



MĀORI STANDING COMMITTEE

Agenda

NOTICE OF MEETING

Notice of a meeting of the Māori Standing Committee of the South Wairarapa District Council to be held in Supper Room, Waihinga Centre, Texas Street, Martinborough on Monday 9 December 2019 at 6.30pm.

MEMBERSHIP OF THE COMMITTEE

Raihānia Tipoki, Nathan Maynard, Terry Te Maari, Teresa Aporo, Narida Hooper, Karen Mikaera, Wayne Pitau, Amiria Te Whaiti (pending), Deborah Davidson (pending), Cr Pip Maynard, Cr Brian Jephson and Cr Garrick Emms.

Chief Executive Officer, Harry Wilson, assumes the Chair

1. ELECTION OF CHAIRPERSON

- 1.1 Election of Chair of the Māori Standing Committee 2019 –
2022 Triennium

Pages 1-4

Elected Chairperson assumes the Chair

2. APOLOGIES:

3. CONFLICTS OF INTEREST:

4. PUBLIC PARTICIPATION:

- 4.1 Shane Atkinson, Greytown Trails Trust, speaking on the project to build a new walking/cycling trail connecting between Woodside and Featherston.

5. ACTIONS FROM PUBLIC PARTICIPATION/PRESENTATIONS:

As per standing order 14.7 no debate or decisions will be made at the meeting on issues raised during the forum unless related to items already on the agenda.

6. OPERATIONAL REPORTS – COUNCIL OFFICERS:

- | | | |
|-----|--|--------------------|
| 6.1 | Adoption of the 2020 Schedule of Ordinary Meetings | Pages 5-9 |
| 6.2 | Establishment of and Appointments to Subcommittees and Working Parties | Pages 10-15 |
| 6.3 | Officer's Report | Pages 16-53 |
| 6.4 | Income and Expenditure Report | Pages 54-58 |
| 6.5 | Māori Policy update – Amber Craig (verbal) | |
| 6.6 | MSC Terms of Reference update – Amber Craig (verbal) | |
| 6.7 | Lake Ferry Pine Trees Removal update – Harry Wilson (verbal) | |

7. MEMBER ITEMS:

- 7.1 None advised.

MĀORI STANDING COMMITTEE

9 DECEMBER 2019

AGENDA ITEM 1.1

ELECTION OF CHAIR OF THE MĀORI STANDING COMMITTEE 2019-2022 TRIENNIUM

Purpose of Report

This report sets out the process for electing the Chair of the Māori Standing Committee in the event that there is more than one nomination for the position, under the provisions of the Local Government Act 2002 ('the Act').

Recommendations

Officers recommend that the Committee:

1. *Receive the Election of Chair of the Māori Standing Committee 2019-2022 Report.*
2. *Note that the Māori Standing Committee is required to use System A as outlined in clause 25 of Schedule 7 of the Local Government Act 2002 for the election of the Māori Standing Committee Chair for the 2019-2022 triennium.*

1. Background

The Mayor established the Māori Standing Committee under section 41A of the Local Government Act 2002 (LGA) to advise on tangata whenua and Māori interests in the Council's major areas of activity.

In order to strengthen the relationship between Council and iwi/hapu, the chairperson is encouraged to attend formal Council meetings and participate in debate and provide advice to Council from an iwi/hapu perspective. Final voting rights remain with elected members.

The Mayor has declined to exercise his powers under Section 41A to appoint the chairperson of this committee, so the chair is to be elected from within the Committee using one of the voting systems set out in clause 25 of Schedule 7. The voting system to be used is decided by Council.

2. Voting System

Under the provisions of the Act, Council must determine by resolution that a chairperson be elected by a system of voting being either System A or System B as outlined in Appendix 1.

On 20 November 2019, Council resolved to adopt System A to elect the chairperson. The Māori Standing Committee is required to use System A for the election for the chairperson.

Under System A, a candidate is successful if he or she receives the votes of the majority of the members of the committee present and voting. If no candidate is successful in the first round there is a second round of voting from which the candidate with the fewest votes in the first round is excluded. If no candidate is successful in the second round there is a third and if necessary subsequent round of voting from which each time the candidate with the fewest number of votes in the previous round is excluded until a candidate is successful. In any round of voting if two or more candidates tie for the lowest number of votes the person to be excluded from the next round is resolved by lot.

If there is only one nomination for the position of chair, then that person is automatically elected.

3. Considerations

3.1 Policy considerations

There are no policy considerations.

3.2 Legal considerations

There are no additional legal considerations.

3.3 Financial considerations

The chair of the Māori Standing Committee receives an increase in remuneration in return for extra duties and responsibilities.

4. Significance

4.1 Degree of significance

As this is a process mandated through legislation the matter has a low level of significance under Council policy.

5. Appendices

Appendix 1 – Clause 25, Schedule 7, Local Government Act 2002

Contact Officer: Steph Dorne, Committee Advisor

Reviewed By: Harry Wilson, Chief Executive Officer

Appendix 1 – Clause 25, Schedule 7, Local Government Act 2002

EXTRACT FROM LEGISLATION, LOCAL GOVERNMENT ACT 2002

25 Voting systems for certain appointments

(1) This clause applies to—

- (a) the election or appointment of the chairperson and deputy chairperson of a regional council; and
- (b) the election or appointment of the deputy mayor; and
- (c) the election or appointment of the chairperson and deputy chairperson of a committee; and
- (d) the election or appointment of a representative of a local authority.

(2) If this clause applies, a local authority or a committee (if the local authority has so directed) must determine by resolution that a person be elected or appointed by using one of the following systems of voting:

- (a) the voting system in subclause (3) (**system A**):
- (b) the voting system in subclause (4) (**system B**).

(3) System A—

- (a) requires that a person is elected or appointed if he or she receives the votes of a majority of the members of the local authority or committee present and voting; and
- (b) has the following characteristics:

- (i) there is a first round of voting for all candidates; and
- (ii) if no candidate is successful in that round there is a second round of voting from which the candidate with the fewest votes in the first round is excluded; and
- (iii) if no candidate is successful in the second round there is a third, and if necessary subsequent, round of voting from which, each time, the candidate with the fewest votes in the previous round is excluded; and
- (iv) in any round of voting, if 2 or more candidates tie for the lowest number of votes, the person excluded from the next round is resolved by lot.

(4) System B—

- (a) requires that a person is elected or appointed if he or she receives more votes than any other candidate; and
- (b) has the following characteristics:
 - (i) there is only 1 round of voting; and
 - (ii) if 2 or more candidates tie for the most votes, the tie is resolved by lot.

Clause 37, Schedule 7

- (1) A community board must have a chairperson
- (2) Clause 25 applies to the election of chairpersons of community boards

MĀORI STANDING COMMITTEE

9 DECEMBER 2019

AGENDA ITEM 6.1

ADOPTION OF THE 2020 SCHEDULE OF ORDINARY MEETINGS

Purpose of Report

To provide the Māori Standing Committee with the schedule of ordinary Council, community board and committee meetings for 2020 that was adopted by Council on 20 November 2019.

Recommendations

Officers recommend that the Committee:

1. *Receive the Adoption of the 2020 Schedule of Ordinary Meetings Report.*
2. *Note the 2020 schedule of ordinary meetings for Council, community boards and committees.*
3. *Set a regular meeting time for the Māori Standing Committee.*
4. *Delegate to the Chief Executive the authority to alter the schedule of ordinary meetings following consultation with the Chair.*

1. Background

Each year Council adopts a schedule of Council, committee and community board meetings for the following calendar year.

The schedule must comply with schedule 7, cl19 of the Local Government Act 2002 which states:

19 General provisions for meetings

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

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

The meetings must be called, and conducted in accordance with the requirements set out in the Local Government Act 2002, and the Local Government Official Information and Meetings Act 1987, as well as the Standing Orders of South Wairarapa District Council.

The Māori Standing Committee is being asked to adopt the schedule of meetings adopted by Council on 20 November 2019 and set a start time for ordinary meetings.

2. Discussion

2.1 Schedule of Meetings

The 2020 meeting schedule is provided in Appendix 1. This schedule may be amended at any time.

There were a number of considerations that went into the creation of the 2020 meeting schedule adopted by Council:

- a. Where possible, Council meetings are scheduled to take place every six weeks, at 10:00am on Wednesdays.
- b. Community Board meetings and Māori Standing Committee meetings are split across two weeks and held in the evening at a time that suits members.
- c. Assets and Services Committee and Planning and Regulatory Committee are scheduled on Wednesdays every six weeks, or according to the requirements of their terms of reference, and spaced midway between Council meetings.
- d. Finance Audit and Risk Committee is scheduled quarterly and not on a Council meeting day.
- e. A request was received to consider a calendar schedule where Council meetings do not fall during school holidays.

Note: The CEO Review Committee and Water Race Subcommittee meetings are still to be added to the schedule.

Additional ordinary, extraordinary, or emergency meetings may be scheduled from time to time in consultation with the Mayor and Chief Executive.

2.2 Meeting Times and Venue

Committee members are asked to set a regular meeting start time that suits members.

The proposed start times for meetings of the Māori Standing Committee for 2020 is 6.30pm.

The preferred venue is the Martinborough Town Hall Supper Room, Texas Street, Martinborough. If the preferred venue is not available at the time of the scheduled meeting an alternative venue will be secured and members will be notified.

3. Engagement and Communications

The Chief Executive and general managers were consulted in the process of creating the 2020 meeting schedule.

The 2020 meeting schedule allows the Chief Executive to properly notify the public of the times and dates of meetings in accordance with Part 7 of the Local Government Official Information and Meetings Act 1987.

4. Appendices

Appendix 1 – 2020 Schedule of Ordinary Meetings

Contact Officer: Steph Dorne, Committee Advisor

Reviewed By: Harry Wilson, Chief Executive

Appendix 1 –2020 Schedule of Ordinary Meetings

2020	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	2020
MON						1 Queens Bday							MON
TUE						2			1			1	TUE
WED	1 New Years Day			1 GCB		3	A&S/P&R		2 Council			2	WED
THU	2 Public Holiday			2		4	2 MCB		3	1		3	THU
FRI	3			3	1	5	3		4	2		4	FRI
SAT	4	1		4	2	6	4	1	5	3		5	SAT
SUN	5	2	1	5	3	7	5	2	6	4	1	6	SUN
MON	6	3	2	6	4	8	6	3 MSC	7	5	2	7 MSC	MON
TUE	7	4	3	7 FCB	5	9	7	4	8	6	3 FCB	8	TUE
WED	8	5 Council	4	8 A&S/P&R	6	10 Council	8	5 GCB	9	7	4 A&S/P&R	9 FAR/GCB	WED
THU	9	6 Waitangi Day	5	9 MCB	7	11	9	6	10	8	5 MCB	10	THU
FRI	10	7	6	10 Good Friday	8	12	10	7	11	9	6	11	FRI
SAT	11	8	7	11	9	13	11	8	12	10	7	12	SAT
SUN	12	9	8	12	10	14	12	9	13	11	8	13	SUN
MON	13	10	9	13 Easter Monday	11 MSC	15	13	10	14 MSC	12	9	14	MON
TUE	14	11	10	14	12	16	14	11 FCB	15	13	10	15 FCB	TUE
WED	15	12	11	15	13 GCB	17	15	12 A&S/P&R	16 GCB	14 Council	11	16 A&S/P&R	WED
THU	16	13	12	16	14	18	16 LG conference	13 MCB	17	15	12	17 MCB	THU
FRI	17	14	13	17	15	19	17 LG conference	14	18	16	13	18	FRI
SAT	18	15	14	18	16	20	18 LG conference	15	19	17	14	19	SAT
SUN	19	16	15	19	17	21	19	16	20	18	15	20	SUN
MON	20 Wgtn Anniversary	17 MSC	16	20	18	22 MSC	20	17	21	19	16	21	MON
TUE	21	18	17	21	19 FCB	23	21	18	22 FCB	20	17	22	TUE
WED	22	19 GCB	18 Council	22	20 A&S/P&R	24 FAR/GCB	22 Council	19	23 A&S/P&R/FAR	21	18	23	WED
THU	23	20	19	23	21 MCB	25	23	20	24 MCB	22	19	24	THU
FRI	24	21	20	24	22	26	24	21	25	23	20	25 Xmas Day	FRI
SAT	25	22	21	25	23	27	25	22	26	24	21	26 Boxing Day	SAT
SUN	26	23	22	26	24	28	26	23	27	25	22	27	SUN
MON	27	24	23	27 Anzac Day	25	29	27	24	28	26 Labour Day	23	28	MON
TUE	28	25 FCB	24	28	26	30 Council AP/FCB	28	25	29	27 MSC	24	29	TUE
WED	29	26 A&S/P&R	25 FAR	29 Council	27		29	26	30	28 Council (adopt AR)	25 Council	30	WED
THU	30	27 MCB	26	30	28		30	27		29 GCB	26	31	THU
FRI	31	28	27		29		31	28		30	27		FRI
SAT		29	28		30			29		31	28		SAT
SUN			29		31			30			29		SUN
MON			30 MSC					31			30		MON
TUE			31										TUE

COUNCIL	District Council meeting	A&S	Assets and Services Committee
MCB	Martinborough Community Board	P&R	Planning and Regulatory Committee
FCB	Featherston Community Board	FAR	Finance Audit and Risk Committee
GCB	Greytown Community Board		School holidays
MSC	Māori Standing Committee		

MĀORI STANDING COMMITTEE

9 DECEMBER 2019

AGENDA ITEM 6.2

ESTABLISHMENT OF AND APPOINTMENTS TO SUBCOMMITTEES AND WORKING PARTIES

Purpose of Report

To provide the Māori Standing Committee (MSC) with information on establishing subcommittees/working parties.

