



# **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  
2 August 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 – 2 August 2023**

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### **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](#).

**Council 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.

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

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### **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.** Community Board / Māori Standing Committee

A8.1 Martinborough Community Board – Pain Farm Estate

Pages 1-66

**A9.** Confirmation of Minutes

Pages 67-73

**Proposed Resolution:** *That the minutes of the Council meetings held on 28 June 2023 are a true and correct record.*

**A10.** Matters arising from the minutes.

### **B Recommendations from Committees**

**B1.** Recommendations from the Infrastructure and Community Services Committee

Pages 74-98

- C. Decision Reports from Interim Chief Executive and Staff**
- C1.** Dog Control Policy and Bylaw Pages 99-122
  - C2.** Revoking Policy Pages 123-146
  - C3.** Representation Review – Voting Options Pages 147-153
  - C4.** Proposed Code of Conduct Pages 154-194
  - C5.** Proposed Standing Orders Pages 195-279
- D. Information Reports from Interim Chief Executive and Staff**
- D1.** Interim Chief Executive Update Pages 280-292
  - D2.** Residents Perception Survey Pages 293-392
  - D3.** Options for Alternative Committee Structure To be tabled
  - D4.** Action Items Pages 393-400
- E. Mayor’s Report**
- E1.** Report from Mayor Connelly To be tabled

**F. Public Excluded Section**

- F1.** Confirmation of Public Excluded Minutes *(All Public Excluded papers are distributed separately)*  
**Proposed Resolution:** *That the public excluded minutes of the Council meeting held on 28 June 2023, are a true and correct record.*
- F2.** Review of Corporate Accommodation and Future Requirements
- F3.** Solid Waste Contract Extension and Section 17A Review
- F4.** Outstanding Rates Water Debtor

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:

<b>Report/General Subject Matter</b>	<b>Reason for passing this resolution in relation to the matter</b>	<b>Ground(s) under Section 48(1) for the passing of this Resolution</b>
Public Excluded Council Meeting Minutes, 28 June 2023	Good reason to withhold exists under section 7(2)(a).	Section 48(1)(a)
Review of corporate accommodation and future Requirements	Good reason to withhold exists under section 7(2)(i)	Section 48(1)(a)
Solid Waste Contract Extension and Section 17A Review	Good reason to withhold exists under section 7(2)(i)	Section 48(1)(a)
Outstanding Rates Water Debtor Report	Good reason to withhold exists under section 6(a)&(b); and 7(2)(a)	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 enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).	Section 7(2)(i)

**G. Karakia Whakamutunga - Closing**

## **Pain Farm Action Requirements as Requested by Martinborough Community Board (MCB)**

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### **1. Purpose**

There are a number of actions we seek from Council, but not restricted to the following;

1. The MCB request that the Council instruct the Officers to now honour and act upon the commitments they have made on several occasions to review the overheads charged against the income generated by the Pain Farm estate in consultation with the MCB.
2. Advise how overhead charges are allocated to the Pain Farm estate and consult with MCB on the detail.
3. A fair charge should be agreed and in accordance with something that honours the bequest, keeping in mind funds were determined to service the sporting facilities and children of Martinborough.
4. To provide regularly income and expenditure statements to the MCB and at the time of each of their regular meetings. This should also include a balance of funds, maintenance funds, and insurance money to be separated.
5. In future the MCB to be involved in all aspects of the management of the Pain Farm properties and in decision making prior to any decisions are made.

### **2. Appendices**

Appendix 1 - Notes on MCB Meetings and history of Pain Farm

Appendix 2 – Meeting agendas and minutes relating to Pain Farm

Submitted on behalf of the Martinborough Community Board by Storm Robertson,  
Chairperson.

# **Appendix 1 - Notes on MCB Meetings and history of Pain Farm**

## Pain Farm

### Notes on MCB Meetings and history of Pain Farm

At the first MCB meeting 30<sup>th</sup> November 2022 a three month Income and Expenditure statement was provided showing a net loss for the period. This raised a 'flag' and the most recent full financial year Income and Expenditure was requested in order to get a full picture.

MCB told to make a LGOIMA request.

23<sup>rd</sup> December 2022 - Response to request was received. Figures showed a concerning proportion of income being taken as overheads by the Administration. Showed that no rent had been paid by SWDC for the Transfer Station for the period.

**(Appendix 7 page 44 Income and Expenditure. 2019 fees = \$23,790.00, in 2022 fees = \$48,000.00, more than doubled.)**

A very thorough document on this issue prepared for an Extraordinary meeting in 2019 includes financial data which identified that the overhead taken was increased by over 100% in the year following the meeting.

Six months after this information was discovered and discussed we have been asking for the overhead amount to be reviewed in various meetings including our MCB and a workshop. We have made no progress on this.

We have undergone extensive research into minutes of previous meetings on this topic. There are undertakings made by the Administration in writing to review, and in one case potentially pay back some of the overhead.

We now request that the administration act with urgency on these undertakings and review the amount of overhead taken from the Pain Farm which we maintain is excessive, unfair and against the intent of the original gift by the Pain family.

The following is a quick summary of financial information that the MCB uncovered and relating to 2019 - 2022;

Year end	Opening Balance	Money in	Money out	Closing Balance
2019	146,000	88,000	46,000	189,000
2020	189,000	93,000	125,000	157,000
2021	157,000	116,000	158,000	115,000
2022	115,000	132,000	131,000	116,000



Total in 2019-2022 \$429,000

Total out 2019-2022 \$460,000

Current MCB do not have all the information relating to expenditure. We acknowledge a considerable amount was spent and approved for upgrades to the homestead

We have no detail of Interest amounts received.

MCB does not have any information re funds distributed, if any, during this period

Money for fencing – referred to as coming from reserves. Is money held in separate fund for maintenance that is not included above?

It was mentioned a maintenance fund was to be kept at \$40,000 but we are not sure where this appears

MCB have requested 2023 accounts

MCB could not find end of year accounts supplied with more details to MCB for each of these years

MCB not sure why income varies so greatly.

Why money from refuse station was included as paid when it wasn't actually received.

### **Notes of Extraordinary MCB Meeting of Sept 2019, and history**

Following on from the MCB meeting of 18 July 2019 a Extraordinary meeting was called on Thursday 19 September 2019

Officers, in response to issues raised by MCB in their meeting of 18<sup>th</sup> July 2019, put together a report and recommendations. (Refer Page 1 of document for details). But in brief the following recommendations were made;

1. Pain Farm homestead, cottage and land to be retained by Council and with a, b, & c, actions.
2. The repairs and maintenance to be undertaken on homestead and cottage to bring them up to rentable standard.
3. Exterior painting of homestead approved spend up to \$30k.

Board resolved (MCB 2019/41

### **History**

Will dated March 1932

March 1965 PF transferred to M. Borough Council (2.2)

Feb 1966 Supreme Court findings (2.2)

1981 proposal considered to sell homestead, cottage and 2.5 hectares of land. Not supported by public consultation (2.3.1)

1994 Viticulture proposed but land not suitable (2.3.2)

2004 A working party (3 x councillors, 3 x MCB members and Mayor) set up to consider administration of PF and application of funding [(2.3.3) page 5]

2014 MCB Meeting of 31<sup>st</sup> March requested a review of PF bequest (2.3.4) refer page 7 for funding summary Appendix 9 Income distribution (page 48)

MCB has governance role of PF and spend of income. Council to recover a fair and reasonable administration costs. But with benefit for residents of Martinborough.

Corporate services and professional services expenditure (2.4.2)

Council acknowledged that the standard of service for the maintenance of the homestead and cottage had been unsatisfactory for some time (2.5.2)

### **So what did Council or Officers do to make adjustment?**

“Comment; Lack of Council action has significantly contributed to the poor state of the PF facilities.

August 2019 MCB requested full assessment of PF, with recommendations as per 3.1 (2.6.2) [Page 13]

Consider Appendices

Appendix 1 pages 15 & 16

Pages 18 & 19

Appendix 7 page 44 Income and Expenditure. 2019 fees = \$23,790.00, in 2022 fees = \$48,000.00, more than doubled.

Appendix 10 raising loan to upgrade Martinborough pool, was this consulted beforehand with MCB?

MCB 2019/41 Once full information obtained it was deemed highly likely that Council would need to undertake full consultation process with MCB on options for PF. Was this undertaken?

Officers were requested to prepare a full briefing for MCB members and SWDC elected members. Was this done? (page 56)

Action 492 Requested minimum reporting to MCB every six months. (page 56)

Action 493 Add separate PF section to action register to ensure all items, requests are captured and converted to actions (page 56)

## **Appendix 2 – Meeting agendas and minutes relating to Pain Farm**



## **MARTINBOROUGH COMMUNITY BOARD**

### **EXTRAORDINARY MEETING (Pain Farm Estate) Agenda**

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#### **NOTICE OF MEETING**

The Martinborough Community Board called for an extraordinary meeting to discuss issues arising from the Pain Farm Report received at the Community Board meeting of 18 July 2019. The meeting will be held in the Supper Room, Texas Street, Waihinga Centre, Martinborough on Thursday, 19 September 2019 at 6:00pm.

#### **MEMBERSHIP OF THE COMMITTEE**

Lisa Cornelissen (chair), Fiona Beattie, Victoria Read, Maree Roy, Cr Pam Colenso and Cr Pip Maynard and Maisie Arnold-Barron (student representative).

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#### **PUBLIC BUSINESS**

**1. APOLOGIES:**

**2. CONFLICTS OF INTEREST:**

**3. PUBLIC PARTICIPATION:**

**4. CHIEF EXECUTIVE AND STAFF REPORTS:**

4.1 Pain Farm Report

**Pages 1-52**

**5. COMMUNITY BOARD MINUTES:**

5.1 Minutes for Approval: Martinborough Community Board  
Minutes of 18 July 2019

**Pages 53-59**

# MARTINBOROUGH COMMUNITY BOARD

19 SEPTEMBER 2019

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## AGENDA ITEM 4.1

### PAIN FARM

#### **Purpose of Report**

To respond to issues raised by the Martinborough Community Board (Board) and requests for information in response to the Pain Farm Report received at the Board meeting of 18 July 2019.

#### **Recommendations**

Officers recommend that the Board resolve that:

1. *The Pain Farm homestead, cottage and surrounding land be retained by the Council and:
  - a. *at the end of the current tenancy agreement, the homestead and cottage be rented out for residential purposes under separate tenancy agreements;*
  - b. *officers report to the Board with a maintenance schedule for the homestead, cottage and surrounding land; and*
  - c. *officers report to the Board on a six-monthly basis on the maintenance completed and condition of the homestead, cottage, surrounding land, and farm.**
2. *The repairs and maintenance work to bring the homestead and cottage up to an acceptable standard for rental purposes be undertaken as a matter of priority.*
3. *The exterior painting of the homestead be undertaken as the next priority and that the Board recommends Council approves up to \$30,000 for this work on top of available budgets.*

#### **1. Background**

At the meeting held on 18 July 2019, the Martinborough Community Board received an officer's report on the condition of the farm, homestead and cottage at Pain Farm. The report identified work that needed to be undertaken on the homestead and cottage and an option to investigate the feasibility of selling these dwellings and the surrounding land (1.78 hectares).

Five members of the public addressed the Board and asked questions about Pain Farm and the officer's report. Questions were subsequently received from two members of the public who were unable to speak to the Board due to timing constraints. A further question relating to the farm's water supply was asked at the Council meeting of 7 August 2019. The questions are itemised at Appendix 1 and are addressed throughout this report and appendices, except those directed at the Community Board for response.

The Board resolved the following (MCB 2019/41):

1. To receive the Pain Farm Report.
2. To recommend to Council that Pain Farm Estate fund up to \$5,000 for the repair of damaged water pipes and troughs on a cost share basis with the Pain Farm lessee on the proviso that effort is made to recoup costs from the previous lessee.
3. Recommends to Council that Pain Farm Estate fund the Pain Estate Tender and Lease Agreement, which includes the inspection of Pain Estate report dated 7 May 2019 at a cost of \$6,281 plus GST.
4. That Officers seek a full assessment of the House and Cottage and obtain two quotes, one to restore the buildings to a suitable standard for rental purposes, the other to undertake a full restoration to secure the property for the long term.
5. That Officers report back to MCB answering all questions raised by both the Community Board and all speakers today.
6. Report to the Community Board once the quotes have been received for maintenance work with options and analysis outlining the implications for the long-term financial position of the Pain Estate and suggested priorities for undertaking the work.
7. That up to \$40,000 be made available immediately for urgent maintenance work to be undertaken.
8. Note for the record that once full information is available from the reports outlined above, it is highly likely that Council will need to undertake a full consultation process with the Martinborough Community on the options available for Pain Farm Estate.

The Board's resolutions were not reported to the Council meeting of 7 August 2019 in order that the Board could further consider the issues relating to Pain Farm and make recommendations to Council following this report.

## **2. Discussion**

### **2.1 Pain Farm estate**

Pain Farm estate on Lake Ferry Road, Martinborough includes a livestock farm of 75.74 hectares and a homestead, cottage and surrounding land on 1.78 hectares. It is also the site of the Martinborough landfill (7.47 hectares). The property is 84.99 hectares in total. A map of the property is attached at Appendix 2.

The estate is connected to the town water supply. It is not uncommon across the district for farms to be connected to the town supply. There are two water meters for the farm supply and one water meter for the homestead and cottage. All three meters have standard residential back flow protection.

The farm is leased to 30 April 2022 for a rent of \$66,000 per year and there is no right of renewal. The Council's 35 year resource consent for staged discharge of treated wastewater to land commenced in April 2016. Stage 2 of the consent includes the incorporation of the discharge of treated wastewater to land at Pain Farm. A pipeline to transfer the treated wastewater to Pain Farm from the current wastewater treatment plant and oxidation ponds will need to be constructed and the pipeline and irrigation system is consented to be operational no later than 31 December 2030.

The homestead, cottage and surrounding land is subject to a residential tenancy agreement until 16 May 2020. The lease is with the tenant in the homestead who sublets the cottage.

The homestead and cottage were built between 1890—1910. Although the homestead and cottage are considered by many to be local heritage assets, the dwellings are not listed on the New Zealand Heritage List pursuant to section 65 of the Heritage New Zealand Pouhere Taonga Act 2014 and are not heritage items for the purposes of the Wairarapa Combined District Plan.

### **2.2 History of Pain Farm bequest**

Pain Farm was bequeathed to the former Martinborough Borough Council by George Pain in a will dated 24 March 1932 with his wife holding a life interest. The Council is unable to locate the original or a copy of the will but the relevant direction in the will is as follows:

... my said house property and farm of [210] acres at Martinborough to the Martinborough Town Board of Martinborough Borough Council or the local authority for the time being controlling the township of Martinborough to the intent that the said property should be held on behalf of the inhabitants of Martinborough and I particularly desire that the said property should as far as possible be made available as a sportsground for the residents of Martinborough and as a playground for the children.

George Pain's widow died on 9 August 1960 at which time the New Zealand Insurance Company was the sole trustee of his estate.

In March 1965 Pain Farm was transferred to the Martinborough Borough Council subject to an existing 21 year lease. However, the Council did not require the land to be used as a sportsground and children's playground and considered the property to be "a useful farm unit". The Council considered George Pain's wish in favour of a sportsground and children's playground could best be attained by retaining the property as an endowment and using the revenue for the development of those amenities within the borough. The Council therefore submitted a scheme for the approval of the Supreme Court under Part III of the Charitable Trusts Act 1957 for the use of the income of the trust.

On 11 February 1966 the Supreme Court (now the High Court) approved the following scheme:

... That the income of the trust lands should be used ...in maintaining and improving the Borough's parks, sportsgrounds, camping ground, swimming baths, providing, equipping and maintaining sports facilities and a children's playground in such manner and in such proportion as the Council shall from time to time decide.

The application to the High Court and order is attached at Appendix 3. As the scheme states the purpose for which income from the land should be used, an application must be made to the High Court if it is proposed to dispose of the capital by sale or otherwise, or to use income for alternative purposes. The requirements of sections 140 and 141 of the Local Government Act 2002 regarding the disposal of property vested in trust may also apply. These provisions require the approval of the Minister of Local Government to use property or income from the property for different purposes, or to sell the property. Property can only be sold if certain conditions are met, including that the proceeds must be used in a way that is consistent with the vesting.

## **2.3 Previous inquiries to clarify and/or amend the status or terms**

### **2.3.1. 1981 to 1984**

In 1981 the lease of the farm and dwellings became due for renewal. The Council investigated the status of the property and the steps necessary to sell the homestead, cottage and surrounding 2.5 hectares of land. The Local Government Act 1974 provisions in force at that time required that any proceeds of sale of land must be invested in the purchase of other land. As there was no substitute property the Council wished to purchase, the Council proposed to invest the proceeds of sale on interest bearing deposit and to apply the income in accordance with the terms of the High Court order. The approval of the High Court would have been necessary to do this. It is understood that public consultation was carried out and sale was not supported. Subsequently, the leases between the farm and dwellings were divided and the homestead was renovated.



### **2.3.2. 1994**

In February 1994 the Council received correspondence advising landowners of general interest to buy land in the Martinborough-Lake Ferry Road area for viticulture purposes. An investigation into the suitability of the land for viticulture was undertaken and the conclusion was that the land was not suitable due to poor drainage.

### **2.3.3. 2004 Working Party**

In February 2004 a Working Party was established by the Council to consider what action, if any, was required regarding the administration and application of funding arising from the income of Pain Farm. The Working Party was comprised of three Councillors, three members of the Martinborough Community Board and the Mayor.

The Working Party considered that:

- The scheme needed greater flexibility;
- A definition of “Martinborough residents” would be required;
- The criteria for projects to benefit should be broadened;
- Rent paid by the landfill should be reviewed;
- Maintenance of the homestead had to be provided for;
- Public understanding of the bequest was not good;
- Consultation with the public would be required before considering taking a case to the High Court; and
- A flyer for public consultation needed to give examples of how some funding was spent and instances for where it could not.

A flyer surveying residents in the Martinborough area sought responses to three proposals which were:

- (a) should the bequest continue in its current form; or
- (b) should the terms [be] changed to be more flexible; or
- (c) other ideas.

Responses were 94 in favour of the status quo (a), 31 in favour of (b), plus many varying comments under (c). The Working Party recommended that the present status and administration of the Pain bequest remain unchanged; and that Council officers obtain a legal opinion to clarify the legal status of the assets and a definition of the area of benefit from the bequest. The minutes of the meetings of the Working Party in February and September 2004 are attached at Appendix 4.

Legal advice was obtained confirming the status and terms of the trust and a document was produced to provide guidance for Council when making decisions with regard to Pain Farm funding (attached at Appendix 5).

### **2.3.4. 2014**

At their 31 March 2014 meeting the Martinborough Community Board considered a report that sought approval in principle to review the Pain Farm bequest (attached at Appendix 6). The report noted that there had been discussion around the relevance of

the 1966 order of the High Court and its applicability to the current and future needs of the Martinborough Community. The Board recommended to Council that the bequest be reviewed and Council approved the recommendation at its meeting of 23 April 2014. No further action was taken.

#### **2.4 Financial information for Pain Farm**

The Council operates an identifiable Pain Farm account which is used for the collection of rent from the homestead, farm and landfill and for the payment of outgoings and project funding in line with the bequest. The income and expenditure (summarised by type of expenditure) for the financial years 2009—2019 is attached at Appendix 7. The operating budgets for financial years 2018/19 and 2019/20 are attached at Appendix 8.

##### ***2.4.1. Pain Farm Income Distribution Policy***

The Pain Farm Income Distribution Policy provides guidance for the distribution of income (attached at Appendix 9). The Policy was adopted by Council on 4 April 2012 following public consultation and an amended Policy adopted on 26 August 2015. The Policy is currently being reviewed and will be considered by the Council in late 2019/early 2020.

The Policy clarifies that any funding distribution must be for the benefit of the residents of Martinborough which means that a sporting facility, club or reserve may be located outside the town boundary, on the outskirts of the township.

##### ***2.4.2. Corporate services and professional services expenditure***

The income and expenditure summary identifies “Corporate Services” and “In-house Professional Services” as expenditure items. The Council allocates a proportion of its overheads – the costs of running the Council – across all significant activities within the organisation, including the administration of Pain Farm. The expenditure items in the summary are for the personnel, operating and finance costs for running the Council’s Corporate Services and Infrastructure groups within Council. The allocation of operating and finance costs to Pain Farm is calculated as a percentage of total operating and finance costs and the allocation of personnel costs as a percentage of staff time spent on administration activities.

##### ***2.4.3. Maintenance expenditure***

The income and expenditure summary identifies expenditure for maintenance on the grounds and buildings at Pain Farm.

Note that the Income Distribution Policy requires that \$40,000 be reserved for repairs and maintenance of the property and buildings. If this reserve is expensed at any one time the amount will be accrued by \$10,000 per year until the fund is replenished. Note also that any expenditure over \$35,000 is subject to the Annual Plan process.

##### ***2.4.4. Project funding***

The income and expenditure summary identifies the distributions for project funding.

Project funding has been allocated over the period of the summary to the following:

- Martinborough swimming pool: concrete levelling, fibreglassing the paddling pool, picnic tables, pool covers, air blower and inflatables;
- the purchase and installation of the flying fox at the playground;
- Martinborough Square management plan and power box upgrade;
- development plans for Centennial and Considine Park;
- cricket pitch covers at Considine Park;
- a contribution for replacing two turfs and installing lights at the Tennis Club; and
- contributions to the Waihinga Centre and playground.

There were three funding distributions to the Waihinga Centre and playground. At the 10 June 2013 meeting the Board discussed the proposal to contribute funds to the Martinborough Town Hall refurbishment and agreed that a donation would meet the requirements of the Pain Farm [Income Distribution Policy]. The Board recommended that a grant be made from the Pain Farm Estate for \$50,000 in the 13/14 year and \$50,000 in the 14/15 year. At the meeting of 30 May 2016 the Board recommended in its Annual Plan Supplementary Submission 2016 that \$200,000 be allocated to develop and implement the Waihinga Centre playground plan. The total \$300,000 project funding is included in the attached income and expenditure summary in the 2016/17 financial year. Note that as these distributions have been approved and committed to the Waihinga Centre and playground projects, they cannot be remitted. Any unspent funds from the Pain Farm distribution to the playground project will be retained for future allocation to the playground.

In addition, income from Pain Farm has met the loan repayments for a \$150,000 upgrade to the swimming pool between 1997 and the 2015/16 financial year (see attached resolution to raise the loan at Appendix 10).

## **2.5 Maintenance**

### **2.5.1. Pain Farm**

In 2011 the Board appointed a supervisor to carry out periodic reviews of the condition of the farm and business practices under the lease and to report to the Board. Reports covered, for example, fertilisation application and history, maintenance of fencing, yards and grounds, and the farmer's plans for cropping and turning over land. The contract with the supervisor was discontinued at the end of 2017. The farm was inspected on 7 May 2019 prior to the signing of the new lease. The new lessee has undertaken at their own cost to cut back some of the shelter belts, install new sheep yards, and repair all the external fences, damaged water pipes and troughs. The Board recommended at the July 2019 meeting to contribute up to \$5,000 for the water reticulation work and approval for this funding will be sought from Council in the new triennium. The farm condition will be monitored on a six monthly basis by the Amenities Manager who will contract with professional farming services if required, subject to Board approval.

### 2.5.2. Pain Farm homestead and cottage

A review of Council records indicates that significant restoration to the homestead was carried out in the mid 1980s following public consultation on the sale of the homestead and cottage. In addition, some refurbishment was carried out in 2009/2010 prior to a lease renewal; the chimneys were decommissioned and fireplaces made sound in 2012; and ongoing problems with the septic tank were resolved in 2017. Minor periodic maintenance of the homestead and cottage has been undertaken as indicated in the income and expenditure summary.

However, the Council acknowledges that the standard of service for the maintenance of the homestead and cottage has been unsatisfactory for some time. There has been insufficient staff resources to actively manage the maintenance of the homestead and cottage outside of lease renewals. Specifically, there has been no formal maintenance schedule for the homestead and cottage and there have been infrequent inspections reported to the Board since 2010. Consequently the July 2019 report has concluded that the homestead and cottage are in general disrepair and require significant funding to bring them up to a good standard.

The Council has recognised that property services within Council have been under-resourced and has employed a temporary Property Coordinator with a view to recruiting to a permanent role in the coming months. The Property Coordinator's responsibilities will include maintenance programming and regulatory compliance.

The Council has commenced urgent maintenance work on the homestead and cottage, in accordance with the Board's recommendation to release \$40,000 for such work. Although this recommendation is subject to approval by Council, there is sufficient funding in the Pain Farm maintenance budget; there is \$36,395<sup>1</sup> for maintenance carried over from 2018/19 together with \$9,771 in the 2019/20 budget, totalling \$46,166 available from the maintenance budget. In addition, \$53,550 capex funding for the homestead roof was approved in 2017/18 but unspent.<sup>2</sup>

The table below summarises the work identified to date to bring the homestead and cottage up to an acceptable standard and the work that has been completed or scheduled. All values are GST exclusive.

<b>Work (operating expenditure)</b>	<b>Cost</b>	<b>Details</b>
Driveway pot holes filled and metaled	\$323	Completed August 2019
Plumbing to remedy poor water pressure on hot tap	\$370	Completed August 2019
Separate water meter and feed installed to homestead and cottage (separated from the farm)	\$6,653	Completed August 2019

<sup>1</sup> Note that this includes \$30,000 funding approved in the 2017/18 financial year for painting which was not carried out. This funding has been reallocated to address the urgent maintenance issues.

<sup>2</sup> This funding will come from the accumulated Pain Farm funds.

Trees to be cleared away from powerline	\$2,040	Booked September 2019
Energysmart insulation compliance for homestead and cottage	\$700 (total)	Homestead – completed August 2019 Cottage booked October 2019
Chemical wash exterior homestead	\$1,870	Booked October 2019
Sash window repairs	Nil	Access to be arranged with tenant
Bathroom light homestead	\$476	Access to be arranged with tenant
Rewire and replace existing switches, sockets and fittings cottage	\$5,900	Access to be arranged with tenant
Exterior cladding on cottage	\$20,000	Estimate. Condition cannot be fully ascertained but there is known rot in the subframe and bearers
Total maintenance spent/committed	\$38,332	
Total maintenance budget	\$46,166	
Remaining maintenance budget	\$7,834	

Work (capital expenditure)	Cost	Details
Roof on homestead	\$15,000	Estimate. Builder has inspected but condition cannot be fully ascertained
Total capex for roof	\$53,550	
Remaining capex for roof	\$38,550	

Once this work is complete, officers consider the following work should be undertaken in the order provided, subject to budget approval.

Work	Details
Painting exterior homestead	Quote \$28,878
Painting exterior cottage	Quote \$14,577
Painting interior homestead	Quote \$22,554
Painting interior cottage	Access to the cottage interior to be arranged to quote

## 2.6 Future of the Pain Farm estate

### 2.6.1 Pain Farm

For the avoidance of doubt, the Council does not propose to sell the farmland. As stated in paragraph 2.1, the farm is leased for livestock farming until April 2022 and resource consent has been obtained to discharge treated wastewater to the land at Pain Farm to commence no later than 31 December 2030. The Council can confirm that the level of income received from the farm when the wastewater operation

commences will be at least commensurate with the market rate for a lease to farm the land.

At the Finance, Audit and Risk Committee meeting of 28 August 2019 Ms Webley requested that Pain Farm be listed as a strategic asset as it was an important part of Council's wastewater strategy. The Council's strategic assets are identified in the Significance and Engagement Policy and includes "Wastewater Network and Oxidation Ponds". Pain Farm will be included as part of the wastewater network.

### **2.6.2. Homestead, cottage and surrounds**

In addition to quotes to bring the homestead and cottage up to an acceptable standard for rental purposes, the Board has requested a full assessment of the homestead and cottage and quotes to undertake a full restoration of the property. The Board further requested options and analysis outlining the implications for the long-term financial position of the Pain Estate and suggested priorities for undertaking the work.

There are a number of constraints to obtaining an assessment and quotes for work. First, there is a shortage of local tradespersons available and who are willing to quote for or undertake work due to existing work commitments and/or uncertainty of obtaining the contract. This may be addressed to some extent by paying for quotes. Second, tradespersons are unwilling to provide quotes if the extent of the work cannot be readily assessed. Third, in some cases comprehensive assessment may require the partial destruction of property. Fourth, the tenants have a right to quiet enjoyment of their homes and Council officers and tradespersons have limited access to the property.

In view of this, officers have prioritised work to bring the homestead and cottage up to an acceptable standard for rental purposes and is seeking the Board's direction on options for the homestead and cottage in the long term and next steps. Officers have identified the following potential options and make a recommendation, below, based on high level analysis of available information.

#### **Option 1 – maintain current rental arrangements**

Under this option, the repairs and maintenance to bring the properties up to an acceptable standard for rental purposes (identified above) would be completed. The exterior painting of the homestead and cottage should then be undertaken as budget allows. The homestead would be re-let at the end of the existing tenancy on the same basis. That is to say that the agreement is to let both the homestead and cottage and the tenant can sublet the cottage for residential purposes and/or run it as a holiday let business. The Council would retain responsibility for maintaining the homestead and cottage and surrounding gardens. The Council would implement a maintenance schedule for the properties and report to the Board on a regular basis. Market rental for residential purposes following the repairs is estimated to be up to \$450 per week for the homestead and \$335 per week for the cottage if rented separately, based on current rates in Martinborough. The rental for both properties together is likely to be less than the combined total (\$785) because the homestead tenant would have to bear the risk of the cottage being unoccupied for some of the time.

No further work is necessary to scope this option. To implement this option, the Council would need to obtain a market assessment on rent following the completion of work and there could be costs for legal advice and the tenancy process.

### **Option 2 – separately rent the cottage for residential purposes**

This option is similar to option 1 except that at the end of the existing tenancy, the Council would rent the homestead and cottage for residential purposes under separate tenancy agreements. As indicated above, market rental for residential purposes following the repairs is estimated to be up to \$450 per week for the homestead and \$335 per week for the cottage if rented separately, based on current rates in Martinborough.

No further work is necessary to scope this option. To implement this option, the Council would need to obtain a market assessment on rent following the completion of work and there could be costs for legal advice and the tenancy process.

### **Option 3 – superior holiday let / wedding venue**

Under this option, the homestead, cottage and gardens could be brought up to a higher standard of decoration and amenity with a view to operating Pain Farm as a superior holiday let / wedding venue. This could be managed by specialised property services or tendered as a business opportunity.

The Council would need to assess the viability of this option by obtaining quotes for additional work, likely rental income and occupancy rates. In addition to the costs to undertake the work, there would be costs for legal advice and the tendering process. As this option is a change to the existing use, public consultation to determine support is recommended. In accordance with the Pain Farm Income Distribution Policy, expenditure over \$35,000 would be subject to the annual plan process so would need to be included and approved in the 2020/21 annual plan.

### **Option 4 – restore and maintain the homestead and gardens as heritage assets**

Under this option, the homestead and gardens could be fully restored and maintained as heritage assets to protect the investment for the long term. Entry fees could be charged for visitors. The cottage could be let for reduced rental to a supervisor. Consideration could also be given to registering the homestead as a heritage item on the New Zealand Heritage List and/or as a heritage item in the Wairarapa Combined District Plan.

To scope this option, the Council would need in the first instance to commission a heritage architect to assess the heritage value of Pain Farm and to determine the restoration work to be undertaken. An assessment and conservation plan is estimated to be at least \$8,000. The renovation work would then be costed. In addition to the costs to undertake the work, there would be costs for legal advice and the tendering/tenancy processes. Given the change in use and likely scale of costs, public consultation to determine support would be required.

### **Option 5 — sell the homestead, cottage and surrounding land**

Under this option, the Council could subdivide the estate and sell the homestead, cottage and surrounding land. The proceeds would be applied for purposes consistent with the bequest.

To scope this option, the Council would need to obtain a valuation for the property, planning advice for subdivision and legal advice on the process and options available for sale and use of proceeds. Implementation costs include planning and legal advice and court fees. Given the change in use and associated legal processes, public consultation to determine support would be required prior to any action being taken to sell.

### **3. Analysis and recommendation**

Officers recommend Option 2. This option requires no further scoping and is low capital outlay relative to options 3 to 5. The income available for distribution would be at an acceptable level taking into account the operational costs for the property. Active management and improved reporting to the Board will ensure Board oversight of the integrity of the estate, consistent with the Board's delegations and Pain Farm Income Distribution Policy.

Option 2 is preferred over option 1 as it maximises residential rental income to the Council and provides greater control over the tenancy of the cottage, thereby reducing risk.

Option 3 may be a viable option in that the long term income may outweigh the capital outlay to bring the property up to a higher standard and ongoing operating costs. It would add to the accommodation pool in Martinborough which is in line with Council's focus on tourism. However, on top of the cost for additional work, this option would require increased internal resource to contract manage. It is also arguable that this option is outside what should be Council's core activities.

Option 4 would, subject to heritage assessment, recognise the heritage values and significance of the property in Martinborough's social history and protect the property from inappropriate development and use. It would also contribute to the Council's tourism focus by providing additional visitor interest. However, costs to scope and implement this option are likely to be significant. In addition, costs to maintain a heritage standard of condition, combined with the reduced income, could constitute a charge on the estate funds, contrary to the purpose of the bequest.

Option 5 is likely to bring the greatest financial return for the bequest taking into account the general increase in property values and costs to maintain the buildings as they age. It also reduces the risks and costs to Council arising from the need to manage the property and tenancies. However, this option has not been supported by the community in the past and the strength of feeling at the July 2019 Board meeting would suggest this has not changed.

Note that officers' recommendation for option 2 is based on the available information at this time. Should circumstances change significantly, such as the costs of



maintenance, condition of the buildings or value of the property, this recommendation may need to be revisited in the future.

If the Board supports officers' recommendation for option 2, officers will arrange for the outstanding work on the roof of the homestead and the exterior cladding on the cottage to be undertaken as a priority. Once this work has been completed, officers recommend the exterior painting of the homestead be undertaken subject to any remaining budget and funding approval.

If the Board wishes to investigate options 3 to 5, or any other option, officers can carry out further assessment and obtain quotes for work for the Board's consideration in the new triennium. Alternatively, officers can obtain a quote for an independent party to assess options.

### **3.1 Recommendations**

1. The Pain Farm homestead, cottage and gardens be retained by the Council and:
  - a. at the end of the current tenancy agreement, the homestead and cottage be rented out for residential purposes under separate tenancy agreements;
  - b. officers report to the Board with a maintenance schedule for the homestead, cottage and surrounding land; and
  - c. officers report to the Board on a six-monthly basis on the maintenance completed and condition of the homestead, cottage, surrounding land and farm.
2. The repairs and maintenance work to bring the homestead and cottage up to an acceptable standard for rental purposes be undertaken as a matter of priority.
3. The exterior painting of the homestead be undertaken as the next priority and that the Board recommends Council approves up to \$30,000 for this work on top of available budgets.

## 4. Appendices

- Appendix 1 Questions and responses relating to Pain Farm.
- Appendix 2 Map of Pain Farm including areas reserved for the landfill and for the homestead, cottage and surrounding land designated to the house.
- Appendix 3 Copy of application and order of the Supreme Court for approval of a scheme under Part III of the Charitable Trusts Act 1957.
- Appendix 4 Pain Farm Working Party minutes, February 2004 and September 2004.
- Appendix 5 Pain Farm information for Council.
- Appendix 6 Officer's report to the meeting of the Martinborough Community Board 31 March 2014.
- Appendix 7 Pain Farm income and expenditure summary for the financial years 2009—2019.
- Appendix 8 Pain Farm operating budgets 2018/19 and 2019/20.
- Appendix 9 Pain Farm Income Distribution Policy.
- Appendix 10 Copy of resolution for loan to upgrade the Martinborough swimming pool 28 August 1996.

Contact Officers: Karen Yates, Policy and Project Coordinator and Bryce Neems, Amenities Manager

Reviewed By: Jennie Mitchell, Group Manager Corporate Support

# **Appendix 1 – Questions and responses relating to Pain Farm**

Request	Response
Bring the Pain Farm house, cottage and grounds up to an excellent standard sparing no expense as the farm has provided for this community for years and received little in return. Repair and maintenance costs should not be absorbed by the ratepayer or the tenant.	Refer to paragraph 3 Analysis and recommendation.
Remove the investigation to sell house, cottage and surrounding land. STOP trying to sell this farm as it's not yours to sell.	Refer to paragraph 3 Analysis and recommendation.
I want a recommendation put to Council for a quarterly inspection of the whole farm with a maintenance progress report to be reported back to the Community Board, Council and be publicly available.	Refer to paragraph 3 Analysis and recommendation.
Disclose Mr & Mrs Pain's document of the gift to the children of Martinborough.	Refer paragraph 2.2 History of Pain Farm bequest.
Disclose all court cases to sell Pain Estate and the court rulings and the cost to the ratepayer for each court case	There have been no court cases to sell Pain Farm Estate.
Disclose maintenance, revenue and expenditure for the last 10 years	Refer to paragraph 2.4 Financial information for Pain Farm and Appendix 7.
I am staggered that this board even accepted the report from Council with the recommendation to investigate the sale of part of the Pain Estate. Hasn't Council been down this path before?	Refer to paragraph 2.3 Previous inquiries to clarify and/or amend the status or terms.
How did the Pain Estate come into such disrepair?	Refer to paragraph 2.5 Maintenance.
How often have there been property checks?	Refer to paragraph 2.5 Maintenance.
Why wasn't the money reinvested in the property to maintain it?	Refer to paragraph 2.4 Financial information for Pain Farm and Appendix 7.
I want to recommend that any investigation into the sale of any part of the Pain Estate be removed immediately and permanently.	Refer to paragraph 3 Analysis and recommendation.
Disclose copy of deed of bequest	Refer to paragraph 2.2 History of Pain Farm bequest.
How much revenue has been generated from the Pain Estate for last 30 years and how has the money been spent?	Refer paragraph 2.4 Financial information for Pain Farm and Appendix 7 for financial information 2009—2019. Council may be able to obtain information prior to this but this will require extensive

	investigation and may be subject to charge under the provisions of the Local Government Official Information and Meetings Act 1987.
Where is the Pain Estate property maintenance long term plan?	Refer to paragraph 2.5 Maintenance.
How much has been spent on the maintenance of the Pain Estate?	Refer to paragraph 2.4 Financial information for Pain Farm and Appendix 7.
How often are property inspections carried out and how often are they reported to Council?	Refer to paragraph 2.5 Maintenance.
How much of the revenue generated is spent paying Council for in-house governance, decisions and reports?	Refer to paragraph 2.4 Financial information for Pain Farm and Appendix 7.
Why was there no response to Fiona Owens offer to bring the house and gardens up to standard for a reduced rental over five years with the added bonus of revenue generated by opening up the gardens to the public?	There is no record of this offer or response.
Lastly, who is responsible for the administration and oversight of the Pain Estate?	The Chief Executive is responsible for the management of council operations.
Who is the person in charge of maintenance (re all Council assets?)	The Chief Executive is responsible for the management of council operations.
On many occasions I would go and inspect the house and cottage approximately every three months. From reading the report this has subsequently never been done - if so, how many times up until now?	Refer to paragraph 2.5 Maintenance
No more moneys should be taken out of the account until work has been completed on house and cottage.	For the Community Board to consider.
No maintenance for some time - why was this allowed to happen?	Refer to paragraph 2.5 Maintenance.
Is this a historic building?	Refer to paragraph 2.1 Pain Farm estate.
Who gets rents from farm, buildings and transfer station?	Refer to paragraph 2.4 Financial information for Pain Farm and Appendix 7.
Why have these monies not been used on maintenance?	Refer to paragraph 2.4 Financial information for Pain Farm and Appendix 7.

When was Pain Farm “Okoroire” subdivided?	The Pain Farm estate has not been subdivided.
There have been reports all along the way so there must be a reason for letting the farm and buildings get to this state?	Refer to paragraph 2.5 Maintenance.
What is the reason for keeping it from us?	Refer to paragraph 2.5 Maintenance.
Is the Community Board going to recommend that the Trustees of Pain Farm either, seek a refund from the SWDC for all the fees they have charged "for some time", including the Corporate Services Allocation, or the Trustees take legal action for Services that have not been provided (I believe this is covered by legislation around provision of services)?	For the Community Board to respond.
Does the Community Board acknowledge that the SWDC has been negligent in its management of Pain Farm and suggest or recommend the Trustees review or consider their legal options?	For the Community Board to respond.
There is a promise to the Waihinga Centre of \$200,000, does the Community Board acknowledge in light of the state of disrepair that the Pain Estate has been allowed to fall into, that this gift must be held in abeyance and remain unpaid until such time as the assets that provide this funding are fully repaired and have sufficient cash reserves to be able to make this gift in the future.	For the Community Board to respond. Refer also to paragraph 2.4 Financial information for Pain Farm and paragraph 3 Analysis and recommendation.
And is the Community Board going to recommend that all funding bequests, even those committed to already, be halted and delayed until all repairs are done to the Pain Estate and its infrastructure are bought up to standard and legal requirements for tenancy?	For the Community Board to respond. Refer also to paragraphs 2.4 Financial information for Pain Farm and paragraph 3 Analysis and recommendation.
Why have the previous farm lessees not been approached to repair the infrastructure prior to the lease expiry?	Refer to paragraph 2.5 Maintenance.
It is my understanding that a farm lease would have an inspection at the start of the lease and at the end and routine maintenance like yards, gates and fencing return to the condition that it was at the commencement, and have these inspections been done by the property manager, and if not surely the Board should recommend that the SWDC no longer manage the assets in light of their performance to date, or non-performance in reality and an investigation as to the cost of employing or seeking a pro bono commercial property manager be sought with urgency?	For the Community Board to respond. Refer also to paragraph 2.5 Maintenance.
Can the Board seek and provide a detailed comprehensive breakdown of the \$16,316.62 allocation by SWDC?	Refer to paragraph 2.4 Financial information for Pain Farm and Appendix 7.

Does the Board undertake to provide the Community with the reassurance that all reference to the sale of Pain Farm in part or as a whole will be withdrawn and the Community informed that SWDC will not raise the sale again and honour the gift as intended?	For the Community Board to respond. Refer also to paragraph 3 Analysis and recommendation.
The reason I had my hand up in the back of the meeting was that I was wanting to ask a question of the CEO after he'd stated "no-one wants to sell Pain Estate." My question was "so if no-one wants to sell Pain Estate, can that recommendation in the Pain Estate report be removed?"	For the Community Board to respond. Refer also to paragraph 3 Analysis and recommendation.
SWDC are bleeding \$21k each year in Corporate Service fees and In House Professional fees. \$21k for doing what?	Refer paragraph 2.4 Financial information for Pain Farm and Appendix 7.
The legal fees for re-leasing the farm and the inspection fees by the valuer should be paid from those Corporate Service and In-House Professional fees.	See 2.4 Financial information for Pain Farm and Appendix 7.
The gifting of any further funds, \$200k to the Wahinga Centre should be cancelled and removed from the financial statements until such time as that Pain Estate Farm and all its buildings have been repaired and restored to both a legal and high standard which will enable as much income to be generated as possible. I want the Martinborough Community Board to vote and pass a resolution as above to take that to SWDC.	For the Community Board to respond. Refer also to paragraphs 2.4 Financial information for Pain Farm and 3 Analysis and recommendation.
Council meeting 7 August 2019: Investigate why Pain Farm is drawing water from the Martinborough Town Supply.	Refer paragraph 2.1 Pain Farm.
What is the value of the assets [in the table below] that have been sold off by the SWDC in the last 18 years? Where has the income/funds from those assets gone and what it has been used for?	See table below.

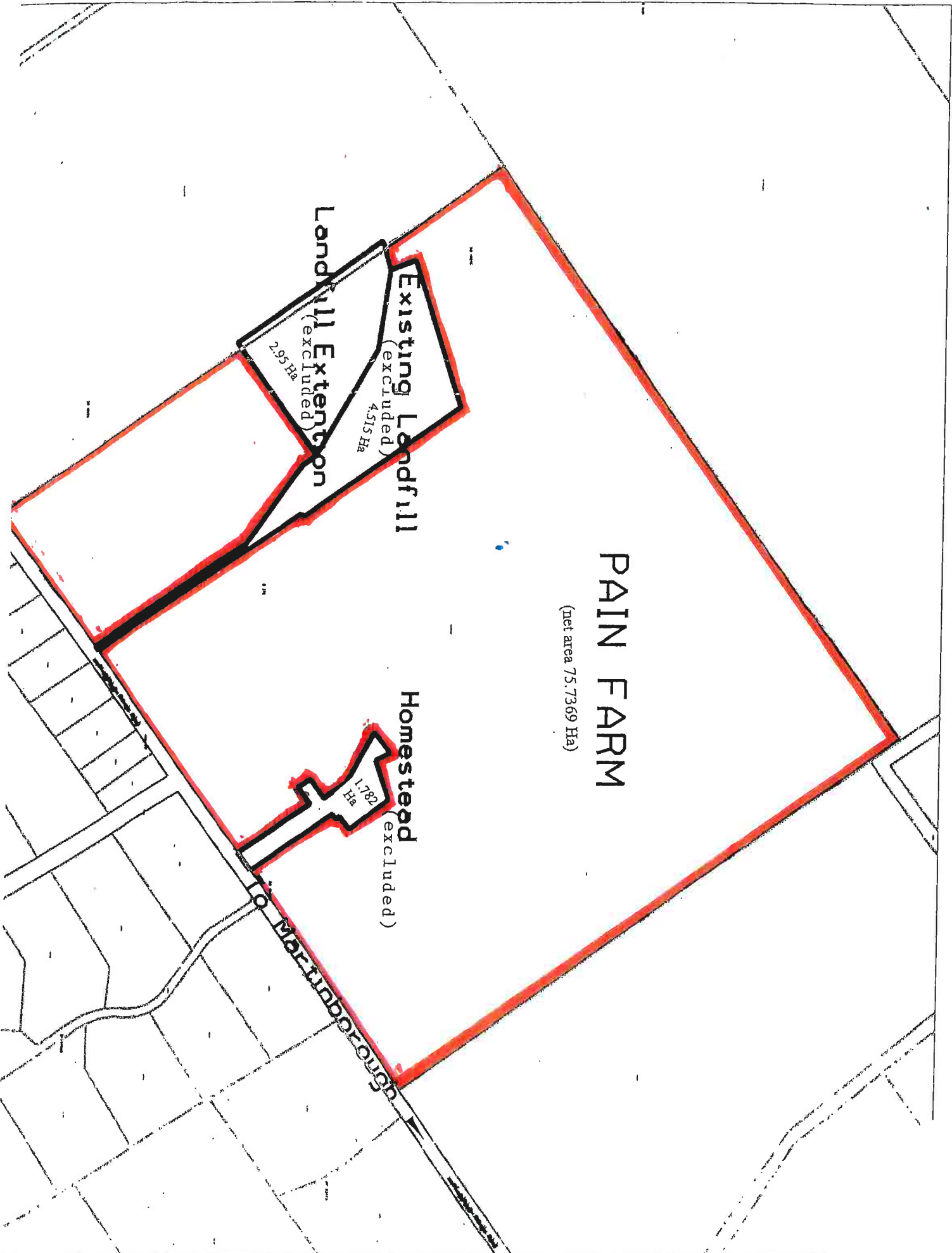
Address	Details of property	Date of sale	Purchase price	Reason for sale
Holding paddock White Rock Road opposite Ruakokoputuna road	Bare rural land	February 2004	Information may be held in archives. Council may be able to obtain this information but this will require extensive investigation and may be subject to charge under the provisions of the Local Government Official Information and Meetings Act 1987.	Surplus to requirements. Funds used for Town Centre development.

Holding paddock cnr White Rock Road, Range Road	Not sold	N/A	N/A	N/A
Block of land cnr White Rock and Ruakokoputuna roads Martinborough	Bare rural land	16 December 2016	\$120,000 incl GST	Waihinga Centre
Holding paddock cnr White Rock and Te Muna roads Martinborough	Bare rural land	29 June 2017	\$210,000 incl GST	Waihinga Centre
Holding paddock cnr Cannock and Hinakura roads Martinborough	Bare rural land	12 December 2016	\$84,000 incl GST	Surplus to requirements. Funds used for Town Centre development.
Shingle pit cnr Lake Ferry and Pukio East roads Martinborough	Bare rural land	19 June 2017	\$90,000 incl GST	Waihinga Centre
Old County Yard Cork Street		Pre-1999	Information may be held in archives. Council may be able to obtain this information but this will require extensive investigation and may be subject to charge under the provisions of the Local Government Official Information and Meetings Act 1987.	Information may be held in archives. Council may be able to obtain this information but this will require extensive investigation and may be subject to charge under the provisions of the Local Government Official Information and Meetings Act 1987.
16-18 Kitchener St Martinborough	Former county yard including 3 buildings, one of which was heritage,	1 July 2016	\$625,000 plus GST	Waihinga Centre



Logging / roading reserves Ponatahi Road opposite Huangarua and White Rock Road between Mangapuri and Birch Hill Stations	Not sold, not for sale	N/A	N/A	N/A
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## **Appendix 2 – Map of Pain Farm**



**Appendix 3 – Copy of application and  
order of the Supreme Court for  
approval of a scheme under Part III of  
the Charitable Trusts Act 1957**

IN THE SUPREME COURT OF NEW ZEALAND  
WELLINGTON DISTRICT  
(MASTERTON REGISTRY)

IN THE MATTER of Part III of The  
Charitable Trusts Act 1957

AND

IN THE MATTER of the Estate of  
GEORGE PAIN deceased.

TAKE NOTICE that on *Fri* day, the *11<sup>th</sup>* day of  
*February*, 1966, at 10 o'clock in the forenoon, or as  
soon thereafter as Counsel can be heard, Counsel for the  
Martinborough Borough Council will move this Honourable Court  
at Wellington for an order approving <sup>*under Section 53 of the Charitable Trusts*</sup> the Scheme dated the 8th  
day of November, 1965, filed herein <sup>*under Part II of the said Act*</sup> relating to a devise to the  
said Council under the Will of the above-named deceased and  
directing that the costs of the Martinborough Borough Council  
and of the Attorney-General of and incidental to the preparation  
and advertising of the said Scheme and this application and the  
order thereon be fixed and paid out of the fund upon the ground  
that the Scheme is a proper one and can be approved by this  
Honourable Court under Part III of the above-mentioned Act and  
that the Attorney-General has approved the same.

DATED this *27<sup>th</sup>* day of *November*, 1965.

*D W Neild*  
.....  
Solicitor for the Martinborough  
Borough Council.

TO the Registrar of the Supreme Court at Masterton  
and TO The Attorney-General.

The address for service of the Martinborough Borough Council is  
at the offices of Messieurs Gawith, Neild & Laing, Solicitors,  
32 Perry Street, Masterton.

IN THE MATTER of Part III of The  
Charitable Trusts Act 1957

AND

IN THE MATTER of the Estate of  
GEORGE PAIN deceased.

DEED  
ORIGINATING MOTION FOR APPROVAL OF SCHEME

11/2/66  
Cecilia Mac Gregor  
Barton for Borough Council  
Carr for Attorney-General

Order approving scheme  
Costs of Borough Council & Queen  
& costs of Attorney-General to pass  
to be paid out of accumulated  
income of fund

*[Faint signature]*

GAWITH, NEILD & LAING,  
SOLICITORS.

IN THE MATTER of The Charitable  
Trusts Act 1957 Part III  
AND

IN THE MATTER of the Estate of  
GEORGE PAIN deceased.

The Martinborough Borough Council hereby gives notice that application has been made to the Supreme Court of New Zealand at Masterton for the approval under Part III of The Charitable Trusts Act 1957 of the Scheme particulars of which are set out hereunder for the administration of a charitable trust being a devise to the said Council under the Will of the above-named George Pain of a property of 210 acres situated on the Lower Valley Road.

The date proposed for the hearing of the application by the Court is the 11<sup>th</sup> February 1968 and the hearing will take place at the Supreme Court at Wellington at 10 am.

Any person desiring to oppose the Scheme must give written notice of his intention to do so to the Registrar, Supreme Court, Masterton, to the Martinborough Borough Council, Cork Street, Martinborough, and to the Attorney-General, Crown Law Office, Wellington, not less than 7 clear days before the said above-mentioned date of hearing.

PARTICULARS OF SCHEME

That the income of the trust lands should be used:-

- (a) In payment of the costs of the preparation and approval of the Scheme including the costs of the Attorney-General.
- (b) In maintaining and improving the Borough's parks, sports grounds camping ground, swimming baths, providing, equipping and maintaining sports facilities and a children's playground in such manner and in such proportion as the Council shall from time to time decide.

GAWITH, NEILD & LAING

IN THE SUPREME COURT OF NEW ZEALAND  
WELLINGTON DISTRICT  
(MASTERTON REGISTRY)

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IN THE MATTER of Part III of The  
Charitable Trusts Act 1957

AND

IN THE MATTER of the Estate of  
GEORGE PAIM deceased.

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ORDER APPROVING SCHEME

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GAVINI, ISILD & LAING,  
SOLICITORS,

MARTINBOROUGH

G.N.S.L.  
DEEDS No.  
M 179/18



IN THE SUPREME COURT OF NEW ZEALAND  
WELLINGTON DISTRICT  
(MARTERTON REGISTRY)

IN THE MATTER of Part III of The  
Charitable Trusts Act 1957

AND

IN THE MATTER of the Estate of  
GEORGE PAIN deceased.

FRIDAY THE 11TH DAY OF FEBRUARY, 1966.

BEFORE THE HONOURABLE MR. JUSTICE McGRUGOR

UPON READING the notice of motion of the Martinborough Borough Council dated the 22nd day of November, 1965, the Statement of Facts, Submissions and Scheme dated the 8th day of November, 1965, the Report of the Attorney-General on the said scheme, and the affidavits of ALAN LEWRY GREEN and DENNIS WILLIAM IDELL filed herein, AND UPON HEARING MR. BARTON of Counsel on behalf of the Martinborough Borough Council and MR. CAHILL of Counsel on behalf of the Attorney-General THIS COURT HEREBY ORDERS that the Scheme dated the 8th day of November, 1965, filed herein by the Martinborough Borough Council under Part III of the above-mentioned Act relating to a devise under the Will of the above-named GEORGE PAIN deceased be and the same is hereby approved AND HEREBY FURTHER ORDERS that the costs of the Martinborough Borough Council fixed at £84 together with disbursements and the costs of the Attorney-General fixed at £21 be paid out of the accumulated income of the fund.

By the Court



REGISTRAR

IN THE MATTER of Part III of The  
Charitable Trusts Act 1957

AND

IN THE MATTER of the Estate of  
GEORGE PAIN deceased.

STATEMENT OF FACTS

1. By his Will dated 24th March, 1932, the late George Pain gave to his wife a life interest in what he described as "the dwellinghouse at present occupied by me at Martinborough and also the farm of 200 acres situate at Martinborough which I am at present farming" and subject to that life interest gave devised and bequeathed "my said house property and farm of 200 acres at Martinborough to the Martinborough Town Board or Martinborough Borough Council or the local authority for the time being controlling the Township of Martinborough to the intent that the said property should be held on behalf of the inhabitants of Martinborough and I particularly desire that the said property should as far as possible be made available as a sports ground for the residents of Martinborough and as a playground for the children."
2. George Pain's widow died on 9th August, 1960, at which time the New Zealand Insurance Company Limited was the sole trustee of his estate.
3. George Pain did not at the date of his death own a "farm of 200 acres" but he did own a farm property in one block of 210 acres (being the land the subject of the present application) and a separate block of 40 acres a short distance away from the 210 acres. Both he and his trustee after his death had farmed the 210 acres, the 40 acres and land belonging to Mrs. Pain as one farm.
4. Shortly after the death of Mrs. Pain, the Trustee Company invited the Martinborough Borough Council to express its views on whether the devise included the separate 40 acre block, and the Council disclaimed interest therein.

5. The Trustee Company was anxious to terminate the estate's farming operations, and dispose of the stock and therefore gave the Council possession of the 210 acre block, but did not then execute a transfer. It subsequently sold the 40 acre block.
6. The 210 acres was leased for a term of 21 years at a rental (for the first 7 years) of £1155 per annum.
7. In March 1965 the Trustee Company transferred the 210 acres to the Council subject to the said lease.
8. The Council had, in 1964, on advice of Counsel, decided to apply to the Court under Part III of The Charitable Trusts Act 1957 to approve a scheme in relation to the devised land, but it was considered advisable to defer the application until the land had actually been transferred to the Council.
9. The trust income received to date, and the expenditure thereout are as follows:-

<u>Receipts</u>		<u>Payments</u>	
Rents	5610.12. 6	Mortgage principal	4082. 0. 0
Interest	147. 0. 7	Interest	553.16. 0
Timber Royalty	190. 6. 6	Repairs & Maintenance	109.11. 0
		Advertising	11. 8. 9
		Legal expenses	223. 5.10
		Grant to Baths	259. 8.11
		Balance Cr.	708. 9. 1
	<u>£5947.19. 7</u>		<u>£5947.19. 7</u>

10. The Government Capital value of the land (as at 1st December, 1960) is £13,770.

SUBMISSIONS

11. The Council has been advised -
  - (a) That the words of the testator's Will "and I particularly desire that the said property should as far as possible be made available as a sports ground for the residents of Martinborough and as a playground for the children" do not create a trust.
  - (b) That the earlier words "to the intent that the said property should be held on behalf of the inhabitants of Martinborough" create a valid charitable trust,
  - and (c) That because the purpose of the trust is uncertain a scheme for carrying it out should be settled under Part III of the Charitable Trusts Act 1957.
12. In framing the proposed scheme the Council has been influenced by the following considerations -

- (a) It is considered impracticable or inexpedient to carry out the testator's precatory wish that the property should be made available as a sports ground and children's playground for the reasons that the property is some distance outside the Borough boundary and is a useful farm unit; The Council already owns 35 acres of parks and reserves within the Borough which are far from fully developed or in a high state of maintenance; The Council has no funds with which to develop the trust land as a sports ground or playground.
- (b) The precatory wish of the testator in favour of sports grounds and children's playgrounds can best be attained by retaining the property as an endowment and using the revenue therefrom for the development of those amenities within the Borough.
- (c) Martinborough is a small township with a population of approximately 1500 and is not growing fast. When a Town Planning Scheme was first prepared in 1958, the estimates for future population were

1962	-	1450
1967	-	1630
1977	-	1880

Present indications are that these forecasts may not be realised.

- (d) The total rate revenue is only £13,500 approximately and very limited amounts are available for expenditure on the reserves in the Borough.
- (e) Recreational amenities existing on such reserves in the Borough include -
- a. Public swimming baths - the only one in the borough, and extensively used by school children learning to swim.
  - b. Camping ground.
  - c. Rugby, Association Football, Cricket, Hockey and Softball grounds.

A Queen Carnival has just been held to raise funds for a chlorination plant and other improvements at the baths. The Rugby Football Club, at its own expense, is erecting dressing sheds and conveniences on the football ground. Apart from these matters all the reserves mentioned are far from fully developed, or even well

There is no children's

playground in the Borough, though the Council has set aside a site for development as such.

SCHEME

13. The scheme which the Council submits for approval is that the income of the trust lands should be used -
- (a) In payment of the costs of the preparation and approval of the scheme including the costs of the Attorney-General.
  - (b) In maintaining and improving the Borough's parks, sports grounds, camping ground, swimming baths, providing, equipping and maintaining sports facilities and a children's playground in such manner and in such proportion as the Council shall from time to time decide.

DATED this            8th            day of            November            , 1965.

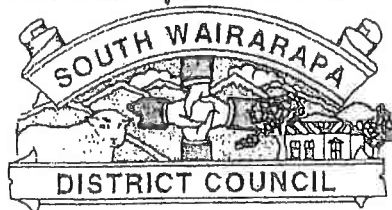
THE COMMON SEAL OF THE MAYOR COUNCILLORS  
AND CITIZENS OF THE BOROUGH OF BARTHOLOMEW            )  
was hereto affixed in the presence of:-            )            (L.S.)

"S.H. Ussher"  
..... Mayor

"A.H. Green"  
..... Town Clerk

**Appendix 4 — Pain Farm Working  
Party minutes, February 2004 and  
September 2004**

## South Wairarapa District Council



### Pain Farm Working Party

Minutes of a meeting held on Monday 23 February 2004 at 9.00am.

**PRESENT:** Mayor J F Read, Councillors V L Napier and J D Tenquist,  
Mrs G Halson and Mr P Craig

**IN ATTENDANCE:** Mr R Airey (Secretary)

1. **Apology**

Mr K Banks.

2. **Review of Pain Farm**

A report on the background and present status of the Pain Farm from the Committee Secretary was considered. Also available for the Working Party were a number of legal documents (copies) and letters from the Council's solicitors over the years since 1965.

The current situation was reviewed and points made included:

- The scheme needed greater flexibility;
- A definition of "Martinborough residents" would be required;
- The criteria for projects to benefit should be broadened;
- Rent paid by the landfill should be reviewed;
- Maintenance of the homestead had to be provided for;
- Public understanding of the bequest was not good;
- Consultation with the public would be required before considering taking a case to the High Court.
- A flyer for public consultation needed to give examples of how some funding was spent and instances for where it could not.

**RESOLVED**

*(Tenquist/Halson)*

*THAT the Council and the Martinborough Community Board be advised of the process the Working Party proposes should be followed, to prepare a flyer with a reply section, backgrounding the status of the Pain Farm Trust, the process to be undertaken and to invite comments.*

The proposed flyer was to be prepared by Mr Mike Beckett, for final approval by the Working Party before distribution to those to be defined as residents of Martinborough.

**The meeting ended at 9.50am.**



# South Wairarapa District Council



## Pain Farm Working Party

Minutes of a meeting held on Tuesday 28 September 2004 at 9.00am.

**PRESENT:** Mayor J F Read, Councillors V L Napier, B J Clark,  
Mrs G Halson and Mr P Craig

**IN ATTENDANCE:** Mr R Airey (Secretary)

**1. Apology**

Councillor J D Tenquist

**2. Review of Pain Farm**

A flier surveying residents in the Martinborough area had been despatched and replies received. The survey had sought responses to three proposals which were:

- (a) [should] the bequest continue in its current form; or
- (b) [should] the terms [be] changed to be more flexible; or
- (c) other ideas.

Responses were 94 for (a), 31 for (b) plus many varying comments under (c).

There was a widespread lack of understanding of the bequest and in some cases general confusion. Many believed that a trust existed.

The Working Party considered that while the bequest and subsequent Order of the former Supreme Court was clear, its application to the present situation was confusing to many and required clarification.

**RESOLVED**

*(Halson/Craig)*

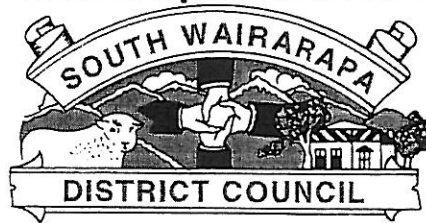
*THAT (1) it be recommended that the present status and administration of the Pain bequest remain unchanged; and*

*(2) the Council officers obtain a legal opinion to clarify the status of the assets and a definition of the area of benefit from the bequest.*

The meeting ended at 9.40am.

# **Appendix 5 — Pain Farm information for Council**

## South Wairarapa District Council



### PAIN FARM

1. The Pain farm estate, located on the Pirinoa Road, is comprised of 84.9839 hectares (210 acres) on which is located the homestead, 1.782 hectares and the Martinborough landfill, 7.465 hectares.
2. The property was bequeathed to the former Martinborough Borough Council (now the South Wairarapa District Council) in a Will made in 1932. George Pain died in 1937 and his wife held a life interest in the property until her death in 1960. The Council then came into possession of the property.
3. The terms of the Will could not be implemented in full by the Council hence a "scheme" to vary its terms was approved by the Supreme Court (now the High Court) on 11 February 1966.
4. The key portions of the Supreme Court Order dated 11 February 1966 read:

"...that the income of the trust lands should be used ... in maintaining and improving the Borough's parks, sports grounds, camping ground, swimming baths, providing, equipping and maintaining sports facilities and a children's playground in such manner and in such proportion as the Council may from time to time decide".
5. The former Martinborough Borough Council no longer exists. By virtue of the 1989 Local Government Reorganisation Order all the powers, functions, assets and authorities of the former Borough Council are now vested in the South Wairarapa District Council.
6. The District Council owns the land as a trustee, and the terms of the trust are the terms contained in the Will of the late George Pain as varied by the provisions of the Court Order dated 11 February 1966. The Council must operate within the terms of the two documents and particularly within the terms of the Court Order which effectively modified and overrode the provisions of the Will.
7. The approval of the High Court would first be required should the Council wish to again vary the terms or to sell all or part of the property.

6 April 2005

**Appendix 6 — Officer's report to the  
meeting of the Martinborough  
Community Board 31 March 2014**

# MARTINBOROUGH COMMUNITY BOARD

31 MARCH 2014

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## AGENDA ITEM 7.4

### PAIN FARM BEQUEST

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#### **Purpose of Report**

To seek approval in principal for a review of the Pain Farm bequest.

#### **Recommendations**

Officers recommend that the Committee/Community Board:

1. *Receive the information.*
2. *Recommend to Council this bequest be reviewed.*

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

The Supreme Court last considered the bequest made by George Pain in 1966, making an order on 11 February 1966.

There has been some discussion around the relevance of this 1966 order **and it's applicability to the current and future needs of the Martinborough Community.**

This paper seeks support, in the form of a recommendation to South Wairarapa District Council, to examine the relevance of the current order.

Historically any application to the Courts has been funded directly from Pain Farm Funds.

#### **2. Discussion**

The current order is some 48 years old and there has been some discussion as to whether the order meets the needs of a community that has changed significantly since that time.

A review of this nature may (or may not) be more difficult following the finalisation of the current reorganisation process.

Either way, there are a number of initiatives that would benefit from a clear understanding of whether Pain Farm funds would be available to support, e.g. Martinborough Town Hall.

It is anticipated the review group would consist of MCB, SWDC members, with input from the community.

Contact Officer: Paul Crimp, Chief Executive

**Appendix 7 — Pain Farm income and  
expenditure summary for the financial  
years 2009—2019**

## PAIN FARM SUMMARY 2009-2019

Financial Year July to June	10 Year Totals	% of Income	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19
<b>INCOME</b>												
Rent Received	795,770	87%	63,209	73,236	68,942	81,887	82,401	82,647	87,501	87,801	84,186	83,959
Interest Received	116,431	13%	16,487	17,887	11,336	10,478	15,209	12,966	12,413	11,506	3,762	4,387
<b>TOTAL INCOME</b>	<b>912,201</b>		<b>79,696</b>	<b>91,124</b>	<b>80,278</b>	<b>92,364</b>	<b>97,610</b>	<b>95,613</b>	<b>99,914</b>	<b>99,308</b>	<b>87,948</b>	<b>88,347</b>
<b>EXPENDITURE</b>												
<b>Operating Expenses:</b>												
Repairs and Maintenance (Other)	56,896	6%	18,070	3,055	2,293	491	1,938	7,204	5,806	11,885	3,812	2,339
Repairs and Maintenance (Grounds)	9,708	1%		98			1,641	3,696	4,125			147
Repairs and Maintenance (Buildings)	20,141	2%	4,122	2,874	4,056	489	330		108	7,043		1,119
	86,744	10%	22,193	6,027	6,349	981	3,910	10,900	10,039	18,928	3,812	3,605
Consultants	11,283	1%			1,107	675	475		1,175		1,570	6,281
General Expenses	13,855	2%	1,349	250	2,879	3,571	945	247			2,400	2,214
Legal Expenses	14,944	2%		9,713		58	4,428					745
Utilities	1,131	0%	949				183					
Rents & Rates Payable	39,350	4%	1,455	0	0	11,982	1,585	1,740	1,746	6,940	6,861	7,041
Insurance	19,405	2%	1,047	903	2,456	3,288	3,293	1,776	1,459	1,292	1,866	2,026
<b>Total Operating Expenses:</b>	<b>186,712</b>	<b>20%</b>	<b>26,992</b>	<b>16,892</b>	<b>12,791</b>	<b>20,553</b>	<b>14,819</b>	<b>14,663</b>	<b>14,419</b>	<b>27,161</b>	<b>16,509</b>	<b>21,912</b>
<b>SWDC Charges:</b>												
Corporate Services	133,523	15%	9,980	8,499	11,983	12,552	10,544	16,524	14,914	15,608	14,900	18,020
In-House Prof Services	47,371	5%	583	28	10,888	5,594	5,352	5,347	4,359	4,311	5,142	5,770
<b>Total SWDC Charges:</b>	<b>180,894</b>	<b>20%</b>	<b>10,563</b>	<b>8,527</b>	<b>22,871</b>	<b>18,145</b>	<b>15,896</b>	<b>21,870</b>	<b>19,273</b>	<b>19,918</b>	<b>20,042</b>	<b>23,790</b>
<b>Project Funding Allocated :</b>												
Project Funding	438,965	48%	19,064	15,724	48,839	14,073	5,581	30,684	5,000	300,000		
Mbo Pool Loan	109,027	12%	14,275	14,935	13,246	22,027	20,425	14,116	10,002			
<b>Total Project Funding Allocated :</b>	<b>547,991</b>	<b>60%</b>	<b>33,339</b>	<b>30,659</b>	<b>62,085</b>	<b>36,100</b>	<b>26,006</b>	<b>44,800</b>	<b>15,002</b>	<b>300,000</b>	<b>0</b>	<b>0</b>
<b>TOTAL EXPENDITURE</b>	<b>915,597</b>	<b>100%</b>	<b>70,894</b>	<b>56,077</b>	<b>97,747</b>	<b>74,799</b>	<b>56,721</b>	<b>81,334</b>	<b>48,694</b>	<b>347,079</b>	<b>36,551</b>	<b>45,702</b>
<b>Total Surplus/(deficit)</b>	<b>(3,396)</b>		<b>8,802</b>	<b>35,046</b>	<b>(17,468)</b>	<b>17,565</b>	<b>40,889</b>	<b>14,279</b>	<b>51,220</b>	<b>(247,771)</b>	<b>51,397</b>	<b>42,645</b>
<b>STATEMENT OF ACCUMULATED FUNDS</b>												
<b>Opening Balance</b>	<b>192,285</b>		<b>192,285</b>	<b>201,087</b>	<b>236,134</b>	<b>218,666</b>	<b>236,231</b>	<b>277,120</b>	<b>291,399</b>	<b>342,619</b>	<b>94,848</b>	<b>146,244</b>
<b>Closing Balance</b>	<b>188,889</b>		<b>201,087</b>	<b>236,134</b>	<b>218,666</b>	<b>236,231</b>	<b>277,120</b>	<b>291,399</b>	<b>342,619</b>	<b>94,848</b>	<b>146,244</b>	<b>188,889</b>
<b>Movement:</b>	<b>(3,396)</b>		<b>8,802</b>	<b>35,046</b>	<b>(17,468)</b>	<b>17,565</b>	<b>40,889</b>	<b>14,279</b>	<b>51,220</b>	<b>(247,771)</b>	<b>51,397</b>	<b>42,645</b>



# **Appendix 8 — Pain Farm budgets 2018/19 and 2019/2020**

<b>Pain Farm</b>	<b>2018/19</b>	<b>2019/20</b>
<b>Rental/Hire Income</b>		
Rental/Hire - MBA	92,020	89,144
<b>Total Income</b>	<b>92,020</b>	<b>89,144</b>
<b>Operating Costs</b>		
Consultants	5,000	5,000
General Expenses	1,500	1,500
Legal Expenses	5,000	5,000
Repairs & Maintenance (Other)	5,000	5,000
<b>Occupancy Costs</b>		
Repairs & Maintenance (Buildings)	35,000	7,806
Rates/Rent Payable	7,204	7,204
<b>Internal Charges</b>		
Corporate Services	16,960	21,064
Professional Services	5,628	6,340
<b>Finance Costs</b>		
Insurance	1,934	1,934
<b>Total Expenditure</b>	<b>83,225</b>	<b>60,848</b>
<b>Surplus</b>	<b>8,795</b>	<b>28,296</b>

# **Appendix 9 — Pain Farm Income Distribution Policy**



# **PAIN FARM TRUST LANDS INCOME DISTRIBUTION POLICY**

## **1. Rational**

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. There has been a widespread lack of understanding of the bequest and how the funds can be spent. This policy will be reviewed in accordance with SWDC requirements.

## **2. Purpose**

- To provide guidelines for the distribution of funds from the income from the various leases of the Pain Farm Trust Lands.
- To allow greater efficiencies, understanding and transparency and give direction how and where the funds can be expended.

## **3. Guidelines**

### **3.1 Administration**

1. The Council shall recover fair and reasonable administration costs.
2. The Council will ensure that all leases, the land, homestead and cottage and Landfill /Transfer station will be reviewed and the intent of the bequeath and High Court judgment be complied with.
3. Council will advertise where the funds have been expended annually

### **3.2 Repairs and Maintenance**

1. A fund of \$40,000 will be set aside for repairs and maintenance of the property and buildings, if expensed at any one time the amount will be accrued by \$10,000 amount per year until the fund is replenished.

### **3.3 Funding Distribution**

1. The Community Board with the guidance of Council will ensure that the Council's Martinborough Parks and Reserves will have priority over available funds and will be expended as directed by the High Court's Judgement in 1966. It is recommended that the funds are spent on capital equipment/facilities.

2. Funds may be spent purchasing and funding capital sporting equipment and facilities where it will benefit the residents of Martinborough Community and with the support and guidance of Council.
3. Applications for funding community sporting (2. Above) equipment/amenities will be called for annually and will not exceed \$25,000 and if the funds are available.
4. All expenditure above \$35,000 will be subjected to the SWDC Annual Plan
5. Any funding distribution must be of benefit to the residents of Martinborough; this removes the confines of any town boundary as a sporting facility, club or reserve may be located on the outskirts of the town yet be a Martinborough amenity.
6. The Community Board may wish to accumulate funds for a specific project or raise a loan using some of the income; this will be permitted under Council guidance.

## 4. Background

George Pain, known as Tiny Pain or Hura Rorere (king of the road) born 1847 Wellington died 1937. A “pioneer” shepherd/farmworker, hawker, hotelier, storekeeper, landlord, run-holder/farmer and wool baron.

George Pain in 1932 made a will bequeathing the 210 acre property known as the Pain Farm to the then Borough Council (now the SWDC) with this wife having a life interest. In 1960 Mrs Pain died and the land was handed to the Martinborough Borough Council. The land that was bequeathed

*‘to be held on behalf of the inhabitants of Martinborough and he particularly desired that the property should as far as possible be made available as a sports ground for the residents of Martinborough and as a playground for the children’*

In 1965 due to the practicality, uncertainty (the farm being held in a 21 year lease), location and the Borough Council already having a number of under utilised reserves, resolved to apply to the Supreme Court for a judgement on a scheme for the use of the income from the Pain Farm.

Under provisions of the Charitable Trust Act 1957 in February 1966 the Court directed:

*“That the income from the Trust Lands should be used, in maintaining and improving the borough’s parks, sports grounds, camping ground, swimming baths, providing equipping and maintaining sports facilities and a children’s playground in such manner and in such proportion as the Council may from time to time decide.”*

**Appendix 10 — Copy of resolution for  
loan to upgrade the Martinborough  
swimming pool 28 August 1996**

***SOUTH WAIRARAPA DISTRICT COUNCIL***

**CERTIFIED COPY OF THE RESOLUTION  
TO RAISE \$150,000 TO UPGRADE THE  
MARTINBOROUGH SWIMMING POOL**

**RESOLVED**

**DC96/210 STEVENS/ADAMSON THAT** the South Wairarapa District Council pursuant to Section 34 of the Local Authorities Loans Act 1956, Section 716B of the Local Government Act 1974 and all other Acts Powers and Authorities enabling it in that behalf does hereby resolve by way of Special Order as follows

1. That a Special Loan to be known as Martinborough Swimming Pool Upgrade Loan \$150,000 be raised for the purpose of meeting the costs associated with the upgrading of the Martinborough Swimming Pool.
- .2. That the loan repayments of the said loan be funded from Pain Farm.
3. That the terms of the said loan or any part thereof shall be at the market interest rate for Local Government Stock.
4. That the Manager Finance and Corporate Services be given delegated authority to negotiate all terms and conditions of raising approved finance within the full life of the approval to raise finance being the:
  - Period of Finance
  - Interest Rate
  - Sinking Funds
5. That the Council secure payment of the said sum \$150,000 and interest thereon by issuing registered stock in a form which complies with provisions of the Local Authorities Loans Act 1956.
6. That the Common Seal of the Council be affixed to a certificate pursuant to section 17 of the Local Authorities Loans Act 1956 and that the Mayor and General Manager be, and hereby are authorised to sign and countersign the said certificate.
7. That the security for the Martinborough Swimming Pool Upgrade Loan be a Special rate in the dollar on the land value of all properties in the district of South Wairarapa, of an amount sufficient to meet the annual loan charges on the said loan plus ten per cent (10%) thereof.
8. That the cost of raising the said loans of \$150,000 be paid from the loan monies.

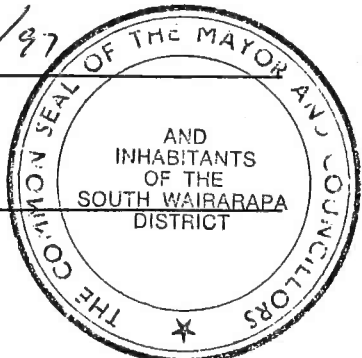
8. That the Council secure payment of the said sums \$1,674,000 and interest thereon by issuing registered stock in a form which complies with provisions of the Local Authorities Loans Act 1956.
9. That the Common Seal of Council be affixed to a Certificate pursuant to section 17 of the Local Authorities Loans Act 1956 and that the Mayor and General Manager be, and hereby are authorised to sign and countersign the said Certificate.
10. That the security for the 1996 Featherston Swimming Pool Upgrade Loan and the 1996 Cape Palliser Road Reinstatement Loan shall be in the case of each loan a special rate in the dollar on the land value of all rateable properties in the district of South Wairarapa, of an amount sufficient to meet the annual loan charges on the said loan plus ten per cent (10%) thereof.
11. That the security for the 1996 Greytown Water Supply Loan shall be a separate uniform charge on all rateable properties in the areas of the water supplies of Featherston, Greytown and Martinborough, of an amount sufficient to meet the annual loan charges on the said loan plus ten per cent (10%) thereof.
12. That the security for the 1996 Featherston Water Supply Loan shall be a separate uniform charge on all rateable properties in the areas of the water supplies of Featherston, Greytown and Martinborough, of an amount sufficient to meet the annual loan charges on the said loan plus ten per cent (10%) thereof.
13. That the cost of raising the said loans of \$1,674,000 be paid from the loan moneys.
14. That a sinking fund be established in respect of the loans.
15. That a poll of ratepayers be taken if not less than fifteen percent (15%) of the ratepayers of the District so demand, by writing under their hands, delivered or sent by Post to the office of the Council, 19 Kitchener Street, Martinborough and received not later than 9.00am on the day fixed for confirmation of the resolution to raise the loans.

We hereby declare that the above resolution was duly passed at the ordinary meeting of the South Wairarapa District Council held on 28 August 1996.

**MAYOR**

**GENERAL MANAGER**

*Sheed 27/1/97*  
 \_\_\_\_\_  
*R. M. Zerbe 27/1/97*  
 \_\_\_\_\_







**Minutes – 18 July 2019**

- Present:** Lisa Cornelissen (Chair), Vicky Read, Maree Roy,  
Cr Pam Colenso, Cr Pip Maynard
- In Attendance:** Harry Wilson (Chief Executive Officer - to 7.08pm), Bryce Neems  
(Amenities Manager), Angela Williams (Committee Advisor).
- Conduct of Business:** The meeting was conducted in public in the Supper Room, The  
Waihinga Centre, Texas Street, Martinborough on 18 July 2019  
between 6.00pm and 8.12pm.
- Also In Attendance:** TeAta Philips, Cr Lee Carter, Mary Smith, Bev Clark, Gina Smith,  
William Higginson

**PUBLIC BUSINESS**

**EXTRAORDINARY BUSINESS**

Mrs Cornelissen proposed that the Spatial Plan Discussion document be discussed under the Chair Report section as it would be appropriate for the Board to make a submission and that the August meeting date is changed to the 22 August. Both items to be discussed under agenda item 8.

With the interest generated in agenda item 6.6, and attendance by the public, Mrs Cornelissen proposed moving the Pain Farm Report up in the agenda to follow the public forum section.

*MCB RESOLVED (MCB 2019/39):*

To move agenda item 6.6 up in the agenda to follow the public forum section.

*(Moved Cornelissen/Seconded Cr Maynard)*

Carried

**1. APOLOGIES**

*MCB RESOLVED (MCB 2019/40):*

To receive apologies from Mayor Napier, Ms Beattie, Maisie Arnold-Barron (Student Representative) and noted Mr Wilson would need to leave at approximately 6.30pm.

*(Moved Cr Colenso /Seconded Read)*

Carried

## 2. CONFLICTS OF INTEREST

No conflicts of interest.

## 3. PUBLIC PARTICIPATION

### 3.1 TeAta Philips

Ms Philips presented her proposal for the installation of lime walkways from Ferry Road submitted through the Annual Plan Submission process. Ms Philips advised that both Martinborough Transport and MT Services would be happy to assist with services to provide a safe walkway.

### Pain Farm Estate Speakers

The following speakers, spoke to the Pain Farm report including providing historical background, the bequest of the estate and intention to benefit youth of Martinborough and the asset it is to the community. Speakers expressed their concerns at the current state of the Farm, queried how it had been allowed to deteriorate to its current state, where monies from the Estate have been used and the option to sell as detailed in the papers. All speakers asked questions of the Board and requested answers to be provided.

3.2 Cr Lee Carter on behalf of her husband Robert Carter. Cr Carter tabled the statement and requested actions.

3.3 Mary Smith

3.4 Bev Clark

3.5 Gina Smith

3.6 William Higginson (notes provided)

## 4. ACTIONS FROM PUBLIC PARTICIPATION/PRESENTATIONS

### Te Ata Philips

Members noted that Ms Philips proposal was initiated through the Annual Plan submission process, acknowledged the offer of assistance from local business', discussed if it should be endorsed by the Board in the first instance whilst noting that some urban areas still require footpaths so this would need to be assessed.

Action 491 - To refer Ms Philips proposal for lime walkways from Ferry Road to locations identified in the proposal to the Assets and Services Committee for formal consideration, Mr Wilson.

### Pain Farm (Agenda item 6.6 brought forward)

Mrs Cornelissen thanked the members of the public and presenters for their passion for the Pain Farm Estate and advised that the Community Board also

shared their interest with the legacy of Pain Farm, hence the request to provide a preliminary report to initiate discussions to rectify the current situation. Mrs Cornelissen requested all presenters provide a copy of their notes to Council and questions raised to ensure all were captured.

The Board discussed the content and recommendations of the report including immediate repairs, financial implications for options to repair to a safe and acceptable standard versus a full restoration, that information comes back to the Community Board for analysis and review prior to further recommendations, the possible need for consultation with the community and that more regular inspections are required with respect to the tenant.

*MCB RESOLVED MCB 2019/41):*

1. To receive the Pain Farm Report.  
*(Moved Cr Colenso/Seconded Cornelissen)* Carried
2. To recommend to Council that Pain Farm Estate fund up to \$5,000 for the repair of damaged water pipes and troughs on a cost share basis with the Pain Farm lessee on the proviso that effort is made to recoup costs from the previous lessee.
3. Recommends to Council that Pain Farm Estate fund the Pain Estate Tender and Lease Agreement, which includes the inspection of Pain Estate report dated 7 May 2019 at a cost of \$6,281 plus GST.  
*(Moved Cornelissen/Seconded Read)* Carried
4. That Officers seek a full assessment of the House and Cottage and obtain 2 quotes, one to restore the buildings to a suitable standard for rental purposes, the other to undertake a full restoration to secure the property for the long term.  
*(Moved Cr Colenso/Seconded Read)* Carried
5. That Officers report back to MCB answering all questions raised by both the Community Board and all speakers today.  
*(Moved Cr Maynard/Seconded Roy)* Carried
6. Report to the Community Board once the quotes have been received for maintenance work with options and analysis outlining the implications for the long-term financial position of the Pain Estate and suggested priorities for undertaking the work  
*(Moved Cr Colenso/Seconded Cornelissen)* Carried
7. That up to \$40,000 be made available immediately for urgent maintenance work to be undertaken.  
*(Moved Read/Seconded Cr Maynard)* Carried
8. Note for the record that once full information is available from the reports outlined above, it is highly likely that Council will need to undertake a full consultation process with the Martinborough Community on the options available for Pain Farm Estate.  
*(Moved Cornelissen/Seconded Read)* Carried

9. That Officers prepare a full briefing for newly elected and existing Community Board and SWDC elected members on the background, history and significance of the Pain Estate, its purpose and the Community Board role and Council role in administering it as part of the induction process following local government elections.

*(Moved Cornelissen/Seconded Cr Maynard)* Carried

10. Action 492– To request a minimum reporting of at least six months for both the farm and buildings with respect given to the tenant, Mr Allingham.
11. Action 493 - To add a separate Pain Farm section to the actions register to ensure all information such as quote details are captured, and requests are converted to actions, Mr Wilson.

Mr Wilson left the meeting at 7.08pm.

## **5. COMMUNITY BOARD MINUTES**

### **5.1 Martinborough Community Board Minutes – 6 June 2019**

*MCB RESOLVED (MCB 2019/42):*

That the minutes of the Martinborough Community Board meeting held on 6 June 2019 be confirmed as a true and correct record.

*(Moved Roy/Seconded Cr Colenso)* Carried

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

### **6.1 Officers Report**

Mrs Cornelissen advised that following requests from the community boards, the Officers Report has been reinstated providing the level of information that the Committee Minutes Report did not contain.

