



# **SOUTH WAIRARAPA DISTRICT COUNCIL**

*Kia Reretahi Tātau*

## **Agenda**

**ORDER PAPER FOR EXTRAORDINARY COUNCIL  
MEETING TO BE HELD IN  
Supper Room, Waihinga Centre,  
Martinborough  
7 December 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  
Extraordinary Meeting  
Agenda – 7 December 2023**

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**NOTICE OF MEETING**

This meeting will be held in the Supper Room, Waihinga Centre, 62 Texas Street, Martinborough, commencing at 9.00am. The meeting will be held in public and livestreamed on our [YouTube Channel](#) where possible.

**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 agendas and minutes 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.** Public participation

**A5.** Actions from public participation

**A6.** Extraordinary business

**A7.** Confirmation of minutes

Pages 1-16

**Proposed Resolution:** *That the minutes of the Council meetings held on 16 November 2023 and 22 November 2023 are a true and correct record.*

**Proposed Resolution:** *That the public excluded minutes of the Council meeting held on 22 November 2023 are a true and correct record.*

**A8.** Matters arising from previous minutes

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

**B1.** Adoption of the Annual Report 2022-23

Pages 17-157

**B2.** Council Terms of Reference and Committee Appointments

Pages 158-182

**C. Karakia Whakamutunga - Closing**



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

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**South Wairarapa District Council  
Financial Policies Deliberations – Day 2  
Minutes from 16 November 2023**

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<b>Present:</b>	Mayor Martin Connelly (Chair), Deputy Mayor Melissa Sadler-Futter, Councillors Colin Olds, Pip Maynard, Kaye McAulay, Rebecca Gray, Martin Bosley (from 9:50am) and Aaron Woodcock.
<b>Apologies:</b>	Councillors Aidan Ellims and Alistair Plimmer.
<b>In Attendance:</b>	Janice Smith (Chief Executive Officer), Russell O’Leary (Group Manager Planning and Environment), Amanda Bradley (General Manager Democracy and Engagement), Karon Ashforth (General Manager Finance), Charly Clarke (Senior Financial Accountant), Kirsty McMEnamin (Rates Officer) and Amy Andersen (Committee Advisor).  Philip Jones (Consultant).
<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 9.02am to 12:10pm except where expressly noted.

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**1. Karakia**

Mayor Connelly opened the meeting with a karakia.

**2. Apologies**

*COUNCIL RESOLVED (DC2023/167)* to accept apologies from Cr Plimmer and Cr Ellims; and Cr Bosley for lateness.

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

Carried

**3. Conflicts of Interest**

There were no conflicts of interest declared.

**4. Continuation of Deliberations – following on from 9 November 2023**

Ms Clarke, Ms Ashforth and Mr Jones spoke to the objectives of deliberations and presented the information and modelling to Council as requested at the meeting on 9 November 2023.



Council Officers and Mr Jones responded to queries relating to: the funding needs analysis; rating on capital value basis versus land value basis; concerns relating to rating on population basis; the approach to differentials for roading (forestry); and confirmation of Council's approach to targeted rates.

Deputy Mayor Sadler-Futter left at 9:47am.

Cr Bosely arrived at 9.50am.

Deputy Mayor Sadler-Futter returned at 9:51am.

### Step One

Members discussed and confirmed the approach to the following targeted rates:

*Roading* – the majority of members supported no change to the overall approach, and the inclusion of a targeted differential of 5 for forestry as presented by Council Officers.

*Footpaths* – the majority of members supported no change to the overall approach as presented by Council Officers.

*Refuse and recycling* – the majority of members supported no change to approach as presented by Council Officers.

The meeting was adjourned at 10:15am.

The meeting was reconvened at 10:29am.

*Water Supply* – the majority of members supported no change to the overall approach and confirmed status quo for the discount on serviceable but not connected properties.

*Water Races* – Members supported no change to the overall approach. Members discussed the issue of the Moroa Water Race which goes through urban properties, and remissions relating to farmers when water is unusable for stock. Council Officers noted there is already remissions within the current policy.

*Economic development* – Members supported no change to the overall approach, and the majority of members supported the inclusion of Short Stay Accommodation (SSA) whole properties.

*Infrastructure Resilience* – Members supported no change to the overall approach, and the inclusion of the targeted differential of 3 for forestry (rationale –impact of weather events (slash, fallen trees), because of this will have a negative impact on infrastructure).

*General Rates – UAGC & General*

The majority of members supported a capital value rating system, with a range of 21-26% for the UAGC.

Council Officers, supported by Mr Jones, provided a draft definition of SUIP – *Separately Used and Inhabitable Part*. Members queried how dwellings are identified and who can apply for remission.

Cr Woodcock left the meeting at 11:34am.

Cr Woodcock returned to the meeting at 11:36am.

Members confirmed the draft definition for SUIP and that the only remission proposed is for dependent family members.

Step Two - Considerations

Members queried how many properties there potentially were with significantly higher increases to their rates and how this could be addressed this through financial hardship and remissions.

The formal policy and draft remissions policy will be brought to the Council meeting in February 2024 for adoption.

Mayor Connelly thanked and acknowledged the Council Officers and Mr Jones for their work on the rating review.

**6. Karakia**

Mayor Connelly closed the meeting with a karakia.

The meeting closed at 12:10pm.

**APPENDICES**

Rating Models and Information provided to Council.

**Confirmed as a true and correct record**

.....(Mayor)

.....(Date)

.....(Chief Executive)

.....(Date)



## **South Wairarapa District Council Minutes from 22 November 2023**

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- Present:** Mayor Martin Connelly (Chair) Deputy Mayor Melissa Sadler-Futter (until 11.54am), Councillor Aidan Ellims, Colin Olds, Alistair Plimmer, Rebecca Gray, Martin Bosley, Aaron Woodcock, Pip Maynard and Kaye McAulay.
- Apologies:** Deputy Mayor Melissa Sadler-Futter (for early departure).
- In Attendance:** Martinborough Community Board Members: Karen Krogh, Mel Maynard and Angela Brown.
- Māori Standing Committee Members: Andrea Rutene, Karen Mikaera, Whitu Karauna, Violet Edwards, Leonie Edwards, Narida Hooper, JD Smith and Te Rina Kaiwai.
- Janice Smith (Chief Executive Officer), Amanda Bradley (General Manager Policy and Governance), James O'Connor (Manager Partnerships and Operations) Russell O'Leary (Group Manager Planning and Environment), Leanne Karauna (Principal Advisor Māori), Nicki Ansell (Lead Community Advisor), Tim Langley (Roading Manager), Robyn Wells (Principal Advisor Water Transition), Siv Fjaerestad (Community Development Co-ordinator) and Amy Andersen (Committee Advisor).
- Anna Nielson (Destination Wairarapa).
- Public Forum:** Rosie Swanson, Rebecca Fox, Alex Beijen and Derek Anderton.
- Conduct of Business:** This meeting was held in the Supper Room, Waihinga Centre, 62 Texas Street, Martinborough and via audio-visual conference. This meeting was live-streamed and is available to view on our YouTube channel. The meeting was held in public under the above provisions from 10.00am to 3:44pm except where expressly noted.
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### **Open Section**

**A1. Karakia Timatanga - Opening**

Mayor Connelly opened the meeting.

**A2. Apologies**

*COUNCIL RESOLVED (DC2023/168) to accept apologies from Deputy Mayor Sadler-Futter for early departure.*

*(Moved Mayor Connelly/Seconded Cr Gray)*

Carried

**A3. Conflicts of Interest**

There were no conflicts of interest.

**A4. Acknowledgements and Tributes**

Cr Gray acknowledged and condemned the current situation in Gaza.

Cr Olds gave a tribute to Richard (Dick) Warburton, a longtime resident of Featherston and Life Member of the Featherston RSA, who passed away recently.

**A5. Public Participation**

Rosie Swanson – Greytown Sports and Leisure

Ms Swanson spoke to Council about Greytown Sports and Leisure’s current state and sought support in relation to item D3.

Rebecca Fox – Engagement on Māori Ward

Ms Fox spoke to Council about her concerns in relation to the engagement on the Māori Ward and the application of the Significance and Engagement Policy, as well as the communication with and reports to Council.

Alex Beijen – Engagement on Māori Ward

Mr Beijen spoke to Council about his concerns in relation to the legality and process of engagement on the Māori Ward, and referenced the previous resolution made by Council in 2021.

Derek Anderton – Various Matters

Mr Anderton spoke to Council about the level of response to official information requests (LGOIMA); issues relating to the Finance Committee meeting held on 25 October (draft financial statements); that the Annual Report 22-23 was not yet available for review; and issues with regard to the proposed Council and Committees Terms of Reference (Item D2).

**A6. Actions from public participation**

There were no actions from public participation.

**A7. Extraordinary business**

There was no extraordinary business.

**A8. Minutes for Confirmation**

*COUNCIL RESOLVED (DC2023/169) that the minutes of the Council meeting held on 13 September 2023, 20 September 2023, 27 September 2023 and 12 October 2023 are confirmed as a true and correct record.*

*(Moved Cr McAulay/Seconded Cr Olds)*

Carried

**A9. Matters arising from previous minutes**

There were no matters arising.

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

**B1. Martinborough Community Board - Martinborough Pedestrian Lighting Project**

Martinborough Community Board were present in support of Item C2 and acknowledged Ms Smith, Cr Ellims, Cr Maynard and Council Officers for their work in relation to the project.

Members thanked the Community Board for their work and advocating for the people of the Martinborough Ward.

**C Recommendations from Committees**

**C1. Recommendations from the Assurance and Risk Committee**

Members queried the unlimited write off of rates (refer to p.44 of the agenda); wording on page 49 of the agenda (wording and grammar); and clarification relating to the transfer between operational and capital expenditure.

Ms Smith provided an explanation regarding the changes to the policy following the A&R meeting and the track changes that were included in the agenda item.

COUNCIL RESOLVED (DC2023/170) to approve the draft of the revised Financial Delegation Policy, subject to the following change: p.49, paragraph 8.3 - update "an positions authority" to "a positions authority".

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

Carried

**C2. Recommendations from the Infrastructure and Community Services Committee**

Cr Ellims spoke to matters included in the report.

Members acknowledged staff for their work on the agenda.

Mayor Connelly noted there were resolutions relating to Stella Bull/Greytown Old Library building usage which were passed at the Infrastructure and Community Services Committee meeting for inclusion in the report, but had been missed (which was due to an administrative error). This was discussed with Council prior to the formation of resolutions.

COUNCIL RESOLVED (DC2023/171) to:

1. Receive the Infrastructure and Community Services Committee report.

*(Moved Cr Gray/Seconded Cr Ellims)*

Carried

2. Amended recommendation:

From -Approve the increase in budget provision for the Martinborough Pedestrian Lighting Project to \$500,000.

To – Approve the increase in budget provision for the Martinborough Pedestrian Lighting Project to \$500,000, to cover 10 pedestrian crossings.

*(Moved Cr Woodcock/Seconded Mayor Connelly)*

Carried

- 3a) Approve the increase in budget provision for the Martinborough Pedestrian Lighting Project to \$500,000, to cover 10 pedestrian crossings.
- 3b) Approve Council officers engaging with the supplier as soon as practicable to order the necessary lighting units, noting a 20 week delivery period.
- 3c) Approve that the project is funded from the Infrastructure Reserve or loan, noting that an application will be made to include in the Waka Kotahi work programme within the 2023/34 Long Term Plan to attract subsidy at 51% going forward.  
[Items 3a-c read together]  
(*Moved Deputy Mayor Sadler-Futter /Seconded Cr Bosley*) Carried
4. Seek expressions of interest on the use of the Stella Bull/Greytown Old Library building, and in the meantime, the building be advertised as a venue for hire.  
(*Moved Mayor Connelly/Seconded Cr Plimmer*) Carried

**C3. Recommendations from the Māori Standing Committee**

Mayor Connelly noted that the matter of establishing a Māori Ward has been debated seriously and at length by the Māori Standing Committee.

Ms Rutene, supported by Ms Mikaera, spoke to the matters included in the report.

Members acknowledged and thanked Ms Rutene and Ms Mikaera for their presentation to Council.

COUNCIL RESOLVED (DC2023/172) to:

1. Receive the Recommendations from the Māori Standing Committee report.
2. Note the recommendation from the Māori Standing Committee: That Council strongly unanimously support Māori Ward to come into effect for the 2025 & 2028 elections.

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

**D Decision Reports from the Interim Chief Executive and Council Officers**

**D1. Māori Ward Report**

Mayor Connelly spoke about his support for the Māori Ward and reasoning for this.

Cr Plimmer made a request to deliver a written statement.

COUNCIL RESOLVED (DC2023/173) to allow seven minutes speaking time to Cr Plimmer on the recommendations for item D1.

(*Moved Cr Bosley/Seconded Cr Woodcock*) Carried

Cr Plimmer read a written statement.

COUNCIL RESOLVED (DC2023/174) to include the amendment – that consultation on a Māori Ward be conducted next year and be incorporated into the consultation as part of the representation review process in the new year.

(*Moved Cr Plimmer/Seconded Cr Bosley*) Lapsed

Ms Smith explained the legislation and representation review next year. Pages 77-78 of the agenda provide detail that the process meets requirements.

Cr McAulay requested that the minutes reflect that Cr Plimmer's statement was inaccurate in relation to Councillor's engagement on the Māori Ward.

Members discussed their views on the recommendations included in the report.

*COUNCIL RESOLVED (DC2023/175) to:*

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

[Items 1-2 read together]

*(Moved Mayor Connelly/Seconded Cr Olds)*

Carried

For: Mayor Connelly, Deputy Mayor Sadler-Futter, Cr Maynard, Cr Olds, Cr Gray, Cr Ellims and Cr McAulay.

Against: Cr Plimmer, Cr Bosley and Cr Woodcock.

**D5. ITEM MOVED - Bank Signatories**

*COUNCIL RESOLVED (DC2023/176) to:*

1. Receive the *Bank Signatories* Report.
2. Approve the additional named bank signatory: Chief Executive Officer Janice Smith.
3. Approve the removal of named bank signatory: General Manager Finance Karon Ashforth.

[Items 1-3 read together]

*(Moved Cr Olds/Seconded Cr Maynard )*

Carried

Meeting adjourned at 11:54am.

Deputy Mayor Sadler-Futter left the meeting during the adjournment.

Meeting reconvened at 12:35pm.

**D3. ITEM MOVED - Greytown Sports and Leisure Funding**

Members discussed the options included in the report, including the benefits and barriers, and alternative ways that administration, promotion and governance of sports across the district could be addressed and undertaken.

Ms Swanson provided further background information and updates that were not included in the report (costs, current funding).

*COUNCIL RESOLVED (DC2023/177) to:*

1. Receive the *Greytown Sport and Leisure Funding* report.  
*(Moved Cr Woodcock/Seconded Cr Plimmer)*
2. Agrees to approve up to a maximum of \$60,000 of funding for 12 months for Greytown Sports and Leisure from 1 July 2023, and request Council Officers to prepare a report outlining long term options for expanding Greytown Sports and Leisure across the region.

Carried

*(Moved Cr Plimmer/Seconded Cr Bosley)*

Carried

**D2. Adoption of Schedule of Ordinary Meetings 2024 and Options for a Committee of the Whole**

Ms Bradley spoke to matters included in the report.

Cr Plimmer requested to enter into public excluded session to discuss the origins of the matter. This was declined by Mayor Connelly.

Council Officers responded to queries from members including: the advantages of a Committee of the Whole and the potential workload for portfolio leads.

Cr Ellims left at 1:44pm.

Cr Ellims returned at 1:58pm.

*COUNCIL RESOLVED (DC2023/178) to:*

1. Receive the *Schedule of Ordinary Meetings 2024 and Options for a Committee of the Whole* Report.

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

2. To defer the decision and to be discussed at an extraordinary meeting prior to Christmas.

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

For: Mayor Connelly, Cr Olds, Cr Maynard, Cr Woodcock, Cr McAulay and Cr Ellims.

Against – Cr Gray, Cr Bosley and Cr Plimmer.

Meeting adjourned at 1:59pm.

Meeting reconvened at 2:11pm.

Cr Olds requested that Council revisit the previous resolution made for Item D2, Adoption of Schedule of Ordinary Meetings 2024 and Options for a Committee of the Whole.

*COUNCIL RESOLVED (DC2023/179) to:*

1. Revoke DC2023/178, point 2: *To defer the decision and to be discussed at an extraordinary meeting prior to Christmas.*

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

2. Adopt Option 2 - a new committee structure (involving a committee of the whole, and Assurance, Risk and Finance Committee and portfolio leads).

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

3. Adopt the Draft Council and Committees Terms of Reference (Appendix 2).

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

4. Adopt the four-weekly 2024 Schedule of Ordinary Meetings for Council and Committees, and to create workshop placeholders on vacant Wednesdays.

*(Moved Cr Plimmer/Seconded Cr Gray)* Carried



**D4. Draft Featherston Masterplan and Implementation Plan and Summary Consultation Document**

Mr O'Leary spoke to the matters included in the report.

Members discussed whether the submission period should be extended due to the Christmas/New Year holiday period.

Members commended Mr O'Leary and the Planning Team for their work to date.

*COUNCIL RESOLVED (DC2023/180):*

1. To receive the *Draft Featherston Masterplan and Implementation Plan and Summary Consultation Document Report*.  
(Moved Cr Gray/Seconded Cr Maynard) Carried
2. To adopt the Draft Featherston Masterplan and Implementation Plan and adopt the Summary Consultation Document for the purpose of public notification under section 83 (Special Consultative Procedure) of the Local Government Act 2002.
3. Subject to Recommendation 2 above, note that formal consultation on the Draft Featherston Masterplan and Implementation Plan is proposed to commence on Wednesday 6 December 2023 with submissions closing on Friday 18 February 2024.  
[Items 2-3 read together]  
(Moved Cr Ellims/Seconded Cr Olds) Carried
4. That it be noted that the guiding principles of Appendix 2 will be updated to align with the new principles 3 and 4.  
(Moved Cr Gray/Seconded Cr Maynard) Carried
5. That edits be authorised through the CE or the nominated Council Officer.  
(Moved Mayor Connelly/Seconded Cr McAulay) Carried

**D6. Hinekura Road Procurement Process**

Mr Langley spoke to matters included in the report.

Cr Ellims noted that the report had been emailed to Hinekura residents to keep them up to date with progress.

*COUNCIL RESOLVED (DC2023/181) to:*

1. Receive the *Hinekura Road Procurement Process Report*.  
(Moved Mayor Connelly/Seconded Cr Gray) Carried
2. Approve that delegation be given to the Chief Executive Officer or nominee and portfolio lead for Infrastructure to accept the recommended tender.  
(Moved Cr Olds/Seconded Cr Gray) Carried

## **E Information Reports from the Interim Chief Executive and Council Officers**

### **E1. Interim CE Update**

Mr O’Leary responded to queries from members including the timeframes relating to the Wairarapa Combined District Plan.

Ms Neilson spoke to the Destination Wairarapa Reports referenced on page 203 of the agenda and responded to queries from members in relation to the funding of tourism in the region.

### **E2. Action Items**

The following actions are to be updated and remain open:

- 259 (Greytown Sports and Leisure – result from today’s meeting);
- 39 (Pedestrian Lighting Project – result from today’s meeting); and
- 285 (Pain Farm – to remain open for Council Officer’s report back to next Council).

The following actions were closed: 537; 297; 293; and 227 (point 4 only).

## **F Mayor’s Report**

### **F1. Report from His Worship The Mayor**

Mayor Connelly spoke to matters included in his report.

Members discussed their views in relation to: the LGNZ Special General Meeting (attendees and proportional attendance); and the funding of research for the investigation of future governance arrangements (amalgamation). Ms Smith responded to queries in relation to seeking independent/neutral advice, the source of funding for further research, and the next steps with Carterton District Council and Masterton District Council.

*COUNCIL RESOLVED (DC2023/182) to:*

1. Receive the *Report from His Worship the Mayor*.
2. Note that Local Government New Zealand (LGNZ) has started providing regular updates to member councils. The first of these can be accessed on Stellar / the SWDC Website.
3. Agree that the Mayor, Deputy Mayor and CEO attend (via Zoom) and vote at the LGNZ Special General Meeting.  
(Items 1-3 read together)  
*(Moved Mayor Connelly/Seconded Cr Ellims)* Carried
4. Authorise the CEO to discuss funding arrangements and expected outcomes regarding future governance arrangements in the Wairarapa.  
*(Moved Mayor Connelly/Seconded Cr Woodcock)* Carried

## G Public Excluded Business

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

Report/General Subject Matter	Reason for passing this resolution in relation to the matter	Ground(s) under Section 48(1) for the passing of this Resolution
Public Excluded Council Meeting Minutes from 27 September 2023 (items included: Outstanding Rates Water Debtor Report; Swimming Pool Facilities Management and Operation – Contract Delegation; and Greytown Pavilion Rebuild– Contract Delegation).	Good reason to withhold exists under 6(a)&(b); 7(2)(a); 7(2)(b)(i) and 7(2)(b)(ii).	Section 48(1)(a)
Public Excluded Council Meeting Minutes from 20 September 2023 (Chief Executive Recruitment)	Good reason to withhold exists under 7(2)(a).	Section 48(1)(a)
Public Excluded Council Meeting Minutes from 12 October 2023 (items included: Interim CE Performance Review; and Representation, communication, and behavioural standards).	Good reason to withhold exists under 7(2)(a) and 7(2)(f)(ii).	Section 48(1)(a)

This resolution (DC2023/183) is made in reliance on Section 48(1) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public are as follows:

Reason for passing this resolution in relation to the matter	Ground(s) under Section 48(1) for the passing of this Resolution
The withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons.	Section 7(2)(a)
The public disclosure of information would be likely: (a) to prejudice the maintenance of the law, including the prevention, investigation, and detection of offences, and the right to a fair trial; or (b) to endanger the safety of any person.	Section 6(a)&(b)
The withholding of the information is necessary to protect information where the making available of the information would disclose a trade secret.	Section 7(2)(b)(i)
The withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.	Section 7(2)(b)(ii)
The withholding of the information is necessary to maintain the effective conduct of public affairs through the protection of such members, officers, employees, and persons from improper pressure or harassment.	Section 7(2)(f)(ii)

*(Moved Cr Maynard/ Seconded Cr Olds)*

Carried

## H Karakia Whakamutunga – Closing

Mayor Connelly closed the meeting with a karakia.

The meeting closed at 3:44pm.

**Confirmed as a true and correct record**

.....(Mayor)

.....(Date)

.....(Chief Executive)

.....(Date)



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

**South Wairarapa District Council  
Public Excluded Minutes from 22 November 2023**

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<b>Present:</b>	Mayor Martin Connelly (Chair) Councillor Aidan Ellims, Pip Maynard, Alistair Plimmer, Rebecca Gray, Martin Bosley and Aaron Woodcock, Kaye McAulay and Colin Olds.
<b>Apologies</b>	Deputy Mayor Melissa Sadler-Futter.
<b>In Attendance:</b>	Janice Smith (Chief Executive), Russell O’Leary (Group Manager Planning and Environment) and Amy Andersen (Committee Advisor).
<b>Conduct of Business:</b>	This meeting was held in the Supper Room, Waihinga Centre, 62 Texas Street, Martinborough and via audio-visual conference. The meeting was held under public excluded provisions from 3:41pm to 3:44pm except where expressly noted.

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**A Open Section**

**A1. Karakia Timatanga - Opening**

Mayor Connelly opened the meeting.

**A2. Apologies**

*COUNCIL RESOLVED (DC2023/168)* to accept apologies from Deputy Mayor Sadler-Futter for early departure.

*(Moved Mayor Connelly/Seconded Cr Gray)*

Carried

**G Public Excluded Business**

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

<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 from 27 September 2023 (items included: Outstanding Rates Water Debtor Report; Swimming Pool Facilities Management and Operation – Contract Delegation; and	Good reason to withhold exists under 6(a)&(b); 7(2)(a); 7(2)(b)(i) and 7(2)(b)(ii).	Section 48(1)(a)

Report/General Subject Matter	Reason for passing this resolution in relation to the matter	Ground(s) under Section 48(1) for the passing of this Resolution
Greytown Pavilion Rebuild– Contract Delegation).		
Public Excluded Council Meeting Minutes from 20 September 2023 (Chief Executive Recruitment)	Good reason to withhold exists under 7(2)(a).	Section 48(1)(a)
Public Excluded Council Meeting Minutes from 12 October 2023 (items included: Interim CE Performance Review; and Representation, communication, and behavioural standards).	Good reason to withhold exists under 7(2)(a) and 7(2)(f)(ii).	Section 48(1)(a)

This resolution (DC2023/183) is made in reliance on Section 48(1) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public are as follows:

Reason for passing this resolution in relation to the matter	Ground(s) under Section 48(1) for the passing of this Resolution
The withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons.	Section 7(2)(a)
The public disclosure of information would be likely: (a) to prejudice the maintenance of the law, including the prevention, investigation, and detection of offences, and the right to a fair trial; or (b) to endanger the safety of any person.	Section 6(a)&(b)
The withholding of the information is necessary to protect information where the making available of the information would disclose a trade secret.	Section 7(2)(b)(i)
The withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.	Section 7(2)(b)(ii)
The withholding of the information is necessary to maintain the effective conduct of public affairs through the protection of such members, officers, employees, and persons from improper pressure or harassment.	Section 7(2)(f)(ii)

*(Moved Cr Maynard/ Seconded Cr Olds)*

Carried

## G1. Confirmation of public excluded minutes

*COUNCIL RESOLVED* (DC2023/184PE) to:

1. That the public excluded minutes of the Council meeting held on 20 September 2023, 27 September 2023 and 12 October 2023, are a true and correct record.

*(Moved Cr Maynard/Cr Gray)*

Carried

Noted: Cr Plimmer on was not present on 27 September 2023 and therefore did not vote on this set of minutes.

2. That the minutes stay in public excluded until the Chief Executive determines there are no longer any reasons to withhold the information under the Act.

*(Moved Mayor Connelly/ Seconded Cr Maynard)*

Carried

**H. Karakia Whakamutunga - Closing**

Mayor Connelly closed the meeting with a karakia.

The meeting closed at 3:44pm.

**Confirmed as a true and correct record**

.....(Mayor)

.....(Date)

.....(Chief Executive)

.....(Date)



## Adoption of the Annual Reports 2022/23

---

### 1. Purpose

To present for adoption the Annual Report 2022/23 (the Annual Report) and the Summary Annual Report 2022/23 (the Summary Annual Report).

### 2. Recommendations

Officers recommend that Council:

1. Receive the *Adoption of the Annual Reports 2022/23*.
2. Note that the legislative deadline of adoption by 31 October 2023 was not met.
3. Adopt the Annual Report 2022/23.
4. Adopt the Summary Annual Report 2022/23.
5. Approve the carry over capital expenditure from the 2022/23 year to the 2023/24 year, as laid out in Appendix 3.
6. Delegate to the Mayor, and Chief Executive authority to correct minor grammatical and other errors.
7. Delegate to the Mayor, and Chief Executive authority to sign these reports.

### 3. Executive Summary

The draft annual report has been previously circulated and discussed at a Council briefing on 11 October 2023, and via email to the Independent Chair of the Assurance and Risk Committee.

### 4. Background

Audit New Zealand has completed their review of the Annual Report and the underlying information.

It is important to note the Annual Report, and the correctness of the disclosures, internal controls and the detection of fraud are the SWDC's responsibility.

The audit process is at a high level and provides an opinion on whether the financial statements show a true and fair view of the operations for the year ended 30 June and as at that date. The audit is not designed to specially look for fraud or irregularity.



## **5. Discussion**

The Annual Report has been delayed this year due to significant resource difficulties within Audit New Zealand. The Audit Opinion will be received for adoption of the Annual Report.

A “representative draft copy” of the Annual Report and the Summary Annual Report was presented to Council at a briefing on 11 October 2023, and to the Independent Chair of the Assurance & Risk Committee via email. Since this date some minor adjustments, and one significant adjustment, have been made, in agreement with the Auditor. The Independent Chair of the Assurance & Risk Committee has been informed of all adjustments and has endorsed them as appropriate.

Once the Annual Report 2022/23 is adopted a final copy of the full and summary annual reports will be published on the website site maintained by SWDC. These reports must be made available to the public within one month of adoption.

## **6. Appendices**

Appendix 1 – Annual Report 2022/23

Appendix 2 – Summary Annual Report 2022/23

Appendix 3 – Carry over operating and capital expenditure 2022/23 to 2023/24

Appendix 4 – Letter of Representation for the Year Ended 30 June 2023 (signed)

Contact Officer: Charly Clarke, Acting Finance Manager

Reviewed by: Janice Smith, Chief Executive Officer

# **Appendix 1 – Annual Report 2022/23**



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

# Annual Report 2022/23

**FOR THE YEAR ENDED  
30 JUNE 2023  
PURONGO-A-TAU 2022/23**

**Year two of the 2021-2031  
Long Term Plan**



## Whakatauki

Mei te tatū o ngā whakaaro ki ngā āhuetanga o te hinengaro, Mei te ngāwari ake o te ahunga ki nāianeī,

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.



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## Purpose of this Annual Report

The purpose of this Annual Report is to compare our actual performance for the year from 1 July 2022 to 30 June 2023 against what was forecast in year two of the 2021–2031 Long Term Plan.

An annual report is required by section 98(1) of the Local Government Act 2002 (the Act).

## Structure of this Annual Report

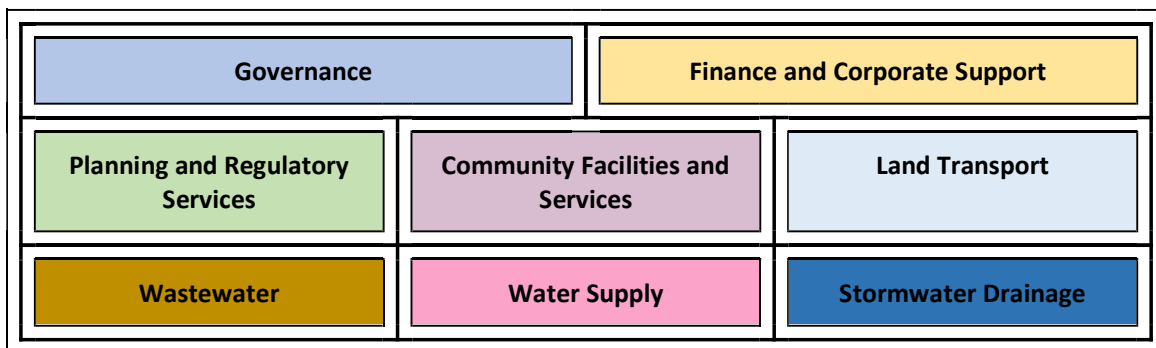
This report is in three key sections.

1. An introduction that includes the Council Directory of our representatives and wards, and a message from the Mayor and Interim Chief Executive.
2. Financial Statements where we detail the Council’s financial performance against the 2022/23 budget outlined in Year three of the 2021–31 Long Term Plan
3. Council’s Significant Activities, which show the work done and money spent on each Significant Activity, and reports on our performance against the targets set in the Long Term Plan.

Each significant activity is comprised of a number of sub-activities. The scope and cost of providing each significant activity was determined in the agreed levels of service in the 2021–31 Long Term Plan. In several cases, the minimum levels of service relate to statutory and regulatory compliance requirements.

The community outcomes define the future shape and form of social, cultural, economic and environmental wellbeing for the District. Council, along with other key stakeholders, has a role in promoting the sustainable wellbeing of the community.

Council implements its strategic direction – and achieves its vision for the community – through the delivery of services.



# INTRODUCTION

## He Whakatakinga



## Directory | Te Pukapuka Taki

### Our representatives and wards

South Wairarapa District Council is made up of the Mayor and nine Councillors, with three representing each of the Featherston, Greytown and Martinborough Wards. Despite being elected by their Wards, Councillors must remain focused on the interests of the entire District.

In addition, the three Community Boards represent and advocate for the interests of each Ward.

#### His Worship, The Mayor

Martin Connolly

#### Councillors

##### Featherston Ward

Cr Melissa Sadler-Futter (Deputy Mayor)

Cr Rebecca Gray

Cr Colin Olds

##### Greytown Ward

Cr Martin Bosley

Cr Alistair Plimmer

Cr Aaron Woodcock

##### Martinborough Ward

Cr Aidan Ellims

Cr Pip Maynard

Cr Kaye McAulay

#### Community Board Members

##### Featherston Ward

Tui Rutherford (Chair)

John Dennison (Deputy Chair)

Warren Maxwell

Annelise Schroeder

Cr Rebecca Gray

Cr Melissa Sadler-Futter

##### Greytown Ward

Louise Brown (Chair)

Warren Woodgyer (Deputy Chair)

Jo Woodcock

Neil Morison\*

Cr Aaron Woodcock

Cr Martin Bosley

##### Martinborough Ward

Storm Robertson (Chair)

Angela Brown (Deputy Chair)

Mel Maynard

Karen Krogh

Cr Aidan Ellims

Cr Pip Maynard

#### Senior Staff

Interim Chief Executive Officer

Chief Executive Officer

General Manager Communications and Engagement

General Manager Finance

General Manager Human Resources and Corporate Support

Group Manager Partnerships and Operations

Group Manager Planning and Environment

General Manager Policy and Governance

Paul Gardner from May 2023

*Harry Wilson to May 2023*

Sheil Priest

Karon Ashforth

Paul Gardner

Stefan Corbett

Russell O'Leary

Amanda Bradley



## Office locations

### Martinborough

19 Kitchener Street  
PO Box 6, Martinborough  
[www.swdc.govt.nz](http://www.swdc.govt.nz)  
06 306 9611  
[enquiries@swdc.govt.nz](mailto:enquiries@swdc.govt.nz)

### Featherston Service Centre

The Library  
Fitzherbert Street, Featherston  
  
06 308 9030  
[featherston@swdc.govt.nz](mailto:featherston@swdc.govt.nz)

### Greytown Service Centre

Greytown Town Centre  
Main Street, Greytown  
  
06 304 9061  
[greytown@swdc.govt.nz](mailto:greytown@swdc.govt.nz)

## Business Partners

### Auditors

Jacques Du Toit  
On behalf of the Auditor-General

### Insurance Brokers

Marsh Limited  
Darren Williamson

### Bankers

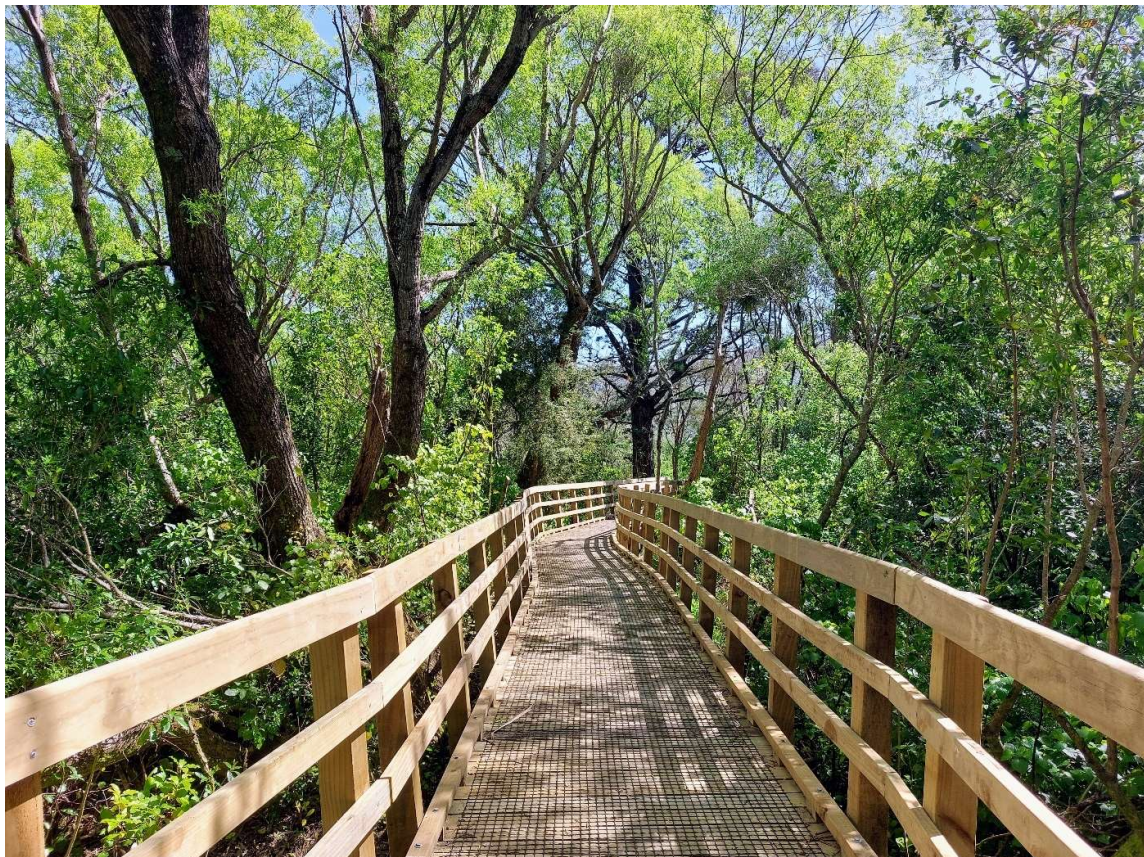
Bank of New Zealand

### Solicitors

Gawith Burridge Masterton  
Adam Parker – Partner

### Key Lender

Local Government Funding Agency



## A message from the Mayor and the Interim Chief Executive

**Kia Reretahi Tātou**

**Ko te kōtuitui i ētahi āhuatanga e rua,  
nui ake rānei,  
kia ngātahi ai te mahi**

**It is the interlinking  
of two or more things  
to work together**

It is our pleasure to present this South Wairarapa District Council Annual Report and provide feedback to you on what this Council has achieved in the 2022/2023 year.

It's fair to say it has been a busy year for us all, with Cyclones Hale and Gabrielle testing the resilience of our communities. Our infrastructure teams have worked tirelessly to reinstate access routes along our more remote roads, and we appreciate the significant funding provided by Waka Kotahi to support this recovery.

It was all hands on deck when the Wairarapa Emergency Operations Centre was activated, and we also assisted the Nelson-Tasman and Tairāwhiti regions when they most needed help.

We have worked with our neighbouring councils to build up our collective readiness to cope with future emergencies. It is pleasing to see this reflected in a big jump in the percentage of people who now feel prepared to cope in a future emergency.

Our infrastructure challenges have required us to be innovative. This is reflected in the new EcoReef retaining walls along the Cape Palliser/Mātakitaki-a-Kupe Road, and our investment in design work to overcome issues with our wastewater systems.

Speaking of innovation, we are absolutely thrilled that the South Wairarapa Dog Pound won first prize in the SuperIdea category of the 2023 Local Government New Zealand SuperLocal Awards. This is an incredible achievement for our small council and the suppliers who helped us to make this idea a reality.

Collaborations and partnerships are good for both the Council and our community, and we will continue to take this approach to achieve positive outcomes.