Recommendations

Officers recommend that the Committee:

1. *Receive the Establishment of and Appointments to Subcommittees and Working Parties Report.*
2. *Establish the Significant Sites Working Party and appoint members to the Significant Sites Working Party in accordance with the draft Terms of Reference.*
3. *Adopt the Significant Sites Working Party Terms of Reference.*
4. *Note that the Significant Sites Working Party will be discharged once specific responsibilities and initiatives have been achieved, or by the end of 2020.*

1. Background

Schedule 7 of the Local Government Act 2002 (LGA) provides for local authorities to hold the meetings that are necessary for the good government of the region or district (clause 19); to appoint the committees, subcommittees and other subordinate decision-making bodies that it considers appropriate, including joint committees with other local authorities (clause 30); and to appoint or discharge any member of a committee or subcommittee (clause 31). Committees may appoint subcommittees that it thinks are appropriate.

The Council's Standing Orders recognise that a local authority can convene an advisory group, such as a working party or forum, which is not a committee or subcommittee for the purposes of providing advice or information. Standing Orders do not apply to such advisory groups and such groups do not make decisions.

2. Background

2.1 Significant Sites Working Party

The MSC had informally created a Significant Sites Working Party in the 16-19 triennium for the purpose of working with Council officers to increase the availability and accuracy of historically significant cultural site information in the South Wairarapa to enable better and more informed property and resource consent decisions. This group did not have an adopted terms of reference and did not have a formal mandate from the Committee.

A terms of reference was subsequently developed and circulated to members of the Working Party for comment. This terms of reference is attached in Appendix 1.

3. Options

Should the MSC wish to establish a subordinate group, the MSC has the option of creating a working party or creating a subcommittee.

3.1 Creation of a Working Party

The advantages of establishing a working party is that there is less administrative overhead and therefore it is a lower cost group to service. A user group would not have to adhere to standing orders and could be more flexible with member interaction, and how the meeting is operated. Officers can be members of a user group and can contribute meaningfully to discussion.

The disadvantage of establishing a user group is that there is normally no ability for the public to attend meetings. There are no requirements for keeping formal minutes, best practice is date, time and duration of meeting, location, those in attendance, and general subject matter covered. The group would not have any delegated powers to make decisions, and recommendations from the group would be discussed in public at the MSC meeting.

The draft terms of reference has been prepared for this option.

3.2 Creation of a Subcommittee

Should the MSC elect to establish a subcommittee and appoint members, it will need to do so in accordance with clause 30, schedule 7 of the LGA.

The main advantage of creating a subcommittee is transparency to members of the public. Members of the public to attend meetings and have access to proceedings as they must be held on public record. Officers can be members of a subcommittee and can contribute meaningfully to discussion.

The main disadvantage of establishing a subcommittee is the administrative requirements for servicing according to the LGA and Local Government Official Information and Meetings Act 1987 (LGOIMA). Meetings have to be notified to the public 5-10 days before the end of the month prior to the month the meeting is scheduled and are open to the public. There is currently no capacity to service an

extra committee or subcommittee. The cost to service a subcommittee is dependent on the number of times it meets.

The draft terms of reference would need to be amended.

4. Legal Considerations

The words 'committee' and 'subcommittee' have a legal definition under the LGA and LGOIMA.

If the MSC determines that there is a need for a subcommittee to be established, then the MSC should resolve to create this subcommittee. External appointments should be made in accordance with schedule 7, clause 30 of the LGA by resolution of the MSC. External members to the MSC may be appointed *'if in the opinion of the local authority, that person has the skills, attributes, or knowledge that will assist the work of the committee or subcommittee'*.

Subcommittees must be public meetings that meet legal notification requirements.

5. Financial Considerations

There is an administration overhead across the planning department and governance department that is currently not resourced to provide services to a subcommittee as required by LGOIMA and the LGA.

Ordinary subcommittee meetings need to be advertised 5-10 days before the end of the month for meetings occurring in the following calendar month. Agenda must be publicly available at least two days prior to the meeting. Advertising costs (if run as a separate advertisement) are \$265 (incl GST) per subcommittee meeting; this cost would be met by Council. The staffing component is harder to quantify but would need to be met by Council.

Officers consider that this group is being setup to establish a specific purpose of interest to the MSC, and that formal reporting, minuting etc (as required by a formal subcommittee) may not be appropriate.

6. Appendices

Appendix 1 – Draft Significant Sites Working Party Terms of Reference

Contact Officer: Suzanne Clark, Committee Advisor

Reviewed By: Harry Wilson, Chief Executive

Appendix 1 – Draft Significant Sites Working Party Terms of Reference

SIGNIFICANT SITES WORKING PARTY

REPORTING TO THE MĀORI STANDING COMMITTEE

TERMS OF REFERENCE

1. Purpose

To work with Council officers to increase the availability and accuracy of historically significant cultural site information in the South Wairarapa to enable better and more informed property and resource consent decisions.

2. Working Party Responsibilities

The key responsibilities of the working party are to:

- To ensure the preparation of GIS information of wahi tapu and archaeological sites for consideration and incorporation into the Wairarapa Combined District Plan at its next review.
- To work with Council officers to enable the recording of wahi tapu and archaeological sites into Council's Land Information Memorandum (LIM) reports.
- To undertake learning from experts on how to identify historic cultural sites so that unknown sites may be discovered and protected. This may include field trips to known sites as well as tutorial learning.
- To prioritise wahi tapu and archaeological sites for commemoration with pou or a commemorative sign.
 - To prepare a ready-to-go project proposal for consideration by the Annual Plan/Long Term Plan Working Party outlining options and associated costs for marking wahi tapu/cultural sites (e.g signs and pou).

3. Membership

3.1 Membership is as follows:

- Four members of the Māori Standing Committee with appointments made by the Māori Standing Committee.
- Foss Leach (archaeologist) and Christine Barnett (archaeologist) and/or one Māori South Wairarapa significant site specialist.
- Council staff member.

3.2 Chair

The chairmanship will be shared between the Māori Standing Committee member appointees of the Working Party or as otherwise agreed.

4. Accountability and Reporting

The Chair will provide an update on Working Party progress at Māori Standing Committee scheduled meetings.

5. Operating Model

5.1 Meetings

5.1.1. Timing and Frequency

As and when required in order to progress the purpose in a timely manner.

5.1.2. Convening of Meetings

The chair will convene the meetings.

5.1.3. Location

The meeting location is to be agreed by the Working Party.

5.1.4. Minutes

Minute taking is optional and will be undertaken by a member in attendance if the Working Party elects to.

Best practice is that attendees, apologies, date of meeting, agreed courses of action and actions are noted.

5.1.5. Duration of the Working Party

The working party will be discharged once specific responsibilities and initiatives have been achieved or by the end of 2020.

5.2 Remuneration

Members attending will be reimbursed mileage at the Remuneration Authority's recommended level.

MĀORI STANDING COMMITTEE

9 DECEMBER 2019

AGENDA ITEM 6.3

OFFICERS' REPORT

Purpose of Report

To report to the Māori Standing Committee on general activities.

Recommendations

Officers recommend that the Committee:

1. *Receive the Officers' Report.*

PLANNING AND ENVIRONMENT GROUP REPORT

1. Resource Management

1.1 Planning Summary

1.1.1. General

The Planning Team continues to receive high numbers of consent applications, planning enquiries, compliance matters and growing policy project work. The Planning Manager replacement will commence on 2nd September, he is Godwell Mahowa, who has worked for Masterton District Council (MDC).

1.1.2. South Wairarapa Spatial Plan

The Draft Spatial Plan Discussion Document looking out to 2050 was presented to Council on 15 May. A communications plan was presented at last committee meeting. The integrated work saw the release of the spatial plan discussion document on 10 July, calling for feedback comments by 16 August, the initial engagement period has been extended and closes on 13 September. Some group engagement sessions will occur in this period, then revision work in September/October to produce the draft plan document. Other community sessions will occur in October/November 2019.

1.1.3. Martinborough South Growth Area (MSGA)

Following consultant and staff work on the MSGA a meeting with landowners (those within and adjoining area) held 17 April to give context, outline potential layout for the future residential area, and indicate next steps. Work included assessment by an experienced urban designer; the meeting revealed a mix of views, info sent and have called for further landowner feedback. Further stormwater assessment work to be

undertaken/compiled. Recent landowner feedback views have been captured and a possible community meeting is being considered.

1.1.4. District Plan Review

The earlier work on this involved an officers' meeting late January at Carterton between MDC, Carterton District Council (CDC), SWDC and Boffa Miskell staff. Further meeting recently convened to progress this review and topics. Review to be in line with national planning standards for new district plans.

1.1.5. Dark Sky

The local Martinborough Dark Sky Society has been compiling their economic report and regional funding application. A report on the process for a council adopted plan change for review of the SWDC outdoor lighting rules to support a proposed dark sky reserve was presented to Council. Plan change to be based on approach used at Mackenzie DC, initial use of a working group suggested. Further checking done on the extent of need to change outdoor lighting rules alongside advice from Carterton. Change to lighting on highways a focus, discussion with NZTA. A Memorandum of Understanding (MOU) on the dark sky reserve to be compiled for commitment by the three Wairarapa Council's, and this followed by a plan change to the WCDP.

1.1.6. Review of Notable Trees Register

Public notification of the updated tree register was extended to 17th May 2019. This was to allow property owners identified as having listed trees overhanging their properties a chance to make submissions and for consultation on the Planning Maps. Total of 37 submissions were received, summary of the submissions done and was notified. Report to be compiled for an independent commissioner hearing in October.

1.1.7. Greytown Development Area

Following the decision and notification, the area is subject to an Environment Court appeal. Staff have been working with the two appellants to try and reach agreement on respective matters prior to an Environment Court hearing. The two appeals are both being mediated through two memorandums of understanding. One appeal resolved, other appeal awaits trustee signatures on the agreement. This has avoided protracted time/related costs of appeal matters within the Environment Court.

1.1.8. Greytown Orchards Retirement Village

Processing a resource consent for first stage and a private plan change for master plan/rezoning land to residential. The applicants worked through the request for further information, application was publicly notified, twenty submissions received. The summary of submissions to be notified. Consultant Honor Clark processing this application for Council. A hearing is to be held in Greytown, by independent commissioner on 29-30 August 2019.

