



# **ORDINARY COUNCIL MEETING**

# **A G E N D A**

*To be held on:*

**Wednesday 23<sup>rd</sup> March 2016  
at 1.00pm**

*at the*

**Carterton Events Centre, Holloway Street, Carterton**



## AGENDA

The Agenda of the Ordinary Meeting of the Carterton District Council to be held at the Carterton Events Centre, Holloway Street, Carterton on Wednesday 23<sup>rd</sup> March 2016 at 1.00pm

1. Apologies
2. Conflict of Interest Declaration
3. Notification of General Business/Late Items
4. Public Forum
  - 4.1 Hugh Gaywood-Eyre - to have discussion regarding Taratahi Training Farm
5. New Road Name- East West Developments Limited – *page 1 - 3*
6. Carrington Park Toilets Upgrade – *page 4 - 7*
7. Sport Wellington – Six Month Report – *page 8 - 19*
8. Carterton Walking & Cycling Strategy – *page 20 - 38*
9. Removal of Reserve Status – *page 39 - 41*
10. Gambling Venues Policy Review – *page 42 - 43*
11. Dog Registration Fees- *page 44 - 45*
12. Holiday Park Lease – *page 46 - 47*
13. Delegations to the Chief Executive – *page 48*
14. Chief Executive's Report – *page 49 - 57*
15. Elected Member's Reports – *page 58 - 59*
16. General Business/Late Items
17. Confirmation of the Minutes
  - 17.1 Minutes of the Ordinary Meeting held on 24<sup>th</sup> February 2016 – *page 60 - 66*
  - 17.2 Minutes of the Public Excluded Portion of the Ordinary Meeting held on 24<sup>th</sup> February 2016 – *page 67*
18. Matters Arising from Minutes

Jane Davis  
Chief Executive



9<sup>th</sup> March 2016

## **New Road Name**

### **Purpose:**

Council to reconsider previous resolution

### **Significance:**

The matters for decision in this report do not trigger the significance policy of Council or otherwise trigger Section 76(3)(b) of the Local Government Act 2002.

### **Background:**

Councillors will be aware at the February 2016 Council meeting an application had been made by East West Developments Ltd for the naming of three roads constructed within a land subdivision development. The developer was desirous that the road names constitute a theme based on historic events taking place on and around the property when it was known as the Carterton Show Grounds. He proposed cattle breed names: Hereford Avenue, Angus Place and Devon Lane.

Whilst Council was keen to preserve the proposed theme it decided to replace one of the road names with a person's name who has over the years had significant dealings with the Showgrounds. Councillors resolved to name one of the roads Keys Drive (replacing the proposed Hereford Avenue). Barry Keys was a former Mayor of Carterton and was heavily involved with the Showgrounds. His name is on the Council's schedule of preferred road names which is attached to the Road Naming Policy.

Further, as a result of deliberation at the February meeting, Council quite correctly pointed out that the suffix of the road name in this instance should be Drive rather than Avenue. Council's Road Naming policy suggests that the suffix should be used "in circumstances appropriate to the physical situation," these are defined as follows:

<i>Avenue</i>	<i>A wide straight road planted with trees on either side</i>
<i>Drive</i>	<i>An especially scenic road or a main connecting route in a subdivision.</i>

### **Developer's response:**

The developer has some concerns with the amended road name and asks Council to reconsider its decision, and allow all three proposed names as applied for to be approved. His concerns relate to three issues:

1. The connection of Barry Keys with the Showgrounds will not be known by everyone, and particularly not to people new to Carterton (who may be potential buyers of the properties in the subdivision) and younger people. Therefore the effect of the theme will be reduced and will continue to reduce over time.
2. Barry Keys, while a significant person in Carterton, is on the Council's preferred road name list on account of his previous mayoralty, rather than his contributions to the Showgrounds.
3. There are a number of other people who have been associated with the Showgrounds who could equally be considered to have made a significant contribution to that aspect of Carterton's history and yet no consideration was given to those people.

The developer, Jonathon Algie, has emphasised in discussions with officers that he feels somewhat uncomfortable about raising the naming issue, particularly since Barry Keys is such a well-respected person. However, he feels strongly about the cattle breed theme and so has requested the Council revisit its previous decision on the rejection of "Hereford" in favour of "Keys" Drive.

For the reasons outlined, above it is recommended that Council amends its previous resolution by approving the road name Hereford Drive in place of Keys Drive.

#### **Previous Resolution**

1. *That Council approve the road names for the subdivision by East West Developments Ltd off Belvedere Road to be known as Keys Drive, Angus Place, and Devon Lane as identified on the attached scheme plan.*
2. *The District Land Registrar and Chief Surveyor to be notified in accordance with Section 319A Local Government Act 1974.*

#### **Recommendation:**

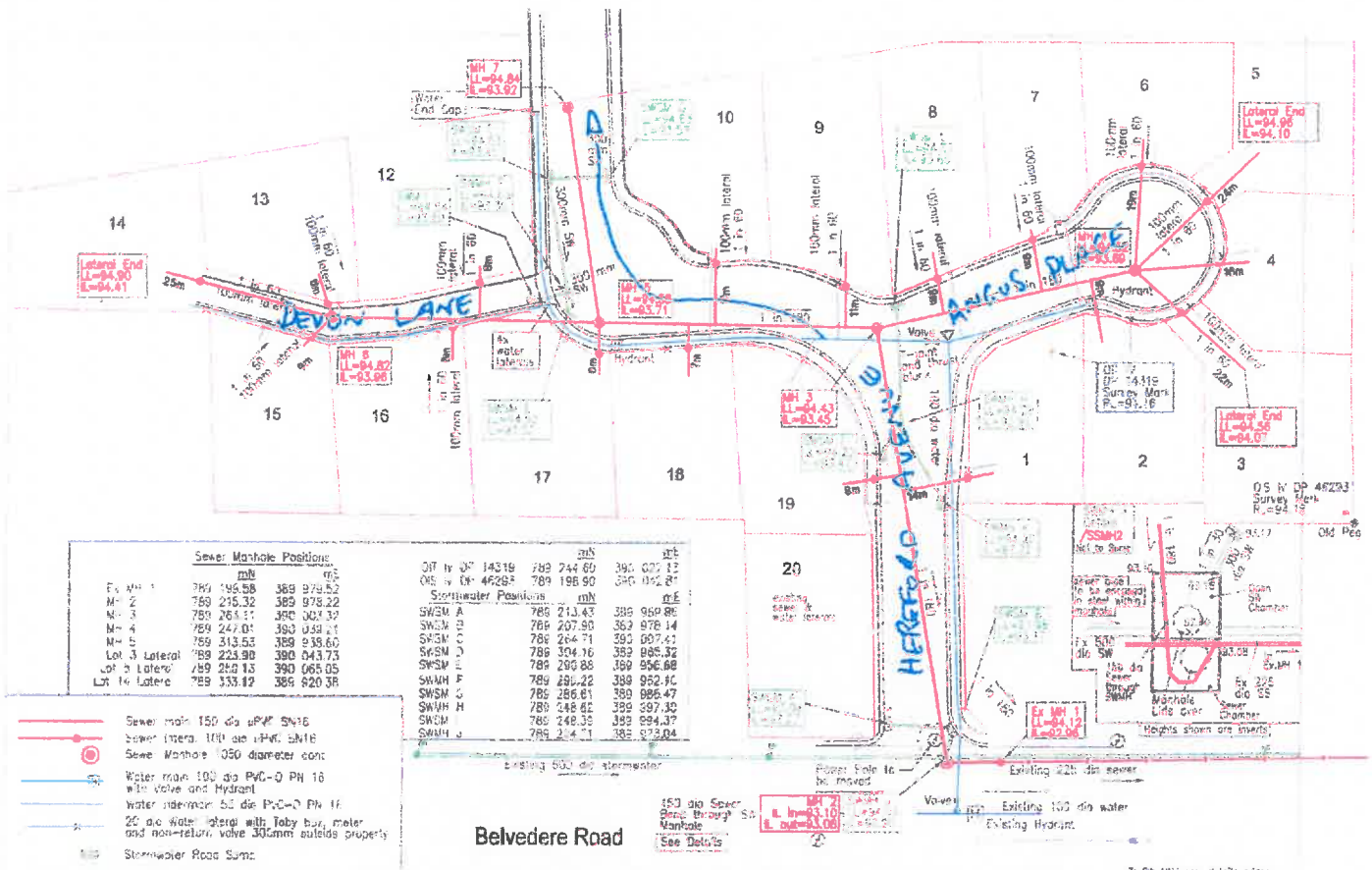
That Council replace resolution number 1 with the following:

1. To rescind Council's decision to name a road in the East West Developments Ltd. subdivision as Keys Drive
2. To name the road in East West Developments Ltd. subdivision as Hereford Drive.

M. F. Hautler  
**Manager Planning & Regulatory**

Approved by  
J Davis  
**Chief Executive**

**Attachments:**  
Property Map



Sewer Manhole Positions			
	mb	mb	mb
Ex MH 1	789 196.58	389 979.52	
MH 2	789 216.32	389 978.22	
MH 3	789 261.11	389 984.32	
MH 4	789 247.04	389 989.11	
MH 5	789 313.53	389 939.60	
Lot 3 Lateral	789 224.90	389 943.73	
Lot 3 Lateral	789 249.13	389 965.05	
Lot 14 Lateral	789 333.12	389 920.38	

Stormwater Positions			
	mb	mb	mb
SWSM A	789 213.43	389 969.86	
SWSM B	789 207.90	389 978.14	
SWSM C	789 264.71	389 907.41	
SWSM D	789 304.76	389 985.32	
SWSM E	789 296.88	389 956.68	
SWSM F	789 290.22	389 952.90	
SWSM G	789 266.81	389 986.47	
SWSM H	789 248.61	389 987.30	
SWSM I	789 248.39	389 994.17	
SWSM J	789 214.71	389 973.04	

- Sewer main 150 dia PVC S416
- Sewer lateral 100 dia PVC S416
- Sewer Manhole 1050 diameter conc
- Water main 100 dia PVC-D PN 16 w/10 valve and Hydrant
- Water main-lateral 50 dia PVC-D PN 16
- 25 dia Water Meter with Toby bar, meter and non-return valve 330mm outside property
- Stormwater Road Sump

**Tomlinson & Caruthers**  
**Surveyors Ltd**  
 19 Perry Street, P.O. Box 248 Masterton  
 Ph (06) 379-0830 Email: info@tcsurvey.co.nz

**WATER, SEWER AND STORMWATER PLAN**  
**BELVEDERE ROAD**  
**CARTERTON**

Prepared for:	East West Ltd
Drawn Date:	13 30th January 2015
Compiled in:	WIN2D/376
Territorial Authority:	GDC
Scale:	1:500 @ A3
Ref #:	T08-028-SS4



15<sup>th</sup> March 2016

## **Carrington Park Toilets Upgrade**

### **Purpose:**

Update the Council on the progress and plans for upgrading the Carrington Park toilets and seek Council's endorsement of the plans.

### **Significance:**

The matters for decision in this report do not trigger the significance policy of Council or otherwise trigger Section 76(3)(b) of the Local Government Act 2002.

### **Background:**

The Carterton Co-Created Places Working Group has been, since late 2014, working to progress a project to upgrade the toilet block at Carrington Park. Upgrading the toilets was the first significant Co-Created Places project for Carterton, following the adoption of the Placemaking Framework for the town.

The design process kicked off in March 2015 with a competition to generate ideas for transforming the toilets. Over 40 people submitted designs. The designs were displayed at the Events Centre and people were encouraged to vote on their preferred design. Over 140 people voted on their preferred design.

A public workshop was held in June 2015, where the designs were considered and a final design chosen. The objectives of the upgrade were agreed at the workshop, and were about getting tourists to stop and take photos and then spend time in the town. The revamped toilets were seen as a gateway to the town, and ultimately could be a destination in themselves. Easy maintenance and safety were also identified as important. It was noted at the time that there could be some tension between very high visibility of the toilets and designing the toilets to feel private (and therefore the potential feeling of safety).

Since that workshop a group was established to progress the detailed design, building consents and sourcing of the material. This has been chaired by Councillor Lang. Councillor Greathead has also been on that group.

### **The final design and construction:**

The final design has two elements: painting the façade with life-sized images of chain people; and a chunky pergola, incorporating some screening and planting boxes.

The proposed façade painting and pergola are shown in Attachment 1.

It is anticipated that the physical works will be carried out in the middle of the year. It had been anticipated that the work would have been carried out earlier, but the very hot summer meant that the painting had to be postponed to wait for cooler temperatures. The construction and painting will be done by volunteers.

**Request for information:**

The Keep Carterton Beautiful Group wrote to the Council in a letter dated 7 March 2016, asking about the upgrade project. They have asked two questions in particular:

1. Was the community involved with the decision to paint full-sized people all around the building?
2. Are we putting people's safety at risk by covering the front of the building with a pergola and seating?

They have asked that these questions be considered at the Council meeting. Councillors Lang and Greathead will be able to speak to any issues the Councillors may have that are not addressed in this report.