Mrs Cornelissen requested if any questions arise from the information provided in the Officers Report that cannot be answered during the meeting, these are directed to the Chair for follow-up with Officers or at the relevant Council meeting.

*MCB RESOLVED (MCB 2019/43):*

To receive the Officers Report.

*(Moved Cr Colenso/Seconded Cr Maynard)* Carried

### **6.2 Committee Minutes Report**

Members noted the minutes from the Considine Park meeting and that a further meeting is proposed but a date has not yet been confirmed.

*MCB RESOLVED (MCB 2019/44):*

To receive the Committee Minutes Report.

*(Moved Cornelissen/Seconded Cr Colenso)* Carried

### **6.3 Action Items Report**

The MCB reviewed the actions report, discussed items and noted further updates.

*MCB RESOLVED (MCB 2019/45):*

1. To receive the Action Items Report.  
*(Moved Cr Colenso/Seconded Roy)* Carried
2. Action 494– To arrange a meeting with Mr Wilson to discuss all outstanding action items, Mrs Cornelissen.

### **6.4 Income and Expenditure Report**

Mrs Cornelissen suggested further discussion following the review of the Budget Report later in the agenda.

*MCB RESOLVED (MCB 2019/46):*

To receive the Income and Expenditure Statement for the period 1 July 2018 – 31 March 2019.

*(Moved Cornelissen/Seconded Cr Colenso)* Carried

### **6.5 Financial Assistance Accountability Report**

Members noted that the status of grant applications is marked 'complete' once the Accountability Form has been received from applicants and is reported on in this format. All applicants with outstanding accountability forms have been followed up prior to this report being completed.

*MCB RESOLVED (MCB 2019/47):*

To receive the Financial Assistance Accountability Report.

*(Moved Read/Seconded Cr Maynard)* Carried

### **6.6 Pain Farm Report – covered earlier in the agenda.**

## **7. NOTICES OF MOTION**

There were no notices of motion.

## **8. CHAIRPERSONS REPORT**

### **8.1 Chairperson's Report**

*MCB RESOLVED (MCB 2019/48)* to receive the Chairperson's Report.

*(Moved Cornelissen/Seconded Read)* Carried

#### **8.1.1 Community Board Projects**

*MCB RESOLVED (MCB 2019/49)* to receive the information and make updates as necessary.

*(Moved Cornelissen/Seconded Read)* Carried

#### **8.1.2 MCB Workshop**

MCB RESOLVED (MCB 2019/50) to receive the MCB Workshop notes  
(Moved Cornelissen/Seconded Cr Colenso) Carried

### **8.1.3 2018/2019 Financials and 2019/2020 Draft Budget**

Members reviewed the current financials, the proposed release of unused commitments, discussed the draft budget, and future allocations.

MCB RESOLVED (MCB 2019/51):

1. To receive the 2018/2019 financials and draft 2019/2020 draft Budget.

(Moved Cornelissen/Seconded Read) Carried

2. To release the unclaimed Martinborough Youth Trust Grant and invite them to reapply when they have identified a suitable course and candidate.

(Moved Cornelissen/Seconded Cr Colenso) Carried

3. To release the remaining unused funds from commitments for the Community Board conference fees, Community Engagement, Neighbourhood Support and Madcaps Christmas parade

(Moved Cr Colenso/Seconded Cornelissen) Carried

4. Action 495 – To finalise the budget for approval at the last meeting of the Board in August, Mrs Cornelissen.

Members discussed the allocation of beautification funds with considerations to the Waihinga Playground Water Play, seating in The Square, Considine Park and Cemetery and Town Entrance Signs.

MCB RESOLVED (MCB 2019/52):

1. To allocate \$2000 from beautification funds to the FlagTrax system and \$2000 towards the purchase of Flags to be determined at the next meeting.

(Moved Cornelissen/Seconded Read) Carried

2. That there is no further commitment of beautification funds until underplanting of the olives at the entrance to Martinborough has been financed.

(Moved Cr Colenso/Seconded Cr Maynard) Carried

### **8.1.4 FlagTrax and Flags**

Members reviewed the pole locations, costings and options presented noting that the allocated Council funding for each town did not include installations costs however the Community Board have allocated budget towards this. There is an unknown quantity around traffic management costs especially for State Highway 53.

MCB RESOLVED (MCB 2019/53):

1. To receive the tabled Chairs Town Flag report.

(Moved Cornelissen/ Seconded Cr Colenso) Carried

2. To agree and proceed with the purchase and installation of 13 FlagTrax poles (nos.7 to 19) as long as the total cost including the traffic management plan does not exceed \$16,000.

*(Moved Cornelissen/Seconded Read)*

Carried

3. Action 496 – To obtain costings for a traffic management plan for the installation of the FlagTrax poles and flags, Mr Allingham.

#### **8.1.5 Spatial Plan**

Mrs Cornelissen raised the recently released Spatial Plan Discussion document proposing a submission on behalf of the Board. Members agreed and that a workshop session be held Wednesday, 24 July at 4.30pm to progress.

Mrs Cornelissen advised that due to a booking conflict for the supper room that the last meeting date for the Board would need to be moved and suggested 22 August.

Meeting closed at 8.12pm

**Confirmed as a true and correct record**

.....**Chairperson**

.....**Date**



## South Wairarapa District Council Minutes from 28 June 2023

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<b>Present:</b>	Mayor Martin Connelly (Chair) Deputy Mayor Sadler-Futter, Councillors Aidan Ellims, Pip Maynard, Alistair Plimmer, Rebecca Gray, Martin Bosley (until 1:15pm) and Aaron Woodcock (via Zoom) and Colin Olds.
<b>Apologies:</b>	Councillor Kaye McAulay.
<b>In Attendance:</b>	Paul Gardner (Interim Chief Executive Officer), Amanda Bradley (General Manager Policy and Governance), Sheil Priest (General Manager Communications and Engagement), Stefan Corbett (Group Manager Partnerships and Operations), Karon Ashforth (General Manager Finance), Charly Clarke (Senior Financial Accountant), Russell O’Leary (Group Manager Planning and Environment), Leanne Karauna (Principal Advisor Māori), Kaity Carmichael (Lead Policy Advisor), Nicki Ansell (Lead Advisor Community Governance) and Amy Andersen (Committee Advisor). Natalie Street and Emma Wright McHardie (GMD Consultants).
<b>Public Forum:</b>	Jim Hedley, Warren Woodgyer, Mike Gray and Perry Cameron.
<b>Conduct of Business:</b>	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 10.00am to 1:27pm except where expressly noted.

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### Open Section

- A1. Karakia Timatanga - Opening**  
Mayor Connelly opened the meeting.
- A2. Apologies**  
*COUNCIL RESOLVED (DC2023/90) to accept apologies from Cr McAulay and Cr Bosley (for early departure).*  
*(Moved Mayor Connelly/Seconded Cr Gray)* Carried
- A3. Conflicts of Interest**  
There were no conflicts of interest.
- A4. Acknowledgements and Tributes**



Mayor Connelly acknowledged and thanked Interim CE Paul Gardner for his work as since taking on the role, and also to ELT for their support during this transition.

Mayor Connelly acknowledged and thanked Councillors for their efforts through the Annual Plan process, and also acknowledged the responsibilities, contributions and support of the Committee Chairs (Cr McAulay, Cr Ellims, Deputy Mayor Sadler-Futter, Cr Olds and Cr Gray) and Cr Plimmer (Wairarapa Combined District Plan Joint Committee / District Licensing Committee).

Cr Ellims acknowledged the passing of Ian Campbell of Te Muna, Te Muna Road, Martinborough.

**A5. Public Participation**

Jim Hedley – Fair and equitable rates

Mr Hedley spoke to Council about rates (urban vs rural), including animal control, governance and footpaths; and the fairness of the current rating system.

Warren Woodgyer – Greytown Community Charter

Mr Woodgyer, supported by Mr Gray and Mr Cameron, spoke to Council about the development of a charter between Greytown residents/ratepayers and the SWDC community board.

Members queried whether the charter was supported by the Greytown Community Board and if there were other charters around the country.

Mr Gardner noted that the current Standing Orders used by SWDC support ethical conduct and guidelines for engagement for Community Boards.

**A6. Actions from public participation**

Members noted that Mr Hedley's comments will be captured for the rating review.

**A7. Extraordinary business**

There was no extraordinary business.

**A8. Māori Standing Committee/Community Boards**

Noted this item will be rethought in terms of arrangements for the next meeting of Council.

**A9. Minutes for Confirmation**

*COUNCIL RESOLVED (DC2023/91)* that the minutes of the Council meeting held on 7 June 2023, 8 June 2023 and 9 June 2023 are confirmed as a true and correct record, subject to the following change in the 9 June 2023 minutes:

From: *COUNCIL RESOLVED (DC2023/88)* to alter the community and youth grants scheme budget to \$120k in the Annual Plan FY 23/24.

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

Carried

*Against: Cr Plimmer*

To: *COUNCIL RESOLVED (DC2023/88)* to alter the community and youth grants scheme budget to \$120k in the Annual Plan FY 23/24.

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

Carried

*Against: Cr Plimmer and Cr Gray*

*(Moved Cr Plimmer/Seconded Cr Sadler-Futter)*

Carried

**A10. Matters arising from previous minutes**

There were no matters arising.

**B Decision Reports from the Chief Executive and Council Officers**

**B1. Adoption of the Annual Plan 2023/24**

Ms Ashforth and Ms Bradley spoke to the report.

Members commented on the challenges relating to the Annual Plan and thanked officers for their work on the budgets, and that Council are listening through the work undertaken to engage and consult with the community.

Members queried the balance sheets on page 80 of the agenda.

*COUNCIL RESOLVED (DC2023/92)* to:

1. Receive the Adoption of Annual Plan 2023/24 and Setting of Rates Report.
2. Agree to carry over operating and capital expenditure from the 2022/23 financial year to the 2023/24 financial year.
3. Adopt the 2023/24 Annual Plan (including the schedule of fees and charges) in accordance with Section 95 of the Local Government Act 2002.
4. Delegate authority to the Mayor and Interim Chief Executive to approve minor edits that don't change the intent of the content prior to publication of the Annual Plan 2023/24 document.
5. Adopt the rates resolution for the 2023/24 year in accordance with the Local Government Rating Act 2002, including the "Part B" notice.
6. Note that the updated fees and charges schedule is attached as Appendix 3 and will be updated on the SWDC website.
7. Note that the final 2023/24 Annual Plan will be published within one month of its adoption.

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

Carried

*For: Cr Olds, Deputy Mayor Sadler-Futter, Mayor Connelly, Cr Gray, Cr Plimmer and Cr Bosley*

*Against: Cr Ellims, Cr Woodcock and, Cr Maynard*

**B2. Wairarapa Economic Development Strategy (WEDS) Work Programme for Approval  
ITEM WITHDRAWN**

**B3. Freedom Camping Bylaw Development and Determinations**

Ms Bradley introduced Ms Street and Ms Wright McHardie who spoke to matters in the report and responded to questions from members including: funding for an enforcement officer; collaboration with Greater Wellington Regional Council; and any current regulations.

Ms Bradley, supported by Mr O’Leary noted the early stages of collaborative work with Masterton District Council and benefits of the bylaw.

Members queried whether further information was required on the consequences of bylaw, and what other ways could potentially support protection of the areas; and whether any analysis of the previous bylaw existed or could be made available.

The meeting was adjourned at 11:13am.

The meeting was reconvened at 11:32am.

Alternative recommendations were discussed during the adjournment.

Members queried costs and collaboration with MDC and what would occur if a bylaw is not created.

*COUNCIL RESOLVED (DC2023/93) to:*

1. Receive the *Freedom Camping Bylaw Development and Determinations Report*;  
(*Moved Mayor Connelly/Seconded Cr Maynard*) Carried
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:
  - (a) to protect an area;
  - (b) to protect the health and safety of people who may visit an area;
  - (c) to protect access to an area; and
3. Request the Chief Executive develop a new draft bylaw and statement of proposal for public consultation.  
[Item 2-3 read together]  
(*Moved Cr Maynard/Seconded Cr Olds*) Carried  
*For: Cr Olds, Cr Maynard, Cr Gray, Cr Bosley, Deputy Mayor Sadler-Futter*  
*Against: Cr Woodcock, Mayor Connelly, Cr Ellims*  
*Abstained: Cr Plimmer*

**B4. Adoption of the Grants Policy**

Ms Bradley, with support from Ms Carmichael, spoke to matters included in the report and responded to queries from members including: query on Pain Farm and a separate Pain Farm funding distribution policy and application forms.

*COUNCIL RESOLVED (DC2023/94) to adopt South Wairarapa District Councils Grant Policy.*

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

Carried

**C Information Reports from the Chief Executive and Council Officers**

**C1. Representation Review**

Ms Bradley, supported by Mr Gardner, spoke to matters in the report. Members queried changes including local government reform, potential amalgamation and how this will be captured in the upcoming review.

*COUNCIL RESOLVED (DC2023/95) to receive the Representation Review Report.*

*(Moved Mayor Connelly/Seconded Cr Ellims)*

Carried

The meeting was adjourned at 12:15pm.

The meeting was reconvened at 12:46pm.

**C2. Action Items**

The following updates were provided:

420 – Mr Gardner noted this was an ongoing piece of work. Members requested further discussion in a roading workshop planned for July 2023.

559 – Dog pound project completed. Action closed.

47 – Mr Gardner noted discussions in relation to this action are ongoing; officers to provide an update at next meeting of Council, 2 August 2023.

739 – Mr O’Leary noted the prospective purchaser has now provided officers with a contact for legal counsel and copy of the sale and purchase agreement has been sent to

the prospective purchaser. Mr O’Leary will provide a briefing paper to next Council on this matter.

COUNCIL RESOLVED (DC2023/96) to close action 137 and refer this to LTP discussions and considerations.

*(Moved Cr Olds, Seconded Cr Bosley)*

Carried

## **D Mayor’s Report**

### **D1. Report from The Mayor**

Mayor Connelly spoke to matters included in the report noted Council want to focus on Wednesdays for meetings.

Members queried the attendance of Councillor at the LGNZ conference, alongside the Mayor and Interim CE.

*COUNCIL RESOLVED (DC2023/97) to:*

1. Receives the Report from the Mayor.
2. Note that Councillors Aaron Woodcock and Martin Bosley have stepped down from the Hearings Committee.
3. Appoint Councillors Rebecca Gray and Pip Maynard to the Hearings Committee.
4. Delegate the Mayor, Councillor Gray and the Interim CEO to:
  - i. vote on behalf of the council for the role of President of LGNZ; and
  - ii. vote for any remits as they think fit if not previously discussed by Council.

*(Moved Mayor Connelly/Seconded Cr Ellims)*

Carried

Cr Bosley left the meeting at 1:15pm.

## **E Appointment Reports**

### **E1. Wairarapa Road Safety Council (WRSC) – Councillor Plimmer**

Cr Plimmer acknowledged the valuable work being undertaken by the organisation and the benefits to the community through driver training and licencing.

Cr Plimmer responded to queries from members including: support for simplification of road signage; speed reduction; enforcement; and links to the current speed review.

*COUNCIL RESOLVED (DC2023/98) to receive the Appointment Report -Wairarapa Road Safety Council.*

*(Moved Mayor Connelly/Seconded Cr Olds)*

Carried

## **F 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:

<b>Report/General Subject Matter</b>	<b>Reason for passing this resolution in relation to the matter</b>	<b>Ground(s) under Section 48(1) for the passing of this Resolution</b>
Public Excluded Council Meeting Minutes, 7 June 2023 (Recommendations from Martinborough Community Board Report).	Good reason to withhold exists under 7(2)(i)	Section 48(1)(a)

This resolution (DC2023/99) 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:

<b>Reason for passing this resolution in relation to the matter</b>	<b>Ground(s) under Section 48(1) for the passing of this Resolution</b>
The withholding of the information is necessary to enable the local authority to carry out, without prejudice or disadvantage, commercial negotiations.	section 7(2)(i)

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

Carried

**F1. Confirmation of public excluded minutes, 7 June 2023**

**G Karakia Whakamutunga – Closing**

Mayor Connolly closed the meeting with a karakia.

The meeting closed at 1:27pm.

**Confirmed as a true and correct record**

.....(Mayor)

.....(Date)

## Recommendations from Infrastructure and Community Services Committee

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### 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 Infrastructure and Community Services Committee Report*.
2. Consider the following recommendations made by the Infrastructure and Community Services Committee:

Recommendations from Infrastructure and Community Services Committee	Resolution Number
<p><i>INFRASTRUCTURE AND COMMUNITY SERVICES RESOLVED (ICS2023/20) to:</i></p> <ol style="list-style-type: none"> <li>1. Recommend that Council adopt a monthly roster that sees all libraries open on some weekends and on as many days as feasible during the week. A recommended roster is listed in <b>appendix one</b>, coded blue. <i>(Moved Cr Ellims/Seconded Cr Gray)</i> <u>Not Carried</u> Against: All members present.</li> <li>2. Recommend to Council to delegate to the Chair, Deputy Chair of ICS, and CE to adopt an interim roster for the period of 12 weeks.</li> <li>3. Recommend to Council for the CE to conduct a thorough review of library services, management and shared services, with a report back to the Infrastructure and Community Services committee by 15 November 2023. [Items 3&amp;4 read together] <i>(Moved Cr Plimmer/Seconded Cr Bosley)</i> <u>Carried</u></li> </ol>	<p><i>ICS2023/20</i></p>

<p>4. Recommend to Council to delegate to the CE to approve spend from the remuneration budget for the period of the review of library services, if needed.</p> <p><i>(Moved Cr Gray/Seconded Cr Bosley)</i> <span style="float: right;"><u>Carried</u></span></p> <p>Against: Mayor Connelly</p>	
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### 3. Background

The reports to the Infrastructure and Community Services Committee meeting relating to the recommendations in this report are attached as Appendix 1.

The report relating to recommendations (ICS2023/20), was considered by the Infrastructure and Community Services Committee at their meeting on 25 July 2023 as item B2.

### 4. Appendices

Appendix 1 - Libraries: Operating Model and Opening Hours, 25 July 2023

Contact Officer: Stefan Corbett, General Manager Partnerships and Operations

Reviewed By: Paul Gardner, Interim Chief Executive Officer



**Appendix 1 – Libraries: Operating  
Model and Opening Hours Report, 25  
July 2023**



### Libraries: operating model and opening hours

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#### 1. Purpose

To report on public feedback regarding recent decisions to amend library opening hours and to recommend some options for the future operation of our libraries.

#### 2. Recommendations

Officers recommend that the Committee:

1. Receive the *'Libraries: operating model and opening hours'* Report.
2. Recommend that Council instruct Officers adopt a monthly roster that sees all libraries open on some weekends and on as many days as feasible during the week. A recommended roster is listed in **appendix one**, coded blue.
3. Recommend to Council that an additional \$50,000 is approved from Council's operating budgets for casual staff, primarily to support further opening hours on weekends.

#### 3. Executive Summary

The Wairarapa Library Service (WLS) operates across four venues in Carterton, Featherston, Greytown and Martinborough. South Wairarapa District Council's (SWDC) contribution to staff numbers is 6.75 Full Time Equivalent (FTE) and Carterton District Council's is 3.4 FTE. Prior to decisions made in the Annual Plan 23/24 our level of service was to be open to the public 6 days a week across 4 sites. Each branch requires a minimum of two staff on site throughout opening hours to operate properly and for health and safety reasons.

Our libraries are the SWDC's largest public-facing service and the only part of council which people voluntarily join and use – 42% (4,474 people) of SWDC's population are active members. Since the inception of the WLS in 2000 our libraries have enjoyed consistently positive feedback from the community. They are a powerful tool for building trust and relationships with the community. However, WLS has historically been understaffed and struggled to maintain consistent rosters. Previous practice has been to cover gaps using casual staff and meet additional costs as an unbudgeted expense. SWDC management has unsuccessfully attempted to add full time FTE to the structure over the past 2-3 years. External funding from the NZLPP provided a temporary solution for 18 months until it ceased in June 2022.

In the Annual Plan 23/24 we explored the public's willingness to agree to funding of \$165,000 to cover casual staff costs when permanent staff were unavailable. During the Council deliberations process, this was declined and as a result CDC decided to retain their 3.4 FTE in the Carterton Library to ensure their level of service was maintained. This was an understandable decision by CDC to avoid a drop in their level of service – something they had not consulted on in their Annual Plan 23/24. This meant that SWDC was left with only 6.75 FTE to be rostered across its 3 venues. No provision is made within the current FTE count for annual or other leave, time for professional development, backfill in the case of a vacancy, lunch or other breaks, and a variety of pre-opening tasks. If we include anticipated levels of leave and other absences the actual FTE available for rosters is 5.75 FTE.

The subsequent publication of modified opening hours sparked significant public comment and we report on what we discovered. We then explored the pros and cons of some different options for opening hours for discussion.

This report will also be provided to the Māori Standing Committee and all three Community Boards.

#### 4. Background

SWDC libraries operate three branches open to the public for 41 hours per week<sup>1</sup> each (i.e., total = 123 hours per week). Each branch requires a minimum of two staff on site throughout opening hours. The reasons are twofold:

1. Health and safety related: Featherston is a standalone site; Greytown is a three-story site; Martinborough has the banking hub; **and**
2. Proper operation: In any one day a branch can be servicing customers wanting items issued, help to find material, digital help, class visits, delivering a programme, returning borrowed items, shelving, managing council service centre activities etc.

Staff need to be on site 30 minutes prior to opening<sup>2</sup> to get pre-open tasks (e.g., reserve lists) completed. This means each site needs at least 88 hours of staff resource per site per week (i.e., total = 264 hours per week per site). Currently SWDC has 6.75 FTE or 2.25 FTE per branch<sup>3</sup>. This equates to a total of 252.75 hours staff per week<sup>4</sup>. This represents an 11.25hr per week shortfall.

Libraries need staff to work both front desk and behind-the-scenes work:

- Circulation desk work is subject to constant interruptions, is detail oriented but short interactions in the main. Desk work involves customer interactions, digital and technology assistance and support, resource logistics and daily operational tasks. All libraries require two staff for this task during opening hours.

<sup>1</sup> 9.30am-5pm Mon Fri, 9.30am-1pm Sat

<sup>2</sup> 9am-5pm Mon-Fr, 9am-1pm Sat

<sup>3</sup> (Comparatively, Carterton, with one branch, has 3.4 FTE).

<sup>4</sup> 6.74FTE x 37.5hrs

- Behind-the-scenes (off desk) work is focus and detail heavy, and technical. It includes accessioning of stock, database edits, social media post creation, programme development, class visits, specific stakeholder engagement. Behind-the-scenes work is not possible when on the front desk. Tasks take longer to do, mistakes are more likely, and they have a ripple effect through the operation, the breadth of tasks that need to happen in a library to maintain a service and to ensure a foundation is in place for changed needs or growth, just don't get done and the overall quality is lessened. In other words, the service standard declines and slides backwards.

Up until August 2020 many of the tasks which are standard practice in a library had not been undertaken or were not happening. This was a contributing factor to creating an integrated service with Carterton and the improvements that allowed.

Staff rosters juggle circulation desk and off-desk work. For some portfolios, it's feasible to work off-desk and be interrupted for short stints on the circulation desk. For others, "off-desk" requires blocks of uninterrupted time (e.g., accessioning new resources into the database, catalogue changes) or they may need to be off site (e.g., stakeholder visits or meetings, digital sessions).

Following the removal of the external funding received from NZLPP our rosters have come under pressure again, including for the following reasons:

1. Terms and conditions in the collective employment contract
2. Recent changes to WLS staffs' contractual terms and conditions
3. Personal circumstances of team members
4. Impact of Covid and flu/cold-like viruses
5. Increased customer demand

The result was significant weekly disruption to planned rosters. Ad hoc closures became a necessity in response to no staff resource. This is an unsustainable and stressful way of operating a network of libraries. A decision was taken in 2022/23 to employ casuals to allow consistent operation. Casuals were immediately all employed regularly just to keep the libraries operating.

## **5. Prioritisation**

### **5.1 Tangata whenua considerations**

Engagement considered not required in this case.

### **5.2 Long Term Plan alignment**

Libraries link closely to the social, economic, and cultural wellbeing outcomes we are seeking for our communities.

## 6. Discussion

### Results of public feedback

A full analysis of public feedback is supplied in the attached memorandum and includes the feedback provided on the Annual Plan consultation regarding the resourcing of libraries.

Analysis of this feedback resulted in the following themes:

1. **Community Wellbeing** - the importance of accessibility to library services for the wellbeing of our communities. Libraries provide community hubs that offer more than just books and are an important space for all ages.
2. **Equitable Access** - the need for equitable levels of service between the three wards, with particular mention of the importance of Saturday accessibility.
3. **Lack of Consultation** – disappointment and frustration at the lack of community consultation on permanent service level reduction.
4. **Innovation & Creativity** – the need to explore alternative solutions for maintaining library service levels.
5. **Return to Full Levels of Service** – the request to return to full levels of service.

Additionally, there were four submissions that supported the reduction of funding and library hours, as agreed by Council to keep the increased rates impact down.

There was considerable feedback on the requirement for Council to look at innovative solutions including more flexible hours and days, pausing other activities to put more money into libraries, a full review of budgets, and the use of volunteers. Most of these solutions require time and funding to investigate, set up, and potentially trial.

### Volunteers (supported through community feedback)

We are considering the use of volunteers in the future. Volunteering has considerable community well-being benefits. It has shown to improve your sense of purpose and belonging in the community and increase levels of life satisfaction. Volunteers are not suitable to replace the need for qualified and skilled employees, however, with high-quality support and systems and processes, they can lift the value of service delivery. A Council volunteer programme could benefit from a wider remit, not just in library services, but activities like planting days and supporting other community events and activities.

Establishing and running a volunteer programme well, is not without costs and further work would need to be put into assessing the feasibility. There are risks that need to be considered and mitigated including:

- volunteer management resourcing
- mapping appropriate volunteer activities
- development of appropriate policies and processes including health and safety and working with children checks

- volunteer agreements outlining roles and responsibilities
- training and ongoing support for volunteers

Volunteering New Zealand would be a good place to start and provides best practice guides on how to:

- engage and recruit volunteers
- welcome and onboard volunteers
- volunteer support, leadership, and management
- training and growing volunteers
- feedback and recognition of volunteers
- celebrating volunteer impact
- exiting volunteers

Development of a volunteer programme could be examined as part of the Long-Term Plan or additional external sources could be explored that would provide the resources to explore options in the shorter term.

## **7. Immediately deliverable options for the future operation of our libraries**

Some short-term options (to get us through the current financial year) are listed below. Longer term options (ie rationalisation, volunteers) are more suited to be considered in the forthcoming Long-term Plan process.

### **Option 1: Keep the status quo (not supported through community feedback)**

This has the advantage of pairing the available staff resource with achievable rosters across the 3 venues. It takes account of the removal of the CDC staff from general rotation. Rosters are based on management's awareness of staff's individual circumstances, contract constraints, and usage levels/type for each venue. Every attempt is made to create a system that provides the least inconvenience to library users. Due note must be taken of the service centre function that some libraries serve for customers.

The main disadvantage is that the restricted opening hours will impact customers including school children, community groups, participants in library programmes, and weekend users.

There is no financial impact for this option.

### **Option 2: Alternative rosters using the same staffing level of 6.75 FTE (some support through community feedback)**

For the purposes of discussion, we have included some different roster options at **Appendix one**. The Blue option in the appendix is recommended, as it aims to have all libraries open on some weekends per month and attempts to limit the disruption to weekday opening as much as possible.

We note we have considered shorter opening hours on weekdays to accommodate more hours open in the weekends. However, this is very difficult due to collective contract constraints.

We are going through a process of also considering how we utilise customer services resources to support the operation of libraries, recognising that two of our libraries operate as service centres.

### **Option 3: Provide further resources to shore up weekend rosters (some support through community feedback)**

Even a small amount of additional funding would potentially make a difference in accessing casual staff to fill gaps. Any roster we adopt will be immediately undermined by staff absences of any duration, as we are only working with 6.75 FTE over 3 sites. We recommend that an additional \$50,000 be added to libraries' operating budgets for FY 23/24, to support primarily weekend opening. We will attempt to meet these costs from our existing remuneration budgets. An additional \$50k staff funding means approximately an additional 34 hours per week at library assistant rate. If approved this will mean all libraries can be open every Mon, Tue, Fri and Saturday, subject to overall staff availability, including casual roles.

## **8. Risks & Mitigations**

### **8.1 Risk Register**

Social Licence to Operate and Reputation:

This risk involves ongoing failure to effectively communicate or engage with the community on strategic, governance or operational matters, and includes risks associated with an ineffective media relationship. This may impact the ability to meet community outcomes and strategic goals, loss of trust and confidence, council reputation and operational delivery. Significant and ongoing failure may undermine Council's purpose and impact participation in, or effective conduct of, local democracy. This risk involves a failure to implement council's strategic direction; to monitor Council's performance against community outcomes; and to work effectively and cohesively at a governance level resulting in poor decision-making and failure to meet strategic goals. It also includes working effectively with Community Boards. This may impact Council reputation, trust and confidence and the ability to deliver strategic goals or meet service levels.

The change in library opening hours has impacted the trust and confidence our communities have in us to work effectively and implement council's operational delivery. To address this, community feedback has been facilitated to ensure their views are heard and understood. To not take into consideration their views as part of decision making would further undermine our reputation.

Any decisions or outcomes from their feedback needs to be communicated clearly back to the community as quickly as possible to ensure the loop is closed. For those who have provided contact details, we can ensure we respond. Additionally, information can be put on our website and communicated via our social media pages.

## **9. Consultation**

### **9.1 Significance and engagement**

Not applicable.

### **9.2 Communications**

Outcomes will be the subject of careful communication to the public, checked in advance by Councillors. Consideration will be given to not only the key messages but also the tone and the way it is communicated.

## **10. Financial Considerations**

GM Finance supports use of an additional \$50,000 to be allocated to libraries operating budgets to support further weekend opening hours. This is an unbudgeted expense to be drawn from remuneration budgets during the 23/24 Financial Year.

## **11. Climate Change Considerations**

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

## **12. Health and Safety Considerations**

There are no health and safety considerations.

## **13. Appendices**

Appendix 1 – Alternative roster options

Appendix 2 – Results of public feedback

Contact Officer: Stefan Corbett, General Manager Partnerships and Operations

Reviewed By: Paul Gardner, Interim Chief Executive



# **Appendix 1 – Alternative roster options**

**Current roster**

	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun
<b>GTP</b>		open	open		open	Open			open	open		Open				Open	Open		Open	Open			Open	Open		Open		
<b>FTP</b>	open	open		open	open			Open	Open		Open	Open			Open	Open		Open	Open			Open	Open		Open	Open		
<b>MTP</b>	open		open	open		open		open		open	open				Open		Open	Open			open		Open		Open	Open		

**Option 1 - FTN and GTP open Sat**

	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun
<b>GTP</b>		open	open		open	Open			open	open		Open				Open	Open		Open	Open			Open	Open		Open		
<b>FTP</b>	open	open		open	open	Open		Open	Open		Open	Open			Open	Open		Open	Open	Open		Open	Open		Open	Open		
<b>MTP</b>	open		open	open				open		open	open				Open		Open	Open				Open		Open	Open			

**Option 2 – FTN and MTP open Sat**

	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun
<b>GTP</b>		open	open		open				Open	open		Open				Open	Open		Open				Open	Open		Open		
<b>FTP</b>	open	open		open	open	Open		Open	Open		Open	Open			Open	Open		Open	Open	Open		Open	Open		Open	Open		
<b>MTP</b>	open		open	open		open		open		open	open				Open		Open	Open			Open		Open		Open	Open		

**Option 3 – Rotation (FTP and GTN one Sat, FTP and MTP another Sat) (RECOMMENDED)**

	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun
<b>GTP</b>		open	open		open	Open			Open	open		Open				Open	Open		Open				Open	Open		Open		
<b>FTP</b>	open	open		open	open	Open		Open	Open		Open	Open			Open	Open		Open	Open	Open		Open	Open		Open	Open		
<b>MTP</b>	open		open	open				open		open	open				Open		Open	Open			Open		Open		Open	Open		

**Option 4 – FTP open every Sat**

	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun
<b>GTP</b>		open	open		open				Open	open		Open				Open	Open		Open				Open	Open		Open		
<b>FTP</b>	open	open		open	open	Open		Open	Open		Open	Open	open		Open	Open		Open	Open	Open		Open	Open		Open	Open	open	
<b>MTP</b>	open		open	open				open		open	open				Open		Open	Open				Open		Open	Open			

Notes – Based on 6.75FTE over three sites. Does not include leave or possibility of absences, which if accounted for reduce available FTE to approximately 5.75FTE. This means any significant absence will mean further ad-hoc closures are unavoidable.

# **Appendix 2 – Results of Public Feedback**



# Memorandum

**From:** Amanda Bradley, General Manager, Policy & Governance

**Date:** 3 July 2023

**Subject:** Library hours for the 2023/2024 financial year

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## Background

The Annual Plan process provides an opportunity to review what was planned for the year in the relevant Long-Term Plan taking into consideration any new information and/or changing circumstances. Having considered work programmes and budgets for the year, Council agreed to consult on the following four topics for the Annual Plan 2023/24:

1. Keep the LTP Year-3 water budget of \$3.541 million (including inflation) or increase the budget to reduce legal, health and safety, and plant failure risks.
2. Keep the current \$300,000 annual Rural Road Reserve contributions or increase it to provide a buffer during times of urgent need.
3. Include a budget of \$165,000 for a pool of casual Library staff or remove the use of a pool of casual staff that will result in libraries being closed more often.
4. Keep or remove the community and youth grants scheme.

152 submitters responded to the question on casual library staff. Of these submitters:

- 50.00% indicated support for Keeping the budget of \$165,000 for the cost of casual staff (included in the proposed budget).
- 50.00% Remove the budget for the cost of casual library staff and risk continued library closures on some days of the week.

## Overall, comments highlighted the importance of libraries in our community.

*“Libraries are one of the most important facilities for our community.”*

*“I support \$165,000 being budgeted for a library staff casual pool. Some of our most needy citizens rely on libraries for a wide range of services.”*

*“Libraries provide a vital service to the community. They are a place of connection, provide education, advice and resources Staff are entitles to annual leave and the service should not be affected. All South Wairarapa libraries are well utilised throughout the District.”*

*“I appreciate the need to be seen to be cost cutting but this cost saving is minimal for the service it provides.”*

*"I am sure there are plenty of other council operations that could be cut or reduced rather than threatening to take away this community service."*

**Comments also recognised the need for Council to prioritise spend.**

*"\$165,000 for library staff is absolutely absurd when we have failing infrastructure."*

*"Water is more important than libraries. If you can't afford water, you can't afford librarians."*

*"Libraries can provide a useful service, but it would not be acceptable to prioritise discretionary expenditure on library services while not prioritising expenditure to ensure safe water for the community."*

**A number of comments also noted that Council should explore opportunities to delivery library services in more innovative and efficient ways.**

*"Share library spaces with other council access: transparency with services provided and shared services. ie. Call the Library a Library/Service Centre."*

*"We must seek community involvement through volunteer work to bolster our staff but this program needs to stay."*

*"Have other Council staff re deployed to these facilities when the staff are sick or away, the Library budget is quite excessive so is the budget for these also covering the whole building as in Martinborough and Greytown's town halls."*

*"Why not put it out to the community for say a pool of volunteers to cover when staff are not available. I'm sure there are lots of avid book readers who would love to volunteer at a library."*

*"Use volunteer or council staff when only one staff member available to ensure Libraries can be kept open without increasing spend. Could reduce library costs by creative use of options. Libraries are amazing facility but reducing hours by small amount across three libraries might be a necessary saving message."*

On 9 June 2023, Council resolved (DC2023/87) to exclude the extra \$165,000 for a pool of casual Library staff in the Annual Plan FY 23/24.

(Moved Cr Plimmer/Seconded Cr Bosley)

Carried

Against: Cr Gray, Cr Olds

## **Community Feedback**

Since the library hours for the 2023/2024 financial year were released publicly, we heard robust debate from the community on the decision to change library opening days, and in particular the decision to not open Featherston library on Saturdays. Based on this, and with support from elected members, we have made the call to review the library scheduling sooner than planned. Between 3 July and 16 July 2023, we received feedback from the community in the following forms:

- 144 emails or written feedback from the community.
- 119 comments on South Wairarapa District Councils Facebook page, across two posts.
- 48 comments on the Wairarapa Library Services Facebook page

In addition, there was a large amount of feedback provided on several community facebook pages in the district.

Of the feedback Council has received, 103 individuals have consented to making their feedback public, provided their personal information is redacted.

Analysis of this feedback resulted in the following themes:

1. **Community Wellbeing** - importance of accessibility to library services for the wellbeing of our communities. Libraries provide community hubs that offer more than just books and are an important space for all ages.
2. **Equitable Access** - the need for equitable levels of service between the three wards, with particular mention of the importance of Saturday accessibility.
3. **Lack of Consultation** – disappointment and frustration at the lack of community consultation on permanent service level reduction.
4. **Innovation & Creativity** – the need to explore alternative solutions for maintaining library service levels.
5. **Return to Full Levels of Service** – the request to return to full levels of service.

Additionally, there were four submissions that supported the reduction of funding and library hours, as agreed by Council to keep the increased rates impact down.

### **Community Wellbeing.**

*“This move is also going to remove my refuge for when the water or power is (frequently) cut at home, and my access to resources that are useful to me in my work. It is also going to stop me from being able to access the extremely valuable information and advice that your skilled library staff are able to provide - including about how to access other Council services.”*

*“The library is a really valuable service for our community. It provides shelter, education, friendship and entertainment. It helps kids learn to read, teenagers find graphic novels, old people get online, and commuters find books to read on the train.”*

*“Libraries have always been a big part of my life - as a child I wasn't part of a well-off family and the weekly library visit was a highlight.... The library is a really valuable service for our community. I now use it with my family, and to keep up on the reading for my book club. However, as a lonely mother of a small child it was a safe haven. A place where people were kind and Miss Penny would dish out great parenting advice (just add water) and where I met friends who have become my community.”*

*“Libraries are not just a place to get books. They're a space for our community, a community that YOU are supposed to represent, to meet, to talk, to work, to stay warm, to have someone to talk*

*to, to do their homework in safe and quiet environment, to use the wifi, to get help with technology, to print out a bus timetable...the list goes on. The space is used by the entire spectrum of our society from babies right through to the elderly. It's one of the first places people go when they are new to town. People with disabilities use libraries regularly. The library is a safe space for so many people. How is our community supposed to thrive without proper daily access to this space? You are dragging us backwards."*

*"The library plays an important role in many people's lives. I always see young people going in after school to use the computers and to read in a calm, peaceful space. Not all youth have computers or a space to chill out and read in their homes. The library should be homely, accessible and OPEN! Libraries are an essential service, we really can't compromise on this without having negative repercussions in the community down the line. I think many of us would see the library as the heart of the community."*

*"Please reverse these reduced services in our library. I need support to bring these two boys up well. A positive place to visit offering a sense of community, routine and that we can walk to is essential."*

*"In addition to the reduction of library hours letting our rangatahi down, access to resources and computers is essential to support the community and literacy in particular. It must be remembered that the library is more than a place to borrow books. It provides a safe place for children, a place for elderly to read the newspaper, ongoing holiday activities, copying and printing facilities and access to computers to name a few. The Council cannot assume that all children, students and residents have access to computers at home. As you know we do not have any Government agencies, Post Office or Bank where those without computers can access some help. Once again, the most vulnerable of our community with so little voice are affected. The library is their only option and in Martinborough their access has now been reduced by more than 30%."*

*"As a resident of Featherston and mother of two primary school aged children I am shocked at reading that the library will be closed on Wednesdays! Not only do we lose access to reading material, council services and resources on that day, but also the children lose a safe space to go to after school that is shelter for many. What a shame! Investing in libraries and ensuring staff is supported is investing in our children and our future!"*

*"I'm very upset by this. It is extremely shortsighted. Higher literacy rates are shown to be associated with less crime, higher earnings, and higher employment rates, and it improves the development of the wider community. Multiple studies show this. It's also a well known fact that libraries make a huge contribution to a fostering a literate community. Reducing library hours does not increase literacy – it does quite the opposite. Reducing library hours harms communities."*

*"Just as a refresher for the crucial role libraries offer in the community:*

- 1. Access to Information: Libraries serve as information hubs, offering a wide range of resources, including books, magazines, newspapers, digital media, and online databases.*



*For small communities with limited access to other educational and informational resources, libraries bridge the digital divide and provide a space where individuals can access information they might not have otherwise.*

- 2. Lifelong Learning: Libraries promote lifelong learning by offering educational programs, workshops, and classes for people of all ages. They support formal education by providing resources for students and educators, but they also encourage informal learning and personal growth by offering materials on various topics and organizing community events.*
- 3. Community Gathering Place: Libraries act as community centers, providing a physical space where people can gather, interact, and engage in social activities. They often host events, book clubs, discussion groups, and workshops that foster a sense of community and facilitate connections between individuals from diverse backgrounds.*
- 4. Cultural Preservation: Libraries preserve and promote local history, culture, and heritage. They collect and archive important documents, records, photographs, and other materials that are of historical significance to the community. By preserving and making these resources accessible, libraries contribute to the community's identity and help future generations understand their roots.*
- 5. Support for Literacy and Education: Libraries play a critical role in promoting literacy and education within small communities. They offer reading programs for children, provide homework assistance, and support adult literacy initiatives. By nurturing a love for reading and providing resources for learning, libraries contribute to the educational development and overall well-being of community members.*
- 6. Digital Inclusion: In today's digital age, libraries help bridge the digital divide by providing public access to computers, the internet, and digital tools. This is especially important for small communities that may have limited internet access or for individuals who cannot afford personal devices or internet subscriptions. Libraries offer a space where people can access digital resources, learn digital skills, and participate in online activities.*
- 7. Economic and Career Support: Libraries support economic growth within small communities by offering resources and services that aid job seekers, entrepreneurs, and small businesses. They provide access to job search databases, resume-building tools, business resources, and workshops on topics like entrepreneurship and financial literacy. By supporting individuals in their career endeavors, libraries contribute to the overall economic vitality of the community.*

*Overall, libraries serve as community pillars, providing equal access to information, promoting education and literacy, fostering social connections, preserving culture, and supporting economic development. They enhance the quality of life in small communities by empowering individuals and creating a sense of belonging and engagement.*

*This is worth so much more than the amount of money you are saving by partially closing the South Wairarapa Libraries!"*

#### **Equitable Access.**

*"Each library to be open each weekend for at least 2 hours. Every alternate weekend is confusing and no weekend hours for Featherston is not acceptable."*

*The new library hours are not appropriate for our town. We use the library regularly, I often reserve books online and recently was unable to pick up on time as the library was closed the*

*times that I was in town during the day. Saturday opening for the library is essential, especially for commuters. But also for children, for something to do on a Saturday."*

*"All the libraries must be open on weekends and preferably every weekday afternoon with some morning sessions each week. Our towns are full of commuters who work away and have limited time to access. Our tamariki and rangitahi need access after school to support their literacy and learning. Our elderly come and read the papers daily and need to have time when they can access the library in peace and our parents need their groups. I would recommend a couple of mornings a week when the libraries don't open till one for each library (with the exception of Saturday's when the libraries all need to be open). But the libraries need to continue to be open every day on reduced hours 2-3 days per week."*

*"Featherston Library needs to be open on a Saturday for all those who are at work all week. The Council must acknowledge this essential service and fund it sufficiently. The current new schedule has each library closing at least two days each week and three days on each alternate week including always closed in Featherston on Saturdays. This is ridiculous and deceitful - and the explanation that it seemed better to plan closures is just plainly underhand."*

*"The change in library opening hours shows huge short sightedness on the part of the South Wairarapa District Council."*

*"It is even more bizarre that Featherstone Library should be closed on Saturdays, given the tremendous success of Booktown with the result that Featherston, gateway to the Wairarapa, is on the map for very positive reasons (as opposed to petty crime and abuse of children). Libraries are fundamental to each of our towns community. These closures are disappointing on so many levels and haven't been well thought through."*

*I am not personally dependent on the library being open on Saturdays, but I feel compelled to speak on behalf of those who are - people who may be under-represented in submissions due to their limited time and resources. It was apparent how out-of-touch our councillors are when one suggested that Featherston residents simply drive to Greytown or Martinborough to use the libraries there - given the cost of petrol, the fact many library users do not have a car, and the environmental impact, this is a disappointing take. Saturday is Featherston's busiest day, when many residents visit the fruit and vegetable market and those working Monday to Friday have the opportunity to shop."*

*"The opening hours across the District should be equitable."*

*"My family and I would like to see Featherston Library open again on Wednesday and Saturdays or at least on a rotating schedule with other South Wairarapa libraries."*

*"I live in Featherston, and was concerned to see Library hours reduced, especially with weekend opening being removed from Featherston Library completely (notably being kept at both Martinborough and Greytown- two communities obviously already wealthier and more privileged than Featherston)."*

## **Lack of Consultation.**

### *"The scope of consultation to date*

*In the annual plan submitters were asked to submit on a choice between:*

- Keep a budget of \$165,000 for the cost of casual staff to keep libraries open when permanent staff are on leave.*
- Remove the budget for the cost of casual library staff and risk continued library closures on some days of the week.*

*On 9 June the outcome of removing the budget for the pool of casual staff was reported by council to me "that some libraries may be closed on some days due to a lack of sufficient staffing numbers, estimated as 4 days per month" All the wording implied that the impact of not having this budget available was ad hoc closures at reasonable levels. What was not consulted on was a permanent and significant reduction in the hours of service across all libraries. Specifically, a 41% decrease in the hours of service at Martinborough and Greytown and a 27% decrease in Featherston (but made worse by no weekend hours).*

### *Consultation requirements*

*The change that has been made is outside what was consulted on and given its significance that is in breach of the Local Government Act and SWDC's Significance and Engagement Policy. The degree of significance of the decision is high because the decision involves a large reduction in a level of service, has a moderate impact on a high proportion of the population and is inconsistent with community outcomes. Accordingly, to lawfully make this decision SWDC needs to meet the requirements of consultation under the LGA as summarised by council here:*

*<https://swdc.govt.nz/consultation/consultation-process/> That involves an options analysis, making the information as widely available as possible, and a month-long submission period. The information provided in the Annual Plan and the current two-week submission period via email is insufficient."*

*"I am very disappointed in the way this has been carried out and to spring the closures on all of us including, it seems, on our elected councillors I consider is disingenuous, as this was not what was consulted on in the Annual Plan process. I am very disappointed at the lack of transparency and the lack of management."*

*"Come on SWDC, do some homework before you make decisions and at least work together. After your poorly worded Long Term Plan, reading submissions and allowing this decision to be made, then The Mayor and Councillors say the changes are unacceptable, doesn't sound like a constructive working council and give ratepayers any confidence at all."*

*"Within my sphere of the community it would seem there is no support for the councils majority vote to remove the budget for casual librarians within the South Wairarapa. Lets be clear this is a council decision and not a public decision following a consultation process, which perhaps some media comments may suggest."*

*"I have concerns about the consultation and deliberations process, particularly in relation to how the information was presented. After reading the consultation document, much is made of increasing budget for water and roading, however the only options provided for budget cuts were casual librarians and community grants. The tone seemed to be increase budget for these vital options and reduce budget for less vital options. The general public could be misled to view this as a "one or the other" situation or rank in importance. When you read the public feedback from the deliberation report, a number of comments mention that water is more important than the library which supports this idea. (See deliberations report on council website)*

*I'm unsure whether the council was presented with the deliberations report as part of the voting process. If so the 4 options are all skewed against the casual librarian budget. Options 2, 3 and 4 in the document site significant community support for those options. All options had the librarian casual budget removed.*

*Significant community support is a stretch of epic proportions. 152 submissions were received on the casual librarian budget option. 50% voted to keep it in the 23/24 budget. 50% voted to have it removed, bearing in mind my previous comments. The SWDC notes that less than 2% of ratepayers responded to the public consultation. Perhaps the council is disconnected and needs more information to make these decisions. I would presume the community boards who represent and advocate for the community would have their fingers on the pulse of community sentiment. The decision to reduce hours in Featherston is embarrassing given that Featherston is positioning itself as "NZs only Booktown".*

*"I object to the Council's decision to cut the hours of opening of its libraries. The original consultation with the public on this matter indicated 50% of people making submissions wanted to keep the \$165,000 budgeted to cover staff on leave. The Council indicated that removing this amount from the budget would mean that libraries would be closed four days a month. In fact, the Martinborough library is now being closed the equivalent of ten days a month which is far more than the Council had previously suggested."*

*"Furthermore I did not see any consultation available with the community to discuss library hours? Did I miss this opportunity or was it not undertaken? I am beginning to lose confidence in the SWDC and seriously questioning whether I should consider relocating to a district better equipped to deal with its finances, collection and spending. And providing more appropriate communication along the way."*

*The 2023 AP consultation asked for comments to: "Include a budget of \$165k for a pool of casual Library staff to cover leave or remove the use of a pool of casual staff that will result in libraries being closed more often."*

*On June 28th councillors determined to not fund a pool of casual staff. The SWDC media statement on the same day stated: "Not fund a casual pool of library staff to provide backfill as needed so that libraries may remain open six days a week. This has saved \$165k, however, libraries will be closed at least one day a week."*

*Suddenly the proposal has changed from covering leave and sickness and "being closed more often" to "being closed at least one day a week". All but three Councillors voted for this still, there was no discussion of permanent days closed.*

*On the 29th June, the very next day, SWDC reported that libraries will close two days a week and some Saturdays. This decision was made in less than 24 hours after the casual funding was not approved. Surely to make such a decision, receive a recommendation report, review the data, analyse the options, clarify any facts, maybe bounce the idea around with others, and agreed a totally new, very reduced schedule of opening hours takes more than 24hours. Or was a fast decision, with no structured analysis, rushed through as a reaction to the decision to not fund casual staff. The AP shows a requested increase in library funding of \$535k so libraries still received \$370k more this year to provide the same service as with no special projects highlighted.*

*“Firstly I was not aware there had been consultation with the community - I’ve asked around and I’m not the only one. If you did a consultation I’d love to know who was involved because they got it really wrong.”*

*“I do not believe that the outcome of drastically cutting the opening hours of the libraries has been communicated in good faith. Your own website (<https://swdc.govt.nz/news/councilpasses-four-resolutions-that-give-direction-to-the-2023-24-annual-plan/>) states Remove the \$165,000 for a casual pool of library staff on an ‘as needed’ basis to cover scheduled and unscheduled leave, such as sickness. This means that some libraries may be closed on some days due to a lack of sufficient staffing numbers, estimated as 4 days per month. (9 June 2023)*

*The above statement is quite different to the outcome we know find ourselves with, 7 days less access per week across the three libraries. I have read the previous submissions published on your website ([https://swdc.govt.nz/other/council-to-review-library-opening-hours/?fbclid=IwAR3DagFUuKiVRsvUzUCZQugkJdSq3TZs\\_5hGSr\\_SHZs41xMG9kDNBwuiuo](https://swdc.govt.nz/other/council-to-review-library-opening-hours/?fbclid=IwAR3DagFUuKiVRsvUzUCZQugkJdSq3TZs_5hGSr_SHZs41xMG9kDNBwuiuo)) and it is clear to me that I am not the only one who did not understand the severity of the decision not to fund the additional casual library staff. I believe this highlights a failure of council to communicate the true impact of this funding decision. I would ask that you do what you are able to to increase the opening hours to be more in line with what was consulted on.”*

*“Umm ... This is NOT what was discussed during consultation – Consultation was on funding for a pool of staff to cover absences, not the everyday operation.”*

### **Innovation and Creativity.**

*“...To see a full review of the libraries budget to identify where cost savings can be made without reducing opening hours.”*

*“... The requirement that a library cannot open without at least two staff to be reviewed. With changes like self-check-out and current library attendance it is not clear to me that two staff is always necessary.”*

*“With this in mind, SWDC’s first-best option is to consider:*

- opening at least a full day Saturday - if not both Saturday and Sunday (with staggering across the three townships)*
- to reduce or change weekday hours or weekday availability in compensate - for example, opening at 10am or in the afternoon.*

- *To the extent it hasn't already, the SWDC could look at what hours other councils offer - there will be many smaller districts in NZ with similar challenges. From a quick review, it is clear that most councils offer a combination of later morning open hours (e.g. 10am) and evening hours (e.g. 6pm to 8pm), and opening on Saturday and/or Sunday."*

*"SWDC may also like to use this opportunity to progress the Councillor's decision to explore opportunities of service delivery with community - for example, use of volunteers."*

*Some suggestions I have to help the situation are possibly making opening times during the week at all three libraries later to free up some paid hours that could be used to keep the Featherston library open on rotating Saturdays too. If two of the three libraries were open each Saturday at least people with transport options could avail themselves of a library nearer to them. My final suggestion is to bring back vetted and trained volunteers. I thoroughly enjoyed volunteering for seven years at the library until volunteers were phased out about two years ago.*

*As a first point of call I think having at least an alternate Saturday would be important for Featherston's working and commuting population.*

*\$165,000 seems pretty small-fry in the context of council budgets – would it be possible to use funding from say other areas like new acquisitions or other areas of council to supplement libraries? Taking funding from other projects by extending their timeline for completion?*

*Could the libraries be open every day but with reduced hours?*

*In the AP submissions a number of people suggested interesting and innovative ways to support library staff during sickness and vacation. These included; returning to using volunteers for adhoc sick days, reassigning council staff from desks at the Council offices or from "working at home" to the Library so that library staff are not working alone. Collaborating with I-site staff. Brainstorm, get creative. Many other ideas need to be fully considered before we are held hostage to relitigating annual plan decisions days after being made.*

### **Return to Full Service Levels**

*I disagree with the decision to reduce the opening hours of South Wairarapa Libraries by such a significant amount. I would like:*

- *To see the libraries return to full opening hours and close on an ad-hoc basis as required due to staff leave.*

*"I think that the library should be back to normal. I have three very good reasons for the library to stay in business:*

1. *me and my sister both love reading and if the library is only open on some days of the week then it makes it quiet for us to get out books.*

*2. If the library is only open on the days that it is right now then think of all the people that don't know if they want to go to the library and they live very far away like me and when they get to the library and it's closed they won't know what's going on.*

*3. I love doing puzzles and if the library is closed then i can't get out a puzzle.so i would be bored because i can't get out a puzzle thank you*

*I would like to see the libraries returned to full operating hours.*

*I would ideally like the 3 South Wairarapa branches to have no reduction of hours at all. The library and the accessibility to its collections and services is vitally important to all of us. The list of benefits to our communities and our wellbeing is well established and proven, please make sure that we all continue to have equitable access.*

*Open every Saturday for ALL branches should be standard, it allows those who work, commute and are otherwise unable to get to the library during the week, access. Regular weekend access is a must, at the minimum.*

## Control of Dogs Policy & Bylaw Report

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### 1. Purpose

The purpose of this report is to seek Council determination of the Control of Dogs Bylaw and to seek Council adoption of the Dog Control Policy & Bylaw Statement of Proposal for consultation.

### 2. Recommendations

Officers recommend that Council:

1. Receive the '*Control of Dogs Policy & Bylaw*' Report;
2. Agrees that in accordance with section 147A of the Local Government Act 2002, the proposed bylaw is justified as a reasonable limitation on people's rights and freedoms.
3. Agrees that in accordance with section 155(1) of the Local Government Act 2002, the proposed bylaw is the most appropriate way of addressing the perceived problem of dog control in the district.
4. Agrees that in accordance with section 155(2) of the Local Government Act 2002, the proposed bylaw is the most appropriate form of bylaw and is not inconsistent with the New Zealand Bill of Rights Act 1990.
5. Adopts the Statement of Proposal for public consultation in accordance with the special consultative procedure, as provided in sections 83, 86 and 156 of the Local Government Act 2002.
6. Delegates the power to the Chief Executive to amend the Statement of Proposal to include any amendments agreed by Council and any minor consequential edits.

### 3. Executive Summary

Section 10 of the Dog Control Act 1996 requires local authorities to adopt a policy in respect of dogs in the district. The current Control of Dogs Policy and bylaw were adopted in September 2013 and are now due for review. Council is asked to consider if a bylaw the best mechanism for dog control in the district and adopt the Statement of Proposal (Appendix 1) for community consultation.

### 4. Background

Section 10 of the Dog Control Act 1996 requires local authorities to adopt a policy in respect of dogs in the district.

A dog control policy:

- shall specify the nature and application of any dog control bylaw made.



- shall identify any public places in which dogs are to be prohibited, either generally or at specified times, pursuant to a dog control bylaw.
- shall identify any public places and areas in which dogs (other than working dogs) in public places are required by a dog control bylaw to be controlled on a leash.
- shall identify any places that are to be designated by a dog control bylaw as a dog exercise area in which dogs may be exercised at large.
- must state whether dogs classified by SWDC or by any other local authority as menacing dogs are required to be neutered.

A dog control policy may also include other details such as fees or proposed fees, owner education programmes, dog obedience courses, the classification of owners, the disqualification of owners, and the issuing of infringement notices.

In addition to a dog control policy, Section 20 of the Dog Control Act 1996 empowers local authorities, in accordance with the LGA, to make bylaws for dog control purposes. The Council is empowered under the Local Government Act 2002 (LGA) to make bylaws for the following purposes:

- Protecting the public from nuisance
- Protecting, promoting and maintaining public health and safety, and
- Minimising the potential for offensive behaviour in public places.

A local authority must review a bylaw made by it no later than five years after the date on which the bylaw was first made. After the first review, further reviews are required every 10 years.

The current [Control of Dogs Policy](#) and [bylaw](#) were adopted in September 2013, following a review of the 2007 Control of Dogs Policy and bylaw. A review of the Control of Dogs Bylaw is therefore due by September 2023. In accordance with section 160A of the LGA, a bylaw that is not reviewed as required is revoked on the date two years after the last date on which the bylaw should have been reviewed (September 2025).

As part of this process, the existing policy must also be reviewed in line with section 10AA of the Dog Control Act which states that a local authority must review its policy if the bylaw implementing the policy requires review.

## **5. Discussion**

### **5.1 Dog Control Bylaws**

A Dog Control Bylaw is a tool through which Council can give effect to their Dog Control Policy. As part of the bylaw review, Council must first consider:

- Whether a bylaw is the most appropriate way of addressing the perceived problem under section 155(1) of the Local Government Act 2002.
- Whether the proposed bylaw is the most appropriate form of bylaw, and if it gives rise to any implications under the New Zealand Bill of Rights Act, in accordance with section 155(2) of the Local Government Act.

A bylaw provides a mechanism for Council to protect public health and give officers the powers to act to prevent harm and ensure that dog owners take responsibility for the behaviour of their dogs.

## 5.2 Engagement

As part of the review process, initial engagement activities have been undertaken to understand if the current by-law is working from a user perspective. All dog owners were provided with information on the Policy and Bylaw review process, as part of their dog registration in July. Signage requesting feedback on our current policy and bylaw was posted at all Dog Parks, and information was provided on our social media and website. All members of the public were invited to provide initial feedback on the Policy and Bylaw. This feedback has informed the draft policy and bylaw included in the Statement of Proposal (Appendix 1) to be adopted by Council for formal public consultation.

Feedback from 17 members of the community was obtained through the initial engagement. Based on this feedback the following amendments to the policy/bylaw are being considered:

- A purpose statement and policy principles have been added to increase the clarity of the policy.
- Minor editorial and formatting improvements have been done to make the policy easier to understand.
- An introductory statement recognising the value of dog ownership has been included in the Policy.
- Changes were made to align the bylaw with the policy and clarify that dogs are required to be on lead in all areas in the district.

In addition, our current policy and bylaw prohibits dogs from five coastal camping areas within the district (Ngawi, Ngawi Surf Breaks, North Tora, South Tora and Te Awaiti). We have heard from the community that there is an interest in this prohibition being reviewed and in the Statement of Proposal, we have put forward a few options for consideration.

## 6. Options

Council is asked to consider whether a bylaw is the most appropriate way of addressing the perceived problem under section 155(1) of the Local Government Act 2002 and whether the proposed bylaw is the most appropriate form of bylaw, and if it gives rise to any implications under the New Zealand Bill of Rights Act, in accordance with section 155(2) of the Local Government Act.

	Option 1 (preferred option)	Option 2
Description	Continue to have a bylaw, and amend the Dog Control Bylaw (2013) as allowed under Section 20 of the Dog Control Act (1996)	Determine that a bylaw is no longer the most appropriate way of addressing Dog Control in the district and revoke the current bylaw.
Advantages	Maintains the status quo which is well understood by dog owners in the district.  Provides a mechanism for Council to protect public health and give officers the powers to act to prevent harm.	None.

Disadvantages	Current prohibition from coastal camping areas has raised concern from a small number of interested stakeholders.	<p>Does not maintain the status quo which is well understood by dog owners in the district.</p> <p>Does not provide a mechanism for Council to protect public health and give officers the powers to act to prevent harm.</p>
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If Council decides to continue to have a bylaw and make amendments to the Dog Control Policy and Bylaw (2013), Council is also asked to consider the adoption of the Statement of Proposal for public consultation (Appendix 1).

	Option 1 (preferred option)	Option 2
Description	Adopt the Dog Control Policy and Bylaw Statement of Proposal and draft Policy and Bylaw for consultation.	Adopt the Dog Control Policy and Bylaw Statement of Proposal and draft Policy and Bylaw for consultation with amendments.
Advantages	<p>Council will meet the legal obligations required under section 10 of the Dog Control Act (1996)</p> <p>This will enable Council to discuss the draft policy and bylaw with our community.</p> <p>This will enable an opportunity for our community to provide feedback on the consultation document.</p> <p>Council will have insight into the views and preferences of the community before making final decisions on the adoption of the policy and bylaw.</p>	Limited changes would have similar advantages.
Disadvantages	No disadvantages identified.	<p>Any substantial or significant amendments would impact on the project timelines as the consultation document would need to be revised and brought back to Council for adoption.</p> <p>The bylaw and policy will be out of date and impact policy KPIs not being met as part of the Annual Reporting performance measures.</p>

## **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

### **7.2 Significance, Engagement and Consultation**

Consultation will follow the SCP as outlined in the Local Government Act 2002. We will ensure that the Statement of Proposal and how our community can have their say and present their views is publicly available. The consultation period will run for a minimum of one month. If adopted, consultation with the community will take place between 3 August and 3 September 2023. During the consultation period, all relevant documentation, including a submission form and relevant background information will be available on our website. Physical copies will be available at the Council Office and libraries in each of the three wards. Additional copies will be made available at other venues on request.

The community can find out about the Policy and Bylaw review through several channels. We will advertise the opportunity for the community to have their say through social media, print media (newspaper advertisement) and targeted communications.

Hearings and deliberations will follow the consultation period and provide an opportunity for members of the community to present their views at a hearing to be held on 13 September 2023. The hearings committee will then make a recommendation to Council about the adoption of the policy and bylaw at their meeting on 27 September 2023.

## **8. Financial Considerations**

Costs associated with reviewing the policy, bylaw and community consultation sit within current budget baselines.

## **9. Prioritization**

### **9.1 Tangata whenua considerations**

Māori make up 14.2% of the South Wairarapa District population (Census 2018). Māori dog owners and members of the community may be affected. We will promote the

consultation period through appropriate channels to ensure that Māori have an opportunity to submit feedback during the consultation period.

## **9.2 Environmental/Climate Change Impact**

The Policy has no direct impact on Environment and Climate Change.

## **10. Risks & Mitigations**

### **10.1 Communications**

A communications plan will be developed.

## **11. Conclusion**

Subject to Council adoption, we will publish the Statement of Proposal and draft Policy and Bylaw on our Council website and open the consultation. In addition to this, we will promote the consultation period and how to make a submission via digital/newspaper/social media platforms.

## **12. Appendices**

Appendix 1 – Control of Dogs Policy and Bylaw Statement of Proposal

Contact Officer: Kaity Carmichael, Lead Policy Advisor

Reviewed By: Amanda Bradley, General Manager, Policy and Governance  
Rick Mead, Manager Environmental Services

# **Appendix 1 – Draft Dog Control Policy and Bylaw Statement of Proposal**



## **Control of Dogs Policy & Bylaw**

### ***Statement of Proposal***

We are reviewing our Control of Dogs Policy & Bylaw. These are rules made by Council under the Local Government Act 2002. The objective of the policy is to enable people to enjoy the benefits of dog ownership and provide for the exercise and recreational needs of dogs and their owners, while minimising danger, distress and nuisance to the community. The purpose of the bylaw is to support and give effect to our Control of Dogs Policy. Council last reviewed this policy and bylaw in 2013 and they are now due for review. We've made a few changes and need your feedback so we can make a policy and bylaw that reflect the views of the community.

### **Control of Dogs Policy & Bylaw**

Section 10 of the [Dog Control Act \(1996\)](#) requires local authorities to adopt a Policy in respect of dogs in the district. The current Control of Dogs Policy and Bylaw was adopted in September 2013, following a review of the 2007 Control of Dogs Policy and Bylaw.

A local authority must review a Bylaw no later than five years after the date on which the bylaw was first made. After the first review, further reviews are required every 10 years. A review of the Control of Dogs Bylaw is therefore due by September 2023. As part of this process, the existing Policy must also be reviewed in line with section 10AA of the Dog Control Act which states that a local authority must review its policy if the bylaw implementing the policy requires review.

#### **1. Our proposal**

The Control of Dogs Policy & Bylaw policy remains largely unchanged however we have made a few updates based on initial feedback from our community and to make sure the policy and bylaw are easy to understand by the community and easy to implement for council staff.

#### **2. Summary of key changes**

- A purpose statement and policy principles have been added to increase the clarity of the policy.
- Minor editorial and formatting improvements have been made to make the policy easier to understand.
- An introductory statement recognising the value of dog ownership has been included in the Policy as a result of initial feedback from the community.
- Changes were made to align the bylaw with the policy and clarify that dogs are required to be on lead in all areas in the district.

In our current policy and bylaw, dogs are not allowed in five coastal camping areas within the district (Ngawi, Ngawi Surf Breaks, North Tora, South Tora and Te Awaiti). We have heard from the community that there is an interest in this prohibition being reviewed and we have put forward a few options for consideration.

### 3. Options for dogs in coastal camping areas

	Option 1	Option 2	Option 3
Description	Maintain the stance of the current policy and bylaw, which is a prohibition of dogs in coastal camping areas (status quo).	Amend the policy and bylaw to allow for dogs in coastal camping areas during specific times of the year at all sites. (Example: allowed between 1 May and 31 October annually)	Amend the policy and bylaw to allow for dogs in specific coastal camping sites at all times of the year. (Example: have two sites designated as being 'dog friendly'.)
Advantages	Under the current policy and bylaw, there are a low overall level of reported dog related incidents in these areas.  Current signage is in place to continue with the prohibition.  Mitigates risk of disease management on neighboring working farms (Example: sheep measles)	Allows for areas to become 'dog friendly' during off-peak times of year.  Ensures safety of visitors during busier periods.  Takes a balanced approach, enabling people to enjoy the benefits of dog ownership and provide for the exercise and recreational needs of dogs and their owners, while minimising danger, distress and nuisance to the community.	Allows for specific sites to become 'dog friendly' at all times of the year.  Allows nearby alternatives for visitors arriving at coastal camping areas with dogs, who are unaware of the current policy and bylaw.  Provides an opportunity for the community to choose a dog free site, should they prefer.
Disadvantages	Visitors arriving at coastal camping areas with dogs, who are unaware of the current policy and bylaw have limited nearby alternatives.	Costs associated with changing signage.  Potential increase of dog related incidents, requiring increased enforcement and associated costs.  Potential economic impact on neighbouring working farms due to disease management (Example: sheep measles)	Costs associated with changing signage.  Potential increase of dog related incidents, requiring increased enforcement and associated costs.  Potential economic impact on neighbouring working farms due to disease management (Example: sheep measles)

### 4. Draft policy and bylaw

A draft of the proposed policy is included in this statement of proposal.

### 5. How you can have your say

Tell us what you think before 3 September 2023 by:

- filling out the online feedback form on our website [www.swdc.govt.nz](http://www.swdc.govt.nz)



- emailing your feedback to [submissions@swdc.govt.nz](mailto:submissions@swdc.govt.nz)
- dropping your feedback form at the Council Office at 19 Kitchener Street Martinborough or any of the district libraries
- posting your submission to: Policy and Governance Team, South Wairarapa District Council, PO Box 6, Martinborough 5741

Please include your name and email address if you want to speak in support of your submission at a Hearings Committee meeting so we can contact you to arrange a time for you to present on 13 September 2023.

#### **Privacy statement**

Your name and feedback will be in public documents. All other personal details will remain private.

The Privacy Act 2020 applies when we collect personal details. Any details that are collected will only be used for the purposes stated. You have the right to access and correct any personal information we hold.

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SOUTH WAIRARAPA  
DISTRICT COUNCIL

*Kia Reretahi Tātau*

# Control of Dogs Policy

Date of Last Approval	DD MMM 2023
Policy ID	PI-AMS-002 (previously H200)
Next Review	DD MMM 2028 In accordance with section 10AA of the Dog Control Act (1996), this policy must be reviewed if bylaw implementing policy requires review.
Version History	First adopted 19 September 2013 (H200) Amended

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# Control of Dogs Policy

## 1. Introduction

There are many medical, social and physiological benefits of owning a dog including reductions in levels of anxiety and stress, improved social life and increased activity. South Wairarapa District Council (SWDC) supports responsible dog ownership, protection of the public and the recreational needs of dogs and their owners.

## 2. Relevant Legislation

- » [Dog Control Act 1996](#)
- » [Local Government Act 2002](#)
- » [Animal Welfare Act 1999](#)
- » [Conservation Act 1987](#)

## 3. Purpose

3.1 The purpose of this policy is to set out how SWDC will:

- » ensure dog owners meet their obligations under the Dog Control Act (1996) and associated bylaws;
- » actively promote responsible dog ownership and the care and welfare of dogs;
- » prevent potential danger caused by dogs to the public, wildlife and natural habitats;
- » minimise potential distress and nuisance caused by dogs to the public (including children), wildlife and natural habitats; and
- » provide for the exercise and recreational needs of dogs and their owners.

## 4. Scope

4.1 The policy applies to all dogs that reside in or visit the South Wairarapa District.

## 5. Principles

5.1 The relevant principles of section 10 of the Dog Control Act are taken into account in preparing and applying this policy.

## 6. Nature and Application of Bylaws

6.1 In accordance with the Dog Control Act, SWDC has a bylaw that gives effect to this policy.

6.2 The Control of Dogs Bylaw specifies requirements for the keeping of dogs, including provision of shelter, limitations on the number of dogs allowed and control of dogs. The bylaw also specifies public spaces where there are restrictions on having dogs.

6.3 Breaching any part of the bylaw may result in penalties or infringement notices.

## **7. Access to Public Places**

- 7.1 Dogs are to be kept on a leash at all times in public places within the South Wairarapa District, including public parks, reserves, pensioner flats, transfer stations, recycling stations and also public reserves in rural areas under the control or management of the Council.
- 7.2 Dogs are prohibited from all children's play areas, sports grounds, swimming pools, cemeteries, public buildings under the control or management of Council and any other areas where dogs may pose a threat to the public.
- 7.3 Access of dogs may be controlled under other legislation, including the Conservation Act 1987 and Reserves Act 1977. Refer to [www.doc.govt.nz](http://www.doc.govt.nz) to identify such areas in the South Wairarapa district.

## **8. Dog Exercise Areas**

- 8.1 Dogs are not required to be kept on a leash in a designated dog exercise area, outlined in Schedule B, where they are under continuous surveillance and effective control.
- 8.2 The Council may, by resolution publicly notified make additions or deletions from the schedule. Where SWDC intend to make a resolution, engagement may be undertaken as required under our Significance and Engagement Policy.

## **9. Menacing Dogs**

- 9.1 SWDC will classify a dog as menacing by breed, type or deed, in accordance with the Act (s.33A).
- 9.2 All dogs classified as menacing dogs must be desexed in accordance with s33E(1) (b) of the Act within one month after receipt of notice of the classification. In the case of dogs classified as menacing by another council, that the dog be neutered within one month of registration with the Council.
- 9.3 The menacing dog owner must, at their expense, provide evidence that the dog has been desexed or is unfit to be desexed by the specified date. If the appropriate evidence is not provided within one month, the dog may be impounded and will only be released to the veterinarian appointment to be desexed, as arranged by the owner.
- 9.4 In accordance with the Act (s.33E) a dog classified as menacing must be muzzled when in public places (unless confined within a cage or vehicle).

## **10. Dog Owners**

- 10.1 Any person convicted of an offence under the Dog Control Act (s.21) or who commits three infringement offences (not related to a single incident) within a 24 month period, may be classified as a probationary owner.
- 10.2 A probationary owner may be required to undertake, at their own expense, a dog owner education programme or dog obedience course (or both).

- 10.3 A decision to classify an owner as a probationary owner can be appealed by the owner to Council.
- 10.4 Council must disqualify a person from being the owner of a dog if that person is convicted of certain offences, unless Council is satisfied the circumstances of an offence do not warrant disqualification.
- 10.5 Where a person who is classified as a probationary owner and is convicted of certain offences the Council may disqualify that person from being the owner of any dog. The disqualification can be for any period up to a maximum of 5 years. A disqualified owner must dispose of any dog/s owned within 14 days.
- 10.6 Council's will classify an owner as disqualified for an appropriate period as provided for in the Act. A decision to classify an owner as a disqualified owner can be appealed by the owner to Council.
- 10.7 Owner education is seen as an important part of the policy. Officers will work with dog owners and other stakeholders in the community to:
- i) Inform and educate dog owners and the general public about responsible dog ownership by raising awareness through education programs, distributing information and the use of media.
  - ii) Ensure complaints received are followed up by Officers with appropriate action taken.

## **11. Dog Control Fees**

- 11.1 The Council will annually review its dog control fees to suit operational requirements. The structure of dog control fees will be aligned with the Annual Plan each year. The Council aims to self-fund dog control operations from dog control fees. All dogs over 3 months must be registered.
- i) Desexing - The Council will continue to promote desexing of dogs by imposing a lower registration fee for spayed or castrated dogs.
  - ii) Late registration - A late registration penalty fee will be added for all dogs not registered by the end of the first week of August as set by the Council of the registration year. The penalty fee will be 50% of relevant registration fee, or as set by the Council.
  - iii) Rural dogs - It is recognised that rural dogs cause fewer dog control problems and therefore a differential between rural and urban fees will apply.
  - iv) Disability Assist dogs - Disability Assist dogs, as defined by Schedule 5 of the Dog Control Act, will not be charged a fee upon registration.
- 11.2 All dogs (except working dogs) registered after 1 July 2006 must be microchipped. If the dog is not microchipped by MDC, a microchip certificate is to be provided to MDC within 30 days of registration. All impounded dogs will be microchipped before being released.

11.3 Every person commits an offence, who does anything prohibited, or who fails, refuses or neglects to do anything to be done according to the South Wairarapa District Council Control of Dogs Bylaw and is liable to:

i) The penalty provisions of section 242 Local Government Act 2002; or

ii) Any other penalty pursuant to the Dog Control Act 1996; or

iii) Be served with an infringement notice pursuant to section 66 of the Dog Control Act 1996.

11.4 The Dog Control Act provides for infringement notices for certain offences under the Act. Infringement notices can be served at the time of the offence on the owner as defined in the Act and generally the person in charge of the dog. The infringement requires an infringement fee to be paid or for the owner to request a court hearing in respect of the alleged offence.

## 12. Definitions

**Menacing Dog By Breed** refers to those dogs belonging wholly or predominantly to one or more breeds or types listed below.

- a) Brazilian Fila
- b) Dogo Argentino
- c) Japanese Tosa
- d) Perro de Presa Canario
- e) American Pit Bull Terrier

**Menacing Dog by Deed** refers to those dogs considered by Council to pose a threat to any person, stock, poultry, domestic animal or protected wildlife due to observed or reported behaviour of the dog or any characteristics typically associated with the dog's breed or type.

**Working Dog** refers to any dog outlined in [Section 2](#) of the Dog Control Act (1996).

**Disability Assist Dog** refers to those dogs certified by one of the organisations listed in [Schedule 5](#) of the Dog Control Act (1996) as being a dog that has been trained (or is being trained) to assist a person with a disability.



**SOUTH WAIRARAPA  
DISTRICT COUNCIL**  
*Kia Reretahi Tātau*

**SOUTH WAIRARAPA DISTRICT COUNCIL**  
**CONTROL OF DOGS BYLAW 2013**  
(as at DD MMM 2023)

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## Referenced Documents

Reference is made in this document to the following New Zealand legislation:

- » Dog Control Act 1996
- » Local Government Act 2002

## Bylaw History

Date of Decision	Description	Decision Reference
14 December 2005	<b>Made</b> Control of Dogs Bylaw 2005 which replaced Part 12 of the Council's Part 12 of the Council's Model General Bylaws NZS9201:1999.	DC2005/215
26 April 2006	<b>Amendments</b> to Control of Dogs Bylaw 2005 pursuant to Section 156 of the Local Government Act 2002.	DC2006/47
25 July 2007	<b>Made</b> Control of Dog Bylaw 2005 as part of a review of Control of Dogs Bylaw 2007.	DC2007/120
25 July 2007	<b>Commencement</b> of Control of Dog Bylaw 2007.	
19 September 2013	<b>Made</b> Control of Dogs Bylaw 2013 as part of a scheduled review of Control of Dogs Bylaw 2007. A key change related to the ability for Council to make changes by way of resolution to the schedules of the bylaw.	DC2013/164
1 October 2013	<b>Commencement</b> of Control of Dogs Bylaw 2013	
XX XXX 2023	<b>Review</b> of Control of Dogs Bylaw 2013 completed	DC2023/XX
XX XXX 2023	<b>Made</b> amendments to Control of Dogs Bylaw 2013.	

This bylaw must be reviewed by XX MONTH 2033. If not reviewed by this date, the Bylaw will expire on XX MONTH 2035.

## Foreword

This Bylaw is made under section 20 of the Dog Control Act 1996 and section 145 of the Local Government Act 2002 (LGA). This bylaw draws from the New Zealand 9201 Standard Part 12 Dog Control Bylaw. NZ9201 series are model bylaws covering various matters under local authority jurisdiction.

### 1. Title and Commencement

- 1.1. The title of this bylaw is the South Wairarapa District Council Control of Dogs Bylaw 2013.
- 1.2. This Bylaw comes into force throughout the South Wairarapa district on 1 October 2013.
- 1.3. Amendments to this Bylaw by resolution DC2023/XX come into force on DD MMM 2023.

### 2. Scope

- 2.1. The purpose of this Bylaw is to set standards of control that must be observed by dog owners. It covers matters such as dogs in public places, wandering dogs, ownership of more than one dog, and nuisances caused by dogs.
- 2.2. This bylaw is not the only major control document for dog owners. The Dog Control Act 1996 also addresses various issues such as registration, barking dogs, dogs attacking people or stock and other matters.

### 3. Interpretation

- 3.1. In this Bylaw, unless the context otherwise requires:

**Disability Assist Dog** means the same as that specified in the Dog Control Act 1996 and includes a dog certified by one of the following organisations as being a dog trained to assist (or as being a dog in training to assist) a person with a disability:

- » Assistance Dogs New Zealand
- » Hearing Dogs for Deaf People New Zealand
- » K9 Medical Detection New Zealand
- » K9 Search Medical Detection
- » Mobility Assistance Dogs Trust
- » New Zealand Epilepsy Assist Dogs Trust
- » Perfect Partners Assistance Dogs Trust
- » Royal New Zealand Foundation of the Blind Incorporated
- » Any organisation specified in an Order in Council made under section 78D of the Dog Control Act 1996.

**Dog Control Officer** means a dog control officer appointed under section 11 of the Dog Control Act 1996.

**Council** means the Governing Body of the South Wairarapa District Council or any person delegated or authorised to act on its behalf.

**Public Place** means public place as defined in section 2 of the Dog Control Act 1996:

- » a place that, at any material time, is open to or is being used by the public, whether free or on payment of a charge, and whether any owner or occupier of the place is lawfully entitled to exclude or effect any person from that place; and
- » Includes any aircraft, hovership, ship or ferry or other vessel, train, or vehicle carrying or available to carry passengers for reward.

#### **4. Dogs to be under control at all times**

- 4.1. The owner, or any person in charge of having control of any dog, shall keep such dog securely tied up or otherwise effectively confined or under his/her direct control.

#### **5. Shelter**

- 5.1. Every owner of a dog shall ensure that the dog is provided with adequate shelter and that no suffering is caused to the dog by the manner of the shelter.
- 5.2. No dog owner shall keep a dog in any shelter that is not on a hard surface and that does not provide shelter from the elements.
- 5.3. No dog owner shall keep a dog in any shelter that is not kept in a clean condition and free from dampness.
- 5.4. No dog owner shall keep a dog beneath the floor of any building, or in the case of a building with more than one floor, in the under-floor areas i.e. beneath the bottom or ground floor of that building.

#### **6. Areas where dogs are prohibited and where dogs must be kept on a leash**

- 6.1. The owner of a dog shall not cause or permit to allow such dog to enter or remain in or on any part of any street or public place declared by resolution of the Council to be subject to the provisions of this clause unless such dog is being carried in a vehicle. The streets and public places as resolved from time to time shall be detailed in Schedule A of this bylaw.
- 6.2. The owner of a dog shall not cause or permit or allow such dog to enter or remain in or on any part of any street or public place declared by resolution of the Council to be subject to the provisions of this clause unless such dog is being carried in a vehicle or is at all time on a hand held leash. The streets and public places as resolved from time to time shall be detailed in Schedule B of this bylaw.

#### **7. Dog exercise areas**

- 7.1. The Council may declare by resolution areas designated as dog exercise areas. The owner of a dog may exercise his or her dog without it being on a hand held leash in any area designated as a dog exercise area provided the dog is kept under continuous and effective control at all times. The dog exercise areas as resolved from time to time shall be detailed in Schedule C of this bylaw.

## **8. Diseased dogs**

- 8.1. No person owning or having control or charge of any dog infected with an infectious disease shall take the dog or permit or suffer the dog to enter or remain in any public place or wander free and at large.

## **9. Bitches on heat**

- 9.1. The owner or person in charge of a bitch in season must keep it confined so that it is unable to enter or remain in any public place or wander free and at large.
- 9.2. Notwithstanding clause 9.1, any such dog shall be regularly exercised.

## **10. Dogs causing or becoming a nuisance or injurious to health**

- 10.1. The owner of the dog, or owner or occupier of any premises where any dog or dogs are customarily kept shall take adequate precaution to prevent the dog or dogs, or the keeping thereof, from becoming a nuisance or injurious to health.
- 10.2. If, in the opinion of the Council, the dog or dogs, or keeping thereof on such premises, has become or is likely to become a nuisance or injurious to health, the Council, or any person duly authorised on that behalf by the Council may, by notice in writing, require the owner or occupier of the premises within a time specified in such notice to do all or any of the following:
  - 10.2.1. Reduce the number of dogs kept on premises;
  - 10.2.2. Construct, alter, reconstruct or otherwise improve the kennels or buildings or fencing used to house or contain such dog or dogs;
  - 10.2.3. Require such dog or dogs to be tied up or otherwise confined during specified periods;
  - 10.2.4. To clean and keep clean the dog kennel and associated area;
  - 10.2.5. Take other such action as the Council deems necessary to minimise or remove the likelihood of nuisance or injury to health.
- 10.3. Any person to whom notice is given under the preceding provisions of this clause who fails to comply with such notice within the time therein specified shall commit an offence against this bylaw.

## **11. Limitation as to Number of Dogs Allowed**

- 11.1. No occupier of any property in an area which has predominantly urban character under the District Plan prepared by Council shall allow or cause to remain or keep on such premises for any period exceeding fourteen days, or more than two dogs other than working dogs, over the age of three months (whether or not such dogs are registered) unless such occupier shall be the holder of a permit for such purpose from the Council.
- 11.2. Such permit may be issued upon or subject to such terms, conditions, restrictions as the Council may consider necessary and any breach of such terms, conditions or restrictions shall be a breach of this bylaw.

- 11.3. Any person wishing to keep more than two dogs on any premises as provided in the bylaw shall make written application to the Council in such form as may be required by the Council for a permit and shall give to the Council such information in respect of the application as the Council may require.
- 11.4. The Council may decide by resolution that a fee must be paid before a permit is issued in accordance with section 150 of the Local Government Act 2002.
- 11.5. The fee for such permit shall be payable in addition to and separate from the dog control fees payable under the Dog Control Act 1996.

## **12. Dogs fouling in public areas**

- 12.1. Where any dog defecates in any public place or a private way or on land or premises other than that occupied by the owner of the dog, that owner must remove the faeces forthwith and dispose of them in a hygienic manner.

## **13. Conviction and fines**

- 13.1. Every person commits an offence who does anything prohibited under this bylaw or who fails, refuses or neglects to do anything to be done, according to this bylaw, and is liable to:
  - 13.1.1. the penalty provisions of section 242 of the Local Government Act 2002; or
  - 13.1.2. any other penalty pursuant to the Dog Control Act 1996; or
  - 13.1.3. be served with an infringement notice, pursuant to section 66 of the Dog Control Act 1996

## **14. Power to amend by resolution**

- 14.1. The Council may from time to time by resolution publicly notified:
  - 14.1.1. Add schedules
  - 14.1.2. Make additions or deletions from the schedules
  - 14.1.3. Substitute new schedules.
- 14.2. Where Council intends to make a resolution under clause 14.1, Council will comply with the consultation requirements of section 156 of the Local Government Act 2002.

