



SOUTH WAIRARAPA DISTRICT COUNCIL

Kia Reretahi Tātau

Agenda

**ORDER PAPER FOR ORDINARY COUNCIL MEETING
TO BE HELD IN
Supper Room, Waihinga Centre, Texas Street
Martinborough
22 November 2023**

**MEMBERSHIP OF COUNCIL
THE MAYOR
Mr Martin Connelly**

Cr M Bosley
Cr R Gray
Cr A Plimmer
Cr C Olds
Cr A Woodcock

Cr M Sadler-Futter
Cr K McAulay
Cr P Maynard
Cr A Ellims

**RECOMMENDATIONS IN REPORTS ARE NOT COUNCIL POLICY
UNTIL THEY ARE AGREED TO BY THE COUNCIL.**



Council Meeting Agenda – 22 November 2023

NOTICE OF MEETING

This meeting will be held in the Supper Room, Waihinga Centre, 62 Texas Street, Martinborough and via audio-visual conference, commencing at 10.00am. The meeting will be held in public where noted and will be live-streamed and will be available to view on our [YouTube channel](#).

All SWDC meeting minutes and agendas are available on our website: <https://swdc.govt.nz/meetings/>

Membership: Mayor Martin Connelly (Chair), Deputy Mayor Melissa Sadler-Futter, Councillors Aidan Ellims, Colin Olds, Alistair Plimmer, Rebecca Gray, Martin Bosley, Pip Maynard, Aaron Woodcock and Kaye McAulay.

A. Open Section

A1. Mihi / Karakia Timatanga - Opening

A2. Apologies

A3. Conflicts of interest

A4. Acknowledgements and tributes

A5. 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.

A6. Actions from Public participation

A7. Extraordinary business

A8. Confirmation of Minutes

Pages 1-33

Proposed Resolution: *That the minutes of the Council meetings held on 13 September 2023, 20 September 2023, 27 September 2023 and 12 October 2023 are a true and correct record.*

A9. Matters arising from the previous minutes

B. Report backs and requests from Māori Standing Committee and Community Boards

B1. Martinborough Community Board –

Martinborough Pedestrian Lighting Project

Verbal

C. Recommendations from Committees of Council

C1. Recommendations from the Assurance and Risk Committee

Pages 34-57

C2.	Recommendations from the Infrastructure and Community Services Committee	Pages 58-66
C3.	Recommendations from the Māori Standing Committee	Pages 67-74
D.	Decision Reports from Chief Executive and Staff	
D1.	Māori Wards	Pages 75-90
D2.	Adoption of Schedule of Ordinary Meetings 2024 and Options for a Committee of the Whole	Pages 91-125
D3.	Greytown Sports and Leisure Funding	Pages 126-130
D4.	Draft Featherston Masterplan	Pages 131-190
D5.	Bank Signatories	Pages 191-192
D6.	Hinekura Road Procurement Process	Pages 193-198
E.	Information Reports from Chief Executive and Staff	
E1.	Chief Executive Update	Pages 199-209
E2.	Action Items	Pages 210-218
F.	Mayor's Report	
F1.	Report from His Worship, Mayor Connelly	Pages 219-220
G.	Public Excluded Section	
G1.	Confirmation of Public Excluded Minutes <i>Proposed Resolution: That the public excluded minutes of the Council meeting held on 20 September 2023, 27 September 2023 and 12 October 2023, are a true and correct record.</i>	(distributed separately)

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
Public Excluded Council Meeting Minutes from 27 September 2023 (items included: Outstanding Rates Water Debtor Report; Swimming Pool Facilities Management and Operation – Contract Delegation; and Greytown Pavilion Rebuild– Contract Delegation).	Good reason to withhold exists under 6(a)&(b); 7(2)(a); 7(2)(b)(i) and 7(2)(b)(ii).	Section 48(1)(a)
Public Excluded Council Meeting Minutes from 20 September 2023 (Chief Executive Recruitment)	Good reason to withhold exists under 7(2)(a).	Section 48(1)(a)
Public Excluded Council Meeting Minutes from 12 October 2023 (items included: Interim CE Performance Review; and Representation, communication, and behavioural standards).	Good reason to withhold exists under 7(2)(a) and 7(2)(f)(ii).	Section 48(1)(a)

This resolution 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 public disclosure of information would be likely: (a) to prejudice the maintenance of the law, including the prevention, investigation, and detection of offences, and the right to a fair trial; or (b) to endanger the safety of any person.	Section 6(a)&(b)
The withholding of the information is necessary to protect information where the making available of the information would disclose a trade secret.	Section 7(2)(b)(i)
The withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.	Section 7(2)(b)(ii)
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)

H. Karakia Whakamutunga - Closing

**South Wairarapa District Council
Extraordinary Meeting
Minutes from 13 September 2023**

Present:	Mayor Martin Connelly, Deputy Mayor Melissa Sadler-Futter, Councillors Alistair Plimmer, Rebecca Gray, Martin Bosley and Aaron Woodcock.
Apologies:	Councillors Colin Olds, Pip Maynard, Aidan Ellims and Kaye McAulay.
In Attendance:	Paul Gardner (Interim Chief Executive Officer), Amanda Bradley (General Manager Policy and Governance), Karon Ashforth (General Manager, Finance), Charly Clarke, Nicki Ansell (Lead Community Advisor), and Amy Andersen (Committee Advisor). Philip Jones (Consultant).
Conduct of Business:	This meeting was held in the Supper Room, Waihinga Centre, 62 Texas Street, Martinborough and via audio-visual conference. This meeting was recorded and is available to view on our YouTube channel. The meeting was held in public under the above provisions from 8:48am to 10:17am except where expressly noted.

Open Section

A1. Karakia Timatanga - Opening

Mayor Connelly opened the meeting.

A2. Apologies

COUNCIL RESOLVED (DC2023/121) to accept apologies Councillors Colin Olds, Pip Maynard, Aidan Ellims, Kaye McAulay.

(Moved Mayor Connelly /Seconded Cr Gray)

Carried

A3. Conflicts of Interest

There were no conflicts of interest declared.

A4. Public Participation

There was no public participation.

A5. Actions from public participation

There was no public participation.

A7. Extraordinary business

There was no extraordinary business.

B. Decision Reports from the Interim Chief Executive and Council Officers

Mr Gardner acknowledged and talked to the work involved in getting the report through for today.

Ms Bradley spoke to the complexities of the topic, and additional work currently happening around frequently asked questions (FAQs).

Council Officers and Mr Jones responded to queries including:

- background examples of land vs capital,
- clarity around adding extra rates being a redistribution rather than an increase to revenue,
- remission on sports fields and clubs and removing barriers to sports clubs,
- including sites of significance as described in the Combined District Plan,
- structure/wording in particular areas of the consultation document,
- question 6 and the impact this would have on the overall rates and the complexity of fairness and differentials and,
- charging water based on volumetrics and queried future change to this in the LTP and Policy.

Members discussion included:

- the view of Council on remission of rates on sites of significance,
- option to remit rates on privately held land that becomes identified in the future as site of significance,
- rates on water-races and clarification on overflow from Greytown and the effects on storm water and queried the rates remission vs service levels,
- Members queried consultation on this in the rates review, indicating this is an issue people can raise during the submission process,
- rates remission on sports fields and queried the ability to guarantee who the beneficiaries of this would be and how this relates to redistribution of rates.

Members clarified the need for Revenue and Financing Policy, as a document to set out the Council's decision-making process and is that it is a legislative requirement for Council.

Members discussed Q7 and Q1, and the need to ask specific questions related to change. There was also discussion relating to obtaining a wide range of feedback, and the Rating Review vs Long Term Plan feedback.

COUNCIL RESOLVED (DC2023/122) to:

1. Adopt the Financial Policies for consultation based on Cr Sadler-Futter to work with Council Officers on the final edit of the Policies.
(Moved Mayor Connelly /Seconded Cr Bosley) Carried
2. Adopt Questions 1-7 for Community Consultation on Financial Policies.
(Moved Mayor Connelly/Seconded Cr Woodcock) Lapsed
3. Include a specific question related to rates rebates for sports grounds after question 1.
(Moved Cr Plimmer/Seconded Cr Woodcock) Carried
4. Amend the wording in question 6.
(Moved Mayor Connelly/Cr Bosley Seconded) Carried
5. Adopt the Financial Policies Consultation questions.
(Moved Mayor Connelly /Seconded Cr Plimmer) Carried

The meeting closed at 10:17am.

Confirmed as a true and correct record

.....(Mayor)

.....(Date)



South Wairarapa District Council Minutes from 20 September 2023

Present:	Mayor Martin Connelly, Deputy Mayor Melissa Sadler-Futter, Councillors Colin Olds (via Zoom), Aidan Ellims, Kaye McAulay, Alistair Plimmer, Rebecca Gray, Martin Bosley, Pip Maynard and Aaron Woodcock.
In Attendance:	Pamela Peters, Consultant (via Zoom), Helen Horn, Consultant - Winsborough Ltd (via Zoom)
Conduct of Business:	This meeting was held in the Supper Room, Waihinga Centre, 62 Texas Street, Martinborough and via audio-visual conference. The meeting was held in public from 8:34am to 10:41am except where expressly noted.

Open Section

- A1. Karakia Timatanga - Opening**
Mayor Connelly opened the meeting.
- A2. Apologies**
There were no apologies.
- A3. Conflicts of Interest**
There were no conflicts of interest declared.
- A4. Extraordinary business**
There was no extraordinary business.

B 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
Chief Executive Recruitment	Good reason to withhold exists under 7(2)(a)	Section 48(1)(a)

This resolution (DC2023/123) 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)

(Moved Mayor Connelly/Seconded Deputy Mayor Sadler-Futter)

Carried

The meeting closed at 10:41am.

Confirmed as a true and correct record

.....(Mayor)

.....(Date)

**South Wairarapa District Council
Minutes from 27 September 2023**

Present:	Mayor Martin Connelly (Chair) Deputy Mayor Sadler-Futter, Councillor Colin Olds, Aidan Ellims, Alistair Plimmer (from 10:48am; until 3:30pm), Rebecca Gray, Martin Bosley, Aaron Woodcock, Pip Maynard and Kaye McAulay.
Apologies:	Councillor Alistair Plimmer.
In Attendance:	Paul Gardner (Interim Chief Executive Officer), Amanda Bradley (General Manager Policy and Governance), Stefan Corbett (Group Manager Partnerships and Operations), Russell O’Leary (Group Manager Planning and Environment), Leanne Karauna (Principal Advisor Māori), Nicki Ansell (Lead Community Advisor), Kaity Carmichael (Lead Policy Advisor), James O’Connor (Partnerships and Operations Manager), Tim Langley (Roading Manager) and Amy Andersen (Committee Advisor). Matt Fitzgerald (NZ Police); Emma Wright McHardie & Natalie Street (GMD Consultants); Anna Nielson (Destination Wairarapa); Stuart Taylor (Wellington NZ) and Adam Mattsen (Wellington Water Ltd).
Public Forum:	Warren Woodgyer, Mike Gray and Jim Hedley.
Conduct of Business:	This meeting was held in the Supper Room, Waihinga Centre, 62 Texas Street, Martinborough and via audio-visual conference. This meeting was live-streamed is available to view on our YouTube channel. The meeting was held in public under the above provisions from 10.01am to 4:46pm except where expressly noted.

Open Section

A1. Karakia Timatanga - Opening

Mayor Connelly opened the meeting.

A2. Apologies

COUNCIL RESOLVED (DC2023/125) to accept apologies from Cr Plimmer for lateness.

(Moved Mayor Connelly/Seconded Cr Ellims)

Carried

A3. Conflicts of Interest

Cr Woodcock declared a conflict in relation to item C5 due to membership with the Greytown Rugby Club.

Noted: Cr Plimmer noted a conflict during item C10 due to judicial position.

A4. Acknowledgements and Tributes

Cr Ellims acknowledged the passing of Lee Malneek, a businessman and contractor in Martinborough and the South Wairarapa.

A9. ITEM MOVED - Minutes for Confirmation

COUNCIL RESOLVED (DC2023/126) that the minutes of the Council meeting held on 2 August 2023 are confirmed as a true and correct record.

(Moved Cr Olds/Seconded Deputy Mayor Sadler-Futter)

Carried

A10. ITEM MOVED - Matters arising from previous minutes

There were no matters arising.

A5. Public Participation

Warren Woodgyer supported by Mike Gray – Finances

Mr Woodgyer spoke to Council regarding property owners' rights, revenue needs of the local authority, transparency in decision-making and managing finances responsibly; Mr Woodgyer queried the qualifications of the Finance Committee Chairperson, and the Assurance and Risk Committee Independent Chair, Bruce Robertson (including costs to contract).

Mayor Connelly noted he has complete faith in both the Finance and the Assurance and Risk Committee Chairpersons.

Jim Hedley – Annual Plan 2023/24 and Rates

Mr Hedley spoke to Council regarding the Annual Plan 2023/24 consultation and concerns that his feedback was not considered by Council (dog pound and rating model).

Members noted that the rates discussions have been taking Mr Hedley's points into account.

A7. ITEM MOVED - Extraordinary business

There was no extraordinary business.

A8. Māori Standing Committee/Community Boards

A8.1 Featherston Playground Renaming Request

Deputy Mayor Sadler spoke to matters included in the report.

Cr Maynard acknowledged that the community are recognising Joy Cowley's contributions.

Mayor Connelly noted signage must be paid for but the FCB has this in hand.

COUNCIL RESOLVED (DC2023/127) to:

1. Receive the *Featherston Playground Renaming Request Report*
(*Moved Deputy Mayor Sadler-Futter/ Seconded Mayor Connelly*) Carried
2. Approves the renaming of the Featherston Playground on as The Joy Cowley Children's Playground.
(*Moved Deputy Mayor Sadler-Futter/ Seconded Mayor Connelly*) Carried

A6. ITEM MOVED - Actions from Public Participation

Members requested answers to Mr Woodgyer's questions be made publicly available at the next appropriate public meeting (Finance Committee or Council).

B Recommendations from Committees

B1. Recommendations from the Hearings Committee

Mayor Connelly spoke to matters included in the report and responded to queries regarding whether the changes to Ngawi could be a trial due to concerns regarding impact on staffing, issues relating to farmland; clarification of the speed zone in Martinborough; 30km school zones includes rural schools.

Ms Carmichael noted that the schedule can be changed by resolution of Council at any time should this be required.

Mayor Connelly noted there was a low number of submissions from local schools on the Interim Speed Management Plan and he visited / followed up with them to clarify their position on the speeds outside of schools.

Cr Plimmer arrived at 10:48am.

Members discussed Hearings Committee process.

Members agreed to defer the discussion to reduce speed on all gravel roads to 70km/h to item C4.

COUNCIL RESOLVED (DC2023/128) that the letter from Kim Workman regarding Dog Control at Ngawi received after the Hearings Committee held on 20 September 2023 forms part of the public record.

(*Moved Mayor Connelly/Seconded Cr Maynard*) Carried

COUNCIL RESOLVED (DC2023/129) to:

1. Receive the Recommendations from the Hearings Committee report
(*Moved Mayor Connelly/Seconded Cr Gray*) Carried

2. To adopt the Easter Sunday Shop Trading Policy.
(*Moved Mayor Connelly/Seconded Cr Maynard*) Carried
Against: Cr Woodcock
3. Agree to a variable speed zone of 30km during morning drop off and afternoon pick up outside all schools in the district.
(*Moved Cr McAulay/Seconded Cr Olds*) Lapsed
4. Agree to defer the decision on the variable speed zone of 30km during morning drop off and afternoon pick up outside all schools in the district.
(*Moved Mayor Connelly/Seconded Cr McAulay*) Carried
5. To consult on a Martinborough speed zone set at 40km/h.
(*Moved Mayor Connelly/Seconded Cr Ellims*) Carried
Against: Cr Plimmer
6. To keep the speed on Western Lake Road at 60km/h until it reaches the railway line.
(*Moved Cr Olds/Seconded Cr Gray*) Carried
Against: Cr Plimmer
7. Agree that Council Officers further consider consultation feedback, including the content of oral submissions, on High Priority Roads (both in terms of inclusions and exclusions, and suggested safe speed levels) and report back to Council with final advice.
(*Moved Mayor Connelly/Seconded Cr Olds*) Carried
Against Cr Woodcock, Cr Plimmer, Cr Bosley, Cr Ellims
8. To adopt the Control of Dogs Policy.
(*Moved Cr Olds/Deputy Mayor Sadler-Futter*) Carried
Abstained: Cr Plimmer
10. Agree that the letter from Sir Kim Workman regarding Dog Control at Ngawi received after the Hearings Committee held on 20 September 2023 forms part of the public record.
(*Moved Mayor Connelly/Seconded Cr Maynard*) Carried
11. To adopt the Control of Dogs 2023 bylaw, subject to the following amendments:
 - i) Page 91 - Schedule A, part i to read: Any public building or public place, including any swimming pools, cemeteries, library buildings or recreation centres, under the control or management of the Council and any other areas where dogs may pose a threat to the public. The Chief Executive may make an exception for special events in the interest of community building and education.

- ii) Page 91 Schedule A, to include part v - Any part of the District that is subject to events notified by the Chief Executive.
- iii) Page 91 Schedule A, part iv - to allow for dogs in the Ngawi Campground and Ngawi surf breaks.

(Moved Mayor Connelly/Seconded Cr Olds)

Lapsed

12. Amend 11(iii) to: Page 91 Schedule A, part iv – to trial allowing dogs in the Ngawi reserve until after Easter 2024, and request a report back on the trial to Council at the end of Autumn 2024.

(Moved Mayor Connelly/Seconded Cr McAulay)

Carried

Against: Cr Gray and Cr Bosley

Abstained: Cr Plimmer

13. To adopt the Control of Dogs 2023 bylaw, subject to the following amendments:

- i) Page 91 - Schedule A, part i to read: Any public building or public place, including any swimming pools, cemeteries, library buildings or recreation centres, under the control or management of the Council and any other areas where dogs may pose a threat to the public. The Chief Executive may make an exception for special events in the interest of community building and education.
- ii) Page 91 Schedule A, to include part v - Any part of the District that is subject to events notified by the Chief Executive.
- iii) Page 91 Schedule A, part iv - to trial allowing dogs in the Ngawi Reserve until after Easter 2024, and request a report back on the trial to Council at the end of Autumn 2024.

(Moved Mayor Connelly/Seconded Cr Olds)

Carried

Abstained: Cr Plimmer

The meeting was adjourned at 11:14am.

The meeting was reconvened at 11:21am.

C Decision Reports from the Interim Chief Executive and Council Officers

C1. Audit Engagement Letters 2023, 2024, 2025

Ms Ashforth spoke to matters included in the report and responded to members queries including: timeliness of reports from Audit NZ, right of redress for Council if there are timeliness issues with reports from Audit NZ and further communication to ensure we are completed earlier than last year.

Ms Ashforth noted that concerns have been raised regarding issues around timeliness of audit completion and that payments can be withheld if there is non-completion.

COUNCIL RESOLVED (DC2023/130) to:

1. Receives the Audit Engagement Letters contained in this Report.

(Moved Cr Plimmer/Seconded Cr Ellims)

Carried

2. Approve the following:

- i. Audit Engagement Letter 30 June 2023 to 30 June 2025.
- ii. Audit Engagement Letter, fee proposal 30 June 2023 to 30 June 2025.

(Moved Cr Gray/Seconded Cr Plimmer)

Carried

3. Delegate authority to Mayor Connelly to sign the attached letters from Audit NZ on behalf of Council.

(Moved Mayor Connelly/Seconded Cr Plimmer)

Carried

C2. Community Wellbeing Fund

Mr Corbett spoke to matters included in the report and responded to queries from members including: funding and costs relating to the management and administration of the fund (resourcing), timeline for running the fund.

Members discussed the involvement of community boards; project management; separation of issues (generation of ideas vs administration of the fund).

Discussion on this item was suspended to allow for Mr Fitzgerald to speak to Council due to time restrictions.

COUNCIL RESOLVED (DC2023/131) to:

- 1. Receive the *Community Wellbeing Fund* Report.

(Moved Cr Ellims/Seconded Cr McAulay)

Carried

C4. ITEM MOVED - Draft Carterton and South Wairarapa interim Speed Management Plan

Mr Fitzgerald spoke to Council regarding slower speed limits, enforcement on South Wairarapa District roading network and what can be done by Police to support the changes to speeds.

Mr Fitzgerald responded to queries from members regarding: the KPIs/targets for road policing in South Wairarapa; Police patrols open, rural and coastal roads; safety and enforcement; speeds on gravel roads; and road safety education; safety of modern

vehicles; and whether there was any link between increase in frustration of drivers and increase in accidents.

C2. Community Wellbeing Fund

Mayor Connelly highlighted the involvement of Iwi/Māori in the initiative.

Mr Corbett responded to queries from members relating to risk and the non-activation of the fund and the costs to resource management and administration.

Mr Gardner noted the limitations in resourcing within the Partnerships and Operations team.

Noted that nominations for a youth leader to appoint to the subcommittee will be discussed once a Terms of Reference have been developed.

Members queried the involvement of youth leaders, the allocation of funding for projects, efficiency of administration and associated costs.

Cr Plimmer left the meeting at 12:27pm.

Cr Plimmer returned to the meeting at 12:29pm.

COUNCIL RESOLVED (DC2023/132) to:

1. Endorse the activation of a Community Wellbeing Fund with a total available pool of \$1.38m.

(Moved Cr Plimmer/Seconded Deputy Mayor Sadler Futter)

Carried

2. Appoint a governance subcommittee of Council for the Community Wellbeing Fund.

(Moved Cr Maynard/Seconded Cr McAulay)

Carried

3. Delegate authority to the governance subcommittee of the Council for the Community Wellbeing Fund to approve projects up to \$50k.

(Moved Mayor Connelly/Seconded Cr Plimmer)

Carried

4. Request ELT to consider any LTP projects to be accelerated and funded through the Community Wellbeing Fund.

(Moved Cr Olds/Seconded Sadler-Futter)

Lapsed

5. Amend from *Request ELT* to *Allow ELT* to consider any LTP projects to be accelerated and funded through the Community Wellbeing Fund.

(Moved Cr Bosley/Seconded Cr McAulay)

Carried

Against: Cr Maynard, Cr Gray, Mayor Connelly.

6. Allow ELT to consider any LTP projects to be accelerated and funded through the Community Wellbeing Fund.

(Moved Cr Olds/Seconded Deputy Mayor Sadler-Futter) Lost

For: Cr Olds, Cr McAulay, Cr Ellims, Deputy Mayor Sadler-Futter.

Against: Cr Maynard, Cr Gray, Cr Bosley, Cr Woodcock, Mayor Connelly, Cr Plimmer.

7. Approve a ring-fenced amount to provide supplementary administration, facilitation and management resources for the Fund in amounts of \$75k annually and \$105k for set-up and close-down.

(Moved Cr Gray/Seconded Cr Olds) Carried

Against – Mayor Connelly, Cr Woodcock, Cr Ellims.

The meeting was adjourned at 12:45pm.

The meeting was reconvened at 1:14pm.

C3. Updated Three Waters Capital Delivery Plan for FY23/24

Ms Wells responded to queries from members including work and funding required for the Greytown Soldier's Memorial Park bore, progression of the project, Tauwharenikau Pipeline project costs so far, financial liabilities re: barriers at water treatment barriers (e.g. UV filters), timeframe for desludging ponds for Greytown and Martinborough (consents required – mid to end of next year), renaming of the Memorial Park project to the Greytown Drinking Water .

COUNCIL RESOLVED (DC2023/133) to:

1. Receive the Updated Three Waters Capital Delivery Plan for FY23/24 Report.
(Moved Cr Olds/Seconded Cr Plimmer) Carried
2. Agree to carryover the underspend from three waters capital plan in FY2022/23 of \$0.429m.
(Moved Cr Plimmer/Seconded Cr Gray) Carried
3. Agree to add \$0.429m to the original \$6.235m budget for a total amount available of \$6.664m for three waters capital delivery in FY2023/24.
(Cr Plimmer/Cr Gray) Carried
4. To replace wording "Memorial Park" project to the "Greytown Drinking Water Confidence and Resilience Project".
(Moved Cr Gray/Seconded Cr Maynard) Carried
5. Agree to accept Officer's recommended option to:
 - a. Proceed with options report and dedicate \$2.5m to progress the Greytown Drinking Water Confidence and Resilience Project as much as possible in FY2023/24;
 - b. Proceed with finalising options analysis and proceed with the Tauwharenikau Pipeline Crossing as much as possible in FY2023/24 (budget to be confirmed);

- c. Carryover any of the dedicated funds not spent on the Greytown Drinking Water Confidence and Resilience Project into FY2024/25;
- d. Reprioritise remaining budget to firstly ensure funding of the agreed compliance delivery plan for Greytown and Martinborough Wastewater Treatment Plants; and
- e. Fund as anticipated in the Annual Plan 2023/24.
(Moved Cr Olds/Seconded Cr Gray) Carried

C4. Draft Carterton and South Wairarapa interim Speed Management Plan

Mr Langley spoke to matters included in the report and responded to queries from members regarding the Martinborough speed zones, whether consultation was required for speed limits when towns are further developed and grow, speeds on gravel roads (how many gravel road Carterton have vs SWDC), setting speeds for coastal areas,

COUNCIL RESOLVED (DC2023/134) to:

1. Receive the *Draft Carterton and South Wairarapa interim Speed Management Plan Report*.
(Moved Mayor Connelly/Seconded Cr Gray) Carried
2. Agree to proceed with the following amendments to interim Speed Management Plan:
 - a) Remove Underhill Road from the interim Speed Management Plan to allow for further investigation to be carried out in the proximity of the sports complex.
(Moved Cr Gray/Seconded Cr McAulay) Carried
 - b) Amend Donald Street from recommended 30km/hr to 60km/hr.
(Moved Cr Olds/Seconded Cr Gray) Carried
 - c) Remove Papawai Road, Tilsons Road and Hecklers Road proposed speed reduction from the interim Speed Management Plan.
(Moved Cr Plimmer /Seconded Cr Ellims) Carried
 - d) Remove Ponatahi Road (170m northwest of Johns Way to the boundary with Carterton District Council) and Riverside Road proposed speed reduction from the interim Speed Management Plan.
(Moved Cr Ellims/Seconded Cr Plimmer) Carried
 - e) Include all unsealed gravel roads into the schedule of proposed speed limit changes with a recommended speed limit of 80km/hr.
(Moved Cr Plimmer/Seconded Cr Gray) Carried

Against: Cr Maynard, Mayor Connelly

3. Adopts the sections relating to South Wairarapa District Council roading network in the draft Carterton and South Wairarapa interim Speed Management Plan following updates to reflect decisions in item 2 above.

(Moved Cr Olds/Seconded Cr Gray)

Lapsed

4. Adopts the sections relating to South Wairarapa District Council roading network in the draft Carterton and South Wairarapa interim Speed Management Plan following updates to reflect decisions in item 2 above, and setting speed limits of 30km outside urban schools, 60km for rural schools except when signage indicates 30km (times determined by schools).

(Mover Mayor Connelly/Seconded Cr Ellims)

Carried

Against: Cr Woodcock

5. Delegates authority to the Chief Executive to approve minor proofing corrections prior to publication and submissions to Waka Kotahi.

(Moved Mayor Connelly/Seconded Cr Ellims)

Carried

C5. Greytown Greenspace Options

Councillor Plimmer spoke to the background of the report in support of the recommendations.

Members queried how the lease fits into the overview of Council assets; lease arrangements, costs for grounds repairs, space requirements for sports, Greytown Rugby Football Club's previous lease arrangements, activities undertaken by the GRFC to maintain the facilities, and clarified what the funding would be spent on.

COUNCIL RESOLVED (DC2023/135) to:

1. Receive the Greytown Greenspace Options report.
2. Approve that a peppercorn lease for 99 years between Greytown Trust Lands Trust (GTLT) and Council be entered into regarding the Greytown Rugby Football Club (GRFC) grounds.
3. Approve \$30,000 unbudgeted OPEX expense for Greytown Rugby Football Club (GRFC) grounds repairs and maintenance in AP 2023/2024. Noting ongoing costs in out years will need to be included in the LTP and rate funded.

[Item 1-3 read together]

(Moved Cr Gray/Seconded Cr Maynard)

Carried

Against: Mayor Connelly, Cr Ellims

Abstain: Cr Woodcock

Cr Olds left the meeting at 2:25pm.

Cr Olds returned to the meeting at 2:27pm.

C6. Long-Term Plan: Environmental Scan 2023

Ms Bradley spoke to matters included in the report and responded to queries from members relating to the discussion on rural and agricultural sector.

COUNCIL RESOLVED (DC2023/136) to receive the Long-Term Plan: Environmental Scan 2023 report.

(Moved Cr Gray /Seconded Cr Maynard)

Carried

Against: Cr Woodcock

C7. Adoption of the Wairarapa Class 4 Gambling and Standalone TAB Venues Statement of Proposal and Draft Policy

Ms Carmichael spoke to the report.

Noted that review of the Wairarapa Class 4 Gambling and Standalone TAB Venues Policy for the Masterton, Carterton and South Wairarapa districts is underway.

COUNCIL RESOLVED (DC2023/137) to:

1. Agree to the recommendations of the Wairarapa Policy Working Group to make amendments to the Policy to:
 - a. state that Class 4 Gambling Venues cannot relocate to Wairarapa region's most deprived areas (those on the New Zealand Deprivation Index of decile 9 or 10), if the proposed location is outside of a main town centre;
 - b. state that no new standalone TAB venues may be established in the Wairarapa.
 - c. clearly state that no new electronic gaming machines will be granted consent, in any Class 4 Venue (amendment for clarification purposes; and
 - d. reflect legislative or other changes since the last review, and to improve the flow and readability.

(Moved Deputy Mayor Sadler Futter/Seconded Cr McAulay)

Carried

2. Note that consultation with the community is proposed to take place between 2 October and 3 November 2023, subject to adoption by the three Wairarapa Councils.

(Moved Cr Gray/Seconded Cr Woodcock)

Carried

3. Adopt the Statement of Proposal (Appendix 1) and draft Policy (Appendix 2) for consultation with the community using the Special Consultative Procedure.

(Moved Cr McAulay/Seconded Deputy Mayor)

4. Delegates authority to the Chief Executive to approve minor edits that don't change the intent of the content, prior to publication of the Statement of Proposal and draft Policy for consultation.

5. Note that the Wairarapa Policy Working Group will hear submissions and undertake deliberations ahead of making final recommendations to Council in December 2023.

[Items 4-5 read together]

(Moved Cr Gray/Seconded Cr Bosley)

Carried

C8. Adoption of the Proactive Release Policy

Ms Bradley spoke to matters being included in the report and responded to members queries regarding:

COUNCIL RESOLVED (DC2023/138) to Adopt South Wairarapa District Councils Proactive Release Policy.

(Moved Mayor Connelly/Seconded Cr Gray)

Carried

C9. Submissions Guidelines

COUNCIL RESOLVED (DC2023/139) to:

1. Receive the Submissions Guidelines Report
2. Approve the proposed 'Guidelines for Submissions Made by South Wairarapa District Council'.

(Moved Cr Plimmer/Seconded Deputy Mayor Sadler-Futter)

Carried

C10. Adoption of the Freedom Camping Bylaw Statement of Proposal for Community Consultation

Cr Plimmer declared a conflict in relation to this item.

Ms Bradley noted that Council had been successful in obtaining funding for Freedom Camping Ambassadors in order to support this bylaw.

COUNCIL RESOLVED (DC2023/140) to:

1. Receive the 'Adoption of the Freedom Camping Bylaw Statement of Proposal for Community Consultation' Report;

(Moved Cr Olds/Seconded Cr Ellims)

Carried

Abstain: Cr Plimmer

2. Approve the statement of proposal, which includes the Proposed New Freedom Camping Bylaw 2023 for public consultation in Attachment 1;

(Moved Cr Gray/Seconded Deputy Mayor Sadler-Futter)

Carried

Abstain: Cr Plimmer

3. Confirm that it wishes to concurrently seek public feedback on the proposal to alter the Clifford Square Reserve Management Plan to allow freedom camping to occur in the carpark behind Fell Museum in Featherston subject to the restrictions within the Proposed Freedom Camping Bylaw 2023;

(Moved Cr Bosley/Seconded Cr Olds)

Carried

Abstain: Cr Plimmer

4. Approve consultation to commence in accordance with section 83 of the Local Government Act 2002 on the Proposed New Freedom Camping Bylaw 2023 and the amendments to the Clifford Square Reserve Management Plan for the period 9 October 2023 until 10 November 2023;

(Moved Bosely/Seconded Olds)

Carried

Abstain: Cr Plimmer

5. Authorise the Chief Executive minor editorial changes to the statement of proposal if required prior to publishing for public consultation.

(Moved Bosley/Seconded Olds)

Carried

Abstain: Cr Plimmer

Cr Bosely left the meeting at 2:49pm.

D Information Reports from the Interim Chief Executive and Council Officers

D1. Interim CE Update

Mr Gardner spoke to matters included in the report, highlighting issues with recruitment for roading team, building resilience in the community – cyclone recovery and LTP information management.

Cr Bosley returned to the meeting at 2:51pm.

Ms Neilson provided an update/overview on Destination Wairarapa's report. Members queried the regional data available to chart success with regard to tourism e.g. around winter time; and regional tourism data (South Wairarapa / Masterton).

COUNCIL RESOLVED (DC2023/141) to receive the Interim CE Update.

(Moved Mayor Connelly/Seconded Cr Gray)

Carried

D2. Representation Review: Legislative Changes

Ms Ansell spoke to matters included in the report and responded to queries from members relating to the timeframes and the process relating to polls.

COUNCIL RESOLVED (DC2023/142) to receive the Representation Review: Legislative Changes Report and note the changes to Representation Review dates and timeline.

(Moved Mayor Connelly/Seconded Cr Bosley)

Carried

D3. WEDS Annual Report 2022-23

Mr Taylor spoke to matters included in the report and responded to queries from members including opportunities for youth/rangatahi.

COUNCIL RESOLVED (DC2023/143) to: Wairarapa Economic Development Strategy (WEDS) – 2022-23 Annual Report.

(Moved Cr Olds/Seconded Cr McAulay)

Carried

D4. Action Items

Update to action item 227: The Greytown Community Board are developing a proposal regarding the use of the Old Library Building, which will be submitted to the next meeting of Council.

Close actions: 227 (June 2022), 47 and 266.

E Mayor's Report

E1. Report from His Worship The Mayor

Mayor Connelly spoke to matters included in his report.

Deputy Mayor Sadler-Futter left the meeting at 3:19pm.

Deputy Mayor Sadler-Futter returned to the meeting at 3:21pm.

Members queried the quality of tags and the reasons for withdrawing tags by other councils.

COUNCIL RESOLVED (DC2023/144) to:

1. Receive the Report from His Worship the Mayor.

(Moved Mayor/Seconded Sadler-Futter)

Carried

2. Appoint the Mayor as a member, and the Deputy Mayor as an alternate member, to the Wairarapa Moana Statutory Board (Statutory Board).

(Moved Mayor/Seconded Olds)

Carried

Against: Cr Plimmer

3. Allocate the funding distributed by the Crown to the SWDC (for the purposes of enabling this Council to contribute to the development of a publicly notified natural resources document for the Wairarapa Moana Statutory Board) to a pooled fund held by the Statutory Board, subject to the condition listed in this report.

(Moved Mayor/Seconded Olds)

Carried

4. Appoint Councillor Woodcock to the Waiōhine River Plan Advisory Committee.

(Moved Ellims/Seconded Mayor Connelly)

Carried

5. Requests that the Chief Executive reports to the next full council meeting with advice on the steps required to implement lifetime dog tags.

(Moved Cr Olds/Seconded Cr Woodcock)

Carried

F Appointment Reports

F1. Destination Wairarapa Appointment Report from Allan Hogg

There was no discussion on this item as Ms Neilson spoke to matters relating to Destination Wairarapa in item D1.

The meeting was adjourned at 3:30pm.

Cr Plimmer left the meeting during the break.

The meeting was reconvened at 3:42pm.

G 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
Public Excluded Council Meeting Minutes, 2 August 2023 (Review of corporate accommodation and future Requirements; Solid Waste Contract Extension and Section 17A Review; Outstanding Rates Water Debtor Report)	Good reason to withhold exists under section 6(a)&(b); 7(2)(a) and 7(2)(i)	Section 48(1)(a)
Outstanding Rates Water Debtor Report	Good reason to withhold exists under section 6(a)&(b); 7(2)(a)	Section 48(1)(a)
Swimming Pool Facilities Management and Operation – Contract Delegation	Good reason to withhold exists under section 7(2)(b)(i) and 7(2)(b)(ii)	Section 48(1)(a)
Greytown Pavilion Rebuild– Contract Delegation	Good reason to withhold exists under section 7(2)(b)(i) and 7(2)(b)(ii)	Section 48(1)(a)

This resolution (DC2023/145) 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 public disclosure of information would be likely: (a) to prejudice the maintenance of the law, including the prevention, investigation, and detection of offences, and the right to a fair trial; or (b) to endanger the safety of any person.	Section 6(a)&(b)

The withholding of the information is necessary to enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).	Section 7(2)(i)
The withholding of the information is necessary to protect information where the making available of the information would disclose a trade secret.	Section 7(2)(b)(i)
The withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	Section 7(2)(b)(ii)

(Moved Mayor Connelly/ Seconded Deputy Sadler-Futter)

Carried

H Karakia Whakamutunga – Closing

Mayor Connelly closed the meeting with a karakia.

The meeting closed at 4:46pm.

Confirmed as a true and correct record

.....(Mayor)

.....(Date)

.....(Chief Executive)

.....(Date)

Attachment: Letter from Sir Kim Workman, Dog Control at Ngawi



**SOUTH WAIRARAPA
DISTRICT COUNCIL**
Kia Reretahi Tātau

South Wairarapa District Council Minutes from 12 October 2023

Present:	Deputy Mayor Melissa Sadler-Futter (Chair), Councillors Colin Olds, Aidan Ellims, Kaye McAulay, Alistair Plimmer, Rebecca Gray, Martin Bosley, Pip Maynard and Aaron Woodcock.
Not present:	Mayor Martin Connelly.
In Attendance:	For item B2 only: Paul Gardner (Interim Chief Executive) and Amanda Bradley (General Manager, Policy & Governance).
Conduct of Business:	This meeting WBS Room, Greytown Town Centre, Greytown, commencing at 9.00am and was audio recorded. The meeting was held in public from 9:00am to 9:05am; then in public excluded until 10:50am.

Open Section

A1. Karakia Timatanga - Opening

Councillor Gray opened the meeting.

A2. Apologies

COUNCIL RESOLVED (DC2023/150) to accept apologies from Mayor Connelly.

(Moved Deputy Mayor Sadler-Futter)

Lapsed

COUNCIL RESOLVED (DC2023/151) to not accept apologies from Mayor Connelly

(Moved Cr Bosley/Seconded Cr Gray)

Carried Unanimously

A3. Conflicts of Interest

There were no conflicts of interest declared.

A4. Extraordinary business

There was no extraordinary business.

B 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
B1. Interim Chief Executive Performance Review	Good reason to withhold exists under section 7(2)(a)	Section 48(1)(a)
B2. Representation, communication, and behavioural standards	Good reason to withhold exists under Section 7(2)(f)(ii)	Section 48(1)(a)

This resolution (DC2023/152) 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 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 Ellims /Seconded Cr Maynard)

Carried Unanimously

The meeting closed at 10:50am.

Attached: Media Release Email and Letter to the Mayor.