**Recommendation:**

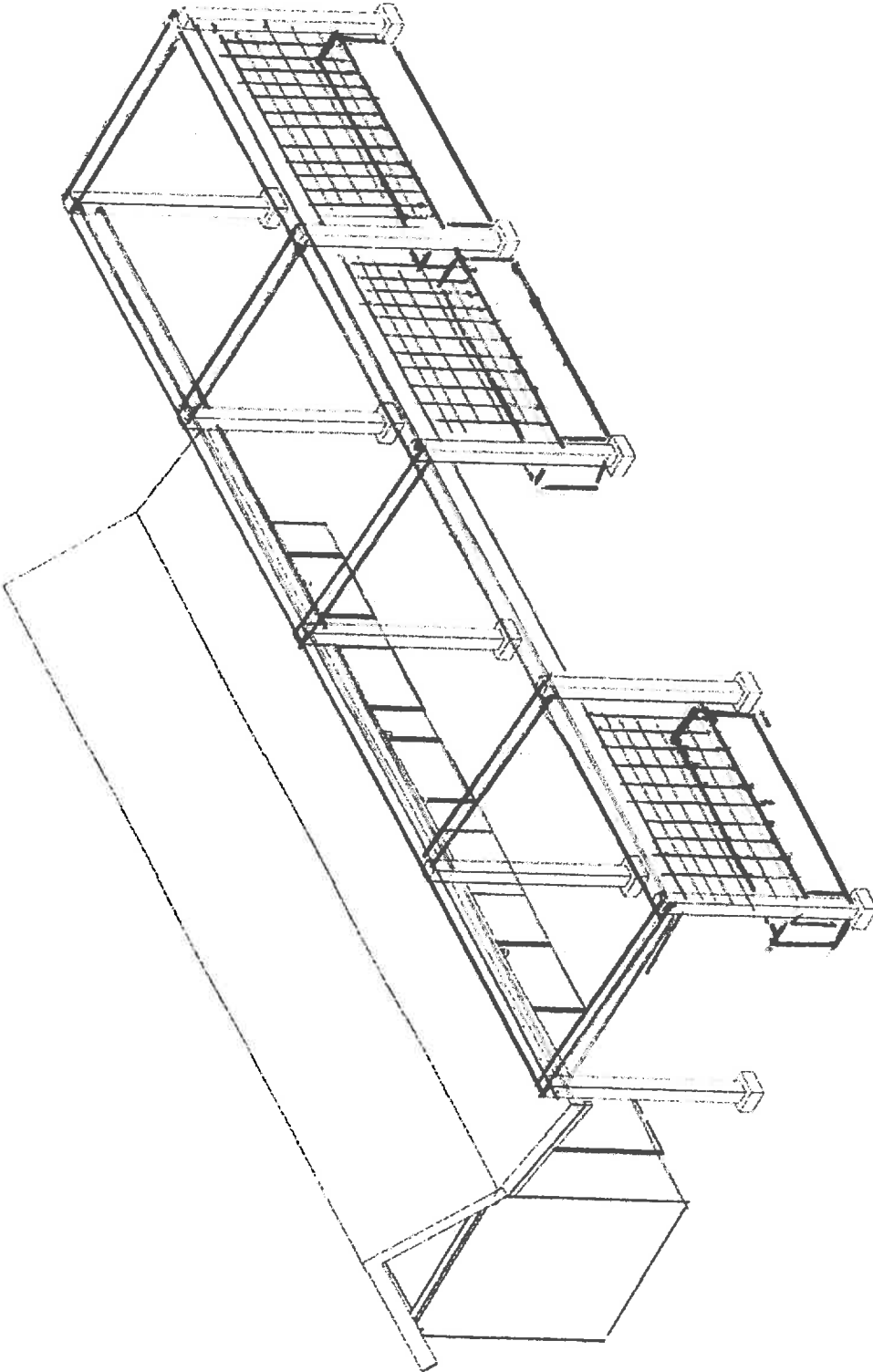
That Council:

1. notes the process to date to upgrade the Carrington Park toilets; and
2. endorses the final design of the Carrington Park toilets upgrade.

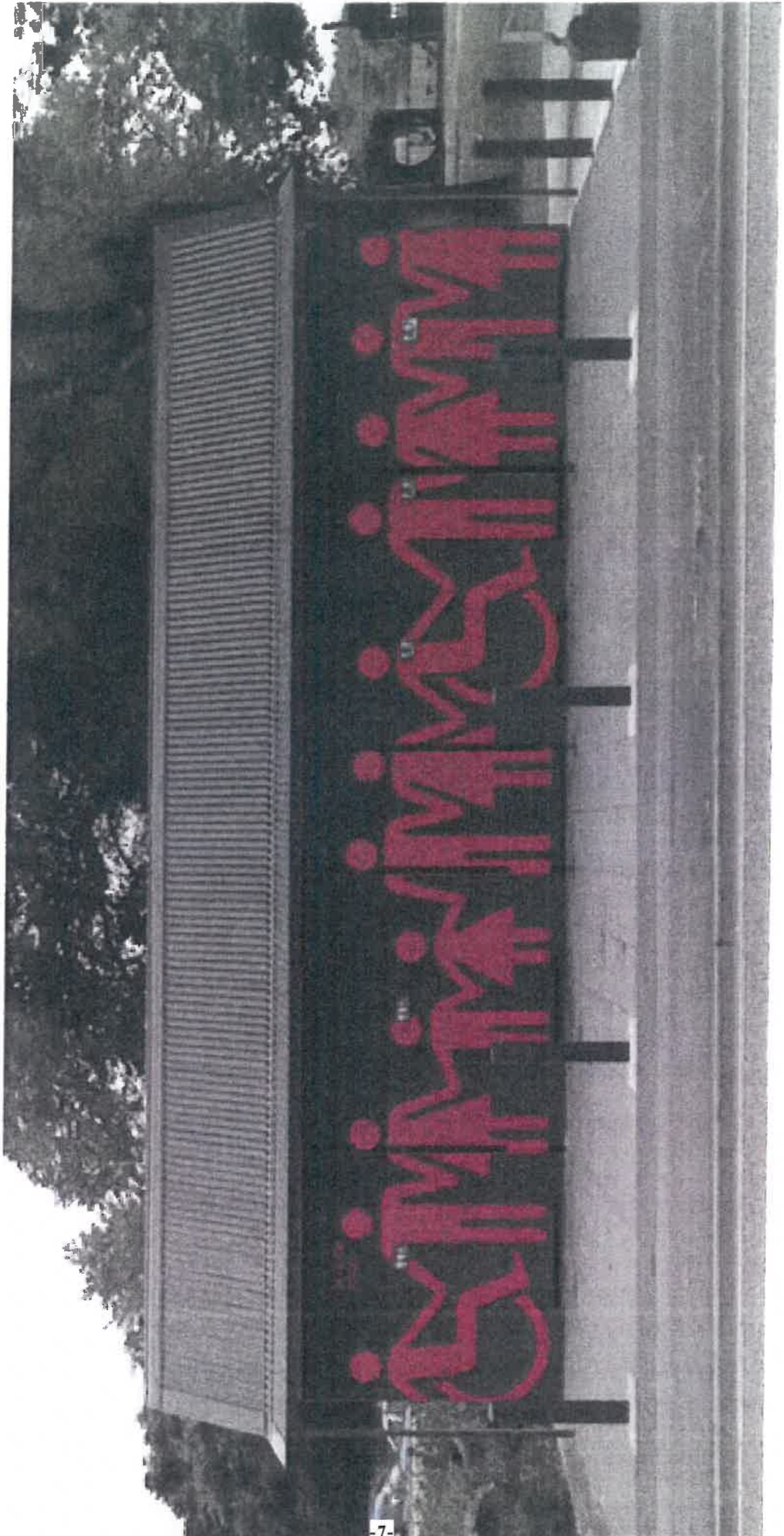
Jane Davis  
**Chief Executive**

**Appendix 1:**  
Carrington Park toilets proposed upgrade plans

**Sketch of Proposed Pergola and Planter Boxes and Façade Painting**









15 March 2016

## **Sport Wellington Wairarapa Report to 31 December 2015**

### **Purpose:**

For the Council to receive a report from Sport Wellington Wairarapa of activities for the six month period to 31 December 2015.

### **Background:**

Sport Wellington Wairarapa promotes sport and recreation to residents and visitors of the Wairarapa through the Wairarapa Sports House resources, equipment and staff.

Carterton District Council has paid \$5,000 to Sport Wellington Wairarapa as a grant in the 2015/16 year.

### **Report to 31 December 2015:**

Sport Wellington Wairarapa's report for the six month period to the end of December 2015 is attached in Appendix 1.

Sport Wellington Wairarapa's Regional Director of Sport Dayle Clarkson will be in attendance at the Council meeting to present the report and respond to any questions Councillors may have.

### **Recommendation:**

That the Council receives Sport Wellington Wairarapa's report to 31 December 2015, as attached in Appendix 1.

Jane Davis  
**Chief Executive**

Appendix 1: Sport Wellington Wairarapa Six Month Report to Carterton District Council

# Sport Wellington Wairarapa

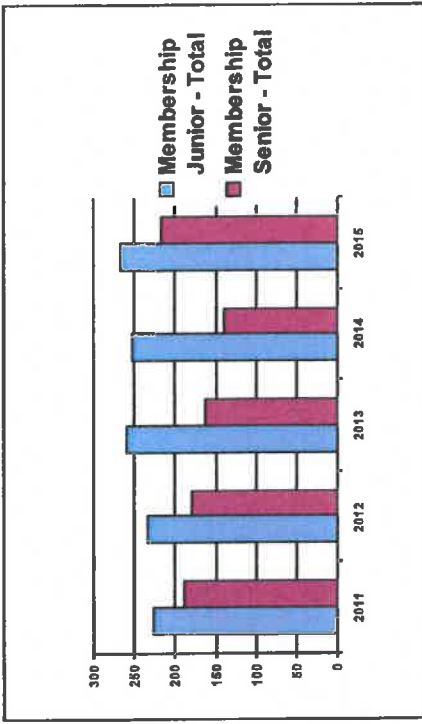
## 6 month report to Carterton District Council



July 2015 – Dec 2015

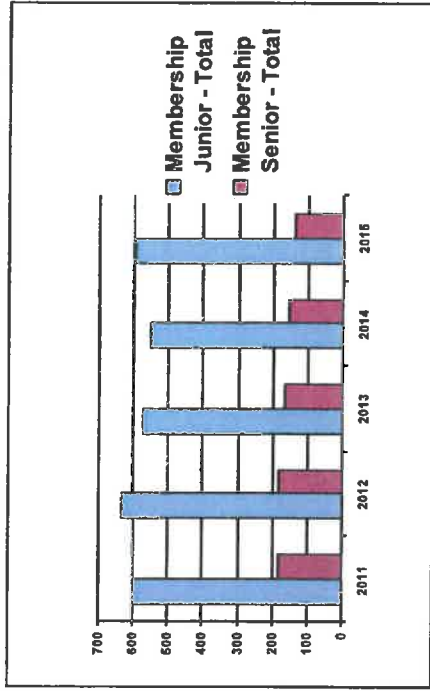
Key Performance Indicators, Measures and Targets Carterton District Council – Sport Wellington Wairarapa 2015/2016			
Outcome	KPI	Measure	
Improved community links with and among sport and recreation and targeted schools, clubs and Regional Sports Organisations (RSOs)	<ul style="list-style-type: none"> <li>Facilitate RSO forum to identify needs of sport for the coming year and assign responses across RSOs and Sport Wellington Wairarapa</li> <li>Monitor membership trends at targeted clubs*/ RSOs</li> </ul>	Report on number of junior members, senior club members at targeted clubs	<p>Key findings from the forum the 2014/15 RSO included: a need to build better relationships with schools, clubs, stakeholders and Sport Wellington Wairarapa; improve financial strategies; clarity around roles and responsibilities of board and staff; understand and develop governance pathways. Our workshops will be delivered based on these findings and other trends identified through our national resources.</p> <p>Sport Wellington Wairarapa is pleased to be able to report overall membership/participation increases within the RSOs we have targeted in the past two years. Overall membership participation of adults continues to fluctuate with many RSO's experiencing an increase in junior numbers.</p> <p>These results are evidence that the way we go about doing our work through relationship building, in-depth support and working on structure, planning and governance, is providing dividends to those sports organisations that are willing to work alongside us.</p> <p>Four RSOs:  <b>Wairarapa Tennis Association (WTA)</b>  Wairarapa Tennis has recently completed their MOU with us.  Sport Wellington Wairarapa and WTA have been working on reviewing, updating and implementing policies and documents, providing support towards their Special General Meeting making changes for their constitution and ongoing</p>

administration support for their administration officer. We are in the early stages of discussing a new MOU and the strategic priorities of this agreement.



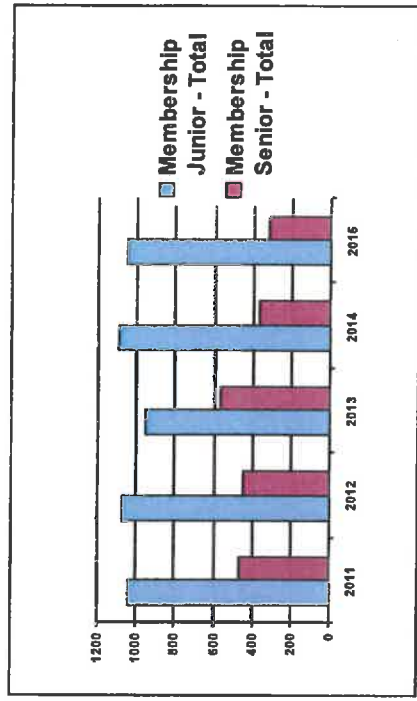
**Wairarapa Cricket Association (WCA)**

Work with Wairarapa Cricket Board has completed their strategic plan but still needs to develop an action plan in order to achieve their strategic priorities. We have provided support to new Board members to streamline concerns which have been of benefit. Our work with their development officer continues to be successful with support provided to development plans and a new module funded through KiwiSport.