1.1.9. Featherston Tiny Homes/Brookside RC

The application has involved multiple meetings with planning staff on aspects. Currently the applicant has been requested to provide further information on urban design and traffic assessment. Once full application is submitted, application is likely to be limited notified to surrounding neighbours in line with RMA practice.

1.2 Resource Management Act - District Plan

SERVICE LEVEL – Council has a Combined District Plan that proves certainty of land-use/environmental outcomes at the local and district levels.

RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET	RESULT	COMMENT SOURCE AND ACTIONS TAKEN TO ACHIEVE TARGET
Ratepayers and residents' image of the closest town centre ranked "satisfied"	80%	89%	NRB 3 Yearly Survey October 2018 (2016: 87%)
The district plan has a monitoring programme that provides information on the achievement of its outcomes (AER's)		-	Consultants have established data to be recorded and stored to enable effective reporting against AER's in WCDP. A final monitoring strategy is still to be completed.

1.3 Resource Management Act - Consents

SERVICE LEVEL – All resource consents will be processed efficiently.

RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Consent applications completed within statutory timeframes	100%	57%	Total 8/ 14
		71%	5/ 7 Land Use applications were completed within statutory timeframes. NCS
		43%	3/ 7 Subdivision applications were completed within statutory timeframes. NCS
		-	0 marginal / permitted boundary activity applications were completed within statutory timeframes. NCS
s.223 certificates issued within 10 working days	100%	50%	2 of 4 s223 certificates were certified within statutory timeframes. NCS.
s.224 certificates issued within 15 working days of receiving all required information (note no statutory requirement)	95%	89%	8 out of 9 s224 certificates were certified. NCS.

1.4 Reserves Act – Management Plans

SERVICE LEVEL – Council has a reserve management plan programme.

RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Council maintains, and updates reserve management plans as required.	Yes	Yes	RMP's are generally current and appropriate. It is therefore not

RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
			anticipated that any updates will be undertaken this year.

1.5 Local Government Act – LIM's

SERVICE LEVEL – Land Information Memoranda: It is easy to purchase information on any property in the District.

RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
LIMs contain all relevant accurate information (no proven complaints)	100%	100%	G:\LIMs\LIMS PROCESSED 2019-2020
Standard LIMs are processed within 10 days	100%	100%	18/ 18 standard LIMs were completed G:\LIMs\LIMS PROCESSED 2019-2020

TYPE	YTD 1 ST JULY 2019 TO 31 JULY 2019	PREVIOUS YTD 1 ST JULY 2018 TO 31 JULY 2018	PERIOD 1 ST JULY 2019 TO 31 JULY 2019	PREVIOUS PERIOD 1 ST JULY 2018 TO 31 JULY 2018
Standard LIMs (Processed within 10 working days)	18	15	18	15
Urgent LIMs (Processed within 5 working)	5	4	5	4
Totals	23	19	23	19

1.6 Building Summary

1.6.1. Building Act - Consents and Enforcement

SERVICE LEVEL - Council certifies all consented work complies with the building code, ensuring our communities are safe. The Council processes, inspects, and certifies building work in my district.

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Code Compliance Certificate applications are processed within 20 working days	100%	100%	NCS – 31 CCC's were issued within 20WD YTD
Building consent applications are processed within 20 working days	100%	100%	NCS – 43 consents were issued within 20WD YTD
Council maintains its processes so that it meets BCA accreditation every 2 years	Yes	Yes	Next accreditation review due January 2020. Council was re-accredited in January 2018
BCA inspects new building works to ensure compliance with the BC issued for the work, Council audits BWOF's and Swimming Pools	Yes	Yes	Building Consents Council inspects all new work to ensure compliance (July 2019– 487 inspections) BWOF's –

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
			<p>Total 169 – average of 3 audits per month required, 4 audits carried out July.</p> <p>Swimming Pools –</p> <p>Total 279 – average of 7 audits per month required. 3 audits carried out in July.</p>
Earthquake prone buildings reports received	100%	N/A	<p>Under previous legislation 148 of 229 known premises had been addressed.</p> <p>Under the new legislation, 248 were identified as EPB and through the modelling process we eliminated 132 buildings leaving 116 buildings potentially EPB. Council has now reviewed the potential Earthquake Prone Buildings (EPB) and letters have been sent to owners advising them of their buildings status.</p> <p>104 letters sent out in total.</p> <p>11 (previously 12) - still being assessed by LGE</p> <p>Status:</p> <p>69 - identified as no longer EPB</p> <p>20 (previously 21) - require engineer assessment</p> <ul style="list-style-type: none"> - 3 or the 21 approved extensions - 3 or the 21 engineers reports received & 1 confirmation report is being completed - 1 added to list after LGE completed their assessment - 1 building demolished as a result of a fire <p>14 (previously 15) - identified as EPB and have been sent notices to be affixed to the building.</p> <ul style="list-style-type: none"> - 2 of the 14 have building consents for strengthening work - 1 building has been demolished (Anglican Church in Featherston)

1.6.2. Building Consents Processed

TYPE –MAY - JULY 2019	NUMBER	VALUE
Commercial (shops, restaurants, rest home – convalescence, restaurant /bar / cafeteria / tavern, motel, commercial building demolition - other commercial buildings)	2	\$13,000
Industrial (covered farm yards, building demolition, warehouse and/or storage, factory, processing plant, bottling plant, winery)	1	\$3,000
Residential (new dwellings, extensions and alterations, demolition of building, swimming and spa pools, sleep-outs, garages, relocations, heaters, solid fuel heaters).	47	\$4,062,039
Other (public facilities - schools, toilets, halls, swimming pools)	0	\$0
Totals	50	\$4,078,039

1.7 Environmental Health and Public Protection

1.7.1. Dog Control Act – Registration and Enforcement

SERVICE LEVEL – Dogs don't wander freely in the street or cause menace to humans or stock.

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Undertake public education, school and community visits to promote safe behaviour around dogs and/or responsible dog ownership	3 visits	0	Letter to go out to schools
Complaints about roaming and nuisance dogs are responded to within 4 hours	100%	100%	K:\resource\Bylaw Officers\Registers\AC Service Requests.xls 8/8
Complaints about dog attacks on persons, animals or stock are responded to within 1 hour	100%	100%	2/2

Officers have planned since November 2018 to undertake education visits to two Wairarapa based businesses who had a role to play in a dog attack that occurred on 31st October 2018. Officers classified the dog as menacing following that attack, with the classification subsequently appealed. The Hearings Committee decided on 10 July to uphold the menacing classification. As such, officers expect that these education visits will count as 'extra' education visits in the 2019 period.

INCIDENTS REPORTED FOR PERIOD 1 JULY 2019 TO 31 JULY 2019	FEATHERSTON	GREYTOWN	MARTINBOROUGH
Attack on Pets	1	-	-
Attack on Person	1	-	-
Attack on Stock	-	-	-
Barking and whining	-	-	1
Lost Dogs	-	-	1
Found Dogs	-	-	1
Rushing Aggressive	-	-	1
Wandering	2	3	-
Welfare	-	-	-
Fouling	-	-	-
Uncontrolled (off leash urban)	-	-	-

1.7.2. Public Places Bylaw 2012 - Stock Control

SERVICE LEVEL – Stock don't wander on roads, farmers are aware of their responsibilities.

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Stock causing a traffic hazard is responded to within 1 hour	100%	100%	K:\resource\Bylaw Officers\Registers\AC Service Requests.xls No incidents
In cases where multiple stock escapes (more than 1 occasion) have occurred from a property taking compliance or enforcement or prosecution action against the property owner	100%	-	No incidents
Council responds to complaints regarding animals within 48 hours.	100%	100%	K:\resource\Bylaw Officers\Registers\AC Service Requests.xls 1 incident

INCIDENTS REPORTED	TOTAL FOR PERIOD 1 JULY 2019 TO 31 JULY 2019
Stock	1

1.7.3. Resource Management Act – afterhours Noise Control

SERVICE LEVEL – The Council will respond when I need some help with noise control.

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET 19/20	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
% of calls received by Council that have been responded to within 1.5 hours	100%	100%	K:\resource\Health\Resource Management\Noise Control Complaints 9/9 attended within timeframe

AFTER HOURS NOISE CONTROL COMPLAINTS RECEIVED	YTD 1 JULY 2019 TO 31 JULY 2019	PREVIOUS YTD 1 JULY 2018 TO 31 JULY 2018	PERIOD 1 JULY 2019 TO 31 JULY 2019	PREVIOUS PERIOD 1 JULY 2018 TO 31 JULY 2018
Total	9	2	9	2

Officers will start to charge the recently approved \$160 fee for each justified noise control callout. Previously, Council had a fee of \$357 for a seizure of equipment

causing a verified noise nuisance. This fee was not charged frequently as seizures are not common. The charging of the new fee will allow Council to recoup its costs for providing the noise control function. If this fee existed and was charged during the 2018-19 year, it would have resulted in Council recouping approximately \$18,000 to cover the costs of our afterhours noise control contractor.

1.7.4. Sale and Supply of Alcohol Act - Licensing

SERVICE LEVEL – The supply of alcohol is controlled by promoting responsible drinking.

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET 19/20	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Premises are inspected as part of licence renewals or applications for new licences.	100%	4% YTD	MAGIQ data. All premises inspected at new or renewal application stage (2/45*). *Number of inspections completed of licences coming up for renewal within the YTD period. 122 licences in total. Total number of licences is subject to change month by month as new businesses open and existing premises close.
Premises that are high risk are inspected annually, while low or medium risk premises are audited no less than once every three years.	100%	4% YTD	MAGIQ data. There are no high risk premises in the district. Low and medium risk premises are inspected every 3 years as part of the renewal process. There are currently 24 low and medium licences due for renewal or new inspections in this financial year. 1 of these have been inspected as at 31 July 2019. Total number of licences is subject to change month by month as new businesses open and existing premises close. (1/24)
Compliance activities are undertaken generally in accord with the Combined Licensing Enforcement Agencies agreement.	100%	N/A	1 meeting held August 2019. No compliance inspections undertaken with the CLEG to date.

As the Committee will be aware, there has been a backlog of alcohol licences that have needed processing, which has resulted in time delays for inspections. With the employment of a dedicated alcohol licensing inspector, this backlog has predominantly been cleared and it is anticipated that this will facilitate timely alcohol inspections.

ALCOHOL LICENCE APPLICATIONS PROCESSED	YTD 1 JULY 2019 TO 31 JULY 2019	PREVIOUS YTD 1 JULY 2018 TO 31 JULY 2018	PERIOD 1 JULY 2019 TO 31 JULY 2019	PREVIOUS PERIOD 1 JULY 2018 TO 31 JULY 2018
On Licence	4	0	4	0
Off Licence	5	1	5	1
Club Licence	3	1	3	1
Manager's Certificate	7	2	7	2
Special Licence	3	2	3	2
Temporary Authority	0	2	0	2

Total	22	8	22	8
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1.8.1. Health Act - Safe Food

SERVICE LEVEL – Food services used by the public are safe.

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET 19/20	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Premises have appropriate FMP in place and meet the risk based standards set out in the Plan.	100%	100%	FHR – 0 FCP (Food Act) – 94 NP – 62 The changes in the Food Act 2014 require that businesses have an appropriate Risk Based Measure in place by end of transition period (Feb 2019). Total number of premises is subject to change month by month as new businesses open and existing premises close.
Premises are inspected in accord with regulatory requirements.	100%	0%	FCP verifications – 0/94 *Total number of premises is subject to change month by month as new businesses open and existing premises close.

The large workload increases for Council staff that has been brought about by the Food Act 2014 has made it challenging to have all businesses verified in a timely manner. Officers have had to be pragmatic in providing additional educational activities to operators during the verifications. This has made the verifications take longer and therefore place pressure on the number of businesses that can be verified in a given time.

1.8.2. Bylaws

Between 1 July 2019 and 31 July 2019 there were no notices relating to trees and hedges, 2 litter and 2 abandoned vehicle complaints.

