

18 October 2023

Agenda

Notice of Meeting

An ordinary meeting will be held in the WBS Room, Greytown Town Centre, 89 Main Street, Greytown on Wednesday, 18 October 2023 at 7:00pm.

Membership of the Community Board

Louise Brown (Chair), Warren Woodgyer (Deputy Chair), Neil Morison, Jo Woodcock, Councillor Aaron Woodcock and Councillor Martin Bosley

Public Business

- 1. Extraordinary Business**
- 2. Apologies**
- 3. Conflicts of Interest**
- 4. Acknowledgments and Tributes**
- 5. Public Participation**
 - 5.1 Leanne Woodgyer
 - 5.2 Wayne Terry – Christmas Parade
 - 5.3 John Gilberthorpe Greytown Little Theatre
 - 5.3 Lisa Birrell – Divine River
 - 5.4 Steve Carlin – Greytown Jnr Football
 - 5.5 John Book – MeNZ Shed

6. Actions from Public Participation

As per standing order 14.17 no debate or decisions will be made at the meeting on issues raised during the forum unless related to items already on the agenda.

7. Community Board Minutes

- 7.1 Minutes for Approval: Minutes of the Greytown Community Board meeting held on 26 July 2023 Pages 3-8

Proposed Resolution: *That the minutes of the Greytown Community Board meeting held on 26 July 2023 be confirmed as a true and correct record.*

8. Chairperson Report

- 8.1 Chairperson Report Pages 9-12

9. Elected Member Reports

- 9.1 Warren Woodgyer Page 17-18
9.2 Warren Woodgyer Page 19-20
9.3 Jo Woodcock Page 21

10. Reports from Chief Executive and Staff

- 10.1 Update from GWRC Page 22-23
10.2 Representation Review Pages 24-31
10.3 Code of Conduct Pages 32-72
10.4 Road Naming Report Pages 73-78
10.5 Income & Expenditure Report Pages 79-82
10.6 Financial Assistance Report Pages 83-87
10.7 Action Items Report Pages 88-90



Present: Louise Brown (Chair), Warren Woodgyer, Jo Woodcock, Neil Morison, Councillor Aaron Woodcock and Councillor Martin Bosley

In Attendance: Amanda Bradley (General Manager, Policy & Governance), Lisa Matthews (Positive Ageing Coordinator).

Conduct of Business: This meeting was conducted in public in the WBS Room, Greytown Town Centre between 7.00pm and 8.59pm.

1. EXTRAORDINARY BUSINESS

GCB RESOLVED (GCB 2023/19) to add the Chairperson Report to the agenda, to be considered under item 8.1 – the Chairperson Report. It was not included in the agenda, as it was received late and cannot be delayed as it contains content for consideration at this meeting.
(Moved Morison/Seconded Woodcock) Carried

GCB RESOLVED (GCB 2023/20) to add the Member Report from Warren Woodgyer to the agenda, to be considered under item 9.2 – Member Reports. It was not included in the agenda, as it was approved for inclusion prior to agenda distribution and cannot be delayed as it contains content for consideration at this meeting.
(Moved Cr Woodcock/Seconded Brown) Carried

2. APOLOGIES

There were no apologies.

3. CONFLICTS OF INTEREST

There are no conflicts of interest.

DISCLAIMER

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

4. ACKNOWLEDGMENTS AND TRIBUTES

Mr Woodcock acknowledged the passing of Richard Harding, previous mayor. Mr and Mrs Woodcock attended the funeral and it was noted he did two terms. Members also acknowledged the passing of Ruby Holmes who was a valued member of the community and very involved in many groups and activities.

5. PUBLIC PARTICIPATION

May Croft – Martinborough Waiwaste and Food Bok

Ms Croft spoke on behalf of Greytown and Martinborough Foodbank who have made an application for financial support. Noting that there hasn't previously been a foodbank in Greytown and Ms Croft spoke to the community's need for support. Community Board members enquired about the number of families being supported and Ms Croft noted there are 16 families registered with 12 food parcels provided this week. Discussion around funding levels and sources, and the financial request. Comments about wellbeing support were asked and Ms Croft was able to respond with details and gave examples of the situations of the people they support. Last year it cost \$80k to run the foodbank, noting this was before they had been actively promoting the service in Greytown.

Rachel Fletcher – Country Village Heaven

Ms Fletcher spoke on behalf of the Greytown Festival of Christmas and have made an application for financial support for street flags. The large majority of the festival is paid for through a mix of business sponsorship and grants. Members asked how the community benefits from the festival. Ms Fletcher spoke to social aspects including community groups who use it to fundraise. People are coming out during a traditionally slow period of business activity. It is putting Greytown on the map. Ms Fletcher invited the Community Board to join her at the final event on Saturday and noted the "joy" that it brings to the village. Members expressed their support for the event. Discussion about the use of the word "Christmas" and concerns expressed about the significance of the religious celebration. Ms. Fletcher noted consultation with local hapū regarding the alignment with Matariki and not commercialising the celebration. She also noted the marketing hook for the use of "Christmas" and she spoke of the support from local churches including a carol event in St Lukes.

6. ACTIONS FROM PUBLIC PARTICIPATION

There were no actions from public participation.

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7. COMMUNITY BOARD MINUTES

7.1 Greytown Community Board Minutes – 23 May 2023

GCB RESOLVED (GCB 2023/21) that the minutes of the Greytown Community Board meeting held on 23 May 2023 be confirmed as a true and correct record.

(Moved Morison/Seconded Woodgyer) Carried

8. CHAIRPERSON REPORT

8.1 Chairperson Report

GCB RESOLVED (GCB 2023/22) to receive the Chairperson Report

(Moved Cr Woodcock/Seconded Morison) Carried

Ms Brown requested to make an amendment on point three for a payment of an additional invoice of \$170 to reimbursement. Total cost of \$348.95 for reimbursement to Mr Woodgyer from the Arbor-day planting, out of the Community Development Fund.

GCB RESOLVED (GCB 2023/23) to approve the Chairperson Report

(Moved Morison/Seconded Woodcock) Carried

Submission on the speed review – noted that an email was sent to Council and had been received as part of the submission process.

Ms Brown spoke to the community plan and what the community board should focus on.

- 1) The Stella Bull Library request to hold the lease so that the community board can support the community to help gather feedback on the best use of the building. Discussion about how to progress the discussion and a request to present to the I&CS Committee.
- 2) Supporting the reserves and community gardens and the celebration of Arbour Day. Discussion about the opportunity to arrange a stakeholder meeting for the reserves as per the management plan.
- 3) Meeting with Pāpāwai representatives and working with the Pou Māori to progress.

Ms Brown spoke to the informal community meetings and that they are having initial success and positive feedback.

Ms Woodcock spoke to the success of the submissions and hearings that the GCB had made.

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9. ELECTED MEMBER REPORTS

9.1 Jo Woodcock Members Report

GCB RESOLVED (GCB 2023/24) to receive Jo Woodcock Member Report
(Moved Brown/Seconded Morison) Carried

Ms Woodcock spoke to her report.

GCB NOTED:

Action 215: Ms Woodcock to reach out to the GM of Policy and Governance to ensure the process for “get it sorted” is clear enough for the public to understand and thought a flow chart would help.

9.2 Warren Woodgyer Members Report

GCB RESOLVED (GCB 2023/25) to receive Warren Woodgyer Member Report

(Moved Brown/Seconded Woodcock) Carried

Mr Woodgyer spoke to his report.

There was some discussion about the proposal for the set-up of a not-for-profit medical service in Greytown. Mr Woodgyer noted that there was some initial community support and requested support for the concept which was acknowledged. There was some discussion about the different roles of community groups in emergency management.

Mr Woodgyer wanted it acknowledged that best practice was not followed in relation to his members report and a reminder to all parties to adhere to the process going forward.

GCB NOTED:

Action 157: Mr Woodgyer agreed to reach out to the GM of P&R to discuss potential intensification due to the Kainga Ora development and how it fits with the current District Plan before the District Plan is reviewed.

Action 158: Mr Woodgyer agreed to reach out to Council Officer Mr Carter (emergency management) to get clarity about roles and responsibilities.

10. REPORTS FROM CHIEF EXECUTIVE AND STAFF

10.1 Positive Ageing Strategy Report

GCB RESOLVED (GCB 2023/26) to receive the Positive Ageing Strategy
(Moved Morison/Seconded Cr Bosley) Carried

Ms Matthews spoke to her report and responded to questions raised by the community board. The main topic raised and discussed was mobility parking

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and the ratio of mobility parks required as the population ages, noting the overlap between age and disability. Affordable pensioner housing was also discussed as was her role on the Transport Advisory Committee.

10.2 Income & Expenditure Report

GCB RESOLVED (GCB 2023/27) to receive the Income and Expenditure Report

(Moved Cr Bosley/Seconded Cr Woodcock) Carried

10.3 Financial Assistance Report

GCB RESOLVED (GCB 2023/28) to:

1. Receive the Financial Assistance Report
(Moved Cr Bosley/Seconded Cr Woodcock) Carried

2. Agree to fund Martinborough Waiwaste and Food Box \$5,035 to support Greytown Residents under the umbrella of the Martinborough Food Bank, to be funded through the Community Development Fund.
(Moved Cr Woodcock/Seconded Warren) Carried

3. Agree to fund Country Village Heaven \$1,378.85 to support the cost of street flags for Festival of Christmas, to be funded through the grants fund.
(Moved Woodgyer/Seconder Morison) Carried

4. Agree to fund Featherston Amateur Wrestling Club \$500.00 to support the cost of travel and competition in Wrestling, to be funded though the grants fund.
(Moved Woody/Seconded Neil) Carried

10.4 Action Items Report

GCB RESOLVED (GCB 2023/29) to receive the Action Items Report

(Moved Cr Bosley/Seconded Brown) Carried

Members discussed open action items and noted further updates.
Combine 022 (closed) and 151 and 153 and invite James to a workshop via Teams/Zoom.

154 Could be a Teams/Zoom session.

155 Closed.

149 Closed.

148 changed to Ms Brown.

The meeting closed at 8.59pm.

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Confirmed as a true and correct record

.....Chairperson

.....Date

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Recommendations

The Chairperson recommends that the Community Board:

1. *Receive the Chairperson Report.*
2. *Approve expenditure for flowers for Councillor Martin Bosley following the passing of his mother, as per email agreement.*
3. *Confirm that a formal submission to allow the First Masonic Hall be retained for the community and not leased out be made to SWDC and that it be presented by Councillor Martin Bosley at the SWDC Meeting in November 2023.*
4. *Receive and adopt the minutes of the SWDC Parks and Reserves Stakeholder Meeting held on 6 September 2023*
5. *Receive and adopt the proposed calendar of meetings of the Greytown Community Board for next year 2023/2024, with a resolution for the next Greytown Community Board meeting.*

1. SWDC Parks and Reserves Stakeholder Meeting 6 September 2023

The Greytown Community Board continued their delegation to hold an annual SWDC Parks and Reserves Stakeholder Meeting. The meeting was well attended and positive overall. The minutes will be submitted to the SWDC and to the relevant SWDC employees. The next meeting will be held in September 2024. Consideration of a Calendar of events and informal forums be made public on the GCB SWDC Page.

2. Engagement for creation of Community Gardens and expansion of Arbor Reserve

Whilst the meeting on 27 September 2023 was not well attended questionnaires continue to come in demonstrating an interest in the above. I have put it in the Greytown Grapevine to be contacted if interested in receiving and commenting and think two posts could be created for the Facebook Page and to be put up possibly on the SWDC GCB webpage.

3. Meeting Schedule for GCB for Next Calendar Year 2023/ 2024

Current schedule is for for Formal Meetings and at least four Informal Forums. I propose that we actually increase the Formal Meetings by one more to take into account when we have definite times we should meet for making submissions to SWDC. Also to set down time periods when we will definitely be holding three or more informal meetings or forums. The purpose for that is to have our entire calendar available for next year so the community is aware of what is coming as soon as possible. For instance we know we will be holding the SWDC Parks and Reserves Meeting in September 2024 and we also know our next Informal Forum is going to be to promote volunteerism and support the continuing of our local clubs and groups.

4. General Business

5. Appendices

Appendix 1 – SWDC Parks and Reserves Stakeholder Meeting Minutes held on 6 September 2023- (to be tabled)

Compiled by: Louise Brown, Greytown Community Board Chair

**Appendix 1 – SWDC Parks and
Reserves Stakeholder Meeting Minutes
held on 6 September 2023**

Formal Minutes for SWDC Parks and Reserves Stakeholder Meeting 6 September 2023

Vandalism in Parks and Reserves- GCB Chair Louise Brown

- Ongoing issue in parks and reserves
- This year alone over \$10,000 in damage has occurred in Arbor Reserve and Stella Bull Park
- Need to be watchful in all parks and reserves and bring any damage to the awareness of SWDC and Police.