Confirmed as a true and correct record

.....(Chair)

.....(Date)

.....(Chief Executive)

.....(Date)

From: Councillor Melissa Sadler-Futter <melissa.sadlerfutter@swdc.govt.nz>
Sent: Thursday, October 12, 2023 3:24 PM
To: Paul Gardner – Interim Chief Executive <paul.gardner@swdc.govt.nz>
Subject: Press release approved for distribution

Please distribute to the normal channels along with the open letter included in the PE paper.

Press Release
South Wairarapa District Councillors
October 12, 2023

South Wairarapa Councillors Unanimously Declare Vote of No Confidence in Mayor

Over the course of the first year of the triennium, the nine elected South Wairarapa Councillors have worked tirelessly to forge a strong, united council dedicated to the betterment of our district. Regrettably, we have been consistently hindered by the underperformance of the Mayor, culminating in a unanimous vote of no confidence today.

Key areas of concern centre around the Mayor's behavior and performance, including but not limited to:

Interaction with the public: The Mayor's inconsistent and disrespectful treatment of presenters in public participation.

Engagement with third-party presenters and staff: Instances of disrespectful and dismissive behaviour towards third-party presenters and staff and a lack of inclusivity during formal meetings and workshops, hampering collaboration and knowledge exchange.

Engagement with critical processes: High absence and inconsistent engagement with critical processes, such as the Annual Plan and Long Term Plan, causing concern about the Mayor distancing himself from these pivotal responsibilities which have a substantial impact on residents and ratepayers.

Acting in isolation: Representing personal support as council support and offering endorsements without the express consent of the council.

Representation across media: Provocative behaviour on social media, creating division in the community. Failing to clarify that personal opinions are not representative of the Council as a whole when communicating via any media platform.

We acknowledge that these issues significantly impact our effectiveness as governors, community perception, organisational risk, council cohesiveness, trust among elected members and community, and ultimately our ability to serve the community effectively. The South Wairarapa District Councillors find these issues wholly unacceptable.

We have made our concerns known through various channels, including code of conduct complaints, meetings, discussions, and emails. Despite previous attempts to address these matters on numerous occasions, the situation has persisted. Hence, we chose to write an open letter to the Mayor and convened an Extraordinary Meeting to address these issues collectively.

Regrettably, the Mayor chose not to attend the Extraordinary Meeting, depriving us of the opportunity to discuss steps for improvement. Due to his absence the conversation took a different course and a Vote of No Confidence was passed unanimously. This decision reflecting the collective disappointment in the Mayors absence and frustration of the council.

We understand that this course of action may raise concerns within our community. We want to assure our residents that we, the South Wairarapa Councillors, stand united and resolute in our commitment to creating the best environment for robust decision-making on your behalf. The Vote of No Confidence signifies our desire for meaningful change and our expectation of enhanced performance from the Mayor, both for ourselves and our community.

While we could have chosen to keep this meeting and its contents confidential, we firmly believe in transparency and openness with our community. We remain steadfastly dedicated to serving the South Wairarapa community and look forward to a positive resolution of this matter.

For media inquiries please contact:

Deputy Mayor Melissa Sadler-Futter
melissa.sadlerfutter@swdc.govt.nz
0274 288 316

Press release shared in tandem with the open letter to the Mayor also attached

Warm regards

Melissa Sadler-Futter

Deputy Mayor and Councillor
South Wairarapa District Council
Facebook: <https://www.facebook.com/Melissaforcouncil>

Public Excluded – Letter to the Mayor

1. Purpose

To present the Mayor with a letter from all councillors expressing concerns, clarifying expectations, and providing advance warning of potential actions should councillors expectations not be met.

2. Executive Summary

This open letter encompasses several key areas of focus: interactions with the public, engagement with third-party presenters and staff during formal meetings and workshops, participation in critical processes, representation, and singular decision-making.

We recognize that each of these areas holds a substantial impact on our effectiveness as governors, our community's perception of us and the organization, organizational risk, cohesiveness, and trust within our council of elected members, and ultimately our ability to serve our community effectively.

We have chosen this method of communication to address these issues formally in a whole of council manner as code of conduct complaints from councillors, meetings, and discussions with various councillors on similar topics, emails raising concerns, staff and public complaints have had no effect to date.

3. Recommendations

Officers recommend that the *Council*:

1. Receive and discuss the '*Letter to the Mayor*' as attached to this report.
2. A verbatim record of this meeting is made and should form part of the minutes.
3. That the minutes of this meeting remain in public excluded until a point of time at which the CEO determines is appropriate.

4. Prioritisation

4.1 Te Tiriti obligations

Engagement considered not required in this case.

4.2 Long Term Plan alignment

Not applicable.

5. Discussion

The main points to cover are:

- The contents of the letter.
- Hearing the perspectives of everyone.
- Noting any agreed actions as outlined in the letter.
- Discussing records from this meeting being made public at an appropriate time.

6. Financial Considerations

There is no expected financial impact.

Contact: Deputy Mayor, Meliss Saddler-Futter.



19 Kitchener Street

Martinborough

5711

Dear Martin,

We are writing to you collectively to express our concerns, voice our expectations, and provide advance consideration of potential actions should our expectations not be met. This open letter encompasses several key areas of focus: interactions with the public, engagement with third-party presenters and staff during formal meetings and workshops, participation in critical processes, representation, and singular decision-making.

We recognize that each of these areas holds a substantial impact on our effectiveness as governors, our community's perception of us and the organization, organizational risk, cohesiveness, and trust within our council of elected members, and ultimately our ability to serve our community effectively.

We have chosen this method of communication to address these issues formally in a whole of council manner as code of conduct complaints from councillors, meetings, and discussions with various councillors on similar topics, emails raising concerns, staff and public complaints have had no effect to date.

1. Interactions with the Public:

Observation: Notably, not all members of the public are afforded the same level of respect and courtesy during public participation at Council meetings. Some community members have experienced a domineering and dismissive approach for example:

- a) The condescending treatment of s7(2)(a) [REDACTED], regarding a word he did not know, by telling him it was some homework for him.
- b) The 'sidebar' talking when others are presenting.

We note that there is variation in your performance as chair - sometimes you are patient and considerate, other times you are rude and abrupt. This causes a level of apprehension amongst your councillors and a lack of trust in your ability to effectively run meetings.

Expectation: We expect that all community members are welcomed to our meetings and treated with the same level of respect, regardless of their frequency or previous interactions. We aspire to be known as a council that is approachable and open to listening. Lead with grace, wisdom, some humility, and authenticity. Demonstrate empathy, show greater self-awareness. Be sensitive to the feelings of others, be objective but approachable, be tactful and show patience. Be fair, flexible, and adaptable.

Councillor actions going forward: There are two relevant points within our code of conduct.

The first point is under section **4: Behaviours** and is as follows:

Respect: "Members will treat all other members, staff, and members of the public, with respect. Respect means politeness and courtesy in behaviour, speech, and writing."

The second point is under section **3: Principles of Good Governance** and is as follows:

Leadership: "members should not only exhibit these principles in their own behaviour but also, be willing to challenge poor behaviour in others, wherever it occurs."

Therefore, in order for your councillors to adhere to the code of conduct, you can expect that, going forward, there will be swift and public challenges to behaviour or conduct that the councillors feel breach our code of conduct. This is likely to be in the form of points of order raised during meetings, replies on social media posts that you are in breach of the code of conduct, or letters to the editors of print media correcting errors.

2. Engagement with Third-Party Presenters and Staff at Formal Meetings and Workshops:

Concern: We have witnessed instances of disrespectful and dismissive behaviour towards third-party presenters and a lack of inclusivity during formal meetings and workshops. These behaviours hinder collaboration and knowledge exchange. Most recently, this was evident in your interactions with **s7(2)(a)** and your refusal to acknowledge ELT members. You have spoken to staff discourteously and fail to acknowledge any part you play in making staff and other speakers feeling undervalued and emotionally bruised. There have been many occasions where your actions have led to individuals expressing the view that they no longer wish to be associated with SWDC as a result of your actions. You appear to be of the view that personal grievances by staff have no repercussions for you directly. Whilst you are correct in terms of personal liability, you are simply wrong that there is no effect to our organisation. Our staff attrition has increased since the start of the triennium and

several of those who have left the employment of council have indicated that your behaviour and how you represent council is the main reason for them resigning. These actions pose a risk to Council as a the ability of Council to fulfil its role as a good employer by way of a significant legal and reputational risk to Council with others engaging in meetings and workshops.

Expectation: We expect you to engage with third-party presenters, as well as staff, in a respectful and cooperative manner, fostering an atmosphere conducive to collaboration and mutual understanding, ensuring open discussion is allowed. We expect that you represent the council in a way that best aligns with the intentions of the councillors.

Councillor actions going forward: Formal complaints will be made in public by Councillors. Councillors understand this behaviour may cause staff to make employment complaints by way of code of conduct complaint and personal grievances. As a result, the Council will need to incur costs associated with legal expenses and staff attrition. Councillors understand that these increased costs will be as a direct result of elected member performance and not the fault of those making the complaint.

3. Engagement with Critical Processes:

Concern: We are concerned about your attendance at meetings of critical importance, such as your absence from the recent WWL workshop, which provided an overview and foresight to the LTP. Additionally, your early departure from the most recent LTP workshop resulted in the missed opportunity to receive vital information from managers regarding work completed to date and forecasted figures. We also note your absence at the most recent informal meeting to discuss merger next steps and other items of topical interest. We are concerned that you appear to be prioritising operational matters (which then causes work for staff and which of course you shouldn't even be involved with) and distancing yourself from important processes, and this is of particular concern as we work to design the next LTP. When you do attend sessions, you do not engage and make unsubstantiated remarks. Your short attention span to matters of significance is obvious to those in attendance, and this provides no confidence to Councillors that you are actively engaged.

Expectation: We expect you to ensure your availability for participation in critical information-providing and early decision-making processes, enabling you to lead and guide elected members effectively. We want you to articulate a vision for both Councillors and the wider organisation. Focus on the right issues and create a culture of excellence.

Councillor actions going forward: The code of conduct again guides us as to the expected levels of performance in our roles, under section **4: Behaviours** - *Provide equitable contribution: "Members will take all reasonable steps to equitably undertake the duties, responsibilities, and workload expected of them." "To fulfil the expectations of your constituents and contribute to the good governance of your area it is important that you make all reasonable efforts to attend meetings and workshops, prepare for meetings, attend civic events, and participate in relevant training seminars."*

By continuing to have poor attendance and participation in critical workshops, information sessions and meetings, you will be in breach of the code of conduct, and as such can expect code of conduct complaints. This will again incur more costs for the ratepayers. These costs may be made public under LGOIMA. Additionally, you are at risk of giving uneducated advice or guidance to Councillors and will therefore continue to lose trust and respect.

4. Acting in Isolation:

Observation: You regularly act in isolation without consulting with your Council colleagues. Recent examples of this include not funding the Gold Awards, taking a stance on RSA commemorations, indicating the purchase by Council of a portion of SH53 in Martinborough, and the offer to host an evening reception event for the International Booktown Conference.

Expectation: We expect decisions to be made collectively, involving Councillors, and adhering to the appropriate procedures. We expect that you do not operate outside of your authority. We expect that you take all due care and responsibility when performing your duties and are certain that you are acting within the legality of your role.

Councillor actions going forward: Papers will be raised at either ordinary or extraordinary meetings requesting justification of non-consulted decisions and immediate reversal of these decisions.

5. Representation across all media coverage:

Observation: You have represented Councils interests and position through your own communication channels. You have made recent references to Councils policies such as the Procurement Policy, which because of the tone you use, you infer that there is something wrong with it. Another recent example is an interaction with a Community Board member on Facebook in which you inferred that the Community Board had failed to perform its duties. You have appeared on television and referred to a zero percent rates rise.

Your own opinions are not that of Council as a collective and you must make this clear when communicating via any media platform.

You are unnecessarily provocative on social media and create a divide with certain members of the community with whom you may have a grievance. Your desire to not allow Council Officers to provide fact checking on your media commentary is a huge risk to our reputation and yet it continues unchecked.

Expectation: Recognise the role effective communication plays by running all communications via the Communications team first, to create an effective strategy, build trust, and provide accurate and needed information. Plan thoroughly for all media interactions, be always polite and courteous. Recognise that all communication / media platforms, activities, and material should reflect the broad and diverse communities within which we live, in a fair, respectful, and inclusive manner. We expect that reactive, misinformed, or provocative social media interaction is immediately ceased. We expect that you will engage with Council Officers to ensure that all media from yourself aligns with the standards expected of an elected member and that there are no errors or mistruths. We expect that any media related to your personal opinion or thoughts is clear that it does not represent the views of the Council. We strongly suggest you undertake suitable media training.

Councillor actions going forward: Moving forward councillors may seek to make public comment or release press statements countering any false or provocative statements. There is potential for further reputational damage to yourself, as these statements could make it seem to the public that you do not have the trust or respect of your councillors.

We bring these matters to your attention with the sincere belief that addressing these concerns will contribute to a more cohesive and effective governing body. We expect that this open letter, along with the forthcoming meeting, will result in beneficial improvements for us all.

Signed with the express permission of all elected Councillors of the South Wairarapa District Council

Recommendations from Assurance and Risk Committee

1. Purpose

To provide an opportunity for members to consider recommendations received from the Assurance and Risk Committee.

2. Recommendations

Officers recommend that the *Council*:

1. Receive the *Recommendations from the Assurance and Risk Committee Report*.
2. Consider the following recommendation made by the Assurance and Risk Committee:

Recommendation from Assurance and Risk Committee:	Resolution Number
That Council approve the draft of the revised Financial Delegation Policy.	AR2023/14

3. Background

The report relating to recommendation (AR2023/14), was considered by the Assurance and Risk Committee at their meeting on 25 October 2023. The report and minutes of the meeting can be found on our website here:

<https://swdc.govt.nz/meeting/assurance-risk-committee-25-october-2023/>

The Draft Financial Delegations Policy is attached as appendix 1.

4. Appendices

Appendix 1 – Draft Financial Delegations Policy

Contact Officers: Amanda Bradley, General Manager, Democracy and Engagement

Reviewed By: Janice Smith, Chief Executive Officer.

Appendix 1 – Draft Financial Delegations Policy



SOUTH WAIRARAPA
DISTRICT COUNCIL
Kia Reretahi Tātau

Financial Delegations Policy

Date of Approval	DD MMM YYYY
Policy ID	PI-0200
Next Review	June 2026
Policy Owner	Chief Executive Officer
Policy Sponsor	General Manager Finance
Version History	Insert information about version history, including first adopted date and subsequent reviews.

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Financial Delegations Policy

1. Purpose

This internal Policy:

- Outlines the rules and context for Council delegations.
- Explains how to assign and cancel delegations.
- Details the level of authority required to approve expenditure, set revenue/price of goods/services and carry out actions or make decisions in specific situations.

2. Scope

This internal Policy applies to all staff (permanent, fixed term, ~~casual~~) and contractors at South Wairarapa District Council (SWDC) that are referred to as staff throughout this policy.

3. Principles

Council supports the principle of effective and efficient decision-making, and timely conduct of Council business. To assist in achieving this, Council authorises the Chief Executive Officer to undertake financial management activities and expend within prescribed limits. The Chief Executive Officer also subdelegates authority to staff for effective operation.

4. Limitations

Council's ability to delegate functions comes from Clause 32, Schedule 7 of the Local Government Act 2002 (LGA).

In accordance with the LGA, Council may delegate any function except:

- a. the power to make a rate; or
- b. the power to make a bylaw; or
- c. the power to borrow money, or purchase or dispose of assets, other than in accordance with the long-term plan; or
- d. the power to adopt a long-term plan, annual plan or annual report; or
- e. the power to appoint a chief executive; or
- f. the power to adopt policies required to be adopted and consulted on under the LGA in association with the long-term plan or developed for the purpose of the local governance statement or
- g. the power to adopt a remuneration and employment policy.

5. Policy Statements

5.1. Delegations:

- a. ~~Must be in writing, between the Chief Executive Officer and an Executive Leadership Team (ELT) member, or between an officer and the relevant Executive Leadership Team member.~~ New or amended delegations must be in writing and authorised by the CEO.
- b. Are to ~~individual officers in~~ defined positions.
- c. Are for an indefinite term unless stated otherwise.
- d. Are limited to the ~~officer's own~~ area of responsibility and cost centre(s) of the position as set out in their Delegated Authority Letter (Appendix 2).
- e. ~~Can be given by the Chief Executive Officer to any officer or by an Executive Leadership Team member to an officer within their own group, noting that the Chief Executive's authority to delegate is limited by the budgets approved in the Council's Annual and Long-Term Plans.~~

Any person exercising a delegation is accountable for the results of their actions.

The Council's delegation's framework is based on the following principles:

- a. To ensure compliance with all legal requirements.
- b. To reflect the separate roles of governance and management. To reduce unnecessary complexity and promote efficiency and effectiveness.
- c. Should be delegated to those at the lowest practical level.
- d. If consideration is being given to a decision that would alter the level of service of a significant activity, it must be discussed with the Council prior to any decision being made or commitment being given.

5.2. General rules

Delegated decisions are a decision of the Council and are binding on the Council.

Apart from the Chief executive Officer the delegations to officers apply to specific cost centres as noted in Appendix 1.

5.3. One-up Rule

The one-up rule means obtaining the approval of someone senior who also has appropriate delegated authority before committing to the expenditure or making the decision. The leader initiating will be required to discuss with their manager for approval. This is usually an immediate manager (or, in their absence, the person acting in their capacity). This may be a standing open-ended approval.

The one-up rule must be used when:

- a. specifically required, such as when seeking review of decisions.
- b. the decision may be politically sensitive.
- c. the decision relates to "Sensitive Expenditure."
- d. there is uncertainty as to how delegated authority should be applied.
- e. the delegated officer or a related party will, or may, personally benefit or be seen to benefit.
- f. there is, or may seem to be, a conflict of interest between the parties.

- g. approving a temporary delegated authority (refer next section).

Note: A related party is a family member or an entity in which the delegated officer has a financial or management interest, such as a business partnership.

5.4. Temporary delegations

Temporary delegated authority:

- a. may be given to an officer to cover for another's officer's planned absence, ~~whether it is planned or unplanned.~~
- b. must be made in writing and signed by the relevant ~~Executive Leadership Team member or Chief Executive/DFA holder.~~

Only the Chief Executive can give a temporary delegation to an officer who is acting in the role of an Executive Leadership Team member.

The authority to approve a temporary unplanned delegation sits with the one-up manager or the CEO. ~~The leader initiating will be required to discuss with their manager for approval.~~

5.5. Non-existent positions

If a current SWDC Council bylaw delegates authority to a specific officer position and the position no longer exists, it is regarded as having been replaced by the relevant Executive Leadership Team member who may then delegate authority to an existing role.

5.6. Unclear or conflicting delegations

The Council operates under a number of Acts of Parliament, policies and Council / committee resolutions. Where Acts have been amended, or where legislation, delegations or policies are in conflict with each other the conflict must be referred to the:

- a. The relevant Executive Team Leader if:
 - i. there is an apparent conflict of delegations.
 - ii. the delegations are not clearly defined or do not exist for the situation.
 - iii. there are apparent conflicting policies.
 - iv. there is a lack of clear policy or recent appropriate precedent.
- b. If the Executive Team Leader is unable to resolve the conflict it should be referred to the appropriate Council committee for policy issues.

6. Delegations Schedules

All figures noted in this delegation schedule are per transaction/commitment or if there is a contract, the total contract cost. All figures are GST exclusive.

6.1. 1: DFA Levels and positions with the Council

DFA Level	Position within the Council
7	Council
6	Chief Executive Officer
5	General Manager Finance Group Managers: <ul style="list-style-type: none">• Partnerships and Operations• Planning and Environment
4	General Managers: <ul style="list-style-type: none">• Policy and Governance• Human Resources and Corporate Services
3	Roading Manager Partnerships and Operations Manager (Amenities)
2	Managers: <ul style="list-style-type: none">• Planning Building• Environmental Services• Library Services Senior Financial Accountant
1	Other Council Officers

6.2. Schedule 2: Operating Expenditure and Revenue.

The dollar amount of financial delegations in respect to individuals is scheduled below. It applies to each item of operating expenditure (OPEX) (per transaction), excluding GST, at the time a liability is incurred.

	LEVEL 7 Council	LEVEL 6 CEO	LEVEL 5 ELT	LEVEL 4 ELT	LEVEL 3 Managers	LEVEL 2 Managers	LEVEL 1	Comments
Maximum budgeted expenditure limits per transaction								
Budgeted operating expenditure	Unlimited	Unlimited	\$100,000	\$50,000	\$10,000	\$10,000	Branch Librarians \$250	
Payments to Wellington Water Limited (WWL)	Unlimited (unbudgeted)							GM Operations approves purchase orders as part of the Annual Plan.
Payments to Ruamahunga Roads					\$75,000 Roading Manager			<u>Above \$75,000 standard delegations are applied.</u>
Revenue/funding, excluding rates	Unlimited	Unlimited	\$100,000 General Manager Finance					
Maximum contract limits for goods and services to be procured in accordance with the Procurement Policy								
Authority to enter, sign, go to market and vary contracts for the supply of goods and services	Unlimited	\$500,000	\$100,000	\$50,000	N/A	N/A	N/A	
Unbudgeted Expenditure & Use of Reserve Funded								
Emergency Works – Capital Expenditure	Infrastructure & Community Services Committee \$400,000 All of Council Unlimited	\$50,000						“Emergency Expenditure” means a sudden and unforeseen event requiring immediate action.
Activities & Unbudgeted Expenditure Outside of the AP – Operational	Infrastructure & Community Services Committee	\$20,000						Must not trigger the Significant & Engagement Policy or other legislative requirements

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	LEVEL 7 Council	LEVEL 6 CEO	LEVEL 5 ELT	LEVEL 4 ELT	LEVEL 3 Managers	LEVEL 2 Managers	LEVEL 1	Comments
	\$100,000 All of Council Unlimited							
Unbudgeted Use of Reserve Funds	Infrastructure & Community Services Committee \$400,000 All of Council Unlimited	\$75,000						Council will take into consideration if the use of the reserve will result in a credit balance and how long this is likely to remain.
Stock								
Sales of surplus/ Obsolete Stock		Chief Executive Officer	General Manager					
Write Off Stock			Budget Manager with the General Manager Finance	Budget Manager with the General Manager Finance		Senior Financial Accountant		This requires two to review and approve
Debtors								
Ability to write-off bad debt as considered appropriate, subject to all reasonable steps having been taken to obtain recovery	Unlimited	\$10,000	General Manager Finance \$5,000					
<u>Write-off of rates</u>		<u>Unlimited</u>						<u>As per Section S90A/B/C of the LGRA. CEO has ability to delegate the exercise of powers to a specified officer.</u>
Write off additional water usage accounts (in line with the Water by Meter Leak Write-Off Policy)			General Manager Finance & Group Manager Operations			Senior Financial Accountant		This requires two to review and approve.
Remission of rates		Unlimited	General Manager Finance					Within the rates remission policy

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	LEVEL 7 Council	LEVEL 6 CEO	LEVEL 5 ELT	LEVEL 4 ELT	LEVEL 3 Managers	LEVEL 2 Managers	LEVEL 1	Comments
Remission of rates penalties within policy			General Manager Finance \$5,000			Senior Financial Accountant \$1,000	Rates Officer \$100 Penalties Only	Within the Rates Remission Policy
Remission of rates penalties outside policy		Chief Executive Officer						Rates remission outside the guidelines must be approved by the Chief Executive Officer
Refunds of overpayments relating to Debtor's accounts								Mostly relevant on overpayments. Chief Executive Officer, General Manager Finance, Senior Financial Accountant only
Restricted Items								
Payroll Payment Runs		Chief Executive Officer	General Manager Finance			Senior Financial Accountant and Rooding Manager	Prepared By Payroll Officer	This requires two managers to review and approve.
Payment of Great Wellington Regional Council			General Manager Finance			Senior Financial Accountant	Prepared by Rates Officer	General Manager Finance, Senior Financial Accountant only
Payment of GST/IRD Payments			General Manager Finance			Senior Financial Accountant		General Manager Finance, Senior Financial Accountant only
Giving Koha (external parties)		Chief Executive Officer						Must be approved before payment. One up Approval required. Refer to the Discretionary Expenditure Policy
Expenditure claims for staff		Chief Executive Officer						The Expense claims for the Mayor and the Council should be Signed off by the Chair of the Finance Committee. The expense claims for the CEO should be signed off by the Mayor. For all other officers the One-up rule applies.

6.3. Schedule 3: Capital Expenditure.

	LEVEL 7 Council	LEVEL 6 CEO	LEVEL 5 ELT	LEVEL 4 ELT	LEVEL 3 Managers	LEVEL 2 Managers	LEVEL 1	Comments
Budgeted Capital Expenditure	Unlimited	\$500,000	\$200,000	\$50,000	\$75,000	\$10,000	N/A	
Sale and purchase of land and buildings including gifts and vesting.	Full Council approval required							
Sale and Disposal and Write off of Assets								
Sale or dispose of obsolete, surplus or non-repairable vehicles.		Unlimited						
Plant and Equipment			\$5,000 Net book value	\$5,000 Net book value				
Computer Equipment			Relevant General Manager	Relevant General Manager				
Sale of Library Books			Group Manager Operations			Library Services Manager		
Fleet Assets purchase and sale	Unlimited	\$500,000						

6.4. Schedule 4 - Treasury Management Delegations

The Investment and Liability Management Policies detail the delegations to management. Noted below is a summary of these delegations.

Activity	Delegated Authority	Limit
Approving and changing the Investment and Liabilities Management Policies	The Council	Unlimited
Approving annual external borrowing requirement as set out in the AP/LTP	The Council	Unlimited (subject to legislative and other regulatory limitations)
New borrowings	The Council	Unlimited (subject to legislative and other regulatory limitations)
	The Chief Executive Officer and the General Manager Finance	Subject to prior approval by Council through the Annual Plan / LTP or Council resolution
Acquisition and disposition of investments other than treasury investments	The Council	Unlimited
Issuing of Securities under the Council Debenture Trust Deed	The Chief Executive Officer The General Manager Finance (delegated by the Chief Executive)	Subject to the Investment and Liability Management policies
Overall day-to-day risk management	The Chief Executive (delegated by Council) The General Manager Finance (delegated by the Chief Executive)	Subject to the Investment and Liability Management policy
Managing funding and treasury investment maturities in accordance with Council approved facilities	The General Manager Finance (Delegated by the Chief Executive)	In accordance with the Investment and Liability Management policy

7. Chief Executive Officer Delegations

7.1. Financial Delegations from Council to the Chief Executive Officer

Schedule 1 sets out authorised financial delegations from the Council to the Chief Executive Officer. Any transaction exceeding the authorised limit is required to be approved by resolution at a meeting by the Finance, Audit and Risk Committee (provided it falls within their delegated financial authority set out in Part A above), or by Council.

The Chief Executive Officer can sub-delegate any of the powers and functions to staff but retains the right to perform any sub-delegation.

Activity	
Financial Management	<ul style="list-style-type: none"> Opening and operating accounts with the Council's selected bankers as necessary for the conduct of Council business Reviewing the services provided by the selected banker, opening and operating accounts with, and accepting banking services from, other registered banks (if and when required) Monitoring the circumstances of approved institutions and reporting back to Council should they be, or appear likely to be required to be, excluded from use for investment purposes. Authority to facilitate Council borrowing with recognised banking institutions under the Local Government Funding Authority (LGFA)

Activity	
	<ul style="list-style-type: none"> Investing surplus Council funds in accordance with investment policies, strategies, limits and security requirements Transfer of funds between South Wairarapa District Council's bank accounts Transfer and payments approved within the Long-Term Plan and Annual Plan. <u>Authority to add and remove signatories on the bank account.</u>
Variation of Budget	<p>Delegated the authority to vary the constituent sums that make up a budget where:</p> <ul style="list-style-type: none"> the General Manager Finance and the Chief Executive Officer confirm that the variation can be appropriately funded or will be funded from savings made on other sums with the same budget; and the variation will allow the department concerned to better achieve the purpose or purposes for which the budget was adopted.
Additional financial functions	<ul style="list-style-type: none"> Write-off <u>sundry</u> debts up to \$10,000 per transaction (excluding GST) Approve rates penalty remission outside of policy <u>where this enables payments of rates or an agreement of a payment plan.</u> Sell or dispose of obsolete, surplus or non-repairable vehicles, computer equipment and plant and equipment up to \$5,000 net book value. Sell or write-off surplus, obsolete or damaged stock

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For the avoidance of doubt, the following financial transactions have not been authorised to be performed by the Chief Executive Officer:

- The sale or disposal of obsolete, surplus or non-repairable land and building assets, which is required to be approved by Council resolution.
- The sale or disposal of obsolete, surplus or non-repairable plant and equipment over \$5,000 net book value, which is required to be approved by resolution of the Finance, Audit and Risk Committee.

7.2. Appointment of an Interim Chief Executive Officer

When there is a long term absence of a Chief Executive Officer and the Council has appointed an Interim Chief Executive Officer, all delegations are passed on to the Interim.

7.3. In the Chief Executive Officer's Absence

In the absence of the Chief Executive, and where an Acting Chief Executive has not been appointed, two Executive Leadership Team members may jointly undertake the Chief Executive's delegated authority provided that:

- the matter requires urgent resolution and cannot await the Chief Executive's return.
- at least one level 5 Executive Leadership Team member is included in the joint review of the authority request.

7.4. Authorised Signatories

Action	Authorised Signatories
Apply the Council Common Seal	Chief Executive Officer General Manager Finance Group Manager Planning and Environment General Manager Policy & Governance General Manager Human Resources and Corporate Services
Release Payments	Two people are authorised to release payments. Refer to Payment Authorisation for the current list of staff with appropriate authority

8. Individual delegations

Delegated Authority or Delegations is the authority to approve expenditure, carry out actions or make decisions on behalf of the Council in specific situations. The terms 'delegated financial authority' (DFA) or 'delegations' are identical in meaning and are used interchangeably.

Job descriptions, employment contracts or other documents that mention that a position has delegated authority do not grant the authority.

8.1. Business Unit (BU) Specific

Each BU manager is responsible for identifying and ensuring that their staff has the delegated authority required to carry out their role.

8.2. Assigning Delegations

Each manager is responsible for identifying the relevant delegations to specific ~~Council officers~~ positions in their area. ~~New or amended d~~Delegations are assigned through a Delegated Authority Form which is approved by the ~~appropriate Executive Leadership Team Member~~CEO.

Managers must immediately cancel an individual's delegations and their warrant (if applicable) whenever staff leave the Council ~~or transfer to another area within the Council. A Council officer can exercise their delegations upon countersigning their Delegated Authority Form, unless directed otherwise.~~

8.3. New and amended Delegated Authority Form

The SWDC Delegation Form describes the conditions of an ~~officer's positions~~ authority. It is authorised by the ~~CEO~~Chief Executive or the appropriate Executive Leadership Team member. The letter must be ~~and~~ countersigned by the officer ~~to ensure that they understand the responsibilities of the DFA in their role. Once signed, the manager scans the letter and places the original in the officer's employee file. The scanned letter is then emailed to Accounts.~~

Payment Services update the Delegations Register to add or amend the position delegation. Accounts payable and System Administrators are advised to update the system.~~the individual's delegations and files the letters in Delegations Register.~~

~~Note: If a delegation is to be added to or amended then a completely new delegated authority letter is required. Any new delegation letter supersedes all previous delegations.~~

8.4. Monitoring of Financial Delegations

The Council's financial management information system (MAGIQ) monitors financial delegations at a transaction level.

Transactions should be referred via the system to someone with the appropriate cost centre delegation level. Compliance with delegated authority must be ensured by both the purchaser and the authorising officer.

It is expected that officers know and understand the policies and adhere to them, regardless of whether the limits allow it or not.

8.5. ~~Transferring~~ Disestablishment of Roles – Cancelling Delegations

When ~~staff transfer a role has been~~ disestablished, all existing delegations, and warrants (where applicable) are automatically revoked, ~~and the new manager should issue a delegation authority appropriate to the employee's new role. The new manager must save a copy in the employee's file and send a copy of the new authority to accounts.~~

Payment Services will update the Delegations Register to remove the ~~individual's position's~~ delegations and file the letters in the Archived Delegations Register

9. Financial Management and Transactions

9.1. Budgets

Seeking Approval for Overspend

Authority is delegated to commit expenditure within the budgeted amount. For a cost centre overrun, the manager must find savings within the cost centres they are responsible for. This applies to the total budget for a cost centre or the individual programme or activity budgets. ~~Operating Capital Expenditure~~ Expenses (OPEX/CAPEX) cannot be transferred to ~~Capital Expenditure~~ Operating Expenses (CAPEX/OPEX), ~~and vice versa.~~ The manager must also identify any impact at an activity level.

As soon as a cost centre manager becomes aware that a cost centre or activity budget may be overspent, they must discuss with their Manager and Finance. The Chief Executive Officer has the authority to approve OPEX variances in a strategy or activity area by an amount no greater than 5% and CAPEX variances in a strategy or activity area by an amount no greater than 5% as long as the overall annual plan budget for the year is not exceeded.

Overspends up over \$20,000 for OPEX or for \$50,000 CAPEX without commensurate savings must be recommended by the Finance Committee to be approved by Council. Any overspends in excess of \$100,000 without commensurate savings must be approved by full Council.

Long Term Plan and Annual Plan Budgets

The Chief Executive Officer has the authority to approve OPEX variances in an activity area by an amount no greater than 5% and CAPEX variances in a strategy or activity area by an amount no greater than 5% as long as the overall annual plan budget for the year is not exceeded.

Use of Reserves – Budgeted and Unbudgeted

The use of reserves is approved in the LTP or Annual Plan, which are approved by Council.

The Chief Executive Officer can approve unbudgeted use of Reserves up to \$75,000 with endorsement from the General Manager Finance.

The Infrastructure & Community Services Committee (ICS) can approve the use of reserves for emergency funding up to a maximum of \$400,000. The ICS Committee can approve the use of \$100,000 unbudgeted that does not trigger the Significance and Engagement Policy.

The Finance Committee and the Assurance & Risk Committee have no delegated financial authority and can only recommend to Council funding requests and approvals of unbudgeted expenditure.

Any other Committees not listed above have no Financial Delegated Authority.

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9.2. Fees and charges

The Council has more than 1,000 different fees and charges. They are one way the Council can recover the costs it incurs when undertaking many of its functions. The Council's [Revenue and Financing Policy](#) sets the rationale for the setting of fees and charges.

They are usually set or amended as part of an LTP or Annual Plan or where there is a change in circumstance including changes in legislation.

User charges are in two categories:

- a. Charges set by Council where there is significant community interest, and/or legislative requirement to set the charge. For these, Council resolves maximum fee levels, but officers may vary charges below the maximum, within policy and process constraints.
- b. Charges that are not constrained by legislation or bylaws and where Council has determined that officers may vary charges within policy constraints.

9.3. Payment Authorisation

The following applies to staff authorising electronic payments in accordance with delegated financial authority.

Requirements in regard to payment authorisation

Description	Delegated to
Payment Authorisation	
Authority to sign to operate the Council's accounts, endorse lodgements for credit or debit and authorise electronic funds.	Chief Executive Officer, General Manager Finance, General Manager Policy & Governance, General Manager Human Resources and Corporate Services, Roading Manager, General Manager Planning and Regulatory Services, Senior Financial Accountant
Two signatures are required. One of the electronic fund transfer signatories must include the General Manager Finance or the Senior Financial Accountant.	

9.4.9.5. Ruamahanga Roads

On 1 July 2019, South Wairarapa District Council (SWDC) and Carterton District Council (CDC) entered into a joint contract to provide roading maintenance and capital works as part of a joint network covering the roads in both districts.

The two roading teams will work as one to deliver this contract via the lead contractor Fulton Hogan. On a day-to-day basis, the SWDC Roading Manager may authorise roading works to occur within the Carterton District. Likewise, the CDC Senior Roading Officer may authorise roading works to be done in the South Wairarapa District.

Delegated authority is given to these two positions up to \$75,000 for work covered by the joint contract. Anything over the delegated amount, or which is not covered by the joint contract, will be approved in line with normal delegation policies for each respective council. Records will be kept to ensure that expenditure on roading in one district is paid for by that district and that claims from NZTA for that district are received by that district. The purpose of this delegation is to ensure the smooth running of the roading shared service between SWDC and CDC known as Ruamahanga Roads.

9.5.9.6. Wellington Water Limited (WWL)

On 1 October 2019 SWDC became a shareholder in WWL.

Wellington Water manages the three waters infrastructure for the Greater Wellington Regional Council, South Wairarapa District Council, Wellington City Council, Hutt City Council, Upper Hutt City and Porirua City Council. It is a CCO which is owned by the six councils.

Currently, contracts are arranged by Wellington Water (WWL) in the name of the relevant council. The arrangements are based on the outcome-based business model, contracts in the main, will be entered into by Wellington Water as principal, not the relevant council.

Under the Local Government Act 2002 the Council cannot guarantee the obligations of Wellington Water.

Procedures:

- a. The Council and Wellington Water will agree a 'Contract for Provision of Management Services Relating to Water Services' for the supply of services from Wellington Water on behalf of the Council.
- b. Prior to the commencement of each financial year the Council and Wellington Water will agree the Annual Work Program (AWP) based on the Asset Management Plan (AMP). The AWP will include the agreed outcomes for the work program, the dollar budget estimates and the Council's share of running Wellington Water. During the year if there are changes to the work program, emergencies re-prioritisation and budgets variances the AWP will be amended and agreed with the whole of Council. The AWP will be a contract between the Council and Wellington Water and because of the amounts involved it will have to be signed by the Chief Executive Officer.
- c. The delegation limits in [Schedules 2 & 3](#) apply to all Purchase Orders and payments to Wellington Water.

10. Appendices

10.1. Appendix 1 - Delegations by Costs Centre

Cost Centre	Role(s) that can sign for this cost centre
General	General Manager Finance Senior Financial Accountant
Customer Services & Administration	General Manager Human Resources and Corporate Support
Corporate Facilities	General Manager Human Resources and Corporate Support Partnerships and Operations Manager (Amenities)
Information Management & Technology	General Manager Human Resources and Corporate Support
Finance	General Manager Finance Senior Financial Accountant
Human Resources & Health and Safety and Wellbeing	General Manager Human Resources and Corporate Support
Communications	General Manager Communications and Engagement
Policy and Governance	General Manager Policy and Governance
Elected Members	General Manager Finance Senior Financial Accountant General Manager Policy and Governance
Featherston Community Board	These roles can sign for this cost centre following a resolution from the Featherston Community Board: General Manager Finance Senior Financial Accountant General Manager Policy and Governance
Greytown Community Board	These roles can sign for this cost centre following a resolution from the Greytown Community Board: General Manager Finance Senior Financial Accountant General Manager Policy and Governance
Martinborough Community Board	These roles can sign for this cost centre following a resolution from the Martinborough Community Board: General Manager Finance Senior Financial Accountant General Manager Policy and Governance
Te Māngai O Ngā Hapori Māori	These roles can sign for this cost centre following a resolution from the Māori Standing Committee:

Cost Centre	Role(s) that can sign for this cost centre
	General Manager Finance Senior Financial Accountant General Manager Policy and Governance
Animal Control & Bylaws	General Manager Planning and Environment Environmental Services Manager
Public Protection & Health	General Manager Planning and Environment Environmental Services Manager
Building Control	General Manager Planning and Environment Building Manager
Resource Management	General Manager Planning and Environment Planning Manager
Emergency Management	General Manager Partnerships and Operations General Manager Human Resources and Corporate Support
Rural Fire	General Manager Partnerships and Operations
Community Wellbeing	General Manager Finance Senior Financial Accountant General Manager Partnerships and Operations Community and Youth Grants requires a resolution from Council or the Grants Subcommittee
Economic Development	General Manager Finance Senior Financial Accountant General Manager Partnerships and Operations
Mayor's Taskforce for Jobs	General Manager Partnerships and Operations General Manager Finance Senior Financial Accountant
Provincial Growth Fund	General Manager Partnerships and Operations General Manager Finance Senior Financial Accountant
Campgrounds	General Manager Partnerships and Operations Partnerships and Operations Manager (Amenities)
Cemeteries	General Manager Partnerships and Operations Partnerships and Operations Manager (Amenities)
Community Buildings	General Manager Partnerships and Operations

Cost Centre	Role(s) that can sign for this cost centre
	Partnerships and Operations Manager (Amenities)
Housing	General Manager Partnerships and Operations Partnerships and Operations Manager (Amenities)
Parks & Reserves	General Manager Partnerships and Operations Partnerships and Operations Manager (Amenities)
Pain Farm	General Manager Partnerships and Operations Partnerships and Operations Manager (Amenities)
Rental Properties	General Manager Partnerships and Operations Partnerships and Operations Manager (Amenities)
Swimming Pools	General Manager Partnerships and Operations Partnerships and Operations Manager (Amenities)
Public Toilets	General Manager Partnerships and Operations Partnerships and Operations Manager (Amenities)
Refuse & Recycling	General Manager Partnerships and Operations Partnerships and Operations Manager (Amenities)
Libraries	General Manager Partnerships and Operations Library Services Manager Partnerships and Operations Manager (Amenities)
Subsidised Land Transport	General Manager Partnerships and Operations Riding Manager
Unsubsidised Land Transport	General Manager Partnerships and Operations Riding Manager
Water Supply	General Manager Partnerships and Operations
Wastewater	General Manager Partnerships and Operations
Stormwater	General Manager Partnerships and Operations
Water Races	General Manager Partnerships and Operations
From time to time these cost centres may change due to coding structure changes within the financial systems, in particular LTP or AP.	

