



ORDINARY COUNCIL MEETING

A G E N D A

To be held on:

**Wednesday 25th May 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 25th May 2016 at 1.00pm

- 1. Apologies**
- 2. Conflict of Interest Declaration**
- 3. Notification of General Business/Late Items**
- 4. Public Forum**
- 5. Carterton Urban Growth Profile Statement – *page 1 - 4***
- 6. Financial Grants Policy – *page 5 - 14***
- 7. New Road Name: Hartley Avenue Subdivision – *page 15 - 24***
- 8. Policy on Elected Members Allowances & Expenses – *page 25 - 28***
- 9. Library & Information Centre opening hours – *page 29 - 30***
- 10. Chief Executive's Report – *page 31 - 37***
- 11. Elected Member's Reports – *page 38***
- 12. General Business/Late Items**
- 13. Confirmation of the Minutes**
 - 13.1 Minutes of the Ordinary Meeting held on 27th April 2016 – *page 39 - 48***
- 14. Matters Arising from Minutes**

Jane Davis
Chief Executive



18 May 2016

CARTERTON URBAN GROWTH PROFILE STATEMENT

1. PURPOSE OF THE REPORT

Council to give consideration to the preparation of a Growth Strategy for Carterton.

2. SIGNIFICANCE

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

3. BACKGROUND

The Wairarapa Combined District Plan became operative in 2011, and the time of the first review is now approaching.

One of the areas the review will focus on is land available for residential growth. Carterton's population growth was surprisingly high in the last census, and there is a need to qualify this growth – was it mostly rural or residential. Further profiling of the newcomers to the district would also be beneficial.

The availability of land for residential (and business) development is also the subject of the proposed changes to Section 30 and 31 of the Resource Management Act in the Resource Legislation Amendment Bill. These sections are to make it a function of territorial authorities to ensure sufficient residential (and business) development capacity to meet long-term demand. This is to ensure better provision of residential and business development capacity, and therefore improved housing affordability outcomes.

Consideration should also be given to the development pressure certain, currently rural, areas are constantly experiencing – Clareville, Park Road, Lincoln Road. Is there a need to re-zone this land this time, or is there sufficient land within the Residential Zone to accommodate development for the foreseeable future.

4. Current Profile

Using building consent and subdivision data (as below), residential growth was faster in the residential area in the last 9 years. However, the rural area is not stagnating either, with building and subdivision activities steady over this period.

- New Dwellings

Year	Number of New Urban Dwellings	Number of New Rural Dwellings
2007(from July)	47	36
2008	31	28
2009	21	29
2010	25	27
2011	24	20
2012	42	23
2013	50	20
2014	47	25
2015	27	14
2016 (to May)	7	5

- Relocated Dwellings

Year	Number of Relocated Urban Dwellings	Number of Relocated Rural Dwellings
2007(from July)	5	5
2008	1	5
2009	3	7
2010	3	3
2011	3	3
2012	0	5
2013	3	5
2014	7	5
2015	4	3
2016	0	1

- Subdivisions

Year	Urban Subdivision	Urban lots	Rural Subdivision	Rural lots
2007	22	80	29	109
2008	12	35	19	60
2009	8	21	11	37
2010	7	51	12	55
2011	6	14	8	21
2012	3	8	11	30
2013	4	41	17	50
2014	9	42	11	28
2015	7	32	17	43
2016	3	33	6	12

5. Land Use Growth Projection

The data above shows quite a fluctuation of development intensity: 2007 was a strong year, both for urban subdivisions and new dwellings. The number of subdivisions never reached this level again, but the number of new dwellings picked up in 2013/14.

It is difficult to predict whether such growth will continue. Most analysts suggest New Zealand growth as a whole will slow down. Carterton District growth probably will too.

Some professional input into the projection area would be useful, so it can be established with more certainty if the current land supply will suffice, or new “green field” land is needed.

6. Management Consideration

Striking a balance in land supply over time is a difficult exercise and is subject to external influences.

Lack of land for housing encourages potential residents to look elsewhere. An over supply of land however, can sometimes be detrimental to a community too. Large areas of vacant residential land in a subdivision can inhibit neighbourhood interaction, and can look “abandoned” and give the impression of a community in decline.