Contact Officer: Russell O’Leary, Group Manager – Planning & Environment

INFRASTRUCTURE AND SERVICES REPORT

2. Group Manager highlights

This month the new roads contract under Ruamahanga Roads was rated number 1 from 31 council contracts for the completion of the works programs achieved. This is a great start to a new contract and aided by the joint work programs and collaborative processes.

Work in transport is continuing the annual contracts and renewals for the coming year to 5 years. This joint programming is envisaged to deliver savings over these works into the future through good programming and logistics.

The wheelie bin roll out in solid waste has been achieved with approximately 60 location issues for the drop off over the whole district. This process has highlighted the need to keep our databases up to date and the variation in property locations to their addresses.

The move to Wellington Water is well underway with the human resources processes underway. Attending the Client Councils Representative meeting highlighted how the contract governance processes work within the Wellington Water Council Controlled Organisation. It not only looked at the issues with the new alliance contract that needed to be resolved it also allowed for knowledge sharing across other areas such as waste and Health and Safety.

Work continues to be done on the manganese removal plant and the associated works for integration into the wastewater system, plant access and modular setup to enable future movement.

3. Water supply

SERVICE LEVEL – Council provides reliable and safe drinking water supplies. Water provided is safe to drink and there is adequate water for urban firefighting.

Key Performance Indicators

WATER SUPPLY KEY PERFORMANCE INDICATORS	TARGET 2019/20	COMPLAINTS		INCIDENTS	
		JUL	YTD	JUL	YTD
The average consumption of drinking water per day per resident within the territorial authority	<400 Lt		491		
Compliance with resource consent conditions/water permit conditions to “mainly complying” or better	95%		100%		
Water supply systems comply with Ministry of Health Bacteriological Drinking Water Standards guidelines 2008*	FTN: Yes GYT: Yes MTB: Yes		FTN: Yes GYT: No MTB: Yes		
Water supply systems comply with Ministry of Health Protozoa Drinking Water Standards guidelines 2008	FTN: Yes GYT: Yes		FTN: Yes GYT: No		

WATER SUPPLY KEY PERFORMANCE INDICATORS	TARGET 2019/20	COMPLAINTS		INCIDENTS	
	MTB: Yes		MTB: Yes		
The total number of complaints received by the local authority about drinking water taste per 1000 connections	<15	0	0	0	0
The total number of complaints received by the local authority about drinking water odour per 1000 connections	<15	0	0	0	0
The total number of complaints received by the local authority about drinking water pressure or flow per 1000 connections	<15	0.49 per 1000 (2 complaints)	0.49 per 1000 (2 complaints)	2	2
The total number of complaints received by the local authority about continuity of supply per 1000 connections	<15	0 per 1000 (0 complaints)	0 per 1000 (0 complaints))	0	0
The total number of complaints received by the local authority about drinking water clarity per 1000 connections	<15	0.24 per 1000 (1 complaints)	0.24 per 1000 (1 complaints)	1	1
Ratepayers and residents satisfied with level of service for water	75%			NRB Survey:	61%
Attendance for urgent call-outs: from the time that the local authority receives notification to the time that service personnel reach the site	< 1 Hr	(5/5) 100%	Median Time 1mins	5	5
Resolution of urgent call-outs: from the time that the local authority receives notification to the time that service personnel confirm resolution of the fault or interruption	< 8 Hrs	(5/5) 100%	Median Time 1mins	5	5
Attendance for non-urgent call-outs: from the time that the local authority receives notification to the time that service personnel reach the site	< 2 working days	(18/24) 75%	Median Time 20h 44mins	24	24
Resolution of non-urgent call-outs: from the time that the local authority receives notification to the time that service personnel confirm	< 5 working days	(21/24) 88%	Median Time 24h 27mins	24	24
Fire hydrants tested annually that meet NZ Fire Service Code of Practice	20%	20%	20%		
The % of real water loss from the local authority's networked reticulation system identified by establishing and measuring night flow	<20%		22%		

The temporary chlorination of the water supply has worked well, with the tests showing a stable chlorine level through the network. Continued monitoring of the reservoirs will evaluate if a booster chlorination is required, as there is period lower chlorine levels. Work is ongoing to address other risks highlighted during the investigation, including backflow risks, connections for the wineries. The design of the Manganese Removal Plant (MRP) is progressing and an updated layout with more detailed cost estimate for procurement at the end of August.

Featherston (Waiohine) plants operated well during the period. The concrete ring main for the storage area is complete and the lining is due in for early September. The fourth bore is drilled to enable the supply of both Featherston and Greytown. This will need further development to install pump equipment and connecting pipeline. Greytown bore had a fault during an unplanned shut-down which was rectified within 60 minutes.

4. Wastewater

SERVICE LEVEL – Council provides wastewater services that effectively collect and dispose of wastewater. Wastewater does not create any smells, spill or health issues and causes minimal impact on the natural environment.

4.1 Key Performance Indicators

WASTEWATER KEY PERFORMANCE INDICATORS	TARGET 2019/20	COMPLAINTS		INCIDENTS	
		JUL	YTD	JUL	YTD
Attendance time: from notification to arrival on site	< 1 Hr	6/10 (00%)	Median Time 0h 44min	10	10
Resolution time: from notification to resolution of fault	< 4 Hrs	2/10 (20%)	Median Time 31h 54min	10	10
No. of complaints per 1000 connections received about sewage odour	< 15	1 per 1000 (0.24 complaint)	0.75 per 1000 (3 complaint)	1	1
No. of complaints per 1000 connections received about sewage systems faults	< 15	0	0	0	0
No. of complaints per 1000 connections received about sewage system blockages	< 15	2.44 per 1000 (10 complaint)	2.44 per 1000 (10 complaint)	10	10
No. of complaints per 1000 connections received about the response to issues with sewage	< 15	0	0	0	0
Proportion of urgent waste water service requests responded to within 6 hours of notification	95%	7/10 (70%)	7/10 (70%)	10	10
Number of dry weather sewerage overflows per 1000 connections	<10	0	0	0	0
Ratepayers and resident's satisfaction with wastewater services	57%			NRB survey:	57%
% of resource consent conditions complied with to mainly complying or better*	90%		98%		
No. of abatement notices	<2				0
No. of infringement notices	0				0
No. of enforcement notices	0				0
No. of convictions	0				0

4.2 Consents – Featherston wastewater to land

Further investigations are being organised, a more in-depth investigation of the land treatment area, involving the drilling of 14 additional investigation bores. Further water quality sampling completed to quantify the performance of the treatment plant for pathogens and what treatment may be required to remove the risk to the shallow bore owners. The Featherston plant is operating well against the current consent conditions and would be within the proposed application conditions.

Martinborough irrigation has finished for the season, with the wastewater removed from the Ruamahanga River for 26% of the time in the previous year. The performance is being reviewed for nitrogen removal to maintain the discharge condition.

The Greytown plant has had issues with odours, following a trade waste discharge. The discharge has stopped and mitigation measures are ongoing to restore the ponds back to normal operation. The irrigation to land was commissioned in May ready for operation in the spring. A presentation day on the 19th of June went well.

5. Stormwater drainage

SERVICE LEVEL – Stormwater drains are well operated and maintained by the Council.

Key Performance Indicators

STORMWATER DRAINAGE KEY PERFORMANCE INDICATORS	TARGET 2019/20	COMPLAINTS		INCIDENTS	
		JUL	YTD	JUL	YTD
% of ratepayers and residents satisfied with stormwater drains	59%			NRB survey:	48%
% of urgent (any blockage causing extensive flooding of buildings or other serious flooding) requests for service responded to within 5 hours	95%	0	0	0	0
No. of flooding events	0	0	0	0	0
No. of habitable floors affected per flooding event per 1000 properties connected	0	0	0	0	0
No. of abatement notices	0				
No. of infringement notices	0				
No. of enforcement notices	0				
No. of convictions	0				
Median response time to flooding events (Notification to personnel reaching site in hrs)	3	-	-	0	0
No. of complaints about stormwater per 1000 properties connected	0	0	0	0	0

There were two stormwater blockages reported during the period within the Greytown water race sections.

6. Land transport

SERVICE LEVEL – Roads are maintained to ensure they are safe and comfortable to travel on. Footpaths can be safely used to get around town.

6.1 Key Performance Indicators

LAND TRANSPORT KEY PERFORMANCE INDICATORS	TARGET 2019/20	COMPLAINTS		INCIDENTS	
		JULY	YTD	JULY	YTD
Using the RAMM measurement system, average smooth travel exposure on urban roads to be 85% and rural roads 95% with maximum variation of 5%	95%				
Ratepayers and residents fairly/very satisfied with the roads	80%			NRB Survey:	68%
5% of sealed roads are resealed each year subject to availability of NZTA subsidy	100%				
The pavement condition index as measured by the NZTA pavement integrity index	95%				
The number of crashes causing injuries is reduced	Group and control average				
The number of fatalities and serious injury crashes on the local road network	<7				
Ratepayers and residents are satisfied with footpaths in the district	70%			NRB Survey:	62%
Availability of footpaths on at least one side of the road down the whole street	88%				
Footpath Condition rating 95% compliant with SWDC AMP Standard	95%				
The % of customer service requests relating to roads and footpaths responded to within 48 hours	95%	36/39 (92%)	36/39 (92%)	39	39
Meet annual plan footpath targets	Yes				

6.2 Roading Maintenance Ruamahanga Roads – Fulton Hogan

The first month of the Ruamahanga Roads contract working with Carterton District Council to share resources to complete programme works. The approved programme was substantially complete on time and within budget.

Works completed as shown below

- 295 km of roads were inspected and identified faults recorded in RAMM for future programming.
- 10 bridges were inspected and found to be in a tidy condition.
- 152.678 km of unsealed roads were graded
- 1589m³ of maintenance metal was applied to the unsealed roads
- 2 Cattle stops were installed on Ushers hill on White Rock Road as part of resilience works.
- 17 sealed road potholes were identified and filled.
- 31.1 meters of new and replacement culverts were installed.

Sealed road widening on Johnson Street in Featherston adjacent to the dog run was constructed.

Test pits have been dug and samples sent for testing as part of this year's design for sealed Road Rehabilitation.

Emergency response and initial clean-up occurred on Cape Palliser Road from the DOC station to the lighthouse due to extremely high seas and tidal swell.



Cape Palliser Rd tidal swell damage

Cape Palliser Road debris on carriageway

The drain behind Hart Street in Featherston was cleaned out and regraded to Abbots Creek following resident concerns.



Hart St after



Hart St Before

6.3 Other activities

Work is continuing the Tora Farm Settlement Road bridge; the retaining walls have been replaced around the abutment with the piles to be driven.



Pile driving Tora farm Settlement bridge.

A summary of maintenance works identified following the programmed Principal and Engineers inspections is currently being reviewed to determine the need and broken into High, Medium and Low work categories to enable maintenance to be programmed and costed.

Udy Street extension and Settlement Road (off Battersea Rd) have been surveyed for inclusion in the South Wairarapa District Roding network to enable subsidised works to be carried out.

7. Amenities

The Amenities team is responsible for the management of Council's parks, reserves and other amenities. The team looks after twelve parks, thirty-one reserves, forty-two buildings, five sports facilities, four cemeteries, eleven public toilets and twenty-two other properties. The Amenities Manager is the contract manager for the City Care parks and reserves contract, and is also responsible for the management of the libraries.

SERVICE LEVEL – Parks and reserves enhance the quality of life in our communities. Our playgrounds are safe and enjoyed by the community. Clean safe public swimming pools can be accessed in the District. Provision of some low-cost housing for the elderly (or in line with Council policy) in each town. Well maintained hall facilities that are available for the public to book. Public toilets are convenient, clean and safe. There is a wide range of library stock including up to date material.