10.2. Appendix 2 – Delegated Authority Form

South Wairarapa District Council Delegation Form

To be completed when new Managers appointed at SWDC.

I agree to abide by all South Wairarapa District Council policies with regard to incurring expenditure and to stay within my delegation limit when exercising this delegation. I have read and understood the Financial Delegations Policy and agree to abide by the delegations appropriate to my role as outlined in Appendices 1,2, and 3 of the Financial Delegations Policy:

Name of employee: _____

whilst performing the Role of: _____

Date Delegation commences: _____

Date Delegation ceases (for temporary delegations) _____

Signed by the Delegatee:

(Signature)

(Initials)

Name: _____

Title: _____

Date signed: _____

Witnessed by:

(Signature)

Name: _____

Title: _____

Date signed: _____

Recommendations from Infrastructure and Community Services Committee

1. Purpose

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

2. Recommendations

Officers recommend that the *Council*:

1. Receive the *Recommendations from the Infrastructure and Community Services Committee Report*.
2. Consider the following:

Recommendations from Infrastructure and Community Services Committee:	Resolution Number
<p>a) Approve the increase in budget provision for the Martinborough Pedestrian Lighting Project to \$500,000.</p> <p>b) Approve Council officers engaging with the supplier as soon as practicable to order the necessary lighting units, noting a 20 week delivery period.</p> <p>c) Approve that the project is funded from the Infrastructure Reserve or loan, noting that an application will be made to include in the Waka Kotahi work programme within the 2023/34 Long Term Plan to attract subsidy at 51% going forward.</p>	<i>ICS2023/33</i>

3. Background

The report relating to recommendation (*ICS2023/33*), was considered by the Infrastructure and Community Services (ICS) Committee at their meeting on 15 November 2023 and attached as Appendix 1.

The agenda for this meeting can be found on our website here:

<https://swdc.govt.nz/meeting/infrastructure-community-services-15-november-2023/>

Noted that the meeting minutes are still in draft and yet to be circulated.

4. Appendices

Appendix 1 – Martinborough Pedestrian Lighting Project Update Report to ICS
Committee, 15 November 2023

Contact Officers: Stefan Corbett, Group Manager Partnerships and Operations

Reviewed By: Janice Smith, Chief Executive Officer

**Appendix 1 – Martinborough
Pedestrian Lighting Project Update
Report to ICS Committee
15 November 2023**

Martinborough Pedestrian Lighting Project Update

1. Purpose

To inform the Committee members of further developments in the Martinborough Pedestrian Crossing Lighting Project (the project).

2. Executive Summary

Unfortunately, our external Project Manager advises that based on written estimates received there are significant cost increases in the project from \$200,000 to \$500,000. Furthermore, we have been advised that there are delays of approximately 20 weeks in procuring New Zealand standard lighting units for the project (note: lights cannot be ordered because a resolution to support this is required). In light of this advice, we are recommending the project be moved into the first year of the Long-Term Plan, which will have the advantage of attracting the Waka Kotahi subsidy for over half the total costs. This would save the Council approximately \$250,000, and perhaps more if the project experiences any further cost overruns. We note the procurement delays mean the project could not feasibly be started until April 2024 at the earliest.

3. Recommendations

Officers recommend that the *Council/Community Board/Committee*:

1. Receive the 'Martinborough Pedestrian Lighting Project Update' Report.
2. Recommendation 2; Officers recommend that considering the increased costs and delays in starting the project we include it in the first year of the 2024-2034 Long Term Plan to attract the 51% Waka Kotahi subsidy.

4. Background

ICSC resolved on 1 February to install compliant pedestrian crossings across the South Wairarapa region. The installation was to start in Martinborough reflecting the health and safety concerns around some of the pedestrian crossings in the Square being too dark. The installation of the Martinborough pedestrian crossings was to be funded from rates via the Infrastructure Reserve Fund (IRF) at a cost of up to \$200,000 and be started in 2023/2024 Financial Year. The IRF was an appropriate source of funding given the growth that Martinborough has recently experienced and the pressure that is putting on the area around the Memorial Square. The pedestrian crossings in the rest of the district were to be funded from Roading Services budget at a cost of up to

\$300,000 and started in the 2024/2025 Financial Year. The exact resolution wording is provided below for your reference:

INFRASTRUCTURE AND COMMUNITY SERVICES RESOLVED (ICS2023/02) to:

1. Receive the 'Lighting in Martinborough Memorial Square' Report.
(Moved Cr Maynard/ Seconded Cr Sadler-Futter) Carried
2. Resolve to recommend Option 1 to Council to install pedestrian lighting on all noncompliant pedestrian crossings in the SW District, beginning with the ones in the Martinborough Square and Jellicoe/Venice Street corner. Pedestrian lighting in Martinborough to be funded from the Infrastructure Reserve Fund at a cost of up to \$200,000 and work to commence in FY 2023/24. Pedestrian lighting in the other Wards to be included in the next Land Transport Plan 2024-2027 at a cost of up to \$300,000 and, if our application is successful, work to commence in FY 2024/25. Council Officers to produce a costed project plan including the findings for the

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firmed as a true and correct record, at a subsequent meeting, the minutes of this meeting should not be relied on as to their
ISS Page 2

investigative work being done about the current square lightening, and solar power options by 1 March 2023.

(Moved Cr Plimmer/Seconded Cr Gray)

Carried

3. Resolve to recommend to Council that implementation of pedestrian lighting in the Martinborough Square is completed without public consultation on the basis that the current pedestrian lighting is a risk to public safety and is not compliant with current requirements, noting the high level of public feedback and the desire to have the issue resolved.

(Moved Cr Maynard/Seconded Cr Gray)

Carried

4. Resolve to recommend to Council to identify that the decision not to consult is inconsistent with the Martinborough Square Management Plan (2012), and that this requirement of the Management Plan will be reviewed as part of the global review of all of Council's reserve management plans.

(Moved Mayor Connelly/Seconded Cr Maynard)

Carried

In March Council management procured a specialist Project Manager to lead the work, and the Project Manager was charged initially with producing a costed work programme for the Martinborough installations. The outcome of the costed work programme was reported to the ICSC in August where it was outlined that the cost of the project was dramatically higher than we had anticipated at approximately \$500,000 to upgrade the Martinborough Square pedestrian crossings. It was also revealed by the Project Manager that there would be a 20-week delay in procuring the New Zealand standard lights for the project (from the point we make an order).

Given the increased costs, and unanticipated delays in sourcing the lights, Council is recommending the project be moved into the Long-Term Plan 2024/34 period, with 51% funded by Waka Kotahi capital subsidy, and the remainder from the Infrastructure

Reserve. We sought meetings with the ICSC Chair and Deputy Mayor in September and explained the reasoning behind this recommendation:

- 1) Moving the project into the LTP allows Council to attract a 51% subsidy from Waka Kotahi for the project, saving at least \$250,000 of the total amount of \$500,000. We believe this represents the most financially efficient outcome and would allow the subsidy to apply to the total eventual cost of the project.
- 2) The unavoidable delays in procuring the lights would mean the project could not start until at least April 2024, which is only a couple of months until the start of the new 2024-34 LTP cycle.
- 3) It is recommended that the project be considered and included in the 2024-2034 LTP to allow the financial considerations and possible debt funding to be included in the financial forecasts. The project should form part of the capital works programme for 2024/25 along with the requirement to include underground work as noted below. This project and the underground work and maintenance would be incorporated as one project. Both projects are not included in the 2023/24 Annual Plan and therefore are unbudgeted.
- 4) Moving the project to the LTP would mean the work in the Square would occur at the same time as the underground cabling and lighting maintenance within the Square.

5. Prioritisation

5.1 Te Tiriti obligations

Engagement considered not required in this case.

5.2 Long Term Plan alignment

Upgrading non-compliant pedestrian crossings across our District is a priority for the Rooding Services work programme and has been costed into the draft Land Transport Plan for 2024-2027 which has been submitted to Waka Kotahi. These works will be undertaken in a staged manner across the three Wards beginning in Martinborough.

☐ Spatial Plan

☒ Long Term Plan

☐ Annual Plan

6. Discussion

Understandably there has been frustration at the time it is taking to initiate the Memorial Square pedestrian lighting project. There is no doubt that some of the pedestrian crossings are very dimly lit, and although we have thankfully not had anyone seriously injured, the threat of that remains; the area is poorly illuminated, particularly in poor weather. Forthcoming speed restrictions around the Square will assist our efforts to make the area safer for pedestrians. Extra signage cautioning motorists could be considered in the interim if that was desirable.

We explored options to try and accelerate the work with the ICSC Chair and Deputy Mayor in an informal meeting in September, and there has been further discussion of the project in Martinborough Community Board meetings. An option was raised for contractors to be engaged to install the first two most poorly lit pedestrian crossings in the Square using the \$200,000 allocated from the Infrastructure Reserve Fund. Council has considered that as an option but is not recommending it. Splitting the project into further component parts and having contractors complete the Martinborough project in segments would increase the overall costs of the installation project significantly. No subsidy will be available for the additional costs incurred. Council Officers also consider that the original budget allocation of \$200,000 was for the completion of the entire Martinborough project and it would be inappropriate for us to reinterpret those instructions in the absence of a re-costed work programme.

Regarding the suggestion of staggering the installations around the Square, our Roading Services Engineer has also pointed out that it is not desirable to have different standards of pedestrian crossings in place as this is confusing for motorists and can result in accidents, as drivers misinterpret road conditions/instructions. The preference is therefore that the Martinborough pedestrian crossings are replaced and installed at the same time.

7. Consultation

7.1 Communications and engagement

Council shares the frustration of stakeholders and community in the delays experienced on this project. We acknowledge that this has been a long-standing issue of concern for the Martinborough community and has been raised for resolution over a period of years by the Martinborough Community Board. Council will continue to communicate with the public as we move towards starting the upgrade project.

7.2 Partnerships

Have you completed a communications plan for the work described/project to engage/communicate with partners/key stakeholders e.g. Waka Kotahi, Kainga Ora, community groups, particular individuals etc?

☐ Yes ☒ No

If no, is a communications plan required?

☐ Yes ☒ No

A communications plan will be developed as part of the project once it commences.

7.3 Procurement

This section outlines the applicable sections of the Council's Procurement policy.

Identify requirement

The level of planning should be proportionate to the size, risk, relative value, and strategic importance of the procurement. Depending on the nature of the procurement, this phase may involve:

- deciding what you intend to procure, how you intend to approach the market, how you will evaluate any bids and how you intend to contract.
- considering what broader outcomes could be leveraged through the procurement.
- estimating the delivery date taking into account the complexity, how much subcontracting there might be, and a realistic time to deliver given the nature and scope.
- identifying if there are any pre-conditions that need to be applied e.g. technical skills or expertise required.
- the declaring of any conflicts of interest that may affect, or could be perceived to affect, a staff members impartiality in any aspect of their work is required. These should be recorded in writing. A Declaration of Interest form is available for use by those with involvement in the procurement process.
- A Procurement Plan template is available to support competitive procurements exceeding \$100,000 and high-risk procurements.
- A business case should be completed for non-emergency procurement activities exceeding \$100,000 which are not budgeted for in the Annual Plan or the Long Term Plan.

Plan approach to the market

Estimated Whole Value of Life Contract Value	Up to \$5,000	\$5001 - \$20,000	\$20,001 - \$100,000	Greater than \$100,000
Direct appointment/Sole source	✓	✗	✗	✗
Preferred supplier or two written quotes	✓	✓	✗	✗
Preferred supplier or three written quotes	✓	✓	✓	✗
Open and competitive tender	✓	✓	✓	✓

8. Financial Considerations

There is no allocated budget for this project in the 2023/24 Annual Plan.

It is recommended that this unbudgeted work either be funded from a loan or Infrastructure Reserve in the 2024-34 Long Term Plan.

For example:

	Yes/No/NA	Commentary
Inclusion in the AP/LTP?	Not in 2023/24 AP, depending on option chosen would be put into LTP 2024/34	
Confirmed cost code		If unbudgeted in 2023/24 then Unsubsidised Land Transport capital project. If option of LTP 2024/34 chosen then Subsidised Land Transport capital project
Cost code owner	Tim Langley	
Manager responsible / delegations	Tim Langley	
OPEX or CAPEX	Capex	
Considered/endorsed by ELT	Yes	
Procurement process	Consistent	

9. Climate Change Considerations

There are no positive or negative effects on climate change from this decision.

10. Health and Safety Considerations

While the pedestrian crossings are non-compliant around the Square with poor lighting in some quarters, there remains the possibility of a death and/or injury occurring.

Contact Officer: Tim Langley, Roading Manager

Reviewed By: Stefan Corbett, Group Manager Partnerships and Operations

Recommendations from Māori Standing Committee

1. Purpose

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

2. Recommendations

Officers recommend that the *Council*:

1. Receive the *Recommendations from the Māori Standing Committee Report*.
2. Consider the following recommendations made by the Māori Standing Committee:

Recommendations from Māori Standing Committee	Resolution Number
That Council strongly unanimously support Māori Ward to come into effect for the 2025 & 2028 elections.	MSC2023/51

3. Background

The report relating to recommendation (MSC2023/51), was considered by the Māori Standing Committee at an extraordinary meeting held on 7 November 2023 and is attached as Appendix 1.

The report and unconfirmed minutes of the meeting can be found on our website here: <https://swdc.govt.nz/meeting/maori-standing-committee-3/>

At the meeting held on 7 November, the Māori Standing Committee agreed that Chairperson Andrea Rutene would present and submit supporting information on the position of Māori Wards at the Council meeting scheduled to be held on 22 November 2023, on their behalf.

4. Appendices

Appendix 1 – Māori Ward Report, 7 November 2023

Contact Officers: Nicki Ansell, Lead Advisor Community Governance

Reviewed By: Amanda Bradley, General Manager, Democracy and Engagement
Janice Smith, Chief Executive Officer

Appendix 1 – Māori Ward Report, 7 November 2023

Māori Ward Report

1. Purpose

To inform the Māori Standing Committee of what is required for the Council vote on Māori Wards 22 November 2023.

2. Executive Summary

Under legislation Council have the option to consider Māori Wards for South Wairarapa District Council by 23 November 2023, as part of the Representation Review process.

A Māori ward can provide input into Council's decisions, ensuring representation in the decision-making process from a Māori perspective.

3. Recommendations

Officers recommend that the *Māori Standing Committee*:

1. Adopt a position on Māori wards.
2. Resolve to present and submit supporting documentation for a position on Māori Wards at the Council meeting 22 November 2023.

4. Background

In 2018 Council undertook a representation review and endorsed the status quo recommendation from its community boards and Māori Standing Committee, noting that more research needed to be undertaken prior to a decision. In 2020, Council was still of that view. In May 2021, Council voted not to implement a Māori Ward. The commitment at the time was to ensure a full discussion took place to understand the views of Māori and the implications of the establishment of a Māori Ward.

In June 2023 Māori Standing Committee began further in-depth discussions around Māori Wards.

Initial discussions resulted in the need for further clarifications on the implications of establishing a Māori Ward. This followed with a workshop in July to answer those questions and plan for kōrero with local Māori.

During July through August and September both informal (conversations in the community) to more formal types of arrangements such as hui on marae have taken place. With an aim for engagement in appropriate settings such as marae, to allow Māori to attend hui and listen and understand what Māori representations means at a local government level.

This has allowed Māori to raise any relevant questions (within the various forums) relating to Māori representation through the following engagement:

- Website updated to include a page around Māori Wards
- Haveyoursay@sdwc.govt.nz email address established to collect feedback and respond to any enquires on Māori Wards
- Information sheet put together by council staff and Māori Standing Committee
- Drop-in sessions at Waihinga Centre and Pae Tū Mōkai o Tauira
- Hui at Hau Ariki Marae and Papawai
- Mailout to all those on the Māori roll with the information sheet and an invite to the Māori Standing Committee meeting 10 October
- Use of Facebook and social media to push out notification of kōrero around Māori wards.

5. Prioritisation

5.1 Te Tiriti obligations

The Local Government Act (LGA) and other legislation requires councils to recognise and respect Te Tiriti o Waitangi/The Treaty of Waitangi obligations. This means local government acknowledges the unique perspective of Māori on decisions that relate to people, land, assets, and resources. Specifically, the LGA requires councils to provide opportunities for Māori to contribute to the decision-making process and consider ways to enhance Māori capacity to contribute to decision-making.

The Local Electoral Act requires councils to enable fair and effective representation for individuals and communities. It is up to each council to choose the most appropriate and effective form of Māori representation for their population - taking into account the needs and preferences of their Māori partners and the wider community.

The Local Electoral (Māori Ward and Māori Constituencies) Amendment Act 2021 included the following for the 2025 establishment of Māori Wards:

- Remove the ability for electors to bring a petition requiring a poll on the introduction of Māori wards. Therefore, the only way Māori wards or constituencies will be established is if the council itself resolves to (or undo) its decisions.

- Remove the ability of local authorities to resolve to hold binding polls on where to establish Māori wards or constituencies.
- Provided that past polls, or council resolutions to hold binding polls, on whether to establish Māori wards or constituencies cease to have any effect.
- Local authorities need to be fully aware of the relevant provisions and possible implications of establishing Māori wards/constituencies for any representation review.

6. Discussion

Engagement outcomes from kōrero on Māori wards in 2023:

1. If Māori Wards are to be established the following would apply:

- Any candidate standing for election would be able to choose whether they want to stand for the Māori Ward or the General Ward.
- A candidate standing for the Māori Ward does not need to be on the Māori electoral roll (they can be on the general roll), and
- Both nominators must be on the Māori roll.
- Only electors on the Māori electoral roll would be eligible to vote for the Māori Ward Councillors.
- A candidate standing for the General Ward does not need to be on the general roll (they can be on the Māori roll).
- Only electors on the general roll will be eligible to vote for the General Ward Councillors.

If Māori Wards are to be established anyone could stand for the Māori Ward, including non-Māori, provided they are a NZ citizen on the parliamentary roll somewhere in NZ. Under the current Ward system there is no distinction between the electors on either the General or Māori rolls.

2. Why Now

South Wairarapa District Council have consulted on Māori Wards with local iwi previously, with acknowledgement made of the mahi in the past.

Three key factors have come into play to change some views:

1. Removal of the poll
2. The work Council has done around establishing and strengthening the Māori Standing Committee and the understanding that the Māori Ward is “as well as” rather than instead of the Māori Standing Committee.

3. The establishment of relationships with Māori, through the role of Pou Māori, at South Wairarapa District Council

There was consensus that work would need to be done to help Māori understand the role local government play for our communities, and the need for support and succession planning for both the 2025 and the 2028 local elections if a Māori Ward is voted in.

7. Strategic Drivers and Legislative Requirements

If Council decide to create a Māori ward, then the total number of Councillors will be reviewed through the representation review process. However, a potential representation scenario for a Māori Ward could be:

- a) One Māori Ward “at large” across the whole district of South Wairarapa and the rest of the Councillors comprising of Featherston, Martinborough or Greytown Ward representation.
- b) One Māori Ward “at large” across the whole district of South Wairarapa and a review of Councillor representation to include other Wards (eg Rural Ward) or other Council seats “at large” across the district.

If the current ward system was to apply those on the General Ward would get 2-3 votes for the Ward and one vote for Mayor. Those on the Māori Ward would get 1 vote for the Ward and one vote for the Mayor.

7.1 Significant risk register

See below:

- ☒ Relationship with iwi, hapū, Māori
- ☐ Climate Change
- ☐ Emergency Management
- ☐ IT architecture, information system, information management, and security
- ☐ Financial management, sustainability, fraud, and corruption
- ☐ Legislative and regulative reforms
- ☐ Social licence to operate and reputation.
- ☐ Asset management
- ☐ Economic conditions
- ☐ Health and Safety

7.2 Policy implications

Representation Review falls under the Significance and Engagement Policy - [Section A \(swdc.govt.nz\)](https://www.swdc.govt.nz/section-a)

3. How to engage.

Considering the significance of the issue for Māori and how they will be affected, either now or in the future, is fundamental for determining how you should engage so it is important that this is all-encompassing. Engagement may be required at different levels for different stakeholder groups.

Minor ▶ Māori interests are limited or not affected in any special way.	Inform The Crown will keep Māori informed about what is happening. Māori will be provided with balanced and objective information to assist them to understand the problem, alternatives, opportunities and/or solutions.
Moderate ▶ Māori interests exist or are affected but wider interests take priority. Specific Māori interests are affected.	Consult The Crown will seek Māori feedback on drafts and proposals. The Crown will ultimately decide. The Crown will keep Māori informed, listen and acknowledge concerns and aspirations, and provide feedback on how their input influenced the decision. Collaborate The Crown and Māori will work together to determine the issues/problems and develop solutions together that are reflected in proposals. The Crown will involve Māori in the decision-making process but the Crown will ultimately decide.
Significant ▶ Māori interests are significantly affected. Māori interests are overwhelming and compelling. Māori interests are central and other interests limited.	Partner/Co-design The Crown and Māori will partner to determine the issue/problem, to design the process and develop solutions. The Crown and Māori will make joint decisions. Empower Māori will decide. The Crown will implement the decision made by Māori.

Engaging with Māori

Council respects the unique status of Māori in our community and is committed to continuing to build and strengthen our relationships and engaging in a range of ways to ensure we are providing opportunities for Māori to contribute to the decision-making processes. One of our key mechanisms for engaging with Māori is working with the Māori Standing Committee to ensure the contributions of local iwi and marae are represented. Council will engage with the Māori Standing Committee on matters of significance to Māori in our community and, in particular, where any matter involves a significant decision in relation to land

or a body of water to ensure that the relationship of Māori and their culture and traditions with their ancestral land, water, sites, waahi tapu, valued flora and fauna and other tāonga are considered. Council will also engage directly with iwi and marae representatives where appropriate. Council recognises that early engagement is often the most effective, particularly for those decisions which have greater significance. We are committed to providing relevant information to inform Māori contribution and improve Māori access to the Council's engagement and decision-making processes.

External advice was sought from the Electoral Commission on whether the Special Consultative Procedure would apply. Due to the removal of the requirement of a poll, the impact on Māori directly, and the requirement to consult on the Representation Review, the approach taken was to engage with Māori first as recommended by [Te Arawhiti in their recommended engagement model](#). Consideration was also given to the capacity of the Democracy & Engagement Team to conduct additional formal consultation over this period.

8. Consultation

8.1 Communications and engagement

A communications plan for the outcome of the Māori vote and the start of the full Representation Review will be required.

Is there a communications Plan?

☐ Yes ☒ No

If no, is a communications plan required?

☒ Yes ☐ No

8.2 Partnerships

Terms of Reference for the Māori Standing Committee include advocating on behalf of the best interests of tāngata whenua and to make recommendations to Council on matters of relevance affecting tāngata whenua in the district - [SWDC-Terms-of-Reference-2022-25-V5.pdf](#)

Following engagement by the Māori Standing Committee, representation from the following is expected when considering Māori Wards.

- Kohunui Marae
- Hau Ariki Marae
- Papawai Marae
- Pae Tū Mokai o Taurira
- Ngāti Kahungunu ki Wairarapa
- Rangitāne o Wairarapa

Council officers recommend a letter to Council from each of these stakeholder groups and any others who wish, either expressing their views to support or not support a Māori Ward as part of the supporting documentation.

9. Financial Considerations

There is no financial impact at this time.

10. Climate Change Considerations

There are no positive or negative effects on climate change from this decision.

11. Health and Safety Considerations

There is no health and safety considerations at this time.

Contact Officer: Nicki Ansell, Community Governance

Reviewed By: Amanda Bradley, General Manager, Policy & Governance

Māori Ward

1. Purpose

The purpose of this report is to provide an overview of Māori views provided during engagement on establishing Māori representation at a Local Government Level and to seek council consideration on the establishment of a Māori ward for the South Wairarapa District.

2. Recommendations

Officers recommend that the *Council/Community Board/Committee*:

1. Receive the *Māori Ward* Report.
2. Recommendation to approve option 2, that Council chooses to establish a Māori Ward for the 2025 and 2028 local elections in South Wairarapa.

3. Executive Summary

As part of the Representation Review a resolution to approve or not approve a Māori ward needs to be made by 23 November 2023.

It is important to reiterate that a decision to establish a Māori ward will not be open for submissions and it is not reversible through the representation review process. The number of Māori members to be elected to the Council depends on a mathematical formula based on the Māori and general electoral populations of the district, related to the total number of councillors. The Act is prescriptive in that Councillor make-up is based purely on population.

The decision on Māori Wards would come into effect for the 2025 and 2028 local elections.

4. Legislative Requirements and Te Tiriti o Waitangi

[The Local Government Act 2002 \(LGA\)](#) and other legislation requires councils to recognise and respect Te Tiriti o Waitangi/The Treaty of Waitangi obligations. This means local government acknowledges the unique perspective of Māori on decisions that relate to people, land, assets, and resources. Specifically, the LGA requires councils to provide opportunities for Māori to contribute to the decision-making process and consider ways to enhance Māori capacity to contribute to decision-making.

[The Local Electoral Act 2001 \(LEA\)](#) requires councils to enable fair and effective representation for individuals and communities. It is up to each council to choose the most appropriate and effective form of Māori representation for their population - taking into account the needs and preferences of their Māori partners and the wider community.

5. Discussion

5.1 Background

In 2018 Council undertook a representation review and endorsed the status quo recommendation from its community boards and Māori Standing Committee, noting that more research needed to be undertaken prior to a decision. In 2020, Council was still of that view. In May 2021, Council voted not to implement a Māori Ward. The commitment at the time was to ensure a full discussion took place to understand the views of Māori and the implications of the establishment of a Māori Ward.

In June 2023 Māori Standing Committee began further in-depth discussions around Māori Wards.

5.2 No legal requirement for formal consultation

Advice provided by ElectionNZ stated that there is no requirement in the LEA to use the formal consultative process on Māori representation.

The Local Government Commission provides this guidance:

<https://www.lgc.govt.nz/our-work/representation-reviews/representation-review-process/>

“Deciding whether to establish Māori wards

A local authority may decide under section 19Z to establish Māori wards or constituencies. This decision must be made by 23 November in the year 2 years before the election. Section 19Z does not include a specific set of criteria which councils are required to consider when making their decision. Councils should, however, consider those of the principles set out in section 4 of the LEA as are applicable to the matter of specific Māori representation. Section 19Z does not specify how councils should consult on this issue. The type of engagement to be used would therefore be determined by the council’s Significance and Engagement Policy maintained under section 76AA, LGA and take into account the decision-making and consultation requirements of Part 6, LGA. Section 81, LGA, dealing with contributions to decision-making processes by Māori, implies a requirement to engage with matawaaka as well as iwi/hapu. Local authorities should consider how best to do this. The key statutory provisions relating to the initial decision to establish Māori wards or constituencies are set out in sections 19Z and 19 ZH, and Part 1, Schedule 1 Local Electoral Act 2001. If a local authority decides to establish Māori wards/constituencies a representation review must be carried out (cls1 and 3, Schedule 1A, Local Electoral Act 2001). In such cases the requirements of Part 1A, Local Electoral Act 2001 (outlining the standard process for a representation review) are subject to the provisions of Schedule 1A.”

5.3 Significance and Engagement Policy

The Council Significance and Engagement Policy outlines the approach for determining significance and states that *“Council will determine the level of significance of a decision based on the criteria identifying the level of importance and likely impact of the decision on the current and future wellbeing of the district.”*

There are four specific equally weighted criteria to determine the degree of significance that will be judged on a case-by-case basis. When a decision is assessed as “high” on two or more of the criteria, it is likely to be significant.

The establishment of a Māori Ward is considered significant.

- **Importance:** creates an activity that will be in place for two election cycles.
- **Interest:** high level of public interest, potential to be divisive, large impact on a specific group (Māori).
- **Consistent with existing policies and strategies:** new direction from a prior decision, noting a previous commitment to examine the option for a Māori ward.
- **Impact on capacity and capability:** limited impact on expenditure and resources but has the potential to negatively impact Council’s ability to perform its role.

The policy goes on to state:

“In cases where decisions of high significance need to be made outside of the Long-Term Plan and Annual Plan process, Council will follow an appropriate engagement and decision-making process which complies with sections 76 to 82 of the Act.”

Sections 76 to 82 of the LGA describe the requirements for community engagement in relation to decisions.

Section 78 states:

“Community views in relation to decisions

(1) A local authority must, in the course of its decision-making process in relation to a matter, give consideration to the views and preferences of persons likely to be affected by, or to have an interest in, the matter.

(3) A local authority is not required by this section alone to undertake any consultation process or procedure.”

Section 81 states:

“Contributions to decision-making processes by Māori

(1) A local authority must—

(a) establish and maintain processes to provide opportunities for Māori to contribute to the decision-making processes of the local authority; and

(b) consider ways in which it may foster the development of Māori capacity to contribute to the decision-making processes of the local authority; and

(c) provide relevant information to Māori for the purposes of paragraphs (a) and (b)."

Therefore, Council officers designed an engagement approach that would meet these requirements, considering the practical options available within limited resourcing.

5.4 Engagement Delivery

Since July, both informal and more formal engagements have been delivered. There has been a strong emphasis on engagement in appropriate settings for Māori, including marae, to allow Māori to attend hui and listen and understand what Māori representations could mean for them. This has allowed them to raise any relevant questions relating to Māori.

There have been many opportunities for residents to contribute their feedback and to have their questions answered. Formal papers have been provided to Council, the Māori Standing Committee, and the Community Boards.

Information has been provided and feedback sought through the Council website, social media, public meetings, and more broadly there has been visible media reporting both locally and nationally.

The Council website has clearly provided information about the options, timeline, opportunities to attend public meetings, and how to provide feedback.

Date	What	Comments
13 September 2022	MSC meeting Report: Māori Partnership and Representation Report	This report laid out options, activities and a timeline for Māori representation.
6 June 2023	MSC discussion on Māori Wards	Further details required
28 June 2023	Council Meeting Paper: Representation Review Report	Livestreamed
18 July 2023	MSC Meeting Report: Representation Report	livestreamed
9 August 2023	FCB Meeting Report: Representation Report	
17 August 2023	Website page added Under you council "Māori Wards"	If you would like to be kept updated on Māori wards or

		have feedback or questions, please email us at: haveyoursay@swdc.govt.nz
17 August 2023	Facebook Post Korero about Māori Wards. Invite to Q& A session at Martinborough Town hall Link to Māori wards on web Email address for questions or feedback	11 likes 9 Shares Over 2000 reaches
17 August 2023	Hui at Hau Ariki marae	Attended by Hau Ariki members
18 August 2023	Q&A at Martinborough Town Hall	Couple of people attended
23 August 2023	Facebook Post Korero about Māori Wards. Invite to Q& A session at Pae tū Mōkai o Tauira Link to Māori wards on web Email address for questions or feedback	11 likes 6 dislikes 3 shares Over 1250 reaches Higher than typical interaction, reaction, and shares
24 August 2023	Pae tū Mōkai o Tauira Q & A session	Attended by Pae tū Mōkai members
7 September 2023	MCB Meeting Report: Representation Report	Livestreamed
7 September 2023	Wairarapa Times Age & RNZ South Wairarapa to discuss establishing Māori Wards	Included dates for when a decision must be made by
Week 18 September 2023	Mailout to all those on Māori electoral role 2018	Almost 400 people received an information flyer
27 September 2023	Council Meeting Report: Representation Review Legislative Changes CEO Report: Noting key dates for Māori ward engagement.	Livestreamed Included website links and factsheet information.
30 September 2023	Hui at Papawai Marae	Attended by Papawai members
10 October 2023	MSC Meeting	Livestreamed

	Report: Representation Review legislative Changes	
12 October 2023	Wairarapa Times Age Decision Soon on Māori Wards in SW	Mailout to Māori electoral role mentioned & hui mentioned.
November 2023	Martinborough Star Māori Wards	
7 November 2023	Wellington Scoop Unanimous support for Māori Wards in South Wairarapa.	
7 November 2023	MSC extraordinary Meeting Paper: Māori Ward Report	Livestreamed
9 November 2023	Wairarapa Times Age South Wairarapa Māori Wards Endorsed	Dates for the Council meeting when that decision will take place

5.5 Position of the Māori Standing Committee

On 7 November 2023 the Māori Standing Committee voted to adopt a position of strong unanimous support for a Māori ward based on feedback and consultation with marae, whanau, hapū and iwi following engagement from each of the represented iwi groups.

- Kohunui Marae
- Hau Ariki Marae
- Papawai Marae
- Pae Tū Mokai o Tauira
- Ngāti Kahungunu ki Wairarapa
- Rangitāne o Wairarapa

5.6 General Feedback

The haveyoursay@swdc.govt.nz email address has been operational since August. Over this period, enquiries have generally been about where to find more information, the impact of the establishment of a Māori ward, and how to attend public meetings or hui at marae.

Since the decision from the Māori Standing Committee on 7 November, it has received 12 emails from individuals in support of Māori Wards from the local Māori community.

“...I vehemently oppose all negative structure of dispossessing Māori Tangata Whenua of their rights to share governance, let’s all move on from Māori being displaced and welcome in a partnership for all new Generations to aspire...”

“I am in total agreement with the kaupapa of Māori Seats on any Council...”

"I am in favour of Māori Wards to ensure that our Māori voice is reflected in council decision making. This includes ensuring that the relevant legislation and policy like the LGA, RMA, National Policy Statement for Freshwater management (and Te Mana o te Wai), Freshwater Farm Plan Regulations are all given effect to.

Māori in general lack capacity and resourcing to meaningfully engage in local government processes. My experience working with Māori in freshwater reform has been challenging but also rewarding. There is an urgent need to elevate Māori so they can provide insight and a matauranga lens that ensures our taiao has a chance to survive and thrive."

"I am in favour of a Māori ward for South Wairarapa."

"The family are in favour of a Maori ward for the SWDC. At present Maori do not have an independent voice on the SWDC. The Maori standing committee members represent their marae and advocate for their marae not for all Maori in SWDC (including our family). SWDC need a Maori ward to get closer to reflecting a Tiriti o Waitangi relationship: In 2014 the Waitangi Tribunal, established via the 1975 Treaty of Waitangi Act, decreed that Maori did not cede sovereignty to the Crown. The New Zealand parliament chose not to listen to the Tribunal which they themselves established. However, other authorities of New Zealand can choose to support the autonomy (tino rangatiratanga) of Maori not only because it's the right thing to do legally, but because it's the right thing to do morally. Allow Maori a seat at the table that is equal to other councillors who can vote. Allowing Maori a seat at the table without a vote is insulting."

"I'm currently a trustee on the Papawai Pā Trust, and an active haukāinga representative for various Te Ao Māori matters in the Wairarapa. I am a qualified lawyer and consultant, and currently provide education and training on Te Tiriti o Waitangi (among other subjects), including to staff of the South Wairarapa District Council. I am in full support of the Māori Ward option for the SWDC as this will increase Māori representation. While it is not an end goal, it is a step further for the council in becoming a better Te Tiriti partner and upholding its Te Tiriti obligations. I would be happy to discuss this submission."

"As Uri o Papawai I am in favor of the council voting YES to Maori Ward."

6. Options

	Option 1	Option 2
Description	Council chooses to retain the status quo and have no Māori ward for the 2025 and 2028 election.	Council chooses to establish a Māori ward for the 2025 and 2028 elections.
Benefits	No additional staff or other Council resources are required.	Recognises Council's obligations under the LGA to increase

		<p>participation of Māori in decision making and to recognise the diversity of its communities.</p> <p>Consistent with the principles of Te Tiriti o Waitangi. Ensures Māori voices in the community are heard where otherwise representation would be hard to achieve.</p> <p>Recognises that non-Māori cannot fully represent Māori views regarding issues at a governance level.</p> <p>Consistent with the LEA to consider principle of fair and effective representation for individuals and communities.</p> <p>Aligned with Council's commitment to on-going development of the capacity of Māori to contribute to Council's decision-making processes.</p> <p>Strengthens Council's relationship with Māori.</p>
Barriers	<p>Relying on Māori candidates standing in general wards provides no guarantee that a Māori councillor will be elected.</p> <p>Lack of Māori representation increases the likelihood that Council decision making does not reflect the views and outcomes sought by Māori.</p> <p>Lost opportunity to further Māori participation in decision making.</p> <p>Damage to the Council/Iwi relationship as Council not demonstrating its commitment to developing meaningful partnerships with local iwi to participation, protection, and practice under Te Tiriti o Waitangi.</p>	<p>Members of the community who do not support the establishment of a Māori ward may not feel their voice or perspective has been heard and understood.</p>
Costs	<p>No associated financial implications.</p>	<p>Any potential increased costs associated with the remuneration of an additional councillor would be set out by the Remuneration Authority and would come into effect in the 2025-26 financial year.</p>

Timeline	For 2025 & 2028 local elections	For 2025 & 2028 local elections
Assumptions	No impact on the Representation Review.	May impact the ward structure as part of the Representation Review including the total number of councillors per ward on the general role.

7. Significant risk register

- ☒ Relationship with iwi, hapū, Māori
- ☐ Climate Change
- ☐ Emergency Management
- ☐ IT architecture, information system, information management, and security
- ☐ Financial management, sustainability, fraud, and corruption
- ☒ Legislative and regulative reforms
- ☒ Social licence to operate and reputation
- ☐ Asset management
- ☐ Economic conditions
- ☐ Health and Safety

8. Communications

Media releases have been drafted for both outcomes to support publicly available information on the decision.

9. Appendices

Appendix 1 – Māori Ward Fact Sheet

Appendix 2 – Letter of support from Ngāti Kahungunu

Appendix 3 – Letter of support from Papawai Marae

Contact Officer: Nicki Ansell, Lead Advisor – Community Governance

Reviewed By: Amanda Bradley, General Manager, Democracy & Engagement

Appendix 1 – Māori Ward Fact Sheet

Kia mataara! Be alert!

Māori wards

South Wairarapa

Let's Kōrero about a South Wairarapa Māori ward!

The Government has made changes to let local councils decide whether or not to have Māori wards in their city or district. We are required to engage with our Māori communities to understand their perspectives before Council makes a decision.

