust Board appointee) via audio-visual link.

Open Section

Cr Hay read the Council affirmation.

A1. Apologies

There were no apologies received.

A2. Conflicts of Interest

Cr Plimmer declared a conflict of interest with the Mayor’s correspondence to NZ Police.

A3. Acknowledgements and Tributes

Cr Maynard acknowledged the passing of mana whenua Tiki McGregor as well as Alan Styles. Mr Styles had volunteered his time and plumbing skills to Hau Ariki Marae.

A4. Public Participation

Mrs Carter stated that Council communications on the recent rates rises could have been better and that a formal complaints process should be utilised. Mrs Carter requested a series of public meetings to address concerns and queried why rates had risen following consultation and how they could be made more affordable. Mrs Carter spoke about the hardship of people on fixed incomes.

Ms Geisler stated that the final adopted rates were different from what was in the published consultation document and that the average rates rise as promoted was misleading. Ms Geisler noted that Council had approved an overall increase of 28% and queried how Council could allow this. Ms Geisler requested that Council publish the correct rates rise numbers.

Mr Woodgyer noted the community outcry on rates. Incomes were not being topped up at the same level as rates were rising. Mr Woodgyer was disillusioned and requested information showing rates collected in each ward and where it was spent. Mr Woodgyer suggested all ratepayers should be invited to participate in community surveys. Mr Woodgyer spoke of the rising costs of employing Wellington Water, rising staff levels, and unnecessary expenditure.

Mr Errington noted that figures he would be using in his presentation were readily available and that overall rates had increased by 28%, with urban rates increasing more than average due to the increase in the value of urban property. Mr Errington believed the rates examples were misleading and deceptive and he invited Council to reconsider rates communications issued.

A5. Actions from public participation

COUNCIL NOTED:

1. Action 327: Consider the public forum rates submissions (28 July 2021) and what communication measures were appropriate for relaying further information; S Priest

A6. Community Board/Māori Standing Committee Report from Meetings

Ms Maynard sought Council support for an upcycling facility in order to remove waste from landfill and to meet Council's goal for climate change.

Ms Maynard queried what measures were being put in place to cover staffing vacancies; primarily for the purpose of ensuring that contracts and full services were being delivered to the community.

Ms Maynard requested that alternative roads for Hinekura be investigated and queried whether there was an engineer's solution to the roading problem.

Ms Maynard noted the Martinborough Community Board vote of no confidence on the Innovating Streets Project and requested that the Assets and Services Committee consider the Board's other road safety requests.

Mr Wilson noted the views of the Board and that Council officers wanted to work more positively with the Board in the future. An upcycling station had not been budgeted for, but Council could investigate contract implications and the possibility of making land available if a community organisation wanted to run an upcycling facility.

COUNCIL NOTED:

1. Action 328: Liaise with Waka Kotahi and the Community Board chairs to see if a workshop can be scheduled to discuss the Waka Kotahi consultation; H Wilson

A7. Extraordinary Business

The Mayor and Deputy Mayor tabled appointments reports and the Deputy Mayor tabled a report from the 2021 LGNZ Conference.

A8. Minutes for Confirmation

COUNCIL RESOLVED (DC2021/54) that the minutes of the Council meeting held on 30 June 2021 are a true and correct record.

(Moved Cr Fox/Seconded Cr Emms)

Carried

A9. Notices of Motion

There were no notices of motion.

B Recommendations from Committees and Community Boards

B1. Minutes of Council Committees and Community Boards

COUNCIL RESOLVED (DC2021/55):

1. To receive the information.
(Moved Cr Vickery/Seconded Cr Plimmer)
2. To receive the minutes of the Māori Standing Committee meeting 8 June 2021.
3. To receive the minutes of the Wairarapa Library Service Committee meeting 9 June 2021.
4. To receive the minutes of the Greytown Community Board meeting 9 June 2021.
5. To receive the minutes of the Featherston Community Board meeting 15 June 2021.
6. To receive the minutes of the Finance, Audit and Risk Committee meeting 16 June 2021.
7. To receive the minutes of the Assets and Services Committee meeting 7 July 2021.
8. To receive the minutes of the Planning and Regulatory Committee meeting 7 July 2021.

(Moved Cr Jephson/Seconded Cr Colenso)

Carried

C Decision Reports from Chief Executive and Staff

C1. Proposed Alcohol Control Bylaw 2021 Report

Ms Yates with support from Mr Mead answered members' questions relating to alcohol ban areas and the evidence that would be required to incorporate a ban into the bylaw, bylaw review timelines, stream-lining the alcohol ban process for Toast Martinborough, and engagement undertaken with the community to date.

COUNCIL RESOLVED (DC2021/56):

1. To receive the Proposed Alcohol Control Bylaw 2021 Report.
(Moved Mayor West/Seconded Cr Colenso) Carried
2. Agrees that, in accordance with section 147A of the Local Government Act 2002, the proposed bylaw is justified as a reasonable limitation on people's rights and freedoms.
3. Agrees that, in accordance with section 155 (1) of the Local Government Act 2002, the proposed bylaw is the most appropriate way of addressing the perceived problem of crime or disorder caused or made worse by the consumption of alcohol in public places.
4. Agrees that, in accordance with section 155(2) of the Local Government Act 2002, the proposed Alcohol Control Bylaw 2021 is the most appropriate form of bylaw and is not inconsistent with the New Zealand Bill of Rights Act 1990.
5. Approves the consultation timeframes and approach described in the proposed Alcohol Control Bylaw 2021 Statement of Proposal.
6. Adopts the proposed Alcohol Control Bylaw 2021 Statement of Proposal including the proposed Alcohol Control Bylaw 2021 for public consultation in accordance with the Special Consultative Procedure, as provided in sections 83, 86 and 156 of the Local Government Act 2002.
7. Delegates authority to the Planning and Regulatory Committee to hear and consider submissions and make recommendations back to the Council on the final Alcohol Control Bylaw 2021.
8. Appoints a Councillor who has accreditation provided by the Making Good Decisions Programme to Chair the Planning and Regulatory Committee for the purposes of the Alcohol Control Bylaw 2021 hearings and review process.
9. Delegates the power to the Chief Executive to amend the Alcohol Control Bylaw 2021 Statement of Proposal to include any amendments agreed by Council and any minor consequential edits.
(Moved Cr West/Seconded Cr Colenso) Carried

The meeting adjourned at 11:32am.

The meeting reconvened at 11:51am.

C2. Revoking Council Resolution Permitting Subdivision Council Owned Land in Greytown Report.

Members discussed how the resolution came to Council's attention noting current housing welfare work being investigated and a desire to make the best decision on Council land and housing moving forward.

Mr Wilson answered members' questions on identification of public land parcels and leases, and advised that there was no risk to Council if the resolution was left active.

Mr Wilson noted that the Chair of the Greytown Community Board was unable to make the meeting and was unhappy that the report had not been filtered through the Community Board prior to being presented to Council.

After consideration of the request from the Greytown Community Board, Council resolved to defer consideration of the report until the Board had received an opportunity to provide comment.

COUNCIL RESOLVED (DC2021/57):

1. To receive the Revoking Council Resolution Permitting Subdivision of Council Owned Land in Greytown Report.

(Moved Cr Fox/Seconded Cr Maynard)

Carried

2. To refer the Revoking Council Resolution Permitting Subdivision of Council Owned Land in Greytown Report to the Greytown Community Board for a recommendation prior to the report being considered at a future Council meeting.

(Moved Cr Jephson/Seconded Cr Fox)

Carried

D Information Reports

D1. Water Storage

Mr Stitt with support from Mr Stephenson answered members' questions on the lifespan of PVC bladders, the future usefulness of Boar Bush Gully as a water reservoir, population growth, earthquake resilience, timeframe for commissioning bladders at the Waiohine Water Treatment Plant, the PVC effect on water odour and taste, and water sources for responding to fire fighting demands.

COUNCIL RESOLVED (DC2021/58) to receive the Drinking Water Storage Assessment Overview Report.

(Moved Cr Fox/Seconded Cr Colenso)

Carried

D1. Action Items Report

Members discussed the action item updates and related issues.

Members noted the need to identify ongoing trail maintenance costs alongside any future plans for trail development.

COUNCIL RESOLVED (DC2021/59) to receive the Action Items Report.

(Moved Cr Vickery/Seconded Cr Colenso)

Carried

E Chairperson's Report

E1. Report from His Worship the Mayor

The Mayor discussed the Uber Urban project, setting up of a Community Awards Working Party and appointment of a councillor to this working party, and the resignation of Frank van Steensel from the Water Race Subcommittee.

An update was provided on the Mayor's Taskforce for Jobs and members discussed formally establishing a governance structure to oversee this work.

The Mayor discussed meetings attended as per the tabled appointments report, and lobbying for the replacement of Waihenga Bridge and local Policing. An email response would be provided to the open letter from Karen Krogh.

Members noted that some appointments would need to be reviewed later in the year but agreed not to make changes at this meeting.

COUNCIL RESOLVED (DC2021/60):

1. To receive the Report from His Worship the Mayor.

(Moved Cr Colenso/Seconded Cr West)

Carried

2. To establish the Community Awards Working Party, adopt the Terms of Reference, and appoint Cr Colenso to the Working Party.

(Moved Cr Colenso/Seconded Cr Fox)

Carried

F Appointments Reports

F1. Joint Committees/Working Groups

The Wairarapa Library Service minutes were included in report B1 Minutes of Council Committees and Community Boards.

F2. GWRC Committees/Groups

There were no reports.

F3. Appointments

Cr Plimmer spoke to public safety on buses as included in the Wairarapa Road Safety Council report submitted.

Ms Cooper introduced herself as the Council appointee to Cobblestones Trust Board and outlined upcoming events and the importance of the Museum to the community.

F4. LGNZ Conference Report

Cr Emms spoke to his report on the LGNZ Conference. Seven remits were passed to direct LGNZ's policy advocacy.

COUNCIL RESOLVED (DC2021/61) to receive the reports from appointments.

(Moved Cr Fox/Seconded Cr Colenso)

Carried

G Public Excluded Business

G1. Confirmation of Public Excluded Council Minutes 2 June 2021

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

Report/General Subject Matter	Reason for passing this resolution in relation to the matter	Ground(s) under Section 48(1) for the passing of this Resolution
Confirmation of Public Excluded Council Minutes 2 June 2021	Good reason to withhold exists under section 7(2)(a)	Section 48(1)(a)

This resolution (DC2021/62) is made in reliance on Section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public are as follows:

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(Moved Cr Fox/Seconded Cr Plimmer)

Carried

Confirmed as a true and correct record

.....(Mayor)

.....(Date)

SOUTH WAIRARAPA DISTRICT COUNCIL

15 SEPTEMBER 2021

AGENDA ITEM B1

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 Māori Standing Committee meeting 3 August 2021.*
3. *Receive the minutes of the Greytown Community Board meeting 4 August 2021.*
4. *Receive the minutes of the Featherston Community Board meeting 10 August 2021.*
5. *Receive the minutes of the Finance, Audit and Risk Committee meeting 11 August 2021.*
6. *Receive the minutes of the Martinborough Community Board meeting 16 August 2021*
7. *Receive the minutes of the Wairarapa Library Service Joint Committee meeting 18 August 2021.*
8. *Receive the minutes of the Greytown Community Board meeting 18 August 2021.*
9. *Receive the minutes of the CEO Review Committee meeting 25 August 2021*
10. *Receive the tabled minutes of the Assets and Services Committee meeting 1 September 2021.*
11. *Receive the minutes of the Planning and Regulatory Committee meeting 1 September 2021.*

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.

2. Appendices

Appendix 1 - Māori Standing Committee meeting 3 August 2021
 Greytown Community Board meeting 4 August 2021
 Featherston Community Board meeting 10 August 2021
 Finance, Audit and Risk Committee meeting 11 August 2021
 Martinborough Community Board meeting 16 August 2021
 Wairarapa Library Service Joint Committee 18 August 2021
 Greytown Community Board meeting 18 August 2021
 CEO Review Committee meeting 25 August 2021
 Assets and Services Committee meeting 1 September 2021
 Planning and Regulatory Committee meeting 1 September 2021

Contact Officer: Suzanne Clark, Committee Advisor

Reviewed By: Karen Yates, Policy and Governance Manager

Appendix 1

- Māori Standing Committee meeting 3 August 2021
- Greytown Community Board meeting 4 August 2021
- Featherston Community Board meeting 10 August 2021
- Finance, Audit and Risk Committee meeting 11 August 2021
- Martinborough Community Board meeting 16 August 2021
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- Greytown Community Board meeting 18 August 2021
- CEO Review Committee meeting 25 August 2021
- Assets and Services Committee meeting 1 September 2021
- Planning and Regulatory Committee meeting 1 September 2021



MĀORI STANDING COMMITTEE

Minutes from 3 August 2021

Present:	Narida Hooper (Chair), Andrea Rutene (Deputy Chair), Karen Mikaera, Toni Kerr, Gillies Baker, Terry Te Maari (from 6.08pm), Mayor Alex Beijen, Councillor Garrick Emms (to 7.02pm), and Councillor Pip Maynard (via audio-visual conference)
In Attendance:	Harry Wilson (Chief Executive), Karen Yates (Policy and Governance Manager) and Steph Frischknecht (Committee Advisor)
Also in Attendance:	Mark Shepherd (Fab Feathy), Trevor Simmonds (Carver) and Peter Flynn
Conduct of Business:	The meeting was held in the Supper Room, Waihinga Centre, Texas Street, Martinborough. The meeting was conducted in public between 6:00pm and 7.40pm.

PUBLIC BUSINESS

Members opened with a karakia.

1. APOLOGIES

MSC RESOLVED (MSC 2021/30) to receive apologies from Councillor Jephson and Michele Elliot.

(Moved Hooper/Seconded Cr Emms)

Carried

2. CONFLICTS OF INTEREST

There were no conflicts of interest declared.

3. ACKNOWLEDGMENTS AND TRIBUTES

Ms Hooper paid tribute to Tiki McGregor, a kaumātua of Ngati Hikawera, who had recently passed away.

Mr Baker paid tribute to Pirihi Gillies, a kaumātua of Papawai Marae, who had recently passed away.

4. PUBLIC PARTICIPATION

Mark Shepherd and Trevor Simmonds – Naming of Featherston and Pou

Mr Shepherd sought support for an application to register the name Paetūmōkai for Featherston with Land Information New Zealand and for a pou to be erected on South Wairarapa District Council owned land at the Remutaka entrance to Featherston.

Mr Simmonds and Mr Shepherd responded to questions about the whakapapa chosen for the pou carving, the consultation process, involvement of Kohunui Marae, and costs. Mr Shepherd invited members to view the carving.

Terry Te Maari joined the meeting at 6.08pm.

ACTIONS FROM PUBLIC PARTICIPATION

Ms Rutene would arrange a suitable time with Mr Shepherd to view the carving.

5. MINUTES FOR CONFIRMATION

5.1 Māori Standing Committee – 8 June 2021

MSC RESOLVED (MSC 2021/31) that the minutes of the Māori Standing Committee meeting held on 8 June 2021 be confirmed as a true and correct record.

(Moved Kerr/Seconded Mikaera)

Carried

6. OPERATIONAL REPORTS – COUNCIL OFFICERS

6.1 Officers' Report

MSC RESOLVED (MSC 2021/32) to receive the Officer's Report.

(Moved Kerr/Seconded Mayor Beijen)

Carried

6.2 Action Items Report

Members reviewed the open action items.

There was a request for a member of the Considine Park User Group to present to Hau Ariki Marae.

The panel discussion on the Wakamokeyau Community Water Storage Scheme would be parked until there was a clear consenting pathway.

Members discussed holding a strategy wānanga in September.

MSC RESOLVED (MSC 2021/33) to receive the Action Items Report.

(Moved Cr Emms/Seconded Rutene)

Carried

6.3 Income and Expenditure Report

Members discussed the flexibility of their budget. The budget would be discussed at the strategy wānanga.

MSC RESOLVED (MSC 2021/34) to receive the Income and Expenditure Statement for the period 1 July 2020 – 30 June 2021.

(Moved Cr Maynard/Seconded Mikaera)

Carried

6.4 Financial Assistance Accountability Report

Members discussed the sponsorship of Te Rangiura o Wairarapa and the potential for a South Wairarapa based performance in future.

MSC RESOLVED (MSC 2021/35) to receive the Financial Assistance Accountability Report.

(Moved Kerr/Seconded Baker)

Carried

6.5 Māori Standing Committee Terms of Reference Report

Members reviewed the Terms of Reference and discussed the change in the approach to assessing resource consent applications and the Māori liaison function.

MSC RESOLVED (MSC 2021/36):

1. To receive the Māori Standing Committee Terms of Reference Report.
2. To endorse and recommend to Council the adoption of the Māori Standing Committee Terms of Reference, subject to:
 - a. removing the term 'ex-officio,'
 - b. including the ability for the Chair or their delegate to attend and speak at the Assets and Services, Planning and Regulatory, and Finance, Audit and Risk Committee meetings, and
 - c. making minor grammatical changes.
3. To note the Terms of Reference is a living document and may be changed at any time by resolution.

(Moved Rutene/Seconded Baker)

Carried

6.6 Alcohol Bylaw and Smokefree Environments Policy Report

Mr Wilson provided an overview of the Proposed Alcohol Bylaw and Ms Yates responded to questions on the pre-consultation engagement undertaken.

Members discussed the messaging surrounding smoking, the role of a Māori liaison officer, and resourcing capacity to input into the review.

Andrea Rutene would be the lead Māori Standing Committee contact for the Smokefree Environments Policy review.

MSC RESOLVED (MSC 2021/37) to receive the Alcohol Bylaw and Smokefree Environments Policy Report.

(Moved Mikaera/Seconded Cr Emms)

Carried

8. CHAIRPERSON REPORT

8.1 Chairperson Report

Ms Hooper spoke to matters as outlined in the Chairperson Report.

Ms Yates acknowledged Ms Hooper for her contribution to the Strategic Framework to 2050 presented in the Long Term Plan.

Members would discuss ideas for the cultural audit at their strategy wānanga.

Members discussed membership of the committee and Mr Te Maari informed members of Kohunui Marae's continued participation.

Members discussed the request to participate in the citizenship ceremony, the inclusion of the national anthem in Te Reo, and holding it at marae in future years. Ms Hooper encouraged representatives to seek feedback for arrangements in future years from their respective marae.

Councillor Emms left the meeting at 7.02pm.

Peter Flynn, former member, presented on his experience of the committee at its inception. Mr Flynn outlined how he came to be involved with the committee and the events and challenges that were happening at the time.

MSC RESOLVED (MSC 2021/38):

1. To receive the Chairperson Report.
(Moved Kerr/Seconded Rutene) Carried
2. To agree to send a letter of response to Papawai Pā Trustees by 10 August 2021 which is to be completed by the Chair and sent to committee members for feedback.
3. To approve \$69.57 + GST to be paid to He Putiputi Ltd for the purchase of flowers for Suzanne Murphy, to be funded from the Awhinahia pou.
4. To approve \$113.50 + GST for the purchase of fyke nets for cultural monitoring projects being carried out by Kohunui Marae and Pae tū Mokai o Taurā, to be funded from the Te Taiao Pou.
(Moved Hooper/Seconded Baker) Carried

9. MEMBER REPORT

There were no member reports.

Members closed with a karakia.

The meeting closed at 7.40pm.

Confirmed as a true and correct record

.....Chairperson

.....Date



- Present:** Ann Rainford (Chair), Shelley Symes, Graeme Gray, Simone Baker, Councillor Alistair Plimmer and Councillor Rebecca Fox.
- In Attendance:** Karen Yates (Policy and Governance Manager) and Steph Frischknecht (Committee Advisor).
- Also In Attendance:** Louise Lyster, Sid Kempton, Rachel Clifford, Derek Williams, and John Boon (Waiōhine Action Group).
- Conduct of Business:** The meeting was conducted in public in the WBS Room, Greytown Town Centre between 6:00pm and 8.14pm.

1. EXTRAORDINARY BUSINESS

Mrs Rainford explained the presentation from Waiōhine Action Group under Topic 4 of the Chairperson Report would be given after the public forum.

2. APOLOGIES

GCB RESOLVED (GCB 2021/29) to receive apologies from youth representation Aimee Clouston.

(Moved Rainford/Seconded Symes)

Carried

3. CONFLICTS OF INTEREST

There were no conflicts of interest declared.

4. ACKNOWLEDGMENTS AND TRIBUTES

Councillor Fox acknowledged the passing of Bill Bain. Mr Bain was a Justice of the Peace and former librarian.

5. PUBLIC PARTICIPATION

Louise Lyster – Housing and Zoning

Ms Lyster spoke of the importance of understanding the problem definition and risks when considering growth options for the district. Ms Lyster felt the growth planning process was moving too quickly and wanted assurance that all the critical factors were being considered.

Sid Kempton – Greytown Wheels Park and Play Space

Mr Kempton updated members of the plans for the Greytown Play Space and asked the Board to assist in spreading the word and encouraging the community to give feedback on the plans.

Mr Kempton responded to questions on the involvement of Kuranui College, mana whenua and Papawai Marae in the design, and next steps in reporting to the Assets and Services Committee.

Rachel Clifford – Dog Poo Bins and Speed Limits on Papawai Road

Ms Clifford spoke of her request for dog poo bins and a pavement along Papawai Road. Ms Clifford was concerned for the safety of walkers and had previously been informed the speed limits were going to be reviewed but had not heard anything further.

Derek Williams – Waiōhine River Plan

Mr Williams commended the work of the Waiōhine Action Group for their work on the draft Waiōhine River Plan and spoke of the importance of governance and accountability arrangements to support the Plan. Mr Williams requested SWDC take an active role in monitoring the performance of the flood protection and emergency preparedness.

6. ACTIONS FROM PUBLIC PARTICIPATION

Members informed Ms Clifford the speed limit review was ongoing and there would be consultation with the community. Members also discussed making a submission to Waka Kotahi's speed review.

GCB NOTED:

Action 362: Prepare a submission to Waka Kotahi's SH2 safety improvements and speed review, GCB.

Action 363: Ask the Amenities Manager about the ability to have more dog poo bins in Greytown area and the possibility of a lime path along Papawai Road, H Wilson.

The matters raised by Mr Wilson on the Waiōhine River Plan would be considered under Topic 4 of the Chairperson Report.

10. CHAIRPERSON REPORT

10.1 Chairperson Report - Topic 4 (item moved)

Mr Boon presented on the Waiōhine River Living Plan on behalf of the project team. The presentation covered the background to the problem, establishment of the project team, the new model, creation of the plan, important considerations and next steps.

GCB RESOLVED (GCB 2021/30):

1. To agree to prepare a written submission in support of the Waiōhine Flood Plain Management Plan to the Flood Protection Department, Greater Wellington Regional Council, PO Box 11646, Wellington, 6142.

(Moved Symes/Seconded Cr Fox)

Carried

2. To support the Waiōhine River Plan submission by Derek Williams which recommends the Greytown Community Board:
 - a. Acknowledge the tremendous work efforts of the Waiōhine Action Group Project Team
 - b. Propose to the Regional Council that it strengthen the accountability arrangements for river control and flood protection.
 - c. Propose to the South Wairarapa District Council that it has a duty under Section 17 of Civil Defence Emergency Management Act 2020, as a member of the “Greater” Wellington Civil Defence Emergency Management Group, in relation to “relevant hazards and risks” to:
 - i. Identify, assess, and manage those hazards and risks.
 - ii. Consult and communicate about risks.
 - iii. Identify and implement cost-effective risk reduction.
 - d. In acting on recommendation c) above, also propose that the South Wairarapa District Council, concern itself with:
 - i. Understanding the performance of the GWRC in its delivery of maintenance and operation of flood protection services so that failures to maintain the protection, works to planned standards are managed and mitigated in a timely manner.
 - ii. Noting that i) above requires the identification of the hazards and risks and having the required resources at the ready in the state of preparedness necessary to act decisively and promptly on the emergence of a failure, hazard or risk that threatens the Community. This level of preparedness needs to be visible in the applicable local Civil Defence Emergency Management Group plan required by Section 17 of the Civil Defence Emergency Management Act 2020.

(Moved Rainford/Seconded Symes)

Carried

7. COMMUNITY BOARD MINUTES

7.1 Greytown Community Board Minutes – 9 June 2021

GCB RESOLVED (GCB 2021/31) that the minutes of the Greytown Community Board meetings held on 9 June 2021 be confirmed as a true and correct record.

(Moved Cr Plimmer/Seconded Gray)

Carried

8. REPORT FROM COMMITTEES

8.1 Greytown Tree Advisory Group

There was no report from the Greytown Tree Advisory Group (GTAG). GTAG would be removed as a standing item on the agenda and would be asked to request to speak in future.

9. CHIEF EXECUTIVE AND STAFF REPORTS

9.1 Officers' Report

GCB RESOLVED (GCB 2021/32) to receive the Officers' Report.

(Moved Symes/Seconded Gray)

Carried

Councillor Plimmer left the meeting at 7.18pm.

Councillor Plimmer returned to the meeting at 7.19pm.

9.2 Action Items Report

Members discussed the open action items and requested an update on timeframes for the painting of a solid line down West Street.

Ms Yates updated members that a consultant had been engaged to investigate the renaming of Underhill Road and outlined the proposed process in line with policy requirements.

Members discussed the entrance way signs; the Board would be collaborating on signs to consolidate branding across the district.

Members wanted the opportunity to input into the cemetery extension plan due to their involvement with tree planting.

GCB RESOLVED (GCB 2021/33) to receive the Action Items Report.

(Moved Cr Fox/Symes)

Carried

9.3 Income and Expenditure Report

GCB RESOLVED (GCB 2021/34):

1. To receive the Income and Expenditure Statement for the period 1 July 2020 – 30 June 2021.

(Moved Cr Fox/Seconded Gray) Carried

2. To approve \$60 to cover the shortfall in funds for flag artwork consisting of entwined Oak and Totara trees designed by Gina Jones of Catalyst, to be funded from the beautification fund.

(Moved Cr Plimmer/Seconded Baker) Carried

9.4 Financial Assistance Report

Members discussed the application from Greytown Heritage Trust and considered the ability to seek donations for attendance at the Address, the lead in time to plan for funding, and the assets of the Trust.

Members discussed the financial position of Yellow Brick Road when considering whether to enter into a partnership arrangement.

GCB RESOLVED (GCB 2021/35):

1. To receive the Financial Assistance Report.

(Moved Symes/Seconded Cr Fox) Carried

2. To decline funding Greytown Heritage Trust \$1,000 to contribute to the Greytown Heritage Trust Annual Address.

(Moved Cr Fox/Seconded Cr Plimmer) Carried

3. To note an ineligible grant application has been received from Supporting Families in Mental Illness NZ Ltd trading as Yellow Brick Road requesting \$1,000 for stationary costs, an ongoing expense for the charity.

4. To decline entering into a funding partnership arrangement with Supporting Families in Mental Illness NZ Ltd trading as Yellow Brick Road.

(Moved Cr Plimmer/Seconded Baker) Carried

5. To note an ineligible grant application was received from Kidz Need Dadz Wellington requesting \$500 for a Father's Day Bowling event which was subsequently withdrawn.

6. To note that officers will update the Greytown Community Board grant form to reflect the new Grants Policy.

(Moved Symes/Seconded Cr Fox) Carried

9.5 Financial Assistance Accountability Report

GCB RESOLVED (GCB 2021/36) to receive the Financial Assistance Accountability Report.

(Moved Symes/Seconded Baker) Carried

10. CHAIRPERSON REPORT

10.1 Chairperson Report

GCB RESOLVED (GCB 2021/37):

1. To receive the Chairperson Report
(*Moved Cr Fox/Seconded Symes*) Carried
2. To approve a grant of \$400 to Craig Thorburn of Grand Illusions for his work on the lighting in the Town Centre, to be funded from the beautification fund.
(*Moved Cr Fox/Seconded Symes*) Carried
3. To agree to release the \$200 for a donation to Lighting in Stella Bull Park back to the beautification fund as these funds are no longer required.
(*Moved Cr Fox/Seconded Symes*) Carried

GCB NOTED:

1. Action 364: Write a letter of thanks to the Friends of Stella Bull Park and Greytown Kindergarten for the planting in Sarah's Garden, Stella Bull Park to commemorate Arbor Day, GCB.
2. Action 365: Write a letter of thanks to POWERCO and ARB Innovations for the 30 trees planted on Arbor Day at O'Connor's Bush, the two trees planted outside the Greytown cemetery and for their continued support of river planting by the Waiōhine bore, GCB.
3. Action 366: Send a letter of support to the Wairarapa Dark Sky Association for the Dark Sky Reserve Project, GCB.

Members agreed to hold over sending a letter to Mr Ellims regarding his work to maintain police numbers until he had presented to the Board.

Members discussed adding to their list of approved road names, seeking input from Papawai Marae, advanced notification of upcoming subdivisions and development areas, and the idea of having emblems on road name signs with cultural and historical significance.

GCB NOTED:

Action 367: Discuss with Greytown residents and submit new names for the pre-approved list of road names for the Greytown ward, GCB.

Action 368: Investigate sending future development plans to Papawai Marae for the purposes of inputting into the list of approved road names for Greytown, R O'Leary.

Members discussed future maintenance of the flower barrels on Main Street and whether to retain ownership. Business owners would be

asked if they would like to maintain a barrel otherwise they would be auctioned.

GCB NOTED:

Action 369: Invite Rosa Doyle to present to the Greytown Community Board on her outdoor mural work, A Rainford.

Action 370: Investigate if there could be a variation to the contract to add a service to collect e-waste from a drop off point in Greytown on an occasional basis, B Neems.

Ms Symes updated members of an upcoming community emergency hub open day. Councillors Plimmer and Fox provided a progress update on the Long Term and Spatial Plans.

11. NOTICES OF MOTION

There were no notices of motion.

12. MEMBER REPORTS (INFORMATION)

There were no member reports.

13. CORRESPONDENCE

There was no correspondence.

The meeting closed at 8.14pm.

Confirmed as a true and correct record

.....Chairperson

.....Date



Minutes – 10 August 2021

Present: Mark Shepherd (Chair), Claire Bleakley, Jayson Tahinurua, Mike Gray, Councillor Garrick Emms, and youth representative Ana Souto.

In Attendance: Mayor Alex Beijen, Russell O’Leary (Group Manager Planning and Environment) and Steph Frischknecht (Committee Advisor).

Conduct of Business: The meeting was conducted in public in Kiwi Hall, 62 Bell Street, Featherston between 7:00pm and 8.47pm.

1. MEMBER DECLARATION

Elected Featherston Community Board member Mike Gray made his oral declaration.

2. EXTRAORDINARY BUSINESS

There was no extraordinary business.

3. APOLOGIES

FCB RESOLVED (FCB 2021/29) to receive apologies from youth representative Isla Richardson.

(Moved Shepherd/Seconded Bleakley)

Carried

4. CONFLICTS OF INTEREST

Ms Bleakley and Mr Shepherd declared a conflict of interest with the grant application for Featherston Organic Week.

5. ACKNOWLEDGMENTS AND TRIBUTES

Mrs Bleakley acknowledged Taralee Freeman who had been announced as a finalist in World of WearableArts (WOW) 2021.

6. PUBLIC PARTICIPATION

Josje Neerincx – Grant application for Featherston Organic Week 2021

Ms Neerincx spoke in support of the grant application for Featherston Organic Week and provided an overview of the events planned. Ms Neerincx responded to questions on event attendance and if the event would be extended regionally.

Heather Murphy – Featherston Dog Park

Ms Murphy, Chair of the Featherston Dog Park Group, updated members of improvements made to the park and activities the group had organised. Ms Murphy informed members of future plans to implement a ‘Pawfit’ circuit and to enter into the New Zealand Parks Awards.

Raewyn Rota and Amy Hayes – Incentive to rejuvenate Featherston skatepark
Ms Rota stated there were maintenance issues at the skatepark that needed addressing for safety reasons and considered the lighting needed improving. Ms Rota also spoke of an idea to rejuvenate the skatepark by involving youth in creating murals and outlined the benefits this would bring.

7. ACTIONS FROM PUBLIC PARTICIPATION

The grant application for Featherston Organic Week would be considered under agenda item 9.4, the Financial Assistance Report. Mayor Beijen invited Ms Neerincx to discuss with him and the Deputy Mayor the possibility of applying to the Wellington Regional Events Fund.

Members informed Ms Rota and Ms Hayes of the Featherston Community Board grant fund available to support community projects and would raise the skatepark maintenance concerns with Council officers.

FCB NOTED:

Action 338: Request an update from Council on the maintenance schedule for Featherston Skatepark, H Wilson.

8. COMMUNITY BOARD MINUTES

8.1 Featherston Community Board Minutes – 15 June 2021

FCB RESOLVED (FCB 2021/30) that the minutes of the Featherston Community Board meeting held on 15 June 2021 be confirmed as a true and correct record.

(Moved Bleakley/Seconded Cr Emms)

Carried

9. CHIEF EXECUTIVE AND STAFF REPORTS

9.1 Officers' Report

Members discussed options being explored for the proposed Combined Council Dog Pound and the Johnston Street location, the status of the Featherston Peace Garden upgrade, the underspend on the water capex delivery programme, and timeframes for engaging with the community on the shortlist of options for a suitable wastewater solution for Featherston. Members were concerned about the capacity to deliver the three waters service through the proposed four entities and noted the importance of consultation and communication with the community.

Mrs Bleakley acknowledged Ā Mua, Featherston's community resource centre, for assisting with a reduction in rubbish dumping.

FCB NOTED:

1. Action 339: Provide an update on the status of the Featherston Peace Garden, H Wilson.
2. Action 340: Provide clarification on the reasons for the underspend of the water capex delivery programme, H Wilson.
3. Action 341: Provide members an email update on the timeframes for engaging with the community on the shortlist of options for a suitable wastewater solution for Featherston, H Wilson.

FCB RESOLVED (FCB 2021/31) to receive the Officers' Report.

(Moved Shepherd/Seconded Tahinurua)

Carried

9.2 Action Items Report

Mr Shepherd was awaiting contact from the Māori Standing Committee following a presentation given on the Featherston pou and naming proposal. Mr Shepherd would be progressing discussions on the Māori battalion flags.