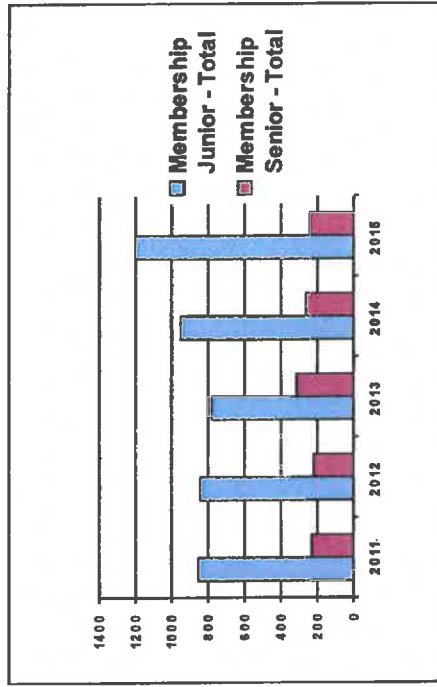
### Hockey Wairarapa

Hockey continues to make progress in achieving the outcomes that have been set through the ODT process. We are in the early stages of discussing a new MOU and the strategic priorities of this agreement.



### Netball Wairarapa

We have completed a considerable amount of work with netball over the past 6 months which has led to better understanding of paid staff and board members roles, and what needs to be implemented in order for netball to achieve their strategic goals. Netball have been very proactive in completing their strategic plan and action plan which will allow them to identify some priorities that need to be put in place in the next 6 months.



The impact from all of the above RSO work will help improve the ability of local regional sporting organisations to continue to deliver quality sport and recreation programs within the community. It will also develop the need for greater awareness around board governance and increase the number of quality volunteers within the wider community.

			<p>We have also provided support to clubs:</p> <p><b>Carterton Netball Club</b></p> <ul style="list-style-type: none"> <li>• Ongoing support for committee, meeting planned for mid February which will lead to in-depth work.</li> </ul> <p><b>Athletics Wairarapa</b></p> <ul style="list-style-type: none"> <li>• Ongoing support with communication and planning.</li> </ul> <p><b>Carterton Swimming Club</b></p> <ul style="list-style-type: none"> <li>• Advice around membership survey.</li> </ul> <p><b>Gladstone Rugby Club</b></p> <ul style="list-style-type: none"> <li>• Support to JAB committee.</li> </ul> <p><b>Wairarapa Waka Ama Canoe Club</b></p> <ul style="list-style-type: none"> <li>• Funding advice and planning.</li> </ul> <p><b>Masterton Tennis Centre</b></p> <ul style="list-style-type: none"> <li>• On-going support as our 3 year in-depth relationship has now ended.</li> </ul> <p><b>Carterton Tennis Centre</b></p> <ul style="list-style-type: none"> <li>• On-going support as our 2 year in-depth relationship has now ended.</li> </ul> <p><b>Red Star Cricket</b></p> <ul style="list-style-type: none"> <li>• On-going support as our 3 year in-depth relationship has now ended.</li> </ul>
<p>Improve coach and volunteer quality, recruitment, training, recognition and retention at the targeted organisations.</p>	<ul style="list-style-type: none"> <li>• Develop three volunteer plans at local targeted organisations (including provision for sideline behaviour policies and practices).</li> </ul>	<p>Three volunteer plans in place in Year 1.</p> <p>Report number of new volunteers</p>	<p>3 Volunteer Plans under development:</p> <p><b>Hockey Wairarapa</b> has made solid progress in their support for volunteers. The development of their volunteer/coaching plan has provided hockey with a structure of how to attract, recruit, induct and recognise their volunteers which saw 15 new</p>



<p>volunteers involved with their representative hockey teams. Hockey Wairarapa have been recognised for this work by being awarded the Lotto Sport Makers monthly award</p> <p><b>Netball Wairarapa</b> we have been working closely with netball in this space and are developing their volunteer plan which is near completion, through numerous meetings with staff and board members we now have a greater understanding of their current processes and what can be modified to achieve the outcomes of this plan. Through this development they have introduced an interview process for all representative coaches.</p> <p><b>Wairarapa Cricket</b> we are in the early stages of developing their volunteer plan, this will be a focus for the next 3 months.</p> <p><b>Wairarapa College</b> - Earlier we had reported against the extensive work that had been carried out through this pilot. The findings have been compiled and nominated and announced winner of a national secondary school sport award. The NZSSC Innovation awards recognise initiatives in school sport that is deemed to be exceptional in providing quality sporting opportunities for secondary school students.</p> <p>So far we have delivered one community workshop titled 'How to Recruit, Maintain &amp; Retain your volunteers.  <i>4 clubs represented with 100% of attendees rating the workshop as very good or excellent.</i></p> <p>Feedback from our 2015 RSO forum has helped shape the 3 workshops that will take place in the next 6 months.</p> <ul style="list-style-type: none"> <li>• Financial Planning</li> </ul> <p><i>It is becoming increasingly more difficult for clubs to</i></p>	<p>Report increase in volunteers from baseline measure</p> <p>i) 10 clubs attend capacity building workshops</p> <p>ii) 80% of participants report satisfaction with the content of the workshop</p> <p>iii) Targeted clubs report club development as a result of the workshops</p>	<ul style="list-style-type: none"> <li>• Delivery of three workshops which aim to develop the capacity, capability, sustainability, culture and co-operation of local clubs and associations.</li> </ul>	
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			<p><i>make ends meet and there is less charitable trust funds available to go round. This session will assist clubs to prioritise and seek additional forms of generating income.</i></p> <ul style="list-style-type: none"> <li>• Importance of Club Planning</li> <li><i>This session will be run for clubs to highlight the importance of club planning focusing on vision, purpose, values. Assisting in building community relationships i.e. Schools, funders, other sport and community groups.</i></li> <li>• Club Health &amp; Safety</li> <li><i>Highlight changes to the health and safety legislation and how it may effect your club or RSO</i></li> <li>• RSO Forum</li> </ul> <p>It is once again our intention to make our workshops as fun and enjoyable as can be. In order to achieve this we ask the participants to provide some feedback regarding the workshop so we can monitor the impact and look at ways of improving any areas identified.</p>
<p>Partnership/Liaison with Council</p>	<ul style="list-style-type: none"> <li>• Provide advice on the sport and recreation sector including information on national, regional and local trends</li> </ul>	<p>Advice provided annually on trends of involvement in sports and physical activity at primary, secondary and post school level where such figures are available.</p>	<p><b>Council Engagement and Regional Leadership</b></p> <p>Sport Wellington is continuing to lead the development of a Wellington Region Sport and Recreation Strategy. Below is an update of the Project against objectives</p> <ul style="list-style-type: none"> <li>• Strategy development</li> </ul> <p>The final draft of the Wellington Region Sport and Active Recreation Strategy is due by mid-February at which time a final consultation and sign-off process will be actioned. This will provide a further opportunity for Councils and regional sport organisations to provide feedback.</p> <ul style="list-style-type: none"> <li>• Endorsement and commitment from key stakeholders</li> </ul> <p>Planning is underway for the regional Mayors, at the 18 March</p>

<p>Mayoral Forum, to formally commit to working regionally on sport and recreation.</p>	<p>Steps are being taken to formalise the Sports Coalition to provide a collective voice for sports organisation across the region. This includes establishing a terms of reference and process for electing representatives to sit on the coalition.</p> <ul style="list-style-type: none"> <li>• Governance</li> </ul> <p>An interim governance group (the Wellington Region Sport and Recreation Reference Group) is being established to:</p> <ul style="list-style-type: none"> <li>o Act as an independent reference group for all of the parties involved</li> <li>o Provide advice on sport and active recreation matters as they affect the development of the strategy and implementation plan</li> <li>o Receive and consider the draft regional strategy and provide recommendations and final approval</li> <li>o Recommend the shape of the future governance structure to oversee the implementation of the regional strategy</li> </ul> <p>The Group will be chaired by Peter Dale MNZM and will comprise up to six members. Work is underway to identify potential candidates and appoint members.</p> <ul style="list-style-type: none"> <li>• Implementation plan</li> </ul> <p>The current focus is on establishing the business case and plans for two early projects that have been identified - an agreed regional spaces and places plan and establishment of a regional funders' forum.</p>

**National Projects**

Further to our earlier report regarding Sport NZ's National focuses. Please see below progress updates.

Sport NZ launched their **Community Sport Strategy 2015 – 2020** in March of this year. The philosophy of this Strategy is participant-focused, system led, and performance-driven and has three focus areas:

- School-aged children (5 – 18);
- Local Delivery (particularly in low-participation communities);
- Competitive Sport (including talent identification).

Community Sport Strategy focuses on the participant need aspect. This will reflect in Sport Wellington's KPIs being linked to participants and where they want to participate rather than the organisation or sport being the focus.

**Physical literacy framework** focuses on individuals at all life stages to have the relevant abilities and experiences to be able to participate in physical activity and sport. Regional workshops on physical literacy have been planned and the information can be found here... <http://www.sportnz.org.nz/about-us/who-we-are/what-were-working-towards/physical-literacy-approach/>

**Young Person Plan** has been adopted by the Sport NZ Board a review of two key young people initiatives (RSDs and Kiwisport) will be undertaken.”

Other National focuses to impact the sector are

<p><b>Health and Safety Guidelines</b> – Parliament recently passed the Health and Safety Reform Bill which may have an impact on how the health and safety risks associated with high performance, community sport, recreation, events, and other activities are managed. Sport Wellington will report back on any updates as they come to hand.</p>	<p><b>Incorporated Societies Act-Work</b> is underway to replace the Incorporated Societies Act 1908 (the Act) with a new piece of legislation to update the law relating to incorporated societies. As many clubs and other sporting organisations are structured as incorporated societies this will be relevant to a large number of sporting bodies in the community.</p> <p>The three key messages that we would like to identify for sporting bodies are:</p> <ul style="list-style-type: none"> <li>•the changes will give certainty to incorporated societies and their members and enhance protections, and so the Exposure Draft does provide benefits for incorporated societies;</li> <li>•the law-making process that the Government intends to follow will provide an opportunity for incorporated societies to have their input, either directly or through representative bodies; and</li> <li>•the length of time before the Exposure Draft is finalised and introduced to Parliament, and in turn before current incorporated societies have to transition to the new requirements, is sufficient to enable incorporated societies to, consider how they may be impacted, take advice if necessary and make a measured transition to the new requirements.</li> </ul>			



8<sup>th</sup> March 2016.

## **Carterton Walking & Cycling Strategy.**

**Purpose:** Council to initiate a review of the Walk Cycle Carterton 2011 District Walking and Cycling Strategy.

**Significance:** The matters for decision in this report do not trigger the significance policy of Council or otherwise trigger Section 76(3)(b) of the Local Government Act 2002.

**Background:** Carterton adopted its Walking and Cycling Strategy in 2011. Since that time, the situation has changed at both national and local levels. Nationally, the NZ Cycle Trail, Cycling Safety Panel and Urban Cycleway Programme have prompted significant public interest, and a changed perception of cycling with more emphasis on economic development and leisure. More locally, Masterton District Council has initiated a review of its 2009 Cycling Strategy (which is well advanced), while South Wairarapa District Council is preparing its own cycling strategy, due for completion within the 2015/16 year. Although much of Carterton's current Walking and Cycling Strategy remains applicable, in some aspects a revision is called for, and an up-to-date Walking and Cycling Strategy would strengthen Council in any discussions with Masterton and South Wairarapa on their own cycling strategy work.

### **Implementation of current Cycling Strategy which have been actioned include:**

#### Action Plan 1: State highway design issues

1. A pedestrian crossing point opposite Carterton Medical Centre on High Street South.
2. Improvements to the kerb and channel off High Street.
3. Removal of vegetation at the northern town entrance 'gateway feature.'

#### Action Plan 2: Town centre urban design and space sharing

1. Remodelling and traffic calming of Holloway Street.

#### Action Plans 3 & 4: 'Cycle route network' and walking networks' and 'priority area'

1. Construction of two pathways: Pembroke Street-Victoria Street (alongside the railway) and access to Carrington Park (from Wakelin Street).

Additionally other structures have been put in place either by Council or community groups – these include:

1. Sealed track around perimeter of Carrington Park.
2. Walking track within Sparks Park.
3. Mountain bike track within Council's forestry block.

**Proposed review process**

Council officers with representatives from Multi Sport Group and Trails Wairarapa Trust are proposed to be involved with the review process and monitor subsequent progress on the Strategy's implementation in liaison with the Member responsible for Sport & Recreation. It is considered pertinent that reports on all three strategies be provided to the Shared Services Working Party to assist with a level of coordination and appropriate linkages over the three council boundaries.

**Recommendation:**

1. That Council agrees to a review of the Carterton Walking and Cycling Strategy 2011.
2. Notes that officers will liaise with Masterton and South Wairarapa District Councils on joint working arrangements.

M. F. Hautler  
**Manager Planning & Regulatory**

**Attachments:**

Walking and Cycling Strategy Appraisal Note

## Carterton District Council

### Walking and Cycling Strategy Appraisal Note

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Appendix 2: <i>Walk Cycle Carterton 2011</i> strategy actions with implementation and continuing appropriateness commentary	



## 1. Purpose

- 1.1 The purpose of this note is to appraise Council of issues relevant to the question of whether it would be appropriate to review Council's Walking and Cycling Strategy, *Walk Cycle Carterton 2011*. It also outlined changes since 2011 (including cycling strategy work currently being undertaken by Masterton and South Wairarapa District Councils), and offers commentary on the extent to which the 2011 strategy's Action Plans have been fulfilled or remain applicable.