Increase the Winter Loading Capacity for Soldiers Memorial Park and Increase Sporting Greenspace in Greytown- Gary Hewson

Soldiers' Memorial Park Fields use has been overloaded for 5 years or more. The users not represented here tonight are the youth that use those fields. We forget to remind ourselves about what is important to them. We think we know but in fact we have potentially forgotten but what is most important to them is playing sports. Sport teams were:

- ten years ago, Greytown sports teams were able to use Kuranui School and Greytown School fields for extra greenspace for sports and activities but we are not able to anymore as they need to use their own greenspace for the growth of their sports and activities. This means their facilities are no longer available to Greytown teams at all
- James O'Connor has been very proactive as has his team has over the last 12 months.
- But what is available to the town in greenspace in square metres is not sufficient and we are already overrepresented on current greenspace and only going to get worse.
 - Growing up to 170 next year for senior players and likely grow to 200 hundred after that.
- Kuranui wanted to use Soldier's Memorial Park this year for football but denied because current teams' users were already up to their knees in mud and therefore the greenspace could not tolerate more use
- When Memorial Park bought for community the actual expected users at the time were around 200 people and now, we are utilising it for 10 times more that number and then some.
- It was a great deal of foresight by the community to purchase that land and we need to use that same foresight to protect it.
- The area most overloaded and needing repair and work is the training space. A possible solution would be the installation of false turf that can deal with the pressure and onslaught of the practice.
- We need to keep the grass fields for the games
- We also need a balance of turf and artificial ground for the training spaces
- Six years ago, we went looking to purchase land and it did not happen. We are still at same place as we were then with no progress or solutions but use continuing to grow
- There is no SWDC Parks and Sports actual plan for development like there are in other Councils

SWDC Plans to Increase Sporting Greenspace in Greytown- Councillor Alistair Plimmer

- In 2019, largest submissions to ever be submitted to SWDC was on Greenspace. Primary submission was in support of buying East Street
- SWDC decided ultimately not to buy East Street but set aside 3 million to buy Greenspace for Greytown.
- The establishment of Wheels Park and money being spent on it is separate to the committed 3 million to greenspace in Greytown. The money contributed for greenspace comes not from money collected by rates but a separate government fund
- When the money set aside is pulled down it will be loan funded and not been set aside from rates
- SWDC is aware we need greenspace equivalent to two full size football parks at least given state of Memorial Park Greenspace
- Unanimous in last cycle to have this money be for Greenspace for Greytown but not know if that will be the situation for this cycle.
- Councillors for Greytown will need support of Greytown including all the sport fields teams and the community to support buying and consulting for Greenspace
- Currently there is no suitable land for sport available for sale within Greytown
- Needs to be the community not the Council who looks to buy the land as the community will know first-hand what is coming available

Comments from Floor

- Concern was raised about getting the community and sport teams to buy in to the reality of this situation again. It is hard to bring the community back in to get behind this process with the continued delays
- Key having spaces within central town so kids can walk to or bike and get to the fields on their own that is important to remember.
- Yes the Greenspace to the East Street fields will be considered for purchase for Greenspace if able to move forward this cycle
- There needs to be a collaborative approach to how we purchase land and where and what we purchase.
- Query about if the Wairarapa Combined District Plan could assist with this issue?
- Gray- what is the Council doing about the issues being raised

Comments from Board Members

- Need to have fields for practice and for games as that is evident through in Kuranui's experience and practice. The Kuranui fields are being kept for games and not allowing practice on the field during week.
- Agree East Street and other land near schools is ideal for Greenspace in Greytown
- Agree it is powerful hearing Kids voices what needs to be done for them in the local parks and reserves

Soldiers Memorial Park- GCB Deputy Chair Warren Woodgyer

- Engineering of Soldiers Memorial Park with drainage is inadequate as well as the parking lots are not structured well

- Greytown Cricket Club is being knocked down and replaced in same space without looking at whether the placing of the Clubrooms is appropriate for usage now and for future development
- Why put in a new building is it appropriate and has it thought about the future needs
- Issue raised the unsightly site of the containers in the parking lot and what is going to be done about this
- Issues also raised about the state of the Campground in particular:
 - State of the driveway into campground
 - State of the Kitchen
 - Gone to Council and looking at this actively

Comments from Floor

- New Cricket Pavilion and clubroom building has been done in joint consultation with all four clubs that use the current rooms. It has been a joint effort to design the new clubrooms and to have the building fit for purpose for all the teams that use it
- Agreement from others that is has been a joint effort and whilst now want to have current building changed, realistically in interest of all four sports using the park the new building needs to be fit for all four teams
- Agreement the parking lot is “disgraceful”. It was originally a grass strip and tried to let Council know to do it properly with a drain and seal the area and so another patch up area done and to the best of knowledge no repairs done for the last 7 years. In fact, the teams have been patching the parking lot free of charge. Parking lot repair has been put on campground in past and considered not fair by teams using it so have fixed.
- Query where money is coming from for new Cricket Building-
- Money for new clubrooms understood to already be set aside and not coming from rates this year or this year’s annual plan. Additional money needed for building to be fundraised.
- Concern raised over the advertising boards on the playing fields there as area is still meant to be a monument to fallen soldiers.
- Comment made may be too difficult to have or afford land for more Greenspace within the township of Greytown and therefore consideration should be made for land for sports fields further out of town. Appreciate nice to walk to the land but the land is expensive and maybe sport teams need to go out further for their additional Greenspace.
- Centograph needs to be in a place of purpose and not besides ugly container and fencing for current bore
- Concern raised over possible lack of discussion about the new Pavilion with the current GCB and the wider community.
- Query raised about whether the Tennis Club is part of Memorial Soldiers Park and owned by SWDC. Query regarding how the community could access the tennis clubs and explained because membership raises costs to cover care of the facilities. Awareness made of where individuals wanting to have casual access to tennis grounds could be done through some of the schools
- General reminder made that the upkeep of the fields and clubrooms for the sports comes from membership fees or club fees

- Billboards are an issue and work is being carried out with the Council at the moment for the signs to be reduced and be placed in locations that are not as visible and not visible from the street. Currently considering one set location on the new building in a restricted location
- Reminder that a lot of land outside the township falls on flood lands so not ideal for sports
- General description of what occurred to develop the style of the new building from scratch as opposed to build onto the current buildings. Ultimately it was going to be cheaper to build a new building for all sport teams needs then to add on to the current two buildings being used.
- Concern raised over the safety condition of the equipment on the playground at Memorial Park. Some work on the equipment has been done but not all of it has been completed around the playground. The bark for instance was a temporary placement but what needs to be in place for the bark area is edging between bark and the green field for the playground. Proposal to look at funding for the edging to be done for the bark if possible. Lions is looking for a project in community to do as approached Cobblestones. GCB should approach Lions to do the edging of the bark area and tidying up the playground equipment.

Comments from Board Members

- Has Molewood Orchard been approached for land for sports field as may be interested in selling/ leasing some of that land?
- Caution raised about Molewood Orchard as land on one end of Mole Street contaminated but there may be some land that could be considered there.

The Use of other Greytown Parks- GCB Deputy Chair Warren Woodgyer

- Collier Reserve- need to have playground or other features to make it better for visitors and children

General Feedback from Users and Stakeholders of SWDC Parks and Reserves from the Floor

- Arbor Reserve- Need to celebrate Arbor Reserve to recognise the history and heritage of this Reserve. Need to work to declare Greytown the Arbor Centre of NZ
- Stella Bull Park- See attached report from Ruth Evans
- O'Connor's Bush- More volunteers are needed as volunteers are aging
 - Unless we get a new group of volunteers, we will lose the work
 - We need people and we need to get Greytown to look at getting more volunteers
- Dog Park- Needs more planting and more challenges in the park for dogs and what we can build to challenge the dogs. Perhaps look at Massey Spatial and Design for landscape design in SWDC Parks and Reserves

Other Issues raised from the Floor

- Greytown Cemetery need clear the areas between the new trees on the driveway need to be mowed

Report for Community Board
7 September 2023
Friends of Stella and Sarah
{FOSS}

Thank you for the opportunity to report on Stella Bull Park. As it has been some time since the last meeting I will outline recent progress.

FOSS wish to thank the SWDC and Community Board for the consideration given to Stella Bull Park during the recent Mid -Year Winter festival. The lack of vehicle access from East Street has resulted in very little damage and with no Food Trucks on sight there was no damage to trees {eg nails for lights} or lawn in the very wet weather. The raised front gardens were used for artificial Christmas trees which were removed immediately after the festivities. The Primary school children's hand -made decorations in the trees were delightful.

Thanks go also to City Care and the good communication FOSS has through the SWDC with them to clear weeds we extract etc. Thanks also for the annuals which City Care supply and which are surplus to their usual requirements. They make a show in our garden and orchard. The two compost bins City Care supplied are in good use.

Thanks to Steve Meyrick who quietly continues his spraying and pruning of the orchard which he has done since the trees were planted in 2011.

Thanks also go to Seth Rance, our southern neighbour who takes the time to keep an eye out for the Park and who contacts us or the SWDC if need be.

The family of the late Jan Eagle, who along with myself, and the SWDC planted the orchard and gardens, are designing and supplying new labels for all the fruit trees. These will replace the wooden ones presently displaying the variety of fruit and the family who donated the tree. Jan, who was the daughter of Stella Bull, has left provision in her estate for such projects in Stella Bull.

The Friends are a small but enthusiastic group coordinated by myself who meet weekly, if weather permits, to keep weeds under control and discuss our love of the Park over a cuppa on one of the picnic tables. It is not unusual to have many others using the tables or just lounging in the summer sunshine on the grassed area enjoying the peaceful surroundings of this special place.

Concern: the lawn area between the orchard and the Lionesses Garden is regularly holding much water and is very muddy. We wonder if another soak pit may be required in the event of this wet weather continuing into the future.

Ruth Evans
For FOSS.

MEMBER REPORT
for
Greytown Community Board Meeting
Date 10 October 2023

Member Name	Warren Woodgyer
Group Name	Greytown Community Board
Meeting Date	18 th October 2023
Key issues from meeting	Grant funding for Greytown Little Theatre
Specific item/s for Community Board consideration	<p>As a Board member of the Greytown Community Board (GCB), I recently met with John Gilberthorpe, President of the Greytown Little Theatre (GLT), to discuss GCB support amounting to \$10,000 for the total project cost of \$577,000. John's presentation highlighted that the GLT had applied for a \$10,000 South Wairarapa District Council (SWDC) Community Grant, which was denied, leading the GLT to seek funding from the GCB. During our site visit, John explained the proposed building renovations for the existing Studio 73. However, this extension represents more than just "bricks and mortar"; it aims to nurture creativity and provide access to the arts for the entire community, fostering a sense of togetherness. I am wholeheartedly in favour of allocating \$10,000, by whatever method possible, for this project due to several reasons. A larger theatre would offer increased opportunities for the community to engage in cultural and artistic events, promoting a sense of unity. With an expanded space, the theatre could host a broader range of performances, including plays, musicals, dance recitals, and educational events. The educational value of theatrical performances, particularly for students, cannot be overstated. GLT has a close relationship with Kuranui College drama students, regularly involving them in studio work. Additionally, GLT awards two scholarships annually to students to attend the National Youth Drama School in Havelock North. Many cast members for their end-of-year Murder Mystery production are drama students from the College, highlighting GLT's commitment to children's and youth drama. A larger theatre would attract a larger audience, benefiting local restaurants and licensed establishments. Furthermore, it would</p>

	<p>enable GLT to encourage more individuals within the community to develop as actors, actresses, and performers. Promoting community well-being is both an SWDC obligation and a responsibility of the GCB. A well-supported theatre enhances Greytown's reputation as a cultural hub, fostering pride and identity among residents. While the theatre might not be as ancient as some other clubs in Greytown, celebrating its preservation and expansion is essential. Support for the Studio 73 upgrade and expansion has been garnered from various sources, including the Mayor, Kuranui College Principal, Greytown Up Close and Personal, Kuranui College Team Leader Performing Arts, Cobblestones Board, St Johns, South Wairarapa Tramping Club and Red Robin Club of Greytown to name but a few. Financial contributions have also been substantial, with individuals in Greytown having donated \$20,000, and several local groups planning further donations. GLT shares Studio 73 with a wide range of community groups (a commitment to the Order of St John when they purchased the building) who predominantly use the studio during daytime thereby maximising the Studio usage. Current users include five different dance/exercise groups, two tai chi groups, a drop in exercise groups, regular Saturday arts and craft markets, monthly Sunday afternoon concerts, South Wairarapa Tramping Club once a month for meetings and a range of one-off or short term usage. These have included after school art classes, art exhibitions, hospice shop and general community hire for activities. GLT works with these groups to make the space as accessible as possible for community activities that fit in with their own usage. I am troubled by the lack of funding available to support such worthy community projects. This situation mirrors that of the Soldiers Park Memorial Gates restoration, which remains unfunded. It raises concerns about the allocation of rates collected in Greytown, particularly regarding the percentage allocated to the arts. GLT, being a ratepayer itself, contributes to the community and expects support in return. One potential solution could involve repaying part of the \$10,000 in kind. Currently, GLT pays \$4,000 in annual rates and a \$1,200 resource consent fee. Additionally, the theatre is committed to future fees for a cost of easement. If SWDC chose to waive the annual rates for a year and reimburse the \$1,200 fee, it would leave an outstanding amount of \$4,800 to be funded. I am eager to hear the opinions of my fellow board members on this matter.</p>
<p>General</p>	

MEMBER REPORT
for
Greytown Community Board Meeting
Date 10 October 2023

Member Name	Warren Woodgyer
Group Name	Greytown Community Board
Meeting Date	18 th October 2023
Key issues from meeting	Painting at Soldiers Memorial Gates Greytown
Specific item/s for Community Board consideration	See attached quote for water blasting, prep, prime, rust treatment and paint.
General	



QUOTE

South Wairarapa District Council

Date
26 Sep 2023

Expiry
26 Oct 2023

Quote Number
QU-0879

Reference
Kuratawhiti St Greytown
- park gates and fences

GST Number
110-808-119

Bestblokes Decorating Limited
Attention: Kurt Mende
4 Kitchener Street
Lansdowne
Masterton 5810
NEW ZEALAND

Description	Quantity	Unit Price	GST	Amount NZD
I have prepared this quote in accordance with the Resene Spe #061127-09-23/v1r with allowed full treatment and water blast, prep, spot prime/ rust treatment and x2 top coats to the steel gate, treatment, and walk down of pillars, prime and x2 top coats of clear to stonework and paint finish to previously painted motor work. I have allowed hirage of a scissor lifter to reach the higher parts of the steel.	1.00	16,700.00	15%	16,700.00
I have allowed a separate price to prep and paint the lower fence that runs along the playground	1.00	2,000.00	15%	2,000.00
			Subtotal	18,700.00
			Total GST 15%	2,805.00
			TOTAL NZD	21,505.00

Terms

If accepted a 20% Deposit is required before work commences
 Full payment is required within 7 days of completion of job
 All quote prices include the total paint and material costs - including the use of scaffolding if required
 We use Resenes top quality paints
 All workmanship has a five year warranty

MEMBER REPORT
for
Greytown Community Board Meeting
Date 10 October 2023

Member Name	Jo Woodcock
Group Name	Greytown community board
Meeting Date	18 th October 2023
Key issues from meeting	<ul style="list-style-type: none"> • Adrienne staples has been asked to attend please see 17 questions we would like more information on.
Specific item/s for Community Board consideration	<ul style="list-style-type: none"> • GCB attended a meeting with the RICH Landscapes - Skatepark Design, 3d Modeling Services, on the 19/9 and I requested the soil testing report undertaken at 2-4 Pierce Street to be shared with the infrastructure committee. I have since requested a copy be provided to GCB and I am now requesting the report should be made available on the page below, infrastructure committee and GCB with costs and a plan regarding the soil. https://swdc.govt.nz/news/news-greytown-open-space-and-wheels-park-project-engagement/ • On the 27/9 GCB held an informal forum on community gardens and extending arbour reserve. Can the PowerPoint and questionnaire to be available online for the community to engage.
General	

Verbal Update from Greater Wellington Regional Council

1. Purpose

To provide the Greytown Community Board with a verbal update on the Greater Wellington Regional Council.

2. Recommendations

Officers recommend that the Community Board:

1. *Receive the verbal update from Greater Wellington Regional Council*

3. Executive Summary

Greytown Community Board have invited Adrienne Staples, from the Greater Wellington Regional Council to attend their Community Board meeting on 18 October 2023.

Adrienne Staples is Deputy Council Chair for the Greater Wellington Regional Council (GWRC) and Committee Chair for the Regional Transport Committee and Wairarapa Committee and will provide a verbal update on the questions below and a high-level overview of any aspects in the long-term plan which may affect South Wairarapa.