7.1 Key Performance Indicators

AMENITIES KEY PERFORMANCE INDICATORS	TARGET 2019/20	COMPLAINTS	INCIDENTS		
		MONTH	YTD	MONTH	YTD
Users satisfied with parks and reserves	90%			NRB Survey:	88%
Ratepayers and residents are satisfied with Council playgrounds	85%			NRB Survey:	78%
Council playground equipment that meets national standards	100%				
Council pools comply with NZ swimming pool water testing standards	100%				
Ratepayers and residents' satisfaction with Council swimming pools	68%				73%
Occupancy of pensioner housing	94%			Actual:	
Ratepayers and residents satisfied with town halls	80%			NRB Survey:	71%
Cycle strategy	Developed				
Ratepayers and residents satisfied with public toilet facilities	87%			NRB Survey:	87%
Taking programmes out into the community and providing a wide variety of programmes in the library	>3 per library				
% of ratepayers and residents satisfied with libraries	90%			NRB Survey:	90%

7.2 Housing for Seniors

Flat inspections at Westhaven have been completed. The flats are looking tired and in need of a fresh coat of paint both on the interior and exterior.

If the tenants are planning to be away for a period of time they have been asked to let us know and it may be possible for some interior painting to be done in their absence.

7.3 Cemeteries

Contractors have completed the ashes wall 4 at the Featherston cemetery.

Featherston Cemetery Ashes Walls 2 & 4



Veteran Affairs are in the first stages of installing beams for nine burial plots and 20 in-ground ashes plots at the Featherston cemetery, block 4, services area.

Costs are being obtained for the following at Featherston Cemetery:

1. costs to install two upright, back to back inground ashes beams (32 ashes plots in total) in front of ashes walls 2 & 4
2. beam for 10 burial plots in Block 1, Catholic section
3. four extension beams for 12 plots, in Block 1a

7.3.1. Purchases of burial plots/niches 16 July to 24 August 2019

	Greytown	Featherston	Martinborough
Niche			3
In-ground ashes Beam	2		
Burial plot		1	
Services area			
Total	2	1	3

7.3.2. Ashes interments/burials 16 July to 24 August 2019

	Greytown	Featherston	Martinborough
Burial	2	1	
Ashes in-ground	1	3	
Ashes wall			
Services Area			

Disinterment			
Total	3	4	0

7.4 Events

7.4.1. Featherston

Completed events:

Future events:

Wairarapa Garden Railway Group – Indoor Running Day – being held 15 September 2019 at the ANZAC hall

Featherston Expo – being held 29 September 2019 at the ANZAC hall

Kokomai Festival – The Keys are in the Margarine – being held 14 October 2019 at the ANZAC hall

7.4.2. Greytown

Completed events:

Future events:

The Greytown Woodside Rail Trail Fun Run – held every Saturday starting 3 November 2018

Kokomai Festival – String Bean Puppet Show – being held 19 October 2019 at the Greytown Town Centre

7.4.3. Martinborough

Completed events: **Madcaps Show**

Future events:

Jazz in Martinborough – being held from 29 August to Sunday 1 September 2019 at the Martinborough Town Hall

Waihinga Playground

Progressing well ahead of completion date at this stage and on budget.

8. Library Activity Update

1. PURPOSE OF THE REPORT

To update the Committee on the progress and activities of the Wairarapa Library Service.

2. SIGNIFICANCE

The matters for decision in this report are not considered to be of significance under the Significance and Engagement Policy.

3. STATISTICS AND ACTIVITY

The statistics in this report refer to the month of July 2019, as data is gathered at the end of each month. At each committee meeting the statistics and activities update will cover all four libraries, for all months since the last meeting.

9. 3.1 Issues and renewals

Physical items:

	Carterton	Featherston	Greytown	Martinborough	Wairarapa Library Service Total
Number of issues and renewals for May 2019	5890	2626	3245	3019	14780
Number of issues and renewals for June 2019	5904	2357	2842	2695	13798
Number of issues and renewals for July 2019	7161	2915	3666	3170	16192

E-books and Audiobooks

Below are the ebook and audiobook issues for the entire Wairarapa Library Service broken down into months. As you can see Audiobooks show an increase each month.

Wairarapa Library Service	May 2019	June 2019	July 2019
Audiobooks	250	469	539
Ebooks	557	238	309
TOTAL	807	707	848

3.2 New Library members

It is great to see our overall figures show a great increase in the people joining our libraries.

	May 2019	June 2019	July 2019
Carterton	29	35	53
Featherston	13	11	26
Greytown	17	23	29
Martinborough	25	17	25
TOTAL	84	86	133

9.1

3.3 Public Wi-Fi Use (number of times WiFi accessed)

Carterton was one of the first libraries to receive the new hardware from APNK. Completed statistics for all libraries will be available when all have received the new equipment.

	May 2019	June 2019	July 2019
Carterton	518	425	469
Featherston	N/A	N/A	19 (last week of July only)
Greytown	N/A	N/A	0 (upgrade not installed)
Martinborough	N/A	N/A	17 (last week of July only)

3.4 **Carterton Events**

Displays

Month	Adult Displays	Junior Displays
May 2019	Nordic Thrillers	May the fourth be with you
		Warning – pirate books!
June 2019	Time for a laugh	Winter Warmers reading programme
July 2019	If you like Lesley Pearse try.....	Family movie night
		Winter Warmers reading programme

Events May

- Alpacas with Maracas: On 22 May Carterton library participated in the International Simultaneous Storytime Session. The book read worldwide was “Alpacas with maracas”. Children were able to make their own alpaca mask in the craft activity and petted the live alpacas on display.

Events June

- The Winter Warmers reading programme for children has begun this June. There are 117 children registered for the programme.

Events July

- On the 3rd the library hosted an evening storytime session with children and their teddy bears. The teddies then stayed in the library overnight as a sleepover. Their antics were captured and turned into a story available for the children to pick up with their teddy bears. You can read about their exploits at <https://bit.ly/2ZEVocy>.
- A craft session was held during the school holidays. The crafts were all based around the Winter Warmers Reading Programme, and celebrated Matariki

- As part of the Winter Warmers Reading Programme entertainers “Kirsty and Manu” with their tales and sand art.
- The Code Club celebrated completion of the beginner course. They demonstrated their software coding skills to their parents by running their favourite creations.
- The library held 3 craft sessions for children enrolled in the Carterton District Council School Holiday Programme.

Other initiatives - May

- Carterton library implemented a technology upgrade, led by APNK (the suppliers of our public access computing). The library now has 2 fixed Chrome stations and 8 portable Chromebooks available for use within the library. The tech upgrade also included a software management upgrade, allowing library staff to better manage computer allocation and printing services. Come in for a demonstration!

Other initiatives - June

- The annual stocktake was completed in June 2019.

3.5 Featherston Events

Displays

Month	Adult Displays	Teen Displays
May 2019	‘I Can’t remember the title, but the colour was blue’	
June 2019	Crochet (for the month)	New Books

Events - May

- Alpacas with Maracas: On 22 May Featherston library participated in the International Simultaneous Storytime Session. The book read worldwide was “Alpacas with maracas”.
- Booktown, the Library hosted a massive Harry Potter Quiz in the Featherston School Hall, Quiz Master, Juanita McLellan and Sam Wiblin with 10 House Elves from Kuranui College attending the tables.
- The Library hosted ‘Puffin the Architect’ author for a reading and book signing.
- Regular preschool programme attendance is up to 15 children plus parents/caregivers (including 3 Dads)
- Penny attended training on Blue Cloud Analytics to enable her to produce reports.

Events - June

- Matariki for pre-schoolers. This event was well attended by pre-schoolers who wrapped up warm for a couple of stories. They had glow sticks and explored the Library garden, lit up with lights.
- Preschool Programme topics were: Puddles, Wet Weather, Hungry Caterpillar Birthday, Giraffes, Animals. Book Bugs was attended by average 15 children and caregivers.
- Crochet classes wound up and proved popular.
- The library hosted class visits from St Teresa's School, Takitimu, Remutaka and Wairarapa.
- Thursday nights – 8 Library users, 1 council, 5 crochet class was average for the month.
- Enrolments for Winter Warmers exceeded our total by 46. All 3 schools have registered the entire school. St Teresa's Year 8 and 9 are trialling the online platform for reviews. iread.co.nz
- Maths is Fun is enrolling slowly. The lower age groups have filled, the older ones are filling slowly.
- A mother addressed a recent Book Bugs session about food and eating during the session. She has a child with a life-threatening allergy and must leave if children's lunch boxes come out. The parents were very sympathetic and understanding. However, it poses the question of food in the Library for these sessions.

Events – July

- Maths is Fun Programme ran in Week 1 of the school holidays. We enrolled 35 and 29 completed
- Week 2, we hosted Lego building every morning, this was very well attended.
- Preschool Programme topics Bugs started back for the new term with the Moon Landing
- Class visits from St Teresa's School, Takitimu, Remutaka on the first day of term. We also had a visit from Featherston School Seniors, the first visit for years! We are forging a great relationship with them through Winter Warmers.
- Thursday nights – 8 Library users, 1 council, 5 crochet class is average for the month.
- Winter Warmers booklets have been checked twice with one class achieving 5 reviews.
- Kirsty Wadsworth & Manu Bennett visited to tell their stories of Matariki and perform some sand art. The show was a magical experience for those who attended. Thanks to the Eastern & Central Community Trust for funding ECREAD'N.

- St Teresa's Year 8 and 9 are trialling the online platform for reviews, we have experienced a couple of issues, which was the idea of the trial, but they are enjoying the challenge. iread.co.nz

Other initiatives

- Featherston extended its hours on a Thursday night until 7.00pm.
- Beginners crochet class with 6 attendees.
- Penny attended ECREAD'N meeting in Masterton to finalise Winter Warmers and to submit the Funding Application to the Eastern & Central Community Trust.
- Seed Bank Collaboration is progressing. A planned craft activity will be held in the next school holidays.
- Our Community Service Worker completed his hours and proved to be a great shelf tidier and had a very willing attitude.

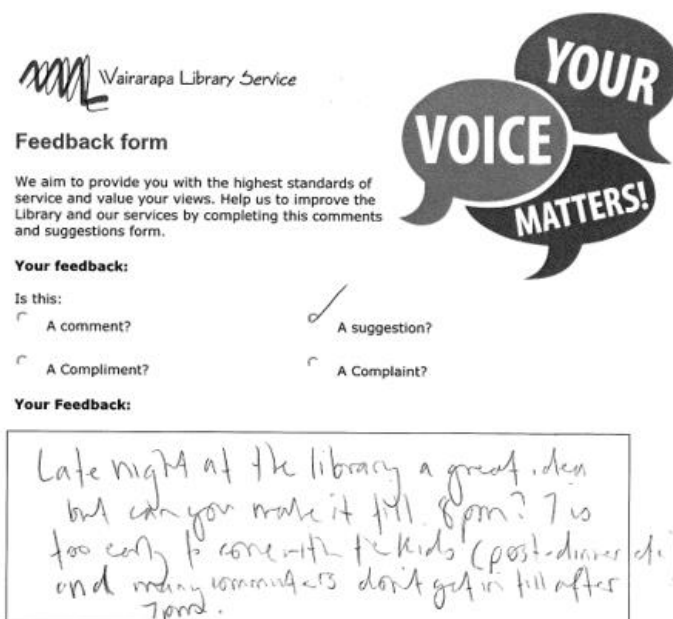
3.6 Greytown Events

Events – May

Greytown's opening hours have been extended to include a late night on Tuesday until 7.00pm.

Events – June

- Late nights have been very well-received and higher numbers are anticipated once the weather improves.



Wairarapa Library Service

Feedback form

We aim to provide you with the highest standards of service and value your views. Help us to improve the Library and our services by completing this comments and suggestions form.

Your feedback:

Is this:

☐ A comment? ☒ A suggestion?

☐ A Compliment? ☐ A Complaint?

Your Feedback:

Late night at the library a great idea but can you make it till 8pm? 7 is too early to come with the kids (post-dinner etc) and many commuters don't get in till after 7pm.

Events July

3.7 Martinborough Events

Displays

Month	Adult Displays	Teen Displays	Junior Displays
June 2019	Moody Winter Reads	New books	New Books
	Today's Picks		June Author Birthdays

Events – June

- Book Babies attendance is growing each week – our most recent session was attended by 11 children, plus their parents/caregivers.
- We exceeded our Winter Warmers enrolments by 6 over our allocated spaces.
- We provided “Lego in the Library with Liz” (Stevens). This proved so popular that we will be continuing it through the July school holidays.