Commercial land supply will also need to be considered carefully. It should provide for the continued viability of established commercial areas as well as provide for the introduction on new, well serviced developments conveniently located if required.

From a desktop analysis, it appears that there are still around 60 hectares available for urban development in Carterton. These are either vacant residential sized lots or larger areas waiting to be subdivided. In addition, occupied larger sized sections can further be subdivided, and contribute to the land supply. Depending on the density, the combined supply can last between 10-20 years (based on figures produced for the Carterton South Structure Plan). Carterton currently has different management areas in the Residential Zone – standard, medium density and low density. A consideration should be given at the time of the District Plan review, if a single standard zone would be more beneficial than rezoning of rural land for residential purposes.

Any new area re-zoned from Rural to Residential will need to be serviced to urban standard. The current reticulated sewer and water systems have capacity to cope with intensification within the current Residential zone, but servicing of new areas might require upgrade of capacity. Detailed assessments will need to be prepared as part of the proposed Strategy. Other, not Council-managed, services – from electricity and telecommunication to health, education, transport -will need to be considered as well, and providers of these services will need to have input in the Strategy.

7. Strategic Opportunities and Constraints

The census data, as well as building consent data suggests Carterton is doing reasonably well and growing steadily.

Carterton has many unique characteristics in its favour. The town is on the major north-south highway. Its natural topography – between the Tararua Ranges and the eastern hills, with a number of significant rivers nearby, gives it a unique identity. It is surrounded by rural land that helps define the town’s original form. The central area has retained some of its historic “small town” character.

The same advantages could represent disadvantages. Long distance or through traffic can clog up the highway, and pollute the narrow central area, making it difficult to enjoy the town centre. At the same time, the state highway brings visitors, that contribute to the viability of the local shops.

Some investigation is needed, as to what attracts new residents to settle in Carterton, and what is lacking in the town, that could be remedied.

A number of strategic documents have been already prepared – Carterton South Structure Plan, Scoping of Urban Design Issues, Carterton Place Making Framework – these can all be utilised in the preparation of a detailed Urban Growth Strategy.

8. Base Conclusions and Recommendations for Further Work

There are no definite deadline set yet for the District Plan review, which will be conducted together with the other two Wairarapa Councils.

Prior to the review, preparation of an Urban Growth Strategy for Carterton would be beneficial. This could be a first step towards one or more structure plans and local area concept plans. The work would require input from a number of professionals – asset managers, planners, statistical analysts, community development professionals, GIS analysts. The process would also need the input of the wider community, special groups and agencies (Ministry of Education, NZTA, Greater Wellington Regional Council etc). Once complete, the plans can then be incorporated in the Combined Plan at the time of the review.

9. Proposed timeline

Research into the preparation of similar strategies (Carterton South, Fielding) suggests a time frame of a minimum of 6 months, but no longer than 12 months, and to include community and major stakeholder consultation.

10. Recommendation

That the Council

Notes the report.

Agrees that a Growth Strategy for Carterton is prepared.

Edita Babos

Senior Planner



18 May 2016

Financial Grants Funds Policy

1. PURPOSE OF THE REPORT

For the Council to consider and adopt a policy for allocations from its grants funds.

2. SIGNIFICANCE

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

3. BACKGROUND

The Council provides funding to various groups and organisations through grants. Grants funding is generally allocated through Long Term Plan or Annual Plan deliberations, in response to submissions. The budgets have been set as four categories:

- Local Community
- Wairarapa Wide Regional
- Economic Development
- Community Development.

A small fund for community grants has been set aside for the Grants Committee to consider applications and make recommendations to the Council on allocation.

In recent years the Grants Committee has met annually, usually in September, to consider applications.

In addition to the Community Grants fund another small fund is allocated by the Community Services Manager through the year (about \$5,000).

An interim Annual Community Grants policy was developed in 2015 to put some formality around the way grants are managed. This interim policy has been used as the basis for the draft policy in this report.