We are a new council – with 19 out of a total of 22 members being newly elected – and we recognise it is essential to work closely with the Māori Standing Committee (which gained voting rights on a number of committees over the past year), Council officers and contractors, and central government to continue to make progress on the key performance measures discussed in this report.

Some of the challenges we are facing are rising costs, new central government requirements, and skills shortages in some specialist council roles. At times, both staff and elected members have been subject to harassment in social media, on the phone, and via email. We expect our community to be passionate about our district and vocal on matters they care about, and constructive feedback is always welcome, but abuse will not be tolerated.

In the face of these challenges, it is very pleasing to see the improvements we are making in key areas such as timely responses to official information requests (we dealt with 78 requests for information under the Local Government Official Information Act, with an average response period of just 10 days) and quickly bringing our strategies and policies up to date. This work has included seven council-led public consultation processes on matters of interest to our communities.

Alongside the big projects, Council officers continue to help residents with the issues of most immediate concern to them. In the 2022/23 year, this included responding to more than 5,500 customer enquiries. Here's a snapshot of just a few of these matters:

- more than 440 calls related to animal control and bylaw enforcement, such as dealing with stray dogs and noise complaints
- 120 calls related to damage to public facilities and trees
- 394 responses to illegal waste disposal (fly tipping)
- more than 1,600 calls related to roading, and access issues during emergency events
- more than 3,200 calls about water-related issues.

Looking ahead, work on our future funding model continues with pace and will be the foundation of our Long Term Plan 2024–2034, which is due to be finalised by 30<sup>th</sup> June 2024. The first principles rating review is a key element of this work, and it will be completed as we prepare for the Long-Term Planning consultation process in the first few months Of 2024.

Finally, a special mention needs to be made in support of our Community Boards that represent the interest of our three towns. Since the start of the triennium, the Boards have been reviewing and refreshing the lists of issues of most interest to their communities and developing plans around them. We have seen some fantastic work being undertaken around building community resilience, the awarding of local grants and providing support for community-based events. A tremendous effort all round.

Ngā mihi



Martin Connelly  
The Mayor



Paul Gardner  
Interim Chief Executive





## Statement of Compliance and Responsibility Te Pūrongo Tūtohu me te Takohanga

### Compliance

The Council and management of the South Wairarapa District Council confirm that all statutory requirements of the Local Government Act 2002 and Local Government (Financial Reporting and Prudence) Regulations 2014, in relation to the Annual Report have been complied with, other than those areas of non-compliance highlighted in this Annual Report.

The legislative deadline for adoption of this Annual Report by the 31<sup>st</sup> of October 2023 was not met.

### Responsibility

The Council and management of the South Wairarapa District Council accept responsibility for the preparation of the Annual Report and judgements used in it.

They also accept responsibility for establishing and maintaining a system of internal control designed to provide reasonable assurance as to the integrity and reliability of financial and service performance reporting.

In the opinion of the Council and management of the South Wairarapa District Council, the Annual Report for the year ended 30 June 2023 fairly reflect the financial position, operations and service performance of the South Wairarapa District Council.

Martin Connelly  
Mayor

Janice Smith  
Chief Executive Officer

Date:

Date:

## Independent Auditor's Report

### To the readers of South Wairarapa District Council's annual report for the year ended 30 June 2023

The Auditor-General is the auditor of South Wairarapa District Council (the District Council). The Auditor-General has appointed me, Jacques Du Toit, using the staff and resources of Audit New Zealand, to report on the information in the District Council's annual report that we are required to audit under the Local Government Act 2002 (the Act). We refer to this information as "the audited information" in our report.

We are also required to report on:

- whether the District Council has complied with the requirements of Schedule 10 of the Act that apply to the annual report; and
- the completeness and accuracy of the District Council's disclosures about its performance against benchmarks that are required by the Local Government (Financial Reporting and Prudence) Regulations 2014.

We refer to this information as "the disclosure requirements" in our report.

We completed our work on 7 December 2023. This is the date on which we give our report.

### Opinion on the audited information

In our opinion:

- the financial statements on pages 13 to 15 and pages 17 to 43:
  - present fairly, in all material respects:
    - the District Council's financial position as at 30 June 2023;
    - the results of its operations and cash flows for the year ended on that date;and
  - comply with generally accepted accounting practice in New Zealand in accordance with Public Benefit Entity Reporting Standards Reduced Disclosure Regime;
- the funding impact statement on page 16, presents fairly, in all material respects, the amount of funds produced from each source of funding and how the funds were applied as compared to the information included in the District Council's long-term plan;
- the performance information on pages 55 to 105:
  - presents fairly, in all material respects, the District Council's levels of service for each group of activities for the year ended 30 June 2023, including:

- the levels of service achieved compared with the intended levels of service and whether any intended changes to levels of service were achieved;
- the reasons for any significant variation between the levels of service achieved and the intended levels of service; and
- complies with generally accepted accounting practice in New Zealand; and
- the statement about capital expenditure for each group of activities on pages 58, 64, 71, 78, 85, 98 and 103 presents fairly, in all material respects, actual capital expenditure as compared to the budgeted capital expenditure included in the District Council's long-term plan; and
- the funding impact statement for each group of activities on pages 58, 64, 71, 78, 85, 98 and 103 presents fairly, in all material respects, the amount of funds produced from each source of funding and how the funds were applied as compared to the information included in the District Council's long-term plan.

### **Report on the disclosure requirements**

We report that the District Council has:

- complied with the requirements of Schedule 10 of the Act that apply to the annual report; and
- made the disclosures about performance against benchmarks as required by the Local Government (Financial Reporting and Prudence) Regulations 2014 on pages 48 to 50, which represent a complete list of required disclosures and accurately reflects the information drawn from the District Council's audited information and, where applicable, the District Council's long-term plan.

The basis for our opinion is explained below and we draw attention to uncertainty over the water services reform programme. In addition, we outline the responsibilities of the Council and our responsibilities relating to the audited information, we comment on other information, and we explain our independence.

## **Emphasis of matter – Uncertainty over the water services reform programme**

Without modifying our opinion, we draw attention to Note 26 on page 41, which outlines developments in the Government’s water services reform programme.

The Water Services Entities Act 2022, as amended by the Water Services Entities Amendment Act 2023 on 23 August 2023 and the Water Services Legislation Act 2023 on 31 August 2023, establishes ten publicly owned water services entities to carry out responsibilities for the delivery of three waters services and related assets and liabilities currently controlled by local authorities.

Water services entities’ establishment dates are staggered, with all the water services entities becoming operational between 1 July 2024 and 1 July 2026. The financial impact of the water services reform on the District Council remains uncertain until the relevant water services entity’s establishment date is known, and the allocation schedule of assets, liabilities, and other matters to be transferred is approved. In addition, there is uncertainty around the water services reform legislation. With the change in government, it may be repealed or substantially amended.

## **Basis for our opinion on the audited information**

We carried out our audit in accordance with the Auditor-General’s Auditing Standards, which incorporate the Professional and Ethical Standards and the International Standards on Auditing (New Zealand) issued by the New Zealand Auditing and Assurance Standards Board. We describe our responsibilities under those standards further in the “Responsibilities of the auditor for the audited information” section of this report.

We have fulfilled our responsibilities in accordance with the Auditor-General’s Auditing Standards.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on the audited information.

## **Responsibilities of the Council for the audited information**

The Council is responsible for meeting all legal requirements that apply to its annual report.

The Council’s responsibilities arise under the Local Government Act 2002 and the Local Government (Financial Reporting and Prudence) Regulations 2014.

The Council is responsible for such internal control as it determines is necessary to enable it to prepare the information we audit that is free from material misstatement, whether due to fraud or error.

In preparing the information we audit, the Council is responsible for assessing its ability to continue as a going concern. The Council is also responsible for disclosing, as applicable, matters related to going concern and using the going concern basis of accounting, unless there is an intention to amalgamate or cease all of the functions of the District Council or there is no realistic alternative but to do so.

## Responsibilities of the auditor for the audited information

Our objectives are to obtain reasonable assurance about whether the audited information, as a whole, is free from material misstatement, whether due to fraud or error, and to issue an audit report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit carried out in accordance with the Auditor General's Auditing Standards will always detect a material misstatement when it exists. Misstatements are differences or omissions of amounts or disclosures, and can arise from fraud or error. Misstatements are considered material if, individually or in the aggregate, they could reasonably be expected to influence the decisions of readers taken on the basis of this audited information.

For the budget information reported in the audited information, our procedures were limited to checking that the budget information agreed to the District Council's long-term plan.

We did not evaluate the security and controls over the electronic publication of the audited information.

As part of an audit in accordance with the Auditor-General's Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit. Also:

- We identify and assess the risks of material misstatement of the audited information, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- We obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District Council's internal control.
- We evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Council.
- We determine the appropriateness of the reported intended levels of service in the statement of service performance, as a reasonable basis for assessing the levels of service achieved and reported by the District Council.
- We conclude on the appropriateness of the use of the going concern basis of accounting by the Council and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast a significant doubt on the District Council's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our audit report to the related disclosures in the audited information or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the District Council to cease to continue as a going concern.



- We evaluate the overall presentation, structure and content of the audited information, including the disclosures, and whether the audited information represents, where applicable, the underlying transactions and events in a manner that achieves fair presentation.

We communicate with the Council regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Our responsibilities arise from the Public Audit Act 2001.

## **Other Information**

The Council is responsible for the other information included in the annual report. The other information comprises the information included on pages 4 to 106, but does not include the audited information and the disclosure requirements, and our auditor's report thereon.

Our opinion on the audited information and our report on the disclosure requirements do not cover the other information, and we do not express any form of audit opinion or assurance conclusion thereon.

Our responsibility is to read the other information. In doing so, we consider whether the other information is materially inconsistent with the audited information and the disclosure requirements, or our knowledge obtained during our work, or otherwise appears to be materially misstated. If, based on our work, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

## **Independence**

We are independent of the District Council in accordance with the independence requirements of the Auditor-General's Auditing Standards, which incorporate the independence requirements of Professional and Ethical Standard 1: International Code of Ethics for Assurance Practitioners (including International Independence Standards) (New Zealand) (PES 1) issued by the New Zealand Auditing and Assurance Standards Board.

In addition to our audit and our report on the disclosure requirements, we perform a limited assurance engagement related to the District Council's debenture trust deed.

Other than these engagements, we have no relationship with, or interests in, the District Council.

Jacques Du Toit  
Audit New Zealand  
On behalf of the Auditor-General  
Wellington, New Zealand

# Financial Statements

## NGĀ PŪRONGO PŪTEA

## Financial Statements

### Ngā Pūrongo Pūtea

#### Statement of Comprehensive Revenue and Expense for the Year Ended 30 June 2023

The accompanying notes and accounting policies form part of these financial statements. Explanations of major variances against budget are provided in Note 29.

Actual 2021/2022 \$000		Note	Actual 2022/2023 \$000	Budget 2022/2023 \$000
<b>Operating Revenue</b>				
19,980	Rates	2	21,507	21,388
4,109	Grants, subsidies, and donations	4	988	55
3,288	Waka Kotahi subsidy		5,770	3,089
2,505	Fees, licences, charges		2,483	2,802
2,769	Development, and financial contributions		2,618	1,378
759	Rental income		757	790
287	Miscellaneous revenue	5	368	254
238	Finance revenue	3	422	252
<b>33,936</b>	<b>Total operating revenue</b>		<b>34,912</b>	<b>30,009</b>
<b>Operating Costs</b>				
5,913	Land transport		10,422	6,152
8,810	Community facilities and services		8,746	7,530
4,679	Water supply		4,472	4,342
3,153	Wastewater		3,720	2,952
3,077	Planning and regulatory services		3,327	3,185
1,753	Governance		2,154	2,221
822	Stormwater drainage		662	615
13	Bad debts		52	28
-	Loss on share revaluation		-	-
-	Impairment of assets		-	-
2	Loss on disposal of assets		-	-
<b>28,223</b>	<b>Total operating costs</b>		<b>33,555</b>	<b>27,026</b>
<b>5,713</b>	<b>Total Operating Surplus/(Deficit)</b>		<b>1,357</b>	<b>2,983</b>
2,435	Assets vesting in Council	4	1,719	-
1,542	Other gains and losses	6	(1,567)	413
<b>9,690</b>	<b>Total Surplus/(Deficit)</b>		<b>1,509</b>	<b>3,395</b>
<b>Comprehensive Revenue and Expense</b>				
48,083	Increase/(decrease) in revaluation reserves	6	(495)	-
<b>57,773</b>	<b>Total other comprehensive revenue and expense</b>		<b>1,014</b>	<b>3,395</b>
<b>Note: Operating costs include the following expenses:</b>				
4,927	Depreciation and amortisation	8	5,597	5,412
707	Finance costs	3	854	722

Note: Exchange revenue is Rentals, Finance revenue and Profit on sale, the other operating revenue is non-exchange.

## Statement of Changes in Net Assets/Equity for the Year Ended 30 June 2023

The accompanying notes and accounting policies form part of these financial statements.

Actual 2021/2022 \$000		Note	Actual 2022/2023 \$000	Budget 2022/2023 \$000
507,273	Equity at 1 July		565,047	508,771
57,773	Total comprehensive revenue and expense		1,014	3,395
565,047	Balance at 30 June		566,061	512,166

## Statement of Financial Position as at 30 June 2023

Actual 2021/2022 \$000		Note	Actual 2022/2023 \$000	Budget 2022/2023 \$000
<b>ASSETS</b>				
<b>Current assets</b>				
4,128	Cash and cash equivalents	9	6,722	(366)
8,656	Investments	11	6,169	12,616
2,614	Debtors and other receivables	10	4,007	3,332
42	Inventories		46	46
66	Non-current assets held for sale	12	-	-
15,505	<b>Total current assets</b>		16,943	15,627
<b>Non-current assets</b>				
524	Investments	11	637	474
Other financial assets:				
131	<i>Investments in CCOs and other similar entities</i>	11	131	131
227	<i>Investments in other entities</i>	11	126	120
359	<b>Total other financial assets</b>		258	252
15,757	Investment properties	13	14,249	15,152
84	Intangible assets	14	109	137
564,268	Property, plant, and equipment	15	570,581	522,405
580,992	<b>Total non-current assets</b>		585,834	538,418
596,497	<b>TOTAL ASSETS</b>		602,777	554,046
<b>LIABILITIES AND EQUITY</b>				
<b>Current liabilities</b>				
4,183	Creditors and other payables	16	6,857	4,795
519	Employee entitlements	17	625	468
34	Provisions - current portion	18	33	34
3,300	Borrowings - current portion	19	2,000	-
8,035	<b>Total current liabilities</b>		9,515	5,297
<b>Non-current liabilities</b>				
315	Provisions - non-current portion	18	300	381
23,100	Borrowings - non-current portion	19	26,900	32,742
23,415	<b>Total non-current liabilities</b>		27,200	33,124
<b>Equity</b>				
167,906	Public equity	20	166,683	161,432
28,268	Restricted reserves and trust funds	20	31,000	32,559
368,873	Asset revaluation reserve	20	368,378	321,633
-	Other reserves	20	-	-
565,047	<b>Total equity</b>		566,061	515,625
596,497	<b>TOTAL LIABILITIES AND EQUITY</b>		602,777	554,046

Statement of Cash Flows for the Year Ended 30 June 2023

Actual 2021/2022 \$000		Actual 2022/2023 \$000	Budget 2022/2023 \$000
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
<b>Cash was received from:</b>			
19,939	Receipts from rates revenue	21,146	21,342
6,757	Government grants and subsidies	7,090	3,144
72	Petrol tax	81	91
6,229	Other revenue	5,943	5,207
5,218	Regional Council rates	5,306	4,969
103	Interest on investments	296	252
<b>38,318</b>		<b>39,863</b>	<b>35,005</b>
<b>Cash was applied to:</b>			
21,629	Payments to suppliers and employees	26,336	21,851
5,218	Regional Council rates	5,306	4,969
722	Interest paid	707	722
<b>27,568</b>		<b>32,349</b>	<b>27,541</b>
<b>10,749</b>	<b>Net cash flow from operating activities</b>	<b>7,514</b>	<b>7,464</b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
<b>Cash was received from:</b>			
1	Sale of property, plant, and equipment	96	-
20,103	Term investments, deposits, shares, and advances	12,815	543
<b>20,103</b>		<b>12,911</b>	<b>543</b>
<b>Cash was applied to:</b>			
10,875	Purchase of property, plant, and equipment	9,944	11,314
21,301	Term investments, deposits, shares, and advances	10,387	1,641
<b>32,176</b>		<b>20,331</b>	<b>12,955</b>
<b>(12,073)</b>	<b>Net cash flow from investing activities</b>	<b>(7,420)</b>	<b>(12,412)</b>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>			
<b>Cash was received from:</b>			
7,900	Drawdown of public debt	5,800	5,329
<b>7,900</b>		<b>5,800</b>	<b>5,329</b>
<b>Cash was applied to:</b>			
5,900	Repayment of public debt	3,300	-
<b>5,900</b>		<b>3,300</b>	<b>-</b>
<b>2,000</b>	<b>Net cash flow from financing activities</b>	<b>2,500</b>	<b>5,329</b>
676	Net increase/(decrease) in cash held	2,594	381
3,452	Add cash at start of year (1 July)	4,128	2,781
<b>4,128</b>	<b>Balance at end of year (30 June)</b>	<b>6,722</b>	<b>3,162</b>
<b>REPRESENTED BY:</b>			
2,128	Cash and cash equivalents	1,722	(366)
2,000	Short-term investments	5,000	3,528
<b>4,128</b>		<b>6,722</b>	<b>3,162</b>

*Funding Impact Statement for the year ending 30 June 2023 (Whole of Council)*

	30 June 2022 Long Term Plan \$000	30 June 2022 Annual Report \$000	30 June 2023 Annual Plan \$000	30 June 2023 Actual \$000
<b>Sources of operating funding</b>				
General rates, Uniform Annual General charges, rates penalties	13,473	10,883	13,483	10,944
Targeted rates	6,548	9,097	7,831	10,563
Subsidies and grants for operating purposes	1,463	5,818	1,540	4,927
Fees and charges	2,039	2,592	2,641	2,483
Interest and dividends from investments	109	238	252	422
Local authorities fuel tax, fines, infringement fees, and other receipts	1,150	960	1,280	1,125
<b>Total operating funding (A)</b>	<b>24,782</b>	<b>29,588</b>	<b>27,027</b>	<b>30,464</b>
<b>Applications of operating funding</b>				
Payments to staff and suppliers	18,718	22,544	21,332	27,052
Finance costs	614	707	722	854
<b>Total applications of operating funding (B)</b>	<b>19,332</b>	<b>23,251</b>	<b>22,054</b>	<b>27,906</b>
<b>Surplus /(deficit) of operating funding (A - B)</b>	<b>5,450</b>	<b>6,336</b>	<b>4,973</b>	<b>2,558</b>
<b>Sources of capital funding</b>				
Subsidies and grants for capital expenditure	2,307	1,579	1,604	1,831
Development and financial contributions	900	1,981	951	1,869
Increase/(decrease ) in debt	7,503	2,000	5,329	2,500
Gross proceeds from sale of assets	-	1	-	96
Lump sum contributions	397	788	427	749
<b>Total capital funding (C)</b>	<b>11,107</b>	<b>6,348</b>	<b>8,311</b>	<b>7,044</b>
<b>Applications of capital funding</b>				
- to meet additional demand	1,175	2,489	2,607	1,700
- to improve the level of service	6,494	717	5,120	3,970
- to replace existing assets	4,645	7,638	3,588	5,125
Increase/(decrease ) in reserves	4,243	1,841	1,970	(1,193)
<b>Total applications of capital funding (D)</b>	<b>16,557</b>	<b>12,685</b>	<b>13,284</b>	<b>9,602</b>
<b>Surplus/(deficit) of capital (C - D)</b>	<b>(5,450)</b>	<b>(6,336)</b>	<b>(4,973)</b>	<b>(2,558)</b>
<b>Funding balance (A - B) + (C - D)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

## Notes to the Financial Statements He Kōrero mō ngā Pūrongo Pūtea

### Note 1: Statement of Accounting Policies for the Year Ended 30 June 2023

#### Reporting Entity

South Wairarapa District Council (referred to as SWDC or Council) is a territorial local body governed by the Local Government Act 2002 (LGA 2002 and Local Government Rating Act 2002) and is domiciled in New Zealand.

SWDC is a separate legal entity and does not have any subsidiaries.

SWDC has designated itself as a public benefit entity for financial reporting purposes.

On 26 September 2019, SWDC became a shareholder of Wellington Water Limited (WWL).

WWL issued 150 Class A Shares and 25 Class B Shares to SWDC for a total consideration of \$50,000.00, being a 12.50% shareholding. As this is a minority shareholding, the financial results of WWL are not consolidated into the accounts. Instead, the shareholding is held as an investment (included in Note 11). SWDC works with WWL to carry out the maintenance and development of the Three Waters infrastructure on its behalf.

The financial statements of SWDC are for the year ended 30 June 2023. The financial statements were authorised for issue by Council on dd mmm yyyy.

SWDC was required under Section 98(3) of the Local Government Act to complete its audited financial statements and performance reporting by 31 October 2023. This timeframe was not met due to resourcing constraints and resultant late completion of the audit.

#### Basis of Preparation

The financial reports have been prepared on a going concern basis and accounting policies have been applied consistently throughout the period.

#### Statement of Compliance

The financial statements of SWDC have been prepared in accordance with the requirements of the Local Government Act 2002, which includes the requirement to comply with New Zealand Generally Accepted Accounting Practice

(NZ GAAP) in New Zealand.

SWDC's expenditure exceeded \$30 million in the 2022/23 year, therefore the criteria to report under Tier 1 reporting requirements have been met. However, transitional relief under XRBA1 has been applied, therefore these financial statements have been prepared in accordance with Public Benefit Standards with reduced disclosure requirements (Tier 2). These financial statements comply with PBE RDR Accounting Standards.

SWDC will report under Tier 1 requirements from the 2023/24 financial year.

#### Measurement Base

The financial statements have been prepared on a historical cost basis, except where modified by the revaluation of land and buildings, certain infrastructure assets, investment property, playground assets, library books and certain financial instruments.

#### Functional and Presentation Currency

The financial statements are presented in New Zealand dollars and all values are rounded to the nearest thousand dollars (\$000) and this could result in rounding differences. The functional currency of SWDC is New Zealand dollars.

#### New Standards Applied

The following changes in accounting policies were applied during the financial year.

#### *New or amended standards adopted PBE IPSAS 41*

Financial Instruments PBE IPSAS 41 Financial Instruments replaces PBE IPSAS 29 Financial Instruments: Recognition and Measurement and is effective for the year ending 30 June 2023. The main changes under the standard relevant to the Council are:

- New financial asset classification requirements for determining whether an asset is measured at fair value or amortised cost.
- A new impairment model for financial assets based on expected losses, which might result in the earlier recognition of impairment losses.

#### *PBE FRS 48 Service Performance Reporting*

This Standard establishes new requirements for the selection and presentation of service performance information. The Council has adopted PBE FRS 48. The

main change between PBE FRS 48 and PBE IPSAS 1 Presentation of Financial Statements is that PBE FRS 48 requires additional information to be disclosed on the judgements that have the most significant effect on the selection, measurement, aggregation, and presentation of service performance information. This is disclosed on page 104 of the service performance information.

#### **Other Changes in Accounting Policies**

There have been no other changes in accounting policies applied.

The accounting policies set out below have been applied consistently to all periods presented in these financial statements.

### **Significant Accounting Policies**

#### **Revenue**

Revenue is measured at the fair value of consideration received or receivable.

#### **Rates Revenue**

The following policies for rates have been applied:

General rates, targeted rates (excluding water-by-meter), and uniform annual general charges are set annually by a resolution from Council and relate to a financial year. All ratepayers are invoiced within the financial year to which the rates have been set. General rates, targeted rates (excluding water-by-meter), and uniform annual general charges are recognised when invoices are created.

Rates are a tax, as they are payable under the Local Government Ratings Act 2002, and therefore meet the definition of non-exchange transactions.

Rates arising from late payment penalties are recognised as revenue when rates become overdue.

Revenue from water-by-meter rates is recognised on an accrual basis. Unbilled usage, as a result of unread meters at year end, is accrued on an average usage basis.

Rates remissions are recognised as a reduction of rates revenue when the Council has received an application that satisfies its rates remission policy.

Rates collected on behalf of the Greater Wellington Regional Council (GWRC) are not recognised in the financial statements, apart from the Statement of Cash Flows, as SWDC is acting as an agent for GWRC.

#### **Other Revenue**

SWDC receives government grants from the New Zealand Transport Agency Waka Kotahi, which subsidises part of SWDC's costs in maintaining the local roading infrastructure. The subsidies are recognised as revenue upon entitlement as conditions pertaining to eligible expenditure have been fulfilled.

Other grants are recognised as revenue when they are received unless there is an obligation in substance to return the funds if conditions of the grant are not met. If there is such an obligation, the grants are initially recorded as grants received in advance and recognised as revenue when conditions of the grants are satisfied.

Revenue from the rendering of services is recognised by reference to the stage of completion of the transaction at balance date, based on the actual service provided as a percentage of the total services to be provided.

Sales of goods are recognised when a product is sold to the customer. Sales are in cash. The recorded revenue is the gross amount of the sale.

Where revenue is derived by acting as an agent for another party, the revenue that is recognised is the commission or fee on the transaction.

Interest revenue is recognised using the effective interest method.

#### **Development Contributions**

Development contributions and financial contributions are recognised as revenue when the council provides, or is able to provide, the service for which the contribution was charged. Otherwise, development contributions and financial contributions are recognised as liabilities until such time as SWDC provides, or is able to provide, the service.

#### **Borrowing Costs**

Borrowing costs are recognised as an expense in the period in which they are incurred.

#### **Grant Expenditure**

Non-discretionary grants are those grants that are awarded if the grant application meets the specified criteria and are recognised as expenditure when an application that meets the specified criteria for the grant has been received.

Discretionary grants are those grants where SWDC has no obligation to award on receipt of the grant



application and are recognised as expenditure when a successful applicant has been notified of SWDC's decision.

## Leases

### Finance Leases

A finance lease is a lease that transfers to the lessee substantially all the risks and rewards incidental to ownership of an asset, whether or not title is eventually transferred.

At the commencement of the lease term, SWDC recognises finance leases as assets and liabilities in the statement of financial position at the lower of the fair value of the leased item or the present value of the minimum lease payments.

The finance charge is charged to the statement of financial performance over the lease period so as to produce a constant periodic rate of interest on the remaining balance of the liability.

The amount recognised as an asset is depreciated over its useful life. If there is no certainty as to whether SWDC will obtain ownership at the end of the lease term, the asset is fully depreciated over the shorter of the lease term and its useful life.

### Operating Leases

An operating lease is a lease that does not transfer substantially all the risks and rewards incidental to ownership of an asset. Lease payments under an operating lease are recognised as an expense on a straight-line basis over the lease term.

### Debtors and Other Receivables

Debtors and other receivables are recorded at amount due, less an allowance for Expected Credit Losses (ECL). The Council applies the simplified model of recognising lifetime ECL's for receivables.

In measuring ECL's short-term receivables have been assessed on a collective basis as they possess shared credit risk characteristics.

Short-term receivables are written off when there is no reasonable expectation of recovery.

In practice Council currently has very low write-offs due to a history of high recovery of receivables.

The Council does not provide for ECL on rates receivables, as it has various powers under the Local Government (Rating) Act 2002 to recover any outstanding debts.

## Financial Assets

Financial assets (other than shares in subsidiaries) are initially recognised at fair value. They are then classified as, and subsequently measured under, the following categories:

1. Amortised Cost
2. Fair value through surplus or deficit (FVTSD), or
3. Fair value through other comprehensive revenue and expenses (FVTOCRE).

Transaction costs are included in the value of the financial asset at initial recognition unless it has been designated at FVTSD, in which case it is recognised in surplus or deficit.

The classification of a financial asset depends on its cash flow characteristics and the Council's management model for managing them.

A financial asset is classified and subsequently measured at FVTOCRE if it gives rise to cash flows that are SPPI and held within a management model whose objective is achieved by both collecting contractual cash flows and selling financial assets.

A financial asset is classified and subsequently measured at amortised cost if it gives rise to cash flows that are 'solely payments of principal and interest (SPPI)' on the principal outstanding and is held within a management model whose objective is to collect the contractual cash flows of the asset.

Financial assets that do not meet the criteria to be measured at amortised cost or FVTOCRE are subsequently measured at FVTSD. However, the Council may elect at initial recognition to designate an equity investment not held for trading as subsequently measured at FVTOCRE.

### *Subsequent measurement of financial assets at FVTOCRE*

#### **Unlisted Shares and Listed Bonds**

Financial assets in this category that are debt instruments are subsequently measured at fair value with fair value gains and losses recognised in other comprehensive revenue and expense, there is no assessment for impairment when fair value falls below the cost of the investment. When sold, the cumulative gain or loss previously recognised in other comprehensive revenue and expense is reclassified to surplus and deficit.

Financial Assets in this category that are equity instruments designated as FVTOCRE are subsequently measured at fair value with fair value gains and losses recognised in other comprehensive revenue and expense. There is no assessment for impairment when fair value falls below the cost of the investment. When sold, the cumulative gain or loss previously recognised in the other comprehensive revalue and expense is transferred to accumulated funds within equity.

#### **Expected credit loss allowance (ECL)**

The Council recognises an allowance for ECLs for all debt instruments not classified as FVTSD. ECLs are the probability weighted estimate of credit losses, measured at the present value of cash shortfalls, which is the difference between the cash flows due to Council in accordance with the contract and the cash flows it expects to receive. ECLs are discounted at the effective interest rate of the financial asset.

ECL's are recognised in two stages. ECLs are provided for credit losses that result from default events that are possible within the next 12 months (a 12-month ECL). However, if there has been a significant increase in credit risk since initial recognition, the loss allowance is based on losses possible for the remaining life of the financial asset (Lifetime ECL). When determining whether the credit risk of a financial asset has increased significantly since initial recognition, the Council considers reasonable and supportable information that is relevant without undue cost or effort. This includes both quantitative and qualitative information and analysis based on the Council's historical experience and informed credit assessment and included forward-looking information. The Council consider a financial asset to be in default when the financial asset is more than 90 days past due. The Council may determine a default occurs prior to this if internal or external information indicates the entity is unlikely to pay its credit obligations in full.

#### **Non-Current Assets Held for Sale**

Non-current Assets held for sale are classified as held for sale if their carrying amount will be recovered through a sale transaction, rather than through continuing use. Non-current Assets held for sale are measured at the lower of their carrying amount and fair value less costs to sell.

Any impairment losses for write-downs of Non-current Assets held for sale are recognised in the statement of Comprehensive Revenue and Expense.

Any increases in fair value (less costs to sell) are recognised up to the level of any impairment losses that have previously been recognised.

Assets (including those that are part of a disposal group) are not depreciated or amortised while they are classified as held for sale. Interest and other expenses attributable to the liabilities of a disposal group classified as held for sale continue to be recognised.

#### **Property, Plant and Equipment**

Property, plant and equipment consist of:

##### **Operational Assets**

Operational assets include land, buildings, landfill post closure, library books, plant and equipment, and motor vehicles.

##### **Restricted Assets**

Restricted assets are parks and reserves owned by SWDC which provide a benefit or service to the community and cannot be disposed of because of legal or other restrictions.

##### **Infrastructure Assets**

Infrastructure assets are the fixed utility systems owned by SWDC. Each asset class includes all items that are required for the network to function, for example, wastewater reticulation includes reticulation piping and sewer pump stations.

##### **Heritage Assets**

Heritage assets are assets owned by SWDC which are of cultural or historical significance to the community and cannot be replaced due to the nature of the assets. Buildings recorded under the Historic Places Act 1993 have been recorded as heritage assets.

Property, plant and equipment is shown at cost or valuation, less accumulated depreciation and impairment losses.

##### **Additions**

The cost of an item of property, plant and equipment is recognised as an asset if, and only if, it is probable that future economic benefits or service potential associated with the item will flow to SWDC and the cost of the item can be measured reliably.

Work in progress is recognised at cost less impairment and is not depreciated.

In most instances, an item of property, plant and equipment is recognised at cost. Where an asset

is acquired at no cost, or for nominal cost, it is recognised at fair value as at the date of acquisition.

### Disposals

Gains and losses on disposals are determined by comparing the proceeds with the carrying amount of the asset. Gains and losses on disposals are included in the Statement of Comprehensive Revenue and Expense. When revalued assets are sold, the amounts included in asset revaluation reserves in respect of those assets are transferred to retained earnings.

### Subsequent Costs

Costs incurred subsequent to initial acquisition are capitalised only when it is probable that future

economic benefits or service potential associated with the item will flow to SWDC and the cost of the item can be measured reliably.

The costs of day-to-day servicing of property, plant, and equipment are recognised in the surplus or deficit as they are incurred.

### Depreciation

Depreciation is provided on a straight-line basis on all property, plant and equipment other than land (which also includes the landfill and water races), at rates which will write off the cost (or valuation) of the assets to their estimated residual values over their useful lives. The estimated useful economic lives of major classes of assets have been estimated as shown in Table 6.

**Table 6: Depreciation**

Asset	Estimated Life	Percentage
Buildings and Improvements	20 to 100 years	1% to 5%
Heritage assets	70 to 120 years	0.80% to 1.4%
Furniture and equipment	5 to 22 years	4.5% to 20%
Motor vehicles	5 years	20%
Library collections	7 years	14.3%
Roading*	1 to 100 years	1% to 100%
Bridges*	30 to 100 years	1% to 3.3%
Water infrastructure*	15 to 103 years	0.97% to 3.3%
Sewer infrastructure*	14 to 123 years	0.81% to 10%
Stormwater infrastructure*	30 to 100 years	1% to 3.3%
Parks and reserves	25 to 32 years	3.1% to 4%
Playground equipment*	5 to 20 Years	5% to 20%

In relation to infrastructural assets marked \* (above), depreciation has been calculated at a componentry level based on the estimated remaining useful lives as assessed by Council's engineers and independent registered valuers.

Land under roads and formation is not depreciated. A summary of these lives is detailed above.

The residual value and useful life of an asset is reviewed, and adjusted if applicable, at each financial year-end.

### Revaluation

Land, buildings (operational and restricted), heritage assets, library books, and infrastructural assets (except land under roads) are revalued with sufficient regularity, and at least every three years, to ensure that their carrying amount does not differ materially from fair value. All other assets are carried at depreciated historical cost.

SWDC assesses the carrying values of its revalued assets annually to ensure that they do not differ materially from the assets' fair values. If there is a material difference, then the off-cycle asset classes are revalued.

SWDC accounts for revaluations of property, plant and equipment on a class of asset basis.

The results of revaluing are credited or debited to an asset revaluation reserve for that class of asset. Where this results in a debit balance in the asset revaluation reserve, this balance is expensed in the Statement of Comprehensive Revenue and Expense. Any subsequent increase on revaluation that off-sets a previous decrease in value recognised in the statement of financial performance will be recognised first in the statement of financial performance up to the amount previously expensed, and then credited to the revaluation reserve for that class of asset.

Those asset classes that are revalued are valued on a three-yearly cycle on the basis described below. All other asset classes are carried at depreciated historical cost. The carrying values of revalued items are reviewed at each balance date to ensure that those values are not materially different to fair value.

#### **Land and Buildings**

An independent valuation is carried out to ascertain fair value as determined from market-based evidence. The most recent valuation was performed by Jaime Benoit (B.App Sci (VFM, AG), MPINZ) of QV Asset and Advisory, and the valuation is effective as at 30 June 2022.

Heritage assets are also included in this category.

In the years where a full revaluation is not conducted, SWDC carries out an assessment of the fair value of land and operational building assets using indexed movements in asset classes. Where the change in fair value is considered material an adjustment will be made to reflect the change. In the 2022-23 year there was no adjustment made to fair value of land and operational building assets as value changes are not considered material enough to require changes.

#### **Infrastructure Assets**

Infrastructure asset classes are roads, bridges and footpaths, water systems, wastewater (sewerage) systems, stormwater systems.

At fair value determined on a depreciated replacement cost basis by an independent valuer. At balance date SWDC assesses the carrying values of its infrastructure assets to ensure that they do not differ materially from the assets' fair values. If there is a material difference, then the off-cycle asset classes are revalued. The most recent valuation was performed by John Vessey (BE (Civil), BA (Economics), FIPENZ (Civil), CPEng, and IntPE) of WSP on 30 June 2021. A further fair value assessment was performed by WSP to revalue our infrastructure assets on 30 June 2022.

In the years where a full revaluation is not conducted, SWDC carries out an assessment of the fair value of infrastructure assets using indexed movements in asset classes. Where the change in fair value is considered material an adjustment will be made to reflect the change. In the 2022-23 year there was no adjustment made to fair value of infrastructure assets as value changes are not considered material enough to require changes.

#### **Playground Equipment**

At fair value determined on a depreciated replacement costs basis by an independent valuer. At balance date SWDC assesses the carrying values of its playground equipment to ensure that they do not differ materially from the assets' fair values. If there is a material difference, then the off-cycle asset classes are revalued. The most recent valuation was performed by John Vessey (BE (Civil), BA (Economics), FIPENZ (Civil), CPEng, and IntPE) of WSP on 30 June 2021

#### **Vested Assets**

At the actual cost or the current cost of providing identical services.

#### **Library Collections**

At depreciated replacement cost in accordance with the guidelines released by the New Zealand Library Association and the National Library of New Zealand in May 2002. Library valuations are performed by Brian Sherman (CMEngNZ, CPEng) of IAMC Consulting, and the valuation is effective as at 30 June 2020. Library collections are no longer revalued.

#### **Assets Held for Sale**

Assets held for sale are valued annually at the lower of carrying value and fair value less costs to sell and the valuation is effective as at 30 June 2022. Assets held for sale are valued at the agreed sale price.

#### **Intangible Assets**

##### **Software Acquisition and Development**

Acquired computer software licenses are capitalised on the basis of the costs incurred to acquire and bring to use the specific software. Costs associated with maintaining computer software are recognised as an expense when incurred. Costs that are directly associated with the development of software for internal use are recognised as an intangible asset. Direct costs include the software development employee costs and an appropriate portion of relevant overheads.

Staff training costs are recognised as an expense when incurred.

##### **Amortisation**

The carrying value of an intangible asset with a finite life is amortised on a straight-line basis over its useful life. Amortisation begins when an asset is available for use and ceases at the date that the asset is derecognised. The amortisation charge for each period

is recognised in the statement of Comprehensive Revenue and Expense.

The useful lives and associated amortisation rates of major classes of intangible assets have been estimated as follows:

TANGIBLE ASSET	ASSET LIFE	AMORTISATION RATE
Computer Software	5 years	20%

### Investment Properties

Properties leased to third parties under operating leases are classified as investment property unless the property is held to meet service delivery objectives, rather than to earn rentals or for capital appreciation.

Investment property is measured initially at cost, including transaction costs.

After initial recognition, SWDC measures all investment property at fair value as determined annually by an independent valuer.

Investment properties are valued annually at fair value as determined from market-based evidence by an independent valuer. The most recent valuation was performed by Jaime Benoit (B.App Sci (VFM, AG), MPINZ) of QV Asset and Advisory, and the valuation is effective as at 30 June 2023.