Members discussed the time being taken to complete the Welcome to Featherston signs and requested a progress update.

FCB RESOLVED (FCB 2021/32) to receive the Action Items Report.

(Moved Tahinurua/Seconded Bleakley)

Carried

9.3 Income and Expenditure Report

Members discussed lights purchased from the beautification fund and the underspend on street flags. Mr Shepherd would be seeking information on the costs to repair the FlagTrax system.

FCB RESOLVED (FCB 2021/33) to receive the Income and Expenditure Statement for the period 1 July 2020 – 30 June 2021.

(Moved Tahinurua/Seconded Bleakley)

Carried

9.4 Financial Assistance Report

Members discussed the growth of Organic Week and the involvement of and benefits to the community.

FCB RESOLVED (FCB 2021/34):

1. To receive the Applications for Financial Assistance Report.

(Moved Cr Emms/Seconded Shepherd)

Carried

2. To approve funding Featherston Organics \$500 for Featherston Organic Week 2021.

(Moved Cr Emms/Seconded Tahinurua)

Carried

Mrs Bleakley and Mr Shepherd abstained

3. To note an ineligible grant application was received from Kidz Need Dadz Wellington requesting \$500 for a Father's Day Bowling event that was subsequently withdrawn.

4. To note that officers will update the Community Board grant form to reflect the new Grants Policy.

(Moved Shepherd/Seconded Bleakley)

Carried

10. NOTICES OF MOTION

10.1 Notice of Motion: Conflict of Interest

Mrs Bleakley and Mr Shepherd spoke to matters as outlined in the notice of motion. A request for clarification had been made.

Mr O'Leary advised the matter sits outside of the Board's role and outlined the process for officers to investigate the matter with the Chair. Members requested being notified of the outcome.

FCB RESOLVED (FCB 2021/35) to receive the information.

(Moved Shepherd/Seconded Tahinurua)

Carried

11. CHAIRPERSONS REPORT

There was no chairpersons report.

12. MEMBER REPORTS (INFORMATION)

12.1 Claire Bleakley:

Mrs Bleakley spoke to matters as outlined in her report and would be seeking a quote for the Featherston Christmas Parade Traffic Management Plan from a local company.

The flooding issue around the supermarket would need to be raised with Waka Kotahi NZ Transport Agency as it involves the State Highway. Members discussed the three water reforms and had concerns about the lack of information available for councils to make an informed decision about participation.

Members were seeking information from council officers about the completion of the Featherston Town Square.

FCB NOTED:

Action 342: Discuss going thirds with the other two community boards for home health assessment kits for the Featherston and Martinborough libraries, FCB.

FCB RESOLVED (FCB 2021/36) to receive the Member Report from Claire Bleakley.

(Moved Tahinurua/Seconded Shepherd)

Carried

13. CORRESPONDENCE

There was no correspondence.

The meeting closed at 8.47pm.

Confirmed as a true and correct record

.....Chairperson

.....Date



FINANCE, AUDIT AND RISK COMMITTEE
Minutes from 11 August 2021

Present:	Councillors Leigh Hay (Chair), Garrick Emms, Brian Jephson (from 11:20am), Ross Vickery, Brenda West, Mayor Alex Beijen, and independent member Kit Nixon.
In Attendance:	Katrina Neems (Chief Financial Officer), Harry Wilson (Chief Executive), Karen Yates (Policy and Governance Manager), Charly Clarke (Finance Manager) and Zoya Huxford (Information Officer) and Suzanne Clark (Committee Advisor).
Conduct of Business:	The meeting was held in the Supper Room, Waihinga Centre, Texas Street, Martinborough and was conducted in public between 10:00am and 11:32am except where expressly noted.
Also in Attendance:	Daphne Geisler.

Open Section

A1. Apologies

FINANCE, AUDIT AND RISK RESOLVED (FAR2021/22) to accept apologies from Cr Pam Colenso and Cr Brian Jephson.

(Moved Cr West/Seconded Mayor Beijen)

Carried

A2. Conflicts of Interest

There were no conflicts of interest declared.

A3. Public Participation

Ms Geisler spoke on the public's right to request information under the Local Government Official Information Act (LGOIMA), for that information to be provided in a timely manner, and for the answer to be of a high standard. Ms Geisler requested that a publicly available database of LGOIMA responses be published on Council's website.

A4. Actions from Public Participation

Ms Yates undertook to address the concerns raised by Ms Geisler under agenda item B2 Official Information Request Topic Trends 1 July 2020 – 30 June 2021, and to respond to Ms Geisler directly on any other outstanding matters.

A5. Extraordinary Business

FINANCE, AUDIT AND RISK RESOLVED (FAR2021/23) that report 'A5 Local Government Members Determination 2021/22' be added to the meeting agenda. The report was omitted from the agenda in error and due to the financial nature of the report needs to be considered at the earliest opportunity.

(Moved Cr Hay/Seconded Cr Emms)

Carried

Local Government Members Determination 2021/22 Report

Mrs Neems confirmed that the proposed uplift in salaries had been included in the LTP budget but that the uplift in allowances had not been budgeted for.

Members discussed aligning the hearing fees to Carterton and Masterton District Councils, not accepting the uplift in fees due to public perception and the recent rates rise, whether the pay rise could be declined, and reviewing fees and salaries of elected members around the region.

As a consequence of the additional information required on salary uplift, recommendation six lapsed and a new recommendation was proposed. Council would be asked for a decision on salaries.

FINANCE, AUDIT AND RISK RESOLVED (FAR2021/24):

1. To receive the Local Government Members Determination 2021/2022 Report.

(Moved Cr Hay/Seconded Cr West)

Carried

2. To further investigate remuneration from 1 July 2021 – 30 July 2022, with regards to the ability to decline a pay rise, in order that a decision can be made by Council.

(Moved Cr Hay/Seconded Cr West)

Carried

3. To recommend to Council that the proposed hourly rates for hearing fees are subject to further investigation into the rates adopted by Masterton District Council and Carterton District Council with the intention that they are aligned if possible.

(Moved Cr Hay/Seconded Cr Vickery)

Carried

4. To recommend to Council to **not** adopt the Remuneration Authorities option of elected members claiming a travel allowance of \$37.50 per hour after the first hour of travel on Council business for the 2021/22 financial year.

(Moved Cr Hay/Seconded Mayor Beijen)

Carried

5. To recommend to Council to **not** adopt the Remuneration Authorities proposed communication allowance of \$2,150.00 per year per councillor for the 2021/22 financial year (increased from \$1,190.00 the previous financial year).

(Moved Cr Hay/Seconded Mayor Beijen)

Carried

6. To note that the communication allowance will be paid monthly from August 2021 covering the period up to the date of the Local Government election for current councillors.

(Moved Cr West/Seconded Mayor Beijen)

Carried

A6. Minutes for Confirmation

FINANCE, AUDIT AND RISK RESOLVED (FAR2021/25) that the Finance, Audit and Risk Committee minutes from the meeting held on 16 June 2021 are a true and a correct record.

(Moved Cr Hay/Seconded Cr Emms)

Carried

B Information and Verbal Reports from Chief Executive and Staff

B1. Corporate Services Report

Mrs Neems answered members' questions on inclusion of an uplift in interest income in the Long Term Plan forecasts, rates arrears, rates rebate applications, changes to insurance cover for water tightness, and mitigation plans to reduce exposure to building claims.

The risk register would be made available for the next meeting.

FINANCE AUDIT AND RISK COMMITTEE RESOLVED (FAR2021/26) to receive the Corporate Services Report.

(Moved Cr Hay/Seconded Cr Vickery)

Carried

B2. Official Information Request Topic Trends 1 July 2020 – 30 June 2021

Ms Yates with support from Ms Huxford gave the background to the report being prepared and answered questions raised in the public forum.

Ms Yates answered members' questions on the number of LGOIMA requests made, when an information request becomes classified as a request under the LGOIMA, and training staff on LGOIMA matters.

Councillors acknowledged the public's right to request information under LGOIMA as a function of Council and democracy. Some members advocated for proactive release of information.

Mr Wilson noted the recent improvement in processing and timeliness of LGOIMA responses.

FINANCE AUDIT AND RISK COMMITTEE RESOLVED (FAR2021/27) to receive the Official Information Request Topic Trends Report.

(Moved Cr Hay/Seconded Cr West)

Carried

B3. Action Items Report

Members discussed solid waste disposal, waste minimisation, increasing central government levies, a desire to dispose of some waste streams locally, and reviewing data sets supplied by Infometrics and Sense Partners for data that might assist Destination Wairarapa.

FINANCE AUDIT AND RISK COMMITTEE RESOLVED (FAR2021/28) to receive the Action Items Report.

(Moved Cr Hay/Seconded Mayor Beijen)

Carried

B4. Final Audit Report 30 June 2020 Annual Report

Mrs Neems noted that the Audit NZ recommendations were about improving process and noted that all necessary measures had been implemented. Members discussed the change in signoff process for Mayoral expenses. As soon as the Chair of FAR was alerted to the suggested improvement processes suggested by Audit NZ in May 2021, Cr Hay checked and signed off all YTD expenses for the 2020/21 financial year on 12 May 2021. This process will be continued for subsequent expenses. Cr Hay is satisfied that this procedure is prudent and satisfies Audit NZ's suggestions.

Mr Wilson was confident that Wellington Waters' reporting processes were now robust but noted that a full 12 months of data would not be available for the 20/21 Annual Report.

FINANCE AUDIT AND RISK COMMITTEE RESOLVED (FAR2021/29) to receive the Final Audit Report for the financial year ended 30 June 2020.

(Moved Cr Hay/Seconded Cr West)

Carried

Cr Jephson joined the meeting at 11:20am.

Cr West left the meeting at 11:28am.

Cr West returned to the meeting at 11:29am.

C. Public Excluded Business

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

Report/General Subject Matter	Reason for passing this resolution in relation to the matter	Ground(s) under Section 48(1) for the passing of this Resolution
Confirmation of Minutes from 16 June 2021	Good reason to withhold exists under section 7(2)(a)(c)(f)	Section 48(1)(a)

This resolution (FAR2021/30) is made in reliance on Section 48(1) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public are as follows:

Reason for passing this resolution in relation to the matter	Ground(s) under Section 48(1) for the passing of this Resolution
The withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons.	Section 7(2)(a)
The withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely to prejudice the supply of similar information, or information from the same source and is in the public interest that such information should continue to be supplied.	Section 7(2)(c)(i)

The withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely otherwise to damage the public interest.	Section 7(2)(c)(ii)
The withholding of the information is necessary to maintain the effective conduct of public affairs through the free and frank expression of opinions by or between or to members or officers or employees of any local authority, or any person to whom section 2(5) applies, in the course of their duty.	Section 7(2)(f)(i)
The withholding of the information is necessary to maintain the effective conduct of public affairs through the protection of such members, officers, employees, and persons from improper pressure or harassment.	Section 7(2)(f)(ii)

(Moved Cr Hay/Seconded Mayor Beijen)

Carried

Confirmed as a true and correct record

.....(Chair)

.....(Date)



Minutes – 16 August 2021

- Present:** Mel Maynard (Chair), Aidan Ellims, Michael Honey, Nathan Fenwick and Councillor Pip Maynard.
- In Attendance:** Harry Wilson (Chief Executive), Jo Dean (Regional Zero Waste Advisor), Ben Turner (Engineering Officer) and Steph Frischknecht (Committee Advisor).
- Also in Attendance** Charlotte Harding, Clem Beck and Mike Firth.
- Conduct of Business:** The meeting was conducted in public in the Supper Room, Waihinga Centre, Texas Street, Martinborough between 6.30pm and 9.25pm.

1. EXTRAORDINARY BUSINESS

MCB RESOLVED (MCB 2021/39) to consider the Chairperson Report as agenda item 10.1. The report was not on the agenda as the Chair was awaiting information attached as Appendix 1 and 2 and it could not be delayed to a subsequent meeting due to a high level of public interest and a financial account that needed to be settled.

(Moved M Maynard/Seconded Fenwick)

Carried

2. APOLOGIES

MCB RESOLVED (MCB 2021/40) to receive apologies from Councillor Colenso and youth representative Alex Mason.

(Moved M Maynard/ Seconded Ellims)

Carried

3. CONFLICTS OF INTEREST

There were no conflicts of interest declared.

4. ACKNOWLEDGMENTS AND TRIBUTES

Mr Ellims acknowledged the passing of resident Joan Bidwell and Mr Fenwick acknowledged the passing of resident Julie McLellan.

Ms Maynard acknowledged the passing of Emma Aranui who had been instrumental in the establishment of Hau Ariki Marae.

5. PUBLIC PARTICIPATION

Charlotte Harding – Pump Track Project

Ms Harding requested support for a pump track in Considine Park, noting that a specific site location had not yet been selected. Ms Harding outlined progress to date and anticipated next steps of reporting to the Assets and Services Committee and public consultation. Ms Harding responded to questions on engagement with neighbouring properties.

Clem Beck – Rates and Three Waters Reform Programme

Mr Beck stated there was a lack of communication on the rates increase and requested a public meeting be held. Mr Beck also spoke on the Three Waters Reform Programme, including ownership of and financial returns from assets, involvement of Iwi, and the timeframes for decision making. Mr Beck stated there had been no advice to date from Council and requested the Board pass a vote of no confidence in Council.

Mike Firth – Rural Roothing and Three Waters Reform Programme

Mr Firth asked what the plan was for rural roads, particularly for the slump on Te Awaiti Road at the Gluepot, and wanted better Council communications. Mr Firth requested information on the Three Waters Reform Programme be made available to the community and wanted the community to be consulted.

6. ACTIONS FROM PUBLIC PARTICIPATION

The matters raised by Mr Beck and Mr Firth would be discussed under agenda item 10.1, the Chairperson Report.

MCB NOTED:

Action 388: Request a report from officers to understand the legal obligations and uses of Considine Park so the Board can make a recommendation to the Assets and Services Committee on the proposed pump track, H Wilson.

MCB RESOLVED (MCB 2021/41) to bring Topic 1 – Community Engagement of agenda item 10.1, the Chairperson Report, forward for consideration.

(Moved M Maynard/Seconded Fenwick)

Carried

10.1 Chairperson Report - Topic 1 Community Engagement (item moved)

Ms Maynard spoke to matters as outlined in Topic 1 of the Chairperson Report and recommended a public meeting be held to discuss rates.

MCB RESOLVED (MCB 2021/42):

1. To receive the Chairperson Report.
2. To request that Council hold an urgent public meeting to discuss rates, to be held as soon as possible, for the Martinborough community.

(Moved Fenwick/Seconded Ellims)

Carried

Members discussed the advantages of a public meeting over private one-to-one meetings. Mr Wilson advised a public meeting had not been precluded and Council would be determining the best way to respond.

Mr Wilson outlined considerations around the Three Waters Reform Programme and an information paper would be presented to the Assets and Services Committee. Members did not want a public meeting on rates to be combined with matters on the reform programme.

Secretary note: Recommendation 3 of the Chairperson Report was considered following agenda item 8.3, the Action Items Report.

MCB RESOLVED (MCB 2021/43) to bring Topic 2 –Road Safety of agenda item 10.1, the Chairperson Report, forward for consideration.

(Moved Fenwick/Seconded Cr Maynard)

Carried

10.1 Chairperson Report - Topic 2 District Road Safety (item moved)

Mr Turner updated members on the current state of the Hinekura Road and Te Awaiti Road slumps, and responded to questions on Ruakokopatuna Road. A report on Hinekura Road would be presented to the Assets and Services Committee.

Mr Wilson responded to questions on road maintenance funding, alternative routes, resourcing capacity and quality control.

Members discussed connection of rural communities and felt there was a need for improved communications from Council.

Mr Wilson undertook to confirm if the materials had arrived for the repair of Ponatahi Bridge.

7. MARTINBOROUGH COMMUNITY BOARD MINUTES – 8 JULY 2021

7.1 Martinborough Community Board Minutes – 8 July 2021

MCB RESOLVED (MCB 2021/44) that the minutes of the Martinborough Community Board meeting held on 8 July 2021 be confirmed as a true and correct record.

(Moved Fenwick/Seconded Ellims)

Carried

8. CHIEF EXECUTIVE AND STAFF REPORTS

8.1 Officers Report

Ms Dean updated members that a waste minimisation plan is now needed for large events. A form would be made available on the Council website and Ms Dean was working with event organisers.

Mr Wilson responded to questions on rates arrears, timeframes for updating performance indicators, the proportion of alcohol licensed premises that had a compliance visit, the remarking of the sealed network, and bridge checks.

Mr Wilson undertook to share with members the outcome of a desktop investigation on Huirpi Bridge.

The Waihinga Centre lessons learned would be reported to the next Assets and Services Committee meeting.

Members discussed the installation of an additional lime path at Considine Park and requested involvement in the speed limit review.

MCB RESOLVED (MCB 2021/45) to receive the Officers Report.

(Moved Ellims/Seconded Fenwick)

Carried

8.2 Street Flag Application Report

In declining the application from Martinborough Business Association, members discussed the need to undertake a stock take of available flags and their preference to utilise the existing “love local” messaged flags.

MCB RESOLVED (MCB 2021/46):

1. To receive the Street Flag Application Report.

(Moved Fenwick/Seconded Cr Maynard)

Carried

2. To approve the application from Martinborough Music Festival Trust for the installation of 13 street flags in Martinborough from 6 September to 27 September 2021 for the Martinborough Music Festival.

(Moved Honey/Seconded Ellims)

Carried

3. To decline the application from Martinborough Business Association for the installation of street flags in Martinborough for a three week period in gaps of time in between events.

(Moved Honey/Seconded Fenwick)

Carried

4. To approve the application from Toast Martinborough Limited for the installation of street flags in Martinborough from 1 November to 30 November for Toast Martinborough.

(Moved Cr Maynard/Seconded Ellims)

Carried

MCB NOTED:

Action 389: Undertake a stock take of flags available for the Martinborough FlagTrax system to ensure an understanding of the calendar of events and priorities going forward, N Fenwick.

8.3 Action Items Report

Members discussed updates to open action items.

Members discussed availability of hawkers sites and signage. Mr Wilson advised there was not a supply issue and undertook to confirm if licences applied within each town or across the district.

MCB RESOLVED (MCB 2021/47) to receive the Action Items Report.

(Moved Cr Maynard/Seconded Fenwick)

Carried

10.1 Chairperson Report (item moved)

Ms Maynard spoke to matters as outlined in the Chairperson Report and requested work be undertaken to ensure the symmetry of pedestrian crossings at Martinborough Square. Mr Wilson advised the design of the pedestrian crossings would need to be done on safety.

MCB RESOLVED (MCB 2021/48) to recommend the Assets and Services Committee request officers investigate creating the built out shoulders on the pedestrian crossings at Cambridge Road and Oxford Street, to mirror the crossings on Jellicoe and Kitchener Street.

(Moved M Maynard/Seconded Ellims)

Carried

Mr Wilson explained the differences between the Future for Local Government Review and a representation review and outlined the timeframes.

Mr Wilson left the meeting at 8.46pm.

MCB RESOLVED (MCB 2021/49) to request Council officers investigate whether they should have to pay for the Innovating Streets Project Management which didn't capture the first round of internal and external champions and has resulted in the initiative having insufficient support and falling over.

(Moved M Maynard/Seconded Fenwick)

Carried

MCB RESOLVED (MCB 2021/50) to forward correspondence from Stuart Campbell on outcomes wanted from the Innovating Streets public meeting held on 9 August 2021 to Council.

(Moved M Maynard/Seconded Ellims)

Carried

MCB RESOLVED (MCB 2021/51) to approve funds of \$94 + GST to be paid to OneSource, for the outstanding amount due on our Matariki flags, to be funded from the beautification fund.

(Moved M Maynard/Seconded Fenwick)

Carried

8.4 Income and Expenditure Report

MCB RESOLVED (MCB 2021/52) to receive the Income and Expenditure for 1 July 2020 – 30 June 2021 and Pain Farm Statement of Service Performance to 30 June 2021.

(Moved M Maynard/Seconded Ellims)

Carried

8.5 Financial Assistance Report

In considering the applications, members discussed the availability of grant funds, level of funding granted previously for repeat applications, the success of prior events, the significance of the event for Kahutara Hall, and the ability to utilise funds from the beautification fund for Christmas decorations.

MCB RESOLVED (MCB 2021/53):

1. To receive the Financial Assistance Report.

(Moved Cr Maynard/Seconded Fenwick)

Carried

2. To approve granting Martinborough Music Festival Trust funds of \$500 for the 2021 Martinborough Music Festival, to be funded from the grants fund.
(Moved Ellims/Seconded M Maynard) Carried
3. To approve granting Martinborough Business Association funds of \$750 for Christmas garland decorations in Martinborough, to be funded from beautification fund.
(Moved Honey/Seconded Fenwick) Carried
4. To approve granting Kahutara Hall Society funds of \$850 for a high tea and evening ball in celebration of Kahutara Hall's 100th year, to be funded from the grants fund.
(Moved Ellims/Seconded Cr Maynard) Carried
5. To approve granting Martinborough Youth Trust funds of \$500 for a 2021 community fireworks event, to be funded from the grants fund.
(Moved Honey/Seconded Fenwick) Carried
6. To note an ineligible grant application was received from Kid Need Dadz Wellington requesting \$500 for a Father's Day Bowling event that was subsequently withdrawn.
7. To note that officers will update the Community Board grant form to reflect the new Grants Policy.
(Moved Ellims/Seconded Fenwick) Carried

8.6 Financial Assistance Accountability Report

MCB RESOLVED (MCB 2021/54) to receive the Financial Assistance Accountability Report.

(Moved Cr Maynard/Seconded Fenwick) Carried

9. NOTICES OF MOTION

There were no notices of motion.

10. CHAIRPERSONS REPORT

10.1 Chairperson Report

The matters raised in the Chairperson Report were discussed following agenda item 6, Actions from Public Participation and agenda item 8.3, the Action Items Report.

11. MEMBER REPORTS

There were no member reports.

12. CORRESPONDENCE

There was no correspondence.

The meeting closed at 9.25pm.

Confirmed as a true and correct record

.....Chairperson

.....Date

**MINUTES OF WAIRARAPA LIBRARY SERVICES COMMITTEE MEETING
HELD BY ONLINE ZOOM MEETING ON WEDNESDAY, 18 AUGUST 2021 AT 2.00PM**

IN ATTENDANCE: Chair Pam Colenso, Councillor Steve Cretney, Councillor Leigh Hay.

PRESENT: Community Services and Facilities Manager Glenda Seville, Library Service Manager Annette Beattie, Democratic Services Coordinator Serah Pettigrew, , Executive Assistant to Mayor and Chief Executive Sheree Dewbery.

1 KARAKIA TIMATANGA

The meeting was opened with a Karakia led by Cr Steve Cretney.

2 APOLOGIES

There was one apology received, Councillor Dale Williams

Chair Pam Colenso / Cr Steve Cretney

3 CONFLICTS OF INTERESTS DECLARATION

There were no conflicts on interest

4 PUBLIC FORUM

There was no public forum

5 CONFIRMATION OF THE MINUTES

5.1 MINUTES OF THE WAIRARAPA LIBRARY SERVICES COMMITTEE MEETING HELD ON 9 JUNE 2021

MOVED

That the Minutes of the Wairarapa Library Services Committee Meeting held on 9 June 2021 are true and correct.

Cr Leigh Hay / Cr Steve Cretney

CARRIED

NOTED

Matters raised were relating to the wording 'Wairarapa Library Service Committee' should be 'Wairarapa Library Service Joint Councils Committee.'

Discussion was held on the lack of a Cash Donations Policy which has led to creating a Donations Policy for the Library Service.

Action – Annette Beattie to prepare a Draft Donations Policy and provide a copy of this to members prior to the next meeting.

6 REPORTS

6.1 WAIRARAPA LIBRARY SERVICES COMMITTEE ACTIVITY REPORT

1. PURPOSE

For the committee to receive the report on activities for Wairarapa Library Service (WLS).

The Library Service Manager introduced the report, then took questions.

Pop Up Careers Advisory Clinics . Discussion was held on the funding of the clinics and the attendance at these. It was noted that the workshop held in Featherston had the highest attendance and it was felt that there was a need to provide more employment seeking skills-building workshops, especially covering VV and interview skills. It was suggested that funding could be applied for through Mayors, Task Force for Jobs for SWDC and through partnering with Youth to Employment for CDC.

Featherston & Greytown Libraries as Service Centres. Cr Steve Cretney raised concerns about 2 staff working on 1130 dog registrations, which for both staff is time taken away from their normal duties in the library. Further discussion was held on different methods of payment and perhaps library staff could help in an education programme to increase digital literacy and upskilling of the public.

New Logo. The bold new logo is eye catching and reflects the 4 libraries within the WLS. It also supports both CDC and SWDC logo's by continuing with the blue colouring. Members asked if they could preview the website and facebook prior to them going live.

Action – Annette Beattie to send to Governance group the designer blurb of the new logo.

Cr Leigh Hay / Cr Steve Cretney

CARRIED

That the Committee:

1. **Receives** the report.

6.2 OVERDUE CHARGES

PURPOSE

The Wairarapa Library Service Committee has asked for a report exploring the cessation of overdue fines across all library collections.

The Library Service Manager introduced the report, then took questions.

Over the past few years, the international trend has been to remove barriers to access, use and equity. Overdue fines are seen as such an impediment and over 600 public libraries are now fines-free. The

Association of Public Library Managers has a working group focussed on NZ public libraries being overdue fines-free by 2025.

It was noted that if the 435 customers who owed fines of over \$20 (and were currently debarred from using the libraries) were welcomed back, borrowed items at an average per active customer over 12 months, they would borrow over 16,965 items, a 9% increase in overall borrowings.

The Financial Impacts. Currently WLS has a total of 3,856 customers who have not used the WLS for more than 12 months. Of these 3,184 (82%) are adults with an average overdue fine of \$1.95.

On average 23% of overdue fines charged each year are not paid. As at 30 June 2021 the total amount of overdue fines in WLS was \$11,098.50. Based on the 2020/2021 figures, the expected revenue from overdue fines for 1st July 2021 until 30 June 2022 is just over \$6,000.

The alternative to going fines-free is that WLS could incentivise a return of items. Libraries commonly use two methods:

- a. Donations – The libraries could collect a variety of items for charity (e.g. Foodbank) in return for waiving customer fines.
- b. Temporary Amnesty – WLS could provide a one time or regular amnesty for the return of items and waiving of fees. If regular, some people will simply wait for the amnesty. An Amnesty was held in 2018 and a total of \$114 in fees was waived.

A report will be presented to both CDC and SWDC next Council meeting with the below recommendations:

As the new library system is due to go live on approximately the 12th October 2021 and the removal of the overdue fees and reserve fees are an integral part of the new system a decision needs to be made prior to the end of September 2021.

Cr Leigh Hay / Cr Steve Cretney

CARRIED

That the Committee:

1. **Receives** the report
2. **Recommends** to Carterton District Council and South Wairarapa District Council to agree to the cessation of the “Overdue Fines” from 12th October.
3. **Recommends** to Carterton District Council and South Wairarapa District Council to agree to bring forward the cessation of the “Reserve Fees” from 31st December 2021 to the 12th October 2021 to align with the “Overdue Fines” as set out in recommendation number 2.

6.3 LIBRARY MANAGEMENT SYSTEM MIGRATION COSTS SCHEDULE

PURPOSE

For the committee to receive this report on the Library Management System.

The Library Service Manager introduced the report, then took questions.

Chair Pam Colenso / Cr Leigh Hay

CARRIED

That the Committee:

1. **Receives** the report

7 KARAKIA WHAKAMUTUNGA

The meeting was closed with a Karakia led by Cr Steve Cretney

The Meeting closed at 2:58 p.m..

Minutes confirmed:

Date:



Minutes – 18 August 2021

- Present:** Ann Rainford (Chair), Shelley Symes, Graeme Gray, Simone Baker, Councillor Alistair Plimmer, Councillor Rebecca Fox and youth representative Aimee Clouston.
- In Attendance:** Mayor Alex Beijen, Russell O’Leary (Group Manager Planning and Environment) and Steph Frischknecht (Committee Advisor).
- Also In Attendance:** Lee Carter
- Conduct of Business:** Due to COVID-19 restrictions the Greytown Community Board held this meeting via audio-visual conference as elected members and members of the public could not be physically present. This meeting was held in accordance with clause 25B of Schedule 7 to the Local Government Act 2002 in accordance with [clause 47A of the Local Government Official Information and Meetings Act 1987](#) between 6:04pm and 6.36pm.

1. EXTRAORDINARY BUSINESS

GCB RESOLVED (GCB 2021/38) to consider a recommendation for Council to hold a public meeting on rates under agenda item 7.1, the Chairperson Report. It was not included in the agenda because the Chair was waiting to see if clarifying information would be released to resolve community concerns. It could not wait until the next meeting due to the high level of public demand and the cycle of meetings which are designed for recommendations to flow from the Community Board to Council which means it would miss the next Council meeting.

(Moved Rainford/Seconded Baker)

Carried

Councillors Plimmer and Fox abstained

2. APOLOGIES

There were no apologies.

3. CONFLICTS OF INTEREST

There were no conflicts of interest declared.

4. ACKNOWLEDGMENTS AND TRIBUTES

There were no acknowledgments or tributes.

5. PUBLIC PARTICIPATION

Lee Carter – Calling for support for public meeting on rates rise

Ms Carter stated there was strong community appetite for Council to hold a public meeting to explain the rates rise and that requests to date had been unsuccessful. Ms Carter asked the Community Board to pass a motion to support a public meeting.

6. ACTIONS FROM PUBLIC PARTICIPATION

The matters raised by Ms Carter would be considered under agenda item 7.1, the Chairperson Report.

7. CHAIRPERSON REPORT

7.1 Chairperson Report

Mrs Rainford spoke to matters as outlined in the Chairperson Report.

Ms Symes recommended a change to the Waiōhine River Plan submission to include riverbanks.

Councillor Plimmer spoke to the submission to Waka Kotahi NZ Transport Agency and explained the rationale for not supporting a 20 percent speed limit reduction.

Members discussed the Chair's recommendation for a public meeting on rates. A public meeting was requested to provide clarity and to give people an opportunity to be heard.

GCB RESOLVED (GCB 2021/39):

1. To receive the Chairperson Report
(Moved Rainford/Seconded Cr Plimmer) Carried
2. To approve the Greytown Community Board submission to Greater Wellington Regional Council on the Waiōhine River Plan subject to an amendment to change the wording of point a) to the vital importance of river management, including gravel extraction, appropriate management of bed levels and riverbanks, as determined by expert advice in the Plan .
(Moved Cr Fox/Seconded Cr Plimmer) Carried
3. To approve the Greytown Community Board submission to South Wairarapa District Council regarding the Waiōhine River Plan and associated emergency management matters.
(Moved Cr Plimmer/Seconded Cr Fox) Carried
4. To approve the Greytown Community Board submission to Waka Kotahi NZ Transport Agency on the proposed State Highway 2 safety improvements and speed limits as they affect Greytown.
(Moved Cr Plimmer/Seconded Cr Fox) Carried

5. To request Council holds a public meeting in Greytown to clarify the reasons for the rates increase.

(Moved Gray/Seconded Symes)

Carried

Councillors Plimmer and Fox abstained

The meeting closed at 6.36pm.

Confirmed as a true and correct record

.....Chairperson

.....Date



CHIEF EXECUTIVE OFFICER REVIEW COMMITTEE

Minutes from 25 August 2021

Present: Mayor Alex Beijen (Chair), Councillors Garrick Emms, Leigh Hay, Pip Maynard, and Alistair Plimmer.

In Attendance: Harry Wilson (Chief Executive) and Suzanne Clark (Committee Advisor).

Conduct of Business: COVID-19 restrictions required this meeting to be held via video conference as elected members and members of the public were not permitted to be physically present. All members participating via video conference count for the purpose of the meeting quorum in accordance with clause 25B of Schedule 7 to the Local Government Act 2002. A video recording was made available shortly following the meeting on Council's website.

The meeting was held in in public under the above provisions from 10:30am to 11:07am and then under public excluded provisions until 12:00pm.

Public Forum: Lee Carter, Martin Freeth, Warren Woodgyer, Jane Austin, and Karen Krogh.

Open Section

A1. Apologies

There were no apologies.

A2. Conflicts of Interest

There were no conflicts of interest declared.

A3. Public Participation

Mrs Carter requested that an up to date job description for the Chief Executive be made available on Council's website. Mrs Carter posed a number of questions for the Committee to consider when they assessed the Chief Executive's performance and requested the Committee ensure South Wairarapa District Council had the best leadership and that the best Key Performance Indicators were set.

Mr Freeth requested that the Committee consider Council communications and budget management when reviewing the Chief Executives performance. Mr Freeth

believed that Council communications could be improved and issues managed more proactively. Mr Freeth believed that more work was required on budget management to avoid repeats of budget overspends.

Mr Woodgyer noted legislative requirements for the conduct of Council business and believed that the current rating issue did not take into account the wellbeing of the community or ensure efficient management of the local authority. Mr Woodgyer believed that the public were entitled to hear the Chief Executive's performance be reviewed and requested the Committee consider the legislation and the rates rise impact to the community when conducting its review. Mr Woodgyer felt that the email outlining standing order restrictions on participating was intimidating.

Ms Austin noted that a position description for the Chief Executive should be readily available. Ms Austin requested the Committee set time bound measurable indicators so improvements could be measured and set out some measures and questions that the Committee should consider when conducting the review. Ms Austin stated that regular benchmarking surveys were required and that results should trend upwards. Ms Austin requested the Committee look at whether the objectives of completed operational projects had been met and noted that the recent rating increase had created economical hardship and that it would be unethical to increase the Chief Executive's salary.

Ms Krogh requested the Committee heighten scrutiny in the area of management of construction projects. Ms Krogh stated that legislation required Council to maintain appropriate records of affairs and that record keeping for the Waiinga Centre Project were inadequate. Ms Krogh expressed concerns that the Greytown Skate Park Project would be similarly managed. Ms Krogh requested that a process for managing construction projects be put in place.