4. PARTNERSHIPS FUNDING VS GRANTS FUNDING

A number of groups and organisations receive or have received funding from the Council as grants, where they are actually assisting the Council to meet its own obligations either by complementing activities of the Council or implementing a Council strategy or plan. The financial support of these organisations usually extends over multiple financial years. The relationship the Council has with these types of organisations is a partnership. They should, therefore, be allocated funding outside a grants funding regime.

Currently funded organisations in this category include:

- Destination Wairarapa
- Neighbourhood Support
- Sport Wellington
- Keep Carterton Beautiful
- Enviroschools
- Go Carterton.

5. GRANTS AND PARTERSHIPS BUDGETS

In the last two financial years around \$80,000 per annum from the Local Community and Wairarapa Wide funds, and \$15,000 from the Economic Development Fund (Go Carterton) is provided to these groups. It would be appropriate to fund these types of organisations from Council's operational budgets, and their relationships with the Council recorded in an MOU or contract for service. Where the funding level is significant regular reporting of activities would be required as a condition of the funding, with performance measures also used to make the Council's performance expectation clear.

In addition, funding is provided to Hurunuiorangi Marae (\$10,000 p.a.). This funding also should be considered as a partnership arrangement and recorded appropriately.

Within the current grants budgets there are also two scholarships – Taratahi Training Farm and UCOL. Again, these scholarships reflect more a partnership arrangement with the two learning institutions rather than a grants relationship. They should fall outside the grants policy.

The partnerships funds could be held in the operational budget of the Community Services Manager as that manager would generally manage the relationships with the organisations on behalf of the Council.

If the partnerships funding was to be removed from the grants funds currently in the Long Term Plan/Draft Annual Plan budgets, the quantum of funds remaining would be in the order of \$115,000. A small portion of this, say \$15,000, could be the budget the Community Services Manager has available to allocate to support groups carry out activities through the year. That would leave \$100,000 for the Grants Committee to allocate. This would be included as part of the operational budget.

6. PROPOSED POLICY

It is proposed that Council adopts the draft policy included in Attachment 1. Under the draft policy there are two Grants Funds:

1. Local Community Grants Fund
2. Wairarapa Wide Regional Grants Fund.

The Local Community Grants Fund is to support local Carterton groups and organisations where their activities will benefit the Carterton community. The Wairarapa Wide Regional Grants Fund supports groups or organisations where their activities have wider benefits than just the Carterton community. When allocating this fund support must also be provided by at least one other Wairarapa Council.

The policy provides for the Grants Committee to have delegations to make the allocation decisions. Currently the Committee recommends to the Council allocations. The change is recommended for the following reasons:

- The Committee will have received detailed information about each applicant and may hear directly from them, so has much fuller knowledge on which to make a decision. The Council will not have had the same opportunities.
- It will streamline the process for applicants and speed up decision-making.
- It is generally regarded as best practice for those hearing and deliberating on applications to also be the decision-maker.

The draft policy contains a number of criteria to assist the Committee in reaching its decisions and sets out the process to be followed. The Committee would meet each July to consider applications. It may also meet at other times of the year if the funds are not fully allocated in July.

In deciding the Wairarapa Wide Regional Grants funding the policy provides for the Committee to consult with other councils prior to finalising its decisions or consider applications jointly with the other Wairarapa Councils, as it sees fit.

7. GIVING EFFECT TO THE POLICY

If adopted by the Council the policy will take effect immediately. Any funding requests made through the current draft Annual Plan process will be dealt with as set out below:

- Partnership funding requests – the quantum of funding will be agreed as part of the Annual Plan deliberations, with MOUs, agreements or contracts entered into by officers on behalf of the Council.
- Grants funds requests – submitters will be informed their requests will be considered by the Grants Committee in July. These would then join other applicants responding to an invitation to the community to apply for grants which is due to be made early June.

8. RECOMMENDATION

That the Council:

1. **Receives** the report.
2. **Adopts** the Carterton District Council Financial Grants Funds Policy, as attached in Attachment 1.

Jane Davis
Chief Executive

Attachment 1 – Draft Carterton District Council Financial Grants Funds Policy

Carterton District Council Financial Grants Funds Policy

This policy provides the framework for allocating grants to groups and organisations that are delivering projects, activities and services that benefit the citizens of the Carterton District.