1. What assets does the GWRC own in Greytown and if so, is the GWRC amenable to handing these assets over to the SWDC?
2. It appears that within the Wairarapa (Masterton HQ) we have all the services required by ratepayers from the GWRC established. What extra services are we receiving from Wellington?
3. The Wellington Regional Leadership group a sub-committee of the GWRC. What are the benefits for Greytown in this relationship with this Committee?
4. How is the management structure of this leadership group financed and has a special rate been struck by the GWRC to fund this?
5. What is the relationship between the GWRC and the SWDC water race committee in the Greytown and Featherston wards?
6. Does the GWRC monitor water quality in the water races?
7. Does the GWRC monitor ground water close to and surrounding wastewater treatment ponds in the Wairarapa?
8. What are going to do about contractors having access to gravel out of the rivers in the Wairarapa district?

9. Are there any houses/new subdivisions in the pathway of the flood water of the Waiohine?
10. Who has been selected for the Waiohine Advisory Committee and where will the committee be published?
11. What strategies are you putting in place for the Waiohine river, i.e. another stock bank, flood warning indicators and how are you informing Greytown?
12. Feb 2023 GNS science with greater wellington council scanned the Wairarapa aquifers and online it states July 2025 will be the earliest the 3d images will be ready. How will this data be shared with Swdc councillors and rate payers please?
13. The natural resources plan for the wellington region came out in July 2023 (708 page doc) where does it mention 3d scan of the aquifer please? Are these copies readily available at local libraries?
14. As our Wairarapa representative how will you connect and develop a relationship with SWDC councillors and SWDC community boards. i.e. seasonal newsletter attend yearly meetings?
- 15.why are contractors now required to have a quarry managers ticket to get gravel out of the rivers?

Contact Officer: Nicki Ansell, Lead Advisor – community Governance.

Reviewed By: Amanda Bradley, Group Manager, Policy and Governance

Representation Review Report

1. Purpose

To provide the Greytown Community Board with a brief update on the representation review. This paper also provides the timetable for decision-making regarding changes to the electoral system and Māori representation ahead of the 2025 local elections.

2. Recommendations

Officers recommend that the committee:

1. *Receive the Representation Review Report.*

3. Executive Summary

This report provides the October 2023 update on the next triennial local government elections will be held in October 2025. Under the Government Electoral Legislation Bill a representation review must be completed every six years, or with the establishment of a Māori ward for the first time. The last representation review for South Wairarapa District Council was in 2018.

From 20 December 2023 through until 31 July 2024 elected members will be presented with four options for representation in the 2025 election. A determination will be required by councillors for their preferred option. Following public consultation using the Special Consultative Procedure (SPC), Council will review their preferred option for representation review. This is required to be completed by 31 July 2024. The recommendation will then go to the Local Government Commission (LGC), for a final decision.

This executive summary will also be provided to:

- Council
- Featherston Community Board
- Greytown Community Board
- Martinborough Community Board

4. Background

The principles of a representation review are to ensure “fair and effective representation for individuals and communities” in local government.¹

The Representation Review will consider the following:

- Whether to include a Māori Ward for the 2025 elections
- Which electoral voting system to use, FPP or STV
- Total number of councillors
- Whether to have wards, “at-large” or mixture
- Number of councillors per ward, “at-large” or mixture
- Whether to have community boards (and if subdivided)
- Number of elected and appointed members per community board (if applicable)
- Boundaries and names of wards, community boards (subdivisions if applicable)

Council undertook a representation review in 2018, prior to the 2019 election. There were no changes to representation arrangements as a result of the 2018 review.

Māori representation was considered during the representation review in both 2012 and 2018. On 4 April 2012, Council resolved that there be no separate electoral representation for Māori. On 24 October 2018, Council resolved to maintain the status quo.

5. Prioritisation

There are two key resolutions that Council will need to consider at part of the representation review prior to the 2025 elections:

1. Whether or not to establishment a Māori Ward for South Wairarapa in the 2025 local elections, **optional resolution 23 November 2023.**

2. Whether or not to change the electoral systems for the 2025 elections from First Past the Post to Single Transferable vote, or council resolution on a poll for 2025. **Optional resolution 12 September 2023.**

On 2 August 2023, the Council resolved not to use its optional vote to change the voting system. Therefore the status quo remains and First Past the Post (FPP) will apply for the 2025 election.

¹ 1 LEA Section 4(1) (principles) makes it clear that fairness and effectiveness are equally important. [Representation Review Guidelines 2021 \(lgc.govt.nz\)](https://www.lgc.govt.nz/Representation-Review-Guidelines-2021)

5.1 Te Tiriti O Waitangi Obligations

Officers have undertaken early engagement with the Māori Standing Committee to outline changes to the Local Electoral Amendment Act 2021 (noted below), and the possibility of one Māori ward (based on the 2022 estimated census data) should a Māori ward be established.

Consultation with local iwi continues, with recommendations required from the Māori Standing Committee before a resolution is made on the Māori ward.

5.2 Timeframe

Date	Provision	Who	Section of LEA 2001
12 September 2023	Council resolution on electoral system (optional)	Local Authorities	27
19 September 2023	Public notice of electoral system (mandatory – subject to previous poll mandate)	Public notification	28
7 November 2023	MSC Representation View for Māori ward adopted at the MSC meeting.	Local Authorities	
22 November 2023	Council resolution on Māori Representation (optional)	Local Authorities	
11 December 2023	Last date to receive poll demand on electoral system, or council resolution on poll for 2025	Local Authorities	29-31
February & March 2024	Representation Review Workshop to explain process, provide findings and various scenarios.	Local Authorities	
20 December 2023 – 31 July 2024	Timeframe for council to resolve an initial rep review proposal. if initial proposal not compliant (+/-10%) must forward to LGC	Local Authorities	19H-19K
May & June 2024	Additional Representation Review Workshops (if required) to further develop scenarios and preferences.		
No later than 8 August 2024	public notice of initial proposal. required within 14 days of initial proposed resolution.	Public notification	19M,52
No later than 19 October 2024	close of public submissions on initial proposal (not less than one month after public notice)	Public notification	19N

<i>Suggested end of August</i>	If no submissions received, by close of submission then initial proposal becomes basis of election and public notified. LGC notified of final rep review proposal.		19Q
3 December 2024	last date for close of public appeals on rep review proposal (one month after public notice)	Public notification	19P
20 December 2024	last date for rep review appeals and documents sent to LGC	Public & Local Authorities	19Q
10 April 2025	Last date for LGC determinations on representation reviews	LGC	19R-19S

6. Discussion

The Council meeting Wednesday 2 August 2023, included a paper on FPP vs STV, and if Council would like to use its optional vote to change the electoral voting process for the 2025 election. The Council discussed complexities of STV, increase of cost to voters and if there was a desire for change in the wider community. The falling voter turn-out was commented on, as was the need to educate the community on what STV was and how it works. The Council was divided in its opinion on STV vs FPP.

Cost was the main factor that came into play, with STV requiring a 25% increase in budget to be run through KPMG.

The council have decided ***not*** to use their optional vote, instead deciding to stick with the status quo for now. **Therefore, confirming that FPP will be used in the 2025 election.**

Notification of a poll is required to be made by South Wairarapa District Council by 19 September 2023. Members of the public are advised that if they do not support the use of “First Past the Post” as the electoral system they have the right to demand (under section 29 of the Local Electoral Act 2001) a poll on the electoral system to be used at the next two triennial general elections for the South Wairarapa District Council.

A valid demand for a poll must be:

- Made in writing.
- Signed by at least 5 percent of the number of electors eligible to vote at the previous triennial general election of South Wairarapa District Council (This will require 452 elector signatures)
- Delivered to the office of the South Wairarapa District Council, Kitchener Street Martinborough, by 11 December 2023 if the demand is to be effective for the 2025 general elections.

Every elector who signs a demand must also state against his or her signature, their full name and the address for which they are qualified as an elector of the South Wairarapa District.

The next key points for consideration as part of the Representation Review is:

- Whether or not to establishment a Māori Ward for South Wairarapa in the 2025 local elections, **optional Council resolution by 23 November 2023.**

7. Options

7.1 First Past the Post or Single Transferable Vote

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

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

A change of electoral system can be achieved by:

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

South Wairarapa District Council has conducted all previous elections under the First Past the Post electoral system. A poll of electors was last held in 2003; the preferred option was FPP, with 1,994 votes. STV received 1,207 votes.

In 2022, 15 local authorities used STV to elect members: Dunedin, Far North, Gisborne, Greater Wellington, Hamilton, Kaipara, Kāpiti, Marlborough, Nelson, New Plymouth, Palmerston North, Porirua, Ruapehu, Tauranga and Wellington.

Under STV, electors vote by ranking their preferred candidates. Electors rank as many candidates as they choose in order of preference. Candidates have a threshold (or

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

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

The threshold (or quota) is calculated by a formula set out in the Local Electoral Regulations (Schedule 1A, clause 5). The quota formula helps to ensure that candidates

who are elected have a minimum level of support from voters, while also allowing for the transfer of vote to other candidates to ensure that seats are filled in a proportional manner. Votes are redistributed using a complex pro-rata type formula to other candidates to fairly distribute them. The reallocation of excess votes is complex and takes time. It is done on a proportional basis of the candidates' total votes.

Advantages and Disadvantages of Electoral Systems

FPP

- Easy, reliable and trusted, but
- May not result in proportional voting or representation (promotes strategic voting)

STV

- Encourages proportional voting and representation, but
- Complex voting and counting system (via KPMG)

The Review for Local Government released 20 June 2023 includes the recommendation for adoption of STV nationwide for local elections.²

7.2 Māori Ward

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

- Removed the ability of for electors to bring a petition requiring a poll on the introduction of Māori wards. Therefore, the only way Māori wards or constituencies will not be established in those areas is if the council itself resolves to undo its decisions.
- Remove the ability of local authorities to resolve to hold binding polls on whether to establish Māori wards or constituencies.
- Provided that past polls, or council resolutions to hold binding polls, on whether to establish Māori wards or constitutions cease to have any effect.
- Local authorities need to be fully aware of the relevant provisions and possible implications of establishing Māori wards/constituencies for any representation review.

According to LGC statistics in the 2022 estimated census data, South Wairarapa District could have one member elected, should a Māori ward be established. This can only be achieved by Council resolution.

South Wairarapa District 2022 estimated census data:³

² [He piki tūranga, he piki kōtuku – The future for local government pg 87](#)

³ [MEP-and-GEP-statistics-2022-estimates.xls \(live.com\)](#)

Māori Electoral population	930
General Electoral population	10,800
Total population	11,730
Total members	9
Māori Ward Members	0.71
Māori Ward members Rounded	1

8. Options

Representation options will be offered in 2024.

9. Strategic Drivers and Legislative Requirements

9.1 Significant risk register

Māori ward representation requires thorough engagement and consultation with the Māori Standing Committee and local iwi, hapū and marae. To consider making a decision without full consultation and feedback would be a significant risk to fair and effective representation in the review.

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

9.2 Policy implications

Councils Significant and Engagement Policy will guide engagement and consultation on this work. Details here - [Section A \(swdc.govt.nz\)](https://www.swdc.govt.nz/section-a)

10. Consultation

10.1 Communications and engagement

The persons who are affected by or interested in this matter are local iwi, hapū, Māori, community boards, councillors, and electoral voters.

10.2 Partnerships

Have you completed a communications plan for the work described?

Yes No

If no, is a communications plan required?

Yes No

This will be completed as part of the engagement plan.

11. Financial Considerations

Initial costs include for the electoral system public notices, which are covered by operational budgets.

Estimated costs to hold a poll for electoral system preference are around \$45,000 to \$50,000 + GST based on the number of electors on the roll (estimated data is 9,026 from the 2022 election).

No budget for an electoral system poll has been allocated in the 2023/24 Annual Plan for changes to the electoral or representation arrangements. The resources required would be absorbed through business as usual.

Contact Officer: Nicki Ansell, Lead Advisor – community Governance.

Reviewed By: Amanda Bradley, Group Manager, Policy and Governance

Code of Conduct - Te Tikanga Whanonga - for Members

1. Purpose

To adopt the Code of Conduct Te Tikanga Whanonga for the 2022-2025 triennium.

2. Recommendations

Officers recommend that the Community Boards:

1. Receive the *Code of Conduct - Te Tikanga Whanonga for Members Report*.
2. Adopt the Code of Conduct - Te Tikanga Whanonga for the 2022-2025 Triennium.
3. Adopt the policy as attached in Appendix 1 for dealing with alleged breaches of the code.

3. Executive Summary

The Council (Council/kaunihera) first adopted a Code of Conduct (Code) on 27 February 2002 and a revised version was adopted on 2 August 2023 which is available here: <https://swdc.govt.nz/wp-content/uploads/PI-GLS-003-Elected-Member-Code-of-Conduct-Aug23-2.pdf>

Local Government New Zealand (NZ) has undertaken a review for the 2022-2025 triennium and Community Boards is asked to consider a new code based on the updated template.

The code remains in force unless it is amended or replaced, however for the purposes of a personal awareness of the Code and accountability to the public, elected members are asked to adopt the Code specifically for the new triennium.

A copy of the Code is attached as Appendix 1 and the SWDC's list of Initial Assessors, Investigators, Mediators is attached as Appendix 2.

4. Code of Conduct

Adopting a Code is a requirement of the local authority under Clause 15, Schedule 7 of the Local Government Act 2002 (LGA), and therefore, Codes of conduct are common features in local government. They complement specific statutes, such as the Local Government and Meetings Act 1987 (LGOIMA), designed to ensure openness and transparency. Codes of conduct are an important part of building community confidence in our system and processes, and contribute to:

- good governance of the district,
- effective decision-making and community engagement,
- the credibility and accountability of the local authority to its communities, and
- a culture of mutual trust and respect between members of the local authority and with management.

Codes of conduct should promote effective working relationships within a local authority and between the authority and its community. It should promote free and frank debate which should in turn result in good decision making.

Codes of conduct are not a means of preventing members from expressing their personal views provided they are clearly signalled as personal views. Rather the code is designed to promote robust debate and the expression of all views by providing a framework to ensure that debate is conducted in a civil and respectful way.

A code of conduct sets boundaries on standards of behaviour and provides a means of resolving situations when elected members breach those standards.

4.1 Key changes to the Code of Conduct

A significant change from the previous Code of Conduct adopted in December 21 is the focus on managing specific types of behaviours, such as bullying or harassment, regardless of the place or platform on which the member is engaging, such as social media, in meetings, or interactions between members. The following have been added to the proposed Code, in accordance with the 2022 LGNZ template:

- An explicit description of unacceptable behaviours.
- An acknowledgement of Te Tiriti o Waitangi as the foundational document for Aotearoa New Zealand and a description of Te Tiriti principles and how they apply to Council/kaunihera.
- An acknowledgement of the principles of good governance (the Nolan principles), drawn from the [UK Government's Committee on Standards in Public Life](#) and the findings of the 1994 Nolan Inquiry.
- An amended approach to investigating and assessing alleged breaches designed to ensure the process is independent and focused on serious rather than minor or trivial complaints.