## Schedule A: Areas where dogs are prohibited (except in a vehicle)

- i) Any public building or public place, including any library building, swimming pool, recreation centre, under the control or management of the Council.
- ii) Any area developed or marked out as a sports field (not including any spectator area) during sporting events, or any outdoor court, skateboard park or cycle park.
- iii) On any area that is developed or marked out as a playground or contains children's play equipment.
- iv) Any cemetery.
- v) The following coastal camping areas:
  - » North Tora
  - » South Tora
  - » Ngawi
  - » Ngawi Surf Breaks
  - » Te Awaiti

## Schedule B: Areas where dogs can be exercised off-leash

- » **Featherston Dog Park:** Corner Johnston Street and Harrison Street West
- » **Greytown Dog Park:** Corner southern end of Cotter Street and Pierce Street
- » **Martinborough Dog Park:** Roberts Street Road Reserve (between Weld Street and Ferry Road)

## Revoking Policy Report

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### 1. Purpose

To seek Council approval to revoke several policies that are no longer fit for purpose or would be more appropriate in another format.

### 2. Executive Summary

South Wairarapa District Council is undertaking a review of our policies and four policies have been identified as being no longer required. Council is asked to revoke these policies and consider suggested further actions outlined in the report.

### 3. Recommendations

Officers recommend that the Council:

1. Agree to revoke the following policies:
  - a. *Promotion, Publicity and Media Liaison (J100)*
  - b. *Community Groups Use of and Access to Council Parks, Reserves and Open Spaces (E502)*
  - c. *Graffiti Prevention and Management Policy (E900)*
  - d. *Concessions for Charitable and like Community Organisations and Groups (K100)*
2. Agree to amend the Grants Policy to include a relevant policy statement on concessions for those who meet eligibility criteria for grant funding (Appendix 2).

### 4. Background

The purpose of policies is to set direction and guide the principle of why we do something. It is different from the “how” which is a process or procedure and could be in the form of a guide, application form or public facing information on the Council website.

On 21 September 2022, Council resolved (DC2022/88) to revoke the following policies: Committees and Working Parties (A100), Hire of Council Facilities (E200), Display of Artworks in the Greytown Town Centre (E700), Street Days, Appeals and Raffles (H600), and Street Banners and Flags (C700), and support officers undertaking the suggested further actions.



Over the past several months, a further review of policies has been completed and officers have identified a second group of policies that are no longer fit for purpose or would be more appropriate in another format:

- a) Promotion, Publicity and Media Liaison
- b) Community Groups Use of and Access to Council Parks, Reserves and Open Spaces
- c) Graffiti Prevention and Management Policy
- d) Concessions for Charitable and Like Community Organisations and Groups

The full policy documents are available in Appendix 1.

Council approval is sought to revoke these policies and to support officers in undertaking the suggested further actions.

## 5. Discussion

The below table summarises the rationale for revoking the policies and suggested further action(s) where applicable.

Policy	Purpose	Rationale for Revoking	Suggested further action(s)
1. Promotion, Publicity and Media Liaison Policy	To provide guidelines on promotion, publicity and liaising with the media.	Does not set policy direction and information contained is available in other locations e.g. the <a href="#">Local Government Act (2022)</a> and <a href="#">Code of Conduct</a> available on the SWDC website.  Replicating the information in multiple places increases the risk of updates being made to one location and not the other.	None.  Content is available in other places in both legislation and the code of conduct.
2. Community Groups Use of and Access to Council Parks, Reserves and Open Spaces	To set out procedures for usage of Council-owned parks, reserves and open spaces	The policy does not set direction, rather it guides the application process and criteria for use of Council parks, reserves and open spaces.  Officers consider that internal guidance for staff and continued use of the application form to support the process is fit for purpose A separate policy is not required.	None.  Internal guidance for staff and a public facing application form is currently available and fit for purpose.
3. Graffiti Prevention and Management Policy	To define graffiti vandalism and provide guidance to address graffiti management in the district.	The policy does not set direction, rather it guides officers' approach to managing graffiti vandalism in the district.  Policy is based on the Wellington Regional Graffiti Prevention Strategy (2013), which is no longer a strategy used by Council.	None.  Internal process on managing vandalism covers graffiti.
4. Concessions for Charitable and Like Community Organisations and Groups	To set out a basis on which a concession can be given.	Does not set policy direction, is outdated, and is no longer fit for purpose.  Officers consider internal guidance for staff and continued use of the application form to support the process is fit for purpose and do	Amend the Grants Policy to include a relevant policy statement on concessions for those who meet eligibility criteria for grant funding.

		not consider that a separate policy is required.	Internal guidance for staff and a public facing application form are currently available and fit for purpose.
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## 6. Options

The options available to Councillors is outlined below.

Option	Advantages	Disadvantages
1. Revoke all four policies and agree to suggested actions outlined above	<p>Removes outdated and contradictory information where applicable aiding trust and confidence in Council.</p> <p>Utilises a more appropriate format which provides a more user-friendly experience for the public.</p> <p>Allows officers to focus on policy reviews of higher priority.</p>	<p>There is a short-term cost in terms of officer time in implementing suggested actions (e.g. website updates, creation of application forms). This disadvantage would be outweighed by the longer-term advantage of not needing to maintain and review policies that officers consider are no longer fit for purpose.</p>
2. Revoke some, but not all policies	<p>This would depend on the number of policies being retained. The full advantages of Option 1 would not be realised.</p>	<p>This would depend on the number of policies being retained. Disadvantages of Option 3 would apply to a lesser extent.</p>
3. Do nothing	<p>There is a short term time saving advantage of not implementing suggested actions (e.g. website updates and grants policy amendment). This advantage would be outweighed by the longer term requirement to review and maintain policies that officers consider are no longer fit for purpose.</p>	<p>Published documents that are no longer fit for purpose and/or outdated provide the public and staff with inaccurate information reducing trust and confidence in Council.</p> <p>A less user-friendly experience for members of the public.</p> <p>Officer time distracted from policy reviews of higher priority.</p>

## 7. Summary of Considerations

### 7.1 Strategic, Policy and Legislative Implications

The Local Government Act 2002 (LGA 2002) states that one of the purposes of local government is to promote the social, economic, environmental and cultural well-being of communities, in the present and for the future. Section 11 of LGA 2002 provides that the role of local government is to give effect to its purpose and perform the duties and exercise the rights conferred on it by, or under, LGA 2002.

### 7.2 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

### **7.3 Significance, Engagement and Consultation**

Council officers directly impacted by these policies were involved in the recommendations to revoke and determinations for further action(s). The Māori Standing Committee and Community Boards were provided an opportunity to give feedback and were supportive of officers seeking Council agreement to revoke the policies and of the suggested further actions.

The decision to be considered by Council is considered of low significance and therefore consultation is not required.

### **7.4 Financial Considerations**

There are no financial considerations associated with the decisions in this report.

## **8. Conclusion**

Following agreement from Council, these policies will be revoked and removed from Councils website.

## **9. Appendices**

Appendix 1 – Policies to Revoke

Appendix 2 – Grants Policy with amendment

Contact Officer: Kaitlyn Carmichael, Lead Policy Advisor

Reviewed By: Amanda Bradley, General Manager; Policy and Governance

# **Appendix 1 – Policies to Revoke**



# Promotion, Publicity and Media Liaison

## 1. RATIONALE:

The Council communicates with the media and the general public to disseminate its policies, objectives, plans and decisions, and to comment generally on local government and other pertinent issues that affect the South Wairarapa District.

## 2. PURPOSE:

To outline and explain Council policies, plans, projects, initiatives and decisions on promotion, publicity and media by preparing and issuing leaflets, advertorials, brochures, posters newsletters, website, social media releases, monthly columns in community papers, liaising generally with the various news media and issuing media releases, to inform and encourage ratepayers and the general public to communicate with the Council on issues of concern or in making representations and submissions.

## 3. GUIDELINES:

- 3.1 Statements and media releases to, and liaison with, the media are normally the prerogative of the Mayor or Chief Executive Officer.
- 3.2 Statements and media releases to, and liaison with, the media can be managed and coordinated by the Communications Manager, after approval from the Mayor or Chief Executive Officer.
- 3.3 Other senior Council officers may also respond to media enquiries when expert advice/information is required, but only after first consulting the Chief Executive Officer or their delegate and gaining approval from the Chief Executive Officer or their delegate to ensure consistency with Council policies and any previously stated views.
- 3.3 The production of leaflets, advertorials, brochures, posters and newsletters may only be effected with the approval of the Chief Executive Officer. This also applies to articles and items contributed to professional or like journals and publications.
- 3.4 Initiatives for publicity from Community Boards are encouraged to be reviewed by the Chief Executive Officer or their delegate to ensure there is consistency with overall Council policies and any legislative or legal constraints and requirements.

- 3.5 This Policy is at all times subject to, and is to be read recognizing:
- 3.5.1 Clause 6 of the Code of Conduct for Councillors, Community Board members and Standing Committees, which is entitled External Communications.
  - 3.5.2 Media or public comment page 21 of the Code of Conduct for Council officers.
- 3.6 Elected Members when speaking to the media are expressing their personal views on a matter and not necessarily Council policy.

#### **4. POLICIES – GENERAL:**

- 4.1 Notice of all publicly notified meetings of the Council, its Committees and of Community Boards including joint meetings of Community Boards, is provided to all Wairarapa news media and on the Council's website. This includes agendas and relevant reports. Copies are held at the Council office and the libraries in Greytown, Featherston and Martinborough as set out in Schedule 7(3) of Local Government Act 2002 and part VII of the Local Government Official Information and Meetings Act 1987.
- 4.2 Documents tabled at meetings are made available to media representatives in attendance at the relevant meeting. Copies of all such material are also available for public perusal at the Council office in Martinborough.
- 4.3 Media are invited, and encouraged, to attend Council ceremonies and functions, and where appropriate are provided with any background information and relevant documentation.



# Policy : Community Groups Use of and Access to Council Parks, Reserves and Open Spaces

## 1. RATIONALE:

- 1.1 Community groups, sports clubs, commercial entities and individuals may from time to time seek access to Council-owned and managed open spaces, reserves and parks. This may be on an on-going, usually seasonal, basis (e.g. sporting fixtures), or an event basis (e.g. one-off sporting events, fairs, festivals, weddings). In some circumstances organisations may have, or may seek to have, buildings or other structures located on parks, reserves or open spaces.
- 1.2 This policy sets out a basis and terms for such access and use that meets the needs, obligations and responsibilities of both the users and the Council.

## 2. PURPOSE:

- 2.1 To set out in general terms the policy framework underlying operational procedures for community, sporting, commercial and event usage of Council-owned parks, reserves and open spaces.

## 3. FEES AND CHARGES

- 3.1 Use of council parks, reserves and open spaces for sporting and event use is generally free to community groups, sports clubs and other non-commercial entities. The council may recover costs for the provision of services such as additional rubbish collection, line-marking etc. Any need for such cost-recovery will be advised at the time of booking.
- 3.2 Any fees or charges will form part of the Schedule of Fees and Charges published annually in the Annual or Long Term Plan.
- 3.3 A refundable damage bond may be charged for events, but not for sporting use.
- 3.4 A Licence to Occupy for a council park, reserve or open space incurs an annual rental charge which is agreed between the licensee and the council.

## 4. REQUIREMENTS FOR SPORTING USE, EVENTS AND LICENCES TO OCCUPY

### 4. Sporting Use

- 4.1.1 Community groups, sports clubs, commercial entities or individuals seeking to use Council parks, reserves and open spaces for regular sporting purposes, such as a season must make an application to the Council each year, two calendar months before the official start of the season.

4.1.2 The application is to be made on the prescribed form and must provide a minimum of the following information:

- name of club, organisation, group or individual;
- two contact names with addresses, email addresses and telephone numbers;
- dates or period the use is to cover;
- proposed times of use;
- number of persons involved and/or teams;
- purpose or activity planned;
- any special requirements of the activity for the area concerned e.g. line marking, supply of rubbish bins.

4.1.3 The Council will assess the application and set out in writing any conditions to be imposed and any fee or charge that is payable upon approval being given.

4.1.4 Fees or charges generally will not be waived other than in an exceptional case which will require the specific approval of the Chief Executive Officer.

4.1.5 A damage bond may be required.

4.1.6 If a park, reserve or open space has a reserve management plan, the conditions of that plan must be complied with by users at all times.

4.1.7 One-off sporting events outside of regular scheduled play will be treated as events under 4.2 below.

## **4.2 Event Use**

4.2.1 An event is defined as an organised celebration, activity, display, meeting or gathering, demonstration, parade, procession or competition that occurs within a defined time period.

4.2.2 Community groups, sports clubs, commercial entities or individuals seeking to hold an event on a Council park, reserve or open space must make a written application to Council in advance of the event using the Event Application Form.

4.2.3 The Council will assess the application and set out in writing any conditions to be imposed and any fee that is payable upon approval being given.

4.2.3 Fees generally will not be waived other than in an exceptional case which will require the specific approval of the Chief Executive Officer, though minor use, such as for a day, may not incur a fee.

4.2.4 A damage bond may be required .

4.2.5 If a park, reserve or open space has a reserve management plan, the conditions of the plan must be complied with by users at all times.

## **4.3 Licence to Occupy**

4.3.1 In certain situations community groups, sports clubs, commercial entities or individuals may seek to have long-term and/or exclusive use of part of a park, reserve or open space. This may be where they have, or wish to have, a club



house, community hall or like building or facility which is owned by them on the property, or where the right of exclusive use for certain periods is desired.

- 4.3.2 Occupancy of such land is at the sole discretion of the Council and is required to be supported by a Licence to Occupy. Such a licence may be exclusive or non-exclusive, at the discretion of the Council. The costs of the preparation of the licence, and any variations or renewals will be borne by the licensee if it is a commercial or for-profit entity, and by the Council if it is a local community organisation.
- 4.3.3 The Council will charge a rental, usually a relatively nominal amount payable annually, that recognises this use of part of a public amenity.
- 4.3.4 Such rentals will not be waived, remitted or specifically subsidised from any other Council financial sources or budgets.
- 4.3.5 Community groups, sports clubs, commercial entities or individuals entering into such Licences to Occupy will be required to comply with all Council regulations and bylaws and with all relevant government legislation in particular, the Local Government Act 2002 and 1974, Health and Safety at Work Act 2015 and Reserves Act 1977.
- 4.3.6 Community groups, sports clubs, commercial entities or individuals having a Licence to Occupy for a Council park, reserve or open space are still required to make either :
  - 4.3.6.1 an annual application for seasonal sporting use, or
  - 4.3.6.2 an event application for event use; andto pay the relevant fees or charges as set out in the Council's Schedule of Fees and Charges, in addition to the annual Licence to Occupy fee.

## **5. DISPUTES**

- 5.1 Council officers will make their best efforts to accommodate users, however in the event of a dispute between the Council and a user group or organisation the decision of the Council shall be final.

## **6. TERMS AND CONDITIONS**

- 6.1 The Council provides details of the terms and conditions applicable for the use of Council Parks, reserves and open spaces. These are available from the Council offices, Service Centres and the Council website.
- 6.2 The Terms and Conditions set out the details of a user's obligations and responsibilities. These are reviewed from time to time and may be amended, altered or rescinded at any time.
- 6.3 Terms and Conditions are issued by the Chief Executive Officer.

# GRAFFITI PREVENTION AND MANAGEMENT POLICY

## 1. Rationale:

To ensure a consistent approach across the whole of the South Wairarapa to the prevention and management of graffiti, and to ensure consistency with the Wellington Regional Graffiti Prevention Strategy adopted by Council in July 2013 (DC2013/132).

Graffiti vandalism is an affront to civic pride. It damages the appearance of our towns to residents and visitors alike. It leads to reduced perceptions of safety in the community, and can be viewed as an indicator of the potential for more serious crimes.

South Wairarapa District Council (SWDC) and the communities of the South Wairarapa have zero tolerance for graffiti vandalism.

## 2. Purpose:

- 2.1 To define graffiti vandalism and provide guidance on the use of associated terms
- 2.2 To provide direction and guidance to address graffiti vandalism in neighbourhoods, communities and businesses
- 2.3 To encourage a collaborative approach to working with communities and stakeholders to promote ownership and action in preventing and removing graffiti vandalism
- 2.4 To promote a sense of ownership and safety through prompt removal of graffiti on public and private property
- 2.5 To promote the effective use of legislation in enabling our communities to be free of graffiti vandalism

## 3. Guidelines:

### 3.1 DEFINITIONS

- 3.1.1 **"Graffiti vandalism"** is the act of a person damaging or defacing any building, structure, road, tree, property or other thing by writing, drawing, painting, spraying or etching on it, or otherwise marking it:
  - a. without lawful authority; and
  - b. without the consent of the occupier or owner or other person in lawful control[Source : Ministry of Justice STOP Strategy]
- 3.1.2 The term "graffiti art" should not be used. Graffiti should always be referred to as "graffiti vandalism". The term **"street art"** can be used to describe authorised public art which incorporates elements such as the use of spray paint, stylised lettering etc.

3.1.3 A “tag” is a stylised signature.

### **3.2 LEADERSHIP**

3.2.1 SWDC has adopted the Regional Graffiti Prevention Strategy, and will actively participate in the Wellington Regional Graffiti Forum.

3.2.2 Advice will be provided to the community on graffiti prevention and removal, and there will be mechanisms for reporting of all graffiti whether on Council property or private.

3.2.3 The use of CPTED (crime preventions through environmental design) principles will be encouraged both for Council facilities and other commercial projects.

### **3.3 ENGAGEMENT**

3.3.1 The Community Safety and Resilience Working Party has been established under the Council to ensure the implementation of the South Wairarapa District Council Graffiti Management and Prevention Policy, and the development of a strategy to support this and other community safety initiatives. The Working Party will include representatives of the community, business and youth.

3.3.2 Joint activities with community groups, particularly Neighbourhood Support, and businesses will promote the zero-tolerance message, and encourage community and youth involvement in initiatives to beautify the towns and foster a sense of ownership and pride.

3.3.3 Public art, such as murals, will be encouraged in appropriate locations.

### **3.4 ERADICATION**

3.4.1 Council will remove graffiti vandalism from its own properties as soon as possible, with particular urgency where the content is offensive.

3.4.2 Council will provide advice to owners of private property to encourage them to remove graffiti vandalism as quickly as possible. Graffiti removal kits will be made available free of charge from locations in each town.

3.4.3 Graffiti vandalism hot-spots will be identified and targeted for additional prevention/protection measures.

### **3.5 ENFORCEMENT**

3.5.1 All graffiti vandalism on council properties will be reported to the Police, along with all available evidence. If offenders are identified, Council will encourage Police to follow through with prosecution under the appropriate legislation. If offenders are convicted, Council will seek reparation for the damages/repair costs.

3.5.2 The focus of graffiti vandalism monitoring will be to identify repeat offenders so as to result in their eventual prosecution.



# **Concessions for Charitable and Like Community Organisations and Groups**

## **1. RATIONALE:**

- 1.1 Various organisations and groups approach the Council from time to time seeking a concession on a charge or fee payable to the Council for the provision of a service or facility.
- 1.2 A consistent response to applications in the interests of fairness to all is required.

## **2. PURPOSE:**

- 2.1 To set out a basis on which a concession can be given, the type of organisation that may apply, and a broad indication of the type of service being provided for which a concession may be sought and the degree to which a concession may be given.

## **3. Guidelines**

### **3.1 Eligibility**

- 3.1.1 Organisations and groups making an application for a concession must be not-for-profit, and not involved with any commercial activity. They must be South Wairarapa based or with a distinct activity in the district, distributing the funds within the district and be in line with the objectives and community outcomes of the South Wairarapa District Council Long Term Plan.
- 3.1.2 They should preferably be incorporated in their own right or directly linked to another organisation that is (e.g. Martinborough Round the Vines and Martinborough School).
- 3.1.3 Individuals may not apply.

- 3.1.4 Applicants may not be in receipt of any other Council concessionary or financial support, approved or given for the same financial year. (Excludes community board grants).
- 3.1.5 Lessees of all or part of Council owned buildings and facilities are not eligible for a concession under this Policy for the lease costs of the leased area. They may however apply for concession for another facility eg hall hire for a fundraising event, if they meet the other eligibility criteria.

### **3.2 Services and Facilities for which a Concession may be given.**

#### 3.2.1. Planning and Regulatory.

- 3.2.1.1 Applications for Resource, Building or Plumbing Consents are not eligible for a concession, either monetarily or otherwise. However, affected organisations may seek a grant from the Council in accordance with its policies and practices in respect to grants.
- 3.2.1.2 Road closures for street days or other fundraising activities are eligible for a concession of up to 50% of the cost of any related advertising that is placed by the Council.

#### 3.2.2 Council Halls, Parks and Reserves.

- 3.2.2.1 A concession of up to 50% of the cost or a charge for hire or similar fee payable for the short term use of a Council owned facility may be given; except where a concession is already built in and disclosed in the charge.
- 3.2.2.2 Concessions apply only to the hire fee and not to any additional charges eg cleaning.
- 3.2.2.3 Deposits required against due performance may not receive a concession.

### **3.3 Applications**

- 3.3.1 Applicants for a concession are to apply in writing to the Chief Executive Officer giving full details of the relevant activity and purpose for which it is to be applied. Financial details must also be provided.
- 3.3.2 The Chief Executive Officer may delegate decision-making to the appropriate departmental manager.
- 3.3.3 Applications must be made at least two weeks before an event or activity. Applications received after the event may be considered and are at the discretion of the CEO.
- 3.3.4 A decision made in respect to an application for a concession is final and there is no right of appeal.
- 3.3.5 In an exceptional situation the Chief Executive Officer in consultation with the Mayor may consider a variation to this policy and approve a concession which shall be reported to the Policy and Finance Committee.

# **Appendix 2 – Grants Policy with Amendment**



SOUTH WAIRARAPA  
DISTRICT COUNCIL

*Kia Reretahi Tātau*

# Grants Policy

## *Kaupapa Here Tono Pūtea*

Date of Approval	28 June 2023
Policy Number	PI-FDT-001 (previously M700)
Next Review	30 June 2026
Document History	30 June 2021 - M700 Grants Policy adopted by Council



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# GRANTS POLICY

## *Kaupapa Here Tono Pūtea*

### Whakatauki

*Mei te tatū o ngā whakaaro ki ngā āhuatanga o te hinengaro,  
Mei te ngāwari ake o te ahunga ki nāianei,  
Kua tū nei te tūranga ki runga I ngā pakahiwi o te nehenehe.*

*If I am confident with where we'll be in the future,  
Composed with how we are at present.  
It is merely because I am standing on the shoulders of the past.*

### 1. Purpose/Te Pūtake

The Grants Policy guides the allocation of funding that benefits South Wairarapa communities and contributes to the South Wairarapa District Council (SWDC) outcomes and vision.

By providing direct financial assistance, SWDC can support shared objectives, be a catalyst for positive change, deliver value for money to ratepayers, and help to sustain a thriving and independent community sector.

### 2. Scope/Tirohanga whānui

The Council's Long-Term Plan sets the funding available for community support through grants. Through our funding we support one-off and ongoing activities.

The Grants Policy applies to all grants funded by Council, including Committees and Community Boards. We also administer funds from other sources, including funding administered on behalf of other agencies. These funds may have their own additional eligibility criteria.

### 3. Our funding outcomes/Ngā hua ā-Pūtea

#### Our Community Outcomes

<b>Social wellbeing</b> <i>Oranga Hauora</i>	Residents are active, healthy, safe, resilient, optimistic and connected
<b>Environmental wellbeing</b> <i>Oranga Taiao</i>	Sustainable living, safe and secure water and soils, waste minimised, biodiversity enhanced
<b>Economic wellbeing</b> <i>Oranga Ōhanga</i>	A place of destination, new business and diverse employment that gives people independence and opportunity
<b>Cultural wellbeing</b> <i>Oranga Ahurea</i>	Strong relationships with iwi, hapū and whānau, celebrating diverse cultural identity, arts and heritage

#### **4. Our funding principles/*Ngā mātāpono o te pūtea tautoko***

These principles are used to guide Council to achieve its community outcomes:

- » We honour Te Tiriti o Waitangi and the Council's partnership with mana whenua and Māori in the outcomes we deliver.
- » Supporting communities to transition to a low emissions and sustainable economy.
- » We build our community's capacity and capability to do things for themselves.
- » We work creatively and collaboratively with others for our diverse communities.
- » We invest to deliver measurable results across multiple outcomes (economic, social, environmental, cultural).
- » We deliver outcomes to enhance the lives of current and future generations.
- » We support local place-making and improvements on community well-being.
- » We prioritise equitable outcomes and distribution of funding across our district.

We also like to fund projects that:

- » Promote transformative social change.
- » Increase community collaboration and resilience.
- » Support social innovation.
- » Support sustainable growth opportunities within the community.

#### **5. Our allocation principles/*Ngā mātāpono tuku pūtea***

Council applies the following principles in inviting and considering funding applications.

- » We are impartial and treat all applicants fairly.
- » We operate transparently while protecting applicant's financial confidentiality.
- » We provide feedback to unsuccessful applicants so they can learn and know how to improve next time.
- » We consider the outcomes of previous funding assistance given by Council.

#### **6. Who can apply/*Mā wai tēnei pūtea***

Community organisations, marae committees, an individual, or a group of individuals who have come together for a common purpose to benefit the South Wairarapa can apply, except:

- » to fund activities seeking to promote commercial, political or religious objectives.
- » for costs associated with fundraising events where profits or proceeds are redistributed to other organisations or individuals.
- » from organisations which have not completed the funding outcomes report for previous grant funding.

## **7. Other ways we can support/He huarahi tautoko anō**

Community organisations, marae committees, an individual, or a group of individuals who have come together for a common purpose to benefit the South Wairarapa and who meet the eligibility criteria outlined above, may also be eligible for:

- » A concession of up to 50% of the cost or a charge for hire or similar fee payable for the short-term use of a Council owned facility.
- » A venue hire concession will only be available once per financial year for each applicant.

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# GRANTS PROCESS

## *Te Hātepe Tono Pūtea*

### **7.8. Additional Criteria for Council administered funds**

#### 7.1.1.8.1.1. *Māori Standing Committee*

To be eligible applicants must be able to demonstrate their connection to South Wairarapa through whakapapa or family connection, or how the activity will benefit the South Wairarapa Māori and non-Māori community.

#### 7.1.2.8.1.2. *Creative Communities Scheme*

The Creative Communities Scheme supports and encourages local communities to create and present diverse opportunities for accessing and participating in arts activities within the South Wairarapa. To be successful applications must show that the proposed project meets one or more of the funding criteria as outlined in the [application guide](#).

#### 7.1.3.8.1.3. *Sport NZ Rural Travel Fund*

The Sport NZ Rural Travel Fund is open to South Wairarapa sports clubs and school teams with young people aged between 5 and 19 years who require subsidies to assist with transport expenses to local sporting competitions. The [guidelines](#) provide further details on eligibility.

#### 7.1.4.8.1.4. *Pain Farm Income Distribution*

In 1932, George Pain made a will bequeathing the 210 acre property known as the Pain Farm to the then Borough Council (now the SWDC). Under provisions of the Charitable Trust Act 1957 in February 1966 the Court directed:

*“That the income from the Trust Lands should be used, in maintaining and improving the borough’s parks, sports grounds, camping ground, swimming baths, providing equipping and maintaining sports facilities and a children’s playground in such manner and in such proportion as the Council may from time to time decide.”*

Any funding distribution from the Pain Farm must be of benefit to the residents of Martinborough.

### **8.9. How does the application process work?/Ngā hātepe o te tukanga tono pūtea**

The following outlines the process for making an application and having that application assessed.

#### 8.1.9.1. *When can you apply?*

A funding round calendar is created for each financial year and available on the Council website.

Applications received after the closing date or outside of a funding round will not be accepted.

### 8.2.9.2. How do you apply?

- » Use the flowchart to help decide which grant to apply for
- » Complete the correct application form for the grant you are applying for
- » Submit the completed signed application to SWDC by the advertised funding round closing date.

### 8.3.9.3. How is your application assessed?

Once received, the application together with any supporting information will be presented to decision-makers for consideration. The application is assessed against the relevant criteria.

#### 8.3.1.9.3.1. Who makes the decision?

For the majority of our funds, decisions are made by elected and appointed members. Some funds are administered by Council officers.

#### 8.3.2.9.3.2. How is the decision made?

In making a decision, consideration may be given to:

- » The amount requested and available funds.
- » How the application aligns with the funding outcomes and principles.
- » Whether the application meets the eligibility criteria of the fund.
- » The applicant's compliance with relevant legislative requirements.
- » Whether the activity recognises standards of good practice.
- » Collaboration or partnerships with other groups or organisations.

Applicants can speak in support of their application.

#### 8.3.3.9.3.3. How are the funds paid?

After allocation decisions have been made, applicants will be notified of the decision.

Grants are paid as follows once any conditions have been met:

- » For GST registered organisations, on receipt of a GST invoice.
- » For applicants not GST registered, payment will be made to the account number as submitted in the application.

## 9.10. Terms and Conditions/*Ngā ture*

Applications must meet the following terms and conditions:

- » No appeals on merits of decisions will be considered.
- » A completed funding outcomes report must be returned to SWDC prior to any future grant application being made.

- » Funding for activities not delivered must be returned to SWDC in the same financial year unless otherwise negotiated.
- » Any significant changes to events or activities must be approved by Council staff and the chair of the committee responsible for grants.
- » The decision-makers may impose additional conditions on the funding.

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## Representation Review: Voting Options

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### 1. Purpose

To inform councillors of the need for a resolution, by 12 September, if wanting to change the voting systems from First Past the Post to Single Transferable Vote.

### 2. Recommendations

Officers recommend that the *Council*:

1. Receive the *Representation Review: Voting Options Report*.
2. Recommendation to *direct the Interim CE if Council would like to action its optional resolution by 12 September*.

### 3. Executive Summary

The Council needs to consider whether to change the electoral systems for the 2025 elections from First Past the Post to Single Transferable Vote or to hold a poll for voting options in 2025.

Optional resolution is required by 12 September 2023.

### 4. Background

The Local Electoral Act (LEA 5A and 5B) offers the choice between two electoral systems for local elections:

- First Past the Post (FPP)
- Single Transferable Vote (STV)

A change of electoral system can be achieved by:

- Local authority resolution by 12 September 2023; or
- A favourable outcome of a poll of electors. This poll may be:
  - o demanded by electors (5% or more triggers a poll), or
  - o the result of a local authority resolution.

South Wairarapa District Council has conducted all previous elections under the First Past the Post electoral system. An optional vote is only required if council is wanting to change from FPP.



Under STV, electors vote by ranking their preferred candidates. Electors rank as many candidates as they choose in order of preference. Candidates have a threshold (or quota) number of votes to attain before they are elected.

The number of votes required for a candidate to be elected (threshold/quota) depends on the number of positions to be filled and the number of valid votes cast.

The necessary number of candidates to fill all vacancies is achieved first by the counting of first preferences then by a transfer of a proportion of votes received by any candidate where the number of votes for that candidate is in excess of the quota, and then by the exclusion of the lowest polling candidates and the transfer of these votes in accordance with voters' second preferences.

The threshold (or quota) is calculated by a formula set out in the Local Electoral Regulations (Schedule 1A, clause 5). The quota formula helps to ensure that candidates who are elected have a minimum level of support from voters, while also allowing for the transfer of vote to other candidates to ensure that seats are filled in a proportional manner. Votes are redistributed using a complex pro-rata type formula to other candidates to fairly distribute them. The reallocation of excess votes is complex and takes time. It is done on a proportional basis of the candidates' total votes.

### **Advantages and Disadvantages of Electoral Systems**

#### First Past the Post

- Easy to use - you tick the boxes of the candidates you want to vote for, up to the number of positions to be filled.
- Easy to understand - People know the candidate with the most votes is elected.
- It is a reliable vote choice. Results come back quickly, and votes are easily counted.
- May not result in proportional voting or representation as it promotes strategic voting, eg voting for Candidate A, to ensure Candidate B does not get in, but really wanting Candidate C.

#### Single Transferable Vote

- Encourages proportional voting and representation at Council – People vote for who they want.
  - You rank (1, 2, 3 ...) as many or as few candidates as you wish.
  - If your first preferred candidate (no. 1):
    - a. *either* does not need all the votes they get; part of your vote is transferred to your next preferred candidate.
    - b. *or* has no chance of being elected, your whole vote is transferred to your next preferred candidate.
- Everyone has a counted vote - People have a single vote (regardless of the number of positions to be filled) and your vote can be transferred between candidates.
  - No wasted votes and therefore more incentive to vote for your true preference.

- As the vote continues to be transferred each person will contribute to the election of at least one candidate.
- Can provide more diversity and therefore allows for Council representation to better reflect the community.
- Complex voting and counting system which takes longer.
- Costs about 25% more to process the vote and, at this stage, KPMG is the only provider who can deliver.

2008 Local Government Commission survey showed “a large majority of respondents (79%) who had heard of STV and voted in DHB elections found the system ‘easy to understand and use’.” 84% agreed or strongly agreed ‘it was easy to fill in the form and rank the candidates.’<sup>1</sup>

## 5. Prioritisation

### 5.1 Te Tiriti obligations

Officers have undertaken initial engagement with the Māori Standing Committee and they have requested further support to understand the options and to support further engagement with iwi, hapū, and marae to reach a preferred option. We are continuing to work with them to support this process over the coming weeks.

Our obligations to Te Tiriti o Waitangi

- LGA s4 - Treaty of Waitangi: ‘... to maintain and improve opportunities for Māori to contribute to local government decision-making processes....’
- LGA s14 (d) - ‘a local authority should provide opportunities for Māori to contribute to decision making’
- LEA s19H-19Z provides opportunity and mechanisms.

### 5.2 Strategic alignment

- Spatial Plan
- Long Term Plan
- Annual Plan

A vote to change to STV would apply to the next two election cycles: 2025 and 2028. This would increase operational costs for running the elections and therefore impact the Long Term Plan.

<sup>1</sup> information from Elections NZ. [ANNEX A TO ITEM 15 \(horizons.govt.nz\)](https://www.horizons.govt.nz/annex-a-to-item-15)

If a poll was requested by Council this would have a direct impact on our Annual Plan, which currently has no money allocated for this in the 2023/2024 budget. Cost estimated by Elections NZ at around \$50,000 + GST. Council would need to identify a funding source e.g. reduce spending on other governance projects like the rating review and the production of the Long-Term plan. Neither of these options are recommended.

The Review for Local Government released 20 June 2023 includes the recommendation for adoption of STV nationwide for local elections.<sup>2</sup> Strategically, STV appears to be becoming the preferred voting option, although majority of councils in NZ still use FPP.

## 6. Discussion

Why should Council consider a change?

- STV has more equitable outcomes:
  - the preferences of more voters is reflected in election results and less votes are 'wasted'
  - more likely to achieve representation proportional to all the significant communities making up the district.
  - works best for single member elections and at-large or large wards (5-7 members)
  - for the mayoralty, the winning candidate has support from more than 50% of the votes cast
- But:
  - STV can be viewed as more work for voters to rank the candidates
  - STV can be more difficult to understand, both how to vote and how votes are counted
  - STV takes longer to produce the results & costs more money
  - works best with a larger pool of candidates

Early research demonstrates that STV leads to improvements in the representation of women (Vowles and Hayward 2021)<sup>3</sup>. However, the representative benefits of STV work best when there is a large pool of candidates and wards with more than one seat being contested.

## 7. Options

**Option one:** Council chooses not to action its optional vote and status quo continues for 2025 election.

**Option two:** Council chooses to action its optional vote for the 2025 election.

<sup>2</sup> <https://www.futureforlocalgovernment.govt.nz/assets/future-for-local-government-final-report.pdf>

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<sup>3</sup> [Ballot structure, district magnitude and descriptive representation: the case of New Zealand local council elections \(researchgate.net\)](https://www.researchgate.net/publication/354111111_Ballot_structure_district_magnitude_and_descriptive_representation_the_case_of_New_Zealand_local_council_elections)

## 8. Strategic Drivers and Legislative Requirements

### 8.1 Significant risk register

**Risk: Council decisions and processes do not fulfil our obligations under Te Tiriti o Waitangi, The Treaty of Waitangi, respectful of tikanga and iwi, hapū, te ao Māori, Māori world view.** External or internal events may have a material impact on the quality of the relationship the SWDC has with iwi, hapū, Māori. The understanding of the SWDC role under Te Tiriti o Waitangi, The Treaty of Waitangi is developing and requires resourcing. If the SWDC does not respond adequately, it could result in decreasing trust, a claim under the Waitangi Tribunal, financial loss, and reputational damage.

#### **Mitigations:**

- Appointment to role of Pou Māori (Principal Advisor Māori)
- Maintenance and support of the Māori Standing Committee this includes ensuring and maintaining full mana whenua representation
- Relationships held between marae committees, Iwi entities, the CE, the and the Mayor
- Cultural competence training for all staff and elected officials (in progress)
- Developing the role of Pou Māori to engage broadly internally and externally to better advise on the Councils obligations under Te Tiriti o Waitanga with Iwi, hapū
- Coordinated collaboration with other councils to align engagement with iwi

**Risk: Social Licence to Operate and Reputation.** This risk involves ongoing failure to effectively communicate or engage with the community on strategic, governance or operational matters, and includes risks associated with an ineffective media relationship. This may impact the ability to meet community outcomes and strategic goals, loss of trust and confidence, council reputation and operational delivery. Significant and ongoing failure may undermine Council's purpose and impact participation in, or effective conduct of, local democracy. This risk involves a failure to implement council's strategic direction; to monitor Council's performance against community outcomes; and to work effectively and cohesively at a governance level resulting in poor decision-making and failure to meet strategic goals. It also includes working effectively with Community Boards. This may impact Council reputation, trust and confidence and the ability to deliver strategic goals or meet service levels.

#### **Mitigations:**

- Timely, fact-based responses to media enquiries

- Proactive information sharing and media releases via website, social media, and print media
- Regular general communications on relevant topics using multiple channels
- Improved connection between service delivery teams and comms team
- Improved website content
- Elected member e.g. drop in sessions, community forums etc.

## 8.2 Policy implications

Significance & Engagement Policy - [Section A \(swdc.govt.nz\)](https://www.swdc.govt.nz/section-a)

## 9. Consultation

### 9.1 Communications and engagement

The persons who are affected by or interested in this matter are the voters and the candidates for local election.

Have you completed a communications plan for the work described?

Yes  No

If no, is a communications plan required?

Yes  No

An engagement and communications plan is in development. The outcome of this decision would impact the design and content of the plan.

## 10. Financial Considerations

Initial costs include for the electoral system public notices are covered by operational budgets.

Estimated costs to hold a poll for electoral system preference are around \$45,000 to \$50,000 + GST based on the number of electors on the roll (estimated data is 9,026 from the 2022 election).

No budget for an electoral system poll has been allocated in the 2023/24 Annual Plan for changes to the electoral or representation arrangements.

## 11. Appendices

Appendix 1 – STV Information: [STV Information - dia.govt.nz](https://www.dia.govt.nz/stv-information)

Appendix 2 – All about STV and FPP: [All about STV and FPP Local Government \(localcouncils.govt.nz\)](http://localcouncils.govt.nz)

Appendix 3 – The FPP or STV question rolls around again: [The FPP or STV question rolls around again - Local Government Magazine](#)

Appendix 4 – Taituarā STV and FPP: [PowerPoint Presentation \(taituara.org.nz\)](http://taituara.org.nz)

Appendix 5 – Jack Vowles Victoria University of Wellington: [Jack Vowles Publications | Te Herenga Waka — Victoria University of Wellington \(wgt.ac.nz\)](#)

Contact Officer: Nicki Ansell, Lead Advisor – Community Governance.

Reviewed By: Amanda Bradley, General Manager Policy & Governance



## Proposed Code of Conduct - Te Tikanga Whanonga - for Members

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### 1. Purpose

To adopt the Code of Conduct Te Tikanga Whanonga for the 2022-2025 triennium.

### 2. Recommendations

Officers recommend that the Council and Community Boards:

1. Receive the *Code of Conduct - Te Tikanga Whanonga for Members Report*.
2. Adopt the Code of Conduct - Te Tikanga Whanonga for the 2022-2025 Triennium.
3. Adopt the policy as attached in Appendix 1 for dealing with alleged breaches of the code.

### 3. Executive Summary

The Council (Council/kaunihera) first adopted a Code of Conduct (Code) on 27 February 2002 and a revised version was adopted on 15 December 2021 (available here: <https://swdc.govt.nz/wp-content/uploads/Code-of-Conduct-SWDC-adopted-15-Dec-21.pdf>). Local Government New Zealand (NZ) has undertaken a review for the 2022-2025 triennium and Council/kaunihera is asked to consider a new code based on the updated template.

The code remains in force unless it is amended or replaced, however for the purposes of a personal awareness of the Code and accountability to the public, elected members are asked to adopt the Code specifically for the new triennium.

A copy of the proposed Code is attached as Appendix 1 and the SWDC's list of Initial Assessors, Investigators, Mediators is attached as Appendix 2.

### 4. Code of Conduct

Adopting a Code is a requirement of the local authority under Clause 15, Schedule 7 of the Local Government Act 2002 (LGA), and therefore, Codes of conduct are common

features in local government. They complement specific statutes, such as the Local Government and Meetings Act 1987 (LGOIMA), designed to ensure openness and transparency. Codes of conduct are an important part of building community confidence in our system and processes, and contribute to:

- good governance of the district,
- effective decision-making and community engagement,
- the credibility and accountability of the local authority to its communities, and
- a culture of mutual trust and respect between members of the local authority and with management.

Codes of conduct should promote effective working relationships within a local authority and between the authority and its community. It should promote free and frank debate which should in turn result in good decision making.

Codes of conduct are not a means of preventing members from expressing their personal views provided they are clearly signalled as personal views. Rather the code is designed to promote robust debate and the expression of all views by providing a framework to ensure that debate is conducted in a civil and respectful way.

A code of conduct sets boundaries on standards of behaviour and provides a means of resolving situations when elected members breach those standards.

#### **4.1 Key changes to the proposed Code of Conduct**

A significant change from the current Code of Conduct is the focus on managing specific types of behaviours, such as bullying or harassment, regardless of the place or platform on which the member is engaging, such as social media, in meetings, or interactions between members. The following have been added to the proposed Code, in accordance with the 2022 LGNZ template:

- An explicit description of unacceptable behaviours.
- An acknowledgement of Te Tiriti o Waitangi as the foundational document for Aotearoa New Zealand and a description of Te Tiriti principles and how they apply to Council/kaunihera.
- An acknowledgement of the principles of good governance (the Nolan principles), drawn from the [UK Government's Committee on Standards in Public Life](#) and the findings of the 1994 Nolan Inquiry.
- An amended approach to investigating and assessing alleged breaches designed to ensure the process is independent and focused on serious rather than minor or trivial complaints.



## 5. Policy for dealing with alleged breaches of the Code

In its 2006 report on codes of conduct, the Office of the Auditor General (OAG) noted that many Council/kaunihera lacked a process for distinguishing between trivial and serious breaches of the code and consequently spent considerable time and resource hearing complaints on inconsequential matters. Many other issues have also arisen, such as:

- failure to adequately guard against the risk of members with an interest in a complaint taking part in the decision on whether or not to uphold a complaint,
- examples of members of the public making complaints about the behaviour of individual members for reasons that appear to be more concerned with settling ‘political’ differences, and
- lack of preparedness. Many Council/kaunihera discover, when faced with a code of conduct complaint, that they have failed to establish in advance the processes for handling the complaint, thus exacerbating the original issue.

Processes need to be put in place for investigating and resolving breaches of the code and the principles of natural justice must apply to the investigation, assessment and resolution of complaints made under the code.

### 5.1 Public Interest

In their report on codes of conduct, the Local Government Commission noted a lack of consistency in the way in which information about complaints and sanctions is communicated to the public. It stated that *“codes should provide for the proactive release of investigation outcomes in a timely manner and consistent fashion, in line with LGOIMA”* (LGC p.16).<sup>1</sup>

Reflecting the Commission’s sentiments, the proposed Code of Conduct for dealing with alleged breaches does not require minor breaches, or those that can be resolved through mediation, to be reported to the Council/kaunihera. Maintaining confidentiality should reduce the incentive to use a code of conduct for political purposes.

Where a complaint has been referred to an independent investigator the draft policy recommends that the investigator’s full report should be tabled at a Council/kaunihera meeting and that should be public unless grounds to exclude the public exist. This reflects the likelihood that complaints that have been found to be material, and which have not been able to be resolved through mediation, or less, will of necessity be of

<sup>1</sup> Local Government Commission, Codes of Conduct: Report to the Minister of Local Government, September 2021 at <https://www.lgc.govt.nz/other-commission-worlk/current-proposals/view/report-to-the-minister-of-local-government-september-2021/?step=main>

high public interest. Refer to Appendix 2 for a list of the Council/kaunihera's possible initial assessors, investigators and mediators.

Applying a penalty or sanction under the Code of Conduct should ideally be the last, rather than the first response. Most situations should be able to be resolved without the need for sanctions – frequently an apology is all it will take to resolve an issue.

## **5.2 Matters to consider when adopting a policy for dealing with alleged breaches**

Having adopted the Code of Conduct members should consider adopting a policy for dealing with alleged breaches of the code. A policy to investigate and assess alleged breaches needs to be tailored to the circumstances of each Council/kaunihera, given the diversity in capacity, resources, and cultural context.

The proposed policy sets out procedures for investigating and assessing alleged breaches of the Code of Conduct.

### **5.2.1. A two step assessment process**

The process that should be followed once a complaint is received has been developed as a two-step process designed to quickly address those complaints that have a low level of materiality, and with a minimum expense to the Council/kaunihera. (Refer to Proposed Code of Conduct - p.13, for guidance on selecting the initial assessor and independent investigator, and p. 18 for the process for determining and investigating complaints).

A **two-step process**, in which the chief executive refers all complaints to an initial assessor who determines whether the complaint is valid and, if so, can refer the complaint to a chairperson or recommend that the parties undertake mediation. Where the nature of a breach is significant and where mediation is not an option (or not agreed to) then the initial assessor will refer the complaint to an independent investigator, who may also re-assess the complaint.

### **5.2.2. Non-binding recommendations from an investigator**

A key principle is that the process for investigating an alleged breach must be politically independent and be seen to be so. The proposal for investigating and making recommendations is designed to achieve that independence, however, the perception of independence and objectivity may be lost if it is elected members who decide the nature of the action to be taken when a complaint is upheld, particularly in Council/kaunihera with small numbers of elected members.

One solution is for a local authority to create an independent committee to consider an independent investigator's recommendations and either endorse or amend them. The local authority would agree to be bound by that external committee's recommendations.

## **6. Conclusion**

The Council/kaunihera is asked to consider adopting the updated code and new policy for dealing with alleged breaches of the code.

Once adopted, the code continues in force until amended by the Council/kaunihera. It can be amended at any time but cannot be revoked unless the Council/kaunihera replaces it with another code. Amendments require a resolution supported by 75 per cent of the Council/kaunihera members present at the Council/kaunihera meeting at which the amendment is considered.

## **7. Appendices**

Appendix 1 – Proposed Code of Conduct - Te Tikanga Whanonga

Appendix 2 – SWDC List of Initial Assessors, Investigators, Mediators

Contact Officer: Amanda Bradley, General Manager Policy and Governance

Reviewed By: Paul Gardner, Interim Chief Executive Officer

# **Appendix 1 – Proposed Code of Conduct Te Tikanga Whanonga**



**SOUTH WAIRARAPA  
DISTRICT COUNCIL**

*Kia Reretahi Tātau*

# CODE OF CONDUCT

## TE TIKANGA WHANONGA

Council Date of Approval	(TBC)
Martinborough Community Board Date of Approval	(TBC)
Featherston Community Board Date of Approval	(TBC)
Greytown Community Board Date of Approval	(TBC)
Next Review	October 2025
Code of Conduct History:	First adopted 27 February 2002 Last reviewed 15 December 2021

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## Introduction Kupu whakataki

The Code of Conduct (the Code) sets out the standards of behaviour expected from elected and appointed members in the exercise of their duties. Its purpose is to:

- » Enhance the effectiveness of the local authority and the provision of good local government of the community and the district;
- » Promote effective decision-making and community engagement;
- » Enhance the credibility and accountability of the local authority to its communities; and
- » Develop a culture of mutual trust, respect and tolerance between the members of the local authority and between the members and management.

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## Part One: Code of Conduct Wāhanga Tuatahi: Anga Tikanga Whanonga

The South Wairarapa District Council/Kia Reretahi Tātau Code of Conduct has been adopted in accordance with the requirements of the Clause 15, Schedule 7 of the LGA 2002, which requires every local authority to adopt a code of conduct for members of the local authority.

### Members' commitment Ngā herenga a ngā mema

These commitments apply when conducting the business of the local authority as its representative or the representative of an electorate, and communicating with other members, the media, the public, or staff. By adopting the Code of Conduct members agree that they will:

1. treat all people fairly,
2. treat all other members, staff, and members of the public, with respect,
3. share with the local authority any information received that is pertinent to the ability of the local authority to properly perform its statutory duties,
4. operate in a manner that recognises and respects the significance of the principles of Te Tiriti o Waitangi,
5. make it clear, when speaking publicly, that statements reflect their personal view, unless otherwise authorised to speak on behalf of the local authority,
6. take all reasonable steps to equitably undertake the duties, responsibilities, and workload expected of a member,
7. not bully, harass, or discriminate unlawfully against any person,
8. not bring the local authority into disrepute,
9. not use their position to improperly advantage themselves or anyone else or disadvantage another person,
10. not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority,
11. not disclose information acquired, or given, in confidence, which they believe is of a confidential nature.

**Please note:** a failure to act in accordance with these commitments may result in a complaint being taken against you.

The Code of Conduct sets standards for the behaviour of members towards other members, staff, the public, and the media. It is also concerned with the disclosure of information that members receive in their capacity as members. Members of a local authority must comply with the Code of Conduct of that local authority. More detail explaining the Code of Conduct is set out in Appendix 1.

A copy of clause 15 of Schedule 7 of the LGA, which sets out the requirements for a code of conduct, is contained in Appendix 2.

# Appendix 1: The Code of Conduct explained He whakamārama mō te Tikanga Whanonga

## 2. Definitions

For the purposes of this Code “member” means an elected or appointed member of:

- » the governing body of the local authority,
- » any committee or sub-committee of the local authority,
- » any community board of the local authority.

Local authority means the council/kaunihera or community board which has adopted this Code.

## 3. Te Tiriti o Waitangi

The South Wairarapa District Council / Kia Reretahi Tātau commits to operating in a manner that recognises and respects the significance of the principles of Te Tiriti o Waitangi and acknowledges the following principles:

- » **Tino Rangatiratanga:** The principle of self-determination provides for Māori self-determination and mana motuhake. This requires local authorities to be open to working with mana whenua partners in the design and delivery of their work programmes,
- » **Partnership:** The principle of partnership implies that local authorities will seek to establish a strong and enduring relationship with iwi and Māori, within the context of iwi and Māori expectations. Council/kaunihera should identify opportunities, and develop and maintain ways, for Māori to contribute to council/kaunihera decisions, and consider ways council/kaunihera can help build Māori capacity to contribute to council decision-making,
- » **Equity:** The principle of equity requires local authorities to commit to achieving the equitable delivery of local public services,
- » **Active protection:** The principle of active protection requires local authorities to be well informed on the wellbeing of iwi, hapū and whanau within their respective rohe,
- » **Options:** The principle of options requires local authorities to ensure that its services are provided in a culturally appropriate way that recognises and supports the expression of te ao Māori.

## 4. Principles of good governance

Members recognise the importance of the following principles of good governance.

- » **Public interest:** members should act solely in the public interest.
- » **Integrity:** members should not act or take decisions to gain financial or other benefits for themselves, their family, or their friends, or place themselves under any obligation to people or organisations that might inappropriately influence them in their work.
- » **Tāria te wā and kaitiakitanga/stewardship:** members should use long-term perspective when making decisions. Decisions, which impact on past, current and future generations, also affect collective well-being.
- » **Objectivity:** members should act and take decisions impartially, fairly, and on merit, using the best evidence and without discrimination or bias.
- » **Accountability:** members will be accountable to the public for their decisions and actions and will submit themselves to the scrutiny necessary to ensure this.
- » **Openness:** members should act and take decisions in an open and transparent manner and not withhold information from the public unless there are clear and lawful reasons for so doing.
- » **Honesty:** members should be truthful and not misleading.
- » **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.

## 5. Behaviours

To promote good governance and build trust between the local authority, its members, and citizens, members **agree** to the following standards of conduct when they are:

- » conducting the business of the local authority,
- » acting as a representative of the local authority,
- » acting as a representative of their electorate,
- » communicating with other members, the media, the public and staff, and
- » using social media and other communication channels.<sup>1</sup>

Where a member's conduct falls short of these standards, members accept that they may be subject to a complaint made under the council's "Policy for alleged breaches of the Code of Conduct".

<sup>1</sup> Please refer to the Guidelines for the responsible use of social media in the LGNZ Good Governance Guide

## 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. Debate and differences are all part of a healthy democracy. As a member of a local authority you can challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You must not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Offensive behaviour lowers the public's expectations of, and confidence in, your local authority. In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening, you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police.

## Bullying, harassment, and discrimination

Members will treat all people fairly and will not:

- » bully any person,
- » harass any person, or
- » discriminate unlawfully against any person.

For the purpose of the Code of Conduct, bullying is repeated and unreasonable (offensive, intimidating, malicious, or insulting) behaviour. It represents an abuse of power through means that undermine, humiliate, denigrate, or injure another person. It may be:

- » a regular pattern of behaviour<sup>2</sup>,
- » physical, verbal, psychological or social,
- » occur face-to-face, on social media, in emails or phone calls, happen in the workplace, or at work social events, and
- » may not always be obvious or noticed by others.

Harassment means conduct that causes alarm or distress, or puts people in fear of violence, and must involve such conduct on at least two occasions. It can include repeated attempts to impose

<sup>2</sup> A single or occasional incident of insensitive or rude behaviour towards another person isn't considered bullying, but it could become more serious and shouldn't be ignored.

unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination occurs when a person is treated unfairly, or less favourably, than another person because of any of the following<sup>3</sup>:

age	skin, hair, or eye colour	race
disability	employment status	ethical belief
ethnic or national origin	family status	marital status
political opinion	religious belief	gender identity
sex	sexual orientation.	

If a complaint about the behaviour of an elected member is made by a Council staff member then the employment act comes into play. Any allegations of workplace bullying, harassment and discrimination must be investigated and the person affected must be supported by the employer.<sup>4</sup>

### Sharing information

Members will share with the local authority any information received that is pertinent to the ability of the local authority to properly perform its statutory duties.

Occasionally members will receive information in their capacity as members of the governing body, which is pertinent to the ability of their council/kaunihera to properly perform its statutory duties. Where this occurs members will disclose any such information to other members and, where appropriate, the chief executive. Members who are offered information on the condition that it remains confidential will inform the person making the offer that they are under a duty to disclose such information, for example, to a governing body meeting in public exclusion.

### Expressing personal views publicly

Members, except when authorised to speak on behalf of the local authority, will make it clear, when speaking to the media, on social media, or in hui and presentations, that statements reflect their personal view.

<sup>3</sup> See Human Rights Commission <https://www.govt.nz/browse/law-crime-and-justice/human-rights-in-nz/human-rights-and-freedoms/>

<sup>4</sup><https://www.employment.govt.nz/resolving-problems/types-of-problems/bullying-harassment-and-discrimination/bullying/>:

The media play an important role in the operation and efficacy of our local democracy and need accurate and timely information about the affairs of the local authority to fulfil that role. Members are free to express a personal view to the media and in other public channels at any time, provided the following rules are observed:

- » they do not purport to talk on behalf of the local authority, if permission to speak on behalf of the authority has not been given to them
- » their comments must not be inconsistent with the Code, for example, they should not disclose confidential information or criticise individual members of staff, and
- » their comments must not purposefully misrepresent the views of the local authority or other members.
- » Members will abide by the social media protocols described in Attachment A, LGNZ's Good Governance Guide, available at <https://www.lgnz.co.nz/assets/Induction/The-Good-Governance-Guide.pdf>

### Provide equitable contribution

Members will take all reasonable steps to equitably undertake the duties, responsibilities, and workload expected of them.

Being a member is a position of considerable trust, given to you by your community to act on their behalf. 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.

The local government workload can be substantial, and it is important that every member contributes appropriately. This requires members to often work as a team and avoid situations where the majority of the work falls on the shoulders of a small number of members.

### Disrepute

Members will not bring the local authority into disrepute.

Members are trusted to make decisions on behalf of their communities and as such their actions and behaviours are subject to greater scrutiny than other citizens. Members' actions also reflect on the local authority as well as themselves and can serve to either boost or erode public confidence in both.

Behaviours that might bring a local authority into disrepute, and diminish its ability to fulfil its statutory role, include behaviours that are dishonest and/or deceitful. Adhering to this Code does not in any way limit a member's ability to hold the local authority and fellow members to account or constructively challenge and express concerns about decisions and processes undertaken by their local authority.

## Use of position for personal advantage

Members will not use, or attempt to use, their position to improperly advantage themselves or anyone else, or disadvantage another person.

Being a member of a local authority comes with certain opportunities and privileges, including the power to make choices that can impact on others. Members must not take advantage of such opportunities to further their own or others' private interests or to disadvantage anyone unfairly. A member found to have personally benefited by information gained as an elected member may be subject to the provisions of the Secret Commissions Act 2010.

## Impartiality

Members will not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.

Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They must not be coerced or persuaded to act in a way that would undermine their neutrality. Members can question officers to gain understanding of their thinking and decision-making, however, they must not seek to influence officials to change their advice or alter the content of a report, other than in a meeting or workshop, if doing so would prejudice their professional integrity. Members should:

- » make themselves aware of the obligations that the local authority and chief executive have as employers and always observe these requirements, such as the obligation to be a good employer, and
- » observe any protocols put in place by the chief executive concerning contact between members and employees, and **not publicly criticise individual staff**.

If you have concerns about the behaviour of an official, whether permanent or contracted, you should raise your concerns with the local authority's chief executive, or, if the concerns are to do with the chief executive, raise them with the mayor, the council chairperson, or chief executive performance committee.

## Maintaining confidentiality

Members will not disclose information acquired, or given, in confidence, which they believe is of a confidential nature, unless:

1. they have the consent of a person authorised to give it,
2. they are required by law to do so,
3. the disclosure is to a third party to obtain professional legal advice, and that the third party agrees not to disclose the information to any other person.

## Appendix 2: Requirement for a code of conduct

### Te herenga kia whai tikanga whanonga

Clause 15, Schedule 7 of the Local Government Act 2002 requires every local authority to adopt a code of conduct for members of the local authority. It states:

#### 15 Code of conduct

A local authority must adopt a code of conduct for members of the local authority as soon as practicable after the commencement of this Act.

The code of conduct must set out –

1. understandings and expectations adopted by the local authority about the manner in which members may conduct themselves while acting in their capacity as members, including:
  - a. behaviour towards one another, staff, and the public; and
  - b. disclosure of information, including (but not limited to) the provision of any document, to elected members that –
    - i. is received by, or is in possession of, an elected member in his or her capacity as an elected member; and
    - ii. relates to the ability of the local authority to give effect to any provision of this Act; and
  - c. a general explanation of –
    - i. the Local Government Official Information and Meetings Act 1987; and
    - ii. any other enactment or rule of law applicable to members.
2. A local authority may amend or replace its code of conduct but may not revoke it without replacement.
3. A member of a local authority must comply with the code of conduct of that local authority.
4. A local authority must, when adopting a code of conduct, consider whether it must require a member or newly elected member to declare whether or not the member or newly elected member is an undischarged bankrupt.
5. After the adoption of the first code of conduct, an amendment of the code of conduct or the adoption of a new code of conduct requires, in every case, a vote in support of the amendment of not less than 75% of the members present.
6. To avoid doubt, a breach of the code of conduct does not constitute an offence under this Act.



## The South Wairarapa District Council policy for investigating and ruling on alleged breaches of the Code of Conduct

Te kaupapahere o te Council/kaunihera o Kia Reretahi Tātau hei tiroiro me te whakatau i ngā whakapae kua takahia te Tikanga Whanonga

### Principles

The following principles will guide the investigation into, and assessment of, complaints made against a member for breaching the Code of Conduct:

- » The complaints process will be independent, impartial, and respect members' privacy.
- » Members will be given due notice that an investigation is underway and will be provided with an opportunity to be heard.
- » Members will have a right to seek independent advice, be represented, and, if they choose, be accompanied by a support person throughout the process.
- » Complaints will be resolved at the lowest level of resolution as possible, with priority given to finding a mediated settlement.
- » Complainants, and members subject to a complaint, will have access to advice and support for the time it takes to find a resolution<sup>5</sup>.

### Who can make a complaint?

The Code of Conduct is designed to be a self-regulatory instrument and complaints regarding a breach of the Code can only be made by members themselves, or the chief executive, who can make a complaint on behalf of their staff. On receipt of a complaint, the chief executive must forward the complaint to an independent person, either an independent investigator or an initial assessor, for an assessment.

If the complaint includes a criminal matter, this would take precedence over Code of Conduct. We would seek legal advice as how to proceed in this situation.

<sup>5</sup> For example, by enabling both parties to access a council's Employee Assistance Programme (EAP) or elected members' equivalent.

## **Role of the initial assessor<sup>6</sup>**

On receipt of a complaint an initial assessor will undertake an assessment to determine the relative merit and seriousness of the complaint, and the nature of the subsequent process that will be followed. The complaint may be dismissed if the initial assessor finds them to be trivial, vexatious, frivolous, or politically motivated.

If a complaint is not dismissed, the initial assessor (or independent investigator in a one-step process) may initiate one of the following:

### **1 Refer to Chair or Mayor**

In the case of a breach that is not serious or amendable to mediation, the initial assessor may refer the person responsible for the alleged breach to the chair or mayor for their advice and guidance. These will not be reported to the local authority. A meeting or meetings with the chair will be regarded as sufficient to resolve the complaint. Where a member is referred to the chair, the initial assessor may also recommend, for the chair's consideration:

- » That the member attends a relevant training course, supported by appropriate mentoring.
- » That the member work with a mentor for a period.
- » That the member tenders an apology.

### **2 Mediation**

If the complaint concerns a dispute between two members, or between a member and another party, the initial assessor may recommend mediation. If mediation is agreed by both parties, then its completion will represent the end of the complaints process. The outcomes of any mediation will be confidential and, other than reporting that a complaint has been resolved through mediation, there will be no additional report to the local authority unless the complaint is referred to an independent investigator, usually due to a failure of the mediation.

### **3 Refer to an independent investigator**

Where the initial assessor finds that the complaint is serious or no resolution can be reached and/or mediation is refused, the initial assessor will refer the complaint to an independent investigator. The independent investigator will be selected from the local authority's independent investigators' panel assembled by the chief executive, or an independent investigator service that is contracted to the

<sup>6</sup> See Attachment 2.2 for advice on the appointment of an Initial Assessor.

council/kaunihera. Complaints that involve a chairperson or chief executive will be referred directly to the independent investigator.

Complaints that are dismissed, referred to a chairperson, or resolved by mediation, will not be reported to the local authority.

## **Role of the independent investigator<sup>7</sup>**

The independent investigator will:

- » determine whether a breach has occurred,
- » if so, determine the seriousness of the breach, and
- » determine actions that a local authority should take in response to the breach.

Any recommended actions made in response to a complaint that has been upheld are binding on the local authority. This is to ensure the process for investigation is free of any suggestion of bias and reduces the cost of the complaints process, by reducing the time spent on it, by members and officials.

### **Determining the significance of an alleged breach**

The independent investigator may take whatever actions they need to determine the significance of a complaint, within the budgetary constraints set down, including re-assessing the complaint.

The independent investigator will undertake an investigation appropriate to the scale of the breach, which may include interviews with other affected parties, and prepare a report for the chief executive which will set out the rationale for their findings and may include recommendations for resolving the breach and appropriate penalties.

When considering the issue of significance, the independent investigator will need to consider a range of factors before deciding, such as:

- » Was the breach intentional or unintentional?
- » Did it occur once or is there a pattern of recurring behaviour?
- » Does the breach have legal or financial ramifications for the council/kaunihera?
- » What is the impact of the breach on other elected members, on kaimahi (staff/officials) and on the community in general?

<sup>7</sup> See Attachment 2.2 for advice on the appointment of an Independent Investigator.

## **Costs and support**

Council/kaunihera must ensure that members who make a complaint are not left to meet any costs created by doing so. Members, those who make complaints, and those who are subject to a complaint, should be given appropriate and reasonable support.

The costs of assessment and investigatory services will be met by the relevant council/kaunihera.

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## Part 2: Attachments Ngā tāpiritanga

### 2.1 Process for determining and investigating complaints

Te tukanga whakatau me te tiroiro i ngā amuamu

#### Step 1: Chief executive receives complaint

All complaints made under this Code of Conduct must be made in writing and forwarded to the chief executive who will refer the complaint to the initial assessor. The chief executive will also:

- » inform the complainant that the complaint has been referred to the independent person (named) and refer them to the process for dealing with complaints as set out in the Code of Conduct; and
- » inform the respondent that a complaint has been made against them and the name of the independent person (named) overseeing the process and refer them to the policy for dealing with complaints as set out in the Code of Conduct.

#### Step 2: Initial assessor makes an assessment and arranges mediation

1. The initial assessor will undertake an assessment of the merits of the complaint. If they consider it is not valid, the complaint will be dismissed. The complainant will have no recourse or appeal. Grounds for concluding that a complaint has no merit include that it is trivial, vexatious, frivolous, or politically motivated.
2. If deemed to have merit, the initial assessor will contact the parties to seek their agreement to independently facilitated mediation. If the parties agree and the issue is resolved by mediation the matter will be closed and no further action is required.
3. If the parties do not agree to mediation, or mediation is unsuccessful in resolving the matter, the initial assessor will refer the complaint to an independent investigator selected from a panel established by the chief executive at the start of the triennium, or service contracted to the local authority. The initial assessor will also inform the complainant and the respondent that the complaint has been referred to the independent investigator and the name of the independent investigator.

#### Step 3: Independent investigator to inquire and conclude on the matter

If the complaint is found to be a breach of the Code of Conduct the independent investigator will inform the initial assessor, who will inform the complainant and respondent. The independent investigator will then assess the nature and effect of the breach and prepare a report for the council/kaunihera on the seriousness of the breach and recommend actions commensurate with that breach. In preparing that report the independent investigator may:

- » consult with the complainant, respondent, and any affected parties,
- » undertake a hearing with relevant parties, and/or
- » refer to any relevant documents or information.

At any stage in their inquiry the independent investigator may find that a breach has not occurred, or the matter should be referred to a relevant agency. If this is the case the independent investigator will inform the initial assessor who will inform the complainant and respondent that the complaint is dismissed or has been referred to a relevant named agency.

On receipt of the independent investigator's report the chief executive, or initial assessor, will prepare a report for the council/kaunihera, which will meet to consider the findings and implement any recommended actions. The report will include the full report prepared by the investigator.

## Step 4: Process for considering the investigator's report

### Process for the independent investigator's recommendations

Where the council's Policy for determining and investigating complaints give an independent investigator the power to make recommendations to the local authority, then:

- » the chief executive's report, containing the independent investigator's recommendations and report, will be presented to the governing body, or committee/sub-committee with delegated authority to consider code of conduct complaints,
- » The governing body, or community board, will ensure that members with an interest in the complaint are not present during the discussion on the independent investigator's recommendations.
- » The report will be received in public meeting unless grounds, such as s.48 LGOIMA, exist for the exclusion of the public.
- » The chief executive's report may also outline the plan for the report's public release, for the governing body's information and comment.
- » The governing body, community board, or committee/sub-committee with delegated authority, may accept the investigator's recommendations or, if they believe it is justified, amend the independent investigator's recommendations. As part of these considerations the complainant may be asked to appear before the governing body, board or committee and answer questions from members.
- » The penalty or sanction that might be applied will depend on the seriousness of the breach and may include actions set out in part 2.3: *Actions that may be applied when a breach has been confirmed*

## 2.2 Selecting the initial assessor and independent investigator Te kōwhiri i te tangata motuhake me te kaitiro tiro motuhake

### Selecting an initial assessor

The chief executive is responsible for this. In selecting the initial assessor, the chief executive will consult with the local authority.

The initial assessor will be a person, or a position, that is independent of a local authority's political governance, while also being easily accessible, as their role is crucial if complaints are to be expedited quickly and without controversy. For example:

- » The Independent Chair of the Audit and Risk Committee.
- » A retired local authority chief executive.
- » A retired local authority politician.
- » A member of the public with relevant experience and competency.

### Selecting an independent investigator

The chief executive is responsible for compiling a panel or list of independent investigators.

At the beginning of each triennium the chief executive, in consultation with the council/kaunihera, will compile a list of independent investigators. In selecting them, a chief executive may consider:

- » the council's legal advisers,
- » a licensed private investigator<sup>8</sup>,
- » a national service specialising in public sector integrity,
- » a national service providing assessment and investigation services, or
- » an individual with relevant skills and competencies.

**Please note:** Given the litigious nature of some code of conduct disputes independent investigators should have relevant liability insurance, provide on their own behalf or by the local authority. The chief executive also needs to ensure that investigations are undertaken within budgetary limits negotiated in advance.

<sup>8</sup> Full list of approved New Zealand Institute of Private Investigators: <https://nzipi.org.nz/>

## 2.3 Actions that may be applied when a breach has been confirmed Ngā mahi ka whāia pea ina whakatauhia tētahi takahanga

Where a complaint that the Code of Conduct was breached has been upheld, any actions taken against the member found to be in breach should be consistent with the following principles.

- » Actions should be commensurate with the seriousness of the breach.
- » Actions should be applied in a manner that is culturally appropriate and safe for the members involved.
- » Actions should, to the degree practical, contribute to an inclusive culture in the local authority by focusing on constructive mediation, learning, and member improvement.

In determining a response to a breach of the Code of Conduct, one or more of the following could be selected:

1. That no action is required.
2. That the member meets with the mayor/chair for advice.
3. That the member attends a relevant training course.
4. That the member agrees to cease the behaviour.
5. That the member work with a mentor for a period.
6. That the member tenders an apology.
7. That the member participates in voluntary mediation (if the complaint involves a conflict between two members).
8. That the local authority sends a letter of censure to the member.
9. That the local authority passes a vote of no confidence in the member.
10. That the member loses certain council/kaunihera-funded privileges (such as attendance at conferences).
11. That the member loses specific responsibilities, such as committee chair, deputy committee chair or portfolio holder.
12. That the member be subject to restricted entry to council/kaunihera offices, such as no access to staff areas (where restrictions may not previously have existed).
13. That the member be subject to limitations on their dealings with council/kaunihera staff, other than the chief executive or identified senior manager.
14. That the member be suspended from committees or other bodies to which the member has been appointed.
15. That the member be invited to consider resigning from the council.

**Please note:** Actions 1-6 will typically not be reported to the local authority. Actions 7-15, which have a high degree of public interest, namely democratic representation, should be considered in an open meeting, unless there are grounds, such as those set out in LGOIMA, for not doing so.



## Responses to statutory breaches

In cases where a breach of the Code of Conduct is found to involve regulatory or legislative requirements, the chief executive will refer the complaint to the relevant agency. For example:

- » Breaches relating to members' interests (where members may be liable for prosecution by the Auditor-General under LAMIA).
- » Breaches which result in the council suffering financial loss or damage (where the Auditor-General may make a report on the loss or damage under section 44 LGA 2002 which may result in the member having to make good the loss or damage).
- » Breaches relating to the commission of a criminal offence which will be referred to the Police (which may leave the elected member liable for criminal prosecution).

## 2.4 Legislation which sets standards for ethical behaviour Ngā ture e whakatakoto ana i ngā paerewa mō ngā whanonga matatika

Clause 15 of Schedule 7 of the Local Government Act (the Act) 2002, requires that the Code of Conduct provides members with a general explanation of the Local Government Official Information and Meetings Act 1987, and any other enactment or rule of law that affects members.

The key statutes that promote ethical behaviour are the Local Government Act 2002 (LGA), Local Government Official Information Act 1987 (LGOIMA), the Local Authorities (Members' Interests) Act 1968 (LAMIA), the Protected Disclosures (Protection of Whistleblowers) Act 2022, the Serious Fraud Office Act 1990, the Local Government (Pecuniary Interests Register) Act 2022, the Health and Safety at Work Act 2015, and the Harmful Digital Communications Act 2015.

### The Local Government Act 2002

The LGA 2002 is local government's empowering statute. It establishes our system of local government and sets out the rules by which it operates. Those rules include the principles underpinning council/kaunihera decision-making, governance principles, Te Tiriti obligations as set by the Crown, and the role of the chief executive which is:

1. implementing the decisions of the local authority,
2. providing advice to members of the local authority and to its community boards, if any and
3. ensuring that all responsibilities, duties, and powers delegated to him or her or to any person employed by the local authority, or imposed or conferred by an Act, regulation, or bylaw, are properly performed, or exercised,
4. ensuring the effective and efficient management of the activities of the local authority,

5. facilitating and fostering representative and substantial elector participation in elections and polls held under the Local Electoral Act 2001,
6. maintaining systems to enable effective planning and accurate reporting of the financial and service performance of the local authority,
7. providing leadership for the staff of the local authority,
8. employing, on behalf of the local authority, the staff of the local authority (in accordance with any remuneration and employment policy), and
9. negotiating the terms of employment of the staff of the local authority (in accordance with any remuneration and employment policy).

## The Local Government Official Information and Meetings act 1987

The LGOIMA sets rules for ensuring the public are able to access official information unless there is a valid reason for withholding it. All information should be considered public and released accordingly unless there is a compelling case for confidentiality. Even where information has been classified as confidential, best practice is for it to be proactively released as soon as the grounds for confidentiality have passed.

There are both conclusive and other reasons for withholding information set out in sections 6 and 7 of LGOIMA, which include:

Conclusive reasons for withholding – if making the information available would likely:

- » prejudice the maintenance of the law, including the prevention, investigation and detection of offences, and the right to a fair trial; or
- » endanger the safety of any person.

Other reasons for withholding – withholding the information is necessary to:

- » protect the privacy of natural persons, including that of deceased natural persons;
- » protect information where it would disclose a trade secret or would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information;
- » in the case of an application for resource consents or certain orders under the Resource Management Act 1991, to avoid serious offence to tikanga Māori, or to avoid the disclosure of the location of waahi tapu;
- » protect information the subject of an obligation of confidence, where making that information available would prejudice the supply of similar information (and it is in the public interest for this to continue), or would be likely otherwise to damage the public interest;
- » avoid prejudice to measures protecting the health or safety of members of the public;

- » avoid prejudice to measures that prevent or mitigate material loss to members of the public;
- » maintain the effective conduct of public affairs through free and frank expression of opinions between or to members and local authority employees in the course of their duty or the protection of such people from improper pressure or harassment;
- » maintain legal professional privilege;
- » enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations); or
- » prevent the disclosure or use of official information for improper gain or improper advantage.

Regarding these 'other' reasons, a public interest balancing test applies. In these cases the council/kaunihera must consider whether the withholding of that information is outweighed by other considerations that render it desirable, in the public interest, to make that information available. Decisions about the release of information under LGOIMA need to be made by the appropriately authorised people within each council/kaunihera, and elected members must work within the rules adopted by each council/kaunihera.

The LGOIMA also sets the rules that govern public access to meetings and the grounds on which that access can be restricted, which occurs when meetings consider matters that are confidential.

### **The role of the Ombudsman**

An Ombudsman is an Officer of Parliament appointed by the Governor-General on the recommendation of Parliament. An Ombudsman's primary role under the Ombudsmen Act 1975 is to independently investigate administrative acts and decisions of central and local government departments and organisations that affect someone in a personal capacity. Ombudsmen investigate complaints made under LGOIMA.

Anyone who has a complaint of that nature about a local authority may ask an Ombudsman to investigate that complaint. Investigations are conducted in private. The Ombudsman may obtain whatever information is considered necessary, whether from the complainant, the chief executive of the local body involved, or any other party. The Ombudsman's decision is provided in writing to both parties.

If a complaint is sustained, the Ombudsman may recommend the local authority takes whatever action the Ombudsman considers would be an appropriate remedy. Any such recommendation is, however, not binding. Recommendations made to the local authority under this Act will, in general, become binding unless the local authority resolves otherwise. However, any such resolution must be recorded in writing and be made within 20 working days of the date of the recommendation.

## The Local Authorities (Members' Interests) Act 1968

### Pecuniary interests

The LAMIA provides rules about members discussing or voting on matters in which they have a pecuniary interest and about contracts between members and the council. LAMIA has two main rules, referred to here as the contracting rule (in section 3 of the LAIMA) and the participation rule (in section 6 of the LAIMA).

- » The **contracting rule** prevents a member from having interests in contracts with the local authority that are worth more than \$25,000 in any financial year, unless the Auditor-General approves the contracts. Breach of the rule results in automatic disqualification from office.
- » The **participation rule** prevents a member from voting or taking part in the discussion of any matter in which they have a financial interest, other than an interest in common with the public. The Auditor-General can approve participation in limited circumstances. Breach of the rule is a criminal offence, and conviction results in automatic disqualification from office.

Both rules have a complex series of subsidiary rules about their scope and exceptions.

The LAMIA does not define when a person is “concerned or interested” in a contract (for the purposes of section 3) or when they are interested “directly or indirectly” in a decision (for the purposes of section 6). However, it does set out two situations where this occurs. These are broadly where:

- » a person’s spouse or partner is “concerned or interested” in the contract or where they have a pecuniary interest in the decision; or
- » a person or their spouse or partner is involved in a company that is “concerned or interested” in the contract or where the company has a pecuniary interest in the decision.

However, in some situations outside the two listed in the Act a person can be “concerned or interested” in a contract or have a pecuniary interest in a decision, for example, where a contract is between the members family trust and the council/kaunihera.

### Non-pecuniary conflicts of interest

In addition to the issue of pecuniary interests, which are addressed through the LAMIA, there are also legal rules about conflicts of interest more generally. These are rules that apply to non-pecuniary conflicts of interest and include the common law rule about bias. To determine if bias exists, consider this question: Is there a real danger of bias on the part of the member of the decision-making body, in the sense that he or she might unfairly regard with favour (or disfavour) the case of a party to the issue under consideration?

The question is not limited to actual bias but relates to the appearance or possibility of bias. This is in line with the principle that justice should not only be done but should be seen to be done. Whether or not you believe that you are not biased is irrelevant. The focus should be on the nature of any conflicting interest or relationship, and the risk it could pose for the decision-making process. The most common risks of non-pecuniary bias are where:

- » statements or conduct indicate that a member has predetermined the decision before hearing all relevant information (that is, they have a “closed mind”), or
- » a member has close relationship or involvement with an individual or organisation affected by the decision.

### Seeking exemption from the Auditor-General

Members who have a financial conflict of interest that is covered by section 6 of the LAMIA, may apply to the Auditor-General for approval to participate. The Auditor-General can approve participation in two ways.

1. Section 6(3)(f) allows the Auditor-General to grant an exemption if, in their opinion, a member’s interest is so remote or insignificant that it cannot reasonably be regarded as likely to influence the councillor when voting or taking part in the discussion.
2. Section 6(4) allows the Auditor-General to grant a declaration enabling a member to participate if they are satisfied that:
  - a. the application of the rule would impede the transaction of business by the council; or
  - b. it would be in the interests of the electors or residents of the district/region that the rule should not apply.

More information on non-pecuniary conflicts of interest and how to manage them can be found in the Auditor-General’s Guidance for members of local authorities about the law on conflicts of interest.

### Protected Disclosures (Protection of Whistleblowers) Act 2022

The Protected Disclosures (Protection of Whistleblowers) Act 2022 is designed to facilitate the disclosure and investigation of serious wrongdoing in the workplace, and to provide protection for employees and other workers who report concerns. A protected disclosure occurs when the discloser believes, on reasonable grounds, that there is, or has been, **serious wrongdoing** in or by their organisation, they disclose in accordance with the Act, and they do not disclose in bad faith.

A discloser is a person who has an employment type relationship with the organisation they are disclosing about and includes current and former employees, homeworkers, secondees, contractors, volunteers, and board members. Serious wrongdoing includes:

- » an offence

- » a serious risk to public health, or public safety, or the health or safety of any individual, or to the environment
- » a serious risk to the maintenance of the law including the prevention, investigation and detection of offences or the right to a fair trial
- » an unlawful, corrupt, or irregular use of public funds or public resources
- » oppressive, unlawfully discriminatory, or grossly negligent or that is gross mismanagement by a public sector employee or a person performing a function or duty or exercising a power on behalf of a public sector organisation or the Government

Council/kaunihera need to have appropriate internal procedures that identify who in the organisation a protected disclosure may be made to, describe the protections available under the Act, and explain how the organisation will provide practical assistance and advice to disclosers. A discloser does not have to go through their organisation first. An appropriate authority can include the head of any public sector organisation and any officer of Parliament, such as the Ombudsman and Controller and Auditor-General. Ombudsmen are also an “appropriate authority” under the Protected Disclosures (Protection of Whistleblowers) Act 2022.

### The Serious Fraud Office Act 1990

The Serious Fraud Office (SFO) is the lead law enforcement agency for investigating and prosecuting serious financial crime, including bribery and corruption. The SFO has an increasing focus on prevention by building awareness and understanding of the risks of corruption – noting that the extent of corruption is influenced by organisational frameworks and support given to staff. The SFO encourages organisations to adopt appropriate checks and balances and build a culture based on ethics and integrity.

The four basic elements of best practice organisational control promoted by the SFO involve:

- » Operations people with the right skills and experience in the relevant areas, with clear accountability lines.
- » Risk mitigation to manage risks that can't be eliminated through segregation, discretion reduction, delegations, management oversight, and audit.
- » Basic standards of behaviour moderated by a Code of Conduct, ongoing interests and gift processes (not simply annual declaration), plenty of opportunities and ways to speak up, disciplinary options, training and support.
- » Design and oversight based on a clear understanding of operational realities (design, governance, management, audit, investigation, business improvement, and legal).

## The Local Government (Pecuniary Interests Register) Act 2022

Following passage of the Local Government (Pecuniary Interests Register) Amendment Bill in 2022, a local authority must now keep a register of the pecuniary interests of their members, including community and local board members. The purpose of the register is to record members' interests to ensure transparency and strengthen public trust and confidence in local government processes and decision-making. Registers must comprise the following:

- » the name of each company of which the member is a director or holds or controls more than 10% of the voting rights and a description of the 30 main business activities of each of those companies,
- » the name of every other company or business entity in which the member has a pecuniary interest, other than as an investor in a managed investment scheme, and a description of the main business activities of each of those companies or business entities,
- » if the member is employed, the name of each employer of their employer and a description of the main business activities of those employers,
- » the name of each trust in which the member has a beneficial interest,
- » the name of any organisation or trust and a description of the main activities of that organisation or trust if the member is a member of the organisation, a member of the governing body of the organisation, or a trustee of the trust, and the organisation or trust receives funding from the local authority, local board, or community board to which the member has been elected,
- » the title and description of any organisation in which the member holds an appointment by virtue of being an elected member,
- » the location of real property in which the member has a legal interest, other than an interest as a trustee, and a description of the nature of the real property,
- » the location of real property, and a description of the nature of the real property, held by a trust if the member is a beneficiary of the trust and it is not a unit trust (disclosed under subclause 20) or a retirement scheme whose membership is open to the public.

Each council must make a summary of the information contained in the register publicly available; and ensure that information contained in the register is only used or disclosed in accordance with the purpose of the register; and is retained for seven years.

## The Health and Safety Act at Work Act 2015

The Health and Safety at Work Act 2015 aims to create a new culture towards health and safety in workplaces. A council is termed a Person Conducting a Business or Undertaking (PCBU) - all involved in work, including elected members, are required to have a duty of care. Elected members are

“officers” under the Act and officers are required to exercise due diligence to ensure that the PCBU complies with its duties. However, certain officers, such as elected members, cannot be prosecuted if they fail in their due diligence duty. Despite this, as officers, the key matters to be mindful of are:

- » stepping up and being accountable,
- » identifying and managing your risks,
- » making health and safety part of your organisation’s culture, and
- » getting your workers involved.

Councils have wide discretion about how these matters might be applied, for example:

- » adopting a charter setting out the elected members’ role in leading health and safety – with your chief executive,
- » publishing a safety vision and beliefs statement,
- » establishing health and safety targets for the organisation with your chief executive,
- » ensuring there is an effective linkage between health and safety goals and the actions and priorities of your chief executive and their senior management, or
- » having effective implementation of a fit-for-purpose health and safety management system.

Elected members, through their chief executive need to ensure their organisations have sufficient personnel with the right skill mix and support, to meet the health and safety requirements. This includes making sure that funding is sufficient to effectively implement and maintain the system and its improvement programmes.

## The Harmful Digital Communications Act 2015

The Harmful Digital Communications Act (HDCA) was passed to help people dealing with serious or repeated harmful digital communications. The Act covers any harmful digital communications (like text, emails, or social media content) which can include racist, sexist and religiously intolerant comments – plus those about disabilities or sexual orientation and sets out 10 communication principles for guiding communication online. Under the Act a digital communication should not:

- » disclose sensitive personal facts about an individual
- » be threatening, intimidating, or menacing
- » be grossly offensive to a reasonable person in the position of the affected individual
- » be indecent or obscene
- » be used to harass an individual
- » make a false allegation
- » contain a matter that is published in breach of confidence



- » incite or encourage anyone to send a message to an individual for the purpose of causing harm to the individual
- » incite or encourage an individual to commit suicide
- » denigrate an individual by reason of colour, race, ethnic or national origins, religion, gender, sexual orientation or disability

More information about the Act can be found at [Netsafe](#).

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## 2.5 Case studies for assessing potential breaches: Ngā rangahau whakapūaho mō te aromatawai i ngā tūpono takahanga

### Example one: staff accused of improper motives

Councillor Smith was elected on a platform of stopping the sale of council/kaunihera housing. The council/kaunihera has made a decision to sell the council/kaunihera housing. Cr Smith makes media comments against the decision after it is made. Those same statements suggested that council/kaunihera staff advising on the sale “must have owned shares” in the company that proposed to buy the houses.