1. The Grants Funds

1.1. The Grants Funds and their purpose

There are two categories of grants funds:

1. Local Community Grants Fund
2. Wairarapa Wide Regional Grants Fund.

The Local Community Grants Fund is to support local Carterton groups and organisations where their activities will benefit the Carterton community. The Wairarapa Wide Regional Grants Fund supports groups or organisations where their activities have wider benefits than just the Carterton community. When allocating this fund support must also be provided by at least one other Wairarapa Council.

There are a number of activities and projects carried out by organisations and agencies that Carterton District Council supports financially or in-kind that fall outside the grants funding process. These are essentially activities that assist the Council to meet its own obligations or implement a Council strategy or plan. They include, for example, Destination Wairarapa and Neighbourhood Support. Such organisations will not have access to the grants funds but if appropriate will be funded from Council's operational budgets, and their relationships with the Council will be recorded in an MOU or contract.

1.2. Setting the value of the grants funds

The quantum of funding available through the two grants funds are set in the Long Term Plan and subsequently renewed at each Annual Plan. The value of these grants may vary according to Council's priorities each year.

1.3. Allocation decisions to be made by the Grants Committee

Allocation decisions from the two grants funds will be made by a Grants Committee. The Council will set up a Grants Committee at the beginning of each Triennium, with terms of reference that will include the following:

- Delegations to meet and make decisions on the distribution of the Local Community and Wairarapa Regional Grants Funds.
- Elect a chairperson and a deputy chairperson.

- Decisions by the committee to be made by consensus; a vote only being taken if required confirming the consensus view. If votes are tied the chairperson will have a casting vote.
- A requirement that all conflicts of interest to be declared by elected members, who then cannot take any part in deliberations related to the conflict.

The Committee will meet once a year to make allocation decisions, generally in July. It may meet again if funds are available and applications have been lodged seeking grants support.

2. Local Community Grants Fund

2.1. Purpose of the Local Community Grants Fund

The purpose of this fund is to support local community groups undertake charitable, cultural, philanthropic, recreation and other activities that are beneficial to the wider Carterton community.

2.2. Eligibility of Applicants

Any community organisation or formally constituted group as described below is eligible to apply for a grant:

- An incorporated society with non-profit making objectives
- A charitable trust
- Other not for profit body that can demonstrate its legal status
- A club or other legally constituted body that can demonstrate a formal constitution or rules.

General funding requests from organisations such as service clubs or school fundraising associations do not usually qualify for grants, but these organisations can apply for grants for specific projects.

2.3. Eligible projects, activities and services

Grants may be made for projects, activities and services that contribute to the following outcomes:

2.3.1. Social

- Improve health, social and cultural outcomes for Carterton residents
- Promote communication and collaboration between agencies in the health and social services sector
- Effectively meet a demonstrated need in the health and social services sector
- Support and empower vulnerable people in the Carterton community
- Strengthen the ability of organisations to operate well in the health and social services sector.

2.3.2. Environmental

- Protect, preserve and restore Carterton's environment
- Enable and encourage people to appreciate the environment

- Promote awareness of environmental issues and concepts of sustainability.

2.3.3. Sport and recreation

- Encourage participation in sport and active recreation
- Encourage community engagement in sport and recreation
- Provide appropriate and self-supporting facilities and infrastructure
- Support Carterton residents to achieve their sporting potential
- Reduce barriers to ensure reasonable access for all in the community.

2.4. Grant Criteria

The following criteria will be used to guide decisions on the allocation of the Local Grants Fund.