A4. Actions from Public Participation

CEO REVIEW COMMITTEE NOTED:

1. Action 1: Request Council officers make the Chief Executive's Position Description publicly available; Mayor Beijen

A5. Minutes for Confirmation

CEO REVIEW COMMITTEE RESOLVED (CEO2021/05) to confirm that the CEO Review Committee minutes from the meeting held 31 March 2021 are a true and correct record.

(Moved Cr Maynard/Seconded Cr Emms)

Carried

Secretary note: The Committee believed that the A5 Recommendation had the incorrect date, however the last meeting of the Committee was the 31 March 2021, hence the recommendation was correct. No change was made to the resolution.

CEO REVIEW COMMITTEE RESOLVED (CEO2021/06) that the public be excluded from the following part of the meeting.

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

Report/General Subject Matter	Reason for passing this resolution in relation to the matter	Ground(s) under Section 48(1) for the passing of this Resolution
Confirmation of Minutes	Good reason to withhold exists under section 7(2)(a)	Section 48(1)(a)
Chief Executive Annual Performance Review	Good reason to withhold exists under section 7(2)(a)	Section 48(1)(a)

This resolution is made in reliance on Section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public are as follows:

Reason for passing this resolution in relation to the matter	Ground(s) under Section 48(1) for the passing of this Resolution
a) to protect the privacy of natural persons, including that of deceased natural persons	Section 7(2)(a)

(Moved Cr Hay/Seconded Cr Plimmer)

Carried

Confirmed as a true and correct record

.....**(Mayor)**

.....**(Date)**

ASSETS AND SERVICES COMMITTEE
Minutes from 1 September 2021

Present:	Councillors Brian Jephson (Chair), Garrick Emms, Alistair Plimmer, Ross Vickery, Mayor Alex Beijen and Councillor Rebecca Fox (from 11:57am until 12:25pm).
Non-member Participation	Cr Pam Colenso
Officers in Attendance:	Harry Wilson (Chief Executive), Tim Langley (Roading Manager), Karen Yates (Policy and Governance Manager), Katrina Neems (Chief Financial Officer), and Suzanne Clark (Committee Advisor). Wellington Water: Jeremy McKibbin, Gary O'Meara, and Adam Mattsen. Greater Wellington Regional Council: David Boone Community Boards: Mel Maynard (Martinborough Community Board Chair), Ann Rainford (Greytown Community Board Chair).
Public Forum:	Daphne Geisler, Don McCreary, and Lee Carter.
Conduct of Business:	COVID-19 restrictions required this meeting to be held via video conference as elected members and members of the public were not permitted to be physically present. All members participating via video conference count for the purpose of the meeting quorum in accordance with clause 25B of Schedule 7 to the Local Government Act 2002. This meeting was live streamed to Council's Youtube channel. The meeting was held in in public under the above provisions from 10:00am to 12:55pm except where expressly noted.

Open Section

A1. Apologies

ASSETS AND SERVICES COMMITTEE RESOLVED (A&S2021/130) to receive apologies from Cr Rebecca Fox and Cr Pip Maynard.

(Moved Cr Plimmer/Seconded Cr Emms)

Carried

A2. Conflicts of Interest

There were no conflicts of interest declared.

A3. Public Participation

Ms Geisler requested the Committee put a methodology for road stopping in place, requested clarification on what Hinekura Road remedy recommendations would be carried out within budget, requested that the three waters reform workshop be recorded and be made available online, and queried budget and project management details of the Greytown Wheels Park Project. Ms Geisler noted that a Waihinga Project Lesson's Learned report and project dashboards were not included in the agenda documents.

Mr McCreary noted the Hinekura Road submission he gave to the Martinborough Community Board. Mr McCreary noted substantial ground movement in 2020 and requested that it be noted in the report that there was no correction work undertaken in the summer of 2020. Mr McCreary sought assurances that the remedial work as suggested in the Council report would be undertaken in summer 2021 and that a project timeline be set and that completed works be reported.

Mrs Carter believed that none of the options identified for the Bidwills Cutting and Moiki Road intersection solved critical safety issues due to a blind spot and a hump in Bidwills Cutting Road. Mrs Carter believed a stop sign would be better than a give way sign, suggested passing lanes were needed on Bidwills Cutting Road, and was not in favour of a traffic island due to heavy machinery use of the road. Mrs Carter requested Council invest in Moiki Road to ensure it remained viable. Mrs Carter felt that street lights wouldn't be appropriate at the intersection to South Wairarapa's Dark Sky status.

A4. Actions from Public Participation

Mr Wilson hoped to make the Waihinga Centre Lessons Learned report available at the next Council meeting.

A5. Extraordinary Business

There was no extraordinary business.

A6. Minutes for Confirmation

ASSETS AND SERVICES COMMITTEE RESOLVED (A&S2021/131) that the minutes of the Assets and Services Committee meeting held on 7 July 2021 are a true and correct record subject to the 1920's date in the B1 section being changed to the 1890's.

(Moved Cr Vickery/Seconded Cr Plimmer)

Carried

B Recommendations from Community Boards

B1. Recommendation from Martinborough Community Board

Ms Maynard spoke in support of pedestrian crossing safety as well as symmetry around Martinborough Square, a temporary round about at the intersection of

Kitchener and Princess Streets, and increased communication to residents about work being undertaken on Hinekura Road.

Members discussed the upcoming speed review and potential speed limits around schools and development of a wineries cycle track.

Mr Wilson advised that Council officers can action a number of the Community Board recommendations without a recommendation to Council and that Council officers would investigate moving signs outside Martinborough School as part of the speed limit review process.

Mayor Beijen undertook to raise the proposed round about at the Regional Transport Forum but noted delayed budget availability for low risk works.

ASSETS AND SERVICES COMMITTEE RESOLVED (A&S2021/132):

1. To receive the Recommendations from Martinborough Community Board Report.

(Moved Cr Plimmer/Seconded Cr Emms)

Carried

C Decision Reports

C1. Intersection and Pedestrian Improvements to Bidwills Cutting Road

Ms Rainford expressed concern that the Greytown Community Board and the community had not been consulted on footpath plans to connect Five Rivers Medical Centre to the existing footpath network.

Members noted the urgency to move forward as the Centre was due to open, officers' commitment to engage with interested parties, that project funding would not impact rates, and that officers would engage with Waka Kotahi as required regarding increased traffic volumes at the State Highway 2 intersection.

The Moiki Road safety issues raised in the public forum were acknowledged and the improvements as outlined in the report would enhance safety within available budgets.

ASSETS AND SERVICES COMMITTEE RESOLVED (A&S2021/133):

1. To receive the Intersection and Pedestrian Improvements to Bidwills Cutting Road Report.

(Moved Cr Plimmer/Seconded Cr Jephson)

Carried

2. To recommend to Council that the option shown on Plan C01 Bidwills Cutting Road Improvements Pedestrian access and safety improvements to Five Rivers Hospital be accepted.

(Moved Cr Jephson/Seconded Mayor Beijen)

Carried

3. To recommend that a budget of \$226,000.00 of works as identified on Plan C01 be approved and funded from the Infrastructure Reserve Fund.

(Moved Cr Vickery/Seconded Mayor Beijen)

Carried

C2. Road Stopping and Sale, Humphries Street Greytown

Members discussed the property valuation process and progressing the development of a Road Encroachment and Sale Policy.

ASSETS AND SERVICES COMMITTEE RESOLVED (A&S2021/134):

1. Receives the Road Stopping and Sale, Humphries Street Greytown Report.
(*Moved Cr Jephson/Seconded Mayor Beijen*) Carried
2. Notes that officers have assessed the application and public notification of the proposal to stop the road in accordance with Schedule 10 of the Local Government Act 1974 will commence following lodgement of the Survey Office plan with LINZ.
3. Notes that officers will report to the Committee on the outcome of the process and for any recommendation to Council to proceed with the road stopping and sale of the section of legal road adjacent to 23 Humphries Street.
4. Notes that officers are developing a Road Encroachment and Sale Policy alongside processing the 23 Humphries Street road stopping and sale application.
(*Moved Mayor Beijen/Seconded Cr Jephson*) Carried

D Information and Verbal Reports from Chief Executive and Staff

D1. Hinekura Road Erosion and Landslide Remediation Report

Members noted that Hinekura Road had been opened up to heavy traffic as well as light traffic.

Cr Plimmer left the meeting at 11:30am.

Cr Plimmer returned to the meeting at 11:31am.

Mr Boone outlined the proposed works to manage Hinekura Road noting that the affected landowner was agreeable to works progressing and that the sequence of activities was seasonally dependant.

Mr Wilson advised that Council's share of the cost for the proposed work was being undertaken within existing budgets. Council officers would liaise with the affected landowner to schedule work, and continue to keep the wider Hinekura community informed of progress. Community meetings would be considered.

Members requested a timeline for works be developed for residents.

Members discussed long term options should management of the landslide fail.

Members noted an error in the report under paragraph 2.1. The report should say "SWDC's Council officers would continue to work with GWRC,"

ASSETS AND SERVICES COMMITTEE RESOLVED (A&S2021/135):

1. To receive the Hinekura Road Erosion and Landslide Remediation Report.
(*Moved Cr Vickery/Seconded Cr Plimmer*) Carried
2. Note the Greater Wellington Regional Council (GWRC) Erosion and Landslide Remediation Plan and that all recommendations identified in this report will be carried out within existing Council budgets.
3. Note the WSP Consultants Hinekura Landslide July 2021 Assessment memo.

4. Note that Council officers will continue to work closely with GWRC and WSP Consultants to come up with a final risk mitigation strategy for 1673 Hinekura Road.

(Moved Mayor Beijen/Seconded Cr Plimmer)

Carried

D2. Three Waters Reform Update Report

Mr Wilson noted that the information provided was a summary of what the government was proposing and the current state of affairs. Over the next eight weeks Council would work with the Department of Internal Affairs (DIA) to gather further information needed to enable Council to undertake community consultation. Financial analysis would be done during this period to ascertain impact of asset transfer.

Mr Wilson undertook to make public the questions put to the Department of Internal Affairs for further information.

Cr Fox joined the meeting at 11:57am.

Members undertook to provide Mr Wilson with questions ahead of the workshop.

Members discussed the linkages between rural water reforms and the three waters reform.

ASSETS AND SERVICES COMMITTEE RESOLVED (A&S2021/136):

1. To receive the Three Waters Reform Update Report.

(Moved Cr Emms/Seconded Cr Plimmer)

Carried

2. To confirm continued engagement with the Department of Internal Affairs so that Council can then make a more informed decision on the Three Waters Reform at a future date.

(Moved Cr Fox/Seconded Cr Vickery)

Carried

D3. Partnership and Operations Report

Wellington Water staff provided an update on water projects and answered members' questions regarding the exposed Tauherenikau water pipeline, condition assessment of critical Featherston water assets, the risk of untreated water from Boar Bush entering the treated water supply, and water loss through leakages.

Cr Fox left the meeting at 12:25pm.

Mr Wilson with support from Mr Langley answered members' questions on bringing private roads into the public network, use and maintenance of paper roads and access for service vehicles, and status of the Ecoreef Project at Palliser.

ASSETS AND SERVICES COMMITTEE RESOLVED (A&S2021/137) to receive the Partnerships and Operations Report.

(Moved Cr Jephson/Seconded Cr Emms)

Carried

D4. Action Items Report

ASSETS AND SERVICES COMMITTEE RESOLVED (A&S2021/138) to receive the Action Items Report.

(Moved Cr Plimmer/Seconded Cr Vickery)

Carried

Confirmed as a true and correct record

.....(Chair)

.....(Date)

PLANNING AND REGULATORY COMMITTEE

Minutes from 1 September 2021

Present:	Councillors Ross Vickery (Chair), Brenda West, Pam Colenso, Leigh Hay, Alistair Plimmer and Mayor Alex Beijen (until 2:55pm).
In Attendance:	Russell O’Leary (Group Manager Planning and Environment), Harry Wilson (Chief Executive Officer), Karen Yates (Policy and Planning Manager), Rick Mead (Environmental Services Manager), Melanie Barthe (Climate Change Advisor) and Suzanne Clark (Committee Advisor).
Conduct of Business:	<p>COVID-19 restrictions required this meeting to be held via video conference as elected members and members of the public were not permitted to be physically present. All members participating via video conference count for the purpose of the meeting quorum in accordance with clause 25B of Schedule 7 to the Local Government Act 2002. This meeting was live streamed to Council’s Youtube channel.</p> <p>The meeting was held in in public under the above provisions from 2:00pm to 2:10pm.</p>

Open Section

A1. Apologies

PLANNING AND REGULATORY COMMITTEE RESOLVED (P&R2021/18) to receive apologies from Cr Rebecca Fox.

(Moved Cr Plimmer/Seconded Cr Hay)

Carried

A2. Conflicts of Interest

Cr West declared a potential conflict of interest with report B2 Alcohol Control Bylaw 2021 Appointment of Chair as Cr West worked for Tirohana Estate.

(Note: This potential conflict was subsequently cleared at this meeting by the CEO)

A3. Public Participation

There was no public participation.

A4. Actions from Public Participation

There were no actions from public participation.

A5. Extraordinary Business

There was no extraordinary business.

A6. Minutes for Confirmation

PLANNING AND REGULATORY COMMITTEE RESOLVED (P&R2021/19) that the minutes of the Planning and Regulatory Committee meeting held on 1 July 2021 are a true and correct record.

(Moved Cr West/Seconded Cr Plimmer)

Carried

B. Decision Reports

B1. Dog Control Policy and Practices – Report for 2020/2021

Mr Mead answered members' questions on dog welfare and recording of dog statistics in relation to reports of fowling or wandering. Mr Mead contributed the variation in statistics from previous years to the 2020 COVID-19 lockdown as well as proactive patrolling across the 2020/2021 year.

PLANNING AND REGULATORY RESOLVED (P&R2021/20):

1. To receive the Dog Control and Practices Report 2021/2021.

(Moved Cr Hay/Seconded Cr Vickery)

Carried

2. To recommend to Council that pursuant to Section 10A of the Dog Control Act 1996, the attached report (Appendix 1) on Dog Control Policy and Practices for 2020/2021 be adopted.

(Moved Mayor Beijen/Seconded Cr Plimmer)

Carried

3. Recommend to Council that officers be authorised to publicly notify the report.

(Moved Mayor Beijen/Seconded Cr Plimmer)

Carried

B2. Alcohol Control Bylaw 2021 Appointment of Chair

Ms Yates confirmed that a hearing and deliberation meeting would need to be held. Cr Colenso advised that she had a manager's license and worked for Pain & Kershaw which held an off license. Ms Yates and Mr Wilson advised that this and Cr West's declaration did not constitute a conflict of interest for this decision.

Cr Colenso nominated Cr Fox to chair the proposed Alcohol Control Bylaw hearing.

Mayor Beijen nominated Cr Plimmer as alternate chair.

Council officers undertook to review whether Cr West and Cr Plimmer had conflicts of interest that would prevent them from sitting at the upcoming hearing and would update the conflicts register accordingly.

PLANNING AND REGULATORY RESOLVED (P&R2021/21):

1. To receive the Alcohol Control Bylaw 2021 Appointment of Chair Report.
(Moved Cr Hay/Seconded Cr Colenso) Carried
2. To recommend to Council the appointment of Cr Fox as Chair and Cr Plimmer as the Alternate Chair for the Alcohol Control Bylaw 2021 hearings and review process scheduled for the 22 September 2021.
(Moved Mayor Beijen/Seconded Cr Hay) Carried

C. Information Reports

C1. Planning and Environment Group Report

Mr O'Leary answered members' questions on the District Plan review process in regards to discussions on building height restrictions and car parking requirements under new urban density rules.

Further questions were answered regarding the Built Environments Act consultation, and land subdivision and subsequent development contributions.

PLANNING AND REGULATORY RESOLVED (P&R2021/22):

1. To receive the Planning and Environment Report.
(Moved Cr Hay/Seconded Cr Plimmer) Carried

C2. Action Items Report

PLANNING AND REGULATORY RESOLVED (P&R2021/23):

1. To receive the Planning and Regulatory Action Items Report.
(Moved Cr West/Seconded Cr Plimmer) Carried

C3. Climate change Report

Ms Barth answered members' questions relating to the rescheduling and promotion of Conservation Week.

PLANNING AND REGULATORY RESOLVED (P&R2021/24):

1. To receive the Climate Change Report.
(Moved Cr Colenso/Seconded Cr Hay) Carried

Confirmed as a true and correct record

.....(Chair)

.....(Date)

SOUTH WAIRARAPA DISTRICT COUNCIL

15 SEPTEMBER 2021

AGENDA ITEM B2

RECOMMENDATIONS FROM COMMUNITY BOARDS

Purpose of Report

To provide an opportunity for members to consider recommendations received from the Martinborough and Greytown Community Boards.

Recommendations

Officers recommend that Council:

1. *Receive the Recommendations from Community Boards Report.*
2. *That the following recommendations from the Martinborough and Greytown Community Boards be considered:*

Recommendations from the Martinborough Community Board dated 16 August 2021	Resolution Number
1. To hold an urgent public meeting to discuss rates, to be held as soon as possible, for the Martinborough community.	MCB2021/42
2. To consider correspondence from Stuart Campbell on outcomes wanted from the Innovating Streets public meeting held on 9 August 2021.	MCB2021/27
Recommendations from the Greytown Community Board dated 18 August 2021	Resolution Number
3. To hold a public meeting in Greytown to clarify the reasons for the rates increase.	GCB2021/39

1. Background

1.1 Public meetings on rates (MCB2021/42 and GCB2021/39)

The Greytown and Martinborough Community Boards have requested public meetings be held in their respective communities to clarify the rates increase.

The Greytown Community Board wanted a public meeting for the purposes of providing clarity and to give people an opportunity to be heard. The Martinborough

Community Board considered a public meeting had advantages over private one-to-one meetings held with officers. The Board considered people would feel more comfortable in a larger group and that it would be a more efficient way to address community concerns.

1.2 Outcomes wanted from Innovating Streets Public Meeting (MCB2021/27)

Members of the Martinborough Community Board attended a community organised public meeting on Monday 9 August 2021. The intention for this meeting was to discuss the Innovating Streets programme which ended on 3 August following public reaction to the trial which put the health and safety of staff and contractors at risk.

The original report to the Community Board meeting can be found [here](#). For convenience, the correspondence summarising the outcomes wanted are attached in Appendix 1.

2. Appendices

Appendix 1 – Correspondence summarising the outcomes wanted from the Innovating Streets Public Meeting held 9 August 2021

Contact Officer: Steph Frischknecht, Committee Advisor

Reviewed By: Karen Yates, Policy and Governance Manager

Appendix 1 - Correspondence summarising the outcomes wanted from the Innovating Streets Public Meeting held 9 August 2021

From: [Stuart Campbell](#)
To: [Mel Maynard](#)
Cc: [Aidan Ellims](#)
Subject: Outcomes wanted from last Monday's Public Meeting
Date: Sunday, 15 August 2021 12:11:32 PM

Hi Mel,

Could you please table this for the community and have the MCB discuss and action these requested outcomes and commitments requested at last Monday's meeting.....

Council Commitments to the Community

A large meeting of the Martinborough Community on 9 August asked for the Council and CEO to commit to a more constructive approach to community engagement and concerns.

At this meeting the CEO apologised publicly for inadequate consultation and communication on the 'Innovating Streets' Project and committed to learn from this experience.

From the meeting, the Community seeks the following commitments from the CEO and Council:

1. Action the real/ community road/street safety issues around the town, starting with:

- a. No removal of car parks in and around the Square,
- b. Improved Square lighting and seating,
- c. Street lighting and improved footpaths.

Provide your *proposed* solutions on this to the community, before implementing.

2. Be honest. Start by disclosing the final costs on the 'Innovating Streets' Project and publish this to the community. Also there was a call for a full list of the assets purchased for \$75,000 and to ensure the Community Board(s) are properly involved in the disposal of these. They are PUBLIC ASSETS and need to be treated as such and disposal planned in the open.

3. In future, take a 'needs based' approach to initiatives that will affect the community. *Don't proceed* until you have properly defined the issue/problem and made the supporting evidence available.

4. Start consultations without pre-determining the outcome. Also hold consultations at times when more people can attend – after 5pm on weekdays. Find more meaningful ways to engage with people.

5. Take leadership on issues of importance. Start by consulting immediately with the community on the 'Three Waters' issue.

6. **Front-up to your actions.** Start by calling an urgent public meeting on rates rises, or by attending a meeting called by the community and make sure it is attended by the CEO and Mayor.

7. **Fully involve our Community Boards** in all initiatives that effect the community. Ensure they are fully briefed throughout and given full opportunity to contribute, challenge and question.

There are two other items not directly related to Innovating Streets at the meeting:

1. **Rates** - There were two calls for a public meeting - we need to know why the huge increase, and what it will be spent on and is council actually going to receive more than budgetted because of the increased property values.

2. **Soldiers Memorial Park** celebrates it 100 Year Anniversary on 16/10/2021 - we would like to see an event held to commemorate/celebrate this.

Regards,

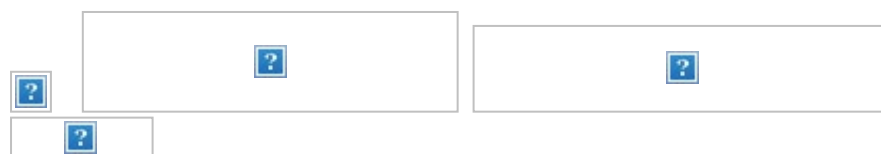
Stuart Campbell

Mikrotik Trainer & Consultant
MTCNA, MTCWE, MTCRE, MTCTCE, MTCSE, MTCEWE, MTCINE

Managing Director, Campbell Technology Ltd

<http://www.campbell.co.nz>

Distributors for :-



SOUTH WAIRARAPA DISTRICT COUNCIL

15 SEPTEMBER 2021

AGENDA ITEM B3

RECOMMENDATIONS FROM PLANNING AND REGULATORY COMMITTEE

Purpose of Report

To provide an opportunity for members to consider recommendations received from the Planning and Regulatory Committee.

Recommendations

Officers recommend that the Council:

1. *Receive the Recommendations from Planning and Regulatory Committee Report.*
2. *That the following recommendation from the Planning and Regulatory Committee be considered:*

Recommendations from Planning and Regulatory Committee	Resolution Number
1. That pursuant to Section 10A of the Dog Control Act 1996, the attached report (Appendix 1) on Dog Control Policy and Practices for 2020/2021 be adopted	P&R2021/20
2. That officers be authorised to publicly notify the report.	P&R2021/20
3. To appoint Cr Fox as Chair and Cr Plimmer as the Alternate Chair for the Alcohol Control Bylaw 2021 hearings and review process scheduled for the 22 September 2021.	P&R2021/21

1. Background

The reports to the Planning and Regulatory Committee meeting relating to the recommendations in this report can be found here: [Planning and Regulatory Committee agenda.](#)

1.1 Dog Control Policy and Practices – Report for 2020/2021

The report relating to recommendation P&R2021/20, was considered by the Planning and Regulatory Committee at their meeting on the 1 September 2021.

The Dog Control Policy and Practices Report for 2020/2021 is attached in Appendix 1.

1.2 Alcohol Control Bylaw 2021 Appointment of Chair

The report relating to recommendation P&R2021/21, was considered by the Planning and Regulatory Committee at their meeting on the 1 September 2021.

Council officers have yet to assess potential conflicts of interest for Cr West, Cr Colenso and Cr Plimmer in relation to hearing and deliberating on submissions to the proposed Alcohol Control Bylaw.

2. Appendices

Appendix 1 – Dog Control Policy and Practices Report for 2020/2021

Contact Officer: Suzanne Clark, Committee Advisor

Reviewed By: Russell O’Leary, Planning and Environment Manager

Appendix 1 – Dog Control Policy and Practices Report for 2020/2021

INFORMATION AND STATISTICS ON COUNCILS DOG CONTROL ACTIVITIES FOR THE YEAR 1 JULY 2019 TO 30 JUNE 2020

1. Dog Control in the South Wairarapa

The district is situated in the southern part of Wairarapa and the southeastern most part of the North Island. It covers an area of 2,484 square kilometers. It is mainly a rural area, although it contains three small towns, Featherston, Martinborough and Greytown.

Council employs three full time Bylaws/Animal Officers who are responsible for carrying out day-to-day dog and animal control activities as well as bylaws compliance monitoring and enforcement. These officers provide 24 hour 7 days per week coverage as required.

During this period Council has had no interruptions to staffing of the roles.

Council works with local veterinarians, neighbouring councils, the SPCA and the Police, when carrying out its functions.

2. Dog Registration and Other Fees

The registration fees for dogs were approved in June 2021 and publicly notified.

Small adjustments to our fees were made across the board in order to cover increased operating costs.

Council has maintained different registration categories and fees for urban and rural dogs as well as desexed or entire dogs.

2.1 Control of Dogs Policy and Bylaw

The Policy and Bylaw were adopted by Council on 19 September 2013. These are up for review in the forthcoming year. A review of the Wairarapa Combined Bylaw was undertaken with Carterton and Masterton District Councils. A wider bylaw review for the non-consolidated bylaws is due to take place in conjunction with reviewing the Dog Control Policy.

2.2 General

Council continues to provide some auxiliary items such as Dog collars, Bark collars, etc., which are available for purchase for all dog owners at Council's Martinborough office, Featherston and Greytown service centers.

Officers and management are now placing greater emphasis on a graduated response model when looking at enforcement activities. The fees associated with impoundment include a tiered impounding fee which escalates for subsequent impoundment.

3. General comments on animal management

3.1 New Pound

Officers are continuing to investigate the establishment of a new compliant dog pound facility. Currently, officers are investigating the feasibility of options which include a combined facility with other local Councils or a standalone option within the South Wairarapa District.

3.2 Community education

Council has a key performance indicator in our dog control area that requires three community education sessions to be undertaken each year.

Officers are looking to do wider offerings of these education courses to businesses who may be involved with accessing private property (e.g., rental managers and tradespeople).

4. Dogs Prohibited, Leash Only and Dog Exercises Areas

Council's Bylaw sets out the areas which are "Dog Prohibited", "Leash Only" and "Dog Exercise Areas".

5. Complaints Commentary

Number of complaints received.

Complaints	Numbers		
	2018/19	2019/2020	2020/21
Barking / Whining	41	24	47
Aggressive behaviour / Rushing	17	11	16
Wandering/fouling/uncontrolled	137	94	134
Attack on Person	6	13	7
Attack on stock	0	3	0
Attack on Pet	14	11	16
Welfare concerns	0	3	4
Lost dogs	22	16	31
Found dogs (of which were lost)	18	16	30
Total	255	191	297
		Impact of Covid 19	

6. Dog Registration, Enforcement and Service Request Statistics for South Wairarapa District Council

Dog Registration, Enforcement and Service Request Statistics	Numbers		
	2018/19	2019/2020	2020/21
Number of dog owners	1863	1941	2022
Number of probationary owners	0	0	0
Number of disqualified owners	0	0	0
Number of registered dogs	3125	3273	3388
Number of rural dogs	1941	2035	2090
Number of urban dogs	1184	1238	1298
Number of dogs classified as dangerous under Section 31	1	1	1
Clause 1(a) due to owner conviction	1	1	1
Clause 1(b) due to sworn evidence	0	0	0
Clause 1(c) due to owner admittance	0	0	0
Number of dogs classified as menacing	20	23	33
Dogs classified as menacing under Section 33A <i>(Section 33A 1(b) - the territorial authority considers the dog may pose a threat to any person, stock, poultry, domestic animal, or protected wildlife).</i>	9	9	16
Dogs classified as menacing under Section 33C <i>(Section 33C (1) - the territorial authority has reasonable grounds to believe that the dog belongs wholly or predominantly to one or more breeds or types listed in Schedule 4 of the amendment Act 2004).</i>	11	10	17
Infringement notices issued	184	120	104
Failing to register	128	92	97
Failure to keep dog controlled or confined	3	5	1
Failure to keep dog under control	4	1	3
Failure to implant microchip transponder	46	19	0
Failure to comply with the effect of dangerous classification	0	0	0
Failure to comply with the effect of menacing classification	0	2	0
Failure to carry a leash	0	0	0
Failure to comply with Bylaw	3	1	3
Failure to undertake owner education programme or dog obedience course (or both)	0	0	0
Impounded dogs	95	76	70

SOUTH WAIRARAPA DISTRICT COUNCIL

15 SEPTEMBER 2021

AGENDA ITEM B

RECOMMENDATIONS FROM FINANCE, AUDIT AND RISK COMMITTEE

Purpose of Report

To provide an opportunity for members to consider recommendations received from the Finance, Audit and Risk Committee alongside further information contained within this report and associated officer recommendations.

Recommendations

Officers recommend that the Council:

1. *Receive the Recommendations from Finance, Audit and Risk Committee Report.*
2. *Adopt the Remuneration Authorities proposed remuneration from 1st July 2021.*
3. *Agree hearing fees will remain unchanged at \$78 per hour for Chairs, and \$50 per hour for other members.*

Recommendations from Finance, Audit and Risk Committee	Resolution Number
1. To recommend to Council to not adopt the Remuneration Authorities option of elected members claiming a travel allowance of \$37.50 per hour after the first hour of travel on Council business for the 2021/22 financial year.	P&R2021/20
2. To recommend to Council to not adopt the Remuneration Authorities proposed communication allowance of \$2,150.00 per year per councillor for the 2021/22 financial year (increased from \$1,190.00 the previous financial year).	P&R2021/21

1. Background

The reports to the Finance, Audit and Risk Committee meeting relating to the recommendations in this report can be found here: [Finance, Audit and Risk Meeting Agenda](#)

1.1 Local Government Members Determination 2021/22

The report relating to recommendation FAR2021/24, was considered by the Finance, Audit and Risk Committee at their meeting on the 11 August 2021.

The Remuneration Authority has released the Local Government Members (Local Authorities) Determination 2021/22. This determination provides for changes to the remuneration, allowances, and hearing fees of elected members for duties performed on behalf of local authorities throughout New Zealand. The new provisions of the determination take effect from 1 July 2021.

Local Authorities can agree to accept the determination in its entirety or agree to adjust the determined allowances and hearing fees as long as they are not higher than provided for in the determination.

1.1.1. Councillor Remuneration

The Finance, Audit and Risk Committee did not provide a recommendation to Council on remuneration as more information was required regarding Council's ability to decline the Remunerations Authority's determination.

In the memorandum attached to the Determination the Remuneration Authority provided the following explanation to their decision on increases in elected members remuneration:

Although the economy has proven to be more resilient than predicted at this time last year, the further waves of COVID-19 recurring around the world continue to present a highly volatile and uncertain global environment, which is continuing to have a negative impact on many regions within New Zealand. Given this uncertainty, the Authority has taken a conservative approach to its determination of local government members' remuneration for the 2021/22 year. Some councils have received no increases, while the majority of councils have received a 1% to 1.5% increase to their remuneration.... The implementation was delayed in 2020 as a result of the COVID-19 pandemic, so it has resumed this year.

Officers have sought advice from the Remuneration Authority to determine if remuneration adjustments can be declined.

Under section 14 of the Remuneration Authority Act 1977 it is unlawful for any person to act contrary to an Authority's determination or to fail to observe the criteria or limits specified in the determination. Therefore, the councillors must be paid the remuneration shown in the schedule to the determination and the councillors cannot choose to be paid a lower amount or turn down a salary increase.

Below is a summary of remuneration changes:

Elected Members - Annual Remuneration		2020/21	2021/22	Uplift	
Mayor	Alex Beijen	92,000.00	93,000.00	1,000.00	1.09%
Deputy Mayor	Garrick Emms	34,754.00	35,275.00	521.00	1.50%
Chair Finance, Audit, Risk	Leigh Hay	27,521.00	27,934.00	413.00	1.50%
Chair Planning and Regulatory	Ross Vickery	25,575.00	25,959.00	384.00	1.50%
Chair Assets and Services	Brian Jephson	25,354.00	25,734.00	380.00	1.50%
MBA Community Board and Waste Minimisation responsibilities	Pam Colenso	26,031.96	26,422.00	390.04	1.50%
GTN Community Board and Waste Management responsibilities	Rebecca Fox	27,942.96	28,362.00	419.04	1.50%
MBA Community Board	Pip Maynard	24,776.04	25,148.00	371.96	1.50%
Wairarapa Policies and Road Safety Council	Alastair Plimmer	27,254.04	27,663.00	408.96	1.50%
Councillor	Brenda West	23,154.00	23,501.31	347.31	1.50%
Community Board Members - Annual Remuneration		2020/21	2021/22	Uplift	
Chair		6,507.00	6,605.00	98.00	1.51%
Member		3,252.96	3,302.00	49.04	1.51%

Council are now being asked to adopt the Determination in regard to elected members remuneration with effect from 1st July 2021.

1.1.2. Communication Allowance

The Finance, Audit and Risk Committee have provided their recommendations to Council on allowances as proposed by the Remuneration Authority.

Section 13 of the Local Government Determination 2021/22, the local authority **may** decide to pay an allowance to members (emphasis added below).

Section 13 states for:

- Member uses local authority's ICT: ...the local authority **may** decide what portion, if any, of the local authority's costs reasonably attributable to such personal use must be paid by the member.
- Member uses own equipment and consumables: ...the local authority **may** pay an allowance.

In the memorandum attached to the Determination, the Remuneration Authority explains its decision to adjust the maximum communication allowances for members:

Communications allowance

In the face of COVID-19, most local authorities have had to operate far more extensively in a virtual world. Members are increasingly required to work from home or away from their councils' offices and both members and the public can now attend meetings that are streamed online or via an audio link. This means that members are requiring more reliable, stronger, faster, and fit-for-purpose information and communication services and equipment to support their work. It is the Authority's

preference that councils supply the full range of information and communication technology (including mobile telephone and related mobile telephone service) to their members for use on local authority business rather than requiring members to use their own personal equipment and services. However, if a local authority requires its members to use their own personal equipment, consumables, and services, the Authority has increased the communications allowance to reflect the growing costs of working remotely.