Cr Smith’s actions in releasing a media statement criticising a decision after it has been made would probably not in and of itself constitute a breach of a reasonable code of conduct. Cr Smith has a right to express a viewpoint and, provided that he makes it clear he is expressing a personal view, then issuing a critical press statement is an action he is entitled to take. If his statements failed to make it clear that he was expressing a personal or minority view then it may be a non-material breach of the Code, probably one where censure would be the appropriate response.

However, this media statement includes an allegation that staff advice was based on improper motives or corruption. This is a breach of most codes of conduct. It is most likely to be a material breach given the potential impact on the council/kaunihera’s reputation and the reputation of staff.

Also, there is no qualified privilege attached to public statements about employees which are false and damaging. In other words, elected members may be sued for defamatory statements made about employees.

### Example two: leak of confidential information

Cr Jones is on the council/kaunihera’s Works and Services Committee. The Committee is currently considering tenders for the construction of a new wastewater treatment plant and has received four tenders in commercial confidence. The Committee has recommended to council/kaunihera that they award the contract to the lowest tenderer. Cr Jones is concerned the lowest tender proposes to treat sewage to a lesser standard than others. She leaks all four tenders to the local media. A subsequent investigation by the council/kaunihera conclusively traces the leak back to her.

In leaking the tender information to the media, Cr Jones will have breached most codes of conduct. This breach has potentially serious consequences for the council/kaunihera as a whole. It not only undermines elected members trust of each other, it also undermines the confidence of suppliers in the council/kaunihera, which may lead to them not dealing with council in future, or even complaints under the Privacy Act 2020.

In circumstances such as these where an elected member fails to respect a commercial confidence, censure and removal from the committee is an obvious first step. The council/kaunihera may be liable for prosecution under the Privacy Act 2020 and even to civil litigation.

In the event that the council/kaunihera suffers financial loss it may elect to ask the Auditor-General to prepare a report on the loss (or the Audit Office may do so on their own initiative), which may result in Cr Jones having to make good the loss from her own pocket.

### Example three: member purports to speak on behalf of council/kaunihera

Eastland Regional Council is conducting a performance review of the chief executive. It has established a chief executive Performance Management Committee to conduct the review. In the course of that review the committee meets informally with the chief executive to review which performance targets were met and which were not. The meeting notes that the chief executive has been unable to meet two of his twenty targets and resolves to formally report this to the full council/kaunihera for its consideration. At the conclusion of that meeting Councillor Black leaves to find a local reporter waiting outside and makes the comment that “Jack White won’t be getting a pay increase this year because he didn’t meet all his targets”.

This action will probably constitute a breach of most codes of conduct in that it:

- » breached a confidence,
- » presumed to speak on behalf of council,
- » purported to commit council to a course of action before the council and made a decision (or even met to consider the matter), and
- » failed to treat a staff member with respect and/or courtesy.

In addition to the provisions of the Code of Conduct, Cr Black’s actions will severely undermine the relationship between the chief executive and the council/kaunihera, which may well constitute grounds for litigation against the council/kaunihera both in terms of employment and privacy law.

### Example four: member criticises staff performance in media

Cr Mary Fogg, concerned about the failure of her council/kaunihera to respond quickly to resident complaints about flooding in their neighbourhood, expressed her frustration when speaking at a public meeting and, as part of her response to questions stated that council/kaunihera staff had dropped the ball and failed to take residents’ concerns seriously.

The councillor’s remarks were reported in the local suburban paper and were read by council/kaunihera staff, some of whom felt that they had been unfairly criticised and raised the matter with their chief executive. The chief executive felt it necessary to lodge a complaint under the council’s Code of Conduct because the member’s comments were disrespectful of staff.

The question for the initial assessor is whether, publicly expressing disappointment in the performance of the staff is a breach of the Code of Conduct. Considerations might include:

- » Whether there was a basis of fact for the member's comments.
- » How the member's views were expressed, that is, as a form of constructive criticism or not.
- » The right of an employer (staff are employed by the local authority) to express a view should an organisation fail to live up to expectations.
- » Whether a general statement about the performance of staff is in anyway comparable to a public criticism of an individual staff member, which would be a clear breach and might be an example of intimidation or harassment.

In this case the initial assessor concluded that it was not unreasonable for a member to make general statement about the performance of staff as a collective, indeed, one of her pre-election commitments was to improve the responsiveness of council/kaunihera staff. However, the assessor also concluded that the article lacked sufficient context to explain why she was disappointed, especially when some of the concerns were outside the control of staff and recommended that the member meet with the mayor to get guidance on how to raise such concerns in the future.

### Example five: member accused of using sexist language and humour

Towards the end of the first year of the new triennium, the chief executive received a complaint, signed by four councillors, alleging that Cr Rob Jones regularly used sexist language in meetings, workshops and other official engagements. The councillors who made the complaint alleged that his tendency to call female colleagues 'girls'; interrupt them while speaking or ignore their comments; and that his use of sexist humour was demeaning to women and inconsistent with the behaviours set out in the Code of Conduct; the commitment to treat other members, staff and members of the public with respect. The chief executive forwarded the complaint to the independent investigator.

The investigator, having access to minutes, video recordings and the testimony of other members, was able to easily confirm that the complaint was justified and that both Cr Jones' language and behaviour was inconsistent with the Code. That left the Investigator with the task of determining how serious the breach was and what actions should be taken. Factors that the investigator took into consideration included:

- » that the issue had been raised with Cr Jones earlier in the year by a colleague, with no obvious change in behaviour
- » that Cr Jones was one of the council/kaunihera's representatives on its Youth Committee, bringing him into regular contact with young people
- » that the council/kaunihera had adopted a specific policy to be a safe and supportive workplace for both elected members and staff.

Taking these factors into account the Investigator recommended that Cr Jones be removed from his role as a council/kaunihera representative on the Youth Committee; should be enrolled in a relevant course to better understand offensive behaviour and its impacts; and meet monthly with mayor to monitor his behaviour.

### Example six: Councillor Facebook page used to disparage others

Councillors Sarah Smith and William Getty share political views in common and have recently established a Facebook group through which they promote debate and discussion with like-minded people in their district. Some of the participants in that Facebook Group make posts that include explicit criticism of other councillors, sometimes using explicit language, commenting on things like the way they voted, their motivations and personal matters. Some of the councillors targeted by the abuse complained to Cllrs Smith and Getty who, in response, closed the Facebook page to other councillors, preventing them from joining or viewing the content.

Rather than solve the concerns the decision to close the Facebook to others created additional anxiety for some councillors who became concerned that the page may be sharing their personal details and mis-representing their views. A complaint was made to the chief executive that the Code of Conduct had been breached, on the basis that the decision to exclude them from the website, and the fact that it appeared to be unmoderated, was intimidating, potentially exposed them to harm and allowed promoted statements about them and the council that were clearly untrue. The chief executive referred the complaint to the council's independent investigator.

The investigator found that, while Cllrs Smith and Getty were not directly mis-representing the views of their colleagues, they were indirectly encouraging it, which breached the Code. Because this was the first complaint, and because the two councillors believed that by limiting access to the website, they had addressed the initial concerns, the investigator did not regard the breach as material. She recommended that the two councillors remove the block preventing other councillors from joining or accessing the site and install a system for approving posts, such as a moderator, before they are published.

## **Appendix 2 – SWDC Initial Assessors, Investigators and Mediators**

## SWDC Initial Assessors, Investigators and Mediators as of October 2022

<b>Initial Assessors</b>	Independent Chair of Audit and Risk Committee or other person TBC
<b>Investigators</b>	<p>SWDC uses Business Central, consultancy for employment relations. <a href="https://www.businesscentral.org.nz/consultancy/employment-relations">https://www.businesscentral.org.nz/consultancy/employment-relations</a></p> <p>SWDC also uses the approved list from New Zealand Institute of Private Investigators. <a href="https://nzipi.org.nz/">https://nzipi.org.nz/</a></p>
<b>Mediators</b>	<p>SWDC uses the Arbitrators' and Mediators Institute of New Zealand inc (AMINZ) is a membership organisation that performs a number of roles in the dispute resolution sector. <a href="https://www.aminz.org.nz/about-us">https://www.aminz.org.nz/about-us</a></p>

## Proposed Standing Orders for Meetings of Local Authorities and Community Boards

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### 1. Purpose

To present a set of standing orders to council for discussion and adoption for use at meetings as required by clause 27 of Part I of Schedule 7 of the Local Government Act.

### 2. Recommendations

Officers recommend that the Council and community boards:

1. Receive the *Proposed Standing Orders for Meetings of Local Authorities and Community Boards* Report.
2. Adopt the LGNZ Standing Orders for the conduct of its meetings and those of its committees (including community boards); or
3. Delegate authority to the Chief Executive to approve minor edits to the proposed Standing Orders 2023 prior to publication.

### 3. Background

Clause 27 of Part I of Schedule 7 of the Local Government Act requires the Council to adopt a set of standing orders for the conduct of its meetings and those of its committees (including community boards).

Standing orders contain rules for the conduct of the proceedings of local authorities, committees, subcommittees and subordinate decision-making bodies, and local and community boards. Their purpose is to enable local authorities to exercise their decision-making responsibilities in a transparent, inclusive and lawful manner.

In doing so the application of standing orders contributes to greater public confidence in the quality of local governance and democracy in general.

The proposed standing orders for adoption have been designed specifically for local authorities, their committees, subcommittees and subordinate decision-making bodies, and local and community boards. They fulfill the requirements of the Local Government Act 2002 and the Local Government Official Information and Meetings Act 1987 with regard to the conduct of meetings.

Standing orders do not apply to advisory bodies or workshops unless incorporated in their specific terms of reference.



For clarity's sake whenever a question about the interpretation or application of these standing orders is raised, particularly where a matter might not be directly provided for, it is the responsibility of the Chairperson of each meeting to make a ruling.

All members of a local authority must abide by standing orders.

A copy of the proposed standing orders for adoption with recommended changes is attached in Appendix 1. When Council has formally adopted a set of Standing Orders the final copy will be distributed to elected members and placed on Council's website.

#### **4. Specific clauses for attention of members**

##### **4.1 Clause 4.2 Meeting duration**

In previous adopted standing orders a meeting cannot continue for more than six hours from when it starts (including any adjournments) or after 10:30pm. Council officers have proposed that the clause be changed to *a meeting cannot continue more than six hours from when it starts (including any adjournments) or after 9.30pm, unless the meeting is of a critical nature and resolves to continue*, to support well-being and so as to not to inconvenience those present.

##### **4.2 Clause 7.2 – Discharge or reconstitution of committees and subcommittees**

The proposed standing orders confirmed that District Licensing Committees do not need to be reconstituted.

##### **4.3 Clause 9.1 – Preparation of the agenda**

The proposed standing orders have been amended to make it clear that a CEO prepares an agenda on behalf of the chairperson and “must” consult the chairperson, or person acting as chair, when preparing it.

##### **4.4 Clause 9.5 – Chairperson's recommendation**

The proposed standing orders includes an addition, to make it clear that any recommendation by a chair must comply with the decision-making provisions of Part 6, LGA 2002.

##### **4.5 Clause 12.4 – Public may record meetings**

The proposed standing orders include slight amendments to this clause to improve practicality.

##### **4.6 Clause 13.7 and 13.16 – Right to attend by audio or audio-visual link; Confidentiality**

The proposed standing orders confirm that if a chairperson is concerned that confidential information might be at risk, they may terminate an audio and/or audio-visual link.

##### **4.7 Clause 17.5 – Release of information from public excluded session**

In the latest version of standing orders, the requirement that the CEO will inform the subsequent meeting of release of information from public excluded sessions, has been deleted due to administrative impracticality.

#### **4.8 Clause 15 – Public Forums**

The proposed standing orders provide good organisational guidelines for public participation and clarify the procedure but reverse our current procedure. Under our current provisions the public are permitted to address our Council, committees and community boards on matters which don't fall within the terms of reference of a meeting. Clause 15 has been amended to allow public participants to speak on any matter at Council, committee, or community board meetings.

#### **4.9 Clause 27.1 – Minutes to be evidence of proceedings**

Previous adopted standing orders state that minutes must be kept in hard copy, signed and included in the council's minute book. The proposed standing orders now provide for minutes to be kept in hard or electronic copy, authorised by a chairperson's manual or electronic signature once confirmed by resolution at a subsequent meeting.

#### **4.10 Clause 28 – Keeping a record**

The proposed standing orders set out how records can be created and maintained. Previously, records including minutes and tabled documents have been stored in physical files and minute books. Moving forward, Council officers propose to maintain all files electronically to reduce costs and printing.

#### **4.11 Deputations**

The purpose of a deputation is to enable a person, group or organisation to make a presentation to a meeting on a matter or matters covered by that meeting's terms of reference. The proposed standing orders does not include deputations as these are rarely used in meetings and Clause 15 - Public Forum is consistently utilised for speakers to present on any matter at Council, committees and community boards.

## **5. Appendices**

Appendix 1 – Proposed Standing Orders

Contact Officer: Amy Andersen, Committee Advisor

Reviewed By: Amanda Bradley, General Manager Policy and Governance

# **Appendix 1 – Proposed Standing Orders**



**SOUTH WAIRARAPA  
DISTRICT COUNCIL**  
*Kia Reretahi Tātau*

Territorial Authority

Mana ā-rohe

## **Standing Orders**

# **Ngā Tikanga Whakahaere Hui**

*ADOPTION DATE TBC*

## **Kupu whakapuaki/Preface**

Standing orders contain rules for the conduct of the proceedings of local authorities, committees, subcommittees, subordinate decision-making bodies, and local and community boards. Their purpose is to enable local authorities to exercise their decision-making responsibilities in a transparent, inclusive, and lawful manner.

In doing so the application of standing orders contributes to greater public confidence in the quality of local governance and democracy in general.

These standing orders have been designed specifically for local authorities, their committees, subcommittees, subordinate decision-making bodies, and local and community boards. They fulfil, regarding the conduct of meetings, the requirements of the Local Government Act 2002 (LGA 2002) and the Local Government Official Information and Meetings Act 1987 (LGOIMA).

Although it is mandatory that local authorities adopt standing orders for the conduct of their meetings, it is not necessary that they are adopted every triennium. However, LGNZ recommends that every council, committee, subordinate body and local and community board review their standing orders within at least the first six months following an election to ensure that they fully meet their needs for effective and inclusive meetings (see LGA 2002, sch 7, cl 27).

For clarity's sake whenever a question about the interpretation or application of these Standing Orders is raised, particularly where a matter might not be directly provided for, it is the responsibility of the chairperson of each meeting to make a ruling.

All members of a local authority must abide by standing orders.

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## 1. Introduction/Kupu Whakataki

These standing orders have been prepared to enable the orderly conduct of local authority meetings. They incorporate the legislative provisions relating to meetings, decision making and transparency. They also include practical guidance on how meetings should operate so that statutory provisions are complied with and the spirit of the legislation fulfilled.

To assist elected members and officials the document is structured in three parts:

- Part 1 deals with general matters.
- Part 2 deals with pre-meeting procedures.
- Part 3 deals with meeting procedures.

The Appendix, which follows Part 3, provides templates and additional guidance for implementing provisions within the Standing Orders. Please note, the Appendix is an attachment to the Standing Orders and not part of the Standing Orders themselves, consequently amendments to the Appendix do not require the agreement of 75% of those present. In addition, the 'Guide to Standing Orders' provides additional advice on the application of the Standing Orders; the Guide is not part of the Standing Orders.

### 1.1 Principles/Ngā Mātāpono

Standing orders are part of the framework of processes and procedures designed to ensure that our system of local democracy and in particular decision-making within local government is transparent and accountable. They are designed to give effect to the principles of good governance, which include that a local authority should:

- Conduct its business in an open, transparent and democratically accountable manner;
- Give effect to its identified priorities and desired outcomes in an efficient and effective manner;
- Make itself aware of, and have regard to, the views of all of its communities;
- Take account, when making decisions, of the diversity of the community, its interests and the interests of future communities as well;
- Ensure that any decisions made under these Standing Orders comply with the decision-making provisions of Part 6 of the LGA 2002; and
- Ensure that decision-making procedures and practices meet the standards of natural justice.

These principles are reinforced by the requirement that all local authorities act so that “governance structures and processes are effective, open and transparent” (LGA 2002, s 39).

## 1.2 Community Boards

Note that while governing bodies operate under formal standing orders which define how often a member may speak to a matter and tightly prescribe the input of the public, community boards, should operate in a more open and inclusive manner, reflecting their role to provide opportunities for public engagement. Because their role is to act as an intermediary between the councils and their communities, community boards should avoid replicating the formality that characterises the way in which their councils governing bodies operate.

For more information, please refer to the [Good Governance Guide for Community Boards](#).

## 1.3 Statutory references/Ngā tohutoro ā-ture

The Standing Orders consist of statutory provisions about meetings along with guidance on how those provisions should be applied in practice. Where a statutory provision has been augmented with advice on how it might be implemented the advice (so as not to confuse it with the statutory obligation) is placed below the relevant legislative reference. In some cases, the language in the statutory provision has been modernised for ease of interpretation or amended to ensure consistency with more recently enacted statutes.

It is important to note that statutory references in the Standing Orders apply throughout the period of a meeting, regardless of whether parts or all of the Standing Orders have been suspended. These provisions must also be carried through into any amendment of the Standing Orders that might be made. Please note, where it is employed the word 'must', unless otherwise stated, identifies a mandatory legislative requirement.

## 1.4 Acronyms Ngā/kupu rāpoto

LGA 2002	Local Government Act 2002
LGOIMA	Local Government Official Information and Meetings Act 1987
LAMIA	Local Authorities (Members' Interests) Act 1968

## 1.5 Application/Te hāngaitanga

For the removal of any doubt these Standing Orders do not apply to workshops or meetings of working parties and advisory groups unless specifically included in their terms of reference.

## 2. Definitions/Ngā whakamārama

**Abstain** means a member formally declines to vote either for or against a motion, usually due to conflict of interest or does not possess enough information to make a decision.

**Adjournment** means a break in the proceedings of a meeting. A meeting, or discussion on a particular business item, may be adjourned for a brief period, or to another date and time.

**Advisory group** means a group of people convened by a local authority for the purpose of providing advice or information that is not a committee or subcommittee. These Standing Orders do not apply to such groups. This definition also applies to workshops, working parties, working group, panels, forums, portfolio groups, briefings and other similar bodies.

**Agenda** means the list of items for consideration at a meeting together with reports and other attachments relating to those items in the order in which they will be considered. It is also referred to as an 'order paper'.

**Amendment** means any change of proposed change to the original or substantive motion.

**Appointed member** means a member of a committee, or subsidiary organisation of a council, who is not elected.

**Audio link** means facilities that enable audio communication between participants at a meeting where one or more of the participants is not physically present at the place of the meeting.

**Audiovisual link** means facilities that enable audiovisual communication between participants at a meeting when one or more of them is not physically present at the place of the meeting.

**Chairperson** means the person in a position of authority in a meeting or other gathering, also known as the presiding member.

**Chief executive** means the chief executive of a territorial authority or regional council appointed under s 42 of the LGA 2002, and includes, for the purposes of these Standing Orders, any other officer authorized by the chief executive.

**Clear working days** means the number of working days (business hours) prescribed in these Standing Orders for giving notice and excludes the date of the meeting and date on which the notice is served.

**Committee** includes, in relation to a local authority:

- (a) A committee comprising all the members of that authority;
- (b) A standing committee or special committee appointed by that authority;
- (c) A joint committee appointed under cl 30A of sch 7 of the LGA 2002; and
- (d) Any subcommittee of a committee described in (a), (b) and (c) of this definition.

**Community board** means a community board established under s 49 of the LGA 2002.



**Conflict of Interest** means any pecuniary interest and any interest arising because of that person's position as a trustee, director, officer, employee or member of another body or because of any personal non-pecuniary interest, such as pre-determination or bias.

**Contempt** means being disobedient to, or disrespectful of, the chair of a meeting, or disrespectful to any members, officers or the public.

**Council** means, in the context of these Standing Orders, the governing body of a local authority.

**Debate** means discussion by members that occurs once a motion has been moved/seconded

**Division** means a formal vote at a Council, committee or subcommittee meeting whereby the names of those members present, including the mayor/chair, are formally recorded as voting either for or against. This includes a vote where the names and votes are recorded electronically.

**Electronic link** means both an audio and audiovisual link.

**Emergency meeting** has the same meaning as defined in cl 22A of sch 7 of the LGA 2002.

**Extraordinary meeting** has the same meaning as defined in cl 22 of sch 7 of the LGA 2002.

**Foreshadowed motion** means a motion that a member indicates their intention to move once the debate on a current motion or amendment is concluded.

**Internet site** means, in relation to a local authority or other person or entity, an Internet site that is maintained by, or on behalf of, the local authority, person, or entity and to which the public has free access.

**Item** means a substantive matter for discussion at a meeting.

**Leave of the meeting** means agreement without a single member present dissenting.

**Joint committee** means a committee in which the members are appointed by more than one local authority in accordance with cl 30A of sch 7 of the LGA 2002.

**Karakia timatanga** means an opening prayer.

**Karakia whakamutunga** means a closing prayer.

**Lawfully excluded** means a member of a local authority who has been removed from a meeting due to behaviour that a Chairperson has ruled to be contempt.

**Leave of absence** means a pre-approved absence for a specified period of time consistent with the council policy should one be in place.

**Local authority** means in the context of these Standing Orders a regional council or territorial authority, as defined in s 5 of the LGA 2002, which is named in these Standing Orders, and any subordinate decision-making bodies established by the local authority.

**Mayor** means the Mayor of a territorial authority elected under the Local Electoral Act 2001.

**Meeting** means any first, inaugural, ordinary, extraordinary, or emergency meeting of a local authority, subordinate decision-making bodies and any community or local board of the local authority convened under the provisions of LGOIMA.

**Member** means any person elected or appointed to the local authority.

**Member of the Police** means a Constable of the New Zealand Police within the definition of s 4 of the Policing Act 2008.

**Mihi whakatau** means a brief welcome typically delivered by one person without any further formalities.

**Minutes** means the record of the proceedings of any meeting of the local authority.

**Motion** means a formal proposal to a meeting.

**Mover** means the member who initiates a motion.

**Newspaper** means a periodical publication published (whether in New Zealand or elsewhere) at intervals not exceeding 40 days, or any copy of, or part of any copy of, any such publications; and this includes every publication that at any time accompanies and is distributed along with any newspaper.

**Notice of motion** means a motion given in writing by a member in advance of a meeting in accordance with, and as provided for, in these Standing Orders.

**Officer** means any person employed by the council either full or part time, on a permanent or casual or contract basis.

**Pecuniary Interest** includes any interest described in s 3 and 6 of the Local Authorities (Members Interests) Act 1968.

**Open voting** means voting that is conducted openly and in a transparent manner (i.e. enables an observer to identify how a member has voted on an issue) and may be conducted by electronic means. The result of the vote must be announced immediately it has concluded. Secret ballots are specifically excluded.

**Order paper** means the list of items for consideration at a meeting together with reports and other attachments relating to those items set out in the order in which they will be considered. An order paper is also referred to as an agenda.

**Ordinary meeting** means any meeting, other than the first meeting, of a local authority publicly notified in accordance with ss 46(1) and (2) of LGOIMA.

**Petition** means a request to a local authority which contains at least 20 signatures.

**Powhiri** means a formal welcome involving a Karanga from the Tangata Whenua (the home people) followed by formal speech making. A Powhiri is generally used for formal occasions of the highest significance.

**Present at the meeting to constitute quorum** means the member is to be physically present in the room.

**Presiding member** means the chairperson.

**Procedural motion** means a motion that is used to control the way in which a motion or the meeting is managed as specified in Standing Orders 24.1 – 24.7.

**Public excluded information** refers to information which is currently before a public excluded session, is proposed to be considered at a public excluded session, or had previously been considered at a public excluded session and not yet been released as publicly available information. It includes:

- Any minutes (or portions of minutes) of public excluded sessions which have not been subsequently released by the local authority; and
- Any other information which has not been released by the local authority as publicly available information.

**Public excluded session**, also referred to as confidential or in-committee session, refers to those meetings or parts of meetings from which the public is excluded by the local authority as provided for in LGOIMA.

**Public forum** refers to a period set aside usually at the start of a meeting for the purpose of public input.

**Public notice** means one that is made publicly available, until any opportunity for review or appeal in relation to the matter notified has lapsed, on the local authority's website. And in addition, is published in at least one daily newspaper circulating in the region or district of the local authority, or one or more other newspapers that have a combined circulation in that region or district which is at least equivalent to that of a daily newspaper circulating in that region or district.

**Publicly notified** means notified to members of the public by a notice contained in a newspaper circulating in the district of the local authority, or where there is no such newspaper, by notice displayed in a public place. The notice may also be replicated on a council's website.

**Qualified privilege** means the privilege conferred on member by s 52 and s 53 of LGOIMA.

**Quasi-judicial** means a meeting involving the consideration of issues requiring the evaluation of evidence, the assessment of legal argument and/or the application of legal principles.

**Quorum** means the minimum number of members required to be present in order to constitute a valid meeting.

**Regional Council Chairperson** means the member of the governing body of a regional council elected as chairperson of that regional council under cl 25 of sch 7 of the LGA 2002.

**Resolution** means a motion that has been adopted by the meeting.

**Right of reply** means the right of the mover of a motion to reply to those who have spoken to the motion. (The right does not apply to an amendment).

**Secunder** means the member who seconds a motion or amendment.

**Sub judice** means under judicial consideration and therefore prohibited from public discussion elsewhere.

**Subordinate decision-making body** means committees, subcommittees, and any other bodies established by a local authority that have decision-making authority, but not local or community boards or joint committees.

**Substantive motion** means the original motion. In the case of a motion that is subject to an amendment, the substantive motion is the original motion incorporating any amendments adopted by the meeting.

**Substantive resolution** means the substantive motion that has been adopted by the meeting or a restatement of a resolution that has been voted on in parts.

**Subcommittee means** a subordinate decision-making body established by a council, or a committee of a council, local board or community board. See definition of "Committee".

**Working day** means a day of the week other than:

- (a) Saturday, Sunday, Good Friday, Easter Monday, Anzac Day, Labour Day, the Sovereign's birthday, Matariki, and Waitangi Day. If Waitangi Day or Anzac Day falls on a Saturday or a Sunday, then the following Monday;
- (b) The day observed in the appropriate area as the anniversary of the province of which the area forms a part; and
- (c) A day in the period commencing with 20 December in any year and ending with 10 January in the following year.

Should a local authority wish to meet between the 20<sup>th</sup> of December and the 10<sup>th</sup> of January of the following year any meeting must be notified as an extraordinary meeting, unless there is sufficient time to notify an ordinary meeting before the commencement of the period.

**Working party** means a group set up by a local authority to achieve a specific objective that is not a committee or subcommittee and to which these Standing Orders do not apply.

**Workshop** means in the context of these Standing Orders, a gathering of elected members for the purpose of considering matters of importance to the local authority at which no decisions are made and to which these Standing Orders will not apply, unless required by the local authority. Workshops may include non-elected members. Workshops may also be described as briefings.

## General matters/Ngā take whānui

### 3. Standing orders/Ngā tikanga whakahaere hui

#### 3.1 Obligation to adopt standing orders/Te kawenga ki te whakatū tikanga whakahaere hui

A council is required to operate in accordance with standing orders for the conduct of its meetings and the meetings of its committees and subcommittees. Local boards and community boards must also adopt standing orders. Standing orders must not contravene any Act.

*LGA 2002, sch 7, cl 27(1) & (2).*

#### 3.2 Process for adoption and alteration of standing orders Te tukanga mō te whakatū me te whakahou i ngā tikanga whakahaere hui

The adoption of standing orders and any amendment to standing orders must be made by the Council and by a vote of not less than 75% of the members present. Similarly, in the case of a local and community board the adoption of standing orders and any amendments also requires a vote of not less than 75% of the members of the specific board.

*LGA 2002, sch 7, cl 27(3).*

#### 3.3 Members must obey standing orders/Me whai ngā mema i ngā tikanga whakahaere hui

All members of the local authority, including members of committees and subcommittees, must obey these Standing Orders. Local boards and community boards which have adopted these Standing Orders must also comply with them.

*LGA 2002, sch 7, cl 16(1).*

#### 3.4 Application of standing orders/Te whakahāngai i ngā tikanga whakahaere hui

These Standing Orders apply to all meetings of the local authority, its committees, subcommittees and subordinate decision-making bodies. They will also apply to any local boards and community boards unless stated otherwise. This includes meetings and parts of meetings that the public are excluded from.

#### 3.5 Temporary suspension of standing orders/Te tārewa taupua i ngā tikanga whakahaere hui

Any member of a council, committee, subcommittee and subordinate body, and local and community board, may move a motion to suspend specified Standing Orders at a meeting of which they are a member. Any such motion must also include the reason for the suspension. If seconded,

the chairperson must put the motion without debate and at least 75 per cent of the members present and voting must support the motion for it to be carried.

*LGA 2002, sch 7, cl 27(4).*

A motion to suspend Standing Orders may be taken before or during a debate. The motion to suspend Standing Orders must also identify the specific Standing Orders to be suspended. Please Note: in the event of suspension, those Standing Orders prescribed in statute will continue to apply, such as the quorum requirements.

### **3.6 Quasi-judicial proceedings/Ngā whakawā a te Kaunihera**

For quasi-judicial proceedings the local authority or a local or community board may amend meeting procedures. For example, committees hearing applications under the Resource Management Act 1991 have additional powers under the Commissions of Inquiry Act 1908.

### **3.7 Physical address of members/Ngā wāhi noho o ngā mema**

Every member of a local authority, local board and community board must give to the chief executive a physical residential or business address within the district or region of the local authority and, if desired, an electronic or other address, to which notices and material relating to meetings and local authority business may be sent or delivered. Members are to provide their address within 5 working days of the publication of the declaration of the election results. Public access to those addresses is subject to the Privacy Act.

## **4. Ngā hui/ Meetings**

### **4.1 Legal requirement to hold meetings/Te tikanga ā-ture ki te whakahaere hui**

The local authority must hold meetings for the good government of its city, district or region. The same requirement applies to local boards and community boards in respect of their communities. Meetings must be called and conducted in accordance with:

- (a) Schedule 7 of the LGA 2002;
- (b) Part 7 of LGOIMA; and
- (c) These Standing Orders.

A meeting can be adjourned to a specified time and day if required by resolution of the meeting.

### **4.2 Meeting duration/Te roa o ngā hui**

A meeting cannot continue more than six hours from when it starts (including any adjournments) or after 9.30pm, unless the meeting is of a critical nature and resolves to continue. If there is no such resolution, then any business on the agenda that has not been dealt with must be adjourned, transferred to the next meeting, or transferred to an extraordinary meeting. No meeting can sit for

more than two hours continuously without a break of at least ten minutes unless the meeting resolves to extend the time before a break.

### **4.3 Language/Te reo**

A member may address a meeting in English, te reo Māori or New Zealand Sign Language. A chairperson may require that a speech is translated and printed in English or te reo Māori.

If a member intends to address the meeting in New Zealand Sign Language, or in te reo Māori, when the normal business of the meeting is conducted in English, they must give prior notice to the chairperson not less than 2 working days before the meeting.

Where the normal business of the meeting is conducted in te reo Māori then prior notice of the intention to address the meeting in English must also be given to the chairperson not less than 2 working days before the meeting.

### **4.4 Webcasting meetings/Te pāho mataora i ngā hui**

Webcast meetings should be provided in accordance with the protocols contained in Appendix 7.

### **4.5 First meeting (inaugural)/Te hui tuatahi**

The first meeting of a local authority, following a local authority triennial general election, must be called by the chief executive as soon as practicable after the results of the election are known. The chief executive must give elected members not less than 7 days' notice of the meeting. However, in the event of an emergency the chief executive may give notice of the meeting as soon as practicable.

*LGA 2002, sch, cl 21(1) - (4).*

### **4.6 Requirements for the first meeting/Ngā tikanga mō te hui tuatahi**

The chief executive (or, in the absence of the chief executive, their nominee) must chair the first meeting until the chairperson has made an oral declaration and attested the declaration (see LGA 2002, sch 7, cl 21(4)).

The business to be conducted at the first meeting following a general election must include the following:

- (a) The making and attesting of the declarations required of the mayor (if any) and members under LGA 2002, sch 7, cl 14;
- (b) The election of the chairperson (if any) and the making and attesting of the declaration required of the chairperson under LGA 2002, sch 7, cl 14;
- (c) A general explanation, given or arranged by the chief executive, of:
  - i. LGOIMA; and
  - ii. Other laws affecting members, including the appropriate provisions of the Local Authorities (Members Interests) Act 1968; and ss 99, 105, and 105A of the Crimes Act 1961; and the Secret Commissions Act 1910; and the Financial Markets Conduct Act 2013.

- (d) The fixing of the date and time of the first meeting of the local authority, or the adoption of a schedule of meetings; and
- (e) The election of the deputy Mayor or deputy chairperson in accordance with the LGA 2002, sch7, cl 17.

*LGA 2002, sch 7, cl 21(5).*

It is common for councils to adopt standing orders at the first meeting; however, this is not always necessary as, if not amended, standing orders will remain in force after each triennial election.

Please note, that the election of a deputy mayor is not required if the Mayor has already made the appointment under s 41A(3)(a) of the LGA 2002 prior to the meeting. Nothing limits a territorial authority from removing a deputy Mayor from office in accordance with cl 18 of sch 7 of the LGA 2002.

## **5. Appointments and elections/Ngā kopounga me ngā pōtitanga**

### **5.1 Mayoral appointment of deputy Mayor, committee chairs and members/Te kopounga a te Koromatua i te Koromatua tuarua, ngā ūpoko o ngā komiti me ngā mema**

A Mayor may appoint the deputy Mayor, the chairperson and the members of each committee of the territorial authority. The names of any appointments made by the Mayor must be tabled at the first meeting of the council after the appointments are made. The Mayor may also appoint themselves.

*LGA 2002, s 41A(3).*

### **5.2 Council discharge of a mayoral appointment/Te whakakore a te Kaunihera i tētahi tūranga i kopoua e te Koromatua**

Nothing, however, limits or prevents a territorial authority from discharging deputy Mayor, a chairperson or a member of a committee appointed by the Mayor. Any decision by the territorial authority to discharge a deputy Mayor shall follow the procedure in Standing Order 5.5.

If the Mayor declines to appoint a deputy Mayor or committee chairpersons in accordance with LGA 2002, s 41A, the council (or a committee, if directed by the council) must elect those positions in accordance with Standing Order 5.4.

*LGA 2002, sch 7, cl 31.*



### **5.3 Establishment of committees by the Mayor/Te whakatū a te koromatua i ngā komiti**

The Mayor may establish committees of the territorial authority. Where a Mayor exercises this right, a list of the committees and their terms of reference must be tabled at the next following meeting of the council. Should the Mayor decline to establish committees under s 41A, then any decision to establish committees must follow the processes set out in these Standing Orders.

Nothing, however, limits or prevents a territorial authority from discharging or reconstituting, in accordance with cl 30 of sch 7, LGA 2002, a committee established by the Mayor, or appointing more committees in addition to any established by the Mayor.

Please note, a Mayor is a member of every committee unless specific legislation provides otherwise, such as a committee established under s 189 of the Sale and Supply of Alcohol Act 2012.

*LGA 2002, s 41A (3) and (4).*

### **5.4 Elections of regional chairpersons, deputy Mayors and deputy chairpersons/Te pōti i ngā ūpoko ā-rohe, ngā Koromatua tuarua me ngā ūpoko tuarua**

The council (or a committee responsible for making the appointment) must decide by resolution to use one of two voting systems (see Standing Order 5.6) when electing people to the following positions:

- The chairperson and deputy chairperson of a regional council;
- The deputy Mayor;
- The chairperson and deputy chairperson of a committee; and
- A representative of a local authority.

Please note, this provision does not apply in situations where a mayor has used their powers under LGA 2002, s 41A to appoint a deputy Mayor, or committee chairs. See the LGNZ Guide to Standing Orders for more information.

*LGA 2002, sch 7, cl 25.*

### **5.5 Removal of a deputy Mayor/Te whakakore i te tūranga a tētahi Koromatua tuarua**

A deputy Mayor, whether appointed by the Mayor under the Standing Order 5.1, or elected by the council, can only be removed in accordance with cl 18, sch 7, of the LGA 2002. See Appendix 9.

*LGA 2002, sch 7, cl 18.*

## **5.6 Voting system for chairs, deputy Mayors and committee chairs/Te pūnaha pōti mō ngā ūpoko, ngā Koromatua tuarua me ngā ūpoko komiti**

When electing a regional council chair, a deputy Mayor or a committee chair the local authority must resolve to use one of the following two voting systems.

### **System A**

The candidate will be elected or appointed if he or she receives the votes of a majority of the members of the local authority or committee who are present and voting. This system has the following characteristics:

- (a) There is a first round of voting for all candidates;
- (b) If no candidate is successful in the first round, there is a second round of voting from which the candidate with the fewest votes in the first round is excluded; and
- (c) If no candidate is successful in the second round, there is a third round, and if necessary subsequent rounds, of voting from which, each time, the candidate with the fewest votes in the previous round is excluded.

In any round of voting, if two or more candidates tie for the lowest number of votes, the person to be excluded from the next round is resolved by lot.

### **System B**

The candidate will be elected or appointed if he or she receives more votes than any other candidate. This system has the following characteristics:

- (a) There is only one round of voting; and
- (b) If two or more candidates tie for the most votes, the tie is resolved by lot.

*LGA 2002, sch 7, cl 25.*

## **6. Delegations/Te tuku mana**

### **6.1 Duty to consider delegations to community boards/Te haepapa ki te whakaaroaro ki te tukunga mana ki ngā poari hapori**

The council of a territorial authority must consider whether to delegate to a community board if the delegation will enable the community board to best achieve its role.

*LGA 2002, sch 7, cl 32(6).*

**Please note:** A council is advised to delegate a range of decision-making responsibilities to its chief executive to cover the period from the day following the Electoral Office's declaration until the new council is sworn in. See the LGNZ Guide to Standing Orders for further information.

## **6.2 Limits on delegations/Ngā tepenga o te tuku mana**

Unless clearly stated in the LGA 2002 or any other Act, a council may, for the purposes of efficiency and effectiveness, delegate to a committee, subcommittee, subordinate decision-making body, community board, local board, member, or officer of the local authority, any of its responsibilities, duties, or powers except:

- (a) The power to make a rate;
- (b) The power to make a bylaw;
- (c) The power to borrow money, or purchase or dispose of assets, other than in accordance with the long-term plan;
- (d) The power to adopt a long-term plan, annual plan, or annual report;
- (e) The power to appoint a chief executive;
- (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;
- (g) *Repealed*; and
- (h) The power to adopt a remuneration and employment policy.

*LGA 2002, sch 7, cl 32 (1).*

## **6.3 Committees may delegate/Ka taea e ngā komiti te tuku mana**

A committee, subcommittee, subordinate decision-making body, local board, community board, member, or officer of the local authority, may delegate any of its responsibilities, duties, or powers to a subcommittee or person, subject to any conditions, limitations, or prohibitions imposed by the body that made the original delegation.

*LGA 2002, sch 7, cl (2) & (3).*

## **6.4 Use of delegated powers/Te whakamahi i ngā mana tuku**

The committee, subcommittee, other subordinate decision-making body, community board, or member or officer of the local authority to which or to whom any responsibilities, powers, duties are delegated may, without confirmation by the council, committee or body or person that made the delegation, exercise or perform them in the like manner and with the same effect as the local authority could itself have exercised or performed them.

*LGA 2002, sch 7, cl 32(2),(3), and (4).*

## **6.5 Decisions made under delegated authority cannot be rescinded or amended/E kore e taea te whakakore, te whakahou rānei i ngā whakatau i raro i te mana tuku**

Nothing in these Standing Orders allows a council, committee, and subcommittee to rescind or amend a lawfully made decision of a subordinate decision-making body carried out under a delegation authorising the making of that decision. The same requirement applies to a local board and community board in relation to any committees or subcommittees with delegated authority.

*LGA 2002, sch 7, cl 30 (6).*

## **6.6 Committees and sub committees subject to the direction of the local authority/Kei raro ngā komiti me ngā komiti āpiti i te mana a te mana ā-rohe**

A committee, subcommittee or other subordinate decision-making body is subject in all things to the control of the local authority and must carry out all general and special directions of the local authority given to them.

*LGA 2002, sch 7, cl 30(3) & (4).*

## **7. Committees/Ngā komiti**

### **7.1 Appointment of committees and subcommittees/Te kopounga o ngā komiti me ngā komiti āpiti**

A council may appoint the committees, subcommittees, and other subordinate decision-making bodies that it considers appropriate. A committee may appoint the subcommittees that it considers appropriate unless it is prohibited from doing so by the council.

*LGA 2002, sch 7, cl 30(1) & (2).*

### **7.2 Discharge or reconstitution of committees and subcommittees/Te whakakore, te whakahou rānei i ngā komiti me ngā komiti āpiti**

Unless expressly provided otherwise in legislation or regulation:

- (a) A local authority may discharge or reconstitute a committee or subcommittee, or other subordinate decision-making body; and
- (b) A committee may discharge or reconstitute a subcommittee.

A committee, subcommittee, or other subordinate decision-making body is, unless a council resolves otherwise, discharged when members elected at a subsequent triennial general election come into office.

*LGA 2002, sch 7, cl 30 (5) & (7).*

**Please note:** Section 12 (2) of the Civil Defence and Emergency Management Act 2002 states that a Civil Defence and Emergency Management Group is not deemed to be discharged following a triennial election. The same is true for District Licensing Committees (see the LGNZ Guide to Standing Orders).

### **7.3 Appointment or discharge of committee members and subcommittee members/Te kōupounga, te whakakore rānei i ngā mema komiti me ngā mema komiti āpiti**

A council may appoint or discharge any member of a committee and, if established by the council, a subcommittee. A committee may appoint or discharge any member of a subcommittee appointed by the committee unless directed otherwise by the council.

*LGA 2002, sch 7, cl 31(1) & (2).*

### **7.4 Elected members on committees and subcommittees/Te tū a ngā mema pōti ki ngā komiti me ngā komiti āpiti**

The members of a committee or subcommittee may be, but are not required to be, elected members of a local authority. A council or committee may appoint a person who is not a member of the local authority to a committee or subcommittee if, in the opinion of the council or committee, the person has the skills, attributes or knowledge to assist the committee or subcommittee.

At least one member of a committee must be an elected member of the council. In the case of a committee established by a local board or community board at least one member must be a member of that board. A staff member of the local authority, in the course of their employment, can be a member of a subcommittee but not a committee.

*LGA 2002, sch 7, cl 31(4).*

### **7.5 Local authority may replace members if committee not discharged/Ka āhei te mana ā-rohe ki te whakakapi i ngā mema mēnā kāore i whakakorehia te komiti**

If a local authority resolves that a committee, subcommittee or other subordinate decision-making body is not to be discharged under cl 30 (7), sch 7, LGA 2002, the local authority may replace the members of that committee, subcommittee or subordinate decision-making body after the next triennial general election of members.

*LGA 2002, sch 7, cl 31(5).*

### **7.6 Membership of Mayor/Te mematanga a te Koromatua**

The Mayor is a member of every committee of the local authority unless specific legislation provides otherwise, such as a committee established under s 189 of the Sale and Supply of Alcohol Act 2012.

*LGA 2002, s 41A(5).*

## **7.7 Decision not invalid despite irregularity in membership/Kāore e noho manakore tētahi whakatau ahakoa i rangirua te mematangā**

For the purpose of these Standing Orders a decision of a local authority, committee, local board and community board is not invalidated if:

1. There is a vacancy in the membership of the local authority, committee, local or community board at the time of the decision; or
2. Following the decision some defect in the election or appointment process is discovered and/or that the membership of a person on the committee at the time is found to have been ineligible.

*LGA 2002, sch 7, cl 29.*

## **7.8 Appointment of joint committees/Te kopounga o ngā komiti hono**

A local authority may appoint a joint committee with another local authority or other public body if it has reached agreement with each local authority or public body. The agreement must specify:

- (a) The number of members each party may appoint;
- (b) How the chairperson and deputy chairperson are to be appointed;
- (c) The terms of reference of the committee;
- (d) What responsibilities, if any, are to be delegated to the committee by each party; and
- (e) How the agreement may be varied.

The agreement may also specify any other matter relating to the appointment, operation, or responsibilities of the committee agreed by the parties.

*LGA 2002, sch 7, cl 30A(1) & (2).*

## **7.9 Status of joint committees/Te tūnga o ngā komiti hono**

A joint committee is deemed to be both a committee of a council and a committee of each other participating local authority or public body.

*LGA 2002, sch 7, cl 30A(5).*

## **7.10 Power to appoint or discharge individual members of a joint committee/Te mana ki te kopou me te whakakore i ngā mema takitahi o tētahi komiti hono**

The power to discharge any individual member of a joint committee and appoint another member in their stead must be exercised by the council or public body that made the appointment.

*LGA 2002, sch 7, cl 30A(6)(a).*

## Pre-meeting/I mua i te hui

### 8. Giving notice/Te tuku pānui

Please note; the processes described in this section (Standing Orders 8.1 – 8.12) apply as appropriate to local boards and community boards.

#### 8.1 Public notice – ordinary meetings/Te pānui tūmatanui – ngā hui noa

All meetings scheduled for the following month must be publicly notified not more than 14 days and not less than 5 days before the end of the current month, together with the dates, the times and places on and at which those meetings are to be held. In the case of meetings held on or after the 21st day of the month public notification may be given not more than 10 nor less than 5 working days before the day on which the meeting is to be held. (See the LGNZ Guide to Standing Orders for more information).

*LGOIMA, s 46.*

#### 8.2 Notice to members - ordinary meetings/Te pānui ki ngā mema – ngā hui noa

The chief executive must give notice in writing to each member of the local authority of the date, time and place of any meeting. Notice must be given at least 14 days before the meeting unless the council has adopted a schedule of meetings, in which case notice must be given at least 14 days before the first meeting on the schedule.

*LGA 2002, sch 7, cl 19(5).*

#### 8.3 Extraordinary meeting may be called/Ka āhei ki te karanga hui Motuhake

An extraordinary council meeting may be called by:

- (a) Resolution of the council, or
- (b) A requisition in writing delivered to the chief executive which is signed by:
  - i. The Mayor; or
  - ii. Not less than one third of the total membership of the council (including vacancies).

*LGA 2002, sch 7, cl 22(1).*

#### 8.4 Notice to members - extraordinary meetings/Te pānui ki ngā mema – ngā hui Motuhake

The chief executive must give notice, in writing, of the time and place of an extraordinary meeting called under the Standing Order 8.3, as well as the general nature of business to be considered, to

each member of the council at least 3 working days before the day appointed for the meeting. If the meeting is called by a resolution then notice must be provided within such lesser period as is specified in the resolution, as long as it is not less than 24 hours.

*LGA 2002, sch 7, cl 22(3).*

## **8.5 Emergency meetings may be called/Ka āhei ki te karanga hui ohotata**

If the business a council needs to deal with requires a meeting to be held at a time earlier than is allowed by the notice requirements for holding an extraordinary meeting and it is not practicable to call the meeting by resolution, an emergency meeting may be called by:

- (a) The Mayor; or
- (b) If the Mayor is unavailable, the chief executive.

*LGA 2002, sch 7, cl 22A(1).*

## **8.6 Process for calling an emergency meeting/Te pūnaha mō te karanga hui ohotata**

The notice of the time and place of an emergency meeting, and of the matters in respect of which the emergency meeting is being called, must be given by the person calling the meeting or by another person on that person's behalf.

The notice must be given, by whatever means is reasonable in the circumstances, to each member of the local authority, and to the chief executive, at least 24 hours before the time appointed for the meeting.

*LGA 2002, sch 7, cl 22A(2).*

## **8.7 Public notice – emergency and extraordinary meeting/Te pānui tūmatanui – ngā hui ohotata me te Motuhake**

Where an emergency or extraordinary meeting of a local authority is called but the notice of the meeting is inconsistent with these Standing Orders, due to the manner in which it was called, the local authority must cause that meeting and the general nature of business to be transacted at that meeting:

- (a) To be publicly notified as soon as practicable before the meeting is to be held; or
- (b) If it is not practicable to publish a notice in newspapers before the meeting, to be notified as soon as practicable on the local authority's website and in any other manner that is reasonable in the circumstances.

*LGOIMA, s 46(3).*



## **8.8 Meetings not invalid/Kāore e manakore ngā hui**

The failure to notify a public meeting under these Standing Orders does not of itself make that meeting invalid. However, where a local authority becomes aware that a meeting has been incorrectly notified it must, as soon as practicable, give public notice stating:

- That the meeting occurred without proper notification;
- The general nature of the business transacted; and
- The reasons why the meeting was not properly notified.

*LGOIMA, s 46(6).*

## **8.9 Resolutions passed at an extraordinary meeting/Ngā tatūnga i whakamanahia i te hui Motuhake**

A local authority must, as soon as practicable, publicly notify any resolution passed at an extraordinary meeting of the local authority unless:

- (a) The resolution was passed at a meeting or part of a meeting from which the public was excluded; or
- (b) The extraordinary meeting was publicly notified at least 5 working days before the day on which the meeting was held.

*LGOIMA, s 51A.*

## **8.10 Meeting schedules/Ngā hōtaka hui**

Where the local authority adopts a meeting schedule it may cover any period that the council considers appropriate and may be amended. Notification of the schedule, or an amendment, will constitute notification to members of every meeting on the schedule or the amendment. This does not replace the requirements under LGOIMA to publicly notify each meeting.

*LGA 2002, sch 7, cl 19(6).*

## **8.11 Non-receipt of notice to members/Te kore e whiwhi pānui a ngā mema**

A meeting of a local authority is not invalid if notice of that meeting was not received, or not received in due time, by a member of the local authority or board unless:

- (a) It is proved that the person responsible for giving notice of the meeting acted in bad faith or without reasonable care; and
- (b) The member concerned did not attend the meeting.

A member of a local authority may waive the need to be given notice of a meeting.

*LGA 2002, sch 7, cl 20(1) & (2).*

## **8.12 Meeting cancellations/Te whakakore hui**

The chairperson of a scheduled meeting may cancel the meeting if, in consultation with the chief executive, they consider this is necessary for reasons that include lack of business, lack of quorum or clash with another event.

The chief executive must make a reasonable effort to notify members and the public as soon as practicable of the cancellation and the reasons behind it.

## **9. Meeting agenda/Te rārangi take o ngā hui**

### **9.1 Preparation of the agenda/Te whakarite i te rārangi take**

It is the chief executive's responsibility, on behalf of the chairperson, to prepare an agenda for each meeting listing and attaching information on the items of business to be brought before the meeting so far as is known, including the names of the relevant members.

When preparing business items for an agenda the chief executive must consult, unless impracticable, such as in the case of the inaugural meeting, the chairperson, or the person acting as chairperson for the coming meeting.

### **9.2 Process for raising matters for a decision/Te pūnaha mō te whakatakoto take hei whakatau**

Requests for reports may be made by a resolution of the council, committee, subcommittee, subordinate decision-making body, local boards or community board and, in the case of all decision-making bodies other than the council, must also fall within the scope of their specific delegations.

### **9.3 Chief executive may delay or refuse request/Ka āhei te tumu whakarae ki te whakaroa, whakakore rānei i tētahi tono**

The chief executive may delay commissioning any reports that involve significant cost or are beyond the scope of the committee that made the request. In such cases the chief executive will discuss options for meeting the request with the respective chairperson and report back to a subsequent meeting with an estimate of the cost involved and seek direction on whether the report should still be prepared.

Where a Chief executive refuses a member's request to prepare a report, an explanation for that refusal should be provided to the member.

### **9.4 Order of business/Te raupapatanga o ngā mahi**

At the meeting the business is to be dealt with in the order in which it stands on the agenda unless the chairperson, or the meeting, decides otherwise. An example of a default order of business is set out in Appendix 10.

The order of business for an extraordinary meeting must be limited to items that are relevant to the purpose for which the meeting has been called.

### **9.5 Chairperson’s recommendation/Te marohi a te ūpoko**

A chairperson, either prior to the start of the meeting and/or at the meeting itself, may include a recommendation regarding any item on the agenda brought before the meeting. Where a chairperson’s recommendation varies significantly from an officer’s recommendation the reason for the variation must be explained. A recommendation that differs significantly from the officer’s recommendation must comply with the decision-making requirements of Part 6 of the LGA 2002.

### **9.6 Chairperson may prepare report/Te pūrongo a te ūpoko**

The chairperson of a meeting has the right to prepare a report to be included in the agenda on any matter which falls within the responsibilities of that meeting, as described in its terms of reference.

For clarity, any recommendation must comply with the decision-making requirements of Part 6 of the LGA 2002.

### **9.7 Public availability of the agenda/Te wātea o te rārangi take ki te marea**

All information provided to members at a local authority, or local or community board, meeting must be publicly available, except where an item included in the agenda refers to a matter reasonably expected to be discussed with the public excluded.

*LGOIMA, ss 5 & 46A.*

### **9.8 Public inspection of agenda/Te tiro tiro a te marea i te rārangi take**

Any member of the public may, without payment of a fee, inspect, during normal office hours and within a period of at least 2 working days before a meeting, all agendas and associated reports circulated to members of the local authority and local and community boards relating to that meeting. The agenda:

- (a) Must be available for inspection at the public offices of the local authority (including service centres), at public libraries under the authority’s control and on the council’s website, and:
- (b) Must be accompanied by either:
  - i. The associated reports; or
  - ii. A notice specifying the places at which the associated reports may be inspected.

*LGOIMA, s 46A(1).*

### **9.9 Withdrawal of agenda items/Te tango take i te rārangi take**

If justified by circumstances, an agenda item may be withdrawn by the chief executive. In the event of an item being withdrawn the chief executive should inform the chairperson.

## **9.10 Distribution of the agenda/Te tuari i te rārangi take**

The chief executive must send the agenda to every member of a meeting at least two clear working days before the day of the meeting, except in the case of an extraordinary meeting or an emergency meeting (see Standing Orders 8.4 and 8.10).

The chief executive may send the agenda, and other materials relating to the meeting or other council business, to members by electronic means.

## **9.11 Status of agenda/Te tūnga o te rārangi take**

No matter on a meeting agenda, including recommendations, may be considered final until determined by a formal resolution of that meeting.

## **9.12 Items of business not on the agenda which cannot be delayed/Ngā take kāore i runga i te rārangi take e kore e taea te whakaroa**

A meeting may deal with an item of business that is not on the agenda where the meeting resolves to deal with that item and the chairperson provides the following information during the public part of the meeting:

- (a) The reason the item is not on the agenda; and
- (b) The reason why the discussion of the item cannot be delayed until a subsequent meeting.

*LGOIMA, s 46A(7).*

Items not on the agenda may be brought before the meeting through a report from either the chief executive or the chairperson.

**Please note**, that nothing in this standing order removes the requirement to meet the provisions of Part 6 of the LGA 2002 with regard to consultation and decision-making.

## **9.13 Discussion of minor matters not on the agenda/Te kōrerorero i ngā take iti kāore i runga i te rārangi take**

A meeting may discuss an item that is not on the agenda only if it is a minor matter relating to the general business of the meeting and the chairperson explains at the beginning of the public part of the meeting that the item will be discussed. However, the meeting may not make a resolution, decision, or recommendation about the item, except to refer it to a subsequent meeting for further discussion.

*LGOIMA, s 46A(7A).*

## **9.14 Public excluded business on the agenda/Ngā take o te rārangi take kāore e whārikihia ki te marea**

Items that are likely to be discussed under public-excluded must be indicated on each agenda, including the general subject of the item. The chief executive, however, may exclude public access to any reports, or parts of reports, which are reasonably expected to be discussed with the public excluded.

*LGOIMA, s 46A(9).*

## **9.15 Qualified privilege relating to agenda and minutes/Te maru whāiti e pā ana ki te rārangi take me ngā meneti**

Where any meeting is open to the public and a member of the public is supplied with a copy of the agenda, or the minutes of that meeting, the publication of any defamatory matter included in the agenda or in the minutes is privileged. This does not apply if the publication is proved to have been made with ill will, or improper advantage has been taken of the publication.

*LGOIMA, s 52.*

## **Meeting Procedures/Ngā Tikanga Hui/**

### **10. Opening and closing/Te whakatuwhera me te whakakapi**

Local authorities, local boards and community boards may, at the start of a meeting, choose to recognise the civic importance of the occasion through some form of reflection. This could be an expression of community values, a reminder of the contribution of members who have gone before or a formal welcome, such as a mihi whakatau.

Options for opening a meeting could include a karakia timitanga, mihi whakatau, or powhiri as well as a karakia whakamutunga to close a meeting where appropriate.

### **11. Quorum/Kōrama**

#### **11.1 Council meetings/Ngā hui Kaunihera**

The quorum for a meeting of the council is:

- (a) Half of the members physically present, where the number of members (including vacancies) is even; and
- (b) A majority of the members physically present, where the number of members (including vacancies) is odd.

*LGA 2002, sch 7, cl 23(3)(a).*

## **11.2 Committees and subcommittee meetings/Ngā hui komiti me te komiti āpiti**

A council sets the quorum for its committees and subcommittees, either by resolution or by stating the quorum in the terms of reference. Committees may set the quorums for their subcommittees by resolution, provided that it is not less than two members. (See also 7.4).

In the case of subcommittees, the quorum will be two members unless otherwise stated. In the case of committees at least one member of the quorum must be a member of the council, or if established by a local board or community board, the relevant board.

*LGA 2002, sch 7, cl 23(3)(b).*

## **11.3 Joint Committees/Ngā komiti hono**

The quorum at a meeting of a joint committee must be consistent with Standing Order 11.1. Local authorities participating in the joint committee may decide, by agreement, whether or not the quorum includes one or more members appointed by each local authority or any party.

*LGA 2002, sch 7, cl 30A(6)(c).*

## **11.4 Requirement for a quorum/Te herenga mō te kōrama**

A meeting is constituted where a quorum of members is present, whether or not they are all voting or entitled to vote. In order to conduct any business at a meeting, a quorum of members must be present for the whole time that the business is being considered.

*LGA 2002, sch 7, cl 23(1) & (2).*

## **11.5 Meeting lapses where no quorum/Ka tārewa te hui mēnā karekau he kōrama**

A meeting must lapse, and the chairperson vacate the chair, if a quorum is not present within 20 minutes of the advertised start of the meeting. Where members are known to be travelling to the meeting, but are delayed due to extraordinary circumstance, the chairperson has discretion to wait for a longer period.

No business may be conducted while waiting for the quorum to be reached. Minutes will record when a meeting lapses due to a lack of a quorum, along with the names of the members who attended.

Should a quorum be lost, the meeting will lapse if the quorum is not present within 15 minutes.

## **11.6 Business from lapsed meetings/Ngā take mai i ngā hui tārewa**

Where meetings lapse the remaining business will be adjourned and be placed at the beginning of the agenda of the next ordinary meeting, unless the chairperson sets an earlier meeting, and this is notified by the chief executive.

## **12. Public access and recording/Te urunga a te marea me te hopunga**

### **12.1 Meetings open to the public/E tuwhera ana ngā hui ki te marea**

Except as otherwise provided by Part 7 of LGOIMA, every meeting of the local authority, its committees, subcommittees, local boards and community boards, must be open to the public.

*LGOIMA, s 47 & 49(a).*

### **12.2 Grounds for removing the public/Ngā take e panaia ai te marea**

The chairperson may require any member of the public to be removed from the meeting if they believe that person's behaviour is likely to prejudice the orderly conduct of the meeting.

*LGOIMA, s 50(1).*

### **12.3 Local authority may record meetings/Ka āhei te mana ā-rohe ki te hopu i ngā hui**

Meeting venues should contain clear signage indicating and informing members, officers and the public that proceedings may be recorded by the local authority and may be subject to direction by the chairperson.

### **12.4 Public may record meetings/Ka āhei te marea ki te hopu i ngā hui**

Members of the public may make electronic or digital recordings of meetings which are open to the public. Any recording of meetings should be notified to the chairperson at the commencement of the meeting to ensure that the recording does not distract the meeting from fulfilling its business.

Where circumstances require, the chairperson may direct the recording to stop for a period of time.

## **13. Attendance/Te taenga**

### **13.1 Members right to attend meetings/Te mōtika a ngā mema ki te tae ki ngā hui**

A member of a local authority, or of a committee of a local authority, has, unless lawfully excluded, the right to attend any meeting of the local authority or committee.

*LGA 2002, sch 7, cl 19(2).*

If a member of the local authority is not an appointed member of the meeting which they are attending, they may not vote on any matter at that meeting. However, they may, with the leave of the chair, take part in the meeting's discussions.

A member attending a meeting of which they are not an appointed member is not a member of the public for the purpose of s48 of LGOIMA. Consequently, if the meeting resolves to exclude the public then any members of the local authority who are present may remain, unless they are lawfully excluded.

**Please note:** this section does not confer any rights to non-elected members appointed to committees of a local authority.

### **13.2 Attendance when a committee is performing judicial or quasi-judicial functions/Te tae ki ngā hui ina whakahaere whakawā te komiti**

When a committee is performing judicial or quasi-judicial functions, members of the local authority who are not members of that committee are not entitled to take part in the proceedings.

### **13.3 Leave of absence/Te tuku tamōtanga**

A council may grant a member leave of absence following an application from that member. The council may delegate the power to grant a leave of absence to the Mayor in order to protect a members' privacy and the Council may approve an application from the Mayor. The Mayor will advise all members of the council whenever a member has been granted leave of absence under delegated authority. Meeting minutes will record that a member has leave of absence as an apology for that meeting.

### **13.4 Apologies/Ngā whakapāh**

A member who does not have leave of absence may tender an apology should they be absent from all or part of a meeting. The Mayor (or acting chair) must invite apologies at the beginning of each meeting, including apologies for lateness and early departure. The meeting may accept or decline any apologies. Members may be recorded as absent on council business where their absence is a result of a commitment made on behalf of the council.

For clarification, the acceptance of a member's apology constitutes a grant of 'leave of absence' for that meeting.

### **13.5 Recording apologies/Te hopu whakapāha**

The minutes will record any apologies tendered before or during the meeting, including whether they were accepted or declined and the time of arrival and departure of all members.

### **13.6 Absent without leave/Te tamōtanga kāore i whakaaetia**

Where a member is absent from four consecutive meetings of the council, local board or community board without leave of absence or an apology being accepted (not including extraordinary or emergency meetings) then the office held by the member will become vacant. A vacancy created in this way is treated as an extraordinary vacancy.

*LGA 2002, sch 7, cl 5(d).*



### **13.7 Right to attend by audio or audiovisual link/Te mōtika kia tae atu mā te hononga ā-oro, ataata-rongo rānei**

Provided the conditions in Standing Orders 13.11 and 13.12 are met, members of the local authority and its committees, have the right to attend meetings by means of an electronic link, unless they have been lawfully excluded.

### **13.8 Member's status: quorum/Te tūnga a te mema: kōrama**

Members who attend meetings by electronic link will not be counted as present for the purposes of a quorum.

*LGA 2002, sch 7, cl 25A(4).*

### **13.9 Member's status: voting/Te tūnga a te mema: te pōti**

Where a meeting has a quorum, determined by the number physically present, the members attending by electronic link can vote on any matters raised at the meeting.

### **13.10 Chairperson's duties/Ngā mahi a te ūpoko**

Where the technology is available and a member is attending a meeting by audio or audiovisual link, the chairperson must ensure that:

- (a) The technology for the link is available and of suitable quality; and
- (b) Procedures for using the technology in the meeting will ensure that:
  - i. Everyone participating in the meeting can hear each other;
  - ii. The member's attendance by audio or audio-visual link does not reduce their accountability or accessibility of that person in relation to the meeting;
  - iii. The requirements of Part 7 of LGOIMA are met; and
  - iv. The requirements in these Standing Orders are met.

*LGA 2002, sch 7, cl 25A(3).*

If the chairperson is attending by audio, or audio-visual link, then chairing duties will be undertaken by the deputy chair, or a member who is physically present.

### **13.11 Conditions for attending by audio or audiovisual link/Ngā tikanga mō te taenga mā te hononga ā-oro, ataata-rongo rānei**

Noting Standing Order 13.7, the chairperson may give approval for a member to attend meetings by electronic link, either generally or for a specific meeting. Examples of situations where approval can be given include:

- (a) Where the member is at a place that makes their physical presence at the meeting impracticable or impossible;
- (b) Where a member is unwell; and

- (c) Where a member is unable to attend due to an emergency.

### **13.12 Te tono kia tae mā te hononga ā-oro, ataata-rongo rānei/Request to attend by audio or audiovisual link**

Where possible, a member will give the chairperson and the chief executive at least 2 working days' notice when they want to attend a meeting by audio or audiovisual link. Should, due to illness or emergency, this is not possible the member may give less notice.

Where such a request is made and the technology is available, the chief executive must take reasonable steps to enable the member to attend by audio or audiovisual link. However, the council has no obligation to make the technology for an audio or audio-visual link available.

If the member's request cannot be accommodated, or there is a technological issue with the link, this will not invalidate any acts or proceedings of the local authority or its committees.

### **13.13 Chairperson may terminate link/Ka āhei te ūpoko ki te whakakore i te hononga**

The chairperson may direct that an electronic link should be terminated where:

- (a) Use of the link is increasing, or may unreasonably increase, the length of the meeting;
- (b) The behaviour of the members using the link warrants termination, including the style, degree and extent of interaction between members;
- (c) It is distracting to the members who are physically present at the meeting;
- (d) The quality of the link is no longer suitable;
- (e) Information classified as confidential may be compromised (see also SO 13.16).

### **13.14 Giving or showing a document/Te tuku, te whakaatu rānei i tētahi tuhinga**

A person attending a meeting by audio or audio visual link may give or show a document by:

- (f) Transmitting it electronically;
- (g) Using the audio visual link; or
- (h) Any other manner that the chairperson thinks fit.

*LGA 2002, sch 7, cl 25(A)(6).*

### **13.15 Link failure/Ina mūhore te hononga**

Where an audio or audiovisual link fails, or there are other technological issues that prevent a member who is attending by link from participating in a meeting, that member must be deemed to be no longer attending the meeting.

### **13.16 Confidentiality/Te matatapu**

A member who is attending a meeting by audio or audio-visual link must ensure that the meeting's proceedings remain confidential during any time that the public is excluded. At such a time, the chairperson may require the member to confirm that no unauthorised people are able to view or hear the proceedings. If the chairperson is not satisfied by the explanation, they may terminate the link.

## **14. Chairperson's role in meetings/Te mahi a te ūpoko i roto i ngā hui**

### **14.1 Council meetings/Ngā hui kaunihera**

The Mayor must preside at meetings of the council unless they vacate the chair for a part or all of a meeting. If the Mayor is absent from a meeting or vacates the chair, the deputy Mayor must act as chairperson. If the deputy Mayor is also absent the local authority members who are present must elect a member to be the chairperson at that meeting. This person may exercise the meeting responsibilities, duties, and powers of the Mayor for that meeting.

*LGA 2002, sch 7, cl 26(1), (5) & (6).*

### **14.2 Other meetings/Ētahi atu hui**

In the case of committees, subcommittees and subordinate decision-making bodies, the appointed chairperson must preside at each meeting unless they vacate the chair for all or part of a meeting. If the chairperson is absent from a meeting or vacates the chair, the deputy chairperson (if any) will act as chairperson. If the deputy chairperson is also absent, or has not been appointed, the committee members who are present must elect a member to act as chairperson. This person may exercise the meeting responsibilities, duties and powers of the chairperson.

*LGA 2002, sch 7, cl 26(2), (5) & (6).*

### **14.3 Addressing the chairperson/Me pēhea te whakaingoa i te ūpoko**

Members will address the Chairperson in a manner that the Chairperson has determined.

### **14.4 Chairperson's rulings/Ngā whakataunga a te ūpoko**

The chairperson will decide all procedural questions, including points of order, where insufficient provision is made by these Standing Orders (except in cases where appoint of order questions the chairperson's ruling). Any refusal to obey a Chairperson's ruling or direction constitutes contempt (see SO 20.5).

## **14.5 Chairperson standing/Ina tū te ūpoko**

Whenever the chairperson stands during a debate members are required to sit down (if required to stand to address the meeting) and be silent so that they can hear the chairperson without interruption.

## **14.6 Member's right to speak/Te mōtika a te mema ki te korero**

Members are entitled to speak in accordance with these Standing Orders. Members should address the chairperson when speaking. They may not leave their place while speaking unless they have the leave of the chairperson.

## **14.7 Chairperson may prioritise speakers/Ka āhei te ūpoko ki te whakaraupapa i ngā kaikōrero**

When two or more members want to speak the chairperson will name the member who may speak first. Other members who wish to speak have precedence where they intend to:

- (a) Raise a point of order, including a request to obtain a time extension for the previous speaker; and/or
- (b) Move a motion to terminate or adjourn the debate; and/or
- (c) Make a point of explanation; and/or
- (d) Request the chair to permit the member a special request.

## **15. Public Forums/Ngā Matapakinga a te Marea**

Public forums are a defined period of time, usually at the start of an ordinary meeting, which, at the discretion of a meeting, is put aside for the purpose of public input. Public forums are designed to enable members of the public to bring matters of their choice, not necessarily on the meeting's agenda, to the attention of the local authority.

The public are permitted to address committees and community boards on matters which don't fall within the terms of reference of a meeting, but at Council the item must be on the agenda for decision for a member of the public to address Council.

### **15.1 Time limits/Ngā tepenga wā**

A period of up to 30 minutes, or such longer time as the meeting may determine, will be available for the public forum at each scheduled local authority meeting. Requests must be made to the chief executive (or their delegate) at least one clear day before the meeting; however this requirement may be waived by the chairperson. Requests should also outline the matters that will be addressed by the speaker(s).

Speakers can speak for up to 5 minutes. Where the number of speakers presenting in the public forum exceeds 6 in total, the chairperson has discretion to restrict the speaking time permitted for all presenters.

## **15.2 Restrictions/Ngā Herenga**

The chairperson has the discretion to decline to hear a speaker or to terminate a presentation at any time where:

- A speaker is repeating views presented by an earlier speaker at the same public forum;
- The speaker is criticising elected members and/or staff;
- The speaker is being repetitious, disrespectful or offensive;
- The speaker has previously spoken on the same issue;
- The matter is subject to legal proceedings; and
- The matter is subject to a hearing, including the hearing of submissions where the local authority or committee sits in a quasi-judicial capacity.

## **15.3 Questions at public forums/Ngā pātai i ngā matapakinga a te marea**

At the conclusion of the presentation, with the permission of the chairperson, elected members may ask questions of speakers. Questions are to be confined to obtaining information or clarification on matters raised by a speaker.

## **15.4 No resolutions/Kāore he tatūnga**

Following the public forum, no debate or decisions will be made at the meeting on issues raised during the forum unless related to items already on the agenda. (See the LGNZ Guide to Standing Orders for suggestions of good practice in dealing with issues raised during a forum).

# **16. Petitions/Ngā Petihana**

## **16.1 Form of petitions/Te āhua o ngā petihana**

Petitions may be presented to the local authority or any of its committees, local boards or community boards, as long as the subject matter falls within the terms of reference of the intended meeting.

Petitions must contain at least 20 signatures and consist of fewer than 150 words (not including signatories). They must be received by the chief executive at least five working days before the meeting at which they will be presented, however, this requirement may be waived by the chairperson.

Petitions must not be disrespectful, use offensive language or include malicious, inaccurate, or misleading statements (see Standing Order 20.9 on qualified privilege). They may be written in

English or te reo Māori. Petitioners planning to present their petition in te reo or sign language should advise the chief executive in time to allow translation services to be arranged.

## **16.2 Petition presented by petitioner/Te petihana ka whakatakotohia e te kaipetihana**

A petitioner who presents a petition to the local authority or any of its committees and subcommittees, local boards or community boards, may speak for 5 minutes (excluding questions) about the petition, unless the meeting resolves otherwise. The chairperson must terminate the presentation of the petition if he or she believes the petitioner is being disrespectful, offensive or making malicious statements.

Where a petition is presented as part of a public forum the speaking time limits relating to public forums shall apply. The petition must be received by the chief executive at least 5 working days before the date of the meeting concerned.

## **16.3 Petition presented by member/Te petihana ka whakatakotohia e tētahi mema**

Members may present petitions on behalf of petitioners. In doing so, members must confine themselves to presenting:

- (a) The petition;
- (b) The petitioners' statement; and
- (c) The number of signatures.

## **17. Exclusion of public/Te aukati i te marea**

### **17.1 Motions and resolutions to exclude the public/Ngā mōtini me ngā tatūnga ki te aukati i te marea**

Members of a meeting may resolve to exclude the public from a meeting. The grounds for exclusion are those specified in s 48 of LGOIMA (see Appendix 1).

Every motion to exclude the public must be put while the meeting is open to the public, and copies of the motion must be available to any member of the public who is present. If the motion is passed the resolution to exclude the public must be in the form set out in schedule 2A of LGOIMA (see Appendix 2). The resolution must state:

- (a) The general subject of each matter to be excluded;
- (b) The reason for passing the resolution in relation to that matter; and
- (c) The grounds on which the resolution is based.

The resolution will form part of the meeting's minutes.

*LGOIMA, s 48.*

## **17.2 Specified people may remain/Ka āhei ngā tāngata ka tohua ki te noho mai**

Where a meeting resolves to exclude the public, the resolution may provide for specified persons to remain if, in the opinion of the meeting, they will assist the meeting to achieve its purpose. Any such resolution must state, in relation to the matter to be discussed, how the knowledge held by the specified people is relevant and be of assistance.

No such resolution is needed for people who are entitled to be at the meeting, such as relevant staff and officials contracted to the council for advice on the matter under consideration.

*LGOIMA, s 48(6).*

## **17.3 Public excluded items/Ngā take e aukatihia ana ki te marea**

The chief executive must place in the public-excluded section of the agenda any items that he or she reasonably expects the meeting to consider with the public excluded. The public excluded section of the agenda must indicate the subject matter of the item and the reason the public are excluded.

*LGOIMA, s 46A(8).*

## **17.4 Non-disclosure of information/Te kore e whāki i ngā mōhiohio**

No member or officer may disclose to any person, other than another member, officer or person authorised by the chief executive, any information that has been, or will be, presented to any meeting from which the public is excluded, or proposed to be excluded.

This restriction does not apply where a meeting has resolved to make the information publicly available or where the chief executive has advised, in writing, that one or both of the following apply:

- (a) There are no grounds under LGOIMA for withholding the information; and
- (b) The information is no longer confidential.

## **17.5 Release of information from public excluded session/Te tuku i ngā mōhiohio nō te nohoanga aukati ki te marea**

A local authority may provide for the release to the public of information which has been considered during the public excluded part of a meeting.

Each public excluded meeting must consider and agree by resolution, what, if any, information will be released to the public. In addition, the chief executive may release information which has been considered at a meeting from which the public has been excluded where it is determined the grounds to withhold the information no longer exist.

## **18. Voting/Te pōti**

### **18.1 Decisions by majority vote/Mā te nuinga e whakatau**

Unless otherwise provided for in the LGA 2002, other legislation, or Standing Orders, the acts of, and questions before, a local authority (including a local or community board) must be decided at a meeting through a vote exercised by the majority of the members that are present and voting.

*LGA 2002, sch 7, cl 24(1).*

### **18.2 Open voting/Te pōti tuwhera**

An act or question coming before the local authority must be done or decided by open voting.

*LGA 2002, sch 7, cl 24(3).*

### **18.3 Chairperson has a casting vote/Kei te ūpoko te pōti whakatau**

The Mayor, Chairperson, or any other person presiding at a meeting, has a deliberative vote and, in the case of an equality of votes, has a casting vote.

*LGA 2002, sch 7, cl 24(2).*

### **18.4 Method of voting/Te tikanga pōti**

The method of voting must be as follows:

- (a) The chairperson in putting the motion must call for an expression of opinion on the voices or take a show of hands, the result of either of which, as announced by the chairperson, must be conclusive unless such announcement is questioned immediately by any member, in which event the chairperson will call a division;
- (b) The chairperson or any member may call for a division instead of or after voting on the voices and/or taking a show of hands; and
- (c) Where a suitable electronic voting system is available that system may be used instead of a show of hands, vote by voices, or division, and the result publicly displayed and notified to the chairperson who must declare the result.

### **18.5 Calling for a division/Te tono i te wehenga**

When a division is called, the chief executive must record the names of the members voting for and against the motion, and abstentions, and provide the names to the chairperson to declare the result. The result of the division must be entered into the minutes and include members' names and the way in which they voted.

The Chairperson may call a second division where there is confusion or error in the original division.



## **18.6 Request to have votes recorded/Te tono kia tuhi i ngā pōti**

If requested by a member, immediately after a vote the minutes must record the member's vote or abstention. Recording any other matters, such as a members' reason for their vote or abstention, is not permitted.

## **18.7 Members may abstain**

## **18.8 Members may abstain/Ka āhei ngā mema ki te noho puku**

Any member may abstain from voting.

## **19. Conduct/Ngā whanonga**

### **19.1 Calling to order/Te tono kia tau ngā mema**

When the chairperson calls members to order they must be seated and stop speaking. If the members fail to do so, the chairperson may direct that they should immediately leave the meeting for a specified time.

### **19.2 Behaviour consistent with Code of Conduct/Ngā whanonga e hāngai ana ki te Tikanga Whakahaere**

At a meeting no member may act inconsistently with their Code of Conduct, or speak or act in a manner which is disrespectful of other members, staff or the public.

### **19.3 Retractions and apologies/Te tango kōrero me te whakapāha**

In the event of a member, or speaker, who has been disrespectful of another member or contravened the council's Code of Conduct, the chairperson may call upon that member, or speaker, to withdraw the offending comments, and may require them to apologise. If the member refuses to do so the chairperson may direct that they should leave the meeting immediately for a specified time and/or make a complaint under the Code of Conduct.

### **19.4 Disorderly conduct/Ngā whanonga kino**

Where the conduct of a member is disorderly or is creating a disturbance the chairperson may require that member to leave the meeting immediately for a specified time.

If the disorder continues the chairperson may adjourn the meeting for a specified time. At the end of this time the meeting must resume and decide, without debate, whether the meeting should proceed or be adjourned.

The chairperson may also adjourn the meeting if other people cause disorder or in the event of an emergency.

## **19.5 Contempt/Te whakahāwea**

Where a member is subject to repeated cautions by the chairperson for disorderly conduct the meeting may, should it so decide, resolve that the member is in contempt. Any such resolution must be recorded in the meeting's minutes.

A member who has been found to be in contempt and continues to be cautioned by the Chairperson for disorderly conduct, may be subject to Standing Order 20.6.

## **19.6 Removal from meeting/Te pana i te tangata i te hui**

A member of the police or authorised security personnel may, at the chairperson's request, remove or exclude a member from a meeting.

This Standing Order will apply where the chairperson has ruled that the member should leave the meeting and the member has refused or failed to do so; or has left the meeting and attempted to re-enter it without the chairperson's permission.

## **19.7 Financial conflicts of interests/Ngā take taharua ahumoni**

Every member present at a meeting must declare any direct or indirect financial interest that they hold in any matter being discussed at the meeting, other than an interest that they hold in common with the public.

No member may vote on, or take part in, a discussion about any matter in which they have a direct or indirect financial interest unless an exception set out in s 6 LAMIA applies to them, or the Auditor-General has granted them an exemption or declaration under s 6.

Members with a financial interest should physically withdraw themselves from the table unless the meeting is in public excluded in which case, they should leave the room.

Neither the chairperson, nor the meeting, may rule on whether a member has a financial interest in the matter being discussed. The minutes must record any declarations of financial interests and the member's abstention from any discussion and voting on the matter.

*LAMIA, ss 6 & 7.*

## **19.8 Non-financial conflicts of interests/Ngā take taharua ahumoni-kore**

Non-financial interests involve questions about whether the judgement of a member of a local authority (or local or community board) could be affected by a separate interest, or duty, which that member may have in relation to a particular matter. If a member considers that they have a non-financial conflict of interest in a matter they must not take part in the discussions about that matter, or any subsequent vote.

The member must leave the table when the matter is considered but does not need to leave the room. The minutes must record the declaration and member's subsequent abstention from discussion and voting.

Neither the chairperson, nor the meeting, may rule on whether a member has a non-financial interest in the matter being discussed.

## **19.9 Qualified privilege for meeting proceedings/Te maru whāiti mō ngā whakaritenga hui**

Any oral statement made at any meeting of the local authority in accordance with the rules adopted by the local authority for guiding its proceedings is privileged, unless the statement is proved to have been made with ill will or took improper advantage of the occasion of publication.

*LGOIMA, s 53.*

## **19.10 Qualified privilege additional to any other provisions/He āpitianga te maru whāiti ki ētahi atu whakaritenga**

The privilege referred to above is in addition to any other privilege, whether absolute or qualified, that applies as a result of any other enactment or rule of law applying to any meeting of the local authority.

*LGOIMA, s 53.*

## **19.11 Electronic devices at meetings/Ngā pūrere hiko i ngā hui**

Electronic devices and phones can only be used to advance the business of a meeting. Personal use may only occur at the discretion of the chair. A chairperson may require that an electronic device is switched off if:

- I. its use is likely to distract a meeting from achieving its business, or,
- II. a member is found to be receiving information or advice from sources not present at the meeting that may affect the integrity of the proceedings.

## **20. General rules of debate/Ngā tikanga whānui mō te tautohetohe**

### **20.1 Chairperson may exercise discretion/Kei te ūpoko te tikanga**

The application of any procedural matters in this section of the Standing Orders, such as the number of times a member may speak or when a chair can accept a procedural motion to close or adjourn a debate, is subject to the discretion of the chairperson.

### **20.2 Time limits on speakers/Te tepenga wā mā ngā kaikōrero**

The following time limits apply to members speaking at meetings:

- (a) Movers of motions when speaking to the motion – not more than 5 minutes;

- (b) Movers of motions when exercising their right of reply – not more than 5 minutes; and
- (c) Other members – not more than 5 minutes.

Time limits can be extended if a motion to that effect is moved, seconded and supported by a majority of members present.

### **20.3 Questions to staff/Ngā pātai ki ngā kaimahi**

During a debate members can ask staff questions about the matters being discussed. Questions must be asked through the chairperson, and how the question is to be dealt with is at the chairperson's discretion.

### **20.4 Questions of clarification/Ngā pātai whakamārama**

At any point in a debate a member may ask the chairperson for clarification about the nature and content of the motion which is the subject of the debate and/or the particular stage the debate has reached.

### **20.5 Members may speak only once/Kotahi noa iho te wā e āhei ai te mema ki te korero**

A member, depending on the choice of options for speaking and moving set out in SO 22.2 -22.4, may not speak more than once to a motion at a meeting of the council, except with permission of the chairperson. Members can speak more than once to a motion at a committee or subcommittee meeting with the chairperson's permission.

### **20.6 Limits on number of speakers/Ngā tepenga mō te maha o ngā kaikōrero**

If three speakers have spoken consecutively in support of, or in opposition to, a motion, the Chairperson may call for a speaker to the contrary. If there is no speaker to the contrary, the Chairperson must put the motion after the mover's right of reply.

Members speaking must, if requested by the chairperson, announce whether they are speaking in support of, or opposition to, a motion.

### **20.7 Seconder may reserve speech/Ka āhei te kaitautoko ki te whakatārewa i tana korero**

A member may second a motion or amendment without speaking to it, reserving the right to speak until later in the debate.

### **20.8 Speaking only to relevant matters/Me hāngai ngā kōrero ki ngā take whai panga**

Members may only speak to;

- I. any matter before the meeting
- II. a motion or amendment which they propose, and
- III. to raise a point of order arising out of debate,

Members must confine their remarks strictly to the motion or amendment they are speaking to. The chairperson's rulings on any matters arising under this Standing Order are final and not open to challenge.

### **20.9 Restating motions/Te whakahua anō i te mōtini**

At any time during a debate a member may ask, for their information, that the chairperson restate a motion and any amendments; but not in a manner that interrupts a speaker.

### **20.10 Criticism of resolutions/Te whakahē i ngā tatūnga**

A member speaking in a debate may not unduly criticise the validity of any resolution, except by a notice of motion to amend or revoke the resolution.

### **20.11 Objecting to words/Te whakahē kupu**

When a member objects to any words used by another member in a speech and wants the minutes to record their objection, they must object at the time when the words are used and before any other member has spoken. The chairperson must order the minutes to record the objection.

**Note:** This provision does not preclude a member from making a complaint at any time during, or after, a meeting about the use of inappropriate or offensive language.

### **20.12 Right of reply/Te mōtika ki te whakautu**

The mover of an original motion has a right of reply. A mover of an amendment to the original motion does not. In their reply, the mover must confine themselves to answering previous speakers and not introduce any new matters.

A mover's right of reply can only be used once. It can be exercised either at the end of the debate on the original, substantive or substituted motion or at the end of the debate on a proposed amendment.

The original mover may speak once to the principal motion and once to each amendment without losing that right of reply. If a closure motion is carried, the mover of the motion may use their right of reply before the motion or amendment is put to the vote. The mover of the original motion may choose to indicate that they wish to reserve their right or reply until the closure motion.

### **20.13 No other member may speak/E kore e āhei tētahi atu mema ki te korero**

In exercising a right of reply, no other member may speak:

- I. After the mover has started their reply;
- II. After the mover has indicated that they want to forego this right; and
- III. Where the mover has spoken to an amendment to the original motion and the chairperson has indicated that he or she intends to put the motion.

## **20.14 Adjournment motions/Ngā mōtini hei hiki i te hui**

The carrying of any motion to adjourn a meeting must supersede other business still remaining to be disposed of. Any such business must be considered at the next meeting. Business referred to, or referred back to, a specified committee or local or community board, is to be considered at the next ordinary meeting of that committee or board, unless otherwise specified.