5. Policy for dealing with alleged breaches of the Code

In its 2006 report on codes of conduct, the Office of the Auditor General (OAG) noted that many Council/kaunihera lacked a process for distinguishing between trivial and serious breaches of the code and consequently spent considerable time and resource hearing complaints on inconsequential matters. Many other issues have also arisen, such as:

- failure to adequately guard against the risk of members with an interest in a complaint taking part in the decision on whether or not to uphold a complaint,
- examples of members of the public making complaints about the behaviour of individual members for reasons that appear to be more concerned with settling ‘political’ differences, and
- lack of preparedness. Many Council/kaunihera discover, when faced with a code of conduct complaint, that they have failed to establish in advance the processes for handling the complaint, thus exacerbating the original issue.

Processes need to be put in place for investigating and resolving breaches of the code and the principles of natural justice must apply to the investigation, assessment and resolution of complaints made under the code.

5.1 Public Interest

In their report on codes of conduct, the Local Government Commission noted a lack of consistency in the way in which information about complaints and sanctions is communicated to the public. It stated that *“codes should provide for the proactive release of investigation outcomes in a timely manner and consistent fashion, in line with LGOIMA”* (LGC p.16).¹

Reflecting the Commission’s sentiments, the proposed Code of Conduct for dealing with alleged breaches does not require minor breaches, or those that can be resolved through mediation, to be reported to the Council/kaunihera. Maintaining confidentiality should reduce the incentive to use a code of conduct for political purposes.

Where a complaint has been referred to an independent investigator the draft policy recommends that the investigator’s full report should be tabled at a Council/kaunihera meeting and that should be public unless grounds to exclude the public exist. This reflects the likelihood that complaints that have been found to be material, and which have not been able to be resolved through mediation, or less, will of necessity be of

¹ Local Government Commission, Codes of Conduct: Report to the Minister of Local Government, September 2021 at <https://www.lgc.govt.nz/other-commission-worlk/current-proposals/view/report-to-the-minister-of-local-government-september-2021/?step=main>

high public interest. Refer to Appendix 2 for a list of the Council/kaunihera's possible initial assessors, investigators and mediators.

Applying a penalty or sanction under the Code of Conduct should ideally be the last, rather than the first response. Most situations should be able to be resolved without the need for sanctions – frequently an apology is all it will take to resolve an issue.

5.2 Matters to consider when adopting a policy for dealing with alleged breaches

Having adopted the Code of Conduct members should consider adopting a policy for dealing with alleged breaches of the code. A policy to investigate and assess alleged breaches needs to be tailored to the circumstances of each Council/kaunihera, given the diversity in capacity, resources, and cultural context.

The policy sets out procedures for investigating and assessing alleged breaches of the Code of Conduct.

5.2.1. A two step assessment process

The process that should be followed once a complaint is received has been developed as a two-step process designed to quickly address those complaints that have a low level of materiality, and with a minimum expense to the Council/kaunihera. (Refer to Proposed Code of Conduct - p.13, for guidance on selecting the initial assessor and independent investigator, and p. 18 for the process for determining and investigating complaints).

A **two-step process**, in which the chief executive refers all complaints to an initial assessor who determines whether the complaint is valid and, if so, can refer the complaint to a chairperson or recommend that the parties undertake mediation. Where the nature of a breach is significant and where mediation is not an option (or not agreed to) then the initial assessor will refer the complaint to an independent investigator, who may also re-assess the complaint.

5.2.2. Non-binding recommendations from an investigator

A key principle is that the process for investigating an alleged breach must be politically independent and be seen to be so. The proposal for investigating and making recommendations is designed to achieve that independence, however, the perception of independence and objectivity may be lost if it is elected members who decide the nature of the action to be taken when a complaint is upheld, particularly in Council/kaunihera with small numbers of elected members.

One solution is for a local authority to create an independent committee to consider an independent investigator's recommendations and either endorse or amend them. The local authority would agree to be bound by that external committee's recommendations.

6. Conclusion

The Council/kaunihera is asked to consider adopting the updated code and new policy for dealing with alleged breaches of the code.

Once adopted, the code continues in force until amended by the Council/kaunihera. It can be amended at any time but cannot be revoked unless the Council/kaunihera replaces it with another code. Amendments require a resolution supported by 75 per cent of the Council/kaunihera members present at the Council/kaunihera meeting at which the amendment is considered.

7. Appendices

Appendix 1 – Proposed Code of Conduct - Te Tikanga Whanonga

Appendix 2 – SWDC List of Initial Assessors, Investigators, Mediators

Contact Officer: Amanda Bradley, General Manager Policy and Governance

Reviewed By: Paul Gardner, Interim Chief Executive Officer

Appendix 1 – Code of Conduct Te Tikanga Whanonga



**SOUTH WAIRARAPA
DISTRICT COUNCIL**
Kia Reretahi Tātau

CODE OF CONDUCT

TE TIKANGA WHANONGA

Policy Number	PI-GLS-003
Council Date of Approval	2 August 2023
Martinborough Community Board Date of Approval	(TBC)
Featherston Community Board Date of Approval	(TBC)
Greytown Community Board Date of Approval	(TBC)
Next Review	August 2025
Code of Conduct History:	First adopted 27 February 2002 Last reviewed 15 December 2021

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Introduction Kupu whakataki

The Code of Conduct (the Code) sets out the standards of behaviour expected from elected and appointed members in the exercise of their duties. Its purpose is to:

- » Enhance the effectiveness of the local authority and the provision of good local government of the community and the district;
- » Promote effective decision-making and community engagement;
- » Enhance the credibility and accountability of the local authority to its communities; and
- » Develop a culture of mutual trust, respect and tolerance between the members of the local authority and between the members and management.

Part One: Code of Conduct Wāhanga Tuatahi: Anga Tikanga Whanonga

The South Wairarapa District Council/Kia Reretahi Tātau Code of Conduct has been adopted in accordance with the requirements of the Clause 15, Schedule 7 of the LGA 2002, which requires every local authority to adopt a code of conduct for members of the local authority.

Members' commitment Ngā herenga a ngā mema

These commitments apply when conducting the business of the local authority as its representative or the representative of an electorate, and communicating with other members, the media, the public, or staff. By adopting the Code of Conduct members agree that they will:

1. treat all people fairly,
2. treat all other members, staff, and members of the public, with respect,
3. share with the local authority any information received that is pertinent to the ability of the local authority to properly perform its statutory duties,
4. operate in a manner that recognises and respects the significance of the principles of Te Tiriti o Waitangi,
5. make it clear, when speaking publicly, that statements reflect their personal view, unless otherwise authorised to speak on behalf of the local authority,
6. take all reasonable steps to equitably undertake the duties, responsibilities, and workload expected of a member,
7. not bully, harass, or discriminate unlawfully against any person,
8. not bring the local authority into disrepute,
9. not use their position to improperly advantage themselves or anyone else or disadvantage another person,
10. not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority,
11. not disclose information acquired, or given, in confidence, which they believe is of a confidential nature.

Please note: a failure to act in accordance with these commitments may result in a complaint being taken against you.

The Code of Conduct sets standards for the behaviour of members towards other members, staff, the public, and the media. It is also concerned with the disclosure of information that members receive in their capacity as members. Members of a local authority must comply with the Code of Conduct of that local authority. More detail explaining the Code of Conduct is set out in Appendix 1.

A copy of clause 15 of Schedule 7 of the LGA, which sets out the requirements for a code of conduct, is contained in Appendix 2.

Appendix 1: The Code of Conduct explained He whakamārama mō te Tikanga Whanonga

1. Definitions

For the purposes of this Code “member” means an elected or appointed member of:

- » the governing body of the local authority,
- » any committee or sub-committee of the local authority,
- » any community board of the local authority.

Local authority means the council/kaunihera or community board which has adopted this Code.

2. Te Tiriti o Waitangi

The South Wairarapa District Council / Kia Reretahi Tātau commits to operating in a manner that recognises and respects the significance of the principles of Te Tiriti o Waitangi and acknowledges the following principles:

- » **Tino Rangatiratanga:** The principle of self-determination provides for Māori self-determination and mana motuhake. This requires local authorities to be open to working with mana whenua partners in the design and delivery of their work programmes,
- » **Partnership:** The principle of partnership implies that local authorities will seek to establish a strong and enduring relationship with iwi and Māori, within the context of iwi and Māori expectations. Council/kaunihera should identify opportunities, and develop and maintain ways, for Māori to contribute to council/kaunihera decisions, and consider ways council/kaunihera can help build Māori capacity to contribute to council decision-making,
- » **Equity:** The principle of equity requires local authorities to commit to achieving the equitable delivery of local public services,
- » **Active protection:** The principle of active protection requires local authorities to be well informed on the wellbeing of iwi, hapū and whanau within their respective rohe,
- » **Options:** The principle of options requires local authorities to ensure that its services are provided in a culturally appropriate way that recognises and supports the expression of te ao Māori.

3. Principles of good governance

Members recognise the importance of the following principles of good governance.

- » **Public interest:** members should act solely in the public interest.
- » **Integrity:** members should not act or take decisions to gain financial or other benefits for themselves, their family, or their friends, or place themselves under any obligation to people or organisations that might inappropriately influence them in their work.
- » **Tāria te wā and kaitiakitanga/stewardship:** members should use long-term perspective when making decisions. Decisions, which impact on past, current and future generations, also affect collective well-being.
- » **Objectivity:** members should act and take decisions impartially, fairly, and on merit, using the best evidence and without discrimination or bias.
- » **Accountability:** members will be accountable to the public for their decisions and actions and will submit themselves to the scrutiny necessary to ensure this.
- » **Openness:** members should act and take decisions in an open and transparent manner and not withhold information from the public unless there are clear and lawful reasons for so doing.
- » **Honesty:** members should be truthful and not misleading.
- » **Leadership:** members should not only exhibit these principles in their own behaviour but also be willing to challenge poor behaviour in others, wherever it occurs.

4. Behaviours

To promote good governance and build trust between the local authority, its members, and citizens, members **agree** to the following standards of conduct when they are:

- » conducting the business of the local authority,
- » acting as a representative of the local authority,
- » acting as a representative of their electorate,
- » communicating with other members, the media, the public and staff, and
- » using social media and other communication channels.¹

Where a member's conduct falls short of these standards, members accept that they may be subject to a complaint made under the council's "Policy for alleged breaches of the Code of Conduct".

¹ Please refer to the Guidelines for the responsible use of social media in the LGNZ Good Governance Guide

Respect

Members will treat all other members, staff, and members of the public, with respect.

Respect means politeness and courtesy in behaviour, speech, and writing. Debate and differences are all part of a healthy democracy. As a member of a local authority you can challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You must not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Offensive behaviour lowers the public's expectations of, and confidence in, your local authority. In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening, you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police.

Bullying, harassment, and discrimination

Members will treat all people fairly and will not:

- » bully any person,
- » harass any person, or
- » discriminate unlawfully against any person.

For the purpose of the Code of Conduct, bullying is repeated and unreasonable (offensive, intimidating, malicious, or insulting) behaviour. It represents an abuse of power through means that undermine, humiliate, denigrate, or injure another person. It may be:

- » a regular pattern of behaviour²,
- » physical, verbal, psychological or social,
- » occur face-to-face, on social media, in emails or phone calls, happen in the workplace, or at work social events, and
- » may not always be obvious or noticed by others.

Harassment means conduct that causes alarm or distress, or puts people in fear of violence, and must involve such conduct on at least two occasions. It can include repeated attempts to impose

² A single or occasional incident of insensitive or rude behaviour towards another person isn't considered bullying, but it could become more serious and shouldn't be ignored.

unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination occurs when a person is treated unfairly, or less favourably, than another person because of any of the following³:

age	skin, hair, or eye colour	race
disability	employment status	ethical belief
ethnic or national origin	family status	marital status
political opinion	religious belief	gender identity
sex	sexual orientation.	

If a complaint about the behaviour of an elected member is made by a Council staff member then the employment act comes into play. Any allegations of workplace bullying, harassment and discrimination must be investigated and the person affected must be supported by the employer.⁴

Sharing information

Members will share with the local authority any information received that is pertinent to the ability of the local authority to properly perform its statutory duties.

Occasionally members will receive information in their capacity as members of the governing body, which is pertinent to the ability of their council/kaunihera to properly perform its statutory duties. Where this occurs members will disclose any such information to other members and, where appropriate, the chief executive. Members who are offered information on the condition that it remains confidential will inform the person making the offer that they are under a duty to disclose such information, for example, to a governing body meeting in public exclusion.

Expressing personal views publicly

Members, except when authorised to speak on behalf of the local authority, will make it clear, when speaking to the media, on social media, or in hui and presentations, that statements reflect their personal view.

³ See Human Rights Commission <https://www.govt.nz/browse/law-crime-and-justice/human-rights-in-nz/human-rights-and-freedoms/>

⁴<https://www.employment.govt.nz/resolving-problems/types-of-problems/bullying-harassment-and-discrimination/bullying/>:

The media play an important role in the operation and efficacy of our local democracy and need accurate and timely information about the affairs of the local authority to fulfil that role. Members are free to express a personal view to the media and in other public channels at any time, provided the following rules are observed:

- » they do not purport to talk on behalf of the local authority, if permission to speak on behalf of the authority has not been given to them
- » their comments must not be inconsistent with the Code, for example, they should not disclose confidential information or criticise individual members of staff, and
- » their comments must not purposefully misrepresent the views of the local authority or other members.
- » Members will abide by the social media protocols described in Attachment A, LGNZ's Good Governance Guide, available at <https://www.lgnz.co.nz/assets/Induction/The-Good-Governance-Guide.pdf>

Provide equitable contribution

Members will take all reasonable steps to equitably undertake the duties, responsibilities, and workload expected of them.

Being a member is a position of considerable trust, given to you by your community to act on their behalf. To fulfil the expectations of your constituents and contribute to the good governance of your area it is important that you make all reasonable efforts to attend meetings and workshops, prepare for meetings, attend civic events, and participate in relevant training seminars.

The local government workload can be substantial, and it is important that every member contributes appropriately. This requires members to often work as a team and avoid situations where the majority of the work falls on the shoulders of a small number of members.

Disrepute

Members will not bring the local authority into disrepute.

Members are trusted to make decisions on behalf of their communities and as such their actions and behaviours are subject to greater scrutiny than other citizens. Members' actions also reflect on the local authority as well as themselves and can serve to either boost or erode public confidence in both.

Behaviours that might bring a local authority into disrepute, and diminish its ability to fulfil its statutory role, include behaviours that are dishonest and/or deceitful. Adhering to this Code does not in any way limit a member's ability to hold the local authority and fellow members to account or constructively challenge and express concerns about decisions and processes undertaken by their local authority.

Use of position for personal advantage

Members will not use, or attempt to use, their position to improperly advantage themselves or anyone else, or disadvantage another person.

Being a member of a local authority comes with certain opportunities and privileges, including the power to make choices that can impact on others. Members must not take advantage of such opportunities to further their own or others' private interests or to disadvantage anyone unfairly. A member found to have personally benefited by information gained as an elected member may be subject to the provisions of the Secret Commissions Act 2010.