Events - July

- The Library ran two very popular school holiday competitions – a scavenger hunt which garnered 31 entries. There were 3 prize packs up for grabs (Knucklebone café and the new Martinborough Sweet Shop provided some scrummy prizes!) – one of our regular readers won first prize.
- Our second competition was the classic “Guess the lollies in the Jar”; we had an astounding 128 entries, and one person guessed the EXACT number of lollies (99). Bless his heart, he said he was taking them to school the next day to share with his friends.
- Liz the Lovely Librarian brought in her own lego for children to enjoy on the Saturdays she was working in Martinborough; it was very popular!

Other initiatives

- Martinborough has extended its opening hours on a Saturday and is open until 2.00pm.
- Ali attended training on Blue Cloud Analytics to enable her to produce reports.

- Our children's library beautification project is coming along in leaps and bounds – we have moved some collections around to improve the flow through the area. We were also blessed with the donation of a FABULOUS new seating/shelving unit from Plunket.
- Kathy S. has created a new area primarily for pet books – it is proving very popular!
- Our newly separate Geronimo section and our new Junior non-fiction display:
- Kathy and Victoria spent time at Carterton Library; it was great practice for them to see the Chromebooks in action and to gain experience at another library
- Feedback from our community regarding the removal of rental fees on fiction material (and reduced photocopying charges) has been overwhelmingly positive.
- Our social media presence is becoming more and more prominent in the community - our Facebook page has 589 followers at present. Considering Martinborough's population of approximately 1,680, we consider this a great achievement.

3.8 Update

9.2 South Wairarapa staff have undertaken training in Interloans, and Blue Cloud Analytics, enabling them to produce reports and examine statistics provided by the library management system. At present, staff are gaining experience using these reports and once they are comfortable and experienced in producing reports, Acquisition training will be rolled out to each of the South Wairarapa libraries. This is a part of the Library Management System, enhancing ordering, invoicing and budget tracking. Kotui has requested that libraries use this process as part of Workflows.

9.3 Carterton and South Wairarapa staff have recently had Enterprise training by Sirsi Dynix so that every library has access to and is able to upload events and information to the Wairarapa Library Service website. This was held at Carterton and was well received by all participants. There will be ongoing training opportunities for all staff.

The three South Wairarapa Libraries have extended their opening times by two hours each. These times afford customers more opportunity to access a WLS library, especially commuters. Currently, the new opening times are for a three-month trial and has been so successful that the new opening times will remain.

- Greytown library is now open on Tuesday 09.00am – 7.00pm
- Featherston library is now open on Thursday 09.00am – 7.00pm
- Martinborough library is now open on Saturday 10.00am – 2.00pm

- Carterton library is open on Saturday
4.00pm

10.00am –

Customer forms and stationery are being adopted for use in every library enhancing consistency of service e.g. all libraries have the same customer Feedback form and staff are being encouraged to get customer feedback on the new opening times. Libraries are being encouraged to share their forms and stationery to ensure best practice and continuity. This will be ongoing.

All libraries have received their new hardware from APNK. Feedback on the new Chromebooks is overwhelmingly positive. Carterton elected to have mobile devices for customers with two fixed stations and the South Wairarapa libraries have fixed stations with one mobile device for staff use. These mobile devices have not yet been delivered yet because of supply problems. They should arrive within the next month.

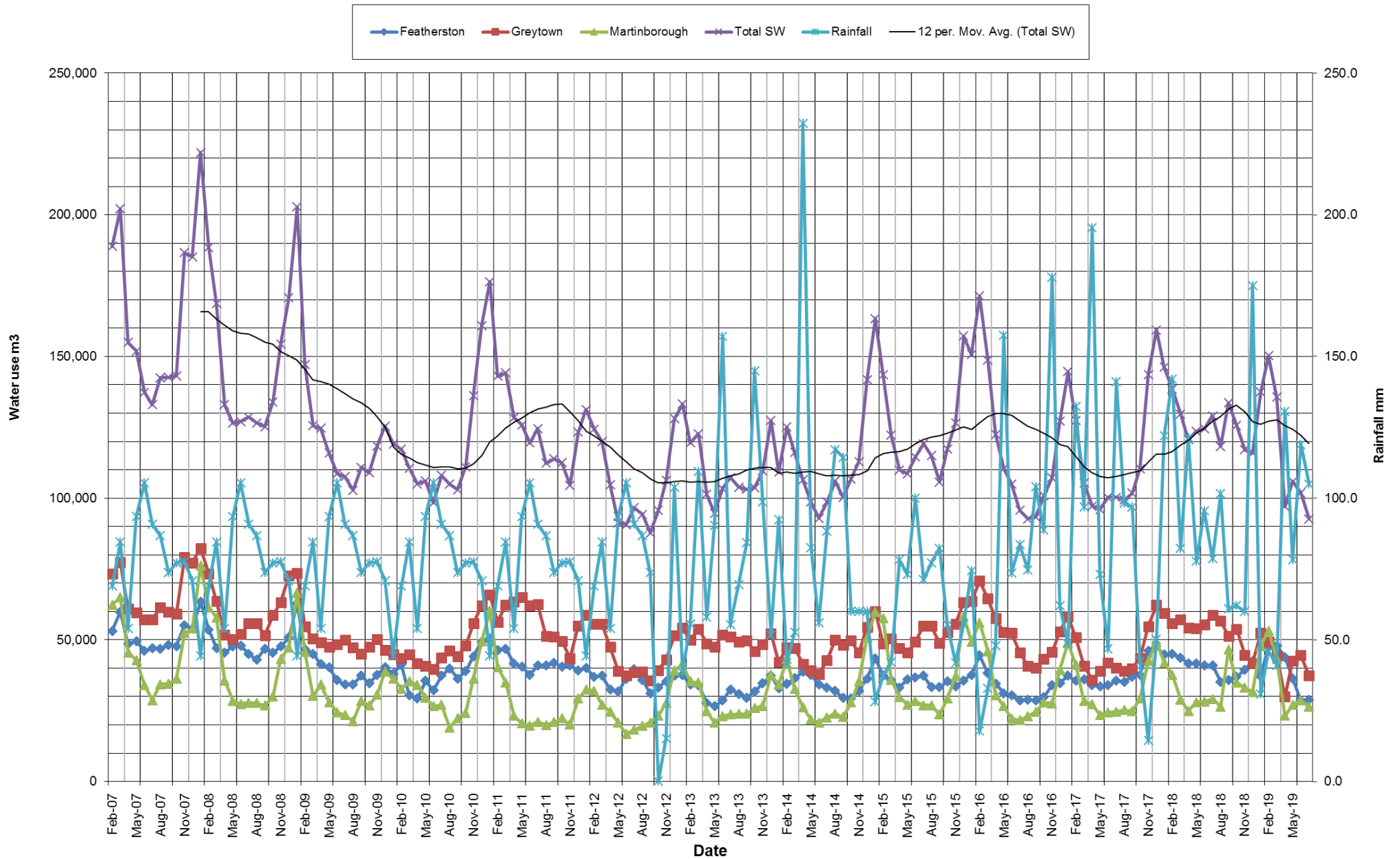
The library service now has a new app. Using the app, our communities no longer need to carry their library card with them as their barcode is accessible directly from the app. In addition to all the standard capabilities, such as browsing the catalogue, reserving items, renewing their books, you can also use the app to scan the ISBN barcode on the back of any book and see if we have it in the Wairarapa library system. Feedback from customers is very positive and, as it has made it possible to check the library stock quickly when undertaking a physical stock buy, feedback from the staff who have used it is also positive.

Contact Officer : Mark Allingham, Group Manager Infrastructure and Services

Reviewed By : Jennie Mitchell, Group Manager Corporate Support

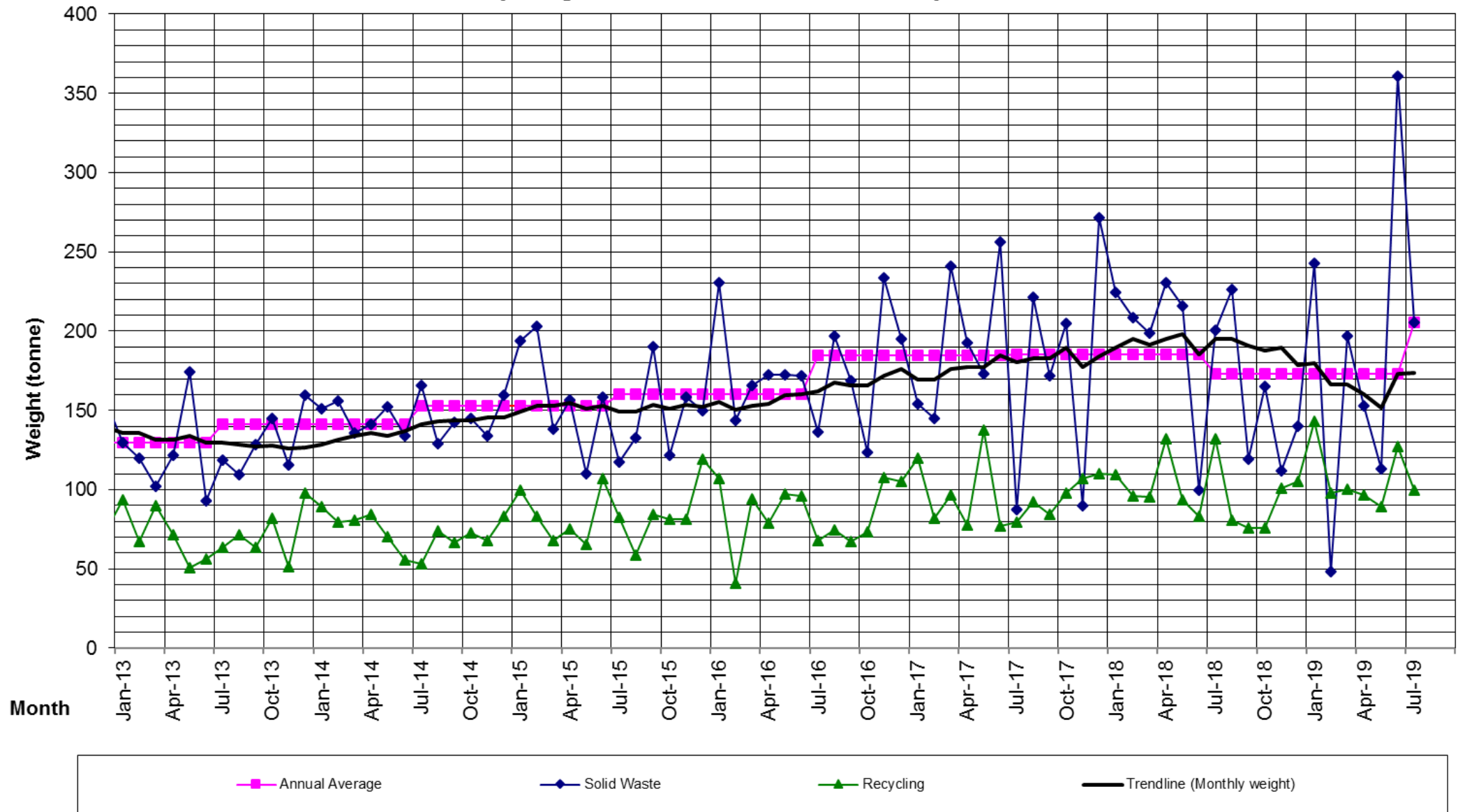
Appendix 1 – Monthly water usage

Water use South Wairarapa District Council



Appendix 2 – Waste exported to Bonny Glen

Monthly weight of waste transferred to Bonny Glen



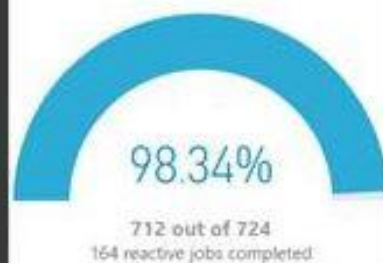
Appendix 3 – Fulton Hogan Reporting July & August 2019