- i. The project is Carterton-based and primarily benefits the people of Carterton District.
- ii. There is evidence of (or, if a new group, systems for): the applicant's sound financial management, good employment practice (where applicable), clear and detailed planning, clear performance measures, and demonstrated ability to report back on past funding as appropriate.
- iii. The project is accessible to a range of people or to the intended users.
- iv. There is evidence of community support, collaboration and building partnerships with other organisations (such as letters of support from other organisations/leaders).
- v. The project or activity expands the capacity, range or level of similar types of services in the community and that it has involved users in identifying the need for the project.
- vi. The intent of the project or activity is not for private or commercial financial gain, though such gains may occur as a side effect of the project.
- vii. The applicant can demonstrate an awareness of the Treaty of Waitangi, if it involves mana whenua and taura here in Carterton District.
- viii. The applicant does not have excess reserve funds unless the group can demonstrate that funds are being held for another specified project or purpose.
- ix. Priority or preference will be given to:
 - projects completed within 12 months
 - new or expanded activities
 - assisting the development of economically or socially disadvantaged groups
 - projects that will give the greatest benefit to the people of Carterton.

2.5. Applications that will not be funded

Applications to the Local Grants Fund for the following will not be considered:

- Retrospective requests to cover projects, events or programmes that have been completed

- The same projects, events or programmes will not be funded more than once in any financial year
- Rent and debt repayments, unless special circumstances can be demonstrated
- Commercial or profit making organisations
- Sponsorships or endowments
- Political organisations and lobby groups
- Individuals
- Overruns in projects, events or programmes costs
- Religious or faith based instruction, lobbying or education; church organisations may apply for grants towards the provision of non-sectarian social services
- Sports team accommodation, travel or uniforms.

2.6. The Process

- 2.6.1. All completed grant applications will be submitted to the Council by a date set to enable allocation decisions to be made in July. Where the grants fund is not fully allocated in July, applications may be received through the financial year, until the funds are fully allocated.
- 2.6.2. The Grants Committee will meet and consider applications. The meeting will be in public, unless there are reasons under the Local Government Official Information and Meetings Act that justify conducting the meeting with the exclusion of the public.
- 2.6.3. The Committee may invite applicants to speak to their application.
- 2.6.4. A report from officers will be provided to the Committee detailing:
- The total amount for allocation
 - The organisations requesting a grant
 - A brief analysis of the projects, events or programmes; including
 - How the application benefits the Carterton community
 - How the application relates to the criteria
 - The amount requested
 - Any conditions considered appropriate to place on the grant.
 - The applications not meeting the policy, with the reasons why
 - Any other information required that will assist the Grants Committee in their deliberation
- 2.6.5. Where the Committee decides to make a grant it may include conditions. A standard condition should be included requiring reports back to the Council on the success, or otherwise, of the project or activity, as well as information on how the funds were spent.

- 2.6.6. Where the Committee decides to decline an application, or to grant less funding than applied, it will specify its reasons.
- 2.6.7. Decisions of the Committee will be reported to applicants as soon as possible following the Committee's decisions.
- 2.6.8. No appeals on the decision of the Committee will be considered.

2.7. Successful Applicants' Responsibilities

- 2.7.1. A completed accountability form must be returned to the Council within 12 months of the date of the grant being paid.

3. Wairarapa Wide Regional Grants Fund

3.1. Purpose of the Wairarapa Wide Regional Grants Fund

- 3.1.1. The purpose of this fund is to support groups and organisations that may not be based in Carterton but undertake an activity or project that has regional benefits, including to the Carterton District.
- 3.1.2. Normally the activity or project offered by these organisations would not be available to the Wairarapa as a region without the Wairarapa Councils' support.

3.2. Eligibility of Applicants

- 3.2.1. Any group, organisation or company may make application for a grant from this fund.
- 3.2.2. The application must be for an activity or project that supports, enhances or advances the Council's community outcomes as defined in the Long Term Plan and Annual Plans, or in other ways benefits Carterton.
- 3.2.3. The organisation requesting the grant must have the support of at least South Wairarapa District Council or Masterton District Council, or provide evidence that it is seeking that support concurrently with the application to the Carterton District Council.

3.3. Grant Criteria

The following criteria will be used to guide decisions on the allocation of the Wairarapa Wide Regional Grants Fund:

- i. The project benefits the people of Carterton District either directly or indirectly, with sound evidence to demonstrate those benefits.
- ii. There is evidence of (or, if a new group, systems for): the applicant's sound financial management, good employment practice (where applicable), clear and detailed planning, clear performance measures, and demonstrated ability to report back on past funding as appropriate.
- iii. There is evidence of community support, collaboration, and building partnerships with other organisations (such as letters of support from other organisations/leaders).