The current communication allowance and allowance proposed by the Remuneration Authority is as follows:

Communications Allowance		2020/21	2021/22	Uplift
Computer, laptop, docking station		200.00	400.00	200.00
Printer		40.00	50.00	10.00
Mobile phone		150.00	200.00	50.00
ICT consumerables			200.00	200.00
Internet services		400.00	800.00	400.00
Mobile phone use		400.00	500.00	100.00
Annual allowances		1,190.00	2,150.00	960.00
Monthly allowance		99.17	179.17	80.00

Council does not need to accept any of the allowances provided for by the Remuneration Authority.

Finance Audit and Risk decided not to adopt the Remuneration Authority's recommendation.

Council are now being asked to either adopt the Determination in regard to elected members communication allowances, or to agree on a lesser amount.

Any communication allowances adopted, will be paid monthly and will take effect from 1st July 2021.

1.1.3. Travel time allowance

The determination allows for a travel time allowance for elected members travelling on Council business after the first hour of travel. The allowance Council may pay for travel time over an hour is \$37.50 per hour.

To date SWDC has not paid this allowance to elected members on the basis that most elected members would be able to attend meetings within the Wairarapa with a return travel time of less than an hour.

We acknowledge that some members attend meetings in Wellington and Hutt Valley and these meetings do involve more than one hour of travel.

In the past, Mayors were not entitled to claim the travel time allowance. From 1 July 2017 the RA have allowed for Mayors to claim the travel time allowance.

We estimate starting to pay the travel time allowance to elected members could cost SWDC a further \$10,000 per annum. This additional cost has not been budgeted in the 2021/31 Long Term Plan.

Finance Audit and Risk decided not to adopt the Remuneration Authority's recommendation.

Council are now being asked to either adopt the Determination in regard to elected members travel allowance, or agree not to continue not to pay this allowance.

1.1.4. Hearing fees

Hearing Fees for district and regional plans and regional policy statements are to be treated in the same way as resource consent hearings for remuneration purposes. This is a result of Councillors now needing to be accredited hearings commissioners. Rather than a flat fee, the Remuneration Authority has allowed for fees of up to \$100.00 per hour for chairs and up to \$80.00 per hour for other members. The Remuneration Authority are keen for Councils to decide what is locally relevant.

In previous financial years, Council agreed a maximum of \$78.00 per hour for Chairs of all hearings and \$50.00 per hour for other members of the hearings committee.

The Mayor is not entitled to be remunerated for both positions, so may not claim hearing fees.

Finance Audit and Risk decided not to adopt the Remuneration Authority's recommendation and referred back to officers to investigate the position of both Carterton District Council and Masterton District Council with the intention of aligning fees with both councils if possible. Officers have been able to confirm Carterton District Council do not pay hearing fees to elected members, but have been unable, at this stage, to confirm Masterton District Council's position.

Council are now being asked to consider whether to:

- Adopt the same fee structure as previous years, being \$78 per hour for Chairs and \$50 per hour for other members,
- Agree to adopt a different fee structure as long as it does not exceed the Remuneration Authority's recommendation of \$100 per hour for Chairs and \$80 per hour for other members,
- Refer this back to Finance Audit Risk for recommendation once the position of Masterton District Council is clear.

Contact Officer: Katrina Neems, Chief Financial Officer

Reviewed By: Karen Yates, Policy and Governance Manager

SOUTH WAIRARAPA DISTRICT COUNCIL

15 SEPTEMBER 2021

AGENDA ITEM B5

RECOMMENDATIONS FROM ASSETS AND SERVICES COMMITTEE

Purpose of Report

To provide an opportunity for members to consider recommendations received from the Assets and Services Committee.

Recommendations

Officers recommend that the Council:

1. *Receive the Recommendations from Assets and Services Committee Report.*
2. *That the following recommendation from the Assets and Services Committee be considered:*

Recommendations from Assets and Services Committee	Resolution Number
1. That the option shown on Plan C01 Bidwills Cutting Road Improvements Pedestrian access and safety improvements to Five Rivers Hospital be approved.	A&S2021/133
2. That a budget of \$226,000.00 of works as identified on Plan C01 be approved and funded from the Infrastructure Reserve Fund.	A&S2021/133

1. Background

The reports to the Assets and Services Committee meeting relating to the recommendations in this report can be found here: [Assets and Services Committee Agenda](#)

The report relating to recommendation A&S2021/133, was considered by the Assets and Services Committee at their meeting on the 1 September 2021. Plan C01 'Bidwills Cutting Road Improvements Pedestrian access and safety improvements to Five Rivers Hospital be accepted' is attached in Appendix 1.

1.1 Engagement

The Five Rivers Medical Centre is due to open in November. In order for the footpath works to be completed in a timely manner, approval is sought prior to engagement with interest groups.

Following approval, Council officers will engage with Kuranui College and Waka Kotahi on the concept plan included in Appendix 1.

An information report on the Bidwills Cutting Road Improvements Pedestrian Access and Safety Improvements to Fiver Rivers Hospital has been submitted to the Greytown Community Board meeting in parallel to this Council report.

Council will engage with the above interested parties with a view to amending the plan if safety concerns can be addressed.

The plan provided is the most cost effective way of connecting the Five Rivers Medical Centre to existing paved areas. The above works will be carried out using the Infrastructure Reserve fund and will be programmed as soon as approval is given and engagement with interest groups has taken place.

2. Appendices

Appendix 1 – Bidwills Cutting Road Improvements Pedestrian access and safety improvements to Five Rivers Hospital be accepted

Contact Officer: Tim Langley, Roading Manager

Reviewed By: Harry Wilson, Chief Executive Officer

Appendix 1 – Bidwills Cutting Road Improvements Pedestrian access and Safety Improvements to Five Rivers Hospital



DRAWING INDEX

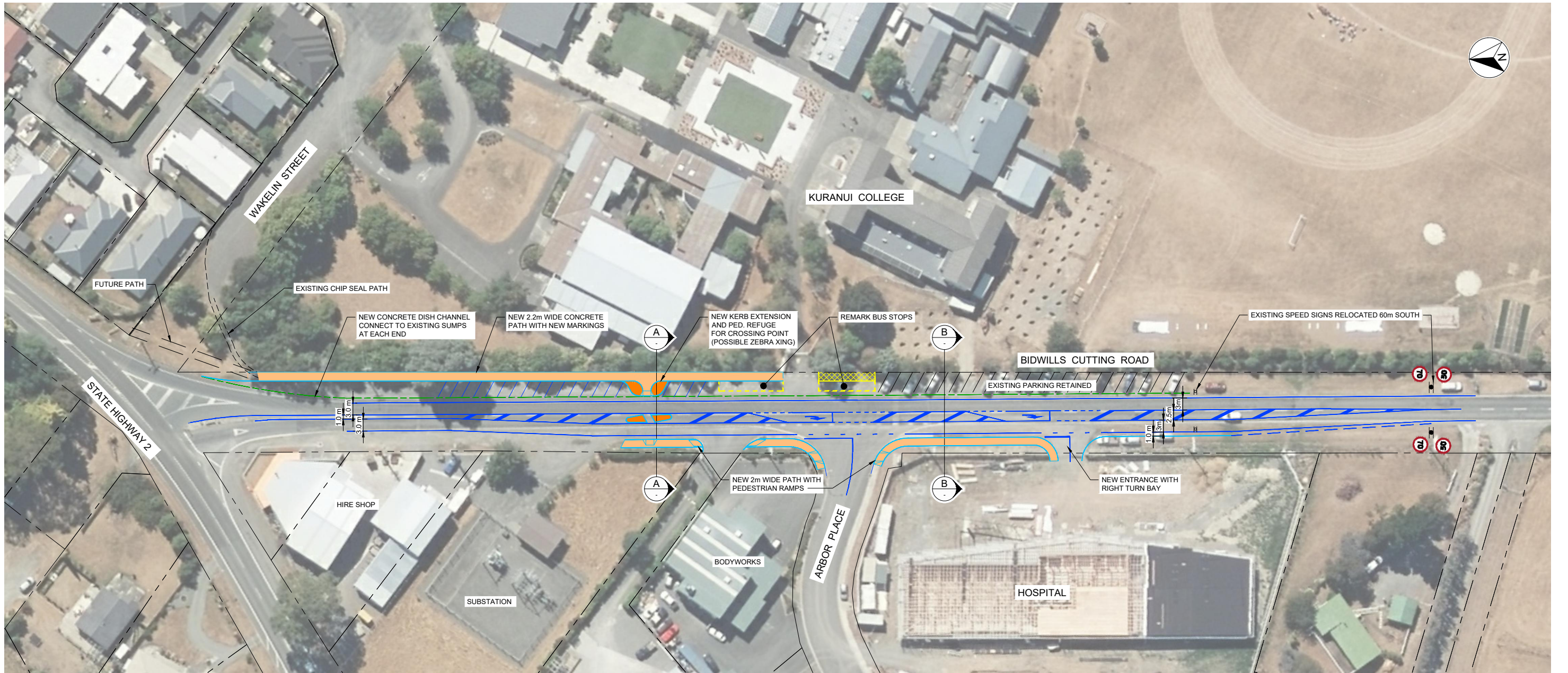
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C01 OPTION 1 - LAYOUT PLAN AND CROSS SECTIONS
C02 OPTION 1 - LAYOUT PLAN AND CROSS SECTIONS

C11 EXISTING SERVICES - LAYOUT PLAN

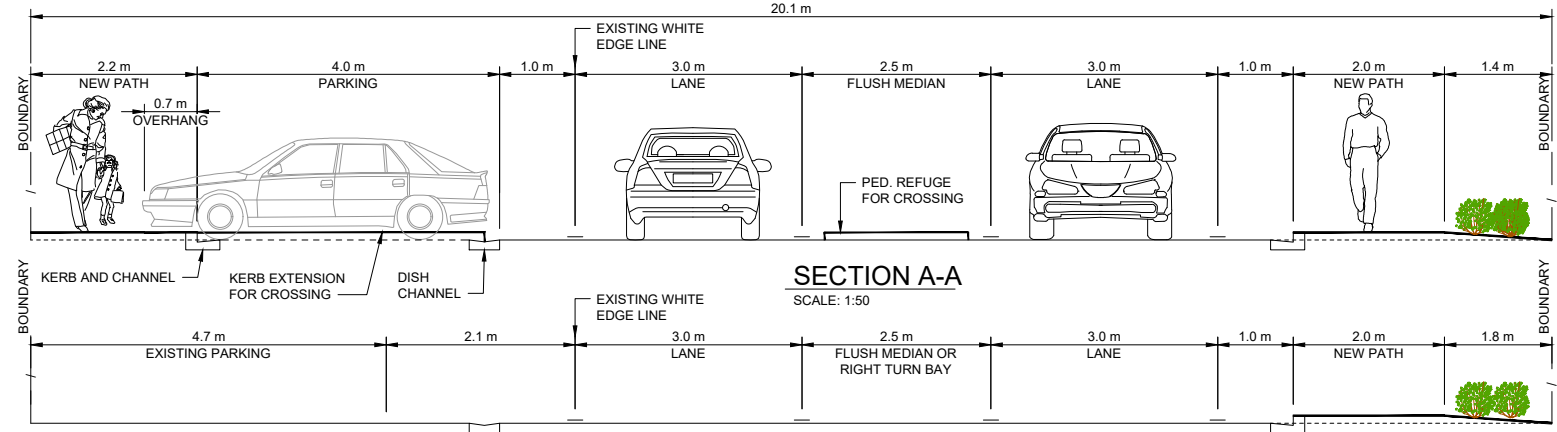
SOUTH WAIRARAPA DISTRICT COUNCIL BIDWILLS CUTTING ROAD, GREYTOWN ROAD UPGRADE

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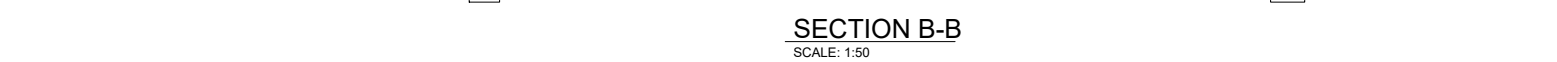
**Project No: 5-C4368.02
Date: 17-08-2021**



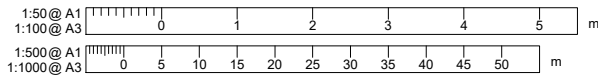
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SECTION A-A
SCALE: 1:50



SECTION B-B
SCALE: 1:50



REVISION	AMENDMENT	APPROVED	DATE
A	FOR CLIENT REVIEW	D.H.	17-08-2021



Wellington Office
+64 4 471 7000
PO Box 12-003
Wellington 6144
New Zealand

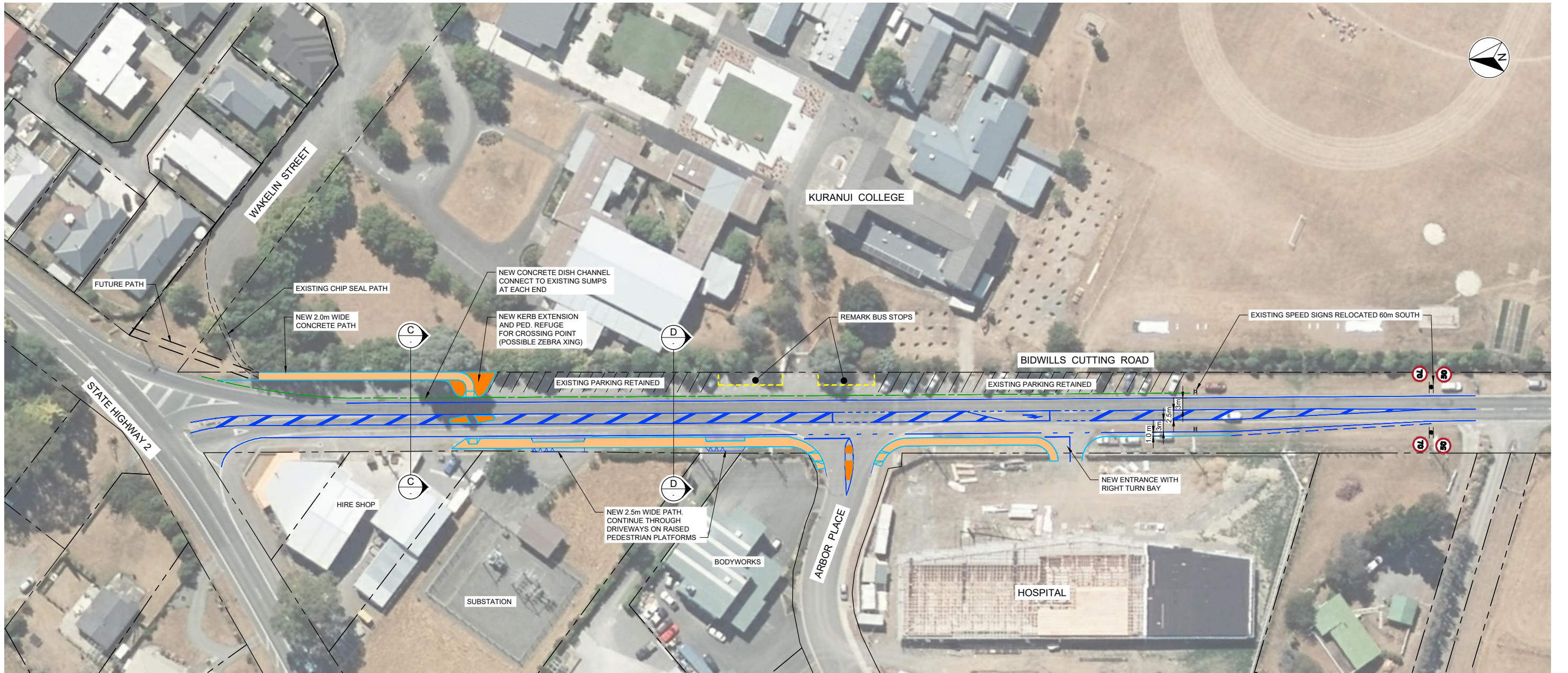
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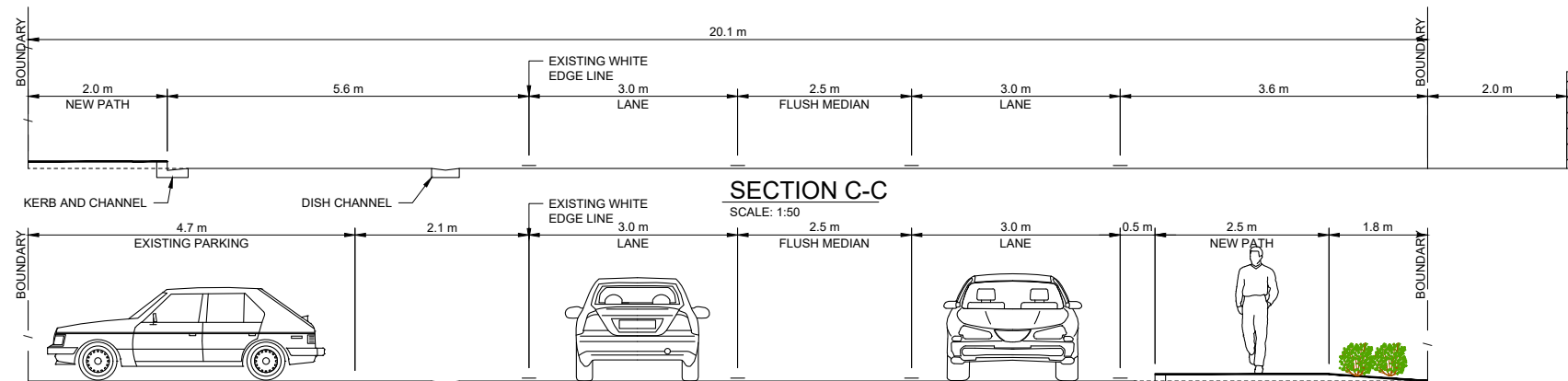
CONCEPT

PROJECT
SOUTH WAIRARAPA DISTRICT COUNCIL
BIDWILLS CUTTING ROAD, GREYTOWN
ROAD UPGRADE
TITLE
OPTION 1
LAYOUT PLAN AND CROSS SECTIONS
WSP PROJECT NO. (SUB-PROJECT)
5-C4368.02

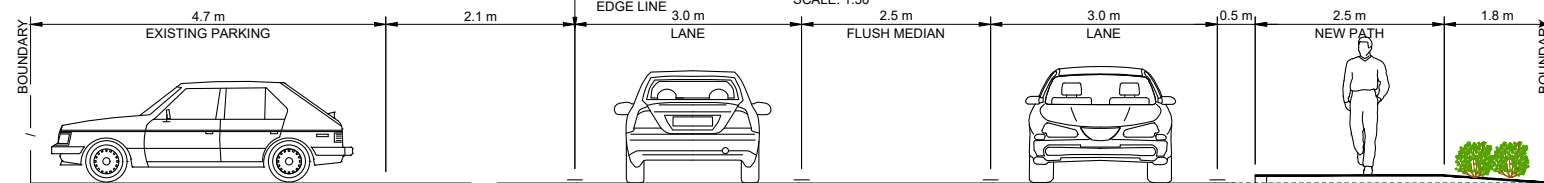
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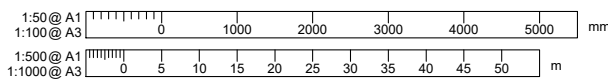
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SECTION C-C
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SECTION D-D
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REVISION	AMENDMENT	APPROVED	DATE
A	FOR CLIENT REVIEW	D.H.	17-08-2021



PO Box 12-003
Wellington 6144
New Zealand

CIVIL

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B CRAIG	B CRAIG	D HUANG	
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D HUANG	D HUANG	17-08-2021	

CONCEPT

PROJECT		SHEET NO.	REVISION
SOUTH WAIRARAPA DISTRICT COUNCIL BIDWILLS CUTTING ROAD, GREYTOWN ROAD UPGRADE		C02	A
TITLE			
OPTION 2 LAYOUT PLAN AND CROSS SECTIONS			
WSP PROJECT NO. (SUB-PROJECT) 5-C4368.02			



LAYOUT PLAN
SCALE: 1:500

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1:1000 @ A3

REVISION	AMENDMENT	APPROVED	DATE
A	FOR CLIENT REVIEW	D.H.	17-08-2021



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+64 4 471 7000

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Wellington 6144
New Zealand

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PROJECT		SOUTH WAIRARAPA DISTRICT COUNCIL	
		BIDWILLS CUTTING ROAD, GREYTOWN	
		ROAD UPGRADE	
TITLE		EXISTING SERVICES	
		LAYOUT PLAN	
WSP PROJECT NO. (SUB-PROJECT)		5-C4368.02	
SHEET NO.		C11	
REVISION		A	

AGENDA ITEM C1

RECOMMENDATIONS FROM MĀORI STANDING COMMITTEE

Purpose of Report

To provide an opportunity for members to consider recommendations received from the Māori Standing Committee.

Recommendations

Officers recommend that the Council:

1. *Receive the Recommendations from Māori Standing Committee Report.*
2. *That the following recommendations from the Māori Standing Committee be considered:*

Recommendations from Māori Standing Committee	Resolution Number
1. To adopt the Māori Standing Committee Terms of Reference.	MSC2021/36

1. Background

The report relating to recommendation MSC2021/36 was considered by the Māori Standing Committee at their meeting on 3 August 2021.

The original report to the Committee, including the Terms of Reference (TOR) can be found here: [Māori Standing Committee agenda](#).

The Committee endorsed the TOR for adoption by Council subject to changes to remove the term 'ex-officio,' to add the ability for the Chair or their delegate to attend and speak at the Assets and Services, Planning and Regulatory, and Finance, Audit and Risk Committee Meetings, and minor grammatical changes. These changes are incorporated in the TOR attached in Appendix 1.

2. Appendices

Appendix 1 – Māori Standing Committee Terms of Reference

Contact Officer: Steph Frischknecht, Committee Advisor

Reviewed By: Karen Yates, Policy and Governance Manager

Appendix 1 – Māori Standing Committee Terms of Reference



**MĀORI STANDING
COMMITTEE**
Kia Reretahi Tātau

SOUTH WAIRARAPA DISTRICT COUNCIL MĀORI STANDING COMMITTEE TERMS OF REFERENCE

~~{date}~~ September 2021

Reports to:	Council
Membership:	<p>Three councillors appointed by Council in consultation with Iwi representatives</p> <p>Two representatives from each of the three South Wairarapa Marae (Kohunui Marae, Hau Ariki Marae and Pāpāwai Marae)</p> <p>Two representatives from Pae Tū Mokai o Taurira</p> <p>One representative from Ngāti Kahungunu ki Wairarapa</p> <p>One representative from Rangitāne o Wairarapa</p> <p>The Mayor (ex officio)</p> <p>One youth representative in an advocacy role</p> <p>Nominations must be received in writing from each participating body. Membership is ratified by Council. The chairperson and deputy chairperson are elected by the Committee at the start of the triennium.</p> <p>A robust induction process will be in place for all incoming members of the Committee.</p>
Non-voting attendees	The youth representative is not a voting member of the Committee
Meeting Frequency:	Eight-weekly or as required
Quorum:	Five members including a minimum of three representatives from I wi or M marae/Pae tū Mōkai O Taurira and one representative from Council

1. Introduction

These Terms of Reference reflect the intent and expectations of both the South Wairarapa District Council (**“the Council”**) and the South Wairarapa District Council Māori Standing Committee (**“the Committee”**).

These Terms of Reference look to strengthen the relationship between the Council and the Committee members and to ensure that the role of kaitiakitanga by the Committee and tāngata whenua is fulfilled and the wellbeing of the South Wairarapa district and its people is enhanced.

Te Tiriti o Waitangi/the Treaty of Waitangi is a historical agreement between the Crown and Māori. The Council is a statutory body with powers and responsibilities delegated to it by the Crown. The Council must therefore adhere to the principles of Te Tiriti o Waitangi/the Treaty of Waitangi in respect of tāngata whenua within the South Wairarapa district.

The Council and the Committee acknowledge that the iwi of Ngāti Kahungunu ki Wairarapa and Rangitāne o Wairarapa and their respective hapū exercise mana whenua and mana moana over the South Wairarapa district. The Council and the Committee acknowledge that the marae in the South Wairarapa district are Kohunui Marae, Hau Ariki Marae and Pāpāwai Marae and Pae tū Mōkai O Tauira as a kaupapa māori community group represented on the Committee. The Council and the Committee further acknowledge that there are mataawaka (people of Māori descent who are not tāngata whenua) living within the South Wairarapa District.

2. Background

On 15 December 1993, the Council made a resolution to support in principle the establishment of a Māori Standing Committee of the Council. On 27 March 1996, the Council Working Party and tāngata whenua established the Committee. On 17 April 1996, the Committee first met, and on 20 June 1996, the Committee was formally established following the adoption of the 1996/1997 Annual Plan. The Annual Plan included a [Māori Policy](#) and an acknowledgement that the Committee was now fully operational. The Committee has been established every triennium thereafter.

The Committee is established pursuant to clause 30(1)(a) of Schedule 7 of the Local Government Act 2002.

3. Overview

The South Wairarapa District, which extends from the Tararua Ranges to the South Wairarapa Coastline and includes Greytown, Featherston and Martinborough (**“the**

District”), is rich in Māori history and culture. The iwi of the District are Ngāti Kahungunu ki Wairarapa and Rangitāne o Wairarapa, the marae are Kohunui Marae, Hau Ariki Marae and Pāpāwai Marae and Pae tū Mōkai O Tauira is a kaupapa māori community group represented on the Committee.

Some of the earliest known occupational sites exist within the District’s boundaries and for centuries the natural environment has provided both material and spiritual sustenance. Its place in the Māori political history of Aotearoa is a matter of national record. Lake Wairarapa and the South Wairarapa Coastline are of immense cultural, spiritual and historic significance to tāngata whenua.

The Local Government Act 2002 (“**the LGA**”) signals that the social, cultural and economic development of Māori is of particular importance. There are also specific requirements to enable Māori to contribute to council decision-making. The Resource Management Act 1991 (“**the RMA**”) places obligations on the Council including a duty to consult with Māori during the planning process and requires consideration of Māori cultural and traditional relationships with their ancestral lands, water, sites of significance, wāhi tapu, and other taonga. These obligations are in turn derived from the underlying principles of Te Tiriti o Waitangi/the Treaty of Waitangi, which in this context, includes:

- » **Partnership** - the development of an active and on-going relationship between the Council and [hapu/hapū](#) of Ngāti Kahungunu ki Wairarapa and Rangitāne o Wairarapa in the South Wairarapa.
- » **Participation** - a principle which emphasises positive and active Māori involvement in the business of the Council, and in particular its planning and delivery functions.
- » **Active Protection** - the requirement to ensure that Māori well-being is enhanced whenever possible, and that principles of equity of Māori outcomes are observed in the Council’s decision-making processes.

The Council is committed to giving effect to these principles by engaging effectively with tāngata whenua and fostering positive relationships in pursuance of the partnership envisaged under Te Tiriti o Waitangi/the Treaty of Waitangi, on matters that affect and concern tāngata whenua.

4. Purpose and functions

The purpose of the Committee is to advocate on behalf of and in the best interests of tāngata whenua in the District (including the descendants of [hapu/hapū](#) of Ngāti Kahungunu ki Wairarapa and Rangitāne o Wairarapa) and to ensure that the Council

is fulfilling its obligations to them. To achieve this purpose, the Committee will undertake the following functions to the extent that resources allow:

- » Give advice and make recommendations to the Council on significant governance issues and decisions that affect tāngata whenua in the District.
- » Actively participate in and contribute to decision-making processes, policy and strategy development and other activities of the Council, based on Te Tiriti o Waitangi/the Treaty of Waitangi principles of participation, partnership and active protection.
- » Consider ways in which to support the development of Māori capacity and capability to contribute to the decision-making processes of the Council.
- » Provide advice and relevant information to the Council regarding economic, social, environmental, spiritual and cultural matters in the District that support sustainable resource management, kaitiakitanga and economic growth.
- » Make recommendations to the Council on matters of relevance affecting tāngata whenua in the District, and to help fulfil the Māori consultative requirements of the Council particularly with regard to the principles of Te Tiriti o Waitangi/the Treaty of Waitangi, the LGA and the RMA.
- » Work with the Council to develop and maintain a Māori consultation policy and advise the Council about particular consultation processes with tāngata whenua in the District. Assist in the development of consultation networks throughout the District.
- » Manage a budget for the purposes of making community grants, marae grants and undertaking projects that promote Māori interests.
- » Advise the Council on engagement with tāngata whenua to ensure that these engagements are positive, productive, and culturally safe and that the tikanga of the tāngata whenua are observed and respected by Council.

5. Stakeholders

Stakeholders include:

- » South Wairarapa District Council.
- » [HapuHapū](#) of Ngāti Kahungunu ki Wairarapa and Rangitāne o Wairarapa.
- » Iwi settlement trusts and their entities.
- » Kohunui Marae, Hau Ariki Marae and Pāpāwai Marae.
- » Pae Tū Mokai o Tauira.
- » Greater Wellington Regional Council.
- » Wellington Water Ltd.
- » The wider South Wairarapa District community.

6. Deliverables

In addition to its functions outlined above, the Committee will:

- » Contribute to the Long Term Plan every three years.
- » Contribute to the Annual Plan every other year.
- » Provide advice on the [hapu/hapū](#) responsible for cultural and historical input into resource consents under the RMA.

7. Accountability and reporting

The Committee is accountable to the Council and minutes of Committee meetings and specific reports will be presented to the Council. The chairperson or nominated appointee of the Committee may provide an update to the Council at each Council meeting.

8. Delegations

In addition to the functions of the Committee outlined in paragraph 3 above, the Council delegates to the Committee the power to:

- » Discretionarily spend on community grants and projects.
- » Determine the criteria and allocation of the marae development fund granted ~~in the 19/20 Annual Plan~~ [through Annual or Long Term Plans](#), and any subsequent development grants, to Kohunui Marae, Hau Ariki Marae, Pāpāwai Marae and Pae tū Mōkai O Taurā.

9. Review of terms

These Terms of Reference may be reviewed, updated or amended at any time by the Committee and must be endorsed by the Committee and approved by Council.

10. Meetings

Timing and frequency

Ordinary meetings will be convened by the Chief Executive on an eight-weekly cycle. Extraordinary or emergency meetings may be called in accordance with Standing Orders.

[The Chair or their nominated appointee of the Committee have the ability to attend and speak at the following meetings:](#)

Council	Delegation to attend and speak but not vote
Planning and Regulatory Committee	Delegation to attend and speak but not vote

Assets and Services Committee	Delegation to attend and speak but not vote
Finance, Audit and Risk Committee	Delegation to attend and speak but not vote

Meeting procedure

Committee meetings are conducted pursuant to [Council's Standing Orders](#).

Decisions

Decisions will be made at a meeting through a vote exercised by the majority of members.

Quorum

The quorum for Committee meetings is five Committee members including a minimum of three representatives from iwi or marae/Pae tū Mōkai O Tauria and one representative from Council.

Secretariat

Secretariat services are to be provided by the Council Committee Advisor.

Agenda and paper circulation

The agenda for Committee meetings will be circulated by email as well as by post, to be received at least two working days before the Committee meeting. The agenda will also be made publicly available at the South Wairarapa libraries and on the Council's website in the following location: <https://swdc.govt.nz/meetings/>.

Workshops and briefings

The Committee may hold workshops and briefings about matters that impact local government and Māori. These workshops are not decision-making forums and the provisions of [Council's Standing Orders](#) relating to workshops and similar forum apply.

**PROPOSED AMENDMENTS TO THE WELLINGTON REGIONAL
LEADERSHIP COMMITTEE JOINT COMMITTEE AGREEMENT AND
TERMS OF REFERENCE**

Purpose of Report

To inform Councillors of the Proposed Amendments to the Wellington Regional Leadership Committee Joint Committee Agreement and terms of Reference Report and seek Council's approval of the updated Agreement.

Recommendations

Officers recommend that the Council:

1. *Receive the Proposed Amendments to the Wellington Regional Leadership Committee Agreement and terms of Reference Report.*
2. *Notes that on 10 February 2021 Council approved the Wellington Regional Leadership Committee Joint Committee Agreement and the Council's entry into it and appointed and established the Wellington Regional Leadership Committee (WRLC) as a joint committee under clause 30(1)(b) of Schedule 7 of the Local Government Act 2002 on the terms set out in the Joint Committee Agreement.*
3. *Notes that since the Agreement was approved by each of the ten council partners to the WRLC there have been some changes in circumstance and direction that require a change to this Agreement.*
4. *Notes that at its meeting of 1 July 2021, the WRLC agreed to a series of changes to the Agreement.*
5. *Notes that under the Local Government Act 2002, each council that is party to the Agreement must approve the updated Agreement.*
6. *Approves the Wellington Regional Leadership Committee Joint Committee Agreement dated July 2021 (Appendix 2).*

1. Executive Summary

This report is to advise of and outline the proposed amendments to the Wellington Regional Leadership Committee (the Committee) Agreement and Terms of Reference. SWDC is one of the ten Councils that signed up to the earlier agreement back in early February 2021.

The Wellington Regional Leadership Committee at its meeting of 1 July 2021 agreed to a set of changes to the Agreement for the Committee. In line with the Local Government Act, the updated Agreement now needs to be put before each of the ten councils and approved again.

2. Background

The Wellington Regional Leadership Committee is a Joint Committee established under section 30A of the Local Government Act 2002 (LGA).

Clause 30A of Schedule 7 of the LGA provides that a local authority may not appoint a Joint Committee unless it has reached agreement with every other local authority or public body that is to appoint members of the committee.

This agreement was made in early 2021 by each of the ten councils who are party to the Agreement who formally agreed to appoint and establish the Wellington Regional Leadership Committee as a Joint Committee under clause 30 (1) (b) of Schedule 7 of the Local Government Act 2002 on the terms set out in the Joint Committee Agreement.

The Agreement provides for all partners including iwi and the Crown to sign the Agreement and Terms of Reference. Subsequent to the Agreement being signed off by each council, a number of possible changes and improvements to the Agreement have been identified.