## **20.15 Chairperson's acceptance of closure motions/Te whakaae a te ūpoko ki ngā mōtini whakakapi**

The Chairperson may only accept a closure motion where there have been at least two speakers for and two speakers against the motion that is proposed to be closed, or the chairperson considers it reasonable to do so.

However, the chairperson must put a closure motion if there are no further speakers in the debate. When the meeting is debating an amendment, the closure motion relates to the amendment. If a closure motion is carried, the mover of the motion under debate has the right of reply after which the chairperson puts the motion or amendment to the vote.

## **21. General procedures for speaking and moving motions/Ngā tikanga whānui mō te kōrero me te mōtini**

### **21.1 Options for speaking and moving/Ngā kōwhiringa mō te kōrero me te mōtini**

This subsection provides three options for speaking and moving motions and amendments at a meeting of a local authority, its committees and subcommittees, and any local or community boards.

Option C applies unless, on the recommendation of the chairperson at the beginning of a meeting, the meeting resolves [*by simple majority*] to adopt either of the other two options for the meeting generally, or for any specified items on the agenda.

### **21.2 Option A/Kōwhiringa A**

- The mover and seconder of a motion cannot move or second an amendment. (This does not apply when the mover or seconder of a motion to adopt a report of a committee wants to amend an item in the report. In this case the original mover or seconder may also propose or second the suggested amendment).

- Only members who have not spoken to the original, or substituted, motion may move or second an amendment to it.
- The mover or seconder of an amendment, whether it is carried (in which case it becomes the substantive motion) or lost, cannot move or second a subsequent amendment.
- Members can speak to any amendment and, provided they have not spoken to the motion or moved or seconded an amendment, they can move or second further amendments.
- The meeting, by agreement of the majority of members present, may amend a motion with the agreement of the mover and seconder.

### **21.3 Option B/Kōwhiringa B**

- The mover and seconder of a motion cannot move or second an amendment. (This does not apply when the mover or seconder of a motion to adopt a report of a committee wants to amend an item in the report. In this case the original mover or seconder may also propose or second the suggested amendment).
- Any members, regardless of whether they have spoken to the original or substituted motion, may move or second an amendment to it.
- The mover or seconder of an amendment that is carried can move or second a subsequent amendment. A mover or seconder of an amendment which is lost cannot move or second a subsequent amendment.
- Members can speak to any amendment.
- The meeting by agreement of the majority of members present may amend a motion with the agreement of the mover and seconder.

### **21.4 Kōwhiringa C/Option C**

- The mover and seconder of a motion can move or second an amendment.
- Any members, regardless of whether they have spoken to the original or substituted motion, may move or second an amendment to it.
- The mover or seconder of an amendment whether it is carried or lost can move or second further amendments.
- Members can speak to any amendment.
- The meeting by agreement of the majority of members present may amend a motion with the agreement of the mover and seconder.

## **22. Motions and amendments/Ngā mōtini me nga whakahoutanga**

### **22.1 Proposing and seconding motions/Te whakatakoto me te tautoko mōtini**

All motions, and amendments moved during a debate, must be seconded (including notices of motion). The chairperson may then state the motion and propose it for discussion. A motion should be moved and seconded before debate but after questions.

Amendments and motions that are not seconded are not valid and should not be entered in the minutes.

Note: Members who move or second a motion are not required to be present for the entirety of the debate.

### **22.2 Motions in writing/Te tuhi i ngā mōtini**

The chairperson may require movers of motions and amendments to provide them in writing, signed by the mover.

### **22.3 Motions expressed in parts/Ngā mōtini i whakawehea**

The chairperson, or any member, can require a motion that has been expressed in parts to be decided part by part.

### **22.4 Substituted motion/Te whakakapi mōtini**

Where a motion is subject to an amendment the meeting may substitute the motion with the amendment, provided the mover and seconder of the original motion agree to its withdrawal. All members may speak to the substituted motion.

### **22.5 Amendments to be relevant and not direct negatives/Me hāngai ngā whakahoutanga me kua e whakahē i te mōtini**

Every proposed amendment must be relevant to the motion under discussion. Proposed amendments cannot be similar to an amendment that has already been lost. An amendment cannot be a direct negative to the motion or the amended motion. Reasons for not accepting an amendment can include:

- a) Not directly relevant
- b) In conflict with a carried amendment
- c) Similar to a lost amendment
- d) Would negate a committee decision if made under delegated authority



- e) In conflict with a motion referred to the governing body by that meeting
- f) Direct negative.

Please note that amendments that are significantly different must comply with the decision-making provisions of Part 6 of the LGA 2002.

## **22.6 Foreshadowed amendments/Ngā whakahoutanga kua kōrerotia kētia**

The meeting must dispose of an existing amendment before a new amendment can be moved. However, members may foreshadow to the chairperson that they intend to move further amendments as well as the nature of the content of those amendments.

## **22.7 Carried amendments/Ngā whakahoutanga i whakaaetia**

Where an amendment is lost, the meeting will resume the debate on the original or substituted motion. Any member who has not spoken to that motion may, depending on the choice of options for speaking and moving set out in Standing Orders 22.2 – 22.4, speak to it, and may move or second a further amendment.

## **22.8 Lost amendments/Ngā whakahoutanga i whakahēngia**

Where an amendment is carried, the meeting will resume the debate on the original motion as amended. This will now be referred to as the substantive motion. Members who have not spoken to the original motion may, depending on the choice of options for speaking and moving set out in Standing Orders 22.2 – 22.4, speak to the substantive motion, and may move or second a further amendment to it.

## **22.9 Where a motion is lost/Ina whakahēngia tētahi mōtini**

In a situation where a substantive motion that recommends a course of action is lost a new motion, with the consent of the Chairperson, may be proposed to provide direction.

## **22.10 Withdrawal of motions and amendments/Te tango i ngā mōtini me ngā whakahoutanga**

Once a motion or amendment has been seconded the mover cannot withdraw it without the agreement of the majority of the members who are present and voting.

The mover of an original motion, which has been subject to an amendment that has been moved and seconded, cannot withdraw the original motion until the amendment has either been lost or withdrawn by agreement, as above.

## **22.11 No speakers after reply or motion has been put/Kāore e āhei he kaikōrero i muri i te whakautu a te kaimōtini, i te tono rānei i te pōti**

A member may not speak to any motion once:

- (a) The mover has started their right of reply in relation to the motion; and

- (b) The chas started putting the motion.

## **23. Revocation or alteration of resolutions/Te whakakore, te whakahou rānei i ngā tatūnga**

### **23.1 Member may move revocation of a decision/Ka āhei tētahi mema ki te mōtini ki te whakakore i tētahi whakataunga**

A member may give the chief executive a notice of motion for the revocation or alteration of all or part of a previous resolution of the council, subordinate body, local or community board. The notice must set out:

- (a) The resolution or part of the resolution which the member proposes to revoke or alter;
- (b) The meeting date when the resolution was passed;
- (c) The motion, if any, which the member proposes to replace it with; and
- (d) Sufficient information to satisfy the decision-making provisions of sections 77-82 of Part 6, of the LGA 2002.

If the mover of the notice of motion is unable to provide this information, or the decision is likely to be deemed a significant decision, the notice of motion should provide that the proposal is referred to the chief executive for consideration and report.

### **23.2 Revocation must be made by the body responsible for the decision/Mā te rōpū nāna te whakatau e whakakore**

If a resolution is made under delegated authority by a committee, subcommittee or subordinate decision-making body, or a local or community board, only that body may revoke or amend the resolution, assuming the resolution is legally made.

This provision does not prevent the body that made the delegation from removing or amending a delegation given to a subordinate body or local board or community board.

*LGA 2002, sch 7, cl 30(6).*

### **23.3 Requirement to give notice/Te herenga ki te tuku pānui**

A member must give notice to the chief executive at least 5 working days before the meeting at which it is proposed to consider the motion. The notice is to be signed by not less than one third of the members of the local authority, including vacancies. Notice can be sent via email and include the scanned electronic signatures of members. If the notice of motion is lost, no similar notice of motion which is substantially the same in purpose and effect may be accepted within the next twelve months.

## **23.4 Restrictions on actions under the affected resolution/Ngā herenga mō ngā mahi i raro i te tatūnga whai pānga**

Once a notice of motion to revoke or alter a previous resolution has been received no irreversible action may be taken under the resolution in question until the proposed notice of motion has been dealt with.

Exceptions apply where, in the opinion of the chairperson:

- (a) The practical effect of delaying actions under the resolution would be the same as if the resolution had been revoked;
- (b) By reason of repetitive notices, the effect of the notice is an attempt by a minority to frustrate the will of the local authority or the committee that made the previous resolution.

In either of these situations, action may be taken under the resolution as though no notice of motion had been given to the chief executive.

## **23.5 Revocation or alteration by resolution at same meeting/Te whakakore, te whakahou rānei mā te tatūnga i taua hui tonu**

A meeting may revoke or alter a previous resolution made at the same meeting where, during the course of the meeting, it receives fresh facts or information concerning the resolution. In this situation 75 per cent of the members present and voting must agree to the revocation or alteration.

## **23.6 Revocation or alteration by recommendation in report/Te whakakore, te whakahou rānei mā te marohi ki rō Pūrongo**

The local authority, on a recommendation in a report by the chairperson, chief executive, or any committee or subcommittee, local or community board, may revoke or alter all or part of a resolution passed by a previous meeting. The chief executive must give at least two clear working days' notice of any meeting that will consider a revocation or alteration recommendation.

*LGA 2002, sch 7, cl 30(6).*

## **24. Procedural motions/Ngā mōtini whakahaere**

### **24.1 Procedural motions must be taken immediately/Me pōti ngā mōtini whakahaere i taua wā tonu**

A procedural motion to close or adjourn a debate will take precedence over other business, except points of order and rights of reply. If the procedural motion is seconded the chairperson must put it to the vote immediately, without discussion or debate. A procedural motion to close or adjourn debate can be taken after two speakers have spoken for the motion and two against or, in the chairperson's opinion, it is reasonable to accept the closure motion.

## **24.2 Procedural motions to close or adjourn a debate/Ngā mōtini whakahaere ki te whakakapi, whakatārewa rānei i tētahi tautohetohe**

Any member who has not spoken on the matter under debate may move any one of the following procedural motions to close or adjourn a debate:

- (a) That the meeting be adjourned to the next ordinary meeting (unless the member states an alternative time and place);
- (b) that the motion under debate should now be put (a closure motion);
- (c) That the item being discussed should be adjourned to a specified time and place and not be further discussed at the meeting;
- (d) That the item of business being discussed should lie on the table and not be further discussed at this meeting; (items lying on the table at the end of the triennium will be deemed to have expired); and
- (e) That the item being discussed should be referred (or referred back) to the relevant committee or local or community board.

A member seeking to move a procedural motion must not interrupt another member who is already speaking.

## **24.3 Voting on procedural motions/Te pōti mō ngā mōtini whakahaere**

Procedural motions to close or adjourn a debate must be decided by a majority of all members who are present and voting. If the motion is lost no member may move a further procedural motion to close or adjourn the debate within the next 15 minutes.

## **24.4 Debate on adjourned items/Te tautohetohe i ngā take i whakatārewatia**

When debate resumes on items of business that have been previously adjourned all members are entitled to speak on the items.

## **24.5 Remaining business at adjourned meetings/Ngā take e toe ana i ngā hui i whakatārewatia**

Where a resolution is made to adjourn a meeting, the remaining business will be considered at the next meeting.

## **24.6 Business referred to the council, committee or local or community board/Ngā take e tukuna ana ki te kaunihera, komiti, poari hapori rānei**

Where an item of business is referred (or referred back) to a committee or a local or community board, the committee or board will consider the item at its next meeting unless the meeting resolves otherwise.

## **24.7 Other types of procedural motions/Etahi atu momo mōtini whakahaere**

The chairperson has discretion about whether to allow any other procedural motion that is not contained in these Standing Orders.

## **25. Points of order/Te tono ki te whakatika hapa**

### **25.1 Members may raise points of order/Ka āhei ngā mema ki te tono ki te whakatika hapa**

Any member may raise a point of order when they believe these Standing Orders have been breached. When a point of order is raised, the member who was previously speaking must stop speaking and sit down (if standing).

### **25.2 Subjects for points of order/Ngā kaupapa mō te whakatika hapa**

A member who is raising a point of order must state precisely what its subject is. Points of order may be raised for the following subjects:

- (a) Disorder – to bring disorder to the attention of the chairperson;
- (b) Language – to highlight use of disrespectful, offensive or malicious language;
- (c) Irrelevance – to inform the chair that the topic being discussed is not the matter currently before the meeting;
- (d) Misrepresentation – to alert the chair of a misrepresentation in a statement made by a member, an officer or a council employee;
- (e) Breach of standing order – to highlight a possible breach of a standing order while also specifying which standing order is subject to the breach; and
- (f) Recording of words – to request that the minutes record any words that have been the subject of an objection.

### **25.3 Contradictions/Ngā whakahē**

Expressing a difference of opinion or contradicting a statement by a previous speaker does not constitute a point of order.

### **25.4 Point of order during division/Te tono whakatika hapa i te wā o te wehenga**

A member may not raise a point of order during a division, except with the permission of the chairperson.

## **25.5 Chairperson’s decision on points of order/Te whakatau a te ūpoko mō ngā tono whakatika hapa**

The chairperson may decide a point of order immediately after it has been raised, or may choose to hear further argument about the point before deciding. The chairperson’s ruling on any point of order, and any explanation of that ruling, is not open to any discussion and is final.

Should a point of order concern the performance of the chair, then the chair will refer the point of order to the deputy chair or, if there is no deputy, another member to hear arguments and make a ruling.

## **26. Notices of motion/Te pānui i ngā mōtini**

### **26.1 Notice of intended motion to be in writing/Me tuhi te pānui mō te mōtini e takune ana**

Notice of intended motions must be in writing signed by the mover, stating the meeting at which it is proposed that the intended motion be considered, and must be delivered to the chief executive at least 5 clear working days before such meeting. [Notice of an intended motion can be sent via email and include the scanned electronic signature of the mover].

Once the motion is received the chief executive must give members notice in writing of the intended motion at least 2 clear working days’ notice of the date of the meeting at which it will be considered.

### **26.2 Refusal of notice of motion/Te whakahē i te pānui mōtini**

The chairperson may direct the chief executive to refuse to accept any notice of motion which:

- (a) Is disrespectful or which contains offensive language or statements made with malice; or
- (b) Is not related to the role or functions of the local authority or meeting concerned; or
- (c) Contains an ambiguity or a statement of fact or opinion which cannot properly form part of an effective resolution, and where the mover has declined to comply with such requirements as the chief executive officer may make; or
- (d) Is concerned with matters which are already the subject of reports or recommendations from a committee to the meeting concerned; or
- (e) Fails to include sufficient information as to satisfy the decision-making provisions of the LGA 2002, ss 77-82. If the mover of the notice of motion is unable to provide this information, or the decision is likely to be deemed a significant decision, the notice of motion should provide that the proposal is referred to the chief executive for consideration and report; or
- (f) Concerns a matter where decision-making authority has been delegated to a subordinate body or a local or community board.

Reasons for refusing a notice of motion should be provided to the mover. Where the refusal is due to (f) the notice of motion may be referred to the appropriate committee or board.

### **26.3 Mover of notice of motion/Te kaimōtini o te pānui mōtini**

Notices of motion may not proceed in the absence of the mover unless moved by another member authorised to do so, in writing, by the mover.

### **26.4 Alteration of notice of motion/Te whakarerekē i te pānui mōtini**

Only the mover, at the time the notice of motion is moved and with the agreement of a majority of those present at the meeting, may alter a proposed notice of motion. Once moved and seconded no amendments may be made to a notice of motion.

### **26.5 When notices of motion lapse/Ka tārewa te pānui mōtini**

Notices of motion that are not moved when called for by the chairperson must lapse.

### **26.6 Referral of notices of motion/Te tuku i ngā pānui mōtini**

Any notice of motion received that refers to a matter ordinarily dealt with by a committee of the local authority or a local or community board must be referred to that committee or board by the chief executive.

Where notices are referred the proposer of the intended motion, if not a member of that committee, must have the right to move that motion and have the right of reply, as if a committee member.

### **26.7 Repeat notices of motion/Ngā pānui mōtini tārua**

When a motion has been considered and rejected by the local authority or a committee, no similar notice of motion may be accepted within the next 12 months, unless signed by not less than one third of all members, including vacancies.

Where a notice of motion has been adopted by the local authority no other notice of motion which, in the opinion of the chairperson has the same effect, may be put while the original motion stands.

## **27. Minutes/Ngā meneti**

### **27.1 Minutes to be evidence of proceedings/Ka noho ngā meneti hei taunakitanga mō te hui**

The local authority, its committees, subcommittees and any local and community boards must keep minutes of their proceedings. These minutes must be kept in hard or electronic copy, authorised by a chairperson's manual or electronic signature once confirmed by resolution at a subsequent meeting. Once authorised the minutes are the *prima facie* evidence of the proceedings they relate to.

*LGA 2002, sch 7, cl 28.*

## 27.2 Matters recorded in minutes/Ngā take ka tuhi ki ngā meneti

The chief executive must keep the minutes of meetings. The minutes must record:

- (a) The date, time and venue of the meeting;
- (b) The names of the members present;
- (c) The chairperson;
- (d) Any apologies or leaves of absences;
- (e) Member absent without apology or leave of absence;
- (f) Member absent on council business;
- (g) The arrival and departure times of members;
- (h) Any failure of a quorum;
- (i) A list of any external speakers and the topics they addressed;
- (j) A list of the items considered;
- (k) Items tabled at the meeting;
- (l) The resolutions and amendments related to those items including those that were lost, provided they had been moved and seconded in accordance with these Standing Orders;
- (m) The names of all movers, and seconders;
- (n) Any objections made to words used;
- (o) All divisions taken and, if taken, a record of each members' vote;
- (p) the names of any members requesting that their vote or abstention be recorded;
- (q) Any declarations of financial or non-financial conflicts of interest;
- (r) The contempt, censure and removal of any members;
- (s) Any resolutions to exclude members of the public;
- (t) The time at which the meeting concludes or adjourns; and
- (u) The names of people permitted to stay in public excluded.

**Please Note:** hearings under the RMA 1991, Dog Control Act 1996 and Sale and Supply of Alcohol Act 2012 may have special requirements for minute taking.

## 27.3 No discussion on minutes/Kāore e āhei te whakawhiti kōrero mō ngā meneti

The only topic that may be discussed at a subsequent meeting, with respect to the minutes, is their correctness.



## **27.4 Minutes of last meeting before election/Ngā meneti o te hui whakamutunga i mua i te pōtitanga**

The chief executive and the relevant chairpersons must sign, or agree to have their digital signature inserted, the minutes of the last meeting of the local authority and any local and community boards before the next election of members.

## **28. Keeping a record/Te whakarite mauhanga**

### **28.1 Maintaining accurate records/Te whakarite i ngā mauhanga tika**

A local authority must create and maintain full and accurate records of its affairs, in accordance with normal, prudent business practice, including the records of any matter that is contracted out to an independent contractor.

All public records that are in its control must be maintained in an accessible form, so as to be able to be used for subsequent reference.

*Public Records Act 2002, s 17.*

### **28.2 Method for maintaining records/Te tikanga mō te tiaki i ngā mauhanga**

Records of minutes may be kept in hard copy (Minute Books) and/or in electronic form. If minutes are stored electronically the repository in which they are kept must meet the following requirements:

- (a) The provision of a reliable means of assuring the integrity of the information is maintained; and
- (b) The information is readily accessible so as to be usable for subsequent reference.

*Contract and Commercial Law Act 2017, s 229(1).*

### **28.3 Inspection/Te tiroiro**

Whether held in hard copy or in electronic form minutes must be available for inspection by the public.

*LGOIMA, s 51.*

### **28.4 Inspection of public excluded matters/Te tiroiro i ngā take aukati marea**

The chief executive must consider any request for the minutes of a meeting, or part of a meeting, from which the public was excluded as if it is a request for official information in terms of the Local Government Official Information and Meetings Act 1987.

## Referenced documents/Ngā tohutoro tuhinga

- Commissions of Inquiry Act 1908
- Crimes Act 1961
- Contract and Law Act 2017
- Financial Markets Conduct Act 2013
- Local Authorities (Members' Interests) Act 1968 (LAMIA)
- Local Electoral Act 2001 (LEA)
- Local Government Act 1974 and 2002 (LGA)
- Local Government Official Information and Meetings Act 1987 (LGOIMA)
- Marine Farming Act 1971
- Public Records Act 2005
- Resource Management Act 1991 (RMA)
- Sale and Supply of Alcohol Act 2012
- Secret Commissions Act 1910
- Securities Act 1978

## Appendix 1: Grounds to exclude the public/Āpitihanga 1: Ngā take e aukatihia ai te marea

A local authority may, by resolution, exclude the public from the whole or any part of the proceedings of any meeting only on one or more of the following grounds:

- A1** That good reason exists for excluding the public from the whole or any part of the proceedings of any meeting as 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.
- A2** That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information where the withholding of the information is necessary to:
- (a) Protect the privacy of natural persons, including that of deceased natural persons; or
  - (b) Protect information where the making available of the information would:
    - i. Disclose a trade secret; or
    - ii. Be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.
  - (ba) In the case only of an application for a resource consent, or water conservation order, or a requirement for a designation or heritage order, under the Resource Management Act 1991, to avoid serious offence to tikanga Māori, or to avoid the disclosure of the location of waahi tapu; or
  - (c) Protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would:
    - i. Be likely to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied; or
    - ii. Be likely otherwise to damage the public interest.
  - (d) Avoid prejudice to measures protecting the health or safety of members of the public; or
  - (e) Avoid prejudice to measures that prevent or mitigate material loss to members of the public; or
  - (f) Maintain the effective conduct of public affairs through the protection of such members, officers, employees, and persons from improper pressure or harassment; or
  - (g) Maintain legal professional privilege; or
  - (h) Enable any council holding the information to carry out, without prejudice or disadvantage, commercial activities; or
  - (i) Enable any council holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations); or

- (j) Prevent the disclosure or use of official information for improper gain or improper advantage.

*LGOIMA, s 7.*

*Under A2 (above) the public may be excluded unless, in the circumstances of a particular case, the exclusion of the public is outweighed by other considerations which render it desirable and in the public interest that the public not be excluded.*

- A3** That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information, the public disclosure of which would:
  - (a) Be contrary to the provisions of a specified enactment; or
  - (b) Constitute contempt of Court or of the House of Representatives.
- A4** That the purpose of the whole or the relevant part of the proceedings of the meeting is to consider a recommendation made to that Council by an Ombudsman under section 30(1) or section 38(3) of this Act (in the case of a Council named or specified in Schedule 1 to this Act).
- A5** That the exclusion of the public from the whole or the relevant part of the proceedings of the meeting is necessary to enable the Council to deliberate in private on its decision or recommendation in:
  - (a) Any proceedings before a Council where:
    - i. A right of appeal lies to any Court or tribunal against the final decision of the Council in those proceedings;
    - ii. The Council is required, by any enactment, to make a recommendation in respect of the matter that is the subject of those proceedings; and
    - iii. Proceedings of a local authority exist in relation to any application or objection under the Marine Farming Act 1971.

*LGOIMA, s 48.*

## Appendix 2: Sample resolution to exclude the public/Āpitiḡanga 2: He tauira mō te tatūnga ki te aukati i te marea/

In accordance with 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 (or sections 6, 7 or 9 of the Official Information Act 1982, as the case may be), it is **moved**:

1 that the public is excluded from:

- The whole of the proceedings of this meeting; *(deleted if not applicable)*
- The following parts of the proceedings of this meeting, namely; *(delete if not applicable)*

The general subject of the matters to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds for excluding the public, as specified by s 48(1) of the Local Government Official Information and Meetings Act 1987, are set out below:

Meeting Item No. and subject	Reason for excluding the public	Grounds for excluding the public
		To prevent the disclosure of information which would— <ul style="list-style-type: none"> <li>i. be contrary to the provisions of a specified enactment; or</li> <li>ii. constitute contempt of court or of the House of Representatives (s.48(1)(b)).</li> </ul>
		To consider a recommendation made by an Ombudsman (s. 48(1)(c)).
		To deliberate on matters relating to proceedings where: <ul style="list-style-type: none"> <li>i. a right of appeal lies to a court or tribunal against the final decision of the councils in those proceedings; or</li> <li>ii. the council is required, by an enactment, to make a recommendation in respect of the matter that is the subject of those proceedings (s.48(1)(d)).</li> </ul>
		To deliberate on proceedings in relation to an application or objection under the Marine Farming Act 1971 (s.48(1)(d)).

Meeting Item No. and subject	Reason for excluding the public	Grounds for excluding the public
		To carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) (s 7(2)(i)).
		To protect the privacy of natural persons, including that of deceased natural persons (s 7(2)(a)).
		To maintain legal professional privilege (s 7(2)(g)).
		To prevent the disclosure or use of official information for improper gain or advantage (s. 7(2)(j)).
		To protect information which if public would; <ul style="list-style-type: none"> <li>i. disclose a trade secret; or</li> <li>ii. unreasonably prejudice the commercial position of the person who supplied or who is the subject of the information (s 7(2)(b)).</li> </ul>
		To avoid serious offence to Tikanga Māori, or the disclosure of the location of waahi tapu in relation to an application under the RMA 1991 for; <ul style="list-style-type: none"> <li>• a resource consent, or</li> <li>• a water conservation order, or</li> <li>• a requirement for a designation or</li> <li>• an heritage order,</li> </ul> (s 7(2)(ba)).
		To protect information which is subject to an obligation of confidence where the making available of the information would be likely to: <ul style="list-style-type: none"> <li>i. prejudice the supply of similar information, or information from the same source, where it is in the public interest that such information should continue to be supplied; or</li> <li>ii. would be likely otherwise to damage the public interest (s 7(2)(c)).</li> </ul>
		To avoid prejudice to measures protecting the health or safety of members of the public (s 7(2)(d)).

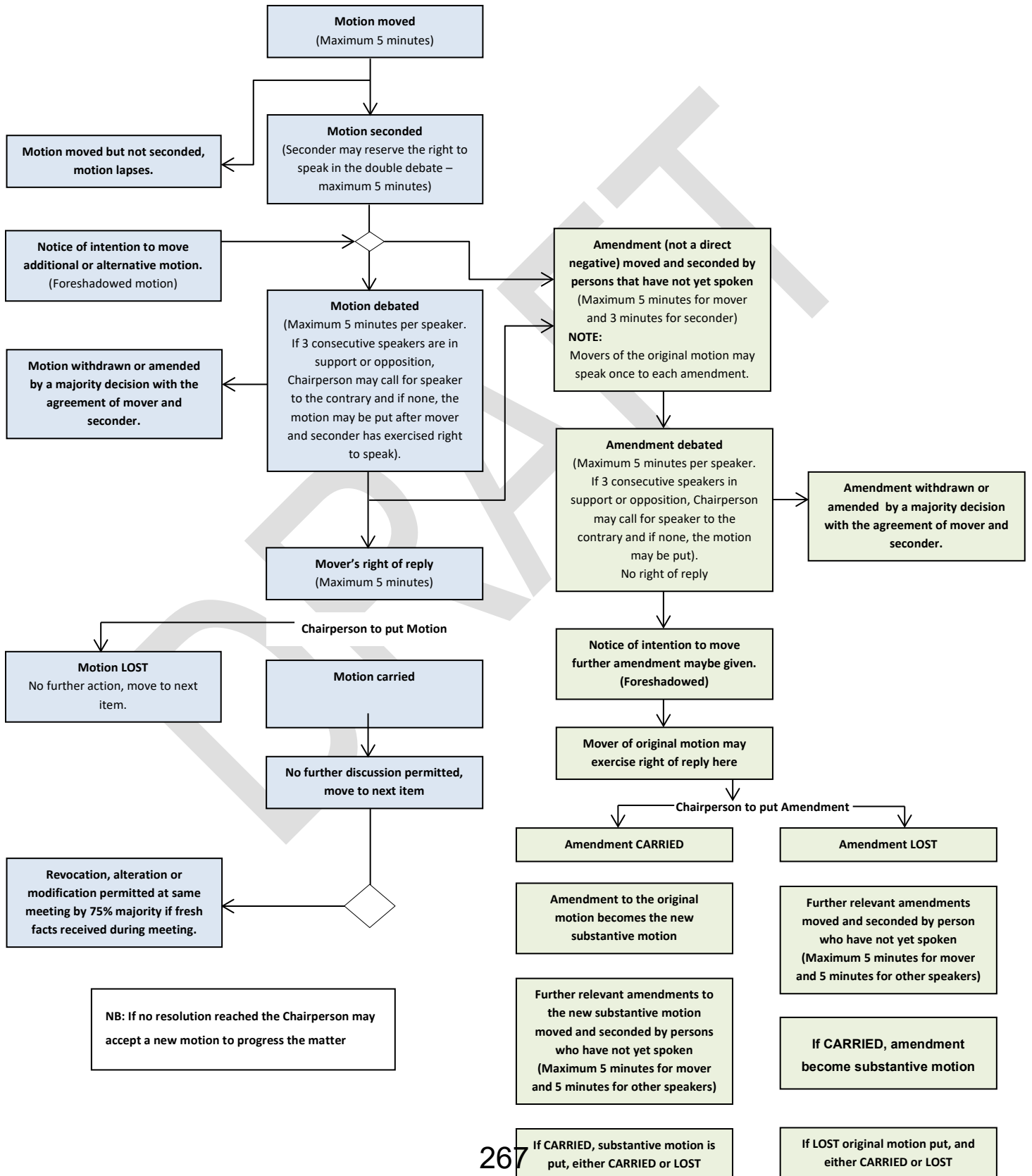
Meeting Item No. and subject	Reason for excluding the public	Grounds for excluding the public
		To avoid prejudice to measures that prevent or mitigate material loss to members of the public (s 7(2)(e)).
		To maintain the effective conduct of public affairs by protecting members or employees of the Council in the course of their duty, from improper pressure or harassment (s 7(2)(f)(ii)).
		To enable the council to carry out, without prejudice or disadvantage, commercial activities (s 7(2)(h)).

2. That *(name of person(s))* is permitted to remain at this meeting after the public has been excluded because of their knowledge of *(specify topic under discussion)*. This knowledge, which will be of assistance in relation to the matter to be discussed, is relevant to that matter because *(specify)*. *(Delete if inapplicable.)*

# Appendix 3: Motions and amendments (Option A)/Āpitianga 3: Ngā mōtini me ngā whakahoutanga (Kōwhiringa A)

## Motions without amendments

## Motions with amendments

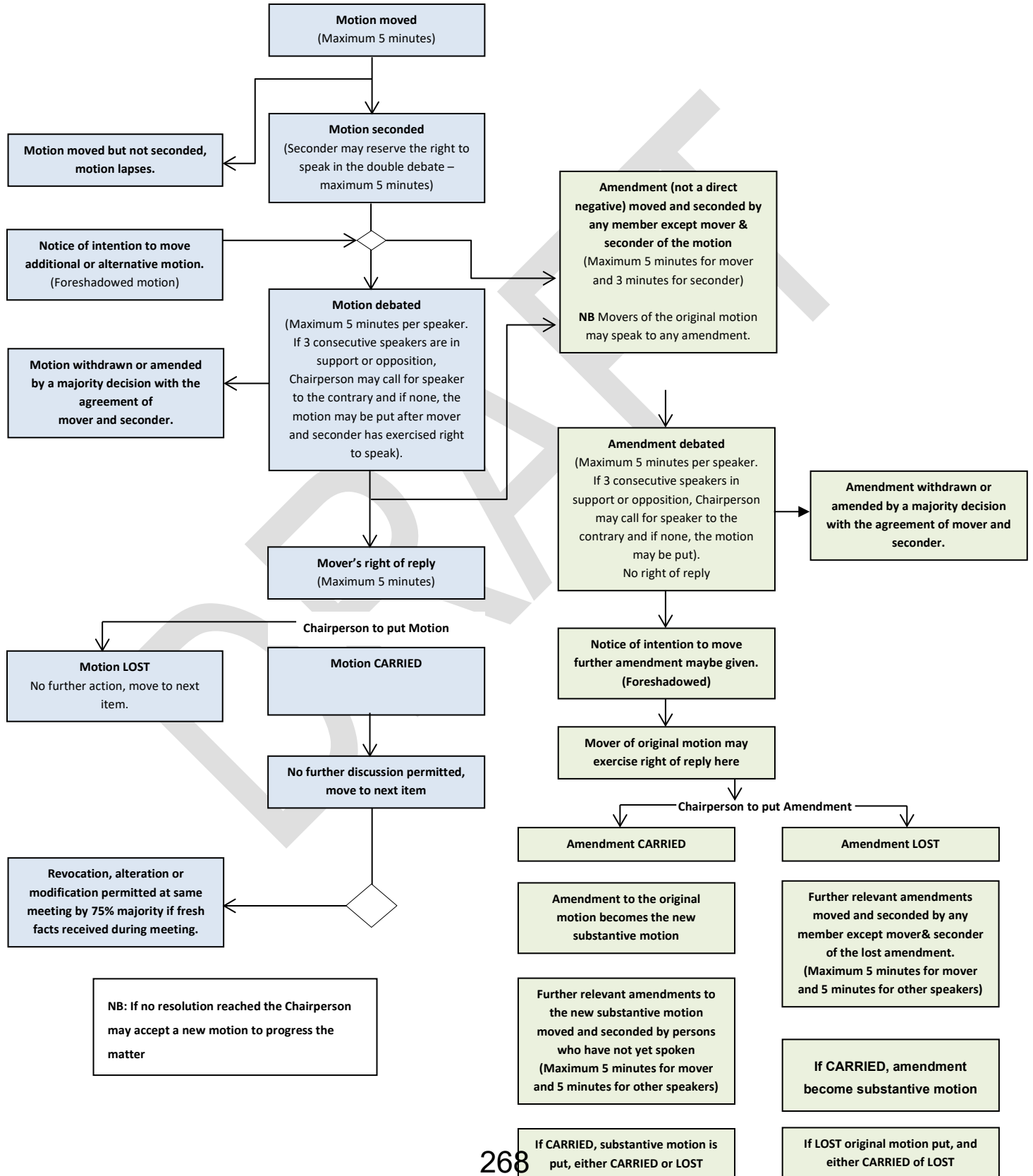




# Appendix 4: Motions and amendments (Option B)/Āpitianga 4: Ngā mōtini me ngā whakahoutanga (Kōwhiringa B)

## Motions without amendments

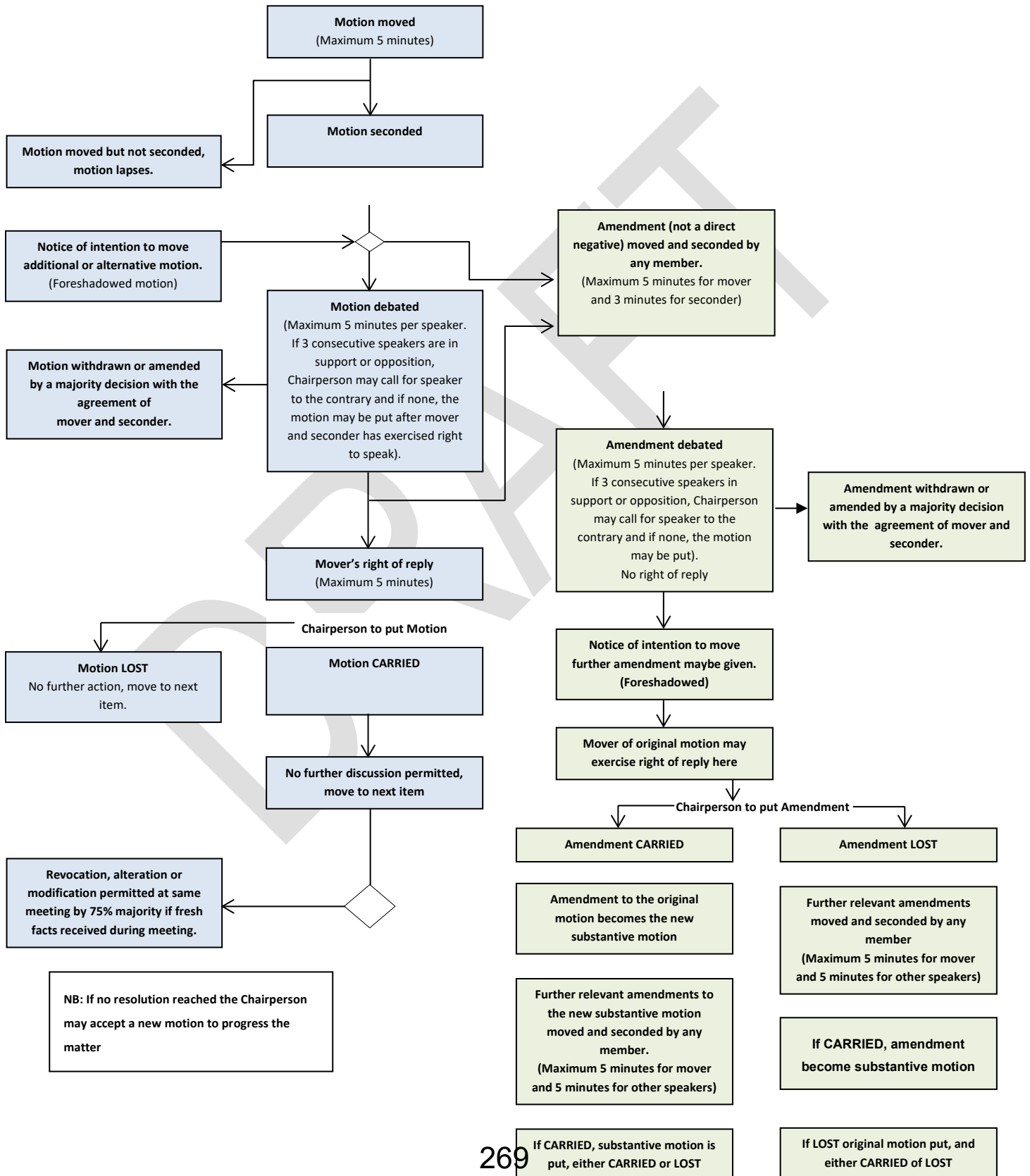
## Motions with amendments



# Appendix 5: Motions and amendments (Option C)/Āpitianga 5: Ngā mōtini me ngā whakahoutanga (Kōwhiringa C)

## Motions without amendments

## Motions with amendments



## Appendix 6: Table of procedural motions/Āpitihanga 6: Tūtohi mō ngā mōtini whakahaere

Motion	Has the Chair discretion to refuse this Motion?	Is seconder required?	Is discussion in order?	Are amendments in order?	Is mover of procedural motion entitled to reply?	Are previous participants in debate entitled to move this motion?	Can a speaker be interrupted by the mover of this motion?	If lost, can motion be moved after an interval?	Position if an amendment is already before the Chair	Position if a procedural motion is already before the Chair	Remarks
(a) "That the meeting be adjourned to the next ordinary meeting, or to a stated time and place"	No	Yes	No	As to time and date only	No	No	No	Yes – 15 minutes	If carried, debate on the original motion and amendment are adjourned	If carried, debate on the original motion and procedural motion are adjourned	On resumption of debate, the mover of the adjournment speaks first. Members who have spoken in the debate may not speak again
(b) "That the motion under debate be now put (closure motion)"	No	Yes	No	No	No	No	No	Yes – 15 Minutes	If carried, only the amendment is put	If carried, only the procedural motion is put	The mover of the motion under debate is entitled to exercise a right of reply before the motion or amendment under debate is put
(c) "That the item of business being discussed be adjourned to a stated time and place"	No	Yes	No	As to time and date only	No	No	NO	Yes – 15 minutes	If carried, debate on the original motion and amendment are adjourned	If carried, debate on the original motion and procedural motion are adjourned	

Motion	Has the Chair discretion to refuse this Motion?	Is seconder required?	Is discussion in order?	Are amendments in order?	Is mover of procedural motion entitled to reply?	Are previous participants in debate entitled to move this motion?	Can a speaker be interrupted by the mover of this motion?	If lost, can motion be moved after an interval?	Position if an amendment is already before the Chair	Position if a procedural motion is already before the Chair	Remarks
(d) "That the item of business being discussed does lie on the table and not be discussed at this meeting"	No	Yes	No	No	No	No	No	Yes – 15 minutes	If carried, the original motion and amendment are both laid on the table	Motion not in order	
(e) "That the item of business being discussed be referred (or referred back) to the local authority or to the relevant committee"	No	Yes	No	As to committee, time for reporting back etc only	No	No	No	Yes – 15 minutes	If carried, the original motion and all amendments are referred to the committee	If carried, the procedural motion is deemed disposed of	
(f) "Points of order"	No – but may rule against	No	Yes – at discretion of chairperson	No	No	Yes	Yes	No	Point of order takes precedence	Point of order takes precedence	See standing order 3.14

## Appendix 7: Webcasting protocols/Āpitihanga 7: Ngā tikanga mō te pāhotanga mataora

The provisions are intended as a good practice guide to local authorities that are webcasting meetings or planning to do so.

1. The default shot will be on the chairperson or a wide-angle shot of the meeting room.
2. Cameras will cover a member who is addressing the meeting. Cameras will also cover other key participants in a meeting, including staff when giving advice and members of the public when addressing the meeting during the public input time.
3. Generally, interjections from other members or the public are not covered. However, if the chairperson engages with the interjector, the interjector's reaction can be filmed.
4. PowerPoint presentations, recording of votes by division and other matters displayed by overhead projector may be shown.
5. Shots unrelated to the proceedings, or not in the public interest, are not permitted.
6. If there is general disorder or a disturbance from the public gallery, coverage will revert to the chairperson.
7. Appropriate signage will be displayed both in and outside the meeting room alerting people that the proceedings are being web cast.

## **Appendix 8: Powers of a Chairperson/Āpitihanga 8: Ngā Mana Whakahaere a te Ūpoko**

This Appendix sets out the specific powers given to the chairperson contained in various parts of these Standing Orders.

### **Chairperson to decide all questions**

The Chairperson is to decide all questions where these Standing Orders make no provision or insufficient provision. The chairperson's ruling is final and not open to debate.

### **Chairperson to decide points of order (SO. 26.5)**

The chairperson is to decide any point of order and may do so immediately after it has been raised or may first hear further argument before deciding. The ruling of the chairperson upon any point of order is not open to any discussion and is final. No point of order may be raised during a division except by permission of the chairperson.

### **Items not on the agenda (SO.9.12)**

Major items not on the agenda may be dealt with at that meeting if so resolved by the local authority and the chairperson explains at the meeting at a time when it is open to the public the reason why the item was not listed on the agenda and the reason why discussion of the item cannot be delayed until a subsequent meeting.

Minor matters not on the agenda relating to the general business of the local authority may be discussed if the chairperson explains at the beginning of the meeting, at a time when it is open to the public, that the item will be discussed at that meeting, but no resolution, decision or recommendation may be made in respect of that item except to refer it to a subsequent meeting.

### **Chairperson's report (SO.9.6)**

The chairperson, by report, has the right to direct the attention of the local authority to any matter or subject within the role or function of the local authority.

### **Chairperson's recommendation (SO.9.5)**

The chairperson of any meeting may include on the agenda for that meeting a chairperson's recommendation regarding any item brought before the meeting. The purpose of such a recommendation is to focus debate on a suggested motion.

### **Chairperson's voting (SO.19.3)**

The chairperson at any meeting has a deliberative vote and, in the case of equality of votes, has a casting vote where Standing Orders make such provision.

### **Motion in writing (SO.23.2)**

The chairperson may require the mover of any motion or amendment to submit it in writing signed by the mover.

### **Motion in parts (SO.23.3)**

The chairperson may require any motion expressed in parts to be decided part by part.

### **Notice of motion (SO.27.2)**

The chairperson may direct the chief executive to refuse to accept any notice of motion which:

- (a) Is disrespectful or which contains offensive language or statements made with malice; or
- (b) Is not within the scope of the role or functions of the local authority; or
- (c) Contains an ambiguity or statement of fact or opinion which cannot properly form part of an effective resolution, and the mover has declined to comply with such requirements as the chief executive may have made; or
- (d) Is concerned with matters which are already the subject of reports or recommendations from a committee to the meeting concerned.

Reasons for refusing a notice of motion should be provided to the proposer.

Where a notice of motion has been considered and agreed by the local authority, no notice of any other motion which is, in the opinion of the chairperson, to the same effect may be put again whilst such original motion stands.

### **Action on previous resolutions (SO.**

If, in the opinion of the chairperson the practical effect of a delay in taking action on a resolution which is subject to a notice of motion, would be equivalent to revocation of the resolution; or if repetitive notices of motion are considered by the chairperson to be an attempt by a minority to frustrate the will of the meeting, action may be taken as though no such notice of motion had been given.

### **Repeat notice of motion (SO.27.7)**

If in the opinion of the chairperson, a notice of motion is substantially the same in purport and effect to any previous notice of motion which has been considered and rejected by the local authority, no such notice of motion may be accepted within six months of consideration of the first notice of motion unless signed by not less than one third of the members of the local authority, including vacancies.

### **Revocation or alteration of previous resolution**

A chairperson may recommend in a report to the local authority the revocation or alteration of all or part of any resolution previously passed, and the local authority meeting may act on such a recommendation in accordance with the provisions in these Standing Orders.

### **Chairperson may call a meeting**

The chairperson:

- (a) May call a meeting to dispose of the business to be transacted following the lapsing of a meeting due to failure of a quorum, if such business cannot be delayed until the next scheduled meeting; and
- (b) May requisition an extra meeting to be held at a specified time and place, in order to conduct specified business.

### **Irrelevant matter and needless repetition (SO.21.8)**

The chairperson's ruling preventing members when speaking to any motion or amendment from introducing irrelevant matters or indulging in needless repetition is final and not open to challenge.

### **Taking down words (SO.21.11)**

The chairperson may order words used and objected to by any member, to be recorded in the minutes, provided such objection is made at the time the words are used and not after any other members have spoken.

### **Explanations**

The chairperson may permit members to make a personal explanation in addition to speaking to a motion, and members who have already spoken, to explain some material part of a previous speech in the same debate.

### **Chairperson rising (SO.14.5)**

Whenever the chairperson rises during a debate any member then speaking or offering to speak is to be seated and members are to be silent so that the chairperson may be heard without interruption.

### **Members may leave places (SO.14.6)**

The chairperson may permit members to leave their place while speaking.

### **Priority of speakers (SO.14.7)**

The chairperson must determine the order in which members may speak when two or more members indicate their wish to speak.

### **Minutes (SO.28.1)**

The chairperson is to sign the minutes and proceedings of every meeting once confirmed. The chairperson and chief executive are responsible for confirming the correctness of the minutes of the last meeting of a local authority prior to the next election of members.



### **Questions of speakers (SO.16.3)**

The chairperson may permit members to ask questions of speakers under public forum or presentations by appointment, for the purpose of obtaining information or clarification on matters raised by the speaker.

### **Withdrawal of offensive or malicious expressions (SO.20.3)**

The chairperson may call upon any member to withdraw any offensive or malicious expression and may require the member to apologise for the expression.

Any member who refuses to withdraw the expression or apologise, if required by the chairperson, can be directed to withdraw from the meeting for a time specified by the chairperson.

### **Chairperson's rulings (SO.14.4)**

Any member who refuses to accept a ruling of the chairperson, may be required by the chairperson to withdraw from the meeting for a specified time.

### **Disorderly behaviour (SO.20.4)**

The chairperson may:

- (a) Require any member or member of the public whose conduct is disorderly or who is creating a disturbance, to withdraw immediately from the meeting for a time specified by the chairperson.
- (b) Ask the meeting to hold in contempt, any member whose conduct is grossly disorderly and where the meeting resolves to find the member in contempt, that resolution must be recorded in the minutes.

### **Failure to leave meeting (SO.20.6)**

If a member or member of the public who is required, in accordance with a chairperson's ruling, to leave the meeting, refuses or fails to do so, or having left the meeting, attempts to re-enter without the permission of the chairperson, any member of the police or officer or employee of the local authority may, at the chairperson's request, remove or exclude that person from the meeting.

### **Audio or audio visual attendance (SO.13.10)**

Where the technology is available and a member is attending a meeting by audio or audio-visual link, the chairperson must ensure that:

- (a) The technology for the link is available and of suitable quality; and
- (b) Procedures for using the technology in the meeting will ensure that:
  - i. Everyone participating in the meeting can hear each other;
  - ii. The member's attendance by audio or audio-visual link does not reduce their accountability or accessibility in relation to the meeting;
  - iii. The requirements of Part 7 of LGOIMA are met; and
  - iv. The requirements in these Standing Orders are met.

If the chairperson is attending by audio or audio visual link then chairing duties will be undertaken by the deputy chair or a member who is physically present.

## **Appendix 9: Process for removing a chairperson or deputy Mayor from office/Āpitihianga 9: Te pūnaha mō te whakakore i te tūranga a te ūpoko, te Koromatua tuarua rānei**

1. At a meeting that is in accordance with this clause, a territorial authority or regional council may remove its chairperson, deputy chairperson, or deputy Mayor from office.
2. If a chairperson, deputy chairperson, or deputy mayor is removed from office at that meeting, the territorial authority or regional council may elect a new chairperson, deputy chairperson, or deputy mayor at that meeting.
3. A meeting to remove a chairperson, deputy chairperson, or deputy Mayor may be called by:
  - (a) A resolution of the territorial authority or regional council; or
  - (b) A requisition in writing signed by the majority of the total membership of the territorial authority or regional council (excluding vacancies).
4. A resolution or requisition must:
  - (a) Specify the day, time, and place at which the meeting is to be held and the business to be considered at the meeting; and
  - (b) Indicate whether or not, if the chairperson, deputy chairperson, or deputy Mayor is removed from office, a new chairperson, deputy chairperson, or deputy Mayor is to be elected at the meeting if a majority of the total membership of the territorial authority or regional council (excluding vacancies) so resolves.
5. A resolution may not be made and a requisition may not be delivered less than 21 days before the day specified in the resolution or requisition for the meeting.
6. The chief executive must give each member notice in writing of the day, time, place, and business of any meeting called under this clause not less than 14 days before the day specified in the resolution or requisition for the meeting.
7. A resolution removing a chairperson, deputy chairperson, or deputy Mayor carries if a majority of the total membership of the territorial authority or regional council (excluding vacancies) votes in favour of the resolution.

*LGA 2002, sch 7, cl 18.*

## **Appendix 10: Sample order of business/Āpitiḡanga 10: He tauira mō te whakaraupapatanga o ngā take**

### **Open section**

- (a) Apologies
- (b) Declarations of interest
- (c) Confirmation of minutes
- (d) Leave of absence
- (e) Acknowledgements and tributes
- (f) Petitions
- (g) Public input
- (h) Local and/or community board input
- (i) Extraordinary business
- (j) Notices of motion
- (k) Reports of committees
- (l) Reports of local and/or community boards
- (m) Reports of the chief executive and staff
- (n) Mayor, deputy Mayor and elected members' reports (information)

### **Public excluded section**

- (o) Reports of committees
- (p) Reports of the chief executive and staff
- (q) Mayor, deputy Mayor and elected members' reports (information)

## **Appendix 11: Process for raising matters for a decision/Āpiti hanga 11: Te pūnaha mō te whakatakoto take hei whakatau**

Matters requiring a decision at a meeting, may be placed on the meeting's agenda by a:

- Report of the chief executive;
- Report of the chairperson;
- Report of a committee;
- Report of a community or local board; or
- Notice of motion from a member.

Where a matter is urgent and has not been placed on an agenda, it may be brought before a meeting as extraordinary business by a:

- Report of the chief executive; or
- Report of the chairperson.

Although out of time for a notice of motion, a member may bring an urgent matter to the attention of the meeting through the chairperson.

**ITEM D1**

# INTERIM CHIEF EXECUTIVE'S REPORT

**2 August 2023**



**SOUTH WAIRARAPA  
DISTRICT COUNCIL**  
*Kia Reretahi Tātau*

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## Statement from the Interim Chief Executive

Kia ora koutou

July is almost over, and it seems surreal that we are now in the first quarter of the new financial year, and halfway through the calendar year. There is much to be done and much has been done.

I start this report with the cyclone recovery programme. We were pleased to contribute to the joint Cyclone Gabrielle Recovery Action Plan that is being developed to help the three Wairarapa councils record the impact of the recent cyclones on our region. It also documents the next steps for those impacted and for those who may still be at risk from the effects of future severe weather events.

The weather has not been kind to our communities, impacting our many roads and infrastructure. Cape Palliser is one such area that is under continuous pressure from the weather and the pounding waves. As many of you will know, Waka Kotahi flagged some years ago they will be changing their funding model for roads of national significance, which Cape Palliser Road is one of. This reduction in funding is unsustainable for a small Council with limited means such as ours and led me to advocate on behalf of Cape Palliser residents and visitors to the area. My letter to Waka Kotahi seeking a reconsideration of this was also shared with residents and [posted on our website](#). We await Waka Kotahi's response, which we hope will be favourable.

PowerCo was also in my sights for advocacy on behalf of Featherston residents who have endured many

weeks and months of power outages affecting street lighting. These ongoing outages along key streets have caused residents much frustration and inconvenience. Powerco responded soon after and lighting has been restored, with a further offer to provide monthly reporting on outages and issues. We were pleased to see the lights back on and anticipate no further issues but are monitoring the situation.

The last two months have seen a strengthened focus on the 2024-34 Long-term Plan, with regular staff meetings on a planned approach, as shared with councillors at the workshop on 19 July. Your guidance from that workshop is essential to allow us to coordinate and develop the many, many different aspects that must be considered if we are to meet the timelines for adoption by 30 June 2024. We acknowledge that this LTP is being developed in an environment of uncertainty with a number of reforms taking place in parallel within central and local government. We will make the best of what we know and make calculated assumptions on things that are less clear. Our ongoing dialogue with neighbouring councils helps us to consider things through a more holistic lens.

I felt privileged in being able to accompany the Mayor and our Pou Māori to the Wairarapa Moana inaugural meeting held in Masterton on 11<sup>th</sup> July. The discussion was around the formation of the new Wairarapa Moana Statutory Board. You can read about it in the body of this report.

Lastly, we continue to manage vacancies in a responsible way. We currently have three vacancies in addition to the vacancy for the CEO, that have been assessed as needed and therefore [recruitment](#) has commenced.

I am pleased to be able to continue to serve this Council in an interim capacity while we recruit for a permanent person in the role of Chief Executive.

Ngā mihi

Paul Gardner  
INTERIM CHIEF EXECUTIVE

# Reforms and central government updates

## [He piki tūranga he piki kotuku - The Future of Local Government Report](#)

The Future of Local Government Report was released in June. The report proposes 17 recommendations to enable local government to better serve communities across Aotearoa, New Zealand. The changes will bring new challenges and new opportunities for Councils throughout the country. The 17 recommendations have been put into five different themes these include:

1. Embedding local government's purpose and wellbeing focus
2. Growing authentic Te Tiriti- based partnerships
3. System renewal
4. Strengthening local democracy and leadership
5. Increasing funding.

The full report can be found here:  
<https://www.futureforlocalgovernment.govt.nz/>

## Legislative Updates

### *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.*

#### [Water Services Entities Amendment Bill](#)

This bill is part of a suite of legislation to reform water services regulation and service delivery in New Zealand. The single broad policy of this omnibus bill is to provide for, and adjust, the establishment, governance, functions, and accountability arrangements for 10 publicly owned water services entities that will deliver water services in New Zealand in place of local authorities.

#### [Water Services Legislation Bill](#)

This omnibus bill is the second bill in a suite of legislation to reform water services delivery in New Zealand. The single broad policy for this bill is to establish and empower water services entities by setting out their functions, powers, obligations, and oversight arrangements.

#### [Water Services Economic Efficiency and Consumer Protection Bill](#)

The purpose of this bill is to provide for the regulation of the price and quality of water infrastructure services, and consumer protection for water infrastructure services.

#### [Natural and Built Environment Bill](#)

First of two bills giving effect to RMA reform. This focuses the setting of environmental limits, environmental and land use planning, and the governance of those activities.

#### [Spatial Planning Bill](#)

The second of two Bills giving effect to RMA reforms. This one focuses on regional spatial strategies and the governance of these activities.

#### [Local Government Electoral Legislation Bill](#)

The single broad policy and purpose of this omnibus bill is to improve the processes by which individuals and communities are represented through, and can participate in, local government elections.

#### [Local Government Official Information Act Amendment Bill](#)

This bill makes changes to law governing disclosure of information about natural hazards on LIMS.

#### [Sale and Supply of Alcohol \(Community Participation\) Amendment Bill](#)

This bill aims to improve communities' ability to influence alcohol regulation in their area by making targeted changes to the alcohol licensing process provided for in the Sale and Supply of Alcohol Act 2012.

#### [Land Transport Management \(Regulation of Public Transport\) Amendment Bill](#)

This bill establishes the Sustainable Public Transport Framework for the planning, procurement, and delivery of public transport services, which addresses systemic issues affecting the sector. This new framework will replace the Public Transport Operating Model.



### 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.

For the full list of bills currently in progress, please visit: <https://www.parliament.nz/en/pb/bills-and-laws/bills-proposed-laws/>

### *Bills on the horizon*

#### 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 first reading.

#### Building Amendment Bill

Bill will introduce energy ratings for buildings and waste minimisation plans to support Aotearoa New Zealand's climate change goals.

[Learn more about the Government's proposed changes](#)

#### Climate Adaptation Bill

Will introduce the legal framework for managed retreat and other climate response matters.

#### National Planning Framework

The new framework that supports the Natural and Built Environment and Spatial Planning bills.

#### 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.*

#### Emergency Management Bill

**Key dates:** Closes 3 November 2023.

**Agency:** Governance and Administration Select Committee

**Description:** The Emergency Management Bill replaces the Civil Defence Emergency Management Act 2002 (the **2002 Act**). This Bill builds on the 2002 Act, and retains the existing functions and powers it provides for managing emergencies at local, regional, and national levels.

**Planned action:** Taituarā.

#### Let's build a better consenting system together

**Key dates:** 7 August 2023

**Agency:** MBIE

**Description:** The Government is undertaking a review of the building system. This review aims to modernise the system to provide assurance to building owners and users that building work will be done right first time.

**Planned action:** Taituarā.

## Lifting the Resilience of New Zealand's Critical Infrastructure

**Key dates:** Closes 8 August 2023

**Agency:** Department of the Prime Minister and Cabinet

**Description:** Recent events, such as Cyclone Gabrielle, have demonstrated the interconnected nature of New Zealand's infrastructure system, where outages in one sector can quickly cascade across the entire system. In that context, it is essential that our critical infrastructure system – including electricity generation and distribution, telecommunications, transport and our financial sector – continue to operate when faced with a range of crises.

Recognising this, consistent with the Government's response to [Rautaki Hanganga o Aotearoa, the New Zealand Infrastructure Strategy](#), the Government has today commenced consultation on work to increase the resilience of New Zealand's critical infrastructure.

**Planned action:** TBC

*For a full list of initiatives, please contact: [governance@swdc.govt.nz](mailto:governance@swdc.govt.nz)*

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## Regional strategic updates

### Wairarapa Library Service

Improving the physical state and range of reading material across the WLS collection has been a focus for the team over the past two years. Doing this has involved implementing standard collection management practices alongside in-depth circulation analysis to monitor factors such as usage, impact of display and which branches are best suited for items. Anecdotal feedback from public has been that the collections are looking attractive, and they are enjoying a wider range of authors' voices, while still wanting more familiar stalwarts. Print collection turnover is one measure used to monitor progress. In Nov 2020, an external evaluation indicated WLS collection turnover sat at 2.18.

Data provided in May 2022 comparing WLS to 30 small to very small libraries in Australia and New Zealand placed WLS collection turnover at 2.32, below the peer average of 2.48. Additionally, the average across 32 New Zealand libraries spanning various sizes (small to large) was 3 (out of a range of 0.88 to 5.98). In 2022/23 collection turnover for WLS sits at 2.56. This places WLS above the average of 2.42 for 32 other comparable small and very small peer libraries in Australia and New Zealand. At the same time, 33 New Zealand libraries spanning very small to very large, average 3.1 from a range spanning 0.89 to 6.39. Usage of digital collections in 2022/23 has seen 14,703 eBooks, 10,172 eAudiobooks and 5,259 eMagazines issued.

There were 945 (568 for SWDC and 377 for CDC) members in 2022/23. The total active membership of WLS sits at 10,525 at 30<sup>th</sup> June 2023 (4,474 for SWDC and 6051 for CDC). In SWDC the membership breakdown is: Greytown 1,775, Martinborough 1,481, and Featherston 1,218.

WLS has continued to partner with WaiWord to support the author/reader ecosystem of the Wairarapa. Recent events have included well-known awarded authors Juliette MacIver and Tim Saunders, Juliette MacIver. Alongside regular programmes like Brick Club and Wa Korero, the libraries have also hosted a number of well attended Divine River Youth Creativity and Connection workshops, the Metlink ambassadors, and regular sessions with Community Law, Digital Seniors, and JPs. The monthly online Wednesday night bookclub continues as a stable fixture. Children's programme events included approximately 170 people at the Wellington Street Carnival Band interactive show, and Matariki storyteller Moira Wairama.

### Positive Ageing Strategy

The Positive Ageing Strategy Co-ordinator has presented the Te Hōkai Nuku Positive Ageing Strategy to the Māori Standing C0mmittee, The Martinborough Community Board and the Greytown Community Board. These have been useful opportunities to outline the detail of the Strategy and discuss particular issues to each group.

The Positive Ageing Strategy Co-ordinator is continuing to support the Pasifika o Wairarapa organisation that hosts an older Pacific persons event (Aosinasina Group) every Friday. Pasifika o

Wairarapa is also hosting a health check day for all older persons on the 28<sup>th</sup> of July. The Positive Ageing Co-ordinator has liaised with other organisations to be present including Neighbourhood Support and Metlink who are promoting the community services card/Snapper Card discount.

Kainga Ora have commissioned the 2020 Trust [Digital Inclusion for New Zealand communities | 20/20 Trust \(2020.org.nz\)](#) to undertake Digital Equity Research for the Greater Wellington area. The Positive Ageing Co-ordinator is working with the co-ordinator of the research to ensure that the Wairarapa is strongly represented in this research. The Digital Collaboration Group (Masterton District Library, Wairarapa District Library, Digital Seniors and Reap) will be approached to support this work and assist with the planning for the rohe.

The delayed Wairarapa Community Networks Kuia/Kaumātua/Older persons forum was held in mid-July. Organised and hosted by the Positive Ageing Strategy Co-ordinator, the guest speaker was Diane Turner, Director of the Office for Seniors. This was an opportunity to community organisations to find out about the work of the Office for Seniors and also funding available from the Office. The second half of the meeting was an opportunity for organisations to discuss issues facing older persons.

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## Partnerships

### [Wairarapa Moana Statutory Board](#)

The Mayor, Interim CEO and Pou Māori attended the recent meeting of the Wairarapa Moana Statutory entities in Masterton. The meeting was chaired by Te Arawhiti and discussion was held on the formation of the new Wairarapa Moana Statutory Board. Focus will be placed on creating a high-level governance Board. The mayor spoke of the perspective of South Wairarapa District Council, as in seeing the Statutory Board, being at the “centre of the vision that would deliver the future” and also expressed his gratitude for South Wairarapa District Council being invited.

It was relayed that South Wairarapa District Council aims:

- To be a reliable partner.
- To bring enduring value to the partnership.
- To offer joint interim secretariat support.

- To support any onboarding and capability training for the new Board, if so required.

As a matter of importance in supporting the establishment of the new Board, guidance is currently being sought from the Chair of Kahungunu ki Wairarapa Tamaki nui-a rua Settlement Trust on a suitable candidate to fill the current position for South Wairarapa District Council on the Wairarapa Moana Statutory Board.

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## Strategy/Policy updates

*The following governance policy instruments are currently under-going review:*

- 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
- Local Easter Sunday Shop Trading Policy
- Dangerous and Insanitary Buildings Policy
- Control of Dogs Policy and Bylaw.

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## Upcoming engagement and consultation

*South Wairarapa District Council is preparing for engagement and consultation on the following initiatives:*

- Featherston Masterplan
- Featherston Wastewater Project
- Featherston Flood Mapping
- Representation Review
- Long-Term Plan 2024-2034
- Revenue and Financing Policy (Rating Review)

- Control of Dogs Policy and Bylaw

## Significant projects

### Finance Rating Review

**Summary:** Rating review workshops continuing - 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-23	31-Aug-23
7. Draft the proposal and supporting information for consultation	1-Aug-23	31-Aug-23
8. Carry out community consultation	1-Sep-23	30-Sep-23
9. Hear submissions	7-Oct-23	31-Oct-23
10. Update rates and amend policies after considering submissions	1-Nov-23	15-Nov-23
11. Adopt new policies		30-Nov-23
12. Set the rates	1-Jun-24	30-Jun-24
13. Implement new rating system	1-Jul-24	

#### Next immediate milestones:

- Next proposed Council workshop  
17 August 23
- Community consultation September 23.

**PROJECT STATUS:**



### Governance

#### Representation Review

**Summary:** Determines the optimal number of councillors, the way they are elected and the geographical ward boundaries.

**Next immediate milestones:** Community engagement and workshops.

**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 is anticipated from 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

Further drafts to come include:

- Financial contributions
- Tangata Whenua, Sites of Significance to Māori/Māori Purpose Zone.

**Next immediate milestones:** Work is continuing to update the relevant chapters, and public consultation is targeted for the third quarter of 2023. The website – [www.wairaraplan.co.nz](http://www.wairaraplan.co.nz) – will continue to provide information relating to the development of the Proposed District Plan.

**PROJECT STATUS:**



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### Spatial Plan and Featherston Masterplan

**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 around October 2023.

**PROJECT STATUS:**



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### 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.

**Next immediate milestones:** We have received a section 92 request for further information related to

application WAR230290 for the Featherston WWTP and the regional council has temporarily put our application on hold until the issues listed in the request have been satisfied. The relationship with GWRC on resolving these issues has been positive and collaborative.

The project team submitted a memo to GWRC on the flow discrepancy issue. The key assumption in the memo is that council will upgrade the size of the wastewater plant to accommodate the increased flows.

However, we have also received a report from Mott McDonald on the Infiltration and Ingress issues experienced in Featherston and possible options to address the increasing flows that are being seen. This advice is helping us analyse the costs of increasing the size of the plant, and/or further investing in the network to manage the increase volume of flows. These issues are fully canvassed in our monthly reporting to Councillors and those reports continue to be published to the [project website](#).

**PROJECT STATUS:**



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### Provincial Growth Funded SkyTEM Aerial Water Survey Project

**Summary:** The Provincial Growth Fund invested funds to conduct the Ruamāhanga Groundwater Aerial Electromagnetic Survey to gain a clearer picture of the region's water resources. It aims to create a clearer picture of how the entire system interacts.

**Next immediate milestones:** No Change - Flights were completed over the summer months and the team are now onto the assessment of data phase. The aerial survey outputs (3D mapping) are expected in mid-2025.

**PROJECT STATUS:**



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### Community Development

#### Welcoming Communities Programme

**Summary:** Welcoming Communities is a 3 year programme funded by central government to look at how welcoming, inclusive and accessible our

communities are for new people, and people from different cultures and countries. The programme is in its establishment phase within SWDC, with the year thus far being spent socializing the programme with internal and external stakeholders, engaging with our communities to hear their first-hand experiences and doing a stock-take to understand the challenges, opportunities and strengths of our communities.

The feedback we've received from our newer community members show a range of experiences, with some feeling socially isolated and lacking information to thrive in our communities; and some reporting being welcomed warmly into their neighbourhoods and finding a great sense of community here. South Wairarapa has a unique cultural make up, and while we have less ethnic diversity than many districts, this can exacerbate cultural isolation for the families that move here so being welcoming and inclusive is just as, if not more, important for our communities.

**Next immediate milestones:** The research/ stock-take phase of the Welcoming Communities programme is wrapping up, and a report is being written to encapsulate those findings. The focus will then be to use the learnings, identified challenges and opportunities to develop a Welcoming Plan for South Wairarapa that supports new residents to better settle into their communities.

In terms of how welcome new residents currently feel, individual experiences vary massively; highlighting the need for an actual strategy or plan, rather than leaving it to chance. Findings suggest that new residents would benefit from having useful Council and community information easily available to them when they move here. Residents report having to find everything out themselves; with useful information often shared on Facebook pages and private groups that they often only discover years after moving here.

Cost-effective solutions may be to optimise the SWDC website to include more useful information for new community members, and explore the use of brochures or pamphlets in public spaces, as one example.

**PROJECT STATUS:**



## Roading Summary

**Hinekura Road** – the alternative route is being investigated.

**Cyclone Hale** – there has been extensive damage to the east coast area Emergency Work Funding application to Waka Kotahi has not yet been approved. Funding by Waka Kotahi has been approved at 92% financial assistance rate.

**Cyclone Gabrielle** – damage to the east coast area Emergency Work Funding application for initial response work only has been approved by Waka Kotahi at 92% Financial assistance rate.

**Emergency Works Funding** - all funding requests to Waka Kotahi have been approved in full.

**Speed Review** – Currently out for consultation and closed 23<sup>rd</sup> July 2023 and submissions will be worked through.

**Asset Management Plan**- Works have begun in preparation to support the funding request to Waka Kotahi and Councils 2024/27 Long Term Plan.

**Pavement Reseal** – KPI of 5% of network will not be met due to market rate increases.

**Roading Maintenance** – ongoing wet weather conditions are generating a lot more reactive works than proactive. We are observing serious land movement along the East Coast region due to ground saturation and this is of concern over the next 6 months.

**23/24 Renewal Programme** – The renewal programmes are being developed but the extent is being impacted by inflationary trends.

**End of financial year** – All contract claims have been processed and reporting to Waka Kotahi is underway to meet funding requirements.

## *Partnerships and Operations (Amenities) Updates*

### Lake Ferry Holiday Park

We announced that KiwiCamp took over the holiday park management under a license agreement from 1 July 2023 for a 12 month period. KiwiCamp will be responsible for implementing the necessary changes to bring the holiday park into compliance and upgrading the facilities.

Since 2019, the Lake Ferry Holiday Park has been operating without a certificate of registration due to non-compliance with the Camping-Grounds Regulations 1985. The existing facilities at Lake Ferry Holiday Park are outdated and no longer meet regulatory standards or visitor expectations. To facilitate the necessary improvements, KiwiCamp has recently been granted a certificate of exemption from the parts of the Camping-Grounds Regulations that the park currently does not comply with. There is a need for extensive work and we are excited about the campground's transformation over the next twelve months.

### Greytown Wheels Park

We have agreed and signed a contract with the supplier. They are developing a project plan, including a stakeholder engagement plan to give clarity on how the project will be delivered. The first stage is the park design which will collate historic ideas and gather current ideas to be developed into a detailed design that informs the subsequent build phase.

### Green Space in Greytown

Officers have had good discussions with the Greytown Trust Lands Trust and the Greytown Rugby Club regarding green space options in Greytown. Over the next few weeks Officers are looking to reach an agreement with the Rugby Club about how the facilities and grounds are best used by multiple sporting codes. Following this a peppercorn lease will be entered between Council and the Trust. This then positions a discussion to be had with the adjacent farmer for the possibility of land purchase to further develop green space.

### Wellington Region Waste Management and Minimisation Plan (WMMP)

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 are planning to consult on the draft WMMP from 31 July - 1 Sept 2023 and are each responsible for consultation. The three Wairarapa Councils will be sharing resources for 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. The draft Wairarapa "local action plan" was highlighted by Beca and other Wellington Councils as being a great document.

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## *Community Development Updates*

### Te Rautaki Rangatahi o Wairarapa and Youth Development

Following the adoption of Te Rautaki Rangatahi o Wairarapa – Wairarapa Youth Strategy (the Strategy) Council has received funding from Te Whatu Ora to deliver a programme of Youth Coordination and Support activities for the Strategy for the FY 2023/24.

Subsequent to the funding received, Community Development is currently exploring the most appropriate model for delivering the Youth Coordination and Support Programme and implement activities that actively support and capture youth voice and hau ora (wellbeing) for youth in the South Wairarapa.

An implementation plan has been developed to set out the work that we will be doing during this period. The plan identifies a range of work, including;

- areas of ongoing work that Councils already undertake and deliver to rangatahi.
- new projects or initiatives to be developed and implemented. Some of these projects may need further consultation or consideration by council. Where required these will be included within Long-Term Plan or Annual Plan planning cycles.
- areas where the Councils will look to partner with others to deliver on the priorities.

The projects or initiatives identified for year 1 (2023/24) are within current financial baselines and planned work.

### Regional Food Systems Strategy

A Regional Food System Strategy (RFSS) is being developed with support from the Wellington Region Leadership Committee, supporting climate, economic, social and environmental resilience.

The overarching aim of RFSS is to foster a sustainable, locally-based, and equitable food system for the Wellington Wairarapa-Horowhenua region, while meeting changing consumer demands, stakeholder expectations, urban development, and national, regional and local policy requirements including emissions reduction.

The RFSS strategy aims to:

- Create an actionable plan that prioritises food security, food sovereignty, economic opportunities and community wellbeing through sustainable and local methods that benefit all aspects of health
- Strengthen community, iwi and council partnerships across the region
- Embed mātauranga Māori and Te Ao Māori concepts of food sustainability. Support opportunities for the Māori food economy as determined by Māori
- Inform future policy on aspects such as urban development, economic planning and climate change.

This project is led by Te Whatu Ora National Public Health Service Wellington and is supported by the Wellington Regional Leadership Committee (WRLC) as part of the Wellington Regional Growth Framework (WRGF).

Partner and stakeholder engagement, pilots and data collection run from Sept 2022 – Dec 2023, followed by strategy writing and implementation plan Jan-July 2024. The RFSS will be developed with input from many different stakeholders, including hapū/iwi/mana whenua, kai producers, industry members, community organisations, local and central government.

Engagement with Council has been through Wellington Region Leadership Committee meetings

and with staff from Planning, Policy & Governance and Community Development.

We note that the need for sustainable local and regional food resilience systems is increasing. MSD’s Food Secure Communities Update of 27 June 2023 confirmed that the Government’s intention is to continue shifting from funding emergency food relief to supporting longer term food security/ resilience.

## Financial Update

Anticipated total revenue 2022/23 (all income streams)	\$30.0m
Revenue year to date as at end of May 2023 (all income streams)	\$32.0m
Anticipated total operating expenditure 2022/23	\$27.0m
Operational expenditure year to date as at end of May 2023	\$28.5m
Anticipated total capital expenditure 2022/23	\$15.8m
Capital expenditure year to date as at end of May 2023	\$7.9m

*\*Note: These figures are subject to change. Final financial figures will be presented in the Annual Report*



# Crisis and Emergency Management

## Cyclone Gabrielle Recovery

The combined Wairarapa Recovery office continues to operate across Masterton, Carterton and South Wairarapa districts. The Recovery office is focused on working with partner agencies, East Coast Rural Support Trust, MPI, MSD & Federated Farmers, to ensure continued understanding of the ongoing impacts on the affected communities and plan related activities. The Recovery office has been able to recruit a program manager to help with the ongoing activities.

The Recovery office is working with Greater Wellington Regional Council to understand the criteria and application of central government's land categorisation process and is looking to the Hawkes Bay for context and clarity on how this can be applied, and to central government for definitive confirmation that the Wairarapa is included in the national process. The process addresses the safety for of cyclone affected land for residential use. While the criteria are not yet completely clear from central government, all the information available at this point indicates that only the Tīnui area of Masterton district would be relevant to this process, and no properties in South Wairarapa are likely to be included.

A new Recovery manager has been appointed to develop a Wairarapa wide recovery plan. This plan will refined to allow SWDC to examine our recovery and resilience needs into the future.

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## Local Government Official Information and Meetings Act Requests

For the period 17 May 2023 to 18 July 2023, Council has received a total of 54 Local Government Official

Information Act (LGOIMA) requests. Two of which were cancelled.

The average number of days to respond to these requests is 10, noting that there has been a significant increase of requests received over the past weeks.

Period	Total requests received	Completed	Average day for completion
5 April to 16 May 2023	24	10	10.1
17 May to 18 July 2023	54	40	10

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## **WHAKAPĀ MAI CONTACT US**

### **Address:**

19 Kitchener Street, Martinborough 5711  
PO Box 6, Martinborough 5741  
New Zealand

**Telephone:** 06 306 9611

**Email:** [enquiries@swdc.govt.nz](mailto:enquiries@swdc.govt.nz)

**Media enquiries:** [media@swdc.govt.nz](mailto:media@swdc.govt.nz)

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](#)

## Resident Perceptions Survey Results Report

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### 1. Purpose

To inform councillors of the Residents Perception Survey results, noting that the Annual Report where this data is usually made public.

### 2. Recommendations

Officers recommend that the Council:

1. Receive the *Resident Perceptions Survey Results* Report.
2. Note that the report will be made publicly accessible on the South Wairarapa District Council website.

### 3. Executive Summary

South Wairarapa District Council has an ongoing need to measure how satisfied residents are with the resources, services and facilities provided by Council, and to identify improvement opportunities that will be valued by the community. Currently, the main mechanism for this information is the Resident Perceptions Survey.

Most of the questions in the survey relate to Key Performance Indicators (KPIs) outlined in the Long-Term Plan (LTP) and are part of annual auditable and legal requirements. The survey is conducted by an independent research company (Key Research) who apply reputable data survey and analysis methodology which is outlined in the report.

The objectives of the survey are:

- To provide a robust measure of satisfaction with South Wairarapa District Council's performance in relation to service delivery.
- To establish perceptions of various services, infrastructure and facilities provided by Council.
- To provide insights into how Council can best invest its resources to improve residents' satisfaction with its overall performance.
- To provide benchmarking of performance for South Wairarapa District Council compared to other similar authorities.

## **4. Background**

An invitation to participate in the Residents Perception Survey was sent to a random selection of 3000 residents over 18 years of age with both online and paper response options.

The survey was promoted through the usual Council media channels including social media and newsletters. 600 responses were collected, a response rate of 20% which is a reasonable survey response rate and in line with contracted requirements.

The survey results have an expected 95% confidence interval of +/- 4.0% although the margins of error with subgroups will be larger, therefore the results associated with small sample sizes should be read with caution.

This survey was conducted in the fourth quarter of 2023 and the report was produced in July for the purpose of publication as part of the Annual Report as would be usual practice for most Territorial Authorities around the country. The data collected relates to the 2022-2023 year.

The survey gathers “point-in-time” data, and it is acknowledged that it collected information during an election year when there was significant dissatisfaction with Council’s performance. Efforts to address the issues raised through the Resident’s Perception Survey continues to be a priority for the current Councillors and Council Officers.

## **5. Prioritization**

### **5.1 Tangata whenua considerations**

Engagement considered not required in this case.

### **5.2 Long-Term Plan alignment**

The survey is a key component of reporting against LTP KPIs in the Annual Report.

## **6. Discussion**

The survey shows there is currently “mixed perception of the Council and the direction of the district.” Whilst there has been an overall increase in satisfaction from the previous year and that the Council is heading in the right direction, this is only the beginning of the journey and there are several areas which require considerable improvement and attention.

In terms of satisfaction, libraries received the highest ratings, followed by Council-maintained sports fields. Council-maintained playgrounds, cemeteries, and public swimming pools had similar satisfaction ratings, while public toilets had the lowest satisfaction levels.

ELT continue to follow the three-year rolling business plan for the purpose of improving efficiencies in internal systems and processes and improving organisational

culture in an environment with limited resources. It has eleven priority areas (in no particular order) being:

1. Improvements to finance and procurement systems.
2. Creating a resilient and adaptable IT and IM systems that are fit for purpose.
3. Building a healthy and strong organisational culture.
4. Nurturing a positive relationship with Māori, mana whenua, hapū, and marae.
5. Strategy, risk, business planning, and reporting processes are fit for purpose and support good quality decision making.
6. Building and maintaining trusted relationships between elected and appointed members, council officers, and South Wairarapa communities.
7. Programmes and projects are well managed using established project management methodology that includes lessons learned reviews.
8. Strategic workforce planning enables staff development that helps future proof the organisation.
9. Communications, engagement, and consultation processes build trust and confidence in Council and improve our social licence.
10. Asset management enables good decision making and investment in infrastructure.
11. The organisation design is future proofed, agile, and prepared for change.

The business plan is reviewed by the ELT at least twice a year.

The Resident Perception Survey is due to be completed again in the third quarter of 2024. The results will inform the auditable KPIs in the 2022/2023 Annual Report.

Additionally, Council officers expect to draft a communications plan and will use this survey to understand a wider range of perspectives.

## **7. Risks & Mitigations**

### **7.1 Risk Register**

Risks (as per the register) include our reputation and social licence to operate and the capacity of the organisation to deliver high quality work within limited resources.

### **7.2 Communications**

A communications plan is in development.

## **8. Appendices**

Appendix 1 – SWDC 2023 Residents' Perception Survey Report

Contact Officer: Amanda Bradley, General Manager; Policy and Governance  
Reviewed By: Paul Gardner, Interim Chief Executive Officer

# **Appendix 1 – SWDC 2023 Residents’ Perception Survey Report**



# SOUTH WAIRARAPA DISTRICT COUNCIL

## 2023 RESIDENTS SURVEY RESULTS

DRAFT



# EXECUTIVE SUMMARY

South Wairarapa District Council (SWDC) annual Residents Survey gauges residents' perceptions of, and attitudes towards, various Council services and facilities. The final sample size this year is n=600. The sample has gender and age weightings applied, and area quotas were used to ensure a proportionate geographic representation. The findings below are a summary of the results from this year's full report.

## ROADING AND FOOTPATHS

In 2023, the combined satisfaction levels for the condition and maintenance of rural roads, urban roads, and footpaths in the district showed notable changes from the previous year. The satisfaction rate for rural roads saw a significant decrease, dropping from 26% in 2022 to 18% in 2023. Similarly, satisfaction with urban roads also declined, falling from 38% in 2022 to 28% in 2023. However, satisfaction with footpaths in the district bucked this trend, showing a slight increase from 28% in 2022 to 31% in 2023.

## WATER

Notably, there were significant changes in satisfaction levels among respondents connected to various utility systems. For those connected to the town or city water supply, satisfaction with the reliability of water supply increased from 53% in 2022 to 68% in 2023. Satisfaction with the quality of water also saw an increase, rising from 46% in 2022 to 53% in 2023. Overall satisfaction among those connected to the water supply system also increased, going from 39% in 2022 to 51% in 2023.

However, for respondents connected to the town wastewater system, satisfaction levels decreased. Satisfaction with the wastewater system dropped from 74% in 2022 to 63% in 2023, and satisfaction with the overall wastewater system also saw a decrease, falling from 69% in 2022 to 54% in 2023. Satisfaction with efforts to keep roads and pavements free from flooding saw a decrease from 19% in 2022 to 14% in 2023. Similarly, satisfaction with the overall stormwater system also decreased, falling from 19% in 2022 to 16% in 2023.

## WASTE MANAGEMENT

This year, there were notable changes in satisfaction levels among respondents regarding various community services and waste reduction measures. Satisfaction with kerbside recycling collection saw a slight increase from 2022, rising to 73%. Satisfaction with litter control also increased significantly, going from 55% in 2022 to 61% in 2023. Satisfaction with the general cleanliness of the streets saw a slight increase from 61% in 2022 to 66% in 2023. Satisfaction with refuse collection and disposal meeting the needs of the community also increased slightly from 60% in 2022 to 63% in 2023.

In terms of waste reduction measures, respondents showed a high level of engagement. The most popular measure was choosing a reusable shopping bag or container (91%). This was followed by composting garden waste (81%), dropping items to a recycling centre (74%), and using a reusable coffee cup or water bottle (69%).

## COMMUNITY FACILITIES AND OPEN SPACES

In 2023, there were varying levels of usage and satisfaction among respondents for different community facilities and open spaces. Parks, reserves, and open spaces were the most utilised, with 85% of respondents using them at least once in the year. Libraries were used by 65% of respondents, while council-maintained sports fields and playgrounds were used by 49% and 46% of respondents respectively. Public toilets were used by 72% of respondents, but public swimming pools and cemeteries were the least utilised, with only 35% of respondents using them at least once.



# EXECUTIVE SUMMARY

Satisfaction levels also varied across these facilities, with some seeing changes from the previous year. Libraries maintained a high satisfaction rate of 85%, consistent with the previous year. Council-maintained sports fields saw a slight increase in satisfaction from 78% in 2022 to 80% in 2023. Satisfaction with parks, reserves, and open spaces remained on a par with previous years at 78%. Public toilets saw a decrease in satisfaction, from 67% in 2022 to 63% in 2023.

In terms of specific services, satisfaction with the opening hours of libraries was 78%. Satisfaction with the provision of relevant and up-to-date books and services at libraries was 77%. Satisfaction with the opening hours of the swimming pool was slightly lower at 66%.

## GOVERNANCE, LEADERSHIP, AND ADVOCACY

In 2023, there were significant changes in respondents' perceptions of their opportunities to participate in decision-making and their satisfaction with local leadership. The combined percentage of respondents who somewhat agreed or strongly agreed that there were adequate opportunities to participate in decision-making increased from 17% in 2022 to 24% in 2023. Similarly, agreement that there were adequate opportunities to have a say in Council activities increased from 15% in 2022 to 26% in 2023.

The perception of the community board's effectiveness in advocating on behalf of the community also saw an increase, from 28% in 2022 to 38% in 2023. The percentage of respondents who agreed that they could easily contact a Council member to raise an issue or problem increased from 39% in 2022 to 46% in 2023.