Gains and losses arising from a change in the fair value of investment property are recognised in the surplus or deficit.

### Impairment of Property, Plant, Equipment and Intangible Assets

Assets that have an indefinite useful life or not yet available for use, are not subject to amortisation and are tested annually for impairment. Assets that have a finite useful life are reviewed for impairment wherever events or changes in circumstances indicate that the carrying amount may not be recovered. When there is an indicator of impairment, the asset recoverable amount is estimated. An impairment loss is recognised for the amount by which the asset's carrying amount exceeds its recoverable amount. The recoverable amount is the higher of an asset's fair value less costs to sell and value in use.

Value in use is the depreciated replacement cost for an asset where the future economic benefits or service potential of the asset are not primarily

dependent on the assets ability to generate net cash flows and where the entity would, if deprived of the asset, replace its remaining future economic benefits or service potential.

The value in use for cash-generating assets is the present value of expected future cash flows.

Cash generating assets are those assets that are held with the primary objective of generating a commercial return.

If an asset's carrying amount exceeds its recoverable amount the asset is impaired and the carrying amount is written down to the recoverable amount. For revalued assets the impairment loss is recognised against the revaluation reserve for that class of asset. Where that results in a debit balance in the revaluation reserve, the balance is recognised in the Statement of Comprehensive Revenue and Expense.

For assets not carried at a revalued amount, the total impairment loss is recognised in the Statement of Comprehensive Revenue and Expense.

The reversal of an impairment loss on a revalued asset is credited to the revaluation reserve. However, to the extent that an impairment loss for that class of asset was previously recognised in the statement of financial performance, a reversal of the impairment loss is also recognised in the Statement of Comprehensive Revenue and Expense.

For assets not carried at a revalued amount, the reversal of an impairment loss is recognised in the Statement of Comprehensive Revenue and Expense.

### Creditors and Other Payables

Creditors and other payables are recorded at their face value.

### Employee Entitlements

#### Short-term Employee Entitlements

Employee benefits that SWDC expects to be settled within twelve months of balance date are measured at nominal values based on accrued entitlements at current rates of pay.

These include salaries and wages accrued up to balance date, annual leave earned to, but not yet taken at balance date, long service leave entitlements expected to be settled within twelve months, and sick leave.

SWDC recognises a liability for sick leave to the extent that absences in the coming year are expected to be greater than the sick leave entitlements earning in the coming year. The amount is calculated based on the unused sick leave entitlement that can be carried forward at balance date, to the extent that SWDC anticipates it will be used by staff to cover those future absences.

SWDC recognises a liability and an expense for bonuses where contractually obliged or where there is a past practice that has created a constructive obligation.

#### **Presentation of Employee Entitlements**

Sick leave, annual leave, vested long service leave, and non-vested long service leave and retirement gratuities expected to be settled within 12 months of balance date, are classified as a current liability. All other employee entitlements are classified as a non-current liability.

#### **Long-term Employee Entitlements**

##### **Superannuation Schemes**

Obligations for contributions to Kiwi Saver are accounted for as defined contribution superannuation schemes and are recognised as an expense in the statement of financial performance as incurred.

##### **Provisions**

SWDC recognises a provision for future expenditure of uncertain amount or timing when there is a present obligation (either legal or constructive) as a result of a past event, it is probable that expenditures will be required to settle the obligation and a reliable estimate can be made of the amount of the obligation. Provisions are not recognised for future operating losses.

Provisions are measured at the present value of the expenditures expected to be required to settle the obligation using a pre-tax discount rate that reflects current market assessments of the time value of money and the risks specific to the obligation. The increase in the provision due to the passage of time is recognised as a finance cost expense.

##### **Borrowings**

Borrowings are initially recognised at their fair value net of transaction costs incurred. After initial recognition, all borrowings are measured at amortised cost using the effective interest method.

Borrowings are classified as current liabilities unless SWDC has an unconditional right to defer settlement of the liability for at least 12 months after the balance date or if the borrowings are expected to be settled after 12 months of balance date.

##### **Equity**

Equity is the community's interest in SWDC and is measured as the difference between total assets and total liabilities. Equity is disaggregated and classified into a number of reserves.

The components of equity are:

- Public equity – accumulated funds
- Special reserves and trust funds
- Asset revaluation reserves

##### **Restricted and Council Created Reserves**

Restricted reserves are a component of equity generally representing a particular use to which various parts of equity have been assigned. Reserves may be legally restricted or created by SWDC.

Restricted reserves are those subject to specific conditions accepted as binding by SWDC and which may not be revised by SWDC without reference to the Courts or a third party. Transfers from these reserves may be made only for certain specified purposes or when certain specified conditions are met.

Also included in restricted reserves are reserves restricted by a Council decision. The Council may alter them without references to any third party or the Courts. Transfers to and from these reserves are at the discretion of the Council.

The asset revaluation reserve relates to the revaluation of property, plant and equipment to fair value.

Fair value through other comprehensive revenue and expense reserves comprises the net cumulative change in the fair value through other comprehensive revenue and expense instruments.

##### **Goods and Services Tax (GST)**

All items in the financial statements are stated exclusive of GST, except for receivables and payables, which are stated on a GST inclusive basis. Where GST is not recoverable as input tax then it is recognised as part of the related asset or expense.

The net amount of GST recoverable from, or payable to, the Inland Revenue Department (IRD) is included as



part of receivables or payables in the statement of financial position.

The net GST paid to, or received from, the IRD, including the GST relating to investing and financing activities, are classified as an operating cash flow in the statement of cash flows. Commitments and contingencies are disclosed exclusive of GST.

### Budget Figures

The budget figures are those approved by SWDC in its 2022/23 Annual Plan. The budget figures have been prepared in accordance with NZ GAAP, using accounting policies that are consistent with those adopted by SWDC for the preparation of the financial statements. Please refer to Note 29 for an explanation of significant variances to budget.

### Cost Allocation

SWDC has derived the cost of service for each of SWDC's significant activities using the cost allocation system outlined below.

- Direct costs are those costs directly attributable to a significant activity. Indirect costs are those costs which cannot be identified with a significant activity in an economically feasible manner.
- Direct costs are charged directly to significant activities. Indirect costs are charged to significant activities using appropriate cost drivers such as actual usage, staff numbers and floor area.

### Critical Accounting Estimates and Assumptions

In preparing these financial statements, SWDC has made estimates and assumptions concerning the future. These estimates and assumptions may differ from the subsequent actual results. Estimates and judgments are continually evaluated and are based on historical experience and other factors, including expectations or future events that are believed to be reasonable under the circumstances. The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are discussed below.

### Landfill Aftercare Provision

Note 18 discloses an analysis of the exposure of SWDC in relation to the estimates and uncertainties surrounding the landfill aftercare provision.

### Infrastructural Assets

There are a number of assumptions and estimates used when performing the Depreciated Replacement Cost (DRC) valuations over infrastructural assets.

These include:

- The physical deterioration and condition of an asset. For example SWDC could be carrying an asset at an amount that does not reflect its actual condition. This is particularly so for those assets, which are not visible, for example stormwater, wastewater and water supply pipes that are underground. This risk is minimized by SWDC performing a combination of physical inspections and condition modelling assessments of underground assets.
- Estimating any obsolescence or surplus capacity of an asset.
- Estimates are made when determining the remaining useful lives over which the assets will be depreciated. These estimates can be impacted by the local conditions, for example weather patterns and traffic growth. If useful lives do not reflect the actual consumption of the benefits of the asset, then SWDC could be over- and under-estimating the annual depreciation charge recognised as an expense in the Statement of Comprehensive Revenue and Expense.
- To minimise this risk, SWDC's infrastructural assets' useful lives have been determined with reference to the NZ Infrastructural Asset Valuation and Depreciation Guidelines published by the National Asset Management Steering Group, and have been adjusted for local conditions based on past experience. Asset inspections, deterioration and condition modelling are also carried out regularly as part of SWDC asset management planning activities, which gives SWDC further assurance over its useful life estimates.
- Experienced independent valuers perform the Council's infrastructural asset revaluations.

### Critical Judgments in Applying SWDC's Accounting Policies

Management has exercised the following critical judgments in applying SWDC's accounting policies for the year ended 30 June 2023.

### Classification of Property

SWDC owns a number of properties, which are maintained primarily to provide housing to pensioners. The receipt of market-based rental from these properties is incidental to holding these properties. These properties are held for service delivery objectives as part of SWDC's social housing policy. These properties are accounted for as property, plant and equipment.

### **Statement of Cash Flows**

Cash means cash balances on hand, held in bank accounts, demand deposits and other highly liquid investments in which SWDC invests as part of its day-to-day cash management. GST is disclosed net as disclosing gross amounts does not provide any further meaningful information.

Operating activities include cash received from all revenue sources and cash payments made for the supply of goods and services. Agency transactions (the collection of Regional Council rates) are recognised as receipts and payments in the statement of cash flows because they flow through SWDC's main bank account.

Investing activities are those activities relating to the acquisition and disposal of non-current assets.

Financing activities comprise the change in equity and debt structure of SWDC.



**Note 2: Rates Revenue**

	30 June 2023 \$000	30 June 2022 \$000
<b>General Rates</b>	<b>10,807</b>	<b>10,765</b>
<b>Targeted Rates Attributable to Activities</b>		
Water	3,646	3,098
Wastewater	3,094	2,524
Amenities	2,668	2,462
Refuse	859	722
Water races	174	159
<b>Total Targeted Rates</b>	<b>10,440</b>	<b>8,964</b>
<b>Total Rates, Excluding Targeted Rates for Water by Meter</b>	<b>21,247</b>	<b>19,730</b>
<b>Targeted Rates for Water By Meter</b>	<b>123</b>	<b>133</b>
<b>Rates penalties</b>	<b>136</b>	<b>117</b>
<b>Total Revenue from Rates and Penalties</b>	<b>21,507</b>	<b>19,980</b>

**Rates Remission**

Revenue is shown net of rates remissions and non-rateable land. Under the Council's rate remission policies, the Council allowed remissions of \$22,833 (2022 \$22,584) for the purposes listed below:

	30 June 2023 \$000	30 June 2022 \$000
<b>Rates Revenue Before Remissions</b>	<b>21,507</b>	<b>19,980</b>
<b>Council policy remissions:</b>		
<b>Total Remissions</b>	<b>23</b>	<b>23</b>
<b>Total Revenue from Rates and Penalties</b>	<b>21,484</b>	<b>19,958</b>

In accordance with the Local Government (Rating) Act 2002 certain properties cannot be rated for general rates. This includes schools, places of religious worship, public gardens and reserves. These non-rateable properties, where applicable, may be subject to targeted rates in respect of wastewater, water, refuse and sanitation. Non-rateable land does not constitute a remission under SWDC's rates remission policy.

**Note 3: Finance Revenue and Costs**

	30 June 2023 \$000	30 June 2022 \$000
<b>FINANCE REVENUE</b>		
Interest revenue:		
Term deposits	422	238
<b>Total Finance Revenue</b>	<b>422</b>	<b>238</b>
<b>FINANCE COSTS</b>		
Interest expense:		
Interest on borrowings	854	707
<b>Total Finance Costs</b>	<b>854</b>	<b>707</b>

**Note 4: Grants, Subsidies and Donations**

	30 June 2023 \$000	30 June 2022 \$000
<b>Grants and Subsidies</b>		
Libraries	80	361
Community Buildings	2	2
Waihinga Centre Project	-	2
Community Development	12	-
Mayor's Task Force for Jobs	229	313
Provincial Growth Fund – Infrastructure	151	1,162
Water Reform Stimulus	-	2,215
Water Reform Transition Support	247	-
Wairarapa Moana	137	-
Waste Minimisation Levy	104	55
Miscellaneous	25	-
<b>Donations</b>		
Miscellaneous	-	-
<b>Total Grants, Subsidies, and Donations</b>	<b>988</b>	<b>4,109</b>

There are no unfulfilled conditions and other contingencies attached to subsidies and grants recognised \$Nil (2022: \$Nil).

**Assets Vesting in Council**

Vested Infrastructure from property development is valued at \$1,716,435 (2022: \$2,429,451). Other vested assets are \$2,704 for shared cost of fencing between Council and private property (2022: \$5,421 for furniture in public spaces).

**Note 5: Miscellaneous Revenue**

	30 June 2023 \$000	30 June 2022 \$000
Commissions	82	81
Other recoveries	109	118
Petrol tax	81	87
Gain on sale of assets	96	1
<b>Total Miscellaneous Revenue</b>	<b>368</b>	<b>287</b>

**Note 6: Other Gains and Losses**

	30 June 2023 \$000	30 June 2022 \$000
Gain/(loss) in fair value of investment property	(1,562)	1,435
Gain/(loss) in fair value of carbon credits	(101)	107
Gain/(loss) in asset disposal	96	1
Gain/(loss) in fair value of plant, property and equipment	(495)	48,083
<b>Total Gains/(Losses)</b>	<b>(2,062)</b>	<b>49,626</b>

**Note 7: Personnel Costs**

	30 June 2023	30 June 2022
	\$000	\$000
Salaries and wages	6,481	5,592
Defined contribution plan employer contributions	166	140
Increase/(decrease) in employee entitlements/liabilities (annual leave)	106	51
<b>Total Personnel Costs</b>	<b>6,754</b>	<b>5,783</b>

Employer contributions to defined contribution plans are contributions to KiwiSaver and are recorded net of any rebate provided by the Government.

Employee entitlements represents the outstanding leave balances at year end.

Further detail on salaries and staff numbers is provided in Note 24.

**Note 8: Other Expenses**

	30 June 2023	30 June 2022
	\$000	\$000
<b>EXPENDITURE</b>		
<b>Depreciation</b>		
Roads	1,913	1,695
Water systems	989	951
Wastewater systems	660	561
Bridges	566	519
Furniture and equipment	347	300
Stormwater systems	315	291
Buildings	280	204
Heritage assets	208	151
Library collections	174	115
Parks and reserves	79	76
Motor vehicles	55	56
<b>Total Depreciation Expense</b>	<b>5,586</b>	<b>4,919</b>
Amortisation	11	8
Councillors' remuneration	369	339
Interest expense	854	707
Provision: discount unwinding	15	67
Rates remissions	23	23
Additional provision for doubtful debts	-	-
Superannuation contributions	166	140
<b>Total Other Expenses</b>	<b>7,023</b>	<b>6,203</b>

**Note 9: Cash and Cash Equivalents**

	30 June 2023	30 June 2022
	\$000	\$000
Cash at bank and in hand	1,722	2,128
Term deposits with maturities of less than three months at acquisition	5,000	2,000
<b>Total Cash and Cash Equivalents</b>	<b>6,722</b>	<b>4,128</b>

Cash and cash equivalents include the above for the purposes of the cash flow statement.

### Maturity Analysis and Effective Interest Rates

The maturity analysis for all other financial assets with the exception of equity investments are as follows:

	30 June 2023	30 June 2022
Short term deposits (\$000)	5,000	2,000
Weighted average effective interest rate (%)	3.27%	0.95%

### Note 10: Debtors and Other Receivables

	30 June 2023	30 June 2022
	\$000	\$000
Rates receivables	683	538
Other receivables	2,537	1,735
Goods and services tax	640	419
Prepayments	243	39
	<b>4,103</b>	<b>2,731</b>
Less Allowance for Credit Loss	(95)	(117)
<b>Total Debtors and Other receivables</b>	<b>4,007</b>	<b>2,614</b>

	30 June 2023	30 June 2022
	\$000	\$000
Expected Credit Losses	95	117
<b>Total Provision for Impairment</b>	<b>95</b>	<b>117</b>

### Note 11: Investments

	30 June 2023	30 June 2022
	\$000	\$000
<b>Current portion</b>		
Term deposits	6,137	8,603
LGFA borrower notes	32	53
<b>Total Current Portion</b>	<b>6,169</b>	<b>8,656</b>
<b>Non-current portion</b>		
<b>Held to maturity</b>		
Term deposits	-	-
LGFA borrower notes	628	515
Other investments	9	9
<b>Total Non-current Portion</b>	<b>637</b>	<b>524</b>

There were no impairment provisions for other financial assets.

### Maturity Analysis and Effective Interest Rates

The maturity analysis for all other financial assets with the exception of equity investments are as follows:

Weighted average effective interest rates (%)	30 June 2023	30 June 2022
Term deposits	5.01%	1.87%
LGFA borrower notes	3.04%	2.81%

## Other Financial Assets

	30 June 2023	30 June 2022
	\$000	\$000
<b>Investment in CCOs and other similar entities</b>		
Civic Financial Services Limited (53,930 shares)	81	81
Wellington Water (25 shares)	50	50
<b>Total investment in CCOs and other similar entities</b>	<b>131</b>	<b>131</b>
<b>Investment in other entities</b>		
Carbon Credits	125	226
Farmlands Trading Society Ltd (699 shares)	1	1
<b>Total investment in other entities</b>	<b>126</b>	<b>227</b>
<b>Total Other Financial Assets</b>	<b>258</b>	<b>359</b>

### Unlisted Shares – Valuation

The fair value of the unlisted shares of Farmlands Trading Limited and Wellington Water Limited have been revalued to market value based on advice supplied by the respective companies as there is no active market to determine the value of the shares.

The Civic Financial Services Limited (formerly New Zealand Local Government Insurance Corporation Limited) shares, have been revalued to market value on an annual basis using the net asset backing per share value as at 30 June 2023.

Carbon credits have been revalued to market value on an annual basis using the per unit value as at 30 June 2023.

### Impairment

There were no impairment provisions for other financial assets. None of the financial assets are either past due or impaired.

## Note 12: Non-Current Assets Held for Sale

	30 June 2023	30 June 2022
	\$000	\$000
Assets held for sale are:		
Buildings	-	-
Land	-	66
<b>Total Assets held for sale</b>	<b>-</b>	<b>66</b>

At 30 June 2023 SWDC does not currently hold any properties with the intention of sale.

## Note 13: Investment Properties

	30 June 2023	30 June 2022
	\$000	\$000
Balance at 1 July	15,757	14,322
Disposals	-	-
Transfers	-	-
Additions	57	-
Depreciation	(3)	-
Fair value gains/(losses) on valuation	(1,562)	1,435
<b>Balance at 30 June</b>	<b>14,249</b>	<b>15,757</b>

SWDC's investment properties are valued at fair value with the latest valuation effective 30 June 2023. All investment properties were based on open market evidence. The valuation was performed by Jaime Benoit (B.App Sci (VFM, AG), MPINZ) of QV Asset and Advisory.

Contractual obligations in relation to investment properties at balance date but not recognised in the financial statements are nil. There are no capital commitments as at 30 June 2023 (2022: Nil).

**Note 14: Intangible Assets**

	30 June 2023 \$000	30 June 2022 \$000
<b>Cost</b>		
Balance at 1 July	401	382
Additions	36	19
Disposals	-	-
<b>Balance at 30 June</b>	<b>437</b>	<b>401</b>
<b>Accumulated amortisation and impairment</b>		
Balance at 1 July	317	309
Amortisation charge	11	8
Disposals	-	-
<b>Balance at 30 June</b>	<b>328</b>	<b>317</b>
<b>Carrying amount</b>		
<b>Balance at 30 June</b>	<b>109</b>	<b>84</b>

There are no restrictions over the title of SWDC's intangible assets, nor are any intangible assets pledged as security for liabilities.

**Note 15: Property, Plant and Equipment 2022-2023**

Current Year 30 June 2023	Cost/ Revaluation 30 June 2022 \$000	Accumulated Depreciation 30 June 2022 \$000	Carrying Amount 30 June 2022 \$000	Current Year Additions \$000	Current Year Disposals \$000	Current Year Transfers \$000	Current Year Gain/(Loss) on Sale \$000	Current Year Depreciation \$000	Revaluation, Impairment, Depreciation Recovered \$000	Cost Revaluation 30 June 2023 \$000	Accumulated Depreciation 30 June 2023 \$000	Carrying Amount 30 June 2023 \$000
<b>Infrastructural Assets</b>												
Roads	344,178	5	344,173	3,366	-	-	-	1,914	-	347,544	1,918	345,626
Bridges	20,946	-	20,946	-	-	-	-	566	-	20,946	566	20,380
Water systems	43,134	-	43,134	1,584	-	-	-	989	(495)	44,224	989	43,235
Wastewater systems	28,052	19	28,033	39	-	-	-	660	-	28,091	680	27,412
Stormwater systems	21,915	-	21,915	264	-	-	-	315	-	22,179	315	21,863
<b>Total Infrastructural Assets</b>	<b>458,225</b>	<b>24</b>	<b>458,201</b>	<b>5,254</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,444</b>	<b>(495)</b>	<b>462,984</b>	<b>4,467</b>	<b>458,516</b>
<b>Operational assets</b>												
Land	69,367	-	69,367	-	-	-	-	14	-	69,367	14	69,353
Buildings	11,262	224	11,038	728	-	-	-	263	-	11,991	487	11,503
Furniture and equipment	3,601	2,257	1,327	297	-	(10)	-	347	-	3,872	2,604	1,268
Library collections	1,085	251	834	106	-	-	-	174	-	1,191	425	766
Motor vehicles	462	350	112	172	-	-	-	55	-	634	405	230
Parks and reserves	498	291	206	-	-	-	-	17	-	498	308	189
Playgrounds	749	59	690	21	-	-	-	62	-	770	121	648
<b>Total Operational Assets</b>	<b>87,024</b>	<b>3,433</b>	<b>83,574</b>	<b>1,325</b>	<b>-</b>	<b>(10)</b>	<b>-</b>	<b>931</b>	<b>-</b>	<b>88,322</b>	<b>4,364</b>	<b>83,958</b>
<b>Other assets</b>												
Heritage assets	17,653	3	17,650	16	-	10	-	208	-	17,679	211	17,468
Work in progress	4,843	-	4,843	5,796	-	-	-	-	-	10,639	-	10,639
<b>Total Other Assets</b>	<b>22,496</b>	<b>3</b>	<b>22,493</b>	<b>5,812</b>	<b>-</b>	<b>10</b>	<b>-</b>	<b>208</b>	<b>-</b>	<b>28,318</b>	<b>211</b>	<b>28,107</b>
<b>Total Assets</b>	<b>567,744</b>	<b>3,460</b>	<b>564,268</b>	<b>12,390</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>5,583</b>	<b>(495)</b>	<b>579,623</b>	<b>9,043</b>	<b>570,581</b>

There are no restrictions over the title of SWDC's property, plant and equipment assets, nor are any of these assets pledged as security for liabilities.

**Note 15: Property, Plant and Equipment 2021-2022**

Previous Year 30 June 2022	Cost/ Revaluation 30 June 2021 \$000	Accumulated Depreciation 30 June 2021 \$000	Carrying Amount 30 June 2021 \$000	Current Year Additions \$000	Current Year Disposals \$000	Current Year Transfers \$000	Current Year Gain/(Loss) on Sale \$000	Current Year Depreciation \$000	Revaluation, Impairment, Depreciation Recovered \$000	Cost Revaluation 30 June 2022 \$000	Accumulated Depreciation 30 June 2022 \$000	Carrying Amount 30 June 2022 \$000
<b>Infrastructural Assets</b>												
Roads	314,730	0	314,729	4,465	-	-	-	1,695	24,983	344,178	5	344,173
Bridges	19,230	-	19,230	2	-	-	-	519	1,714	20,946	-	20,946
Water systems	40,442	-	40,442	2,245	-	-	-	951	448	43,134	-	43,134
Wastewater systems	23,333	-	23,333	3,708	-	-	-	561	927	28,052	19	28,033
Stormwater systems	20,341	-	20,341	386	-	-	-	291	1,188	21,915	-	21,915
<b>Total Infrastructural Assets</b>	<b>418,075</b>	<b>0</b>	<b>418,074</b>	<b>10,805</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,017</b>	<b>29,260</b>	<b>458,225</b>	<b>24</b>	<b>458,201</b>
<b>Operational Assets</b>												
Land	62,956	-	62,956	2	-	610	-	14	5,799	69,367	-	69,367
Buildings	7,828	403	7,424	85	-	-	-	191	3,350	11,262	224	11,038
Furniture and equipment	3,146	1,974	1,172	445	(18)	11	(2)	300	0	3,601	2,257	1,327
Library collections	972	136	836	113	-	-	-	115	-	1,085	251	834
Motor vehicles	462	294	167	-	-	-	-	56	-	462	350	112
Parks and reserves	1,140	274	866	29	-	(671)	-	17	-	498	291	206
Playgrounds	708	-	708	41	-	-	-	59	-	749	59	690
<b>Total Operational Assets</b>	<b>77,212</b>	<b>3,082</b>	<b>74,130</b>	<b>714</b>	<b>(18)</b>	<b>(50)</b>	<b>(2)</b>	<b>751</b>	<b>9,149</b>	<b>87,024</b>	<b>3,433</b>	<b>83,574</b>
<b>Other Assets</b>												
Heritage assets	12,841	342	12,499	9	-	-	-	151	4,804	17,653	3	17,650
Work in progress	3,109	(0)	3,109	1,900	-	(11)	-	-	(154)	4,843	-	4,843
<b>Total Other Assets</b>	<b>15,950</b>	<b>342</b>	<b>15,608</b>	<b>1,908</b>	<b>-</b>	<b>(11)</b>	<b>-</b>	<b>151</b>	<b>4,649</b>	<b>22,496</b>	<b>3</b>	<b>22,493</b>
<b>Total Assets</b>	<b>511,237</b>	<b>3,424</b>	<b>507,812</b>	<b>13,428</b>	<b>(18)</b>	<b>(61)</b>	<b>(2)</b>	<b>4,919</b>	<b>43,058</b>	<b>567,744</b>	<b>3,460</b>	<b>564,268</b>



**Depreciation and Amortisation Expense by Group of Activity**

	30 June 2023 \$000	30 June 2022 \$000
<b>Depreciation and Attributable Depreciation and Amortisation Expense by Activity</b>		
Land Transport	2,494	2,221
Water supply	990	952
Community facilities and services	879	682
Wastewater	686	582
Stormwater drainage	315	291
Planning and regulatory services	60	55
Governance	3	6
<b>Total Directly Attributable Depreciation and Amortisation Expense</b>	<b>5,427</b>	<b>4,790</b>
Depreciation and amortisation not directly related to group of activities	170	137
<b>Total other expenses</b>	<b>5,597</b>	<b>4,927</b>

**Note 16: Creditors and Other Payables**

	30 June 2023 \$000	30 June 2022 \$000
Trade payables	6,235	3,530
Accrued expenses	265	411
Revenue in advance	78	(10)
Rates in advance	280	252
<b>Total Creditors and Other Payables</b>	<b>6,857</b>	<b>4,183</b>

Except for rates in advance, all creditors and payables are assessed as exchange as these balances are from Transactions carried at normal business terms.

**Note 17: Employee Entitlements**

	30 June 2023 \$000	30 June 2022 \$000
Accrued pay	203	128
Annual leave	422	391
<b>Total Employee Entitlements</b>	<b>625</b>	<b>519</b>
Comprising:		
Current portion	625	519
Non-current portion	-	-
<b>Total Employee Entitlements</b>	<b>625</b>	<b>519</b>

**Note 18: Provisions**

	30 June 2023 \$000	30 June 2022 \$000
<b>Landfill Aftercare Provision</b>		
Balance at 1 July	348	415
Provision expensed for the year	(35)	(34)
Adjustment to NPV	20	(34)
<b>Total Provisions</b>	<b>334</b>	<b>348</b>
Comprising:		
Current portion	33	34
Non-current portion	300	315
<b>Total Provisions</b>	<b>334</b>	<b>348</b>

**Provision for Landfill Aftercare Costs**

SWDC gained resource consent to operate the landfill. SWDC has responsibility under the resource consent to provide on-going maintenance and monitoring of the landfill after the site has closed until February 2035.

The cash outflows for landfill post-closure are not expected to occur until 2035. The long-term nature of the liability means there are inherent uncertainties in estimating the costs that will be incurred. The provision has been estimated taking into account existing technology and using a discount rate of 4.75% (2022: 4.05%).

**Note 19: Borrowings**

	30 June 2023 \$000	30 June 2022 \$000
<b>Current</b>		
Secured loans	2,000	3,300
<b>Total Current Borrowings</b>	<b>2,000</b>	<b>3,300</b>
<b>Current</b>		
Secured loans	26,900	23,100
<b>Total Non-current Borrowings</b>	<b>26,900</b>	<b>23,100</b>
<b>Total Borrowings</b>	<b>28,900</b>	<b>26,400</b>

**Fixed-Rate Debt**

SWDC's secured debt of \$28,900,000 (2022: \$26,400,000) is issued at fixed rates of interest.

The weighted average interest rate of SWDC's debt is 3.27% (2022: 2.81%)

**Security**

SWDC's loans are secured over either separate or general rates of the district, and no assets have borrowings secured against them.

SWDC manages its borrowings in accordance with its funding and financial policies, which includes a Liability Management Policy. These policies have been adopted as part of SWDC's Long Term Plan.

## Note 20: Equity

	30 June 2023 \$000	30 June 2022 \$000
<b>Public Equity</b>		
Balance at 1 July	167,906	158,716
Net transfer (to)/from reserves	(2,733)	(500)
Total surplus / (deficit) for the year	1,509	9,690
<b>Balance at 30 June</b>	<b>166,683</b>	<b>167,906</b>
<b>Restricted Reserves and Trust Funds</b>		
Balance at 1 July	28,268	27,768
Transfers to fund	11,855	10,541
Transfers from fund	(9,122)	(10,041)
<b>Balance at 30 June</b>	<b>31,000</b>	<b>28,268</b>
Restricted reserves and trust funds consist of:		
Discretionary reserves	544	316
Community board reserves	133	123
Restricted reserves	3,176	2,754
Water race reserves	365	293
Council loan redemption reserves	10,854	8,513
Other reserves	15,765	16,145
Trusts	162	124
<b>Total Restricted Reserves and Trust Funds</b>	<b>31,000</b>	<b>28,268</b>
<b>Asset Revaluation Reserve</b>		
Balance at 1 July	368,873	320,789
Transfers to fund	-	48,083
Transfers from fund	-	-
<b>Balance at 30 June</b>	<b>368,873</b>	<b>368,873</b>
Asset revaluation reserve consists of:		
Land	55,316	55,316
Buildings	6,855	6,855
Heritage assets	8,858	8,858
Library collections	1,429	1,429
Bridges	17,585	17,585
Roading	211,069	211,069
Water	34,274	34,769
Wastewater	10,858	10,858
Stormwater	21,898	21,898
Playground equipment	229	229
Other equipment	8	8
<b>Total Asset Revaluation Reserve</b>	<b>368,378</b>	<b>368,873</b>

**Note 21: Statement of Capital Commitments and Operating Leases**

	30 June 2023 \$000	30 June 2022 \$000
<b>Capital Commitments</b>		
Roading	1,201	2,402
Pain Farm	-	27
<b>Total Capital Commitments</b>	<b>1,201</b>	<b>2,429</b>

Refer to Note 13 for capital commitments for investments properties.

**Operating Leases as Lessor**

Investment property is leased under operating leases. The leases have non-cancellable terms ranging from 11 months to 76 months. The future aggregate minimum lease payments to be collected under non-cancellable operating leases are as follows.

	30 June 2023 \$000	30 June 2022 \$000
<b>Operating leases as lessor</b>		
Not later than one year	288	251
Later than one year and not later than five years	408	128
Later than five years	152	80
<b>Total Non-cancellable Operating Leases</b>	<b>849</b>	<b>459</b>

**Operating Leases as Lessee**

Council leases buildings and plant and equipment in the normal course of its business. The leases have non-cancellable terms ranging from 8 months to 60 months. The future aggregate minimum lease payments payable under non-cancellable operating leases are as follows.

	30 June 2023 \$000	30 June 2022 \$000
<b>Operating Leases as Lessee</b>		
Not later than one year	67	67
Later than one year and not later than five years	74	139
Later than five years	-	-
<b>Total Non-cancellable Operating Leases</b>	<b>142</b>	<b>207</b>

**Note 22: Contingencies**

Contingent liability for 2023 is \$Nil (2022: \$Nil).

There are no contingent assets for 2023 (2022: \$Nil).

No contingent rents have been recognised during the period.

There are no unfulfilled conditions and other contingencies attached to New Zealand Transport Agency Waka Kotahi subsidies recognised.

**Local Government Funding Agency (LGFA)**

The Council is a guarantor of the LGFA. The LGFA was incorporated in December 2011 with the purpose of providing debt funding to local authorities in New Zealand. It has a current credit rating from Standard and Poor's of AA+.

As at 30 June 2023, the Council is one of several local authority borrowers and guarantors of the LGFA. The LGFA's loans to local authorities are \$18.6 billion (2022: \$16.8 billion), of which the Council have borrowed \$0.029 billion (2022: \$0.026 billion). As a result, the Council's cross guarantee on the LGFA's loans to other local authorities is \$18.6 billion (2022: \$16.8 billion).

Public Benefit Entity (PBE) Accounting Standards require the Council to recognise the guaranteed liability at fair value.

However, the Council have been unable to determine a sufficiently reliable fair value for the guarantee, and therefore, has not recognised a liability. The Council considers the risk of the LGFA defaulting on repayment of interest or capital to be very low on the basis that:

- the Council is not aware of any local authority debt default events in New Zealand; and,
- Local government legislation would enable local authorities to levy a rate to recover sufficient funds to meet any debt obligations if further funds were required.

## Note 23: Related Party Transactions

### Key Management Personnel

During the year councillors and key management, as part of a normal customer relationship, were involved in minor transactions with Council (such as payment of rates and purchase of rubbish bags etc.). All payments were made on a cash basis and no payments were delayed. No interest was charged and there are no outstanding balances as at 30 June 2023. No provision has been required, nor any expense recognised for impairment of receivables for any loans or other receivables to related parties (2022: \$Nil).

## Note 24: Remuneration

	30 June 2023	30 June 2022
<b>Mayor and Councillors</b>		
Remuneration	\$ 368,879	\$ 339,291
Number of members	10.0	10.0
<b>Senior Management Team, including Chief Executive</b>		
Remuneration	\$ 1,271,059	\$ 1,149,579
Full-time equivalent members	7.0	7.0
<b>Total Key Management Personnel Compensation</b>	<b>\$ 1,639,938</b>	<b>\$ 1,488,870</b>

Due to the difficulty in determining the full-time equivalent for Councillors, the full-time equivalent figure is taken as the number of Councillors. Key management personnel include the Mayor, Councillors and Senior Management Team, including the Chief Executive.

### Chief Executive

The Chief Executive of SWDC appointed under section 42 of the Local Government Act 2002. Harry Wilson was the Chief Executive for the year ended 30 June 2023. He received a salary of \$250,000. (2022: Harry Wilson \$250,000). Mr Wilson resigned in May 2023 and Paul Gardner was appointed Interim Chief Executive.

<b>Council Employees</b>	30 June 2023	30 June 2022
<\$60,000	18	30
\$60,000 to \$79,999	25	23
\$80,000 to \$119,999	17	11
\$120,000 to \$259,999	8	7
<b>Total employees</b>	<b>68</b>	<b>71</b>
Full-time employees	51	52
Full-time equivalent employees	9	13

Total remuneration includes non-financial benefits provided to employees. A full-time employee is determined on the basis of a 37.5-hour working week.

### Severance Payments

One severance payment was made in 2023 totalling \$27,765 (2022: \$Nil)

**Elected Representatives**

<b>Council</b>	<b>30 June 2023</b>	<b>30 June 2022</b>
	<b>\$</b>	<b>\$</b>
<b>Councillors</b>		
A Beijen**	25,263	91,744
A Plimmer	35,210	27,663
B Jephson**	6,987	25,734
B West**	6,964	23,501
G Emms**	10,161	35,275
L Hay**	8,168	27,934
P Colenso**	7,757	26,422
P Maynard	28,015	25,148
R Fox**	8,284	28,362
C Olds	26,306	18,855
R Vickery**	-	8,653
M Bosley*	20,603	-
M Connelly (Mayor)*	77,106	-
A Ellims*	20,603	-
R Gray*	20,603	-
K McAulay*	20,603	-
M Sadler-Futter*	25,643	-
A Woodcock*	20,603	-
<b>Total Councillors' Remuneration</b>	<b>368,879</b>	<b>339,291</b>

<b>Community Boards</b>	<b>30 June 2023</b>	<b>30 June 2022</b>
	<b>\$</b>	<b>\$</b>
<b>Featherston Community Board</b>		
C Bleakley **	1,105	3,302
M Shepherd (Chair) **	2,063	6,605
M Gray **	1,105	3,302
T Tahinurua **	1,105	3,302
P Dennison*	2,961	-
W Maxwell*	2,961	-
T Rutherford (Chair)*	5,456	-
A Schroeder*	2,965	-
<b>Greytown Community Board</b>		
G Gray **	1,105	3,302
A Rainford (Chair) **	2,063	6,605
S Symes **	1,105	3,302
S Baker **	1,105	3,302
L Brown (Chair)*	5,457	-
N Morrison*	1,375	-
J Woodcock*	2,961	-
W Woodgyer*	2,961	-
<b>Martinborough Community Board</b>		
A Ellims **	1,105	3,302
N Fenwick **	1,105	3,302
M Honey **	1,105	3,302
M Maynard (Chair)	5,412	6,605
A Brown*	2,961	-
K Krogh*	2,961	-
S Roberston (Chair)*	5,456	-
<b>Total Community Board Members' Remuneration</b>	<b>57,958</b>	<b>49,533</b>

\* Newly elected October 2022

\*\* Not re-elected/did not stand for re-election October 2022

## **Note 25: Events after Balance Date**

### **Riskpool**

SWDC was previously a member of the New Zealand Mutual Liability Riskpool scheme ('Riskpool'). The scheme is in wind down; however, the Council has an ongoing obligation to contribute to the scheme should a call be made in respect of any historical claims (to the extent those claims are not covered by reinsurance), and to fund the ongoing operation of the scheme.

The likelihood of any call-in respect of historical claims diminishes with each year as limitation periods expire. However, as a result of the Supreme Court decision on 1 August 2023 in Napier City Council v Local Government Mutual Funds Trustee Limited, it has been clarified that Riskpool has a liability for that member's claim in relation to non-weather-tight defects (in a mixed claim involving both weather-tight and non-weather-tight defects). Riskpool has now advised that it has worked through the implications of the Supreme Court decision, and in November 2023 issued a call to SWDC of \$47,645. As this amount is not material, a provision has not been made in 2022/23 and the call will be recognised in 2023/24.

## **Note 26: Water Services Reform Programme**

In July 2020, the Government launched the Three Waters Reform Programme – a three-year programme to reform local government provision of three waters services. Currently 67 different councils own and operate the majority of the drinking water, wastewater and stormwater services across New Zealand.

The proposed reform programme is being progressed through a partnership-basis approach with the local government sector, alongside iwi/Māori as the Crown's Treaty Partner. Under this plan four new publicly owned Water Services Entities (WSEs) will run New Zealand's drinking water, wastewater and stormwater services-currently operated by councils on behalf of communities.