Join us

- 💬 Hui about Māori wards
- 🕒 Pāpāwai Marae
- 📍 9.30am, Saturday 30 September

- 💬 Māori Standing Committee Meeting
- 🕒 Martinborough Townhall
- 📍 6.00pm, Tuesday 10 October

What are wards?

Wards are areas of a city or a district identified for electoral purposes. They work in the same way as seats in a general election. In the South Wairarapa we currently have three wards, Featherston, Martinborough and Greytown.

People can only vote for candidates in their ward, but everyone gets to vote for who they want as Mayor.

Although candidates stand for their ward area, when voted on to Council, councillors swear an oath to work for the district as a whole.

Depending on the number of councillors and wards, there could be multiple votes on the general roll for each ward. For example, at the last election there were three votes in each ward.

What about Māori wards?

Based on our Māori Electoral Roll, South Wairarapa District Council is eligible to have one Māori ward across the entire South Wairarapa District.

Māori wards sit alongside general wards in a city or a district. They allow voters on the Māori roll to elect a representative to their local Council.

Māori wards work in a similar way to Māori seats in Parliament.

When would the change happen?

The final decision on Māori Wards is scheduled to be made by Council on 22 November 2023.

If Council decide to have Māori wards this will come into effect for the 2025 & 2028 Local Government Elections.



**SOUTH WAIRARAPA
DISTRICT COUNCIL**
Kia Reretahi Tātau

Council's current engagement with Māori

Māori wards may be an additional way for Council to provide opportunities to increase Māori participation in decision-making.

South Wairarapa District Council currently has a Māori Standing Committee (MSC) that advocates on behalf of and in the best interests of Māori in the district.

A Māori ward would be in addition to this committee with the successful candidate being one of the South Wairarapa District councillors for the three year election period. They will have the same voting rights as the other councillors.

Who can vote in the Māori wards?

- People enrolled on the Māori electoral roll can **only** vote for candidates standing in their Māori ward.
- People on the general electoral roll can **only** vote for candidates in their ward.
- If South Wairarapa District Council had a Māori ward for the 2025 elections, this would mean **one vote for one Māori ward and one vote for Mayor**.
- People are able to move to the Māori roll during the next Māori Electoral Option in 2024. This is in time for the local elections in 2025.

Standing for election in a Māori ward

To be eligible to stand for election, a candidate must be:

- A New Zealand citizen (by birth or citizenship ceremony)
- Enrolled as a Parliamentary elector (anywhere in New Zealand); and
- Nominated by two electors whose names appear on the Māori electoral roll within the ward a candidate is standing for. Candidates in Māori wards do not need to be of Māori descent, but they do need to be on the parliamentary electoral roll.

Have your say

If you would like to be kept updated on Māori wards or have feedback or questions, please email us at: haveyoursay@swdc.govt.nz

South Wairarapa Māori Population

14.2%*
Māori

2
Iwi groups

2.3%
Te reo Māori
speakers

3
Marae

Source: Stats NZ

* 14.2% of the South Wairarapa general population identify as Māori



**SOUTH WAIRARAPA
DISTRICT COUNCIL**
Kia Reretahi Tātau

Appendix 2 – Letter of support from Ngāti Kahungunu

Ngāti Kahungunu ki Wairarapa
187 – 189 Queen Street (Rear Entrance), Masterton
06 377 5436

31 October 2023

Tēnā koutou katoa

This letter is to provide South Wairarapa District Council the support from Ngāti Kahungunu ki Wairarapa Charitable Trust (Mandated Iwi Authority for Wairarapa) that:

- There is unanimous support of SWDC Māori Standing Committee's proposal for a Māori Ward
- The discussion of Māori Wards in our rohe has occurred often over the last two years (since the protest in 2021 when SWDC voted against the establishment of a Māori Ward for the 2022 local body elections)
- KKW hopes that the current council will seriously consider 'fair and effective representation' for Iwi Māori.

Nāku noa, nā


Taiawhio Gemmell
General Manager

Appendix 3 – Letter of support from Papawai Marae



South Wairarapa District Council

Māori Standing Committee
19 Kitchener Street
Martinborough
5711

Kia ora koutou katoa,

Please accept this letter as an indication of our support for the inclusion of a Māori ward as a separate ward for the South Wairarapa District Council.

We recognise the importance of this position and believe that it should be supported by the Council in their upcoming vote. This position will be an important voice for Māori at a Council level.

The inclusion of Māori wards is another small step towards Local Government honouring their obligations under Te Tiriti o Waitangi, it offers another seat for a specific Māori voice at the Council level.

Some Councillors may be opposed to this idea for fears that it will promote separatism, to them we would say that designated Māori seats on local government are in fact aimed at working towards creating equality in decision-making and ensuring there is better collaboration with Māori. Māori wards and constituencies are one avenue through which councils can uphold Te Tiriti o Waitangi obligations and other statutory obligations to include Māori in decision-making.

Te Tiriti o Waitangi is explicit that Māori tino rangatiratanga is reaffirmed. This means Māori have the right to be directly involved in the governance of natural resources and other matters in Aotearoa. Tools such as Māori seats, or voting rights on council committees and sub-committees, are one way of working toward tino rangatiratanga. Te Tiriti is also essentially about partnership, which can begin to be met through guaranteed Māori representation.

Finally, we would like to remind all Council staff and decision makers that this position will not replace the need to partner with and work alongside the Tiriti partners who are and who always will be, mana whenua hapū, marae and iwi.

Ngā mihi,

Papawai Pā Trustees

Adoption of Schedule of Ordinary Meetings 2024 and Options for a Committee of the Whole

1. Purpose

To provide Council with options for draft Council and Committees Terms of Reference including a committee of the whole, following on from the report presented to Council on 2 August 2023 (refer to item D3).

Noting the structure of the proposed committees, to adopt the schedule of ordinary Council and committee meetings for 2024.

2. Recommendations

Officers recommend that Council:

1. Adopt Option 2 - a new committee structure (a committee of the whole, and Finance, Assurance and Risk Committee and portfolio panels)
2. Adopt the Draft Council and Committees Terms of Reference (Appendix 2).
3. Adopt the 2024 Schedule of Ordinary Meetings for Council and Committees.

3. Background

Each year Council must consider the proposed structure and schedule for its Council, and committee meetings for the following calendar year. In December 2022, Council adopted a committee structure and schedule of meetings for the 2023 calendar year for Council and committees.

It was agreed that the committee structure would be reviewed after a period of six months. In the middle of this year, the Mayor requested feedback from elected members on the current committee structure and the responses indicated a strong preference for Council business to be conducted on Wednesdays, with Thursday as a backup day. There was also feedback noting a preference for fewer meetings with more on the agenda with workshops and briefings being used to enable information to be presented and digested before decisions are made. It was also suggested that delegating decisions, including financial decisions, to committees would have the potential to increase efficiency by decisions being made at a committee level and not having to wait to be approved at Council.

Council and committee meetings are currently scheduled on Wednesdays where possible, and the regularity according to the requirements of their TOR. Ideally committee meetings are spaced in the weeks before Council meetings to ensure that decisions or recommendations referred to Council can be managed in a timely manner.

More recently, elected members requested information on different committee structures including a committee of the whole which was presented to Council on 2 August 2023. Action 297 was noted in the minutes: *Council officers to work with Cr Gray and Cr Plimmer to develop a terms of reference for a committee of the whole.*

This report presents the options for proposed changes to the current committee structure following those discussions with Councillor Rebecca Gray and Councillor Alistair Plimmer.

The report also proposes the adoption a schedule of meetings for the 2024 calendar year for Council and committees, based on any changes to the current committee structure.

4. Legislative Requirements

Under Section 41A of the Local Government Act, the Mayor has the following powers:

- (a) to appoint the deputy mayor;*
- (b) to establish committees of the territorial authority;*
- (c) to appoint the chairperson of each committee established under paragraph (b), and, for that purpose, a mayor—*
 - (i) may make the appointment before the other members of the committee are determined; and*
 - (ii) may appoint himself or herself.*
- (4) However, nothing in subsection (3) limits or prevents a territorial authority from—*
 - (a) removing, in accordance with clause 18 of Schedule 7, a deputy mayor appointed by the mayor under subsection (3)(a); or*
 - (b) discharging or reconstituting, in accordance with clause 30 of Schedule 7, a committee established by the mayor under subsection (3)(b); or*
 - (c) appointing, in accordance with clause 30 of Schedule 7, 1 or more committees in addition to any established by the mayor under subsection (3)(b); or*
 - (d) discharging, in accordance with clause 31 of Schedule 7, a chairperson appointed by the mayor under subsection (3)(c).*
- (5) A mayor is a member of each committee of a territorial authority.*

And:

The Local Government Act 2002, schedule 7, cl 19, Council must hold meetings:

19 General provisions for meetings

- (1) A local authority must hold the meetings that are necessary for the good government of its region or district.*

The Local Government Official Information and Meetings Act 1987, Part 7 also specifies the process for calling meetings of the Local Authority.

The Local Government Act 2002 requires the Council to hold meetings necessary for the good government of its district. The meetings must be called and conducted in accordance with the requirements set out in the Local Government Act 2002, and the Local Government Official Information and Meetings Act 1987, as well as the Standing Orders of South Wairarapa District Council.

Council must adopt a schedule of meetings that can cover any future period the Council considers appropriate. This schedule may be amended at any time.

Additional ordinary, extraordinary, or emergency meetings may be scheduled from time to time in consultation with the Mayor and Chief Executive as described in Section 8 of Standing Orders.

5. Discussion: considerations, risks, and resource constraints

- a. Discussion and feedback from Elected Members and Council Officers regarding the 2023 meeting schedule and timeframes for reporting has been taken into consideration in preparing this report.
- b. Council meetings are currently scheduled regularly every eight weeks on Wednesdays and committees are scheduled on Wednesdays where possible, and the regularity according to the requirements of their TOR.
- c. Ideally, committee meetings are spaced in the two weeks before Council meetings to ensure that decisions or recommendations referred to Council can be managed in a timely manner.
- d. Meetings need to be scheduled to meet key legislative requirements for the approval of key Council documents including the Long-Term Plan or Annual Plan (budget) and Annual Report (audit).
- e. The flow of information from the Māori Standing Committee (MSC) to community boards, followed by committees, then Council, would support efficient decision making. Ideally, each of the bodies would schedule meetings that enable this flow. Unaligned meeting schedules mean that extraordinary meetings are required to meet deadlines or ensure that perspectives of each body is heard as part of democratic decision making. Consideration should be given to either a 4/8 weekly schedule or 6/12 weekly schedule or a 4/12 weekly schedule for all meetings. A 4/6 weekly schedule is the least efficient as it means that the flow of information is quickly out of sync.
- f. Formal meetings of council, committees, sub-committees, and community boards must use standing orders. Their purpose is to enable democratic local decision-making and action by, and on behalf of, communities. Considerable democracy service support is required for formal meetings. Formal meetings are the only place decisions can be made, through a resolution (or motion) being made, seconded, voted on, and carried.

- g. More regular meetings of Council and/or committees i.e. 4 weekly, with the maintenance of the current committee structure, would be difficult to resource. Consideration could be given more regular meetings if the number of committees was reduced or replaced with informal portfolios. Meetings could also have a quarterly or bi-monthly focus or theme e.g. in-depth financial reporting, policy reviews, infrastructure, climate change, planning and regulatory reporting, etc.
- h. Portfolios are an option for consideration. Over recent years a number of councils have chosen to complement their governance structures by the appointment of portfolio holders.
 - i. Portfolio holders are councillors with responsibilities for a specific policy area, such as transport, arts and culture or recreation.
 - ii. The nature of a portfolio holder's responsibilities are not prescribed and vary between councils, ranging from being the public spokesperson for issues affecting their portfolio to leading policy discussions related to their portfolio.
 - iii. Councils tend to appoint portfolio holders for a variety of reasons including in place of a committee structure and to create issue specific spokespersons who can act as champions.
 - iv. Portfolios are designed to complement the overall decision-making model.
 - v. Portfolio subjects can reflect topical issues, such as a climate change portfolio, or simply each of the major activities that a council is responsible for.
- i. The Māori Standing Committee have appointed representatives to Council committees which gives them voting rights on decisions (within the delegations of those committees) and recommendations to Council. Consideration would need to be given to the role that the Māori Standing Committee would have with a committee of the whole and/or the replacement of committees with portfolios.
- j. Workshops, briefings, and community forums, do not use standing orders and therefore are much less formal than meetings. They are good for exploring an issue or when requiring in-depth advice on identified priorities. There is less democracy service preparation e.g. agenda, reports, minutes, etc, but they can still require democracy team support.
- k. The Office of the Ombudsman recommends that workshops be held in public (unless there is a clear reason to hold it in private) and therefore do require some democracy support e.g. an outline of the proposed discussion could be promoted via social media and/or on the website, the workshop could be in public and/or live-streamed, and any actions e.g. requests for further information could be noted, and a record of the workshop should be made public.
- l. Community and public forums could be scheduled just before formal meetings and allow for more informal discussions. Public participation as part of formal meetings under standing orders does not usually produce the desired outcome of having meaningful engagement between stakeholders and members. For example,

a community board could have a community forum at 6.30pm and begin the formal part of their meeting at 7.30pm or Council could have a public forum at 9.30am and begin their meeting at 10.30am.

- m. There has been a dramatic increase workload for both council officers and elected members due to the volume of publicly notifiable meetings held in past 12 months compared with previous years which has been from a mix of drivers.
 - i. It is anticipated that this year we will have delivered at least 97 elected member sessions, including extraordinary meetings, and workshops, on a schedule of 41 planned meetings – this workload was high and does not account for planned by-law hearings, formal consultation process, and informal sessions officers have attended to support elected members processes this year.
 - ii. The identified need for additional workshops to deep dive into issues.
 - iii. The volume of additional committees and representations for elected members.
 - iv. Briefing sessions from other entities particularly Wellington Water webinars.
- n. Operational and financial risks of a fuller meeting schedule include:
 - i. Officer time being spent preparing for meetings, in meetings, and responding to actions from meetings, rather than delivering the work set out in the Long-Term and Annual Plans.
 - ii. Capacity issues meaning the quality of work is lowered to fit meeting frequency, resulting in decisions being delayed or less assurance in decision making.
 - iii. Burn out leading to retention issues for council officers and participation issues for elected members and the associated risks and costs e.g. by-election, workplan not being able to be delivered, KPIs show no improvement, deadlines not being met, etc.
 - iv. Illness/disengagement resulting in meeting non-attendance and not able to reach quorum or council officers not being able to support meetings and meetings being cancelled.
 - v. Community engagement and consultation fatigue due to the significant planned engagement and consultation processes (besides formal meetings and hearings) due to a backlog of legislative and regulatory by-law and policy work, as well as entering the long-term planning engagement and consultation phase.
- o. CEO Employment Committee meetings are scheduled bi-annually in February and September.
- p. Previous requests were noted to consider a calendar schedule where Council meetings do not fall during school holidays.
- q. Workshop requirements, combined council, and some external committees have been accounted for in the proposed schedules.

6. Financial and Resourcing Considerations

Costs to hold meetings have been factored into existing Council budgets, with the inclusion of any claim for the childcare allowance.

Over the last triennium, South Wairarapa District Council has had a very high number of formal meetings for officers to service and for elected members to attend.

Democracy reporting takes a significant amount of officer's time. This includes drafting and reviewing the reports, meeting preparation, meeting attendance by officers, and follow-up on resolutions and actions. The time commitment impacts council officers' capacity to undertake "business as usual".

7. Engagement and Communications

Elected and appointed members, the Chief Executive, and general/group managers were consulted in the process of creating the 2024 meeting schedule.

All options allow the Chief Executive to properly notify the public of the times and dates of meetings in accordance with Part 7 of the Local Government Official Information and Meetings Act 1987.

Once a 2024 schedule is adopted, it will be notified on Council's website.

8. Committee Structure

The draft Terms of Reference present three options for consideration by Council. The advantages and disadvantages of each option are outlined in the table below.

Option 1 maintains the current structure:

- Council
- Māori Standing Committee
- Assurance & Risk Committee
- Finance Committee
- Infrastructure & Community Services Committee
- Climate Change Committee
- CEO Employment Committee
- Hearings Committee
- District Licencing Committee
- Resource Management Hearings Panels

Option 2 would implement a new committee structure with a committee of the whole with significant responsibility and delegations to enable it to make most

decisions other than those required by Council under the LGA 202. Portfolios would replace those committees that are not required by legislation or best practices.

- Council
- Māori Standing Committee
- Strategy Working Committee (committee of the whole)
- Assurance & Risk Committee OR Finance, Assurance & Risk Committee
- CEO Employment Committee
- Hearings Committee
- District Licencing Committee
- Resource Management Hearings Panels
- Finance Portfolio (not required if Finance is combined with Assurance & Risk)
- Infrastructure Portfolio
- Community & Environmental Wellbeing Portfolio
- Planning & Regulations Portfolio
- Or other portfolios as determined by Council

9. Committee Structure Options

	Option 1	Option 2	Option 3
Description	Maintain current committee structure and terms of reference.	Implement a new committee structure and terms of reference (includes committee of the whole, with portfolio panels)	Implement a new committee structure and terms of reference (includes committee of the whole).
Advantages	No adjustments to way of working required.	<ul style="list-style-type: none"> • Improve efficiency and leadership • Provide better structure for and working relationship with ELT • Ensure decisions are reflective of Council as a whole • Provide balanced and consistent face and info for the community • Avoid relitigating of issues through committees that unnecessarily take up resources. • Shared leadership model • Building trust between the community, elected 	<ul style="list-style-type: none"> • Improve efficiency and leadership • Provide better structure for and working relationship with ELT • Ensure decisions are reflective of Council as a whole • Provide balanced and consistent face and info for the community • Avoid relitigating of issues through committees that unnecessarily take up resources. • Shared leadership model. • Building trust between the community, elected

		<p>members and council officers</p> <ul style="list-style-type: none"> Clearly defined roles and responsibilities of portfolio panels (refer to the role description in Appendix 2). 	<p>members and council officers.</p>
Disadvantages	<ul style="list-style-type: none"> Maintain current levels of efficiency and leadership. Missed opportunity to further develop connections and flow of communication between elected members and ELT. Decisions may not be reflective of Council as a whole. Potential relitigating of issues through committees that unnecessarily take up resources. Reduced sharing of workload and decision-making, shared leadership function is diminished. Missed opportunity to grow confidence and trust between community, elected members, and council officers. 	<ul style="list-style-type: none"> Workload – with all councillors on all committees the workload can be problematic, particularly the lack of flexibility for councillors who may have other commitments. The risk of having the same group of members responsible for considering all matters could potentially lead to “group think”, which occurs where issues are only considered from a single perspective. 	<p>As per Option 2, and without portfolio panels, there will be a lack of oversight and transparency in key service areas.</p>
Timeline	N/A	To be implemented immediately.	To be implemented immediately.
Recommendations	N/A	<ul style="list-style-type: none"> Portfolio panels: Any questions from other Councillors, must be submitted in writing at least 5 days before meetings. Mandatory pre-meetings for Council and Committees. Mandatory training for Chairperson/Portfolio Leads. 	<ul style="list-style-type: none"> Mandatory pre-meetings for Council and Committees. Mandatory training for Chairperson/Portfolio Leads.

Community boards

Council would need to determine how our community boards align with the committees of the whole. It may, for example, require boards to report to the committees on any matters that fall within the committee's terms of reference.

10. Appendices

Appendix 1 – Current Council and Committees Terms of Reference 2022-2025

Appendix 2 – Draft Council and Committees Terms of Reference Option 2 & 3

Appendix 3 – Meeting Schedule 2024

Contact Officer: Amanda Bradley, General Manager; Policy & Governance
Reviewed By: Russell O'Leary, Acting Chief Executive

Appendix 1 – Current Council and Committees Terms of Reference 2022- 2025

Visit: <https://swdc.govt.nz/wp-content/uploads/SWDC-Terms-of-Reference-2022-25-V5.pdf>

Appendix 2 – Draft Council and Committees Terms of Reference Option 2 & 3



Options 2 or 3

**COUNCIL AND COMMITTEE
TERMS OF REFERENCE
2022-2025**



**SOUTH WAIRARAPA
DISTRICT COUNCIL**
Kia Reretahi Tātau

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1. INTRODUCTION

This document sets out the Terms of Reference for the South Wairarapa District Council and its committees for the 2022-2025 triennium.

The Council's business is wide-ranging, and it has many obligations and powers under statutes and regulations. It is not always necessary for the full Council to deal with every matter itself, therefore committees are formed to support. In addition, delegations to officers are made for the effective and efficient operation of Council. These are outlined in the Delegations Policy and Register available on the Council website.

2. COMMITTEE ESTABLISHMENT

The Mayor has the power to establish committees and appoint the chairperson of each committee under section 41A of the Local Government Act 2002.

The Council also has the ability to appoint, discharge, or reconstitute, the committees that it considers appropriate under schedule 7 part 1, 30 of the Local Government Act 2002.

Committees include, in relation to the Council:

- » a committee comprising all the members of the Council
- » a standing committee or special committee appointed by the Council
- » a joint committee appointed under clause 30 of Schedule 7 of the Local Government Act 2002
- » any subcommittee of a committee described above.

The Mayor is a member of each committee.

3. TERMS OF REFERENCE (TOR)

The Terms of Reference for each committee are set out in full in this document. The Terms of Reference include the purpose, key responsibilities, delegations, membership, quorum and meeting frequency.

4. QUORUM

Generally, unless otherwise specified, a quorum is the presence of:

- » half of the members if the number of members (including vacancies) is even, or
- » a majority of members if the number of members (including vacancies) is odd.

5. AMBIGUITY AND CONFLICT

In the event of ambiguity or conflict between any of the provisions contained in these terms of reference, with the result that there is uncertainty or dispute as to which committee has delegated authority in respect of a particular matter, the Mayor will decide in consultation with the Deputy Mayor on advice from the Chief Executive.

6. CHAIRPERSON / PORTFOLIO LEAD

All Chairpersons and Portfolio Leads are required to attend training to chair meetings (through LGNZ, Governance Professionals or other similar provider).

A Chairperson must ensure that the Council/Committee/Portfolio functions properly, that there is full participation during meetings, that all relevant matters are discussed and that effective decisions are made and carried out.

Please see **page XX** for a role description for Portfolio Leads.

7. AGENDA PREVIEW MEETINGS

To support planning and workflow, all formal committee and informal portfolio panel meetings will be required to attend a Agenda Preview meeting including the Chairperson/Portfolio Lead, executive leadership team member and a Democracy and Engagement Team member. These meetings will be arranged by the Democracy and Engagement Team in consultation with the Chairperson/Portfolio Lead. At least three days notice will be given.

COUNCIL TOR

1. Purpose

The purpose of Council is to:

- enable democratic local decision-making and action by, and on behalf of, communities; and
- promote the social, economic, environmental, and cultural well-being of communities in the present and for the future.

2. Key Responsibilities

Activities that will be decided by the full Council include the power to:

- make a rate;
- make a bylaw;
- borrow money, or purchase or dispose of assets, other than in accordance with the long-term plan;
- adopt a long-term plan, annual plan, or annual report;
- appoint a chief executive;
- adopt policies required to be adopted and consulted on under the Local Government Act 2002 in associations with the long-term plan or developed for the purpose of the local governance statement
- adopt a remuneration and employment policy; and
- determine any other matters that Council is legally unable to delegate or where a valid delegation has not been made to a committee or other subordinate decision-making body, community board, or member or officer.

3. Membership and Composition

Chair:	The Mayor
Membership:	The Mayor and all councillors
Quorum:	Five members (half the membership)
Meeting Frequency:	As required.

MĀORI STANDING COMMITTEE TOR

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 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 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.
- Hapū 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 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. Delegated Authority

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 through Annual or Long Term Plans, and any subsequent development grants, to Kohunui Marae, Hau Ariki Marae, Pāpāwai Marae and Pae tū Mōkai O Taurira.

9. Membership and Composition

Reports to: Council

Membership: At least one, but up to three councillors appointed by Council in consultation with Iwi representatives

Up to two representatives from each of the three South Wairarapa Marae (Kohunui Marae, Hau Ariki Marae and Pāpāwai Marae)

Up to two representatives from Pae Tū Mokai o Taurira

Up to one representative from Ngāti Kahungunu ki Wairarapa

Up to one representative from Rangitāne o Wairarapa

The Mayor

Up to one youth representative in an advocacy role

Nominations for Iwi or Marae/Pae tū Mōkai O Taurira representatives must be received in writing from each participating body and are ratified by the Committee. Councillor membership is ratified by Council. The chairperson and deputy chairperson are elected by the Committee at the start of the triennium.

A robust induction process will be in place for all incoming members of the Committee.

Non-voting attendees: The youth representative is not a voting member of the Committee

Meeting Frequency: Eight-weekly or as required, with workshops and community forums held as needed.

Quorum: Five members including a minimum of three representatives from Iwi or Marae/Pae tū Mōkai O Taurira and one representative from Council

Committee Continuation: Under clause 30(7) of Schedule 7 of the Local Government Act 2002, this Committee is deemed not to be discharged following each triennial general election.

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.

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.

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STRATEGY WORKING COMMITTEE TOR

(Committee of the Whole)

1. Purpose

The purpose of the committee is to support Council in making decisions that:

- enable democratic local decision-making and action by, and on behalf of, communities; and
- promote the social, economic, environmental, and cultural well-being of communities in the present and for the future.

2. Key Responsibilities

- Approve or amend the Council Code of Conduct.
- Approve or amend Council's Standing Orders.
- Appoint committees or establish joint committees with another local authority
- Advising and supporting the development of the Annual Plan and the Long-Term Plan.
- To have a strategic understanding of the Annual Report.
- Collaborate with the appropriate Chairperson/Portfolio Lead on the review and adoption of policies.
- Collaborate with the appropriate Chairperson/Portfolio Lead on submissions to external bodies.
- Provide input into planning for engagement and consultation activity.
- Monitor levels of service (KPIs) and performance of the activities.
- Setting direction and monitoring of significant projects that are of a nature which pose significant risk or high community impact, including delivery against key milestones, project risks, and budget.
- Setting direction, ensuring alignment and monitoring progress of the key local, regional and national strategic strategies and plans for Council.

3. Delegated Authority

Power to Act:

- Approve strategies and plans related to emergency response and business continuity within budgeted limitations.
- Delegate to members of the Committee and Chief Executive the powers to appoint an Independent Chair, as recommendations by the Auditor General.
- Appoint a subcommittee to assess and approve grants, as appropriate.
- The ability to sub-delegate to Community Boards and the Māori Standing Committee, grants consistent with their Terms of Reference.
- Approve unbudgeted emergency expenditure from reserve funds and emergency expenditure up to maximum of \$400,000, includes both capital and operational expenditure.
- Approve activities and unbudgeted expenditure up to \$100,000 outside of the annual plan that do not trigger the Significance & Engagement Policy or other legislative requirements, includes both capital and operational expenditure.
- Responsibility and decision making of the reserve management plans.
- To stop roads.
- Advice on direction and action to address climate change and environmental wellbeing.

- Advice on the establishment of Joint Committees.
- The power to develop co-operative structures involving the Carterton and Masterton District Councils.
- Adoption of relevant strategies and plans.

Power to Recommend to Council:

- Adoption of the Long Term Plan, Annual Plan and Annual Report.
- The use of reserve funds over \$400,000 for unbudgeted emergency expenditure.
- Activities outside of the annual plan that trigger the Significance & Engagement Policy or other legislative requirements.
- Approve the Council's recommendation to the Remuneration Authority for remuneration of elected members.
- Make decisions on the review of representation arrangements under the Local Electoral Act 2001.
- Approve the Local Governance Statement under section 40 of the Local Government Act 2002
- Approve the Triennial Agreement under section 15 of the Local Government Act 2002.

4. Membership and Composition

Chair:

[To be confirmed]

Membership:

The Mayor and all councillors; and one Māori Standing Committee representative and an alternate.

Quorum:

Six members (half the membership, plus one)

Frequency:

[To be confirmed]

FINANCE, ASSURANCE & RISK COMMITTEE TOR

1. Purpose

- Ensure the strategic overall financial management and performance of the council; and
- provide independent assurance and assistance on Council's risk, controls, compliance framework, and its external accountability responsibilities.

2. Key responsibilities

- Regular review of the financial position of Council.
- Advising and supporting the development of the Annual Plan and the Long-Term Plan.
- To have a strategic understanding of the Annual Report.
- Collaborate with the Strategy & Policy Portfolio on the review and adoption of policies with a financial focus or impact.
- Collaborate with the Strategy & Policy Portfolio on submissions to external bodies.
- Provide input into planning for engagement and consultation activity with a financial focus or impact.
- Setting direction and monitoring progress of the risk management framework, and associated procedures for effective identification and management of Council's financial and business risks, including insurance and fraud.
- Ensure legal and compliance risks including monitoring Council's compliance with relevant laws, regulations, and associated government policies.
- Ensure the independence and adequacy of the external audit function.
- Setting direction and monitoring progress of Council's emergency response and business continuity planning arrangements.
- Collaborate with the Strategy & Policy Portfolio on the review and adoption of policies with an assurance and risk focus or impact.
- Ensuring the health, safety and well-being responsibilities of Council are well managed (noting the distinct responsibilities of the CEO under legislation).

3. Delegated Authority

Power to Act:

- Approve strategies and plans related to emergency response and business continuity within budgeted limitations.
- Delegate to members of the Committee and Chief Executive the powers to appoint an Independent Chair, as recommendations by the Auditor General.
- Assess and approve Community & Youth Grants
- The ability to sub-delegate to Community Boards and the Māori Standing Committee, grants consistent with their Terms of Reference.

Power to Recommend to Council:

- Adoption of the Annual Report.

4. Membership and Composition

Chair: Independent Chair – Bruce Robertson
Membership: Mayor Martin Connelly, Councillor Colin Olds, Councillor Kaye McAulay, Councillor Aaron Woodcock, Councillor Martin Bosley, Narida Hooper
Quorum: Four Members
Frequency: Quarterly

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ASSURANCE AND RISK COMMITTEE TOR

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5. Purpose

Provide independent assurance and assistance on Council's risk, controls, compliance framework, and its external accountability responsibilities.

6. Key Responsibilities

- Setting direction and monitoring progress of the risk management framework, and associated procedures for effective identification and management of Council's financial and business risks, including insurance and fraud.
- Ensure legal and compliance risks including monitoring Council's compliance with relevant laws, regulations, and associated government policies.
- Ensure the independence and adequacy of the external audit function.
- Setting direction and monitoring progress of Council's emergency response and business continuity planning arrangements.
- Collaborate with the Strategy & Policy Portfolio on the review and adoption of policies with an assurance and risk focus or impact.
- Ensuring the health, safety and well-being responsibilities of Council are well managed (noting the distinct responsibilities of the CEO under legislation).

7. Delegated Authority

Power to Act:

- Approve strategies and plans related to emergency response and business continuity within budgeted limitations.
- Delegate to members of the Committee and Chief Executive the powers to appoint an Independent Chair, as recommendations by the Auditor General.

Power to Recommend to Council:

- Adoption of the Annual Report.

8. Membership and Composition

Collectively, members of the Committee should have a broad range of skills and experiences, both relevant to the operations of the council as well as to the risk profile of the council. At least one member should have expertise in accounting and finance. All members should have at least some accounting and financial literacy. Professional development of members to enable them to build their skills should be considered.

Chair:	Independent Chair – Bruce Robertson
Membership:	Mayor Martin Connelly, Deputy Mayor Melissa Sadler-Futter, Councillor Aidan Ellims, Councillor Alistair Plimmer, Councillor Kaye McAulay, Karen Mikaera
Quorum:	Three members
Frequency:	Quarterly

CEO EMPLOYMENT COMMITTEE TOR

1. Purpose

The committee acts on behalf of Council to promote an effective working relationship between the Council and the Chief Executive Officer (CEO). The committee oversees matters relating to the CEO employment, development, and performance.

2. Key responsibilities

- Promote a collaborative and effective working relationship between the Council and the CEO.
- Establish a performance agreement with the CEO including agreed Key Result Areas (KRAs) and Key Performance Indicators (KPIs).
- Provide feedback to the CEO on the effectiveness of their performance, and any areas for development or improvement.
- Support the CEO to attend appropriate professional development courses and conferences.
- Ensure there are three-monthly reviews with an external consultant, Mayor and CEO.
- Complete formal reviews in conjunction with an external consultant, including ensuring the CEO completes a self-assessment report each year.
- Arrange for confidential feedback to be provided by councillors to an external consultant to be compiled into one document to be reported to the full Council.
- Review the salary of the CEO and make recommendations to Council on an annual basis.
- Receive written progress reports from an external consultant.

3. Delegated Authority

The Committee is delegated the Power to Act:

- To complete half-yearly reviews and feedback to CEO, in conjunction with an external consultant, with the summary reported to Council.
- The authority to forward written progress reports from the external consult to Council as required, but at least once a year.
- To seek specialist advice and support.
- The authority to authorise advertising for the position of CEO.

The Committee is delegated the Power to Recommend:

- To recommend to Council appointment of a CEO.
- To recommend to Council CEO salary adjustments.

4. Membership and Composition

Chair: Councillor Kaye McAulay

Membership: Mayor Martin Connelly, Deputy Mayor Melissa Sadler-Futter and Councillor Kaye McAulay
An external consultant may be co-opted to provide advice but is not a member of the committee

Quorum: Two members

Meeting Frequency: At least six-monthly or as required throughout the year

HEARINGS COMMITTEE TOR

1. Purpose

To hear and determine matters that require hearings under legislative instruments.

2. Key responsibilities

- Hearing and determining matters that require statutory hearings under legislative instruments, including the:
 - Dog Control Act 1996
 - Local Government Acts 1974 and 2002 (other than the Long-Term Plan and the Annual Plan)
 - Reserves Act 1977
 - Soil Conservation and Rivers Control Act 1941
 - Any other legislative instrument (excluding the Sale and Supply of Alcohol Act 2012 and the Resource Management Act 1991¹).
- Hearing and determining matters that may arise under Council bylaws or policies or as delegated by Council, including applications for dispensation from compliance with the requirements of bylaws and policies, and any other matter as delegated by Council.

3. Delegated Authority

Power to Act:

- To conduct hearings and make determinations on matters within the terms of reference of this committee and as delegated by Council.

Power to Recommend to Council:

- The committee shall have the authority to make a decision on any matter before it without reference to Council but has the power to make a recommendation or refer matters to Council if it so wishes.
- To hear and make recommendations to Council for those matters where a decision can't be delegated.

4. Membership and Composition

Chair: Mayor Martin Connelly

Membership: Mayor Martin Connelly, Councillor Alistair Plimmer, Councillor Kaye McAulay, Councillor Rebecca Gray and Councillor Pip Maynard.

Quorum: Three members

Frequency: As required.

¹ Matters arising under the Sale and Supply of Alcohol Act 2012 are the responsibility of the District Licensing Committee and matters arising under the Resource Management Act 1991 are the responsibility of Hearings Panels.

RESOURCE MANAGEMENT HEARINGS PANELS TOR

1. Purpose

To hear and determine matters arising under the Resource Management Act 1991.

2. Key responsibilities

- Hearing and determining resource consents under sections 104 and 104A, 104B, 104C, and 104D under the Resource Management Act 1991.
- Hearing and recommending decisions on notices of requirement and amendments to notices of requirement under the Resource Management Act 1991.
- Hearing and deciding or recommending matters under the 1st Schedule of the Resource Management Act 1991, excluding clause 17.
- Specific delegations have been set out in Council's delegation register for panels convened for matters arising from the Resource Management Act 1991.

3. Delegated authority

Power to Act:

- To conduct hearings and make determinations on areas within its key responsibilities.
- To act in accordance with specific delegations set out in Council's delegation register.

Power to Recommend to Council:

- The committee shall have the authority to make a decision on any matter before it without reference to Council but has the power to make a recommendation or refer any matter to Council if it so wishes for decisions on Notices of Requirements and Plan Changes pursuant to the Resource Management Act 1991.
- To hear and make recommendations to Council for those matters where a decision can't be delegated (e.g. District Plan).

4. Membership and Composition

Membership

The Chief Executive has delegated authority to appoint a Hearings Panel on a recommendation received from the Group Manager, Planning and Environment.

The Chief Executive may appoint:

- Independent accredited commissioners
- Chair including chair acting alone
- Hearings Committee members
- An iwi approved accredited commissioner with relevant experience and skills to the matters being heard.

For matters pursuant to Plan Changes, the Chief Executive is encouraged to appoint a member or members from the Hearings Committee to a Hearings Panel where appropriate.

The chair will be an independent accredited commissioner and will have a casting vote.

Quorum: One member or commissioner with a 'chair' endorsement from the 'Making Good Decisions' programme.

Meeting Frequency: As required.

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DISTRICT LICENSING COMMITTEE TOR

1. Purpose

This committee is appointed in accordance with section 186 of the Sale and Supply of Alcohol Act 2012 to deal with licensing matters for its district.

2. Key responsibilities

The committee has the functions outlined in section 187 of the Sale and Supply of Alcohol Act 2012:

- consider and determine applications for licences and manager's certificates
- consider and determine applications for renewal of licences and manager's certificates
- consider and determine application for temporary authority to carry on the sale and supply of alcohol in accordance with section 136
- consider and determine applications for the variation, suspension, or cancellation of special licences
- consider and determine applications for the variation of licences (other than special licences) unless the application is brought under section 280
- refer applications to the licensing authority with the leave of the chairperson for the licensing authority,
- conduct inquiries and to make reports as may be required of it by the licensing authority under section 175
- carry out any other functions conferred on licensing committees by or under the Sale and Supply of Alcohol Act 2012 or any other enactment.

3. Delegated Authority

In accordance with section 188 of the Sale and Supply of Alcohol Act 2012, the committee has all the powers conferred on it by or under the Sale and Supply of Alcohol Act 2023 or any other acts, and all the powers as may be reasonably necessary to enable it to carry out its functions.

4. Membership and Composition

Chair or Commissioner: Councillor Alistair Plimmer

Deputy Chair: Councillor Kaye McAulay

Membership: Chairperson and list members maintained under section 192, including one councillor and external members appointed by Council

Quorum: Three members

The Chairperson is able to act alone to consider and determine applications for a licence, manager's certificate or renewal of a licence or manager's certificate where no objection has been filed and no matters of opposition have been raised under sections 103, 129 or 141.

Meeting Frequency: As required

PORTFOLIO HOLDER JOB DESCRIPTION

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- Ensure progress is made towards the council's strategic priorities and projects within their portfolio responsibilities
- Play a strategic and policy leadership role in their areas of responsibility assisting the council to meet its strategic objectives
- The portfolio leader also facilitates informal policy discussion between elected members, public and officials on matters within their responsibility.
- Enhance relationships with key stakeholders
- Act as the Council's spokesperson and point of contact for those activities within their portfolio responsibility
- Collaborate with committee chairs and other portfolio leaders where objectives are shared
- Work effectively with council officers
- Attend any advisory groups or external appointments made and ensure an alternate is available if they cannot attend projects and activities
- As far as possible attend council launches of new activities and projects in their area of responsibility
- Keep the Council informed of emerging issues through updates and reports to the Strategy Working Committee
- Maintain a no-surprises approach for elected members and staff
- Raise issues of Council performance with assigned executive leadership staff member in the first instance, following up with the Chief Executive if required.