Impartiality

Members will not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.

Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They must not be coerced or persuaded to act in a way that would undermine their neutrality. Members can question officers to gain understanding of their thinking and decision-making, however, they must not seek to influence officials to change their advice or alter the content of a report, other than in a meeting or workshop, if doing so would prejudice their professional integrity. Members should:

- » make themselves aware of the obligations that the local authority and chief executive have as employers and always observe these requirements, such as the obligation to be a good employer, and
- » observe any protocols put in place by the chief executive concerning contact between members and employees, and **not publicly criticise individual staff**.

If you have concerns about the behaviour of an official, whether permanent or contracted, you should raise your concerns with the local authority's chief executive, or, if the concerns are to do with the chief executive, raise them with the mayor, the council chairperson, or chief executive performance committee.

Maintaining confidentiality

Members will not disclose information acquired, or given, in confidence, which they believe is of a confidential nature, unless:

1. they have the consent of a person authorised to give it,
2. they are required by law to do so,
3. the disclosure is to a third party to obtain professional legal advice, and that the third party agrees not to disclose the information to any other person.

Appendix 2: Requirement for a code of conduct

Te herenga kia whai tikanga whanonga

Clause 15, Schedule 7 of the Local Government Act 2002 requires every local authority to adopt a code of conduct for members of the local authority. It states:

15 Code of conduct

A local authority must adopt a code of conduct for members of the local authority as soon as practicable after the commencement of this Act.

The code of conduct must set out –

1. understandings and expectations adopted by the local authority about the manner in which members may conduct themselves while acting in their capacity as members, including:
 - a. behaviour towards one another, staff, and the public; and
 - b. disclosure of information, including (but not limited to) the provision of any document, to elected members that –
 - i. is received by, or is in possession of, an elected member in his or her capacity as an elected member; and
 - ii. relates to the ability of the local authority to give effect to any provision of this Act; and
 - c. a general explanation of –
 - i. the Local Government Official Information and Meetings Act 1987; and
 - ii. any other enactment or rule of law applicable to members.
2. A local authority may amend or replace its code of conduct but may not revoke it without replacement.
3. A member of a local authority must comply with the code of conduct of that local authority.
4. A local authority must, when adopting a code of conduct, consider whether it must require a member or newly elected member to declare whether or not the member or newly elected member is an undischarged bankrupt.
5. After the adoption of the first code of conduct, an amendment of the code of conduct or the adoption of a new code of conduct requires, in every case, a vote in support of the amendment of not less than 75% of the members present.
6. To avoid doubt, a breach of the code of conduct does not constitute an offence under this Act.

The South Wairarapa District Council policy for investigating and ruling on alleged breaches of the Code of Conduct

Te kaupapahere o te Council/kaunihera o Kia Reretahi Tātau hei tiroiro me te whakatau i ngā whakapae kua takahia te Tikanga Whanonga

Principles

The following principles will guide the investigation into, and assessment of, complaints made against a member for breaching the Code of Conduct:

- » The complaints process will be independent, impartial, and respect members' privacy.
- » Members will be given due notice that an investigation is underway and will be provided with an opportunity to be heard.
- » Members will have a right to seek independent advice, be represented, and, if they choose, be accompanied by a support person throughout the process.
- » Complaints will be resolved at the lowest level of resolution as possible, with priority given to finding a mediated settlement.
- » Complainants, and members subject to a complaint, will have access to advice and support for the time it takes to find a resolution⁵.

Who can make a complaint?

The Code of Conduct is designed to be a self-regulatory instrument and complaints regarding a breach of the Code can only be made by members themselves, or the chief executive, who can make a complaint on behalf of their staff. On receipt of a complaint, the chief executive must forward the complaint to an independent person, either an independent investigator or an initial assessor, for an assessment.

If the complaint includes a criminal matter, this would take precedence over Code of Conduct. We would seek legal advice as how to proceed in this situation.

⁵ For example, by enabling both parties to access a council's Employee Assistance Programme (EAP) or elected members' equivalent.

Role of the initial assessor⁶

On receipt of a complaint an initial assessor will undertake an assessment to determine the relative merit and seriousness of the complaint, and the nature of the subsequent process that will be followed. The complaint may be dismissed if the initial assessor finds them to be trivial, vexatious, frivolous, or politically motivated.

If a complaint is not dismissed, the initial assessor (or independent investigator in a one-step process) may initiate one of the following:

1 Refer to Chair or Mayor

In the case of a breach that is not serious or amendable to mediation, the initial assessor may refer the person responsible for the alleged breach to the chair or mayor for their advice and guidance. These will not be reported to the local authority. A meeting or meetings with the chair will be regarded as sufficient to resolve the complaint. Where a member is referred to the chair, the initial assessor may also recommend, for the chair's consideration:

- » That the member attends a relevant training course, supported by appropriate mentoring.
- » That the member work with a mentor for a period.
- » That the member tenders an apology.

2 Mediation

If the complaint concerns a dispute between two members, or between a member and another party, the initial assessor may recommend mediation. If mediation is agreed by both parties, then its completion will represent the end of the complaints process. The outcomes of any mediation will be confidential and, other than reporting that a complaint has been resolved through mediation, there will be no additional report to the local authority unless the complaint is referred to an independent investigator, usually due to a failure of the mediation.

3 Refer to an independent investigator

Where the initial assessor finds that the complaint is serious or no resolution can be reached and/or mediation is refused, the initial assessor will refer the complaint to an independent investigator. The independent investigator will be selected from the local authority's independent investigators' panel assembled by the chief executive, or an independent investigator service that is contracted to the

⁶ See Attachment 2.2 for advice on the appointment of an Initial Assessor.

council/kaunihera. Complaints that involve a chairperson or chief executive will be referred directly to the independent investigator.

Complaints that are dismissed, referred to a chairperson, or resolved by mediation, will not be reported to the local authority.

Role of the independent investigator⁷

The independent investigator will:

- » determine whether a breach has occurred,
- » if so, determine the seriousness of the breach, and
- » determine actions that a local authority should take in response to the breach.

Any recommended actions made in response to a complaint that has been upheld are binding on the local authority. This is to ensure the process for investigation is free of any suggestion of bias and reduces the cost of the complaints process, by reducing the time spent on it, by members and officials.

Determining the significance of an alleged breach

The independent investigator may take whatever actions they need to determine the significance of a complaint, within the budgetary constraints set down, including re-assessing the complaint.

The independent investigator will undertake an investigation appropriate to the scale of the breach, which may include interviews with other affected parties, and prepare a report for the chief executive which will set out the rationale for their findings and may include recommendations for resolving the breach and appropriate penalties.

When considering the issue of significance, the independent investigator will need to consider a range of factors before deciding, such as:

- » Was the breach intentional or unintentional?
- » Did it occur once or is there a pattern of recurring behaviour?
- » Does the breach have legal or financial ramifications for the council/kaunihera?
- » What is the impact of the breach on other elected members, on kaimahi (staff/officials) and on the community in general?

⁷ See Attachment 2.2 for advice on the appointment of an Independent Investigator.

Costs and support

Council/kaunihera must ensure that members who make a complaint are not left to meet any costs created by doing so. Members, those who make complaints, and those who are subject to a complaint, should be given appropriate and reasonable support.

The costs of assessment and investigatory services will be met by the relevant council/kaunihera.

Part 2: Attachments Ngā tāpiritanga

2.1 Process for determining and investigating complaints

Te tukanga whakatau me te tiroiro i ngā amuamu

Step 1: Chief executive receives complaint

All complaints made under this Code of Conduct must be made in writing and forwarded to the chief executive who will refer the complaint to the initial assessor. The chief executive will also:

- » inform the complainant that the complaint has been referred to the independent person (named) and refer them to the process for dealing with complaints as set out in the Code of Conduct; and
- » inform the respondent that a complaint has been made against them and the name of the independent person (named) overseeing the process and refer them to the policy for dealing with complaints as set out in the Code of Conduct.

Step 2: Initial assessor makes an assessment and arranges mediation

1. The initial assessor will undertake an assessment of the merits of the complaint. If they consider it is not valid, the complaint will be dismissed. The complainant will have no recourse or appeal. Grounds for concluding that a complaint has no merit include that it is trivial, vexatious, frivolous, or politically motivated.
2. If deemed to have merit, the initial assessor will contact the parties to seek their agreement to independently facilitated mediation. If the parties agree and the issue is resolved by mediation the matter will be closed and no further action is required.
3. If the parties do not agree to mediation, or mediation is unsuccessful in resolving the matter, the initial assessor will refer the complaint to an independent investigator selected from a panel established by the chief executive at the start of the triennium, or service contracted to the local authority. The initial assessor will also inform the complainant and the respondent that the complaint has been referred to the independent investigator and the name of the independent investigator.

Step 3: Independent investigator to inquire and conclude on the matter

If the complaint is found to be a breach of the Code of Conduct the independent investigator will inform the initial assessor, who will inform the complainant and respondent. The independent investigator will then assess the nature and effect of the breach and prepare a report for the council/kaunihera on the seriousness of the breach and recommend actions commensurate with that breach. In preparing that report the independent investigator may:

- » consult with the complainant, respondent, and any affected parties,
- » undertake a hearing with relevant parties, and/or
- » refer to any relevant documents or information.

At any stage in their inquiry the independent investigator may find that a breach has not occurred, or the matter should be referred to a relevant agency. If this is the case the independent investigator will inform the initial assessor who will inform the complainant and respondent that the complaint is dismissed or has been referred to a relevant named agency.

On receipt of the independent investigator's report the chief executive, or initial assessor, will prepare a report for the council/kaunihera, which will meet to consider the findings and implement any recommended actions. The report will include the full report prepared by the investigator.

Step 4: Process for considering the investigator's report

Process for the independent investigator's recommendations

Where the council's Policy for determining and investigating complaints give an independent investigator the power to make recommendations to the local authority, then:

- » the chief executive's report, containing the independent investigator's recommendations and report, will be presented to the governing body, or committee/sub-committee with delegated authority to consider code of conduct complaints,
- » The governing body, or community board, will ensure that members with an interest in the complaint are not present during the discussion on the independent investigator's recommendations.
- » The report will be received in public meeting unless grounds, such as s.48 LGOIMA, exist for the exclusion of the public.
- » The chief executive's report may also outline the plan for the report's public release, for the governing body's information and comment.
- » The governing body, community board, or committee/sub-committee with delegated authority, may accept the investigator's recommendations or, if they believe it is justified, amend the independent investigator's recommendations. As part of these considerations the complainant may be asked to appear before the governing body, board or committee and answer questions from members.
- » The penalty or sanction that might be applied will depend on the seriousness of the breach and may include actions set out in part 2.3: *Actions that may be applied when a breach has been confirmed*

2.2 Selecting the initial assessor and independent investigator Te kōwhiri i te tangata motuhake me te kaitiro tiro motuhake

Selecting an initial assessor

The chief executive is responsible for this. In selecting the initial assessor, the chief executive will consult with the local authority.

The initial assessor will be a person, or a position, that is independent of a local authority's political governance, while also being easily accessible, as their role is crucial if complaints are to be expedited quickly and without controversy. For example:

- » The Independent Chair of the Audit and Risk Committee.
- » A retired local authority chief executive.
- » A retired local authority politician.
- » A member of the public with relevant experience and competency.

Selecting an independent investigator

The chief executive is responsible for compiling a panel or list of independent investigators.

At the beginning of each triennium the chief executive, in consultation with the council/kaunihera, will compile a list of independent investigators. In selecting them, a chief executive may consider:

- » the council's legal advisers,
- » a licensed private investigator⁸,
- » a national service specialising in public sector integrity,
- » a national service providing assessment and investigation services, or
- » an individual with relevant skills and competencies.

Please note: Given the litigious nature of some code of conduct disputes independent investigators should have relevant liability insurance, provide on their own behalf or by the local authority. The chief executive also needs to ensure that investigations are undertaken within budgetary limits negotiated in advance.

⁸ Full list of approved New Zealand Institute of Private Investigators: <https://nzipi.org.nz/>

2.3 Actions that may be applied when a breach has been confirmed Ngā mahi ka whāia pea ina whakatauhia tētahi takahanga

Where a complaint that the Code of Conduct was breached has been upheld, any actions taken against the member found to be in breach should be consistent with the following principles.

- » Actions should be commensurate with the seriousness of the breach.
- » Actions should be applied in a manner that is culturally appropriate and safe for the members involved.
- » Actions should, to the degree practical, contribute to an inclusive culture in the local authority by focusing on constructive mediation, learning, and member improvement.

In determining a response to a breach of the Code of Conduct, one or more of the following could be selected:

1. That no action is required.
2. That the member meets with the mayor/chair for advice.
3. That the member attends a relevant training course.
4. That the member agrees to cease the behaviour.
5. That the member work with a mentor for a period.
6. That the member tenders an apology.
7. That the member participates in voluntary mediation (if the complaint involves a conflict between two members).
8. That the local authority sends a letter of censure to the member.
9. That the local authority passes a vote of no confidence in the member.
10. That the member loses certain council/kaunihera-funded privileges (such as attendance at conferences).
11. That the member loses specific responsibilities, such as committee chair, deputy committee chair or portfolio holder.
12. That the member be subject to restricted entry to council/kaunihera offices, such as no access to staff areas (where restrictions may not previously have existed).
13. That the member be subject to limitations on their dealings with council/kaunihera staff, other than the chief executive or identified senior manager.
14. That the member be suspended from committees or other bodies to which the member has been appointed.
15. That the member be invited to consider resigning from the council.

Please note: Actions 1-6 will typically not be reported to the local authority. Actions 7-15, which have a high degree of public interest, namely democratic representation, should be considered in an open meeting, unless there are grounds, such as those set out in LGOIMA, for not doing so.

Responses to statutory breaches

In cases where a breach of the Code of Conduct is found to involve regulatory or legislative requirements, the chief executive will refer the complaint to the relevant agency. For example:

- » Breaches relating to members' interests (where members may be liable for prosecution by the Auditor-General under LAMIA).
- » Breaches which result in the council suffering financial loss or damage (where the Auditor-General may make a report on the loss or damage under section 44 LGA 2002 which may result in the member having to make good the loss or damage).
- » Breaches relating to the commission of a criminal offence which will be referred to the Police (which may leave the elected member liable for criminal prosecution).

2.4 Legislation which sets standards for ethical behaviour

Ngā ture e whakatakoto ana i ngā paerewa mō ngā whanonga matatika

Clause 15 of Schedule 7 of the Local Government Act (the Act) 2002, requires that the Code of Conduct provides members with a general explanation of the Local Government Official Information and Meetings Act 1987, and any other enactment or rule of law that affects members.

The key statutes that promote ethical behaviour are the Local Government Act 2002 (LGA), Local Government Official Information Act 1987 (LGOIMA), the Local Authorities (Members' Interests) Act 1968 (LAMIA), the Protected Disclosures (Protection of Whistleblowers) Act 2022, the Serious Fraud Office Act 1990, the Local Government (Pecuniary Interests Register) Act 2022, the Health and Safety at Work Act 2015, and the Harmful Digital Communications Act 2015.