Any update to the Agreement and Terms of Reference will need to be signed off individually by all ten councils at a Council meeting.

3. Discussion

In terms of the Agreement, it has been updated to match circumstances, the direction, and functional needs of the Committee going forward and the terms of reference. The key component changes within the updated Agreement relate to providing a more equitable approach for members, to recognise the work focus aspects of the member groups, and better reflect iwi inputs.

The three key component changes relate to the use of alternates for members, to recognise fully the three spheres of focus, and allow for future iwi inputs. The changes are summarised as follows.

- All members of the Wellington Regional Leadership Committee can now have alternates as representatives, previously this was only for Council members
- To recognise that all iwi and local government partners are doing all three focus aspects pertaining to - The Wellington Regional Growth Framework, Regional Economic Development and Regional Economic Recovery

In terms of the updated Agreement and iwi input into the future the following is noted.

Following a meeting sponsored by the Mayor of Masterton and attended by the three Wairarapa Mayors, and iwi and rununga members from both Rangitāne and Ngāti Kahungunu, it was agreed that in terms of invitations to join the Joint Committee, invitations would be sent to:

- Rangitāne Tu Mai Rā Trust and
- Both Ngāti Kahungunu ki Wairarapa Trust and Ngāti Kahungunu ki Wairarapa Tamaki Nui ā Rua Settlement Trust, for them to select a nominee from one of these entities.

In terms of associated information on the updated Agreement, under Appendix 1, it details the paper that went to the Wellington Regional Leadership Committee on 1 July which outlined changes that had been identified to date and why they were proposed.

The updated Agreement for the Wellington Regional Leadership Committee is contained in Appendix 2 of this report.

4. Conclusion

That the Council in being advised and aware of the improvement changes in the updated Agreement approve the Wellington Regional Leadership Committee Joint Committee Agreement as contained in Appendix 2 of this report.

5. Appendices

Appendix 1 – Paper on the Proposed Amendments to the Wellington Regional Leadership Committee and Terms of Reference, presented to the Committee 1 July 2021.

Appendix 2 – Copy of New Agreement of the Wellington Regional Leadership Committee.

Contact Officer: Russell O’Leary Group Manager Planning and Environment

Reviewed By: Harry Wilson CEO South Wairarapa District Council

**Appendix 1 – Paper on the Proposed
Amendments to the Wellington Regional
Leadership Committee and Terms of
Reference, presented to the Committee 1
July 2021**

For Decision

**PROPOSED AMENDMENTS TO THE WELLINGTON REGIONAL LEADERSHIP
COMMITTEE AGREEMENT AND TERMS OF REFERENCE**

**Te take mō te pūrongo
Purpose**

1. To outline proposed amendments to the Wellington Regional Leadership Committee (the Committee) Agreement and Terms of Reference for consideration of the Committee.

**He tūtohu
Recommendations**

That the Committee:

- 1 **Agrees** to the recommended changes to the Agreement and Terms of Reference, being:
 - a. amend the section on limited voting rights by deleting the two Horowhenua based iwi and the Horowhenua District Council from this list and delete the accompanying table.
 - b. reflect the decision made at a meeting of the Mayors of Wairarapa and Wairarapa iwi/mana whenua organisations and the subsequent letters that were sent on 3rd March 2021 regarding Wairarapa iwi/mana whenua representation on the Joint Committee.
 - c. enable both iwi and crown/cabinet members to appoint an alternate who, in exceptional circumstances, could attend the Committee meetings as a member.
 - d. Include the ability for the Committee to adopt its own schedule of meetings.
- 2 **Agrees** to:
 - a. invite a small number of Members of Parliament to attend Committee meetings from time to time.
 - b. establish regular briefings for local Members of Parliament to provide them with information on the activity of the WRLC and for them to ask questions.
- 3 **Advises** the preferred option for accounting for Observers in the Agreement and Terms of Reference.
- 4 **Advises** any other changes to be recommended to the Agreement and Terms of Reference.

- 5 **Notes** that, if required, an updated Agreement and Terms of Reference will be brought to the next meeting of the WRLC for endorsement before being considered at meetings of each member Council.

Te tāhū kōrero/Te horopaki Background/Context

2. The Committee is a Joint Committee established under section 30A of the Local Government Act 2002 (LGA).
3. Clause 30A of Schedule 7 of the LGA provides that a local authority may not appoint a Joint Committee unless it has reached agreement with every other local authority or public body that is to appoint members of the committee.
4. This agreement was made in early 2021 by each of the ten councils who are party to the Agreement who formally agreed to appoint and establish the Wellington Regional Leadership Committee as a Joint Committee under clause 30 (1) (b) of Schedule 7 of the Local Government Act 2002 on the terms set out in the Joint Committee Agreement. This Agreement is attached as Attachment 1.
5. The Agreement provides for all partners including iwi and the Crown to sign the Agreement and Terms of Reference.
6. Subsequent to the Agreement being signed off by each council, a number of possible changes and improvements to the Agreement have been identified.
7. Any update to the Agreement and Terms of Reference will need to be signed off individually by all ten councils at a Council meeting and so it would be prudent to identify all possible changes to the Agreement and Terms of Reference at one time.
8. This paper outlines changes that have been identified to date and why these are proposed. Joint Committee members and their organisations may have other changes they would like considered also.

Te tātaritanga Analysis

9. The possible changes to the Agreement are identified below including the initial thinking related to the clause in the Agreement and the reason for proposing a change.

Membership voting on different part of the WRLC programme and agenda.

10. The section “*Expectations around member voting based on Committee programme and agenda*” in both the Agreement and the Terms of Reference was initially written to identify that aspects related to regional economic development would not include the Crown or those from Horowhenua (i.e. would only be local government and iwi from the Greater Wellington Region).
11. As work on both the Wellington Regional Growth Framework and Regional Economic Development have progressed, it has been clearer that with housing, transport and economic development being intrinsically linked, it would make sense for Horowhenua based members of the WRLC to be able to participate and vote on all matters of the

WRLC responsibilities – that is the Wellington Regional Growth Framework, regional economic development, and regional economic recovery.

12. Therefore it is recommended that the section on limited voting rights be amended to delete the two Horowhenua based iwi and the Horowhenua District Council and that the accompanying table also be deleted from both the Agreement and Terms of Reference.

Iwi membership

13. The Agreement and Terms of Reference as attached has the following iwi/mana whenua membership noted:
 - A person nominated by Rangitāne O Wairarapa Inc (Rangitāne O Wairarapa) and appointed by the Administering Authority.
 - A person nominated by Ngāti Kahungunu ki Wairarapa Trust (Ngāti Kahungunu ki Wairarapa) and appointed by the Administering Authority.
14. Following a meeting sponsored by the Mayor of Masterton and attended by the three Wairarapa Mayors, and iwi and rununga members from both Rangitāne and Ngāti Kahungunu, it was agreed that in terms of invitations to join the Joint Committee, invitations would be sent to:
 - Rangitāne Tu Mai Rā Trust and
 - Both Ngāti Kahungunu ki Wairarapa Trust and Ngāti Kahungunu ki Wairarapa Tamaki Nui ā Rua Settlement Trust, for them to select a nominee from one of these entities.
15. It is recommended that the Agreement and the Terms of Reference be amended to reflect the decision outlined in point 14 above and the subsequent letters that were sent on 3rd March 2021.

Alternates

16. The Agreement and Terms of Reference allows for the relevant local authority Mayor or Chair to appoint an alternate who, in exceptional circumstances where the Mayor or Chair is not able to attend a Committee meeting, is entitled to attend that Committee meeting as a member of the Committee (and appointed by the relevant local authority).
17. There is no ability under the current Agreement and Terms of Reference for iwi or the Crown/cabinet members to appoint an alternate.
18. It is recommended that the Agreement and the Terms of Reference be amended to enable both iwi and Crown/cabinet members to appoint an alternate who, in exceptional circumstances could attend Committee meetings as a member.
19. The definition of “exceptional circumstances” will be determined by the Committee.

Local Members of Parliament

20. There has been discussion regarding the ability for local Members of Parliament to attend Committee meetings and the extent to which they could participate in the WRLC meeting. This is to enhance political understanding and enable local champions within Government.

21. A number of initial options have been considered as part of this paper in case the option/s agreed required a change to this Agreement and Terms of Reference.
22. The options discussed are below, noting that there may also be other options.
 - a. Formally invite a small number of Members of Parliament to attend Committee meetings. They could speak in public comment and/or be asked to speak on a topic but would not be entitled to speak during the debate or vote. This would not require any changes to the Agreement and Terms of Reference.
 - b. Establish regular briefings for local Members of Parliament to provide them with information on the activity of the WRLC and for them to ask questions. This would not require any changes to the Agreement and Terms of Reference.
23. It is recommended that the Committee agrees to the suggestions in point 22 a. and b. above.

Adopting schedule of meetings

24. To make the process of adoption of the schedule of meetings for the Committee clearer the Agreement and Terms of Reference for the WRLC could include the ability for this Committee to adopt its own schedule of meetings.
25. It is recommended that the Agreement and Terms of Reference be amended to include the ability for the WRLC to adopt its own schedule of meetings.

Observers

26. The Agreement and Terms of Reference allow for a category of membership being "Observers". Particular Observers are currently listed in the Agreement and Terms of Reference – they are listed by organisation name. This is consistent with the Terms of Reference of other Joint Committees.
27. Observers currently have speaking rights but do not have voting rights.
28. People/organisations can speak at Committee meetings by either attending and speaking in public comment, undertaking a presentation on a topic as agreed by the Chair and/or by presenting on a particular paper on the agenda.
29. As any amendments to the Agreement and Terms of Reference need to be signed off by each council, it would be prudent to agree during this round of amendments, what the Agreement and Terms of Reference should say about Observers.
30. Possible ways to cover this are:
 - a. Include generic commentary regarding Observers and their role, speaking rights etc but do not list any. This could provide for Observers with speaking rights or no speaking rights.
 - b. Include generic commentary regarding Observers and their role, speaking rights etc and name key Observer organisations e.g. Urban Growth Partner organisations such as Ministry of Housing and Urban Development, Kainga Ora and Waka Kotahi. This could provide for Observers with speaking rights or no speaking rights.

- c. Do not make any changes and keep the Observer commentary and organisations in the Agreement and Terms of Reference as it currently is. This could provide for Observers with speaking rights or no speaking rights.
 - d. Remove the Observer category from the Agreement and Terms of Reference
31. It is recommended that the Committee agree their preferred option for accounting for Observers in the Agreement and Terms of Reference.

Ngā hua ahumoni

Financial implications

32. There are minimal financial implications regarding the recommendations in this paper. We will require legal input to update the Agreement and Terms of Reference.

Te hiranga

Significance

33. Officers considered the significance (as defined by part 6 of the Local Government Act 2002) of these matters, taking into account Greater Wellington's *Significance and Engagement Policy* and Greater Wellington's *Decision-making Guidelines*. Officers consider these matters are of low significance, due to their administrative matter.

Te whakatūtakitaki

Engagement

34. Engagement has been undertaken with the Senior Staff Group and the CEO Group for the Joint Committee on this matter. With the timing of the CEO meeting, any changes from the recommended changes in this paper will be tabled at the Joint Committee meeting.

Ngā tūāoma e whai ake nei

Next steps

35. If the Committee agrees to changes to the Agreement and Terms of Reference, officers will:
- a. Get legal input to update the Agreement and Terms of Reference
 - b. Provide a draft of an updated document to the Senior Staff Group and CEO Group for feedback
 - c. Table, if required, an updated Agreement and Terms of Reference to the next Committee meeting.
 - d. Once approved by the Committee, work with each of the ten partner councils to get the updated Agreement and Terms of Reference to individual council meetings for signoff.

Ngā āpitihanga

Attachment

Number	Title
1	WRLC Agreement and Terms of Reference

Ngā kaiwaitohu

Signatories

Writer	Kim Kelly, Programme Director Wellington Regional Growth Framework
Approver	Luke Troy – Kaiwhakahaere Matue Rautaki/General Manager, Strategy

Appendix 2 – Copy of New Agreement of the Wellington Regional Leadership Committee

**Wellington Regional Leadership
Committee
Joint Committee Agreement
July 2021**

Wellington Regional Leadership Committee - Joint Committee Agreement

Purpose

This agreement is made pursuant to Clause 30A, Schedule 7 of the Local Government Act 2002 (LGA 2002). The purpose is for a Joint Committee of Carterton District Council, Greater Wellington Regional Council, Hutt City Council, Kapiti Coast District Council, Masterton District Council, Porirua City Council, South Wairarapa District Council, Upper Hutt City Council, Wellington City Council, Horowhenua District Council and mana whenua to take responsibility for key matters of regional importance where a collective voice and collective regional planning and action is required.

The parties are wanting to work together with central government on matters that are of regional importance and are cross boundary and inter-regional in nature. The role of the Joint Committee is to set direction and monitor activities from those plans related to the direction on all matters, with particular focus on:

- Regional economic development
- Regional recovery
- Wellington regional growth framework (joint spatial plan under the [Urban Growth Partnerships](#) and [Urban Growth Agenda](#))

The Joint Committee does not undertake delivery activity – this is undertaken elsewhere by entities such as local authorities and Council-Controlled Organisations.

This agreement focuses on the Joint Committee, including its membership and delegations.

The Joint Committee is a formal Joint Committee pursuant to the LGA 2002 (Clauses 30 and 30A, Schedule 7). The Joint Committee will be deemed to not be discharged at or following each triennial local government election (in line with Clause 30 (7) of Schedule 7, LGA 2002).

There are some parties to this agreement (ie Crown and iwi) who do not appoint members to the Joint Committee directly.

Membership

The membership of the Joint Committee is comprised of:

- the Mayor of Carterton District Council
- the Mayor of Horowhenua District Council
- the Mayor of Hutt City Council
- the Mayor of Kāpiti Coast District Council
- the Mayor of Masterton District Council
- the Mayor of Porirua City Council
- the Mayor of South Wairarapa District Council
- the Mayor of Upper Hutt City Council
- the Mayor of Wellington City Council
- the Chair of Wellington Regional Council

- a person nominated by the Joint Committee itself and appointed by the Administering Authority to be the independent chairperson of the Joint Committee

The members of the Joint Committee may also include:

- a person nominated by Te Rūnanga o Toa Rangatira Inc (Ngāti Toa Rangatira) and appointed by the Administering Authority
- a person nominated by the Port Nicholson Block Settlement Trust (Taranaki Whānui) and appointed by the Administering Authority
- a person nominated by Rangitāne Tū Mai Rā Trust and appointed by the Administering Authority
- a person jointly nominated by Ngāti Kahungunu ki Wairarapa Trust (Ngāti Kahungunu ki Wairarapa) and Ngāti Kahungunu ki Wairarapa Tamaki Nui ā Rua Settlement Trust and appointed by the Administering Authority
- a person nominated by Raukawa ki te Tonga and appointed by the Administering Authority
- a person nominated by Āti Awa ki Whakarongotai Charitable Trust (Ātiwawa ki Whakarongotai) and appointed by the Administering Authority
- a person nominated by Muaūpoko Tribal Authority Inc (Muaūpoko hapū) and appointed by the Administering Authority
- up to three persons nominated by the Crown (Cabinet) and appointed by the Administering Authority

In respect of those members who are persons nominated by a particular entity or body (and then appointed by the Administering Authority), for the avoidance of doubt, if no nomination occurs then the Administering Authority need not make an appointment to the Joint Committee in respect of that entity or body. The membership of the Joint Committee will be accordingly reduced to the extent that there is no nomination/appointment (including for the purposes of calculating the number of vacancies for establishing a quorum). Such appointment may be made if and when a relevant nomination occurs.

The territorial authorities that are parties to this agreement must appoint the relevant Mayor to be a member of the Joint Committee. This is so that those Mayors are counted for the purposes of determining the number of members required to constitute a quorum – see clause 30A(6A) of Schedule 7 of the Local Government Act 2002.

The local authorities that are parties to this agreement may, in addition to the appointment of the relevant Mayor or Chair, appoint an alternate who, in exceptional circumstances where the Mayor or Chair is not able to attend a Joint Committee meeting, is entitled to attend that Joint Committee meeting as a member of the Joint Committee (and appointed by the relevant local authority). The appointment of alternates does not affect the normal calculation of a quorum.

The iwi that are parties to this agreement may, in addition to the appointment of the person nominated for each iwi and appointed by the Administering Authority, each nominate an alternate for appointment by the Administering Authority who, in exceptional circumstances where the appointed person is not able to attend a Joint Committee meeting, is entitled to

attend that Joint Committee meeting as a member of the Joint Committee. The appointment of alternates does not affect the normal calculation of a quorum.

The Ministers, nominated by the Crown and appointed by the Administering Authority, may each nominate an alternate for appointment by the Administering Authority who, in exceptional circumstance where the appointed person is not able to attend a Joint Committee meeting, is entitled to attend that Joint Committee meeting as a member of the Joint Committee. The appointment of alternates does not affect the normal calculation of a quorum.

A Deputy Chairperson is to be appointed by the Joint Committee from the existing membership. In accordance with standing orders, the Deputy Chairperson may preside at meetings in the absence of the Chairperson (including before the Joint Committee nominates an independent chairperson and that person is appointed by the Administering Authority).

General

The membership of the Wellington Regional Leadership Committee shall be limited to a maximum of 21 members (including the independent chairperson). In accordance with Clause 30A of Schedule 7 to the Local Government Act 2002, the quorum at a meeting of the Joint Committee shall be half of the members if the number of members (including vacancies) is an even number, or a majority of members if the number of members (including vacancies) is an odd number. In accordance with clause 30A(6)(c)(iii) of Schedule 7 of the Local Government Act 2002, for a quorum to be established there must be present at least 5 members appointed by local authorities.

The standing orders of the Administering Authority apply to the Joint Committee. The Joint Committee will adopt a memorandum of understanding setting out the principles that guide the Joint Committee's work and the approach that the Joint Committee will take.

Expectations around member voting based on Joint Committee programme and agenda

When the Joint Committee is addressing matters that are not within the Wellington Regional Growth Framework programme, it is expected that the Ministers of the Crown will not exercise their voting rights (and may elect not to attend the relevant meetings or parts of meetings).

Observers

The Joint Committee allows for observers. Observers will be entitled to speak at meetings but will not be members of the Joint Committee.

At each meeting, the independent chairperson shall recognise those observers attending in accordance with these provisions and the persons recognised by the independent chairperson shall have speaking rights at the meeting.

The attendance at any public excluded session by observers shall only be permitted with the prior approval of the independent chairperson.

Meeting Frequency

Meetings will be held once every two months, or as necessary and determined by the independent chairperson.

Notification of meetings and the publication of agendas and reports shall be conducted in accordance with the requirements of Part 7 of the Local Government Official Information and Meetings Act 1987 and will be undertaken by the Administering Authority.

Specific Responsibilities

The Wellington Regional Leadership Committee has the following specific responsibilities in support of its overall purpose:

Wellington Regional Growth Framework

1. Oversee the development and implementation of the Wellington Regional Growth Framework.
2. Recommend to the Wellington Regional Growth Framework partners how funding and resources should be applied to support implementation of the Wellington Regional Growth Framework.
3. Monitor the implementation of the Wellington Regional Growth Framework and associated workstreams.
4. Review and keep up to date the Wellington Regional Growth Framework as circumstances change.
5. Recommend to the Wellington Regional Growth Framework partners actions to achieve alignment with council, central government and iwi plans, strategies and policies.
6. Facilitate engagement and consultation with stakeholders and the community on the Wellington Regional Growth Framework.
7. Develop submissions and advocate to external organisations on matters relating to the Wellington Regional Growth Framework.
8. Engage with neighbouring regions on cross-boundary matters relating to the Wellington Regional Growth Framework.

Regional Economic Development

1. Provide leadership in regional, sustainable economic development, including establishing partnerships with key agencies involved in economic development. Acknowledging that constituent local authorities also have leadership roles within their cities and districts.
2. Develop and keep up to date a regional economic development plan to guide the collective work of the region, in line with the desired future outlined in the Wellington Regional Growth Framework.
3. Monitor and report on the status of the regional economy, emerging risks and opportunities and progress towards the implementation of the regional economic development plan and transition to a low carbon economy.
4. Develop submissions and advocate to external organisations on matters relating to regional economic development.
5. Recommend to Greater Wellington Regional Council (as a joint shareholder of Wellington NZ) the allocation of the regional targeted rate for economic development to initiatives and activities based on the regional economic development plan.

Regional Economic Recovery

1. Provide leadership in regional economic recovery, including establishing partnerships with key agencies involved in recovery, acknowledging that constituent local authorities also have leadership roles within their cities and districts.
2. Develop and keep up to date a programme of regional economic recovery initiatives, which incorporate alignment with the region's climate change goals.

3. Coordinate the implementation of a programme of regional economic recovery initiatives through local authorities, council controlled organisations and other partners.
4. Monitor and report on the impacts of regional economic recovery on the region, emerging risks and opportunities and progress towards implementation of the programme of regional economic recovery initiatives.
5. Develop submissions and advocate to external organisations on matters relating to regional economic recovery including developing regional proposals for partnerships and funding assistance.

Delegations

Each local authority delegates to the Joint Committee, in accordance with the terms of reference, the following responsibilities:

1. Approval of all plans and implementation programmes necessary to fulfil the specific responsibilities of the Joint Committee, including:
 - Wellington Regional Growth Framework and the Wellington Regional Growth Framework Implementation Plan
 - Regional Economic Development Plan
 - Regional Economic Recovery Implementation Plan
2. Approval of all submissions and advocacy statements necessary to fulfil the specific responsibilities of the Joint Committee
3. The setting of the Joint Committee's meeting schedule.

Responsibilities

The table below identifies key parties related to this agreement and the Wellington Regional Leadership Committee and their responsibilities.

Party	Responsibilities
Wellington Regional Leadership Committee	Decision making related to the Specific Responsibilities in this agreement and TOR; Joint regional voice and advocacy; Select and nominate the independent chairperson (for appointment to the Joint Committee by the Administering Authority); Agree 3 year rolling work programme consistent with WRGF, Economic Plan and other relevant directional documents.
Independent Chairperson	Chair the Joint Committee meetings; Approve attendance as required in public excluded sessions; Approve speaking rights as required at Joint Committee meetings; Liaise with members of the Joint Committee as required Approve (in consultation with the Senior Staff Group) content of meeting agendas.
Chief Executives Group	Provide support and advice to the Joint Committee; Agree funding amounts and splits (rolling 3-year programme).
Senior Staff Group (2 nd Tier Managers)	Recommend work programme to the Joint Committee;

Party	Responsibilities
	Recommend funding arrangements and allocations; Manage reports to the Joint Committee; Review work being undertaken and recommend changes if required; Align work programmes within home organisations.
Joint Secretariat	Coordinate the work of the Joint Committee (in consultation with the independent chairperson); Provide administrative support to the Joint Committee on all aspects of its business; Lead work streams as required; Manage joint communications and consultation; Support the work of the Joint Committee, including monitoring, research and independent advice as required.
Delivery agencies e.g. Councils, Council Controlled Organisations	Provide information and research; Draft papers for the Joint Committee; Attend meetings as required; Deliver aspects of the work programme (e.g. economic development activities).
Administering Authority	Administer standing orders; Employing joint secretariat staff; Payment of the meeting fees and independent chairpersons honorarium; Appointing members to the Joint Committee (who are to be appointed by the Administering Authority).

Administration Funding

Funding will be provided by the Wellington Region's local authorities for the administration of the Joint Committee, a new joint secretariat, and iwi participation in the Joint Committee through a regional targeted rate set by Greater Wellington Regional Council. .

Horowhenua District Council will make an annual funding contribution on a proportional population basis. This funding contribution is calculated by dividing the total annual amount levied through the Wellington Region targeted rate by the total population of the Wellington Region, to arrive at a per capita amount, and then multiplying that per capita amount by the population of Horowhenua District to determine the annual Horowhenua District Council contribution.

Funding will be provided by central government as a contribution to the administration of the Joint Committee and the joint secretariat at an amount to be agreed.

The funding will support the administration of the Joint Committee and the joint secretariat that supports the Joint Committee which will undertake the following:

1. Providing administrative support to the Joint Committee and the Senior Staff Group
2. Managing the work programme of the Joint Committee, including policy advice function and monitoring and research as required
3. Provision of independent advice to support the work programme as required

Variation of this Agreement

This agreement may be varied by the parties from time to time but only with the endorsement of the Wellington Regional Leadership Committee.

EXECUTION

SIGNED for and on behalf of
CARTERTON DISTRICT COUNCIL:

Signature

Name of person signing

SIGNED for and on behalf of
HOROWHENUA DISTRICT COUNCIL:

Signature

Name of person signing

SIGNED for and on behalf of **HUTT CITY COUNCIL**:

Signature

Name of person signing

SIGNED for and on behalf of **KĀPITI COAST DISTRICT COUNCIL**:

Signature

Name of person signing

SIGNED for and on behalf of **MASTERTON DISTRICT COUNCIL**:

Signature

Name of person signing

SIGNED for and on behalf of **PORIRUA CITY COUNCIL**:

Signature

Name of person signing

SIGNED for and on behalf of **SOUTH WAIRARAPA DISTRICT COUNCIL**:

Signature

Name of person signing

SIGNED for and on behalf of **UPPER HUTT CITY COUNCIL**:

Signature

Name of person signing

SIGNED for and on behalf of
WELLINGTON CITY COUNCIL:

Signature

Name of person signing

SIGNED for and on behalf of
WELLINGTON REGIONAL COUNCIL:

Signature

Name of person signing

SIGNED for and on behalf of **NGĀTI TOA**
RANGATIRA:

Signature

Name of person signing

SIGNED for and on behalf of **TARANAKI
WHĀNUI:**

Signature

Name of person signing

SIGNED for and on behalf of **RANGITĀNE
TŪ MAI RĀ TRUST**

Signature

Name of person signing

SIGNED for and on behalf of **NGĀTI
KAHUNGUNU KI WAIRARAPA TRUST
(NGĀTI KAHUNGUNU KI WAIRARAPA)
AND NGĀTI KAHUNGUNU KI
WAIRARAPA TAMAKI NUI Ā RUA
SETTLEMENT TRUST:**

Signature

Name of person signing

SIGNED for and on behalf of **RAUKAWA
KI TE TONGA:**

Signature

Name of person signing

SIGNED for and on behalf of **ĀTIAWA KI
WHAKARONGOTAI:**

Signature

Name of person signing

SIGNED for and on behalf of **MUAŪPOKO
HAPŪ:**

Signature

Name of person signing

SIGNED for and on behalf of **CENTRAL
GOVERNMENT:**

Signature

Name of person signing

Appendix 1: Wellington Regional Leadership Committee Terms of Reference

Purpose

The purpose of the Wellington Regional Leadership Committee is to take responsibility for key matters of regional importance – Wellington Regional Growth Framework, Regional Economic Development, and Regional Recovery - where a collective voice and collective planning and action is required.

The Wellington Regional Leadership Committee (Joint Committee) is a Joint Committee, established in accordance with clauses 30 and 30A of Schedule 7 to the Local Government Act 2002.

The Joint Committee has members from all the nine councils wholly within the Wellington Region and the Horowhenua District Council, mana whenua and members from central Government.

Specific Responsibilities

The Wellington Regional Leadership Committee specific responsibilities include:

Wellington Regional Growth Framework

1. Oversee the development and implementation of the Wellington Regional Growth Framework.
2. Recommend to the Wellington Regional Growth Framework partners how funding and resources should be applied to support implementation of the Wellington Regional Growth Framework.
3. Monitor the implementation of the Wellington Regional Growth Framework and associated workstreams.
4. Review and keep up to date the Wellington Regional Growth Framework as circumstances change.
5. Recommend to the Wellington Regional Growth Framework partners actions to achieve alignment with council, central government and iwi plans, strategies and policies.
6. Facilitate engagement and consultation with stakeholders and the community on the Wellington Regional Growth Framework.
7. Develop submissions and advocate to external organisations on matters relating to the Wellington Regional Growth Framework.
8. Engage with neighbouring regions on cross-boundary matters relating to the Wellington Regional Growth Framework.

Regional Economic Development

1. Provide leadership in regional economic development, including establishing partnerships with key agencies involved in economic development. Acknowledging that constituent local authorities also have leadership roles within their cities and districts.
2. Develop and keep up to date a regional economic development plan to guide the collective work of the region, in line with the desired future outlined in the Wellington Regional Growth Framework.

3. Monitor and report on the status of the regional economy, emerging risks and opportunities and progress towards the implementation of the regional economic development plan and transition to a low carbon economy.
4. Develop submissions and advocate to external organisations on matters relating to regional economic development.
5. Recommend to Greater Wellington Regional Council (as a joint shareholder of Wellington NZ) the allocation of the regional targeted rate for economic development to initiatives and activities based on the regional economic development plan.

Regional Economic Recovery

1. Provide leadership in regional economic recovery, including establishing partnerships with key agencies involved in recovery, acknowledging that constituent local authorities also have leadership roles within their cities and districts.
2. Develop and keep up to date a programme of regional economic recovery initiatives, which incorporate alignment with the region's climate change goals.
3. Coordinate the implementation of a programme of regional economic recovery initiatives through local authorities, council controlled organisations and other partners.
4. Monitor and report on the impacts of regional economic recovery on the region, emerging risks and opportunities and progress towards implementation of the programme of regional economic recovery initiatives.
5. Develop submissions and advocate to external organisations on matters relating to regional economic recovery including developing regional proposals for partnerships and funding assistance.

Membership

The membership of the Joint Committee is comprised of:

- the Mayor of Carterton District Council
- the Mayor of Horowhenua District Council
- the Mayor of Hutt City Council
- the Mayor of Kāpiti Coast District Council
- the Mayor of Masterton District Council
- the Mayor of Porirua City Council
- the Mayor of South Wairarapa District Council
- the Mayor of Upper Hutt City Council
- the Mayor of Wellington City Council
- the Chair of Wellington Regional Council
- a person nominated by the Joint Committee itself and appointed by the Administering Authority to be the independent chairperson of the Joint Committee

The members of the Joint Committee may also include:

- a person nominated by Te Rūnanga o Toa Rangatira Inc (Ngāti Toa Rangatira) and appointed by the Administering Authority
- a person nominated by the Port Nicholson Block Settlement Trust (Taranaki Whānui) and appointed by the Administering Authority
- a person nominated by Rangitāne O Wairarapa Inc (Rangitāne O Wairarapa) and appointed by the Administering Authority

- a person nominated by Ngāti Kahungunu ki Wairarapa Trust (Ngāti Kahungunu ki Wairarapa) and Ngāti Kahungunu ki Wairarapa Tamaki Nui ā Rua Settlement Trust and appointed by the Administering Authority
- a person nominated by Raukawa ki te Tonga and appointed by the Administering Authority
- a person nominated by Āti Awa ki Whakarongotai Charitable Trust (Ātiwawa ki Whakarongotai) and appointed by the Administering Authority
- a person nominated by Muaūpoko Tribal Authority Inc (Muaūpoko hapū) and appointed by the Administering Authority
- up to three persons nominated by the Crown (Cabinet) and appointed by the Administering Authority

In respect of those members who are persons nominated by a particular entity or body (and then appointed by the Administering Authority), for the avoidance of doubt, if no nomination occurs then the Administering Authority need not make an appointment to the Joint Committee in respect of that entity or body. The membership of the Joint Committee will be accordingly reduced to the extent that there is no nomination/appointment (including for the purposes of calculating the number of vacancies for establishing a quorum). Such appointment may be made if and when a relevant nomination occurs.

The territorial authorities that are parties to this agreement must appoint the relevant Mayor to be a member of the Joint Committee. This is so that those Mayors are counted for the purposes of determining the number of members required to constitute a quorum – see clause 30A(6A) of Schedule 7 of the Local Government Act 2002.

The local authorities that are parties to this agreement may, in addition to the appointment of the relevant Mayor or Chair, appoint an alternate who, in exceptional circumstances where the Mayor or Chair is not able to attend a Joint Committee meetings, is entitled to attend that Joint Committee meetings as a member of the Joint Committee (and appointed by the relevant local authority). The appointment of alternates does not affect the normal calculation of a quorum.

The iwi that are parties to this agreement may, in addition to the appointment of the person nominated for each iwi and appointed by the Administering Authority, each nominate an alternate for appointment by the Administering Authority who, in exceptional circumstances where the appointed person is not able to attend a Joint Committee meeting, is entitled to attend that Joint Committee meeting as a member of the Joint Committee. The appointment of alternates does not affect the normal calculation of a quorum.

The Ministers, nominated by the Crown and appointed by the Administering Authority, may each nominate an alternate for appointment by the Administering Authority who, in exceptional circumstance where the appointed person is not able to attend a Joint Committee meeting, is entitled to attend that Joint Committee meeting as a member of the Joint Committee. The appointment of alternates does not affect the normal calculation of a quorum.

A Deputy Chairperson is to be appointed by the Joint Committee from the existing membership. In accordance with standing orders, the Deputy Chairperson may preside at meetings in the absence of the independent chairperson (including before the Joint Committee nominates an independent chairperson and that person is appointed by the Administering Authority).

General

The membership of the Wellington Regional Leadership Committee shall be limited to a maximum of 21 members (including the independent chairperson).

Expectations around member voting based on Joint Committee programme and agenda

When the Joint Committee is addressing matters that are not within the Wellington Regional Growth Framework programme, it is expected that the Ministers of the Crown will not exercise their voting rights (and may elect not to attend the relevant meetings or parts of meetings)

Observers

The Joint Committee allows for observers. Observers will be entitled to speak at meetings but will not be members of the Joint Committee.

At each meeting, the independent chairperson shall recognise those observers attending in accordance with these provisions and the persons recognised by the independent chairperson shall have speaking rights at the meeting.

The attendance at any public excluded session by observers shall only be permitted with the prior approval of the independent chairperson.

Voting

Each member has one vote. In the case of an equality of votes the independent chairperson has a casting vote.

Meetings

The Joint Committee will arrange its meetings in separate parts, relating to the specific focus areas of: Wellington Regional Growth Framework; Regional Economic Development; and Regional Recovery.