Portfolio topics	Portfolio Lead	Meeting Frequency
Infrastructure	TBC	As required.
Community and Environmental Wellbeing		
Finance		
Planning and Regulations		

Appendix 3 – Meeting Schedule 2024

4 weekly SWC/Council meetings

2024		JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	2023
MON TUE WED THU FRI SAT SUN		1 New Years Day			1 Easter Monday			1						MON TUE WED THU FRI SAT SUN
		2 Day after NY Day			2			2			1			
		3			3	1		3 SWC / COUNCIL			2			
		4	1		4 MCB (meeting)	2		4	1		3 SWC / COUNCIL			
		5	2	1	5			5	2		4	1		
		6	3	2	6	4	1	6	3		5	2		
		7	4	3	7	5	2	7	4	1	6	3	1	
MON TUE WED THU FRI SAT SUN		8	5	4	8	6	3 King's Birthday	8	5	2	7	4	2	MON TUE WED THU FRI SAT SUN
		9	6 Waitangi Day	5	9	7	4	9	6	3	8	5	3	
		10	7 FCB (meeting)	6	10 SWC / COUNCIL	8 SWC / COUNCIL & FCB	5	10	7 FCB (meeting)	4 SWC / COUNCIL	9	6 FCB (meeting)	4	
		11	8	13 CEO	11	9	6 SWC / COUNCIL	11 MCB (meeting)	8	5	10	7	5 MCB (meeting)	
		12	9	8	12	10	7	12	9	6	11	8	6	
		13	10	9	13	11	8	13	10	7	12	9	7	
		14	11	10	14	12	9	14	11	8	13	10	8	
MON TUE WED THU FRI SAT SUN		15	12	11	15	13	10	15	12	9	14	11	9	MON TUE WED THU FRI SAT SUN
		16	13	12	16	14	11	16	13	10	15	12	10	
		17	14 SWC / COUNCIL	13 SWC / COUNCIL	17	15 LTP Hearing	12 LTP Deliberation	17	14 Finance/A&R or FAR	11 CEO	16	13	11	
		18	15 MCB (meeting)	14	18	16 LTP Hearing	13	18	15	12	17 MCB (Meeting)	14	12	
		19	16	15	19	17	14	19	16	13	18	15	13	
		20	17	16	20	18	15	20	17	14	19	16	14	
		21	18	17	21	19	16	21	18	15	20	17	15	
MON TUE WED THU FRI SAT SUN		22 Wgtn Anniversry	19	18	22	20	17	22	19	16	21	18	16	MON TUE WED THU FRI SAT SUN
		23	20	19	23	21	18	23	20	17	22	19	17	
		24	12 Finance/A&R or FAR GCB	20	24	22 GCB (meeting)	19	24	21 GCB (Meeting)	18	30 Finance/A&R	20 GCB (Meeting)	18	
		25	22	21	25 ANZAC Day	15 Finance/A&R or FAR & MCB Meeting	20	25	22	19	24	21	19	
		26	23	22	26	24	21	26	23	20	25	22	20	
		27	24	23	27	25	22	27	24	21	26	23	21	
		28	25	24	28	26	23	28	25	22	27	24	22	
MON TUE WED THU FRI SAT SUN		29	26	25	29	27	24	29	26	23	28 Labour Day	25	23	MON TUE WED THU FRI SAT SUN
		30 MSC (meeting)	27	26	30 MSC (meeting)	28	25	30 MSC (Meeting)	27	24	29 MSC (Meeting)	26	24	
		31	28 COUNCIL ADOPT LTP Consultation issues and options	27 COUNCIL ADOPT LTP Consultation document		29	26 COUNCIL LTP Adoption	31 SWC / COUNCIL	28	25	30 COUNCIL AR Adoption	25 SWC / COUNCIL	25 Christmas Day	
			29	28		30	27		29 MCB (meeting)	26	31	28	26 Boxing Day	
				29 Good Friday		31	28 Matariki		30	27		29	27	
				30			29		31	28		30	28	
				31			30			29			29	
MON TUE										30			30	MON TUE
										31			31	

COUNCIL	District Council meeting
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Finance	Finance Committee
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CCE	Climate Change and Environment Committee
	Public & School Holidays
WCDP	Wairarapa Combined District Plan Joint Committee
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CDEM	Civil Defence Emergency Management Group
WWLC	Wellington Water Committee
RTC	Regional Transport Committee
Workshop (hold)	Workshops for Council and Committees - holding space

6 weekly council meetings

2024		JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	2023
MON TUE		1 New Years Day			1 Easter Monday			1						MON TUE
		2 Day after NY Day			2			2			1			
WED THU		3			3	1 ICS & FCB (,meeting)		3			2			WED THU
		4	1		4 MCB (meeting)	2		4	1		3			
FRI		5	2	1	5	3		5	2		4	1		FRI
SAT		6	3	2	6	4	1	6	3		5	2		SAT
SUN		7	4	3	7	5		7	4	1	6	3	1	SUN
MON		8	5	4	8	6	3 King's Birthday	8	5	2	7	4	2	MON
TUE		9	6 Waitangi Day	5	9	7	4	9	6	3	8	5	3	TUE
WED		10	7 ICS & FCB (Meeting)	6 CCE	10	8 COUNCIL	5 ICS	10	7 COUNCIL	4 CCE / ICS	9 ICS	6 FCB (Meeting)	4	WED
THU		11	8	7	11	9	6	11 MCB (meeting)	8	5	10	7	5 MCB (Meeting)	THU
FRI		12	9	8	12	10	7	12	9	6	11	8	6	FRI
SAT		13	10	9	13	11	8	13	10	7	12	9	7	SAT
SUN		14	11	10	14	12	9	14	11	8	13	10	8	SUN
MON		15	12	11	15	13	10	15	12	9	14	11	9	MON
TUE		16	13	12	16	14	11	16	13	10	15	12	10	TUE
WED		17	14 COUNCIL	13 ICS / CEO	17	15 LTP Hearing	12 LTP Deliberation	17 ICS	14 Finance/A&R	11 CEO	16	13	11 COUNCIL	WED
THU		18	15 MCB (Meeting)	14	18	16 LTP Hearing	13	18	15	12	17 MCB (Meeting)	14	12	THU
FRI		19	16	15	19	17	14	19	16	13	18	15	13	FRI
SAT		20	17	16	20	18	15	20	17	14	19	16	14	SAT
SUN		21	18	17	21	19	16	21	18	15	20	17	15	SUN
MON		22 Wgtn Anniversry	19	18	22	20	17	22	19	16	21	18	16	MON
TUE		23	20	19	23	21	18	23	20	17	22	19 ICS	17	TUE
WED		24	12 Finance/A&R & GCB	20	24	22 Finance/A&R	19 CCE	24	21 GCB (Meeting)	18 COUNCIL	30 Finance/A&R	20 GCB (Meeting)	18	WED
THU		25	22	21	25 ANZAC Day	23 MCB (meeting)	20	25	22	19	24	21	19	THU
FRI		26	23	22	26	24	21	26	23	20	25	22	20	FRI
SAT		27	24	23	27	25	22	27	24	21	26	23	21	SAT
SUN		28	25	24	28	26	23	28	25	22	27	24	22	SUN
MON		29	26	25	29	27	24	29	26	23	28 Labour Day	25	23	MON
TUE		30 MSC (Meeting)	27	26	30 MSC (meeting)	28	25	30 MSC (Meeting)	27	24	29 MSC (Meeting)	26	24	TUE
WED		31	28 COUNCIL ADOPT LTP Consultation issues and options	27 COUNCIL ADOPT LTP Consultation document		29 GCB (meeting)	26 COUNCIL LTP Adoption	31 FCB (Meeting)	28	25	30 COUNCIL AR Adoption	27 CCE	25 Christmas Day	WED
THU			29	28		30	27		29 MCB Meeting	26	31	28	26 Boxing Day	THU
FRI				29 Good Friday		31	28 Matariki		30	27		29	27	FRI
SAT							29		31	28		30	28	SAT
SUN				31			30			29			29	SUN
MON										30			30	MON
TUE										31			31	TUE

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Workshop (hold)	Workshops for Council and Committees - holding space

8 weekly Council meetings

2024	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	2023
MON TUE WED THU FRI SAT SUN	1 New Years Day			1 Easter Monday			1						MON TUE WED THU FRI SAT SUN
	2 Day after NY Day			2			2			1			
	3			3	1 ICS		3			2 COUNCIL			
	4	1		4 MCB (Meeting)	2		4	1		3			
	5	2	1	5	3		5	2		4	1		
	6	3	2	6	4	1	6	3		5	2		
	7	4	3	7	5	2	7	4	1	6	3	1	
MON TUE WED THU FRI SAT SUN	8	5	4	8	6	3 King's Birthday	8	5	2	7	4	2	MON TUE WED THU FRI SAT SUN
	9	6 Waitangi Day	5	9	7	4	9	6	3	8	5	3	
	10	7 ICS & FCB (Meeting)	6 CCE	3 COUNCIL	8 Finance/A&R & FCB (Meeti	5 ICS / LTP Deliberations	10	7 COUNCIL	4 CCE / ICS	9 ICS	6 FCB (Meeting)	4	
	11	8	7	11	9	6	11 MCB (Meeting)	8	5	10	7	5 MCB (Meeting)	
	12	9	8	12	10	7	12	9	6	11	8	6	
	13	10	9	13	11	8	13	10	7	12	9	7	
	14	11	10	14	12	9	14	11	8	13	10	8	
MON TUE WED THU FRI SAT SUN	15	12	11	15	13	10	15	12	9	14	11	9	MON TUE WED THU FRI SAT SUN
	16	13	12	16	14	11	16	13	10	15	12	10	
	17	14 COUNCIL	13 ICS / CEO	17	15 LTP Hearing	12 COUNCIL	17 ICS	14 Finance/A&R	11 CEO	16	13	11	
	18	15 MCB (Meeting)	14	18	16 LTP Hearing	13	18	15	12	17 MCB (Meeting)	14	12	
	19	16	15	19	17	14	19	16	13	18	15	13	
	20	17	16	20	18	15	20	17	14	19	16	14	
	21	18	17	21	19	16	21	18	15	20	17	15	
MON TUE WED THU FRI SAT SUN	22 Wgtn Anniversry	19	18	22	20	17	22	19	16	21	18	16	MON TUE WED THU FRI SAT SUN
	23	20	19	23	21	18	23	20	17	22	19 ICS	17	
	24	12 Finance/A&R & GCB	20	24	22 CCE & GCB (Meeting)	19	24	21 GCB (Meeting)	18	23 Finance/A&R	20 GCB (Meeting)	18	
	25	22	21	25 ANZAC Day	23 MCB (Meeting)	20	25	22	19	24	21	19	
	26	23	22	26	24	21	26	23	20	25	22	20	
	27	24	23	27	25	22	27	24	21	26	23	21	
	28	25	24	28	26	23	28	25	22	27	24	22	
MON TUE WED THU FRI SAT SUN	29	26	25	29	27	24	29	26	23	28 Labour Day	25	23	MON TUE WED THU FRI SAT SUN
	30 MSC (Meeting)	27	26	30 MSC (Meeting)	28	25	30 MSC (Meeting)	27	24	29 MSC Meeting	26	24	
	31	28 COUNCIL ADOPT LTP Consultation issues and options	27 COUNCIL ADOPT LTP Consultation document		29	26 COUNCIL LTP Adoption	31 FCB (Meeting)	28	25	27 COUNCIL ADOPT AR	27 COUNCIL	25 Christmas Day	
		29	28		30	27		29	26	31	28	26 Boxing Day	
			29 Good Friday		31	28 Matariki		30 MCB (Meeting)	27		29	27	
			30			29		31	28		30	28	
			31			30			29			29	
MON TUE									30			30	MON TUE
									31			31	

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Greytown Sport and Leisure Funding

1. Purpose

At the request of Council, this report provides options for consideration of the benefits and barriers of providing the administration, promotion, and governance of sport across the district.

2. Executive Summary

Greytown Sport and Leisure Society (GSLs) has approached Council on several occasions and requested consideration as to whether the function they perform in the community might be supported by Council. Potential options to achieve this, including the benefits and barriers of each, are outlined in this report.

The services currently delivered by GSLs align with our strategic direction and support the social wellbeing objectives in our Long-Term Plan, however it is not usual practice for Councils to deliver this program of work.

Through recent consultation processes, both elected members and residents have expressed a clear message of fiscal responsibility and a call to focus on core council services. Council is asked to consider if the potential benefits of funding or absorbing this function outweigh the potential barriers.

3. Recommendations

Officers recommend that the Council:

1. Receive the *Greytown Sport and Leisure Funding* report.
2. Select a funding option, based on the benefits and barriers of providing the administration, promotion, and governance of sport across the district.

4. Background

GSLs is an incorporated non-profit society based in Greytown. It was formed following the Sportville study conducted by the Hillary Commission (now Sport NZ) in 2000. Sportville identified key issues affecting the growth of sports clubs within New Zealand and noted the falling numbers of participants and volunteers at all levels. Since 2003 GSLs's purpose has been to serve, strengthen, and promote sport and leisure in the Greytown community. Providing a system of administration, governance, and support to the volunteers of sport which allows clubs in Greytown to continue to function, thrive, grow and to focus on the delivery of the sporting experience.

Greytown Trustlands Trust (GTLT) has been GSLS's major supporter and primary funder since 2003. In 2020, GTLT reviewed their funding strategy and indicated that they were heading in a different direction of travel. GSLS is now looking to secure funding from other outlets.

5. Discussion

5.1 Greytown Sport and Leisure

In recent years, GSLS have approached Council several times to request consideration for one-off and ongoing funding. It has been proposed that under the Council portfolio, this service could continue to support Greytown, in its current form, or expand the remit across the district by incorporating Martinborough and Featherston under its provision. Throughout these discussions, GSLS has been advised to explore funding sources outside of Council and begin to form relationships with sport and leisure organisations outside the Greytown ward. It is reported that GSLS has reached a point of urgency for funding, as GTLT have revised their funding strategy and will no longer fund GSLS operation beyond 30 June 2024.

Appendix 1 outlines the benefits provided to the Greytown community through GSLS. These benefits include promoting sport and recreation in the community; helping volunteers to run their clubs; facilities management of the pavilion at Soldiers Memorial Park; advocacy within the community; and supporting clubs with planning, accounting and governance. This allows clubs to continue to function, grow, and focus on delivering a sports and recreation experience. Without this support, it is reported that some clubs may struggle or cease to operate in their current form.

5.2 Alignment with Council Priorities

The functions of GSLS align with Council's social wellbeing through supporting residents to be active, healthy, safe, resilient, optimistic, and connected.

With Council support, it is reported that GSLS would prioritise further inclusive participation across all demographics, able and less able, which would align with the anticipated outcomes of the recently concluded Wairarapa Rangatahi Strategy.

5.3 Models across other Jurisdictions

Despite the community benefit of organisations providing sport governance for communities, as outlined by Sport NZ, there are limited models of local government holding this function. It is common for larger councils, with additional resourcing, to have developed Sport and Recreation Strategies, which outline their priorities across this area. However, there are no specific examples of local government directly providing the services that GSLS offer. Other Councils partner with their regional sporting provider to support the development of sports and leisure activities in their district. In South Wairarapa, this organisation is Nuku Ora, previously Sport Wellington. Nuku Ora, have three strategic goals to supporting opportunities to be active: better meeting the needs of participants; supporting less active people to become more active;

and a supporting a connected and effective regional activity system. Nuku Ora currently holds funding from Councils community and youth grants process.

5.4 Areas for Consideration

An opportunity exists for Council to consider if the function that GSLS provides, is a priority to Council's portfolio of services. This relationship could take several forms, as outlined in the table below and must be considered across other funding priorities.

In addition to the options below, there is potential to explore whether there is an appetite for the services that GSLS provide to become a shared service across other Councils.

6. Options

	Option 1: Service Contract	Option 2: Service is delivered by Council	Option 3: Grants	Option 4: Do nothing (status quo)
Description	A contract between GSLS and SWDC, funded by SWDC. All clubs and groups across the district can utilise this service. This could be a multi-year contract.	Governance function of sport and leisure organisations would be delivered by Council.	GSLS would be encouraged to apply for funding through the Community Grants or Better Off Funding processes.	GSLS continues to operate under their current structure with no financial support from Council.
Benefits	<p>SWDC could use the model to grow and support sport and leisure providers and volunteers.</p> <p>GSLS would have funding for an agreed term allowing their work programme to be focussed on delivering support.</p> <p>Service aligns with Social Wellbeing outcomes.</p>	<p>GSLS would be absorbed into Councils current programme of work and Council could use the model to grow and support sport and leisure providers and volunteers across the district.</p> <p>Service aligns with Social Wellbeing outcomes.</p> <p>Council has an opportunity to work more closely with sport and leisure organisations and strengthen relationships in the community.</p>	<p>GSLS may be able to continue providing services within the community.</p> <p>This approach aligns with the transparent process for all community organisations seeking Council funding support.</p> <p>Potential for funding amount to be allocated for up to a 3-year term, with the amount being decided by elected members against competing priorities.</p>	<p>GSLS may be able to continue providing services within the community, until such a time that funding no longer allows.</p>
Barriers	<p>Other community organisations who provide services that align with Council priorities have not currently been offered the same opportunity for a service agreement.</p> <p>Through recent consultation processes, both elected members and</p>	<p>Council would be responsible for an additional programme of work in the currently under resourced environment.</p> <p>Other community organisations who provide services that align with Council</p>	<p>No certainty for GSLS, for ongoing funding.</p> <p>GSLS would require resourcing for the completion of ongoing grant applications.</p> <p>GSLS would likely require additional funding sources,</p>	<p>No committed funding has yet been sourced beyond 1 July 2024. If funding is not secured beyond this time, then GSLS would no longer be able to operate.</p>

	<p>residents have expressed a clear message of fiscal responsibility and a call to focus on core council services.</p> <p>Councils reputation in the community has been at an all-time low over the last two years. Community feedback has expressed a desire for increased transparency and fairness in decision making and that the community be engaged in the process.</p>	<p>priorities have not currently been offered the same opportunity for a service agreement.</p> <p>If the service is brought in-house, it becomes difficult to obtain external funding.</p> <p>The potential loss of GSLS institutional knowledge, systems and processes.</p>	beyond what is allocated in the grants processes.	
Costs	<p>\$12,000 (operating expenses) \$40,534 (overheads) \$110,004 (salary costs – please note this model will require an additional staff member to carry out work, which is reflected in the increased salary costings)</p> <p>Total: \$162,538 per annum, commencing 1 July 2024. (as provided by GSLS).</p>	<p>\$75,000 (0.75 FTE) \$15,000 (FTE staff overhead costs) \$10,000 (advertising, printing, community engagement and other costs) Total: \$100,000</p>	To be determined by elected members as part of the Community Grants or Better Off Funding process.	N/A
Assumptions	GSLS maintains its status as an independent society.	Negotiations with the service provider that may include a collaborative approach.	GSLS maintains its status as an independent society.	GSLS maintains its status as an independent society.

7. Strategic Drivers and Legislative Requirements

7.1 Significant risk register

- ☒ Relationship with iwi, hapū, Māori
- ☐ Climate Change
- ☐ Emergency Management
- ☐ IT architecture, information system, information management, and security
- ☒ Financial management, sustainability, fraud, and corruption
- ☐ Legislative and regulative reforms
- ☒ Social licence to operate and reputation
- ☐ Asset management
- ☒ Economic conditions
- ☐ Health and Safety

8. Prioritisation

8.1 Te Tiriti obligations

Engagement considered not required in this case.

8.2 Long Term Plan alignment

How does this align with strategic outcomes?

- ☐ Spatial Plan
- ☒ Long Term Plan
- ☐ Annual Plan

A decision to partner with or provide full funding to GSLS, could trigger Councils Significance and Engagement Policy and may require community consultation. This could be done through the LTP 2024/2034 consultation process.

9. Consultation

9.1 Communications and engagement

This would be dependent on the direction determined by Council.

Contact Officer: Amanda Bradley, General Manager, Policy & Governance

Reviewed By: Stefan Corbett, Group Manager, Partnerships and Operations

DRAFT FEATHERSTON MASTERPLAN AND SUMMARY CONSULTATION DOCUMENT

1. Purpose of Report

To provide the Draft Featherston Masterplan and Implementation Plan (a proposal) to Council for its consideration, and adoption for formal public consultation pursuant to section 83 of the Local Government Act 2002; and

To provide the Council with a Draft Featherston Masterplan Summary Consultation Document that will help inform public engagement pursuant to section 83 AA of the Local Government Act 2002.

2. Recommendations

Officers recommend that the Council:

1. *Receive the 'Draft Featherston Masterplan and Implementation Plan and Summary Consultation Document' Report.*
2. *Adopt the Draft Featherston Masterplan and Implementation Plan and adopt the Summary Consultation Document for the purpose of public notification under section 83 (Special Consultative Procedure) of the Local Government Act 2002; and*
3. *Subject to Recommendation 2 above, note that formal consultation on the Draft Featherston Masterplan and Implementation Plan is proposed to commence on Wednesday 6 December 2023 with submissions closing on Friday 18 February 2024.*

3. Executive Summary

Featherston has been identified as a Future Growth area in the South Wairarapa Spatial Plan and has also been identified as a Priority Development Area (PDA) within the Wairarapa-Wellington-Horowhenua region. A PDA is a project that has a special partnership arrangement with central government agencies that are needed because they:

- have the potential to deliver significant housing and other benefits to the region
- especially support the objectives of the Wellington Regional Leadership Committee (WRLC)

- are in key locations where successful development gives effect to these agreed strategic objectives
- are complex and working in partnership is required to deliver at the desired pace and scale'

The Draft Featherston Masterplan and Implementation Plan November 2023 and the associated Summary Consultation Document have been prepared following:

- the collection of evidence and the development of different concept options (See the Featherston Foundation Discussion Document July 2022 – [Master-Plan-Foundation-Discussion-Doc-final-22-July-22.pdf \(swdc.govt.nz\)](https://www.swdc.govt.nz/Document/Download/Document/123456789) and
- informal engagement with residents, Māori, the community and stakeholders including central government agencies; and
- consideration of feedback on different concept options developed in the Foundation Discussion Document

The Concept option 1 to allow more development around the existing train station and Main Street and improve the walkway/link to the train station and enhance the Main Street was the preferred option. The Featherston Masterplan and Implementation Plan expands and provides details to enable this concept to be realised. Key themes of the Masterplan include:

- a) Providing a positive response to population growth and diversity
- b) Retaining and enhancing the existing community identity, that is valued by residents
- c) Promoting co-ordinated and resilient development, to ensure that the area is future proofed
- d) Growing within the footprint of the existing town, to make better use of existing urban land
- e) Involving and enhancing the presence of Māori in the future development of Featherston

It is proposed that formal feedback/submissions on the Draft Featherston Masterplan and Implementation Plan be called for so that the Masterplan can be finalised and a plan of action be determined and progressed to implement the objectives of the Masterplan.

4. Background

The South Wairarapa Spatial Plan adopted by Council in November 2021, following formal consultation included the prioritisation of Masterplanning for Featherston. Masterplanning commenced early in 2022 and included the development of a

Featherston Foundation Discussion Document (July 2022) which included evidence and different growth concept options for residents, the community and stakeholders to informally comment on. Council considered the feedback on the Foundation Document at its 21 September 2022 meeting and resolved as follows:

COUNCIL RESOLVED (DC2022/83) to:

1. Receive the Featherston Masterplan – Concept Option, Masterplan Development and Detailed Design Report.
(Moved Cr Fox /Seconded Cr Emms) Carried
2. Approves Vision 1“ Featherston- A thriving community of workers, families and creatives all supporting each other” and Vision 2 Featherston- Resilient, Creative Caring” to be included in the Draft Masterplan for formal consultation and the community to respond with their preferred Vision 1 or 2.

(Moved Emms/Seconded Maynard) Carried

3. Approve Concept Option 1 (Intensification around the existing town centre and existing train station) to proceed to the Draft Masterplan detailed design stage.

(Moved Cr Olds/Seconded Cr Hay) Carried

4. Endorse the two detailed design plans as priorities for the masterplan being: i)
A detailed design of the Pathway and link from the town centre to the rail station.
ii) A detailed design of the main street.

(Moved Cr Fox/Seconded Cr Maynard) Carried iii) Addendum - Refer this report to the Featherston Community Board for their

information.

(Moved Cr Fox/Seconded Cr Emms) Carried

Following these decisions, further work was undertaken to refine Concept option 1 (Intensification around the existing town centre and existing train station).

These were reported to council, and at its 4 December 2022 meeting where the Council resolved as follows:

COUNCIL RESOLVED (DC2022/108) to:

1. *Agree to amend the Featherston Masterplan Draft Principles and make the following additions: Add to Principle 2 We take care of and plan for our young and aged residents; and Add to Principle 4; We work hard to integrate infrastructure and land use.*
2. *Agree to the Proposed Concept Plans for the Main Street and approve the Link to the Station (with any amendments) so that detailed designs can be further advanced.*

3. *Note that there will be formal public consultation on the Featherston Masterplan and concept options once the detailed plans are finalised and approved for inclusion in the Masterplan.*
Items 1-3 (Moved Cr Sadler-Futter /Seconded Cr Gray) Carried

Action 592 - To refer the Featherston Masterplan Principles and MainStreet and Link to Train Stations Concept Options report to the Featherston Community Board and Māori Standing Committee for their next scheduled meetings.

Additionally, running parallel to this was the Wellington's Regional Leadership Committee's prioritisation of Featherston as one of seven Priority Development Areas -PDA). Regular reporting of the Featherston Masterplan has also been occurring through this forum.

As well, in addition to reports to the Council's Maori Standing Committee, engagement with 2 iwi representatives from Ngati Kahungunu and Rangitane was initiated in October 2023, to enable feedback from mana whenua on drafts of the Masterplan. This initial feedback has been incorporated into the latest draft of the November 2023 Masterplan.

There is also a new Whakatauki that is being provided by mana whenua to serve this Masterplan. At the time of writing this was not available.

More feedback from mana whenua can be incorporated through the formal consultation process.

5. Discussion

5.1 Options

The Draft Featherston Masterplan and Implementation Plan provides details on how the preferred option (development around the existing train station and Main Street) might proceed. Feedback on these design options is now sought.

5.2 Consultation

It is recommended that the Draft Featherston Masterplan and Implementation Plan be formally consulted on using the Special Consultative Procedures under the Local Government Act 2002 as this is in keeping with the Council's Significance and Engagement Policy. The Council's Significance and Engagement Policy indicates that "when a decision is high on two or more criteria it is likely to be highly significant". It is considered that this Masterplan would score high on the criteria of "*Community Interest and Affected Parties*" and "*Impact On Council's Capacity and Capability*"

5.3 Legal Implications

There are no known legal implications. The Council is acting in accordance with the provisions of the Local Government Act 2002.

5.4 Financial Considerations

The Draft Featherston Masterplan includes a draft Implementation Plan that is based around projects and initiatives that would enable the plan to be implemented. These

include infrastructure works and District Plan provisions. Council may be the lead on some of these, while others such as Waka Kotahi may be the lead. All of the projects in the Implementation section 15 have financial implications that will need to be budgeted for.

6 Conclusion

The Draft Featherston Masterplan and Implementation Plan has been prepared as a means of advancing the development of Featherston and contributing to the wellbeing of residents. It is important that residents, mana whenua and stakeholders now have further input into the future options for Featherston's development. This process to consult on the Draft Masterplan allows that.

7 Supporting Information

7.1 Long Term Plan - Community Outcomes

How does your recommendation address Council well beings

7.1.2 Healthy & Economically Secure People

The Masterplan seeks to build on the current attributes of Featherston, enhance amenity and infrastructure and attract investment which will allow the economy to grow and people and the environment to be healthy and secure.

7.1.3 Educated and Knowledgeable People

The school rolls in Featherston have been increasing – this Masterplan recognises that Featherston is an attractive town, offering (in a relative sense) more affordable living options. It also recognises the immense community spirit that is present and how this contributes to educated and knowledgeable people.

7.1.4 Vibrant and Strong Communities

The Masterplan's preparation has involved the community. Featherston has a strong community spirit and there has been keen interest and feedback on drafts of concept options. The community and the various local sport, arts, business and voluntary organisations will help shape the final plan and also help deliver the plan .

7.1.5 Sustainable South Wairarapa

The Masterplan promotes more alternative transport options such as enhanced walkways and cycleways, and the importance of public transportation options (especially rail); it acknowledges the significance of the natural environment including sustaining the Wairarapa Moana. It provides more options for different housing choices and seeks to enable more affordable housing.

7.1.6 A place that's accessible and easy to get around

Featherston scores high on its connectedness.¹ *The domain of connectedness measures access to infrastructure and services to take advantage of employment, education and business opportunities across the South Wairarapa and beyond."*

¹ See Featherston Foundation Discussion Document July 22 p 7

The Masterplan acknowledges the importance of this and seeks to build on these opportunities.

7.2 Treaty of Waitangi

There is recognition in the Masterplan that the presence and involvement of Māori and mana whenua needs in the future development of Featherston to be enhanced.

7.3 Decision Making

This report and the Masterplan is part of a process of decision-making that allows residents, ratepayers, the community and stakeholders to input into that process through formal consultation under the Local Government Act 2002.

8 Appendices

Appendix 1 – Draft Featherston Masterplan and Implementation Plan

Appendix 2 – Consultation Summary Document

Contact Officer: Nick Eagle, Planning Manager

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

Appendix 1 – Draft Featherston Masterplan and Implementation Plan



Featherston Masterplan & Implementation Plan

A Plan for the Future of Featherston | November 2023

Draft for consultation purposes



**SOUTH WAIRARAPA
DISTRICT COUNCIL**
Kia Reretahi Tātau

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Image to come

1. Message from the Mayor

Tēnā koutou katoa

It's my pleasure to present South Wairarapa District Council's Proposed Featherston Masterplan and Summary Consultation Document.

This is an exciting time for the South Wairarapa District, with Featherston the first town to have a Masterplan, following recommendations set out in the district's Spatial Plan. Featherston has been identified as a Future Growth Town, and significant investment has been identified to support this growth. The Spatial Plan sets the long-term direction for the district. It protects what is valued by the community, while also enabling change, growth, and new opportunities.

Featherston has also been identified as one of seven Priority Development Areas (formerly Complex Development Opportunity Areas) within the Wairarapa-Wellington-Horowhenua region. Priority Development Areas are projects that have a special partnership arrangement with central government agencies and will provide opportunities to deliver significant housing benefits for the area.

More than 1,700 new people are expected to arrive in Featherston over the next three decades, and this 30-year Masterplan will create room for further advancement for business and industry, a greater range of housing and the ability to address environmental concerns.

The draft Masterplan has been prepared as a collaboration between the people of Featherston, Māori, elected members, and central government agencies. In 2022, we presented the Foundation Discussion Document to the public for their feedback. You told us you supported the concept of intensifying housing around the current train station location and near the main street.

This engagement resulted in key themes that emerged to help guide the draft Masterplan. These are:

- Providing a positive response to population growth and diversity
- Retaining and enhancing the existing community identity, that is valued by residents
- Promoting co-ordinated and resilient development, to ensure that the area is future proofed

- Growing within the footprint of the existing town, to make better use of existing urban land
- Involving and enhancing the presence of Māori in the future development of Featherston.

We are now proud to invite the Featherston community to have its say on the future of their town. This document sets out a great number of infrastructure improvements and enhancements for Featherston, but it's the community's chance to let us know what to prioritise and how to influence the future of your town.

This growth brings both challenges and opportunities which is why this Draft Masterplan is so important. I hope we can use this opportunity to address and plan for a bright future for Featherston, and for the South Wairarapa.

We look forward to receiving your submissions. Please take advantage of the drop-in sessions and opportunities to speak with Council to help inform your feedback.

Ngā mihi

Martin Connelly
South Wairarapa Mayor



2. Executive Summary

Featherston is a town with a strong sense of community and identity.

The purpose of this Masterplan is to set out a framework to enable growth to occur in a way that responds to challenges and respects and builds on what is valued by the community while at the same time allowing for growth, change, and new development.

It proposes better connections among existing amenities especially the parks, train station and main street and also recommends that there be a greater visual recognition of local Māori history in the town and that council include mana whenua in all the work that it undertakes.

Featherston is strategically positioned, being served by the Wairarapa Rail Line and State Highway 2, both of which provide connections to the wider Wairarapa and Wellington region for commuters and freight. It has a diverse range of local public and community amenities. These attributes along with Featherston's relatively affordable housing (compared to Martinborough, Greytown and Wellington) are making Featherston an attractive place for new residents to live.

Featherston is a growing town and its population is projected to accommodate an additional 1730 people over the next 30 years, requiring 940 dwellings over this time frame. This growth brings both challenges and opportunities. While residential building consents for example have more than doubled from pre 2020s to respond to demand, house prices have also increased with median house prices being \$580,500 in September 2023 up from \$400,000 in 2019. Housing is therefore becoming unaffordable for many, and increased house prices are also impacting on higher rental costs.

Key features of the Masterplan include investments to upgrade water infrastructure to serve growth, enhancements to the main street with the development of a town centre heart at the junctions of Birdwood and Fox Street and Birdwood Street and SH2. A safe and attractive shared path and cycleway from the main street to the rail station is included.

The option to have more varied and denser housing near the town centre and main street is proposed so that there is a choice of housing stock available going forward. This allows for a more diverse population in the future including an

ageing population. It also is a response to increasing housing costs and the need to reduce the carbon footprint.

The availability of industrial land across the Wairarapa District is under investigation as part of the combined Wairarapa District Plan review. This investigation will subsequently inform industrial land growth options for Featherston. At the same time this Masterplan suggests some changes to the current business and industrial areas of Featherston (see section 11.7)

When the Masterplan is finalised, it will inform provisions for Featherston in the Wairarapa Combined District Plan Review; to date provisions for Featherston have been set aside to await the outcomes of this consultation. There is likely to be the opportunity to prepare specific design guidance for Featherston to ensure that the desired outcomes established in the final Masterplan are supported by the revised District Plan.

This draft Masterplan has been prepared following evidence gathering and consultation and engagement with the community, Māori, and central and regional government agencies (See the Foundation Discussion Document July 2022- [insert link](#)).

The Council now seeks formal feedback on this Masterplan before it is finalised. Details of how to provide feedback are provided in section 16 of the Masterplan.

3. Tāhuhu Kōrero | Introduction

Whakatauki

Kia Reretahi Tātau

Let us all go forward together

This Draft Featherston Masterplan and Implementation plan has been prepared following the collection of evidence and informal engagement with residents, the community and stakeholders. We now wish to receive formal feedback on the Future of Featherston Draft Masterplan and we are seeking submissions on this Draft. (see section 12 for information on how to make a submission).

Featherston is located in the eastern growth corridor in the Draft Future Development Strategy. One third of the Wairarapa-Wellington-Horowhenua region's population growth is expected to be accommodated in this corridor.

The South Wairarapa Spatial Plan identifies Featherston as a Future Growth Node, and Featherston has also been identified as one of seven Priority Development Areas (formerly Complex Development Opportunity Areas) within the Wairarapa-Wellington-Horowhenua region. The Priority Development Areas are projects that have a special partnership arrangement with central government agencies that are needed because they:

- have the potential to deliver significant housing and other benefits the region
- especially support the objectives of the Wellington Regional Leadership Committee (WRLC)
- are in key locations where successful development gives effect to these agreed strategic objectives
- are complex and working in partnership is required to deliver at the desired pace and scale'

The Draft Masterplan responds to these opportunities and reflects the feedback that we received on the Featherston Masterplan Foundation Discussion Document, which was open to public feedback in July and August 2022.



Throughout this document our specific questions are noted within yellow boxes like this, as prompts to you to consider before you fill in the Submission Form, which is at the end of this document and also available online.

3. Tāhuhu Kōrero | Introduction

The Draft Masterplan integrates transport, housing, recreation reserves, infrastructure, community facilities and land use patterns and reflects Māori and community aspirations to bring forward a vision for the future of Featherston. Its aim is to improve social, economic, cultural and environmental well-being.

Responding to these opportunities, the Draft Masterplan:

- Provides for more intensive residential development around the existing town centre and existing train station (previously Option 1), within easy walking distance of existing community facilities, shops, businesses and the train station.
- Looks to make better use of existing urban land and does not encourage the development of general or medium density development beyond the existing established boundaries of the town.
- Uses the existing infrastructure of the town centre with planned enhancements to enable the creation of a distinctive town centre heart, safe use of existing public open space and reserves, the improved connectivity of activities and safer speed limits.
- Promotes the presence of Māori cultural values and heritage.
- Identifies a potential residential Historic Heritage Area.



- Enables diversity of densities and may inspire a greater desire to intensify.
- Takes account of current investment in the town centre and rail station and encourages additional investment in the town centre.
- Avoids promoting additional development in areas known for hazards such as flooding.
- Balances the regional economic context and the importance of the State Highway for transporting goods, while at the same seeking to improve amenity for local residents along State Highway 2 (the main street).
- Is aligned to transit oriented development (TOD) principles where urban centres and public transport operate together and proposes a new enhanced pedestrian link from the town centre to the Rail station.

At this stage the Draft Masterplan does not include recommendations regarding Three Waters or the availability of Industrial Land within Featherston:

- The results of studies into Three Waters have been received, but relevant actions for the Masterplan have not yet been confirmed.
- The availability of industrial land across the District is being considered as part of the District Plan review. At this stage it is understood that there is considered to be a surplus of industrial land across the District.



4. Why a Masterplan for Featherston?

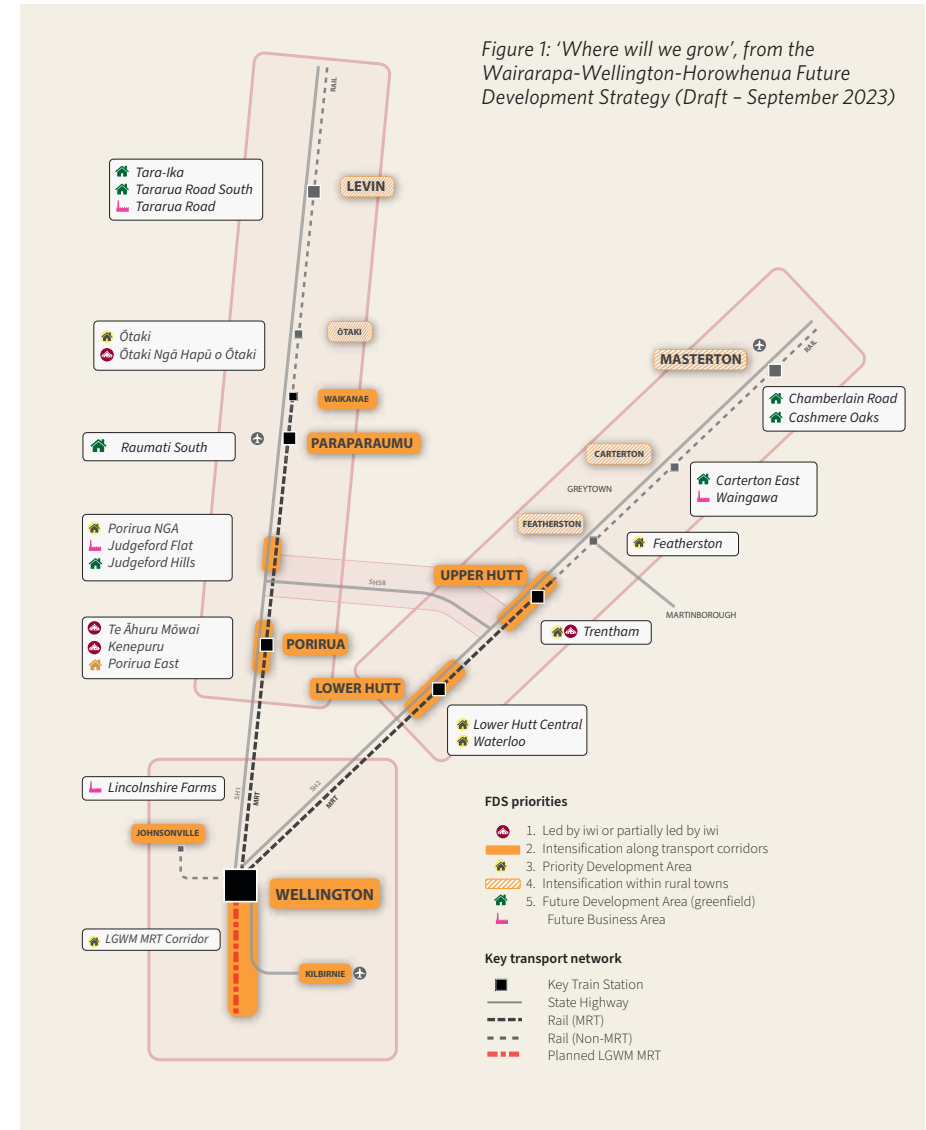
4.1 A Masterplan for Featherston will:

- Promote long-term coordinated development
- Provide a platform to proactively influence the future
- Maintain a community voice and influence

The South Wairarapa Spatial Plan highlights that population growth anticipated in Featherston can take advantage of the opportunity that the presence of the rail station provides, allowing residents a choice to work locally or to commute to the Hutt Valley and Wellington for work. Additionally, higher residential densities can be enabled within the 5-10 min walk of the train station.