Agreement that the mayor and Councillors give a fair hearing to residents' views increased from 10% in 2022 to 26% in 2023. Agreement that Māori culture and te reo is appropriately recognised and visible in the district also saw a significant increase, from 24% in 2022 to 43% in 2023. Satisfaction with the accessibility of the mayor and Councillors, and with their advocacy and leadership, increased from 2022 (24% and 13% respectively) to 35% and 27% respectively in 2023.

## IMAGE AND REPUTATION

This year, there were significant changes in respondents' perceptions of the Council's performance, transparency, financial management, and quality of services. The percentage of respondents who rated the Council's leadership and performance as good or excellent increased from 14% in 2022 to 22% in 2023. Similarly, the rating of the Council as being open and transparent increased from 11% in 2022 to 20% in 2023.

The perception of the Council's financial management also saw an increase in good or excellent ratings, from 7% in 2022 to 12% in 2023. The percentage of respondents who rated the quality of services the Council provides as good or excellent increased from 18% in 2022 to 25% in 2023. Furthermore, 20% of respondents believe that the Council's reputation has improved, with 18% stating it has gotten better and 2% stating it has gotten much better.

## INTERACTIONS WITH COUNCIL

In 2023, 42% of respondents interacted with the Council, primarily for consent matters, rubbish related issues, and property/subdivision concerns. The most common method of contact was by telephone, accounting for 41% of all enquiries.

A combined total of 73% of respondents found interactions with the Council to be convenient, with 47% finding it very convenient and 26% finding it fairly convenient. However, satisfaction with interactions decreased slightly from 52% in 2022 to 49% in 2023.

# EXECUTIVE SUMMARY

Email remained the most preferred method of communication, chosen by 68% of respondents, consistent with the previous two years. Physical mail saw a decrease in preference, from 53% in 2022 to 44% in 2023, while social media saw an increase, from 34% in 2022 to 42% in 2023.

In terms of Council events, public meetings had the highest participation and awareness levels, with 24% of respondents participating and 47% aware of them. Conversely, community board forums had the lowest participation at 8%, but a relatively high awareness level of 18%. The event with the lowest awareness level was the community liaison group event, with only 9% of respondents being aware of it, while 15% of those aware reported participating in it.

## COMMUNICATION WITH COUNCIL

This year, respondents sourced information about the Council through various traditional media, online sources, and direct communications. Local community printed newspapers were the most common traditional media source, used by 47% of respondents, followed by Midweek (42%), Wairarapa Times-Age – print version (33%), and radio (16%). Online, the SWDC website was the most frequented source, used by 46% of respondents. Community or resident Facebook pages (37%) and the SWDC Facebook page (34%) were also commonly used. Direct communications from the Council were primarily received through rates invoices (66%). Other sources included SWDC flyers in the letterbox (30%) and personal contact with SWDC (13%).

Satisfaction with the information from the Council was mixed. While 32% of respondents reported being satisfied (26%) or very satisfied (6%), a large portion expressed dissatisfaction, with 18% being dissatisfied and 12% being very dissatisfied.

## OVERALL PERFORMANCE

In 2023, 32% of respondents expressed agreement that their district is going in the right direction, with 27% somewhat agreeing and 5% strongly agreeing. This year's result is a significant increase from last year's result of 21%. Regarding satisfaction with the Council, 27% of respondents reported being satisfied overall. This is a significant increase from last year's result of 18%.

The most frequently cited reason for dissatisfaction with the Council is rates, mentioned by 34% of those who rated their overall satisfaction as very dissatisfied or dissatisfied. On the other hand, 50% of those who gave a satisfied rating are generally satisfied with the Council's performance, indicating broad approval of the Council's actions and decisions. The second most common reason, cited by 15% of the satisfied respondents, is a general room for improvement.

## CIVIL DEFENCE

This year, a significant majority of respondents, 91%, reported feeling self-reliant, with 62% feeling very self-reliant and 29% feeling fairly self-reliant. Comparing these results to previous years, there has been a noticeable increase in the proportion of respondents who feel very self-reliant, while there has been a decrease in those who feel somewhat or not at all self-reliant.

In terms of severe weather events, 30% of respondents experienced such events in the past 12 months. Among those affected, 16% reached out to the Council for assistance or support during this period. However, satisfaction levels with the Council's response to these severe weather events were mixed. A small proportion of respondents were satisfied with the Council's response, with 9% being satisfied and 11% being very satisfied with this.

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# PROJECT OVERVIEW



# PROJECT BACKGROUND

## BACKGROUND

South Wairarapa District Council (SWDC) is the local area authority responsible for the delivery of services to residents in the South Wairarapa District.

Each year SWDC conduct a survey of residents to understand residents' satisfaction with a range of measures including Council services, facilities, and overall satisfaction measures. This survey has been conducted since 2021 with any relevant data included for year on year comparison.

## METHOD

This year, SWDC commissioned Versus to conduct the Residents Satisfaction Survey in 2023.

Consistent with previous years, details of participants for this year's survey were obtained via the electoral roll, whereby a total number of n=3,000 residents were selected at random to participate. In previous years, invitation to participate in the survey were sent to residents solely via post whereas this year, invitations were emailed to anyone whose contact details could be matched to the SWDC ratepayer database. It should also be noted that a reminder letter was sent to participants two weeks after the initial invitation was sent.

Overall, n=902 invitations were sent via email with the remaining n=2,098 invitations sent via post.

## SAMPLE

A total of n=660 completed responses were collected from residents. The resident sample was stratified after the fieldwork was closed to achieve the most representative sample of respondents based on area, gender, ethnicity, and age. The final reported sample was comprised of n=600 responses.

## QUESTIONNAIRE

The Residents Satisfaction Survey questionnaire content has remained similar since the inception of the project in 2021. This year the questionnaire was reduced in duration to help with participation.

## MARGIN OF ERROR

Margin of Error (MoE) is a statistic used to show the amount of random sampling error present in a survey's results. The MoE is particularly relevant when analysing a subset of data as a smaller sample size incurs a greater MoE. The final sample size for this study was n=600 which yields a maximum MoE of +/- 4.0%. That is, if the observed result on the total sample of n=600 is 50% (point of maximum margin of error), then there is a 95% probability that the true answer falls between 46.0% and 54.0%.

## SIGNIFICANCE TESTING

Where year on year results have been presented, significance testing has been applied to identify statistically significant differences between 2022 and 2023 findings. Significant differences are shown throughout the report with a square box on figures within the charts and an arrow within tables.

## WEIGHTS

Age and gender weights have been applied to the final data set. Weighting is a standard practice in research and is used to account for any skews in the data set, i.e., that each group is represented as it would be in the population.

The weighting proportions are based on the 2018 Census (Statistics New Zealand). These proportions are outlined in the table below:

Age	Weighting proportion (%)
Male 18–34	9%
Female 18–34	9%
Male 35–49	12%
Female 35–49	13%
Male 50–64	14%
Female 50–64	15%
Male 65–79	12%
Female 65–79	11%
Male 80+	2%
Female 80+	3%

# PROJECT BACKGROUND

## NOTES ON REPORTING

Findings for this study have been split and reported in 10 main sections.

The following details should be considered when reviewing this report:

- The question and base size for each chart is shown at the bottom of the page;
- On certain charts, some labels 2% or less have not been shown due to the overlapping of results making it difficult to read;
- Due to rounding and multi-choice questions, not all percentages add up to 100%;
- Demographic results have been reported within tables below the relevant questions.

# ROADING AND FOOTPATHS



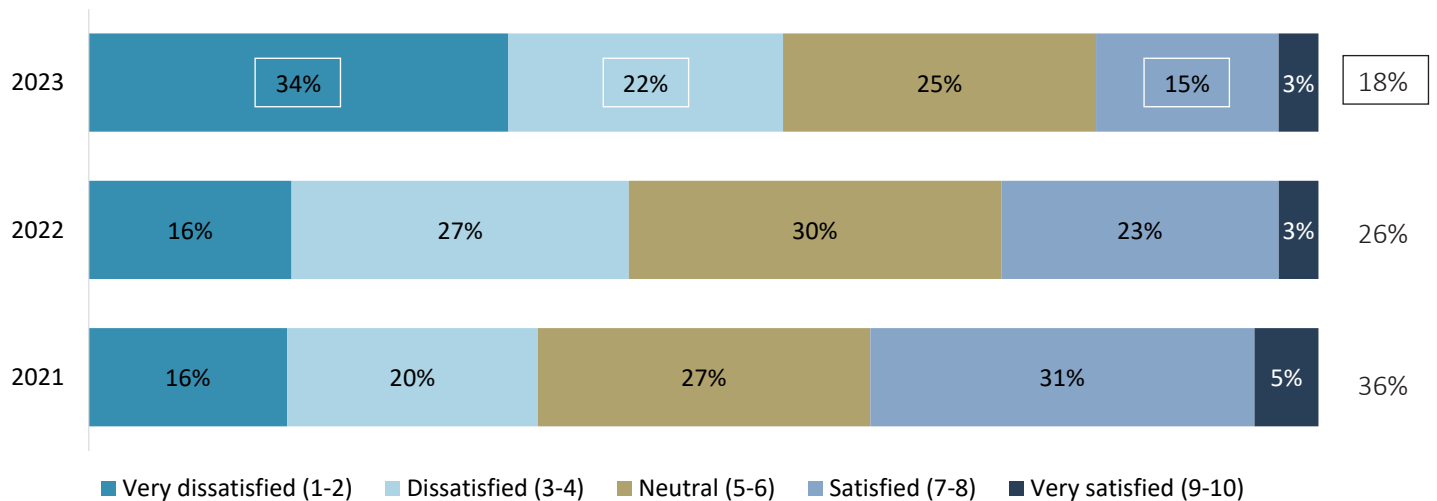
# ROADING AND FOOTPATHS

In 2023, the combined percentage of respondents who were either satisfied or very satisfied with the condition and maintenance of rural roads was 18% (15% satisfied, 3% very satisfied). This is a significant decrease from 2022, when the combined satisfaction rate was 26% (23% satisfied, 3% very satisfied), and even more so from 2021, when it was 36% (31% satisfied, 5% very satisfied).

On the other hand, the combined percentage of respondents who were either dissatisfied or very dissatisfied in 2023 was 56% (22% dissatisfied, 34% very dissatisfied). This is a significant increase from 2022, when the combined dissatisfaction rate was 43% (27% dissatisfied, 16% very dissatisfied), and from 2021, when it was 36% (20% dissatisfied, 16% very dissatisfied).

## CONDITION AND MAINTENANCE OF RURAL ROADS

7-10 Result



## DEMOGRAPHIC DIFFERENCES (7-10 RESULT)

	Male	Female	18 to 34 years	35 to 49 years	50 to 64 years	65 to 79 years	80 years or older
Satisfied and very satisfied result	21%	15%	11%	18%	18%	23%	19%

	Greytown	Featherston	Martinborough	NZ European	Māori	Pacific people	All others
Satisfied and very satisfied result	18%	18%	18%	18%	15%	36%	24%

Q. The next few questions are about the roads, footpaths and cycle ways. This does not include the state highways. Using the 1 to 10 scale where 1 means 'very dissatisfied' and 10 means 'very satisfied', how would you rate your overall satisfaction with each of the following... Condition and maintenance of rural roads in the district. Base size n=588 (don't know responses removed). The square box on the chart indicates this year's result is a statistically significant change from last year's result.



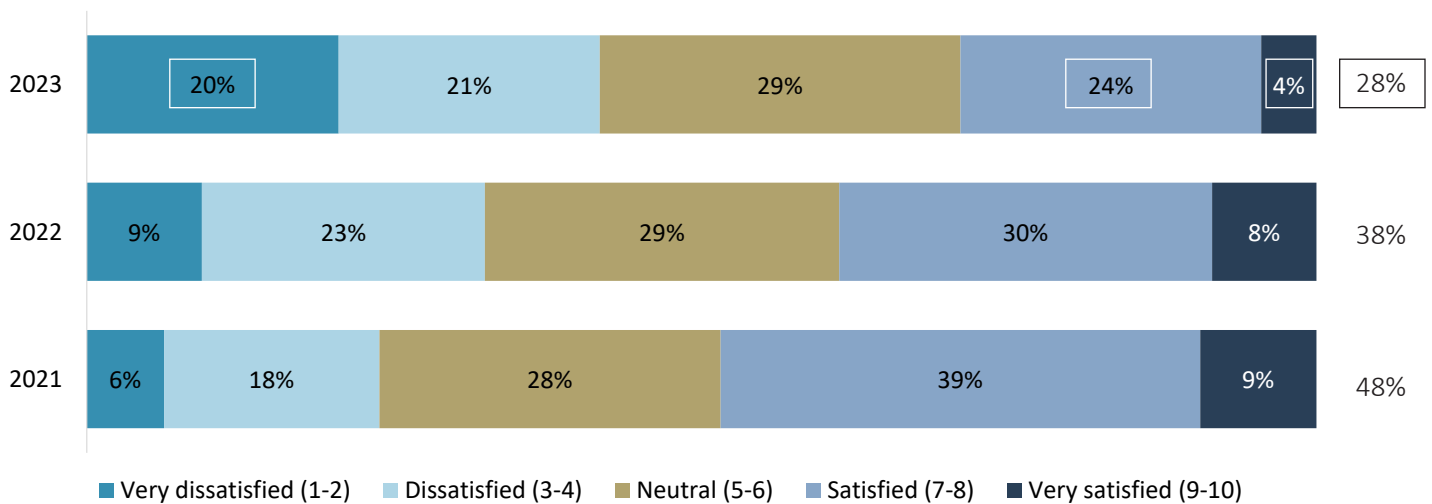
# ROADING AND FOOTPATHS

This year, the total percentage of respondents who reported being satisfied or very satisfied with the condition and maintenance of urban roads in the district amounted to 28% (24% satisfied, 4% very satisfied). This represents a significant decline from 2022, when the combined satisfaction was 38% (30% satisfied, 8% very satisfied), and a more significant drop from 2021, when it stood at 48% (39% satisfied, 9% very satisfied).

Conversely, the aggregate percentage of respondents who expressed dissatisfaction or extreme dissatisfaction in 2023 was 41% (21% dissatisfied, 20% very dissatisfied). This is a marked increase from 2022, when the total dissatisfaction was 32% (23% dissatisfied, 9% very dissatisfied), and a substantial rise from 2021, when it was 24% (18% dissatisfied, 6% very dissatisfied).

## CONDITION AND MAINTENANCE OF URBAN ROADS IN THE DISTRICT

7-10 Result



## DEMOGRAPHIC DIFFERENCES (7-10 RESULT)

	Male	Female	18 to 34 years	35 to 49 years	50 to 64 years	65 to 79 years	80 years or older
Satisfied and very satisfied result	31%	27%	22%	28%	31%	33%	25%

	Greytown	Featherston	Martinborough	NZ European	Māori	Pacific people	All others
Satisfied and very satisfied result	28%	29%	29%	29%	30%	44%	28%

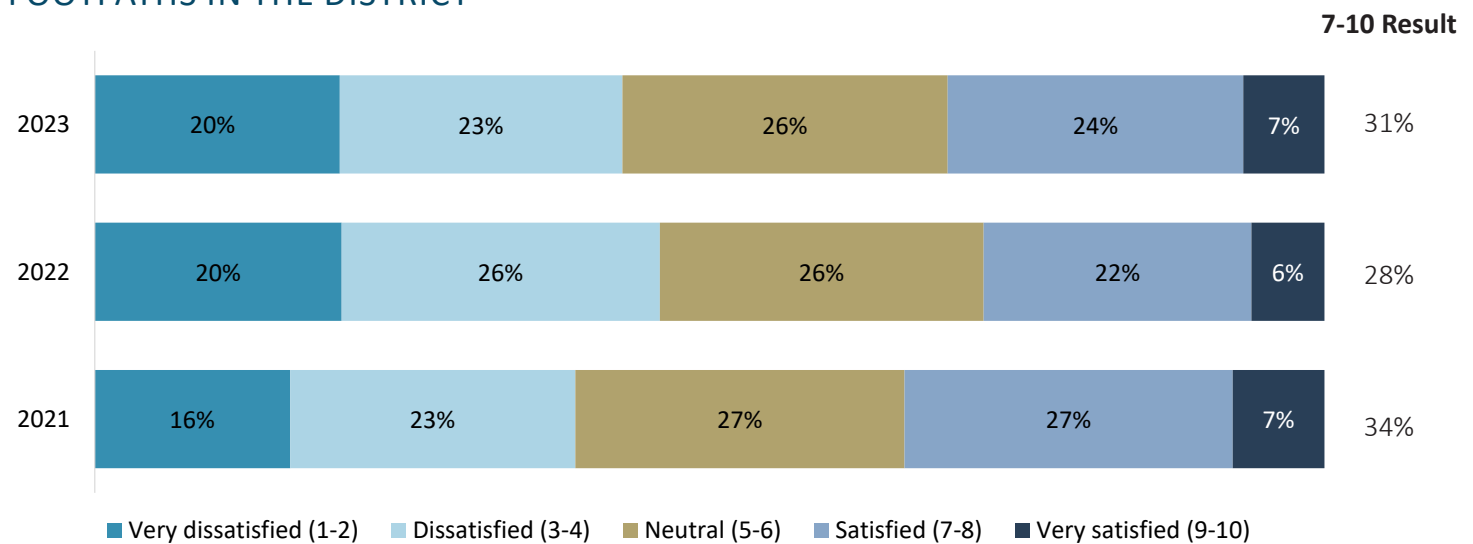
Q. The next few questions are about the roads, footpaths and cycle ways. This does not include the state highways. Using the 1 to 10 scale where 1 means 'very dissatisfied' and 10 means 'very satisfied', how would you rate your overall satisfaction with each of the following... Condition and maintenance of urban roads in the district. Base size n=597 (don't know responses removed). The square box on the chart indicates this year's result is a statistically significant change from last year's result.

# ROADING AND FOOTPATHS

In 2023, the combined percentage of respondents who were either satisfied or very satisfied with footpaths in the district was 31% (24% satisfied, 7% very satisfied). This is a slight increase from 2022, when the combined satisfaction rate was 28% (22% satisfied, 6% very satisfied), but still lower than in 2021, when it was 34% (27% satisfied, 7% very satisfied).

Conversely, the combined percentage of respondents who were either dissatisfied or very dissatisfied in 2023 was 43% (23% dissatisfied, 20% very dissatisfied). This is a slight decrease from 2022, when the combined dissatisfaction rate was 46% (26% dissatisfied, 20% very dissatisfied), but a small increase from 2021, when dissatisfaction was 39% (23% dissatisfied, 16% very dissatisfied).

## FOOTPATHS IN THE DISTRICT



## DEMOGRAPHIC DIFFERENCES (7-10 RESULT)

	Male	Female	18 to 34 years	35 to 49 years	50 to 64 years	65 to 79 years	80 years or older
Satisfied and very satisfied result	34%	27%	34%	27%	33%	30%	25%

	Greytown	Featherston	Martinborough	NZ European	Māori	Pacific people	All others
Satisfied and very satisfied result	35%	22% ↓	36%	31%	24%	15%	28%

Q. The next few questions are about the roads, footpaths and cycle ways. This does not include the state highways. Using the 1 to 10 scale where 1 means 'very dissatisfied' and 10 means 'very satisfied', how would you rate your overall satisfaction with each of the following... Footpaths in the district. Base size n=559 (don't know responses removed). The arrow on the table indicates this result is statistically significantly different from the total level result.

# FOOTPATH AND ROADING SUMMARY

The survey results indicate a significant shift in public sentiment regarding the condition and maintenance of both rural and urban roads from 2021 to 2023. For rural roads, there is a clear trend of increasing dissatisfaction and decreasing satisfaction over the three-year period. This suggests that the condition and maintenance of rural roads have been perceived to deteriorate over time, leading to growing public discontent.

Similarly, for urban roads, the data shows a trend of growing dissatisfaction and declining satisfaction from 2021 to 2023. The most significant shift in sentiment also occurred in 2023, indicating a perceived decline in the condition and maintenance of urban roads. However, when compared to the rural roads, the level of dissatisfaction is slightly lower and the satisfaction rate is somewhat higher, suggesting that the condition of urban roads may be perceived as slightly better than that of rural roads. Despite this, the overall trend indicates a growing public concern about road conditions and maintenance in both rural and urban areas.

Discussion of the main concerns about roads and footpaths are shown below. Comments from within the survey have been included to highlight the sentiment on these themes.

## POOR MAINTENANCE AND REPAIR OF ROADS

Respondents expressed significant dissatisfaction with the state of the roads, particularly in rural areas. They cited issues such as potholes, uneven surfaces, and degradation due to increased traffic and heavy vehicles. There were complaints about the frequency and quality of repairs, with many suggesting that the repairs were often temporary and quickly deteriorated. Respondents also highlighted the noise and disruption caused by heavy vehicles, which was exacerbated by the poor condition of the roads. A common sentiment was the need for more sustainable and effective maintenance strategies, with one respondent noting, *“Attempts at maintenance on our road have had it damaged more with the grader driving into the soak pits and compressing them.”*

## FOOTPATH AVAILABILITY AND CONDITION

The lack of footpaths in certain areas and the poor condition of existing footpaths were significant concerns. Respondents raised issues about uneven surfaces, overgrown vegetation, obstructions, and poor lighting. These issues were seen as making it difficult and potentially unsafe for pedestrians and cyclists.

*“I find the footpaths in Greytown very inconsistent. The most annoying part is the transition from footpath to road. Some of these transitions make it difficult for mobility scooters, wheelchairs, and pushchairs to navigate.”*

## SAFETY CONCERNS

Safety was a recurring theme, with respondents highlighting hazards such as jagged edges on roads, lack of lighting, and issues with drainage. There were concerns about the safety of pedestrians and cyclists, particularly in areas with high-speed traffic and poor footpath conditions.

*“Please please seal the edges of Murphy’s Line...it is extremely dangerous on a 100km/h road to have two wheels in the gravel.”*

## DRAINAGE AND FLOODING ISSUES

Many respondents mentioned problems with drainage and flooding, both on roads and footpaths. They suggested that drains were not being cleaned or maintained regularly enough, leading to water damage and safety hazards.

*“Well, we don’t have channel and curbing in Reading Street at all. Water lies around in puddles and drains into private property. It’s been like it for years.”*

# FOOTPATH AND ROADING SUMMARY

## COUNCIL RESPONSIVENESS AND EFFICIENCY

There was a general sentiment of dissatisfaction with the Council's responsiveness to reported issues and the efficiency of their work. Respondents felt that repairs took too long to be carried out, and that there was a lack of planning and foresight in road maintenance. They also suggested a need for a more proactive approach and a review of contracts with service providers.

*"Council needs a maintenance strategy - to be proactive instead of reactive (and late to it). Council should also review contracts with providers...as to quality of workmanship, timeliness, and prioritisation."*

## NEED FOR LONG-TERM, QUALITY REPAIRS

Many respondents expressed frustration with what they perceived as a short-term, "patchwork" approach to road repairs. They suggested that investing in higher-quality, more comprehensive repairs could save money and improve road conditions in the long run.

*"Instead of doing patchwork jobs fix the whole road completely and save money in the long term."*

# WATER



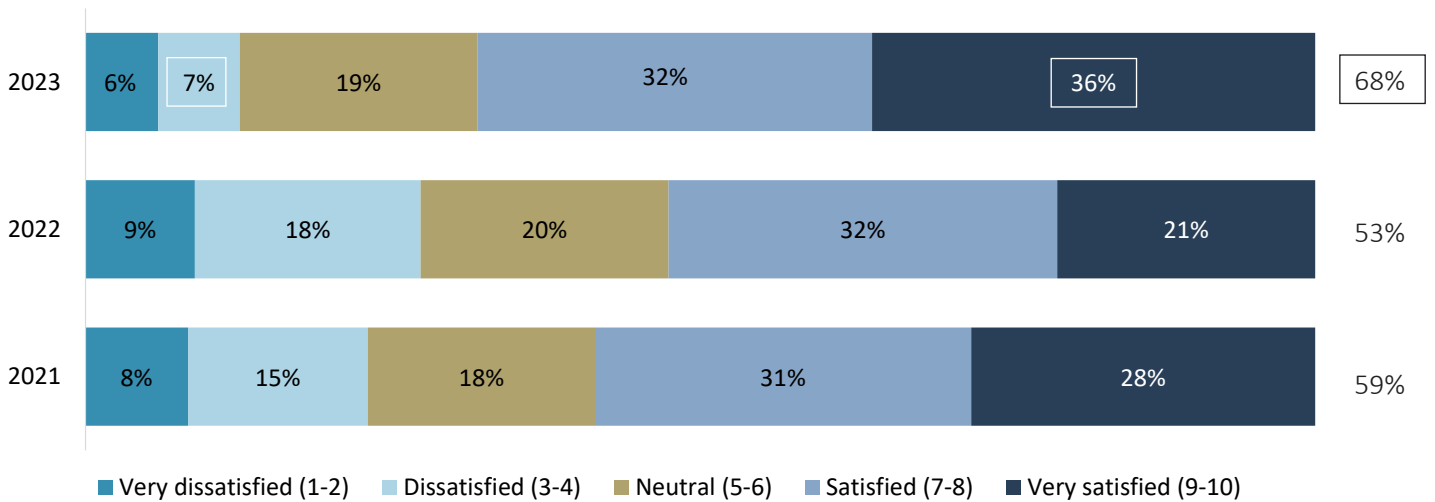
# WATER CONNECTION

Overall, 60% of respondents indicated they were connected to a town or city water supply and a further 36% indicated they have their own collection system. Of those connected to the town or city water supply, the combined percentage of these respondents who identified as satisfied or very satisfied with the reliability of water supply was 68% (32% satisfied, 36% very satisfied). This is an increase from 2022, when the total satisfaction was 53% (32% satisfied, 21% very satisfied), and also an increase from 2021, when it was 59% (31% satisfied, 28% very satisfied).

In contrast, the total percentage of respondents who were dissatisfied or very dissatisfied in 2023 was 13% (7% dissatisfied, 6% very dissatisfied). This is a decrease from 2022, when the total dissatisfaction was 27% (18% dissatisfied, 9% very dissatisfied), and also a decrease from 2021, when it was 23% (15% dissatisfied, 8% very dissatisfied).

## RELIABILITY OF WATER SUPPLY

7-10 Result



## DEMOGRAPHIC DIFFERENCES (7-10 RESULT)

	Male	Female	18 to 34 years	35 to 49 years	50 to 64 years	65 to 79 years	80 years or older
Satisfied and very satisfied result	73%	63%	60%	64%	64%	78% ↑	77%

	Greytown	Featherston	Martinborough	NZ European	Māori	Pacific people	All others
Satisfied and very satisfied result	80% ↑	69%	54% ↓	70%	67%	70%	62%

Q. For the next few questions, we will use a 1 to 10 scale where 1 means 'very dissatisfied' and 10 means 'very satisfied'. Thinking about the water supply, how would you rate your satisfaction with... The reliability of the water supply Base size n=387 (don't know responses removed). The square box on the chart indicates this year's result is a statistically significant change from last year's result. The arrow on the table indicates this result is statistically significantly different from the total level result.

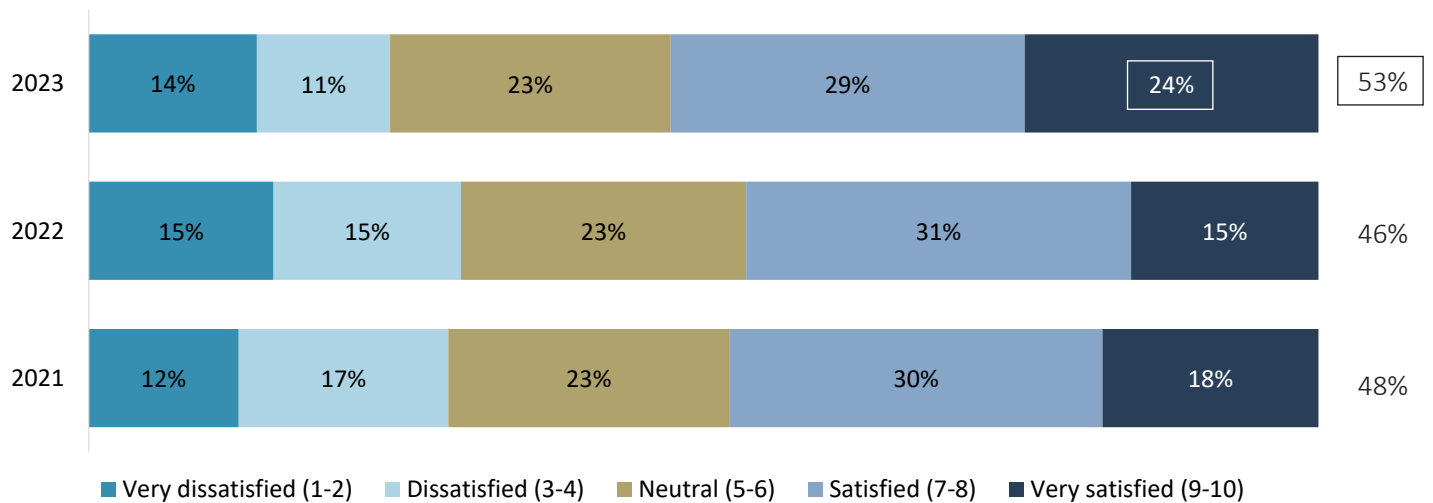
# WATER

Of those connected to the water supply system, the aggregate percentage of respondents who reported being satisfied or very satisfied with the quality of water was 53% (29% satisfied, 24% very satisfied). This represents an increase from previous years', when the combined satisfaction in 2022 was 46% (31% satisfied, 15% very satisfied), and in 2021 when it was 48% (30% satisfied, 18% very satisfied).

On the other hand, the total percentage of respondents who expressed dissatisfaction or extreme dissatisfaction in 2023 was 25% (11% dissatisfied, 14% very dissatisfied). This is a decrease from 2022, when the total dissatisfaction was 30% (15% dissatisfied, 15% very dissatisfied), and from 2021, when it was 29% (17% dissatisfied, 12% very dissatisfied).

## QUALITY OF WATER

7-10 Result



## DEMOGRAPHIC DIFFERENCES (7-10 RESULT)

	Male	Female	18 to 34 years	35 to 49 years	50 to 64 years	65 to 79 years	80 years or older
Satisfied and very satisfied result	57%	49%	40%	52%	52%	57%	64%

	Greytown	Featherston	Martinborough	NZ European	Māori	Pacific people	All others
Satisfied and very satisfied result	71% ↑	59%	22% ↓	54%	47%	46%	57%

Q. For the next few questions, we will use a 1 to 10 scale where 1 means 'very dissatisfied' and 10 means 'very satisfied'. Thinking about the water supply, how would you rate your satisfaction with... Quality of the water, including odours, taste and colour. Base size n=384 (don't know responses removed).

The square box on the chart indicates this year's result is a statistically significant change from last year's result.

The arrow on the table indicates this result is statistically significantly different from the total level result.

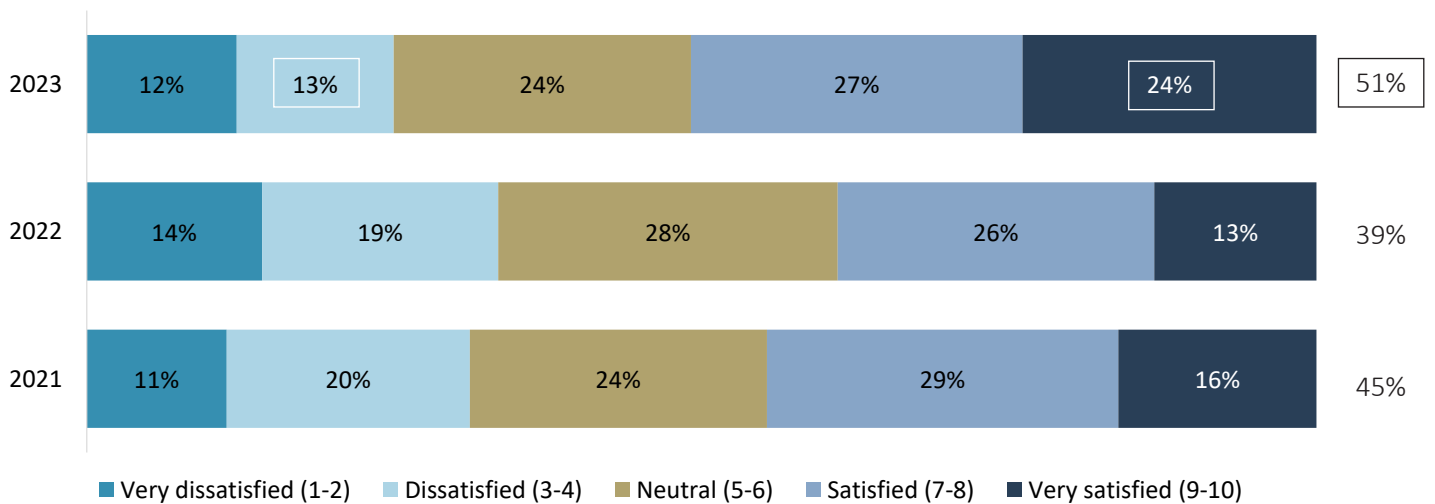
# WATER

Amongst those connected to the water supply system, the combined percentage of these respondents who indicated they were satisfied or very satisfied overall was 51% (27% satisfied, 24% very satisfied). This is a significant increase from 2022, when the total satisfaction was 39% (26% satisfied, 13% very satisfied), and also an increase from 2021, when it was 45% (29% satisfied, 16% very satisfied).

Conversely, the total percentage of respondents who were dissatisfied or very dissatisfied in 2023 was 25% (13% dissatisfied, 12% very dissatisfied). This is a decrease from 2022, when the total dissatisfaction was 33% (19% dissatisfied, 14% very dissatisfied), and also a decrease from 2021, when it was 31% (20% dissatisfied, 11% very dissatisfied).

## OVERALL SATISFACTION

7-10 Result



## DEMOGRAPHIC DIFFERENCES (7-10 RESULT)

	Male	Female	18 to 34 years	35 to 49 years	50 to 64 years	65 to 79 years	80 years or older
Satisfied and very satisfied result	55%	47%	46%	48%	45%	58%	65%

	Greytown	Featherston	Martinborough	NZ European	Māori	Pacific people	All others
Satisfied and very satisfied result	68% ↑	55%	25% ↓	53%	50%	70%	46%

Q. And overall, how satisfied are you with the district's water supply? Base size n=377 (don't know responses removed).  
 The square box on the chart indicates this year's result is a statistically significant change from last year's result.  
 The arrow on the table indicates this result is statistically significantly different from the total level result.



# WASTEWATER

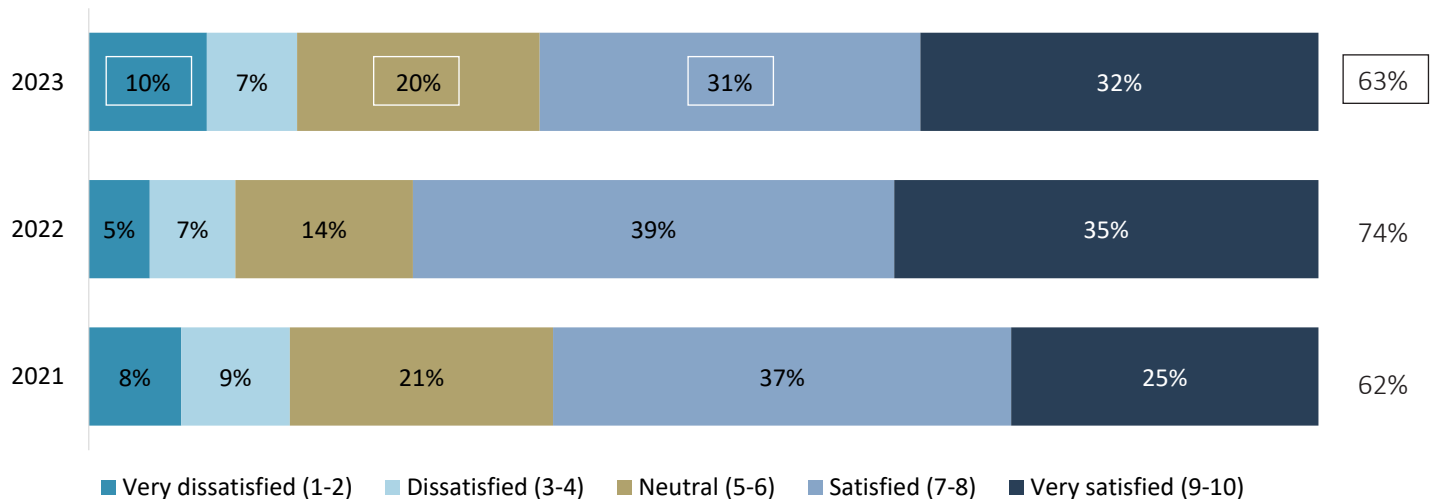
Just over half (56%) of respondents indicated they are connected to the town wastewater system.

In 2023, the combined percentage of these respondents who reported being satisfied or very satisfied was 63% (31% satisfied, 32% very satisfied). This represents a significant decrease from 2022, when the combined satisfaction was 74% (39% satisfied, 35% very satisfied), however this year's results are on a par with results from 2021, when satisfaction was 62% (37% satisfied, 25% very satisfied).

Conversely, the total percentage of respondents who expressed dissatisfaction or extreme dissatisfaction in 2023 was 17% (7% dissatisfied, 10% very dissatisfied). This is an increase from 2022, when the total dissatisfaction was 12% (7% dissatisfied, 5% very dissatisfied), and on a par with results from 2021, when it was also 17% (9% dissatisfied, 8% very dissatisfied).

## RELIABILITY OF WASTEWATER SYSTEM

7-10 Result



## DEMOGRAPHIC DIFFERENCES (7-10 RESULT)

	Male	Female	18 to 34 years	35 to 49 years	50 to 64 years	65 to 79 years	80 years or older
Satisfied and very satisfied result	67%	60%	49%	55%	70%	73% ↑	55%

	Greytown	Featherston	Martinborough	NZ European	Māori	Pacific people	All others
Satisfied and very satisfied result	78% ↑	54% ↓	55%	64%	51%	41%	66%

Q. Thinking about the Council's management of its wastewater system, how would you rate your satisfaction with... The reliability of the wastewater system. Base size n=339 (don't know responses removed).

The square box on the chart indicates this year's result is a statistically significant change from last year's result.

The arrow on the table indicates this result is statistically significantly different from the total level result.

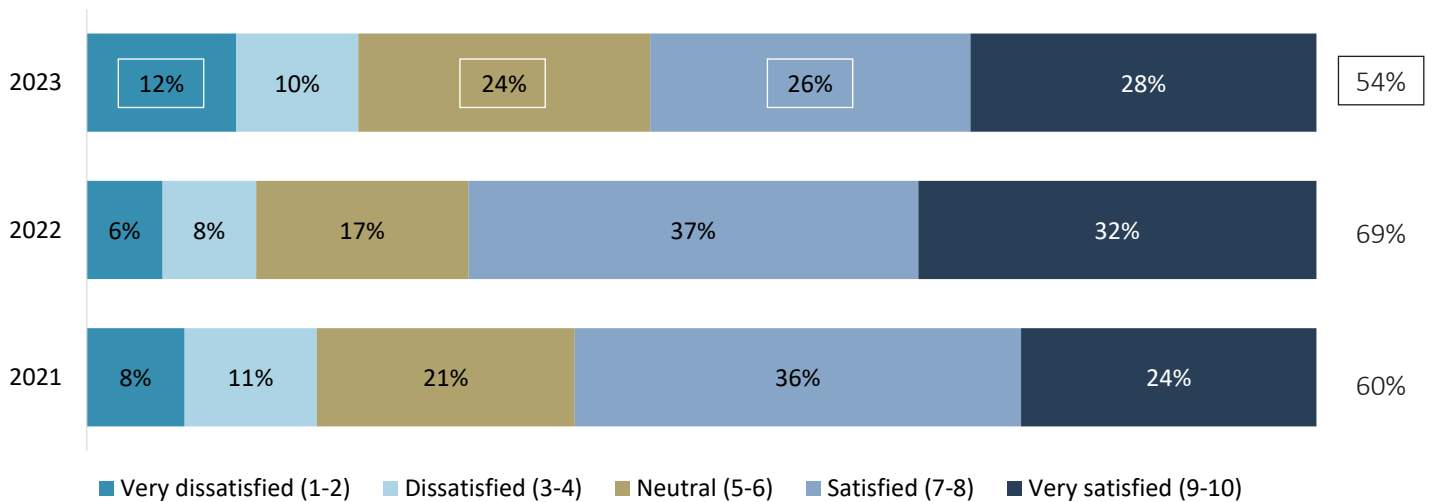
# WASTEWATER

Just over half (56%) of respondents indicated they were connected to the town wastewater system. In 2023, the combined percentage of these respondents who reported being satisfied or very satisfied with the wastewater system was 54% (26% satisfied, 28% very satisfied). This is a significant decrease from 2022, when the total satisfaction was 69% (37% satisfied, 32% very satisfied), and a decrease from 2021, when it was 60% (36% satisfied, 24% very satisfied).

On the other hand, the total percentage of respondents who expressed dissatisfaction or extreme dissatisfaction with the wastewater system in 2023 was 22% (10% dissatisfied, 12% very dissatisfied). This is an increase from 2022, when the total dissatisfaction was 14% (8% dissatisfied, 6% very dissatisfied), and a small increase in dissatisfaction from 2021, when it was 19% (11% dissatisfied, 8% very dissatisfied).

## OVERALL SATISFACTION WITH WASTEWATER

7-10 Result



## DEMOGRAPHIC DIFFERENCES (7-10 RESULT)

	Male	Female	18 to 34 years	35 to 49 years	50 to 64 years	65 to 79 years	80 years or older
Satisfied and very satisfied result	58%	51%	49%	39% ↓	62%	63% ↑	57%

	Greytown	Featherston	Martinborough	NZ European	Māori	Pacific people	All others
Satisfied and very satisfied result	72% ↑	47%	41% ↓	56%	43%	41%	51%

Q. Thinking about the Council's management of its wastewater system, how would you rate your satisfaction with... And overall, how satisfied are you with the wastewater system? Base size n=339 (don't know responses removed).

The square box on the chart indicates this year's result is a statistically significant change from last year's result.

The arrow on the table indicates this result is statistically significantly different from the total level result.

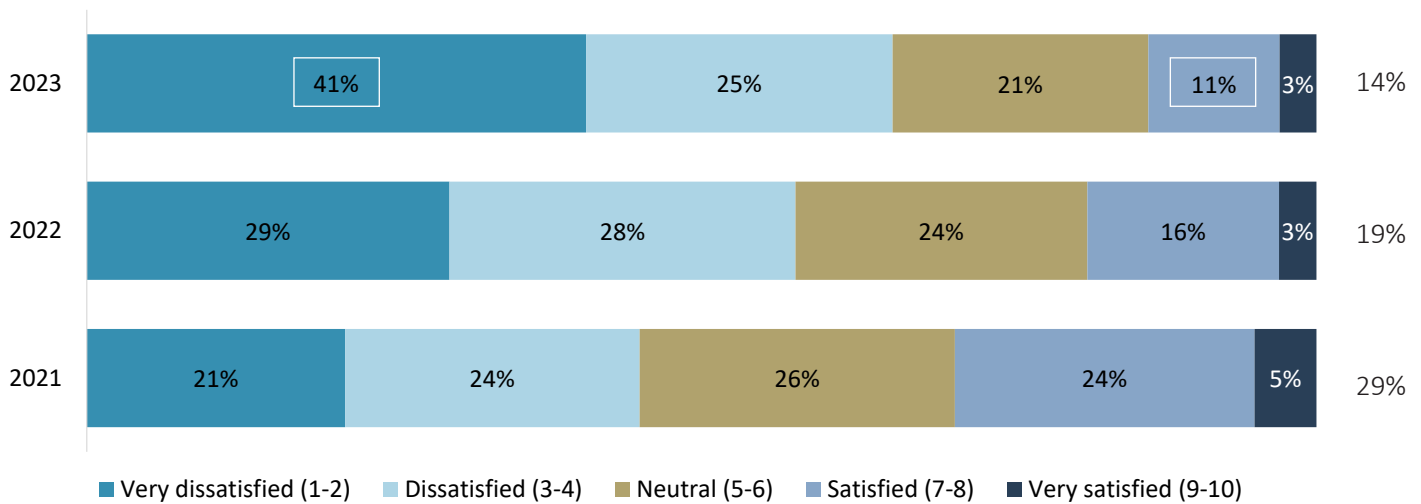
# STORMWATER

In 2023, the combined percentage of respondents who reported being satisfied or very satisfied with the efforts to keep roads and pavements free from flooding was 14% (11% satisfied, 3% very satisfied). This is a decrease from 2022, when the total satisfaction was 19% (16% satisfied, 3% very satisfied), and a significant decrease from 2021, when it was 29% (24% satisfied, 5% very satisfied).

Conversely, the total percentage of respondents who expressed dissatisfaction or extreme dissatisfaction with the efforts to keep roads and pavements free from flooding in 2023 was 66% (25% dissatisfied, 41% very dissatisfied). This is a significant increase from 2022, when the total dissatisfaction was 57% (28% dissatisfied, 29% very dissatisfied), and from 2021, when it was 45% (24% dissatisfied, 21% very dissatisfied).

## KEEPING ROADS AND PAVEMENTS FREE FROM FLOODING

7-10 Result



## DEMOGRAPHIC DIFFERENCES (7-10 RESULT)

	Male	Female	18 to 34 years	35 to 49 years	50 to 64 years	65 to 79 years	80 years or older
Satisfied and very satisfied result	15%	13%	17%	11%	11%	14%	25% ↑

	Greytown	Featherston	Martinborough	NZ European	Māori	Pacific people	All others
Satisfied and very satisfied result	22% ↑	7% ↓	13%	14%	14%	21%	17%

Q. Thinking about stormwater management in the district, how would you rate your satisfaction with... Keeping roads and pavements free from flooding? Base size n=583 (don't know responses removed).

The square box on the chart indicates this year's result is a statistically significant change from last year's result.

The arrow on the table indicates this result is statistically significantly different from the total level result.

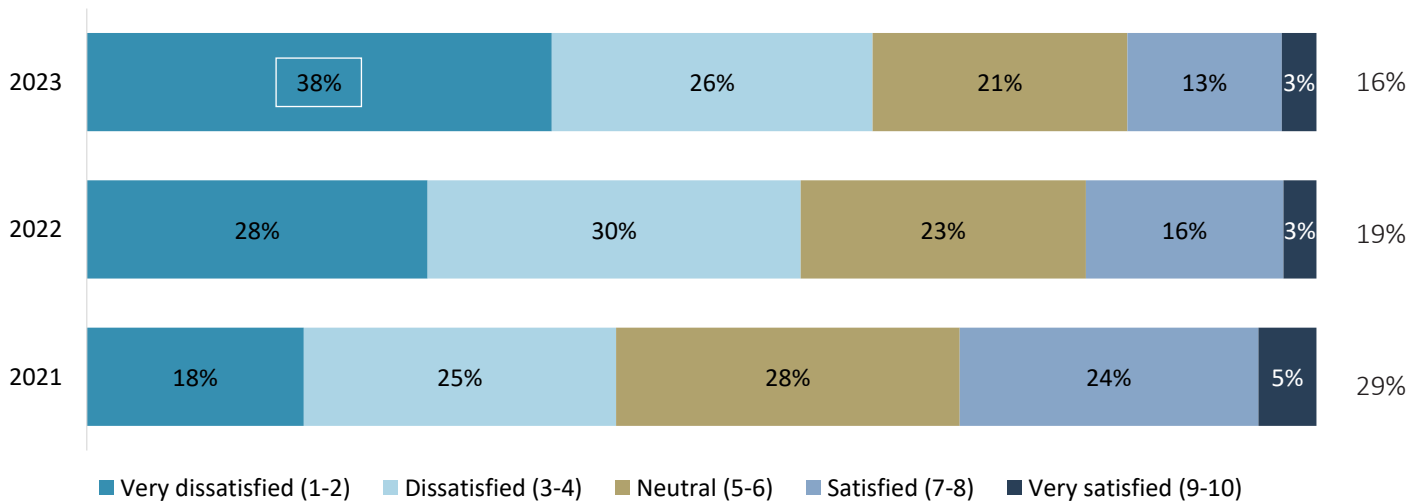
# STORMWATER

In 2023, the combined percentage of respondents who reported being satisfied or very satisfied with the overall stormwater system was 16% (13% satisfied, 3% very satisfied). This is a decrease from 2022, when the total satisfaction was 19% (16% satisfied, 3% very satisfied), and a significant decrease from 2021, when it was 29% (24% satisfied, 5% very satisfied).

Conversely, the total percentage of respondents who expressed dissatisfaction or extreme dissatisfaction with the stormwater system in 2023 was 64% (26% dissatisfied, 38% very dissatisfied). This is a significant increase from 2022, when the total dissatisfaction was 58% (30% dissatisfied, 28% very dissatisfied), and from 2021, when it was 43% (25% dissatisfied, 18% very dissatisfied).

## OVERALL SATISFACTION WITH STORMWATER

7-10 Result



## DEMOGRAPHIC DIFFERENCES (7-10 RESULT)

	Male	Female	18 to 34 years	35 to 49 years	50 to 64 years	65 to 79 years	80 years or older
Satisfied and very satisfied result	18%	13%	19%	10%	14%	18%	26%

	Greytown	Featherston	Martinborough	NZ European	Māori	Pacific people	All others
Satisfied and very satisfied result	24% ↑	8% ↓	15%	15%	14%	21%	20%

Q. Thinking about stormwater management in the district, how would you rate your satisfaction with... And overall, how satisfied are you with the stormwater systems in the district? Base size n=566 (don't know responses removed).

The square box on the chart indicates this year's result is a statistically significant change from last year's result.

The arrow on the table indicates this result is statistically significantly different from the total level result.

# WATER SUMMARY

The survey results reveal a significant shift in public sentiment regarding water supply and wastewater systems over the past three years. For those connected to the town or city water supply, there has been a positive trend with increasing satisfaction and decreasing dissatisfaction from 2021 to 2023. This suggests an improvement in the reliability of water supply and an improvement in overall satisfaction over the period.

On the other hand, the sentiment towards the wastewater system has been mixed. For those connected to the town wastewater system, there has been a fluctuation in satisfaction and dissatisfaction levels from 2021 to 2023. However, there has been a clear trend of increasing dissatisfaction and decreasing satisfaction from 2021 to 2023 in regards to keeping roads and pavements free from flooding and the overall stormwater system. This indicates growing public concern about these aspects of the water and wastewater systems.

Discussion of the main concerns about roading are shown below. Comments from within the survey have been included to highlight the sentiment on these themes.

## INADEQUATE STORMWATER MANAGEMENT AND FLOODING

Many respondents express frustration with the regular flooding that occurs in their towns, particularly in Featherston. They attribute this to poor stormwater management and inadequate maintenance of drains and culverts. They suggest the Council needs to be more proactive in maintaining and clearing drains to prevent blockages and subsequent flooding.

*“Featherston is constantly flooding when there is heavy rain. Most of our main street floods out. Dangerous for motorists, annoying for the residents, and not a good look for visitors to our town.”*

## POOR WATER QUALITY

Several comments mention issues with the quality of the water supply, including the presence of chemicals and the impact on appliances and health. Some residents also express dissatisfaction with the taste of the water.

*“The water is full of manganese which is destroying our jugs, hot water cylinder, and other appliances. Can’t use in radiators of cars or it will ruin them.”*

## LACK OF INFRASTRUCTURE MAINTENANCE AND INVESTMENT

Many residents express concern about the lack of maintenance and investment in water infrastructure. They believe that the current issues with water supply and stormwater management are due to years of neglect and lack of forward planning.

*“The infrastructure is so neglected it cannot cope with the existing, let alone the new subdivisions Council is permitting AND receiving infrastructure funding from.”*

## SUPPORT FOR RAINWATER COLLECTION

Some comments express support for rainwater collection at the household level, either as a solution to water supply issues or as a way to manage stormwater. However, they also mention barriers to implementing this, such as Council restrictions.

*“I would like to see a subsidy to encourage homes to collect their own water. The Council prevented us from doing this when we altered our home.”*

# WATER SUMMARY

## OPPOSITION TO THE THREE WATERS PROPOSAL

A few comments express opposition to the Three Waters proposal, which is a reform that would consolidate the management of drinking water, wastewater, and stormwater. The reasons for opposition vary, but some residents express concerns about co-governance and lack of transparency.

*“Totally against the co-governance of water. Would never support the Three Waters or whatever it is that has taken its place primarily because of the co-governance and the lies told to justify its introduction.”*

## COMMUNICATION AND TRANSPARENCY

Several comments highlight the importance of improved communication and transparency from the Council regarding water management and infrastructure issues. Respondents emphasise the need for clear and timely information about maintenance schedules, water quality reports, and any planned changes or disruptions.

*“The Council needs to improve its communication with residents, provide regular updates on water issues, and be transparent about their plans and actions.”*

# WASTE MANAGEMENT

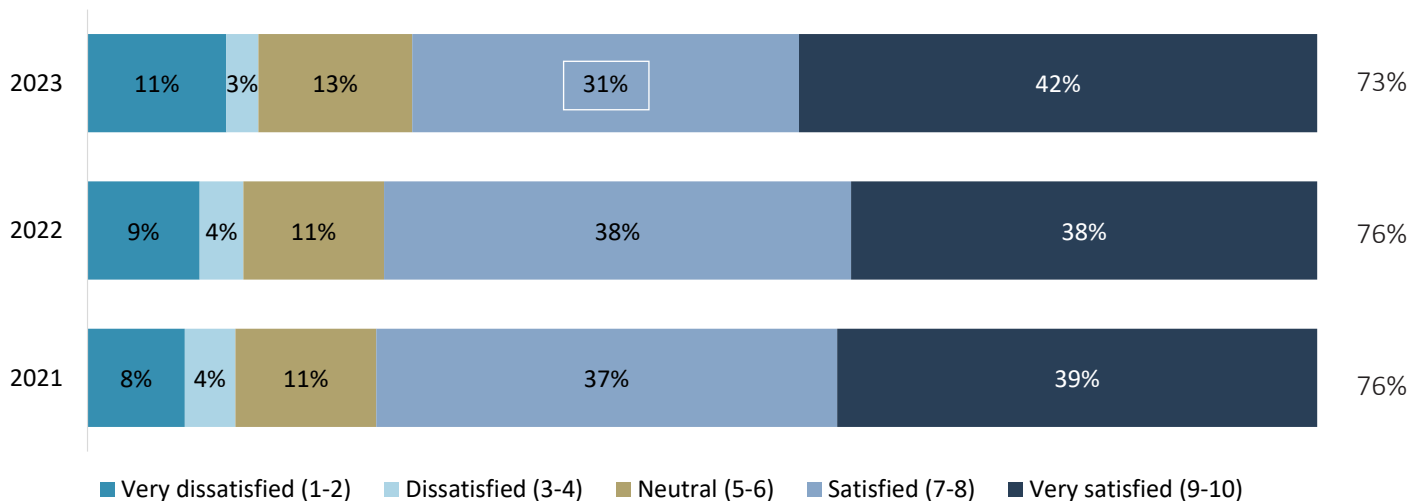


# WASTE MANAGEMENT

This year, the combined percentage of respondents who reported being satisfied or very satisfied with the kerbside recycling collection was 73% (31% satisfied, 42% very satisfied). This is a slight increase from 2022 (38% satisfied, 38% very satisfied) and 2021 (37% satisfied, 39% very satisfied), when the total satisfaction was 76%.

On the other hand, the total percentage of respondents who expressed dissatisfaction or extreme dissatisfaction with the kerbside recycling collection in 2023 was 14% (3% dissatisfied, 11% very dissatisfied). This is a slight increase from 2022, when the total dissatisfaction was 13% (4% dissatisfied, 9% very dissatisfied), and a slight increase from 2021, when it was 12% (4% dissatisfied, 8% very dissatisfied).

## KERBSIDE RECYCLING COLLECTION

**7-10 Result**


## DEMOGRAPHIC DIFFERENCES (7-10 RESULT)

	Male	Female	18 to 34 years	35 to 49 years	50 to 64 years	65 to 79 years	80 years or older
Satisfied and very satisfied result	77%	71%	75%	70%	69%	81% ↑	79%

	Greytown	Featherston	Martinborough	NZ European	Māori	Pacific people	All others
Satisfied and very satisfied result	76%	78%	67% ↓	75%	61%	77%	72%

Q. How satisfied are you with each of the following? Kerbside recycling collection Base size n=494 (don't know responses removed).

The square box on the chart indicates this year's result is a statistically significant change from last year's result.

The arrow on the table indicates this result is statistically significantly different from the total level result.



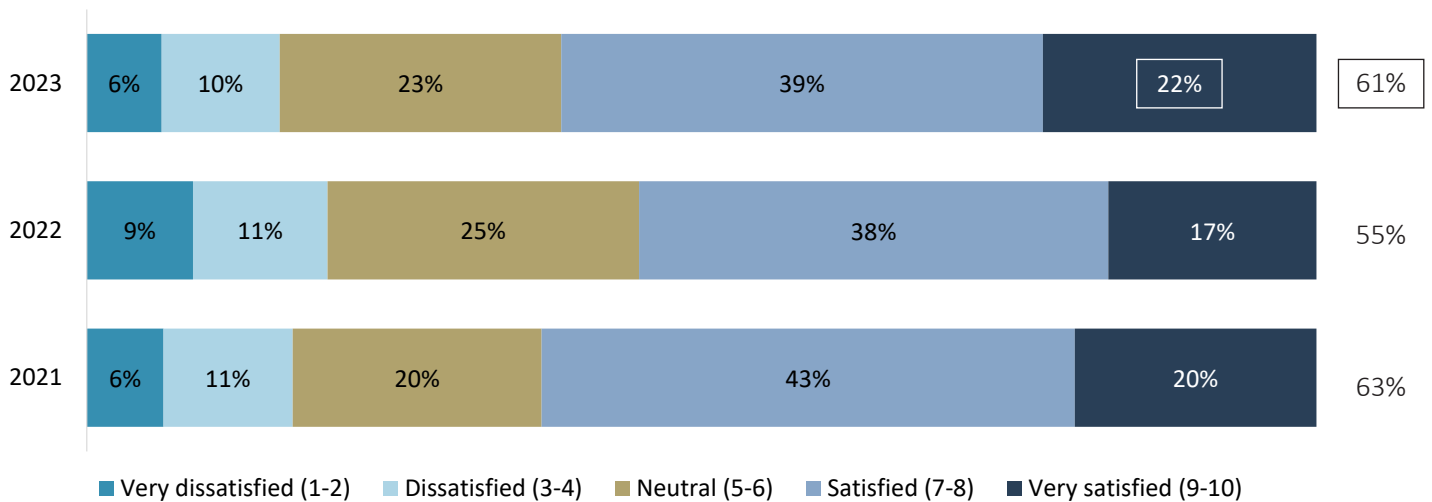
# WASTE MANAGEMENT

In 2023, the combined percentage of respondents who reported being satisfied or very satisfied with litter control was 61% (39% satisfied, 22% very satisfied). This is a significant increase from 2022, when the total satisfaction was 55% (38% satisfied, 17% very satisfied), however satisfaction is on a par with results from 2021, when it was 63% (43% satisfied, 20% very satisfied).

On the other hand, the total percentage of respondents who expressed dissatisfaction or extreme dissatisfaction with litter control in 2023 was 16% (10% dissatisfied, 6% very dissatisfied). This is a decrease from 2022, when the total dissatisfaction was 20% (11% dissatisfied, 9% very dissatisfied), and is on a par with results from 2021, when dissatisfaction was 17% (11% dissatisfied, 6% very dissatisfied).

## LITTER CONTROL

7-10 Result



## DEMOGRAPHIC DIFFERENCES (7-10 RESULT)

	Male	Female	18 to 34 years	35 to 49 years	50 to 64 years	65 to 79 years	80 years or older
Satisfied and very satisfied result	65%	58%	61%	61%	58%	66%	62%

	Greytown	Featherston	Martinborough	NZ European	Māori	Pacific people	All others
Satisfied and very satisfied result	66%	61%	58%	62%	59%	93% ↑	64%

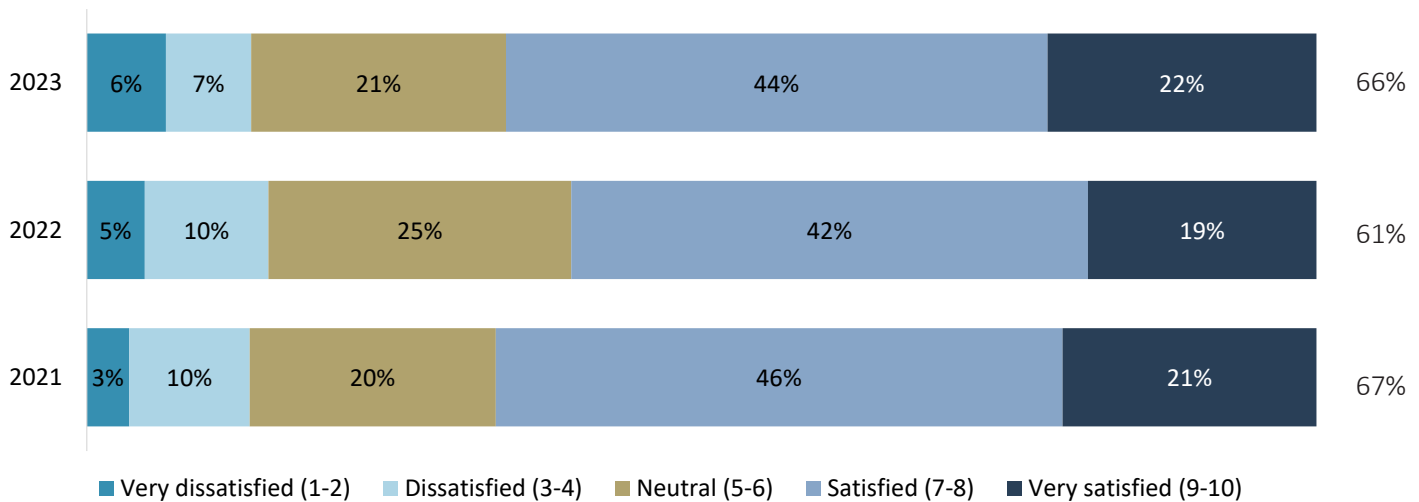
Q. How satisfied are you with each of the following? Litter control. Base size n=566 (don't know responses removed).  
 The square box on the chart indicates this year's result is a statistically significant change from last year's result.  
 The arrow on the table indicates this result is statistically significantly different from the total level result.

# WASTE MANAGEMENT

In 2023, the combined percentage of respondents who reported being satisfied or very satisfied with the general cleanliness of the streets was 66% (44% satisfied, 22% very satisfied). This is a slight increase from 2022, when the total satisfaction was 61% (42% satisfied, 19% very satisfied), and a similar level to 2021, when it was 67% (46% satisfied, 21% very satisfied).

On the other hand, the total percentage of respondents who expressed dissatisfaction or extreme dissatisfaction with the general cleanliness of the streets in 2023 was 13% (7% dissatisfied, 6% very dissatisfied). This is a slight increase from 2022, when the total dissatisfaction was 15% (10% dissatisfied, 5% very dissatisfied), and from 2021, when it was 13% (10% dissatisfied, 3% very dissatisfied).

## CLEANLINESS OF THE STREETS GENERALLY

**7-10 Result**


## DEMOGRAPHIC DIFFERENCES (7-10 RESULT)

	Male	Female	18 to 34 years	35 to 49 years	50 to 64 years	65 to 79 years	80 years or older
Satisfied and very satisfied result	66%	66%	73%	67%	61%	66%	56%

	Greytown	Featherston	Martinborough	NZ European	Māori	Pacific people	All others
Satisfied and very satisfied result	66%	66%	65%	65%	70%	93% ↑	68%

Q. How satisfied are you with each of the following? Cleanliness of the streets in general. Base size n=586 (don't know responses removed). The arrow on the table indicates this result is statistically significantly different from the total level result.

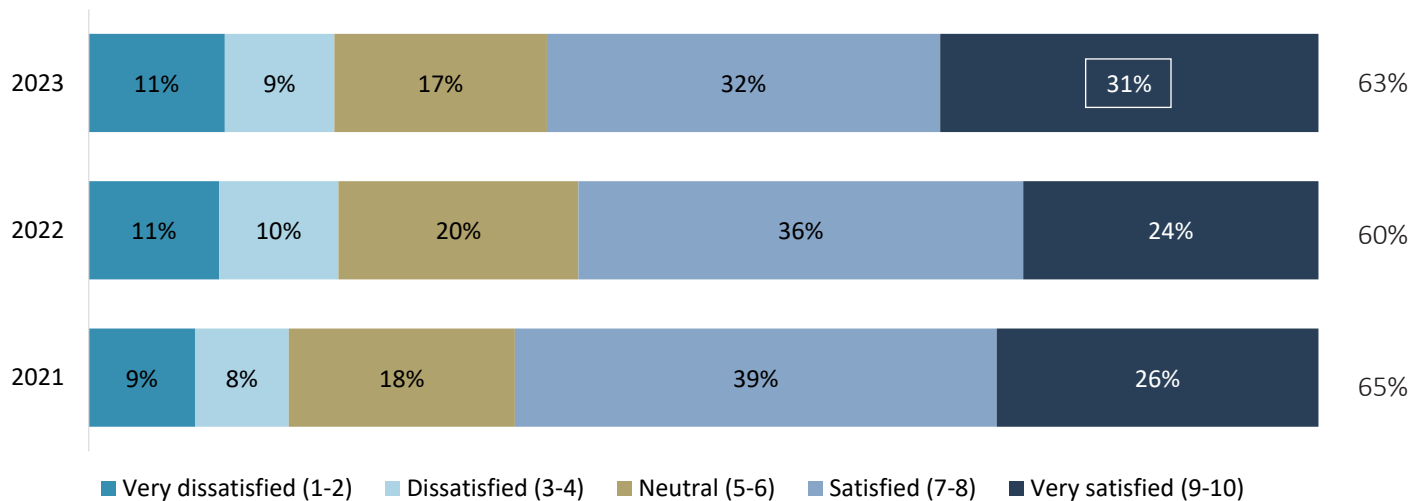
# WASTE MANAGEMENT

In 2023, the combined percentage of respondents who reported being satisfied or very satisfied with refuse collection and disposal meeting the needs of the community was 63% (32% satisfied, 31% very satisfied). This is a slight increase from 2022, when the total satisfaction was 60% (36% satisfied, 24% very satisfied), and a small decrease in satisfaction from 2021, when it was 65% (39% satisfied, 26% very satisfied).

On the other hand, the total percentage of respondents who expressed dissatisfaction or extreme dissatisfaction with refuse collection and disposal meeting the needs of the community in 2023 was 20% (9% dissatisfied, 11% very dissatisfied). This is similar to 2022, when the total dissatisfaction was 21% (10% dissatisfied, 11% very dissatisfied), and a slight increase from 2021, when it was 17% (8% dissatisfied, 9% very dissatisfied).

## REFUSE COLLECTION AND DISPOSAL MEETS NEEDS OF COMMUNITY

7-10 Result



## DEMOGRAPHIC DIFFERENCES (7-10 RESULT)

	Male	Female	18 to 34 years	35 to 49 years	50 to 64 years	65 to 79 years	80 years or older
Satisfied and very satisfied result	64%	61%	56%	58%	59%	75% ↑	71%

	Greytown	Featherston	Martinborough	NZ European	Māori	Pacific people	All others
Satisfied and very satisfied result	64%	62%	62%	63%	58%	79%	60%

Q. How satisfied are you with each of the following? Refuse collection and disposal meets needs of the community Base size n=540 (don't know responses removed).  
 The square box on the chart indicates this year's result is a statistically significant change from last year's result.  
 The arrow on the table indicates this result is statistically significantly different from the total level result.

# WASTE MANAGEMENT

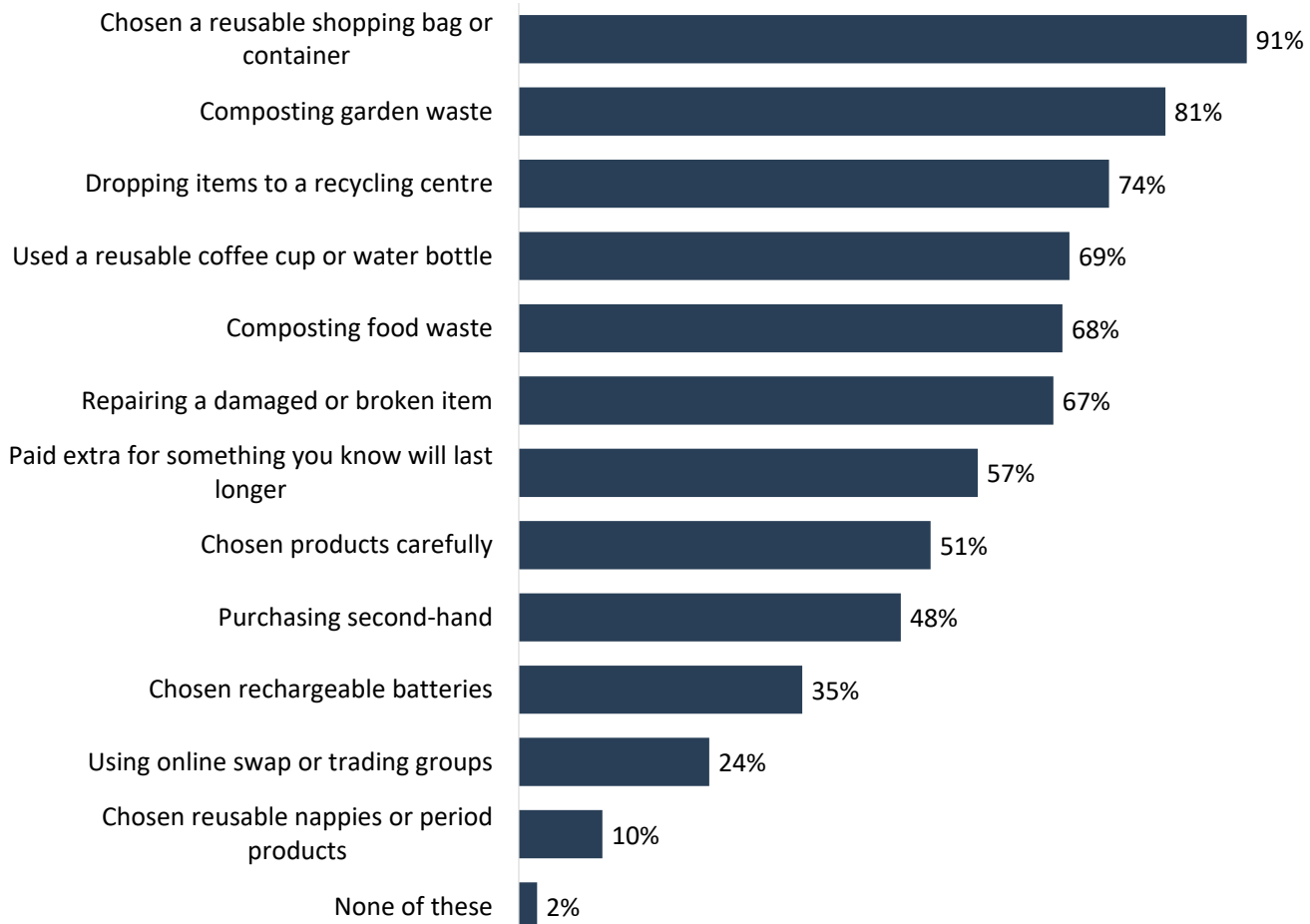
This year respondents were asked about the measures they take to reduce waste, the data shows a high level of engagement in waste reduction measures among respondents. The most popular measure was choosing a reusable shopping bag or container, with 91% of respondents participating in this action. This was followed by composting garden waste (81%), dropping items to a recycling centre (74%), and using a reusable coffee cup or water bottle (69%).

Other common measures included composting food waste (68%) and repairing a damaged or broken item (67%). Over half of the respondents also reported paying extra for something they know will last longer (57%) and choosing products carefully (51%).

Less popular but still notable measures included purchasing second-hand items (48%), choosing rechargeable batteries (35%), and using online swap or trading groups (24%). A smaller percentage of respondents chose reusable nappies or period products (10%), and only 2% reported not participating in any of these waste reduction measures.

Demographic differences are shown overleaf.

## WASTE REDUCTION MEASURES



Q. And, in order to reduce waste, which of the following have you done over the past 12 months? Base size n=600

# WASTE MANAGEMENT

## DEMOGRAPHIC DIFFERENCES

	Male	Female	18 to 34 years	35 to 49 years	50 to 64 years	65 to 79 years	80 years or older
Chosen a reusable shopping bag or container	88% ↓	94% ↑	88%	87%	95% ↑	95% ↑	83%
Composting garden waste	81%	81%	77%	80%	83%	84%	74%
Dropping items to a recycling centre	73%	75%	56% ↓	72%	81% ↑	81% ↑	70%
Used a reusable coffee cup or water bottle	64% ↓	73% ↑	74%	75%	74%	57% ↓	38% ↓
Composting food waste	68%	68%	58%	64%	75% ↑	76% ↑	46% ↓
Repairing a damaged or broken item	67%	66%	65%	75% ↑	68%	63%	44% ↓
Paid extra for something you know will last longer	56%	58%	61%	69% ↑	59%	45% ↓	33% ↓
Chosen products carefully	46% ↓	57% ↑	44%	56%	58%	48%	34% ↓
Purchasing second-hand	41% ↓	54% ↑	63% ↑	53%	47%	35% ↓	24% ↓
Chosen rechargeable batteries	37%	34%	41%	42%	31%	32%	28%
Using online swap or trading groups	20%	28%	24%	40% ↑	23%	10% ↓	5% ↓
Chosen reusable nappies or period products	6% ↓	15% ↑	25% ↑	20% ↑	2% ↓	1% ↓	3%
None of these	3%	1%	2%	4%	1%	2%	0%

The arrow on the table indicates this result is statistically significantly different from the total level result.

# WASTE MANAGEMENT

## DEMOGRAPHIC DIFFERENCES

	Greytown	Featherston	Martinborough	NZ European	Māori	Pacific people	All others
Chosen a reusable shopping bag or container	91%	92%	90%	92% ↑	88%	100%	81% ↓
Composting garden waste	86% ↑	81%	76%	81%	79%	85%	76%
Dropping items to a recycling centre	79%	73%	69%	75%	76%	79%	68%
Used a reusable coffee cup or water bottle	69%	71%	66%	69%	75%	71%	66%
Composting food waste	71%	68%	65%	69%	66%	85%	62%
Repairing a damaged or broken item	65%	70%	65%	68%	70%	93% ↑	61%
Paid extra for something you know will last longer	58%	55%	59%	58%	64%	79%	56%
Chosen products carefully	49%	50%	56%	51%	61%	72%	47%
Purchasing second-hand	49%	54% ↑	40% ↓	49%	66% ↑	93% ↑	44%
Chosen rechargeable batteries	41%	34%	31%	37%	23%	28%	34%
Using online swap or trading groups	23%	28%	20%	24%	28%	57% ↑	16%
Chosen reusable nappies or period products	10%	12%	10%	10%	18%	29%	12%
None of these	1%	3%	3%	1% ↓	1%	0%	10% ↑

The arrow on the table indicates this result is statistically significantly different from the total level result.

# WASTE MANAGEMENT SUMMARY

The survey results reveal a significant shift in public sentiment regarding waste management and reduction practices over the past three years. For services like kerbside recycling collection, litter control, general cleanliness of the streets, and refuse collection, there has been a slight increase in satisfaction and a minor decrease in dissatisfaction from 2021 to 2023. This suggests an improvement in these services over the period.

On the other hand, the survey results show a high level of engagement in waste reduction measures among respondents. The most popular measures include using reusable shopping bags or containers, composting garden waste, and dropping items to a recycling centre. Other popular measures include composting food waste and repairing damaged or broken items. This indicates a strong public commitment to waste reduction and recycling, suggesting that these practices have become mainstream.

Discussion of the main concerns about waste management are shown below. Comments from within the survey have been included to highlight the sentiment on these themes.

## RECYCLING AND WASTE MANAGEMENT TRANSPARENCY

Many residents expressed concerns about the lack of transparency in the recycling process. They are unsure if their efforts to sort and recycle waste are effective or if the waste ends up in landfills. They are seeking more clarity from the Council.

*"I'd be interested to know if recycling get recycled - I have been told that it doesn't and would be pretty disappointed if this was fact."*

## ACCESSIBILITY AND CONVENIENCE OF WASTE FACILITIES

Residents, particularly those in rural areas, are concerned about the limited opening hours and locations of recycling centres and waste facilities. They suggest more collection points, longer hours, and better services for rural areas.

*"Would be great for rural residents for the recycling to be open more days and longer hours - once again this service should be run in house - Council needs to stop contracting out all the services we pay for them to provide."*

## COST AND QUALITY OF WASTE SERVICES

The cost of waste services, including the price of rubbish bags and fees at waste facilities, is a significant concern. Residents feel these costs are too high and may encourage illegal dumping. Additionally, there are concerns about the quality of waste management infrastructure, such as the condition of waste facilities and the suitability of bins in windy conditions.

*"The cost of rubbish bags is crazy. We now pay a company for a wheelie bin as it is cheaper. Some people can't afford either."*

## RURAL DISPARITIES

A recurring theme in the comments is the disparity in waste management services between urban and rural areas. Rural residents feel under-served, with limited access to waste collection and recycling services. They suggest that services should be expanded to cover more rural areas.

*"We don't have any waste management or recycling services available to us - it would be good if there was more services extended to rural communities."*

## RESPONSIBILITY AND ACCOUNTABILITY

Some residents expressed the need for greater responsibility and accountability from both the Council and the community. They believe that everyone, including the Council, businesses, and individuals, should play a part in managing waste effectively and reducing environmental impact.

*"We should be responsible for the management of all plastic waste that occurs in our region by recycling and reduction. Not by exporting our waste overseas to pollute other countries and the planet as a whole."*

# COMMUNITY FACILITIES AND OPEN SPACES





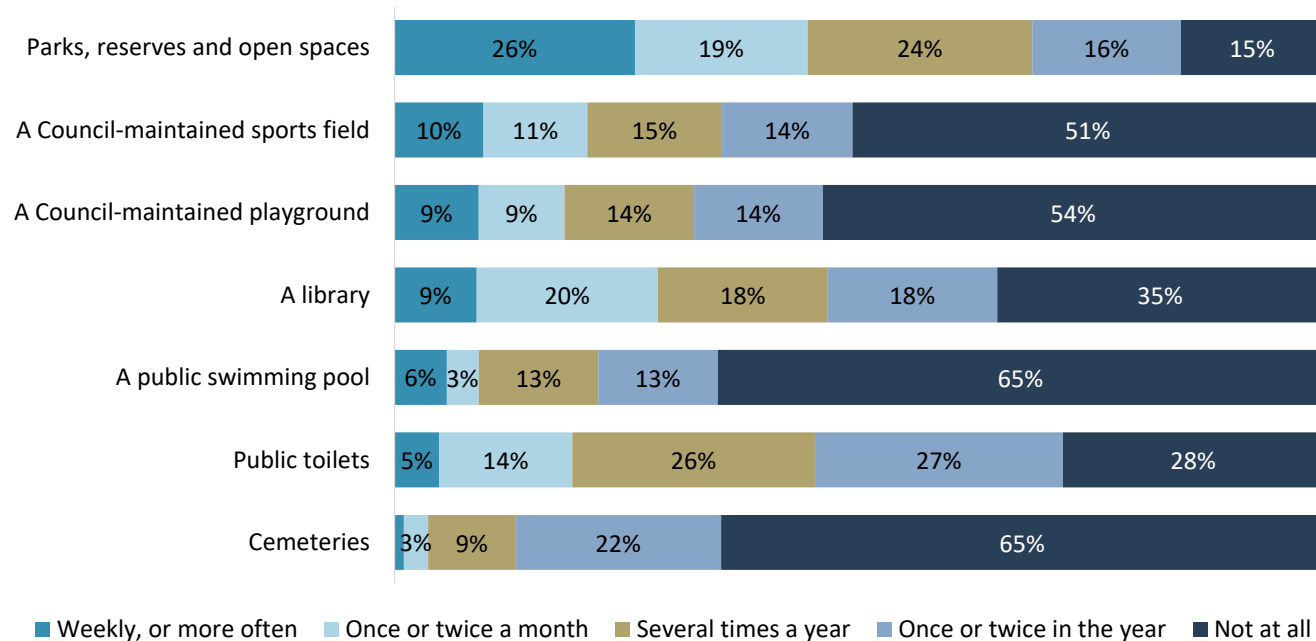
# COMMUNITY FACILITIES AND OPEN SPACES

In 2023, the data shows varying levels of usage of community facilities and open spaces among respondents.

Parks, reserves, and open spaces were the most utilised, with 85% of respondents having used them at least once in the year, and only 15% not using them at all. Libraries were used at least once by 65% of respondents, with 35% not using them at all. Council-maintained sports fields and playgrounds were used at least once by 49% and 46% of respondents respectively, while 51% and 54% did not use these facilities at all. Public toilets were used at least once by 72% of respondents, with 28% not using them at all. Public swimming pools and cemeteries were the least utilised, with 35% and 35% of respondents having used them at least once, respectively. The majority of respondents reported not visiting these facilities at all (65% for both).

Demographic differences are shown overleaf.

## USE IN THE PAST 12 MONTHS



## USERS (AT LEAST ONCE A YEAR)

	2021	2022	2023
Parks, reserves and open spaces	93%	87%	85%
A Council-maintained sports field	58%	46%	49%
A Council-maintained playground	54%	48%	46%
A library	74%	67%	64%
A public swimming pool	41%	33%	35%
Public toilets	70%	67%	72%
Cemeteries	33%	35%	35%

Q. The next few questions are about facilities and services that the Council provides for public use. In the last 12 months, about how frequently have you visited or used each of the following? Base size n=600.

# COMMUNITY FACILITIES AND OPEN SPACES

## DEMOGRAPHIC DIFFERENCES (USED AT LEAST ONCE A YEAR)

	Male	Female	18 to 34 years	35 to 49 years	50 to 64 years	65 to 79 years	80 years or older
Parks, reserves and open spaces	82%	87%	82%	94% ↑	87%	80%	57% ↓
A Council-maintained sports field	52%	47%	44%	67% ↑	46%	42% ↓	28% ↓
A Council-maintained playground	43%	49%	45%	71% ↑	35% ↓	41%	16% ↓
A library	59% ↓	70% ↑	62%	65%	60%	73% ↑	68%
A public swimming pool	36%	33%	34%	58% ↑	28% ↓	24% ↓	5% ↓
Public toilets	76% ↑	68% ↓	72%	83% ↑	73%	65% ↓	43% ↓
Cemeteries	35%	36%	27%	40%	34%	38%	28%

	Greytown	Featherston	Martinborough	NZ European	Māori	Pacific people	All others
Parks, reserves and open spaces	86%	83%	85%	86%	85%	100%	82%
A Council-maintained sports field	50%	47%	51%	51% ↑	49%	72%	42%
A Council-maintained playground	44%	45%	49%	47%	54%	79%	38%
A library	70%	67%	57% ↓	67% ↑	65%	72%	54%
A public swimming pool	33%	42% ↑	29%	36%	48% ↑	100% ↑	28%
Public toilets	66%	73%	76%	72%	71%	100%	73%
Cemeteries	27% ↓	40%	38%	37% ↑	49% ↑	79% ↑	20% ↓

The arrow on the table indicates this result is statistically significantly different from the total level result.

# OVERALL SATISFACTION

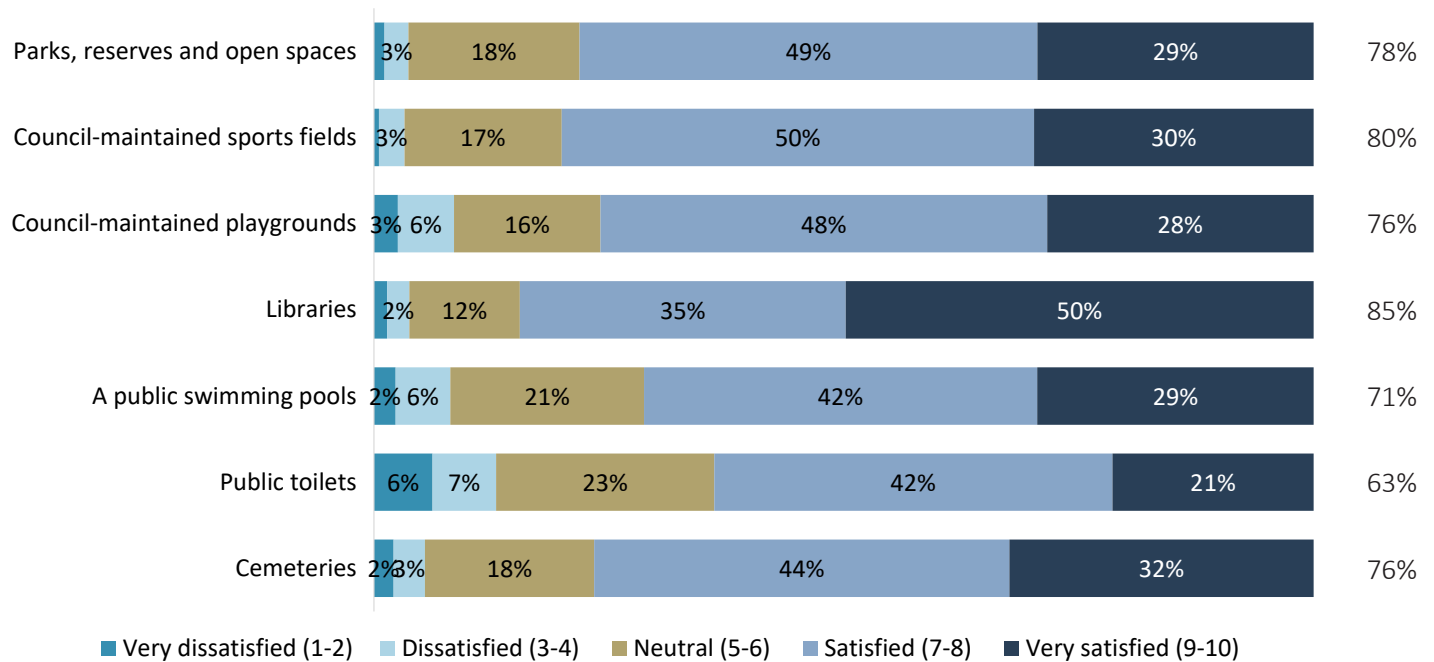
This year, the data shows varying levels of satisfaction with community facilities and open spaces among respondents.