The reform will be enacted by three pieces of legislation:

- The Water Services Entities Act 2022, which (as amended by the Water Services Entities Amendment Act 2023 on 23 August 2023) establishes ten publicly owned water services entities and sets out their ownership, governance and accountability arrangements. A water services entity is established (for transitional purposes) on the date on which the appointment of the entity's establishment board takes effect, and its establishment date (operational date) will be a date between 1 July 2024 and 1 July 2026.
- The Water Services Legislation Act 2023, which amended the Water Services Entities Act 2022 on 31 August 2023 to provide for the transfer of water services assets and liabilities to the water services entities.
- The Water Services Economic Efficiency and Consumer Protection Act 2023, which provides the economic regulation and consumer protection framework for water services. The consumer protection framework will come into force on 1 July 2024 and the rest of the Act came into force on 31 August 2023.

Council would belong to WSE 'G' along with other Wellington Regional Councils.

Based on the progression of the related legislation, and the draft transition date released in August for Entity G, it is expected Council will not be responsible for the delivery and infrastructure of three water services from 1 October 2024.

High level guidance has been issued that outlines which assets would transfer to the new entity, however there is not yet enough clarity to be able to quantify the financial impacts on asset values, revenue and associated debt with certainty, though significant work on this is ongoing. With the change in the Government there is a possibility of a change to the water services reform programme. Considering the recent developments there is a possibility that the new Government might repeal or substantially amend the three legislations.

**Note 27: Financial Instrument Categories**

The accounting policies for financial instruments have been applied to the line items below:

<b>Financial Assets</b>	<b>30 June 2023</b>	<b>30 June 2022</b>
	<b>\$000</b>	<b>\$000</b>
<b>Amortised Costs (2022: Loans and Receivables)</b>		
Cash and cash equivalents	6,722	4,128
Debtors and other receivables	4,007	2,614
Investments	6,137	8,603
<b>Total and Amortised Cost</b>	<b>16,866</b>	<b>15,345</b>
<b>FVTOCRE</b>		
Investments	660	567
Unlisted shares	258	359
<b>Total at FVTOCRE</b>	<b>917</b>	<b>926</b>

<b>Financial Liabilities</b>	<b>30 June 2023</b>	<b>30 June 2022</b>
	<b>\$000</b>	<b>\$000</b>
<b>Amortised Cost</b>		
Creditors	6,857	4,183
Secured loans	28,900	26,400
<b>Total financial liabilities at amortised cost</b>	<b>35,757</b>	<b>30,583</b>

**Note 27A: Financial Instrument - Adoption of PBE IPSAS41**

<b>Financial Instruments - Adoption of PBE IPSAS41</b>			<b>30 June 2023</b>	<b>30 June 2022</b>
			<b>\$000</b>	<b>\$000</b>
			<b>PBE IPSAS 29</b>	<b>PBE IPSAS 41</b>
<b>Parent</b>	<b>PBE IPSAS 29</b>	<b>PBE IPSAS 41</b>	<b>\$000</b>	<b>\$000</b>
<b>FINANCIAL ASSETS</b>				
Cash and cash equivalents	Loans and Receivables	Amortised Cost	4,128	4,128
Trade and other receivables	Loans and Receivables	Amortised Cost	2,614	2,614
Term deposits	Loans and Receivables	Amortised Cost	8,603	8,603
Listed bonds	FVTOCRE	FVTOCRE	567	567
Unlisted shares	FVTOCRE	FVTOCRE	359	359

**Additional Information in relation to subsequent measurement classification assessment**

PBE IPSAS 41 requires debt instruments to be subsequently measured at FVTSD, amortised cost, or FVTOCRE. This classification is based on the business model for managing the debt instruments, and whether the payment are solely payments of principal or interest or interest on the principal amount outstanding.

Council assessed the business model for its classes of financial assets at the date of initial application. Debt instruments are held mainly to collect except for the Council's listed portfolio which are held to collect and sell in accordance with the Council's Treasury Management Policy to meet capital requirements.

Council's debt instruments are solely comprised of contractual cash flows solely for payments of principal and interest, in line with basic lending arrangements. This assessment was based on the facts and circumstances as at the initial recognition of the assets.

PBE IPSAS 41 requires equity instruments to be classified at FVTSD. However, it permits entities to make an irrevocable election on transition to PBE IPSAS 41 to subsequently measure at FVTOCRE if the shares are not held for trading.



### **Note 28: Internal Borrowing**

As at 30 June 2023 there were no internal borrowings (2022: Nil)

### **Note 29: Explanation of Major Variances against Budget**

Explanations for major variations from SWDC's estimated figures in the 2022/23 Annual Plan are as follows.

#### **Statement of Comprehensive Revenue and Expense**

Operating surplus for the year was \$1.6m lower than budget, as a result of greater than planned revenues (\$4.9m higher than budget), offset by greater than planned expenses (\$6.5m higher than budget) within the overall result.

The increase in revenue reflects:

- continued high levels of developmental activity within the district, shown in greater than planned income from sub-division, and financial contributions (\$1.2m higher than budget).
- subsidy from Waka Kotahi (\$2.7m higher than budget), which was offset by corresponding increases in expense in Land Transport (\$4.3m higher than budget) related to emergency works caused by weather events.
- revenue from grants for programmes funded by central government initiatives, which was offset by corresponding increases in expense in the relevant activities:
  - Water Reform Transition Support (\$0.2m), across the three water activities,
  - Infrastructure Reference Group (\$0.3m) for the Tauherenikau Cycle Bridge, in Community Facilities and Services,
  - Mayor's Taskforce for Jobs (\$0.2m), in Community Facilities and Services,
  - New Zealand Library Partnership, Rangatahi Strategy, Welcoming Communities, Lotteries Grant, (\$0.1m total) in Community Facilities and Services,
  - Crown contribution for supporting Wairarapa Moana, (\$0.1m) which has been ringfenced into a reserve for future use.

Investment properties were revalued this year to reflect market values resulting in a decrease (\$1.6m) to total surplus.

#### **Statement of Financial Position**

The overall position shows Council is able to meet its commitments, with having sufficient means to cover current liabilities. Assets held to support the delivery of Council services increased in value due to positive cyclical revaluations and increased capital expenditure and assets vested council. Public debt increased this financial year, in line with budget expectations. Overall, equity has increased. Transfers to special and restricted reserves balances reflect increasing development within the district and the accumulation of funds for repayment of loans.

#### **Statement of Cashflows**

Net cashflow from operating activities is positive and in line with budget.

Net cashflow from investing activities is unfavourable, but less so than budget due to delays to capital projects in the three water activities.

Net cashflow from financing activities was \$2.8m lower than budget due to delays in debt funded capital projects.

## Other Legislative Disclosures

### Local Government Act 2002 – Financial Disclosures

The Local Government Act 2002 sets out a number of disclosure requirements for Councils over and above the generally accepted accounting practice (GAPP) information. New disclosures were added in legislative changes and additions to the Local Government (Financial Reporting and Prudence) Regulations 2014.

#### Insurance of Assets

	30 June 2023	30 June 2022
	\$000	\$000
Total value of property, plant, and equipment (excluding land)	501,228	494,833
Value of assets covered by risk share arrangements	87,753	118,607
Value of assets covered by insurance contracts	114,678	108,991

The value of assets covered by insurance excludes land and land under roads.

In addition to Council's insurance, in the event of natural disaster it is assumed that Central Government will contribute, 60% towards the restoration of Council owned underground drainage, waste and water assets and the New Zealand Transport Agency will contribute between 49-59% towards the restoration of Roading assets.

#### Reporting Format

These financial statements incorporate applicable amendments to legislation governing financial reporting requirements.

#### Rating Base Information

The Local Government Act (Amendment No. 3) includes a clause 30A in Schedule 10. The information below satisfies the disclosure requirements of that clause and adds comparative information for this current financial year.

	30 June 2023	30 June 2022
<b>Rating Base Information</b>		
Number of rating units	7,274	7,107
	\$Million	\$Million
Capital Value of rating units	6,582	6,350
Land value of rating units	3,966	3,838

## Network Assets

Current Year 30 June 2023	Acquisitions/ Constructed by SWDC \$000	Transferred to SWDC \$000	Closing Book Value \$000	Replacement Cost \$000
<b>Water Supply</b>				
Treatment plants and facilities	949	-	10,847	10,917
Land	-	-	2,307	2,307
Other Assets	347	288	32,388	32,812
<b>Wastewater</b>				
Treatment plants and facilities	-	-	360	360
Land	-	-	18,058	18,058
Other Assets	(306)	345	27,052	27,052
<b>Stormwater Drainage</b>				
Stormwater systems	57	206	21,863	21,863
<b>Land Transport</b>				
Roads and Footpaths	3,369	877	345,626	345,626

Current Year 30 June 2022	Acquisitions/ Constructed by SWDC \$000	Transferred to SWDC \$000	Closing Book Value \$000	Replacement Cost \$000
<b>Water Supply</b>				
Treatment plants and facilities	810	-	10,260	10,260
Land	-	-	2,125	2,125
Other Assets	1,131	304	30,567	30,567
<b>Wastewater</b>				
Treatment plants and facilities	406	-	387	387
Land	-	-	18,058	18,058
Other Assets	2,943	358	9,588	9,588
<b>Stormwater Drainage</b>				
Stormwater systems	22	363	21,915	21,915
<b>Land Transport</b>				
Roads and Footpaths	4,467	1,404	344,173	344,173

## Statement of Special and Separate Funds for Year Ended 30 June 2023

Current Year	Activities to which reserve relates	Opening Balance \$000	Transfers In \$000	Transfers Out \$000	Closing Balance \$000
<b>District Property</b>					
To be used for Town Centre Development	All activities	134	315	(213)	236
<b>Asset Realisation</b>					
Capital gains from the sale of Council Assets that have been realised over time.	All activities	298	-	-	298
<b>Plantation Reserve</b>					
For road protection schemes and seal extensions in the future.	All activities	(117)	-	(30)	(147)
<b>Disaster Recovery Reserve</b>					
To be used for strengthening Council's business continuity	All activities	10	10	-	20
<b>Wairarapa Moana Reserve</b>					
To be used to establish and support the board that will lead guardianship and management of the moana and its surrounds	All activities	-	137	-	137
<b>Community Board Reserves</b>					
Community Board funds carried over:					
Featherston	Governance	5	5	(7)	3
Greytown	Governance	10	5	(1)	14
Martinborough	Governance	5	5	(7)	3
Te Māngai O Ngā Hapori Māori (Māori Standing Committee)	Governance	31	-	(6)	25
Featherston Community Development Fund	Governance	26	12	(12)	26
Greytown Community Development Fund	Governance	17	12	(5)	24
Martinborough Community Development Fund	Governance	13	12	(1)	24
Martinborough Swimming Pool	Governance	15	-	-	15
<b>Restricted Reserves</b>					
To provide for the acquisition and development of reserves and open spaces in response to the needs arising from subdivision and development, to protect conservation values.	All activities	2,754	862	(440)	3,176
To provide opportunities for public access to and along water bodies, to provide recreational opportunities near water bodies					
<b>Water Race Reserves</b>					
Featherston/Longwood Water race	Water	9	83	(41)	52
Moroa	Water	284	90	(60)	314
<b>Trusts</b>					
Campground Memorial:	Amenities	7	-	-	7
Pain Farm					
Maintaining and improving the Borough's parks, sports grounds, camping ground, swimming baths, providing and maintaining sports facilities and a children's playground.	Amenities	116	155	(116)	155
<b>Infrastructure Contributions</b>					
To provide a potable water supply, to safeguard the health of inhabitants and protect the natural environment for inappropriate disposal of sewage, to prevent damage to property or amenity from the indiscriminate and uncontrolled runoff of Stormwater, to ensure sufficient water is available for firefighting purposes.	All activities	3,423	1,756	(1,580)	3,598
To provide for the safe and convenient movement on roads of vehicular, bicycles and pedestrians within and through the Wairarapa.					
<b>Planning Reserves</b>					
To spread the costs of the Combined District Plan over the life of the plan	Resource Management	(118)	60	(280)	(338)
To spread the costs of the Spatial Plan over the life of the plan	Management	13	133	(135)	11
<b>Loan Redemption Reserve</b>					
To cover loan principal repayments	All activities	8,513	2,342	-	10,854
<b>Depreciation Reserves</b>					
To fund new capital projects	All activities	11,591	5,251	(5,350)	11,492
<b>Martinborough Town Hall Reserve</b>					
Waihinga Centre Project	Amenities	22	-	(12)	10
<b>Rural Roding Reserve</b>					
Rural Roding	Roding	1,453	300	(485)	1,268
<b>Housing Reserve</b>					
Housing	Amenities	(226)	281	(342)	(287)
<b>Maintenance Reserve</b>					
To cover maintenance to buildings	Amenities	(21)	33	-	12
<b>Total Special and Separate Funds</b>		<b>28,268</b>	<b>11,855</b>	<b>(9,122)</b>	<b>31,000</b>

## Statement of Special and Separate Funds for Year Ended 30 June 2022

Current Year	Activities to which reserve relates	Opening Balance \$000	Transfers In \$000	Transfers Out \$000	Closing Balance \$000
<b>District Property</b>					
To be used for Town Centre Development	All activities	95	222	(183)	134
<b>Asset Realisation</b>					
Capital gains from the sale of Council Assets that have been realised over time.	All activities	298	-	-	298
<b>Plantation Reserve</b>					
For road protection schemes and seal extensions in the future.	All activities	(84)	-	(33)	(117)
<b>Disaster Recovery Reserve</b>					
To be used for strengthening Council's business continuity	All activities	-	10	-	10
<b>Community Board Reserves</b>					
Community Board funds carried over:					
Featherston	Governance	3	5	(2)	5
Greytown	Governance	9	5	(4)	10
Martinborough	Governance	2	5	(2)	5
Māori Standing Committee	Governance	42	-	(11)	31
Featherston Beautification	Governance	22	11	(6)	26
Greytown Beautification	Governance	36	11	(30)	17
Martinborough Beautification	Governance	4	11	(1)	13
Martinborough Swimming Pool	Governance	18	-	(2)	15
<b>Restricted Reserves</b>					
To provide for the acquisition and development of reserves and open spaces in response to the needs arising from subdivision and development, to protect conservation values. To provide opportunities for public access to and along water bodies, to provide recreational opportunities near water bodies	All activities	1,894	861	(1)	2,754
<b>Water Race Reserves</b>					
Featherston/Longwood Water race	Water	(45)	77	(23)	9
Moroa	Water	263	90	(69)	284
<b>Trusts</b>					
Campground Memorial: Pain Farm	Amenities	7	-	-	7
Maintaining and improving the Borough's parks, sports grounds, camping ground, swimming baths, providing and maintaining sports facilities and a children's playground.	Amenities	115	132	(131)	116
<b>Infrastructure Contributions</b>					
To provide a potable water supply, to safeguard the health of inhabitants and protect the natural environment for inappropriate disposal of sewage, to prevent damage to property or amenity from the indiscriminate and uncontrolled runoff of Stormwater, to ensure sufficient water is available for fire fighting purposes. To provide for the safe and convenient movement on roads of vehicular, bicycles and pedestrians within and through the Wairarapa.	All activities	3,851	1,908	(2,337)	3,423
<b>Planning Reserves</b>					
To spread the costs of the Combined District Plan over the life of the plan	Resource Management	(4)	60	(174)	(118)
To spread the costs of the Spatial Plan over the life of the plan	Resource Management	-	133	(120)	13
<b>Loan Redemption Reserve</b>					
To cover loan principal repayments	All activities	6,259	2,253	-	8,513
<b>Depreciation Reserves</b>					
To fund new capital projects	All activities	13,670	4,137	(6,216)	11,591
<b>Martinborough Town Hall Reserve</b>					
Waihinga Centre Project	Amenities	32	2	(13)	22
<b>Rural Roding Reserve</b>					
Rural Roding	Roding	1,490	300	(337)	1,453
<b>Housing Reserve</b>					
Housing	Amenities	(156)	275	(345)	(226)
<b>Maintenance Reserve</b>					
To cover maintenance to buildings	Amenities	(54)	33	-	(21)
<b>Total Special and Separate Funds</b>		<b>27,768</b>	<b>10,541</b>	<b>(10,041)</b>	<b>28,268</b>

# Financial Prudence Benchmarks

## Ngā Paerewa Pūtea

### Financial Prudence Disclosure Statement

#### What is the purpose of this statement?

The purpose of this statement is to disclose the Council’s financial performance in relation to various benchmarks to enable the assessment of whether the Council is prudently managing its revenues, expenses, assets, liabilities, and general financial dealings.

The Council is required to include this statement in its annual report in accordance with the Local Government (Financial Reporting and Prudence) Regulations 2014 (the Regulations). Refer to the Regulations for more information, including definitions of some of the terms used in this statement.

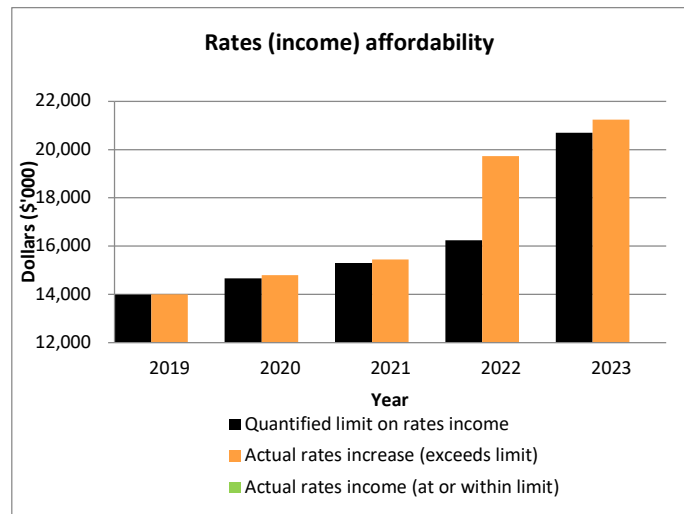
#### Rates affordability benchmark

The Council meets the rates affordability benchmark if:

- Its actual rates income equals, or is less than, each quantified limit on rates; and
- Its actual rates increase equal, or are less than, each quantified limit on rates increases.

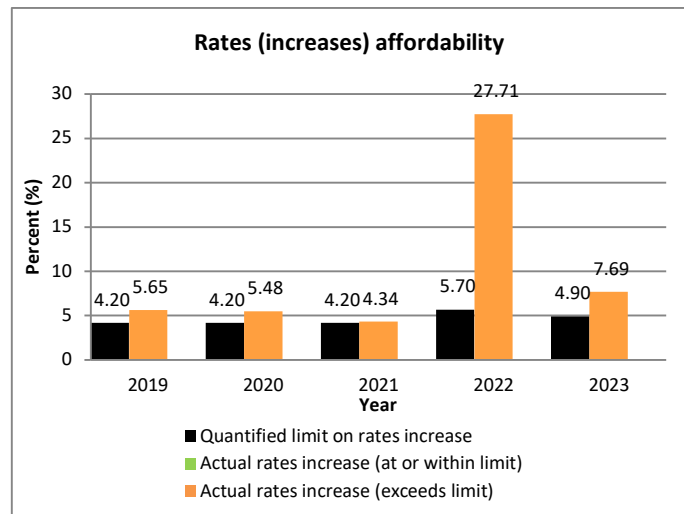
#### Rates (income) affordability

This graph compares the Council’s actual rates income with the quantified limit on rates set in the financial strategy included in the Council’s long-term plan. Actual rates increases were slightly above the quantified limits set.



#### Rates (increases) affordability

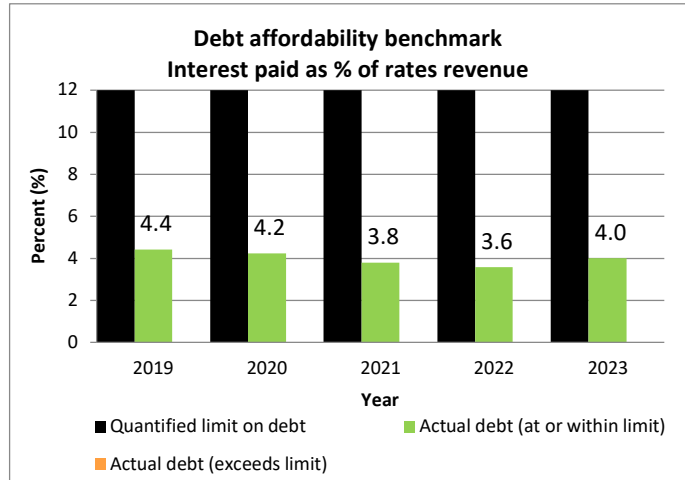
This graph compares the Council’s actual rates increases with a quantified limit on rates increases included in the financial strategy of the Council’s long-term plan. The quantified limit is the percentage change in average rates and should not exceed the increase in the opening BER local government cost index plus 2 percent. Quantified limits on rates increases were first set for the year ended 30 June 2013.



**Debt affordability benchmark**

The Council meets the debt affordability benchmark if its actual borrowing is within each quantified limit on borrowing.

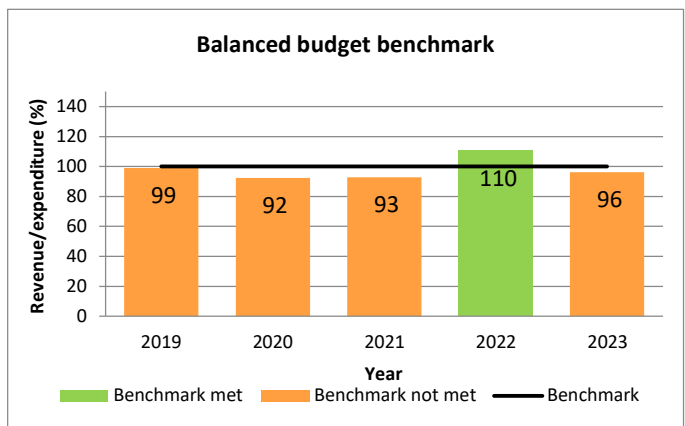
The following graph compares the Council’s actual borrowing with a quantified limit on borrowing stated in the financial strategy included in the Council’s long-term plan. The quantified limit is that gross interest paid on term debt must not exceed 12 percent of rates revenue.



**Balanced budget benchmark**

This graph displays the Council’s revenue (excluding development contributions, financial contributions, vested assets, gains on derivative financial instruments, and revaluations of property, plant, or equipment) as a proportion of operating expenses (excluding losses on derivative financial instruments and revaluations of property, plant, or equipment).

The Council meets this benchmark if its revenue equals or is greater than its operating expenses.

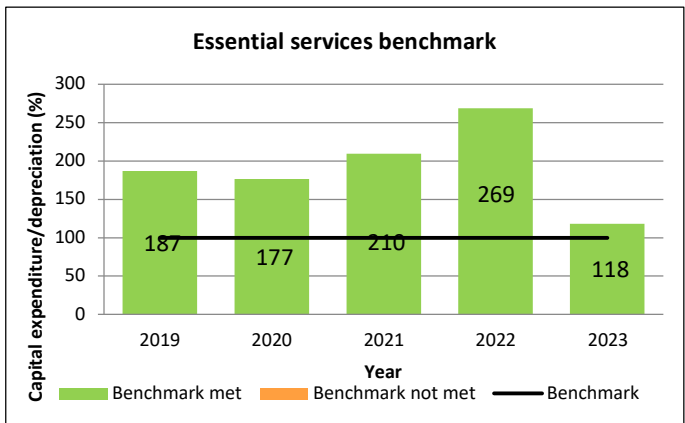


**Essential services benchmark**

This graph displays the Council’s capital expenditure on network services as a proportion of depreciation on network services.

The Council meets this benchmark if its capital expenditure on network services equals or is greater than depreciation on network services.

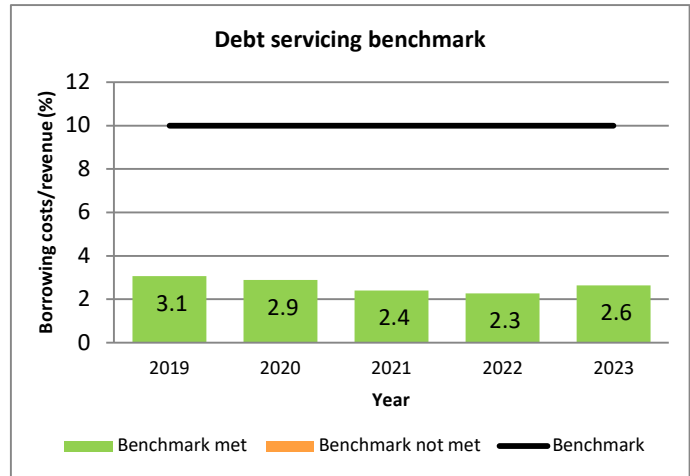
Council plans its network expenditure to ensure assets are maintained for the very long term, and on an as needed basis. Expenditure is based on maintenance need. Unspent funds are held in reserve until required.



### Debt servicing benchmark

This graph displays the Council’s borrowing costs as a proportion of revenue (excluding development contributions, financial contributions, vested assets, gains on derivative financial instruments, and revaluations of property, plant, or equipment).

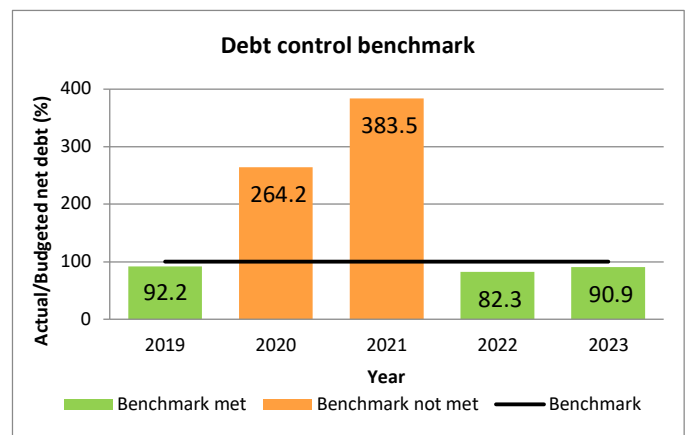
Because Statistics New Zealand projects the Council’s population will grow more slowly than the national population growth rate, it meets the debt servicing benchmark if its borrowing costs equal or are less than 10% of its revenue.



### Debt control benchmark

The following graph displays the Council’s actual net debt as a proportion of planned net debt. In this statement, net debt means financial liabilities less financial assets (excluding trade and other receivables).

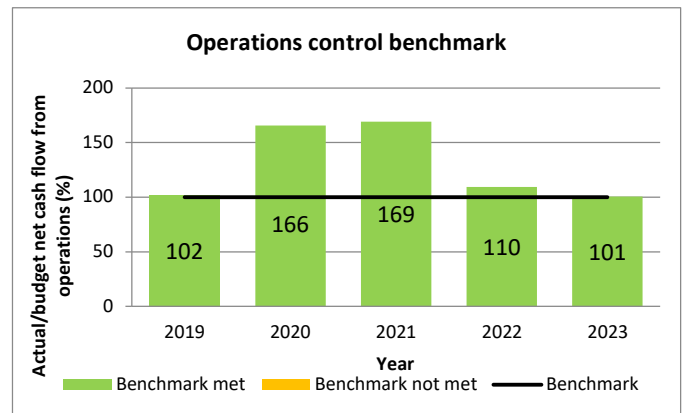
Council meets the debt control benchmark if its actual net debt equals or is less than its planned net debt.



### Operations control benchmark

The following graph displays the Council’s actual net cash flow from operations as a proportion of its planned net cash flow from operations.

The Council meets the operations control benchmark if its actual net cash flow from operations equals or is greater than its planned net cash flow from operations.





# COUNCIL'S Significant Activities

## NGĀ MAHI WHAKAHIRAHIRA O TE KAUNIHERA

**South Wairarapa District Council**  
*Kia Reretahi Tātau*

# South Wairarapa Strategic Framework to 2050

## Our community outcomes

### SOCIAL WELLBEING

Residents are active, healthy, safe, resilient, optimistic and connected

### ECONOMIC WELLBEING

A place of destination, new business and diverse employment that gives people independence and opportunity

**MARA E WAWATA**

## Strategic drivers

<b>TAUTOKO</b>	Creating better connections & social wellbeing	Supporting sustainable growth, employment, economic wellbeing & development	Enhancing three waters delivery & environmental quality	Nurturing & creating the district's special character, qualities and culture
	<ul style="list-style-type: none"> <li>Strengthen social connections within the community</li> <li>Encourage civic pride and participation</li> <li>Provide universally accessible, safe and diverse spaces to strengthen connection between people and place</li> <li>Advocate for better transport and technology to improve social and business opportunities</li> </ul>	<ul style="list-style-type: none"> <li>Plan for growth that protects rural land and character</li> <li>Contain rural residential expansion</li> <li>Support quality urban development</li> <li>Limit growth in coastal and other areas subject to climate change impacts</li> <li>Support the transition to a low carbon economy</li> <li>Encourage economic diversity and local vibrancy</li> <li>Leverage partnerships with central and regional agencies to enable economic development and employment opportunities</li> </ul>	<ul style="list-style-type: none"> <li>Deliver sustainable, clean, clear, safe and secure drinking water</li> <li>Design and implement innovative, sustainable, efficient and affordable wastewater and stormwater systems</li> <li>Protect and replenish our natural environment and biodiversity</li> <li>Minimise waste and provide environmentally sustainable Council services</li> <li>Take active measures to adapt and mitigate the impacts of climate change</li> <li>Empower and enable our community to drive behavioural change for the benefit of the environment</li> </ul>	<ul style="list-style-type: none"> <li>Work in partnership with mana whenua and iwi, respecting tikanga (customs), kaitiakitanga (guardianship) and taha Māori (heritage)</li> <li>Take opportunities to embrace and celebrate diversity</li> <li>Take opportunities to advance and showcase arts, culture &amp; heritage</li> <li>Protect town and rural community character, retaining our unique look and feel</li> <li>Improve urban design and integrate what we build with natural features</li> </ul>

*Work with Treaty Partners Strong and Efficient*

## OUR VISION

The best of country living with the community at the heart of everything we do.

### Where we are today

- Strong population growth: 2.2% average annual increase 2013-18 and an estimated 2.7% increase in 2020
- Rapid increase in house prices in 2020 resulting in Featherston median price \$484,100, Greytown \$732,800, Martinborough just over \$700,000
- 1 in 4 people over the age of 65
- Workers challenged to find affordable houses
- GDP per capita is \$27,000 compared to \$62,000 for NZ average, indicating relatively low incomes per person
- Unemployment rate of 4% which is lower than NZ of 5.8% - High employment but low GDP
- Climate change with extreme weather events, droughts, higher temperatures, coastal erosion

### ENVIRONMENTAL WELLBEING

Sustainable living, safe and secure water and soils, waste minimised, biodiversity enhanced

### CULTURAL WELLBEING

Strong relationships with whānau, hapū and marae, celebrating diverse cultural identity, arts and heritage

## Mapping our future to 2050

### Step 1: Residential Growth Options

TE TAIAO

WHAKAPAPA

- Prominent mountains
- Hāpori
- Main towns
- Road link
- Rail link
- Cycle link
- Proposed residential growth area
- Proposed residential 20 year plus
- Marae
- Focus for kotahitanga - Māori Parliament
- Indicative Papakāinga
- Wine industry
- Dark Sky Reserve
- Lake restoration & conservation
- Biodiversity corridor & halo
- Managed coastal retreat
- Wellington Regional Growth Framework

ient Council Our Communities and District

## 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.

### Three key roles of our district in the region & New Zealand

#### Roles of council:

Advocate for sustainable living and community wellbeing  
Influence, facilitate, partner, provide services, plan and regulate



A place for agriculture, fishing, forestry, horticulture and viticulture with new and growing business and job opportunities



A destination highlighting diverse cultures, heritage, environmental sustainability and recreational experiences



A town and country lifestyle choice

### **Building our Partnership with Māori**

Council has a statutory obligation as determined under Te Tiriti o Waitangi to work in partnership with Māori. First and foremost, this occurs with the mana whenua. Council has had a Māori Standing Committee since 1996, to advocate on behalf of, and in the best interests of, tangata whenua in the District (including the descendants of hapū of Ngāti Kahungunu ki Wairarapa and Rangitāne o Wairarapa) and to ensure the Council is fulfilling its obligations to them.

Additionally, Council has a dedicated member of staff, our Pou Māori, who is responsible for working across the organisation to provide sound strategic and operational advice to our elected and appointed members and to our staff, to ensure the Council acts in a manner that is consistent with the principles of Te Tiriti of Waitangi.

We are committed to improving our cultural capability, and ensuring that matters which are significant to mana whenua are identified and respectfully engaged and consulted on at the earliest opportunity. We have also initiated a journey towards improving the use of te reo across the organisation.

At the beginning of the triennium, Council invited the Māori Standing Committee (MSC) to have voting rights on other Council committees. This gives Māori more representation at the decision-making table of Council and it has been welcomed by the MSC.

### **Local government elections**

Council conducted elections in October 2022 and a by-election for Greytown Community Board in February 2023, which resulted in 19 out of 22 newly elected members, including the Mayor, coming into the Council whānau. Elected members were sworn in at their inaugural meeting at Pāpāwai Marae at the end of October and were then invited to attend a comprehensive induction process in November and December.

## Governance

	SOCIAL WELLBEING	ECONOMIC WELLBEING	ENVIRONMENTAL WELLBEING	CULTURAL WELLBEING
Community Outcomes	Residents are active, healthy, safe, resilient, optimistic and connected	A place of destination, new business and diverse employment that gives people independence and opportunity	Sustainable living, safe and secure water and soils, waste minimised, biodiversity enhanced	Strong relationships with whānau, hapū and marae, celebrating diverse cultural identity, arts and heritage
Strategic Drivers	<ul style="list-style-type: none"> <li>■ Creating better connections and social wellbeing</li> <li>■ Encourage civic pride and participation</li> <li>■ Advocate for better transport and technology to improve social and business opportunities</li> </ul>	<ul style="list-style-type: none"> <li>■ Supporting sustainable growth, employment, economic wellbeing and development</li> <li>■ Plan for growth that protects rural land and character</li> <li>■ Contain rural residential expansion</li> <li>■ Support quality urban development</li> <li>■ Limit growth in coastal and other areas subject to climate change impacts</li> <li>■ Support the transition to a low carbon economy</li> <li>■ Leverage partnerships with central and regional agencies to enable economic development and employment opportunities</li> </ul>	<ul style="list-style-type: none"> <li>■ Enhancing 3 waters delivery and environmental quality</li> <li>■ Take active measures to adapt and mitigate the impacts of climate change</li> <li>■ Empower and enable our community to drive behavioural change for the benefit of the environment</li> </ul>	<ul style="list-style-type: none"> <li>■ Nurturing and creating the District's special character, qualities and culture</li> <li>■ Work in partnership with mana whenua and iwi, respecting tikanga (customs), kaitiakitanga (guardianship) and taha Māori (heritage)</li> <li>■ Protect town and rural community character, retaining our unique look and feel</li> <li>■ Improve urban design and integrate what we build with natural features.</li> </ul>

### Overview

The Governance activity includes governance support, advocacy and policy making activities for Council. We seek to build confidence and trust in our decisions by being as transparent as possible, clearly communicating the reasons for the things we do and encouraging public participation in the decision-making process.

We continue to schedule, run, and record Council and Committee meetings and decisions, including for our Community Boards and the Māori Standing Committee. We have made progress on our relationships with mana whenua through the work of the Pou Māori, including more actively participating in hui and engagement and consultation processes. Our policy and bylaw work has significantly increased as we review, eradicate, and update our policies and bylaws to ensure they are fit for purpose and are more future proof.

### Assets we look after

There are no assets under this activity.

### Significant negative effects

There are no identified significant negative effects.



Performance Information - Governance

Service Level	Key Performance Indicators	Performance Targets (for the Financial Year)			How it will be measured	2022/23 v 2022/21	Comment
		2021/22 Results	2022/23 Results	Target 2022/23			
<b>Council supports and enables good decision-making resulting in decisions that are transparent, robust, fair and legally compliant</b>	Meeting and committee agendas are made available to the public within statutory timeframes (2 working days prior to meetings)	97%	97%	100%	Council records	↑	Not achieved: 70 out of 72 committee agendas were made public within 2 working days
	Meeting and committee agendas made available to the public 3 working days prior to meetings	51%	76%	85%	Council records	↑	Not achieved: 55 out of 72 committee agendas were made public within 3 working days
	Residents who agree that there are adequate opportunities to participate in decision-making	16%	24%	80%	Customer survey	↑	Not achieved: 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 16%
<b>Council provides opportunities for community engagement</b>	Residents who agree that there are adequate opportunities to have their say in Council activities	15%	26%	80%	Customer survey	↑	Not achieved: 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%
<b>The community has confidence in the quality of democracy and representation provided by elected members</b>	Residents are satisfied with the accessibility of the Mayor and councillors	25%	35%	80%	Customer survey	↑	Not achieved: 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 25%
	Residents are satisfied with the advocacy and leadership of the Mayor and councillors	13%	27%	80%	Customer survey	↑	Not achieved: 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%
	Residents who agree that the community board effectively advocates on behalf of their community	28%	38%	80%	Measured by ward via customer survey	↑	Not achieved: 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%. Greytown 37% Featherston 27% Martinborough 52%

Service Level	Key Performance Indicators	Performance Targets (for the Financial Year)			How it will be measured	2022/23 v 2022/21	Comment
		2021/22 Results	2022/23 Results	Target 2022/23			
Council works in partnership with Māori and mana whenua	Mana whenua are satisfied with their relationship with Council	21%	29%	80%	Customer survey	↑	Not achieved: In 2023, the data shows that 29% Māori respondents overall satisfaction with Council and 73% were satisfied with their interactions with Council.
	Residents who feel that Māori culture and te reo is appropriately recognised and visible in the district	23%	43%	80%	Customer survey	↑	Not achieved: 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
	Mana whenua partners agree that the use and protection of the district's resources for the future is appropriate	19%	n/a	80%	Customer survey	—	Unknown: We currently do not have a mechanism to collect a meaningful measure of the perspective of mana whenua on the protection of the districts natural resources. In the past, this has been measured through our resident survey but we acknowledge this is not a accurate reflection of the views of mana whenua. With the Ngāti Kahungunu ki Wairarapa Tāmaki nui-a-Rua Claims Settlement Bill coming into force in December 2022, Council has worked alongside iwi to understand it's role more clearly.
Council provides effective planning and monitoring of performance	The Annual Plan and Long Term Plan are adopted within statutory timeframes	100%	100%	100%	Council records	—	Achieved: The 2022/23 Annual Plan was adopted on 28 June 23 within revised statutory deadline of 30 June 23
	The Annual Report includes an unqualified audit opinion	Yes		Yes	Council records	—	TBC: An independent Auditor report was completed on dd/mm/yy Audit New Zealand a Local Government Act 2002.
	Council strategies, policies and regulatory instruments are current	43%*	48%	100%	Council records	↑	Not achieved 48% of 2022/2023of Council strategies, policies and regulatory instruments are current. 43% in 2021/2022 (incorrectly reported in the 2021/22 Annual report). Progress in continuing and it is expected to be over 75% following by October 2023

\* 2021/22 figure was incorrect in last Annual Report. This has been update.