Consideration has also been given to increased residential densities in close proximity to the main street area where businesses, community facilities and large areas of open space are present.

Image to come



5. Our Key Challenges and Opportunities

5.1 Theme

- a. Providing a positive response to population growth and diversity
- b. Retaining and enhancing the existing community identity, that is valued by residents
- c. Promoting co-ordinated and resilient development, to ensure that the area is future proofed
- d. Growing within the footprint of the existing town, to make better use of existing urban land
- e. Involving and enhancing the presence of Māori in the future development of Featherston

Image to come

5.2 Challenge/Opportunity

- a. Accommodate additional housing whilst not having a negative effect on the existing identity as a small town, with good areas of open space, a spacious living environment and somewhere that people support each other
- b. Enable more opportunities for affordable housing and affordable living
- c. Take account of the impacts of climate change, flooding and hazards (including fault lines) when planning for the future
- d. Recognising the geographic location of the town, separated from Wellington by the Remutaka Ranges but with the benefit of the connectivity provided by the train station
- e. Balancing the need for traffic, including heavy vehicles, to move through Featherston along SH2 main street with the desire to improve the main street environment, as a place to stop, spend time, shop and to spend leisure time
- f. Recognising the economic importance of the regional transport network
- g. Ensure that infrastructure is fit for purpose; resilient and future-proof
- h. Work with the Wairarapa Maori Statutory Board, to restore the ecological health of the Wairarapa Moana and to provide better linkages form the town to the Moana

Are there key challenges and opportunities that you think we have missed?

6. Our process and engagement

6.1 Our process

Hearing what our Community and our partners think is important to us.

We have therefore developed a process for the Masterplan which allows your input both during the preparation of the Masterplan and on this Draft Featherston Masterplan and Implementation plan.

Throughout the document we ask for your feedback on our identified strategies, projects and priorities.

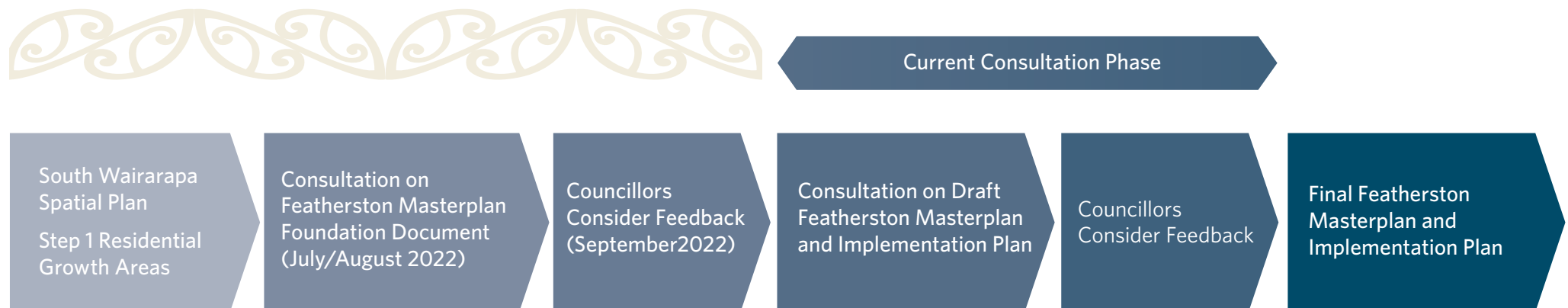
The Draft Masterplan has been informed by the Featherston Masterplan Foundation Document and your feedback on this. The Featherston Masterplan Foundation Document set out:

- The Context including Mana Whenua vision, community profile, housing, economy, community and social infrastructure, transport, three waters, natural hazards.
- Our challenges and opportunities
- Two Masterplan Concept Options
 - (1) Increased density around Main Street and around existing Train Station
 - (2) Intensification around Main Street and New Town Centre Train Station

6.2 Our engagement so far

We have run events to capture your thoughts and feedback, including:

- The release of our Foundation Document for Community Feedback. This included drop-in sessions and Survey from 22 July 2022 to 19 August 2022, and included three library drop in sessions and two evening sessions. We received 154 survey responses: 141 from local residents and 13 from businesses/organisations.
- Māori engagement through Pae tū Mōkai o Tauria
- Online public meeting in March 2022
- Two Multi-agency design charettes in April 2022 and October 2022 – including representatives from Wellington Regional Leadership Committee, GWRC, Wellington Water, Kāinga Ora, Waka Kotahi, KiwiRail, Pae tū Mōkai o Tauria
- Evidence gathering (e.g. population data, housing costs, infrastructure capacity, school growth rates, building consent data, walkability survey, public open space data)
- Feedback from Councillor and Community Board workshops and meetings



7. Engagement Summary – what you told us



7.1 What you told us

- Whilst 121 people agreed that the proposed vision, Featherston is to be a strong, caring community where there is a place for everyone, was reflective of Featherston as it currently is you wanted a more aspirational vision that captures the uniqueness and qualities of the town that aren't found elsewhere.
- Of the two options proposed, Concept Option 1 received the greatest level of support with the request for some adjustments, in particular more of a focus on the main street as well as a better connection from the main street to the train station.
- In addition to this, six key themes emerged and underpinned most submissions. These being:
 1. Community and vision
 2. Town centre development
 3. Infrastructure capacity
 4. Housing options and choice
 5. Better connections
 6. Value of reserves and parks

7.2 How the Masterplan has Responded

The Draft Masterplan:

- Includes two revised Visions for you to comment on.
- Is based on a refined 'Option 1' as our overall Masterplan Strategy
- Includes concept designs for your comment for the upgrade of the main street area and to provide improved connections from the main street to the train station and sports hub
- Ensures that each of the six key themes emerging in submissions are addressed.

7.3 What have Councillor's Resolved?

At their meeting on the 21 September 2022, Council resolved to:

1. Approve both Vision 1 Featherston- A thriving community of workers, families and creatives all supporting each other and Vision 2 Featherston- Resilient, Creative Caring to be included in the Draft Masterplan for formal consultation and the community to respond with their preferred Vision 1 or 2.
2. Approve Concept Option 1 (Intensification around the existing town centre and existing train station) to proceed to the Draft Masterplan detailed design stage.
3. Endorse the two detailed design plans as priorities for the Masterplan being:
 - i. A detailed design of the Pathway and link from the town centre to the rail station.
 - ii. A detailed design of the main street.

Image to come

8. Climate Change, Natural Hazards and Resilience



Since preparing our Foundation Document, we have received updated information regarding natural hazards.

This information has allowed us to further refine our Masterplan option.

8.1 Climate Change

Climate change will bring more unpredictable weather patterns, including the potential for droughts, more heavy rainfalls, and higher average temperatures. The Featherston community has expressed an expectation that future plans and actions are ones that support the reduction of the carbon footprint and mitigate the impacts of activities on green gas emissions.

This Masterplan responds to such environmental concerns by promoting an urban form that encourages low carbon behaviours. This urban form includes contained urban development with denser housing near the main street and improved amenity along the main street; the promotion of safe and attractive walkways and cycleways, including an enhanced shared path and cycleway that connects the main street to the train station; together with the incorporation of the five trails cycleway and better connection to the Wairarapa Moana.

Additionally, the Masterplan includes in its Implementation plan proposed improvements to 3 Waters infrastructure so that this infrastructure is more resilient and sustainable going forward (See section 15).

8.2 Flooding

Wellington Water have provided an updated 'EARLY DRAFT' flood map for Featherston (March 2023). This data has limitations, has not been checked with the community or peer reviewed and could be conservative. However, given recent rain events across Aotearoa it is considered appropriate to take a conservative approach to flooding at this high level Masterplan stage.

Of particular note is that the following areas are likely prone to flooding:

- a. Areas to the east of the train station/north of Harrison Street East.
- b. The area between Waite Street and Murphy's Line/ Boundary Road.
- c. Areas along and to the south of Brandon Street.
- d. The area south of Harrison Street East, between Donald's Creek, Boundary Road and Fitzherbert Street

Where this land is within the growth area boundary, but not zoned for urban development it is unlikely to be appropriate for urban development without further studies into the management of storm water.

Where this land is currently zoned for residential development, it would not be appropriate to consider increased densities without further studies into the management of storm water.

Flooding will be the subject of further work. Any development proposed in a potentially flood prone area must include a detailed flood hazard assessment and designs must take into account the flooding risk.

8.3 Fault line

GNS have provided updated information regarding mapped Fault Lines and Fault Hazard areas.

This identifies fault lines, and associated fault hazard areas in the west and east of the town.

Taking a conservative approach, these areas will not be identified for urban development where land is already not zoned, or identified for more intensive development where they are already zoned for urban development.



9. Existing and Planned Public Transport

9.1 Trains and Buses

There are currently three trains to Wellington during each morning peak and two trains to Wellington during the daytime, with three evening peak trains services to Featherston from Wellington and two daytime services. There are bus connections timed with these services from/to Martinborough, and onward bus connections from Featherston to Greytown, Carterton and Masterton.

The Lower North Island Rail Integrated Mobility Report (Metlink, November 2021) recognises that the regional Wairarapa commuter rail services are a critical part of the broader regional transport network, providing a commuter alternative to road travel and that the limited service levels that can be provided by the existing carriage fleets are a significant barrier to achieving the objectives for transport set out in Government plans and Regional statements. Despite poor service frequency, reliability and punctuality, the Wairarapa Line's peak patronage is forecast to exceed the current seating and standing capacity by 2025, which indicates significant untapped latent demand.

From 2029 the Lower North Island Rail Integrated Mobility (LNIRIM) project will bring new trains (rolling stock), will double the peak services from three trains to six trains each weekday morning and afternoon, and deliver more off peak and weekend services. It will include the revitalisation of regional train stations.

For more information, see Greater Wellington Regional Councils website for the Lower North Island Rail Integrated Mobility summary, and the Detailed business case: **Lower North Island Rail Integrated Mobility 2021**

Detailed business case. **Lower North Island Rail Integrated Mobility 2021**



10. Our Vision and Our Six Guiding Principles

10.1 Our Draft Visions for Your Feedback

The original vision in the Foundation Document was:

Featherston is to be a strong, caring community where there is a place for everyone

You told us that whilst this was reflective of Featherston as it currently is you wanted a more aspirational vision that captures the uniqueness and qualities of the town that aren't found elsewhere.

We have listened to your feedback that you would like prepared two revised visions for your feedback. The final Masterplan will include only one of these visions (or a further revised version of one of these visions).

Vision one: Featherston- A thriving community of workers, families and creatives all supporting each other

or

Vision two: Featherston- Resilient, Creative, Caring

"We are workers, families, creatives - we are a working town and get things done"

"If there was an emergency I would want to be here as we have a resilient community who pulls together when its needed most. Storms, wind, covid the community comes together"

"We're not pretending to be anything and we don't follow trends"



"We want living to be as good as it can be"

Which Vision do you support?

Do you think there need to be any changes to the Vision?

10.2 Our Six Guiding Principles

Having listened to your feedback, we have developed Six Guiding Principles, which represent the matters which you have said are most important to you.

1. **Honouring the past "Ka mua, ka muri" acknowledging the past to move forward**
2. **Comfortable with being ourselves and caring for each other**
3. **Involve mana whenua in all our work**
4. **Support whanau Māori to thrive**
5. **Caring about our physical and natural environment**
6. **Doing what we can, being solution focused.**














Do you support the Six Guiding Principles?

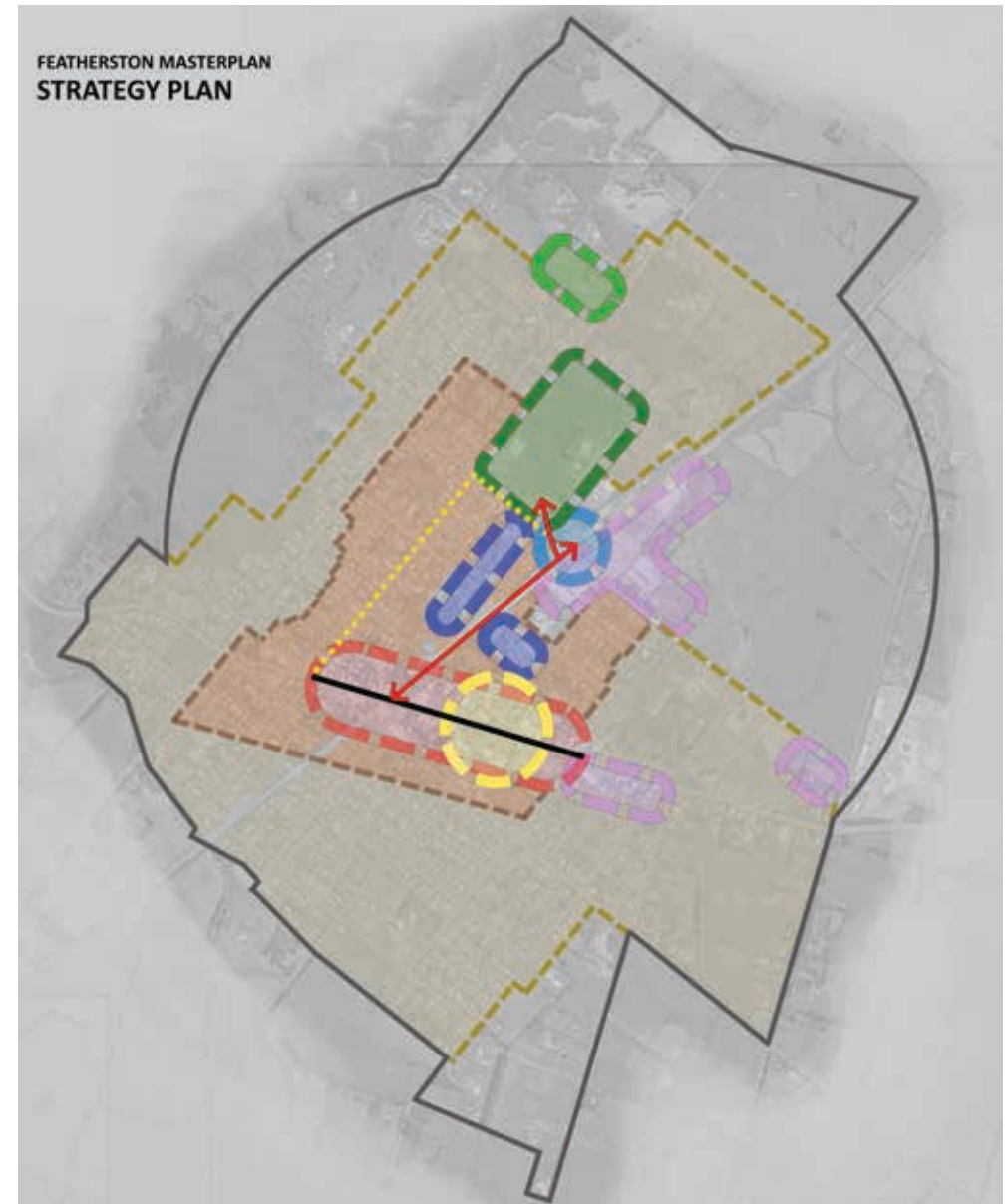
11. Our Masterplan Strategy

11.1 Our Overall Masterplan Strategy

In line with previous feedback, our proposed overall Masterplan strategy is based on Option 1 (increased density around the Main Street and Train Station) included in the Featherston Masterplan Foundation Document. This has been further refined to take account of:

- The updated information we have regarding natural hazards and fault lines, with minor changes to the boundary of the medium density residential area and the removal of the outer residential area.
- Community feedback received on the Featherston Masterplan Foundation Document.
- Feedback from Government Agencies, the Regional Council and other public organisations, such as Waka Kotahi and Kāinga Ora.

	Medium Density Residential Area		Town Centre - Train Station and Sports Hub Walkway/Link		Town Centre Heart (see Design Map 2, 14.4)
	General Residential Area		Future Pedestrian-Cycle Link		Main Street Enhancement (see Design Map 1 and 2, 14.2, 14.5)
	Existing Industry		Potential Heritage Precinct (see section 12)		Mixed Use Town Centre area (see Design Map 1 and 2, 14.2, 14.4, 14.5)
	Featherston Masterplan Study Area boundary		Sports Hub		Train Centre Hub (see Design Map 3, 14.6)
	Existing Reserve Area				



11.2 Our Connections within and beyond Featherston

Featherston Masterplan – Connections within and beyond

South Wairarapa Towns



State Highways



Railway Line



Rivers



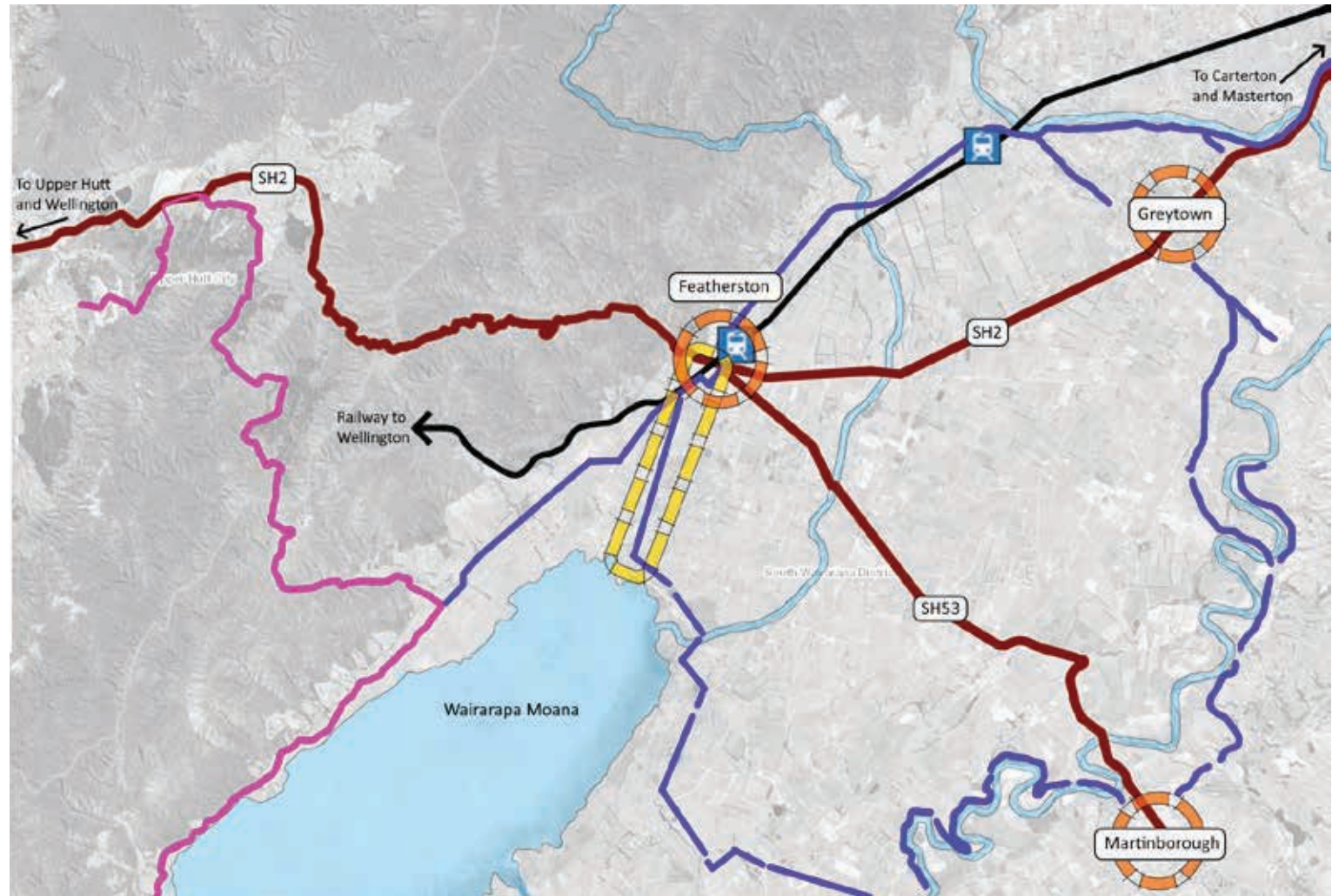
Lake



Existing Remutaka Cycle Trail



Future Cycle Trails (indicative routes)



Plan not to scale

11.3 The Focus of the Plan

The plan focuses on:

- Two top priorities:
 - (i) an enhanced main street and connected town centre heart
 - (ii) transformative pedestrian link to the train station.
- Better public, pedestrian and cycle transport connections within and beyond Featherston.
- Diversity of residential densities.
- Maintaining most existing options for commercial and industrial development
- A reduction in the existing commercial footprint at the west end of the main street.
- Balancing the need to provide for freight movement with town centre amenity and functions.

Do you support the overall masterplan strategy (including the Featherston Masterplan Strategy Plan) ?

Do you have any other feedback on the overall masterplan strategy?

11.4 The Town Centre Heart

The strategy looks to enhance the existing areas of open space within the town centre area to provide a clear community focus and town centre heart, including:

- Improving linkages across SH2 by reducing vehicle speeds and upgrading existing crossings, to connect areas of open space to the north and south of the main street.
- Raising Birdwood Street between areas of reserve to become a slow speed street to allow easier connection between those areas of open space either side, and to allow the use of these spaces to be maximised.
- Increasing footpath widths within Fox Street and making it a slow speed area.
- Providing the opportunity for the reconsideration of the use and design of the open spaces.

11.5 The Town Centre

The strategy recognises the importance of making best use of existing infrastructure within the town centre, including:

- Reducing traffic speeds and improving walkability.
- Ensuring easy access to and from the state highways.
- Takes account of current investment in the town centre (and rail station) and encourages additional investment in the town centre.
- Increases the opportunity for people to live close to existing shops and businesses, open space and community buildings/uses, to support their retention through increased income and use, to encourage the establishment of new businesses in the main street area and to reduce the use of cars.
- Is aligned to transit oriented development (TOD) principles where urban centres and public transport operate together.

11.6 Housing

The provision of housing is a key issue for the Masterplan:

- The plan focuses more intensive development (which could consist of terraced houses and duplex houses) around the existing town centre and existing train station as these areas are within easy walking distance of existing community facilities, shops, businesses and the train station.
- Taken as a whole, the Masterplan provides for a range of housing densities across the town, by maintaining areas of general residential land, in addition to the medium density and mixed-use areas.
- Housing densities would be in line with the Draft Wairarapa District Plan:
 - In the General Residential Zone, there is no more than one residential unit per 350m² site and one residential unit per 400m² of net site area thereafter
 - In the Medium Density Residential Precinct, there is no more than one residential unit per 200m² of net site area
- Residential development will be enabled in the mixed-use area (along SH2), providing that ground floor street frontages remain in retail/commercial use, to ensure variety and interest for shoppers and visitors. The existing commercial ground floor frontages make a positive contribution to the overall interest and vitality of the main street area and encourage people to visit the town centre area.
- As such, the option looks to make better use of existing urban land, and does not encourage the development of general or medium density development beyond the existing established boundaries of the town - these outer areas are also potentially impacted by flooding and the fault lines, meaning that they are not suitable for development.
- Identifies a Heritage Precinct, which contributes to an understanding and appreciation of Featherston's history and cultures (also recognising the existing heritage precinct along the main street area).



11.7 Business and Industry

The continued provision of land for business and industry is considered important to the continued vibrancy of the town:

- Existing industrial areas to the east of the town centre along SH2 and Harrison Street East are maintained.
- Industrial land to the west of Bethune Street/Wakefield Street is suggested for rezoning to Residential to assist with providing a more compact footprint to the town centre area, and also recognising that there are already some residential uses in that area.
- The Industrial and Commercial zoned land along SH2, from Bethune Street/Wakefield Street to Wallace Street/Hickson Street is recommended to be rezoned to Mixed Use, to bring greater flexibility but, as outlined above, with the requirement for retail/commercial ground floor frontages.
- The Industrial zoned land to the east of Wallace Street/Hickson Street is shown staying in this use.

Do you agree that the existing industrial land to the west of Bethune Street/Wakefield Street should be rezoned residential?

Do you support the rezoning of existing industrial and commercial zoned land along SH2, from Bethune Street/Wakefield Street to Wallace Street/Hickson Street to mixed use?

11.8 Connections

The strategy identifies the desire to improve the pedestrian and cycle connections between the main street and train station and sports hub, as well as in the future providing an additional pedestrian cycle link, to create a circular route.

- Daniell Street will be made one way (south only) to allow the creation of a new section of pedestrian/cycleway.
- Connections beyond the Featherston urban area are also important to achieve the vision. As well as the ongoing retention and improvement of the rail line/stations and state highways, the Wairarapa Five Towns Trails Network Masterplan (August 2021) already identifies a number of future cycle trails which provide links to Upper Hutt (via the existing Remutaka Trail), to the Wairarapa Moana, towards Ocean Beach, Martinborough, Greytown and beyond.
- We recognise the significance of improved connections to Wairarapa Moana, and lend support to this as an early project.



Do you agree with prioritising the pedestrian and cycle connections to Wairarapa Moana?

Do you think any other connections should be prioritised?



11.9 Key features in the town centre and train station areas

- a. Concentrate 'town centre' uses into a more compact area
- b. Better link the existing open spaces
- c. Create Gateway features (x4)
- d. Street Improvements to allow easier crossing and increase amenity of environment
- e. Upgrades to improve appearance of entry to town centre
- f. Create a shared multifunction space
- g. Look at options to improve pedestrian linkages from Fitzherbert Street to Community Centre and Medical Centre
- h. Featherston Train Station
- i. Transform pedestrian and cycle linkage to Station/Sports Grounds and Swimming Pool
- j. Create additional on-street pedestrian and cycle route to Station and Sports Hub to supplement existing north section of linkage to Station
- k. Narrow Daniell Street carriageway and build dedicated pedestrian/cycle link
- l. Provide recreation opportunities for youth to increase use of area
- m. Carry out maintenance of planting alongside existing pedestrian/cycle route and improve signage
- n, o & p Work with Kiwi Rail to confirm best options for upgrades and closures of crossings
- q. Future pedestrian and cycle link



Do you agree that the existing industrial land to the west of Bethune Street/Wakefield Street should be rezoned residential?

Do you support the rezoning of existing industrial and commercial zoned land along SH2, from Bethune Street/Wakefield Street to Wallace Street/Hickson Street to mixed use?

Do you have any feedback on the suggested key features in the town centre and train station in 11.9 a) - q)?

12. Our Proposed Heritage Precinct

Featherston has already undergone significant growth and change. Some older parts of Featherston contribute to an understanding and appreciation of the history and cultures of Featherston and the South Wairarapa area. We therefore think that they could be identified as a heritage precinct. Much of the existing town centre area is already identified as a heritage precinct, and so change within that area (even if it is rezoned mixed use as proposed) would have to respect its heritage values.

A potential new heritage precinct is identified to the west of Johnson Street and south of Bell Street. If there is support for this, we would carry out a further short, but more detailed, study into this area to confirm whether it should be incorporated into the Draft District Plan.

We recognise that there may be other groups of older buildings beyond the area identified, such as in Hayward Street, that the community may also consider should be recognised.



Figure 3: Township of Featherston in 1914 and Figure 4: Featherston Train Station 1912 – both retrieved from www.natlib.govt.nz

Do you support the proposed historic heritage precinct, subject to a detailed study into its values and boundaries which will likely restrict development within that area?

Are there other areas which you believe should be identified as a heritage precinct?

13. Our revitalised main street and linkages to the train station and sports hub

13.1 Key features of main street revitalisation and upgrades

- a. Changes balance the need to balance the requirement for continued through traffic and to provide direct vehicular access to sites along the main street with the desire to improve the amenity of the local environment.
- b. The proposed changes are in line with Herenga ā Nuku Aotearoa, the Outdoor Access Commission research 'The interventions that improve walkability in rural towns'.
- c. Input provided by Waka Kotahi – all upgrades would be in accordance with Waka Kotahi standards and requirements; the central median in the main street will be maintained.
- d. Water Sensitive Design Principles will be incorporated (methods to manage storm water).
- e. Reduced speed limit area lengthened to include whole of SH2 from Bethune/ Wakefield Streets intersection to Hickson/Wallace Street intersection.
- f. Carriageway narrowed and tables (sections of the carriageway raised to footpath level) with pedestrian crossings formed at east and west entry to town centre area.
- g. Flush central median retained to facilitate easy access to sites alongside State Highway (which are all serviced from the State Highway).
- h. One carriageway in each direction.
- i. Clear 11.5m width provided to allow movement of large vehicles and their loads, such as houses being moved, recognising the status of SH2 as an over dimension route.
- j. Mountable kerbs utilised for all islands on raised crossings.
- k. Areas of existing on street parking enclosed with new kerbs to provide additional areas for planting or outdoor seating for adjacent cafes and restaurants.
- l. Fox Street (south of SH2) raised to provide single large multiuse area, with single way vehicular traffic for most of year, but ability to close space and use for events.

13.2 Key features of upgrade in 'Town Heart' - Recreation and Open Space Precinct

- a. Carriageway narrowed and tables (sections of the carriageway raised to footpath level) with pedestrian crossings formed at east and west entry to 'Town Heart' - Recreation and Open Space Precinct, to slow vehicle speeds and to allow easier access between areas of open space to the north and south of SH2.
- b. Fox Street (north of SH2) narrowed to slow vehicle speeds and to allow easier crossing between areas of open space.
- c. Birdwood Street (both north and south of Fox Street) formed into shared spaces to slow vehicle speeds and to allow easier crossing between areas of open space.

Image to come

13.3 Key features of link to train station hub and sports hub

- a. Daniell Street narrowed and made one way for traffic, and 3m+ wide pedestrian/cycleway formed.
- b. Open formed adjacent to main street within Daniell Street, with cultural icon identifying entry to route to train station and sports hub.
- c. Discussions ongoing with KiwiRail regarding possible closure of, and alterations to, crossings (see below)
- d. Open area alongside existing pedestrian/cycleway between Fox Street and Bell Street upgraded with additional fitness equipment and potentially sculptures/artworks.
- e. Improved provision for pedestrians crossing Bell Street between existing sections of pedestrian/cycleway.
- f. New 3m+ off street pedestrian/cycleway formed along Bell Street, Johnston Street, and station entry/car park to deliver safer, well overlooked, pedestrian access to and from station and sports hub from end of existing pedestrian/cycleway between Fox Street and Bell Street.

Image to come

13.4 KiwiRail Projects

- a. As part of safety improvements and to prepare for increased train services, KiwiRail are investigating level crossings across the length of the Wairarapa Line, to determine what upgrades are required and to determine, from a safety and efficiency perspective whether there are crossings which should be closed to traffic. For the purpose of our concept designs for the revitalised main street and linkages to the train station and sports hub, we have assumed:
 - Closing the existing Fox Street Level Crossing to vehicles along with upgraded crossing facilities for pedestrians and cyclists. This will assist with reducing vehicle movements in Fox Street, supporting the proposed upgrades to the 'Town Heart' However, it will mean that commuters will have to use Hickson Street and Bell Street to drive to the Train Station, rather than Fox Street and Johnston Street.
 - Retaining the Bell Street level crossing and upgrading it, for vehicles, pedestrians and cyclists.
 - We recognise that the Brandon Street Level Crossing will be part of the KiwiRail investigation.

Are there other upgrades that you think should be included in the main street and for the linkages to the train station and sports hub?

Do you support the changes which are proposed to the level crossings?

Do you have any feedback on the closing of Fox Street level crossing to traffic (remaining open to pedestrians and cyclists)?

14. Draft Concept Design

14.1 Revitalised main street and linkages to the train station and sports hub



Design Map 1 – Main Street- West and Linkage to Train Station - South



14.2 Main Street West End

- a. Raised pedestrian crossing at west entry to Town Centre; to mark entry, slow vehicles and improve safety and pedestrian connectivity.
- b. Kerb lines moved out to enclose areas currently used as parking; to visually narrow road, slow vehicle speeds.
- c. New tree planting where space allows; to improve the appearance of the Town Centre, and to visually narrow the road to slow vehicle speeds.
- d. New footpath along front of petrol station; to improve pedestrian safety.
- e. New raised pedestrian crossing outside at east end of petrol filling station; to improve safety and pedestrian connectivity.
- f. Provision for cyclists to cross added to existing pedestrian crossing outside of supermarket.

Image to come

14.3 Linkage to Train Station and Sports Hub (south end)

- a. Daniell Street carriageway narrowed (one way -south).
- b. New 3m shared path to station; to provide safe route for pedestrians and cyclists.
- c. New multi-use public space and gateway feature at south end, to mark entry (and south end) of new improved route to station. Highlights the improved route and provides space which could be used for purposes such as an expansion of the market.
- d. New tree planting in Daniell Street; to improve appearance of street and to provide shade.
- e. Opportunities for sculptures and art features.
- f. Fox Street level crossing shown closed to traffic with new gated crossing for pedestrians and cyclists to improve safety and connectivity for pedestrians and cyclists. This will assist with reducing vehicle movements in Fox Street, supporting the proposed upgrades to the 'Town Heart'. However it will mean that commuters will have to use Hickson Street and Bell Street to drive to the Train Station, rather than Fox Street and Johnston Street.
- g. The shared path will be adaptable; for instance there will be the opportunity to cover it or to add a shelter alongside it in the future, to allow users to shelter from the sunshine or rain.

Do you have any feedback on the suggested upgrades 14.2 a) to f)?

Do you have any feedback on the suggested upgrades 14.3 a) to g)?

How do you feel about commuters having to use Hickson Street and Bell Street to drive to the Train Station, rather than Fox Street and Johnston Street?

Design Map 2 - Town Heart, Main Street - East and Booktown Precinct



14.4 Upgrade in 'Town Heart' – Recreation and Open Space Precinct

- a. Birdwood Street (both north and south of Fox Street) formed into shared spaces, with reduced width for vehicle movement; to slow vehicle speeds and to allow easier crossing between areas of open space. Improved linkages to Anzac Hall and Bell Street.
- b. New raised table (sections of the carriageway raised to footpath level) at west end, adjacent to 'Squirkle', and outside of Library to slow vehicles entering the Town Heart area; to improve safety for pedestrians and cyclists.
- c. Existing pedestrian crossing west of Birdwood Street upgraded into raised crossing including crossing facilities for cyclists; to improve safety for pedestrians and cyclists, to slow vehicles and to allow easier access between areas of open space to the north and south of SH1.
- d. Fox Street (north of SH1) narrowed to slow vehicle speeds and to allow easier crossing between areas of open space.
- e. Fox Street remains open to traffic as far as the 'closed' pedestrian crossing.
- f. Angled parking introduced into Fox Street; to allow easy parking for residents using the area and for visitors stopping in the area.
- g. Further car parking could be made available in the existing 'paper road' to the east of the playpark.

14.5 Main Street East End and Booktown Precinct

- a. Raised pedestrian crossing at east entry to Town Centre; to mark entry, slow vehicles and improve safety and pedestrian connectivity.
- b. Fox Street (south of SH1) formed into shared space, with reduced width for vehicle movement; to slow vehicle speeds and to allow easier pedestrian movement through the area. Space could be closed for events.

Do you have any feedback on the suggested upgrades 14.4 a) to g)?
Do you have any feedback on the suggested upgrades 14.5 a) and b)?

Image to come

Design Map 3 - Linkage to Train Station - North



14.6 Linkage to Train Station and Sports Hub (centre and north end)

Centre Section

- a. Additional tree planting to improve the general amenity of the area.
- b. Planted beds to improve the general amenity of the area.
- c. Opportunities for sculptures and art features.
- d. The shared path will be adaptable; for instance there will be the opportunity to cover it or to add a shelter alongside it in the future, to allow users to shelter from the sunshine or rain.

North End

- e. Improvements to level crossing over railway and improved pedestrian and cycle linkages across Bell Street
- f. Entry from station car park to upgraded route marked by new gateway feature.
- g. New 3m shared path along Johnston Street, to sports hub and linked to station by extension to 3m path through car park.
- h. Additional trees to west of existing shared part to station.
- i. The shared path will be adaptable; for instance there will be the opportunity to cover it or to add a shelter alongside it in the future, to allow users to shelter from the sunshine or rain.

Do you have any feedback on the suggested upgrades 14.6 a) to i)?

Image to come

15. Priorities and Implementation Plan

The implementation plan is reliant on funding programmes approved during the Long-Term Planning process, or other sources of funding becoming available.

Table A: Proposed Major Projects-Implementation Plan- Featherston Masterplan

Project	Year	Indicative Costs	Who
	Now1-3yrs Next 3-5yrs Later 5+ yrs <i>Note: Year 1 is July 2024 to June 2025.</i>		Lead Agency and supporting agencies
Project 1: Town Centre Heart Project	Now 1-3 years		
Fox Street carriageway (narrowed in vicinity of Lyon Street and intersection with SH2) with upgraded footpaths, parking and planting)	Now 1-3 years		SWDC
Length of Birdwood Street to Fox Street and intersection of SH2 and Lyon Street altered to shared space; raised carriageway and ramped entrances to allow areas of public open space (parks) to be linked and used together	Now 1-3 years		SWDC
Main street enhancement from Daniel Street to Booktown Precinct to have new footpaths; potential new pedestrian crossing (by Town Square 'squirkle'); existing crossing (corner SH2 and Lyon Street) upgraded; and road narrowed at entry to town centre by intersection of Fox and SH2)- tabled/ramps to slow vehicle speeds; planting; build outs within parking areas to allow provision of additional planting or outdoor seating for adjacent cafes and restaurants	Now 1-3 years	\$400,000 (per crossing or raised table)	SWDC and Waka Kotahi
Fox Street (south of SH1 - Booktown Area) raised to provide single large multiuse area, with single way vehicular traffic for most of year, but ability to close space and use for events	Now 1-3 years		SWDC
Work with Waka Kotahi on upgrades to existing pedestrian crossing	Now 1-3 years	\$400,000 (x2)	SWDC and Waka Kotahi
Reduced speed limit area lengthened to include whole of SH1 from Bethune/Wakefield Streets intersection to Hickson/Wallace Street intersection.	Now 1-3 years		Waka Kotahi (L); and SWDC
Work with Waka Kotahi to identify and install lower noise road surfaces	Now 1-3 years		Waka Kotahi (L); and SWDC
Work with Wellington Water and WakaKotahi to resolve existing flooding issues SH1 in vicinity of Daniell Street	Now 1-3 years		Wellington Water, WakaKotahi and SWDC
Investigate and promote installation of EV Chargers in Town Centre Heart Area	Now 1-3 years		SWDC

Do you agree with the priorities and timescales set out in the Implementation Plan?