Libraries received the highest satisfaction ratings, with 85% of respondents reporting being satisfied or very satisfied (35% satisfied, 50% very satisfied), and only 3% expressing dissatisfaction or extreme dissatisfaction. Council-maintained sports fields also received high satisfaction ratings, with 80% of respondents being satisfied or very satisfied (50% satisfied, 30% very satisfied), and only 4% expressing dissatisfaction or extreme dissatisfaction. Council-maintained playgrounds were similarly well-regarded, with 76% of respondents being satisfied or very satisfied (48% satisfied, 28% very satisfied), and 9% expressing dissatisfaction or extreme dissatisfaction. Cemeteries and public swimming pools had similar satisfaction ratings, with 76% (44% satisfied, 32% very satisfied) and 71% (42% satisfied, 29% very satisfied) of respondents being satisfied or very satisfied, respectively. Dissatisfaction rates were low for both, at 5% for cemeteries and 8% for public swimming pools. Public toilets had the lowest satisfaction ratings, with 63% of respondents being satisfied or very satisfied (42% satisfied, 21% very satisfied), and 13% expressing dissatisfaction or extreme dissatisfaction.

Year on year results are shown overleaf.

## TOTAL SATISFACTION

7-10 Result



Q. Based on your experience or impressions (even if you haven't used them), how would you rate your overall satisfaction with each of the following facilities? Base sizes vary: parks, reserves, and open spaces n=523, Council maintained sports fields n=407, Council maintained playgrounds n=428, libraries n=467, public swimming pools n=328, public toilets n=488, cemeteries n=322 (don't know responses removed).

# OVERALL SATISFACTION

Libraries, which had the highest satisfaction rate in 2021 at 90%, saw a decrease to 85% in 2022 and maintained this rate in 2023. Council maintained sports fields saw a slight decrease in satisfaction from 82% in 2021 to 78% in 2022, but then increased to 80% in 2023. Parks, reserves and open spaces experienced a steady decrease in satisfaction, from 84% in 2021 to 79% in 2022 and further down to 78% in 2023. Both Council maintained playgrounds and Cemeteries saw a decrease in satisfaction from 82% in 2021 to 76% in 2022, and this rate remained stable in 2023. A public swimming pool saw a fluctuation in satisfaction, with an increase from 73% in 2021 to 75% in 2022, followed by a decrease to 71% in 2023. Public toilets had the most significant decrease in satisfaction, from 69% in 2021 to 67% in 2022, and further down to 63% in 2023.

Demographic differences are shown overleaf.

## SATISFACTION WITH COMMUNITY FACILITIES AND OPEN SPACES (SATISFIED AND VERY SATISFIED RESULTS)

	2021	2022	2023
Parks, reserves and open spaces	84%	79%	78%
Council maintained sports fields	82%	78%	80%
Council maintained playgrounds	82%	76%	76%
Libraries	90%	85%	85%
A public swimming pool	73%	75%	71%
Public toilets	69%	67%	63%
Cemeteries	82%	76%	76%

# OVERALL SATISFACTION

## DEMOGRAPHIC DIFFERENCES (7-10 RESULT)

	Male	Female	18 to 34 years	35 to 49 years	50 to 64 years	65 to 79 years	80 years or older
Parks, reserves and open spaces	79%	77%	73%	80%	77%	83%	70%
Council maintained sports fields	81%	79%	71%	81%	80%	86%	75%
Council maintained playgrounds	75%	77%	65%	72%	78%	83% ↑	86%
Libraries	82%	86%	74% ↓	84%	86%	89%	94%
A public swimming pool	73%	70%	58%	73%	74%	75%	70%
Public toilets	65%	63%	52%	52% ↓	73% ↑	73% ↑	83% ↑
Cemeteries	80%	74%	72%	78%	74%	80%	81%

	Greytown	Featherston	Martinborough	NZ European	Māori	Pacific people	All others
Parks, reserves and open spaces	82%	72% ↓	80%	79%	71%	93%	69%
Council maintained sports fields	77%	81%	82%	81%	72%	100%	75%
Council maintained playgrounds	77%	73%	77%	76%	81%	73%	69%
Libraries	87%	81%	86%	85%	82%	100%	79%
A public swimming pool	75%	72%	66%	70%	70%	93%	74%
Public toilets	73% ↑	55% ↓	66%	65%	54%	77%	57%
Cemeteries	75%	77%	78%	77%	64%	83%	80%

The arrow on the table indicates this result is statistically significantly different from the total level result.

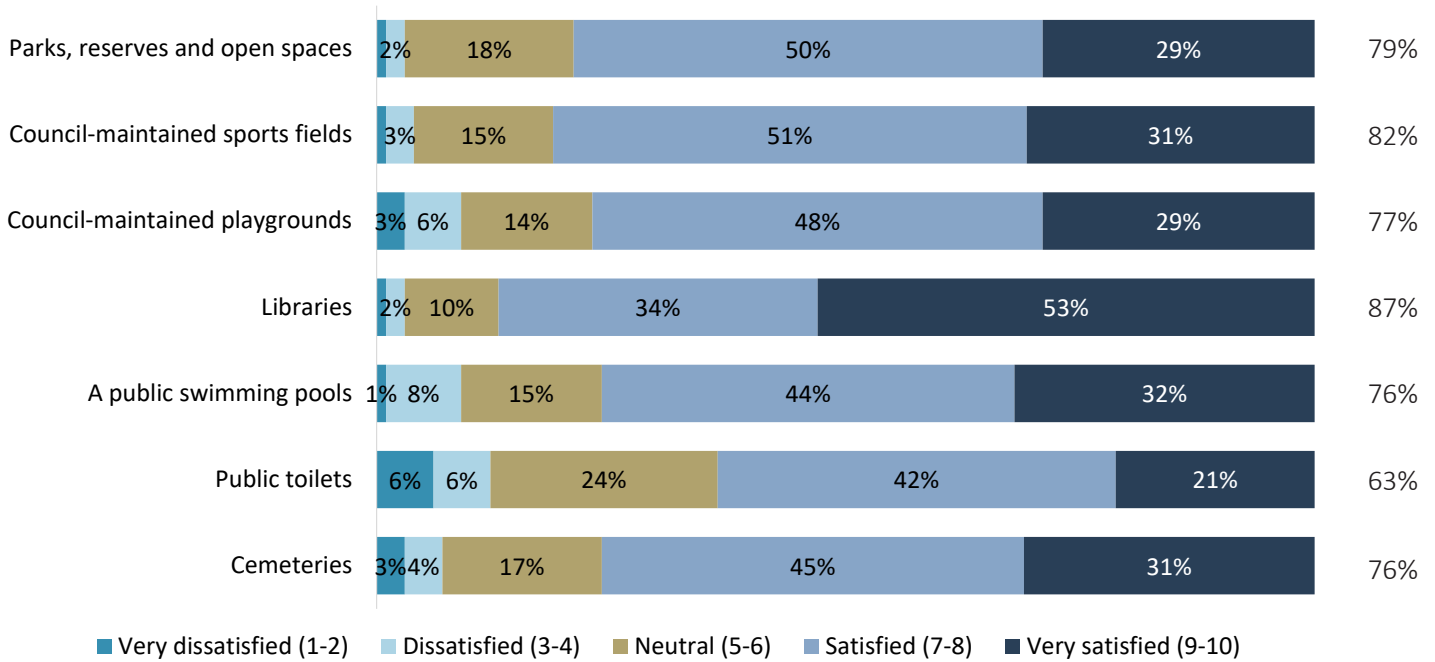
# OVERALL SATISFACTION

This data outlines results from users of each of the facilities.

Libraries had the highest satisfaction rate at 87%, with 53% of users being very satisfied and 34% being satisfied. Council maintained sports fields followed closely with an 82% satisfaction rate, with 31% of users being very satisfied and 51% being satisfied. Both Cemeteries and public swimming pools had a satisfaction rate of 76%. For Cemeteries, 31% of users were very satisfied and 45% were satisfied. For public swimming pools, 32% of users were very satisfied and 44% were satisfied. Council maintained playgrounds had a satisfaction rate of 77%, with 29% of users being very satisfied and 48% being satisfied. Public toilets had the lowest satisfaction rate at 63%, with 21% of users being very satisfied and 42% being satisfied.

## USER SATISFACTION

7-10 Result



Q. Based on your experience or impressions (even if you haven't used them), how would you rate your overall satisfaction with each of the following facilities? Base sizes vary: parks, reserves, and open spaces n=476, Council maintained sports fields n=264, Council maintained playgrounds n=245, libraries n=384, public swimming pools n=177, public toilets n=412, cemeteries n=200 (don't know responses removed).

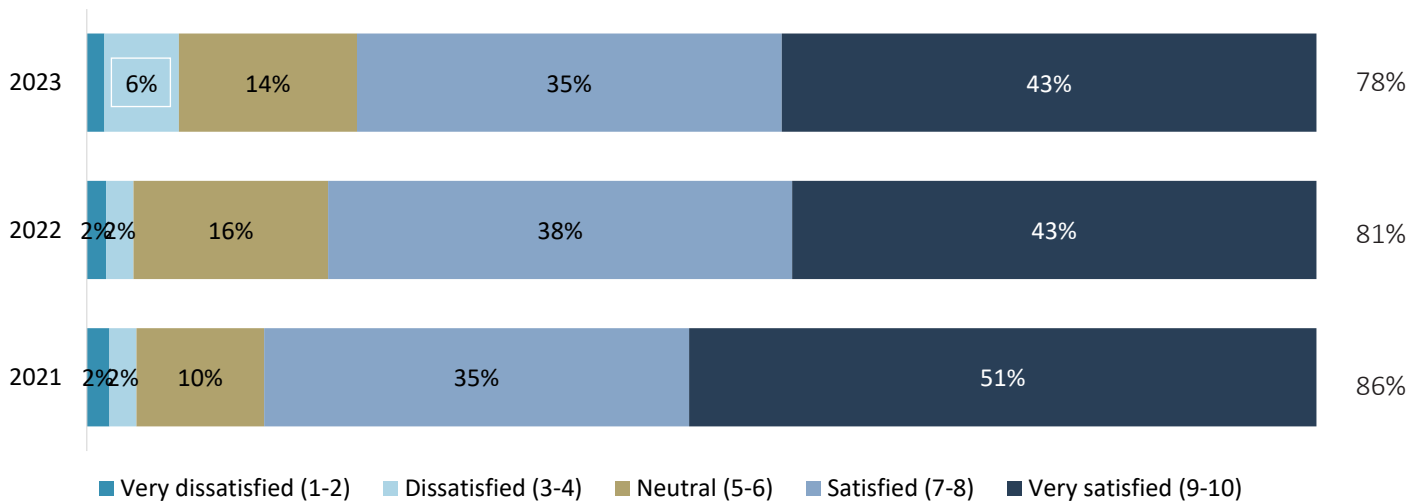
# LIBRARIES

In 2023, the combined percentage of respondents who reported being satisfied or very satisfied with the opening hours of libraries was 78% (35% satisfied, 43% very satisfied). This is similar to the result in 2022, when the total satisfaction was 81% (38% satisfied, 43% very satisfied), but is a decrease from 2021, when it was 86% (35% satisfied, 51% very satisfied).

On the other hand, the total percentage of respondents who expressed dissatisfaction or extreme dissatisfaction with the opening hours in 2023 was 7% (6% dissatisfied, 1% very dissatisfied). This is an increase from 2022 and 2021, when the total dissatisfaction was 4% (2% dissatisfied, 2% very dissatisfied) in both years.

## OPENING HOURS

7-10 Result



Q. Thinking about libraries, how much are you satisfied with... Opening hours. Base size n=395 (don't know responses removed). The square box on the chart indicates this year's result is a statistically significant change from last year's result.

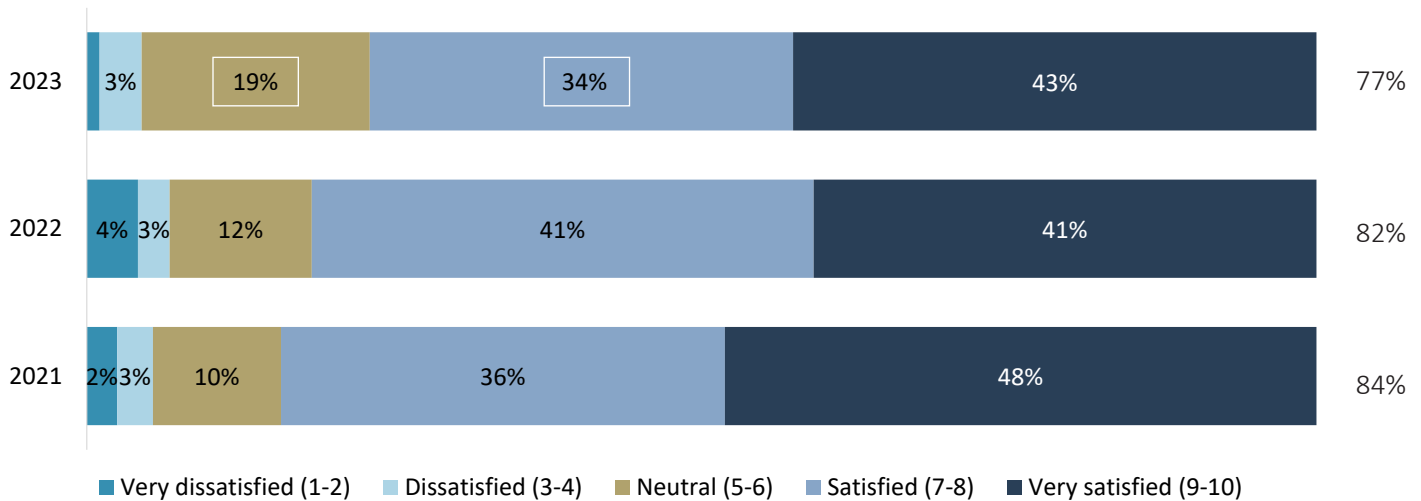
# LIBRARIES

In 2023, the combined percentage of respondents who reported being satisfied or very satisfied with the provision of relevant and up-to-date books and services at libraries was 77% (34% satisfied, 43% very satisfied). This is a decrease from 2022, when the total satisfaction was 82% (41% satisfied, 41% very satisfied), and from 2021, when it was 84% (36% satisfied, 48% very satisfied).

On the other hand, the total percentage of respondents who expressed dissatisfaction or extreme dissatisfaction with the provision of relevant and up-to-date books and services in 2023 was 4% (3% dissatisfied, 1% very dissatisfied). This is a decrease from 2022, when the total dissatisfaction was 7% (3% dissatisfied, 4% very dissatisfied), and is slightly lower than in 2021, when it was 5% (3% dissatisfied, 2% very dissatisfied).

## PROVIDING RELEVANT AND UP-TO-DATE BOOKS AND SERVICES

7-10 Result



Q. Thinking about libraries, how much are you satisfied with... Providing relevant and up-to-date books and services. Base size n=375 (don't know responses removed). The square box on the chart indicates this year's result is a statistically significant change from last year's result.

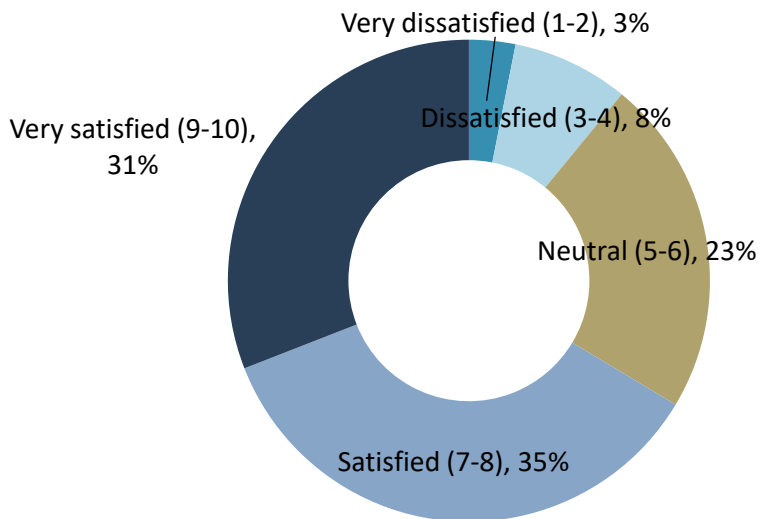


# SWIMMING POOLS

The combined percentage of respondents who reported being satisfied or very satisfied with the opening hours of the swimming pool was 66% (35% satisfied, 31% very satisfied).

Conversely, the total percentage of respondents who expressed dissatisfaction or extreme dissatisfaction with the swimming pool opening hours was 11% (8% dissatisfied, 3% very dissatisfied).

## OPENING HOURS



# COMMUNITY FACILITIES AND OPEN SPACES SUMMARY

In 2023, the data reveals varying levels of usage and satisfaction with community facilities and open spaces among respondents. Parks, reserves, and open spaces were the most utilised, with 85% of respondents having used them, while libraries were used by 65% of respondents. Council-maintained sports fields and playgrounds saw moderate usage rates, while public swimming pools and cemeteries were the least utilised.

In terms of satisfaction, libraries received the highest ratings, followed closely by Council-maintained sports fields. Council-maintained playgrounds, cemeteries, and public swimming pools had similar satisfaction ratings, while public toilets had the lowest satisfaction levels. Notably, satisfaction levels for libraries remained consistent over the years, while other facilities experienced fluctuations. The opening hours and provision of services also showed varying levels of satisfaction across different facilities.

Discussion of the main concerns about community facilities and open spaces are shown below. Comments from within the survey have been included to highlight the sentiment on these themes.

## LIBRARY SERVICES AND DIGITAL TRANSFORMATION

Many comments highlight the importance of libraries as community hubs, but there's a clear desire for libraries to evolve and offer more digital services. Some respondents suggest that libraries should provide more than just books, including digital literacy training and more online resources. However, there are also concerns about the frequency of library closures and the need for extended opening hours.

*"I think in a digital age libraries should be set up to up-skill the public beyond the basics with books there as a secondary use."*

## PUBLIC TOILETS AND CLEANLINESS

There is significant dissatisfaction with the state of public toilets, with many comments about their cleanliness and maintenance. Respondents have expressed that the condition of these facilities often leaves a poor impression on both locals and visitors.

*"The condition of public toilets and their cleanliness is disgusting. Avoid at all costs."*

## RECREATIONAL SPACES AND PARKS

Respondents appreciate the parks and open spaces but believe there's room for improvement. Suggestions include more trees, better maintenance, more play equipment, and improved accessibility. There's also a desire for more parks in certain areas and better fencing around playgrounds for safety.

*"We need more open spaces and decent play areas in the South Wairarapa area."*

## SWIMMING POOLS

There's a mixed response to the swimming pools. While some respondents appreciate the free access, others suggest improvements such as extended opening hours, better maintenance, and the introduction of heated or indoor pools for year-round use.

*"Be great to have some later pool hours in the summer for those of us that don't get home until after 5."*

# COMMUNITY FACILITIES AND OPEN SPACES SUMMARY

## MAINTENANCE AND UPKEEP

Across all facilities, there's a common theme of needing better maintenance and upkeep. This includes mowing lawns more regularly, maintaining roads and paths, and improving the state of sports grounds. There's also a desire for better upkeep of cemeteries.

*"The sports grounds are not well maintained. The grass is often too long and there's litter everywhere. It's not a pleasant place to play or watch sports."*

## MAINTENANCE AND CLEANLINESS OF PUBLIC SPACES

Many respondents expressed concerns about the upkeep of public spaces, including parks, sports grounds, and cemeteries. They mentioned issues such as overgrown grass, untrimmed trees, and general untidiness.

*"The cemetery has rubbish blowing over it and the weeds are not under control on the boundary. We spend lots of our time tidying up the place. Would be great if the Council mowing actually mowed to the edges."*

# GOVERNANCE, LEADERSHIP, AND ADVOCACY



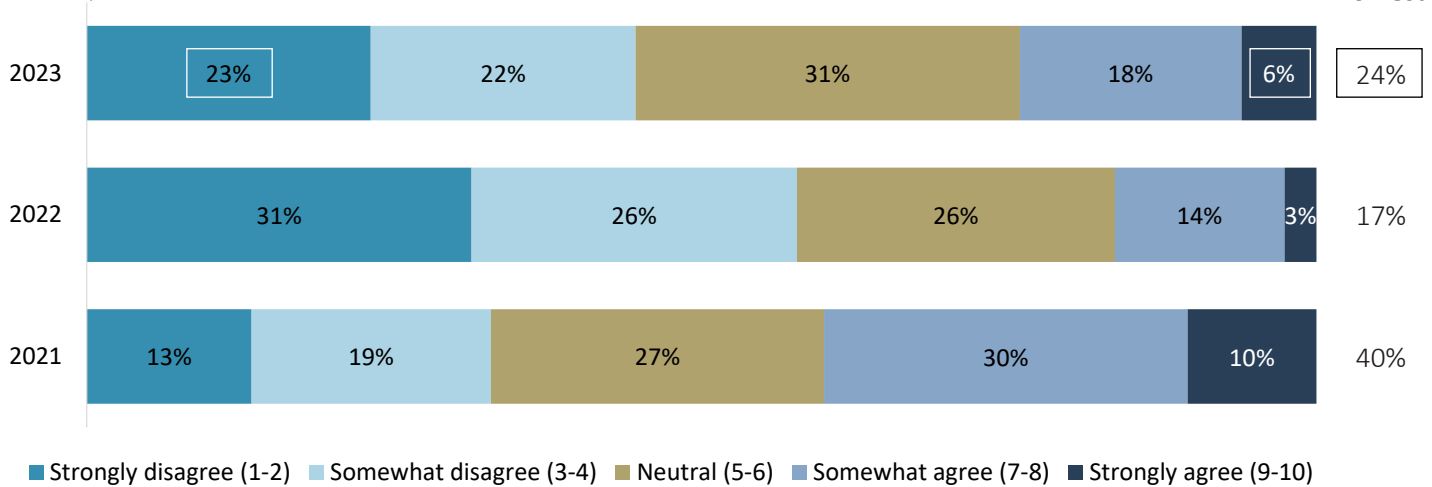
# COMMUNITY ENGAGEMENT AND COUNCIL DECISION-MAKING

In 2023, the combined percentage of respondents who somewhat agreed or strongly agreed that there were adequate opportunities to participate in decision-making was 24% (18% somewhat agree, 6% strongly agree). This is a significant increase from 2022, when the total agreement was 17% (14% somewhat agree, 3% strongly agree), but a decrease from 2021, when it was 40% (30% somewhat agree, 10% strongly agree).

On the other hand, the total percentage of respondents who somewhat disagreed or strongly disagreed with the statement in 2023 was 45% (22% somewhat disagree, 23% strongly disagree). This is a decrease from 2022, when the total disagreement was 57% (26% somewhat disagree, 31% strongly disagree), however dissatisfaction has increased from 2021, when it was 32% (19% somewhat disagree, 13% strongly disagree).

## ADEQUATE OPPORTUNITIES TO PARTICIPATE IN DECISION-MAKING

7-10 Result



## DEMOGRAPHIC DIFFERENCES (7-10 RESULT)

	Male	Female	18 to 34 years	35 to 49 years	50 to 64 years	65 to 79 years	80 years or older
Somewhat agree and strongly agree result	28%	20%	19%	13% ↓	24%	36% ↑	43% ↑

	Greytown	Featherston	Martinborough	NZ European	Māori	Pacific people	All others
Somewhat agree and strongly agree result	30% ↑	21%	22%	24%	19%	23%	23%

Q. For the next few questions, we would like to ask you about community engagement and Council decision-making processes. Using a scale of 1 to 10 where 1 is strongly disagree and 10 is strongly agree, how much do you agree with the following statements? There are adequate opportunities to participate in decision-making. Base size n=468 (don't know responses removed).

The square box on the chart indicates this year's result is a statistically significant change from last year's result.

The arrow on the table indicates this result is statistically significantly different from the total level result.

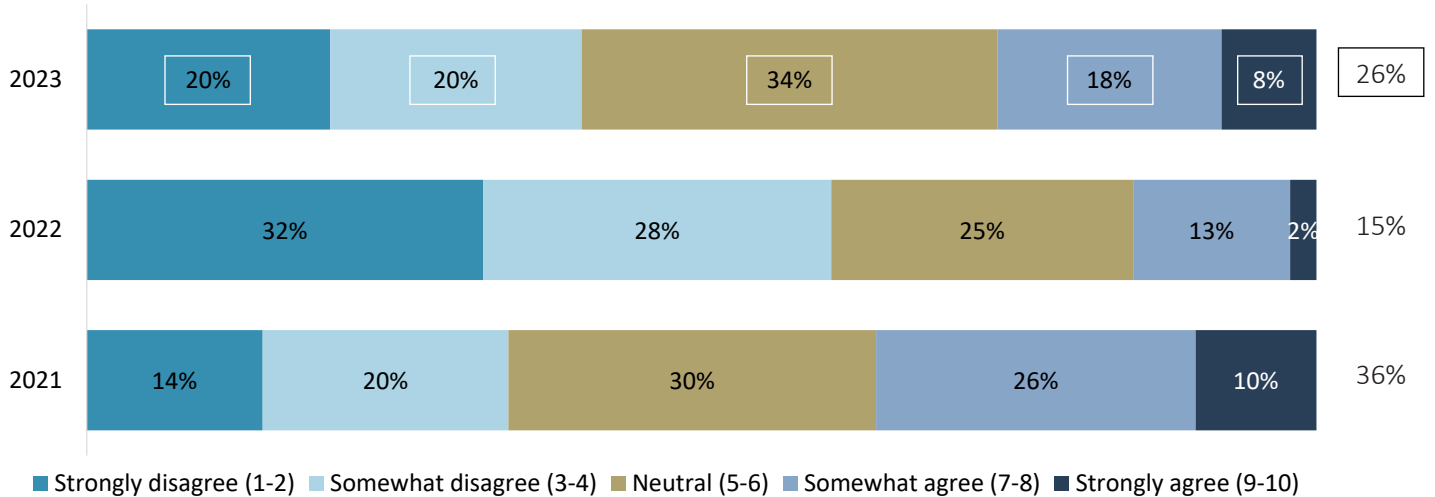
# COMMUNITY ENGAGEMENT AND COUNCIL DECISION-MAKING

In 2023, the combined percentage of respondents who somewhat agreed or strongly agreed that there were adequate opportunities to have a say in Council activities was 26% (18% somewhat agree, 8% strongly agree). This is a significant increase from 2022, when the total agreement was 15% (13% somewhat agree, 2% strongly agree), but a significant decrease from 2021, when it was 36% (26% somewhat agree, 10% strongly agree).

On the other hand, the total percentage of respondents who somewhat disagreed or strongly disagreed with the statement in 2023 was 40% (20% somewhat disagree, 20% strongly disagree). This is a decrease from 2022, when the total disagreement was 60% (28% somewhat disagree, 32% strongly disagree), but an increase from 2021, when it was 34% (20% somewhat disagree, 14% strongly disagree).

## ADEQUATE OPPORTUNITIES TO HAVE A SAY IN COUNCIL ACTIVITIES

7-10 Result



## DEMOGRAPHIC DIFFERENCES (7-10 RESULT)

	Male	Female	18 to 34 years	35 to 49 years	50 to 64 years	65 to 79 years	80 years or older
Somewhat agree and strongly agree result	25%	27%	9% ↓	21%	26%	40% ↑	40%

	Greytown	Featherston	Martinborough	NZ European	Māori	Pacific people	All others
Somewhat agree and strongly agree result	28%	24%	26%	25%	25%	49%	30%

Q. For the next few questions, we would like to ask you about community engagement and Council decision-making processes. Using a scale of 1 to 10 where 1 is strongly disagree and 10 is strongly agree, how much do you agree with the following statements? There are adequate opportunities to have a say in Council activities. Base size n=471 (don't know responses removed).

The square box on the chart indicates this year's result is a statistically significant change from last year's result.

The arrow on the table indicates this result is statistically significantly different from the total level result.

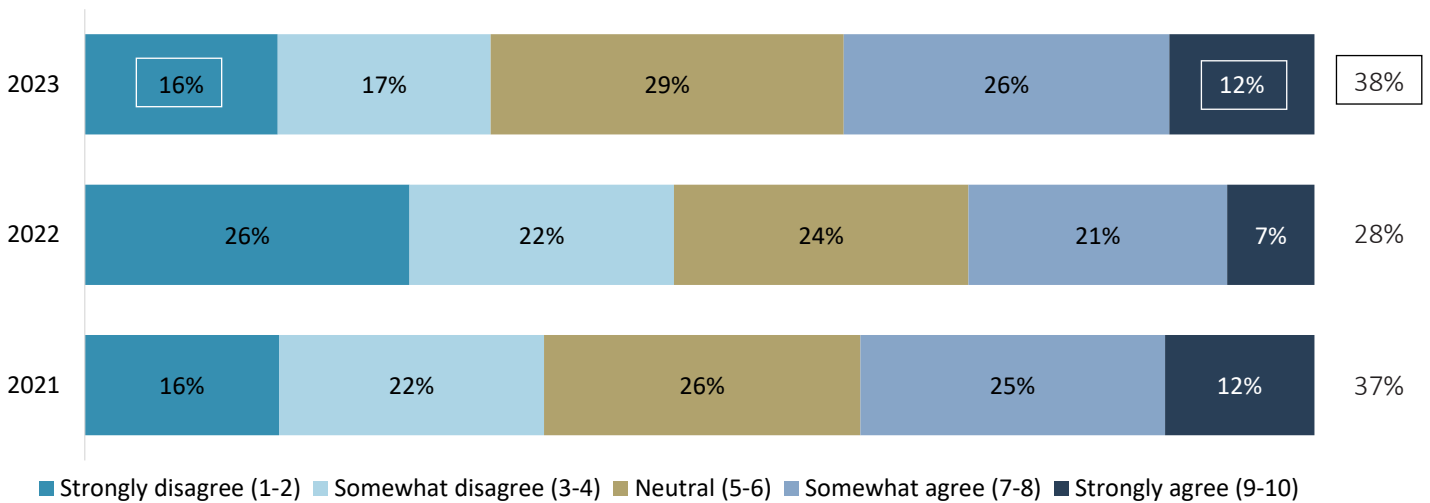
# COMMUNITY ENGAGEMENT AND COUNCIL DECISION-MAKING

In 2023, the combined percentage of respondents who somewhat agreed or strongly agreed that the community board effectively advocates on behalf of the community was 38% (26% somewhat agree, 12% strongly agree). This is a significant increase from 2022, when the total agreement was 28% (21% somewhat agree, 7% strongly agree), and is similar to 2021, when it was 37% (25% somewhat agree, 12% strongly agree).

On the other hand, the total percentage of respondents who somewhat disagreed or strongly disagreed with the statement in 2023 was 33% (17% somewhat disagree, 16% strongly disagree). This is a decrease from 2022, when the total disagreement was 48% (22% somewhat disagree, 26% strongly disagree), and also a small decrease from 2021, when dissatisfaction was 38% (22% somewhat disagree, 16% strongly disagree).

## COMMUNITY BOARD EFFECTIVELY ADVOCATES ON BEHALF OF COMMUNITY

7-10 Result



## DEMOGRAPHIC DIFFERENCES (7-10 RESULT)

	Male	Female	18 to 34 years	35 to 49 years	50 to 64 years	65 to 79 years	80 years or older
Somewhat agree and strongly agree result	36%	40%	22% ↓	28% ↓	38%	56% ↑	57% ↑

	Greytown	Featherston	Martinborough	NZ European	Māori	Pacific people	All others
Somewhat agree and strongly agree result	37%	27% ↓	52% ↑	39%	35%	54%	39%

Q. For the next few questions, we would like to ask you about community engagement and Council decision-making processes. Using a scale of 1 to 10 where 1 is strongly disagree and 10 is strongly agree, how much do you agree with the following statements? The community board effectively advocates on behalf of their community. Base size n=434 (don't know responses removed).

The square box on the chart indicates this year's result is a statistically significant change from last year's result.

The arrow on the table indicates this result is statistically significantly different from the total level result.

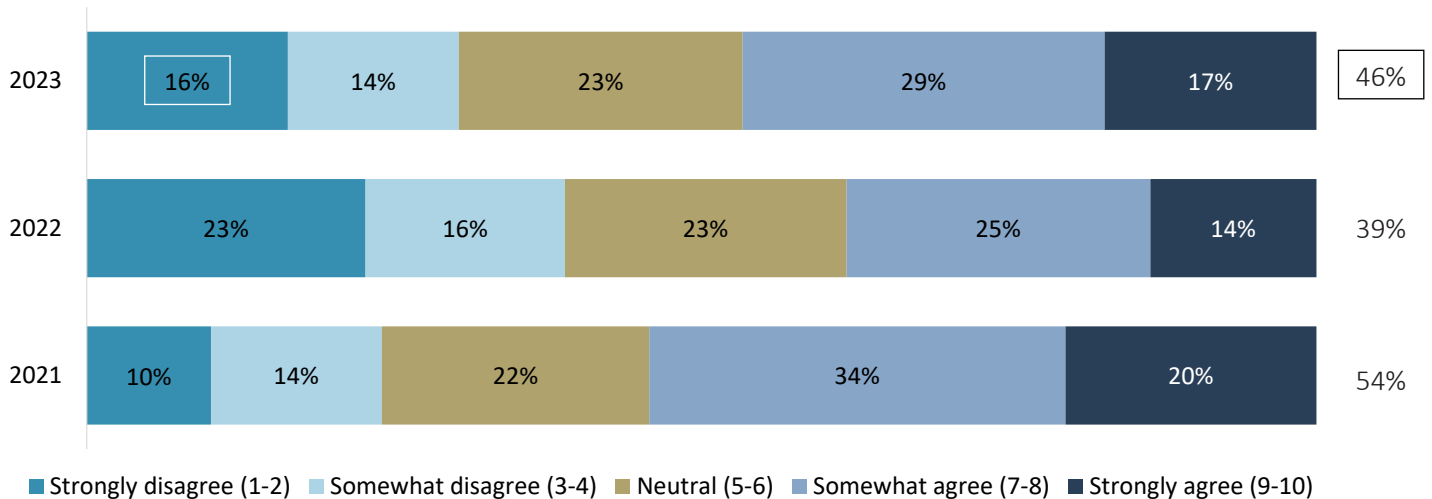
# COMMUNITY ENGAGEMENT AND COUNCIL DECISION-MAKING

In 2023, the data shows that 46% of respondents agreed (somewhat or strongly) that they could easily contact a Council member to raise an issue or problem, with 29% somewhat agreeing and 17% strongly agreeing. This represents a significant increase from 2022, when 39% agreed (25% somewhat, 14% strongly), but a decrease from 2021 when 54% agreed (34% somewhat, 20% strongly).

Conversely, 30% of respondents in 2023 disagreed (either somewhat or strongly) that they could easily contact a Council member, with 14% somewhat disagreeing and 16% strongly disagreeing. This is a decrease from 2022, when 39% disagreed (16% somewhat, 23% strongly), but an increase from 2021 when 24% disagreed (14% somewhat, 10% strongly).

## EASILY CONTACT A COUNCIL MEMBER TO RAISE AN ISSUE OR PROBLEM

7-10 Result



## DEMOGRAPHIC DIFFERENCES (7-10 RESULT)

	Male	Female	18 to 34 years	35 to 49 years	50 to 64 years	65 to 79 years	80 years or older
Somewhat agree and strongly agree result	45%	48%	37%	36% ↓	46%	59% ↑	72% ↑

	Greytown	Featherston	Martinborough	NZ European	Māori	Pacific people	All others
Somewhat agree and strongly agree result	53%	41%	47%	49%	46%	67%	33%

Q. For the next few questions, we would like to ask you about community engagement and Council decision-making processes. Using a scale of 1 to 10 where 1 is strongly disagree and 10 is strongly agree, how much do you agree with the following statements? You can easily contact a Council member to raise an issue or problem. Base size n=431 (don't know responses removed).

The square box on the chart indicates this year's result is a statistically significant change from last year's result.

The arrow on the table indicates this result is statistically significantly different from the total level result.

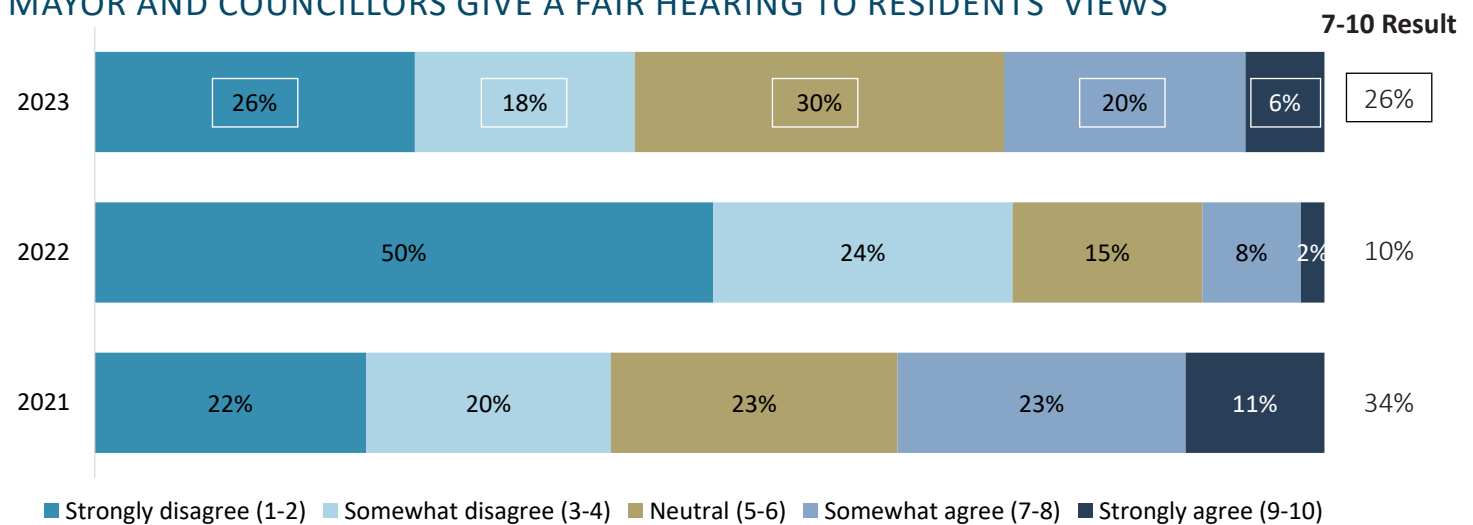


# MAYOR AND COUNCILLORS

In 2023, the data shows that 26% of respondents agreed (either somewhat or strongly) that the mayor and Councillors give a fair hearing to residents' views, with 20% somewhat agreeing and 6% strongly agreeing. This represents an increase from 2022, when only 10% agreed (8% somewhat, 2% strongly), but a decrease from 2021 when 34% agreed (23% somewhat, 11% strongly).

Conversely, 44% of respondents in 2023 disagreed (either somewhat or strongly) that the mayor and Councillors give a fair hearing to residents' views, with 18% somewhat disagreeing and 26% strongly disagreeing. This is a decrease from 2022, when 74% disagreed (24% somewhat, 50% strongly), but a small increase from 2021 when 42% disagreed (20% somewhat, 22% strongly).

## MAYOR AND COUNCILLORS GIVE A FAIR HEARING TO RESIDENTS' VIEWS



## DEMOGRAPHIC DIFFERENCES (7-10 RESULT)

	Male	Female	18 to 34 years	35 to 49 years	50 to 64 years	65 to 79 years	80 years or older
Somewhat agree and strongly agree result	27%	26%	13% ↓	19%	24%	41% ↑	48% ↑

	Greytown	Featherston	Martinborough	NZ European	Māori	Pacific people	All others
Somewhat agree and strongly agree result	27%	29%	21%	26%	30%	46%	20%

Q.For the next few questions, we would like to ask you about community engagement and Council decision-making processes. Using a scale of 1 to 10 where 1 is strongly disagree and 10 is strongly agree, how much do you agree with the following statements? Mayor and Councillors give a fair hearing to the residents' views. Base size n=450 (don't know responses removed).

The square box on the chart indicates this year's result is a statistically significant change from last year's result.

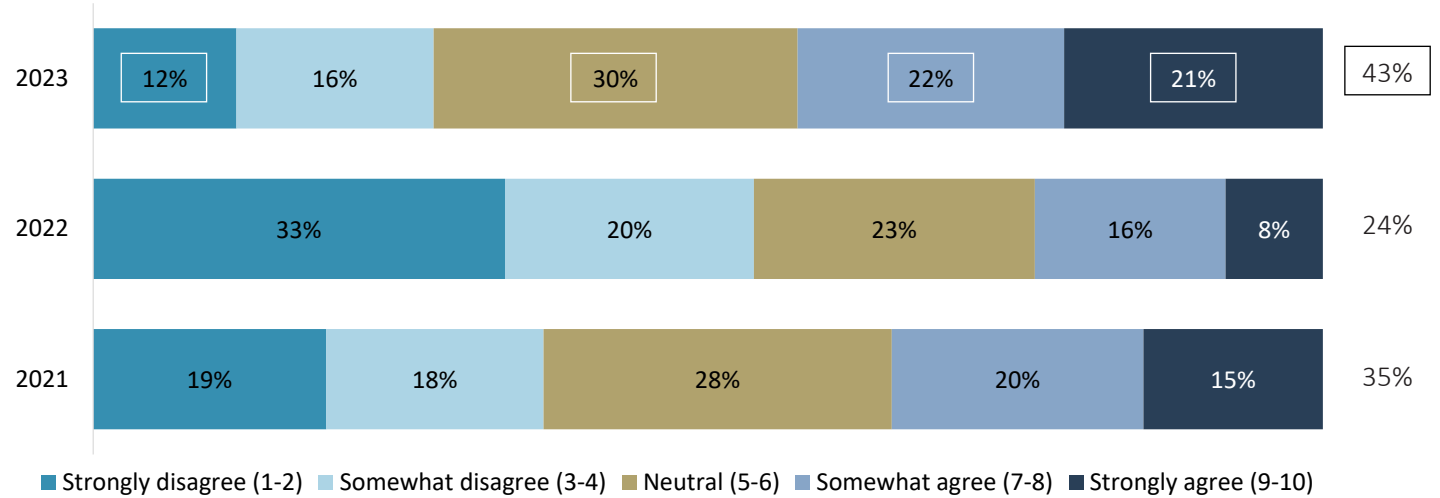
The arrow on the table indicates this result is statistically significantly different from the total level result.

# MAYOR AND COUNCILLORS

In 2023, the data shows that 43% of respondents agreed (either somewhat or strongly) that Māori culture and te reo is appropriately recognised and visible in the district, with 22% somewhat agreeing and 21% strongly agreeing. This represents a significant increase from 2022, when only 24% agreed (16% somewhat, 8% strongly), and an increase from 2021 when 35% agreed (20% somewhat, 15% strongly).

Twenty eight percent of respondents in 2023 disagreed (either somewhat or strongly) that Māori culture and te reo is appropriately recognised and visible in the district, with 16% somewhat disagreeing and 12% strongly disagreeing. This is a decrease from 2022, when 53% disagreed (20% somewhat, 33% strongly), and from 2021 when 37% disagreed (18% somewhat, 19% strongly).

## MĀORI CULTURE AND TE REO IS APPROPRIATELY RECOGNISED AND VISIBLE IN THE DISTRICT 7-10 Result



## DEMOGRAPHIC DIFFERENCES (7-10 RESULT)

	Male	Female	18 to 34 years	35 to 49 years	50 to 64 years	65 to 79 years	80 years or older
Somewhat agree and strongly agree result	45%	41%	24% ↓	35%	47%	58% ↑	61%

	Greytown	Featherston	Martinborough	NZ European	Māori	Pacific people	All others
Somewhat agree and strongly agree result	45%	44%	39%	26%	30%	46%	20%

Q. For the next few questions, we would like to ask you about community engagement and Council decision-making processes. Using a scale of 1 to 10 where 1 is strongly disagree and 10 is strongly agree, how much do you agree with the following statements? Māori culture and te reo is appropriately recognised and visible in the district. Base size n=442 (don't know responses removed).

The square box on the chart indicates this year's result is a statistically significant change from last year's result.

The arrow on the table indicates this result is statistically significantly different from the total level result.

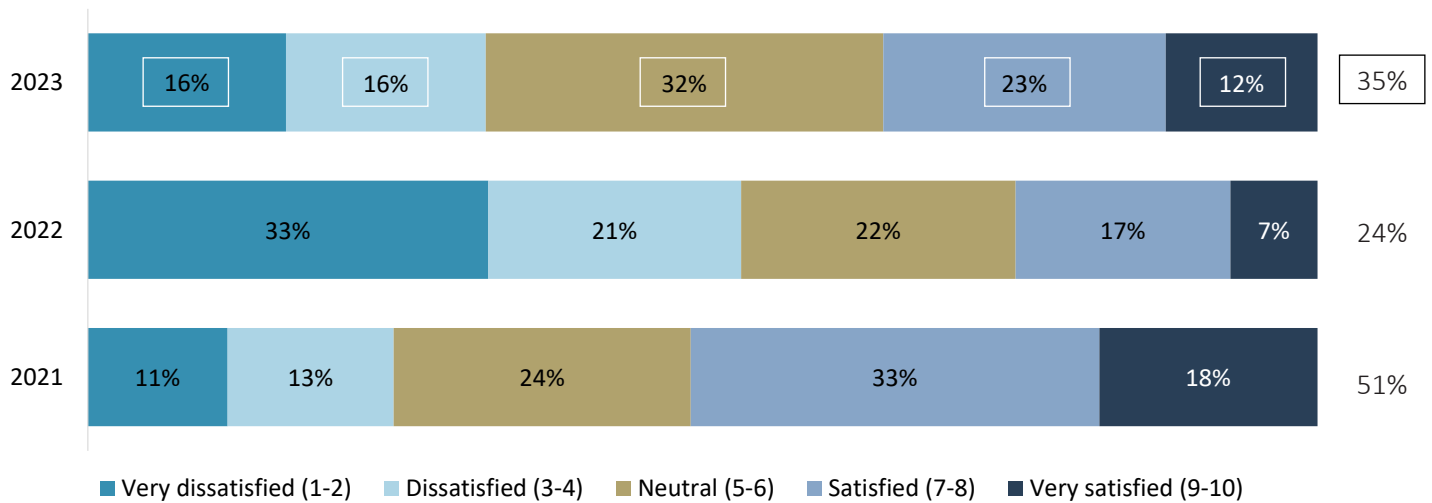
# MAYOR AND COUNCILLORS

In 2023, the combined percentage of respondents who reported being satisfied or very satisfied with the accessibility of the mayor and Councillors was 35% (23% satisfied, 12% very satisfied). This is a significant increase from 2022, when the total satisfaction was 24% (17% satisfied, 7% very satisfied), but a decrease from 2021, when it was 51% (33% satisfied, 18% very satisfied).

On the other hand, the total percentage of respondents who expressed dissatisfaction or extreme dissatisfaction with the accessibility of the mayor and Councillors in 2023 was 32% (16% dissatisfied, 16% very dissatisfied). This is a decrease from 2022, when the total dissatisfaction was 54% (21% dissatisfied, 33% very dissatisfied), but an increase from 2021, when it was 24% (13% dissatisfied, 11% very dissatisfied).

## ACCESSIBILITY OF THE MAYOR AND COUNCILLORS

7-10 Result



## DEMOGRAPHIC DIFFERENCES (7-10 RESULT)

	Male	Female	18 to 34 years	35 to 49 years	50 to 64 years	65 to 79 years	80 years or older
Satisfied and very satisfied result	34%	36%	23%	21% ↓	34%	57% ↑	44%

	Greytown	Featherston	Martinborough	NZ European	Māori	Pacific people	All others
Satisfied and very satisfied result	38%	39%	28% ↓	36%	45%	49%	28%

Q.Thinking about the Mayor and Councillors, on the scale from 1-10 where 1 is very dissatisfied and 10 is very satisfied, how satisfied are you with... Accessibility of the Mayor and Councillors. Base size n=422 (don't know responses removed).

The square box on the chart indicates this year's result is a statistically significant change from last year's result.

The arrow on the table indicates this result is statistically significantly different from the total level result.

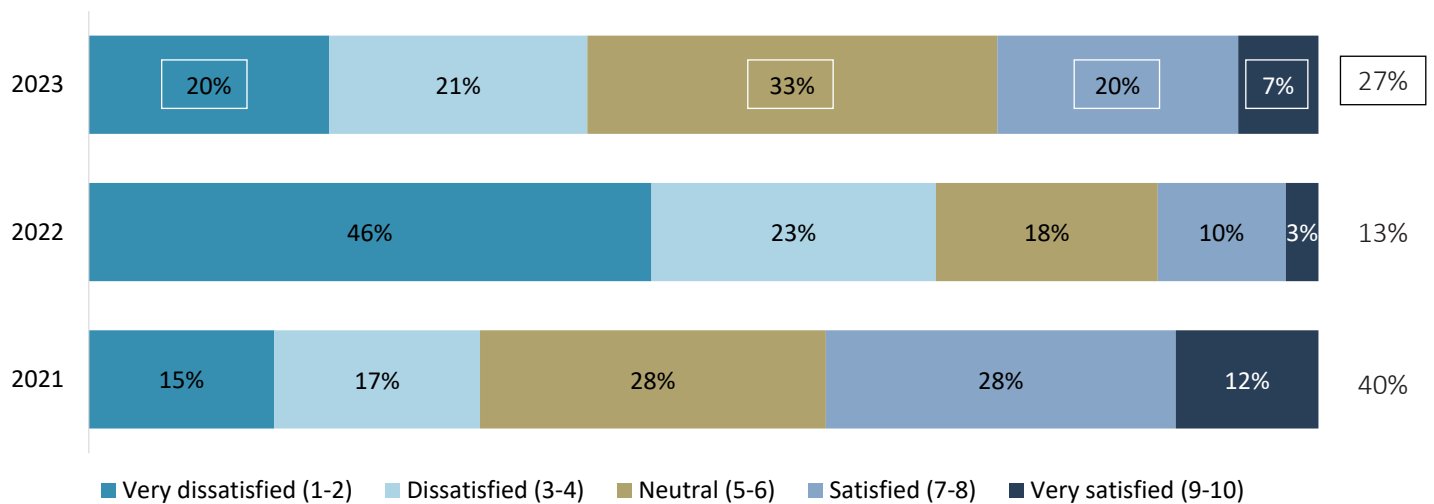
# MAYOR AND COUNCILLORS

In 2023, the combined percentage of respondents who reported being satisfied or very satisfied with the advocacy and leadership of the mayor and Councillors was 27% (20% satisfied, 7% very satisfied). This is a significant increase from 2022, when the total satisfaction was 13% (10% satisfied, 3% very satisfied), but a decrease from 2021, when it was 40% (28% satisfied, 12% very satisfied).

On the other hand, the total percentage of respondents who expressed dissatisfaction or extreme dissatisfaction with the advocacy and leadership of the mayor and Councillors in 2023 was 41% (21% dissatisfied, 20% very dissatisfied). This is a decrease from 2022, when the total dissatisfaction was 69% (23% dissatisfied, 46% very dissatisfied), but an increase from 2021, when it was 32% (17% dissatisfied, 15% very dissatisfied).

## ADVOCACY AND LEADERSHIP OF THE MAYOR AND COUNCILLORS

7-10 Result



## DEMOGRAPHIC DIFFERENCES (7-10 RESULT)

	Male	Female	18 to 34 years	35 to 49 years	50 to 64 years	65 to 79 years	80 years or older
Satisfied and very satisfied result	26%	27%	15%	13% ↓	27%	43% ↑	39%

	Greytown	Featherston	Martinborough	NZ European	Māori	Pacific people	All others
Satisfied and very satisfied result	29%	29%	21%	26%	22%	12%	27%

Q.Thinking about the Mayor and Councillors, on the scale from 1-10 where 1 is very dissatisfied and 10 is very satisfied, how satisfied are you with... Advocacy and leadership of the Mayor and Councillors. Base size n=448 (don't know responses removed).

The square box on the chart indicates this year's result is a statistically significant change from last year's result.

The arrow on the table indicates this result is statistically significantly different from the total level result.

# GOVERNANCE, LEADERSHIP, AND ADVOCACY SUMMARY

The survey results reveal a significant shift in public sentiment regarding the opportunities for community participation in decision-making processes and the effectiveness of the community board's advocacy. While there was a slight increase in agreement that there were adequate opportunities for participation and that the community board effectively advocates on behalf of the community, there was also a noticeable increase in disagreement with these measures, suggesting a growing divide in public opinion on these matters.

Furthermore, the survey results indicate a decrease in satisfaction with the accessibility and leadership of the mayor and Councillors. Despite a slight recovery in 2023, the overall trend shows a decrease in satisfaction and an increase in dissatisfaction over the three-year period. The data also shows a significant shift in sentiment regarding the recognition and visibility of Māori culture and te reo in the district, with a decrease in agreement and an increase in disagreement over the three-year period. This indicates a growing concern about the representation of Māori culture and language in the community.

Discussion of the main concerns about governance, leadership, and advocacy are shown below. Comments from within the survey have been included to highlight the sentiment on these themes.

## LACK OF TRANSPARENCY AND ENGAGEMENT

Many respondents expressed frustration with the perceived lack of transparency and engagement from the Council. They feel that their views are not taken into account and that the Council does not always communicate or consult with them.

*"'Consultation' with the public appears not to result in changes to Council plans"*

*"There are so-called opportunities to engage but no notice is taken. It's just lip service."*

## CONCERNS ABOUT RATE INCREASES

A significant concern among respondents is the increase in rates, which they feel is not justified by the services they receive. They express frustration and dissatisfaction with

the Council for these increases, especially when they do not perceive a corresponding improvement in services.

*"29% rate rise! Where is the advocacy? You should be ashamed. We get absolutely nothing"*

## POOR COMMUNICATION AND RESPONSIVENESS

Respondents expressed dissatisfaction with the Council's communication and responsiveness. They report difficulty in contacting Council members and receiving responses to their queries or concerns.

*"While you can contact Council staff and Councillors, getting a reply is a totally different matter"*

## LEADERSHIP AND GOVERNANCE CONCERNS

This theme reflects concerns about the leadership and governance of the Council. Respondents feel that the Council is not effectively addressing the community's needs and concerns. There are also concerns about the Council's decision-making process, with some comments suggesting a lack of robust questioning and accountability.

*"You get the impression there's too much comfort between governance and management and not enough tough questioning."*

## PERCEIVED INEQUALITY AMONG LOCAL AREAS AND NEED FOR GREATER RECOGNITION OF INDIGENOUS HISTORY AND CULTURE

Some respondents expressed a perceived imbalance in the distribution of resources and attention among different local areas. They feel that their areas are being neglected or overlooked, while other areas receive more investment and attention. Additionally, some respondents expressed a desire for greater recognition of te ao Māori in Council decisions. They feel that the Council could do more to acknowledge and respect Māori history and culture.

*"Please listen to Featherston locals. We feel we don't get a voice and Featherston always misses out"*

*"Greater recognition of te ao Māori should be encouraged. Open debate about the name 'Greytown' I think would be timely - George Grey was hardly someone to be admired. Te Hupenui should be given more prominence."*

# IMAGE AND REPUTATION



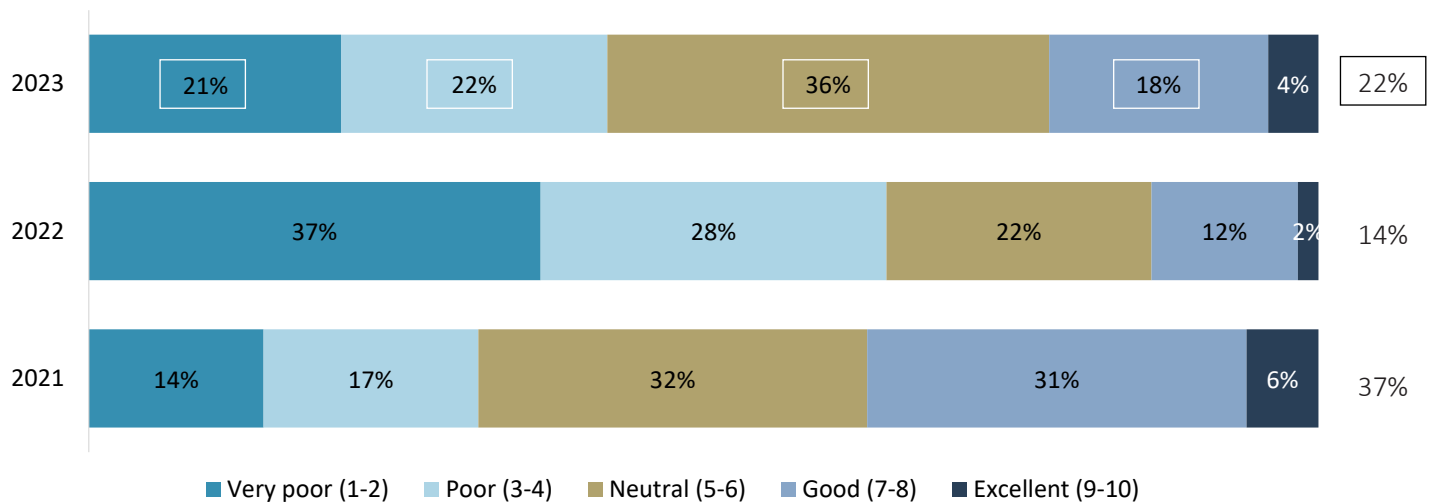
# LEADERSHIP AND DECISION MAKING

In 2023, the data shows that 22% of respondents rated the leadership and performance as good or excellent (18% good, 4% excellent). This is a significant increase from 2022, when only 14% gave a good or excellent rating (12% good, 2% excellent), but a significant decrease from 2021 when 37% rated it as good or excellent (31% good, 6% excellent).

Conversely, 43% of respondents in 2023 rated the leadership and performance as poor or very poor (22% poor, 21% very poor). This is a significant decrease from 2022, when 65% gave a poor or very poor rating (28% poor, 37% very poor), but an increase from 2021 when 31% rated it as poor or very poor (17% poor, 14% very poor).

## LEADERSHIP AND PERFORMANCE

7-10 Result



## DEMOGRAPHIC DIFFERENCES (7-10 RESULT)

	Male	Female	18 to 34 years	35 to 49 years	50 to 64 years	65 to 79 years	80 years or older
Good and excellent result	20%	24%	26%	10% ↓	18%	34% ↑	37% ↑

	Greytown	Featherston	Martinborough	NZ European	Māori	Pacific people	All others
Good and excellent result	30% ↑	19%	17%	21%	20%	23%	22%

Q.The next few questions are about the image and reputation of the South Wairarapa District Council. For these questions we'll use a 1-10 scale where 1 means 'very poor' and 10 means 'excellent'. Thinking about how Council is committed to creating a great district, how it looks after the cultural, economic, environmental, and social well-being of the district, being in touch with the community and setting clear direction, overall, how would you rate the Council for its leadership and performance? Base size n=546

The square box on the chart indicates this year's result is a statistically significant change from last year's result.

The arrow on the table indicates this result is statistically significantly different from the total level result.

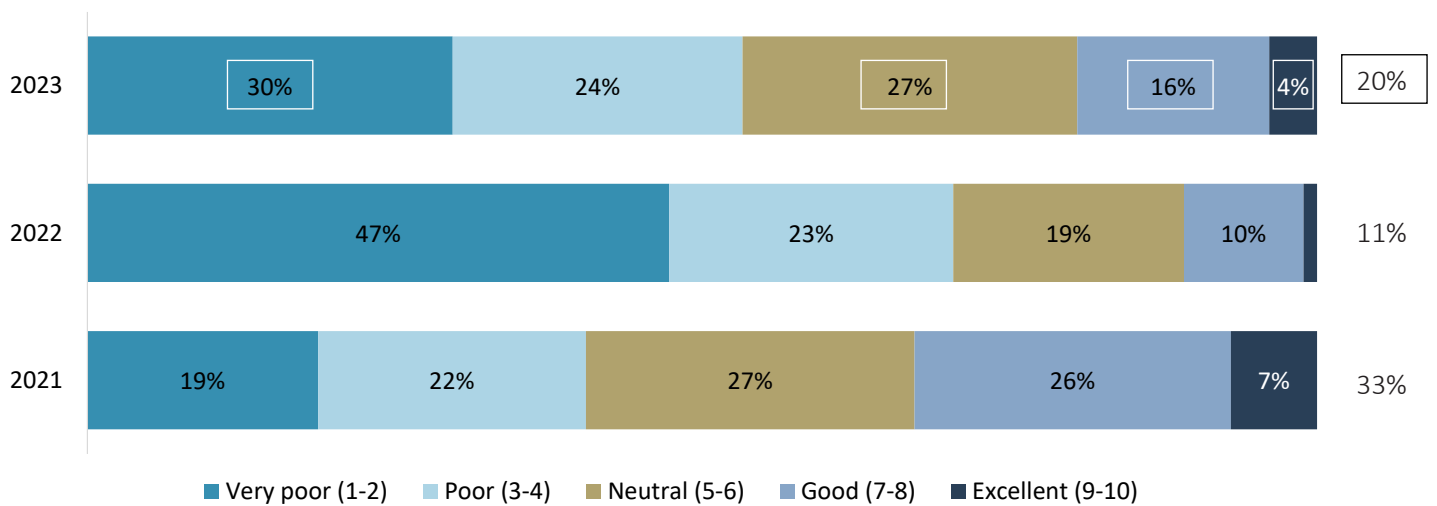
# LEADERSHIP AND DECISION MAKING

In 2023, the data shows that 20% of respondents rated the Council as being open and transparent as good or excellent (16% good, 4% excellent). This is a significant increase from 2022, when only 11% gave a good or excellent rating (10% good, 1% excellent), but a significant decrease from 2021 when 33% rated it as good or excellent (26% good, 7% excellent).

Conversely, 54% of respondents in 2023 rated the Council's openness and transparency as poor or very poor (24% poor, 30% very poor). This is a decrease from 2022, when 70% gave a poor or very poor rating (23% poor, 47% very poor), but an increase from 2021 when 41% rated it as poor or very poor (22% poor, 19% very poor).

## OPEN AND TRANSPARENT/ TRUST

7-10 Result



## DEMOGRAPHIC DIFFERENCES (7-10 RESULT)

	Male	Female	18 to 34 years	35 to 49 years	50 to 64 years	65 to 79 years	80 years or older
Good and excellent result	20%	19%	20%	10% ↓	16%	30% ↑	35% ↑

	Greytown	Featherston	Martinborough	NZ European	Māori	Pacific people	All others
Good and excellent result	24%	17%	18%	19%	20%	27%	20%

Q.Thinking about how open and transparent Council is, how Council can be relied on to act honestly and fairly, and their ability to work in the best interests of the district, overall, how would you rate the Council in terms of the faith and trust you have in them? Base size n=536

The square box on the chart indicates this year's result is a statistically significant change from last year's result.

The arrow on the table indicates this result is statistically significantly different from the total level result.



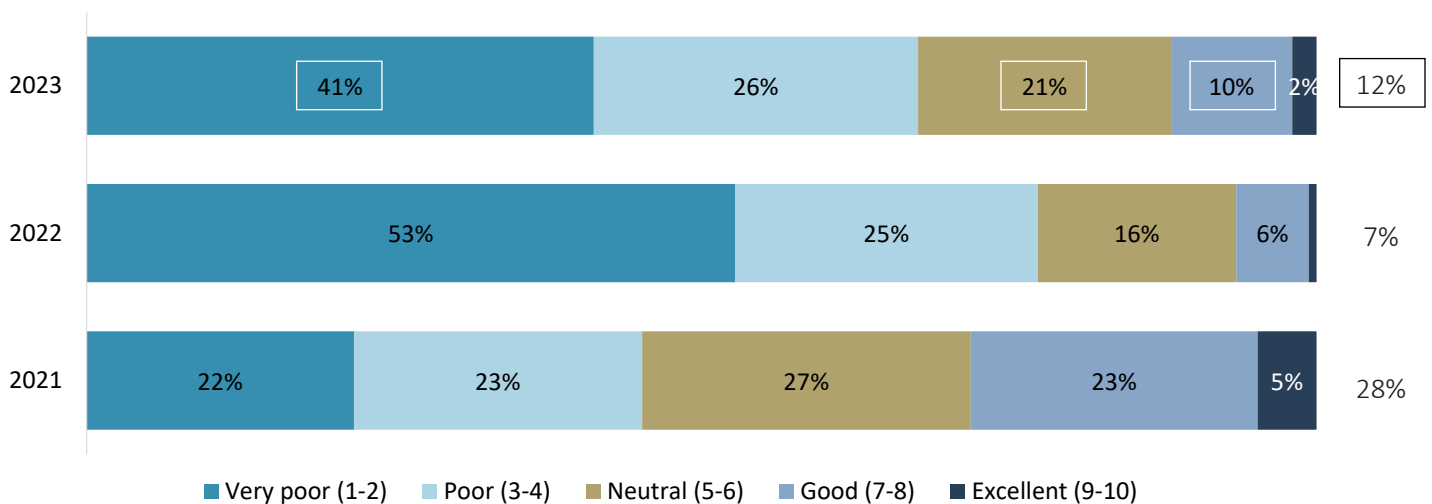
# COUNCIL'S REPUTATION

In 2023, the data reveals that 12% of respondents rated the financial management at the Council as good or excellent (10% good, 2% excellent). This is a significant increase from 2022, when only 7% gave a good or excellent rating (6% good, 1% excellent), but a decrease from 2021 when 28% rated it as good or excellent (23% good, 5% excellent).

Conversely, 67% of respondents in 2023 rated the Council's financial management as poor or very poor (26% poor, 41% very poor). This is a decrease from 2022, when a substantial 78% gave a poor or very poor rating (25% poor, 53% very poor), but an increase from 2021 when 45% rated it as poor or very poor (23% poor, 22% very poor).

## FINANCIAL MANAGEMENT

7-10 Result



## DEMOGRAPHIC DIFFERENCES (7-10 RESULT)

	Male	Female	18 to 34 years	35 to 49 years	50 to 64 years	65 to 79 years	80 years or older
Good and excellent result	10%	14%	5%	10%	12%	17% ↑	17%

	Greytown	Featherston	Martinborough	NZ European	Māori	Pacific people	All others
Good and excellent result	14%	11%	10%	12%	7%	27%	16%

Q. Now thinking about the Council's financial management – how Council allocates rates/funds to be spent on the services and facilities provided, and its transparency around spending, how would you rate the Council overall for its financial management? Base size n=514

The square box on the chart indicates this year's result is a statistically significant change from last year's result.

The arrow on the table indicates this result is statistically significantly different from the total level result.

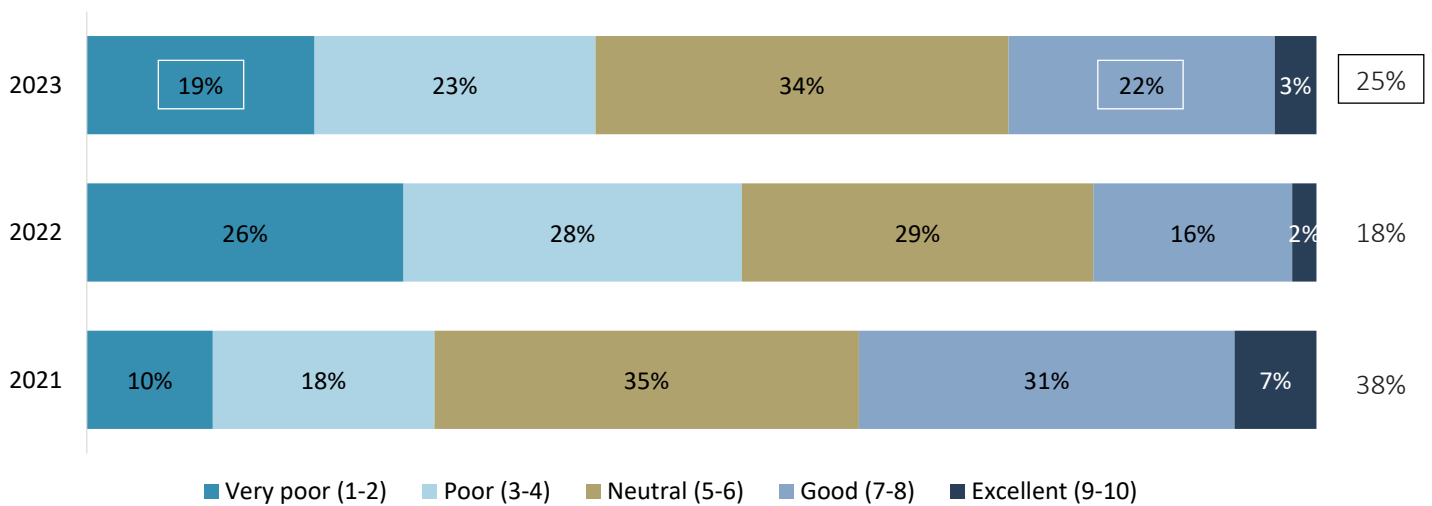
# COUNCIL'S REPUTATION

In 2023, the data shows that 25% of respondents rated the quality of services the Council provides as good or excellent (22% good, 3% excellent). This is a significant increase from 2022, when only 18% gave a good or excellent rating (16% good, 2% excellent), but a decrease from 2021 when 38% rated it as good or excellent (31% good, 7% excellent).

Conversely, 42% of respondents in 2023 rated the quality of services the Council provides as poor or very poor (23% poor, 19% very poor). This is a decrease from 2022, when 54% gave a poor or very poor rating (28% poor, 26% very poor), but an increase from 2021 when 28% rated it as poor or very poor (18% poor, 10% very poor).

## QUALITY OF SERVICES

7-10 Result



## DEMOGRAPHIC DIFFERENCES (7-10 RESULT)

	Male	Female	18 to 34 years	35 to 49 years	50 to 64 years	65 to 79 years	80 years or older
Good and excellent result	26%	24%	26%	19%	19% ↓	39% ↑	28%

	Greytown	Featherston	Martinborough	NZ European	Māori	Pacific people	All others
Good and excellent result	29%	25%	22%	25%	19%	39%	27%

Q. When you think about everything that Council does, how would you rate the Council for the quality of the services they provide to the South Wairarapa district? Base size n=562

The square box on the chart indicates this year's result is a statistically significant change from last year's result.

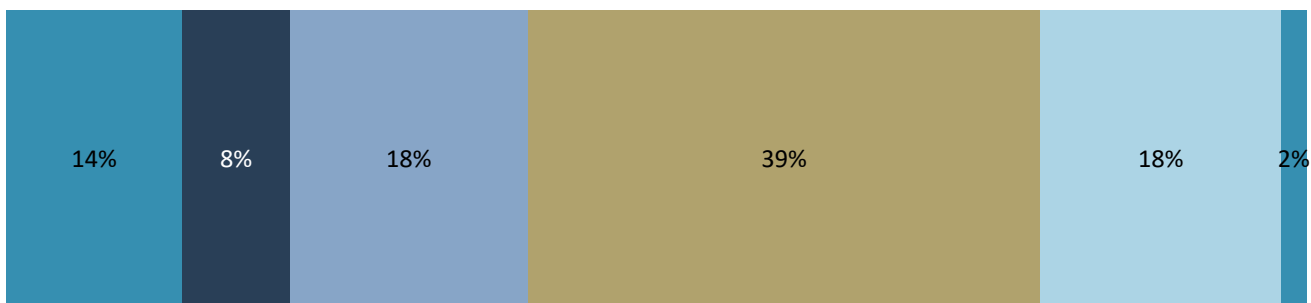
The arrow on the table indicates this result is statistically significantly different from the total level result.

# COUNCIL'S REPUTATION

A combined total of 20% of respondents believe that the Council's reputation has improved, with 18% stating it has gotten better and 2% stating it has gotten much better.

On the other hand, a combined total of 26% of respondents believe that the Council's reputation has deteriorated, with 18% stating it has gotten worse and 8% stating it has gotten much worse.

## REPUTATION



■ Don't know ■ Much worse ■ Worse ■ The same ■ Better ■ Much better

## DEMOGRAPHIC DIFFERENCES (7-10 RESULT)

	Male	Female	18 to 34 years	35 to 49 years	50 to 64 years	65 to 79 years	80 years or older
Better and much better result	20%	21%	14%	12% ↓	22%	31% ↑	29%

	Greytown	Featherston	Martinborough	NZ European	Māori	Pacific people	All others
Better and much better result	20%	20%	21%	21%	28%	21%	19%

Q. And overall, would you say Council's reputation is better, worse, or the same as last year? Base size n=600  
The arrow on the table indicates this result is statistically significantly different from the total level result.

# IMAGE AND REPUTATION SUMMARY

The survey results reveal a significant shift in public sentiment regarding the leadership and performance of the Council, its openness and transparency, financial management, and the quality of services provided. While there was a slight increase in positive ratings for these aspects in 2023 compared to 2022, the overall trend from 2021 to 2023 shows a decrease in positive ratings and an increase in negative ratings. This suggests a growing dissatisfaction among the public with the Council's performance in these areas.

Furthermore, the survey data indicates a more negative perception of the Council's reputation. More respondents believe that the Council's reputation has deteriorated rather than improved. This suggests that the Council may need to take steps to improve its public image and address the concerns raised by the public in these areas.

Discussion of the main concerns about image and reputation are shown below. Comments from within the survey have been included to highlight the sentiment on these themes.

## RATES AND FINANCIAL MANAGEMENT

Many respondents expressed dissatisfaction with the Council's handling of rates, particularly for rural areas and lifestyle block owners. They felt that rate increases were not justified by the services provided and perceived a lack of transparency in financial management.

*"The Council increasing rates for people with lifestyle blocks by 30% and people that live in town by 11% is shocking. Our rates must be among the highest in the country. Another big increase on its way. Please no more vanity projects. Just basic infrastructure until we can balance the books."*

## INFRASTRUCTURE AND SERVICES

There were numerous comments about the Council's management of infrastructure, particularly in relation to sewerage and water, and road maintenance. Respondents felt that the Council was not adequately addressing these fundamental needs.

*"The wastewater situation is totally unacceptable, it displays very poor management over a long period of time. We had water issues, now we have sewer issues - these are fundamental rights. Also there is no town expansion vision. It's all very well having fluffy feel good things but if you cant get the basics right, it's useless."*

## COMMUNICATION AND TRANSPARENCY

Respondents expressed a desire for more transparency and better communication from the Council. They felt that decisions were made without sufficient consultation or explanation, leading to a reduction in trust in the Council.

*"Many residents have lost faith in the Council. Poor communication and it seems as though they are forever working against its community (rate rise as an example). The Council needs to listen to the ratepayers and act accordingly. Rural ratepayers get a bad run, the highest proposed increase for little of no return/value."*

## REPUTATION AND IMAGE

The Council's reputation and image were seen as poor, with respondents feeling that past mistakes and poor decision-making had tarnished the Council's standing in the community. Some respondents felt that the Council was more focused on image than on effective service delivery.

*"The image and reputation of the current Council are marred by the failure of promises made in the last election. People are cynical."*

# IMAGE AND REPUTATION SUMMARY

## TOWN DEVELOPMENT AND EQUITY

Respondents felt that certain towns, particularly Featherston, were being neglected in terms of development and services. There was a perception that the Council was not equitable in its distribution of resources and attention across the district. Despite the criticisms, some respondents acknowledge improvements under the new leadership.

*“Featherston seems to be the poorer of the three, Councils money goes to the other two and we don’t get enough. Featherston seems to be at the bottom of the pile when things need to be done...It is improving under the new leadership. I hope that it improves even further.”*

## COUNCIL STAFF PERFORMANCE

There were several comments about the performance of individual Council staff members. While some respondents had positive experiences, others felt that staff could be dismissive or unresponsive to their concerns.

*“Attitude of Council staff can often be dismissive and is often a point of discussion with ratepayers having experienced similar responses which does nothing to improve image or reputation.”*

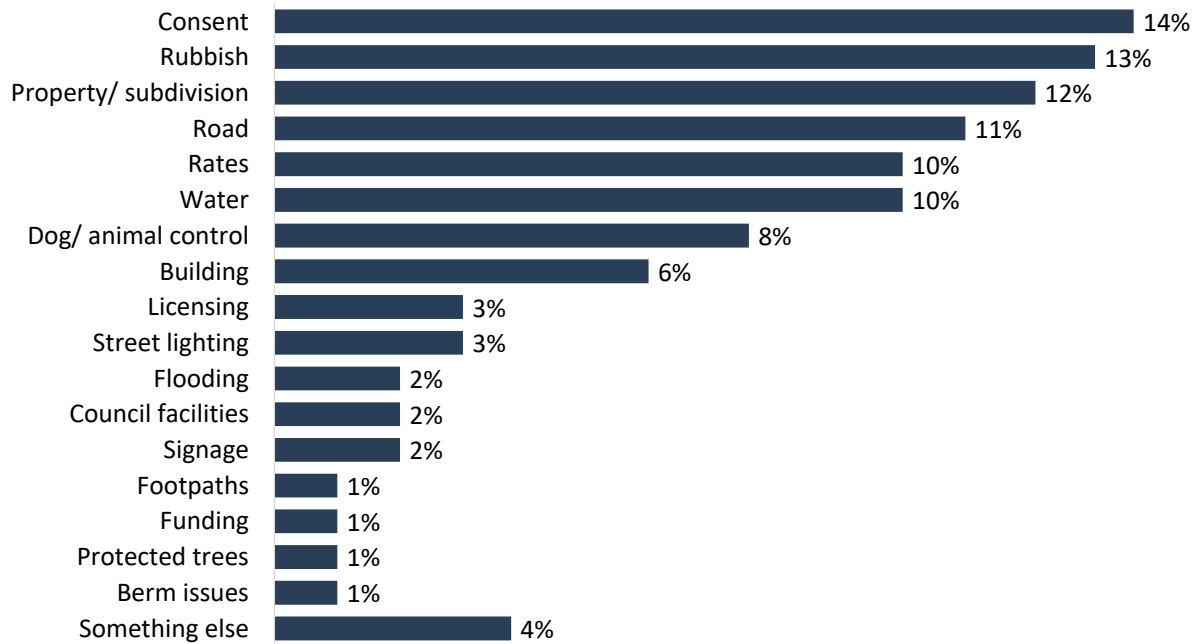
# INTERACTIONS WITH COUNCIL



# INTERACTIONS WITH COUNCIL

Forty-two percent of respondents have had an interaction with Council in the past year. The most common reason for interaction was related to consent matters, accounting for 14% of all interactions. This was closely followed by rubbish related issues at 13%, and property/subdivision concerns at 12%.

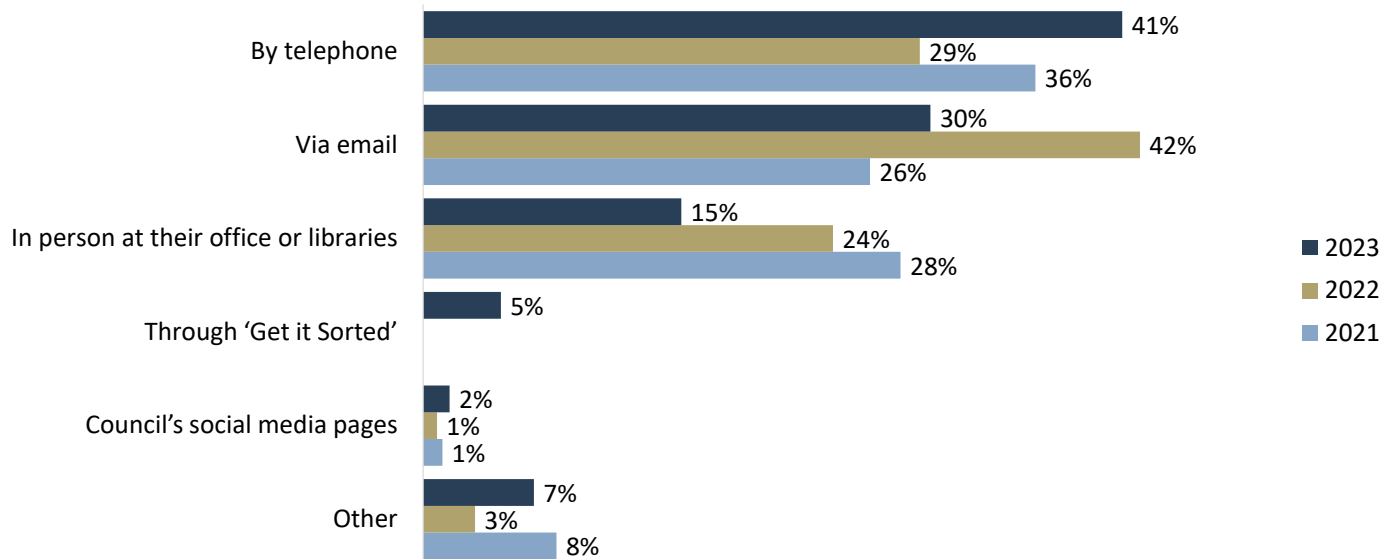
## ENQUIRY



# INTERACTIONS WITH COUNCIL

In 2023, the most common method of contact was by telephone, accounting for 41% of all enquiries, an increase from 29% in 2022. This was followed by via email at 30%, a decrease from 42% in 2022. Through 'Get it Sorted' method was used for 5% of enquiries in 2023, but was not measured in the previous years.

## METHOD OF CONTACT





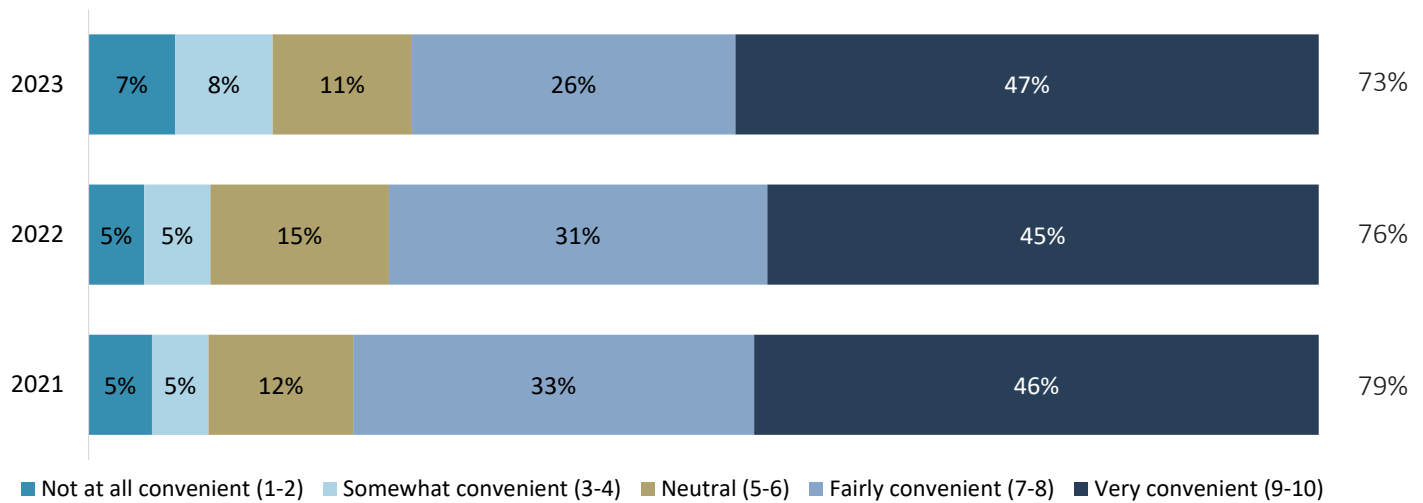
# INTERACTIONS WITH COUNCIL

In 2023, a combined total of 73% of respondents found interactions with the Council to be convenient, with 47% finding it very convenient and 26% finding it fairly convenient. This represents a slight increase in the very convenient category (up 2% from 2022) but a decrease in the fairly convenient category (down 5% from 2022).

On the other hand, a combined total of 15% of respondents found interactions with the Council to be inconvenient in 2023, with 7% finding it not at all convenient and 8% finding it somewhat convenient. This represents an increase in both categories from 2022 (up 2% for not at all convenient and up 3% for somewhat convenient).