### South Wairarapa District Council Funding Impact Statement for the Year Ended 30 June 2023 for Governance

30 June 2022 Annual Report \$000		30 June 2022 Long Term Plan \$000	30 June 2023 Long Term Plan \$000	30 June 2023 Actual \$000
<b>Sources of operating funding</b>				
2,047	General rates, Uniform Annual General charges, rates penalties	2,244	2,416	2,049
-	- Targeted rates	-	-	-
-	- Subsidies and grants for operating purposes	-	-	20
-	- Fees and charges	-	-	-
15	Interest and dividends from investments	7	9	26
-	- Internal charges and overheads recovered	-	-	-
26	Local authorities fuel tax, fines, infringement fees, and other receipts	6	7	7
<b>2,087</b>	<b>Total operating funding (A)</b>	<b>2,257</b>	<b>2,432</b>	<b>2,102</b>
<b>Applications of operating funding</b>				
978	Payments to staff and suppliers	1,311	1,450	1,286
-	- Finance costs	-	-	-
740	Internal charges and overheads	734	773	864
<b>1,718</b>	<b>Total applications of operating funding (B)</b>	<b>2,046</b>	<b>2,223</b>	<b>2,151</b>
<b>369</b>	<b>Surplus /(deficit) of operating funding (A - B)</b>	<b>211</b>	<b>209</b>	<b>(49)</b>
<b>Sources of capital funding</b>				
-	- Subsidies and grants for capital expenditure	-	-	-
-	- Development and financial contributions	-	-	-
-	- Increase/(decrease ) in debt	-	-	-
-	- Gross proceeds from sale of assets	-	-	6
-	- Lump sum contributions	-	-	-
-	<b>Total capital funding (C)</b>	<b>-</b>	<b>-</b>	<b>6</b>
<b>Applications of capital funding</b>				
-	- to meet additional demand	-	-	-
7	- to improve the level of service	265	123	-
-	- to replace existing assets	200	204	-
362	Increase/(decrease ) in reserves	(254)	(118)	(43)
<b>369</b>	<b>Total applications of capital funding (D)</b>	<b>211</b>	<b>209</b>	<b>(43)</b>
<b>(369)</b>	<b>Surplus/(deficit) of capital (C - D)</b>	<b>(211)</b>	<b>(209)</b>	<b>49</b>
-	<b>Funding balance (A - B) + (C - D)</b>	<b>-</b>	<b>-</b>	<b>-</b>

#### How Grants have helped our community

The Council's Long-Term Plan establishes the funding available for community support through grants. Our Council, Committees, and Community Boards support several one-off and ongoing activities in the District. We also administer Creative Communities and Rural Sports grants on behalf of other agencies.



Nearly \$250,000 was distributed in the 2022/23 financial year, including grants for the Featherston Booktown (Karukatea) Festival 2023: Young Readers Programme in Schools, Wairarapa Dark Sky Association, the Wellington Free Ambulance and many others.

Community Board and Māori Standing Committee grants support our communities to deliver activities and programmes that build community connections, protect our environment, celebrate our diversity, and help us to be safe and healthy. This year, the Council and the Māori Standing Committee supported 26 community groups, including the Wairarapa Maths Association and those hosting a variety of community-based Matariki events.

Rural Travel Fund Grants are made available every year via funding from Sports NZ to the Council. These grants help local clubs to support our talented young sportspeople.

The Creative Communities Scheme is delivered in partnership with Creative NZ, which provides annual funding to Council for distribution in the community. These grants support and encourage local communities to create and present diverse opportunities for accessing and participating in arts activities within the South Wairarapa District.

#### **Civic events help make a community**

Council hosted or supported a number of civic events in our community. We welcomed 25 new citizens, and commemorated King Charles III's coronation, ANZAC Day and the 80<sup>th</sup> anniversary of the Featherston Incident. We also acknowledged the Battle of Messines, and held our first official Matariki celebration. All of these events were ably supported by Councillors, Council staff, mana whenua and members of the public.

We feel a sense of pride in carrying such traditions forward and wish to be as supportive as we can afford to be. However, the Council has a limited budget to support events. As a result, some requests for event funding were declined in 2022/23. This is disappointing for the event organisers and the community, but as a small council with a very small ratepayer base, we have had to be careful with our spending. In future, we aim to have conversations with event organisers earlier in the process to identify potential demand for funding, so that we can set the right expectations of what Council can, and cannot, afford to fund.

#### **Citizenship Ceremonies**

Two Citizenship Ceremonies were held in 2022/23. Eight people became New Zealand citizens at the ANZAC Hall in Featherston at the first Citizenship Ceremony, on Friday 2 December. The second ceremony took place on Friday 17 March at the Martinborough Town Hall, where 17 people received their citizenship.

### **The 80<sup>th</sup> Commemoration of the Featherston Incident**

A military camp in Featherston housed 800 prisoners of war during the Second World War. A riot at the camp resulted in the deaths of 48 Japanese prisoners of war and one guard. A further 63 prisoners were wounded.

We commemorated the Incident on 25 February 2023, 80 years after it occurred. The commemoration took place at the memorial garden (Messines Layby near Tauherenikau) and was attended by Japan's Acting Ambassador, the Australian High Commissioner, the Wairarapa Member of Parliament, the South Wairarapa District Council Mayor and Councillors, and family members of those who lost their lives, as well as many others.

### **King Charles III Coronation**

A tree planting ceremony took place at Lake Domain on Saturday 6 May to acknowledge the new King. The grove will be enjoyed and appreciated by future generations, and will enhance the health of the lake.

### **ANZAC Commemorations**

We held ANZAC Commemorations in Featherston, Greytown, Martinborough and Lake Ferry. Councillors were in attendance at each of these commemorations and laid wreaths on behalf of the Council and the South Wairarapa community.

### **Māori Standing Committee**

A significant moment was celebrated in January 2023 as members of the Māori Standing Committee (MSC) were appointed voting rights on some Council Committees. This successful partnership was developed with the Pou Māori (Principal Advisor Māori) and Council, which approved participation and voting rights on the following committees – Finance, Infrastructure and Community Services, Climate Change and Environment, and Assurance and Risk.

The MSC Chair, Andrea Rutene (Ngāti Kahungunu ki Wairarapa), shared *"...we have much to progress this triennium and having a voice and a vote at forums such as the Council's committees is a key step in ensuring we are heard at the highest level"*. She went on to say that *"We also become part of the decision-making, and that is something we take seriously. It is about ensuring the best possible outcomes for our whanau and all in our communities"*.

## **Major activities for 2022/23**

Progress on the projects undertaken in 2022/23 is as follows:

### **Representation Review**

*Status: Ongoing*

A Representation Review is conducted every six years and will conclude in time to be implemented before the next local government election in 2025. A representation review addresses the total number of councillors there should be for the district or region and the way they are elected. In the case of territorial authorities, this involves deciding whether councillors are elected from wards or 'at large' across the whole district, or by a mix of both wards and 'at large'. A review also covers the boundaries of wards and constituencies, and their names. The first stage of the project has been to upskill staff and present information to Council on the decision points and the timelines. There have been a number of changes to legislation that impact on the options and decisions that we have monitored and adjusted the work programme.

### **Council Mark Quality Improvement Programme**

*Status: Incomplete*

A pre-programme internal assessment was conducted which included conversations with Local Government New Zealand on the potential investment and benefits considering limited budgets and capacity. The focus was shifted to the development of an internal business plan that identified areas of priority for quality improvement processes and is a developing piece of work.

### **Election 2022 for South Wairarapa District**

*Status: Complete*

The election was held in October 2022 and met all legal requirements.

### **Principal Advisor Māori**

*Status: Complete*

This appointment was made in October 2022 and has already proved invaluable in supporting the development of key strategic documents including the District Masterplan (sites of significance for iwi) and the Featherston Masterplan, as well as supporting internal capability building and the work alongside other councils and iwi post settlement.

### **Climate Change Risk and Resilience Strategy**

*Status: Complete*

This strategy will inform the development of and decision making related to Council's assets, particularly those that have a higher climate change risk.

## Finance and Corporate Support

	SOCIAL WELLBEING	ECONOMIC WELLBEING	ENVIRONMENTAL WELLBEING
Community Outcomes	Residents are active, healthy, safe, resilient, optimistic and connected	A place of destination, new business and diverse employment that gives people independence and opportunity	Sustainable living, safe and secure water and soils, waste minimised, biodiversity enhanced
Strategic Drivers	<ul style="list-style-type: none"> <li>■ Creating better connections and social wellbeing</li> <li>■ Encourage civic pride and participation</li> <li>■ Provide universally accessible, safe and diverse spaces to strengthen connection between people and place</li> </ul>	<ul style="list-style-type: none"> <li>■ Supporting sustainable growth, employment, economic wellbeing and development</li> <li>■ Support the transition to a low carbon economy</li> <li>■ Encourage economic diversity and local vibrancy</li> <li>■ Leverage partnerships with central and regional agencies to enable economic development and employment opportunities</li> </ul>	<ul style="list-style-type: none"> <li>■ Enhancing 3 waters delivery and environmental quality</li> <li>■ Minimise waste and provide environmentally sustainable Council services</li> <li>■ Take active measures to adapt and mitigate the impacts of climate change</li> </ul>

### Overview

The Finance and Corporate Support activity provides the following strategic support services to Council: human resource management and development; health, safety and wellbeing; communications and engagement; Information Communication Technology (ICT); and customer and office support services.

### Assets we look after

- Administration offices
- Information technology equipment
- Vehicles and plant

### Significant negative effects

There are no identified significant negative effects.

**Performance Information – Finance and Corporate Support**

Service Level	Key Performance Indicators	Performance Targets (for the Financial Year)			How it will be measured	2022/23 v 2022/21	Comments
		2021/22 Results	2022/23 Results	Target 2022/23			
<b>People are prepared for a civil defence emergency</b>	Ratepayers and residents prepared for an emergency	65%	91%	75%	Customer survey	–	Achieved: In 2023, a significant majority of respondents report feeling self-reliant in the event of a civil emergency, with 62% feeling very self-reliant and 29% feeling fairly self-reliant.
	Regional Civil Defence Emergency Annual Plan achieved	Yes	Yes	Yes	WREMO records	–	Achieved
<b>Council’s processes &amp; decision-making is open and transparent</b>	Official information requests are handled within statutory timeframes	96%	89%	100%	Council records	↓	Not Achieved: 107 of 119 Official Requests of Information were completed within the time frame. Of the 12 that did not meet the deadline, 9 met agreed extensions and 8 were completed within 3 working day past the statutory timeframe. Our process for managing requests has been reviewed and updated and we expect this improvement to see results next year.
	Reduction in complaints received about council communications	n/a	n/a	10% reduction	Number of upheld complaints received	–	Currently there is no mechanism to define and collect this information. The Compliments and Complaints Policy is under review which will clearly define complaints. The next step will be to review what meaningful information can be collected and reported.
<b>Council’s website is effective in supporting self-service</b>	Customers use the website	9%	17%	10% increase	Website data for bounce rates and return visitors	↑	Achieved: There was an 8% increase in customer use of the SWDC website from 81,134 users in 21/22 to 94,740 in 22/23.
	Enquires via email and phone are reduced	n/a	n/a	10% reduction	Council records	–	Currently there is no mechanism to record this impact. Anecdotally, the enquires team use the website extensively in their work and rely on referring people to information available there.
	Customer use of self-service tools	n/a	n/a	10% increase	Website data for use rates	–	The website has no specific self-service tools. Please refer to increased website usage data as an indicator of website effectiveness.

### South Wairarapa District Council Funding Impact Statement for the Year Ended 30 June 2023 for Finance and Corporate Support

30 June 2022 Annual Report \$000		30 June 2022 Long Term Plan \$000	30 June 2023 Long Term Plan \$000	30 June 2023 Actual \$000
<b>Sources of operating funding</b>				
-	General rates, Uniform Annual General charges, rates penalties	435	442	-
-	Targeted rates	-	-	-
-	Subsidies and grants for operating purposes	-	-	-
-	Fees and charges	-	-	-
-	Interest and dividends from investments	-	-	-
2,982	Internal charges and overheads recovered	2,951	3,074	3,582
-	Local authorities fuel tax, fines, infringement fees, and other receipts	-	-	-
<b>2,982</b>	<b>Total operating funding (A)</b>	<b>3,386</b>	<b>3,516</b>	<b>3,582</b>
<b>Applications of operating funding</b>				
2,816	Payments to staff and suppliers	2,889	2,947	3,373
29	Finance costs	-	-	38
-	Internal charges and overheads	-	-	-
<b>2,844</b>	<b>Total applications of operating funding (B)</b>	<b>2,889</b>	<b>2,947</b>	<b>3,411</b>
<b>137</b>	<b>Surplus /(deficit) of operating funding (A - B)</b>	<b>497</b>	<b>568</b>	<b>170</b>
<b>Sources of capital funding</b>				
-	Subsidies and grants for capital expenditure	-	-	-
-	Development and financial contributions	-	-	-
200	Increase/(decrease ) in debt	-	-	50
-	Gross proceeds from sale of assets	-	-	-
-	Lump sum contributions	-	-	-
<b>200</b>	<b>Total capital funding (C)</b>	<b>-</b>	<b>-</b>	<b>50</b>
<b>Applications of capital funding</b>				
7	- to meet additional demand	-	-	-
-	- to improve the level of service	78	9	50
208	- to replace existing assets	297	201	333
122	Increase/(decrease ) in reserves	122	358	(163)
<b>337</b>	<b>Total applications of capital funding (D)</b>	<b>497</b>	<b>568</b>	<b>220</b>
<b>(137)</b>	<b>Surplus/(deficit) of capital (C - D)</b>	<b>(497)</b>	<b>(568)</b>	<b>(170)</b>
-	<b>Funding balance (A - B) + (C - D)</b>	<b>-</b>	<b>-</b>	<b>-</b>

### **Council's response to weather-related emergencies**

The 2022/2023 year was a very active one for emergency management in all four of the Reduction, Readiness, Response and Recovery categories. We began the year helping the Hinekura community to connect with support agencies, and our infrastructure teams worked with the community on access options.

In August we were able to support Nelson City Council and Tasman District Council by offering a surge staff member to assist in their flooding and landslip response efforts.

The start of 2023 saw a series of severe weather events impact Aotearoa, with Cyclones Hale and Gabrielle having the most notable impacts on South Wairarapa District. The effects of these events continue to be felt in our communities. The Hinekura/Pahaua/Glendhu, and Tora/White Rock communities were the most affected in our District, with other rural and coastal areas also experiencing impacts. Most impacts related to damage to usable land, crop loss, private infrastructure damage (e.g. farm tracks and fencing) and business disruption. These events also disrupted the District's roading infrastructure, leading to the temporary isolation of some communities.

In the immediate Response phase, we connected with residents and support agencies to offer assistance, our infrastructure teams worked tirelessly to reinstate access routes, and we supported the combined Wairarapa Emergency Operations Centre as it responded to the devastating impacts in Tinui in the Masterton District. We also sent a surge staff member to the Tairāwhiti region to assist with building safety assessments.

A combined Recovery effort by the South Wairarapa, Masterton and Carterton District Councils provided coordinated, ongoing support for impacted residents. The Mayoral Relief Fund and the MBIE Business Recovery Fund were established to help affected residents and businesses, respectively. The Recovery Office continues to work with partner agencies to identify and plan support opportunities for residents who are experiencing ongoing impacts. The partner agencies include the East Coast Rural Support Trust, Ministry of Social Development, Ministry of Primary Industries and Federated Farmers.

South Wairarapa District Council, Greytown Community Board and Wellington Region Emergency Management Office presented an emergency preparedness expo in April to promote the Community Emergency Hub and general preparedness. We encouraged everyone to get to know their neighbours, prepare supplies of food, water, and any medicines they might need to get through, and to come together at their local Community Emergency Hub to help, and get help from, their fellow community members. This was the first of a series of events designed to foster community resilience – with events also planned for Martinborough and Featherston. The Greytown event coincided with the Wellington Region Emergency Management Office's emergency sanitation promotion featuring Poo-nelope the giant poo emoji. People were encouraged not to flush their toilets after a big earthquake and to use buckets or dig holes instead until the sewerage systems are able to be restored

Throughout the year we continued to assist with, and promote, Covid-19 measures and vaccinations, along with managing our own business continuity when our staff needed to isolate.

We continue to offer emergency rainwater collection tanks for sale at our Martinborough office.

### Communication and engagement

Getting the right information to the community and considering the feedback we receive is a very important part of our services. Council staff have continued to add to their suite of channels to communicate and engage with residents, community groups and stakeholders. The most traditional ways are through Council's website and social media, namely Facebook and Instagram. Unlike previously, website news items and posts are now pushed through as they're published so that those who have subscribed to email notifications receive them immediately. This is especially useful during road or bridge closures.

In instances of urgency, such as during a severe weather event when important information needs to get out to everyone, Council has been emailing residents who have indicated a preference for email communication. During Cyclone Gabrielle we were also able to contact a number of residents affected by floods and slips via telephone to check in on them. These calls were well received and were only possible because we had contact details on file.

It is important that we have residents' most up to date contact details to be able to reach them, so we encourage everyone to update their details with us by emailing [enquiries@swdc.govt.nz](mailto:enquiries@swdc.govt.nz)

A recent, small investment in *Antenno* has also been well received. *Antenno* is a free mobile app that sends Council-related notifications including alerts, major water outages, roadworks, closures, Council events, rates and registration reminders, consultations and more.

Individuals can choose the places they want to be alerted about, so we're not bothering people with things that don't affect them. This might include information about a neighbourhood, workplace or a school. Users can also opt out of topics that no longer interest them.

*Antenno* sends information directly to mobile phones. Residents can also use *Antenno* to alert Council to any issues they come across, such as water leaks on public land, a fallen tree across the road or graffiti. However, urgent issues should always be telephoned through to 06 306 9611.

We encourage everyone to sign up to alerts now – and not to delay registering their interest until disaster strikes.



## Planning and Regulatory Services

	SOCIAL WELLBEING	ECONOMIC WELLBEING	ENVIRONMENTAL WELLBEING	CULTURAL WELLBEING
Community Outcomes	Residents are active, healthy, safe, resilient, optimistic and connected	A place of destination, new business and diverse employment that gives people independence and opportunity	Sustainable living, safe and secure water and soils, waste minimised, biodiversity enhanced	Strong relationships with whānau, hapū and marae, celebrating diverse cultural identity, arts and heritage
Strategic Drivers	<ul style="list-style-type: none"> <li>■ Creating better connections and social wellbeing</li> <li>■ Strengthen social connections within the community</li> <li>■ Provide universally accessible, safe and diverse spaces to strengthen connection between people and place</li> </ul>	<ul style="list-style-type: none"> <li>■ Supporting sustainable growth, employment, economic wellbeing and development</li> <li>■ Plan for growth that protects rural land and character</li> <li>■ Contain rural residential expansion</li> <li>■ Support quality urban development</li> <li>■ Limit growth in coastal and other areas subject to climate change impacts</li> </ul>	<ul style="list-style-type: none"> <li>■ Enhancing 3 waters delivery and environmental quality</li> <li>■ Protect and replenish our natural environment and biodiversity</li> <li>■ Take active measures to adapt and mitigate the impacts of climate change</li> <li>■ Empower and enable our community to drive behavioural change for the benefit of the environment</li> </ul>	<ul style="list-style-type: none"> <li>■ Nurturing and creating the district's special character, qualities and culture</li> <li>■ Work in partnership with mana whenua and iwi, respecting tikanga (customs), kaitiakitanga (guardianship) and taha Māori (heritage)</li> <li>■ Take opportunities to advance and showcase arts, culture and heritage Protect town and rural community character, retaining our unique look and feel</li> <li>■ Improve urban design and integrate what we build with natural features.</li> </ul>

### Overview

Planning and Regulatory Services promote the sustainable management of natural and physical resources in the District through the administration of the Resource Management Act, the Wairarapa Combined District Plan, and the protection of public health, welfare, and safety.

Our planning work includes growth planning, compilation and implementation of the South Wairarapa Spatial Plan, and related master plan work, to provide for future growth via integrated land use planning.

### Assets we look after

The dog pound facility at Featherston

### Significant negative effects

There are no identified significant negative effects.

**Performance Information - Planning and Regulatory Services**

Service Level	Key Performance Indicators	Performance Targets (for the Financial Year)			How it will be measured	2022/23 v 2022/21	Comments
		2021/ 22 Results	2022/23 Results	Target 2022/23			
<b>All resource consents will be processed efficiently</b>	Consent applications completed within statutory timeframes	100%	100%	100%	Council records	-	Achieved: 172 resource consent applications were processed this year. All were completed within statutory timeframes.
	s.223* certificates issued within 10 working days	100%	100%	100%	Council records	-	Achieved: 66 Section 223 applications were received. All were processed within statutory timeframes
	s.224* certificates issued within 15 working days of receiving all required information (note no statutory requirement)	100%	100%	95%	Council records	-	Achieved: 55 Section 224 applications were received. All were processed within statutory timeframes
<b>Council has a District Plan that provides certainty of land-use/environmental outcomes</b>	Ratepayers and residents satisfied with the image of the closest town centre shown as "satisfied"	55%	62%	80%	Customer survey	↑	Not Achieved: 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 (55%).  Satisfaction with the Image of the closest town centre is high for Greytown (87%) and near target for Martinborough (79%). However, residents from Featherston have a significantly lower perception of their area with just 27% being satisfied
	The District Plan has a monitoring programme that provides information on the achievement of its outcomes (AER's)	Yes	Yes	Yes	Council records	-	Achieved: Consultants have established data to be recorded and stored to enable effective reporting against AER's in WCDP. A final monitoring strategy is still to be completed.
<b>It is easy to purchase information on any property in the district</b>	LIMs contain all relevant accurate information (no proven complaints)	100%	100%	100%	Council records	-	Achieved: LIMs contain all relevant accurate information
	Non-urgent LIMs are processed within 10 days	98%	100%	100%	Council records	↑	Achieved: All 202 Non Urgent LIMs were processed within 10 working days

Service Level	Key Performance Indicators	Performance Targets (for the Financial Year)			How it will be measured	2022/23 v 2022/21	Comments
		2021/22 Results	2022/23 Results	Target 2022/23			
Food services used by the public are safe	Premises have appropriate FMP in place and meet the risk-based standards set out in the Plan	100%	100%	100%	Council inspection records	—	Achieved: Food Control Plan – 102 National Programmes – 65 The total number of premises is subject to change from month-to-month, with businesses opening and closing.
	Premises are inspected in accord with regulatory requirements	97%	100%	100%	Council inspection records	↑	Achieved: Food Control Plan verifications due this year – 47 New businesses added during the year so actual number of verifications undertaken – 53 Verifications are undertaken by the Environmental Health Officer as they fall in each month. Council currently has only 1 FTE Environmental Health Officer in this role.
The sale and supply of alcohol is controlled and responsible drinking is promoted	Premises are inspected as part of licence renewals or applications for new licences	100%	100%	100%	Council inspection records	—	Achieved: 71 premises licences issued had an inspection undertaken by the Inspector prior to issue to assess the licensees understanding of their obligations and responsibilities under the Act
	Premises that are high or medium risk are inspected annually, while low risk premises are audited no less than once every three years	100%	100%	100%	Council inspection records	—	Achieved: The Inspectors undertake compliance checks throughout the year of random premises. Each new or renewal of licence for the financial year includes an inspection of the premises.
	Compliance activities are undertaken generally in accord with the Combined Licencing Enforcement Agencies agreement	100%	100%	100%	CLEG agreement and Council records	—	Achieved: As part of a combined agency the SWDC inspectors undertake with Police compliance checks and controlled purchase operations of premises within the district throughout the year.
The Council will respond when I need some help with noise control	% of calls received by Council that have been responded to within 1.5 hours	98%	97%	100%	Council inspection records	↓	Not Achieved: 173 of 178 of noise complaints were responded to within 1.5 hours.
Dogs don't wander freely in the street or cause menace to or harm humans or stock	Undertake public education, school and community visits to promote safe behaviour around dogs and/or responsible dog ownership	1 visit undertaken due to Covid 19 restrictions	Zero due to resource levels	3 Visits	Council records	↓	Not Achieved: The team is looking to implement activities such as microchipping events and annual dogs n togs event this year
	Complaints about roaming and nuisance dogs are responded to within 4 hours	100%	100%	100%	Council records	—	Achieved: All 113 complaints responded to within 4 hours
	Complaints about dog attacks on persons or stock are responded to within 1 hour	100%	100%	100%	Council records	—	Achieved: All 17 complaints of dog attacks responded to within 1 hour

Service Level	Key Performance Indicators	Performance Targets (for the Financial Year)			How it will be measured	2022/23 v 2022/21	Comments
		2021/22 Results	2022/23 Results	Target 2022/23			
<b>Stock don't wander on roads, farmers are aware of their responsibilities</b>	Stock causing a traffic hazard is responded to within 1 hour	100%	100%	100%	Council records	—	Achieved: All 15 complaints of stock causing a traffic hazard responded to within 1 hour
<b>The Council processes, inspects and certifies building work in my district</b>	Council maintains its processes so that it meets BCA accreditation every 2 years	Yes	Yes	Yes	Building Consent Authority	—	Achieved: IANZ accreditation review was completed in January 2023.
	Council inspects new building works to ensure compliance with the BC issued for the work, BWOF's and Swimming Pools	Yes	Yes	Yes	Building Consent Authority	—	Achieved: Building Consents Council inspects all new work to ensure compliance June 2023 –412 inspections BWOF's –1 Total 205 average of 4 audits per month required. Swimming Pools – 14 Total 408 – average of 12 audits per month required.
	Earthquake prone buildings reports received and actioned	98%	100%	100%	Council records	↑	Achieved: Of the remaining buildings: 17 – Current buildings with Earthquake-prone building notices issued. 2 of these buildings have consent to carry out strengthening work. 3 – requested extension to provide engineers report
<b>Council certifies all consented work complies with the building code – ensuring our communities are safe</b>	Code Compliance Certificate applications are processed within 20 working days	98%	99%	100%	Council records	↑	Not Achieved: 454/460 Code Compliance Certificates were issued within 20 working days. Vacancy for 5 months, sickness and leave resulted in extra work for the remaining staff, and in some cases not being able to meet statutory timeframes.
	Building consent applications are processed within 20 working days	98%	98%	100%	Council records	—	Not Achieved: 506 consents, including amendments, were issued within 20 working days – 9 consents went over 20 working days and 1 multiproof consent went over 10 working days. Not having a full capacity team with competent staff meant Council was reliant on contractors' availability in this area of work.

### South Wairarapa District Council Funding Impact Statement for the Year Ended 30 June 2023 for Planning and Regulatory

30 June 2022 Annual Report \$000		30 June 2022 Long Term Plan \$000	30 June 2023 Long Term Plan \$000	30 June 2023 Actual \$000
<b>Sources of operating funding</b>				
1,672	General rates, Uniform Annual General charges, rates penalties	1,551	1,600	1,669
-	- Targeted rates	-	-	-
-	- Subsidies and grants for operating purposes	-	-	137
1,873	Fees and charges	1,616	1,722	1,864
17	Interest and dividends from investments	8	10	30
-	- Internal charges and overheads recovered	-	-	-
37	Local authorities fuel tax, fines, infringement fees, and other receipts	40	42	30
<b>3,599</b>	<b>Total operating funding (A)</b>	<b>3,215</b>	<b>3,374</b>	<b>3,730</b>
<b>Applications of operating funding</b>				
2,539	Payments to staff and suppliers	2,739	2,824	2,676
-	- Finance costs	-	7	1
483	Internal charges and overheads	411	426	591
<b>3,022</b>	<b>Total applications of operating funding (B)</b>	<b>3,150</b>	<b>3,257</b>	<b>3,268</b>
<b>577</b>	<b>Surplus /(deficit) of operating funding (A - B)</b>	<b>65</b>	<b>117</b>	<b>462</b>
<b>Sources of capital funding</b>				
-	- Subsidies and grants for capital expenditure	-	-	-
861	Development and financial contributions	550	582	862
-	- Increase/(decrease ) in debt	660	-	450
-	- Gross proceeds from sale of assets	-	-	7
-	- Lump sum contributions	-	-	-
<b>861</b>	<b>Total capital funding (C)</b>	<b>1,210</b>	<b>582</b>	<b>1,319</b>
<b>Applications of capital funding</b>				
-	- to meet additional demand	-	-	-
2	- to improve the level of service	265	1	591
-	- to replace existing assets	4	4	279
1,436	Increase/(decrease ) in reserves	1,006	694	912
<b>1,437</b>	<b>Total applications of capital funding (D)</b>	<b>1,275</b>	<b>699</b>	<b>1,781</b>
<b>(576)</b>	<b>Surplus/(deficit) of capital (C - D)</b>	<b>(65)</b>	<b>(117)</b>	<b>(462)</b>
-	<b>Funding balance (A - B) + (C - D)</b>	-	-	-

## **South Wairarapa Dog Pound**

*Status: Completed*

The innovatively designed South Wairarapa dog pound was opened in Featherston on 30 May 2023. As a territorial authority, we are required to operate a dog pound that allows for the proper custody and care of impounded dogs. As the previous facility no longer meets necessary requirements, the Planning and Regulatory Committee decided the Council should investigate a standalone option for South Wairarapa.

A budget of \$340,000 was included in the 2020/21 Annual Plan and the 2021–31 Long Term Plan to build the facility. This was subsequently increased to \$456,500 to reflecting rising construction costs.

Environmental Services Manager, Rick Mead, set out to research the most effective new pound solution that was economically and animal health-wise sound, and functionally as well as aesthetically pleasing.

The result is a new, fit-for-purpose facility which takes into consideration the South Wairarapa population, environmental considerations, protection of the community and animal welfare requirements. The project team was very clear on the essential requirements as well as what features could add value, with considerable design and re-design carried out with engineers and animal experts.

The finished product shows the benefit of collaborating with suppliers who were also interested in finding a financially realistic and innovative solution to the dog pound problem. The new pound:

- exceeds the Ministry of Primary Industries’ animal welfare standards
- is an innovative use of containers
- is off the grid – it uses solar as the main power source, and has a water storage tank and a septic system
- has high health standards with temperature control, easy to wash materials and good disease management
- is a moveable structure, if the pound needs to be relocated
- has individual external exercise runs and two large exercise yards
- is fully fenced with high security features.

The facility was recognised at the 2023 Local Government New Zealand SuperLocal Awards, where it picked up first prize in the SuperIdea category by “showcasing an effective blend of innovative thinking and practicality”. It also came runner up in the Supreme Award. This is an incredible achievement for our small Council.

### **Featherston Masterplan heading the right way**

*Status: Ongoing*

Staff are now involved in the more detailed master planning stage.

Work on the Featherston Masterplan began in January 2022 and has continued without pause. The Masterplan anticipates solid population growth in Featherston within the next three decades.

Featherston's location as the town closest to Wellington, and with access to the rail network, positions the town well for transport-oriented growth. Featherston has been identified as one of the seven "Priority Development Areas" (PDAs) by the Wellington Regional Leadership Committee, which will attract funding support from central government.

The Masterplan enables integrated planning of land use patterns, future housing, infrastructure, transport, and reserve areas. The two priorities are an enhanced main street and connected town centre heart, and a transformative pedestrian link to the train station.

Following the earlier informal engagement in 2022, the Draft Featherston Masterplan will be adopted by Council later this year for public consultation.

### **Wairarapa Combined District Plan Review**

*Status: Ongoing*

The review of the Wairarapa Combined District Plan has continued through 2022 and 2023, with careful assessment given to all chapters of the current plan. As a result, the existing combined District Plan has been rewritten to align with the National Planning Standards.

The new draft plan was made available for informal feedback from late October 2022. Further review work has been undertaken to ensure the plan appropriately addresses land use issues and reflects the current and future needs of the District.

Following the review of several key topics, the Proposed Wairarapa Combined District Plan will be publicly notified in mid-October 2023, with the submission and hearing processes to follow.

## Community Facilities and Services

	SOCIAL WELLBEING	ECONOMIC WELLBEING	ENVIRONMENTAL WELLBEING	CULTURAL WELLBEING
Community Outcomes	Residents are active, healthy, safe, resilient, optimistic and connected	A place of destination, new business and diverse employment that gives people independence and opportunity	Sustainable living, safe and secure water and soils, waste minimised, biodiversity enhanced	Strong relationships with whānau, hapū and marae, celebrating diverse cultural identity, arts and heritage
Strategic Drivers	<ul style="list-style-type: none"> <li>■ Creating better connections and social wellbeing</li> <li>■ Strengthen social connections within the community</li> <li>■ Encourage civic pride and participation</li> <li>■ Provide universally accessible, safe and diverse spaces to strengthen connection between people and place</li> <li>■ Advocate for better transport and technology to improve social and business opportunities</li> </ul>	<ul style="list-style-type: none"> <li>■ Supporting sustainable growth, employment, economic wellbeing and development</li> <li>■ Support the transition to a low carbon economy</li> <li>■ Encourage economic diversity and local vibrancy</li> <li>■ Leverage partnerships with central and regional agencies to enable economic development and employment opportunities</li> </ul>	<ul style="list-style-type: none"> <li>■ Enhancing 3 waters delivery and environmental quality</li> <li>■ Minimise waste and provide environmentally sustainable Council services</li> <li>■ Take active measures to adapt and mitigate the impacts of climate change</li> <li>■ Empower and enable our community to drive behavioural change for the benefit of the environment</li> </ul>	<ul style="list-style-type: none"> <li>■ Nurturing and creating the District's special character, qualities and culture</li> <li>■ Work in partnership with mana whenua and iwi, respecting tikanga (customs), kaitiakitanga (guardianship) and taha Māori (heritage)</li> <li>■ Take opportunities to embrace and celebrate diversity</li> <li>■ Take opportunities to advance and showcase arts, culture and heritage</li> </ul>

### Overview

The Community Facilities and Services activity brings together those areas of Council's business that have a direct interface with the community's wellbeing.

The services include: working collaboratively with business partners; supporting the day-to-day wellbeing of our community; supporting land and water conservation efforts; providing essential services such as rubbish and recycling management; library facilities; swimming pools, parks, reserves, and sports facilities; and advocating strongly for climate change adaptation and mitigation.



## Assets we own and/or maintain

### Featherston

The following Featherston public amenities are owned and maintained by Council:

Card Reserve	War Memorial	Garden One Tree Hill
Barr Brown Reserve	Walkway Kereru Grove to Titoki Grove Walkway	Walkway Revans Street
Featherston Cemetery	Hardie Grove to Brandon Street Walkway	Housing for Seniors (Burling and Mathews)
Featherston Library	Kenward Street to Harrison Street West	Windgrass sculpture
Playground	Walkway Watt Street	Featherston Swimming Pool
Public Toilets	Walkway Brandon Street to Ludlum Street (SH2)	Dog park and skateboard park
Dorset Square	Anzac Hall complex	Daniell Street adjacent to Railway
Traffic islands and berms	Johnston Street adjacent to Railway	

### Greytown

The following Greytown public amenities are owned and maintained by Council:

Greytown Cemetery	Kowhai Reserve	Greytown Campground
Berm along SH2	Stella Bull Park and old library building	Greytown Swimming Pool
Greytown Southern Gateway	Public toilets	Dog park
Greytown Town Centre building (includes Greytown Library)	Soldiers Memorial Park (includes a playground, car park, bush walk and sports fields)	Greytown cycle trail, and the walkway between Udy and Kuratawhiti Streets
Arbor Reserve	Collier Reserve	Housing for seniors in West Street

### Martinborough

The following Martinborough public amenities are owned and maintained by Council:

Dublin Street Cemetery	Martinborough Motor Camp	Martinborough Public Toilet
Puruatanga Road Cemetery	Martinborough Swimming Pool	Martinborough Museum
Centennial Park	Memorial Square	Council offices
Considine Park	Martinborough Town Hall	Housing for seniors on Naples Street
Huangarua Park	The Waihinga Centre (includes Martinborough Library)	Dog park
Coronation Park	Martinborough Playground	Grassed area adjacent to Fire Station
Puruatanga Park	Old Council Chambers on Cork Street	Martinborough Public Toilets
Pain Farm		

### Rural

The following public amenities in rural areas are owned and maintained by Council:

Camp Memorial and Peace Garden SH2	Te Hopi camp site off East West Access Road	Lake Ferry car park
Otauirā Reserve	Ngawi surf break toilet	Coastal camping area with toilet
Lake Reserve off Lake Domain Road south of Featherston	Two large, grassed areas on either side of, and including, the Lake Ferry Motor Camp (includes toilets and playground)	Te Awaiti and Tora Farm Road toilets and sites for camping
Diversion Reserve off East West Access Road near Barrage Bridge	Cape Palliser Road litter bin sites and pit toilet	

### Significant negative effects

There are no identified significant negative effects

**Performance Information – Community Facilities and Services**

Service Level	Key Performance Indicators	Performance Targets (for the Financial Year)			How it will be measured	2022/23 v 2022/21	Comments
		2021/22 Results	2022/23 Results	Target 2022/23			
<b>Council provides community facilities and spaces that encourage community use</b>	Residents are satisfied with community buildings, parks and open spaces	71%	79%	90%	Customer survey	↑	Not Achieved: 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. -Council-maintained sports fields also received high satisfaction ratings, with 80% of respondents being satisfied or very satisfied. -Council-maintained playgrounds were similarly well-regarded, with 76% of respondents being satisfied or very satisfied. -Cemeteries and public swimming pools had similar satisfaction ratings, with 76% and 71% -Public toilets had the lowest satisfaction ratings, with 63% of respondents being satisfied or very satisfied
	Increase in number of bookings for community facilities	60%	67%	10% increase	Council records	↑	Not Achieved: Council venues were booked an average of 237 days out of an available 353 during 2022/23. The Greytown Town Centre was the most frequently booked venue at 266 days.
	Swimming pools are open at least 15 weeks per year	100%	100%	100%	Council records	-	Achieved
	Residents are satisfied with Council swimming pools	75%*	71%	74%	Customer survey	↓	Not Achieved: In 2023, the combined percentage of respondents who reported being satisfied or very satisfied with swimming pools was 71% (42% satisfied, 29% very satisfied).
	Library collection turnover meets or better national averages by 2023/24	80%	83%	90%	Council records	↑	Not Achieved: 2023 turnover of 2.56 is 83% of the average for NZ libraries compared against (i.e., all sizes), and 106% of the average across NZ and Australian peer libraries (i.e., serving populations <50,000 pax). In 2022 turnover was 2.32 (77%) of the average for NZ libraries, and 93.5% of the average across NZ and Australian peers.
	At least 75% of library programme attendees report a positive impact or application as a result of attendance	>75%	>75%	>75%	Programme evaluation feedback	-	Achieved: Data that has been collected indicates the target has been met. However, due to staff turnover and shortages, data collection has been intermittent and is not yet standardised.