## 2. Introduction

- 2.1 Government and public interest in cycling has grown since the *Walk Cycle Carterton 2011* strategy, new government funding sources have become available, and cycling's public image has changed significantly, becoming more positive.
- 2.2 Over this period there has also been intense public debate, and strong feelings expressed, over new types of cycling infrastructure design (Wellington's Island Bay being a notable example), which has raised the public profile of cycling still more.
- 2.3 Masterton District Council is reviewing its 2009 Cycling Strategy, while South Wairarapa District Council is preparing its first ever Cycling Strategy. South Wairarapa District Council is also working on an improved link between Cross Creek on the Rimutaka Rail Trail and Featherston, taking the form of a pathway alongside Western Lake Road. These projects started in 2015, will conclude early in 2016, and both are being led by Carterton-based urban transport planner (and cycling planning specialist) Roger Boulter of Boulter Consulting (who also prepared *Walk Cycle Carterton 2011*).
- 2.4 These developments raise questions as to whether it would be appropriate for *Walk Cycle Carterton 2011* to be reviewed.

### 3. Walk Cycle Carterton 2011

3.1 Carterton's *Walk Cycle Carterton 2011* strategy covers both walking and cycling (reflecting government encouragement of such combined strategies at the time). Taking into account feedback from public consultation around an earlier issues document, the strategy includes 11 'Action Plans', recommending actions in the following areas:

- Action Plan 1: State highway design issues
- Action Plan 2: Town centre urban design and space sharing
- Action Plan 3: 'Cycle route network'
- Action Plan 4: 'Walking networks' and 'priority area'
- Action Plan 5: Road safety education, cyclist behaviour and 'cyclist coaching'
- Action Plan 6: Walking and cycling usage, crash and injury data
- Action Plan 7: Strategy implementation monitoring and ongoing consultation
- Action Plan 8: 'Travel planning', promotion and 'role modelling'
- Action Plan 9: 'NZ Cycle Trail' and cycle touring
- Action Plan 10: Rural walking routes
- Action Plan 11: Secure cycle parking/ 'bike station'

3.2 Reflecting generally low traffic levels (except on the State highway), the strategy's Action Plans included little in the way of infrastructure changes, this involving state highway maintenance issues and two footpaths to improve walking and cycling network connectivity. More significant among the Action Plans were data gathering, footpath continuity and maintenance issues, harnessing community interest expressed during consultation, and fostering safe cyclist behaviour.

3.3 The *Walk Cycle Carterton 2011* strategy is reproduced as Appendix 1.

#### **4. Implementation of Walk Cycle Carterton 2011**

- 4.1 The infrastructure elements of *Walk Cycle Carterton 2011's* Action Plans have largely been implemented as recommended.
- 4.2 Some state highway maintenance issues raised in the strategy were addressed (Action Plan 1).
- 4.3 The only new infrastructure investment recommended, two new paths within Carterton town to improve walking and cycling connectivity, were built with provision made in the following year's Annual Plan (Action Plans 3 & 4).
- 4.4 The Holloway Street remodelling and landscaping works, proposed at the same time (following the Events Centre's completion) addressed the recommendations of Action Plan 2.
- 4.5 Many of the recommendations, however, related to community activity, in which community members and voluntary sector bodies would play a key part. A key recommendation was the convening of interested community members, from which a 'Cycling Advisory Group' could be formed, through which progress on implementing the strategy could be fostered and monitored (Action Plan 7). This is in line with best practice elsewhere, and notably Masterton has had such a Group, comprising councillors, Council staff, Regional Council, NZ Transport Agency and Wairarapa Road Safety Council representatives, and cyclist representatives. Masterton's group is chaired by a councillor (Cr Chris Peterson), serviced by Roger Boulter and Roding Services Manager Hamish Pringle, and has met six-monthly since 2010. No Carterton such group has yet been formed, although some members of the Masterton Group have suggested that the ambit of that Group be extended to cover Carterton issues. It should be noted, however, that the Masterton Group is only tasked to cover cycling, not walking, issues.
- 4.6 Much of the detail of the Action Plans remain appropriate to be addressed. Appendix 2 details the Action Plans with commentary on their implementation and continuing appropriateness.

## 5. Relevant changes since *Walk Cycle Carterton 2011*

- 5.1 Changes since 2011 relevant to the question of whether *Walk Cycle Carterton 2011* should be reviewed can be summarised as follows.

### Government strategic transport planning context

- 5.2 The post-2008 National-led governments have retained the legislative provisions of the 2008 Land Transport Management Amendment Act (notably the issuing of a *Government Policy Statement on Land Transport Funding (GPS)*; passed a few months before the change from Labour-led governments) but has changed the strategic direction conveyed through this. In early 2009 the new government replaced the late 2008 GPS with a new GPS giving prominence to Roads of National Significance, with reduced prominence to walking and cycling through the National Land Transport Fund. Other legislative changes have integrated Regional Land Transport Strategies with spending programmes, such that any significant spending is now endorsed through a Regional Land Transport Plan. The Greater Wellington Regional Land Transport Plan 2015 includes some provisions covering cycle routes within Carterton District.

### Government interest in cycling

- 5.3 Early in 2009 (through the post-recession 'Jobs Summit'), the new government announced the 'NZ Cycle Trail' initiative, initially emphasising certain iconic (and mainly off-road) 'Great Rides' (further subsequent development of this concept is covered below). This was followed in 2014 by a Cycling Safety Panel (in response to several fatal cyclist crashes), which produced some far-reaching recommendations in late 2014. A few months before this the government announced an Urban Cycleways Fund (now Urban Cycleways Programme (UCP)), focused on the 'main centres' as defined by the Department of Statistics. The Wairarapa does not fall within this definition of the UCP.
- 5.4 The UCP is Crown funding, whereas the Walking and Cycling Activity Class within the National Land Transport Fund is raised from motoring-related taxation (such as petrol taxes, vehicle registration, road user charges). This latter fund had until 2009 enabled funding of cycling strategy preparation and 'cycling facility' capital costs, but since 2009 this funding source, too, has been focused on main centres only, and realistically Carterton District is not eligible for it.
- 5.5 Within the government's funding support for cycling, there has been a shift towards infrastructure, with correspondingly less now for 'travel planning' (*Walk Cycle Carterton 2011's* Action Plans 8a and 8b).

### Changing justification of government funding for cycling

- 5.6 Whereas the National Land Transport Fund (which includes a 'Walking and Cycling Activity Class') is raised from motoring-related taxation (and so logically has been

spent to benefit those paying these taxes), the 2009 NZ Cycle Trail initiative was specifically motivated to create employment from tourism (notably overseas tourism). The Urban Cycleways Fund, as directly-voted Crown money, had no constraints on its use (except as implied in its title). These changes have been associated with significant changes in justification for government funding support for cycling. Whereas in past years, for example, ‘recreational’ cycling was specifically ineligible for National Land Transport Fund on the logic that ‘recreation’ is not a ‘transport’ purpose, that no longer applies, and some Urban Cycleways Programme funded projects seem to be more of recreational than of ‘transport’ benefit (an example being the 2015 Wainuiomata Hill Road summit bridge and 2016 proposed shared path connecting Wainuiomata and Lower Hutt).

Government funding requirements.

- 5.7 The Treasury have required all government funding to be justified by reference to ‘business case’ processes. The NZ Transport Agency has accordingly adopted procedures to put this requirement into practice, and any government funding is required to pass through several stages, including justifying documents based on workshops of the relevant responsible statutory and other bodies.

Changed public perception of cycling.

- 5.8 Cycling’s public image has changed markedly over the past 20 years, and especially over the past five years. In contrast to a previous perception as a ‘low income’ or ‘low status’ form of transport, or the preserve of children, fitness enthusiasts or environmentalists, it is now associated with more affluent people. The Prime Minister’s support of the NZ Cycle Trail may have played some part in this changed perception, but the change seems to have wider causes. Cycling is sometimes nowadays seen as stylish, ‘up-market’, and has been nicknamed ‘the new golf’.

Reduced prominence given to walking issues.

- 5.9 The rise in government attention given to cycling does not seem to have been matched by a corresponding rise in interest in walking. Walking attracted the attention of public and governments for supportive policy initiatives later than did cycling (1990s, compared to 1970s for cycling) and associated with this, has always struggled for central government funding. Partly this may be accounted for by the ‘iconic’ appeal of cycling (whether positive or negative), whereas walking has been seen as mundane or ‘pedestrian’. It remains, however, that far more people walk than cycle for transport needs, with very short local walking trips forming a significant proportion of all journeys (about 15-20%; cycling about 2-3% nationally).

Masterton Cycling Strategy Review/ South Wairarapa Cycling Strategy.

- 5.10 Masterton District Council is currently reviewing its 2009 Cycling Strategy, and South Wairarapa District Council is preparing its first-ever cycling strategy, with both pieces of work due for completion by early 2016. Both include proposals not only within

the respective urban settlements, but also for District-wide routes, some of which would cross boundaries into Carterton District. South Wairarapa District Council's proposed path alongside Western Lake Road is the subject of an approach for government funding, and some early physical works on the path have started during the 2015/16 year.

Regional and nationwide cycling and cycle route initiatives.

- 5.11 Early in 2009 (through the post-recession 'Jobs Summit'), the new government announced the 'NZ Cycle Trail' initiative, as outlined above. After 2011, the NZ Cycle Trail's 'Expansion Project' sought to connect the 'Great Rides' together into a nationwide cycle touring network, using quieter roads, with one such route passing through the Wairarapa. The Rimutaka Trail (the rail trail with a continuation back into Wellington around the coast) was added as a further 'Great Ride'. Funding of the 'Expansion Project' connecting routes is now through the National Land Transport Fund (the same source as other road programme funding). Maintenance of the 'Great Rides' remains with the Ministry of Business Innovation and Employment.
- 5.12 Council has for some years supported the Trails Wairarapa Trust (which is also supported by Masterton and South Wairarapa District Councils) which has been involved in planning on-road and off-road cycle (and in some cases, especially off-road, walking) routes. Some of this has supported the government's NZ Cycle Trail Expansion Project (notably the planning of the Wairarapa Valley Cycleway, via Gladstone), which serves cycle tourists, but the Trust has also been active in planning and promoting off-road routes, including across private land, such as alongside the Ruamahanga River, which serves very different needs, such as casual family cycling and mountain biking.
- 5.13 Several cycling competitive sport cycling events have been attracted to the Wairarapa in recent years, and building on this, 2016 is the second year of the wide-ranging 'Huri Huri' Wairarapa cycling festival.
- 5.14 There has been some interest in mountain biking within the Department of Conservation Estate. Opening up of some paths in the Tararua Range to mountain bikers is already under discussion, and the 2016's 'Huri Huri' festival included a mountain biking event between Holdsworth Lodge and Atiwhakatu Hut.
- 5.15 Further developments, all of which have been entirely or largely since *Walk Cycle Carterton 2011*, include the growth of local cycle touring services (i.e. bike tour companies), and organisations or events aimed at 'normalising' cycling beyond a 'dedicated pursuit' public image. Examples of the latter include the 'Frocks on Bikes' organisation and the January 2016 'Pashley Picnic' event in Greytown. Partly with the aim of connecting members of this 'casual' cycling sector with each other, the Regional Council in 2015 set up a 'WaiBike' Facebook page.

Regional governance developments

- 5.16 Councillors will be very aware of regional governance discussions, so they do not need repeating here. It should be noted, however, that this report has aimed to avoid precluding any of the various alternative outcomes of these discussions.



## 6. Relevant issues to address

### To what extent does the Walk Cycle Carterton 2011 strategy remain appropriate?

- 6.1 As outlined in Appendix 2, most of *Walk Cycle Carterton 2011*'s Action Plans remain appropriate. A few have been implemented, some are by their nature ongoing, and many require the involvement of the community, and community-based organisations, in order for progress to be seen in relation to them.
- 6.2 A relatively small number of Action Plans are affected by changes since 2011 (notably District-wide and Wairarapa-wide cycle route networks and cycling activity). A large proportion of the Action Plans remain appropriate to be addressed, with little change, and addressing these could be an early task of any 'Advisory Group' set up.
- 6.3 It would therefore seem appropriate that some form of strategy review would be appropriate – to address changes since 2011 and the Action Plans concerning these – but this does not need to require substantial change to the general direction of *Walk Cycle Carterton 2011*, much of the contents of which could be retained.

### Walking strategy, cycling strategy, or walking and cycling strategy?

- 6.4 As outlined above, the government has shown a strongly resurgent support for cycling, but this has not been matched by corresponding interest in walking.
- 6.5 Much of the focus on cycling by government has been connected with the availability of funding through the Urban Cycleways Fund and National Land Transport Fund Walking and Cycling Activity Class. As outlined above, Carterton is effectively not eligible for either of these, since they are focused on the 'main urban centres'.
- 6.6 Even when *Walk Cycle Carterton 2011* was being prepared, government funding which had previously been available for preparation of such strategies had already been focused on larger urban centres, and so preparation of *Walk Cycle Carterton 2011* was entirely funded by local body rates. There does not therefore seem any reason related to government funding, for a strategy review to exclude walking.
- 6.7 Of *Walk Cycle Carterton 2011*'s Action Plans, many relate to walking, and remain pertinent (such as footpath continuity and quality). It is therefore recommended that any strategy revision should embrace walking as well as cycling.

### A Wairarapa-wide cycling strategy?

- 6.8 A Wairarapa-wide cycling strategy has been suggested by the Trails Wairarapa Trust, and for the activity focus of that Trust, a Wairarapa-wide focus would indeed seem appropriate. A Wairarapa-wide approach, however, seems less appropriate for walking or cycling within Carterton town. It could be that a Wairarapa-wide strategy could embrace walking as well as cycling (especially since the Trails Wairarapa Trust themselves do not restrict their focus only to cycling).