The Local Government Act 2002

The LGA 2002 is local government's empowering statute. It establishes our system of local government and sets out the rules by which it operates. Those rules include the principles underpinning council/kaunihera decision-making, governance principles, Te Tiriti obligations as set by the Crown, and the role of the chief executive which is:

1. implementing the decisions of the local authority,
2. providing advice to members of the local authority and to its community boards, if any and
3. ensuring that all responsibilities, duties, and powers delegated to him or her or to any person employed by the local authority, or imposed or conferred by an Act, regulation, or bylaw, are properly performed, or exercised,
4. ensuring the effective and efficient management of the activities of the local authority,

5. facilitating and fostering representative and substantial elector participation in elections and polls held under the Local Electoral Act 2001,
6. maintaining systems to enable effective planning and accurate reporting of the financial and service performance of the local authority,
7. providing leadership for the staff of the local authority,
8. employing, on behalf of the local authority, the staff of the local authority (in accordance with any remuneration and employment policy), and
9. negotiating the terms of employment of the staff of the local authority (in accordance with any remuneration and employment policy).

The Local Government Official Information and Meetings act 1987

The LGOIMA sets rules for ensuring the public are able to access official information unless there is a valid reason for withholding it. All information should be considered public and released accordingly unless there is a compelling case for confidentiality. Even where information has been classified as confidential, best practice is for it to be proactively released as soon as the grounds for confidentiality have passed.

There are both conclusive and other reasons for withholding information set out in sections 6 and 7 of LGOIMA, which include:

Conclusive reasons for withholding – if making the information available would likely:

- » prejudice the maintenance of the law, including the prevention, investigation and detection of offences, and the right to a fair trial; or
- » endanger the safety of any person.

Other reasons for withholding – withholding the information is necessary to:

- » protect the privacy of natural persons, including that of deceased natural persons;
- » protect information where it would disclose a trade secret or would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information;
- » in the case of an application for resource consents or certain orders under the Resource Management Act 1991, to avoid serious offence to tikanga Māori, or to avoid the disclosure of the location of waahi tapu;
- » protect information the subject of an obligation of confidence, where making that information available would prejudice the supply of similar information (and it is in the public interest for this to continue), or would be likely otherwise to damage the public interest;
- » avoid prejudice to measures protecting the health or safety of members of the public;

- » avoid prejudice to measures that prevent or mitigate material loss to members of the public;
- » maintain the effective conduct of public affairs through free and frank expression of opinions between or to members and local authority employees in the course of their duty or the protection of such people from improper pressure or harassment;
- » maintain legal professional privilege;
- » enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations); or
- » prevent the disclosure or use of official information for improper gain or improper advantage.

Regarding these 'other' reasons, a public interest balancing test applies. In these cases the council/kaunihera must consider whether the withholding of that information is outweighed by other considerations that render it desirable, in the public interest, to make that information available. Decisions about the release of information under LGOIMA need to be made by the appropriately authorised people within each council/kaunihera, and elected members must work within the rules adopted by each council/kaunihera.

The LGOIMA also sets the rules that govern public access to meetings and the grounds on which that access can be restricted, which occurs when meetings consider matters that are confidential.

The role of the Ombudsman

An Ombudsman is an Officer of Parliament appointed by the Governor-General on the recommendation of Parliament. An Ombudsman's primary role under the Ombudsmen Act 1975 is to independently investigate administrative acts and decisions of central and local government departments and organisations that affect someone in a personal capacity. Ombudsmen investigate complaints made under LGOIMA.

Anyone who has a complaint of that nature about a local authority may ask an Ombudsman to investigate that complaint. Investigations are conducted in private. The Ombudsman may obtain whatever information is considered necessary, whether from the complainant, the chief executive of the local body involved, or any other party. The Ombudsman's decision is provided in writing to both parties.

If a complaint is sustained, the Ombudsman may recommend the local authority takes whatever action the Ombudsman considers would be an appropriate remedy. Any such recommendation is, however, not binding. Recommendations made to the local authority under this Act will, in general, become binding unless the local authority resolves otherwise. However, any such resolution must be recorded in writing and be made within 20 working days of the date of the recommendation.

The Local Authorities (Members' Interests) Act 1968

Pecuniary interests

The LAMIA provides rules about members discussing or voting on matters in which they have a pecuniary interest and about contracts between members and the council. LAMIA has two main rules, referred to here as the contracting rule (in section 3 of the LAIMA) and the participation rule (in section 6 of the LAIMA).

- » The **contracting rule** prevents a member from having interests in contracts with the local authority that are worth more than \$25,000 in any financial year, unless the Auditor-General approves the contracts. Breach of the rule results in automatic disqualification from office.
- » The **participation rule** prevents a member from voting or taking part in the discussion of any matter in which they have a financial interest, other than an interest in common with the public. The Auditor-General can approve participation in limited circumstances. Breach of the rule is a criminal offence, and conviction results in automatic disqualification from office.

Both rules have a complex series of subsidiary rules about their scope and exceptions.

The LAMIA does not define when a person is “concerned or interested” in a contract (for the purposes of section 3) or when they are interested “directly or indirectly” in a decision (for the purposes of section 6). However, it does set out two situations where this occurs. These are broadly where:

- » a person’s spouse or partner is “concerned or interested” in the contract or where they have a pecuniary interest in the decision; or
- » a person or their spouse or partner is involved in a company that is “concerned or interested” in the contract or where the company has a pecuniary interest in the decision.

However, in some situations outside the two listed in the Act a person can be “concerned or interested” in a contract or have a pecuniary interest in a decision, for example, where a contract is between the members family trust and the council/kaunihera.

Non-pecuniary conflicts of interest

In addition to the issue of pecuniary interests, which are addressed through the LAMIA, there are also legal rules about conflicts of interest more generally. These are rules that apply to non-pecuniary conflicts of interest and include the common law rule about bias. To determine if bias exists, consider this question: Is there a real danger of bias on the part of the member of the decision-making body, in the sense that he or she might unfairly regard with favour (or disfavour) the case of a party to the issue under consideration?

The question is not limited to actual bias but relates to the appearance or possibility of bias. This is in line with the principle that justice should not only be done but should be seen to be done. Whether or not you believe that you are not biased is irrelevant. The focus should be on the nature of any conflicting interest or relationship, and the risk it could pose for the decision-making process. The most common risks of non-pecuniary bias are where:

- » statements or conduct indicate that a member has predetermined the decision before hearing all relevant information (that is, they have a “closed mind”), or
- » a member has close relationship or involvement with an individual or organisation affected by the decision.

Seeking exemption from the Auditor-General

Members who have a financial conflict of interest that is covered by section 6 of the LAMIA, may apply to the Auditor-General for approval to participate. The Auditor-General can approve participation in two ways.

1. Section 6(3)(f) allows the Auditor-General to grant an exemption if, in their opinion, a member’s interest is so remote or insignificant that it cannot reasonably be regarded as likely to influence the councillor when voting or taking part in the discussion.
2. Section 6(4) allows the Auditor-General to grant a declaration enabling a member to participate if they are satisfied that:
 - a. the application of the rule would impede the transaction of business by the council;
or
 - b. it would be in the interests of the electors or residents of the district/region that the rule should not apply.

More information on non-pecuniary conflicts of interest and how to manage them can be found in the Auditor-General’s Guidance for members of local authorities about the law on conflicts of interest.

Protected Disclosures (Protection of Whistleblowers) Act 2022

The Protected Disclosures (Protection of Whistleblowers) Act 2022 is designed to facilitate the disclosure and investigation of serious wrongdoing in the workplace, and to provide protection for employees and other workers who report concerns. A protected disclosure occurs when the discloser believes, on reasonable grounds, that there is, or has been, **serious wrongdoing** in or by their organisation, they disclose in accordance with the Act, and they do not disclose in bad faith.

A discloser is a person who has an employment type relationship with the organisation they are disclosing about and includes current and former employees, homeworkers, secondees, contractors, volunteers, and board members. Serious wrongdoing includes:

- » an offence

- » a serious risk to public health, or public safety, or the health or safety of any individual, or to the environment
- » a serious risk to the maintenance of the law including the prevention, investigation and detection of offences or the right to a fair trial
- » an unlawful, corrupt, or irregular use of public funds or public resources
- » oppressive, unlawfully discriminatory, or grossly negligent or that is gross mismanagement by a public sector employee or a person performing a function or duty or exercising a power on behalf of a public sector organisation or the Government

Council/kaunihera need to have appropriate internal procedures that identify who in the organisation a protected disclosure may be made to, describe the protections available under the Act, and explain how the organisation will provide practical assistance and advice to disclosers. A discloser does not have to go through their organisation first. An appropriate authority can include the head of any public sector organisation and any officer of Parliament, such as the Ombudsman and Controller and Auditor-General. Ombudsmen are also an “appropriate authority” under the Protected Disclosures (Protection of Whistleblowers) Act 2022.

The Serious Fraud Office Act 1990

The Serious Fraud Office (SFO) is the lead law enforcement agency for investigating and prosecuting serious financial crime, including bribery and corruption. The SFO has an increasing focus on prevention by building awareness and understanding of the risks of corruption – noting that the extent of corruption is influenced by organisational frameworks and support given to staff. The SFO encourages organisations to adopt appropriate checks and balances and build a culture based on ethics and integrity.

The four basic elements of best practice organisational control promoted by the SFO involve:

- » Operations people with the right skills and experience in the relevant areas, with clear accountability lines.
- » Risk mitigation to manage risks that can’t be eliminated through segregation, discretion reduction, delegations, management oversight, and audit.
- » Basic standards of behaviour moderated by a Code of Conduct, ongoing interests and gift processes (not simply annual declaration), plenty of opportunities and ways to speak up, disciplinary options, training and support.
- » Design and oversight based on a clear understanding of operational realities (design, governance, management, audit, investigation, business improvement, and legal).

The Local Government (Pecuniary Interests Register) Act 2022

Following passage of the Local Government (Pecuniary Interests Register) Amendment Bill in 2022, a local authority must now keep a register of the pecuniary interests of their members, including community and local board members. The purpose of the register is to record members' interests to ensure transparency and strengthen public trust and confidence in local government processes and decision-making. Registers must comprise the following:

- » the name of each company of which the member is a director or holds or controls more than 10% of the voting rights and a description of the 30 main business activities of each of those companies,
- » the name of every other company or business entity in which the member has a pecuniary interest, other than as an investor in a managed investment scheme, and a description of the main business activities of each of those companies or business entities,
- » if the member is employed, the name of each employer of their employer and a description of the main business activities of those employers,
- » the name of each trust in which the member has a beneficial interest,
- » the name of any organisation or trust and a description of the main activities of that organisation or trust if the member is a member of the organisation, a member of the governing body of the organisation, or a trustee of the trust, and the organisation or trust receives funding from the local authority, local board, or community board to which the member has been elected,
- » the title and description of any organisation in which the member holds an appointment by virtue of being an elected member,
- » the location of real property in which the member has a legal interest, other than an interest as a trustee, and a description of the nature of the real property,
- » the location of real property, and a description of the nature of the real property, held by a trust if the member is a beneficiary of the trust and it is not a unit trust (disclosed under subclause 20) or a retirement scheme whose membership is open to the public.

Each council must make a summary of the information contained in the register publicly available; and ensure that information contained in the register is only used or disclosed in accordance with the purpose of the register; and is retained for seven years.

The Health and Safety Act at Work Act 2015

The Health and Safety at Work Act 2015 aims to create a new culture towards health and safety in workplaces. A council is termed a Person Conducting a Business or Undertaking (PCBU) - all involved in work, including elected members, are required to have a duty of care. Elected members are

“officers” under the Act and officers are required to exercise due diligence to ensure that the PCBU complies with its duties. However, certain officers, such as elected members, cannot be prosecuted if they fail in their due diligence duty. Despite this, as officers, the key matters to be mindful of are:

- » stepping up and being accountable,
- » identifying and managing your risks,
- » making health and safety part of your organisation’s culture, and
- » getting your workers involved.

Councils have wide discretion about how these matters might be applied, for example:

- » adopting a charter setting out the elected members’ role in leading health and safety – with your chief executive,
- » publishing a safety vision and beliefs statement,
- » establishing health and safety targets for the organisation with your chief executive,
- » ensuring there is an effective linkage between health and safety goals and the actions and priorities of your chief executive and their senior management, or
- » having effective implementation of a fit-for-purpose health and safety management system.

Elected members, through their chief executive need to ensure their organisations have sufficient personnel with the right skill mix and support, to meet the health and safety requirements. This includes making sure that funding is sufficient to effectively implement and maintain the system and its improvement programmes.

The Harmful Digital Communications Act 2015

The Harmful Digital Communications Act (HDCA) was passed to help people dealing with serious or repeated harmful digital communications. The Act covers any harmful digital communications (like text, emails, or social media content) which can include racist, sexist and religiously intolerant comments – plus those about disabilities or sexual orientation and sets out 10 communication principles for guiding communication online. Under the Act a digital communication should not:

- » disclose sensitive personal facts about an individual
- » be threatening, intimidating, or menacing
- » be grossly offensive to a reasonable person in the position of the affected individual
- » be indecent or obscene
- » be used to harass an individual
- » make a false allegation
- » contain a matter that is published in breach of confidence

- » incite or encourage anyone to send a message to an individual for the purpose of causing harm to the individual
- » incite or encourage an individual to commit suicide
- » denigrate an individual by reason of colour, race, ethnic or national origins, religion, gender, sexual orientation or disability

More information about the Act can be found at [Netsafe](#).

2.5 Case studies for assessing potential breaches: Ngā rangahau whakapūaho mō te aromatawai i ngā tūpono takahanga

Example one: staff accused of improper motives

Councillor Smith was elected on a platform of stopping the sale of council/kaunihera housing. The council/kaunihera has made a decision to sell the council/kaunihera housing. Cr Smith makes media comments against the decision after it is made. Those same statements suggested that council/kaunihera staff advising on the sale “must have owned shares” in the company that proposed to buy the houses.

Cr Smith’s actions in releasing a media statement criticising a decision after it has been made would probably not in and of itself constitute a breach of a reasonable code of conduct. Cr Smith has a right to express a viewpoint and, provided that he makes it clear he is expressing a personal view, then issuing a critical press statement is an action he is entitled to take. If his statements failed to make it clear that he was expressing a personal or minority view then it may be a non-material breach of the Code, probably one where censure would be the appropriate response.

However, this media statement includes an allegation that staff advice was based on improper motives or corruption. This is a breach of most codes of conduct. It is most likely to be a material breach given the potential impact on the council/kaunihera’s reputation and the reputation of staff.

Also, there is no qualified privilege attached to public statements about employees which are false and damaging. In other words, elected members may be sued for defamatory statements made about employees.