Project 2: Wellington-Featherston Gateway and Mainstreet Enhancement Project		Next 3-5 years		
Main Street enhancement from Wakefield Street to Daniel Street to have new footpaths new pedestrian crossing; and road narrowed at entry to town centre by intersection of Wakefield Street with SH2- tabled/ramps to slow vehicle speeds; planting; build outs within parking areas to allow provision of additional planting or outdoor seating for adjacent cafes and restaurants		Next 3-5 years	\$400,000 (per crossing or raised table)	SWDC and Waka Kotahi
Look at options to improve pedestrian linkages from Fitzherbert Street to the Community Centre and Medical Centre		Now 1-3 years	\$ 129,000- \$132,000	SWDC (L)
Footpath formed to front of Petrol Filling Station		Next 3-5 years		SWDC and Waka Kotahi
Work with Waka Kotahi to identify and install lower noise road surfaces		Now 1-3 years		Waka Kotahi (L); and SWDC
Project 3: Town Centre to Train Station and Sports Hub Pedestrian and Cycle Project		Next 3-5 years		
Open area alongside existing pedestrian/cycleway between Fox Street and Bell Street upgraded with additional fitness equipment and potentially sculptures/artworks.		Now 1-3 years		SWDC
Footpath/Cycle Path to Station and Sports Hub – Daniell Street section including narrowing of street and creation of open space		Next 3-5 years		SWDC/GWC?
New 3m+ off street pedestrian cycleway formed along Bell Street, Johnston Street, and station entry/car park to deliver safer, well overlooked, pedestrian access to and from station and sports hub from end of existing pedestrian/cycleway between Fox Street and Bell Street.		Later 5+ years		SWDC/GWC?
Discussions ongoing with KiwiRail regarding possible closure of level crossings over railway in Fox Street or Bell Street, and in Brandon Street, and installation of safe crossing facilities over the railway and for pedestrians and cyclists between sections of shared pathway at both Fox Street and Bell Street		Now 1-3 years		Kiwi Rail/SWDC
Project 4: Cultural Icons		Next 3-5 years		
Work with Maori to design and install cultural icons or artworks identifying entry to town centre -train station - sports hub shared path at both main street end and at station end.		Next 3-5 years		SWDC
Project 5: Priority Development Area (formerly Complex Development Opportunity)				
Establish Priority Development Area implementation group				SWDC
Project 6: District Plan Changes		Now 1-3 years		



Changes to Zoning of land around main street	Now 1-3 years		SWDC
Historic Heritage Area Study	Now 1-3 years		SWDC
Project 7: Wastewater			
A growth study is underway at present to assess options to meet agreed growth targets. The results of this work should be available by the end of June 2023	Now		Wellington Water/ SWDC
Donald St WWPS renewal & Rising main renewal – construction started 8 th May 2023, estimate completion date August 2023	Now		Wellington Water
FSTN Waste water treatment plant Consent – physical works currently forecast from FY24/25 onwards			Wellington Water
Project 8: Drinking Water			
The capacity of the Waiohine Water Treatment Plant which supplies water to Featherston will be increased by a fourth bore.			Wellington Water
While recent upgrades have provisioned for some growth, more detailed consideration of growth scenarios will be required in due course.			Wellington Water/ SWDC
Tauherenikau drinking water pipeline renewal – construction forecast from FY24/25 (pending council funding availability)			Wellington Water/ SWDC
Featherston water main renewals – construction forecast from FY24/25 onwards (pending council funding availability)			Wellington Water
Waiohine WTP Stage 3 permanent pH dosing system upgrade – technically not within the township, but is the primary drinking water supply. Construction forecast for FY24/25 onwards (pending council funding availability)			Wellington Water
Boar Bush Gully Trunk Main renewal – activity brief still being developed, construction yet to be programmed and funded			Wellington Water
Boar Bush reservoir dam decommissioning – no activity brief, future decommissioning physical works yet to be programmed and funded			Wellington Water
Featherston Smart Meter rollout – no activity brief, project has not been prioritised therefore no certainty on construction programme			Wellington Water
Waiohine WTP filtration – future project to meet new NZDWS. No activity brief, no certainty on construction programme			Wellington Water
Project 9: Stormwater/Flooding			
Street Drainage - Joint work to identify maintenance responsibilities for the private creeks/watercourses where they play a critical role in street drainage.			GWC/SWDC
Longwood Water Race - consider role of Race in management of surface water, including in Harrison Street E/ Boundary Road/ Fitzherbert Street area.			GWC/SWDC

16. Draft Featherston Masterplan Consultation

Submission Document

South Wairarapa District Council is consulting on the Future of Featherston Draft Masterplan. The Draft Masterplan proposes a series of infrastructure improvements over the next decade. Investments include upgrading water infrastructure and enhancements to the main street with the development of a town centre. It proposes better connections among existing amenities especially the parks, train station and main street. It also allocates space to provide options for the community's needs beyond 2034 and to enable and support a diverse future population, including an ageing population.

When the Masterplan is finalised, it will inform provisions for Featherston in the Wairarapa Combined District Plan Review; to date provisions for Featherston have been set aside to await the outcomes of this consultation.

This submission form allows you to provide feedback on the proposed Future of Featherston Draft Masterplan. Please fill out all sections so we can formally record your submission. Tell us what you think before 11 February 2024. There are a number of ways you can make a submission:

Online - <https://swdc.govt.nz/featherston-masterplan/>

Paper copy -

- Email it to us at submissions@swdc.govt.nz
- Post to PO Box 6, Martinborough 5741
- Drop it in to the Council office or any of the South Wairarapa libraries.

Your Details

Full name _____

Organisation (if applicable) _____

Postal address _____

Phone _____

Email _____

Would you like to participate in the hearing process?

Hearings still to be confirmed, we will contact you about this.

Please Tick: ☐ Yes (in person)

☐ Yes (online)

☐ No

Privacy Statement

What we do with your personal information

All submissions (excluding contact details) will be made available to the public and media via the Council website.

Challenges and opportunities (Section 5)

1. Are there key challenges and opportunities that you think we have missed?

Vision and Guiding principles (Section 10)

2. Which Vision do you support? Please Tick:

☐ **Vision 1 - Featherston- A thriving community of workers, families and creatives all supporting each other**

or

☐ **Vision 2 - Featherston- Resilient, Creative, Caring**

3. Do you have any comments about the Vision?

4. Do you support the Six Guiding Principles?

Please Tick: ☐ **Yes** ☐ **No**

1. *Honouring the past "Ka mua, ka muri" acknowledging the past to move forward*
2. *Comfortable with being ourselves and caring for each other*
3. *Involve mana whenua in all our work*
4. *Support whanau Māori to thrive*
5. *Caring about our physical and natural environment*
6. *Doing what we can, being solution focused.*

Any comments about the Guiding Principles?

Masterplan Strategy (Section 11)

5. Do you support the overall Masterplan strategy (including the Featherston Masterplan Strategy Plan)?

Please Tick: ☐ **Yes** ☐ **No**

6. Do you have any feedback on the overall Masterplan strategy?

7. Do you agree with prioritising the pedestrian and cycle connections to Wairarapa Moana?

Please Tick: ☐ **Yes** ☐ **No**

Any other comments?

8. Do you think any other Connection routes should be prioritised?

Please Tick: ☐ **Yes** ☐ **No**

Which other routes?

9. Do you agree that the existing industrial land to the west of Bethune Street/ Wakefield Street should be rezoned residential?

Please Tick: ☐ Yes ☐ No

Any comments?

10. Do you support the rezoning of existing industrial and commercial zoned land along SH2, from Bethune Street/Wakefield Street to Wallace Street/Hickson Street to mixed use?

Please Tick: ☐ Yes ☐ No

Any comments?

11. Do you have any feedback on the suggested key features in the town centre and train station in 11.9 a) – q)?

Heritage Precinct (Section 12)

12. Do you support the proposed historic heritage precinct, subject to a detailed study into its values and boundaries which will likely restrict development within that area?

Please Tick: ☐ Yes ☐ No

Any comments?

13. Are there other areas which you believe should be identified as a heritage precinct?

Revitalised main street (Section 13)

14. Are there other upgrades that you think should be included in the main street and for the linkages to the train station and sports hub?

15. Do you support the changes which are proposed to the level crossings?

Please Tick: ☐ Yes ☐ No

Any comments?

16. Do you have any feedback on the closing of the Fox Street level crossing to traffic (remaining open to pedestrians and cyclists)?

Draft concept design (Section 14)

17. Do you have any feedback on the suggested upgrades 14.2 a) to f)?

18. Do you have any feedback on the suggested upgrades 14.3 a) to g)?

19. How do you feel about commuters having to use Hickson Street and Bell Street to drive to the Train Station, rather than Fox Street and Johnston Street?

20. Do you have any feedback on the suggested upgrades 14.4 a) to g)?

21. Do you have any feedback on the suggested upgrades 14.5 a) and b)?

22. Do you have any feedback on the suggested upgrades 14.6 a) to i)?

Implementation plan (Section 15)

23. Do you agree with the priorities and timescales set out in the Implementation Plan?

Please Tick: ☐ Yes ☐ No

Any comments?

Final feedback

24. Please provide us with any other feedback you have on the Masterplan overall, which are not covered by your answers above.

Appendix 1 – Wairarapa Moana Statutory Board



The Wairarapa Moana Statutory Board is “a new Statutory Board that enables Ngāti Kahungunu ki Wairarapa Tāmaki nui-a-Rua Settlement Trust and Rangitāne Tū Mai Rā Trust to realise their joint redress aspirations. The outcomes of the work of the Board will help deliver improved outcomes for Wairarapa Moana and the Ruamāhanga catchment for the kaitiaki and communities of the Wairarapa.” A meeting was held on the 13 October to provide “an opportunity for members to hear and share kōrero on the priorities and roles and responsibilities of the Board. All members of the public were welcome to attend this meeting.”

5. Iwi seek to bring whanau back home and iwi aspire to have- wait to hear more from Michele and Tia on this we can include this perspective

- Somewhere to live that is uplifting
- Some work that is meaningful
- Something to live for (hope)

Appendix 2 – Guiding Principles



Appendix 2 – Consultation Summary Document

Featherston Draft Masterplan and Implementation Plan

Consultation Summary Document

We need your feedback

We want you to tell us what you think about the Draft Featherston Masterplan and Implementation Plan.

Refer to the Draft Featherston Masterplan and Implementation Plan for full details about the proposed infrastructure enhancements and answer the submission questions at the end of this document.

Draft Featherston Masterplan – what’s it all about?

Featherston is a town with a strong sense of community and identity.

The purpose of this Masterplan is to set out a framework to enable growth to occur in a way that respects and builds on what is valued by the community while at the same time allowing for growth, change, and new development.

It proposes better connections among existing amenities in particular, the parks, train station and the main street. It also recommends that there be a greater visual recognition of local Māori history in the town and that Council include mana whenua in all the work that it undertakes.

Featherston is strategically positioned, being served by the Wairarapa Rail Line and State Highway 2, both of which provide connections to the wider Wairarapa and Wellington region for commuters and freight. It has a diverse range of local public and community amenities. These attributes along with Featherston’s relatively affordable housing (compared to Martinborough, Greytown and Wellington) are making Featherston an attractive place for new residents to live.

Featherston is a growing town, and its population is projected to accommodate an additional 1730 people over the next 30 years, requiring 940 dwellings over this time frame. This growth brings both challenges and opportunities. While residential building consents for example have more than doubled from pre 2020s to respond to demand, house prices have also increased with median house prices being \$580,500 in September 2023 up from \$400,000 in 2019. Housing is therefore becoming unaffordable for many, and increased house prices are also impacting on higher rental costs.

Key features of the Masterplan include investments to upgrade water infrastructure to serve growth, enhancements to the main street with the development of a town centre heart at the junctions of Birdwood and Fox Street and Birdwood Street and SH2. A safe and attractive shared path and cycleway from the main street to the rail station is included.

The option to have more varied and denser housing near the town centre and main street is proposed so that there is a choice of housing stock available going forward. This allows for a more diverse population in the future including an ageing population. It also is a response to increasing housing costs and the need to reduce the carbon footprint.

The availability of industrial land across the Wairarapa District is under investigation as part of the combined Wairarapa District Plan review. This investigation will subsequently inform industrial land growth options for Featherston. At the same time this Masterplan suggests some changes to the current business and industrial areas of Featherston.

When the Masterplan is finalised, it will inform the District Plan provisions for Featherston in the Wairarapa Combined District Plan Review. To date provisions for Featherston have been set aside to await the outcomes of this consultation. There is likely to be the opportunity to prepare specific design guidance for Featherston to ensure that the desired

outcomes established in the final Masterplan are supported by the revised District Plan.

This Draft Masterplan has been prepared following evidence gathering and consultation and engagement with the community, Māori, and central and regional government agencies ([See the Foundation Discussion Document July 2022](#)).

The Council now seeks formal feedback on this Masterplan before it is finalised. Details of how to provide feedback are provided at the end of this document.

What are we proposing?

In 2022, Featherston residents, the community and key stakeholders told us they wanted to support the concept of intensifying housing around the current train station location and main street. We are proposing to enhance the main street and connected town centre heart, with a transformative pedestrian link to the train station. This Masterplan will lay the foundations to realising these through a series of infrastructure upgrades and enhancements over the next three decades.

When the Masterplan is finalised, it will inform;

- Councils priorities during our Long-term and Annual Planning processes.
- the District Plan provisions for Featherston in the Wairarapa Combined District Plan Review; to date provisions for Featherston have been set aside to await the outcomes of this consultation. There is likely to be the opportunity to prepare specific design guidance for Featherston to ensure that the desired outcomes established in the final Masterplan are supported by the revised District Plan.

Summary of key upgrades and projects

Enhanced open spaces: The strategy aims to improve existing open spaces in the town centre area to create a central community focus. This involves enhancing linkages across SH2, reducing vehicle speeds, upgrading crossings, and improving footpaths to connect open spaces to the north and south of the main street. It also includes raising Birdwood Street to create a slow-speed street that facilitates easier connections between open spaces.

Town centre heart: The plan recognises the importance of making the best use of existing infrastructure in the town centre, such as reducing traffic speeds, improving walkability, ensuring easy access to and from the state highway, and encouraging investment in the town centre and train station. It aims to increase the opportunity for people to live close to existing amenities, shops, businesses, and open spaces while promoting transit-oriented development principles. And promotes the presence of Māori cultural values and heritage.

Housing: The plan focuses on more intensive housing development around the existing town centre and train station, within easy walking distance of community facilities. It also allows

for a range of housing densities across the town, in line with the Draft Wairarapa District Plan. The strategy encourages mixed-use development along SH2, provided that ground floor street frontages remain in retail/commercial use. It emphasises utilising existing urban land for development and identifies a Heritage Precinct.

Business and industry: The plan considers the provision of land for business and industry essential for the town's vibrancy. It maintains existing industrial areas to the east of the town centre while suggesting rezoning of industrial land to the west of Bethune Street/Wakefield Street to residential. It recommends rezoning Industrial and Commercial zoned land along SH2 to mixed use, provided retail/commercial ground floor frontages are retained.

Connections: The plan aims to improve pedestrian and cycle connections within the town centre and to the sports hub. It plans to create a circular route, make Daniell Street one-way for pedestrian/cycleway development, and improve connections beyond the Featherston urban area. This includes supporting improved connections to Wairarapa Moana and endorsing the Wairarapa Five Towns Trails Network Masterplan for future cycle trails linking to various destinations.

Overall, the Masterplan proposes a comprehensive approach to transform the town centre and its surroundings, emphasising urban design, housing development, business and industry zoning, and improved connectivity. It seeks to create a vibrant town centre with a strong sense of community and accessible amenities.

Our Masterplan Strategy

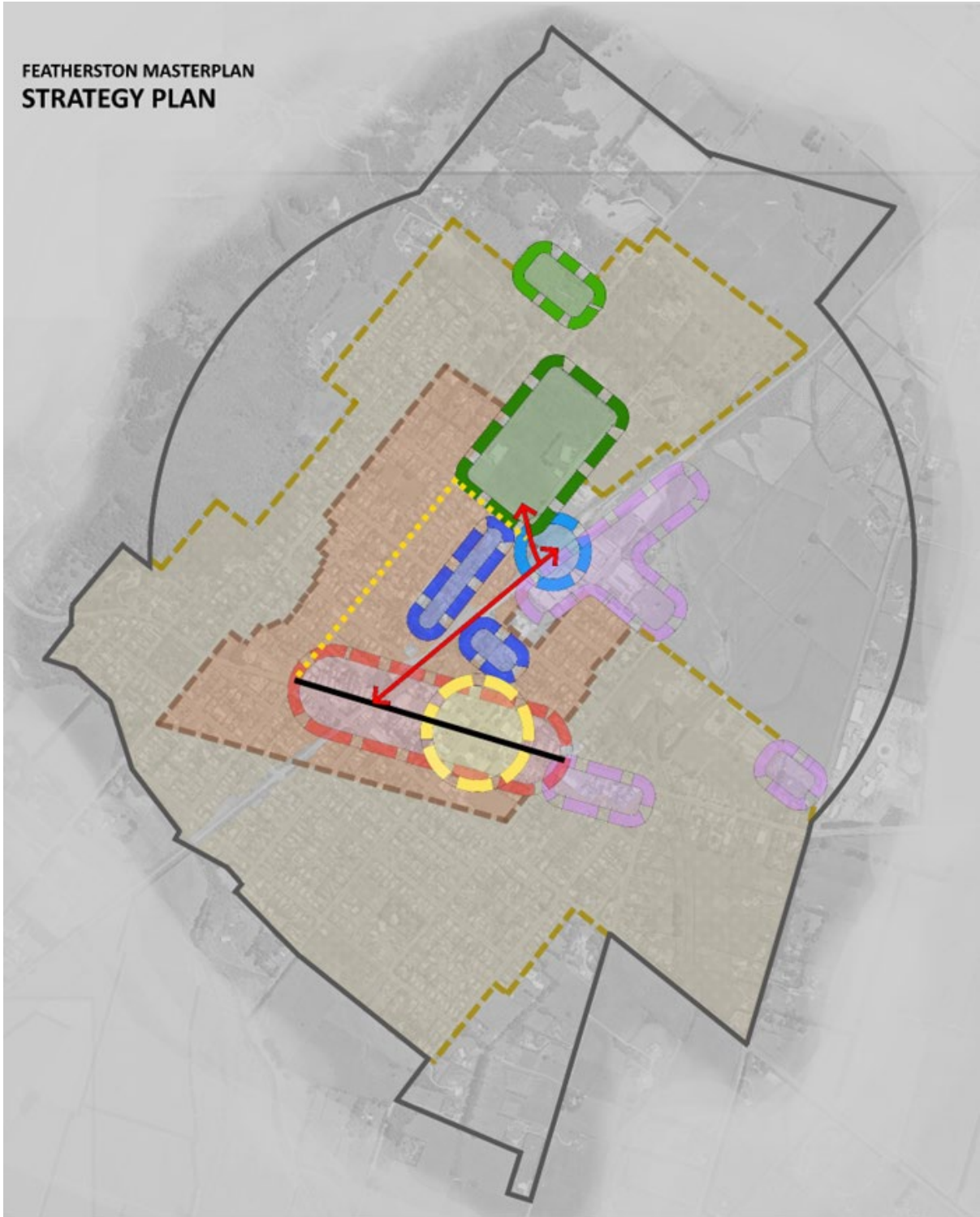
Map 1 – Overall Masterplan Strategy

In line with previous feedback, the proposed overall Masterplan strategy is based on Option one (increased density around the Main Street and Train Station) included in the Featherston Masterplan Foundation Document. This has been further refined to take account of:

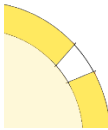






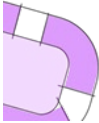
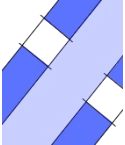


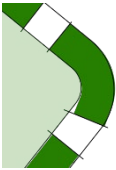

- The updated information we have regarding natural hazards and fault lines, with minor changes to the boundary of the medium density residential area and the removal of the outer residential area.
- Community feedback received on the Featherston Masterplan Foundation Document.
- Feedback from Government Agencies, the Regional Council and other public organisations, such as Waka Kotahi and Kāinga Ora.

You can find the full proposed strategy in the Draft Featherston Masterplan and Implementation Plan document.

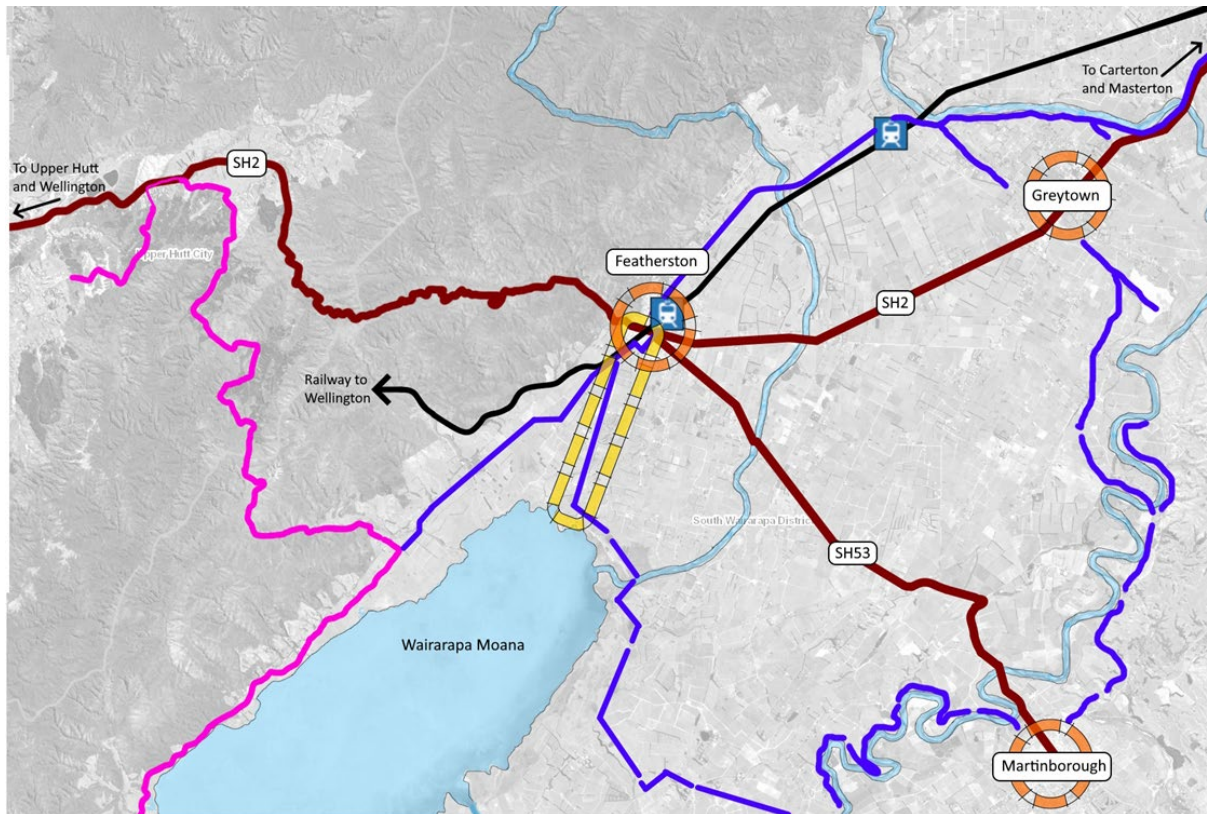
**FEATHERSTON MASTERPLAN
STRATEGY PLAN**



Legend

	Town Centre Heart (see Design Map 2, 14.4)		Medium Density Residential Area		Town Centre – Train Station and Sports Hub Walkway/Link
	Main Street Enhancement (see Design Map 1 and 2, 14.2, 14.5)		General Residential Area		Future Pedestrian-Cycle Link
	Mixed Use Town Centre area (see Design Map 1 and 2, 14.2, 14.4, 14.5)		Existing Industry		Potential Heritage Precinct (see section 12)
	Train Centre Hub (see Design Map 3, 14.6)		Featherston Masterplan Study Area boundary		
	Sports Hub		Existing Reserve Area		

Map 2 - Our Connections within and beyond Featherston



Featherston Masterplan – Connections within and beyond

Legend

South Wairarapa Towns



State Highways



Railway Line



Rivers



Lake



Existing Remutaka Trail



Future Trails (indicative routes)



Trail to Wairarapa Moana



Plan Not to Scale

How does it all fit together?

Dis

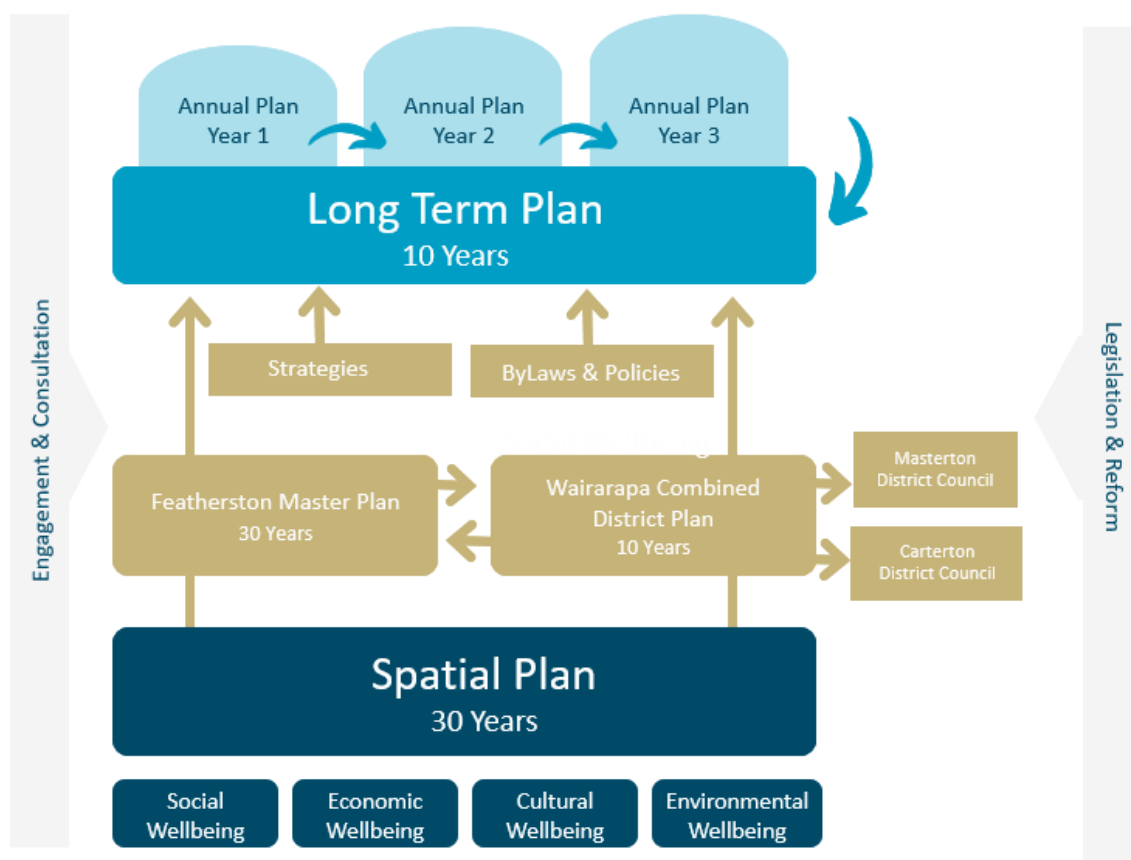


Diagram subject to change

The Local Government Act 2002 (LGA) requires councils to produce, once every three years, a Long-Term Plan (LTP) which sets out what the Council will do for the next ten years. We developed our 2021–31 LTP alongside our Spatial Plan, which is the blueprint for where we want the district to be in 30 years' time. A Spatial Plan sets the very long-term direction for the district, helping to shape the way our communities grow and develop, and where this will happen. A Spatial Plan is also a guide to future strategies, plans and actions of Council, including the District Plan, infrastructure programming and LTP.

Council's first step for the Spatial Plan focuses on residential growth options in our three towns. Future steps include masterplanning for residential areas, working with whānau, hapū and marae to develop Papakāinga housing areas, and planning for rural, commercial, industrial and transport provisioning. Featherston is strategically located on the rail network and is a growth area for the district and within the Wellington region, so is the first town to have a masterplan.

Draft Featherston Masterplan

The Draft Featherston Masterplan and Implementation Plan can be found:

- on the South Wairarapa Council website
- at the Council office at 19 Kitchener Street, Martinborough
- at any of the three South Wairarapa libraries.

Submission questions

South Wairarapa District Council is consulting on the Future of Featherston Draft Masterplan. The Draft Masterplan proposes a series of infrastructure improvements over the next decade. Investments include upgrading water infrastructure and enhancements to the main street with the development of a town centre. It proposes better connections among existing amenities especially the parks, train station and main street. It also allocates space to provide options for the community's needs beyond 2034 and to enable and support a diverse future population, including an ageing population.

When the Masterplan is finalised, it will inform provisions for Featherston in the Wairarapa Combined District Plan Review; to date provisions for Featherston have been set aside to await the outcomes of this consultation. This submission form allows you to provide feedback on the proposed Future of Featherston Draft Masterplan. Please fill out all sections so we can formally record your submission.

Tell us what you think before 11 February 2024. There are a number of ways you can make a submission:

Online - <https://swdc.govt.nz/featherston-masterplan/>

Paper copy -

Email it to us at submissions@swdc.govt.nz

Post to PO Box 6, Martinborough 5741 z

Drop it in to the Council office or any of the South Wairarapa libraries.

Privacy Statement

What we do with your personal information

All submissions (excluding contact details) will be made available to the public and media via the Council website.

Your Details

Full name _____

Organisation (if applicable) _____

Postal address _____

Phone _____

Email _____

Would you like to participate in the hearing process? Hearings still to be confirmed, we will contact you about this.

Please Tick: Yes (in person) / Yes (online) / No

Challenges and opportunities (Section 5)

Are there key challenges and opportunities that you think we have missed?

Vision and Guiding principles (Section 10)

Which Vision do you support?

Please Tick: Vision 1 – Featherston- A thriving community of workers, families and creatives all supporting each other

or

Vision 2 – Featherston- Resilient, Creative, Caring

Do you have any comments about the Vision?

Do you support the Six Guiding Principles?

Please Tick: Yes / No

1. Honouring the past “Ka mua, ka muri” acknowledging the past to move forward
2. Comfortable with being ourselves and caring for each other
3. Involve mana whenua in all our work
4. Support whanau Māori to thrive
5. Caring about our physical and natural environment
6. Doing what we can, being solution focused.

Do you have any comments about the Guiding Principles?

Masterplan Strategy (Section 11)

Do you support the overall Masterplan strategy (including the Featherston Masterplan Strategy Plan)?

Please Tick: Yes / No

Do you have any feedback on the overall Masterplan strategy?

Do you agree with prioritising the pedestrian and cycle connections to Wairarapa Moana?
Please Tick: Yes / No

Do you have any other comments?

Do you think any other Connection routes should be prioritised?
Please Tick: Yes / No

Which other routes?

Do you agree that the existing industrial land to the west of Bethune Street/ Wakefield Street should be rezoned residential?
Please tick: Yes / No

Do you have any other comments?

Do you support the rezoning of existing industrial and commercial zoned land along SH2, from Bethune Street/Wakefield Street to Wallace Street/Hickson Street to mixed use? Please Tick: Yes / No

Do you have any other comments?

Do you have any feedback on the suggested key features in the town centre and train station in 11.9 a) – q)?

Heritage Precinct (Section 12)

Do you support the proposed historic heritage precinct, subject to a detailed study into its values and boundaries which will likely restrict development within that area?

Please Tick: Yes / No

Do you have any other comments?

Are there other areas which you believe should be identified as a heritage precinct?

Revitalised main street (Section 13)

Are there other upgrades that you think should be included in the main street and for the linkages to the train station and sports hub?

Do you support the changes which are proposed to the level crossings?

Please Tick: Yes / No

Do you have any other comments?

Do you have any feedback on the closing of the Fox Street level crossing to traffic (remaining open to pedestrians and cyclists)?

Draft concept design (Section 14)

Do you have any feedback on the suggested upgrades 14.2 a) to f)?

Do you have any feedback on the suggested upgrades 14.3 a) to g)?

How do you feel about commuters having to use Hickson Street and Bell Street to drive to the Train Station, rather than Fox Street and Johnston Street?

Do you have any feedback on the suggested upgrades 14.4 a) to g)?

Do you have any feedback on the suggested upgrades 14.5 a) and b)?

Do you have any feedback on the suggested upgrades 14.6 a) to i)?

Implementation plan (Section 15)

Do you agree with the priorities and timescales set out in the Implementation Plan? Please Tick: Yes / No

Do you have any other comments?

Final feedback

Please provide us with any other feedback you have on the Masterplan overall, which are not covered by your answers above?

Bank Signatories

1. Purpose

To request approval of proposed updates to the Council's bank signatories.

2. Recommendations

Officers recommend that the Council:

1. That Council receives the *Bank Signatories* Report
2. Approve the additional named bank signatory: Chief Executive Officer Janice Smith
3. Approve the removal of named bank signatory: General Manager Finance Karon Ashforth.

3. Executive Summary

Due to changes in personnel at SWDC, bank signatories are required to be amended on all bank accounts and lending authority, Local Government Funding Agency (LGFA). For business continuity purposes and operational processing, SWDC need to ensure there are sufficient authorised signatories on all bank accounts, currently there are six authorised personnel.

Banks have tightened and changed their processes over the last few years, largely because of new financial requirements and the Anti-Money Laundering and Countering Financing of Terrorism Act 2009 (AML/CFT Act). Some banks may require a Council resolution to confirm these changes.

4. Banking Organisations

Currently SWDC has accounts with the following banking and finance organisations:

- BNZ (transactional and term investments)
- ANZ (term investments)
- ASB (term investments)
- Kiwibank (term investments)
- Wairarapa Building Society (term investments)
- Westpac (term investments)
- LGFA (borrowing)

5. Signatories

Two signatories are required for all transactions and in addition to the difficulties getting into branches, some institutions have added a requirement that there be written confirmation from the appropriate governance body that signatories should be added.

SWDC Officers therefore seek approval from the Whole of Council that the following officers be amended to the list of signatories for our bank accounts:

- Janice Smith Addition - effective 13 November 2023
- Karon Ashforth – deletion 16 November 2023

Contact Officer: Karon Ashforth, General Manager Finance

Reviewed by: Russell O’Leary, Acting CEO

Hinekura Road Procurement Process

1. Purpose

To inform councillors of the process to procure, design and build the landslide section of Hinekura Road.

2. Executive Summary

Waka Kotahi funding of the Hinekura Road landslide remediation works is subject to the South Wairarapa District Council following their Waka Kotahi endorsed procurement strategy. Funding will be applied for under the Emergency Work Category attracting a minimum financial assistance rate (FAR) of 51%.

South Wairarapa District Council have current purchasing guidelines that are required to be followed in the procurement of goods and services. Their goals align with those set out in the Local Government Act 2002 and in Waka Kotahi's procedures.

The Council also recognise that successful contracts are based around strong relationships and can have two, three or more parties jointly contracted to deliver a single outcome.

The District Councils' goals in co-ordinating and managing the procuring of goods and services are to:

- Conform with any Statutory provisions
- Protect the Council in a business-like manner.
- Maximise ratepayer benefit from public funds committed.

The objectives that the Council are aiming to achieve with the procurements are:

- To achieve value for money.
- To encourage development of local suppliers.
- To ensure a high standard of health & safety is embedded in procurement.

This executive summary will also be provided to:

- ☒ Martinborough Community Board.

3. Recommendations

Officers recommend that the *Council/Community Board/Committee*:

1. Receive the *‘Hinekura Road Procurement Process Report*.
2. Recommend that Officers submit a funding request to Waka Kotahi under the works category of Emergency Works.
3. Recommend that delegation be given to the Chief Executive Officer and Chair of the Infrastructure and Community Services Committee to accept the recommended tender.

4. Background

Following the decision that Waka Kotahi would not fund the preferred bypass option a community survey was undertaken with the preferred outcome was to reinstate the road via a high-risk low-cost option as close as possible to the original alignment.

The first step of the procurement process was to signal to the market via an advanced notice that the project was to be procured as a design and build model. The model was to be a collaborative approach between a Contractor with supporting Geotechnical advice, with the South Wairarapa district Council carrying a high level of risk.

It is anticipated that the proposed form of procurement will give a quick build outcome benefiting the wider community.

The advance notice attracted interest from:

- 3 Geotechnical organisations
- 5 Civil Contractors.

This was a good response and bodes well for a competitive tender process.

5. Prioritisation

5.1 Te Tiriti obligations

Engagement considered not required in this case.

5.2 Long Term Plan alignment

How does this align with strategic outcomes?

- ☐ Spatial Plan
- ☐ Long Term Plan
- ☒ Annual Plan

6. Discussion

Following several severe weather events, Hinekura Road was impacted by a series of major slips that made the road impassable on several occasions in 2020 and 2021. In June 2022, a significant landslide left a length of 0.8 km on Hinekura Road substantially damaged beyond repair and a decision was made to close the road to all traffic and pedestrians due to the high level of risk from a landslide that continued to move.

Further investigation and analysis were undertaken, including a number of geotechnical assessments leading to development of a range of options for restoring access. All geotechnical information secured to date will be made available to tenderers.

Several of those proposed options are unaffordable; hence Council has resolved to restore access as best as can be achieved within the available budget.

The Council is looking for a low-cost high-risk option, where the bulk of the risk sits with them.

The successful tenderer will be invited to partner with both South Wairarapa District Council and Carterton District Council in other emergency work reinstatement activities.

The project is inclusive of low-level Geotechnical input, carriageway alignment agreement, design and build, stormwater control, earthworks control, pavement construction, fencing, and land purchase. Prior to commencement the adjoining landowners will be engaged to confirm all affected parties are involved in the setup and initial phases and any concerns are addressed in a timely manner.

The tender will be inclusive of physical and geotechnical works, and all other engagement works will be carried out by Council Officers.

It is noted there is no intention to seal the new pavement during the construction.

A drone survey of the site has been commissioned to determine the status of any recent movement and this will support the determination of the proposed alignment. As part of the overall view of the site the existing sensors will be checked and re activated and or relocated to provide high level monitoring of the landslip over time.

The tender process is expected to close prior to the Christmas holiday period with commencement early February 2024.

Tender evaluation of the contractors' attributes for methodology and track record along with tender price will be evaluated with high weightings.

7. Strategic Drivers and Legislative Requirements

7.1 Significant risk register

Consideration of any risk(s) that may impact on business/project/outcomes, including assessment and mitigations.

- ☐ Relationship with iwi, hapū, Māori
- ☒ Climate Change
- ☒ Emergency Management
- ☐ IT architecture, information system, information management, and security
- ☐ Financial management, sustainability, fraud, and corruption
- ☐ Legislative and regulative reforms
- ☒ Social licence to operate and reputation
- ☒ Asset management
- ☐ Economic conditions
- ☒ Health and Safety

8. Consultation

8.1 Communications and engagement

The Hinekura Community will be kept informed as key points in the process are met along with the outcomes achieved.

Waka Kotahi have been engaged and provided high level support and direction setting in moving forward, also support with clear direction in funding.

8.2 Partnerships

Have you completed a communications plan for the work described/project to engage/communicate with partners/key stakeholders e.g. Waka Kotahi, Kainga Ora, community groups, particular individuals etc?

☐ Yes ☒ No

If no, is a communications plan required?

☐ Yes ☒ No

8.3 Procurement

This section outlines the applicable sections of the Council's Procurement policy.

Identify requirement.