- 6.9 There are several advantages of a strategy review based on Carterton District rather than Wairarapa-wide. Preparation of a Wairarapa-wide cycling strategy could be a cumbersome exercise, because of the large amount of localised detail which would need to be embraced (such as matters pertaining to individual settlements). Its preparation also runs the risk of becoming embroiled in discussions about Wairarapa-wide regional governance, which of course are very sensitive politically. A Wairarapa-wide strategy also runs the risk of fostering rivalry between the different Districts, who may ‘compete’ over some of its emphases or provisions. In addition to all this, two of the three District Council involved already have strategy preparation work in hand and well on the way to completion.
- 6.10 It may therefore be more constructive for a Carterton Walking and Cycling Strategy Review, Masterton Cycling Strategy Review and South Wairarapa Cycling Strategy preparation to proceed as individual District-based exercises, and then for the three District Councils (and other organisations) to consider joint working possibilities (which, of course, could include a combined Wairarapa Walking and/ or Cycling Strategy).
- 6.11 For similar reasons, a Carterton Walking and Cycling Advisory Group would seem preferable, rather than seeking to extend the focus of the Masterton Cycling Advisory Group to cover Carterton (and to cover walking as well as cycling). The different District Walking and/ or Cycling Advisory Groups could then consider possibilities for joint working, including possibly joint meetings on occasion.

## 7. Conclusion

- 7.1 In conclusion, it would seem appropriate for *Walk Cycle Carterton 2011* to be reviewed, but this does not need to be a complex or costly exercise.
- 7.2 In a situation like Carterton's, much is driven by the voluntary initiative of local community members. This would also be the case with progress on implementation of Carterton's Walking and/ or Cycling Strategy, and would make it desirable for a walking and cycling, or solely cycling, 'Advisory Group' to be formed and to operate in a similar way to how Masterton's 'Cycling Advisory Group' has operated since 2010. This would help progress implementation of the strategy, and act as a communication channel between Council and the local walking and cycling community.
- 7.3 Of *Walk Cycle Carterton 2011's* Action Plans, some have been implemented, some are affected by changes since 2011 (notably District-wide and Wairarapa-wide cycle route networks and cycling activity), and the largest part remain appropriate to be addressed. Addressing these could be an early task of any 'Advisory Group' set up.
- 7.4 Although the government has stressed cycling in its growing interest of recent years, with relatively little attention given to walking issues (reflected in funding availability), it would seem appropriate for a reviewed Carterton strategy, as in 2011, to address walking together with cycling (rather than cycling alone) for several reasons.
- 7.5 Within Carterton town, walking seems more important than cycling (going by anecdotal observation; data is not available, an issue raised in *Walk Cycle Carterton 2011*), and the footpath issues raised in the 2011 strategy remain pertinent. The interest in cycling among local authorities (and, since last year, cycling advocacy organisations, when the Cycling Advocates' Network re-branded itself and changed its focus) has tended to be motivated by availability of new funding sources such as the Urban Cycleways Programme, for which Carterton is ineligible as outside the 'main urban centres'. Implementing the strategy is more about the community working together than it is about spending programmes. Spending on walking, even before 2011, has generally not been eligible for government subsidy (other than as incidental to broader roading programmes) and this remains the case today.

## 8. Recommendation

8.1 It is therefore recommended that:

- Council undertake a review of the *Walk Cycle Carterton 2011* strategy (as outlined below)
- A ‘Carterton Walking and Cycling Forum’ is convened, from which a ‘Carterton Walking and Cycling Advisory Group’ would be formed, which in turn would monitor the reviewed strategy’s implementation and act as a communication channel between Council, the walking and cycling community, and other interested organisations.

8.2 It is envisaged that the strategy review would ‘roll over’ many of the 2011 Action Plans with relatively little change, and only introduce significant new material on issues where significant change has occurred. The most notable of these are Wairarapa-wide issues. The reviewed strategy could then also form Carterton’s contribution to any discussions with Masterton and South Wairarapa District Councils on joint working. Since this is similar to how other functions and services are shared or combined between the three District Councils, it would not prejudice the highly sensitive issues of regional governance.

8.3 With many issues local to Carterton town or District, a Carterton-based ‘Walking and Cycling Advisory Group’ would seem preferable to a broadening of the Masterton Cycling Advisory Group to cover Wairarapa-wide issues. It is envisaged that such a Carterton Group could meet about every six months (as does the Masterton Group), and joint working with the Masterton Cycling Advisory Group could be considered for issues of Wairarapa-wide relevance. Extension of the Masterton Cycling Advisory Group to cover Carterton might preclude sensitive regional governance discussions and also might not give sufficient prominence to Carterton issues (or, being a Cycling Advisory Group, to walking issues).

**Appendix 1: Walk Cycle Carterton 2011 document**

*[insert Walk Cycle Carterton 2011 document]*

## Appendix 2: Walk Cycle Carterton 2011 strategy actions with implementation and continuing appropriateness commentary

Action Plan	Implementation	Continuing appropriateness
<p>1a: Council recognises that the town centre High Street design works well for walkers, cyclists and motorised traffic, and takes the view, should the NZ Transport Agency consider making provision for cycling on State highway 2 through Carterton town, that:</p> <ul style="list-style-type: none"> <li>The existing arrangements should be retained in the town centre commercial area, and on the High Street North/ Park Road/ Belvedere Road roundabout,</li> <li>Cycle lane provision may be supported on State highway 2 outside the town centre commercial area, with removal of on-street parking, if sufficient width could be ensured (for all road users, including pedestrians), and if provision could be retained for on-street parking for which there is an important established demand.</li> </ul>	Largely addressed.	Cycle lanes could be considered outside the town centre, subject to provisos outlined in the Action Plan, but are not crucial (since shoulders exist).
<p>1b: Negotiations will be initiated with the NZ Transport Agency (as state highway authority) with a view to landscaping and design adaptations to State highway 2 covering:</p> <ul style="list-style-type: none"> <li>High Street South between Pembroke Street and Brooklyn Road, to encourage safe traffic speeds and attentive driving, including consideration of features such as planting, kerb build-outs and refuge islands,</li> <li>Monitoring usage of the new Medical Centre informal pedestrian crossing point, with a view to determining whether there is a case for it to be upgraded to a zebra crossing,</li> <li>Adaptations to drainage channels at side intersections, to make them 'friendly' for cyclists,</li> <li>Adaptations of the cyclist bypasses at the north-end 'gateway' feature, to make them more attractive for cyclists to use.</li> </ul>	Some action has been taken on 3 <sup>rd</sup> and 4 <sup>th</sup> bullet points.	Remains appropriate.
<p>1c: Council notes that:</p> <ul style="list-style-type: none"> <li>the Waiohine River Bridge, on the District's western boundary with South Wairarapa District, is well-designed in providing a shoulder adequate for cyclists and pedestrians for each traffic movement direction,</li> <li>the Kaipaitangata Stream Bridge and the west side of Beef Creek Bridge, just east of the Waiohine River Bridge, are of a design hazardous for cyclists, in that no shoulders are provided, and that these bridges needs to be adapted, by provision of shoulders, 'clip-ons' or other features, to enable safe passage by cyclists and pedestrians,</li> <li>the Waingawa River Bridge, on the District's eastern boundary with Masterton District, has a segregated cycle/ pedestrian path for each traffic movement direction, but needs regular sweeping to keep it free of debris.</li> </ul> <p>And encourages the NZ Transport Agency to take appropriate action.</p>	3 <sup>rd</sup> bullet has been and continues to be addressed by Masterton District Council.	Remains appropriate.
<p>2a: Council recognises the significant urban design enhancements which have taken place in Carterton town centre in recent years. Ongoing streetscape redesign, in Holloway Street and nearby in conjunction with the new Carterton Events Centre, will address walking and cycling needs.</p>	Addressed by completed Holloway Street remodelling and landscaping works.	Action completed.
<p>3a: A Carterton Cycle Route Network, to help guide investment priorities, is defined as shown on the map (Appendix 1), and described below. This will be reviewed in the light of data-gathering (see <i>Action Plan 6: Walking and cycling usage, crash and injury data</i>), and any further anecdotal information. On Cycle Route Network roads, appropriate cyclist provision (as defined in the NZ Transport Agency's <i>Cycle Network and Route Planning Guide</i> and <i>Manual of Traffic Signs and Markings</i>) should be included in any general roading works, with <i>National Land Transport Fund</i> subsidy being sought as part of the wider scheme of which the cycling works form part.</p>	Network has not yet been reviewed as recommended.	Network should be reviewed to take account of NZ Cycle Trail development since 2011, and also cross-border links, bearing in mind the 2016 Masterton Cycling Strategy Review and work on the South Wairarapa Cycling Strategy.
<p>4a: Council's footpath provision and maintenance programme will be reviewed,</p>	Some detailed data is	Remains appropriate.

to collate existing knowledge on usage patterns, footpath condition and problem locations, together with usage data gathering (see <i>Action Plan 6: Walking and Cycling Usage, Crash and Injury Data</i> ), with a view to producing a prioritised inventory of suggested measures for implementation from 2012/13 onwards (subject to funding being provided in the 2012/13-2021/22 Long Term Plan).	required; best actioned in conjunction with community representatives.	
4b: Wherever appropriate, footpaths will be included in roading works proposed for funding in the <i>Regional Land Transport Programme</i> , with a view to attracting <i>National Land Transport Fund</i> subsidy as part of the wider scheme.	By its nature, an ongoing action.	Remains appropriate.
4c: A Wakelin Street-Carrington Park-Carterton School/ Holloway Street foot-cyclepath link, and a Victoria Street-Pembroke Street Swimming Baths foot-cyclepath link, will be designed during the 2011/12 financial year (using existing budgets), with a view to implementation during the 2012/13 financial year (subject to funding being provided in the 2012/13-2021/22 Long Term Plan).	These paths have been built, albeit sometimes lacking measures addressing the interface with roads for cyclists (for example signs, flush kerbs).	Remains appropriate.
4d: Council will lend support, in ways to be determined but possibly including publicity and participation, to public walking events, possibly in conjunction with Carterton Information Centre, drawing on experience of the Centre's existing activities and (for cycling) the 2011 Mayoral Challenge event ride.	Best actioned in conjunction with community representatives.	Remains appropriate.
5a: Council recommends that schools, the Police, the Wairarapa Road Safety Council and other agencies: <ul style="list-style-type: none"> <li>encourage children to ride on the road rather than the footpath (explaining the dangers), accompanied by an adult if under the age of 10,</li> <li>encourage parents and caregivers to ride on the road with their children if under the age of 10,</li> <li>encourage more experienced cyclists to offer 'bike buddy' coaching to people new to cycling,</li> <li>consider attracting funding to run the NZ Transport Agency's <i>Cyclist Skills Training</i> course, or encourage others to do so.</li> </ul>	Addressed on an ongoing basis by the agencies mentioned, but detail may need to be addressed (e.g. accompanied road riding/ 'cyclist coaching').	Remains appropriate. Dangers of footpath riding have come to the fore recently in Wellington, having been raised in general terms by the Living Streets Aotearoa walking lobby group, and by residents in the Island Bay cycleway controversy.
5b: Council recommends that the Police and the Wairarapa Road Safety Council continue their ongoing publicity to encourage safe and responsible behaviour by both motor vehicle drivers and cyclists.	By its nature an ongoing action.	Remains appropriate.
6a: Council recommends that the Wairarapa Road Safety Council invite the Wairarapa public to supply information on 'incidents', or locations perceived as hazardous, to be collated to complement the NZ Transport Agency's <i>Crash Analysis System</i> data, possibly including the setting up of an 0800 cycling 'incident' reporting number.	Could usefully be considered by Wairarapa Road Safety Council.	Remains appropriate.
6b: Counts of cyclists and pedestrians (including 'wheeled pedestrians') will be planned during 2011 with a view to implementation (possibly as part of school project work), including in conjunction with the Wairarapa Road Safety Council's November/ December cycle helmet wearing survey.	Could usefully be considered by Wairarapa Road Safety Council and local schools.	Remains appropriate.
7a: Council will convene a 'Walking and Cycling Consultative Forum' to review the Strategy's implementation, raise matters of concern, and consider more permanent consultative arrangements. These arrangements could take the form of a twice-yearly Carterton Walking and Cycling Advisory Group, possibly in conjunction with Masterton District Council's similar Cycling Advisory Group.	This should be actioned as a starting point for implementation and monitoring of the strategy as a whole, and to harness community interest in this.	Remains appropriate.
8a: Schools will be encouraged to actively plan for more walking and cycling by those attending, with support where available from the Regional Council (Masterton Office), and including such activities as 'walking school buses', 'cycle trains', incentives, school projects and participation in nationwide events such as <i>Bike Wise Month</i> and <i>Feet First</i> .	The Regional Council has since contracted out action in this area to the Wairarapa Road Safety Council.	Remains appropriate.
8b: Council will encourage the local business community and individual employers to develop employer and/ or community-based travel plans, with associated activities.	Carterton District Business Association has been formed since the 2011 strategy, and might be an appropriate co-ordinating agency.	Remains appropriate.
8c: Local walking and cycling role models will be celebrated, as encouragement for others to walk and cycle more.	Nancy Blackman and Esther Dijkstra were	Remains appropriate.

