



## **Strategy Working Committee Minutes from 10 April 2024**

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<b>Present:</b>	Acting Mayor Melissa Sadler-Futter (Chair), Councillors Colin Olds, Kaye McAulay, Alistair Plimmer, Rebecca Gray, Martin Bosley, Pip Maynard, Aaron Woodcock, Aidan Ellims (via Zoom), and Violet Edwards (Māori Standing Committee Representative).
<b>Apologies:</b>	Mayor Martin Connelly (Leave of absence – listed as an apology as per Standing Order 13.3).
<b>In Attendance:</b>	Janice Smith (Chief Executive Officer), Stefan Corbett (Group Manager Partnerships and Operations), Nicki Ansell (Acting General Manager Democracy and Engagement), Russell O’Leary (Group Manager Planning and Environment), Paul Gardner (General Manager Human Resources and Corporate Services), Robyn Wells, (Principal Adviser Water), Louise Dowdell (Libraries Services Manager), Alex Pigou (Team Leader Communications) and Amy Andersen (Committee Advisor).  Charles Barker (Wellington Water).
<b>Public forum:</b>	Marieke Soeter.
<b>Conduct of Business:</b>	This meeting Supper Room, Waihinga Centre, 62 Texas Street, Martinborough, and was livestreamed on the Council’s YouTube Channel. The meeting was held in public where noted from 9:00am to 11:26am.

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### **Open Section**

**A1. Karakia Timatanga - Opening**

Cr Maynard opened the meeting.

**A2. Apologies**

There were no apologies.

**A3. Conflicts of Interest**

There were no conflicts of interest.

**A4. Public participation**

Marieke Soeter spoke to the Committee about flooding issues at the hill end of Brandon Street including: health and safety issues such as debris, blocked water systems and timeframes for Wellington Water to clear affected areas

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after significant rainfall. Ms Soeter requested solutions from Council to address the issues as presented in her submission. Members queried Ms Soeter's expertise in this field.

**A5. Actions from public participation**

Action 133: Request urgent follow up with Wellington Water to ensure stormwater drainage on Brandon Street is prioritised for clearing. *S Corbett*

Actions 134: Request information report to a future meeting of the Strategy Working Committee regarding flooding issues on Brandon Street (refer to Marieke Soeter's public participation presentation to the Committee on 10/04/2024). *S Corbett*

Action 135: Request clarification of the levels of service with Wellington Water and other relevant contractors in relation to drainage/clearing of water ways across the district. *S Corbett*

**A6. Extraordinary business**

*STRATEGY WORKING COMMITTEE RESOLVED (SWC2024/27)* to add the Greytown Water Treatment Plant Upgrade Options Project Report.

The item was not on the agenda as officers originally planned to have the project completed by the end of March, however, consultation with community stakeholders took longer than originally estimated but it was deemed more important to get feedback than stick to the original timeline. The discussion on the item cannot wait for a future meeting because without approval any future work could be at risk for rework or delay which is not in the best interests of the community.

To be added to the agenda under public excluded as item D1. Note that the withholding of information under the Local Government Official Information and Meetings Act 1987 is necessary to: enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities – Section 7(2)(h).

*(Moved Cr Olds/Seconded Cr Plimmer)*

Carried

**A7. Confirmation of minutes**

*STRATEGY WORKING COMMITTEE RESOLVED (SWC2024/28)* to accept that the minutes of the Strategy Working Committee meeting held on 13 March 2024 are a true and accurate record, subject to the following changes: Mayor Connelly to be removed from "present", and Councillor Maynard and Councillor Bosley to be removed from "apologies" in the top section of the minutes.

*(Moved Cr Gray/Seconded Cr Plimmer)*

Carried

**A8. Matters arising from previous meetings**

Members acknowledged Ms Smith and Council Officers for progressing the Interim Speed Management Plan. Noted that SWDC have jointly with CDC

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decided to submit the Interim Speed Management Plan to the Director Land Transport for approval.

**ITEM MOVED**

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

**C1. Wellington Water Committee Reports 15 March 2024 Meeting**

Mr Barker spoke to matters included in the report and responded to queries from members including: public reporting of network faults, pipeline integrity and managing an aging network, repairs of leaks, changes to rules for compliance (monitoring instruments), risk of drought (water restrictions and smart meters), Martinborough Wastewater Treatment Plant funding (capacity and compliance).

Members requested for further commentary from Wellington Water when items are identified as “red” and avoiding misinterpretation of language in future reports.

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

**B1. Local Waters Done Well – Regional Collaboration Proposal**

Ms Smith spoke to matters included in the report.

Members discussed nomination to the Advisory Oversight Group for the joint water service delivery plan process and the commitment required.

*STRATEGY WORKING COMMITTEE RESOLVED (SWC2024/29) to:*

- 1a) Receive the Local Waters Done Well – Regional Collaboration Proposal report.
- b) Note the Government’s intended legislative changes to give effect to the Local Water Done Well policy, including the requirement on councils to develop a water service delivery plan.
- c) Approve, in principle, signing an MoU to commence work on a joint water service delivery plan with the other councils in the Wellington region.
- d) Agree to delegate authority to the Chief Executive to finalise the MoU, consistent with discussions and any amendments made by the Committee.