Monthly Programme - Ruamahunga Roads CDC (2019-2029)

01/07/2019 to 31/07/2019



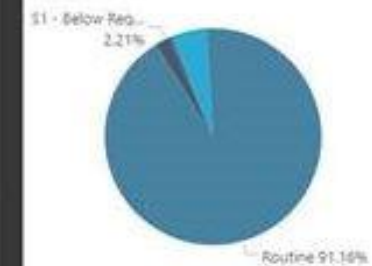
Programme Achievement



Jobs By Staff



Priority Breakdown



Programmed Jobs



Programmed Last Month

Fault Description	Jobs	Qty	Units
K&C - Sweep	422	57,376	m
Sign Inspection	132	132	each
Carriageway Inspection	52	128,7...	m
Grading	33	109,4...	m
Edge break	25	261	m
Unsealed Inspection	14	42,997	m
Edge Marker - Replace	10	11	each
Install Edge Marker (Renew)	9	39	each
Bridge Inspection	8	8	each
Post - Leaning	2	2	each
Sign & Support - Entire Replacement	2	1	each
Street Sweeping	2	356	m
Low Shoulder	1	60	m2
Mill & Fill - Deformation	1	10	m2
Post - Paint	1	1	each

Reactive Completed

Fault Description	Jobs	Qty	Units
Sealed Pothole	38	42	each
Edge Marker - Replace	27	27	each
Carriageway Inspection	24	18,034	m
Edge break	22	91	m
Grading	8	10,965	m
Install Edge Marker (Renew)	5	5	each
Fpath - Driveway Repair	4	41	m2
Dumping/Debris/Debris	3	33	m2
K&C - Repair	3	16	m
Footpath - Renew (Concrete)	2	19	m2
Post - Replace	2	2	each
Railing - Paint	2	5	m
ServiceCover - Uneven	2	2	each
Sight Rail - Repair/Replace	2	11	m
Sign - Accident (Repair/Replace)	2	2	each

Programme Categories



Job Details

Dispatch ID	Road	Staff Name
2	ADMIRAL STA...	Darryl Coley
3	ANILAHUNE SE...	Darryl Coley
4	BARLEY FLAT ...	Darryl Coley
5	BEACH ROAD	Darryl Coley
6	CHESTER PAR...	Darryl Coley
7	MARKET SUND...	Darryl Coley



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Monthly Programme - Ruamahunga Roads SWDC (2019-2029)

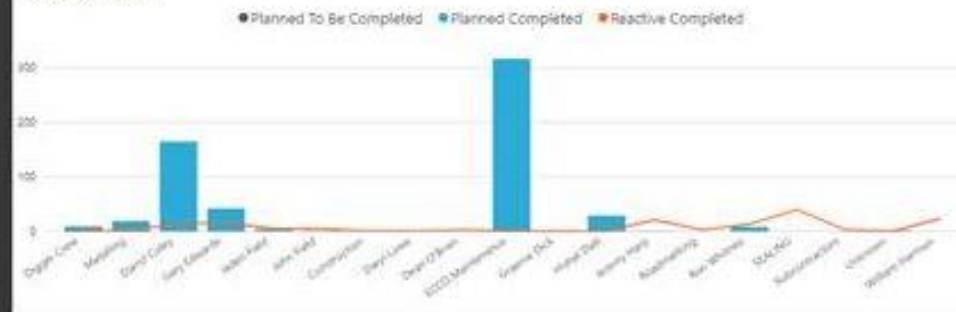
01/07/2019 to 31/07/2019



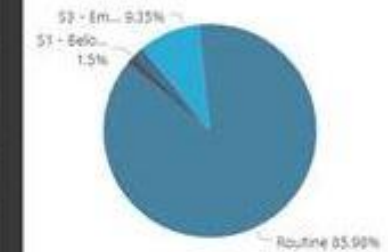
Programme Achievement



Jobs By Staff



Priority Breakdown



Programmed Jobs



Programmed Last Month

Fault Description	Jobs	Qty	Units
K&C - Sweep	317	42,941	m
Sign Inspection	84	84	each
Carriageway Inspection	66	201.2	m
Grading	30	130.9	m
Unsealed Inspection	31	80,024	m
Resheeting - Renewal	16	995	m3
Bridge Inspection	12	12	each
Culvert - Clear Inlet/Outlet	3	3	each
Resheeting - Maintenance	3	198	m3
Cattle Stop - Maintenance	2	2	each
Fpath - Uneven Surface	2	30	m2
Slip (Emergency)	2	44	m3
Blocked Drainage	1	1	each
Carriageway Inspection	1	2,955	m2
Culvert - Maintenance	1	1	m

Reactive Completed

Fault Description	Jobs	Qty	Units
Grading	29	41,525	m
Level - Uneven Surface	26	81	m2
Carriageway Inspection	21	13,293	m
Sealed Pothole	17	17	each
Bridge Inspection	14	14	each
Edge break	12	112	m
Road Drop Out (Emergency)	4	4	m3
Light out	3	3	each
Marking - New	3	3	each
Sump Blocked - Clean (including Grate)	3	3	each
Culvert - New	2	20	m
Dumping/Debris/Detrus	2	1,618	m2
Post - Replace	2	2	each
Resheeting - Maintenance	2	4,965	m3
Fallen Tree On Rd (Emergency)	1	1	each

Programme Categories



Job Details

Dispatch ID	Road	Staff Name
1	KUMENGA RD	Metalling
2	WHITE ROCK ...	Metalling
3	WHAKATOM...	Metalling
136	WHITE ROCK ...	Digger Crew
137	WHITE ROCK ...	Digger Crew
747	WHAKATOM...	Metalling



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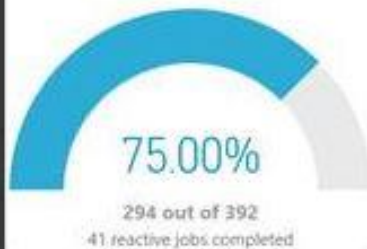
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Monthly Programme - Ruamahunga Roads CDC (2019-2029)

01/08/2019 to 31/08/2019



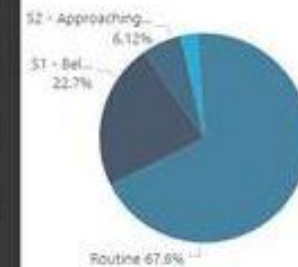
Programme Achievement



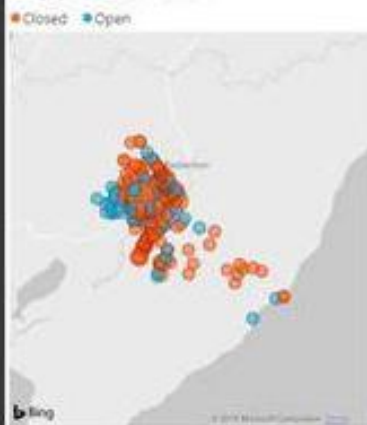
Current Jobs By Staff



Priority Breakdown



Programmed Jobs



Programmed This Month

Fault Description	Jobs	Qty	Units
Carriageway Inspection	88	144,447	m
Sign Inspection	62	59	each
Sign Inspection	42	0	
Edge Marker - Replace	35	37	each
Light out	29	29	each
Grading	23	35,132	m
Unsealed Inspection	19	56,385	m
K&C - Sweep	16	8,596	m
Sign - Replace	14	15	each
Bridge Inspection	11	11	each
Edge break	5	24	m
Post - Paint	5	6	each
Low Shoulder	4	102	m
Rehab - Granular Overlay	4	5,756	m ²
Culvert - Clear Inlet/Outlet	3	3	m

Reactive Completed

Fault Description	Jobs	Qty	Units
Sealed Pothole	13	24	each
Dumping/Debris/Detritus	7	57	m ²
Dumping/Debris/Detritus	5	13	m ³
Dumping/Debris/Detritus	3	3	each
Grading	2	1,032	m
Tree Removal	2	13	each
Unsealed Potholes	2	2	each
Culvert - Waterblast	1	10	m
Fallen Tree On Rd (Emergency)	1	1	each
Flooding	1	0	m ³
Resheeting - Maintenance	1	13	m ³
Sign Inspection	1	1	each
Sump Blocked - Clean (including Gr...	1	1	each
Vehicle Accident	1	1	each

Programme Categories



Job Details

Dispatch ID	Road	Staff Name
234	GLADSTONE ...	Ron Whitney
324	LONGBUSH R.	William Harmon
332	BROOKLYN R.	William Harmon
375	CARTERS LINE	William Harmon
376	CARTERS LINE	William Harmon
426	TEA HARRY R.	John Felt



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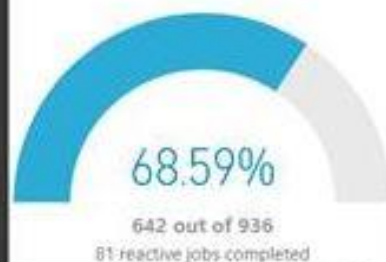
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Monthly Programme - Ruamahunga Roads SWDC (2019-2029)

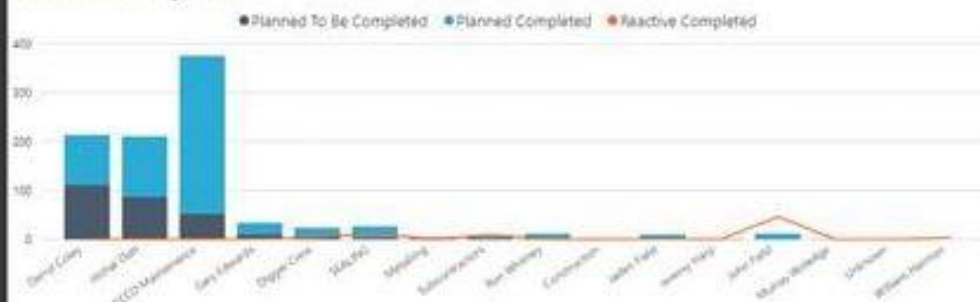
01/08/2019 to 31/08/2019



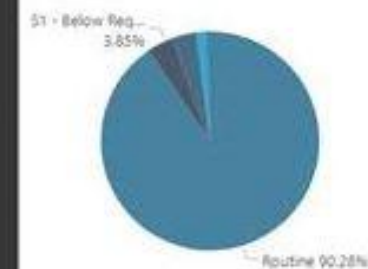
Programme Achievement



Current Jobs By Staff



Priority Breakdown



Programmed Jobs



Programmed This Month

Fault Description	Jobs	Qty	Units
K&C - Sweep	376	51,982 m	
Sign Inspection	272	272 each	
Carriageway Inspection	95	214,183 m	
Grading	46	67,329 m	
Unsealed Inspection	42	76,109 m	
Edge break	22	202 m	
Bridge Inspection	16	16 each	
Culvert - Clear Inlet/Outlet	10	10 one-way	
Culvert - New	5	47 m	
Level - Depression	4	42 m2	
Resheeting - Maintenance	4	405 m3	
High Cut	3	1,500 m	
Sign - Replace	3	5 each	
Culvert - Maintenance	2	16 m	
Culvert - New	2	2 each	

Reactive Completed

Fault Description	Jobs	Qty	Units
Sealed Pothole	20	29 each	
Edge break	10	41 m	
Light out	10	10 each	
Sign and/or Post - New Installation	6	7 each	
Dumping/Debris/Detritus	4	630 m2	
Edge Marker - Install/Upgrade	4	4 each	
Sump Blocked - Clean (including Gr...	4	4 each	
Bridge End Marker - Install/Replace	3	3 each	
Culvert - Clear Inlet/Outlet	3	3 one-way	
Digout - Deformation	3	95 m2	
Post - Leaning	3	3 each	
Mowing	2	30 m	
Sight Rail - New	2	29 m	
Dumping/Debris/Detritus	1	1 each	
Grading	1	2,175 m	