	featured in illustrations in the Strategy document.	
9a: Council will encourage the Regional Council to add Ponatahi Road to the Regional Cycle Route Network, in addition to existing routes.	The Regional Cycling Network has been superseded by that included in the 2015 Regional Land Transport Plan, and by the NZ Cycle Trail Expansion Project's planning processes. A review of the District Cycle Route Network (see Action Plan 3a above) would address this.	No longer appropriate; superseded by subsequent developments.
9b: Council supports in principle the Trails Wairarapa Trust's touring route proposal, including supporting its funding from sources including the <i>National Land Transport Fund</i> , the Ministry of Tourism's <i>NZ Cycle Trail</i> fund, and the NZ Walking Access Commission's <i>Enhanced Access Fund</i> (also see <i>Action Plan 10: Rural Walking Routes</i> ).	Included in expanded Wairarapa-wide cycle route developments, including further work by Trails Wairarapa Trust. A review of the District Cycle Route Network (see Action Plan 3a above) would address this.	Address through review of the District Cycle Route Network (see Action Plan 3a above).
10a: Council will formulate and adopt a policy on unformed ('paper') roads, drawing on the advice of the NZ Walking Access Commission.	No specific action, although Council staff will no doubt have actioned informally in their day-to-day work on this issue.	Remains appropriate.
10b: Council supports any approach by the Trails Wairarapa Trust for the NZ Walking Access Commission's <i>Enhanced Access Fund</i> to fund their touring route proposal.	Depends on action by Trails Wairarapa Trust.	Remains appropriate.
11a: Council will provide casual short-term cycle parking where there is demand, where natural surveillance deters theft, and where difficulties are not caused to pedestrians (including 'wheeled pedestrians' and those with impaired sight).	A specific addressing of this Action Plan would in itself raise cycling's profile.	Remains appropriate.
11b: Council will explore with the business community prospects for secure cycle parking within Carterton town centre.	A specific addressing of this Action Plan would in itself raise cycling's profile.	Remains appropriate. Carterton District Business Association might be an appropriate community body to address this.
11c: Council will encourage the Regional Council to provide a lockable cycle cage at Carterton rail station, and possibly also Matarawa rail station, with appropriate publicity and management.	The Regional Council had mentioned this as a possibility at the time the strategy was prepared. It would be useful to re-contact the Regional Council to find the current situation.	Remains appropriate.
11d: Council will encourage entrepreneurs within the business community to consider prospects for a 'bike station' type facility, possibly in combination with other commercial or community facilities.	Remains to be addressed.	Remains appropriate, but depends on an entrepreneur being willing to pursue it.





8<sup>th</sup> March 2016.

## **Removal of Reserve Status**

**Purpose:** Council to resolve to remove reserve status on Council owned property.

### **Significance**

The removal of Council Reserve status requires to be publicly notified and needs to comply with special consultative procedures under s.86 of the Local Government Act 2002.

**Background:** Councillors will be aware of the recent transfer of Council's housing for the elderly properties to the Carter Society Inc. Adjoining the Fisher Place units is a section of land which was part of the transfer to the Carter Society however this has been vested to Council as a reserve. For a title to issue and transfer to another party the reserve status needs to be revoked. There is a procedure under the Reserves Act 1977 which needs to be followed, once publicly notified the matter can be passed to the Minister of Conservation for the Revocation to be gazetted.

**Proposed Consultation Process:** Once approved by Council, consultation needs to be had with the Minister for Department of Conservation which will include advice to the Department on the purpose for the proposal. On receipt of approval, Council is required to consult with local Iwi. On conclusion of these two processes public notification is given opening the proposal for consultation for a period of one month. Submissions on the proposal will need to be heard by Council. After consultation with all parties is finalised, a request is made by Council to the Minister of Conservation for the uplifting of Reserve Status.

**Recommendation:** That the following Resolution be adopted:

*Resolved pursuant to section 24 (1) (b) Reserves Act to 1977:*

- 1 *Lot 29 on DP 44943 has vested in the Council as Recreation Reserve under the Reserves Act 1977.*
- 2 *Due to the location of the reserve being adjacent to the railway corridor and being situated along a narrow access way so that it is not visible from the public road, Council officers have determined that the land is unsuitable for a recreation reserve and is surplus to requirements.*
- 3 *The reserve is also adjacent to land and buildings which have recently been gifted by the Council to the Carter Society Incorporated for housing for the elderly and is considered more suitable for redevelopment as housing for the elderly.*
- 4 *The community interest is better met by the council revoking the recreation reserve designation and then gifting the land to the Carter Society Incorporated (so that the land can be redeveloped by the Society for housing for the elderly).*

5      *That public notice of such revocation shall be given pursuant to section 24 (2) (b) Reserves Act 1977.*

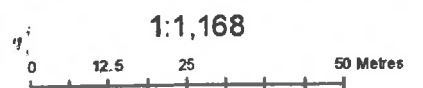
M. F. Hautler  
**Manager Planning & Regulatory**

**Attachments**  
Map of Reserve.

# Council Reserve - Fisher Place



March 11, 2016



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9<sup>th</sup> March 2016

## **Gambling Venues Policy Review**

**Purpose:** Council to reconsider its previous resolution.

**Significance:** The matters for decision in this report are required to be publicly notified.

**Background:** Councillors will recall at its meeting on 24<sup>th</sup> February 2016 the adoption of a review of the Gambling Venues Policy. The review concluded with very minor alterations to the extent the adoption of a “Note” that formal consultation was not recommended.

On further investigation however it is noted under section 102 and in particular sub section (2) Gambling Act 2003,

*2) A policy may be amended or replaced only in accordance with the special consultative procedure, and this section applies to that amendment or replacement.*

It appears under the Act, there is no provision to exempt special consultative procedures of a review of a Gambling Policy no matter how minor the resultant amendments.

It is therefore recommended that Council amends its previous resolution to include consultation under the special consultative procedures in compliance with section 83 Local Government Act 2002.

Once all three Wairarapa councils have adopted the policies for public consultation, local Iwi and holders of Class 4 Venues licences will be communicated with directly in conjunction with public notification. The review will be open for consultation for a period of one month. The three councils still need to determine its consultation process, whether or not to run in tandem with the 2016/17 Annual Plan consultation or delay until after the Annual Plan process.

**Previous Resolution**  
That Council:

1. Adopt the reviewed Wairarapa Gambling Venues policy (subject to Masterton District Council and South Wairarapa District Council adoption);
2. Adopt the reviewed Wairarapa TAB Board Venue policy (subject to Masterton District Council and South Wairarapa District Council adoption);
3. (Note that formal consultation is not recommended); and
4. Agree to a public notice advising of the review and re-adoption of these policies once all three Councils have formally adopted these.

**Recommendation:**

That Council replaces resolution number 3 with the following:

1. To rescind Council’s decision “(Note that formal consultation is not recommended).”
2. (i) note that the special consultative process must be used for consultation on these policies; and that this process will commence once the draft policies are adopted for consultation by all three Wairarapa Councils.  
  
(ii) delegate authority to the Policy Working Group to hear and consider any submissions; and make recommendations back to the three Councils on the final policies.

M. F. Hautler  
**Manager Planning & Regulatory**

Approved By  
J Davis  
**Chief Executive**



7<sup>th</sup> March 2016.

## Dog Registration Fees.

**Purpose:** To adopt recommended Dog Registration Fees for the 2016/17 financial year.

**Significance:** The matters for decision in this report are required to be publicly notified.

**Background:** Under the Dog Control Act, a territorial authority shall, at least once during the month preceding the start of every registration year, publicly notify the dog control fees fixed for the registration year. The fees notified must be prescribed by Council resolution. Although the fees will feature in Council's 2016/17 Annual Plan fees and charges schedule, it is considered prudent that Council adopts the fees prior to the finalisation of the Plan. This will ensure dog owners receive registration forms at least one month prior to the due date for payment being 1<sup>st</sup> July 2016.

**Current Status:** Dog Registration fees have been held at the same rate for the past four years. Due to increases in operating costs it is considered necessary to increase dog registration fees for the 2016/17 financial year. It is proposed that registration fees be increased slightly by \$1.00 per dog across all classes of fees (except dogs classified as dangerous \$1.50) averaging a 2% increase as follows:

Fees inclusive of GST	
Urban – entire dogs	\$85.00 per dog
Urban - spayed/neutered dogs	\$60.00 per dog
Rural – entire & neutered/spayed dogs for first 2 dogs	\$60.00 per dog
Rural - entire & neutered/spayed dogs-all remaining dogs	\$32.00 per dog
Dog classified as Dangerous	\$127.50 per dog

For duly certified Seeing Eye or Hearing dogs, a fee of 50 percent of those above stated.

Pursuant to the same section, a penalty fee inclusive of GST has been fixed for all dogs due to have been registered on 1 July 2016 that are registered on or after 1 August 2016. A fee of 50 percent of the registration fees shall apply being:

Urban – entire dogs	\$42.50 per dog
Urban - spayed/neutered dogs	\$30.00 per dog
Rural – entire & neutered/spayed dogs for first 2 dogs	\$30.00 per dog
Rural - entire & neutered/spayed dogs-all remaining dogs	\$16.00 per dog
Dog classified as Dangerous	\$63.75 per dog

**RECOMMENDATION** That the fees as scheduled above be adopted as Dog Registration fees for the 2016/17 Registration year.

Prepared by

M. F. Hautler  
**Manager Planning & Regulatory**

**Attachments**

Nil.



15<sup>th</sup> March 2016

## **Holiday Park Lease**

### **Purpose:**

To update the Council on the progress on leasing the Holiday Park, and seeking a decision on on-going management arrangements.

### **Significance:**

The matters for decision in this report do not trigger the significance policy of Council or otherwise trigger Section 76(3)(b) of the Local Government Act 2002.

### **Background:**

We have been going through the process of advertising, and looking at potential leaseholders for the Carterton Holiday Park. This followed an earlier decision by Councillors to lease the park, replacing the current contract management arrangement.

Our process involved putting together a "Request for Proposals" that was advertised offering people the opportunity to register their interest and participate in this process. Advertising was through newspapers and with HAPNZ (Holiday Park Association of New Zealand). Once registered, interested parties were given the opportunity to inspect the facilities and see if they would be interested in taking on the lease.

The interested parties were then required to submit a proposal which was to include their background and relevant experience, their vision for the Holiday Park, and an operations plan together with a financial plan.

### **Outcome of the Request for Proposal Process:**

While we initially received six registrations of interest, only three of these viewed the facilities and showed interest in continuing the process further. The inspection of the facilities was an opportunity for viewing the facilities and provided the opportunity for any questions.

We received two formal proposals. One was rejected because it did not contain sufficient information. The other one was accepted. Prior to a full evaluation and interview the applicant advised they were no longer interested in the prospect of leasing the Holiday Park.

The end result of this process was that we were unsuccessful in attracting any potential lease holders.



One of the issues that arose through the process was a lack of good information about the costs of operating the park for a lessee. This included the rates costs and the costs of water.

### **Options Now Available**

There are two options available to the Council:

- go through the leasing process again
- retain the status quo management arrangements, with the intention of reviewing at a later date.

Both of these options are going to require us to look for temporary managers to operate the Holiday Park in the meantime as our current contractors finish up at the end of April.

The options were discussed with the Holiday Park Working Group (Councillors Knowles, Ashby and Lang). They concluded that, given the market has been tested, it is unlikely that undertaking another Request for Proposal process now would generate more interest. Therefore it is recommended that we appoint new contractors to take over the management of the park for another period. The market can be tested again in the future.

To make the proposition attractive to a new manager a term of up to three years should be considered. This will also fit with possible outcomes from the current Local Government Commission process and enable the collection of data on operating costs. Before the end of the contract term a decision can then be considered for a future lease arrangement.

The Working Party members also raised the issue of marketing the Holiday Park and have asked that officers review the current marketing approach.

### **Recommendation:**

That Council:

1. Notes the process followed to date to seek a lease for the Holiday Park;
2. Agrees to postpone the leasing of the Holiday Park;
3. Instructs the Chief Executive to find a manager for the Holiday Park for a term of up to 3 years; and
4. Notes that over the next management contract period more information will be collected to support a future lease process, and that marketing will also be reviewed.

**Brian McWilliams**  
**Community Facilities Manager**

**Jane Davis**  
**Chief Executive**



15<sup>th</sup> March 2016

## **Delegations Manual Amendment**

**Purpose:** Council to approve delegated authority to the Chief Executive in her role acting as the Planning & Regulatory Manager.

**Significance:** The matters for decision in this report do not trigger the significance policy of Council or otherwise trigger Section 76(3)(b) of the Local Government Act 2002.

**Background:** As Councillors will be aware I have resigned from Council's employ taking effect 25<sup>th</sup> March 2016. The Chief Executive will carry out duties and will assume the responsibilities of the Planning & Regulatory Manager. It is proposed that this be a permanent delegation to provide support in times of the Planning & Regulatory Manager's absence. Delegated authority to the Chief Executive needs to be endorsed by Council and will need to be included in Council's Delegation Manual.

It is recommended that the Chief Executive be given delegated authority to carry out all regulatory functions that are provided under statute.

### **Recommendation:**

That Council approves delegated authority to the Chief Executive for all relevant sections of various Acts as contained within the Delegations Manual as follows:

Building Act 2004, Building Regulations 2004, Dog Control Act 1996, Control of Dogs Bylaw Amendment 2002, Fencing of Swimming Pools Act 1987, Food Act 1981, Food Act 2014, Gambling Act 2003, Health Act 1956, Impounding Act 1955, Litter Act 1979, Local Government Act 1974, Local Government Act 2002, Local Government Official Information & Meetings Act 1987, Privacy Act 1993, Public Works Act 1981, Resource Management Act 1991, Sale & Supply of Alcohol Act 2012, Sale & Supply of Alcohol (Fees) Regulations 2013, Statutory Land Charges Registration Act 1928.