Example two: leak of confidential information

Cr Jones is on the council/kaunihera’s Works and Services Committee. The Committee is currently considering tenders for the construction of a new wastewater treatment plant and has received four tenders in commercial confidence. The Committee has recommended to council/kaunihera that they award the contract to the lowest tenderer. Cr Jones is concerned the lowest tender proposes to treat sewage to a lesser standard than others. She leaks all four tenders to the local media. A subsequent investigation by the council/kaunihera conclusively traces the leak back to her.

In leaking the tender information to the media, Cr Jones will have breached most codes of conduct. This breach has potentially serious consequences for the council/kaunihera as a whole. It not only undermines elected members trust of each other, it also undermines the confidence of suppliers in the council/kaunihera, which may lead to them not dealing with council in future, or even complaints under the Privacy Act 2020.

In circumstances such as these where an elected member fails to respect a commercial confidence censure and removal from the committee is an obvious first step. The council/kaunihera may be liable for prosecution under the Privacy Act 2020 and even to civil litigation.

In the event that the council/kaunihera suffers financial loss it may elect to ask the Auditor-General to prepare a report on the loss (or the Audit Office may do so on their own initiative), which may result in Cr Jones having to make good the loss from her own pocket.

Example three: member purports to speak on behalf of council/kaunihera

Eastland Regional Council is conducting a performance review of the chief executive. It has established a chief executive Performance Management Committee to conduct the review. In the course of that review the committee meets informally with the chief executive to review which performance targets were met and which were not. The meeting notes that the chief executive has been unable to meet two of his twenty targets and resolves to formally report this to the full council/kaunihera for its consideration. At the conclusion of that meeting Councillor Black leaves to find a local reporter waiting outside and makes the comment that “Jack White won’t be getting a pay increase this year because he didn’t meet all his targets”.

This action will probably constitute a breach of most codes of conduct in that it:

- » breached a confidence,
- » presumed to speak on behalf of council,
- » purported to commit council to a course of action before the council and made a decision (or even met to consider the matter), and
- » failed to treat a staff member with respect and/or courtesy.

In addition to the provisions of the Code of Conduct, Cr Black’s actions will severely undermine the relationship between the chief executive and the council/kaunihera, which may well constitute grounds for litigation against the council/kaunihera both in terms of employment and privacy law.

Example four: member criticises staff performance in media

Cr Mary Fogg, concerned about the failure of her council/kaunihera to respond quickly to resident complaints about flooding in their neighbourhood, expressed her frustration when speaking at a public meeting and, as part of her response to questions stated that council/kaunihera staff had dropped the ball and failed to take residents’ concerns seriously.

The councillor’s remarks were reported in the local suburban paper and were read by council/kaunihera staff, some of whom felt that they had been unfairly criticised and raised the matter with their chief executive. The chief executive felt it necessary to lodge a complaint under the council’s Code of Conduct because the member’s comments were disrespectful of staff.

The question for the initial assessor is whether, publicly expressing disappointment in the performance of the staff is a breach of the Code of Conduct. Considerations might include:

- » Whether there was a basis of fact for the member's comments.
- » How the member's views were expressed, that is, as a form of constructive criticism or not.
- » The right of an employer (staff are employed by the local authority) to express a view should an organisation fail to live up to expectations.
- » Whether a general statement about the performance of staff is in anyway comparable to a public criticism of an individual staff member, which would be a clear breach and might be an example of intimidation or harassment.

In this case the initial assessor concluded that it was not unreasonable for a member to make general statement about the performance of staff as a collective, indeed, one of her pre-election commitments was to improve the responsiveness of council/kaunihera staff. However, the assessor also concluded that the article lacked sufficient context to explain why she was disappointed, especially when some of the concerns were outside the control of staff and recommended that the member meet with the mayor to get guidance on how to raise such concerns in the future.

Example five: member accused of using sexist language and humour

Towards the end of the first year of the new triennium, the chief executive received a complaint, signed by four councillors, alleging that Cr Rob Jones regularly used sexist language in meetings, workshops and other official engagements. The councillors who made the complaint alleged that his tendency to call female colleagues 'girls'; interrupt them while speaking or ignore their comments; and that his use of sexist humour was demeaning to women and inconsistent with the behaviours set out in the Code of Conduct; the commitment to treat other members, staff and members of the public with respect. The chief executive forwarded the complaint to the independent investigator.

The investigator, having access to minutes, video recordings and the testimony of other members, was able to easily confirm that the complaint was justified and that both Cr Jones' language and behaviour was inconsistent with the Code. That left the Investigator with the task of determining how serious the breach was and what actions should be taken. Factors that the investigator took into consideration included:

- » that the issue had been raised with Cr Jones earlier in the year by a colleague, with no obvious change in behaviour
- » that Cr Jones was one of the council/kaunihera's representatives on its Youth Committee, bringing him into regular contact with young people
- » that the council/kaunihera had adopted a specific policy to be a safe and supportive workplace for both elected members and staff.

Taking these factors into account the Investigator recommended that Cr Jones be removed from his role as a council/kaunihera representative on the Youth Committee; should be enrolled in a relevant course to better understand offensive behaviour and its impacts; and meet monthly with mayor to monitor his behaviour.

Example six: Councillor Facebook page used to disparage others

Councillors Sarah Smith and William Getty share political views in common and have recently established a Facebook group through which they promote debate and discussion with like-minded people in their district. Some of the participants in that Facebook Group make posts that include explicit criticism of other councillors, sometimes using explicit language, commenting on things like the way they voted, their motivations and personal matters. Some of the councillors targeted by the abuse complained to Cllrs Smith and Getty who, in response, closed the Facebook page to other councillors, preventing them from joining or viewing the content.

Rather than solve the concerns the decision to close the Facebook to others created additional anxiety for some councillors who became concerned that the page may be sharing their personal details and mis-representing their views. A complaint was made to the chief executive that the Code of Conduct had been breached, on the basis that the decision to exclude them from the website, and the fact that it appeared to be unmoderated, was intimidating, potentially exposed them to harm and allowed promoted statements about them and the council that were clearly untrue. The chief executive referred the complaint to the council's independent investigator.

The investigator found that, while Cllrs Smith and Getty were not directly mis-representing the views of their colleagues, they were indirectly encouraging it, which breached the Code. Because this was the first complaint, and because the two councillors believed that by limiting access to the website, they had addressed the initial concerns, the investigator did not regard the breach as material. She recommended that the two councillors remove the block preventing other councillors from joining or accessing the site and install a system for approving posts, such as a moderator, before they are published.

Appendix 2 – SWDC Initial Assessors, Investigators and Mediators

SWDC Initial Assessors, Investigators and Mediators as of October 2022

Initial Assessors	Independent Chair of Audit and Risk Committee or other person TBC
Investigators	<p>SWDC uses Business Central, consultancy for employment relations. https://www.businesscentral.org.nz/consultancy/employment-relations</p> <p>SWDC also uses the approved list from New Zealand Institute of Private Investigators. https://nzipi.org.nz/</p>
Mediators	<p>SWDC uses the Arbitrators' and Mediators Institute of New Zealand inc (AMINZ) is a membership organisation that performs a number of roles in the dispute resolution sector. https://www.aminz.org.nz/about-us</p>

Proposed naming of a new private road, at Bidwills Cutting Road, in Greytown

1. Purpose

To seek the Greytown Community Board's consideration and approval of the name 'Rangimarie Lane' for a proposed private road/right of way to access a 6-lot staged subdivision by *J & P Tremlett*.

2. Recommendations

Officers recommend that the *Community Board*:

1. Receive the '*Proposed naming of a new private road, at Bidwills Cutting Road, in Greytown*' Report.
2. Consider and approve the proposed naming of '*Rangimarie Lane*' for the new private road at Bidwills Cutting Road.

3. Executive Summary

Conditions of subdivision consent 150037v1 require the new private road to be formally named and addressed. Council has authority to accept or reject suggested names of roads/rights of way in the South Wairarapa District pursuant to Section 319(1)(j) of the Local Government Act 1974. The applicant has submitted a road name application form suggesting 'Rangimarie' as the proposed new road name. Assessment against the road name policy and significance of the name is contained within this report.

4. Background

Guy Tremlett seeks to name a new Private Road which is part of a 6-lot rural subdivision (RC 150037v1) at *Bidwills Cuttings Road, Greytown* (see appended location of subdivision plans within appendices).

The road name application was received 24 January 2023. The applicant was advised to discuss the application with the Māori Standing Committee given the proposed road names. The proposed name is 'Rangimarie Lane' which is the applicants preferred option for this new private road. The preferred suffix for this road name is Lane which is consistent with the policy requirements for private roads. Council has delegated to community boards the authority to approve road names. This report is required to give the Greytown Community Board an opportunity to review and approve the proposed road name.

5. Prioritisation

5.1 Te Tiriti obligations

Engagement considered not required in this case.

5.2 Strategic alignment

Not applicable.

6. Discussion

Under Council's guidelines (Clause 4.2) for road naming, owners are requested to suggest at least three possible road names.

The names are to be listed in order of preference with a brief statement of their significance.

The applicant has requested that the following names are considered for approval;

1. Rangimarie Lane
2. Paukena Lane
3. Ruamahanga Way

7. Options

Not applicable.

8. Strategic Drivers and Legislative Requirements

8.1 Significant risk register

Not applicable.

8.2 Policy implications

Council's criteria for Naming of Public Roads, Private Roads and Rights-of-Way (the Policy), includes the following;

4.3.1 There must not be another road with the same name in the South Wairarapa District emergency services area; this includes the same road names with a different suffix. However, existing roads with the same names as of the date of adoption of this Policy are allowed.

No issues identified.

4.3.2 Identical names with different spellings will not be accepted (e.g. Beach, Beech).

No issue identified.

4.3.3 The name should have significant local content or meaning.

The application has set out why the preferred name has been selected. The following information has been copied from the road name application.

First suggested (preferred) name – Rangimarie Lane

David originally came from Pauatahanui (which is on the eastern end of Porirua harbor north of Wellington). David's family farm at Pauatahanui was named "Rangimarie" although this property had been subdivided and sold. When David purchased the property on Bidwill's Cutting he wanted to maintain the link to the name "Rangimarie" so called his new property the same.

Second suggested name – Paukena Lane

When we purchased the land it was farmed by Tony Phelps. He used it to fatten lambs and grew pumpkins on his home property on Moiki Rd. He processed pumpkins at his home property by cutting them into smaller portions, wrapping and sending direct to supermarkets with the waste pumpkins from the processing to lambs on Bidwells Cutting.

Third suggested name – Ruamahanga Way

The top of the road finishes on a bluff that has spectacular views out over the Ruamahanga River curling through the valley. All four of the houses will face the valley floor. It was the feature that convinced us to buy the farm and a painting of the view hangs in our kitchen at home, meaning we look at it and think of the farm every day.

4.3.4 *Names are to be selected in proportion to the length of the road. Long names on short cul-de-sac's can be difficult to display on the map*

All proposed names are considered acceptable length.

4.3.5 *The end name for the roadway should be one that most accurately reflects the type of roadway that it is.*

The applicant has a preferred suffix of Lane. As per the policy, all private roads or rights of way shall have a suffix of either Way or Lane.

4.3.6 *All private roads and rights-of-ways serving more than four lots are to have the suffix "Lane" or "Way".*

The name being submitted for approval, 'Rangimarie Lane' is consistent with the policy.

4.3.7 *Where the road is continuation of an existing named road, or will in the future link to an existing named road, then the current road name will automatically apply.*

Not applicable.

9. Consultation

9.1 Communications and engagement

The application has been discussed with the Māori Standing Committee (MSC). The applicant undertook initial discussions with members of the MSC and Council representatives. It was concluded that the road name application should be formally discussed at the next MSC meeting which was held on 27th April 2023. The owner of

the site attended this meeting and talked about the road name application. No resolution or feedback was achieved at this meeting, it was decided that the application needed more discussion with wider Iwi. No feedback was received and therefore the road name application was put forward again the to MSC meeting held on 18 July 2023. No resolution was made at this meeting. Feedback received after this meeting from Council's Principal Advisor – Māori suggested that Ruamahanga should not be a preference or considered as a formal road name. As no formal resolution has been achieved through these discussions and meetings, the road name report for Greytown Community Board will proceed with this information in mind.

9.2 Partnerships

Not applicable.

10. Financial Considerations

There is no financial impact.

11. Appendices

Appendix 1 – Site location diagram

Appendix 2 – Subdivision scheme plan

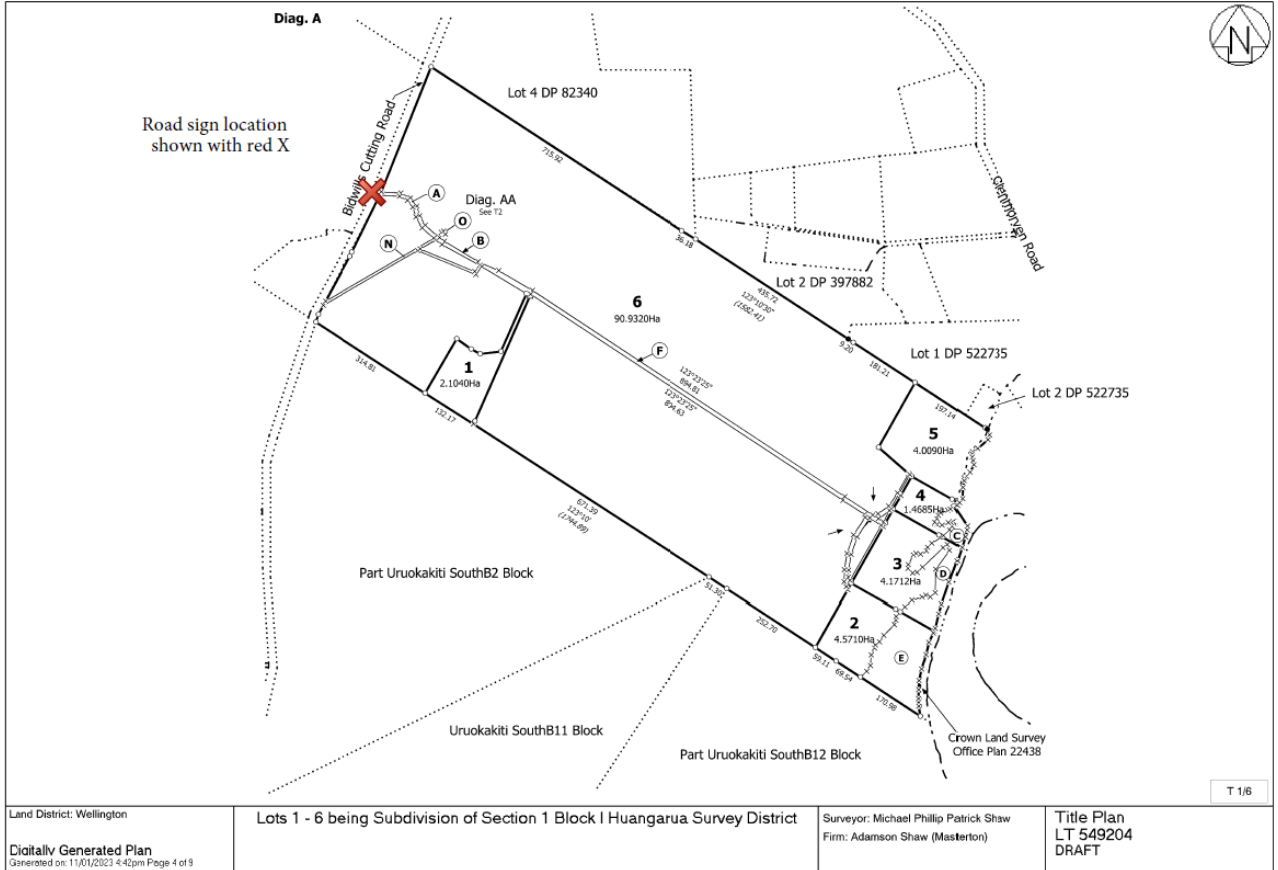
Contact Officer: Harriet Barber, Planner

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

Appendix 1 – Site location



Appendix 2 – Title Plan



Income & Expenditure Report

1. Purpose

To present the Greytown Community Board with the most recent income and expenditure reports.