Service Level	Key Performance Indicators	Performance Targets (for the Financial Year)			How it will be measured	2022/23 v 2022/21	Comments
		2021/22 Results	2022/23 Results	Target 2022/23			
<b>Council promotes the waste management hierarchy “reduce, reuse, recycle, reprocess, treat, dispose”</b>	% waste recovered for recycling through the kerbside collection	Further 3.3% recovered	Further 6% recovered	Further 5% recovered	Council records	↑	Achieved: All kerbside recycling is taken to the Mixed recycling facility where it is sorted and large contaminants removed. Kerbside audits and traffic light system has reduced contamination in kerbside recycling.
<b>Refuse collection and disposal meets the needs of the community</b>	% of customer complaints resolved within 24 hours	95%	96%	95%	Council records	↑	Achieved: Dedicated staff member working on waste, collection trucks fitted with high tech equipment allows monitoring of trucks when out collecting.
	% of residents satisfied with the level of service	60%	63%	85%	Customer survey	↑	Not Achieved: 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%
<b>Council supports the community to improve their social, cultural and environmental wellbeing</b>	Provide appropriate funding to organisations and community groups to help them deliver programmes and services to their communities	Yes: 84 grants provided	Yes: 97 Grants Provided	Yes	Council records	↑	Achieved: Almost \$250,000 in funding was distributed through Community & Youth Grants, Community Boards, the Māori Standing Committee, Rural Travel Fund and the Creative Communities Scheme, with 97 grants across a variety of community organisations.
<b>Council supports economic wellbeing</b>	% of commercial ratepayers satisfied with the level of services essential for their business operations (information provided, response time, fairness and consistency)	65%	n/a	70%	Council survey	-	This measure is not currently supported through appropriate data collection.

\*This measure was not correctly recorded in 2021/22 - recorded as 47% for Satisfied. But 75% for Satisfied and very satisfied as per residents survey.

**South Wairarapa District Council Funding Impact Statement  
For the Year Ended 30 June 2023 for Community Facilities and Services**

30 June 2022 Annual Report \$000		30 June 2022 Long Term Plan \$000	30 June 2023 Long Term Plan \$000	30 June 2023 Actual \$000
<b>Sources of operating funding</b>				
2,702	General rates, Uniform Annual General charges, rates penalties	5,086	5,453	2,708
3,184	Targeted rates	780	820	3,527
1,900	Subsidies and grants for operating purposes	4	4	584
584	Fees and charges	339	358	580
61	Interest and dividends from investments	28	35	107
-	Internal charges and overheads recovered	-	-	-
632	Local authorities fuel tax, fines, infringement fees, and other receipts	701	741	714
<b>9,062</b>	<b>Total operating funding (A)</b>	<b>6,937</b>	<b>7,411</b>	<b>8,221</b>
<b>Applications of operating funding</b>				
7,158	Payments to staff and suppliers	5,408	5,744	6,738
92	Finance costs	72	112	104
878	Internal charges and overheads	793	821	1,025
<b>8,128</b>	<b>Total applications of operating funding (B)</b>	<b>6,274</b>	<b>6,677</b>	<b>7,868</b>
<b>934</b>	<b>Surplus /(deficit) of operating funding (A - B)</b>	<b>664</b>	<b>734</b>	<b>353</b>
<b>Sources of capital funding</b>				
-	Subsidies and grants for capital expenditure	40	42	-
-	Development and financial contributions	-	-	-
-	Increase/(decrease ) in debt	4,197	-	500
-	Gross proceeds from sale of assets	-	-	24
-	Lump sum contributions	-	-	-
-	<b>Total capital funding (C)</b>	<b>4,237</b>	<b>42</b>	<b>524</b>
<b>Applications of capital funding</b>				
55	- to meet additional demand	300	1,532	19
299	- to improve the level of service	1,345	61	382
206	- to replace existing assets	470	449	185
375	Increase/(decrease ) in reserves	2,785	(1,266)	292
<b>934</b>	<b>Total applications of capital funding (D)</b>	<b>4,900</b>	<b>776</b>	<b>878</b>
<b>(934)</b>	<b>Surplus/(deficit) of capital (C - D)</b>	<b>(664)</b>	<b>(734)</b>	<b>(353)</b>
-	<b>Funding balance (A - B) + (C - D)</b>	<b>-</b>	<b>-</b>	<b>-</b>

## **Waste management and minimisation is our thing**

### *Status: Ongoing*

South Wairarapa District Council, along with the other seven councils within the Wellington Region, have collaborated on a joint waste management and minimisation plan (WMMP). This strategic initiative marks a pivotal step forward, setting a transformative course of action for the period spanning 2023– 2029 and beyond.

The newly formulated WMMP is a catalyst for profound change within the region, with a particular emphasis on circular economy principles. Guided by the waste hierarchy framework, the primary focus of this comprehensive plan is the reduction and repurposing of waste materials. It is essential to underscore that while recycling and landfill disposal options will remain available, landfilling will be positioned as a last resort.

The development and implementation of this WMMP is a directive from the Ministry for the Environment. Meeting this requirement ensures the Council will receive ongoing waste levy funding, which in turn enables further waste minimisation initiatives to be undertaken without imposing a burden on ratepayers.

The consultation phase for the WMMP has been completed, with the hearing scheduled for 18 September 2023. Formally adopting the plan in the new year will reflect the commitment of the South Wairarapa Council and its regional counterparts to responsible and sustainable waste management practices.

## **Wairarapa Library Service**

The Wairarapa Library Service (WLS) had yet another successful year despite facing a number of challenges. The focus was on helping people get the most out of the collection – by promoting new titles, helping people to use the app, providing help across social media, and introducing library staff to the public so we become familiar faces. For the third year running, our libraries rate as the service ratepayers are most satisfied with. Our significant push to modernise the service, and the changes in the community’s usage and engagement over the past three years, have contributed to this result.

Loans from WLS collections have increased by 32% since we became part of the SMART library network. Access to a new set of collections, with many unique titles, was quickly taken up by other libraries’ members (18% of loans made), sitting higher than the SMART average of 8%. Perhaps even more impressive is the 60% increase, year on year, of reservations by WLS members, with an even spread across the four libraries we operate.

The libraries hosted a range of programmes in 2022/23, providing opportunities for the community across all four sites. Some of the notable workshops and events were:

- the Christmas holiday visits by international children’s author and performer Deano Yipadee in Martinborough and Carterton
- Chris Lam Sam in Greytown in April
- hosting of regular clinics by Digital Seniors, JPs, Community Law, and Divine River – we also welcomed Statistics NZ during the Census period and took part in the Positively Ageing Expo in March
- WaiWord events, which continued to build a strong following. This year prominent published authors were featured, including Sue Orr, Juliette MacIver, and Tim Saunders.

### **Greytown Wheels Park reaches another milestone**

*Status: Ongoing*

The Greytown Wheels Park project continues to gain momentum, and an agreement has now been signed with RICH Landscapes and Angus McMillian Concrete to deliver the project. The next step is the design phase and stakeholder engagement activities, with construction scheduled to start in late-2024.

Due to its proximity to the other towns in South Wairarapa, the Park is expected to be enjoyed by all residents in the District. Council's \$1 million contribution (funded from the Restricted Reserve) will help kickstart the project, which will be located on Council land at 2–4 Pierce Street. The rest of the project depends on community fundraising.

### **Five Towns Trail and Tauwharenikau bridge**

*Status: Ongoing*

Work on the construction of the Tauwharenikau bridge was completed in June 2023. This was a key milestone in the strategic alliance with Five Towns Trails and our Long Term Plan, as it forms the first stage of the Five Towns Trail Network. So far, more than 23,000 people have used the bridge for a wide range of activities such as walking, biking, and running.

Trails are a successful feature in many New Zealand regions, and we're excited about the positive impact the trails will have in the South Wairarapa District, including getting people out of their cars, further developing our tourism brand, increasing the fitness of all ages, providing a channel to showcase our history, educating people on our relationship with mana whenua, and supporting our local economy.

This project is a great example of building successful partnerships to support regional economic development, with initial funding from MBIE's Infrastructure Reference Group, project management by the Greytown Trails Trust, bridge construction by Abseil Access, and the building of the trails by Pope and Gray. Tracks connecting the Featherston and Greytown sides of the bridge are being developed, and additional work to strengthen the bridge will take place in the next financial year.

### **Lake Ferry Campsite**

*Status: Completed*

A new chapter for the beloved holiday destination of Lake Ferry Campsite got underway in June when a mutually acceptable end to the long-term Lake Ferry Holiday Park lease was reached. Since 2019, the Lake Ferry Holiday Park had 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. The Council loan-funded the purchase of the assets with repayments largely to be met through proceeds from the Holiday Park. We have assumed responsibility for meeting the capital costs of the changes required to bring the campsite up to standard.

Kiwicamp, a New Zealand business specialising in campground infrastructure, will take over the servicing of the Lake Ferry Holiday Park for a 12-month period and will be responsible for implementing the necessary changes to the campground. Over the next year, visitors can anticipate significant improvements, including upgraded kitchen, bathroom, and laundry facilities, enhanced security measures, a new dump station, improvements to the grounds, and a revitalisation of all the buildings.

This is an exciting opportunity, particularly as Council anticipates increasing demand for its more remote destinations, including Lake Ferry, since the Wairarapa became New Zealand's second International Dark Sky Reserve in January 2023.

#### **Other improvements from our Amenities team**

##### **Clifford Square**

Council contributed by installing sheep sculptures at Featherston's Clifford Square. This project has been driven by the planning and fundraising carried out by the Featherston Beautification Group.

##### **Featherston Skate Park**

The Featherston Skate Park required some general tidying up, which saw surface cracks and splits repaired, along with sprucing up of timber edging at the end of ramps, painting, and fixing retaining walls and fences.

##### **Lake Domain**

We have resurfaced the tracks at both entrances to Lake Domain and completed remediation work where the track meets the foot bridge.

##### **Social Housing**

A continuous improvement process is in place to upgrade our housing for seniors to keep it up to healthy housing standards, so senior residents are comfortable and the houses meet necessary regulations.

#### **Welcoming Communities**

*Status: Ongoing*

South Wairarapa was selected for the Government's Welcoming Communities programme towards the end of the 2021/22 year. The programme supports local councils and their communities to create welcoming and inclusive environments for newcomers. It will help us work alongside our communities to improve accessibility and inclusion for everyone who now calls South Wairarapa home.

After bringing our Welcoming Communities Coordinator on board in October, the main focus for the 2022/23 year was to understand how welcoming and inclusive South Wairarapa was for new people, including people from different cultures and countries. This was achieved by socialising the programme with internal and external stakeholders, and engaging with the community and organisations. We also completed research by asking for feedback from around 150 newcomers via an online survey and through in-person discussions.

A Welcoming Plan to address the opportunities and challenges identified through the research will be developed by a small working group.

## Land Transport (Roading and Footpaths)

	SOCIAL WELLBEING	ECONOMIC WELLBEING	ENVIRONMENTAL WELLBEING	CULTURAL WELLBEING
Community Outcomes	Residents are active, healthy, safe, resilient, optimistic and connected	A place of destination, new business and diverse employment that gives people independence and opportunity	Sustainable living, safe and secure water and soils, waste minimised, biodiversity enhanced	Strong relationships with whānau, hapū and marae, celebrating diverse cultural identity, arts and heritage
Strategic Drivers	<ul style="list-style-type: none"> <li>■ Creating better connections and social wellbeing</li> <li>■ Strengthen social connections within the community</li> <li>■ Provide universally accessible, safe and diverse spaces to strengthen connection between people and place</li> <li>■ Advocate for better transport and technology to improve social and business opportunities</li> </ul>	<ul style="list-style-type: none"> <li>■ Plan for growth that protects rural land and character</li> <li>■ Contain rural residential expansion</li> <li>■ Support quality urban development</li> <li>■ Limit growth in coastal and other areas subject to climate change impacts</li> <li>■ Support the transition to a low carbon economy</li> </ul>	<ul style="list-style-type: none"> <li>■ Take active measures to adapt and mitigate the impacts of climate change</li> <li>■ Empower and enable our community to drive behavioural change for the benefit of the environment</li> <li>■ Enhancing 3 waters delivery and environmental quality</li> </ul>	<ul style="list-style-type: none"> <li>■ Protect town and rural community character, retaining our unique look and feel</li> <li>■ Improve urban design and integrate what we build with natural features.</li> <li>■ Nurturing and creating the district's special character, qualities and culture</li> </ul>

### Overview

South Wairarapa District Council provides and maintains a network of public roads. The road transport network is one of the District's primary assets, enabling people in the community to interact with each other. Other assets such as rail, water and air work in conjunction with roads to allow people to connect. Other assets that allow people in communities to connect are telecommunications and radio. The level of service a community demands from its road transport is dependent on how critical the connection along the road is to the community's social, cultural and commercial activities. The greater the intensity of current and future demand, the higher the community's expectations will be.

### Assets we look after

We will continue to maintain our assets including:

- Bridges – 10 timber, 68 concrete, 13 armco/pipes, 49 box culverts.
- Streetlights – Featherston 285, Greytown 235, Martinborough 300, Rural 25.
- Urban roads – 68.1km sealed, 0.9km unsealed.
- Rural roads – 338.5km sealed, 262.6km unsealed.
- Kerbs and Channels – Featherston 30.1km, Greytown 29.3km, Martinborough 27.5km.
- Footpaths (concrete, asphalt, metal) – Featherston 22.2km, Greytown 24.2km, Martinborough 37.1km.

### Significant negative effects

An unsafe roading network could endanger users. In order to ensure the safety of road users, the roading network needs to be maintained to a standard that allows safe passage. The roading network is maintained using contemporary techniques, and the roading programme is audited by NZTA Waka Kotahi.



### Performance Information - Land Transport

Service Level	Key Performance Indicators	Performance Targets (for the Financial Year)			How it will be measured	2022/23 v 2022/21	Comments
		2021/22 Results	2022/23 Results	Target 2022/23			
<b>The roads are maintained to ensure that they are safe and comfort-able to travel on</b>	Using the RAMM measurement system, average smooth travel exposure on urban roads to be 85% and rural roads 95% with maximum variation of 5%	93% urban 99% rural	93% urban 99% rural	95%	Council records	↑	Achieved: 98% is an average between urban and rural. Roughness survey completed every 2 years. The last survey was completed in November 2021. The next survey will be completed in November 2023. Average Smooth Travel Exposure based on travel volumes of the roads based on the survey results.
	Ratepayers and residents fairly/very satisfied with the roads	33%	28% urban 18% rural	80%	Customer survey	↓	Not Achieved: In 2023, the combined percentage of respondents who were either satisfied or very satisfied with the condition and maintenance of rural roads was 18% and urban roads was 28%. This is a significant decrease from 2022, when the rate was 26% and 38% respectively.
	Change in number of fatalities and serious injury crashes on the local road network from previous year	Increased by 1	6 Decreased by 1	<7	NZTA records	-	Achieved: There were 6 crashes including fatal, serious injury, and minor injury crashes during the year. Data source: Crash Analysis System (CAS).
	5% of sealed roads are resealed each year subject to availability of NZTA subsidy	100%	76% (3.5% sealed)	100%	Council records	↓	Not achieved: The total length of road resealed was 15.527 km of 405.7km which represents 3.8% of the sealed road network in terms of NZTA funding.
	The pavement condition index as measured by the NZTA pavement integrity index	98%	97%	95%	NZTA	↓	Achieved: Pavement Condition Index, or PCI, is a rating from 0 to 100 of the severity and extent of distresses observed on a pavement surface. Examples of typical pavement surface distresses are spalling, rutting, scaling, and cracking.

Service Level	Key Performance Indicators	Performance Targets (for the Financial Year)			How it will be measured	2022/23 v 2022/21	Comments
		2021/22 Results	2022/23 Results	Target 2022/23			
<b>Footpaths can be safely used to get around town</b>	Ratepayers and residents are satisfied with footpaths in the district	28%	31%	70%	Customer survey	↑	Not Achieved: 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%.
	Availability of footpaths on at least one side of the road down the whole street (urban)	75%	76%	90%	Council records	↑	Not Achieved: New footpaths were installed in North Street, Greytown and in Wallace and William Bento Streets in Featherston.
	Footpath Condition rating 95% compliant with SWDC AMP Standard	97%	98%	95%	Council records	↑	Achieved: 1.49km of footpath is rated poor or very poor condition. Total length of footpath is 64.45km.
	The % of customer service requests relating to roads and footpaths responded to within 48 hours	50%	32%	85%	Council records.	↓	Not achieved: 785 requests were received. However, data recorded has been incomplete due to a change over to new systems. Of those that have been recorded correctly (263), 92% were completed within 48 hours, which is considered a better reflection of the actual completion rates. Improved data collection is in place for the current year.
	Meet annual plan footpath targets	Yes	n/a	Yes	Council records	-	Footpath Survey not done in 2022/23 – this is completed every 2 years.

### South Wairarapa District Council Funding Impact Statement for the Year Ended 30 June 2023 for Land Transport

30 June 2022 Annual Report \$000		30 June 2022 Long Term Plan \$000	30 June 2023 Long Term Plan \$000	30 June 2023 Actual \$000
<b>Sources of operating funding</b>				
4,123	General rates, Uniform Annual General charges, rates penalties	3,752	3,826	4,147
-	- Targeted rates	-	-	-
1,824	Subsidies and grants for operating purposes	1,459	1,576	3,939
87	Fees and charges	-	-	-
46	Interest and dividends from investments	21	27	82
-	- Internal charges and overheads recovered	-	-	-
50	Local authorities fuel tax, fines, infringement fees, and other receipts	139	150	165
<b>6,131</b>	<b>Total operating funding (A)</b>	<b>5,372</b>	<b>5,579</b>	<b>8,333</b>
<b>Applications of operating funding</b>				
3,267	Payments to staff and suppliers	3,199	3,351	7,399
46	Finance costs	45	37	41
379	Internal charges and overheads	309	309	488
<b>3,692</b>	<b>Total applications of operating funding (B)</b>	<b>3,553</b>	<b>3,697</b>	<b>7,928</b>
<b>2,439</b>	<b>Surplus /(deficit) of operating funding (A - B)</b>	<b>1,819</b>	<b>1,882</b>	<b>405</b>
<b>Sources of capital funding</b>				
1,458	Subsidies and grants for capital expenditure	2,267	1,894	1,831
-	- Development and financial contributions	-	-	-
-	- Increase/(decrease ) in debt	-	-	-
-	- Gross proceeds from sale of assets	-	-	19
788	Lump sum contributions	397	427	749
<b>2,246</b>	<b>Total capital funding (C)</b>	<b>2,664</b>	<b>2,321</b>	<b>2,598</b>
<b>Applications of capital funding</b>				
294	- to meet additional demand	400	410	1,681
22	- to improve the level of service	1,495	993	880
2,719	- to replace existing assets	1,971	1,957	1,472
1,649	Increase/(decrease ) in reserves	617	843	(1,030)
<b>4,685</b>	<b>Total applications of capital funding (D)</b>	<b>4,483</b>	<b>4,203</b>	<b>3,003</b>
<b>(2,439)</b>	<b>Surplus/(deficit) of capital (C - D)</b>	<b>(1,819)</b>	<b>(1,882)</b>	<b>(405)</b>
-	<b>Funding balance (A - B) + (C - D)</b>	-	-	-

### **Hinekura Road**

A massive landslide (estimated to be 500,000m<sup>3</sup> to 1,000,000m<sup>3</sup> in size) closed access along Hinekura Road in June 2022. We have nearly completed a six-month programme to build additional resilience into this vulnerable stretch of the road. A preferred option has been consulted on and we are designing an alternative route, in preparation for the resource consent and tendering processes. Procurement documentation is also underway.

### **Roading challenges on the rise**

During 2022 and early 2023, several extreme weather events impacted on the South Wairarapa District roading network, causing flooding, slips, dropouts and pavement damage, along with culvert and bridge damage.

Council officers submit an additional funding request to Waka Kotahi under emergency works activities if any event causes more than \$100,000 of damage. In the 2022/23 financial year we made four funding requests to Waka Kotahi for emergency works for the combined sum of \$5,357,256. These requests have now been approved by Waka Kotahi and the budgets have been allocated over the 2022/2023 and 2023/2024 financial years.

Some of the significant jobs were at Palliser Bay Road, Tuturumuri, Tora, Pahaoa, the Gluepot, Boar Bush Gully Road, Dublin Street, Moeraki and Admiral Road. As a result, the Rural Roding Reserve fund was exhausted. The 2023/24 Annual Plan will seek establishment of a new infrastructure emergency resilience fund to repair damage caused by unplanned natural events.

### **Speed Management Plan and Speed Review Consultation**

*Status: Ongoing*

The South Wairarapa and Carterton District Councils asked for feedback on our interim Speed Management Plan that proposes to lower the speed limit around several schools and marae, and to carry out a speed limit review on some of our high priority roads.

We're working with Waka Kotahi to establish safe and appropriate speed limits outside all schools and marae by the end of 2027.

While these speed restrictions are required by law, we also asked for feedback on a list of high priority roads. The roads on this list were either identified in the speed review or drawn from our records of historic safety concerns from residents and elected members.

Our plans align with the Government's Road to Zero Strategy which was launched in 2019, with the goal of a 40% reduction in road deaths and serious injuries by 2030.

We plan to have the new reduced speed restrictions near schools and marae in place by mid-2024.

Roads around early childhood centres in Carterton District are also up for review. The proposed changes involve lowering of speed limits in some places and making safety improvements, particularly focused on signage.

Our consultation period opened on 23 June and closed on 23 July. The next step is to consider all public feedback on these plans and proposal before making decisions on any amendments to them. To find out more, see [www.swdc.govt.nz/consultation/](http://www.swdc.govt.nz/consultation/)

## EcoReef

Council embarked on a trial of an innovative hexagonal block retaining wall to provide coastal protection on an exposed part of the Cape Palliser/Mātakitaki-a-Kupe Road.

Prior to the works commencing, resource consent was obtained from Greater Wellington Regional Council to occupy and work within the coastal environment. Consent was approved for two locations along the Cape Palliser coast following engagement and consultation with iwi and Heritage New Zealand Pouhere Taonga.

Both sites have now been completed with Emergency Work funding from Waka Kotahi.

The two sites will be monitored to evaluate their performance following large swell events along the Cape Palliser coast.

In May 2024 a performance monitoring report is required by Greater Wellington Regional Council to determine the impact, and success or failure, of the EcoReef structures.



Before Works



During Construction

## Water Supply

	SOCIAL WELLBEING	ECONOMIC WELLBEING	ENVIRONMENTAL WELLBEING	CULTURAL WELLBEING
Community Outcomes	Residents are active, Health, safe, resilient, Optimistic and connected	A place of destination, New business and diverse employment that gives people independence and opportunity	Sustainable living, safe and secure water and soils, waste minimised, biodiversity enhanced	Strong relationships with whānau, hapū and marae, celebrating diverse cultural identity, arts and heritage
Strategic Drivers	<ul style="list-style-type: none"> <li>■ Creating better connections and social wellbeing</li> <li>■ Provide universally accessible, safe and diverse spaces to strengthen connection between people and place</li> </ul>	<ul style="list-style-type: none"> <li>■ Supporting sustainable growth, employment, economic wellbeing and development</li> <li>■ Encourage economic diversity and local vibrancy</li> </ul>	<ul style="list-style-type: none"> <li>■ Enhancing 3 waters delivery and environmental quality</li> <li>■ Deliver sustainable, clean, clear, safe and secure drinking water</li> <li>■ Protect and replenish our natural environment and biodiversity</li> <li>■ Minimise waste and provide environmentally sustainable Council services</li> <li>■ Take active measures to adapt and mitigate the impacts of climate change</li> <li>■ Empower and enable our community to drive behavioural change for the benefit of the environment</li> </ul>	<ul style="list-style-type: none"> <li>■ Nurturing and creating the district's special character, qualities and culture</li> <li>■ Work in partnership with mana whenua and iwi, respecting tikanga (customs), kaitiakitanga (guardianship) and taha Māori (heritage)</li> </ul>

### Overview

Council's primary aim is to provide reliable and sustainable reticulated water supplies to our three towns and to encourage conservation of this valuable resource.

Council's responsibilities include a duty under the Health Act 1956 to improve, promote, and protect public health within the District. This means Council has an obligation to identify where a potable water service is required, and to either provide it directly, or to maintain an overview of the supply if it is provided by others.

Council provides and maintains potable water supplies to properties throughout the District via Wellington Water, which is a Council Controlled Organisation. This service is not provided to premises which have their own rainwater tanks or bores.

## **Assets we look after**

### ***Water Sources Urban***

Seven sources of water are:

- Featherston – Boar Bush Gully Catchment (this source is currently operated as an emergency supply only)
- Featherston – Taits Creek intake weir (this source is currently operated as an emergency supply only)
- Greytown and Featherston – Waiohine River
- Greytown – Soldier’s Memorial Park
- Martinborough – Ruamāhanga bores
- Martinborough – Huangarua river (this source is currently used for emergency water supply only)
- Pirinoa – Pirinoa bore.

### ***Water Sources Rural (Stock Water Races)***

Two sources of supply water to the rural areas of Featherston and Greytown:

- Featherston – Tauwharenīkau River (Longwood Water Race)
- Greytown – Waihona River (Moroa Water Race).



### Performance Reporting – Water Supply

Service Level	Key Performance Indicators	Performance Targets (for the Financial Year)			How it will be measured	2022/23 v 2022/21	Comments
		2021/22 Results	2022/23 Results	Target 2022/23			
<p><b>The water provided is safe to drink.</b></p> <p>Note: Up to the 13 November 2022 the Council was required to comply with the drinking water standards (DWS) and reported against part 4 (bacteriological requirements) and part 5 (protozoal requirements). These were replaced by the Drinking Water Quality resource Rules (DWQAR) on 14 November 2022.</p> <p>Council has reported compliance period 1 July 2022-13 November 2022 against part 4 and 5 of the DWS, and has reported compliance against the DWQAR (T3 Bacterial Rules and T3 Protozoa Rules) from 14 November 2022-30 June 2023</p>	Water supply systems comply with Ministry of Health Drinking Water Standards( DWS) - Bacteriological <i>for the period 1 July 2022 - 13 November 2022</i>	MBA: No GTN: Yes FSTN: No PIR:Yes*	MBA: No GTN: No FSTN: No PIR:No	Yes	Council records	↓	Not achieved: There were several technical non-compliances with the Drinking Water Standards during the period where these were in effect (prior to 15 November 2022). There was a period when we could not demonstrate that certain sensors were recalibrated or replaced within a 12-month period, meaning we were non-compliant with the regulations. When the sensors were recalibrated, it confirmed they were reading accurately, and the water was always safe to drink.
	Water supply systems comply with Ministry of Health Drinking Water Standards (DWS) - Protozoa <i>for the period 1 July 2022 - 13 November 2022</i>	MBA: No GTN: No FSTN: Yes PIR: No*	MBA: No GTN: No FSTN: No PIR: No	Yes	Council records	↓	Not achieved: There were several technical non-compliances with the Drinking Water Standards during the period where these were in effect (prior to 15 November 2022). There was a period when we could not demonstrate that certain sensors were recalibrated or replaced within a 12-month period, meaning we were non-compliant with the regulations. When the sensors were recalibrated, it confirmed they were reading accurately, and the water was always safe to drink.
	Water supply systems comply with Ministry of Health Drinking Water Quality Assurance Rules (DWQAR)- Bacteriological <i>for the period 14 November 2022 - 30 June 2023</i>	MBA: No GTN: No FSTN: No PIR: No	MBA: No GTN: No FSTN: No PIR: No	Yes	Council records	-	Not achieved: Treatment plants in South Wairarapa are only equipped with treatment capability to handle Log 3 treatment (99.9%), as this is what was required under the old drinking water standards. Additional investment will be required to be compliant with the new drinking water quality rules
	Water supply systems comply with Ministry of Health Drinking Water Quality Assurance Rules (DWQAR) - Protozoa <i>for the period 14 November 2022 - 30 June 2023</i>	MBA: No GTN: No FSTN: No PIR: No	MBA: No GTN: No FSTN: No PIR: No	Yes	Council records	-	Not achieved: Treatment plants in South Wairarapa are only equipped with treatment capability to handle Log 3 treatment (99.9%), as this is what was required under the old drinking water standards. Additional investment will be required to be compliant with the new drinking water quality rules

\*2021/22 results restated to include the Pirinoa water supply, which was previously omitted.



Service Level	Key Performance Indicators	Performance Targets (for the Financial Year)			How it will be measured	2022/23 v 2022/21	Comments
		2021/22 Results	2022/23 Results	Target 2022/23			
<b>Potable water demand</b>	The average consumption of drinking water per day per resident within the territorial authority	601 Ltr	597 Ltr	<400 Lt	Council records	↑	Achieved.
<b>The Council provides reliable and safe drinking water supplies</b>	Compliance with resource consent conditions/water permit conditions to “mainly complying” or better	100%	0%	100%	Council records	↓	Not Achieved
<b>Meeting customer expectations</b>	Number of complaints about the wastewater odour, system faults, blockages, and supplier responsiveness, expressed per 1000 connections*	26.2 per 1000 connections	22.1 per 1000 connections	<30	Council records	↑	Achieved: Number of complaints has improved in 2022/23 by 5.1 to 22.1 per 1000 connections. This meets the target of less than 30 complaints per 1000 connections
<b>There is adequate water for urban fire fighting</b>	Fire hydrants tested annually that meet NZ Fire Service Code of Practice	20%	20%	20%	Council records	-	Achieved: Tested Fire Hydrants meets the annual target of 20%
<b>Maintenance of the reticulation network</b>	The % of real water loss from the local authority’s networked reticulation system	43%	46%	<30%	Council records	↓	Not Achieved: There has been a change to the methodology for SWDC to the Water Balance method, after using the Minimum Night Flow methodology last year

Service Level	Key Performance Indicators	Performance Targets (for the Financial Year)			How it will be measured	2022/23 v 2022/21	Comments
		2021/22 Results	2022/23 Results	Target 2022/23			
<b>Fault response times where the local authority attends a call-out in response to a fault or unplanned interruption to its networked reticulation system</b>	Ratepayers and residents satisfied with level of service for water	39%*	51%	75%	Customer survey	↑	Not Achieved
	Attendance for urgent call-outs: from the time that the local authority receives notification to the time that service personnel reach the site: · in < 1 hour · median response time measured	33%*  Median Time 105 minutes*	41%  Median Time 91 minutes	80%	Council records	↑	Not Achieved: Attendance within one hours for urgent callouts has only been meet 41% of time. This is a slight improvement form 2021/22 where it was 33% (2021/22 Number restated by WWL from 44mins and 42%)
	Resolution of urgent call-outs: from the time that the local authority receives notification to the time that service personnel confirm resolution of the fault or interruption: · in <8 hours · median response time measured	61%*  Median Time 3.5 hrs*	59%  Median Time 4.7 hrs	90%	Council records	↓	Not Achieved: Resolution within eight hours for urgent callouts has only been meet 59% of time, below the target of 90%. (2021/22 Number restated by WWL from 1.6 hours and 50%)
	Attendance for non-urgent call-outs: from the time that the local authority receives notification to the time that service personnel reach the site: · in < 2 working days · median response time measured	50%*  Median Time 3 Days*	56%  Median Time 2 Days	80%	Council records	↑	Not Achieved: Attendance within two working days for non-urgent callouts has only been meet 56% of time. This is a slight improvement form 2021/22 where it was 50% (2021/22 Number restated by WWL from 2 Days and 40%)
	Resolution of non-urgent call-outs: from the time that the local authority receives notification to the time that service personnel confirm resolution of the fault or interruption: · in < 5 working days · median response time measured	65%*  Median Time 3 days*	77%  Median Time 3 days	80%	Council records	↑	Not Achieved: Resolution within 5 working days for non-urgent callouts has only meet 77% of time (target 80%). This is an improvement of 12% from 201/22 (65%) (2021/22 Number restated by WWL from 54%)

\*Correction of misstatement of attendance and resolution times

WWL have corrected an error in applying the DIA guidance to the methodology used to measure the attendance and resolution times for water supply and wastewater. These changes relate to excluding records that were previously included, the most significant of which was the inclusion of duplicate records (where multiple people reported the same incident).

Due to the treatment of this data, duplicate records are closed before the job is complete, impacting the results. We have also removed additional jobs that were not strictly in line with the performance measure guidelines. The times for the 2021/22 Financial Year have been restated.

## South Wairarapa District Council Funding Impact Statement for the Year Ended 30 June 2023 for Water Supply

30 June 2022 Annual Report \$000		30 June 2022 Long Term Plan \$000	30 June 2023 Long Term Plan \$000	30 June 2023 Actual \$000
<b>Sources of operating funding</b>				
-	General rates, Uniform Annual General charges, rates penalties	-	-	-
3,389	Targeted rates	3,248	3,716	3,942
1,245	Subsidies and grants for operating purposes	-	-	111
11	Fees and charges	84	88	9
41	Interest and dividends from investments	19	24	72
-	Internal charges and overheads recovered	-	-	-
18	Local authorities fuel tax, fines, infringement fees, and other receipts	18	19	18
<b>4,705</b>	<b>Total operating funding (A)</b>	<b>3,369</b>	<b>3,846</b>	<b>4,153</b>
<b>Applications of operating funding</b>				
3,403	Payments to staff and suppliers	2,190	2,508	3,098
63	Finance costs	60	109	66
261	Internal charges and overheads	204	206	318
<b>3,727</b>	<b>Total applications of operating funding (B)</b>	<b>2,454</b>	<b>2,822</b>	<b>3,482</b>
<b>978</b>	<b>Surplus /(deficit) of operating funding (A - B)</b>	<b>915</b>	<b>1,024</b>	<b>671</b>
<b>Sources of capital funding</b>				
121	Subsidies and grants for capital expenditure	-	-	-
316	Development and financial contributions	150	158	218
-	Increase/(decrease ) in debt	1,432	1,573	-
-	Gross proceeds from sale of assets	-	-	16
-	Lump sum contributions	-	-	-
<b>437</b>	<b>Total capital funding (C)</b>	<b>1,582</b>	<b>1,732</b>	<b>234</b>
<b>Applications of capital funding</b>				
-	- to meet additional demand	454	444	-
-	- to improve the level of service	1,523	1,178	546
2,716	- to replace existing assets	358	376	1,459
(1,300)	Increase/(decrease ) in reserves	162	758	(1,100)
<b>1,415</b>	<b>Total applications of capital funding (D)</b>	<b>2,497</b>	<b>2,755</b>	<b>905</b>
<b>(978)</b>	<b>Surplus/(deficit) of capital (C - D)</b>	<b>(915)</b>	<b>(1,024)</b>	<b>(671)</b>
-	<b>Funding balance (A - B) + (C - D)</b>	-	-	-

### Martinborough Reservoir roof relining

Wellington Water lifted the roof of the Martinborough Reservoir with a 100-tonne crane, emptied 920,000 litres of water, installed 650 square metres of new lining on the walls, floor, and ceiling, and reinforced the exterior wall.

The Reservoir experiences general wear and tear over time, so routine maintenance ensures the water supply remains operational. The reservoir construction and maintenance is an important project, not just for building network resilience but also for ensuring there will be sufficient water for a growing population in the years ahead.

Wellington Water’s Chief Advisor for Drinking Water, Laurence Edwards, said the project would improve the town’s water resilience.

*“It provides sufficient water storage to help us get through significant events such as storms, earthquakes, and power cuts. It enables greater operational flexibility, allowing us to turn treatment plants off for maintenance without impacting the supply of water to communities.”*

## Wastewater

	SOCIAL WELLBEING	ECONOMIC WELLBEING	ENVIRONMENTAL WELLBEING	CULTURAL WELLBEING
Community Outcomes	Residents are active, healthy, safe, resilient, optimistic and connected	A place of destination, new business and diverse employment that gives people independence and opportunity	Sustainable living, safe and secure water and soils, waste minimised, biodiversity enhanced	Strong relationships with whānau, hapū and marae, celebrating diverse cultural identity, arts and heritage
Strategic Drivers	<ul style="list-style-type: none"> <li>■ Creating better connections and social wellbeing</li> <li>■ Provide universally accessible, safe and diverse spaces to strengthen connection between people and place</li> </ul>	<ul style="list-style-type: none"> <li>■ Supporting sustainable growth, employment, economic wellbeing and development</li> <li>■ Encourage economic diversity and local vibrancy</li> </ul>	<ul style="list-style-type: none"> <li>■ Enhancing 3 waters delivery and environmental quality</li> <li>■ Design and implement innovative, sustainable, efficient and affordable wastewater and stormwater systems</li> <li>■ Protect and replenish our natural environment and biodiversity</li> <li>■ Minimise waste and provide environmentally sustainable Council services</li> <li>■ Take active measures to adapt and mitigate the impacts of climate change</li> </ul>	<ul style="list-style-type: none"> <li>■ Nurturing and creating the district’s special character, qualities and culture</li> <li>■ Work in partnership with mana whenua and iwi, respecting tikanga (customs), kaitiakitanga (guardianship) and taha Māori (heritage)</li> </ul>

## Overview

Council's responsibilities include the duty under the Health Act 1956 to improve, promote, and protect public health within the District. This means Council has an obligation to identify where such a wastewater service is required, and to either provide it directly itself, or to maintain an overview of the supply if it is provided by others.

Council aims to collect, treat, and dispose of wastewater from the urban areas of Featherston, Greytown, Martinborough, and Lake Ferry to provide public health protection with minimal effects on the environment. Wellington Water provides and maintains these wastewater services to properties in the District on behalf of the Council. This service is not provided to single premises with their own septic tanks.

## Assets we look after

There are four wastewater community systems in the South Wairarapa District:

- Featherston – Urban
- Greytown – Urban
- Martinborough – Urban
- Lake Ferry – Rural.

These systems include pipes, pumps, ponds and plant facilities to collect, treat, and discharge the wastewater.

## Significant negative effects

There are health and environmental risks if wastewater is not disposed of in an orderly manner. Council is implementing wastewater systems that mitigate the risks associated with wastewater. The resource consent process ensures health, environmental, and cultural considerations are taken into account.

### Performance Information– Wastewater

Service Level	Key Performance Indicators	Performance Targets (for the Financial Year)			How it will be measured	2022/23 v 2022/21	Comments
		2021/22 Results	2022/23 Results	Target 2022/23			
<b>Council provides wastewater services that effectively collect and dispose of wastewater</b>	Number of blockages per 1000 connections	32.1	19.9	<10	Council records	↓	Not Achieved: There was a reduction of 12.2 blockages per 1000 connections to 19.9 in 2022/23. This was still above the target of 10 blockages per 1000 connections.
	Ratepayers and residents satisfaction with waste water services	69%	54%	57%	Customer survey	↓	Not achieved: 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%
	Number of dry weather sewerage overflows per 1000 connections	4.8	4.5	<10	Breach of Consent	↑	Achieved: 4.5 meets target of under 10 overflows per 1000 connections
	Attendance time: from notification to arrival on site: <ul style="list-style-type: none"> <li>in &lt;1 hr</li> <li>median response time measured</li> </ul>	20%* Median time 175 mins*	57% Median time 58 mins	75%	Council records	↑	Not Achieved: Attendance percentage was under at 57% in 2022/23 (improvement of 37% from 2021/22), however the medium response time was under target of 1 hour at 58 mins. (2021/22 Number restated by WWL from 123mins and 29%)
	Resolution time: from notification to resolution of fault: <ul style="list-style-type: none"> <li>in&lt; 4 hours</li> <li>median response time measured</li> </ul>	15%* Median time 45.9hrs*	14% Median time 13.6 hrs	80%	Council records	↑	Not Achieved: Resolution time of 13.6 hours is above target of 4 hours; however this was a 32.3 however improvement from 2021/22 (2021/22 Number restated by WWL from 24.1 hours and 28%)

\* Correction of misstatement of attendance and resolution times

WWL have corrected an error in applying the DIA guidance to the methodology used to measure the attendance and resolution times for water supply and wastewater. These changes relate to excluding records that were previously included, the most significant of which was the inclusion of duplicate records (where multiple people reported the same incident).