M. F. Hautler  
**Manager Planning & Regulatory**

15 March 2016

## **Chief Executive's Report**

### **1. PURPOSE OF THE REPORT**

To inform Council of matters for action or items of interest since the previous meeting.

### **2. ROADING**

#### **2.1 Maintenance works carried out in February were:**

- Drainage maintenance work on Kaiwhata Rd, Te Wharau Rd, Craigie Lea Rd and Baylys Rd;
- Sealing of the January stabilisation repairs on Millars Rd, Park Rd and Perrys Rd;
- Bridge repairs identified from the Opus report;
- 2016/17 Reseal repairs, mainly hotmix surface repairs and unsealed entranceway up-grades.

The February maintenance contract claim is for \$117,829. This is in line with the programmed works. Payment for routine spraying of urban kerb and channel has been withheld as the kerbs were not in a weed free state in January 2016.

Two small dropouts on Mangatarere Rd have been priced by Fulton Hogan for repair in April/May.

#### **2.2 Work proposed for March includes:**

- Stabilisation repairs Te Wharau Rd;
- Wearing course Dakins Rd before the Wine Harvest Festival;
- Day lighting Mangatarere Valley Rd corner before the first gorge bridge;
- Culvert replacements and maintenance in the west area of the District;
- The last of the non-structural bridge maintenance repairs from last year's Opus bridge inspection report are anticipated to continue until April 2016;
- Rural roadside vegetation control in surface water channels and noxious weed control.

#### **2.3 Millars/Ponatahi Intersection**

There were no issues during February with bleeding at the intersection on hot days. A meeting is to be arranged with the contractor Higgins in March 2016 to discuss the best options of reinstating the surface texture and the pavement marking. It is expected that resurfacing will be completed by the end of March 2016.

#### **2.4 Reseal Contract for 2015-2017**

Sites completed in February were Park Road and the intersection of Jordan/Maungahau Roads. To date the contractor has completed 58% of this year's programme. Sealing is anticipated to resume again the second week in March and will enable the contract completion date of 20th March 2016 to be met.

## **2.5 Rehabilitation Contract 2015-16**

The initial startup contract meeting with the Contractor took place on the 12<sup>th</sup> February 2016. A site meeting with the landowners adjacent to the Lowlands corner site and the tree felling contractor was held on the 17<sup>th</sup> February 2016 to ensure all parties were agreeable with the scope of proposed tree removal. Works commenced at the Lowlands site during February and on the two Te Wharau Rd sites in early March. Contact has been made with the Council's forestry advisor to sell any timber that can be sold.

## **2.6 Footpath Maintenance and Resurfacing Contract**

The construction work is one week behind on the approved construction programme. The second priority site, Victoria Street, has been stripped of the sealed surface in preparation to asphalt. The AC resurfacing of the footpaths is set to start following the completion of the road reseal works. A second crew is set to start on the preparation of footpaths closer to the availability of the sealing equipment.

## **2.7 Ponatahi Culvert Realignment**

Calibre Consulting are progressing the design, with the intention of advertising tenders in early April. Documents and plans will be available for review after Easter.

## **2.8 Hinau Gully Rd Bridge**

Opus has been requested to investigate widening the abutment and they are due to report by mid-March. Re-decking of the bridge will be programmed for 2016/17 as funds are not available this year.

## **2.9 Accidents**

There was one injury accident on SH2 at the Taratahi intersection.

# **3. PLANNING & REGULATORY**

## **3.1 Building Control**

International Assessment New Zealand (IANZ) conducted their bi annual Routine Reassessment on Council's Building Consent Authority (BCA) to determine conformance with the requirements of the Building Regulations 2006 and applicable technical and procedural criteria. This was the fifth Routine Reassessment of Council's BCA since receiving its accreditation in 2008.

The BCA was observed to be generally making appropriate technical decisions and files reviewed demonstrated that acceptable processing records were being maintained in most cases however some requirements of the Regulations were not fully implemented.

The building department together with an external resource will be working to address this quickly in preparation for a follow-up audit in August or September 2016. Many of the issues raised related to the quality and adherence to back room document control and systems. It is

important to state that the quality of consents and inspections were not compromised by the findings of the audit. Also the BCA's positive relationship with our customers remains strong.

### **3.2 Food Act 2014**

The new Food Act and Regulations took effect on 1st March 2016. There are transitional periods for a number of functions and the introduction of new functions.

Territorial Authorities (TAs) are required to carry out those activities as required by statute. These functions relate to:

- a. Registration - receiving and processing (administration) of applications for registration of food premises.
- b. Compliance and monitoring activities - undertake compliance and monitoring activities in relation to template food control plans.
- c. Verification - undertake verification activities for premises operating under a template food control plan.

With Council undertaking only statutory functions it is automatically deemed to be a Verification Agency under the Act for the above functions and no further requirements need be met to operate. Council will continue with the processing of new applications and renewals with greater emphasis being applied to auditing operators' food control programmes.

The Act also allows TAs to become registered as a "National Programme Verification Agency". This allows a TA to verify (audit) National Programmes and/or Custom Food Control Plans. To make application for registration the TA is required to implement a Quality Management System as specified in Regulation 110 Food Regulations 2015. This closely reflects what is specified in the Building Act regulations in respect to accreditation.

The cost associated with such implementation is considered significant in addition to potential increase in human resource. We do not consider there to be any particular benefits to Carterton for the Council to become a National Programme Verification Agency at this stage. A decision to set up a Quality Management System and application for registration can be made at a future time. A number of TAs around the country have opted for registration under the National Programme, however equally a number are only carrying out only the statutory requirements. It is understood at this time Masterton District Council is looking at registering under the National Programme although South Wairarapa District Council is considering it may not.

Existing food premises operating under the Food Hygiene Regulations 1974 are to be transitioned over a period of three years (March 2016-March 2019). New operators (either new premises or premises under new ownership) must operate under the Food Act 2014 from 1st March 2016.

Essentially until 2019 a dual system will exist with both the Food Hygiene Regulations under the 1981 Food Act and Food Act 2014 and its regulations. Until a food business transitions to the Food Act 2014 regime, they will be subject to Council's current Food Hygiene Registration and Fees.

Fees and charges also need to be reviewed as a consequence of the commencement of the new Act and Regulations. These will be contained within Council's schedule of Fees & Charges which forms part of the Draft Annual Plan process.

### **3.3 Local Body Elections**

Work is currently being carried out with the compilation of the ratepayer electors roll. A national advertising campaign is being prepared to take place during May. In addition a brochure has been compiled detailing information on criteria for eligibility on to the ratepayer roll. These will be sent out with rates assessments during mid-April (as attached). For information purposes a timetable for the 2016 triennial elections is also attached.

## **4. COMMUNITY FACILITIES**

### **4.1 Millennium Park**

We are now in the last stages of completing this project. By the time of the Council meeting the work is expected to be completed. Remaining tasks include installation of seating, lighting and rubbish bins with some plants needing to be replaced. Feedback from both staff and guests at Wild Oats has been very positive.

### **4.2 Rural Reserves**

New heavy duty concrete picnic tables and seating (similar to what we have installed at Gladstone Reserve) have been placed at Kokotau Reserve and The Cliffs. The Cliffs area was also tidied up and made presentable for the Harvest Wine Festival.

## **5. OPERATIONS**

### **5.1 Sewer Mains Replacement**

A sewer mains replacement contract has been awarded to Core Infrastructure Ltd for the following works:

- Sewer mains renewals in Diamond Street, from pump station to end of street approximately 102 meters due to pipe condition
- Richmond Road from High Street east up Richmond Road, approximately 152 due to tree roots and pipe condition
- Pembroke Street from Davey Street to railway lines, approximately 112 meters due to bad infiltration.
- Broadway from High Street to just past Carterton Memorial Club, approximately 140m due to old earthenware pipe and future Street upgrade.

## **6. FINANCIAL**

### **6.1 Financial report**

This short report provides summary information on the financial results for the Council for the financial year to 31 January 2016. Full financial statements are available.

### **6.2 Gifting of pensioner housing**

The costs of gifting the assets consist of asset write-offs of \$2,181,599 (a non-cash expense), legal and surveying costs of \$16,241, and \$100 for electricity disconnections. In addition, the three months of unplanned management by Council incurred about \$40,000 unbudgeted expenses (net of rental income). There may be some further expenses not yet processed.

The budget for this financial year includes a one-off expense of \$1,553,239 in July 2015 for the gifting of Council pensioner housing to the Carter Society. This was finalised mid-September, and the actual expense was \$2,197,938. This one-off unfavourable variance of \$644,699 is primarily the impact of the revaluation of these assets at the end of June, after the Long-Term Plan was finalised. It significantly affects the financial variances, so is excluded from the financial measures below.

### **6.3 Key financial measures**

The Council has recorded an operating surplus of \$344,710 for the seven-month period to 31 January 2016. This compares with the budgeted surplus of \$575,925, an unfavourable variance of \$231,215.

Overall operating revenue was \$8,119,483, under budget by \$283,884. Revenue was under budget for NZTA roading subsidy (\$436,343, which is a timing issue), and offset by positive variances for trade waste charges (\$146,143, which is one-off).

Overall operating expenditure was \$7,774,773, under budget by \$52,669. Expenditure was over budget for regulatory and planning (\$145,482), sewerage (\$100,272), and community development (\$62,781) mostly one-off, and offset by positive timing variances for roads (\$111,538), waste management (\$73,615), and parks and reserves (\$67,569).

Total capital expenditure this year to date was \$1,017,842, which excludes \$158,861 work-in-progress balance brought forward from the previous year. The full-year budget in the Annual Plan is \$4,738,200. Council has approved a further \$1,248,281 mostly to complete capital items brought forward from the previous year, and Chief Executive has approved a further \$12,763 under delegated authority for emergency capital expenditure. Expenditure for the seven months to date is 18 percent of the revised total of \$5,639,244.

Currently the Council has ten term loans held with the Bank of New Zealand totalling \$7,983,196, and five finance leases totalling \$73,938.

### **6.4 Unbudgeted expenditure**

Additional expenditure beyond the budget can be approved by Council. The following unbudgeted expenditure has been approved by Council in the year to date:

Item	Amount	Approved
<b>Capital expenditure</b>		
Carry-forward of uncompleted capital projects	\$ 828,156	26 August 2015
Carry-forward of unused sewage treatment and disposal development budget	\$ 340,000	26 August 2015
Computer software update	\$ 80,125	23 September 2015
<b>Total to date</b>	<b>\$ 1,248,281</b>	
<b>Operating expenditure</b>		
Kokomai Creative Festival	cash \$ 5,000 services \$9,000	29 July 2015
Wairarapa Apprentice and Industry Trainees graduation ceremony	\$ 1,000	26 August 2015
Toi Wairarapa	\$ 6,000	30 October 2015
Carrington Park toilets	\$ 5,750	24 February 2016
<b>Total to date</b>	<b>\$ 26,750</b>	

The following unbudgeted expenditure has been approved by the Chief Executive this financial year under delegated authority for emergency expenditure:

Item	Amount	Noted by Council
<b>Emergency capital expenditure</b>		
Replace concrete cut-off saw	\$ 1,974	25 November 2015
Replace CCTV camera	\$ 3,850	25 November 2015
Additional portable sewage sampler	\$ 6,939	25 November 2015
<b>Total to date</b>	<b>\$ 12,763</b>	

## 7. HEALTH AND SAFETY

With the new Health and Safety at Work Act coming into force on 7 April this year, we have begun a process to ensure we will comply with both the legislative requirements and the intent of the new legislation. Consultants, Major Consulting Group Ltd (Julie Wallace and Shelley Major) have been engaged to review our current practices and culture, and to develop a Health and Safety Strategy. This work was completed before Christmas and we have now engaged them to assist us to implement the strategy. Julie is on-site one day a week.

Councillors have a specific role under the new Act as "officers". Training and support will be provided for you in that role.

Reporting to Council health and safety matters will become more visible under our Health and Safety Strategy. A decision will need to be made about where reports are considered. It could be the role of the Audit and Risk Committee, or it could be a matter for the full Council. A decision will be made on this in the next month.



## **8. RECOMMENDATIONS**

That the Council:

1. Receives the report.

Jane Davis  
**Chief Executive**

### **Attachment**

Election brochure and timetable for the 2016 triennial elections.

## Local Government 2016 Triennial Election Timetable 8 October 2016

Wed 2 March 2016 – Sat 30 April 2016	Ratepayer roll enrolment confirmation forms issued
Wed 2 March 2016 – Wed 6 July 2016	Preparation of ratepayer roll
May 2016	National ratepayer roll qualifications and procedures campaign
Wed 4 May 2016	Electoral Services test data sent to electoral officers
Mon 27 June 2016	Electoral Services enrolment update campaign commences
Thur 7 July 2016	Check It residential electoral roll closes
Wed 13 July 2016 (no later than Fri 15 July 2016)	Public notice of election, calling for nominations, roll open for inspection
<b>Fri 15 July 2016</b>	<b>Nominations open/roll open for inspection</b>
<b>Fri 12 August 2016</b>	<b>Nominations close (12 noon)/ roll closes</b>
Wed 17 August 2016 (or as soon as practicable)	Public notice of day of election, candidates' names
<b>Fri 16 September 2016 – Wed 21 September 2016</b>	<b>Delivery of voting documents</b>
Fri 16 September 2016 – Sat 8 October 2016	Progressive roll scrutiny Special voting period Early processing period
<b>Sat 8 October 2016</b>	<b>Election day</b> Voting closes 12 noon – counting commences progress/preliminary results available as soon as practicable after close of voting
PM Sat 8 October 2016 – Thur 13 October 2016	Official count
Thur 13 October 2016 – Wed 19 October 2016 (or as soon as practicable)	Declaration of result/public notice of results
Mid December 2016	Return of election expenses forms

## DO YOU LIVE IN ONE AREA AND PAY RATES ON A PROPERTY IN ANOTHER?

### Then you may qualify to vote more than once at the local authority elections on 8 October 2016

- If you live and vote in one council district, but also pay rates on a property in another district, you may be eligible to enrol as a non-resident ratepayer elector in that other council district.
- If your council district has community or local boards established, and you are a residential elector in one community or local board area and pay rates on a property in another community or local board area, you may be eligible to enrol as a ratepayer elector in that other community or local board area.
- A firm, company, trust, corporation or society which pays rates on a property may nominate one of its members or officers as a non-resident ratepayer elector, provided that the nominator and the person nominated are both registered as Parliamentary electors at addresses which are outside the council district within which the property is situated.
- In the case of partners, joint tenants and tenants in common, who collectively pay rates on a property, one of the group may be nominated to be entered on the ratepayer electoral roll. Again, the nominated person and the nominator must be registered as Parliamentary electors at addresses which are outside the council district within which the property is situated.