Meetings will be held once every two months, or as necessary and determined by the independent chairperson.

The Joint Committee will set its own meeting schedule.

Quorum

In accordance with Clause 30A of Schedule 7 to the Local Government Act 2002, the quorum at a meeting of the Joint Committee shall be half of the members if the number of members (including vacancies) is an even number, or a majority of members if the number of members (including vacancies) is an odd number. In accordance with clause 30A(6)(c)(iii) of Schedule 7 of the Local Government Act 2002, for a quorum to be established there must be present at least 5 members appointed by local authorities.

Notification of meetings and the publication of agendas and reports shall be conducted in accordance with the requirements of Part 7 of the Local Government Official Information and Meetings Act 1987 and will be undertaken by the administering local authority.

Delegations

Each local authority delegates to the Joint Committee, and in accordance with the terms of reference, the following responsibilities:

1. Approval of all plans and implementation programmes necessary to fulfil the specific responsibilities of the Joint Committee, including:
 - a. Wellington Regional Growth Framework and Wellington Regional Leadership Committee Implementation Plan
 - b. Regional Economic Development Plan
 - c. Regional Economic Recovery Implementation Plan
2. Approval of all submissions and advocacy statements necessary to fulfil the specific responsibilities of the Joint Committee.
3. The setting of the Joint Committee's meeting schedule.

Remuneration and expenses

Each party shall be responsible for remunerating its representative(s) on the Joint Committee.

Members who represent organisations or entities other than local authorities (being iwi members) shall be eligible for compensation for Joint Committee activity including travel, meeting time, and preparation for meetings paid by the administering local authority. This amount is to be agreed in advance.

An alternate, attending the Joint Committee on behalf of an iwi member, shall be eligible to receive the meeting fee and travel allowances payable to the member in respect of the meeting the alternate formally attends.

Standing Orders

The Joint Committee shall apply the standing orders of the Administering Authority.

Duration of the Joint Committee

In accordance with clause 30(7) of Schedule 7 of the Local Government Act 2002, the Wellington Regional Leadership Committee is not deemed to be discharged following each triennial local government election.

Servicing

The Joint Committee is serviced by a joint secretariat. The administering local authority shall be responsible for the administration of the Committee.

Council decisions on the Joint Committee's recommendations

Where a Council makes specific decisions on the Joint Committee's recommendations, these will be reported to the Joint Committee. Where the decision is materially different from the Joint Committee's recommendation the report will set out the reasons for that decision.

Variation of this Terms of Reference

These terms of reference may be varied from time to time. It is envisaged that changes may be made to add or remove specific responsibilities as the circumstances require. Changes will be approved by the parties to the agreement establishing the Wellington Regional Leadership Committee on the recommendation of the Joint Committee.

SOUTH WAIRARAPA DISTRICT COUNCIL

15 SEPTEMBER 2021

AGENDA ITEM C3

WAIRARAPA ECONOMIC DEVELOPMENT ARRANGEMENTS

Purpose of Report

For the Council to adopt new economic development arrangements for Wairarapa.

Recommendations

Officers recommend that the Council:

1. *Receive the Wairarapa Economic Development Arrangements Report.*
2. *Notes the options outlined in the review.*
3. *Adopts*

Option 1: *Destination Wairarapa becomes a team within WellingtonNZ and WellingtonNZ is responsible for the delivery of all destination and economic development activities;*

Or

Option 2: *Destination Wairarapa remains as a separate entity but WellingtonNZ establishes a presence in the Wairarapa and provides back-office support.*

1. Background

In June 2020, a review was commissioned on behalf of the three Wairarapa Councils, to consider the arrangements for economic development in the Wairarapa.

The review identified the status quo is no longer sufficient and that new arrangements are needed to respond to the economic implications of the significant changes that are now facing local government across New Zealand, including the three waters agenda, the reform of the RMA, the future of local government review and the replacement of the Provincial Growth Fund with a new Regional Strategic Partnership Fund.

In addition, there is also a need to consider the implications associated with the establishment of the new Wellington Regional Leadership Committee, the development of a new Wellington Regional Economic Strategy, and the appointment of a new independent chair for the Wairarapa Economic Development Strategy and Action Plan, as well as the ongoing impacts of the Covid-19 pandemic.

Together, these developments all reinforce the need of a pragmatic set of economic development arrangements that can deliver on current priorities and flexibly respond to anticipated changes, without ruling out the need for further refinements in the future.

2. Discussion

As a result of the review, Council Chief Executives explored the possibility of entering a Service Level Agreement or Contract for Services arrangement with WellingtonNZ, which would see integrated economic development and destination management activities provided across the Wairarapa through a local office.

It was proposed that the service agreement would cover economic development and tourism investment from the three Wairarapa Councils, including the current investment into Destination Wairarapa, the Wairarapa Economic Development Strategy and Action Plan (WEDSAP) and a proportion of Greater Wellington Regional Council's targeted rate for economic development which is used to fund WellingtonNZ's regional activities.

WellingtonNZ would also continue to carry out its current regional activities, including those that relate to the Wairarapa (for example, international destination marketing) and would provide the back-office support associated with establishment of a local office in the Wairarapa. Key to the proposed arrangements are that Destination Wairarapa would retain its RTO status and that its brand would remain visible.

Advice on the proposal was provided to the Wairarapa councils by MartinJenkins based on whether and how such an arrangement would be workable, identifying the risks, opportunities and benefits, as well as the implications of the arrangements for Destination Wairarapa and for the governance of council investment into economic development and tourism activities (Appendix 1).

3. Options

Two options have been identified for implementing the proposal through a service level agreement (SLA):

1. Destination Wairarapa becomes a team within WellingtonNZ and WellingtonNZ is responsible for the delivery of all destination and economic development activities;
2. Destination Wairarapa remains as a separate entity but WellingtonNZ establishes a presence in the Wairarapa and provides back-office support.

The advantages, disadvantages, are outlined in Appendix 2.

4. Next Steps

In order to progress the required changes to the Wairarapa's economic development arrangements, the next steps to be taken are:

- Each council must agree and adopt the preferred option as outlined above
- The three councils will jointly progress the implementation actions and develop a Memorandum of Understanding with the provider.

5. Considerations

5.1 Climate change

The decision is not considered to have climate change impacts.

5.2 Tāngata whenua

While local iwi representatives did not comment on the proposal, there are existing relationships with councils and Destination Wairarapa, and recognised economic and cultural opportunities and benefits for mana whenua.

5.3 Financial impact

Council has an economic development budget however confirmation of the total amount and division of funding for either option is required, including clarity of operational funding for the enhancements proposed under each option.

There is also a need to confirm the proportion of funding from the regional rate that would be allocated to support Wairarapa specific activities and the mechanism for this to occur.

5.4 Community engagement requirements

Either option will require future consultation with key stakeholders and/or impacted parties including:

- Destination Wairarapa Board, Members and Staff
- Trust House
- WellingtonNZ Board
- Greater Wellington Regional Council
- WEDSAP Independent Chair
- Iwi and hapū

6. Appendices

Appendix 1 – MartinJenkins Advice to Councils

Appendix 2 – Summary of advantages and disadvantages

Contact Officer: Harry Wilson (CEO)

Appendix 1 – MartinJenkins Advice to Councils

Wairarapa Economic Development Arrangements

Introduction

In June 2020, MartinJenkins was commissioned by Masterton District Council, on behalf of the three Wairarapa Councils, to review the arrangements for economic development in the Wairarapa and to consider the case for changing the current arrangements.

The final report, which was completed in September 2020, identified several alternative delivery arrangements for economic development and recommended that a new Wairarapa Economic Development Agency, incorporating both economic development and destination marketing activities, should be established as a joint CCO.

The report also identified a programme of work that would be required to implement this option including the need for upfront investment in the establishment and operation of the new CCO, as well as the need for further consultation with impacted organisations.

Upon consideration of the report and the recommended upon, it was not possible to reach unanimous agreement across the Councils and the decision was taken not to pursue the establishment of a new CCO. However, the key factors driving the original review have remained unchanged and there is still a recognition across the Councils that the status quo is no longer sufficient.

New arrangements will also need to respond to the economic implications of the significant changes that are now facing local government across New Zealand, including the three waters agenda, the reform of the RMA, the future of local government review and the replacement of the Provincial Growth Fund with a new Regional Strategic Partnership Fund.

In addition, there is also a need to consider the implications associated with the establishment of the new Wellington Regional Leadership Committee, the development of a new Wellington Regional Economic Strategy, and the appointment of a new independent chair for the Wairarapa Economic Development Strategy and Action Plan, as well as the ongoing impacts of the Covid-19 pandemic.

Together, these developments all reinforce the need of a pragmatic set of economic development arrangements that can deliver on current priorities and flexibly respond to anticipated changes, without ruling out the need for further refinements in the future.

Scope

Considering the above, the Council Chief Executives have been exploring the possibility of entering a Service Level Agreement or Contract for Services arrangement with WellingtonNZ, which would see integrated economic development and destination management activities provided across the Wairarapa through a local office.

This proposal would cover economic development and tourism investment from the three Wairarapa Councils, including the current investment into Destination Wairarapa, the Wairarapa Economic Development Strategy and Action Plan (WEDSAP) and a proportion of Greater Wellington Regional Council's targeted rate for economic development which is used to fund WellingtonNZ's regional activities.

Under the proposal, WellingtonNZ would also continue to carry out its current regional activities, including those that relate to the Wairarapa (for example, international destination marketing) and would provide the back-office support associated with establishment of a local office in the Wairarapa. Key to the proposed arrangements are that Destination Wairarapa would retain its RTO status and that its brand would remain visible.

MartinJenkins have been asked to review the proposal and to provide targeted advice to the Wairarapa councils based on whether and how such an arrangement would be workable, identifying the risks, opportunities and benefits, as well as the implications of the arrangements for Destination Wairarapa and for the governance of council investment into economic development and tourism activities. It is important to note that the scope of this review was focused on options for implementing the proposal set out above and that we are not revisiting the recommendations of our original review.

Process

In undertaking this review, we have:

- Reviewed the material provided to us by Masterton District Council that sets out the proposals developed by the Council CEOs to enter a Service Level Agreement with WellingtonNZ.
- Reviewed our previous report findings and recommendations and considered the changes to the operating context since the review was completed.
- Interviewed each of the Wairarapa Mayors, the independent chair of the WEDSAP, WellingtonNZ's General Manager, Regional Development Destination and Attraction, and the Chair and General Manager of Destination Wairarapa.

In addition, local iwi representatives were also contacted, and the offer of an interview made to discuss the proposals. However, these offers were not taken up at the time of preparing this report.

Assumptions

Recognising the targeted nature of this assessment, it is assumed that, as per our earlier report and recommendations, the three Wairarapa Councils want to support and oversee a range of current destination and economic development activities but also are seeking to support additional activities as shown in Table 1 below.

Table 1: Proposed economic development and destination activities in the Wairarapa

Current activities	New activities
<p>Current WellingtonNZ activities delivered in the Wairarapa or that benefit the Wairarapa:</p> <ul style="list-style-type: none"> • Support for WEDS programme management • Delivery of the Regional Business Partnership programme • Support for the Regional Trails framework and related events • International destination marketing activities (e.g., agent training, hosting famils. representing Wairarapa at trade events) • Hosting Wairarapa content on the regional destination website • Regional Film Office activities (promotion of area as a screen location) • International student attraction • Sector support programmes • Support for specific projects (e.g., on workforce development) <p>Current DW activities:</p> <ul style="list-style-type: none"> • Domestic Marketing (web content, media and social media campaigns, content for WellingtonNZ and Tourism NZ) • Product development support for local tourism operators • Host media, famils, trade teams • Work on specific WEDS deliverables: Destination Strategy, Food Tourism Event. Wairarapa Moana and Castlepoint developments • Provide an online Wairarapa events calendar • Represent the Wairarapa in the Business Events market • Represent the Wairarapa in the Inbound market • Host the Wairarapa economic information on Buy & Invest, Live & Work and Study on the website • Manage the i-SITEs (Masterton, Martinborough). 	<ul style="list-style-type: none"> • Strategic advice/leadership • Augmented WEDSAP support • Industry development activities: <ul style="list-style-type: none"> – additional activities to support the delivery of the WEDSAP priorities, for example, on added value food & beverage and Dark Skies leverage • Investment attraction & facilitation activities: <ul style="list-style-type: none"> – additional activities to support the food and beverage investment plan and businesses cases for additional regional development funding from government in transformation projects. • More tailored local economic and business intelligence

In addition, recognising some of the changes that have occurred since the completion of our initial review, it is also assumed that:

- At the regional level, the new Wellington Regional Leadership Committee will play a key governance role in the overall arrangements for regional economic development across the Greater Wellington Region, including the allocation of the regional targeted rate for economic development.
- The Wairarapa Committee will be a key Council Committee for considering matters of strategic importance to the Wairarapa.
- WellingtonNZ's preparation of a new regional economic development plan will be informed by the WEDSAP (and its proposed refresh) and that these documents will both inform future regional and local economic development activities.

- Similarly, destination management activities will be informed by the forthcoming Destination Management Plans for the region and the Wairarapa.

Assessment of options involving a Service Level Agreement with WellingtonNZ

We have identified two practical organisational arrangements for implementing the proposal through a Service Level Agreement (SLA). These options differ in the extent of activity covered by the SLA and whether Destination Wairarapa retains its independence as a separate RTO, or whether it is fully integrated into WellingtonNZ, while retaining its RTO status. The following describes the options and provides our assessment of the advantages and disadvantages of each option.

Option 1: Destination Wairarapa becomes a team within WellingtonNZ and WellingtonNZ is responsible for the delivery of all destination and economic development activities

Under this option the three Councils would contract with WellingtonNZ to deliver a full range of economic development and destination management and promotion activities in the Wairarapa. Destination Wairarapa would wind down as an incorporated society but there would continue to be a separate Wairarapa destination brand and RTO identity, operating as a team within the local office. Wellington NZ would have a physical presence in the Wairarapa, building on the current Destination Wairarapa team.

For this model to work effectively, a proportion of the current economic development funding provided through rates from the three Wairarapa districts would need to be ring-fenced and attributed to WellingtonNZ's operations in the Wairarapa (noting that there are also some cross regional activities that are supported by the rate which would need to remain).¹

Advantages

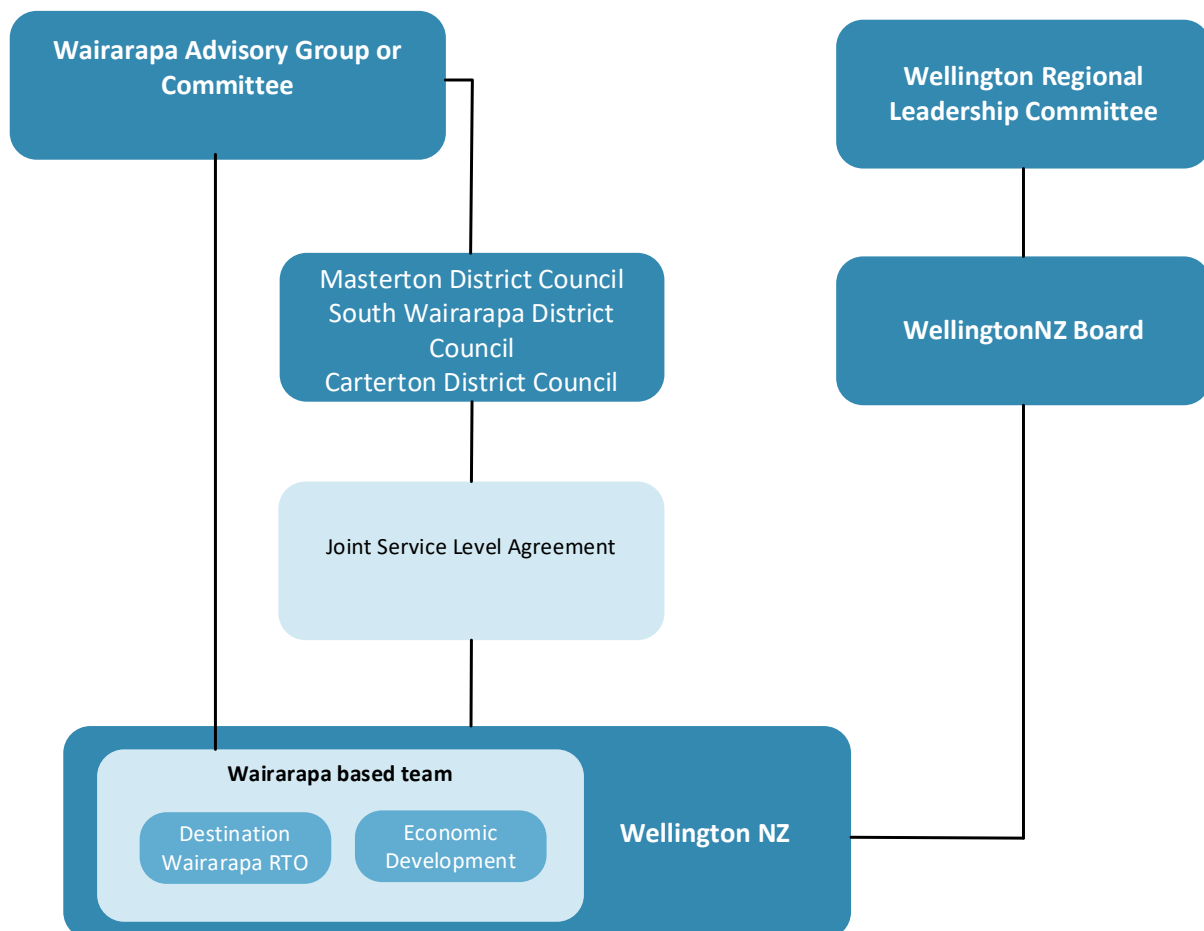
A key advantage of this option is that there would be a single arrangement and entity overseeing all economic development and destination services in the area, which will ensure alignment between the activities and enable a fuller range of expertise to be brought to bear on key local projects. For example, this office could provide a combination of marketing, product development and business case expertise in developing a programme of activity to leverage the Wairarapa's Dark Sky status.

This arrangement will also better ensure alignment between regional Wellington and local Wairarapa activities across all economic development and destination management & marketing activities.

Having an SLA will enable the three Councils to have improved oversight over economic development activities delivered in the Wairarapa, as local activities and associated funding would be specified through the Agreement. Currently it is not clear how the targeted rate funding specifically contributes to WellingtonNZ activities in the area.

¹ Note that this option differs slightly to the current Great South arrangement that has taken over the Fiordland RTO and operates it as an "RTO within an RTO" as Great South is a joint CCO of all relevant Councils, unlike WellingtonNZ.

Governance and accountability arrangements under this option could be relatively simple. We would propose that the Wairarapa team report on its activities to a local Advisory Group or Committee, involving representatives from the three Councils, businesses and iwi. This could be the WEDS Governance Group with an extended mandate or an expanded Wairarapa Committee (the latter would require a change to the current TOR of the Committee and an expansion of its membership to include business representation). WellingtonNZ would still report to its Board and the Leadership Committee for its broader regional activities.



Finally, the arrangement ensures Councils have oversight but that there continues to be arms-length delivery, consistent with good principles for economic development activity (as discussed in our previous report).

Risks/disadvantages

There will be risks and costs associated with shifting functions from Destination Wairarapa as an incorporated society to WellingtonNZ and maintaining an internal RTO within WellingtonNZ.

This option would require Destination Wairarapa to wind down as an incorporated society and there may be a risk that members will not agree and hence the potential for negative publicity and a drawn out process (under its Constitution, dissolution of Destination Wairarapa requires agreement by at least two-thirds of financial members). This option would require close consultation with members and clear communication about the implications and benefits for local destination management and marketing activities. There are also likely to be some employment related costs and potential costs associated with a transfer of assets and the potential for a loss of capability within Destination Wairarapa.

In addition, the new arrangement may result in the loss of a proportion of existing funding and sponsorship due to the cessation of its membership and independence. In this regard, while the Wairarapa Council's provide most of the Destination Wairarapa's current funding, it does receive funding from members and from the Trust House - in 2020, membership funding was around \$55,000 or close to 7 percent of total revenue and funding through the Trust House was \$160,000 or close to 20 percent of total revenue. Membership funding could theoretically be retained, noting that WellingtonNZ also has a membership programme and that there are already some businesses from the Wairarapa who have taken this up, or replaced with partnership funding in marketing initiatives. However, the funding from the Trust House may be more at risk in that the Trust will explicitly only fund non-profit organisations under its Grants Policy (e.g., incorporated societies, charitable trusts and Councils) and given WellingtonNZ is structured as a company they may not be eligible. Should the Trust House see the benefit of continuing to invest in local destination promotion and related activities, there may well be ways to address this, but it is appropriate to raise this as a potential risk.

Another risk is that any existing beliefs about WellingtonNZ's performance in delivering economic development support in the Wairarapa by businesses and the broader public may continue in the short-term with this option. For example, there may be initial perceptions that the organisation will not be sufficiently focused on or representative of the Wairarapa, even with a Wairarapa office. In addition, it is likely that the WellingtonNZ culture will dominate the local office over the longer-term (which may be positive or negative).

In terms of accountability arrangements, WellingtonNZ already reports through to the WellingtonNZ Board and the Wellington Regional Leadership Committee. This option does entail additional administration costs on top of WellingtonNZ's existing arrangements as its Wairarapa team would be reporting separately through to the local advisory group or committee. However, this does not represent an increase in overall compliance costs given that Destination Wairarapa currently reports through to a separate Board.

This option also does not entail a fresh start and it may be harder to get the balance of destination marketing and other economic development activities right or the ability for Councils to tailor engagement, prioritisation and monitoring arrangements from the outset. Activities and arrangements would need to be developed on top of the preferences inherent in the existing WellingtonNZ.

The Councils will effectively only have contractual control. Although they would have greater oversight of the delivery of economic development activities in the Wairarapa through the SLA, they will have no major say in influencing the overall strategy of WellingtonNZ (other than through representation on the Wellington Regional Leadership Committee).

Option 2: Destination Wairarapa remains as a separate entity but WellingtonNZ establishes a presence in the Wairarapa and provides back-office support

Under this option, the three Councils would contract with both:

- Destination Wairarapa to provide local marketing and promotion services.
- WellingtonNZ to provide economic development services and international marketing services for the Wairarapa, including a physical presence, and back-office services to underpin this and for Destination Wairarapa.

Under this model, Destination Wairarapa would continue as a separate RTO, as an incorporated society and with its own Board (noting that Destination Wairarapa is also a Council organisation).

The main differences to the status quo under this model would be that WellingtonNZ would provide additional economic development services and have staff in the Wairarapa, co-located with Destination Wairarapa, operating through a SLA with the three Councils. Currently WellingtonNZ delivers activities in the Wairarapa through the targeted regional rate and under its agreement with GWRC and WCC.

As with Option 1, for this model to work effectively, a proportion of the current economic development rateable funding provided through the three Wairarapa districts for regional activity would need to be ring-fenced for the SLA with WellingtonNZ.

Advantages

The main advantages of this option are that it is relatively straightforward to implement and limits the risk of a drop-off in destination funding. Destination Wairarapa can retain its existing membership base, sponsorship, expertise and identity. There is no need for or risk of a drawn-out consultation and disestablishment process.

This option has several of the advantages of option 1 in that it also draws on the existing resources, capability and processes of WellingtonNZ and expands their reach and services into the Wairarapa. The SLA would enable Councils to be more specific about the economic development activities they want delivered in the region through WellingtonNZ. In addition, the Councils will maintain oversight and governance influence over DW given it retains its CO status.

There may be some efficiencies from WellingtonNZ taking over some back-office functions of Destination Wairarapa given that it has greater scale and has likely more efficient operational processes (for example, for HR and accounting). However, these will not be as large as would be the case under option 1.

Current perceptions about WellingtonNZ support not being sufficiently tailored to the region may be mitigated under this option through there being both a physical presence and Destination Wairarapa being maintained as a separate entity.

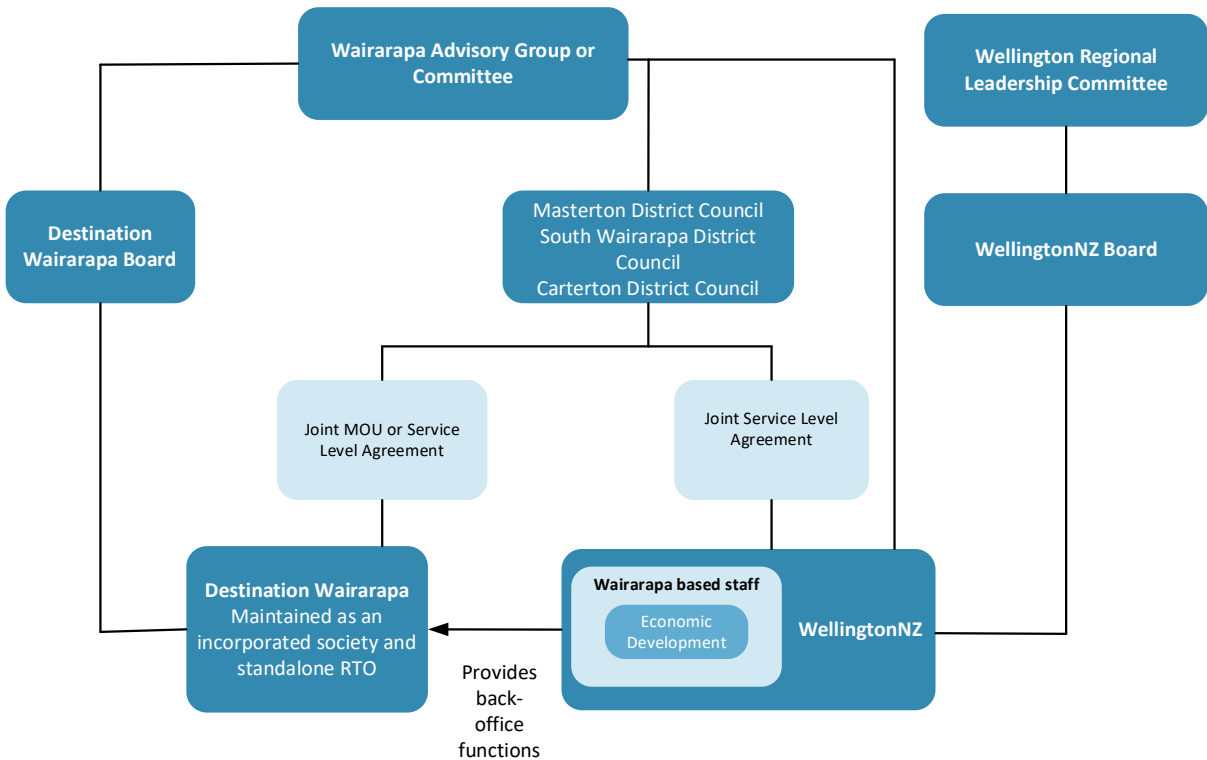
Although not as administratively simple as option 1, this option is still reasonably simple in that there would effectively be two SLAs.

Risks/disadvantages

The main potential disadvantage of this option is that there may continue to be difficulties in aligning economic development and destination activities and regional and local activities given that Destination Wairarapa retains a separate governance and management structure from WellingtonNZ. Although the Destination Wairarapa and WellingtonNZ teams would be co-located they will have different reporting and accountability lines. Whether effective coordination and alignment is achieved will come down to informal working relationships. In addition, the arrangement does not signal that the region has a coordinated economic development perspective and central government may be more reluctant to engage with two entities rather than one.

As noted, the Councils will have to develop, agree on and monitor two SLAs rather than one, so there will be some additional administration costs to the Councils. The accountability arrangements under this option are more complex than option 1. The combined Destination Wairarapa and WellingtonNZ office would effectively have three reporting lines – to the Destination Wairarapa Board, to the WellingtonNZ Board and to a local advisory group or Council Committee (as was discussed under option 1). Figure 2 provides an illustration of what the arrangements could entail under this option.

Figure 1. Potential accountability arrangements for Option 2



As with option 1, although the Councils will continue to have an ownership role with destination activities through Destination Wairarapa, the Councils would effectively only have contractual oversight over economic development activities. \

As set out above, each of the options, while based around an SLA model, has different advantages and disadvantages, as summarised in Table 2 below. Overall, option 2 is more practical and straightforward to implement in the short-term but may be less effective and more costly in the long-run.

Table 2: Summary of advantages and disadvantages

	Option 1 – Destination Wairarapa integrated into WellingtonNZ	Option 2 – Destination Wairarapa independent from WellingtonNZ
What are the major advantages of this option?	<ul style="list-style-type: none"> • Better able to align regional and local economic development efforts and economic and destination activities • Councils have improved oversight of local economic development activities • Relatively simple governance and accountability arrangements • Simpler arrangements for resourcing and staff management • Retains brand of Destination Wairarapa and separate RTO status 	<ul style="list-style-type: none"> • Straightforward to implement • Destination Wairarapa retains its identity, membership and funding sources • Leverages capability and capacity of both WellingtonNZ and Destination Wairarapa • WellingtonNZ better able to tailor services through local presence • Enables Councils to specify economic development activities • Councils maintain CO oversight over local destination activities
What are the major disadvantages of this option?	<ul style="list-style-type: none"> • Will require agreement amongst existing Destination Wairarapa membership to change • Likely employment related costs and potential loss of destination capability • Potential risk to membership funding and Trust House funding to Destination Wairarapa • Potential for WellingtonNZ culture and preferences to dominate • Some disruption of existing services likely • May not be seen as locally representative • Councils only have contractual oversight over all activities 	<ul style="list-style-type: none"> • More difficult to align economic development and destination activities and local and regional activities • Councils have to administer two service level agreements • Additional accountability and reporting costs • Does not signal coordinated view to central government • Councils only have contractual oversight over economic development activities

Implementation considerations

While there are some differences between each of the identified options there are some common implementation issues and risks that would need to be considered and managed. These issues are set out in Table 3.

Table 3: Implementation Issues

Issue	Description
Consultation	<p>Either option will require future consultation with key stakeholders and/or impacted parties including:</p> <ul style="list-style-type: none"> • Destination Wairarapa Board, Members and Staff • Trust House • WellingtonNZ Board • Greater Wellington Regional Council • WEDSAP Independent Chair
Funding	<p>Confirmation of the total amount and division of funding for either option is required, including clarity of operational funding for the enhancements proposed under each option.</p> <p>There is also a need to confirm the proportion of funding from the regional rate that would be allocated to support Wairarapa specific activities and the mechanism for this to occur.</p>
Membership	<p>Under either option, consideration needs to be given to how membership is retained and enhanced to enable ongoing private sector investment in the activities associated with the new arrangements.</p>
SLA Development	<p>Development of SLA including working through in more detail the services (including administration services) being purchased and the funding from each Council.</p>
Governance	<p>Confirmation of governance arrangements associated with each option, which as a minimum should include:</p> <ul style="list-style-type: none"> • Developing appropriate arrangements for accountability and reporting, considering <ul style="list-style-type: none"> – Relevant roles of Wellington Regional Leadership Committee, Wairarapa Committee, WellingtonNZ Board, WEDSAP Governance Group – Changes to relevant terms of reference as appropriate to reflect above

Appendix 2 – Summary of advantages and disadvantages

Table 2: Summary of advantages and disadvantages

	Option 1 – Destination Wairarapa integrated into WellingtonNZ	Option 2 – Destination Wairarapa independent from WellingtonNZ
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SOUTH WAIRARAPA DISTRICT COUNCIL

15 SEPTEMBER 2021

AGENDA ITEM D1

WAIHINGA PROJECT – LESSONS

Purpose of Report

To update members on the lessons and recommendations in the independent review of the project management process used for the Waihinga Centre.

Recommendations

Officers recommend that the Committee:

1. *Receive the Waihinga Project – Lessons Report.*
2. *Note the lessons identified.*

1. Background

Calibre Consulting Ltd (Calibre) was retained by South Wairarapa District Council (SWDC) to undertake an independent review of the project management process used for the delivery of the Waihinga Centre.

The review would document the lessons learnt and produce a list of recommendations for future project delivery, along with a framework and reporting templates (e.g. project initiation/start, project progress updates, project close out) for use on future projects. The framework and reporting templates are the subject of a separate report and are a work in progress.

This report is to look at the lessons learnt from the project.

2. Discussion

Information gathered to conduct this review was made up of documentation provided by both SWDC and the Waihinga Charitable Trust.

There were a series of interviews undertaken by Calibre with SWDC staff members involved with the project, the previous mayor and members of the Waihinga Charitable Trust.

3. Conclusion

There was a general consensus that the project went well, the finished product is very good, and there were not many things that went wrong but that it took far too long.

The project benefitted from a high level of community involvement, high levels of skill and experience managing the project, competent community members volunteering time and a series of good decisions made by Council along the way.

The facility is widely used by the community.

4. Appendices

Appendix 1 – Waihinga Project – Lessons, Calibre Consulting

Contact Officer: Harry Wilson, Chief Executive Officer

Appendix 1 – Waihinga Project – Lessons, Calibre Consulting

Report



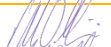

Waihinga Project - Lessons

Prepared for South Wairarapa District
Council

17 August 2021

Calibre Consulting Ltd

QUALITY ASSURANCE STATEMENT

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DOCUMENT CONTROL

ISSUE	DATE	ISSUE DETAILS	AUTHOR	CHECKED	APPROVED
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Draft	28/6/2021	Draft for Client review	ISM		
Final	17/8/2021	Final	ISM	PMO	PMO

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Waihinga Project - Lessons.docx

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Appendices

Appendix A	Terms of Reference
Appendix B	Subgroup Structure

1. Scope

Calibre Consulting Ltd (Calibre) has been retained by South Wairarapa District Council (SWDC) to prepare a Project Management Framework.

Calibre is to undertake an independent review of the project management process used for the delivery of the Waihinga Centre. The purpose of the report is to document the lessons learnt and produce a list of recommendations for future project delivery, along with a framework and reporting templates (e.g. project initiation/start, project progress updates, project close out) for use on future projects. The framework and reporting templates are the subject of a separate report and are a work in progress.