The level of planning should be proportionate to the size, risk, relative value, and strategic importance of the procurement. Depending on the nature of the procurement, this phase may involve:

- deciding what you intend to procure, how you intend to approach the market, how you will evaluate any bids and how you intend to contract.
- considering what broader outcomes could be leveraged through the procurement.
- estimating the delivery date taking into account the complexity, how much subcontracting there might be, and a realistic time to deliver given the nature and scope.
- identifying if there are any pre-conditions that need to be applied e.g. technical skills or expertise required.
- the declaring of any conflicts of interest that may affect, or could be perceived to affect, a staff members impartiality in any aspect of their work is required. These should be recorded in writing. A Declaration of Interest form is available for use by those with involvement in the procurement process.
- A Procurement Plan template is available to support competitive procurements exceeding \$100,000 and high-risk procurements.
- A business case should be completed for non-emergency procurement activities exceeding \$100,000 which are not budgeted for in the Annual Plan or the Long Term Plan.

Planned approach to the market.

Estimated Whole Value of Life Contract Value	Up to \$5,000	\$5001 - \$20,000	\$20,001 - \$100,000	Greater than \$100,000
Direct appointment/Sole source	✓	✗	✗	✗
Preferred supplier or two written quotes	✓	✓	✗	✗
Preferred supplier or three written quotes	✓	✓	✓	✗
Open and competitive tender	✓	✓	✓	✓

9. Financial Considerations

Council Resolved at its meeting 14 July 2022 (DC2022/58) to:

1. Approve the use of up to \$500,000 unbudgeted capital expenditure for phase 1 to allow Management to continue work on new roading alignment and design to be funded by a loan.

(Moved Cr Jephson/Seconded Cr Plimmer)

Current spend is approximately \$250,000, allowing available funds to be utilised throughout the current procurement process and initial design and build process.

At this stage no firm estimate for the project has been created. When the estimate is established, a future paper will be tabled requesting unbudgeted expenditure.

Contact Officer: Tim Langley, Roading Manager

Reviewed By: Stefan Corbett, Group Manager Partnerships and Operations

ITEM E1

INTERIM EXECUTIVE'S REPORT

22 November 2023



**SOUTH WAIRARAPA
DISTRICT COUNCIL**
Kia Reretahi Tātau

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Statement from the Interim Chief Executive

Kia ora koutou

I have recently been covering the Chief Executive position since Paul Gardner has taken some well-earned annual leave. Paul has done a great job over the past seven months, supporting the community, our organisation and staff in the continued delivery of our commitments whilst recruiting a new CE. On behalf of the Council and the Executive Leadership Team, I'd like to thank Paul.

In October, we announced that a new CE, Janice Smith, had been appointed, and were pleased when her start date came sooner than anticipated. Many of our Council staff and elected members were present at Janice's whakatau on 13 November. The speeches welcoming Janice acknowledged the history, geography, and the people that make the Wairarapa the magnificent place we serve and also call home. I want to thank the many staff who were involved in organising the occasion, and tangata whenua who joined council staff and elected members to welcome Janice. It was pleasing to see our manuhiri who travelled from the Far North to make this official welcome so special. We look forward to supporting Janice as she begins her journey with South Wairarapa District Council.

I also want to take this opportunity to thank Karon Ashforth for her service to Council. I wish to acknowledge Karon's management and executive efforts that she has added for Council, always carried

out with a focused approach and friendly manner. Her team's combined work has helped strengthen good budgetary outcomes, especially in the navigation of the annual plan, annual report, LTP, general finance work and advice for elected members. We wish Karon all the best in her new manager position at Carterton District Council.

In terms of key work topics in progress, I share the following updates. Managers, ELT and Councillors are continuing to apply keen focus for our Long-term planning and its many components. All this work continues as part of evaluating services, budget considerations and astute planning. The Rating Review has been another focus point including recent public feedback, careful advice, and deliberation for Councillors. At the Council meeting on 22 November, our elected members will consider reports in respect of the representation review for the district and the Featherston Masterplan, the 30-year plan for the future of the town.

Lastly, while we're on a roll of giving thanks, I'd like to recognise what a challenging year it's been for us. The change in government and any impending policy still has us in a holding pattern likely through to the new calendar year. I take this opportunity to thank our dedicated Council staff for continuing to deliver their work in a professional, enthusiastic, and proactive manner. This Council agenda is reflective of the great work that has been done throughout the year. The importance of a good break over the upcoming festive holidays will be welcomed by all, and very much deserved.

Russell O'Leary
INTERIM CHIEF EXECUTIVE

Legislative Updates

The following relevant legislation has completed parliamentary processes since the last Interim CE update:

- Land Transport (Road Safety) Amendment Bill
- Land Transport Management (Regulation of Public Transport) Amendment Bill
- Residential Tenancies (Healthy Homes Standards) Amendment Bill
- Local Government Official Information and Meetings Amendment Bill
- Sale and Supply of Alcohol (Harm Minimisation) Amendment Bill

Progress of relevant bills currently in the house

Bills are proposals to make a new law or to change an existing one. Only Parliament can pass a bill. Each bill goes through several stages, giving MPs and the public the chance to have their say.

Emergency Management Bill

This bill establishes a more flexible regulatory framework for setting standards and managing the emergency management system across what is known as the 4Rs, risk reduction, readiness, response, and recovery.

<https://legislation.govt.nz/bill/government/2023/0225/latest/whole.html>

Electoral Bill voting age

This single broad policy of this omnibus bill is to reduce the voting age in local elections and polls from 18 to 16 years of age.

https://www.legislation.govt.nz/bill/government/2023/0279/latest/LMS879033.html?search=ta_bill%40bill_E_bc%40bcur_an%40bn%40rn_25_a&p=1

Sale and Supply of Alcohol (Cellar Door Tasting) Amendment Bill

This Bill allows winery cellar doors to charge visitors for the samples of their own wine and adds an off-licence category for wineries holding an on-licence. Awaiting second reading.

For the full list of bills currently in progress, please visit: <https://www.parliament.nz/en/pb/bills-and-laws/bills-proposed-laws/>

On the horizon

Responsibility for Reducing Waste Act Consultation

The Government has agreed to repeal the Waste Minimisation Act and the Litter Act and replace them with the “Responsibility for Reducing Waste Act”. The aim is for the Bill to be introduced and referred to a Select Committee this year. Details about the proposed legislation can be found at:

[Cabinet papers seeking policy decisions on the content of new waste legislation | Ministry for the Environment](#)

Current central government consultations

The following relevant Government initiatives (related to the local government sector) are currently open for public submissions.

Submissions can be written by anyone and help select committees understand what the public think about a particular issue.

Transitional National Planning Framework

Key dates: Closes 13 December

Agency: Ministry for the Environment

Description: Focuses on carrying across the policy intent of the existing national direction made under the RMA. It also includes some new direction to support the development of regional spatial strategies (RSS), a first set of attributes for environmental limits and targets, direction on good planning outcomes that reduce the risks of natural hazards and the effects of climate change,

protection of outstanding natural landscapes and outstanding natural features, protection of cultural heritage and providing for infrastructure. Click here for more information:

<https://environment.govt.nz/publications/targeted-engagement-draft-nbe-npf-regulations/>

For a full list of initiatives, please contact: governance@swdc.govt.nz

Regional updates

[Positive Ageing Strategy](#)

The Wairarapa Region's application to be a member of the WHO Global Network for Age-friendly Cities and Communities has been approved. As a member, the Wairarapa Region will be part of a growing global movement of communities, cities and other sub-national levels of government that are striving to better meet the needs of their older residents. This membership will support the work of the Wairarapa Councils (through Te Hōkai Nuku Wairarapa Region Positive Ageing Strategy) to help our kaumātua/older adults lead connected and fulfilling lives.

The United Nations Day of Older Persons (October 1) was celebrated at both the Featherston Community Centre and at the Wharekaka Monday afternoon gathering. The Wharekaka celebration was supported by the Martinborough Community Board and Mayor Connelly was in attendance.

Partnerships

[Destination Wairarapa](#)

Reports for Q1 2023/2024 can be found on the website: <https://swdc.govt.nz/governance/reports/>

Strategy/Policy updates

The following governance policy instruments are currently under-going review:

- Combined Wairarapa District Plan
- Freedom Camping Bylaw
- Revenue and Financing Policy (Rating Review)
- Wairarapa Local Alcohol Policy
- Psychoactive Substances Local Approved Products Policy
- Wairarapa Class 4 Gambling and Standalone TAB Venues Policy

Upcoming engagement and consultation

South Wairarapa District Council is preparing for engagement and consultation on the following initiatives:

- Featherston Masterplan
- Featherston Wastewater Project
- Representation Review
- Long-Term Plan 2024-2034.

Significant projects

Finance

[Rating Review](#)

Summary: Rating review workshops continuing - updated timetable for project as follows:

Step	Dates	
	Start	Finish
4. Model and confirm the preferred rates allocation option	1-Jul-23	31-Jul-23
5. Consider the use of remission and or postponement policies	1-Aug-23	31-Aug-23
6. Draft Revenue & financing policy and supporting rating policies	1-Aug-02	31-Aug-23
7. Draft the proposal and supporting information for consultation	1-Aug-23	31-Aug-23
8. Carry out community consultation	15-Sep-23	15-Oct-23
9. Hear submissions	20-Oct-23	31-Oct-23
10. Council Deliberations	1-Nov-23	15-Nov-23
11. Update rates and amend policies after deliberations	15-Nov-23	24-Dec-23
12. Adopt new policies		Early New Year
13. Set the rates	1-Jun-24	30-Jul-24
14. Implement new rating system	1-Jul-24	

Next immediate milestones: Update rates and amend policies after deliberations.

PROJECT STATUS:



Governance

Representation Review

Summary: Determines the optimal number of councillors, the way they are elected and the geographical ward boundaries.

Update: At their last meeting on the 7th of November, the Māori Standing Committee voted unanimously in support of the establishment of a Maori Ward and will present their position to Council on 22 November.

Next immediate milestones: The Council Meeting will vote on Māori Ward at the 22 November meeting.

For more information, please visit our website:
<https://swdc.govt.nz/governance/representation-and-elections/>

PROJECT STATUS:



Pain Farm

Summary: The Martinborough Community Board under the guidance of Council has a governance role of the Pain Farm Trust Lands and the recommendation of the expenditure of the income.

Update: At the last Council meeting, Council requested that the CE develop a Memorandum of Agreement for the Pain Farm Estate with the Martinborough Community Board (MCB) which would include the provision of information, agreement of overhead charges, disbursements of income and other matters of importance to the MCB. The MoA was developed in collaboration with the community board and signed in September.

Next immediate milestones: The MCB has prioritised the development of the lease agreement for the waste transfer station to provide transparency and accountability, which is making good progress.

PROJECT STATUS:



Planning and Regulatory Services

Combined District Plan Review

Summary: The review, led through the advisory groups and WCDP Review Committee, considers the extent of change needed for chapters, alongside the national planning standards, national direction. The project extends from 2021-2023 with appeals work in 2024. Notification of the reviewed WCDP has been in place since October 2023.

Final drafts provided to the committee include:

- Strategic Direction
- Natural Hazards
- General Rural Zone/Rural Lifestyle Zone
- General residential zone/Settlement zone
- Future Urban Zone

- Open Spaces/Natural Open Space/Sport and Active Recreation Zones/Activities on the surface of water
- Natural environment chapters – SNA's/indigenous biodiversity
- Natural Features and landscapes
- Natural Character
- Public access
- Energy
- Network utilities
- Notable Trees
- Historic Heritage
- Tangata Whenua, Sites of Significance to Māori/Māori Purpose Zone
- Town Centre, Mixed Use and Industrial
- Contaminated land, Transport
- Noise, Subdivision.
- Subdivision design guides and updated Heritage Precinct design guides.
- Designations
- Climate change
- Financial contributions
- Tangata Whenua, Sites of Significance to Māori/Māori Purpose Zone

Next immediate milestones: The Proposed District Plan is open for submissions until 19 December 2023. The website – www.wairaraplan.co.nz – will continue to provide information relating to the development of the Proposed District Plan.

PROJECT STATUS:



Spatial Plan and Featherston Masterplan - No change

Summary: Council approved the development of a Featherston Masterplan following adoption of the Spatial Plan in 2021. The project involves engagement, foundation discussion document, reporting a draft plan, consultation and feedback, refinement work and compilation of a final plan. The final plan will help inform the new District Plan, the Long-Term Plan and Council and central government projects.

Next immediate milestones: Work on the Masterplan is progressing well including required liaison with external agencies, and the compiling of a related implementation plan. After a draft plan has been

approved by Council, formal public consultation on the Masterplan will occur in December 2023.

PROJECT STATUS:



Dog Tags

Due to staff being on leave and the recent completion of dog registration for this financial year, council staff will look to investigate this option in the new year to provide Council with further advice and information on implement lifetime dog tags.

Three Waters

Featherston Wastewater Treatment Plant Consent Project

Summary: The plant needs a new consent in 2023. The current consent expired in 2012 and has since been on hold while a solution is identified. Built in 1975, the plant is no longer considered fit for purpose. It discharges treated wastewater into nearby Donalds Creek and needs an upgrade to reduce its impacts on the local environment, and to meet new measures introduced under National Policy Statements and regulations.

Update: Since the last report, most of the further information requested by GWRC in the Section 92 request has been provided. Further work is required to address the outstanding items. A timeline for this has been agreed with Greater Wellington Regional Council (GWRC) and the project team are working to accommodate this work within the approved financial year budget. The relationship with GWRC and their advisors continues to be positive and collaborative. In conjunction to this consent work, the concept design has progressed through the Wellington Water process to peer review.

Next immediate milestones: The concept design phase is due to be completed in December 2023 and the final response to the Section 92 further information request is due May 2024. The timeline for public notification of this consent application is yet to be confirmed.

More information about this project's progress can be found in the monthly reports on the [project website](#).

PROJECT STATUS:



Martinborough Wastewater Treatment Plant Connections Project (New)

Summary: Applications for new wastewater connections in Martinborough are being put on pause in Martinborough for the time being because the town's wastewater plant has failed to meet performance and compliance standards. The plant has also reached its design capacity as population growth and annual connections have far exceeded expectations. Wellington Water, alongside South Wairarapa District Council (the Council), are urgently working on a delivery plan to bring the plant back to full compliance as soon as possible, while keeping GWRC updated on progress.

Update: Wellington Water have completed a Compliance Delivery Plan to meet and address the concerns raised in the Abatement Notice, issued 15 August 2022. Subsequently, the Abatement Notice has been cancelled and replaced with three To-Do Abatement Notices – issued 15 August 2023. The plan involves three key pieces of work to address compliance:

1. Desludging Ponds
2. Influence Flow & Quality monitoring
3. UV Investigation and Implementation

Planning work also continues on the longer term Stage 2A upgrades (irrigate to land expansion) for both Martinborough and Greytown, by 2031. Significant capex investment will be required over the coming years which is being requested through Council's Long Term Plan process.

Next immediate milestones: Under the agreed plan, a number of tasks are due to be delivered in November 2023 including the concept selection of the preferred desludging proposal and a UV system inspection, calibration and correction work programme.

More information about this project can be found on [Martinborough Wastewater Treatment Plant Connections - SWDC SWDC](#)

PROJECT STATUS:



Updates

Wairarapa Library Service

Wairarapa Library Services (WLS) libraries have been busy since July, with dog registrations and rates, school holidays, changed open times and regular programming.

WLS branches are operating an amended schedule with each site closed one day a week and all sites open until midday Saturday. There have been additional closures at sites on occasion due to insufficient staff availability. The decline in issues, returns and new memberships since July has been noticeable. In contrast digital issues has held steady or increased.

371 people were registered for the September school holiday programme compared with 134 in the April holidays. Building on last year's attendance of 850 people, the weekly Wa Korero/Pre-School Storytime continues to be offered across all sites. Scheduling for 2024's programmes particularly for adults is underway with a permanent part-time staff member taking on that area as lead.

In November, WLS and Masterton partnered to bring DORA, the digital mobile learning bus to the Wairarapa for a fortnight. The bus visited a number of venues throughout South Wairarapa, Carterton and Masterton, providing free-to-public digital upskilling.

The internal review of the WLS has been completed and will now be considered by Councillors before being tabled formally in the New Year.

Community Development

Te Rautaki Rangatahi o Wairarapa and Youth Development

Coordination of Mana Taiohi and Code of Ethics Youth Development training to support the wider Wairarapa youth development sector is underway. Recruitment of a Youth Development Coordinator to lead the delivery of activities for Te Rautaki Rangatahi o Wairarapa is nearly completed. Work is also

underway to coordinate youth events in the South Wairarapa, to enable local rangatahi to lead and share aspirations for their places and communities.

Hinekura Hall Upgrade

In September 2022, the Council Community Development supported the Hinekura community to apply to the Department of Internal Affairs Funding for Change for a grant of \$30,000 (gst excl) to enable the upgrade of Hinekura Community Hall. The Hall upgrade was recently completed and has resulted in the Hinekura community having a facility that is safe, fit purpose, warm and welcoming. It provides a hub for the Hinekura community of around 70 residents to meet, stay connected and have access to a range of core services during a prolonged period of stress and isolation as a result of a large landslide on Hinekura Road which rendered the road unusable in June 2022.

Supporting Collaborative Approaches to delivering Community Wellbeing.

Community Development is collaborating with a range of agencies and Masterton and Carterton District Council to support initiatives for our community, including Te Wiki Tākaro (Play Week) 6-12 November and Pack the Bus 2023. Community Development is also working together with funding advisors and community groups to improve connections between community groups and funding, and visibility of community needs and funding opportunities for the South Wairarapa community.

Welcoming Communities Programme

Summary: The Welcoming Communities Programme has reached the end of its establishment year at the Council, and the insights gathered will be used to develop a Welcoming Plan for the remaining two years of the programme. This Plan will include some short-term, low-investment activities and some longer term, strategic activities to improve the settlement experiences and community well-being in South Wairarapa. It has been identified that welcoming in South Wairarapa is mostly done at the individual or neighbourhood level and there are many opportunities for the Council to support new people, and also make a positive impression, in a strategic and cost-effective way.

The stock-take report that summarises these findings is being published and promoted on our website and social media. The full summary can be found [here](#).

Next immediate milestones: The Welcoming Plan will be developed in partnership with key community stakeholders. The draft Welcoming Plan will be socialised and feedback will be sought prior to the Plan being endorsed and finalised early in 2024. To share feedback, ideas or to be more directly involved in the process, contact the Welcoming Communities Coordinator, Michaela Lloyd.

PROJECT STATUS:



Partnerships and Operations (Amenities)

Greytown Wheels Park

A week-long stakeholder event was run in Greytown during September and proved to be a valuable activity to refine the concept design, test ideas, and canvas a wide range of stakeholders. Refinements are being tested with some stakeholders – particularly wheels users. Once finalised there will be wider communications of the final design.

Green Space in Greytown

The Council approved Officers to proceed with the development of a lease of the Greytown Rugby Football grounds from the Greytown Trust Lands Trust. The three parties are working collaboratively together on an agreement that will benefit a number of sports club and the general public.

Lake Ferry Campground

Officers are working with KiwiCamp regarding the compliance related project works at the campground and are happy with progress to date. Approximately half of the temporary living places (TLP's) that were non-compliant have been moved. Other compliance related projects are on track.

Old Library Building in Stella Bull Park

Council officers have temporarily paused a public process to find a new tenant in the Old Library Building in Stella Bull Park. Councillors and the Greytown Community Board members had asked for time to consider community uses for the building. A productive conversation was held in the Infrastructure

and Community Services Committee on a range of possible uses on 15 November. Council Officers will be working with Councillors to consider the most appropriate long-term use of the Old Library Building.

Wellington Region Waste Management and Minimisation Plan (WMMP) - no change

The WMMP is progressing well with collaborative work happening across the Greater Wellington Region, and within the Wairarapa. The eight Councils in the Wellington Region have consulted on the draft WMMP from 31 July - 1 Sept 2023 and are each responsible for consultation. The three Wairarapa Councils are sharing resources in a joined-up consultation approach. The Joint Committee will adopt the draft WMMP for consultation; hear submissions; and undertake the deliberation process. The final WMMP will then be adopted by each Council in December 2023 or early in the New Year depending on advice from the Ministry for the Environment.

People and Capability

We have total of 6 vacancies; one vacancy is actively being promoted on our website and through the usual recruitment websites, one has been paused after a lengthy advertising period has produced no results and we will revisit the role in the new year, two appointments are in progress, and a further two role descriptions are being reviewed before the recruitment process begins.

All these roles are existing positions already in the annual plan and are necessary to deliver on the agreed priorities.

The annual salary review has been undertaken with only one change still to be actioned. However, this has been allocated for within the financial budget.

The remuneration budget remains in budget, and we have ensured that there is a buffer for future vacancies outlined in the Annual Plan.

Financial Update

Financial Update

Anticipated total revenue 2023/24 (all income streams)	\$35.4m
Revenue year to date as at end of Sept 2023 (all income streams)	\$9.8m
Anticipated total operating expenditure 2023/24	\$32.7m
Operational expenditure year to date as at end of Sep 2023	\$8.8m
Anticipated total capital expenditure 2023/24	\$16.4m
Capital expenditure year to date as at end of Sep 2023	\$2.6m

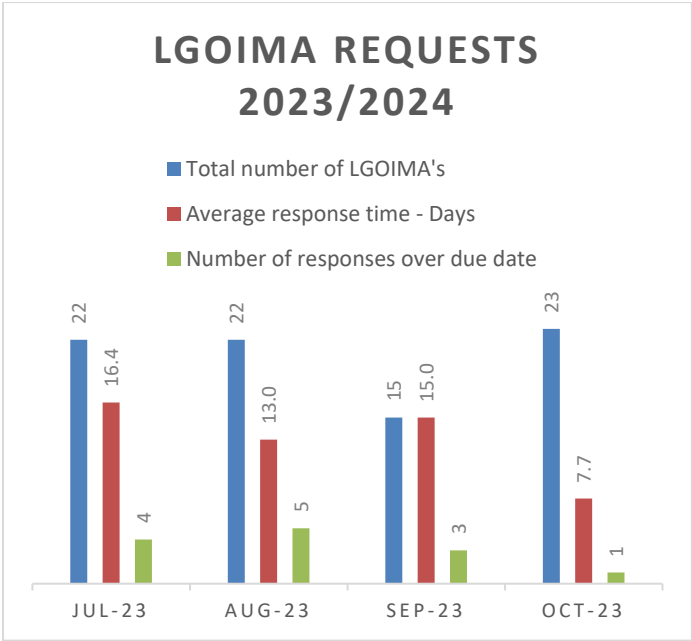
Local Government Official Information and Meetings Act Requests

For the period of September and October, Council received a total of 38 Local Government Official Information Act (LGOIMA) requests. The average number of days to respond to these requests from September and October is currently 11. The number for September and October 2022 was 16 in total.

The Council continues to receive a higher number of official information enquiries compared with last year, most recently driven by the Rating Review. Our current practice is to log all information requests that require more than a simple email response. This supports Officers to track and monitor information in a coordinated way and reduces the risk of enquires not being responded to.

The average number of days to respond is well within the 20 days maximum. When more time is required, the requester is always communicated with, and an extension is usually granted. Workloads and leave have an impact on the timeliness of responses.

The Council is now proactively releasing information requests, as per the new policy, and these can be found on our website here: <https://swdc.govt.nz/lgoima-proactive-release/>



**HAKAPĀ MAI
CONTACT US**

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Our customer service is available to help with any enquiry.
Open: 9:00am – 4:00pm Monday to Friday

SERVICE REQUESTS AND FEEDBACK

Our [Get It Sorted](#) online form can be used to report issues to Council.

Urgent matters should be phoned straight away to Council on (06) 306 9611.

Council’s [compliments and complaint policy](#) is located on our website – feedback is welcome and can be provided using the online [form](#)

Council Action Items Report

1. Purpose

To present the Council with updates on actions and resolutions.

2. 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.

3. Appendices

Appendix 1 – Action Items to 22 November 2023

Contact Officer: Amy Andersen, Committee Advisor
Reviewed By: Janice Smith, Chief Executive Officer

Appendix 1 – Action Items to 22 November 2023

Number	Raised Date	Responsible Manager	Action or Task details	Open	Notes
420	15-Sep-21	S Corbett	Provide reporting on roading asset management planning, particularly around heavy vehicle use (e.g. logging trucks) on smaller rural roads; info is to be directed into ratings review.	Open	<p>28/03/22: Need to revisit and request clarification on what is required and why this information is being sought to produce the information required.</p> <p>11/05/22: Officers request clarification on what is required and why this information is being sought to produce the information required. Council requested to provide more specifics.</p> <p>18/05/22: Members clarified required info at meeting re: forestry, logging trucks and impacts on rural roads, e.g. safety, future costs. GWRC to give more info, David Boone has been contacted. NZTA may also provide further info on road safety.</p> <p>20/06/22: No new updates.</p> <p>01/08/22: No new updates.</p> <p>13/09/22: No new updates. Clarification on whether this item can be closed has been requested.</p> <p>7/12/22: No new updates.</p> <p>14/12/22: H Wilson/K Ashforth provided verbal update on rating review, work is underway on this will be combined with work on the next LTP.</p> <p>9/02/23: Members requested report from Council Officers - required by 5 April 2023 for next Council meeting.</p> <p>6/3/23: Action has been noted by officers, however, is a low priority.</p> <p>30/05/23: No new updates.</p> <p>28/06/23: Mr Gardner noted this was an ongoing piece of work. Members requested further discussion in a roading workshop planned for July 2023.</p> <p>2/08/23: Roading workshop 26 July. Mr Gardner noted no further updates, but making good progress.</p> <p>11/09/23: S Corbett requested this action be reassigned to Rating Review (officer to be identified) and to be addressed through LTP.</p>
537	10-Nov-21	R O'Leary	Distribute information on infill design guides with a view to a future decision report being presented to Council.	Open	<p>29/03/22 - Design guides are to be considered within the Wairarapa Combined District Plan (WCDP) review - there will be a further update as the WCDP progresses.</p> <p>11/05/22: No new updates.</p>

Number	Raised Date	Responsible Manager	Action or Task details	Open	Notes
					<p>20/06/22: No new updates.</p> <p>13/09/22: No new updates.</p> <p>21/09/22: Council Officers to investigate further with Boffa Miskell and provide information to new Council.</p> <p>31/01/23: No new updates.</p> <p>23/03/23: Boffa Miskell consultants have been tasked to benchmark, compile urban design guidelines for residential infill, guidelines still being investigated under WCDP review work.</p> <p>30/05/23: No new updates.</p> <p>2/08/23: This sits within Wairarapa Combined District Plan Review. Further progress updates will be completed in the coming months.</p> <p>19/09/23: Urban design guidelines have been compiled for the reviewed District Plan. The guides provide specific design advice for development within the residential zone, town centres and industrial areas. Further progress updates will be completed in the coming months.</p>
137	6-Apr-22	S Corbett	Schedule workshop to discuss the future of housing for pensioners.	Open	<p>11/05/22: To be further discussed with Mayor Beijen re: expectations/attendees.</p> <p>20/06/22: No new updates.</p> <p>09/09/22: Meeting scheduled with Council Officers week of 12/09/22.</p> <p>21/09/22: Meeting with officers held, next steps TBC.</p> <p>6/3/23: In a period of information gathering with MDC and CDC with the intent to hold this conversation in the next six months. We acknowledge it is a important issue, but low priority at the moment.</p> <p>30/05/23: No new updates.</p> <p>2/8/23: Noted this will be included in Long-Term Plan discussions.</p>
227	18-May-22	TBC	Greytown Community Board to provide an update on the relocation of the information centre to Cobblestones.	Actioned	<p>20/06/22: No new updates.</p> <p>30/06/22: Action updated. Noted, deciding bodies need to confirm the location change before an update can be provided by GCB.</p> <p>13/09/22: No new updates.</p>

Number	Raised Date	Responsible Manager	Action or Task details	Open	Notes
					<p>23/09/22: Awaiting further information on this matter, as the Cobblestones' board must communicate their decision to the Greytown Community Board. Council officers to discuss further with Cobblestones to ascertain progress.</p> <p>6/3/23: No new updates.</p> <p>26/07/23: No new updates.</p> <p>27/09/23: The Greytown Community Board are developing a proposal regarding the use of the Old Library Building, which will be submitted to the next meeting of Council. Close action</p> <p>14/11/23: A report was submitted to ICS Committee agenda for 15 November 2023 meeting.</p>
259	18-May-22	S Corbett	<p>COUNCIL RESOLVED (DC2022/39) to:</p> <p>1.Receive the Partnership Funding Request 2021-2022 Report. (Moved Cr Hay/Seconded Cr Colenso) Carried</p> <p>2. Defer making a decision on partnership funding with Greytown Sport and Leisure until further information is received. (Moved Cr Olds/Seconded Cr Hays) Carried</p>	Open	<p>20/06/22: Greytown Sport and Leisure notified of decision and advised of suggested next steps.</p> <p>13/09/22: No new updates. Noted there were no requests received for the latest round of grant funding. Request to close action.</p> <p>29/11/22: In progress - GSL are working with Council Officers as their funding situation isn't guaranteed long term and they are currently exploring at options. Paper to Council expected February 2022.</p> <p>6/3/23: Still under consideration and pending annual plan decisions.</p> <p>14/6/23: GSL are working with Council Officers on a paper to circulate with Council EM's but have noted the removal of potential budget in the annual plan process.</p> <p>14/09/23: Officers report will address this at the 27 September meeting.</p>
39	8-Feb-23	S Corbett	<p>COUNCIL RESOLVED (DC2023/03) to:</p> <p>1.Approve Option 1 - to install pedestrian lighting on all noncompliant pedestrian crossings in the SW District, beginning with the ones in the Martinborough Square and Jellicoe/Venice Street corner. Pedestrian lighting in Martinborough to be funded from the from the appropriate reserve, as identified by the Chief Financial Officer and the Chief Executive Officer, at a cost of up to \$200,000 and work to commence in FY 2023/24.</p>		<p>13/02/23: Funding source decision referred to Finance Committee</p> <p>15/02/23: Funding source confirmed at Finance Committee meeting - depreciation reserve.</p> <p>6/3/23: Monthly Ruamahanga Roads operation report for January 2023 sent from S Corbett to ICS Committee Chair and Councillors via email on 2 March 2023.</p> <p>6/4/23: Update sought from Cr Ellims at Council meeting. CE to follow up with S Corbett.</p>

Number	Raised Date	Responsible Manager	Action or Task details	Open	Notes
			<p>Pedestrian lighting in the other Wards to be included in the next Land Transport Plan 2024-2027 at a cost of up to \$300,000 and, if our application is successful, work to commence in FY 2024/25. Council Officers to produce a costed project plan including the findings for the investigative work being done about the current square lighting, and solar power options by 1 March 2023.</p> <p>2.To agree that implementation of pedestrian lighting in the Martinborough Square is completed without public consultation on the basis that the current pedestrian lighting is a risk to public safety and is not compliant with current requirements, noting the high level of public feedback and the desire to have the issue resolved.</p> <p>3.To identify that the decision not to consult is inconsistent with the Martinborough Square Management Plan (2012), and that this requirement of the Management Plan will be reviewed as part of the global review of all of Council's reserve management plans.</p> <p>Items 1-3 [read together] (Moved Cr Ellims/Seconded Cr Plimmer) Carried</p>	Open	<p>30/5/23: No new update.</p> <p>11/09/23: Unexpected delays and significant cost increases on this project mean it will have to come back to ICSC for reapprovals. Targeting the final ICSC meeting for 2023.</p>
45	8-Feb-23	S Corbett	Request Council Officers provide a report to the Infrastructure and Community Services Committee on safety of children/people relating to open water ways/races in the district.	Open	<p>7/3/23: Referred to Wellington Water to follow up.- Officers note this is a low priority given other work.</p> <p>30/5/23: No update.</p> <p>20/07/23:Officers awaiting confirmation as to whether a review of safety of races in public areas is within the scope of WWL's management of the resource for SWDC.</p> <p>11/09/23: Not prioritised and re-evaluation of the need for such a report requested by officers.</p>
47	8-Feb-23	S Corbett	Request Council Officers to respond to member's query about the status of the Greytown Rugby Club lease arrangements	Actioned	<p>30/5/23: No update.</p> <p>14/6/23: Officers have met with Greytown Trust Lands Trust and reps from the Greytown Rugby Club. We are looking to establish an agreement between the rugby club and Council for use of the grounds and facilities that extends to public use and use by other sports codes; then a peppercorn lease by Council from the Trust for the grounds.</p> <p>7/6/23: No update.</p>

Number	Raised Date	Responsible Manager	Action or Task details	Open	Notes
					<p>28/06/23: Mr Gardner noted discussions in relation to this action are ongoing; officers to provide an update at next meeting of Council, 2 August 2023.</p> <p>2/08/23: Officers are expecting to have an agreement in place with GRFC in the next few weeks for the grounds and facilities use. This will then allow GTLT and SWDC to enter a lease agreement.</p> <p>11/09/23: Officers report will address this at the 27 September meeting.</p> <p>27/09/23: Action closed at request of Council.</p>
227	7-Jun-23	K Ashforth	<p>COUNCIL RESOLVED (DC2023/68) to:</p> <p>1.Receive the Wellington Water Emergency Event Funding – Request Justification, Authority and Decision Report.</p> <p>2.Receive the Three Waters Operating Expenditure FY2022/23 Overspend – South Wairarapa District Council report received from Wellington Water on 17 May 2023. (Appendix 1). [Items 1-2 read together] (Moved Cr Ellims / Seconded Cr Gray) Carried</p> <p>3.Agree and approve the recommendations included in the Three Waters Operating Expenditure FY2022/23 Overspend – South Wairarapa District Council report received from Wellington Water on 17 May 2023. (Moved Cr Plimmer/Seconded Cr Gray) Carried Against Cr Woodcock</p> <p>4.Endorse a review of the SWDC Financial Delegations Policy and the service level agreement by the GM Finance and ask that they bring any recommended improvements to the Finance Committee for approval. (Moved Mayor Connelly/Seconded Cr Woodcock) Carried</p> <p>5.Direct the GM Partnerships and Operations to create an Unexpected Events procedure that incorporates communications and controls of any expenditure under an Unexpected Emergency Event scenario in the future. (Moved Cr Olds/Seconded Cr Sadler-Futter) Carried</p>	Open	Refer to Point 4, 5 and 7.

Number	Raised Date	Responsible Manager	Action or Task details	Open	Notes
			<p>6.Approve an Unexpected Events Reserve line item be included in all future approved Operating expenditure budgets for transparency. This is included in the WWL financial statements. This resolution will come into effect from the 2024 LTP.</p> <p>(Moved Deputy Mayor Sadler-Futter/Seconded Cr Woodcock) Carried</p> <p>7.Request Wellington Water to specifically highlight the contingency amounts included in any annual Operating expenditure budget recommended for approval.</p> <p>(Moved Cr Sadler-Futter /Seconded Cr Gray) Carried</p>		
266	28-Jun-23	P Gardner	<p>COUNCIL RESOLVED (DC2023/93) to:</p> <p>1.Receive the Freedom Camping Bylaw Development and Determinations Report;</p> <p>(Moved Mayor Connelly/Seconded Cr Maynard) Carried</p> <p>2. Determine it is necessary to make a bylaw under section 11(2) of the Freedom Camping Act 2011 for one or more of the following purposes:</p> <p>(a) to protect an area;</p> <p>(b) to protect the health and safety of people who may visit an area;</p> <p>(c) to protect access to an area; and</p> <p>3.Request the Chief Executive develop a new draft bylaw and statement of proposal for public consultation.</p> <p>[Item 2-3 read together]</p> <p>(Moved Cr Maynard/Seconded Cr Olds) Carried</p> <p>For: Cr Olds, Cr Maynard, Cr Gray, Cr Bosley, Deputy Mayor Sadler-Futter</p> <p>Against: Cr Woodcock, Mayor Connelly, Cr Ellims</p> <p>Abstained: Cr Plimmer</p>	Actioned	<p>Refer to Point 3.</p> <p>11/09/23: Officers report will address this at the 27 September meeting.</p> <p>27/09/23: Actioned closed at the request of Council</p>
285	2-Aug-23	A Bradley	<p>COUNCIL RESOLVED (DC2023/105) to:</p> <p>1.Receive the Martinborough Community Board – Pain Farm Estate Report.</p> <p>(Moved Cr Ellims/Seconded Deputy Mayor Sadler-Futter) Carried</p>	Open	02/08/23: Report back to Council, November meeting.

Number	Raised Date	Responsible Manager	Action or Task details	Open	Notes
			2. Delegate the CE to develop a Memorandum of Agreement for Pain Farm Estate with the Martinborough Community Board (MCB), the provision of information, agreement of overhead charges, disbursements of income and other matters of importance to the MCB. (Moved Mayor Connelly/ Seconded Cr Ellims) Carried		
293	2-Aug-23	A Bradley	Council Officers to provide information to Council regarding ways to reduce LGOIMAs	Open	11/09/23: Draft Proactive Release Policy report due to Council on 27 September. 27/09/23: Proactive Release Policy approved by Council.
297	2-Aug-23	A Bradley	Council officers to work with Cr Gray and Cr Plimmer to develop a TOR for a committee of the whole.	Open	11/09/23: Report due to Council on 27 September. 6/11/23: Report now due to Council on 22 November.

Report from His Worship the Mayor

1. Purpose

To update Council on activities and issues which have arisen since my last report to Council; and to seek Council's approval for items as outlined in this report.

2. Recommendations

The Mayor recommends that the *Council*:

1. Receive the Report from His Worship the Mayor.
2. Note that Local Government New Zealand (LGNZ) has started providing regular updates to member councils. The first of these can be accessed on Stellar / the SWDC Website.
3. Agree that the Mayor, Deputy Mayor and CEO attend and vote at the LGNZ Special General Meeting.
4. Form a view on allocating \$50k of unbudgeted money as our contribution to funding the process of investigating future governance arrangements in the Wairarapa.

3. LGNZ

LGNZ now has a new council and a new president. At its first meeting the council decided to provide regular formal updates from LGNZ to member councils. LGNZ will provide these updates three times a year, the first of those updates was provided in October and it can be viewed by members on Stellar and the public can view it on our SWDC website here: <https://swdc.govt.nz/meeting/council-meeting-22-november-2023/>

The bulk of the report describes progress on LGNZ's strategic goals, which are:

- Resetting the relationship with Central Government
- Establishing stronger Te Tiriti-based partnerships with Iwi Māori
- Campaigning for greater local decision-making and localism
- Ramping up our work on climate change
- Delivering and building on our core work, which includes: Water services reform; Land Transport and Resource management reform.

4. LGNZ Special Meeting

The LGNZ council has called a Special General Meeting for Monday the 11th of December. The purpose of the meeting will be to vote on the position that LGNZ will adopt regarding “Future for Local Government” consensus process, which will conclude in November.

The background to this is that in July, the LGNZ’s AGM voted to develop a consensus position, or positions, on the Future for Local Government report, and since then, we've held our first Future by Local Government event to move the conversation forward as part of our wider Choose Localism campaign. Since then there have been a number of meetings held to develop that position. The meeting on the 11th, which will be a zoom meeting, aims to be the meeting where final agreement from members is sought. In the lead up to that meeting, LGNZ will send out a position paper on the 24th of November. We will circulate this and seek your opinions on what our stance should be.

The SWDC is entitled to have 3 people attend the meeting, and we get 3 votes. I propose that we nominate the Mayor, Deputy Mayor and CEO to represent us.

5. Wairarapa Governance Discussions

On the 9th of November I sent out an email informing councillors of the position being taken by Carterton District Council regarding future governance/merger/amalgamation talks. The Carterton Council expects that all three councils will fund an independent chair and support worker, by allocating \$50K initially, but probably rising to \$150k. For us this would be an unbudgeted item and as things stand we have not seen any costings or budget that justifies our expected contribution. I request councillors to form a view on how this council should respond.

Prepared By: His Worship the Mayor, Martin Connelly