## CONVENIENCE

7-10 Result



## DEMOGRAPHIC DIFFERENCES (7-10 RESULT)

	Male	Female	18 to 34 years	35 to 49 years	50 to 64 years	65 to 79 years	80 years or older
Convenient and very convenient result	69%	78%	81%	69%	75%	73%	77%

	Greytown	Featherston	Martinborough	NZ European	Māori	Pacific people	All others
Convenient and very convenient result	78%	72%	71%	74%	79%	100%	74%

QUsing a 1 to 10 scale where 1 means 'not at all convenient' and 10 means 'very convenient', how convenient was it for you to make your enquiry this way? Base size n=260

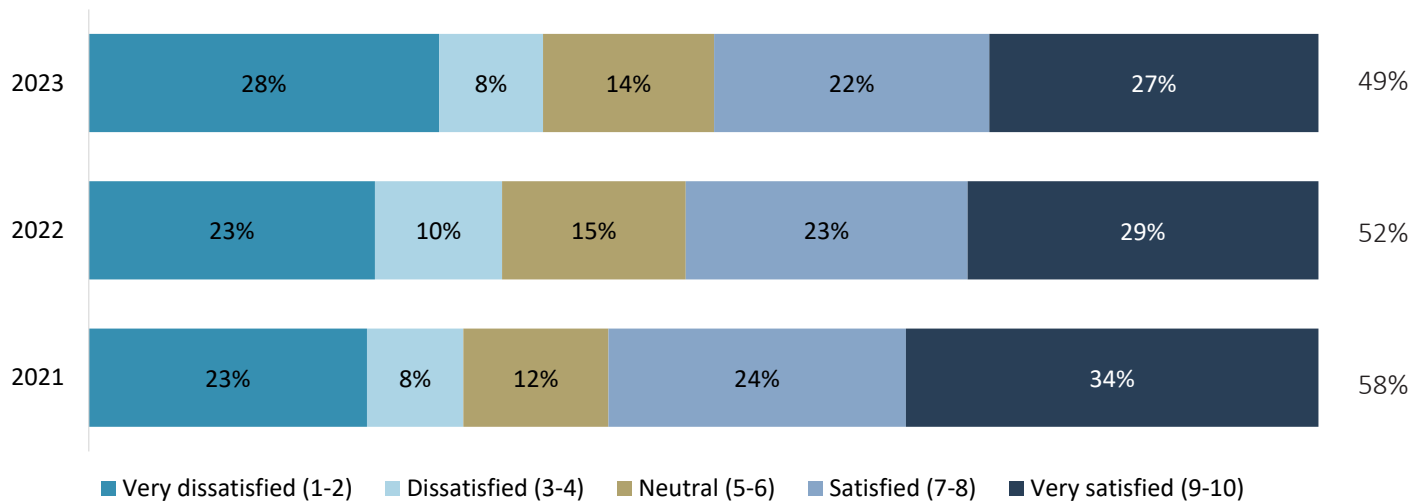
# INTERACTIONS WITH COUNCIL

This year, 49% of respondents expressed satisfaction with their interactions with the Council, with 22% being satisfied and 27% being very satisfied. This represents a decrease from the previous years, with 52% expressing satisfaction in 2022 (23% satisfied, 29% very satisfied) and 58% in 2021 (24% satisfied, 34% very satisfied).

On the other hand, 36% of respondents in 2023 were dissatisfied with their interactions, with 28% being very dissatisfied and 8% being dissatisfied. This is an increase 2022, with 33% expressing dissatisfaction (23% very dissatisfied, 10% dissatisfied) and 31% in 2021 (23% very dissatisfied, 8% dissatisfied).

## SATISFACTION

7-10 Result



## DEMOGRAPHIC DIFFERENCES (7-10 RESULT)

	Male	Female	18 to 34 years	35 to 49 years	50 to 64 years	65 to 79 years	80 years or older
Satisfied and very satisfied result	50%	49%	50%	46%	52%	47%	52%

	Greytown	Featherston	Martinborough	NZ European	Māori	Pacific people	All others
Satisfied and very satisfied result	50%	46%	51%	50%	73% ↑	65%	33%

Q. And overall, how satisfied are you with how your complaint or query was handled? Use a 1-10 scale where 1 means 'very dissatisfied' and 10 means 'very satisfied'. Base size n=260

# COMMUNICATION WITH COUNCIL

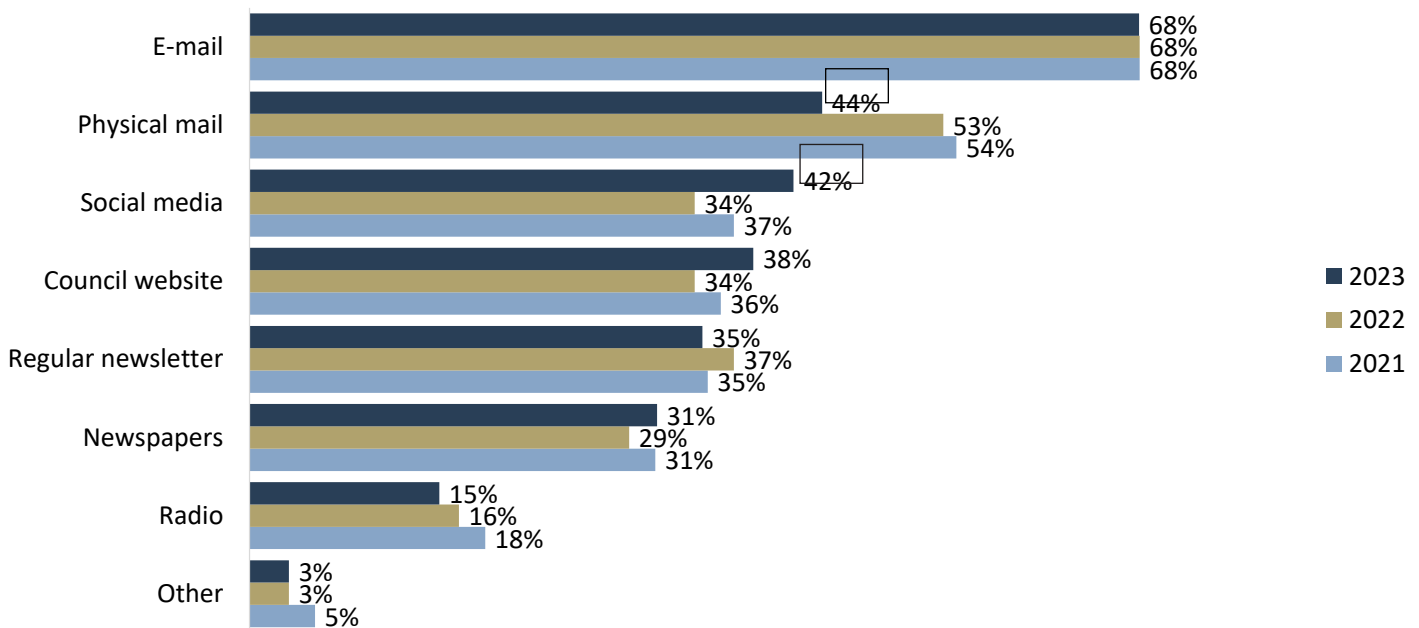
In 2023, the most preferred method of communication was email, with 68% of respondents choosing this method, consistent with the previous two years. Physical mail was preferred by 44% of respondents in 2023, a significant decrease from 53% in 2022 and 54% in 2021. Social media was preferred by 42% of respondents, a significant increase from 34% in 2022.

The Council website was the fourth most preferred method in 2023, chosen by 38% of respondents, an increase from 34% in 2022 and 36% in 2021.

Newspapers and regular newsletter were each chosen by 31% and 35% of respondents respectively in 2023, showing little change from the previous years. Radio was chosen by 15% of respondents in 2023, a slight decrease from 16% in 2022 and 18% in 2021.

Demographic differences are shown overleaf.

## COMMUNICATION PREFERENCE



Q. When Council needs to communicate information in regard to their activities, what channel would you prefer, please select all that apply? Base size n=593 (don't know responses removed).

The square box on the chart indicates this year's result is a statistically significant change from last year's result.

# COMMUNICATION WITH COUNCIL

## DEMOGRAPHIC DIFFERENCES

	Male	Female	18 to 34 years	35 to 49 years	50 to 64 years	65 to 79 years	80 years or older
E-mail	67%	69%	68%	73%	68%	65%	54%
Physical mail when needed	47%	41%	44%	46%	36% ↓	48%	55%
Social media	36% ↓	47% ↑	63% ↑	52% ↑	42%	20% ↓	12% ↓
Council website	37%	40%	33%	49% ↑	37%	37%	17% ↓
Regular newsletter	37%	33%	23% ↓	24% ↓	41% ↑	44% ↑	48%
Newspapers	31%	31%	26%	22% ↓	33%	41% ↑	41%
Radio	16%	13%	17%	19%	14%	10%	5%
Other	1%	3%	1%	1%	3%	3%	0%

	Greytown	Featherston	Martinborough	NZ European	Māori	Pacific people	All others
E-mail	69%	62% ↓	73%	69%	50% ↓	49%	68%
Physical mail when needed	37% ↓	50%	43%	43%	52%	57%	45%
Social media	31% ↓	43%	50% ↑	41%	52%	57%	38%
Council website	33%	43%	38%	37%	44%	87% ↑	44%
Regular newsletter	39%	31%	35%	35%	26%	43%	35%
Newspapers	34%	30%	30%	32%	32%	43%	20% ↓
Radio	12%	14%	17%	15%	12%	13%	10%
Other	2%	2%	2%	2%	2%	0%	4%

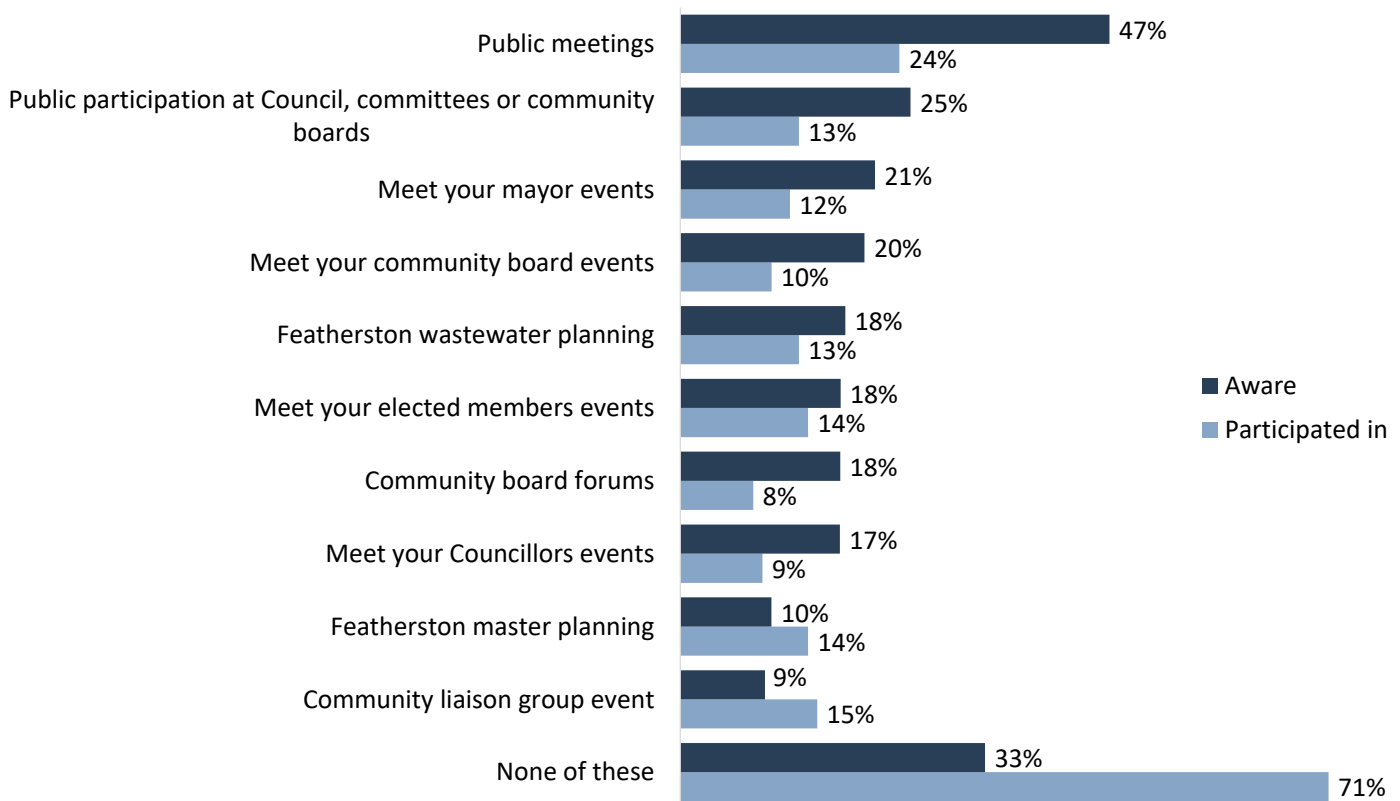
The arrow on the table indicates this result is statistically significantly different from the total level result.

# COMMUNICATION WITH COUNCIL

This year respondents were asked about their awareness and participation in Council events. The event with the highest awareness are public meetings (47%), public participation at Council, committees or community boards (25%) and meet your mayor events (21%). In terms of participation, 24% of those aware of public meetings indicated they have participated in them, 15% of those aware of community liaison group events have participated in them, and 14% of those aware of Featherston master planning have participated in them.

Notably, a third (33%) of respondents aren't aware of any of these events and 71% of those who are aware of at least one event haven't participated in any.

## AWARENESS OF, AND PARTICIPATION IN, EVENTS



Q.And which of the following are you aware that have occurred in the last 12 months? Base size n=600

Q.And which have you participated in? Base size n=411

# INTERACTIONS WITH COUNCIL SUMMARY

The survey results indicate a significant shift in the methods of interaction with the Council, with telephone becoming the most common method of contact in 2023. Despite this change, a majority of respondents continue to find interactions with the Council convenient. There has been a trend of decreasing satisfaction with interactions with the Council over the past three years.

In terms of communication preferences, email remains the most preferred method, with a notable increase in the preference for social media and a decrease in the preference for physical mail. The data also reveals a discrepancy between the awareness and participation levels in various events. While some events have high awareness levels, the participation rates are generally lower.

Discussion of the main concerns about interactions with Council are shown below. Comments from within the survey have been included to highlight the sentiment on these themes.

## COMMUNICATION METHODS AND CHANNELS

Many comments indicate dissatisfaction with the Council's communication methods. Respondents feel that the Council does not effectively disseminate information about meetings, events, or significant developments. They suggest that the Council should diversify its communication channels beyond social media and make better use of emails, newsletters, and local radio.

*"Too much reliance on Facebook to communicate. Not everyone is on Facebook."*

## INADEQUATE RESPONSE AND FOLLOW-UP

Respondents express frustration with the Council's perceived lack of responsiveness and follow-up on issues raised. They feel that their concerns are often ignored or not adequately addressed.

*"Staff are very pleasant when you phone and make a complaint. It is the follow-up action and subsequent actions to resolve the issues which needs to be addressed."*

## ACCESSIBILITY AND INCLUSION ISSUES

Respondents express a desire for more accessible and inclusive Council meetings. They suggest that meetings be held at various times and in different formats to accommodate different lifestyles and commitments.

*"More notification of meetings. Offer meetings during the day as well as at night, not everyone is comfortable coming out at night."*

## POSITIVE INTERACTIONS WITH STAFF

Despite the overall negative tone, some respondents share positive experiences with Council staff, particularly receptionists and library staff. They appreciate the helpfulness and pleasant demeanor of these staff members.

*"The ladies at reception are always very helpful."*

## DESIRE FOR DIRECT INVOLVEMENT AND PARTICIPATION

Some respondents express a desire for more direct involvement in Council matters. They want to be consulted on issues that affect them and have their opinions taken into account.

*"Having an advocacy approach could facilitate feedback e.g. having the ability to record verbal concerns rather than writing could allow greater feedback from the community. That could be a good use of technology available."*

# COMMUNICATION WITH COUNCIL



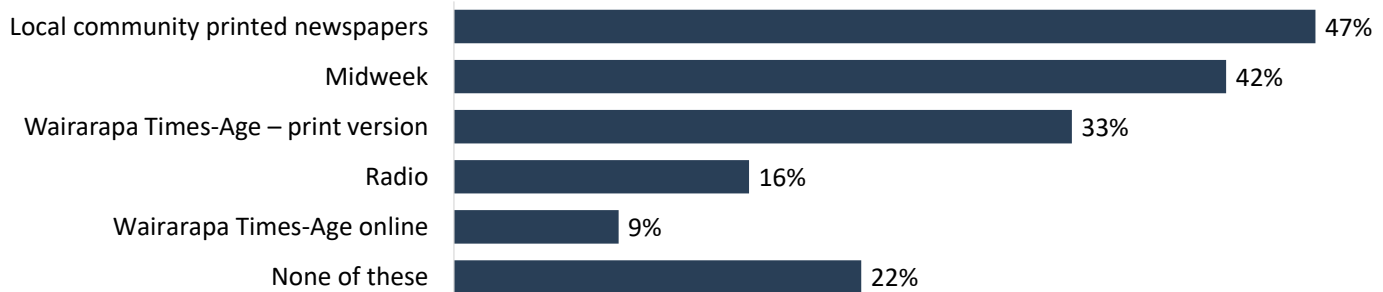
# COMMUNICATION PREFERENCE

In terms of traditional media, the most common source of information about Council was through local community printed newspapers, with 47% of respondents using this medium. This was followed by Midweek (42%), Wairarapa Times-Age – print version (33%), and radio (16%).

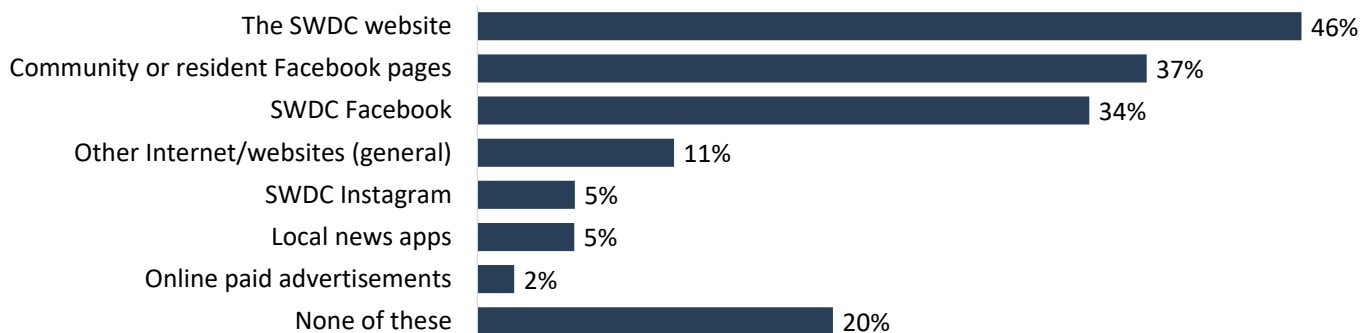
For online sources, the most common source of information was the SWDC website, with 46% of respondents using this medium. This was followed by community or resident Facebook pages (37%), and SWDC Facebook (34%).

When looking at direct from the Council, the most common source of information was rates invoice, with 66% of respondents receiving information this way. This was followed by SWDC flyers in the letterbox (30%), and personal contact with SWDC (13%). However, 18% of respondents indicated that they do not receive any information directly from the Council.

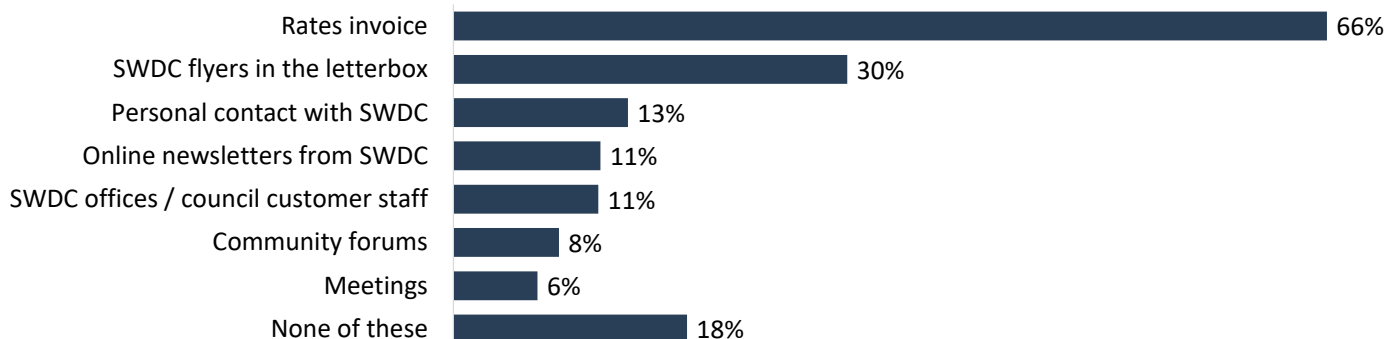
## TRADITIONAL MEDIA



## ONLINE



## DIRECT FROM SWDC



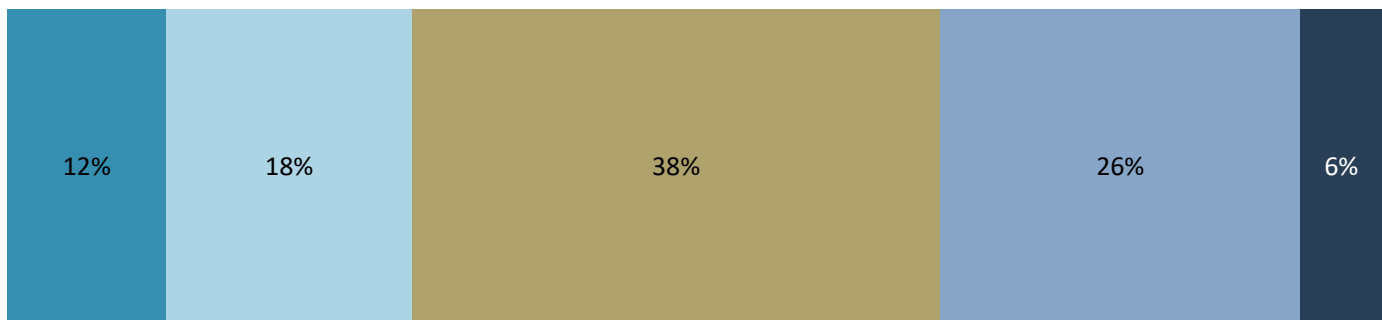
Q.Thinking about information about South Wairarapa District Council, where, or from whom, you get information about Council? n=600



# SATISFACTION WITH INFORMATION

The data shows that when it comes to satisfaction with information from the Council, the responses are quite mixed. A total of 32% of respondents report being satisfied (26%) or very satisfied (6%). However, there is a notable portion of respondents who express dissatisfaction, with 18% being dissatisfied and 12% being very dissatisfied. The largest group, making up 38% of respondents, remain neutral on their satisfaction with the information provided by the Council.

## SATISFACTION WITH INFORMATION FROM SWDC



■ Very dissatisfied (1-2) ■ Dissatisfied (3-4) ■ Neutral (5-6) ■ Satisfied (7-8) ■ Very satisfied (9-10)

## DEMOGRAPHIC DIFFERENCES (7-10 RESULT)

	Male	Female	18 to 34 years	35 to 49 years	50 to 64 years	65 to 79 years	80 years or older
Satisfied and very satisfied result	32%	32%	24%	26%	31%	42% ↑	52% ↑

	Greytown	Featherston	Martinborough	NZ European	Māori	Pacific people	All others
Satisfied and very satisfied result	37%	30%	30%	33%	24%	49%	34%

Q.And overall, how satisfied are you with the information you get from South Wairarapa District Council? Base size n=578 (don't know responses removed).  
The arrow on the table indicates this result is statistically significantly different from the total level result.

# COMMUNICATION WITH COUNCIL SUMMARY

The survey results reveal a diverse range of sources through which respondents receive information about the Council, with traditional media, particularly local community printed newspapers, and online platforms, especially the SWDC website, being significant. Direct communication from the Council, primarily through rates invoices, is another common source of information. However, a notable portion of respondents indicated that they do not receive any information directly from the Council. In terms of satisfaction, responses are mixed. While a third of respondents express satisfaction with the information provided by the Council, a substantial portion report dissatisfaction, and the largest group remains neutral.

Discussion of the main concerns about communication with Council are shown below. Comments from within the survey have been included to highlight the sentiment on these themes.

## TWO-WAY COMMUNICATION AND TRANSPARENCY

Many comments highlight the importance of having open meetings and real two-way communication between the public and the Council. It is emphasised that communication should not be one-sided or hierarchical, but rather inclusive and interactive.

*“It saves problems to have a real two-way communication between public and Council that is an open meeting with the public time to time not just informing the public in a boss to subordinate way...”*

## EFFECTIVE USE OF DIGITAL PLATFORMS

The use of social media and the Council’s website is praised in some comments, especially in relation to providing timely information during weather events. However, there are also suggestions for improvement, such as more detailed information and real-time updates on road closures.

*“The social media pages have been great considering the weather events we have experienced in the past.”*

*“During the winter, when we need to know if the Waihenga Bridge is closed, we used to have to rely on the Kitchener’s Facebook page. However now the Council website has this information too.”*

## ADDRESSING SPECIFIC ISSUES AND CONCERNS

Comments highlight the need for better communication regarding specific issues, such as road conditions, resource consents, and flooding. There is a desire for more transparency, information sharing, and proactive communication from the Council.

*“Tell us about all significant resource consent applications, even if not notified... All of these I found out about afterwards. Not good enough.”*

## DIVERSIFICATION OF COMMUNICATION CHANNELS

While some residents prefer traditional methods like mail and local newspapers, there is also a demand for a variety of communication channels, including email newsletters, online updates, and video coverage. The importance of catering to different demographics and preferences is emphasised.

*“In this digital age communication is easy. Regular SWDC updates and info direct to my inbox is my preferred option. I do not want to receive updates via social media, or any other printed publications.”*

# OVERALL PERFORMANCE

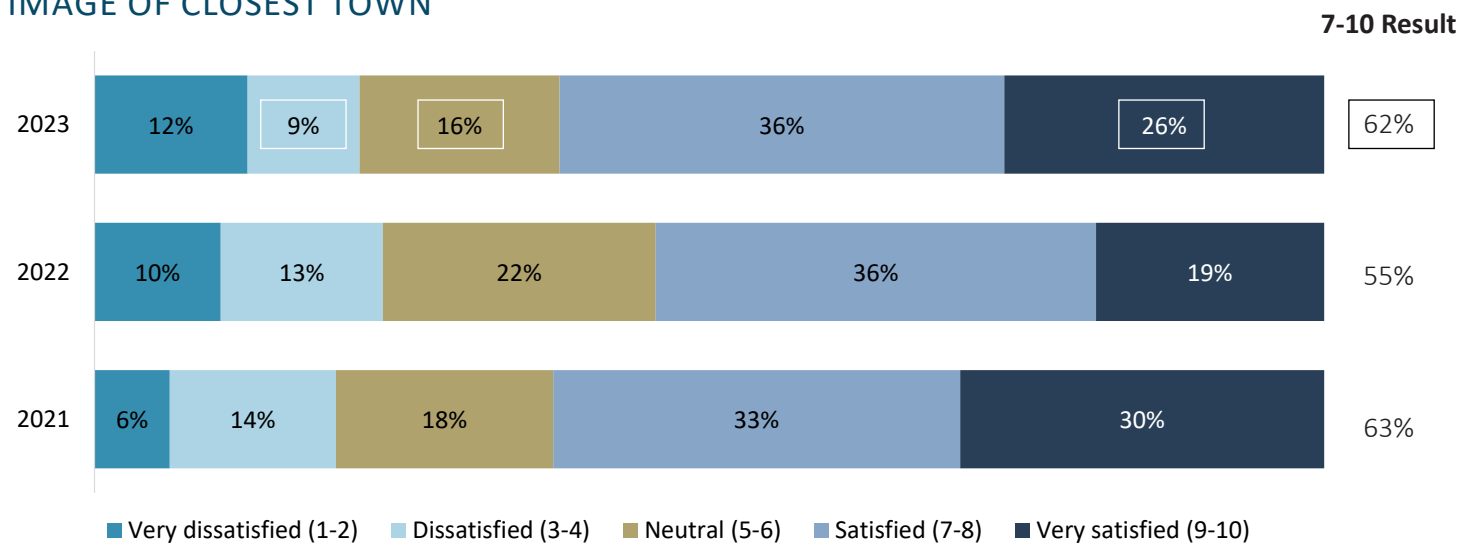


# OVERALL PERFORMANCE

In 2023, the image of the closest town was viewed positively by a majority of respondents, with 62% indicating they were either satisfied (36%) or very satisfied (26%). This represents a significant increase in satisfaction compared to 2022, and a slight decrease from 2021's 63%.

However, there remains a proportion of respondents who hold negative views. Specifically, 21% of respondents were either dissatisfied (9%) or very dissatisfied (12%) with the image of their closest town. This is a 2% decrease in dissatisfaction from 2022, but a 1% increase from 2021.

## IMAGE OF CLOSEST TOWN



## DEMOGRAPHIC DIFFERENCES (7-10 RESULT)

	Male	Female	18 to 34 years	35 to 49 years	50 to 64 years	65 to 79 years	80 years or older
Satisfied and very satisfied result	61%	63%	62%	50% ↓	65%	71% ↑	67%

	Greytown	Featherston	Martinborough	NZ European	Māori	Pacific people	All others
Satisfied and very satisfied result	87% ↑	27% ↓	76% ↑	62%	52%	27%	59%

Q. On the scale from 1-10 where 1 is very dissatisfied and 10 is very satisfied, how satisfied are you with the image of the closest town centre? Base size n=546 (don't know responses removed)

The square box on the chart indicates this year's result is a statistically significant change from last year's result.

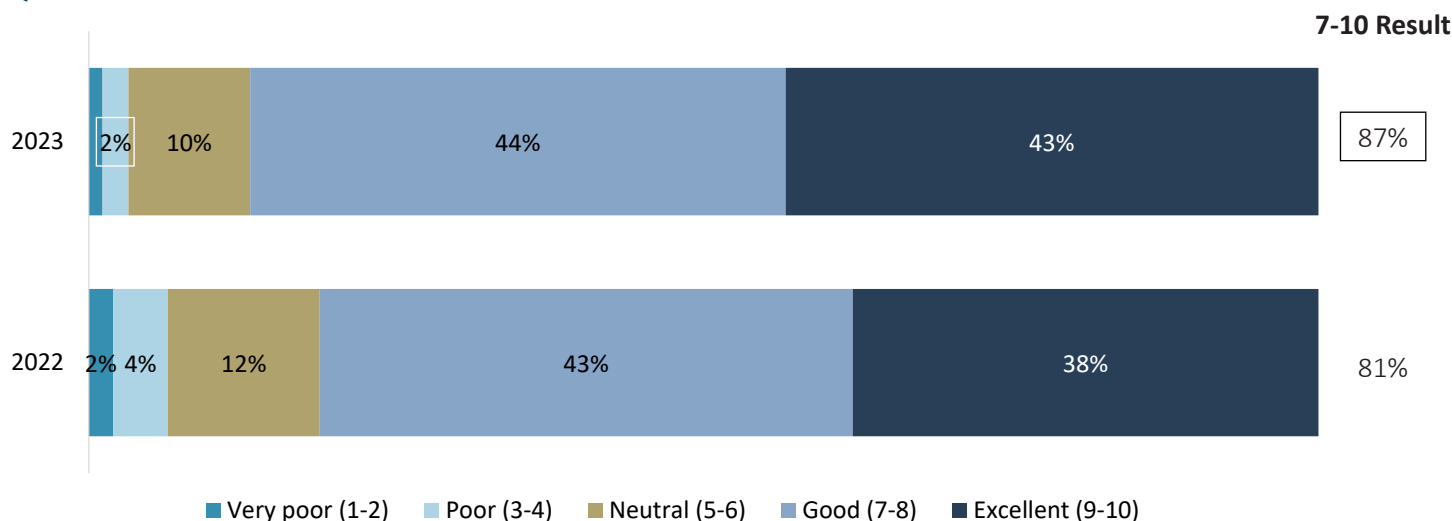
The arrow on the table indicates this result is statistically significantly different from the total level result.

# OVERALL PERFORMANCE

In the most recent data, a significant majority of respondents reported a positive quality of life, with 44% rating it as good and 43% rating it as excellent. This means that a total of 87% of respondents view their quality of life positively, a significant increase from last year's result.

A small proportion of respondents expressed a negative view of their quality of life, with 2% rating it as poor and 1% rating it as very poor, this is a decrease from last year's dissatisfied result of 6%.

## QUALITY OF LIFE



## DEMOGRAPHIC DIFFERENCES (7-10 RESULT)

	Male	Female	18 to 34 years	35 to 49 years	50 to 64 years	65 to 79 years	80 years or older
Good and excellent result	86%	88%	77% ↓	89%	85%	94% ↑	89%

	Greytown	Featherston	Martinborough	NZ European	Māori	Pacific people	All others
Good and excellent result	90%	84%	87%	89% ↑	76% ↓	77%	76% ↓

Q. On a scale of 1 to 10 where 1 is 'extremely poor' and 10 is 'excellent', how would you rate the overall quality of your life? Base size n=592 (don't know responses removed)  
 The square box on the chart indicates this year's result is a statistically significant change from last year's result.  
 The arrow on the table indicates this result is statistically significantly different from the total level result.

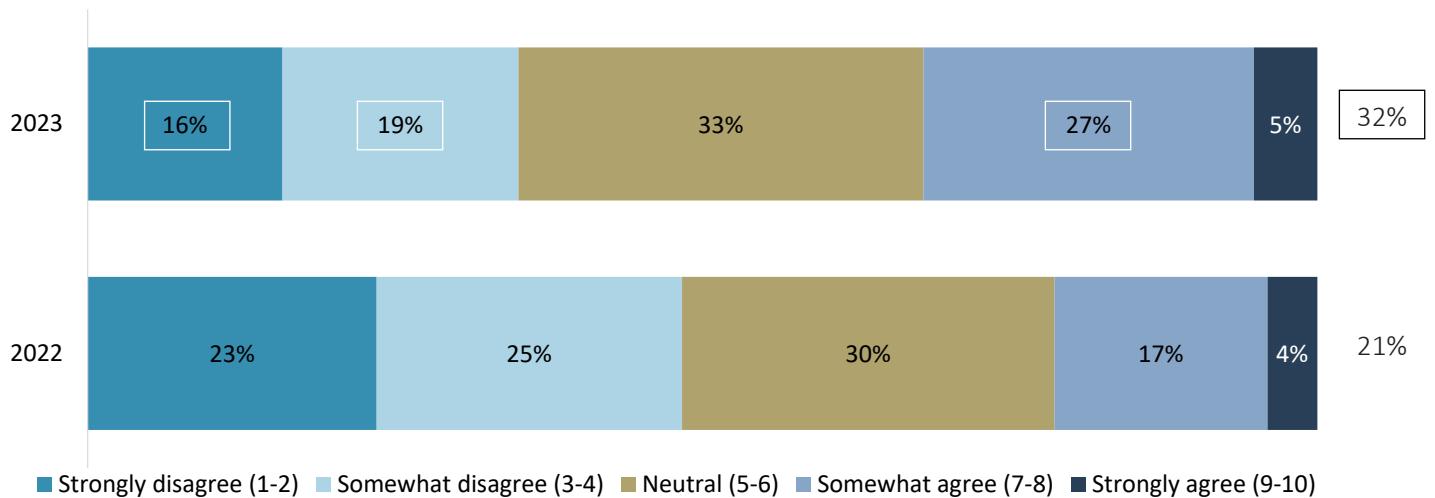
# OVERALL PERFORMANCE

In 2023, 32% of respondents expressed agreement that their district is going in the right direction, with 27% somewhat agreeing and 5% strongly agreeing. This year's result is a significant increase from last year's result of 21%

However, 35% of respondents expressed disagreement, with 19% somewhat disagreeing and 16% strongly disagreeing. Overall dissatisfaction has decreased from 48% in 2022.

## CONFIDENT DISTRICT IS GOING IN RIGHT DIRECTION

7-10 Result



## DEMOGRAPHIC DIFFERENCES (7-10 RESULT)

	Male	Female	18 to 34 years	35 to 49 years	50 to 64 years	65 to 79 years	80 years or older
Somewhat agree and strongly agree result	31%	33%	31%	20% ↓	28%	48% ↑	49% ↑

	Greytown	Featherston	Martinborough	NZ European	Māori	Pacific people	All others
Somewhat agree and strongly agree result	48% ↑	20% ↓	30%	33%	31%	23%	29%

Q. On a scale of 1 to 10 where 1 is 'strongly disagree' and 10 is 'strongly agree', how strongly do you agree or disagree with the following statement about the District? You're confident that the district is going in the right direction. Base size n=562 (don't know responses removed)

The square box on the chart indicates this year's result is a statistically significant change from last year's result.

The arrow on the table indicates this result is statistically significantly different from the total level result.

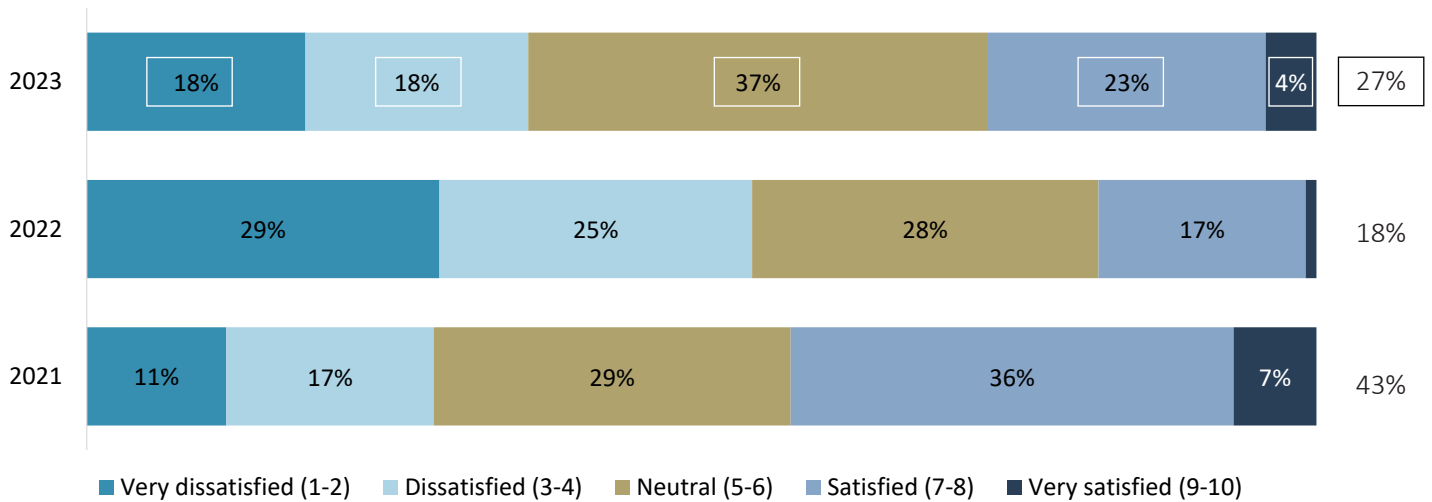
# OVERALL PERFORMANCE

In 2023, 27% of respondents reported being satisfied with the Council, with 23% satisfied and 4% very satisfied. This is a significant increase from last year's result of 18% however, it is a decrease from 43% overall satisfaction in 2021.

This year, 36% of respondents expressed dissatisfaction, with 18% being dissatisfied and another 18% being very dissatisfied. Dissatisfaction has decreased from 54% in 2022 however, it has increased from 28% in 2021.

## OVERALL SATISFACTION WITH COUNCIL

7-10 Result



## DEMOGRAPHIC DIFFERENCES (7-10 RESULT)

	Male	Female	18 to 34 years	35 to 49 years	50 to 64 years	65 to 79 years	80 years or older
Satisfied and very satisfied result	27%	27%	21%	15% ↓	22%	43% ↑	57% ↑

	Greytown	Featherston	Martinborough	NZ European	Māori	Pacific people	All others
Satisfied and very satisfied result	35% ↑	22%	24%	26%	29%	23%	29%

Q. And thinking about everything we have discussed about the Council, how would you rate your overall satisfaction with the South Wairarapa District Council? Base size n=572 (don't know responses removed)

The square box on the chart indicates this year's result is a statistically significant change from last year's result.

The arrow on the table indicates this result is statistically significantly different from the total level result.

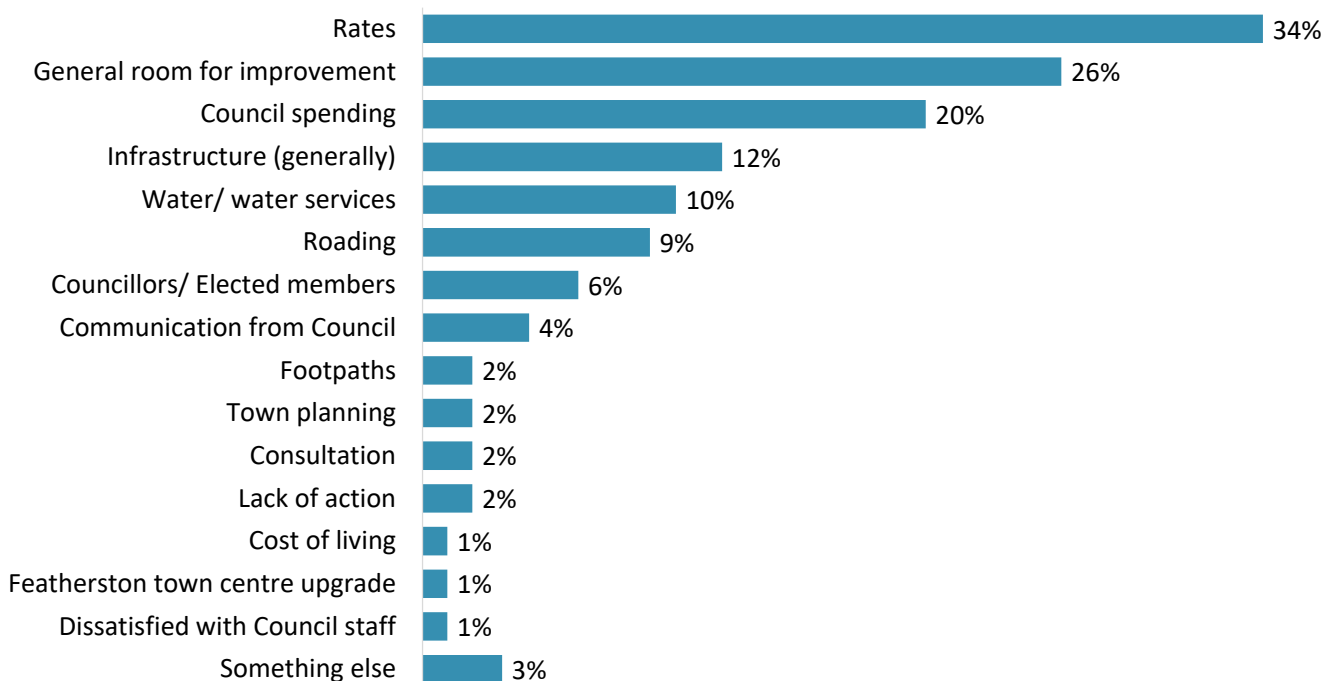
# OVERALL PERFORMANCE

The most frequently cited reason for dissatisfaction with Council is rates, with 34% of those who rated their overall satisfaction as very dissatisfied or dissatisfied mentioning this as a reason. This is followed by a general room for improvement, mentioned by 26% of the dissatisfied respondents.

Council spending is another significant area of concern, mentioned by 20% of the dissatisfied respondents. Infrastructure, in general, is a concern for 12% of these respondents, while water services and roading are issues for 10% and 9% respectively.

The performance of Councillors and elected members is a concern for 6% of the dissatisfied respondents. Communication from the Council is another area where improvements could be made, as indicated by 4% of these respondents.

## REASONS FOR DISSATISFACTION (1-4 RATING) WITH COUNCIL PERFORMANCE



Q. Why do you say that? Base size n=172



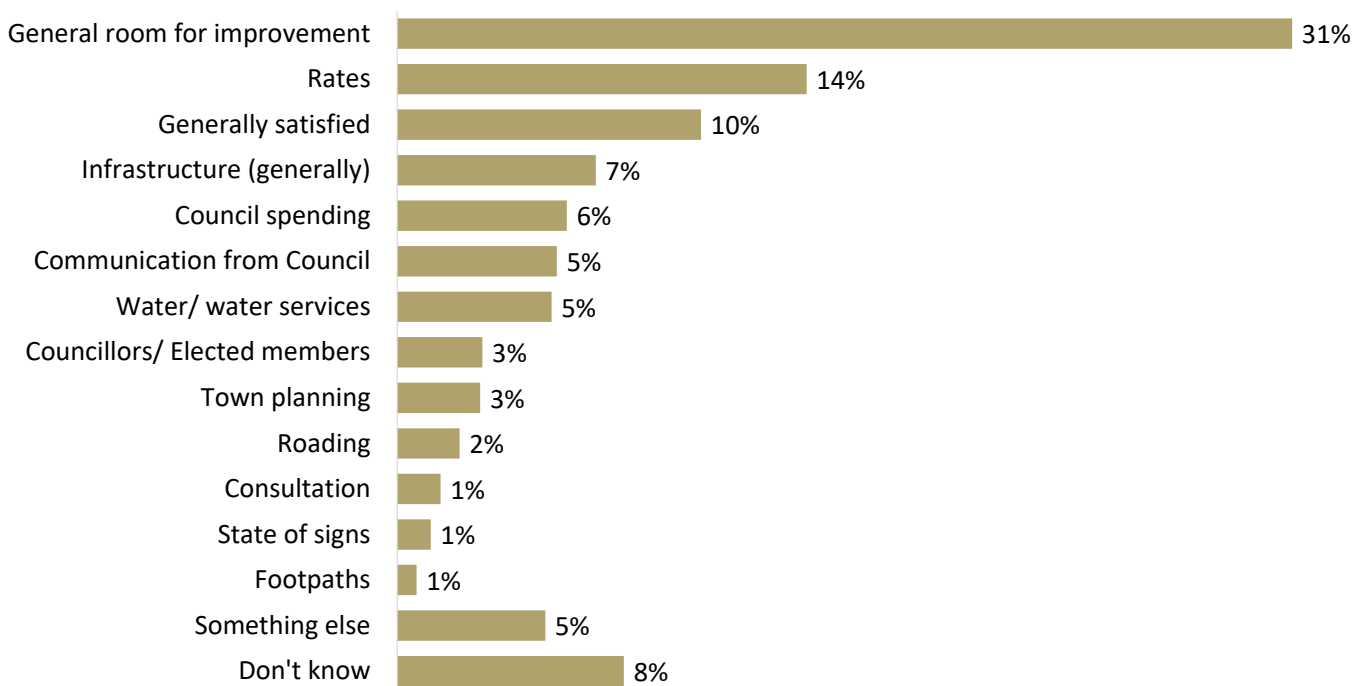
# OVERALL PERFORMANCE

The most common reason for a neutral rating with Council’s performance overall, cited by 31% of those who gave a neutral rating, is a general room for improvement. This is followed by rates, which is a concern for 14% of the neutral respondents.

While 10% of these respondents indicate they are generally satisfied, they still hold a neutral stance, suggesting that while they don’t have major issues with the Council, there are areas they believe could be improved.

Infrastructure, in general, is a concern for 7% of the neutral respondents, while Council spending is an issue for 6%. Communication from the Council and water services are both areas of concern for 5% of these respondents.

## REASONS FOR NEUTRAL RATING (5-6 RATING) FOR COUNCIL PERFORMANCE



Q. Why do you say that? Base size n=214

# OVERALL PERFORMANCE

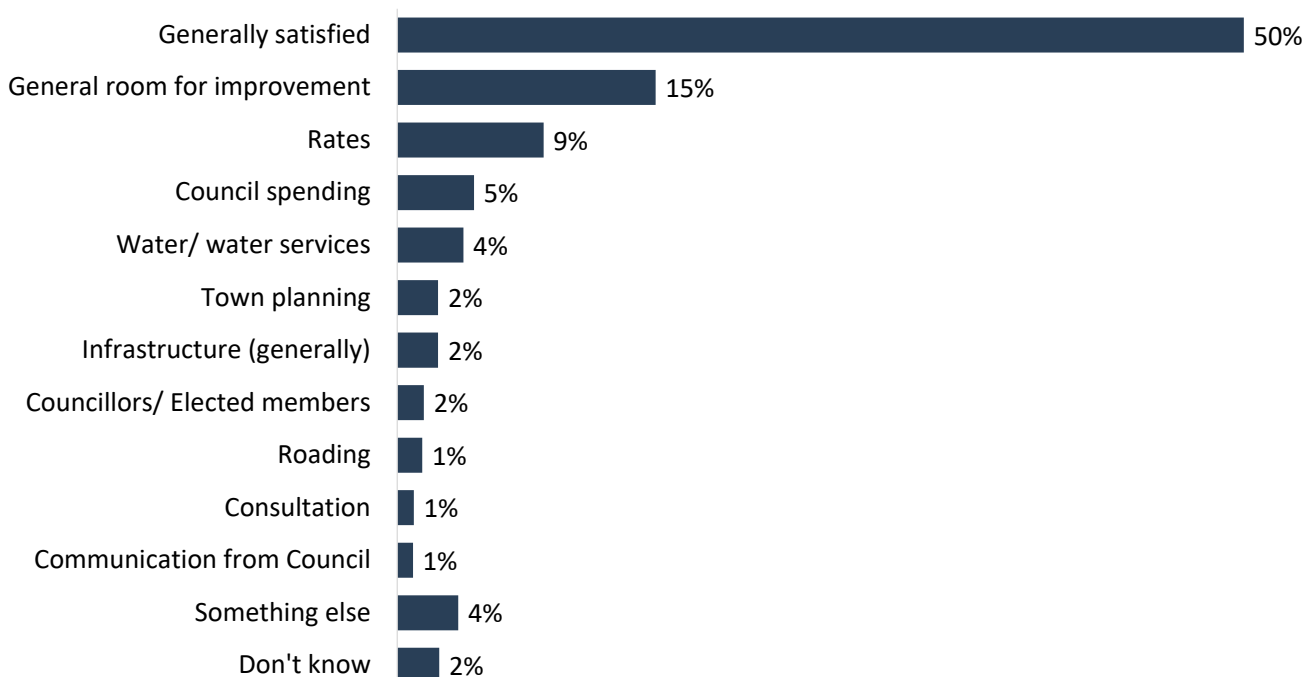
A significant 50% of those who gave a satisfied rating are generally satisfied with the Council’s performance, indicating a broad approval of the Council’s actions and decisions.

The second most common reason, cited by 15% of the satisfied respondents, is a general room for improvement. This suggests that while these respondents are satisfied overall, they acknowledge that there are areas where the Council could enhance its performance.

Rates are a notable factor for 9% of the satisfied respondents while Council spending is also positively viewed by 5% of these respondents.

Water services and infrastructure, in general, each contribute to the satisfaction of 4% and 2% of these respondents respectively. Councillors and elected members, town planning, and roading each play a role in the satisfaction of 1-2% of these respondents.

## REASONS FOR SATISFACTION (7-10 RATING) WITH COUNCIL PERFORMANCE



Q.Why do you say that? Base size n=186

# OVERALL PERFORMANCE SUMMARY

The survey results reveal a mixed perception of the Council and the direction of the district. While there is a significant portion of respondents who express satisfaction with the Council and agree that the district is heading in the right direction, a notable proportion express dissatisfaction and disagreement. Rates, Council spending, and infrastructure are key areas of concern for those dissatisfied, while those satisfied often cite general approval of the Council's actions and decisions. Despite the increase in satisfaction from the previous year, the data suggests that further efforts are needed to address the concerns of those who are dissatisfied and to enhance the overall perception of the Council and the district's direction.

In terms of quality of life and the image of the closest town, the majority of respondents express positive views. Satisfaction with the image of the closest town has seen a year-on-year increase, and a significant majority report a positive quality of life. The data also reveals a trend of increasing satisfaction with the quality of life over the past year, indicating an overall improvement in the perceived quality of life among respondents.

Discussion of the main concerns about overall performance are shown below. Comments from within the survey have been included to highlight the sentiment on these themes.

## RATE INCREASES, FINANCIAL MANAGEMENT, AND TRANSPARENCY

The comments express concerns about the increase in rates, mismanagement of funds, and the need for more transparency and accountability in financial decision-making.

*"Why are the Council penalising rural rate payers? Our rates have increased 70% in three years because of mismanagement within Council."*

## INFRASTRUCTURE, BASIC SERVICES, AND ENVIRONMENT

There is a call for prioritizing core services such as water, sewage, roads, footpaths, and lighting. Some comments highlight the poor condition of rural roads and the lack of amenities despite high rates. The importance of

sustainable practices and considering the limited resources of the planet is also mentioned.

*"Start providing us with the services we are paying for - get back to basics - we used to tarseal rural roads to improve roading; they now struggle to grade the roads, let alone put any metal on them."*

## LEADERSHIP, GOVERNANCE, AND COMMUNICATION:

Several comments criticise the Council's leadership, concerns about staffing levels and salaries, and calls for better decision-making, transparency, and engagement with the community. Improved communication through social media, email, and regular updates is also emphasised.

*"Remind them that they are elected to serve their employees, the ratepayer, and not believing that the ratepayers are there to serve them."*

## COMMUNITY ENGAGEMENT AND CONSULTATION

The need for improved communication, more community consultation, and better responsiveness to ratepayers' concerns is highlighted in the comments.

*"I'm sure it's a tough job - thanks for your work. It would be great to have more updates on social media and email. The rates seem very high, and would love to know more about why."*

## COMMUNITY PRIDE AND IMPROVEMENT

Some comments express a desire for the Council to take actions that improve the overall appearance and livability of the community, including maintaining cleanliness in public spaces, addressing graffiti, and investing in the beautification of certain areas.

*"Get the streets cleaned up outside town hall and generally on the footpaths. They are a disgraceful."*

## RURAL CONCERNS AND REPRESENTATION

Some comments highlight the need for better representation and attention to the needs of rural communities, including maintaining good rural roads, supporting agriculture and horticulture, and addressing the impact of Council decisions on rural ratepayers.

*"We are very unhappy with the proposed rates and the impact on rural ratepayers, especially considering that we don't get many services."*

# CIVIL DEFENCE

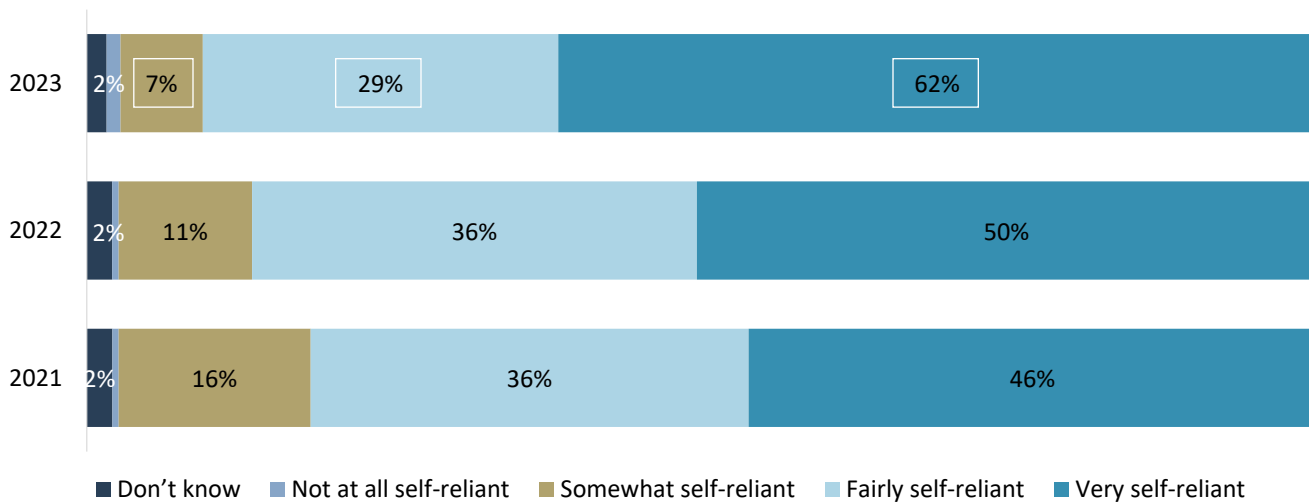


# CIVIL DEFENCE

In 2023, a significant majority of respondents, 91%, reported feeling self-reliant, with 62% feeling very self-reliant and 29% feeling fairly self-reliant.

On the other hand, a small proportion of respondents, 8%, expressed feeling less self-reliant, with 7% feeling somewhat self-reliant and 1% feeling not at all self-reliant. A further 2% of respondents were unsure about their level of self-reliance. Compared to the previous years, there has been a noticeable increase in the proportion of respondents who feel very self-reliant, and a decrease in those who feel somewhat or not at all self-reliant. This suggests an overall improvement in the perceived self-reliance among the respondents in the event of a natural disaster.

## SELF-RELIANCE



## DEMOGRAPHIC DIFFERENCES

	Male	Female	18 to 34 years	35 to 49 years	50 to 64 years	65 to 79 years	80 years or older
Very and fairly self-reliant result	91%	91%	83% ↓	92%	94%	92%	83%

	Greytown	Featherston	Martinborough	NZ European	Māori	Pacific people	All others
Very and fairly self-reliant result	90%	90%	93%	92% ↑	81% ↓	100%	81% ↓

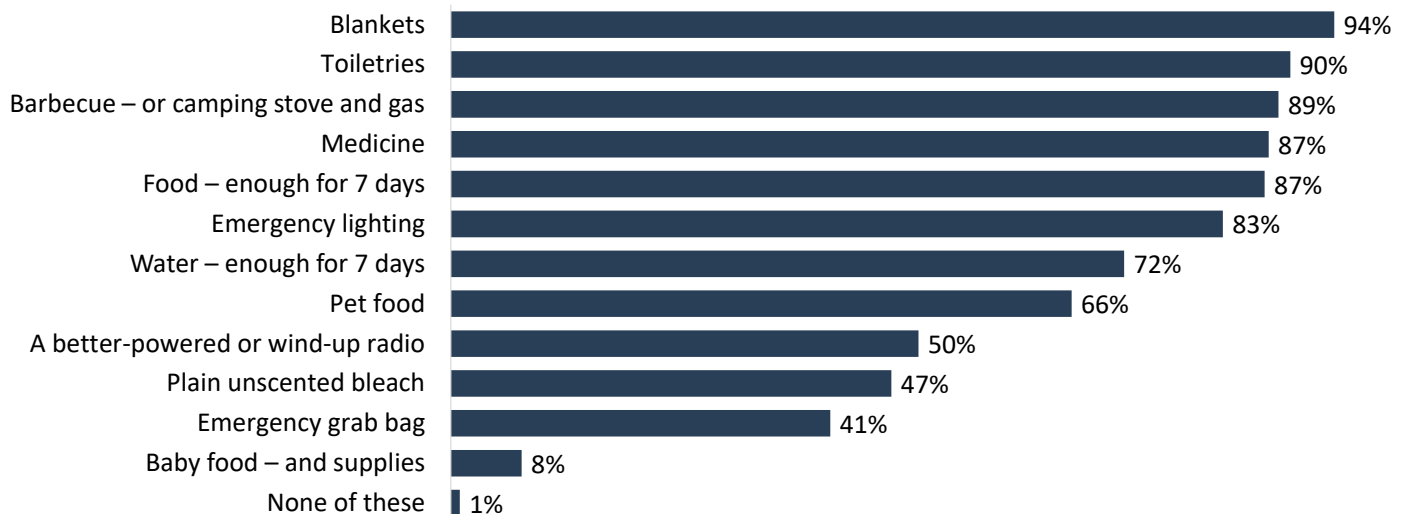
Q.How self-reliant do you believe you have to be in the event of a major civil defence emergency? Base size n=600  
 The square box on the chart indicates this year's result is a statistically significant change from last year's result.  
 The arrow on the table indicates this result is statistically significantly different from the total level result.

# CIVIL DEFENCE

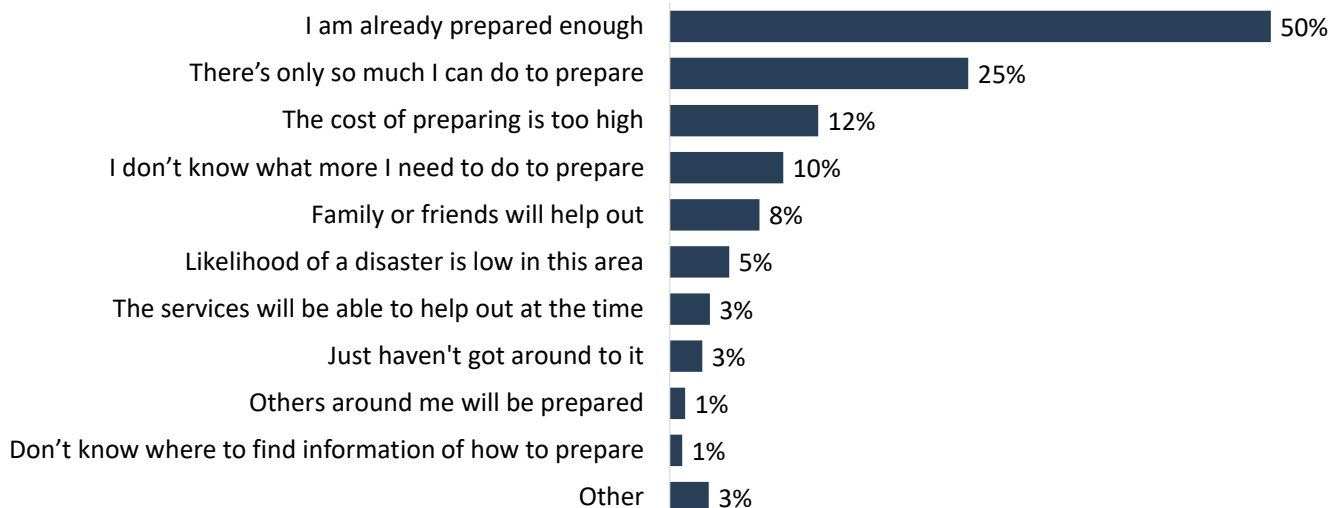
In terms of preparation, the majority of respondents have made significant preparations for an emergency at home. The most common preparations include having blankets (94%), toiletries (90%), a barbecue or camping stove and gas (89%), and enough food and medicine for 7 days (87% each). However, fewer respondents have an emergency grab bag (41%) or plain unscented bleach (47%).

Regarding barriers to preparation, the most common barrier reported by respondents is the belief that they are already prepared enough (50%). This is followed by the sentiment that there's only so much they can do to prepare (25%). The cost of preparing is too high for 12% of respondents, and 10% don't know what more they need to do to prepare. Fewer respondents cited barriers such as the low likelihood of a disaster in their area (5%), reliance on family or friends (8%), or lack of information on how to prepare (1%).

## PREPARATION



## BARRIERS TO PREPARATION



Q.Which of the following do you have at home? Base size n=600

Q.What barriers do you have that prevent you from being prepared in an emergency? Base size n=600

# CIVIL DEFENCE

Thirty percent of respondents experienced a severe weather event in the past 12 months. Of these affected respondents, 16% reached out to the Council for assistance or support during this period.

However, the satisfaction levels with the Council's response to these severe weather events were mixed. A significant proportion of respondents were not satisfied with the Council's response, with 52% reporting that they were very dissatisfied and an additional 23% being dissatisfied. On the other hand, a smaller proportion of respondents were satisfied with the Council's response. Specifically, 9% were satisfied and 11% were very satisfied.

## SATISFACTION WITH RESPONSE



■ Very dissatisfied (1-2)
 ■ Dissatisfied (3-4)
 ■ Neutral (5-6)
 ■ Satisfied (7-8)
 ■ Very satisfied (9-10)

# CIVIL DEFENCE SUMMARY

The survey results indicate a high level of self-reliance among respondents in the event of a natural disaster, with a significant majority reporting feeling very or fairly self-reliant. This sense of self-reliance has increased compared to previous years, suggesting an overall improvement in respondents' perceived ability to handle a natural disaster. However, a small proportion of respondents still express feeling less self-reliant, indicating a need for continued efforts to enhance disaster preparedness.

In terms of emergency preparedness, most respondents have made significant preparations, including having blankets, toiletries, a barbecue or camping stove with gas, and enough food and medicine for seven days. However, fewer respondents have an emergency grab bag or plain unscented bleach. The most common barrier to further preparation is the belief that they are already prepared enough, followed by the sentiment that there's only so much they can do to prepare. The cost of preparing and lack of knowledge about what more they need to do also prevent some respondents from being fully prepared. These findings suggest that while many respondents are well-prepared for an emergency, there are still barriers that need to be addressed to ensure full preparedness.

Regarding severe weather events, a portion of residents experienced such an event in the past year, and a subset of these reached out to the Council for assistance. However, satisfaction with the Council's response was mixed, with a significant proportion expressing dissatisfaction.

Discussion of the main concerns about civil defence are shown below. Comments from within the survey have been included to highlight the sentiment on these themes.

## DISFUNCTION OF CENTRAL GOVERNMENT AND THE NEED FOR LOCAL GOVERNMENT INVOLVEMENT

Respondents express frustration with the central government's response and highlight the importance of local government taking initiative and establishing networks of local people to aid in emergencies.

*"Central Government in NZ is currently somewhat dysfunctional. So it is important for local government to establish a network of local people with a willingness to help..."*

## LACK OF COMMUNICATION AND COORDINATION

Many comments emphasise the need for improved communication and coordination between local government, emergency services, and the community. There is a desire for clearer instructions, better access to information, and efficient road updates during emergencies.

*"Better communication/integration on communications from councils and NZTA in the event of road closures..."*

## INSUFFICIENT PREPARATION AND SUPPORT FOR EMERGENCIES

Some respondents express concerns about the level of preparedness at both the individual and community levels. There is a desire for more training, community sessions, and accessible supplies at fair prices. Some express disappointment in the response from Civil Defence and lack of support during previous events.

*"The Council didn't do anything when I rang... they didn't seem to believe me... or care."*

## VULNERABILITY OF SPECIFIC GROUPS

The elderly, less mobile individuals, and those without nearby family or friends express concerns about their ability to access help and support during emergencies. There is a call for the Council to prioritise the needs of these vulnerable populations.

*"How can we elderly and less mobile without family or friends nearby get the help we may need."*

## INADEQUATE INFRASTRUCTURE AND MAINTENANCE

Several comments highlight issues with infrastructure, such as road repairs, inadequate evacuation routes, and unreliable power supply during emergencies. There is a call for better maintenance, upgrades, and backup systems.

*"How long does it take to repair a slip that took out road..."*

## RECOGNITION OF SUCCESS AND EFFECTIVENESS

While there are criticisms, some comments acknowledge the positive efforts of civil defense, particularly at the national level and the effectiveness of local marae in relief efforts.

*"No I think they do a great job. They are well prepared in this area for what is going on."*



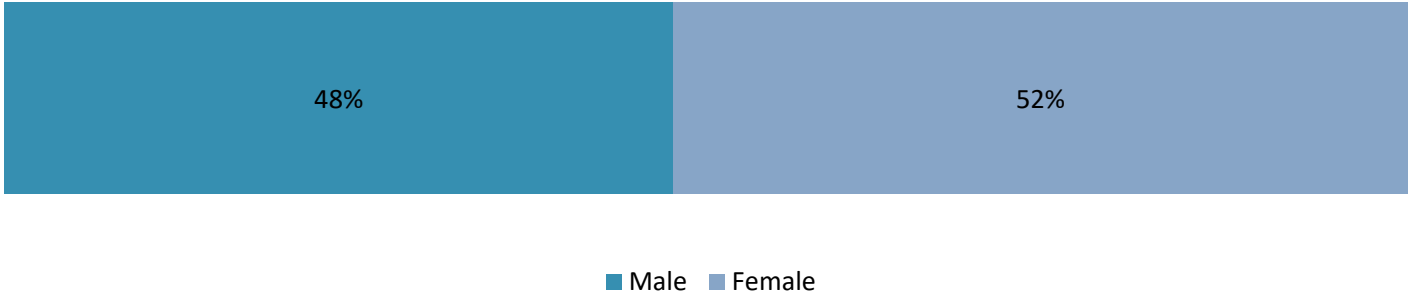
# DEMOGRAPHICS



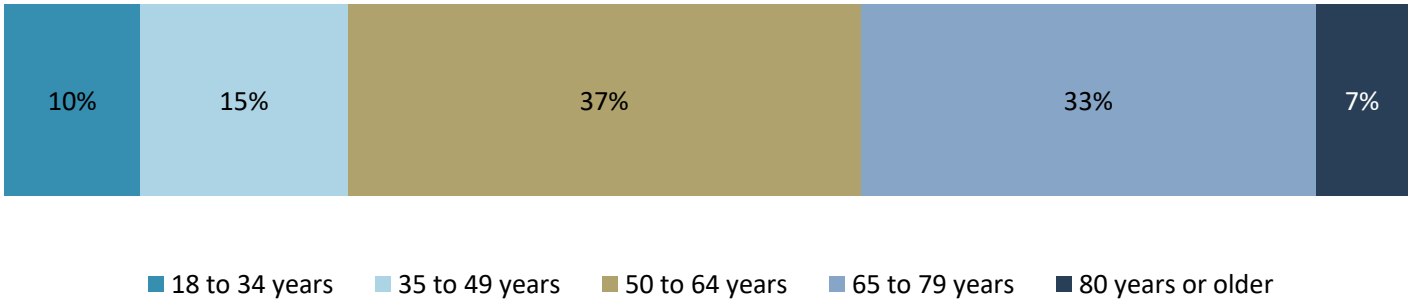
# OUR DISTRICT

The results shown on this page are unweighted results.

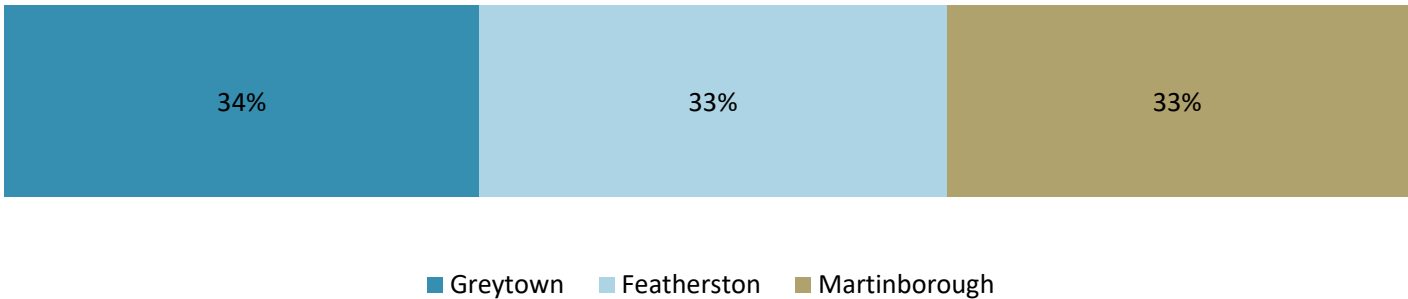
## GENDER



## AGE



## AREA

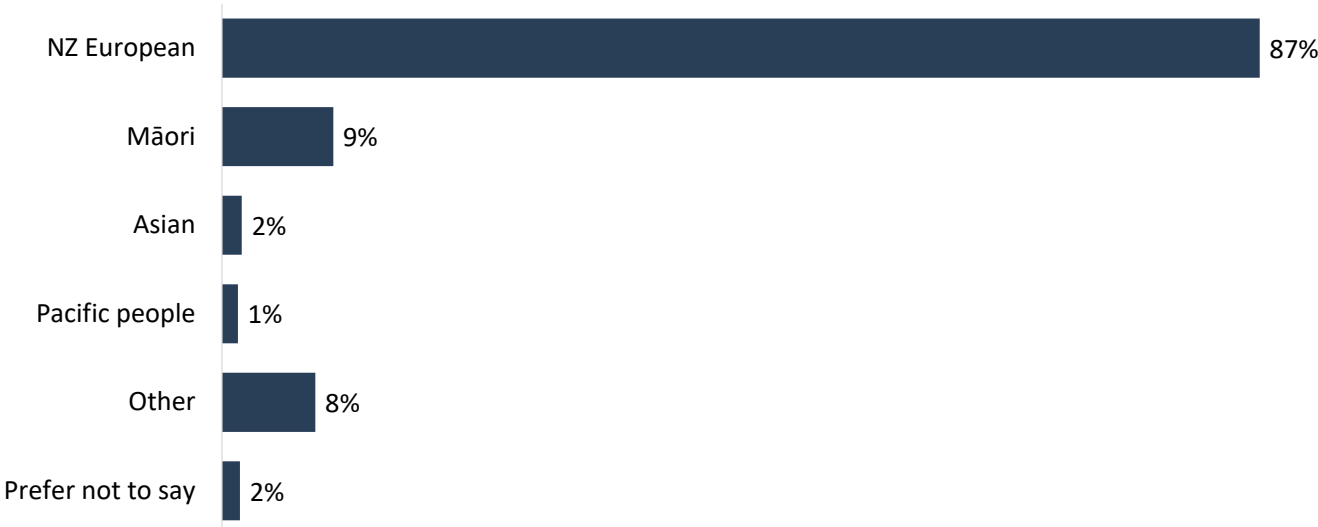


Q.Are you...? Base size n=600  
 Q.Which age group do you belong to? Base size n=600  
 Q.Which of the following wards best describes where you live? Base size n=600

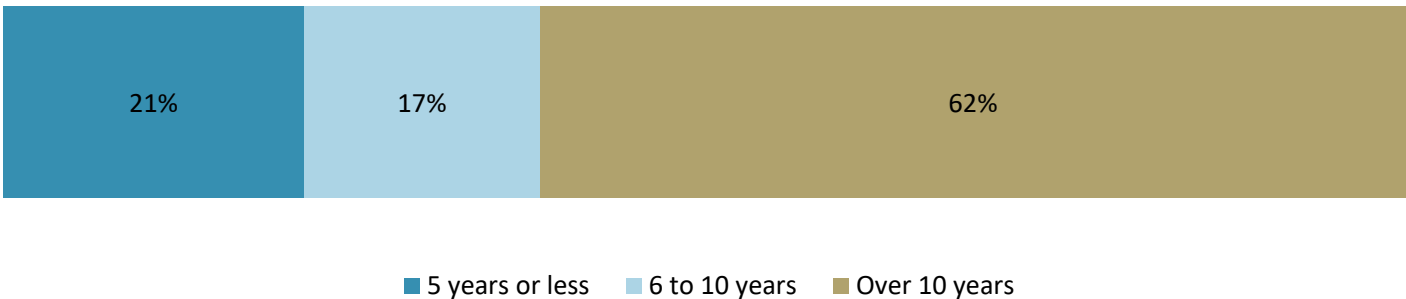
# OUR DISTRICT

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## ETHNICITY



## TENURE

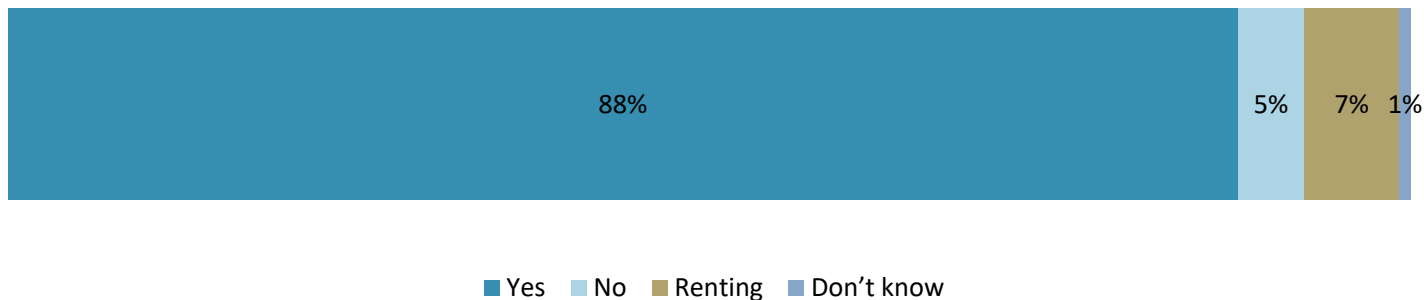


Q.Which ethnic groups do you identify with? Please indicate all the ethnicities. Base size n=600  
Q.About how many years have you lived in the South Wairarapa district? Base size n=600

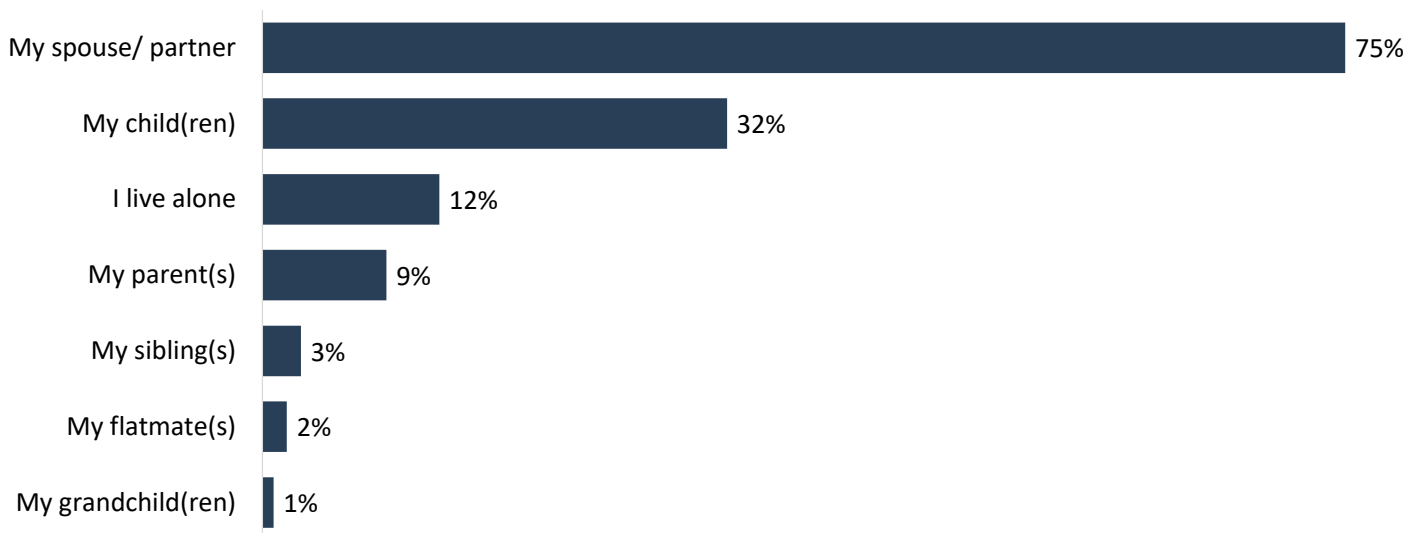
# OUR DISTRICT

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## RATEPAYER



## HOUSEHOLD



Q.Do you, or a member of your household, pay rates on a property in the district? Base size n=600  
 Q.Which of the following best describes who lives in your house? Base size n=600



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## **Council Action Items Report**

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### **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 be remain in a master register but no longer reported on. Procedural resolutions are not reported on.

### **3. Appendices**

Appendix 1 – Action Items to 2 August 2023

Contact Officer: Amy Andersen, Committee Advisor

Reviewed By: Paul Gardner, Interim Chief Executive Officer

# **Appendix 1 – Action Items to 2 August 2023**

Number	Raised Date	Responsible Manager	Action or Task details	Open	Notes
739	10-Feb-21	R O'Leary	<p>COUNCIL RESOLVED (DC2021/07):</p> <ol style="list-style-type: none"> <li>To receive the Recommendations from Planning and Regulatory Committee Report. (Moved Cr Fox/Seconded Cr Hay) Carried</li> <li>To endorse the methodology used to establish the value of a 7000m2 section of legal, unformed road reserve (part of Hickson Street) contained within the property at 185 Boundary Road, Featherston.</li> <li>To agree to sell and transfer that section of road to the owner of 185 Boundary Road, Featherston for the price of \$53,550 and all other costs relating to the stopping of the road, sale, and transfer to be met by the purchaser.</li> <li>To stop that section of road in accordance with Section 342 and Schedule 10 of the Local Government Act 1974. (Moved Cr West/Seconded Cr Vickery) Carried</li> </ol>	Open	<p>31/3/21: Council decision presented to owner for consideration.  12/11/21: Officers to check in with owners on their intention.  29/03/2022: Still progressing in terms of payment considerations by purchaser.  06/04/22: Officers to make contact with owners.  11/05/22: Officers awaiting response from the owners. Email sent 05/05/22.  20/06/22: No new updates.  30/06/22: Officer update at DC meeting - contact made with resident via letters, meetings, emails. Members requested further contact giving a timeframe for response and the proposal of a payment plan.  8/07/22: Further payment request has been sent to owner seeking payment for the subject portion of land; legal advice is being requested should there be no response from the owner.  10/08/22: Noted the owner has been given timeframe to respond to communication from Council; report on progress to Council expected at next meeting in September.  08/09/22: Conveyancing agreement for sale and purchase, currently occurring between lawyers for applicant and Council involved. Road stopping aspect will occur after signing of agreement. Brandon Property Lawyers confirmed Council cannot enforce any arrangement to pay for the stopped road unless a written agreement has been entered into by both parties.  7/12/22: No new updates  31/01/23: No new updates  23/03/23: Brandon Property Lawyers for council are pursuing the signing of the land sale agreement with occupant purchaser, however his solicitor had recently died, so he needs to reappoint a lawyer.  We have indicated use of instalment payments for the amount involved. If the agreement is not signed through further negotiation, Brandons will investigate what council powers are to force payment issue.  30/05/23: No new updates.</p>



Number	Raised Date	Responsible Manager	Action or Task details	Open	Notes
					<p>28/06/23: Mr O’Leary noted the prospective purchaser has now provided officers with a contact for legal counsel and copy of the sale and purchase agreement has been sent the prospective purchaser. Mr O’Leary will provide a briefing paper to next Council on this matter.</p> <p>28/07/23: Our lawyer on 20 July emailed purchaser’s new solicitor advising that the property owner in applying for building consent should have been aware of the paper roads through normal due diligence, and that all the associated costs still stand, that Council is not prepared to be an unsecured creditor for monies owing after settlement. Also conveyed that they had at least 2021 to start setting aside funds to pay the purchase price.</p>
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>

Number	Raised Date	Responsible Manager	Action or Task details	Open	Notes
					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.
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	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. 11/05/22: No new updates. 20/06/22: No new updates. 13/09/22: No new updates. 21/09/22: Council Officers to investigate further with Boffa Miskell and provide information to new Council. 31/01/23: No new updates. 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. 30/05/23: No new updates.
559	3-Nov-21	R O'Leary	PLANNING AND REGULATORY RESOLVED (P&R2021/21): 1.To receive the South Wairarapa District Dog Pound Report. (Moved Mayor Beijen/Seconded Cr West) Carried 2.To recommend that officers progress the dog pound through procurement as long as a suitable South Wairarapa location can be sourced and the costs do not exceed the budget allocated. (Moved Mayor Beijen/Seconded Cr West) Carried Cr Plimmer voted against	Actioned	6/12/21: Reviewing possible land options for the establishment of the pound. 1/6/22: Land investigation completed; procurement currently in progress. 11/08/22: Funding approved through Council. Build in progress. 11/01/22: Action reassigned to Council action items following implementation of new committee structure. 9/02/23: Included in CEO report and CE provided verbal update in the Council meeting 8 Feb 23. 30/05/23: No new updates. 28/06/23: Action closed – project completed.
137	6-Apr-22	S Corbett	Schedule workshop to discuss the future of housing for pensioners.	Open	11/05/22: To be further discussed with Mayor Beijen re: expectations/attendees. 20/06/22: No new updates. 09/09/22: Meeting scheduled with Council Officers week of 12/09/22. 21/09/22: Meeting with officers held, next steps TBC. 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.

Number	Raised Date	Responsible Manager	Action or Task details	Open	Notes
					We acknowledge it is a important issue, but low priority at the moment. 30/05/23: No new updates.
227	18-May-22	TBC	Greytown Community Board to provide an update on the relocation of the information centre to Cobblestones.	Open	20/06/22: No new updates. 30/06/22: Action updated. Noted, deciding bodies need to confirm the location change before an update can be provided by GCB. 13/09/22: No new updates. 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. 6/3/23: No new updates. 26/07/23: No new updates.
259	18-May-22	A Bradley	COUNCIL RESOLVED (DC2022/39) to: 1.Receive the Partnership Funding Request 2021-2022 Report. (Moved Cr Hay/Seconded Cr Colenso) Carried 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	Open	20/06/22: Greytown Sport and Leisure notified of decision and advised of suggested next steps. 13/09/22: No new updates. Noted there were no requests received for the latest round of grant funding. Request to close action. 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. 6/3/23: Still under consideration and pending annual plan decisions. 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.
39	8-Feb-23	S Corbett	COUNCIL RESOLVED (DC2023/03) to: 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 appropriate reserve, as identified by the Chief Financial		13/02/23: Funding source decision referred to Finance Committee 15/02/23: Funding source confirmed at Finance Committee meeting - depreciation reserve. 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.

Number	Raised Date	Responsible Manager	Action or Task details	Open	Notes
			<p>Officer and the Chief Executive Officer, 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 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>6/4/23: Update sought from Cr Ellims at Council meeting. CE to follow up with S Corbett.</p> <p>30/5/23: No new update.</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>
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	Open	<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>

Number	Raised Date	Responsible Manager	Action or Task details	Open	Notes
					<p>7/6/23: No update.</p> <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>
266	28-Jun-23	P Gardner	<p>COUNCIL RESOLVED (DC2023/93) to:</p> <ol style="list-style-type: none"> <li>1. Receive the Freedom Camping Bylaw Development and Determinations Report; (Moved Mayor Connelly/Seconded Cr Maynard) Carried</li> <li>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: <ul style="list-style-type: none"> <li>(a) to protect an area;</li> <li>(b) to protect the health and safety of people who may visit an area;</li> <li>(c) to protect access to an area; and</li> </ul> </li> <li>3. Request the Chief Executive develop a new draft bylaw and statement of proposal for public consultation. [Item 2-3 read together] (Moved Cr Maynard/Seconded Cr Olds) Carried</li> </ol> <p>For: Cr Olds, Cr Maynard, Cr Gray, Cr Bosley, Deputy Mayor Sadler-Futter  Against: Cr Woodcock, Mayor Connelly, Cr Ellims  Abstained: Cr Plimmer</p>	Open	Point 3. Open