2. Recommendations

Officers recommend that the Community Board:

- 1. Receive the Income & Expenditure Report.*

3. Executive Summary

The draft Income and Expenditure Statement for the period ending 30 June 2023 is attached in Appendix 1.

The Chair may ask Council officers for comment and all members may ask the Council officers for clarification and information through the Chair.

4. Appendices

Appendix 1 – Draft Income & Expenditure Statement for the period ending 30 June 2023

Contact Officer: Hayley McDonald, Assistant Accountant

Reviewed By: Karon Ashforth, General Manager Finance

**Appendix 1 – Income and Expenditure
Report for the Period Ending 30 June
2023**

Greytown Community Board
Income & Expenditure for the Period Ended 30 June 2023 (DRAFT)

*Please note the Annual report for 2022/23 has not been audited by Audit NZ, therefore these results may be subject to change.

Personnel & Operating Costs

Budget

Members' salaries	28,043.00
Mileage reimbursements	1,000.00
Operating expenses	7,400.00
Total Personnel & Operating Costs Budget 2022-2023	36,443.00

Expenses

Personnel Costs

Members' Salaries	29,371.41
Communication allowance	2,281.72
Mileage reimbursements	-
Total Personnel Costs to 30 June 2023 (DRAFT)	31,653.13

Operating Expenses

Honorarium payment to student rep (\$50 per meeting)	
28/09/2022 Local Government Community Board Levy	275.00
03/11/2022 Lamb Peters Business cards	95.00

Total Operating Expenses to 30 June 2023 (DRAFT)	370.00
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Committed funds

Resolution date	Original commitment	Spent to date	Remaining commitment
Members' Salaries	28,043.00	31,653.13	(3,610.13)
Mileage reimbursements	1,000.00	-	1,000.00
Honorarium payment to student rep (\$50 per meeting)	400.00	-	400.00
Gail Vidulich Info centre printing	15.50	-	15.50
Total Commitments			(2,194.63)

TOTAL OPERATING EXPENSE BUDGET AVAILABLE*

6,614.50

* remaining budget for personnel and operating expenses does not carry over into subsequent financial years

Grants

Income

Annual Plan 2022-23 grant allocation	4,700.00
Other miscellaneous income	-
Total Income for 2022-2023	4,700.00

LESS: Grants paid out

Apr-23 Friends of O'Connor Bush	Friends of O'Connor Bush	(232.70)
May-23 Greytown Rugby Football Club	Sport & Leisure Society Subscription	500.00
May-23 Greytown Rugby Football Club	Digital Communiation platfrom	1,000.00
Total Grants paid out to 30 June 2023 (DRAFT)		1,267.30

LESS: Committed Funds

Resolution date		Original commitment	Spent to date	Remaining commitment
03/08/2022 Bus Shelter Greytown	Painting of Bus Shelter	150.00		150.00
13/09/2022 Greytown Menz Shed	Purchase of new equipment	1,000.00		1,000.00
03/05/2023 Greytown Rugby Football Club	Digital Communiation platfrom	1,000.00	1,000.00	-
Total Commitments				1,150.00

PLUS: Balance Carried forward from previous year

10,197.02

TOTAL GRANTS FUNDS AVAILABLE

12,479.72

Greytown Community Board
Community Development Fund for the Period Ended 30 June 2023 (DRAFT)

*Please note the Annual report for 2022/23 has not been audited by Audit NZ, therefore these results may be subject to change.

Income

Annual Plan 2022-2023 allocation	11,500.00
Total Income 2022-2023	11,500.00

Community Development Fund - operating

11/08/2022	G J Gray	Tree for Barrels	65.21
27/08/2022	Menz Club	Signage for Papawai Marae	1,600.00
19/09/2022	Lamb Peters	First Sign for Papawai Marae	216.00
17/08/2022	Greytown Menz Shed	Work on street flags	434.78
16/09/2022	Lamb Peters	Papawai Urupa Sign	276.00
5/10/2022	Onesource	Flagtrax garden tour	869.00
19/04/2023	Bronze Plaques	Plaque for Greytown Memorial park	1,223.57
Total Community Development Fund - operating to 30 June 2023 (DRAFT)			4,684.56

Community Development Fund - capital

Total Community Development Fund - capital to 30 June 2023 (DRAFT)	-
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LESS: Committed Funds

Resolution date		Original commitment	Spent to date	Remaining commitment
24/11/2021		3,000.00	1,773.61	1,226.39
30/03/2022	Greytown Pool	2,000.00		2,000.00
30/03/2022	Soldier Memorial Park	200.00		200.00
22/06/2022	Corner of Jellicoe & Massey st	1,500.00		1,500.00
03/08/2022	Puakaka Wairarapa Garden Tour	1,000.00	869.00	131.00
13/09/2022		3,500.00		3,500.00
13/09/2022	Menz shed	500.00	434.78	65.22
29/11/2022		50.00		50.00
03/05/2023	Bronze Plaques	1,223.57	1,223.57	-
03/05/2023	Gail Vidulich	54.50		54.50
Total Commitments				8,727.11

PLUS: Balance Carried forward from previous year	17,402.16
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TOTAL COMMUNITY DEVELOPMENT FUNDS AVAILABLE	15,490.49
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Financial Assistance Report

1. Purpose

To present the Greytown Community Board with applications received requesting financial assistance.

2. Recommendations

Officers recommend that the Community Board

1. *Receive the Financial Assistance Report.*
2. *Consider the application from Divine River for \$500 to support In School SKY workshops*
3. *Consider the application from Greytown Little Theatre Society Inc. for \$10,000 for the upgrade of Studio 73.*
4. *Consider the application from Greytown MeNZ Shed for \$1,000 for Computer Controlled Wood and Metal Routing, Engraving, Milling and Laser Cutting machines.*
5. *Consider the application from Greytown Santa Parade for \$1,322.50 for the 2023 Greytown Santa Parade.*
6. *Consider the Greytown Junior Football Club Inc for \$1,000 for a paid administration role to help with running the club.*
7. *Consider the Wairarapa 4WDC Club Inc for \$1,000 for support for a 4WD event in Pirinoa.*

3. Executive Summary

The Greytown Community Board has received seven funding application for consideration in the current funding round, for a total of \$14,822.50. This report presents the board with applications received requesting financial assistance.

4. Background

The Board has delegated authority to make financial decisions within the confines of the allocated and available budget and the Board operates its grant fund in accordance with the Council's [Grants Policy](#).

Community boards are allocated funding for grants through the Long Term Plan/ Annual Plan. The current funding amount is available on the Income & Expenditure Statement.

5. Prioritisation

5.1 Te Tiriti obligations

Engagement considered not required in this case.

5.2 Strategic alignment

- Spatial Plan
- Long Term Plan
- Annual Plan

Allocation for Grant funding is approved through the Annual Plan/Long Term Plan and supports the social, environmental, economic, and cultural outcomes.

6. Discussion

Under the current [Grants Policy](#) the key eligibility criteria for Community Board grants are as follows:

- Non-profit community organisations with a formed legal structure or a group of individuals who have come together for a common purpose but who do not have a legal structure may apply.
- The applicant does not need to be based in the South Wairarapa or the ward from where the funds are being sought but the applicant must be able to demonstrate that the activity benefits the ward where the funds are being sought.
- The Greytown Community Board has a maximum limit of \$1,000 unless the board considers special circumstances apply.

The Grants Policy sets out further criteria.

6.1 Application from Devine River

The application from Devine River meets the criteria for funding. The organisation has no outstanding grant accountability forms. The application will be provided to members in confidence.

6.2 Application from Greytown Little Theatre

The application from Greytown Little Theatre meets the criteria for funding, although the amount exceeds the typical grant limit of \$1,000. Note they have not received funding through Community & Youth Grants, as the Finance Committee referred them to Greytown Community Board. The application will be provided to members in confidence.

6.3 Application from Greytown MeNZ Shed

The application from Greytown MeNZ Shed meets the criteria for funding. Note they have not received funding through Community & Youth Grants, as the Finance Committee referred them to Greytown Community Board. The application will be provided to members in confidence.

6.4 Application from Greytown Santa Parade

The application from Greytown Santa meets the criteria for funding, although the amount exceeds the typical grant limit of \$1,000. The organisation has no outstanding grant accountability forms. The application will be provided to members in confidence.

6.5 Application from Greytown Junior Football Club

The application from Greytown Junior Football Club meets the criteria for funding. The organisation has no outstanding grant accountability forms. The application will be provided to members in confidence.

6.6 Application from Featherston Amateur Wrestling Club

The application from Featherston Amateur Wrestling Club meets the criteria for funding. The organisation has no outstanding grant accountability forms. The application will be provided to members in confidence.

6.7 Application from Wairarapa 4WDC

The application from Featherston Amateur Wrestling Club meets the criteria for funding, although notes the event falls within the Martinborough Ward. The organisation has no outstanding grant accountability forms. The application will be provided to members in confidence, and they will also be applying to Martinborough and Featherston Community Boards as well.

7. Options

	Option 1	Option 2
Description	Approve a/the funding applications for the amount requested or a lesser amount.	Decline a/the funding applications.
Advantages	Support community organisations and align with the social,	Maintain the available fund for allocation to future applications.

	environmental, economic and/or cultural outcomes of Council.	
Disadvantages	Decrease the available fund for allocation to future applications.	Does not support community organisations.

8. Strategic Drivers and Legislative Requirements

8.1 Significant risk register

There are no significant risks identified.

8.2 Policy implications

Allocation decisions are made in accordance with Councils [Grants Policy](#).

9. Consultation

9.1 Communications and engagement

The decisions are considered as low significance as determined by the Councils Significance and Engagement Policy.

9.2 Partnerships

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

Yes No

If no, is a communications plan required?

Yes No

10. Financial Considerations

The available funding amounts are provided in the Income & Expenditure Report. In accordance with the Financial Delegations Policy, a resolution is required to allocate this fund.

	Grant Funding 2023/2024 budget \$4,700 pa	Community Development Budget 2023/2024 \$11,500 pa
26 July 2023 Financial Resolutions	\$1,378.85 for street flags for Festival of Christmas \$500 Amateur Wrestling Club	\$5,035 for Martinborough Waiwaste & Food Box
Total remaining for 2023/2023 funds	\$2,821.15	\$6,465

Contact Officer: Nicki Ansell, Committee Advisor

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

Action Items Report

1. Purpose

To present the Greytown Community Board with updates on actions and resolutions.

2. Recommendations

Officers recommend that the Community Board:

1. *Receive the Action Items Report*

3. Executive Summary

Action items from recent meetings are presented to the Greytown Community Board for information. The Chair may ask Council officers for comment and all members may ask Council officers for clarification and information through the Chair.

If the action has been completed between meetings it will be shown as 'actioned' for one meeting and then will be remain in a master register but no longer reported on.

4. Appendices

Appendix 1 – Action Items to 13 October 2023

Contact Officer: Nicki Ansell, Lead Advisor – community Governance

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

Appendix 1 – Action Items to 13 October 2023

Number	Raised Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
537	28-Oct-20	Action	GCB	Reconsider the design of new Welcome to Greytown signs following consultation on the 2021-2031 Long Term Plan.	Parked	9/6/21: To remain parked until the Long Term Plan is adopted as the LTP may include budget for place assessment of the three towns, including entrances. 4/8/21: To remain parked as the Board would be collaborating on signs to consolidate branding across the district.
022	8-Feb-23	Action	S Corbett	Action 022: To request for James O'Connor to attend the next meeting on 3 May 2023 to discuss service levels in Greytown and Reserve Management Plans.	Open	04/19/23: James O'Connor unable to attend 3 May meeting due to prior commitments. 3 May 23 - replaced with action 153.
148	3-May023	Action	S Corbett	Action 148: To request information on the ownership of the land around the Greytown pensioner flats and future plans for usage of this land.	Open	Officers have provided this to Jo Woodcock
149	3-May-23	Action	A Bradley	Action 149: To request information on the process for exploring additional accessible parking on SH2 and invite Lisa Matthews to speak about the Positive Aging Strategy.	Closed	6/26/23 information sent to Tim Langley around roading around parking issues. Lisa Matthews to present at July Meeting. 26/7/23 Closed.
151	3-May-23	Action	S Corbett	Action 151: To request information on City Cares responsibilities in Greytown.	Open	
153	3-May-23	Action	S Corbett	Action 153: To request James O'Connor to schedule a workshop prior to the next meeting to discuss service levels in Greytown and Reserve Management Plans.	Open	7/20/23. Update from James O'Connor. Budget restrains for 2023/2024 means that the Reserve Management Plans will not be addressed.
154	3-May-23	Action	S Corbett	Action 154: To request Tim Langley to schedule a workshop prior to the next meeting to discuss roading in Greytown.	Open	6/26/23 information sent to Tim Langley outlining the roading issues GCB want to discuss and action. 26/7/23 updated to suggest Teams/Zoom meeting.
155	3-May-23	Action	A Bradley	Action 155: To request a report on the comparative costs between Councils of a similar size in the areas of staffing, roading and amenities.	Closed	26/7/23 Closed
215	26-July-23	Action	J Woodcock	Action 215: Ms Woodcock to reach out to the GM of Policy and Governance to ensure the process for "get it sorted" is clear enough for the public to understand and thought a flow chart would help.	Open	
217	26-July-23	Action	W Woodgyer	Action 217: Mr Woodgyer agreed to reach out to the GM of P&R to discuss potential intensification due to the Kainga Ora development and how it fits with the current District Plan before the District Plan is reviewed.	Open	
218	26-July-23	Action	W Woodgyer	Action 158: Mr Woodgyer agreed to reach out to Council Officer Mr Carter (emergency management) to get clarity about roles and responsibilities.	Open	