Programme Categories



Job Details

Dispatch ID	Road	Staff Name
341	HIKAWERA RD	Darryl Coley
1739	TORA RD	Digger Crew
1740	TORA RD	Digger Crew
1743	TORA RD	Digger Crew
1745	TORA RD	Digger Crew
1746	TIME & EXHIBIT	Timothy Price

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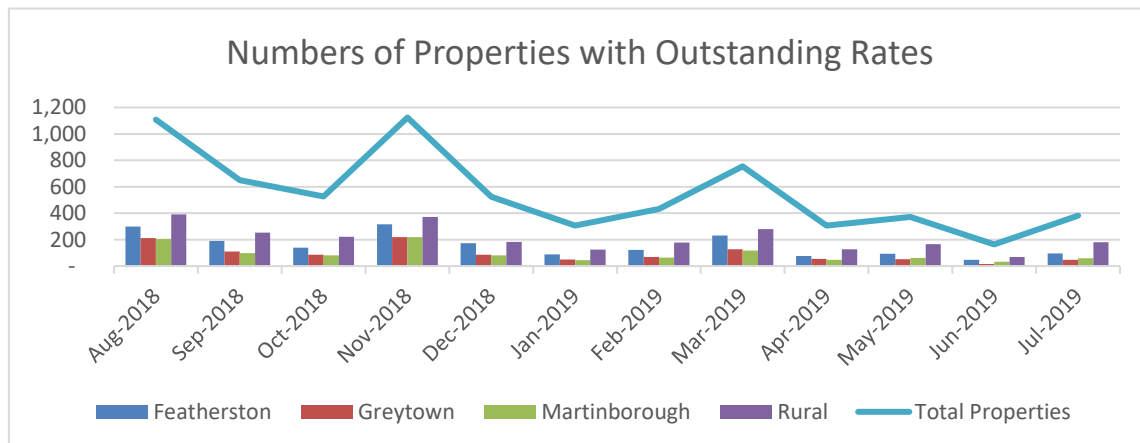


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CORPORATE SERVICES REPORT

Rates Arrears

The rates arrears graphs below show continued improvement in the recovery of overdue rates which is due to a consistent approach to dealing with our overdue debtors.



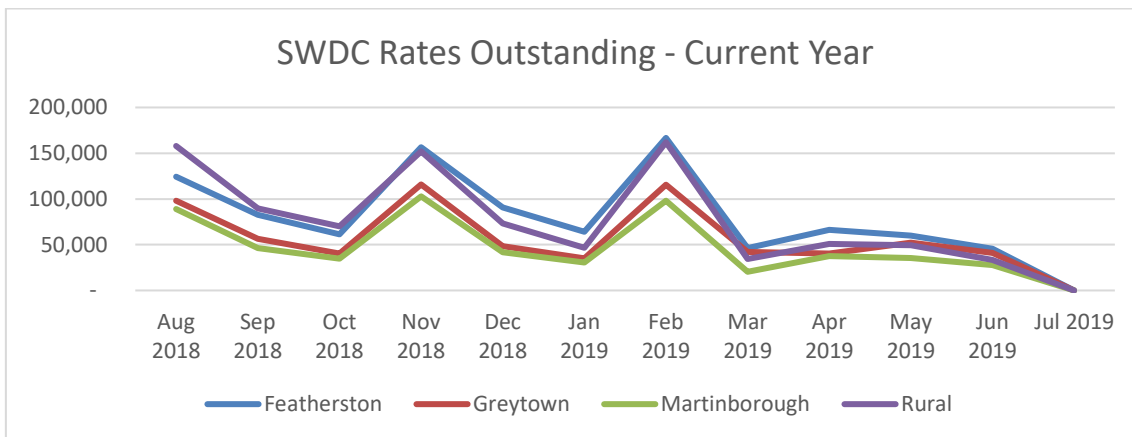
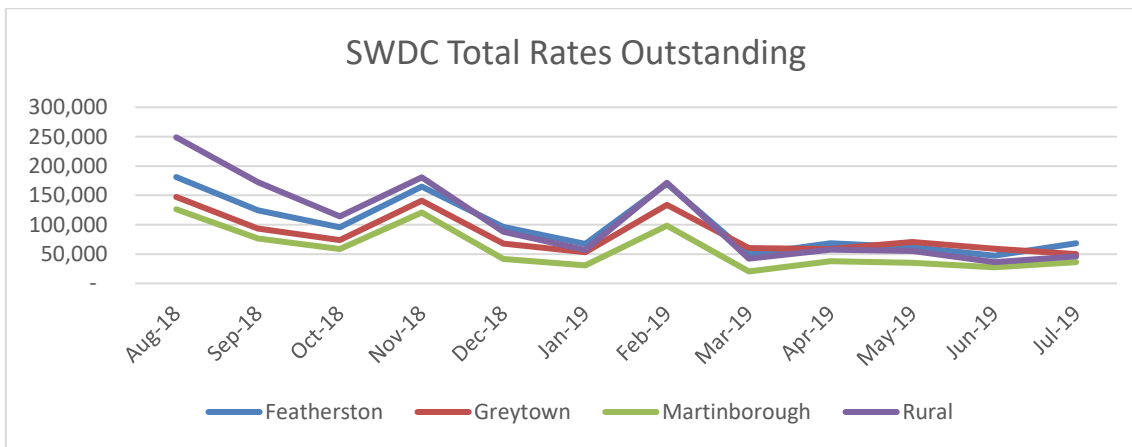
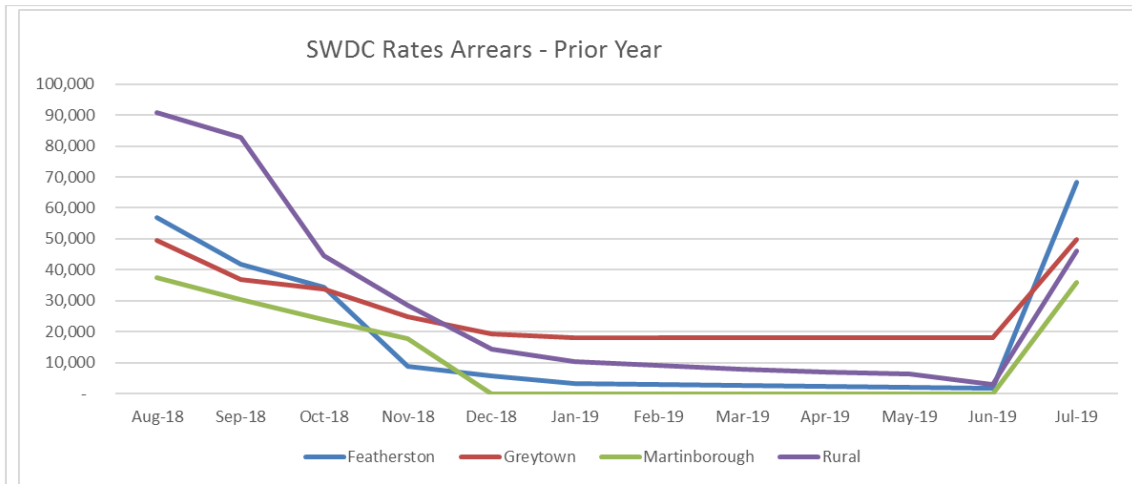
Now that we have rolled the rates ledger over into the new financial year, the amount of rates arrears has increased to \$200k. At the end of July 2018, the arrears amount was \$300k so this has dropped \$100K or one third over the last year due to the consistent work done by the rates team.

We will soon commence the process to recover arrears from those ratepayers who have mortgages through their banks as we are entitled to do through the Rating Act.

There are now only five ratepayers with arrears dating back to the 2018 year and earlier. Of these 1 is on repayment plan, 2 have issues with the title of their property, and 2 are lodged with debt collectors.

We have had a good response to the rates rebate scheme already this year with 196 rebates processed to date. Last years total was 369 rebates, so we have processed over half the likely rebates already.

We now have 37% of ratepayers paying by Direct debit, and will continue to work on increasing this percentage as this reduces administration costs considerably.



MĀORI STANDING COMMITTEE

9 DECEMBER 2019

AGENDA ITEM 6.4

INCOME AND EXPENDITURE STATEMENTS

Purpose of Report

To present the Māori Standing Committee with the most recent Income and Expenditure Statements.

Recommendations

Officers recommend that the Committee:

1. *Receive the Income and Expenditure Statement for the period 1 July 2018 – 30 June 2019.*
2. *Receive the Income and Expenditure Statement for the period 1 July 2019 – 31 October 2019.*

1. Executive Summary

The Income and Expenditure Statement for 1 July 2018 – 30 June 2019 is attached in Appendix 1. The Income and Expenditure Statement for 1 July 2019 – 31 October 2019 is attached in Appendix 2.

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

2. Appendices

Appendix 1 - Income and Expenditure Statement for 1 July 2018 – 30 June 2019

Appendix 2 - Income and Expenditure Statement for 1 July 2019 – 31 October 2019

Contact Officer: Susan Mitchell, Records and Archives Officer

Reviewed By: Katrina Neems, Finance Manager

Appendix 1 - Income and Expenditure Report for the period 1 July 2018 – 30 June 2019

Maori Standing Committee : Te Māngai O Ngā Hapori Māori		
Income & Expenditure For the Year Ended 30 June 2019		
	<u>INCOME</u>	
	Grant funding	10,000.00
	Annual Plan 2018/19	17,386.00
	TOTAL INCOME	27,386.00
	<u>EXPENDITURE</u>	
	Members salaries and meeting fees	15,882.00
	Mileage reimbursements	3,737.38
	Total Personnel Costs	19,619.38
	Total General Expenses	-
7/06/2019	Hooper N MSC Grant	250.00
	Total Grants	250.00
	TOTAL EXPENDITURE	19,869.38
	ACTUAL NET SURPLUS/(DEFICIT) YEAR TO DATE	7,516.62
	<u>LESS: COMMITMENTS</u>	
	Salaries and meeting fees to 30 June 2019	504.00
	Mileage reimbursements	-
	Total Commitments	504.00
	BALANCE TO CARRY FORWARD	7,012.62
	Remaining Grant Funding to be carried forward	9,750.00
	Terms of Reference Review for MSC	18,840.00
	Amount spent as at 30/06/19	0.00
	Remaining Budget to be Carried forward	18,840.00

Appendix 2 – Income and Expenditure Report for the period 1 July 2019 – 31 October 2019

Maori Standing Committee : Te Māngai O Ngā Hapori Māori		
Income & Expenditure as at 31 OCTOBER 2019		
	<u>INCOME</u>	
	Balance 1 July 2019 Grants carried forward	9,750.00
	Annual Plan 2019/20 Grants	27,000.00
	Annual Plan 2019/20 Operating Expenses	41,584.00
	TOTAL INCOME	78,334.00
	<u>EXPENDITURE</u>	
	Members salaries and meeting fees	5,402.00
	Mileage reimbursements	1,589.62
	Total Personnel Costs	6,991.62
19/08/2019	He Putiputi Lim Flowers for Lee Carter	47.83
	Total General Expenses	47.83
12/09/2019	Pae Tu Mokai o Tauria - Signage	500.00
	Total Grants	500.00
	TOTAL EXPENDITURE	7,539.45
	ACTUAL NET SURPLUS/(DEFICIT) YEAR TO DATE	70,794.55
	<u>LESS: COMMITMENTS</u>	
	Salaries and meeting fees to 30 June 2019	13,182.00
	Mileage reimbursements	1,410.38
	Total Commitments	14,592.38
	BALANCE TO CARRY FORWARD	56,202.17

Maori Standing Committee : Te Māngai O Ngā Hapori Māori		
Terms of Reference Review as at 31 OCTOBER 2019		
	Total Budget carried over from 2018-19	18,840.00
21/06/2019	Tahetoka Ltd - Hui with MSC Members	675.00
	Total Consultants	675.00
	ACTUAL NET SURPLUS/(DEFICIT) YEAR TO DATE	18,165.00
	Terms of Reference Review for MSC	18,840.00
	Amount spent as at 30/06/19	675.00
	Remaining Budget to be Carried forward	18,165.00