The objective of this project is to:

- Provide elected members and ratepayers with confidence that:
 - Future projects have a value and outcome focus and are delivered to established standards.
 - Council is continuing to improve their delivery processes.
 - Suitable frameworks are in place (or being established) for project management, reporting, financial management etc.
 - They have clear visibility of future projects and understand their respective roles.
- Provide officers with:
 - A clear, scalable framework for project delivery in Council.
 - Good core project management principles that can be applied across the organisation.

The period of the review is from the Council approval to proceed with the Waihinga Centre, through to the project completion. The review would ideally be extended to look at the process before approval to understand what the Council was being asked to approve and the information available to the project team at the start of the project.

The report is to look at the lessons learnt from the project, that is, both ways to improve and things to avoid in future projects.

1.1 Documentation

Limited documentation was available to Calibre consisting of some Construction Committee Minutes, the October 2013 Feasibility Study, Council agendas and minutes, and media reports. It was found that the Waihinga Charitable Trust (WCT) holds a large quantity of documents covering the entire project.

1.2 Interviews

Face to face, Zoom and telephone interviews were held between 31 May and 4 June 2021 with:

- Viv Napier – former Mayor, SWDC
- Paul Crimp - former Chief Executive Officer, SWDC
- Helen McNaught - former Amenities Manager, SWDC
- Victoria Read - Waihinga Charitable Trust – Project Coordinator
- Lisa Cornelissen - Waihinga Charitable Trust – Media

The interviews were structured around the following questions:

- a. What went well?
- b. What didn't go as well as it should have?
- c. What were the hiccups along the way that could have been avoided?
- d. With hindsight what would you do differently?
- e. What were the important processes and procedures that were used over the project that are essential for SWDC projects in the future?
- f. Was everyone who needed to be kept informed?
- g. Anything else you might think would be useful for SWDC Project Management going forward?

2. Waihinga Project

The Waihinga Project consists of two stages. Stage 1 was completed in December 2018 and Stage 2 in 2019.

Stage 1

- Earthquake strengthening the Martinborough Town Hall (MTH)
- Refurbishing the MTH
- Constructing a Community Centre attached to the MTH housing the Martinborough Library, Plunket, Toy Library, i-SITE Visitor Information Centre, and Knucklebone Café. In 2020 a banking hub was added.

Stage 2

- Constructing a playground and park
- Landscaping around the Waihinga Centre.

3. History

To understand the development of the project scope and eventual project management it is necessary to look at the history of the project. The following is a summarised version of the timeline provided by WCT and material from other sources.

- The MTH was constructed of unreinforced masonry in 1912. The building was damaged in the 1942 Wairarapa earthquakes. Some basic securing work (reinforced concrete banding) was completed in 1944.
- A structural review and maintenance inspection in 1993 found that the hall did not comply with the Building Act 1991. Eight major structural improvements were recommended to secure the unreinforced masonry. Securing work was done in 1997 which completed three of the eight recommendations from the 1993 report. This work aimed to secure the unreinforced masonry parts of the main hall building. Restoration of the main façade and internal refurbishment was also undertaken.
- A further review of MTH found maintenance issues related to cracking of brickwork since 1997. Some steel framework was installed, and the parapet and boxed gutter were repaired.
- In September 2008 the Martinborough Community Board called a public meeting of interested parties to gauge the general interest and utilisation of the MTH. This meeting was poorly attended but a small working group was set up. This was the beginning of the Martinborough Town Hall Working Group (MTHWG), a sub-committee of the Community Board.
- Concept plans were drawn by David Lowe with the assistance of David Kernohan, and in 2010 fund raising efforts enabled and improvements to be completed to the kitchen. A seismic assessment in 2010 found that all three parts of the hall were well below the requirements of the Building Act at that time and should be considered earthquake prone.
- A conservation plan for the MTH was commissioned by the SWDC in February 2011. The report was completed in May 2011 setting out the requirements for seismic improvements for the MTH.
- A brochure was published by SWDC in October 2011 which questioned the future of the MTH. Four options were given. A public meeting was held and feedback on the options sought. In February 2012 all South Wairarapa ratepayers were invited to make submissions regarding the future of the MTH and an Extraordinary Council Meeting was held to consider the submissions. Of the 63 submissions 23 wanted to save the MTH, 18 wanted a new hall, 14 wanted it demolished, 4 wanted the façade saved, and the remainder were neutral.
- The 2012/2022 Long Term Plan (LTP) provided for \$900,000 for hall strengthening work, however as a result of LTP submissions strengthening work would not commence until refurbishment plans had been agreed by the community and Council, and the money required for refurbishments (or financial commitments for it) were in place.
- Membership of MTHWG was extended by the Council to assist with progressing the refurbishment plans, extending community representation and fundraising.
- Initial design work was done by the group, consultation on the initial ideas and fundraising was initiated. Progress was slow and there was discussion about the possibility of being unable to raise enough to pay for the upgrade.

- In January 2013 MTHWG had a brainstorming session to look at ways forward. Community leaders, community group representatives, stakeholder groups and interested people were invited. The meeting was also attended by Steve Bramley, SGL Group, a company that specialises in fundraising and community facilities. The concept was broadened to a community centre which would get more community support and use making it easier to fundraise for. The library had been shifted to a temporary location as its building was earthquake prone as was Plunket and the toy library.
- SWDC, on a recommendation from MTHWG, commissioned an independent review and feasibility report from SGL Group. During this study SGL, supported by MTHWG's Vicky Read and Max Stevens, visited 13 venues, held 8 workshops, interviewed and/or undertook workshops with 80 people representing 44 different groups. The information gathered provided the framework for the Community Centre.
- The October 2013 Feasibility Report was published which proposed the restoration and extension of the historic MTH into a multi-purpose community hub including the information centre, café, library, toy library and Plunket. Also included was a concept plan of the facility, primarily to show how functions would sit rather than a design to be implemented. The document is still regarded as the guiding document for the project.
- In April 2014 a public meeting was held to present the findings to the public. A flyer was distributed and feedback sought. In June 2014 Council resolved to fund phase 1 (MTH restoration and Community Centre building) in order to approach public funders.
- The Martinborough Community Centre Steering group (MCCSG) was set up by the SWDC in June 2014. The Terms of Reference for the group are included in Appendix A and B. The group consisted of representatives from the Council and Community Board as well as nominated community members with the skill-set to ensure the successful delivery of a project of this scale. Around this time the MCCSG initiated a monthly information page in the Martinborough Star to recognise donors and inform the community.
- During the fundraising drive the MCCSG talked to over 200 individuals about the project. They sought funds and gathered feedback from the discussions. Many of the pledgers willingly supported the Community Centre Concept but were reluctant to pledge to a project that only refurbished the MTH.
- An architectural 'competition' was run to choose the project architects. The brief for the competition was prepared by architect Vicky Read who was a member of MCCSG. In September 2014 the contract for the design was won by Warren and Mahoney whose design best met the brief. It was felt by the MCCSG that their design best respected and celebrated the beautiful natural landscape, rich heritage, and strong sense of community. Warren and Mahoney's proposal was one of three reviewed by the MCCSG who undertook a rigorous selection process. The preliminary design drawings were now available.
- Through 2014 and 2015 meetings continued with various groups for fund raising, discussing users needs, neighbours' interests, and consultation for the resource consent.
- A Special Council Meeting in December 2014 resolved to approve some limited further work until the result of the Lotteries application was available.
- The resource consent was granted in January 2015.
- A public meeting was held in February 2015 to present the updated plans to the community and receive feedback.
- The Waihinga Charitable Trust was created in June 2015 to focus community fundraising.
- A paper was presented to the Council in August 2015 discussing the funding mix and remaining money needed to complete the project. The paper recommended that SWDC consult with the community about a targeted rate in the Martinborough Ward to fund the remaining money needed. After consultation and hearing submissions in December 2015 the Council voted against a targeted rate but committed to continue working with the Steering Group to find solutions to move forward.
- There was a funding shortfall of \$1.3 m which left the Council with three options. End the project all together, put in place a targeted rate to make up the shortfall (an additional \$70 per annum for each rate payer) or modify the project to meet the funding raised. In November 2015 SWDC adopted the third option to amend the project.
- In December 2015 a SWDC workshop was held to review funding sources, identify savings, and modify the design with SGL, the MCCSG and the quantity surveyors for the project, Rawlinsons. As a result of this workshop, the group recommended to Council that stage one of the Waihinga Centre project proceed. Project cost reduced by \$300,000 by changing material choice, rationalisation, cladding and professional fees. The project contingency was almost doubled. Inflation costs were estimated at \$10,000/month.
- SWDC passed a resolution in February 2016 to proceed with stage one of the Waihinga Centre project with building to start in July 2016 following a standard tender process and to be completed in one year. Stage one of the

WaiHINGA Centre included a strengthened and refurbished town hall, the new extension and essential landscaping works. Essential landscaping included a new car park, entry to the front of the new building including steps and ramps, access to the rear of the building from the new car park and some external lighting. Additional landscaping and the destination playground were to be in stage two subject to funding being raised by the community.

- SWDC appointed Rigg Zschokke as the contractor for the WaiHINGA Centre by tender process. The tender was an Early Contractor Involvement (ECI) process. The ECI process revolves around identifying and selecting contractors at an early stage based on 'schedule of rates' pricing. The contractor then works closely with the architects and suppliers to achieve a collaborative buildable outcome. In July and August detailed plans were to be completed, consenting and final pricing undertaken, and a fixed price contract signed. Building of the centre was expected to begin in September 2016 and be complete by September 2017. There were delays in obtaining building consent related to fire codes. The Kaikoura earthquake in November 2016 then significantly delayed the project because of the lack of availability of resources e.g. engineers.
- The final pricing was issued in January 2017 and came out just under \$90,000 more than the initial approval of \$5.1m, which was made in February 2016. The key component of the increase was the cost of earthquake strengthening (now \$1.072m). The project was approved with budget of \$5.332 m (including \$200 k contingency). This was a fixed price contract. Construction began immediately.
- The construction period took longer than expected because of the lack of steel (all going to Transmission Gully), delays in fabrication of steel joints and connecting plates, and poor weather conditions. The Centre was opened in December 2018 marking the end of a 10-year project. The WaiHINGA Charitable Trust raised \$1.4 million for the project through community donations, and secured \$825,000 in grants and \$140,000 from Plunket, while the Council provided \$2.8 million. The project came in within the total budget, which was set at \$5.332 million (including \$200k contingency).

4. Project Scoping

As seen in the previous section the scoping of the project was a protracted process arising from the need to do something with the MTH after it was closed. The Council made a number of decisions from 2012 onward to proceed to the next stage. Each stage was conditional on achievement of goals. In early 2013 the Council commissioned a feasibility study to bring everything together.

The October 2013 feasibility study which was the result of an extensive consultation with potential occupiers, users, and the community set out the concept and functions required in the new building. A number of organisations were in single use facilities that had been affected by earthquake ratings. The project offered a multi-use facility.

At this stage there was the feeling that there was no openness to looking at ideas from elsewhere. There was an expectation of options to consider, that is, what are we getting, but the decision had been made by SGL following their consultation. There was a public meeting which sought feedback though it is not known if anything changed. On the plus side SGL had engaged architects and quantity surveyors to produce the feasibility report giving it a level of detail and costing at an early stage.

There was difficulty in pinning down occupant requirements which kept changing. Plunket moved from being a local organisation to a national one. The information centre had no say, it was told it was moving. It is clear that it was necessary to lock in the occupants' requirements to be able to proceed to the detail.

One comment was that the whole process was over the top whereas this was the time for big picture thinking with the moderation of quantity surveyors and budgets.

That then set the project scope, target for funding and architectural brief. It was the result of extensive consultation including design workshops with MCCSG and community representatives and therefore fairly robust.

5. MCC Steering Group

During the feasibility study MCCSG was set up to drive the project. The terms of reference are included in Appendix A and B. The MCCSG were to be responsible for the overall project leadership and management of the Martinborough Community Centre, including the approval and on-going monitoring and support of effective processes to ensure the

completion of the overall project design and construction, within budget. This group was given extensive responsibility and accountability.

This group was effective at progressing the project in the early stages through to the commitment to build and it provided direction and leadership though not necessarily representative of the potential occupiers.

6. Design

Views on the building range from great building to nothing special, same old and not everyone liking the design.

The design prepared by the architects was the one that the architecture competition judges thought best met the brief.

As above, it was felt there was a lack of detail, there was no openness to ideas and lessons from other local authorities, people thought they were getting options rather than finished product, too many stakeholders muddy the waters pushing for things, no consideration of energy conservation. The library and information centre were not consulted enough or early enough and the library being the main occupier should have been the focus of the building.

The reality is that these discussions should be at the project scoping stage so that it is captured in the architects brief particularly where the architect is chosen on the basis of the design presented. It gets increasing difficult to change the design other than minor details at this late stage.

While the contractor was 'involved' at an early stage there were still issues that had to be resolved between the designer and the contractor when building commenced.

It is also necessary to ensure at all stages of design there needs to be adequate user and client reviews to ensure the finished product works for everyone and ensure all parties are aware of what is included and excluded.

7. Project Governance and Management

This project was a significant one for SWDC in both capital cost and the partnership with the community. The Council had few skills in managing a project of this scale or of building large public buildings. There were also severe constraints on the budget given the limit on Council capital expenditure and a large part being raised by the WCT from public donations. Around this time there had been investigations by the Auditor General into Local Authority governance and project management of large Council projects.

To achieve the desired outcome two layers of project control were established. These were the Council acting as Project Owner and a Construction Committee.

Project Owner

The Mayor and Councillors had an overview on behalf of the project owner, the Council, requiring all matters that were not minor, that is anything affecting function, design, or budgets, be referred to the full Council. This was done only once when the final approval was sought in January 2017 when additional funding was sought.

The Council was provided with regular updates and financial reports in the regular Council Meetings.

Construction Committee

The Construction Committee consisted of representatives from the Council, Council management, Council project manager, contractors project manager, WCT representatives and others from time to time. The members were:

- Viv Napier – Mayor
- Paul Crimp – Chief Executive Officer
- Helen McNaught – Property and Facilities Manager
- Max Stevens – Chair WaiHINGA Charitable Trust
- Vicky Read – WaiHINGA Charitable Trust
- Dave Borman – Construction Project Manager (SWDC)
- Mike Arnopp – Project Manager (Rigg Zschokke)

It is unusual for the CEO to take on detailed involvement in such a project given they already have a challenging job. This was done to ensure there was total control of expenditure.

This committee met monthly, fortnightly, weekly, and as required during the construction with the frequency depending on the level of activity.

Dave Borman, an experienced builder, approached SWDC and offered his services as a Project Manager as part of giving back to the community. He was paid for some of the time he spent working on the project. He was very successful at smoothing the way between all parties.

Vicky Read, an experienced architect and project manager also provided services on a voluntary basis acting in the role of project coordinator attending on regular site meetings, preparing minutes etc. The committee had good representation across all skills required to manage the project.

The project was fortunate in the calibre and experience of people who were involved several of whom volunteered. This will not always be the case. Despite their experience it was noted that it was a learning experience for most of the team.

As noted above the committee was able to make minor changes. The fact that larger changes were not required may indicate the project was well scoped and designed.

Construction progress information was not always reliable and there was a high degree of optimism shown by the contractor. This is generally the situation when there are delays. The trouble comes at the end when events are being planned to celebrate or use the facility.

It was felt that SWDC should have had its own inhouse project manager, 'go to person', 'person in charge', even if only on a part time basis, from early on in the project and not just at the construction phase.

Employing the volunteers may have enabled the project to proceed at a faster pace though it was noted that there was a conflict of interest in having the WCT managing the project.

It was also suggested that having a part time sponsorship person would have helped. That may well be the case, but the individual would have had to be tied to WCT rather than SWDC given the comments that people were happy to donate to a community centre but not to just fixing up the MTH.

The project structure and success does however show there are skills within the community including retirees that can be used benefit from their vested interest in the community.

8. Contracting

The project team considered the designers were difficult to work with which created a lot of extra work for the project manager and contractor. This appeared to be the result, in part, of an unclear understanding of what was and was not being delivered despite the wording of the agreement. The project team expected all drawings including construction drawings, but the designers only provided up to the level of consent drawings. This presented difficulties. In part this may be the result of a lack of knowledge in the way architects work and suggests a need to focus on deliverable and outcomes.

There was also a constant push to do more work, for example to prepare colour palette options, analysis, and visit the site on a regular basis. Simply put there was no funding for this with professional fees being an early saving, and as a result it didn't happen. This was despite SWDC having the works supervised by its own project manager and things like the colour palette had already been decided.

On the other hand, the construction contract was very successful and is seen as a reason for the success of the project. This was a fixed price contract let early in the process to enable contractor involvement before the final drawings are completed. Any cost savings were to be put back into the project and there were no penalty clauses. This took the pressure off and enabled free and frank discussion. It also meant that time and resources were not put into debating variations and contract details. There were not many contract discussions at all.

The contract was awarded on unit rates and was repriced once drawings were completed. This increased the price \$30k over the initial price of \$5.1m giving a price of \$5.33m with a \$200k contingency or 4%.

The contingency was low particularly when earthquake strengthening, and renovation of a 100 plus year-old building was included. Views on the contingency ranged from it should have been bigger to a bigger contingency would have had its own problems given the pressure to change bits and having to decide on who gets what. This ignores the fact that

contingency should be reserved for cost variations in the construction and required design omissions and not adding nice to haves though this is what often happens. Nice to have items should be included in the scope before building commences or strictly controlled.

9. Construction

The general consensus was the construction phase was straight forward despite a few hiccups and problems to solve at the time which should not be unexpected in a project such as this.

There were delays with the weather, errors in steel connectors, steel availability issues, finalising the building consent and code of compliance. It is also fortunate that the contractor was big enough to enable them to divert resources to other projects when there were delays. This might not always be the case when dealing with contractors.

The building was done in two stages being effectively two buildings. This simplified the construction process and resources required on site.

A key factor was the contractor's project manager took part in all the Construction Committee meetings ensuring the exchange of timely information and ideas despite this being a bit optimistic at times.

Fortunately, there were no bad surprises in the old building as is often the case with restoration. There was one surprise and that was the nice brick work in the supper room which is now exposed.

10. Financial Control

Funding for the project was constrained from the beginning with the commitment delayed until sufficient funding was available, and the project trimmed to match available funds. This inevitably meant not every little thing was provided for.

Financial control was stringent at all stages of the project in part because of the level of public funding and part because there were still groups within the community and Council who still opposed the project and took every opportunity to question it. Secondly as noted above there had been investigations by the Auditor General into Local Authority governance and project management of large Council projects. SWDC auditors reviewed the project and did not find fault.

As part of the reporting, warts and all financial reports were available at every Council meeting in a public forum which ensured everyone was aware of the budget and progress.

The financial control upset some people involved with the project suggesting that the Construction Committee should not be worried about approving or rejecting items costing as little as \$70. In the end the Martinborough Men's Shed assisted with renovating old furniture.

It was widely felt there should have been allowance ('contingency') for items not included in the detail design, but this was not realistic given the difficulty of getting to the commitment point.

It was suggested that there was always a feeling of uncertainty over finances and that funding needed to be sorted earlier and not hanging over everything. It was a real struggle at the time to stay within the approved budget.

In getting to the commitment point there was perhaps a lack of communication and detail about what had been included and what had been sacrificed. This was exacerbated by the failure to pin down the detail of what the users were bringing to the project e.g., the information centre was to bring fitout but didn't.

11. Scope Creep

As with all projects, particularly multi use public ones, there is a push/desire for nice to haves, to change bits and increase bits. This project was no different. Ideally these items are dealt with at the project scoping stage though with an extended project duration can happen at any time.

User requirements kept changing in the lead up and were not locked in before construction started.

These included more resources for the library such as new furniture and shelving, security system, energy conservation for the building to reduce future operating costs, rainwater harvesting to solve an existing problem in the park, pushing on with Stage 2 before Stage 1 was complete. There was an expectation that some of these items would be included in the new building. It is not known how much had to be trimmed to be able to complete the building.

While the contractor kept within the budget there were minor changes and additional costs that used some of the funding for landscaping which in the end didn't get completed prior to opening.

The scope was controlled by sticking rigidly to the fact that there was no more money available. Secondly to control the budget there was a need to remain totally focussed on the objective as approved. A lot of these issues can be resolved at a later date as funding becomes available.

12. Consultation

There was consensus that the project was a success in terms of community consultation and a hope that the process would not be lost. It was not sufficient to just assume that consultation on the LTP was enough for a project as that was largely ignored by the community.

It was felt it was important to start consultant early and generate a working partnership with the community. This is a powerful tool to assist projects being completed successfully.

13. Risk Assessment

From at least the feasibility report at the end of 2013 there should have been an active risk assessment which may have enabled an earlier completion. As it turned out there were no major delay issues, and any minor issues were solved. This can be attributed to the experience of the people managing the project who by good fortune were involved rather than through any planning. There was no risk assessment of the project and construction tasks at any stage, although there was plenty of consideration of the financial risks and the Council took steps to mitigate that which drove the success of the project.

There were concerns that the overall process took too long, the construction was too long with delays, and some things happened by good luck for example project management for the construction.

14. Statutory versus operational functions within Council

Delays were caused by the time required to obtain the building consent and Code of Compliance (CoC). Unfortunately, not everyone saw the necessary separation of the Council's statutory functions in regard to the Building Act from its operational functions.

The building consent delay related to the consent team's independent peer review of the fire safety which came down to too many people and not enough doors. The designers were responsible for obtaining the building consent. SWDC, perhaps unexpectedly, had to become involved with the processing of the consent and prove it could put in procedures and manage the requirements. As the user this is not unusual however the communication channel is normally via the designer if they are applying for the building consent as agent. It is not known why this did not happen.

It was noted that the SWDC project manager had to go 'over the top' to get progress. However, it was also suggested that the consents team were short staffed during this period.

The CoC issue related to access to the mezzanine floor. It was noted that the project team hadn't gone through all the usual procedures, but approval was given to occupy.

It was suggested that a representative of the building department should have been working closer with the project team, designers, and contractors. This is not a realistic situation given their responsibility is to check compliance and workmanship rather than providing design advice.

These issues, while they may have caused delays, would be par for the course for complex public buildings or where buildings are retrofitted and should not be unexpected. If anything, it shows the need for close cooperation between the designers and council's operation side at all stages of the project to ensure there are no surprises and the client / users are getting what they expect.

15. Communications

From the inception there has been extensive community and stakeholder consultation and progress reporting. However, it was not always to the timetables some users may have expected. Reporting no progress / delays are still useful to allay concerns.

A lot of the external communications came from the WCT as the Council did not have communication staff to put out consistent messages on all platforms. Reliance on local newspapers is no longer enough. WCT utilised social media to get the message out with 75 articles being generated. There was however a page on the SWDC website that contained all the documents which could be downloaded.

The project was district wide funded however the communications were centred around Martinborough, wider communication over all mediums where a project is funded district wide the district needs to be kept informed and would have alleviated some of the wider community angst.

It was felt by some there should have been more routine briefing to councillors, community boards and staff. Internal communication was non-existent.

On the other hand, communications within the project team were very good with formal and informal meetings at least weekly, although the communications with the users to be located in the centre could have been timelier and more consultative.

Projects such as this are very visible and of keen interest to the local community. It is necessary to be on the ball to head off controversies and stop rumours.

Early on it is necessary to develop a communications strategy for the duration of the project with all parties: Councillors, community board members, staff, occupiers, ratepayers, and residents district wide, ratepayers and residents in Martinborough, donors, benefactors, media, potential hirers, etc.

16. Documentation

There is a concern that the Council has an apparent lack of records of the project (apart from the consideration of rating proposals) to enable the Council to respond to Local Government Official Information and Meeting Act (LGOIMA) requests. No one seems to have been tasked with keeping the records filed in one place.

The WCT has records of 'everything' from the beginning to the end of the project. This is not unexpected as their members were the prime drivers for the project and heavily involved in early consultation through to project coordination.

Several interviewees said that all the paperwork was generated though it may be dispersed across a number of files. It is known that records were prepared, for example, minutes of the regular Construction Committee were prepared by WCT and widely distributed. However, while these minutes are a valuable resource for participants, they have little meaning to anyone not directly involved.

Key documents such as the feasibility report, which is still valid as a guiding document now, Council resolutions and agendas are all available. There was plenty of paperwork to justify proceeding to construction. It was commented that once construction started the need for paperwork ceased.

Given this was a Council project, despite heavy involvement of community groups, it would be expected that all project documents are available in linked files either with paper or digital records. Records are required for project management and contractor management should there be changes in staff, LGOIMA requests, audit requirements, and providing quick access and sharing information.

17. Commitment

The level of commitment in the Council was not 100% despite the project being democratically approved from the initial allocation of funding for earthquake strengthening until completion. There was a tendency to continue to look backwards. This unnecessarily took time and resources to address. Once committed there is a need for the whole organisation to be 100% behind the project to achieve the objective whether it is the next project gateway or project completion. Failure to do so utilises resources that could be better used in completing the project.

18. Conclusion

There was a general consensus that the project went well, the finished product is very good, and there were not many things that went wrong but that it took far too long. The Council and Waihinga Charitable Trust need to be commended on getting to the end on budget though unavoidably over time. The facility is widely used and on a miserable winters day there is still a steady stream of people coming and going.

Looking back on the project two and a half years after the completion the achievement had a lot of good fortune in that skilled and experienced people came forward to be involved. On the whole the project was 'well' run thanks largely to the competent community members volunteering their time, rigid adherence to 'there is no more money', a fixed price contract, regular reporting, control at the highest level because of funding constraints, and a 'willingness' of all participants and the community to make it work.

There were issues and problems, none of which were significant. The project is probably not a good one to learn lessons on how to avoid problems or for other Council projects as it was unusual in that it had a very high level of community involvement, there were high levels of skill and experience managing the project, and the Council made a series of good decisions along the way to ensure successful completion. Most projects will not be of the same scale, not involve the community in such a way, not have the same level of commitment /accountability from the managers of the project and probably not so closely scrutinised. The project was also unusual in that a lot of the knowledge and records sat outside of the council.

In this project a lot relied on the people involved. Loss of some of those people probably would not have been significant hiccup as there was a large team involved in the Construction Committee rather than just one project manager.

It is also useful to note that nearly everyone involved with the project had other day time jobs and responsibilities that they had to attend to. It is unlikely they had the time to attend to administrative duties such as filing, timelines, risk assessment etc with time that was devoted to the project being focussed on the central objective. An inhouse project manager would have been responsible for these things.

Council will not always be able to get the highly competent people nor volunteers involved in driving the project so there is a need for systems to minimise the risk of things going wrong, to enable handover, audit the process, respond to information requests, and learn from each project. Irrespective of any project management systems it always comes down to the individual's diligence, not cutting corners and hence it is necessary to have an overview external to the day-to-day operation of the project. In this case it was public Council meetings.

19. Lessons

19.1 From the project

- Clearly define and understand the scope that external advisors have been engaged to provide, so as to avoid any surprises.
- Develop a strong partnership with the community to get buy in from before the beginning by way of consultation and partnership plan that continues to completion.
- Involve the contractors at an early stage to ensure the designs are practical and cost effective.
- Define project scope and cost at the beginning. Have a review process for the scope and lock it down.

- Ensure there is a design review process directly with users.
- Use quantity surveyors or understand how the costs are derived from the very beginning of the project to enable proper assessment of cost escalation on a regular basis.
- Include sustainability, energy conservation and green initiatives in the project scope from the beginning.
- Identify user requirements and lock these in at project scope stage.
- Plan and implement a communication strategy to run through the duration of the project.
- Understand contingency provisions and allocation.
- Ensure the key project participants have the time and focus to complete their roles.
- Maintain ongoing financial control leading to continually re-evaluate the project for efficiencies.
- Define project roles and responsibilities.
- Have an accountable overview.
- Project management skills.
- Ensure Council identifies an inhouse project manager to drive these projects irrespective of the scale of community involvement.
- Plan to use approval gates to assist with achieving goals.

19.2 From project management systems

- Maintain and regularly update the project timeline from the first decision to proceed, to assist with planning and communication with stake holders.
- Complete a risk assessment and allocate risk owners and review the analysis and consequent actions on a regular basis.
- Ensure that an appropriate document record system is available both during and after the project.
- Plan for an implement timely close out procedures to enable review and learning.

Appendix A Terms of Reference

Appendix A
TERMS OF REFERENCE
MARTINBOROUGH COMMUNITY CENTRE STEERING GROUP

Overall Role

To be responsible for the overall project leadership and management of the Martinborough Community Centre, including the approval and on-going monitoring and support of effective processes to ensure the:

- i. Completion of the overall project design and construction, within budget
- ii. Identification of all possible avenues of public and private funding and that the best possible strategies and approaches are then actioned to optimise all non-Council funding to achieve the required project funding. To also ensure all obligations to public funders and donors are met.
- iii. Effective communication with all stakeholders throughout the duration of the project
- iv. Fit-out of the Centre, which maximises use of stakeholders existing equipment, identifies and prioritises the new fit-out required within budget, and working with stakeholders (e.g. Library staff, Destination Wairarapa) manages the Centre fit-out in conjunction with the building's commissioning.
- v. Consideration and development of future operational strategies for the Martinborough Community Centre to achieve the quality provision of all services and cost-effective practice, but also optimises future community use and meets all obligations to stakeholders (e.g. Destination Wairarapa, Plunket)
- vi. Consideration and then recommendation of any future required ownership, governance and management structure and solutions, and once approved by Council, to assist with the establishment and/or implementation of such structures to achieve the smooth transition of responsibility to the future governance and management entity/ies
- vii. To create subgroups and appoint members to carry out the above tasks (subgroup structure as per Appendix 1).

In summary, the fundamental roles of the Steering Group are to ensure the effective design, build and fit-out of the Martinborough Community Centre within budget; that sufficient non-Council funds are secured to meet all costs; that at all times effective and regular communication occurs with all stakeholders; and that the Steering Group recommends and then with the approval of Council, supports the implementation and smooth transition to the future agreed governance and management entity/ies for the Centre.

Guiding Principles

- i. To ensure equality in decision-making. The Steering Group must make sure the project meets the needs of as many participants as possible. This means it must fairly weigh all requests and act impartially to do the most good with the resources it has available
- ii. Respect for each other's opinions and skills and to seek to achieve consensus in decision making by good preparation, actively listening to other's opinions (both of other Group members and of stakeholders), and sourcing further information when needed
- iii. To work in a spirit of co-operation and collaboration with each other and with all stakeholders
- iv. To have a commitment to early, honest and regular communication with each other and stakeholders
- v. A collective commitment to and culture of problem solving – a can-do attitude, and to strive to achieve smarter solutions/continuous improvement at every stage during the project
- vi. Within authorised parameters, to accept the responsibility for decision making to optimise project outcomes, and it is acknowledged at times some compromises may need to be made and/or some difficult decisions taken

Authorities

For each stage of the project, the Steering Group will be pre-authorised by Council to approve all decisions relating to all aspects of the project, on the proviso the scope of those decisions are clearly explained to Council prior to each stage, and that all decisions fall within the approved budget for that stage.

Where there is a significant departure from the proposal, as previously agreed by Council, that departure needs to be authorised by Council.

The current Project Programme is a key guiding document to inform Council of the required steps within each project phase, i.e. currently details the principal design, construction and some funding elements of the project.

The overall Project Budget, prepared by Rawlinsons Quantity Surveyors, is the other key guiding document.

Meeting Frequency

Steering Group meetings are to be held no less than every two months, and usually about every 6 weeks, but are to also coincide with logical reporting and decision making points for the project.

All councillors are to be notified of meetings and may attend as observers.

Reporting

For each Steering Committee meeting, the following reports will be received:

- i. Overall Project Report update by SGL, in conjunction with the Project Co-ordinator. This Project Report will be a written report and will provide a full update of design, construction and fit-out progress, including progress relative to the Project Timeline; detailed funding update; advise of any material liaison with stakeholders; risk identification if any; and any matters relating to the future operation of the Martinborough Community Centre
- ii. Financial Report by the SWDC CEO in conjunction with Rawlinsons Quantity Surveyors as required, detailing all actual costs and income for the project for the most recent logical time period and for the total project to date. This Financial Report will be a written report and will clearly report all relevant expenditure and revenue relative to budget, and to explain any material variance
- iii. Verbal reports by the chairs of each of the Design/Construction and Communication Committees

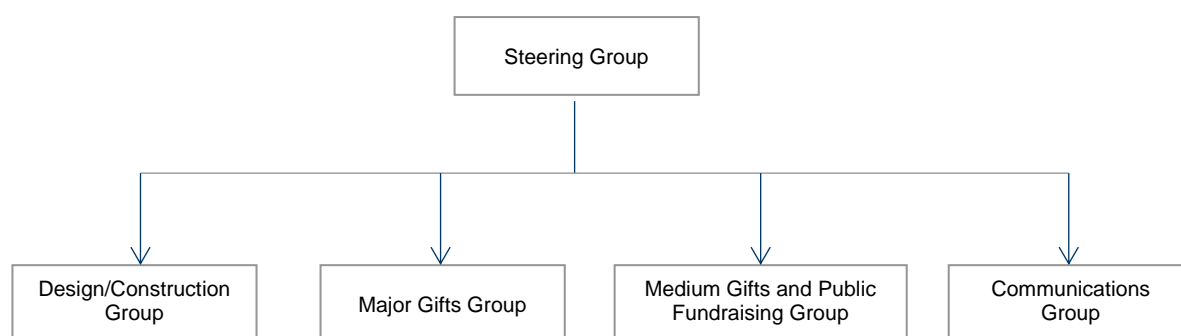
Appendix B Subgroup Structure

Appendix B – Subgroup Structure

The subgroup structure and roles are described in the original Feasibility Study by SGL in 2013. Subgroups are subject to the *Guiding Principles* as described in the Martinborough Community Centre Steering Group Terms of Reference.