- iv. The project or activity expands the capacity, range or level of similar types of services in the community and that it has involved users in identifying the need for the project.
- v. The intent of the project or activity is not for private or commercial financial gain, though such gains may occur as a side effect of the project.
- vi. The applicant can demonstrate an awareness of the Treaty of Waitangi, if it involves mana whenua and taura here of Wairarapa.
- vii. The applicant does not have excess reserve funds; unless the group can demonstrate that funds are being held for another specified project or purpose.

3.4. Applications that will not be funded

Applications to the Wairarapa Wide Regional Grants Fund for the following activities will not be considered:

- Commercial profit making activities where the profit is not used to grow the activity or mitigate future operations
- Retrospective requests to cover projects, events or programmes that have been completed
- Rent and debt repayments
- Sponsorships or endowments
- Political organisations and lobby groups
- Overruns in projects, events or programmes costs
- Religious or faith based instruction, lobbying or education; church organisations may apply for grants towards the provision of non-sectarian social services
- Sports team accommodation, travel or uniforms
- Activities already provided by another organisation
- An activity not supported by at least one other Wairarapa Council. Support from the other Wairarapa Council(s) need not be financial, but could be the provision of infrastructure or in kind support; this must be quantified in the application.

3.5. The Process

- 3.5.1. All completed grant applications will be submitted to the Council by a date set to enable allocation decisions to be made in July. Where the grants fund is not fully allocated in July, applications may be received through the financial year, until the funds are fully allocated.
- 3.5.2. The Grants Committee will meet and consider applications. The meeting will be in public, unless there are reasons under the Local Government Official Information and Meetings Act that justify conducting the meeting with the exclusion of the public.
- 3.5.3. The Committee may invite applicants to speak to their application.
- 3.5.4. A report from officers will be provided to the Grants Committee detailing:
 - The total amount for allocation

- The organisations requesting a grant
 - A brief analysis of the projects, events or programmes; including
 - How the application will benefit the Carterton community
 - How the application relates to the criteria, including the support from other Councils, or likelihood of support
 - The amount requested
 - Any conditions considered appropriate to place on the grant.
 - The applications not meeting the policy, with the reasons why
 - Any other information required that will assist the Grants Committee in their deliberation.
- 3.5.5. The Committee may consult with other councils prior to finalising its decisions, or may consider applications jointly with the other Wairarapa Councils, as it sees fit.
- 3.5.6. Where the Committee decides to make a grant it may include conditions. A standard condition should be included requiring reports back to the Council on the success, or otherwise, of the project or activity, as well as information on how the funds were spent.
- 3.5.7. Where the Committee decides to decline an application, or to grant less funding than applied, it will specify its reasons.
- 3.5.8. Decisions of the Committee will be reported to applicants as soon as possible following the Committee's decisions.
- 3.5.9. No appeals on the decision of the Committee will be considered.
- 3.6. Successful Applicants' Responsibilities**
- 3.6.1. A completed accountability form must be returned to the Council within 12 months of the date of the grant being paid.

4. Review

The Financial Grants Funds Policy will be reviewed at least every three years.



19th May 2016

New Road Name: HARTLEY AVENUE SUBDIVISION

1. PURPOSE OF THE REPORT

For Council to give consideration to a suggested private road name.

2. 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.

3. BACKGROUND

A land development has occurred off Brooklyn Road comprising twenty six lots with two new roads being vested in Council and a private Right of Way. Council has previously agreed to the formal name of Hartley Avenue for the main access road into the subdivision and at its last meeting adopted the name Warrington Court for one of the cul de sac streets. This application is seeking endorsement from Council for the naming of private right of way.

4. CURRENT STATUS

Application has been made for the naming of a private right of way. Council's Road Naming Policy notes that a development that uses a right of way that serves more than four lots shall be formally named. Private Rights of Way are not maintained by Council, nor does Council have statutory power to name a private Right of Way, but this does not preclude Council from formally recording and endorsing the name agreed by the developer. Council's Road Naming Policy also states that a private Right of Way can only use the suffix "Court", "Lane" or "Way". Where a name for a private Right of Way is formally recorded by Council, numbering then proceeds as per a new road.