Due to the treatment of this data, duplicate records are closed before the job is complete, impacting the results. We have also removed additional jobs that were not strictly in line with the performance measure guidelines. The times for the 2021/22 Financial Year have been restated.

Service Level	Key Performance Indicators	Performance Targets (for the Financial Year)			How it will be measured	2022/23 v 2022/21	Comments
		2021/22 Results	2022/23 Results	Target 2022/23			
<b>Wastewater disposal does not create any smells, spill or health issues and causes minimal impact on the natural environment</b>	% of resource consent conditions complied with to mainly complying or better*	100%	0%	90%	Council records	↓	Not Achieved
	No. of abatement notices	0	1	<2	Council records	↓	Achieved: An abatement notice was received by the South Wairarapa District Council and Wellington Water relating to discharges at the Martinborough Wastewater Treatment Plant.
	No. of infringement notices	0	0	0	Council records	—	Achieved: No infringement notices
	No. of enforcement notices	0	0	0	Council records	—	Achieved: No enforcement notices
	No. of convictions	0	0	0	Council records	—	Achieved: No convictions
	No. of complaints per 1000 connections received about sewage odour	0.5	0.6	< 15	Council records	↑	Achieved: 0.6 meets target of under 15 complaints per 1000 connections
	No. of complaints per 1000 connections received about sewage system faults	1.4	11.5	< 15	Council records	↑	Achieved: 11.5 meets target of under 15 complaints per 1000 connections
	No. of complaints per 1000 connections received about sewage system blockages	32.1	19.9	< 15	Council records	↑	Not Achieved: 19.9 does not meet target of under 15 complaints per 1000 connections. However there has been an improvement of 12.2 complaints from 2021/22 (32.1)
	No. of complaints per 1000 connections received about the response to issues with sewage	0.7	0.6	< 15	Council records	↑	Achieved: 0.6 meets target of under 15 complaints per 1000 connections
	Proportion of urgent wastewater service requests responded to within 6 hours of notification	88%	84%	95%	Council records	↓	Not Achieved: There was a 4% decrease from 2021/22, this is still under target of 95% (2021/22 numbers have be restated by WWL)

### South Wairarapa District Council Funding Impact Statement for the Year Ended 30 June 2023 for Wastewater

30 June 2022 Annual Report \$000		30 June 2022 Long Term Plan \$000	30 June 2023 Long Term Plan \$000	30 June 2023 Actual \$000
<b>Sources of operating funding</b>				
-	General rates, Uniform Annual General charges, rates penalties	-	-	-
2,524	Targeted rates	2,519	2,939	3,094
588	Subsidies and grants for operating purposes	-	-	111
37	Fees and charges	-	-	30
55	Interest and dividends from investments	25	32	98
-	Internal charges and overheads recovered	-	-	-
194	Local authorities fuel tax, fines, infringement fees, and other receipts	245	258	190
<b>3,398</b>	<b>Total operating funding (A)</b>	<b>2,790</b>	<b>3,229</b>	<b>3,522</b>
<b>Applications of operating funding</b>				
1,888	Payments to staff and suppliers	1,075	1,344	2,178
478	Finance costs	437	481	602
204	Internal charges and overheads	131	128	254
-	Other operating funding applications	-	-	-
<b>2,570</b>	<b>Total applications of operating funding (B)</b>	<b>1,643</b>	<b>1,953</b>	<b>3,034</b>
<b>828</b>	<b>Surplus /(deficit) of operating funding (A - B)</b>	<b>1,147</b>	<b>1,276</b>	<b>489</b>
<b>Sources of capital funding</b>				
-	Subsidies and grants for capital expenditure	-	-	-
805	Development and financial contributions	200	211	789
1,800	Increase/(decrease ) in debt	1,215	1,027	1,500
-	Gross proceeds from sale of assets	-	-	22
-	Lump sum contributions	-	-	-
-	Other dedicated funding	-	-	-
<b>2,605</b>	<b>Total capital funding (C)</b>	<b>1,415</b>	<b>1,238</b>	<b>2,311</b>
<b>Applications of capital funding</b>				
2,133	- to meet additional demand	11	222	-
388	- to improve the level of service	1,524	1,475	1,522
1,696	- to replace existing assets	1,345	346	1,349
(784)	Increase/(decrease ) in reserves	(318)	471	(71)
<b>3,433</b>	<b>Total applications of capital funding (D)</b>	<b>2,562</b>	<b>2,514</b>	<b>2,800</b>
<b>(828)</b>	<b>Surplus/(deficit) of capital (C - D)</b>	<b>(1,147)</b>	<b>(1,276)</b>	<b>(489)</b>
-	<b>Funding balance (A - B) + (C - D)</b>	-	-	-



### **Featherston Wastewater Treatment Plant**

*Status: Ongoing*

We are working with Wellington Water to obtain a resource consent for the Featherston Wastewater Treatment Plant (WWTP). The application outlines a proposal to improve the quality of the treated wastewater and to introduce land treatment to the process. New project governance was established for this work that includes representatives from Wellington Water and the Council. The purpose of this governance arrangement is to provide oversight and direction to the project team, to support and facilitate risk mitigation and issue resolution, and to support collaboration.

In May 2023 the new resource consent application was lodged with Greater Wellington Regional Council (Greater Wellington). It is difficult to know how long the consenting process will take but we expect the application to be publicly notified in the coming months.

Resource consent application progress and confirmation of the upgrades to the WWTP are both expected to take place in the next financial year.

### **Donald Street Wastewater Pump Station Upgrade**

Work has begun on installing a new wastewater (sewerage) pump station and connecting pipes in Donald Street, Featherston, and we expect this work to be completed by around September 2023.

This is an important asset for the town as it will provide:

- an extra boost to the wastewater network, enabling the pump station to process wastewater for an area spanning about 46 hectares, transporting water at a rate of around 22 litres per second towards the treatment facilities
- a big increase in the pump station efficiency and capacity, helping move wastewater away from the eastern part of Featherston, and helping to reduce the number of wastewater overflows into the environment
- a safer location away from the State Highway, allowing crews to safely complete maintenance.
- increased resilience. A wastewater storage facility will be installed, giving us a place to store wastewater if the pump station stops working or during a major event such as an earthquake. This tank can hold six hours of peak wastewater flow. This provides additional time to make alternative arrangements, or set up an emergency water network.

### **Martinborough wastewater treatment plant**

*Status: Ongoing*

The Council (as asset owner) and our water services operator Wellington Water (as asset manager) received an Abatement Notice from Greater Wellington (our regulator) for the Martinborough Wastewater Treatment Plant (MWWTP) in August 2022. Greater Wellington issued this Abatement Notice due to the frequency of non-compliance discharges from the plant to land and water. The Abatement Notice instructed Council to cease and be prohibited from releasing all unauthorised discharges from the MWWTP by 15 August 2023 and to continue to comply thereafter.

The public health risk from previous discharges is very low and independent specialists engaged by Greater Wellington assessed the environmental risks as negligible.

Wellington Water and the Council are urgently working on a delivery plan to bring the plant back to full compliance as soon as possible, while keeping Greater Wellington updated on progress. Greater

Wellington has indicated that further enforcement action remains a possibility if the MWWTP is not operating within its consent conditions.

The plant requires significant investment to resolve the current consent non-compliances and Council is considering all options for this.

Council submitted a Compliance Delivery Plan that sets out how it plans to address the issues with the MWWTP. The Council is hopeful that Greater Wellington will approve this plan.

The Draft Compliance Delivery Plan includes a range of operational upgrades and improvements. We estimate this work will take up to two years and will then be followed by a second stage of work to increase capacity, which will take several more years to deliver. Growth studies to support the second stage of work will be carried out simultaneously with the compliance work over the next two years to fully inform the design.

Funding for both components of the staged plan is not yet confirmed. Some initial funding to start work is included in our proposed 2023/24 Annual Plan. However, significant additional funding from either Council's 2024–34 Long Term Plan (LTP) or via the new Entity post-Water Reform will be required.

Funding for the second stage, removing capacity constraints, will go through the appropriate consultation and approval processes for the 2024–34 LTP.

This situation means the Council is obliged to pause applications for new connections to the MWWTP, effective immediately.

South Wairarapa District Council appreciates the impact this decision will have on developers and people seeking to build new homes in the region. We regret having to make this decision which we know will temporarily slow growth in the region. We will pause new connections for only as long as needed.

Council is working with customers who have a connection request in train to clarify their status. All permits, resource management and building consents that have been received and approved by Council will be honoured and a connection to the wastewater network will be made.

<https://swdc.govt.nz/martinborough-wwtp/>

## Stormwater Drainage

	SOCIAL WELLBEING	ECONOMIC WELLBEING	ENVIRONMENTAL WELLBEING	CULTURAL WELLBEING
Community Outcomes	Residents are active, healthy, safe, resilient, optimistic and connected	A place of destination, new business and diverse employment that gives people independence and opportunity	Sustainable living, safe and secure water and soils, waste minimised, biodiversity enhanced	Strong relationships with whānau, hapū and marae, celebrating diverse cultural identity, arts and heritage
Strategic Drivers	<ul style="list-style-type: none"> <li>■ Creating better connections and social wellbeing</li> <li>■ Provide universally accessible, safe and diverse spaces to strengthen connection between people and place</li> </ul>	<ul style="list-style-type: none"> <li>■ Supporting sustainable growth, employment, economic wellbeing and development</li> <li>■ Encourage economic diversity and local vibrancy</li> </ul>	<ul style="list-style-type: none"> <li>■ Enhancing 3 waters delivery and environmental quality</li> <li>■ Design and implement innovative, sustainable, efficient and affordable wastewater and stormwater systems</li> <li>■ Protect and replenish our natural environment and biodiversity</li> <li>■ Take active measures to adapt and mitigate the impacts of climate change</li> </ul>	<ul style="list-style-type: none"> <li>■ Nurturing and creating the district's special character, qualities and culture</li> <li>■ Work in partnership with mana whenua and iwi, respecting tikanga (customs), kaitiakitanga (guardianship) and taha Māori (heritage)</li> </ul>

### Overview

Council's responsibilities include an obligation to identify where a public stormwater management service is required and to either provide it directly or to maintain an overview where it is provided by others.

Wellington Water Limited provides and maintains stormwater drainage assets on behalf of the Council. It also sets the requirements for stormwater drainage assets where they are to be provided by others.

### Potential negative effects

If our stormwater systems are not properly maintained and upgraded, flooding and contamination could impact on the wellbeing of ratepayers and their dwellings, as well as the profitability of local businesses. We are investing in preventative maintenance and investigations to inform future investment strategies.

### Assets we look after

There are no assets under this activity

### Significant negative effects

There are no identified significant negative effects

### Performance Information - Stormwater Drainage

Service Level	Key Performance Indicators	Performance Targets (for the Financial Year)			How it will be measured	2022/23 v 2022/21	Comments
		2021/22 Results	2022/23 Results	Target 2022/23			
<b>Stormwater drains are well operated and maintained by the Council</b>	% of ratepayers and residents satisfied with stormwater drains	19%	16%	59%	Customer survey	↓	Not Achieved: 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%
	% of urgent (any blockage causing extensive flooding of buildings or other serious flooding) requests for service responded to within 5 hours	100%	Not due	95%	Council records	—	No Flooding Events
	No. of flooding events	0	0	0	Council records	—	No Flooding Events
	No. of habitable floors affected per flooding event per 1000 properties connected	0	N/A	0	Council records	—	No Flooding Events
<b>Consent Compliance</b>	No. of abatements notices	0	0	0	Council records	—	Achieved: No abatement notices
	No. of infringement notices	0	0	0	Council records	—	Achieved: No infringement notices
	No. of enforcement notices	0	0	0	Council Records	—	Achieved: No enforcement notices
	No. of convictions	0	0	0	Council Records	—	Achieved: No convictions
	Median response time to flooding events (Notification to personnel reaching site in hrs)	0	0	3	Council Records	—	Achieved: No Flooding Events
	No. of complaints about stormwater per 1000 properties connected	0	N/A	0	Council records	—	SWDC does not have any stormwater connections as defined in the DIA rules

### South Wairarapa District Council Funding Impact Statement for the Year Ended 30 June 2023 for Stormwater Drainage

30 June 2022 Annual Report \$000		30 June 2022 Long Term Plan \$000	30 June 2023 Long Term Plan \$000	30 June 2023 Actual \$000
<b>Sources of operating funding</b>				
340	General rates, Uniform Annual General charges, rates penalties	406	422	370
-	- Targeted rates	-	-	-
260	Subsidies and grants for operating purposes	-	-	25
-	- Fees and charges	-	-	-
-	- Interest and dividends from investments	2	2	7
-	- Internal charges and overheads recovered	-	-	-
-	- Local authorities fuel tax, fines, infringement fees, and other receipts	2	2	2
<b>600</b>	<b>Total operating funding (A)</b>	<b>409</b>	<b>426</b>	<b>403</b>
<b>Applications of operating funding</b>				
495	Payments to staff and suppliers	240	262	305
-	- Finance costs	-	-	-
36	Internal charges and overheads	37	38	42
<b>531</b>	<b>Total applications of operating funding (B)</b>	<b>277</b>	<b>300</b>	<b>346</b>
<b>68</b>	<b>Surplus /(deficit) of operating funding (A - B)</b>	<b>133</b>	<b>126</b>	<b>57</b>
<b>Sources of capital funding</b>				
-	- Subsidies and grants for capital expenditure	-	-	-
-	- Development and financial contributions	-	-	-
-	- Increase/(decrease ) in debt	-	-	-
-	- Gross proceeds from sale of assets	-	-	2
-	- Lump sum contributions	-	-	-
-	<b>Total capital funding (C)</b>	-	-	<b>2</b>
<b>Applications of capital funding</b>				
-	- to meet additional demand	11	-	-
-	- to improve the level of service	-	-	-
93	- to replace existing assets	-	-	49
(25)	Increase/(decrease ) in reserves	122	126	10
<b>68</b>	<b>Total applications of capital funding (D)</b>	<b>133</b>	<b>126</b>	<b>59</b>
<b>(68)</b>	<b>Surplus/(deficit) of capital (C - D)</b>	<b>(133)</b>	<b>(126)</b>	<b>(57)</b>
-	<b>Funding balance (A - B) + (C - D)</b>	-	-	-

## **Flood awareness/engagement**

*Status: Ongoing*

Wellington Water ran community engagement sessions in May 2023, gathering observations from residents to help validate its data for mapping water flows and flooding in Featherston. This is an important tool in the process towards understanding and addressing Featherston's water issues. It also helped raise community awareness of flood risk in the area.

The final flood maps are expected to be completed and made available to the public around September/October 2023.

## **Notes to Service Performance Reporting**

For the year ended 30 June 2023

### **1. Reporting Service Performance Information**

The New Zealand Accounting Standards Board (XRB) issued a Standard for Service Performance Reporting: Public Benefit Entity Financial Reporting Standard 48 Service Performance Reporting (PBE FRS 48). This was issued in November 2017, with amendments made in January 2019.

The PBE FRS 48 Standard requires public benefit entities to apply the requirements to annual financial reports beginning on or after 1 January 2022. South Wairarapa District Council adopted the Standard commencing with the year-end 30 June 2023 Annual Report.

The performance information of the Council, on pages 55 to 102, has been prepared in accordance with the requirements of the Local Government Act 2022 and the Local Government (Financial Reporting and Prudence) Regulations 2014, which include the requirement to comply with New Zealand generally accepted accounting practice (NZ GAAP). The performance information has been prepared in accordance with Tier 2 PBE financial reporting standards, which have been applied consistently throughout the period, and complies with PBE financial reporting standards.

### **2. Scope of Performance Information**

The Council's Performance Information is contained within the Performance Reporting section of the Annual Report.

PBE FRS 48 states that in reporting about the entity's objectives and how it intends to achieve them, the information should be drawn from the founding documents, governance documents and accountability documents. As such, Council has drawn this information from the 2021–31 Long-Term Plan, and the 2023 Annual Plan.

PBE FRS 48 states judgment is required in deciding how much information to provide about the current reporting period and also how much information to provide about progress towards the long-term objectives. Council has balanced the information available with the need to report in an understandable and concise manner for the users.

As acknowledged within PBE FRS 48 and as applicable to Council, entities are subject to a range of reporting requirements from different standard bodies, as such the presentation of Service Performance Information by Council allows for the different reporting requirements.

### **3. Service Performance Judgments and Assumptions**

In the preparation of the forecast performance reporting in the Long-Term Plan, and Annual Plan, Council has made the following judgments in the selection of our service performance measures:

We have reflected on the extent to which the levels of service we plan to provide to the community were best captured by the performance measures.

Consideration has been given to the views expressed by our residents and ratepayers. This includes feedback relevant to the levels of service and performance measures received throughout the LTP consultation process.

We have ensured that the performance measures adequately inform progress towards delivering the outcomes in the Long-Term Plan and Annual Plan.

Under the Local Government Act 2002 we are mandated to provide standard performance measures so that the public may compare the level of service provided in relation to the following group of activities: water supply, sewerage and the treatment and disposal of sewage, stormwater drainage, and the provision of roads and footpaths. We are also required to demonstrate regulatory compliance for statutory measures (such as percentage of both building consents and resources consents applications processed within 20 statutory days).

Further to the above judgments being made in the selection of performance measures, we also apply judgments to the measurement, aggregation, and presentation of service performance information.

Material judgments have been applied as follows.

#### *Surveys*

Council uses an external company to undertake a residents' survey. The results are used to inform reporting on satisfaction performance measures set as part of the Long-Term Plan and reported on in the annual report. Results also provide insights into what the South Wairarapa community values and where it feels the Council can improve. To ensure continuity of results, consistent methodology is used from year to year, including a sample being drawn from the Electoral Roll.

## Glossary | Te Kuputaka

<b>AMP</b>	<b>Asset Management Plan</b>
<b>BERL</b>	<b>Business and Economic Research Limited</b>
<b>BCA</b>	<b>Building Consent Authority</b>
<b>CCO</b>	<b>Council Controlled Organisation</b>
<b>CDC</b>	<b>Carterton District Council</b>
<b>CDEM</b>	<b>Civil Defence and Emergency Management</b>
<b>DLC</b>	<b>District Licensing Committee</b>
<b>GIS</b>	<b>Geographical Information System</b>
<b>CEG</b>	<b>Chief Executive’s Group</b>
<b>DIA</b>	<b>Department of Internal Affairs</b>
<b>FWWTP</b>	<b>Featherston Wastewater Treatment Plan</b>
<b>GST</b>	<b>Goods and Services Tax</b>
<b>GWRC</b>	<b>Greater Wellington Regional Council</b>
<b>IT</b>	<b>Information Technology</b>
<b>KPI</b>	<b>Key Performance Indicators</b>
<b>LAP</b>	<b>Local Alcohol Policy</b>
<b>LAPP</b>	<b>Local Authorities Protection Programme</b>
<b>LGA 2002</b>	<b>Local Government Act 2002</b>
<b>LGFA</b>	<b>Local Government Funding Agency</b>
<b>LTP</b>	<b>Long Term Plan</b>
<b>MDC</b>	<b>Masterton District Council</b>
<b>MBIE</b>	<b>Ministry of Business and Innovation</b>
<b>NAASRA</b>	<b>National Association of Australia State Roading Authorities</b>
<b>NZTA</b>	<b>New Zealand Transport Agency Waka Kotahi</b>
<b>NRB</b>	<b>Nation Research Bureau</b>
<b>PBE IPSAS</b>	<b>Public Benefit Entity International Public Sector Accounting Standard</b>
<b>PBE IFRS</b>	<b>Public Benefit Entity International Financial Reporting Standard</b>
<b>PGF</b>	<b>Provincial Growth Fund</b>
<b>RAMM</b>	<b>Road Asset Maintenance Management</b>
<b>RENEWAL CAPITAL</b>	<b>Capital Expenditure on Renewal of Infrastructure Assets e.g. Sewer or Water Pipes</b>
<b>RMA</b>	<b>Resource Management Act 1991</b>
<b>SPR</b>	<b>Special Purpose Road</b>
<b>SWDC</b>	<b>South Wairarapa District Council</b>
<b>uPVC</b>	<b>Unplasticised polyvinyl chloride</b>
<b>UV</b>	<b>Ultraviolet</b>
<b>VESTED CAPITAL</b>	<b>Capital Expenditure on Assets by Others with Ownership Vested in Council</b>
<b>WTP</b>	<b>Water treatment plant</b>
<b>WWL</b>	<b>Wellington Water Limited</b>
<b>WWTP</b>	<b>Wastewater Treatment Plant</b>
<b>XRB</b>	<b>External Reporting Board</b>





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

**South Wairarapa District Council**

**19 Kitchener Street, Martinborough 5711**

**PO Box 6, Martinborough 5741**

**New Zealand**

**[swdc.govt.nz](http://swdc.govt.nz)**

**06 309 9611**

# **Appendix 2 – Summary Annual Report 2022/23**



**SOUTH WAIRARAPA  
DISTRICT COUNCIL**

*Kia Reretahi Tātau*

# Summary of the Annual Report 2022/23

For the year ended 30 June 2023

**PŪRONGO-Ā-TAU 2022/23**  
Year Two of the 2021-2031  
Long Term Plan



## Summary of the Annual Report

This document is a summary of the Council's annual report for the 2022/23 financial year.

The summary outlines the major matters dealt with in the full annual report, which was adopted by the Council on DD MMM YYYY. This summary was authorised for issue by the Mayor and Chief Executive on DD MMM YYYY.

This summary report cannot be expected to provide a complete understanding of the Council as provided in the Annual Report.

This summary has been prepared in accordance with financial reporting standards and has been examined by the Council's auditors for consistency with the full annual report. The auditors expressed an unmodified audit opinion on the Council's full audited statement of service performance and audited financial statements and other audited information in their report dated DD MMM YYYY.

The summary financial statements do not include all the disclosures provided in the full financial statements and cannot be expected to provide as complete an understanding as provided by the full report. Readers are referred to the annual report if they require more details.

In its full financial statements, the Council has made an explicit and unreserved statement of compliance with the PBE Standards Reduced Disclosure Regime.

The full annual report is available from the South Wairarapa District Council offices, 19 Kitchener Street, Martinborough or can be downloaded from the Council's website [www.swdc.govt.nz](http://www.swdc.govt.nz), or at Council libraries in Featherston, Greytown and Martinborough.

## **A message from the Mayor and the Interim Chief Executive**

**Kia Reretahi Tātou**

**Ko te kōtuitui i ētahi āhuatanga e rua,  
nui ake rānei,**

**kia ngātahi ai te mahi**

**It is the interlinking**

**of two or more things**

**to work together**

It is our pleasure to present this South Wairarapa District Council Annual Report and provide feedback to you on what this Council has achieved in the 2022/2023 year.

It's fair to say it has been a busy year for us all, with Cyclones Hale and Gabrielle testing the resilience of our communities. Our infrastructure teams have worked tirelessly to reinstate access routes along our more remote roads, and we appreciate the significant funding provided by Waka Kotahi to support this recovery.

It was all hands on deck when the Wairarapa Emergency Operations Centre was activated, and we also assisted the Nelson-Tasman and Tairāwhiti regions when they most needed help.

We have worked with our neighbouring councils to build up our collective readiness to cope with future emergencies. It is pleasing to see this reflected in a big jump in the percentage of people who now feel prepared to cope in a future emergency.

Our infrastructure challenges have required us to be innovative. This is reflected in the new EcoReef retaining walls along the Cape Palliser/Mātakitaki-a-Kupe Road, and our investment in design work to overcome issues with our wastewater systems.

Speaking of innovation, we are absolutely thrilled that the South Wairarapa Dog Pound won first prize in the SuperIdea category of the 2023 Local Government New Zealand SuperLocal Awards. This is an incredible achievement for our small council and the suppliers who helped us to make this idea a reality.

Collaborations and partnerships are good for both the Council and our community, and we will continue to take this approach to achieve positive outcomes.

We are a new council – with 19 out of a total of 22 members being newly elected – and we recognise it is essential to work closely with the Māori Standing Committee (which gained voting rights on a number of committees over the past year), Council officers and contractors, and central government to continue to make progress on the key performance measures discussed in this report.

Some of the challenges we are facing are rising costs, new central government requirements, and skills shortages in some specialist council roles. At times, both staff and elected members have been subject to harassment in social media, on the phone, and via email. We expect our community to be passionate about our district and vocal on matters they care about, and constructive feedback is always welcome, but abuse will not be tolerated.

In the face of these challenges, it is very pleasing to see the improvements we are making in key areas such as timely responses to official information requests (we dealt with 78 requests for information under the Local Government Official Information Act, with an average response period of just 10 days) and quickly bringing our strategies and policies up to date. This work has included seven council-led public consultation processes on matters of interest to our communities.

Alongside the big projects, Council officers continue to help residents with the issues of most immediate concern to them. In the 2022/23 year, this included responding to more than 5,500 customer enquiries. Here's a snapshot of just a few of these matters:

- more than 440 calls related to animal control and bylaw enforcement, such as dealing with stray dogs and noise complaints
- 120 calls related to damage to public facilities and trees
- 394 responses to illegal waste disposal (fly tipping)
- more than 1,600 calls related to roading, and access issues during emergency events
- more than 3,200 calls about water-related issues.

Looking ahead, work on our future funding model continues with pace and will be the foundation of our Long Term Plan 2024–2034, which is due to be finalised by 30<sup>th</sup> June 2024. The first principles rating review is a key element of this work, and it will be completed as we prepare for the Long-Term Planning consultation process in the first few months Of 2024.

Finally, a special mention needs to be made in support of our Community Boards that represent the interest of our three towns. Since the start of the triennium, the Boards have been reviewing and refreshing the lists of issues of most interest to their communities and developing plans around them. We have seen some fantastic work being undertaken around building community resilience, the awarding of local grants and providing support for community-based events. A tremendous effort all round.

Ngā mihi



Martin Connelly  
The Mayor



Paul Gardner  
Interim Chief Executive



## Significant Activities

### Governance

#### Community grants

Community grants (\$250,000) supported a broad range of activities including the Featherston Booktown (Karukatea) Festival 2023: Young Readers Programme in Schools, Wairarapa Dark Sky Association, and the Wellington Free Ambulance.

Community Board and Māori Standing Committee grants supported 26 community groups, including the Wairarapa Maths Association and those hosting a variety of community-based Matariki events.

Rural Travel Fund Grants (funded by Sports NZ and administered by the Council) helped local clubs to support our talented young sportspeople.

#### Civic events

Council hosted or supported a number of civic events in our community. We welcomed 25 new citizens, and commemorated King Charles III's coronation, ANZAC Day and the 80<sup>th</sup> anniversary of the Featherston Incident. We also acknowledged the Battle of Messines, and held our first official Matariki celebration.

#### Māori Standing Committee

A significant moment was celebrated in January 2023 as members of the Māori Standing Committee (MSC) were appointed voting rights on some Council Committees.

### Finance and Corporate Support

#### Council's response to weather-related emergencies

The 2022/2023 year was a very active one for emergency management in all four of the Reduction, Readiness, Response and Recovery categories.

**Response** – We connected with residents and support agencies to offer assistance in response to Cyclones Hales and Gabrielle, and our infrastructure teams worked tirelessly to reinstate access routes. We also supported the combined Wairarapa Emergency Operations Centre as it responded to the devastating impacts in Tīnui in the Masterton District.

**Recovery** – South Wairarapa, Masterton and Carterton District Councils provided coordinated, ongoing support for impacted residents. The Recovery Office continues to work with partner agencies to identify and plan support opportunities for residents who are experiencing ongoing impacts.

**Readiness** – An emergency preparedness expo in April promoted the Community Emergency Hub and general preparedness. We encouraged everyone to get to know their neighbours, prepare supplies of food, water, and any medicines they might need to get through, and to come together at their local Community Emergency Hub to help, and get help from, their fellow community members.

**Reduction** – Throughout the year we continued to assist with, and promote, Covid-19 measures and vaccinations.



## Communication and engagement

Getting the right information to the community and considering the feedback we receive is a very important part of our services. As soon as website news items and social media posts are published they are sent to any residents who have subscribed to receive these email notifications. This is especially useful during road or bridge closures.

A recent, small investment in *Antenno* has also been well received. *Antenno* is a free mobile app that sends Council-related notifications including alerts, major water outages, roadworks, closures, Council events, rates and registration reminders, consultations and more. Residents can also use *Antenno* to alert Council to any issues they come across, such as water leaks on public land, a fallen tree across the road or graffiti.

## Planning and Regulatory Services

### South Wairarapa Dog Pound

The innovatively designed dog pound was opened in Featherston on 30 May 2023. The new pound exceeds the Ministry of Primary Industries' animal welfare standards, and was recognised at the 2023 Local Government New Zealand SuperLocal Awards. It picked up first prize in the SuperIdea category by "showcasing an effective blend of innovative thinking and practicality". It also came runner up in the Supreme Award. This is an incredible achievement for our small Council.

### Featherston Masterplan heading the right way

Solid population growth is anticipated in Featherston within the next three decades as it is the town closest to Wellington, with access to the rail network.

Development of the Featherston Masterplan began in January 2022, and will enable integrated planning of land use patterns, future housing, infrastructure, transport, and reserve areas. This work will attract funding support from central government because Featherston has been identified as one of the seven "Priority Development Areas" by the Wellington Regional Leadership Committee.

### Wairarapa Combined District Plan Review

The Draft Plan was made available for informal feedback from late October 2022. Further review work has been undertaken to ensure the Plan appropriately addresses land use issues and reflects the current and future needs of the District.

Following the review of several key topics, the Proposed Wairarapa Combined District Plan will be publicly notified in mid-October 2023, with the submission and hearing processes to follow.

## Community Facilities and Services

### Joint Waste Management and Minimisation Plan

South Wairarapa District Council, along with the other seven councils within the Wellington Region, have collaborated on a Joint Waste Management and Minimisation Plan. Having this Plan in place means Council will receive ongoing waste levy funding to pay for further waste minimisation initiatives.



### Wairarapa Library Service

There has been a significant push to modernise the library service. Loans from Wairarapa Library Service collections have increased by 32% since we became part of the SMART library network. Access to this new set of collections has also led to a 60% increase in reservations by the public, with an even spread across the four libraries we operate.

### Greytown Wheels Park reaches another milestone

Council's \$1 million contribution (funded from the Restricted Reserve) will help kickstart the Greytown Wheels Park project, with community fundraising required to complete the project. The Park will be located on Council land at 2–4 Pierce Street, and construction is scheduled to start in late-2024.

### Five Towns Trail & Tauwharenikau bridge

Construction of the Tauwharenikau bridge was completed in June 2023. This was a key milestone in the strategic alliance with Five Towns Trails, as it forms the first stage of the Five Towns Trail Network. So far, more than 23,000 people have used the bridge for a wide range of activities including walking, biking, and running.

### Lake Ferry Campsite

Kiwicamp, which is a New Zealand business specialising in campground infrastructure, will take over the servicing of the Lake Ferry Holiday Park for a 12-month period. It will be responsible for implementing changes to the campground to meet regulatory standards and visitor expectations. Over the next year, visitors can anticipate significant improvements, including upgraded kitchen, bathroom, and laundry facilities, enhanced security measures, a new dump station, improvements to the grounds, and a revitalisation of all the buildings.

This is an exciting opportunity, particularly as Council anticipates increasing demand for its more remote destinations, including Lake Ferry, since the Wairarapa became New Zealand's second International Dark Sky Reserve in January 2023.

The Council loan-funded the purchase of the assets, and repayments will largely be met through proceeds from the Holiday Park. Council will meet the capital costs of the changes required to bring the campsite up to standard.

### Welcoming Communities

South Wairarapa was selected for the Government's Welcoming Communities programme towards the end of the 2021/22 year. The programme supports local councils and their communities to create welcoming and inclusive environments for newcomers. It will help us work alongside our communities to improve accessibility and inclusion for everyone who now calls South Wairarapa home.

The main focus for the 2022/23 year was to understand how welcoming and inclusive South Wairarapa was for new people, including people from different cultures and countries. The next step is to create a Welcoming Plan to address the opportunities and challenges identified through the research.

## Land Transport (Roading and Footpaths)

### Hinekura Road

We have nearly completed a six-month programme to build additional resilience into Hinekura Road after a massive landslide (estimated to be 500,000m<sup>3</sup> to 1,000,000m<sup>3</sup> in size) closed access in June 2022.

### Waka Kotahi funding approved for emergency works

Significant emergency works were carried out at Palliser Bay Road, Tukurumuri, Tora, Pahaoa, the Gluepot, Boar Bush Gully Road, Dublin Street, Moeraki and Admiral Road. This work has depleted the Rural Roading Reserve, so we made four funding requests to Waka Kotahi for emergency works, for the combined sum of \$5,357,256. These requests have now been approved by Waka Kotahi and the budgets have been allocated over the 2022/2023 and 2023/2024 financial years.

The 2023/24 Annual Plan will seek establishment of a new infrastructure emergency resilience fund to repair damage caused by unplanned natural events.

### Speed Management Plan and Speed Review Consultation

We plan to have new reduced speed restrictions near schools and marae in place by mid-2024.

The consultation period closed on 23 July, and the next step is to consider all public feedback before making decisions on any changes to the proposed approach. To find out more, see [www.swdc.govt.nz/consultation/](http://www.swdc.govt.nz/consultation/).

### EcoReef

Council has trialled an innovative hexagonal block retaining wall to provide coastal protection on an exposed part of the Cape Palliser/Mātakitaki-a-Kupe Road. Consent was approved for two locations along this road, and both sites have now been completed using funding from Waka Kotahi.

## Water Supply

### Martinborough Reservoir roof relining

Wellington Water lifted the roof of the Martinborough Reservoir with a 100-tonne crane, emptied 920,000 litres of water, installed 650 square metres of new lining on the walls, floor, and ceiling, and reinforced the exterior wall. This project will increase the resilience of the water supply network, and will help us to provide sufficient water for a growing population in the years ahead.

## Wastewater

### Featherston Wastewater Treatment Plant

We are working with Wellington Water to gain resource consent to improve the quality of treated wastewater from the Featherston Wastewater Treatment Plant, and to add land treatment to the process.

### Donald Street Wastewater Pump Station upgrade

Work has begun on installing a new wastewater (sewerage) pump station and connecting pipes in Donald Street, Featherston, and we expect this work to be completed by around September 2023. This will provide:

- an extra boost to the wastewater network by transporting water at a rate of 22 litres per second towards the treatment facilities

- a big increase in the pump station efficiency and capacity, helping to reduce the number of wastewater overflows into the environment
- increased resilience. A wastewater storage facility will be installed, giving us a place to store wastewater if the pump station stops working, or during a major event such as an earthquake.

### Martinborough Wastewater Treatment Plant

The Martinborough Wastewater Treatment Plant requires significant investment to resolve non-compliance with resource consent conditions. Council has submitted a Compliance Delivery Plan which sets out how it plans to address these issues, and we are hopeful that Greater Wellington will approve this Plan.

### Stormwater Drainage

#### Flood awareness/engagement

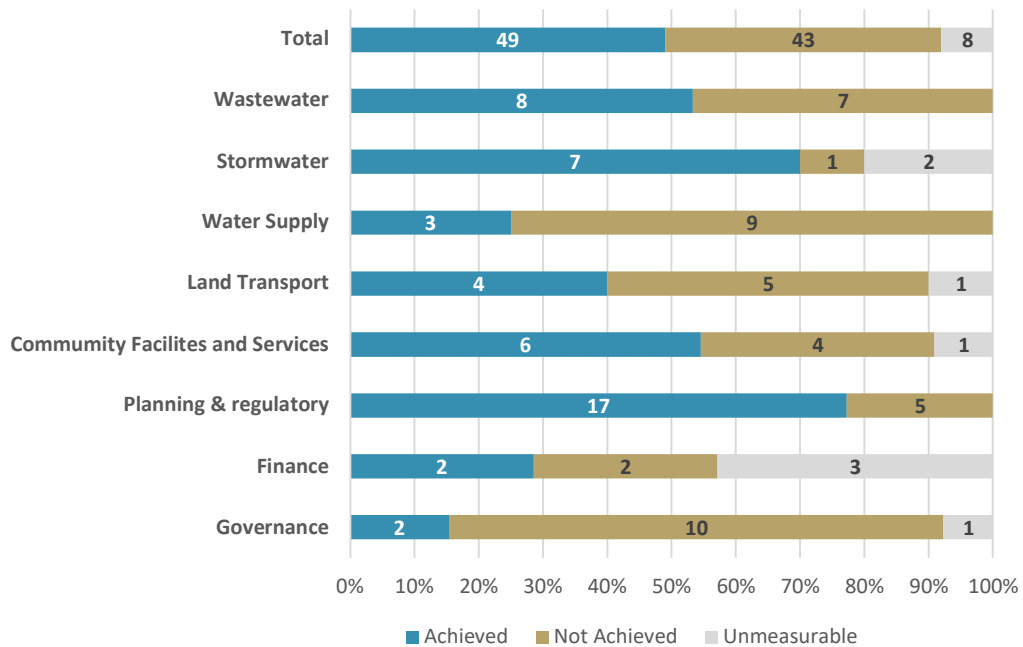
Wellington Water ran community engagement sessions in May 2023, gathering observations from residents to help validate the data it has used to map water flows and flooding in Featherston. This mapping process is an important tool for understanding and addressing Featherston’s water issues. It also helped raise community awareness of flood risk in the area.

The final flood maps are expected to be completed and available to the public by September/October 2023.

## Measuring progress against performance measures

Council has 100 performance measures which were set by Council during the LTP 2021-23 process. Of these 49 were achieved, 43 were not achieved and 8 were not applicable or unmeasurable for 2022/23.

### Performance Information of our Services and Activities



## Summary Financial Statements

The specific disclosures included in these summary financial statements have been extracted from the full financial statements adopted by the Council on dd/mmm/yyyy.

The full financial statements of the Council were prepared in accordance with the requirements of the Local Government Act 2002, which includes the requirement to comply with New Zealand generally accepted accounting practice (NZ GAAP), and in accordance with the PBE Standards Reduced Disclosure Regime (RDR).

The financial statements are presented in New Zealand dollars and all values are rounded to the nearest thousand dollars (\$000).

### Summary Statement of Comprehensive Revenue and Expense

Table 1 provides a summary of the comparative financial performance for the Council for the 2022/23 and 2021/22 financial years. This statement and the Changes in Equity summarise the operating income and expenditure as well as other financial transactions that have impacted on the Council's net equity.