- **Design/Construction Group** to be responsible for overseeing all aspects of project design and construction, and for effective project cost management
- **Major Gifts Group** to be responsible for developing, guiding and implementing the overall funding strategy, and for leading and implementing the approaches to all major public, organisation, individual and business funders - as a guide at this stage, for all gifts of \$15,000 and above. Note, it is likely some Major Gifts Committee members will be some of the Trustees of the future Charitable Trust
- **Medium Gifts and Public Fundraising Group** to be responsible for developing with the Major Gifts Committee and then implementing the approaches for all gifts below \$15,000 and for implementing all public fundraising activities, including events and public donation processes in person and on-line
- **Communications Group** to be responsible for developing and implementing all communications for the project, including all channels i.e., on-line, print, media. Note, very important that funding drives communication processes.

All 'Working' subgroups i.e., groups other than the Steering Group are to meet monthly or less frequently as required.



Subgroup Membership

Note: Paul Crimp, Max Stevens, Steve Bramley and Victoria Read are ex-officio on all subgroups and will attend as required.

Group/Subgroup	Membership	Explanatory Commentary
		<i>Position Relevant to Role on Steering Group</i>
Steering	Adrienne Staples - Chair	SWDC Mayor
	Max Stevens – Deputy Chair	SWDC Councillor – Martinborough Ward
	Paul Crimp	SWDC CEO
	Julie Riddell	SWDC Councillor – Martinborough Ward
	Brian Jephson	SWDC Councillor – Martinborough Ward
	Lisa Cornelissen	Martinborough Community Board Chairperson
	Ro Griffiths	Community Representative
	David Kershaw	Community Representative
	Catherine de Groot	Community Representative
	Steve Bramley	Project Leader
	Victoria Read	Project Co-ordinator and Client Representative

Group/Subgroup	Membership	Explanatory Commentary
Design/Construction	Ro Griffiths - Chair	
	Victoria Read	
	Catherine de Groot	
	Nick Allen	
	Max Stevens	
Major Gifts	Steve Bramley – Chair	
	Victoria Read (Chairs when Steve not in attendance)	
	Max Stevens	
	Dave Kershaw	
	Ro Griffiths	
	James Graham	
	Catherine de Groot	
Medium Gifts and Public Fundraising	Felicity Warren - Chair	
	Juliana Allen	
	Kiri Elworthy	
	Natalie Donaldson	
	Bridget Mathewson	
Communications	Lisa Cornelissen - Chair	
	Catherine de Groot	
	Victoria Read	
	Chris Cassels	
	Caroline Peren	

Option to Implement Finance Subgroup

A Finance Subgroup to oversee total financial performance comprising of Paul Crimp, Steve Bramley, Max Stevens and Ro Griffith is also potentially available to be implemented if required, but in practice to date Paul Crimp and Steve Bramley with Patrick Hay from Rawlinsons Quantity Surveyors have overseen all aspects of budget monitoring and financial management.

Contact Us

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SOUTH WAIRARAPA DISTRICT COUNCIL

15 SEPTEMBER 2021

AGENDA ITEM D2

ACTION ITEMS REPORT

Purpose of Report

To present the Council with updates on actions and resolutions.

Recommendations

Officers recommend that the Council:

- 1. Receive the District Council Action Items Report.*

1. Executive Summary

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

If the action has been completed between meetings it will be shown as 'actioned' for one meeting and then will remain in a master register but no longer reported on. Procedural resolutions are not reported on.

2. Appendices

Appendix 1 - Action Items to 15 September 2021

Contact Officer: Suzanne Clark, Committee Advisor

Reviewed By: Harry Wilson, Chief Executive

Appendix 1 – Action Items to 15 September 2021

Number	Meeting	Raised Date	Responsible Manager	Action or Task details	Open	Notes
203	Council	4-Dec-19	Russell	Review all public excluded minutes and agenda documents relating to the sale of Tararua Junction and release them to the public provided there are no longer conditions under which they need to remain under public exclusion	Open	6/10/20: The papers still contain sensitive information, timeframe for forwarding to council still TBC. 13/11/20: A road gazetting application (relating to Tararua Junction) is now being considered by the Ministry of Transport and we are awaiting an outcome. Once this has been determined the papers can be released 16/7/21: Hoping for approval w/c 19/7/21
20	Council	5-Feb-20	Karen	Develop a policy for the purposes of tracking and reporting LGOIMA requests	Open	27/5/20: Work is underway 18/11/20: Still in progress 1/2/21: Draft internal policy has been developed and will be released shortly with staff training. The external information and request form will be included in the refreshed website. 21/7/21: Internal flow diagram and online form has been released. Training is provided to new staff. Additional support and refresher training from SOLGM is being investigated. External policy is in development.
636	Council	25-Nov-20	Annette	Consider how cash donations should be handled and if they need to be considered within the Wairarapa Library Services policies or council finance policies and report back to the WLS on any action needed	Open	31/3/21: Recommendation is that a Council-level policy statement be developed for managing cash donations or bequests being gifted to specific business units within Council. The policy relating to WLS will need to apply to both SWDC and CDC and be adopted by the Committee. 16/7/21: On the schedule as part of the policy review
739	Council	10-Feb-21	Russell	COUNCIL RESOLVED (DC2021/07): 1. To receive the Recommendations from Planning	Open	31/3/21: Council decision presented to owner for consideration.

Number	Meeting	Raised Date	Responsible Manager	Action or Task details	Open	Notes
				and Regulatory Committee Report. (Moved Cr Fox/Seconded Cr Hay) Carried 2. To endorse the methodology used to establish the value of a 7000m2 section of legal, unformed road reserve (part of Hickson Street) contained within the property at 185 Boundary Road, Featherston. 3. To agree to sell and transfer that section of road to the owner of 185 Boundary Road, Featherston for the price of \$53,550 and all other costs relating to the stopping of the road, sale and transfer to be met by the purchaser. 4. To stop that section of road in accordance with Section 342 and Schedule 10 of the Local Government Act 1974. (Moved Cr West/Seconded Cr Vickery) Carried		
180	Council	26-May-21	Sheil	Prepare communications that are released alongside the LTP that explains that purpose of the water smarter meter trial and usefulness of meters as a conservation strategy	Open	21/7/21: Awaiting a confirmed plan from WWL to be able to roll out our comms. 6/9/21: Public comms is planned once trial participants have been confirmed and trial timeframe has been finalised. No comms is planned unless advised by WWL.
181	Council	26-May-21	Sheil	Prepare communications that are released alongside the LTP that acknowledge the appearance of inequalities in how footpaths are funded, noting that funding ratios will be reviewed during the rating review project	Actioned	16/7/21: Draft comms prepared 6/9/21: There is limited value in communicating this message separately to the resolution. The rating review is confirmed and this issue will be looked at as part of that.
229	Council	2-Jun-21	Harry	COUNCIL RESOLVED (DC2021/37): 1. To receive the Recommendations from Assets and Services Committee Report. (Moved Cr Fox/Seconded Cr Emms) Carried 2. To approve the programme of work to upgrade the Soldiers Memorial Park Water Treatment Plant in the Soldiers Memorial Park Reserve, Greytown and grant an easement to enable the upgrade of the water	Actioned	21/7/21: This was discussed at the A&S meeting mid June. WWL are revising the project plan based on additional info. Easements will be granted as agreed.

Number	Meeting	Raised Date	Responsible Manager	Action or Task details	Open	Notes
				<p>treatment plant to go ahead.</p> <p>3. Note the supplementary information provided in this report in response to questions from the Assets and Services Committee.</p> <p>4. Note that consultation with interested parties about the proposed programme of work to upgrade the Memorial Park Water Treatment Plant in the Soldiers Memorial Park Reserve in Greytown has been carried out and that no comments have been received from the public in response to public notification of Wellington Water Ltd's application for proposed work.</p> <p>5. Approve the proposed programme of works to upgrade the Memorial Park Water Treatment Plant in the Soldiers Memorial Park Reserve in Greytown in accordance with Clauses 41 to 43 of the Soldiers Memorial Park Management Plan.</p> <p>6. Note that the application for an easement is not required to be publicly notified under section 48(2) and 48(3) of the Reserves Act 1977.</p> <p>7. Grant the easement for the provision of water systems over the area of land in Soldiers Memorial Park Reserve detailed in pages 4 to 5 of Wellington Water Ltd's application for proposed work in accordance with section 48(1)(e) of the Reserves Act 1977.</p> <p>8. Delegate to the Chief Executive the power to determine what conditions, if any, should apply to the easement and to finalise the easement.</p> <p>(Moved Cr Jephson/Seconded Cr Maynard) Carried</p>		
236	Council	2-Jun-21	Karen	<p>Provide advice on a potential conflict of interest with regards to decisions made by the Featherston Community Board, or matters raised for information by the Chair</p>	Actioned	<p>21/7/21: Officers are awaiting further information from Council regarding the nature of a potential conflict of interest.</p> <p>10/9/21: The matter is under consideration and affected parties will be advised in due course</p>

Number	Meeting	Raised Date	Responsible Manager	Action or Task details	Open	Notes
277	Council	30-Jun-21	Russell	<p>COUNCIL RESOLVED (DC2021/52):</p> <p>1. To receive the Wairarapa International Dark Sky Reserve Outdoor Artificial Lighting Plan Change Report. (Moved Cr West/Seconded Cr Fox) Carried</p> <p>2. To receive the recommendation of the Independent Hearings Commissioner on the Plan Change for Wairarapa International Dark Sky Reserve – Outdoor Artificial Lighting Plan Change. (Moved Cr Colenso/Seconded Cr Plimmer) Carried</p> <p>3. To adopt the recommendation of the Independent Hearings Commissioner as a Council decision and directs officers to notify the decision in accordance with the First Schedule of the Resource Management Act 1991. (Moved Cr Colenso/Seconded Cr Plimmer) Carried</p>	Actioned	
320	Council	28-Jul-21	Karen	<p>COUNCIL RESOLVED (DC2021/56):</p> <p>1. To receive the Proposed Alcohol Control Bylaw 2021 Report. (Moved Mayor West/Seconded Cr Colenso) Carried</p> <p>2. Agrees that, in accordance with section 147A of the Local Government Act 2002, the proposed bylaw is justified as a reasonable limitation on people's rights and freedoms.</p> <p>3. Agrees that, in accordance with section 155 (1) of the Local Government Act 2002, the proposed bylaw is the most appropriate way of addressing the perceived problem of crime or disorder caused or made worse by the consumption of alcohol in public places.</p> <p>4. Agrees that, in accordance with section 155(2) of the Local Government Act 2002, the proposed Alcohol Control Bylaw 2021 is the most appropriate form of bylaw and is not inconsistent with the New Zealand Bill of Rights Act 1990.</p> <p>5. Approves the consultation timeframes and</p>	Actioned	

Number	Meeting	Raised Date	Responsible Manager	Action or Task details	Open	Notes
				<p>approach described in the proposed Alcohol Control Bylaw 2021 Statement of Proposal.</p> <p>6. Adopts the proposed Alcohol Control Bylaw 2021 Statement of Proposal including the proposed Alcohol Control Bylaw 2021 for public consultation in accordance with the Special Consultative Procedure, as provided in sections 83, 86 and 156 of the Local Government Act 2002.</p> <p>7. Delegates authority to the Planning and Regulatory Committee to hear and consider submissions and make recommendations back to the Council on the final Alcohol Control Bylaw 2021.</p> <p>8. Appoints a Councillor who has accreditation provided by the Making Good Decisions Programme to Chair the Planning and Regulatory Committee for the purposes of the Alcohol Control Bylaw 2021 hearings and review process.</p> <p>9. Delegates the power to the Chief Executive to amend the Alcohol Control Bylaw 2021 Statement of Proposal to include any amendments agreed by Council and any minor consequential edits.</p> <p>(Moved Cr West/Seconded Cr Colenso) Carried</p>		
321	Council	28-Jul-21	Karen	<p>COUNCIL RESOLVED (DC2021/57):</p> <p>1. To receive the Revoking Council Resolution Permitting Subdivision of Council Owned Land in Greytown Report.</p> <p>(Moved Cr Fox/Seconded Cr Maynard) Carried</p> <p>2. To refer the Revoking Council Resolution Permitting Subdivision of Council Owned Land in Greytown Report to the Greytown Community Board for a recommendation prior to the report being considered at a future Council meeting.</p> <p>(Moved Cr Jephson/Seconded Cr Fox) Carried</p>	Open	10/9/21: To go to GCB meeting 22 Sept
327	Council	28-Jul-21	Sheil	Consider the public forum rates submissions (28 July 2021) and what communication measures were appropriate for relaying further information	Open	<ul style="list-style-type: none"> Rates fact sheet 21 July posted online on our website and on social media, and through a media release. Hard copies

Number	Meeting	Raised Date	Responsible Manager	Action or Task details	Open	Notes
						available via our office <ul style="list-style-type: none"> • Media release by the Mayor on 28 July on the speakers at the Council meeting • Media release on 29 July clarifying the 14.28% increase example • Ongoing clarification responses to emails sent directly to Council Comms • Full page advert in Wairarapa Times Age further explaining how rates are arrived at on 4 August • Working on a revamped, dedicated webpage on rates
328	Council	28-Jul-21	Harry	Liaise with Waka Kotahi and the Community Board chairs to see if a workshop can be scheduled to discuss the Waka Kotahi consultation	Actioned	3/8/21: Scheduled for 11 August

SOUTH WAIRARAPA DISTRICT COUNCIL

15 SEPTEMBER 2021

AGENDA ITEM E1

REPORT FROM HIS WORSHIP THE MAYOR

Purpose of Report

To update Council on activities and issues which have arisen since my last report to Council.

Recommendations

His Worship the Mayor recommends that Council:

1. *Receives the Report from His Worship the Mayor.*

1. Festival of the Future

Meeting Date	30 July 2021
General	Deputy Emms and I attended the Festival of the Future, Youth focused discussions. A presenter of interest was Youth suicide, and what we can do within our communities, and would suggest this becomes part of our social programme going forward.

2. Rangitane Tū Mai Rā Investments

Meeting	2 August 2021
Meeting with	Darran Apanui
Key issues from meeting	Discussed housing, papakaianga and iwi collaboration in solutions to housing issues for the whole community. Potential to partner on concepts

3. Iwi settlement trusts

Meeting Date	7 September 2021
Topic	Regarding 3Waters

Key issues from meeting	Group requested a conversation about SWDC views on 3 Waters informally. Comment was that the Iwi settlement trusts present knew little about the proposals and no consultation
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4. Affordable Housing Summit, Auckland

Meeting Date	17 August 2021
Key issues from meeting	Presented concept (attached in Appendix 1)
Specific item/s for Council consideration	Request Council discusses how we may facilitate a concept in the future

5. Foodbanks

Meeting Date	20 August 2021
General	During Covid, the issue of no Food Bank operating in Greytown was raised – currently run out of Carterton. Request assistance in identifying volunteers to formalize a Greytown food bank service.

6. Appointment Reports

Reports to be tabled:

Wairarapa Economic Development Task Group	Nil
Regional Transport Ctte	Nil
Rimutaka Hill Road Working Party	Nil
Wgtn Water Ctte	Nil
Wgtn Regional Leadership Ctte	TBA
Wairarapa Ctte	Nil
Wairarapa Moana Governance Group	Nil

7. Appendices

Appendix 1 – Presentation – Affordable Housing

Appendix 1 – Presentation – Affordable Housing



Every revolution needs a catalyst !

Gaining insight into South Wairarapa District Council's Urban Village Scheme

Affordable Housing Development & Investment Summit
Tuesday 17th August 2021



SOUTH WAIRARAPA
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About

- ▶ South Wairarapa District Council
- ▶ Total Area: 2,485 km²
- ▶ Predominately rural – first Romney station in NZ
- ▶ 70km from Wellington
- ▶ 3 towns
 - Martinborough - Wine etc
 - Greytown – Arbor Day etc
 - Featherston – WGTN Satellite town





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Challenges Ahead

- ▶ Strong economic growth
- ▶ Shortage of housing to support workers
- ▶ Land costs escalating past 3 years
 - Martinborough + 76%
 - Featherston + 69%
 - Greytown + 45%
- ▶ Attracting service workers to meet economic growth



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Sustainable Rural Communities

Back to the future

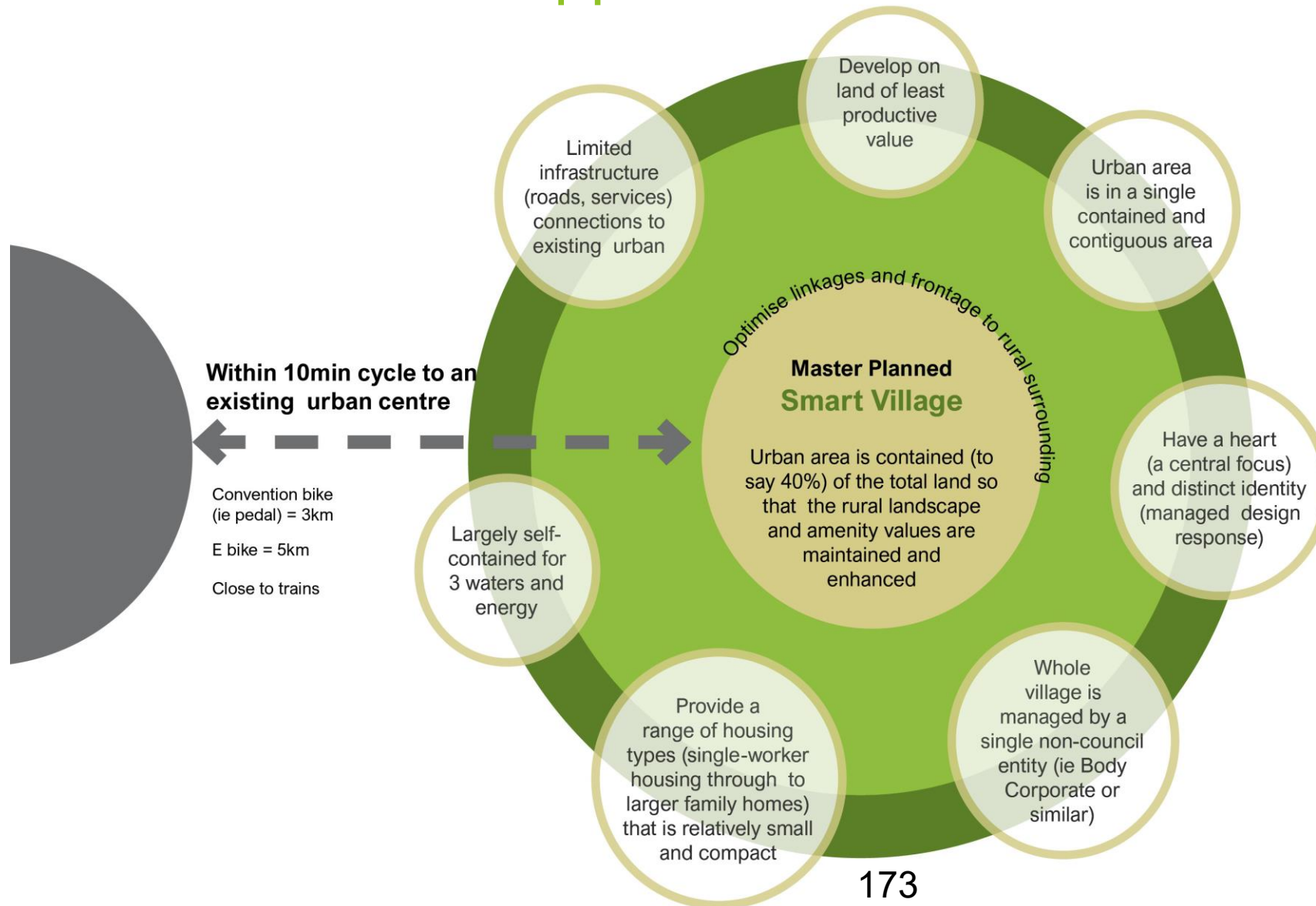
- ▶ überURBAN Village
- ▶ überURBAN Hamlets
- ▶ Sustainable use of resources
- ▶ Distributed systems
- ▶ Self Sufficiency





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The überURBAN approach





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überURBAN village

- ▶ Urban area contained to 40%
- ▶ Affordability of housing:
 - Construction economics are driven through smart design.
 - Combination of freehold and leasehold with rights for the lessor to acquire the leasee interests at given time periods
 - Smart design allows the ability to minimise the roading and services connections to existing urban areas
- ▶ The provision of a range of housing types
- ▶ Single unit worker-housing // 2-bedroom through to larger family houses

Every revolution needs a catalyst



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überURBAN

W+A
Weir & Associates Ltd

überURBAN Village

- ▶ Have a heart (a central focus) and distinct identity (managed design response)
- ▶ Optimise linkages and frontage to rural surrounding
- ▶ The überURBAN Village is managed by a single non-council entity.
- ▶ Marketed as a lifestyle village with leisure activities:
 - ▶ swimming pool / tennis courts
 - ▶ Other recreational activities.
- ▶ Design Guides to ensure exemplar quality within the village.
- ▶ Covenants would be placed on the house owner to ensure standards of care are upheld



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über**URBAN**

W+A
Weir & Associates Ltd

überURBAN Hamlet

- ▶ Whereas the überURBAN Village is the mothership, the überURBAN Hamlet is the baby
- ▶ Clustered within no more than 1/3rd of site's land area.
- ▶ Landscape-responsive, design approach required a degree of countryside character is retained.
- ▶ With the bar set high in terms of environment performance (housing performance, on or off-site ecological enhancement, revegetation).
- ▶ Cluster developments typically of between 10 and 30 houses could arise, relatively organically, around the edges of urbanised areas.



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Summary – Back to the Future

- ▶ A **fundamental break** with outdated models for urban growth in rural areas is required
- ▶ **Redeploy** historically sound concepts like Villages & Hamlets
- ▶ **Creating peri-urban villages** (rural close to urban centres) of >30 - 500 dwellings provides sufficient scale and intensity for complete communities.
- ▶ **High Tech & Green:** Smart technology can be integrated into systems such as 3 waters, building management, smart grid and perimeter control
- ▶ **An environment** that's celebratory of urban form & community, bountiful in productive land use & rich in ecological biodiversity.
- ▶ **Outcome:** create a sustainable model of rural development whereby communities are established



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A place...

where you can grow, raise, make and sell your own handiwork locally, people are connected in a real and meaningful way with their natural surroundings and sources of food production



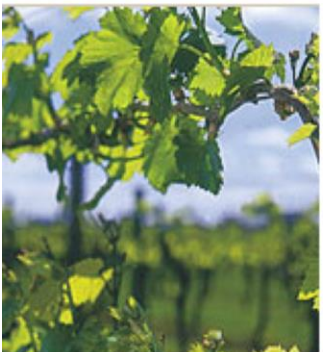
A place...

where if you feel the urge or need to go to town it is only a short drive, cycle or bus ride away



A place...

where everything you need is within a ten minute walk, unless you want to take a longer one through the native bush and rural landscape we've left untouched



A place...

that is sustainable because it works with the natural environment, maximises productive land and has smaller urban footprint than conventional development



A place...

with no walls marking where it stops and country begins, making it easy to engage with the environment

Sustainable Rural Communities

A catalyst for revolutionary change...



...Sustainable Rural Communities

Every revolution needs a catalyst



SOUTH WAIRARAPA
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SOUTH WAIRARAPA
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Thank You

The Mayor

Alex Beijen

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Bruce Weir

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Paul Hendry

überURBAN

paul.hendry@uberurban.nz

MEMBER REPORT
for
Wed 28th Meeting
date

Member Name	Garrick Emms
Committee/Working Group/Appointment Name	CEO Briefing
Meeting Date	28 th July 0900
Key issues from meeting	In House
Specific item/s for consideration	
General	

MEMBER REPORT
for
Wed 28th Meeting
date

Member Name	Garrick Emms
Committee/Working Group/Appointment Name	SWDC full Council
Meeting Date	28 th July 1000
Key issues from meeting	
Specific item/s for consideration	
General	

MEMBER REPORT
for
Thursday 29th Meeting
date

Member Name	Garrick Emms
Committee/Working Group/Appointment Name	Featherston Community Centre AGM
Meeting Date	29 th July 1900
Key issues from meeting	AGM, Accounts , election.
Specific item/s for consideration	
General	Very positive feed-back on SWDC assistance with Fstn C.C. and covid-19 vaccinations

MEMBER REPORT
for
August 2nd Meeting
date

Member Name	Garrick Emms
Committee/Working Group/Appointment Name	Impact Lunch with Mayors & Youth Councils
Meeting Date	August 2nd
Key issues from meeting	Meeting Elected Council Youth members
Specific item/s for consideration	New Youth Contacts
General	

MEMBER REPORT
for
August 3rd Meeting
date

Member Name	Garrick Emms
Committee/Working Group/Appointment Name	Mayoral Drop -in Fstn
Meeting Date	August 3rd
Key issues from meeting	Meeting community reps.
Specific item/s for consideration	
General	

MEMBER REPORT
for
August 3rd Meeting
date

Member Name	Garrick Emms
Committee/Working Group/Appointment Name	Maori Standing Committee
Meeting Date	August 3 rd 1900
Key issues from meeting	Fstn Pou carving
Specific item/s for consideration	
General	

MEMBER REPORT
for
August 4th Meeting
date

Member Name	Garrick Emms
Committee/Working Group/Appointment Name	WWLtd Wastewater
Meeting Date	August 4 th 1400-1600
Key issues from meeting	WWLtd new short list for Fstn
Specific item/s for consideration	
General	

MEMBER REPORT
for
August 5th Meeting
date

Member Name	Garrick Emms
Committee/Working Group/Appointment Name	CEO Review
Meeting Date	August 5 th 1000-1200
Key issues from meeting	Review CEO survey and staff comment.
Specific item/s for consideration	Report from Pamela Peters
General	

MEMBER REPORT
for
August 6th Meeting
date

Member Name	Garrick Emms
Committee/Working Group/Appointment Name	Zone 4
Meeting Date	August 6 th 1000-1500. Hutt CC
Key issues from meeting	
Specific item/s for consideration	
General	

MEMBER REPORT
for
August 9th Meeting
date

Member Name	Garrick Emms
Committee/Working Group/Appointment Name	3 Waters Zoom
Meeting Date	August 9 th 1300-1400
Key issues from meeting	
Specific item/s for consideration	
General	

MEMBER REPORT
for
August 9th Meeting
date

Member Name	Garrick Emms
Committee/Working Group/Appointment Name	Rail Safety Week . Launch
Meeting Date	August 9 th 8.30 -1000 Parliament Buildings.
Key issues from meeting	Rail Safety Week.
Specific item/s for consideration	
General	Interview with TV 3 on Rail Crossing accidents mainly in the rural sector.

MEMBER REPORT
for
August 10th Meeting
date

Member Name	Garrick Emms
Committee/Working Group/Appointment Name	Fstn Community Board
Meeting Date	August 10 th 1900-2030
Key issues from meeting	Local Community issues. Mike Gray takes the oath as new FCB Member.
Specific item/s for consideration	
General	

MEMBER REPORT
for
August 10th Meeting
date

Member Name	Garrick Emms
Committee/Working Group/Appointment Name	Mayoral Drop-in
Meeting Date	August 10 th 0730
Key issues from meeting	Local Community issues.
Specific item/s for consideration	
General	

MEMBER REPORT
for
August 11th Meeting
date

Member Name	Garrick Emms
Committee/Working Group/Appointment Name	Waka Kotahi , NZTA
Meeting Date	August 11 th 1300-1430
Key issues from meeting	New roading proposals for Wgtn and Wairarapa
Specific item/s for consideration	
General	

MEMBER REPORT
for
August 11th Meeting
date

Member Name	Garrick Emms
Committee/Working Group/Appointment Name	FAR
Meeting Date	August 11 th 1000-1200
Key issues from meeting	Remuneration Authority report
Specific item/s for consideration	
General	

MEMBER REPORT
for
August 13th Meeting
date

Member Name	Garrick Emms
Committee/Working Group/Appointment Name	Lower Valley AGM
Meeting Date	August 13 th 1200-1500
Key issues from meeting	Annual Accounts, Report back from GWRC.
Specific item/s for consideration	Elect new Chairperson
General	

MEMBER REPORT
for
August 15th Meeting
date

Member Name	Garrick Emms
Committee/Working Group/Appointment Name	Fstn Community Emergency Hub
Meeting Date	August 15 th 1130-1330 ANZAC Hall
Key issues from meeting	Up date community and Elected Reps on Emergency Hub. Setup and staffing.
Specific item/s for consideration	
General	

MEMBER REPORT
for
August 15th Meeting
date

Member Name	Garrick Emms
Committee/Working Group/Appointment Name	Rates update
Meeting Date	August 15 th 1730-1830 SWDC Office.
Key issues from meeting	Up date all Councilors on new information on Rates from LTP 2021-2031
Specific item/s for consideration	
General	

MEMBER REPORT
for
August 16th Meeting
date

Member Name	Garrick Emms
Committee/Working Group/Appointment Name	Alcohol Bylaw update on Draft.
Meeting Date	August 16 ^h 0930-1030 MBA Town Hall.
Key issues from meeting	Up date Councilors and public on Alcohol Bylaw .
Specific item/s for consideration	
General	Well attended by License Holders and Staff. Cr Emms and Cr Colenso

MEMBER REPORT
for
August 16th Meeting
date

Member Name	Garrick Emms
Committee/Working Group/Appointment Name	Citizenship Ceremony
Meeting Date	August 16 ^h 1900-2030. ANZAC Hall.
Key issues from meeting	11 South Wairarapa residents obtaining NZ Citizenship
Specific item/s for consideration	
General	Well attended Cr Emms and Cr Colenso assisted with the formal occasion presenting each person with a gift from SWDC a new book and a Totara cheeseboard aprox 1066???

MEMBER REPORT
for
August 20th Meeting
date

Member Name	Garrick Emms
Committee/Working Group/Appointment Name	Council Rates Workshop
Meeting Date	August 20 ^h 1600-1800. SWDC Office
Key issues from meeting	Process for Public Notice on Rates
Specific item/s for consideration	
General	

MEMBER REPORT
for
August 24th Meeting
date

Member Name	Garrick Emms
Committee/Working Group/Appointment Name	Council Rates Workshop
Meeting Date	August 24 ^h 1730-1900. SWDC Office
Key issues from meeting	Process for Public Notice on Rates; Agreeing on WTA Copy
Specific item/s for consideration	
General	

MEMBER REPORT
for
August 25th Meeting
date

Member Name	Garrick Emms
Committee/Working Group/Appointment Name	CEO Committee Review
Meeting Date	August 25 ^h 1030-1200. Zoom
Key issues from meeting	CEO Review
Specific item/s for consideration	
General	

MEMBER REPORT
for
August 25th Meeting
date

Member Name	Garrick Emms
Committee/Working Group/Appointment Name	Wairarapa Combined Council Forum
Meeting Date	August 26 ^h 0900-1130. Zoom
Key issues from meeting	Centre Port, Wings o Wai, Wai Combined district Plan
Specific item/s for consideration	
General	

MEMBER REPORT
for
Tuesday 27th Meeting
date

Member Name	Garrick Emms
Committee/Working Group/Appointment Name	Mayoral Drop -in Featherston
Meeting Date	27 th July 0730
Key issues from meeting	Meeting with Locals
Specific item/s for consideration	Info Centre and Parking
General	

MEMBER REPORT
for
August 31st Meeting
date

Member Name	Garrick Emms
Committee/Working Group/Appointment Name	Rates Workshop
Meeting Date	August 31st 1600-1800 Zoom
Key issues from meeting	WTA Copy
Specific item/s for consideration	
General	

MEMBER REPORT
for
September 1st Meeting
date

Member Name	Garrick Emms
Committee/Working Group/Appointment Name	A&S
Meeting Date	September 1st Zoom 1000-1200
Key issues from meeting	Rural Roding , Flooding in Fstn
Specific item/s for consideration	
General	

MEMBER REPORT
for
September 3rd Meeting
date

Member Name	Garrick Emms
Committee/Working Group/Appointment Name	3 Waters webinar
Meeting Date	September 3rd Zoom 1500-1600
Key issues from meeting	Host LGNZ
Specific item/s for consideration	
General	

MEMBER REPORT
for
September 7th Meeting
date

Member Name	Garrick Emms
Committee/Working Group/Appointment Name	Wgtn Regional Leadership Committee
Meeting Date	September 7th Zoom 1430-1630
Key issues from meeting	Role of IWI in Wgtn Leadership Forum
Specific item/s for consideration	
General	

MEMBER REPORT
for
September 8th Meeting
date

Member Name	Garrick Emms
Committee/Working Group/Appointment Name	Council Workshop 3 Waters questions of Mayor Alex Walker (chbdc)
Meeting Date	September 8th Zoom 1230-1500
Key issues from meeting	Councilors asking questions of Mayors on Information to consult on 3 waters with communities
Specific item/s for consideration	
General	

MEMBER REPORT
for
September 8th Meeting
date

Member Name	Garrick Emms
Committee/Working Group/Appointment Name	Council Workshop 3 Waters
Meeting Date	September 8th Zoom 1000-120
Key issues from meeting	Councillors asking question for DIA information sessions
Specific item/s for consideration	
General	

APPOINTMENTS REPORT
for
South Wairarapa District Council Meeting
Wednesday August 2021

Appointee Name	Allan Hogg
Meeting – Date & Venue	Destination Wairarapa Board Martinborough 26 th July 2021
Key issues from meeting	In Committee – Chair reported top line findings from Martin Jenkins review of DW
Speakers	Kylie Ruwhiu-Karawana, TRC Tourism
Specific item/s for Council consideration	To note that I have declared conflict of interest in respect of my role as Chair, Martinborough Business Assn.
General	<p>Kylie presented the draft pillars and pathways that have been developed and the relationship of those to the stakeholder research that was undertaken.</p> <p>The destination plan due for finalisation by end of the current calendar year creates the way forward for a sustainable pathway for the Destination management Plan for the Wairarapa. It will enable the effective navigation of DW and empower the destination development.</p> <p>Increased and enabling employment, future proofing transport, development of quality tourism/operators and investment in tourism infrastructure are strong features of the plan.</p>

APPOINTMENTS REPORT
for
South Wairarapa District Council Meeting
Wednesday August 2021

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