Note. The term 'council district' includes a city, district and regional council area.

Wherever you pay rates  
it pays to vote

### Eligibility to enrol or be nominated will depend on individual circumstances

In each case only one ratepayer elector can be nominated, irrespective of the number of properties owned by the firm, company, society, trust, partnership or ratepayer in a council district.

### New Ratepayer Electors

If you think you may be eligible to enrol or to nominate a person for the ratepayer electoral roll, you will need to obtain an Enrolment Form for Ratepayer Electors from the city or district council to which you pay your rates.

ENROL NOW – THE RATEPAYER ELECTORAL ROLL CLOSES ON 12 AUGUST 2016

If you are on the Parliamentary electoral roll you will automatically be on the local authority residential electoral roll

If you want further information please phone toll free

**0508 08 10 16** (from 11 April 2016 to 26 August 2016)

Brought to you by New Zealand Local Authority Electoral Officers

Wherever you pay rates  
it pays to vote

## Councillor Report - Jill Greathead

13 February to 11 March 2016

Date	Name	Reason	Salient points
16 February	Local Government Commission	Meeting with CDC explaining their consultation procedure	
17 February	Local Government Commission	Public Meeting in Carterton	
18 February	Placemaking	Carrington Park Loos Makeover	
19 February	Waste Forum – Wellington Region	Quartering Forum hosed by CDC	
19 February	Chorus – Wellington	Farewell to Grahame Delaney after 54 years of service	Grahame was Telecom Infrastructure Manager for Wairarapa for many years and worked on Project Probe which was the initial Broadband rollout in the Wairarapa starting in 2002
24 February	Council meeting and workshop		
25 February	Mangatarere Restoration Society	Monthly meeting	<ul style="list-style-type: none"> <li>• Signed up Open Polytechnic with private landowner on Belvedere as training site</li> <li>• Discussion on Belvedere Bridge Reserve – application to Trusthouse in next few months</li> <li>• Protocol on powhiri</li> <li>• History of the marae</li> <li>• Plans for local iwi</li> <li>• Pronunciation of Maori vowels</li> </ul>
26 February	Cultural Wananga	Te Rangimarie Maree	
2 March	Wairarapa Water Use Project	Update on progression of project	
7 March	Combined Council meeting		
7 March	WREMO Training Session		
9 March	Councillor Retreat		

### Councillor Report - Russell Keys

Date – 02/03/2016 to 21/03/2016

Date	Name	Reason	Salient points
2/3/16	Zone3 4 Meeting Lower Hutt		
2/3/16	Water use project events centre	Update on Progress to date	
7/3/16	Combined Council Meeting Events Centre		
7/3/16	Emergency Management training module		
8/3/16	Sports Hub meeting John, Jane and Steve Hurley	Update on progress and Council input required	
8/3/16	Sports Hub Monthly meeting		
9/3/16	Council Retreat		
10/3/16	Wairarapa rural fire board monthly meeting		Tinui fire depot replacement
16/3/16	Economic Development steering group		
21/3/16	Wairarapa Hockey		

**The Minutes of the Ordinary Meeting of the Carterton District Council held in the Carterton Events Centre, Holloway Street, Carterton on Wednesday 24<sup>th</sup> February 2016 at 1.00pm**

**Present** Mayor J Booth (Presiding)  
Crs E Brazendale, R Carter, J Greathead, R Keys, W Knowles, G Lang & M Palmers

**In Attendance** Lou Cooke (Kaumātua)  
P J Devonshire (Kaumātua)  
J Davis (Chief Executive)  
M Sebire (Corporate Services Manager)  
M Hautler (Planning & Regulatory Manager)  
C Mckenzie (Community Development Manager)  
S Hayes (Committee Secretary)

**1. Apologies**

There was an apology from Cr M Ashby.

**2. Declaration of Conflict of Interest**

Cr Lang noted his conflict of interest with the Toi Wairarapa presentation.

**3. Notification of General Business/Late Items**

- 3.1 Report from Carterton Community Courthouse Trust
- 3.2 Swimming Skill Levels
- 3.3 Howard Booth Park Sports Trust
- 3.4 Local Government Commission and Iwi Involvement

**4. Public Forum**

4.1 Presentation from Corrine Oliver for Toi Wairarapa

Corrine Oliver attended the meeting and was joined by Cr Greg Lang to give an update on Toi Wairarapa.

Cr Lang advised the new arts hub space is currently being set up in a shop on High Street and will incorporate a workshop and gallery. The opening launch is scheduled for 11 March and has received a great response with many enquiries for workshops and exhibitions. He further advised the working group is currently working through a review of the current strategy.

C Oliver stated there will be a display of artwork including a band playing on the opening event and further advised the initiative has created a huge amount of interest from various artists, groups, youth etc with many activities being planned to showcase and connect people.

## **5. Destination Wairarapa Report**

David Hancock and Tracey O'Callaghan attended the meeting to present the Destination Wairarapa Report to 31 December 2015.

P J Devonshire enquired if any indigenous branding work had been carried out with Iwi and stated it would be good to see involvement with Iwi occurring.

Mayor Booth advised the MOU with Destination Wairarapa was due for renewal this year and invited Destination Wairarapa to provide a proposal outlining the benefits to Carterton of the Council's ongoing funding support.

## **6. Carterton Community Courthouse Trust**

Joseph Gillard attended the meeting to report on recent renovation works completed on the Courthouse building and the next phases of work to commence. He further advised the Trust has raised over \$108,000 through various grants and donations and are currently finalising an application to Lotteries.

Cr Palmers thanked J Gillard for his presentation and congratulated his team on their good work.

## **7. Wairarapa Councils' Shared Services Working Party**

### **Purpose**

For Council to approve amended Terms of Reference for the *Wairarapa Councils' Shared Services Working Party* (currently referred to as the *Wairarapa Governance Review Working Group*).

### **Moved:**

**That** the Council agrees that the Terms of Reference for the Wairarapa Councils' Shared Services Working Party be amended , as shown in Appendix 1.

Crs Carter/Brazendale

Carried

## **8. Howard Booth Park Sports Trust**

Cr Keys advised that Steve Hurley is now the Chair of the Howard Booth Park Sports Trust and that the Trust is hoping to discuss a proposal at the next council workshop. He further advised Carterton Rugby have now become more involved in discussions.

## **9. Local Government Commission – Iwi Involvement**

PJ Devonshire stated Iwi are concerned there has been no consultation undertaken by the Local Government Commission with Iwi on the options proposed for the Wairarapa. Iwi are now discussing these concerns with Sir Wira Gardiner, Chair of the LGC.

## **10. New Road Names**

### **Purpose**

For Council to approve names for three roads created by the subdivision of East West Developments Ltd, off Belvedere Road.

Cr Carter suggested that the proposed new road Hereford Avenue be changed to Keys Drive to recognise the contribution of former mayor and A & P Society member Barry Keys.

### **Moved:**

**That** Council approves the road names for the subdivision by East West Developments Ltd off Belvedere Road to be known as Keys Drive, Angus Place and Devon Lane as identified on the scheme plan.

Crs Carter/Knowles

Carried

### **Moved:**

**That** Council officers notify the District Land Registrar and Chief Surveyor, in accordance with Section 319A Local Government Act 1974.

Crs Brazendale/Greathead

Carried

## **11. Gambling Venues Policy Review**

### **Purpose**

To inform Council of the outcome of the review of the Wairarapa Gambling Venues Policy and the Wairarapa TAB Board Venue Policy, and seek adoption of the revised policies.

### **Moved:**

**That** Council adopts the reviewed Wairarapa Gambling Venues Policy subject to adoption by Masterton District and South Wairarapa District Councils.

Crs Brazendale/Greathead

Carried

### **Moved:**

**That** Council adopts the reviewed Wairarapa TAB Board Venue policy subject to adoption by Masterton District and South Wairarapa District Councils.

Crs Greathead/Knowles

Carried



**Moved:**

**That** Council notes that formal consultation is not recommended and agrees to a public notice advising of the review and re-adoption of these policies once all three Councils have formally adopted these.

Crs Carter/Brazendale

Carried

**12. Electoral Officer**

**Purpose**

For Council to approve the appointment of an Electoral Officer.

**Moved:**

**That** Milan Hautler is re-appointed Electoral Officer for the Carterton District Council from 25<sup>th</sup> March 2016 for the 2016 local body elections.

Crs Palmers/Greathead

Carried

**13. Local Authority Elections 2016**

**Purpose**

For Council to determine the ordering of candidates on voting papers.

**Moved:**

**That** in accordance with section 31 of the Electoral Regulations, Council determines the method to order the names of candidates on the voting paper be random.

Crs Brazendale/Palmers

Carried

**14. Chief Executive's Report**

**Purpose**

To inform Council of matters for action or items of interest since the previous meeting.

**Moved:**

**That** the information in the Chief Executive's report be received.

Crs Brazendale/Keys

Carried

**Moved:**

**That** Council approves unbudgeted expenditure of up to \$5,750 as a contribution towards the upgrade of the Carrington Park toilets.

Crs Keys/Knowles

Carried

Cr Knowles commended the Chief Executive on her report.

**15. Elected Members Reports**

Elected Member reports were received from Crs Greathead and Brazendale.

**16. General Business/Late Items**

**16.1 Swimming Skill Standards**

Cr Lang stated at a recent Wairarapa Multi Sports Club triathlon, concern had been expressed at the poor levels of children's swimming skill abilities and he requested Council support the Wairarapa Multi Sports Club's appeal to Government to improve the standard of swimming skills by writing a letter to the MP supporting the Club's endorsements.

It was agreed the Wairarapa Multi Sports Club event co-ordinator write to the Chief Executive advising of their concerns.

It was further agreed that Mayor Booth, Crs Brazendale, Keys and Lang meet to further discuss this matter.

**16.2 Fire Hydrants**

Cr Keys advised due to health and safety rules, testing of fire hydrants can no longer be carried out by the fire service and Council will now need to ensure hydrants are tested when any work is done on roads near hydrants.

**16.3 Summer Shakespeare**

PJ Devonshire advised Hurunui o rangi hosted the recent Shakespeare festival at Gladstone Vineyard.

**17. Confirmation of Minutes**

**17.1 Ordinary Meeting 16<sup>th</sup> December 2015**

**Moved:**

That the minutes of the Ordinary Meeting held on 16<sup>th</sup> December 2015 be confirmed.

Crs Carter/Brazendale

Carried

**18. Matters Arising from Minutes**

There were no matters arising.

**19. Public Excluded**

**Moved:**

That the public be excluded from the following parts of the proceedings of this meeting, namely,—

**19.1 Purchase of Wride Property – 2765 State Highway 2.**

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

<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under section 48(1) for the passing of this resolution</b>
Purchase of Wride Property – State Highway 2	For Council to consider matters that are not considered to be appropriately discussed in an open meeting	To protect the privacy of individuals

Crs Brazendale/Carter

Carried

**Moved:**

That Lou Cooke and PJ Devonshire be permitted to remain at this meeting for Item 19.1, after the public has been excluded, because of their knowledge of governance processes. This knowledge, which will be of assistance in relation to the matter to be discussed, is relevant to that matter because they can provide relevant cultural perspective.

Crs Knowles/Brazendale

Carried

The public portion of the meeting concluded at 2.33pm

Minutes confirmed.....

Date.....

**The Minutes of the Public Excluded Portion of the Ordinary Meeting of the Carterton District Council held in the Carterton Events Centre, Holloway Street, Carterton on Wednesday 24<sup>th</sup> February 2016 at 2.33pm**

**Present** Mayor J Booth (Presiding)  
Crs E Brazendale, R Carter, J Greathead, R Keys, W Knowles, G Lang & M Palmers

**In Attendance** J Davis (Chief Executive)  
M Sebire (Corporate Services Manager)  
M Hautler (Planning & Regulatory Manager)  
Lou Cooke (Kaumātua)  
P J Devonshire (Kaumātua)  
S Hayes (Committee Secretary)

19.1 Purchase of Wride Property – 2765 State Highway 2

**Purpose**

To report the details of the formal agreement reached with the Wrides for the sale and purchase of their above property, subsequent to Council’s resolutions of 28 October 2015.

The Chief Executive provided further information to this report and thanked G Boyle for the way the negotiations were conducted.

**Moved:**

That the report be received.

**Moved:**

That Council notes the purchase of Lot 1 DP 14020 at 2765 State Highway 2 at a price of \$315,000 including GST.

Crs Carter/Greathead

Carried

**The public excluded portion of the meeting concluded at 2.43pm**

**Minutes confirmed.....**

**Date.....**