[Items 1a-d read together]

*(Moved Cr Olds/Seconded Cr McAulay)*

Carried

- e) Appoint Councillor Colin Olds to be council’s representative on the Advisory Oversight Group for the joint water service delivery plan process.

*(Moved Cr Plimmer/Seconded Edwards)*

Carried

**B2. Wairarapa Library Service Review**

Mr Corbett spoke to matters included in the report and next steps, Enhanced AP and recruitment of additional staff to support operations.

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Acting Mayor Sadler-Futter also acknowledged the work completed by the team, for the tone of the report, inclusion of lessons learned and noted that the delay in bringing this report back to the Committee was not fault of officers, it was to allow for further collaborative work between elected members and officers.

Acting Mayor Sadler-Futter also noted that the decisions on the recommendations included in this report will be discussed during the Enhanced Annual Plan deliberations, scheduled for 22 May 2024.

Members queried the comparative analysis provided, staffing and recruitment, staff leave balances, shared services and daily operations.

*STRATEGY WORKING COMMITTEE RESOLVED (SWC2024/30) to receive the Wairarapa Library Service Review report.*

*(Moved Cr McAulay/Seconded Cr Gray)*

Carried

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

### **C2. Audit Management Report June 2023**

Ms Smith spoke to matters included in the report.

*STRATEGY WORKING COMMITTEE RESOLVED (SWC2024/31) to:*

1. Receive the 'Report to the Council on the audit of South Wairarapa District Council For the year ended 30 June 2023' Report.
2. Note that Audit issued an unmodified audit report, dated 7<sup>th</sup> December 2023.
3. Note the report's three recommendations, categorised as Necessary, along with management's proposed ameliorations.
  - a. Audit Recommendation – "Management should review the processes around identification of related parties and perform completeness checks on declared interests at least annually to ensure all potential related parties are identified and assessed for disclosure within the financial statements."
    - i. *Management Response - For the year ending 30 June 2024 SWDC are implementing the use of Microsoft Forms to facilitate completeness checks of the disclosures, and the storing of disclosure responses. Microsoft Forms is a survey tool that allows the sender to track who has responded and download the responses in spreadsheet format.*
  - b. Audit Recommendation – "The District Council should prepare a reconciliation at year-end to clearly evidence how the rates in advance recorded in the general ledger ties to the rates report."
    - i. *Management Response - SWDC will implement a reconciliation of general ledger balances and rates statement."*

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- c. Audit Recommendation – “The District Council should perform an assessment of assets that are fully depreciated in their asset register to ascertain which are still in use and further assessing whether the useful lives of similar assets remain appropriate.”

- i. *Management Response - The functions and future needs of the GIS & Asset Data Officer are being resourced through alternative methods whilst we undertake a recruitment process. An additional role of Asset Manager is being sought through the Annual Plan process. A priority for both roles will be in reviewing the assets of SWDC, and ensuring robust processes for maintaining asset data are implemented.*

[Items 1, 2 & 3 read together]

(Moved Cr Gray/Seconded Cr Bosley)

Carried

#### **ITEM WITHDRAWN**

#### **C3. Quotable Value NZ – Presentation of the 2023 South Wairarapa General Revaluation**

Item withdrawn due to delayed audit, as notified by Quotable Value NZ.

Note: this presentation will be given in an open workshop scheduled on 17 April 2024. Please visit our website for more information.

<https://swdc.govt.nz/meeting/quotable-value-presentation-of-the-2023-south-wairarapa-general-revaluation/>

#### **C4. Action Items**

86 – Members requested to close the action.

409 – Cr Bosley to discuss next steps with Mr Corbett.

#### **ITEM ADDED**

##### **Acknowledgements and tributes**

Cr Gray acknowledged Brent Slater of Featherston for his volunteer work in relation to the maintenance of Bar Brown Bush Reserve.

Cr Gray also acknowledged people living in the district who identify as LGBTQ+, considering the challenges faced by Councils across the country in the past few weeks.

The meeting was adjourned at 10:45am.

The meeting was reconvened at 10:59am (Cr Ellims not present).

Cr Ellims returned to the meeting at 11:00am.

#### **D Public Excluded Section**

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

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Report/General Subject Matter	Reason for passing this resolution in relation to the matter	Ground(s) under Section 48(1) for the passing of this Resolution
Greytown Water Treatment Plant Upgrade Options Project Report	Good reason to withhold exists under section 7(2)(h)	Section 48(1)(a)

This resolution (SWC2024/32) is made in reliance on Section 48(1) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public are as follows:

Reason for passing this resolution in relation to the matter	Ground(s) under Section 48(1) for the passing of this Resolution
withholding of information is necessary to enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities.	section 7(2)(h)

*(Moved Cr Gray/Seconded Cr Maynard)*

Carried

**E Karakia Whakamutunga - Closing**  
Cr Bosley closed the meeting.

The meeting closed at 11:26am.

**Confirmed as a true and correct record**

.....(Chair)

.....(Chief Executive)

.....(Date)

.....(Date)

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