Actual 2021/2022 \$000		Table 1	Actual 2022/2023 \$000	Budget 2022/2023 \$000
33,936	Total operating revenue		34,912	30,009
28,223	Total operating costs *		33,555	27,026
1,542	Other gains and losses		(1,567)	413
2,435	Assets vesting in Council		1,719	-
<b>9,690</b>	<b>Total Surplus/(Deficit)</b>		<b>1,509</b>	<b>3,395</b>
48,083	Increase/(decrease) in revaluation reserves		(495)	-
<b>57,773</b>	<b>Total other comprehensive revenue and expense</b>		<b>1,014</b>	<b>3,395</b>
5,634	* Operating costs includes Finance and Depreciation		6,451	6,134

### Summary Statement of Changes in Net Assets/Equity

Table 2 details public equity, and the components of total equity.

Actual 2021/2022 \$000		Table 2	Actual 2022/2023 \$000	Budget 2022/2023 \$000
507,273	Equity at 1 July		565,047	508,771
57,773	Total comprehensive revenue and expense		1,014	3,395
<b>565,047</b>	<b>Balance at 30 June</b>		<b>566,061</b>	<b>512,166</b>
	<i>Represented by:</i>			
167,906	Public equity		166,683	161,432
28,268	Restricted reserves and trust funds		31,000	32,559
368,873	Asset revaluation reserve		368,378	321,633
-	Other reserves		-	-

## Summary Statement of Financial Position

Table 3 provides a summary for the Council's financial position as at 30 June 2023 compared with the financial position as at 30 June 2022. This position presents the assets Council own and the liabilities owed to other parties.

Actual 2021/2022 \$000		Table 3	Actual 2022/2023 \$000	Budget 2022/2023 \$000
15,505	Total current assets		16,943	15,627
580,992	Total non-current assets		585,834	538,418
<b>596,497</b>	<b>Total Assets</b>		<b>602,777</b>	<b>554,046</b>
8,035	Total current liabilities		9,515	5,297
23,415	Total non-current liabilities		27,200	33,124
565,047	Total equity		566,061	515,625
<b>596,497</b>	<b>TOTAL LIABILITIES AND EQUITY</b>		<b>602,777</b>	<b>554,046</b>

## Summary Statement of Cash Flows

Table 4 summarises how the Council generated and used cash during the respective financial periods.

Actual 2021/2022 \$000		Table 4	Actual 2022/2023 \$000	Budget 2022/2023 \$000
10,749	Net cash flow from operating activities		7,514	7,464
(12,073)	Net cash flow from investing activities		(7,420)	(12,412)
2,000	Net cash flow from financing activities		2,500	5,329
<b>676</b>	<b>Net increase/(decrease) in cash held</b>		<b>2,594</b>	<b>381</b>

## Events After Balance Date

### Riskpool

SWDC was previously a member of the New Zealand Mutual Liability Riskpool scheme ('Riskpool'). The scheme is in wind down; however, the Council has an ongoing obligation to contribute to the scheme should a call be made in respect of any historical claims (to the extent those claims are not covered by reinsurance), and to fund the ongoing operation of the scheme.

The likelihood of any call-in respect of historical claims diminishes with each year as limitation periods expire. However, as a result of the Supreme Court decision on 1 August 2023 in Napier City Council v Local Government Mutual Funds Trustee Limited, it has been clarified that Riskpool has a liability for that member's claim in relation to non-weather-tight defects (in a mixed claim involving both weather-tight and non-weather-tight defects). Riskpool has now advised that it has worked through the implications of the Supreme Court decision, and in November 2023 issued a call to SWDC of \$47,645. As this amount is not material, a provision has not been made in 2022/23 and the call will be recognised in 2023/24.

## Explanations of Major Variances against Budget

Explanations for major variations from SWDC's estimated figures in the 2022/23 Annual Plan are as follows.

### Statement of Comprehensive Revenue and Expense

Operating surplus for the year was \$1.6m lower than budget, as a result of greater than planned revenues (\$4.9m higher than budget), offset by greater than planned expenses (\$6.5m higher than budget) within the overall result.

The increase in revenue reflects:

- continued high levels of developmental activity within the district, shown in greater than planned income from sub-division, and financial contributions (\$1.2m higher than budget).
- subsidy from Waka Kotahi (\$2.7m higher than budget), which was offset by corresponding increases in expense in Land Transport (\$4.3m higher than budget) related to emergency works caused by weather events.
- revenue from grants for programmes funded by central government initiatives, which was offset by corresponding increases in expense in the relevant activities:
  - Water Reform Transition Support (\$0.2m), across the three water activities,
  - Infrastructure Reference Group (\$0.3m) for the Tauherenikau Cycle Bridge, in Community Facilities and Services,
  - Mayor's Taskforce for Jobs (\$0.2m), in Community Facilities and Services,
  - New Zealand Library Partnership, Rangatahi Strategy, Welcoming Communities, Lotteries Grant, (\$0.1m total) in Community Facilities and Services,
  - Crown contribution for supporting Wairarapa Moana, (\$0.1m) which has been ringfenced into a reserve for future use.

Investment properties were revalued this year to reflect market values resulting in a decrease (\$1.6m) to total surplus.

### Statement of Financial Position

The overall position shows Council is able to meet its commitments, with having sufficient means to cover current liabilities. Assets held to support the delivery of Council services increased in value due to positive cyclical revaluations and increased capital expenditure and assets vested council. Public debt increased this financial year, in line with budget expectations. Overall, equity has increased. Transfers to special and restricted reserves balances reflect increasing development within the district and the accumulation of funds for repayment of loans.

### Statement of Cashflows

Net cashflow from operating activities is positive and in line with budget.

Net cashflow from investing activities is unfavourable, but less so than budget due to delays to capital projects in the three water activities.

Net cashflow from financing activities was \$2.8m lower than budget due to delays in debt funded capital projects.

## Independent Auditor's Report

### To the readers of South Wairarapa District Council's annual report for the year ended 30 June 2023

The Auditor-General is the auditor of South Wairarapa District Council (the District Council). The Auditor-General has appointed me, Jacques Du Toit, using the staff and resources of Audit New Zealand, to report on the information in the District Council's annual report that we are required to audit under the Local Government Act 2002 (the Act). We refer to this information as "the audited information" in our report.

We are also required to report on:

- whether the District Council has complied with the requirements of Schedule 10 of the Act that apply to the annual report; and
- the completeness and accuracy of the District Council's disclosures about its performance against benchmarks that are required by the Local Government (Financial Reporting and Prudence) Regulations 2014.

We refer to this information as "the disclosure requirements" in our report.

We completed our work on 7 December 2023. This is the date on which we give our report.

### Opinion on the audited information

In our opinion:

- the financial statements on pages 13 to 15 and pages 17 to 43:
  - present fairly, in all material respects:
    - the District Council's financial position as at 30 June 2023;
    - the results of its operations and cash flows for the year ended on that date; and
  - comply with generally accepted accounting practice in New Zealand in accordance with Public Benefit Entity Reporting Standards Reduced Disclosure Regime;
- the funding impact statement on page 16, presents fairly, in all material respects, the amount of funds produced from each source of funding and how the funds were applied as compared to the information included in the District Council's long-term plan;
- the performance information on pages 55 to 105:
  - presents fairly, in all material respects, the District Council's levels of service for each group of activities for the year ended 30 June 2023, including:

- the levels of service achieved compared with the intended levels of service and whether any intended changes to levels of service were achieved;
  - the reasons for any significant variation between the levels of service achieved and the intended levels of service; and
  - complies with generally accepted accounting practice in New Zealand; and
- the statement about capital expenditure for each group of activities on pages 58, 64, 71, 78, 85, 98 and 103 presents fairly, in all material respects, actual capital expenditure as compared to the budgeted capital expenditure included in the District Council's long-term plan; and
- the funding impact statement for each group of activities on pages 58, 64, 71, 78, 85, 98 and 103 presents fairly, in all material respects, the amount of funds produced from each source of funding and how the funds were applied as compared to the information included in the District Council's long-term plan.

#### **Report on the disclosure requirements**

We report that the District Council has:

- complied with the requirements of Schedule 10 of the Act that apply to the annual report; and
- made the disclosures about performance against benchmarks as required by the Local Government (Financial Reporting and Prudence) Regulations 2014 on pages 48 to 50, which represent a complete list of required disclosures and accurately reflects the information drawn from the District Council's audited information and, where applicable, the District Council's long-term plan.

The basis for our opinion is explained below and we draw attention to uncertainty over the water services reform programme. In addition, we outline the responsibilities of the Council and our responsibilities relating to the audited information, we comment on other information, and we explain our independence.



### **Emphasis of matter – Uncertainty over the water services reform programme**

Without modifying our opinion, we draw attention to Note 26 on page 41, which outlines developments in the Government's water services reform programme.

The Water Services Entities Act 2022, as amended by the Water Services Entities Amendment Act 2023 on 23 August 2023 and the Water Services Legislation Act 2023 on 31 August 2023, establishes ten publicly owned water services entities to carry out responsibilities for the delivery of three waters services and related assets and liabilities currently controlled by local authorities.

Water services entities' establishment dates are staggered, with all the water services entities becoming operational between 1 July 2024 and 1 July 2026. The financial impact of the water services reform on the District Council remains uncertain until the relevant water services entity's establishment date is known, and the allocation schedule of assets, liabilities, and other matters to be transferred is approved. In addition, there is uncertainty around the water services reform legislation. With the change in government, it may be repealed or substantially amended.

### **Basis for our opinion on the audited information**

We carried out our audit in accordance with the Auditor-General's Auditing Standards, which incorporate the Professional and Ethical Standards and the International Standards on Auditing (New Zealand) issued by the New Zealand Auditing and Assurance Standards Board. We describe our responsibilities under those standards further in the "Responsibilities of the auditor for the audited information" section of this report.

We have fulfilled our responsibilities in accordance with the Auditor-General's Auditing Standards.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on the audited information.

### **Responsibilities of the Council for the audited information**

The Council is responsible for meeting all legal requirements that apply to its annual report.

The Council's responsibilities arise under the Local Government Act 2002 and the Local Government (Financial Reporting and Prudence) Regulations 2014.

The Council is responsible for such internal control as it determines is necessary to enable it to prepare the information we audit that is free from material misstatement, whether due to fraud or error.

In preparing the information we audit, the Council is responsible for assessing its ability to continue as a going concern. The Council is also responsible for disclosing, as applicable, matters related to going concern and using the going concern basis of accounting, unless there is an intention to amalgamate or cease all of the functions of the District Council or there is no realistic alternative but to do so.

### **Responsibilities of the auditor for the audited information**

Our objectives are to obtain reasonable assurance about whether the audited information, as a whole, is free from material misstatement, whether due to fraud or error, and to issue an audit report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit carried out in accordance with the Auditor General's Auditing Standards will always detect a material misstatement when it exists. Misstatements are differences or omissions of amounts or disclosures, and can arise from fraud or error. Misstatements are considered material if, individually or in the aggregate, they could reasonably be expected to influence the decisions of readers taken on the basis of this audited information.

For the budget information reported in the audited information, our procedures were limited to checking that the budget information agreed to the District Council's long-term plan.

We did not evaluate the security and controls over the electronic publication of the audited information.

As part of an audit in accordance with the Auditor-General's Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit. Also:

- We identify and assess the risks of material misstatement of the audited information, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- We obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District Council's internal control.
- We evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Council.
- We determine the appropriateness of the reported intended levels of service in the statement of service performance, as a reasonable basis for assessing the levels of service achieved and reported by the District Council.
- We conclude on the appropriateness of the use of the going concern basis of accounting by the Council and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast a significant doubt on the District Council's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our audit report to the related disclosures in the audited information or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the District Council to cease to continue as a going concern.

- We evaluate the overall presentation, structure and content of the audited information, including the disclosures, and whether the audited information represents, where applicable, the underlying transactions and events in a manner that achieves fair presentation.

We communicate with the Council regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Our responsibilities arise from the Public Audit Act 2001.

### **Other Information**

The Council is responsible for the other information included in the annual report. The other information comprises the information included on pages 4 to 106, but does not include the audited information and the disclosure requirements, and our auditor's report thereon.

Our opinion on the audited information and our report on the disclosure requirements do not cover the other information, and we do not express any form of audit opinion or assurance conclusion thereon.

Our responsibility is to read the other information. In doing so, we consider whether the other information is materially inconsistent with the audited information and the disclosure requirements, or our knowledge obtained during our work, or otherwise appears to be materially misstated. If, based on our work, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

### **Independence**

We are independent of the District Council in accordance with the independence requirements of the Auditor-General's Auditing Standards, which incorporate the independence requirements of Professional and Ethical Standard 1: International Code of Ethics for Assurance Practitioners (including International Independence Standards) (New Zealand) (PES 1) issued by the New Zealand Auditing and Assurance Standards Board.

In addition to our audit and our report on the disclosure requirements, we perform a limited assurance engagement related to the District Council's debenture trust deed.

Other than these engagements, we have no relationship with, or interests in, the District Council.

Jacques Du Toit  
Audit New Zealand  
On behalf of the Auditor-General  
Wellington, New Zealand

**Appendix 3 – Carry over operating and  
capital expenditure 2022/23 to  
2023/24**

Prospective Schedule of Capital Expenditure Carryover for the Year Ending 30 June 2024		Project	Main Purpose of Capital Expenditure	Carried Forward Capital Budget 2022/23
<b>Finance and Corporate Services</b>				
Council offices		Roof repairs/office refurb	Renewal	250
Intangible		Rebrand roll out	Improve	20
				<b>270</b>
<b>Community Facilities and Services</b>				
Campgrounds		Lake Ferry Campground	Improve	209
Cemeteries		Renewals	Renewal	17
Cemeteries		Greytown additions	Growth	161
Cemeteries		Featherston natural burial site	Improve	71
Community buildings		Carkeek Observatory Implementation	Improve	93
Community buildings		Greytown Sport Facility Upgrade	Improve	970
Community buildings		Anzac Town Hall	Renewal	86
Community buildings		Greytown Hall	Renewal	154
Community buildings		Heights access for Council Buildings	Improve	70
Community housing		Renewals	Renewal	61
Community housing		Improvements carryover	Renewal	135
Parks & reserves		Purchase of land for new open spaces	Growth	1,532
Parks & reserves		Greytown wheels park	Growth	643
Parks & reserves		Tauherenikau Bridge contingency	Growth	100
Parks & reserves		Gateway to the Wairarapa	Improve	61
Parks & reserves		Dark sky lighting	Improve	50
Playgrounds		Renewals	Renewal	51
Swimming pools		Renewals	Renewal	41
Swimming pools		Changing rooms	Improve	190
Toilets		Renewals	Renewal	51
				<b>4,746</b>
<b>Planning and Regulatory Services</b>				
IT hardware		Animal control tablets	Renewal	6
Liquefaction modelling for building regulations		Liquefaction in planning/building rules	Improve	127
Spatial Plan		Spatial plan carryover	Improve	252
				<b>385</b>
<b>Land Transport</b>				
Drainage		Drainage renewals	Renewal	42
Rehabilitation		Sealed road pavement rehabilitation	Renewal	74
Reseals		Otauiria reserve reseal carpark	Renewal	60
Road metalling		Unsealed road metalling	Renewal	26
Structures		Structures component replacements	Renewal	74
				<b>276</b>
<b>Three Waters</b>				
Infrastructure upgrades		WWL Carryover	Improve	429
				-
<b>Total Capital Expenditure</b>				<b>6,106</b>

**Appendix 4 – Letter of Representation  
for the Year Ended 30 June 2023  
(signed)**

6 December 2023

Jacques Du Toit  
Appointed Auditor  
Audit New Zealand  
PO Box 99  
Wellington 6140



Dear Jacques

## **Representation letter for the year ended 30 June 2023**

This representation letter is provided in connection with your audit, carried out on behalf of the Auditor-General, of the financial statements and performance information of South Wairarapa District Council for the year ended 30 June 2023 for the purpose of expressing an independent opinion about whether:

- the financial statements:
  - present fairly, in all material respects:
    - the financial position as at 30 June 2023; and
    - the results of its operations and cash flows for the year ended on that date; and
  - comply with generally accepted accounting practice in New Zealand in accordance with Public Benefit Entity Reporting Standards Reduced Disclosure Regime;
- the funding impact statement presents fairly, in all material respects, the amount of funds produced from each source of funding and how the funds were applied as compared to the information included in the District Council long-term plan.
- the performance information:
  - presents fairly, in all material respects, the District Council's levels of service for each group of activities for the year ended 30 June 2023, including:
    - the levels of service achieved compared with the intended levels of service and whether any intended changes to levels of service were achieved;
    - the reasons for any significant variation between the levels of service achieved and the intended levels of service; and

complies with generally accepted accounting practice in New Zealand.

- the statement about capital expenditure for each group of activities presents fairly, in all material respects, actual capital expenditure as compared to the budgeted capital expenditure included in the District Council long-term plan; and
- the funding impact statement for each group of activities presents fairly, in all material respects, the amount of funds produced from each source of funding and how the funds were applied as compared to the information included in the District Council's long-term plan.

We understand that your audit was carried out in accordance with the Auditing Standards issued by the Auditor-General, which incorporate the Professional and Ethical Standards and the International Standards on Auditing (New Zealand) issued by the New Zealand Auditing and Assurance Standards Board.

We understand that, because you will be issuing a non-standard audit report, the Auditor-General has the responsibility to refer to that audit report in a report to Parliament in accordance with section 20 of the Public Audit Act 2001.

### **General responsibilities**

To the best of our knowledge and belief:

- the resources and activities under our control have been operating effectively and efficiently;
- we have complied with our statutory obligations including laws, regulations, and contractual requirements;
- we have carried out our decisions and actions with due regard to minimising waste;
- we have met Parliament's and the public's expectations of appropriate standards of behaviour in the public sector (that is, we have carried out our decisions and actions with due regard to probity); and
- any decisions or actions have been taken with due regard to financial prudence.

We also acknowledge that we have responsibility for designing, implementing, and maintaining internal control (to the extent that is reasonably practical given the size of the District Council) to prevent and detect fraud or error, and which enables the preparation of the financial statements and performance information that are free from material misstatement whether due to fraud or error.





SOUTH WAIRARAPA  
DISTRICT COUNCIL  
*Kia Reretahi Tātau*

## Representations on the financial statements and performance information

We confirm that all transactions have been recorded in the accounting records and are reflected in the financial statements and performance information, and that, to the best of our knowledge and belief, having made such enquiries as we considered necessary for the purpose of appropriately informing ourselves:

- we have fulfilled our responsibilities for preparing and presenting the financial statements and performance information as required by the Local Government Act 2002 and, in particular, that:
  - the financial statements:
    - present fairly, in all material respects:
      - the financial position of the District Council as at 30 June 2023; and
      - the financial performance and cash flows for the year then ended; and
    - comply with generally accepted accounting practice in New Zealand in accordance with Public Benefit Entity Standards Reduced Disclosure Regime.
  - the performance information:
    - presents fairly, in all material respects, the District Council's levels of service for each group of activities for the year ended 30 June 2023, including:
      - the levels of service achieved compared with the intended levels of service and whether any intended changes to levels of service were achieved;
      - the reasons for any significant variation between the levels of service achieved and the intended levels of service; and
    - complies with generally accepted accounting practice in New Zealand.
- the funding impact statement presents fairly, in all material respects, the amount of funds produced from each source of funding and how the funds were applied as compared to the information included in the District Council long-term plan;
- the statement about capital expenditure for each group of activities presents fairly, in all material respects, actual capital expenditure as compared to the budgeted capital expenditure included in the District Council long-term plan;

- the funding impact statement for each group of activities presents fairly, in all material respects, the amount of funds produced from each source of funding and how the funds were applied as compared to the information included in the District Council’s long-term plan;
- we have complied with the requirements of Schedule 10 of the Act that apply to the annual report;
- we have made the disclosures about its performance against benchmarks that are required by the Local Government (Financial Reporting and Prudence) Regulations 2014;
- we believe the methods, significant assumptions, and data used in making and supporting accounting estimates and the related disclosures in the financial statements and performance information are appropriate to achieve recognition, measurement, or disclosure that is in accordance with Public Benefit Entity Standards Reduced Disclosure Regime;
- we have appropriately accounted for and disclosed related party relationships and transactions in the financial statements;
- we have adjusted or disclosed all events subsequent to 30 June 2023 that require adjustment or disclosure;
- we believe the effects of uncorrected misstatements are immaterial, both individually and in the aggregate, to the financial statements and groups of activities as a whole;
- we believe the effects of uncorrected disclosure deficiencies, including both omitted and incomplete disclosures, are quantitatively and qualitatively immaterial, both individually and in aggregate, to the financial statements as a whole;
- we have disclosed all known actual or possible litigation and claims whose effects should be considered when preparing the financial statements. Where applicable, such litigation and claims have been accounted for and disclosed in accordance with Public Benefit Entity Reporting Standards Reduced Disclosure Regime; and
- we consider the disclosure in the annual report about the Government’s three water reform programme is appropriate.

### **Representations about the provision of information**

We confirm that, to the best of our knowledge and belief, having made such enquiries as we considered necessary for the purpose of appropriately informing ourselves:

- we have provided you with:
  - all information, such as records and documentation, and other matters that are relevant to preparing and presenting the financial statements and performance information; and



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

- unrestricted access to persons within the District Council from whom you determined it necessary to obtain audit evidence.
- we have disclosed to you the results of our assessment of the risk that the financial statements and performance information may be materially misstated as a result of fraud;
- we have disclosed to you all information in relation to fraud or suspected fraud that we are aware of and that affects the District Council and involves:
  - management;
  - employees who have significant roles in internal control; or
  - others where the fraud could have a material effect on the financial statements and performance information.
- we have disclosed to you all information in relation to allegations of fraud, or suspected fraud, affecting the District Council's financial statements and performance information communicated by employees, former employees, analysts, regulators, or others;
- we have disclosed to you all known instances of non-compliance or suspected non-compliance with laws and regulations whose effects should be considered when preparing the financial statements and performance information, including possible non-compliance with laws for setting rates;
- we have provided you with all the other documents ("other information") which will accompany the financial statements and the performance information which are consistent with one another, and the other information does not contain any material misstatements; and
- we have disclosed the identity of the related parties, all of their relationships, and all of their transactions of which we are aware.

### **Publication of the financial statements and performance information and related audit report on a website**

The Council accepts that it is responsible for the electronic presentation of the audited financial statements and performance information.

The electronic version of the audited financial statements and performance information and the related audit report presented on the website are the same as the final signed version of the audited financial statements and performance information and audit report.

We have clearly differentiated between audited and unaudited information on the website and understand the risk of potential misrepresentation without appropriate controls.

We have assessed the security controls over audited financial and performance information and the related audit report and are satisfied those procedures are adequate to ensure the integrity of the information provided.

Where the audit report on the full financial statements and performance information is provided on a website, the financial statements and performance information are also provided in full.

### **Going concern**

We confirm that, to the best of our knowledge and belief, the District Council has adequate resources to continue operations at their current level for the foreseeable future. For this reason, the Council continues to adopt the going concern basis of accounting in preparing the financial statements and performance information for the year ended 30 June 2023. We have reached this conclusion after making enquiries and having regard to circumstances that we consider likely to affect the District Council during the period of one year from 7 December 2023, and to circumstances that we know will occur after that date which could affect the validity of the going concern assumption.

We consider that the financial statements and performance information adequately disclose the circumstances, and any uncertainties, that we can reasonably be expected to be aware of concerning the adoption of the going concern basis of accounting by the District Council.

### **Sign-off on these representations**

These representations are made at your request, and to supplement information obtained by you from the records of the District Council and to confirm information given to you orally.

Yours sincerely



Martin Connolly  
Mayor



Janice Smith  
Chief Executive

## Council Terms of Reference and Committee Appointments

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### 1. Purpose

To seek Council's approval for amendments to the Terms of Reference (TOR) for Council and Committees 2024-2025, and appointments.

### 2. Recommendations

Officers recommend that the *Council*:

1. Receives the Report, Council Terms of Reference and Committee Appointments
2. Appoints [*to be nominated*] to Chair of the Strategy Working Committee.
3. Appoints [*to be nominated*] to the CEO Employment Committee.
4. Appoints [*to be nominated*] to Portfolio Lead for Infrastructure.
5. Appoints [*to be nominated*] to Portfolio Lead for Community and Environmental Wellbeing.
6. Appoints [*to be nominated*] to Portfolio Lead for Planning and Regulations.
7. Notes the amended Terms of Reference for Council and Committees 2023-2025 (Appendix 1).
8. Notes the amended 2024 schedule of ordinary meetings (Appendix 2).

### 3. Appointments to Committees

As per the TOR adopted by Council at the meeting held on 22 November, there are the following appointments to be completed:

- Chair of the Strategy Working Committee (Committee of the Whole)
- CEO Employment Committee – one additional member of Council
- Note the removal of the proposed finance portfolio as the Assurance Risk & Finance Committee absorbs this responsibility.
- Note the removal of the removal of the proposed strategy and policy portfolio as the Strategy Working Committee absorbs this responsibility.
- Note that portfolio leads can be amended in the future if required.
- Portfolio Leads:
  - Infrastructure
  - Community and Environmental Wellbeing
  - Planning and Regulations.

#### **4. Amendments to the Terms of Reference for Council and Committees 2023-2025**

A number of amendments have been made to the Terms of Reference for Council and Committees since adoption on 22 November, the substantive changes being:

- Frequency of the Strategy Working Committee meetings;
- Assurance, Risk and Finance Committee TOR confirmed; and
- Removal of the Hearings Committee and delegating the responsibility for hearings to the Strategy Working Committee.

#### **5. 2024 Schedule of Ordinary Meetings**

The following amendments were made to the 2024 schedule of ordinary meetings since adoption on 22 November:

- Change to meeting days – noted that the CEO meeting in March and a Council meeting on 10 April were incorrectly placed on a Thursday. This was changed to Wednesdays to align with Council’s request for Wednesdays as the primary meeting day.
- Workshop holds have also been added to the schedule as requested by Council on 22 November.

#### **6. Appendices**

Appendix 1 - Amended Terms of Reference for Council and Committees 2023-2025

Appendix 2 - Amended 2024 Schedule of Ordinary Meetings

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

Reviewed by: Janice Smith, Chief Executive Officer

**Appendix 1 - Amended Terms of  
Reference for Council and Committees  
2023-2025**





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



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



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## 1. INTRODUCTION

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

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

## 2. COMMITTEE ESTABLISHMENT

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

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

Committees include, in relation to the Council:

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

The Mayor is a member of each committee.

## 3. TERMS OF REFERENCE (TOR)

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

## 4. QUORUM

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

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

## 5. AMBIGUITY AND CONFLICT

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

## 6. CHAIRPERSON / PORTFOLIO LEAD

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

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

Please see [page 20XX](#) for a role description for Portfolio Leads.

## 7. AGENDA PREVIEW MEETINGS

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

## COUNCIL TOR

### 1. Purpose

The purpose of Council is to:

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

### 2. Key Responsibilities

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

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

### 3. Membership and Composition

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

# MĀORI STANDING COMMITTEE TOR

## 1. Introduction

These Terms of Reference reflect the intent and expectations of both the South Wairarapa District Council (“the Council”) and the South Wairarapa District Council Māori Standing Committee (“the Committee”). These Terms of Reference look to strengthen the relationship between the Council and the Committee members and to ensure that the role of kaitiakitanga by the Committee and tāngata whenua is fulfilled and the wellbeing of the South Wairarapa district and its people is enhanced. Te Tiriti o Waitangi/the Treaty of Waitangi is a historical agreement between the Crown and Māori. The Council is a statutory body with powers and responsibilities delegated to it by the Crown. The Council must therefore adhere to the principles of Te Tiriti o Waitangi/the Treaty of Waitangi in respect of tāngata whenua within the South Wairarapa district. The Council and the Committee acknowledge that the iwi of Ngāti Kahungunu ki Wairarapa and Rangitāne o Wairarapa and their respective hapū exercise mana whenua and mana moana over the South Wairarapa district. The Council and the Committee acknowledge that the marae in the South Wairarapa district are Kohunui Marae, Hau Ariki Marae and Pāpāwai Marae and Pae tū Mōkai O Tauira as a kaupapa māori community group represented on the Committee. The Council and the Committee further acknowledge that there are mataawaka (people of Māori descent who are not tāngata whenua) living within the South Wairarapa District.

## 2. Background

On 15 December 1993, the Council made a resolution to support in principle the establishment of a Māori Standing Committee of the Council. On 27 March 1996, the Council Working Party and tāngata whenua established the Committee. On 17 April 1996, the Committee first met, and on 20 June 1996, the Committee was formally established following the adoption of the 1996/1997 Annual Plan. The Annual Plan included a Māori Policy and an acknowledgement that the Committee was now fully operational. The Committee has been established every triennium thereafter. The Committee is established pursuant to clause 30(1)(a) of Schedule 7 of the Local Government Act 2002.

## 3. Overview

The South Wairarapa District, which extends from the Tararua Ranges to the South Wairarapa Coastline and includes Greytown, Featherston and Martinborough (“the District”), is rich in Māori history and culture. The iwi of the District are Ngāti Kahungunu ki Wairarapa and Rangitāne o Wairarapa, the marae are Kohunui Marae, Hau Ariki Marae and Pāpāwai Marae and Pae tū Mōkai O Tauira is a kaupapa māori community group represented on the Committee. Some of the earliest known occupational sites exist within the District’s boundaries and for centuries the natural environment has provided both material and spiritual sustenance. Its place in the Māori political history of Aotearoa is a matter of national record. Lake Wairarapa and the South Wairarapa Coastline are of immense cultural, spiritual and historic significance to tāngata whenua.

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

- Partnership - the development of an active and on-going relationship between the Council and hapū of Ngāti Kahungunu ki Wairarapa and Rangitāne o Wairarapa in the South Wairarapa.
- Participation - a principle which emphasises positive and active Māori involvement in the business of the Council, and in particular its planning and delivery functions.

- Active Protection - the requirement to ensure that Māori well-being is enhanced whenever possible, and that principles of equity of Māori outcomes are observed in the Council's decision-making processes.

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

#### 4. Purpose and Functions

The purpose of the Committee is to advocate on behalf of and in the best interests of tāngata whenua in the District (including the descendants of hapū of Ngāti Kahungunu ki Wairarapa and Rangitāne o Wairarapa) and to ensure that the Council is fulfilling its obligations to them. To achieve this purpose, the Committee will undertake the following functions to the extent that resources allow:

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

#### 5. Stakeholders

Stakeholders include:

- South Wairarapa District Council.
- Hapū of Ngāti Kahungunu ki Wairarapa and Rangitāne o Wairarapa.
- Iwi settlement trusts and their entities.
- Kohunui Marae, Hau Ariki Marae and Pāpāwai Marae.
- Pae Tū Mokai o Tauria.
- Greater Wellington Regional Council.
- Wellington Water Ltd.
- The wider South Wairarapa District community.

## 6. Deliverables

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

- Contribute to the Long Term Plan every three years.
- Contribute to the Annual Plan every other year.
- Provide advice on the hapū responsible for cultural and historical input into resource consents under the RMA.

## 7. Accountability and Reporting

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

## 8. Delegated Authority

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

- Discretionarily spend on community grants and projects.
- Determine the criteria and allocation of the marae development fund granted through Annual or Long Term Plans, and any subsequent development grants, to Kohunui Marae, Hau Ariki Marae, Pāpāwai Marae and Pae tū Mōkai O Taurira.

## 9. Membership and Composition

**Reports to:** Council

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

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

Up to two representatives from Pae Tū Mokai o Taurira

Up to one representative from Ngāti Kahungunu ki Wairarapa

Up to one representative from Rangitāne o Wairarapa

The Mayor

Up to one youth representative in an advocacy role

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

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

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

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

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

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

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

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

**Review of Terms**

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

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# STRATEGY WORKING COMMITTEE TOR

## (Committee of the Whole)

### 1. Purpose

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

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

### 2. Key Responsibilities

- Approve or amend the Council Code of Conduct.
- Approve or amend Council's Standing Orders.
- Appoint committees or establish joint committees with another local authority.
- ~~Quarterly review of the financial position of Council.~~
- Advising and supporting the development of the Annual Plan and the Long-Term Plan.
- To have a strategic understanding of the Annual Report.
- ~~Collaborate with the appropriate Chairperson/Portfolio Lead on the review and adoption of policies~~  
Review and recommend policies and strategies for the delivery of Council services.
- ~~Collaborate with the appropriate Chairperson/Portfolio Lead on submissions to external bodies~~  
Review and recommend submissions to external bodies.
- Provide ~~input into~~ planning direction for engagement and consultation activity and approve consultation documents.
- Hear submissions for consultations processes unless required under legislation to be heard by Council.-
- ~~Monitor levels of service (KPIs) and performance of the activities.~~
- Approve budget overspend (above tolerance levels in the CE delegations) and any reprogramming of capex for a project or programme provided that:
  - The overall budget is met from savings
  - The overall budget for capex is not exceeded. Where this is not the case, the Committee must either:
    - Recommend to Council that additional funding is approved (outside the Annual Plan or Long-Term Plan process), or
    - Recommend as part of the next round of Long-Term Plan or Annual Plan process that the funding is considered for inclusion.
- Setting direction and monitoring of significant projects that are of a nature which pose significant risk or high community impact, including delivery against key milestones, project risks, and budget.
- Ensure that operational functions comply with legislative requirements and Council policy.
- Ensure that consents associated with Council's infrastructure are being met and renewals are planned for.
- Setting direction, ensuring alignment and monitoring progress of the key local, regional and national strategic strategies and plans for Council.

### 3. Delegated Authority

**Power to Act:**

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

**Power to Recommend to Council:**

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

**4. Membership and Composition**

<b>Chair:</b>	[To be confirmed]
<b>Membership:</b>	The Mayor and all councillors; and one Māori Standing Committee representative and an alternate.
<b>Quorum:</b>	Six members (half the membership, plus one)
<b>Frequency:</b>	[To be confirmed]

## ASSURANCE AND RISK COMMITTEE TOR

### 5. Purpose

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

### 6. Key Responsibilities

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

### 7. Delegated Authority

#### **Power to Act:**

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

#### **Power to Recommend to Council:**

- Adoption of the Annual Report.

### 8. Membership and Composition

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

**Chair:** Independent Chair—Bruce Robertson

**Membership:** Mayor Martin Connelly, Deputy Mayor Melissa Sadler-Futter, Councillor Aidan Ellims, Councillor Alistair Plimmer, Councillor Kaye McAulay, Karen Mikaera

**Quorum:** Three members

**Frequency:** Quarterly

## **FINANCE, ASSURANCE & RISK AND FINANCE COMMITTEE TOR**

### **1. Purpose**

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

### **2. Key responsibilities**

- Quarterly review of the financial position of Council.
- Review the Council's financial and non-financial performance against the Long-Term Plan and Annual Plan.
- Advising and supporting the development of the Annual Plan and the Long-Term Plan.
- To have a strategic understanding of the Annual Report.
- Monitor levels of service (KPIs) and performance of the activities.
- ~~Collaborate with the Strategy & Policy Portfolio on the review and adoption of policies with a financial focus or impact.~~
- ~~Collaborate with the Strategy & Policy Portfolio on submissions to external bodies.~~
- Provide input into planning for engagement and consultation activity with a financial focus or impact.
- Setting direction and monitoring progress of the risk management framework, and associated procedures for effective identification and management of Council's financial and business risks, including insurance and fraud.
- Receive and review risk management dashboard reports.
- Provide input, annually, into the setting of the risk management programme of work.
- Receive updates on current litigation and legal liabilities.
- Ensure legal and compliance risks including monitoring Council's compliance with relevant laws, regulations, and associated government policies.
- Ensure the independence and adequacy of the external audit function.
- Setting direction and monitoring progress of Council's emergency response and business continuity planning arrangements.
- ~~Collaborate with the Strategy & Policy Portfolio on the review and adoption of policies with an assurance and risk focus or impact.~~
- Ensuring the health, safety and well-being responsibilities of Council are well managed (noting the distinct responsibilities of the CEO under legislation).
- The Committee will approve applications to declare land abandoned and any other such matters under the Rating Act.

### **3. Delegated Authority**

#### **Power to Act:**

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

- The ability to sub-delegate to Community Boards and the Māori Standing Committee, grants consistent with their Terms of Reference.

***Power to Recommend to Council:***

- Adoption of the Annual Report.

#### **4. Membership and Composition**

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

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## CEO EMPLOYMENT COMMITTEE TOR

### 1. Purpose

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

### 2. Key responsibilities

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

### 3. Delegated Authority

#### *The Committee is delegated the Power to Act:*

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

#### *The Committee is delegated the Power to Recommend:*

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

### 4. Membership and Composition

**Chair:** Councillor Kaye McAulay

**Membership:** Mayor Martin Connelly, Deputy Mayor Melissa Sadler-Futter, [Councillor Aiden Ellims](#), and Councillor Kaye McAulay

An external consultant may be co-opted to provide advice but is not a member of the committee

**Quorum:** Two members

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

## HEARINGS COMMITTEE TOR

### 1. Purpose

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

### 2. Key responsibilities

- Hearing and determining matters that require statutory hearings under legislative instruments, including the:
  - Dog Control Act 1996
  - Local Government Acts 1974 and 2002 (other than the Long Term Plan and the Annual Plan)
  - Reserves Act 1977
  - Soil Conservation and Rivers Control Act 1941
  - Any other legislative instrument (excluding the Sale and Supply of Alcohol Act 2012 and the Resource Management Act 1991<sup>1</sup>).
- Hearing and determining matters that may arise under Council bylaws or policies or as delegated by Council, including applications for dispensation from compliance with the requirements of bylaws and policies, and any other matter as delegated by Council.

### 3. Delegated Authority

#### **Power to Act:**

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

#### **Power to Recommend to Council:**

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

### 4. Membership and Composition

**Chair:** Mayor Martin Connelly

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

**Quorum:** Three members

**Frequency:** As required.

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

## RESOURCE MANAGEMENT HEARINGS PANELS TOR

### 1. Purpose

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

### 2. Key responsibilities

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

### 3. Delegated authority

#### **Power to Act:**

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

#### **Power to Recommend to Council:**

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

### 4. Membership and Composition

#### **Membership**

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

The Chief Executive may appoint:

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

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

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



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

**Meeting Frequency:** As required.

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## DISTRICT LICENSING COMMITTEE TOR

### 1. Purpose

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

### 2. Key responsibilities

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

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

### 3. Delegated Authority

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

### 4. Membership and Composition

**Chair or Commissioner:** Councillor Alistair Plimmer

**Deputy Chair:** Councillor Kaye McAulay

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

**Quorum:** Three members

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

**Meeting Frequency:** As required

## PORTFOLIO HOLDER JOB DESCRIPTION

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

Portfolio topics	Portfolio Lead	Meeting Frequency
Infrastructure  Community and Environmental Wellbeing  <a href="#">Finance</a>  Planning and Regulations  <a href="#">Other as determined</a>	TBC	As required.

# **Appendix 2 - Amended 2024 Schedule of Ordinary Meetings**

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

SWC	Strategy Working Committee
COUNCIL	District Council meeting
MCB	Martinborough Community Board
FCB	Featherston Community Board
GCB	Greytown Community Board
MSC	Māori Standing Committee
CEO	CEO Employment Review Committee
ARF	Assurance, Risk & Finance Committee
	Public & School Holidays
CCF	Combined Council Forum
Workshop (hold)	Workshops for Council and Committees - holding space