Bosaap Limited, the developers of this subdivision, have requested that Council considers and endorses one of the three proposed names for the Private Right of Way within their development. All of the proposed names fall within the schedule of preferred names attached as Appendix 1 of the Policy.

The proposed names are addressed below in order of preference from the developer.

1. Hart Lane

This is the applicant's first choice of names, and is in recognition of Brigadier-General Sir Herbert Hart, Wairarapa's highest ranking army officer in World War One and a resident of Carterton. Brigadier-General Sir Herbert Hart took part in the Gallipoli landing and was

appointed to command the Wellington Battalion after Lieutenant-Colonel Malone's death on Chunuk Bair in August 1915. He led the Wellington Battalion to the Somme in France in April 1916. He took over NZ Rifle Brigade in July 1918 and was still in command when the brigade successfully captured Le Quesnoy on 4 November, the last major battle for New Zealanders in World War One. He arrived home from the War to a great, warm welcome from the people of Carterton in 1919.

The applicants prefer this name for the reason that it is closely related to Hartley Avenue. While this proposal meets Council's technical criteria in section 9 of the Policy, (short roads will be given short names), within the technical criteria there is a section on reasons why Council may not recommend or support a suggested name. One of the reasons is that the proposal duplicates or sounds similar to a road name already allocated in the Wairarapa. In this particular instance "Hart Lane", off Hartley Avenue has the potential to cause confusion both from a postal delivery and an emergency services perspective and recommends that Council does not endorse Hart Lane for those reasons listed above.

2. Routhan Way

The applicant's second choice of name is Routhan Way in recognition of Dulcie Routhan. Dulcie is a descendant of one of the pioneer families that came to New Zealand on the settler ship Oliver Laing. Her heritage goes right back to the founding of Carterton. Dulcie Routhan was a foundation teacher at Kuranui College, land developer and benefactor to the community with her gift of Sparks Park to the people of Carterton.

The proposed name of Routhan Way meets all the technical criteria contained in Council's policy and it is recommend that Council endorses this suggestion.

3. Francis Love Place or Lane

The applicant has suggested this name as their third choice. In researching the name for this paper it was discovered that the name as it stands in the policy is incorrect and that the name should be Frances Love. Frances was an ardent supporter of all things Carterton, especially the local Horticultural Society shows. In 1995, she was the recipient of the prestigious Dykes Medal which may be awarded by the British Iris Society biennially on the recommendation of the New Zealand Iris Society. It is only awarded if there is an outstanding modern iris bred in New Zealand. Frances was the first ever New Zealand iris breeder to receive this medal with her Siberian Iris, 'Emma Ripeka'. In 2001 New Zealand Post created commemorative stamp collection of six iconic NZ garden flowers. Frances's Emma Ripeka was the 80c stamp in this collection.

The proposed name of Frances Love Place, does not meet the requirement of Council's policy as a private Right of Way shall not be suffixed as a place. Frances Love Lane meets the requirement of the policy, but from a technical assessment criteria it is deemed too long for the short right of way it is recommend that Council does not endorse Frances Love Lane for this particular development.

The second proposed name for the private Right of Way, being Routhan Way, fairly reflects the requirements of Council's Road Naming Policy and it is considered prudent to endorse the proposed name as put forward by Bosaap Limited.

5. RECOMMENDATIONS

That the Council:

1. **Receives** the report.
2. **Endorses** the private Right of Way name for the subdivision by Bosaap Limited off Brooklyn Road to be known as Routhan Way, as identified on the attached scheme plan.
3. **Agrees to correct** the name Francis Love to Frances Love in its Schedule of preferred road names and **amend** the policy accordingly.
4. **Instructs** officers to notify the District Land Registrar and Chief Surveyor, in accordance with Section 319A Local Government Act 1974.

Prepared by:

Solitaire Robertson

Planner

Approved by:

Jane Davis

Chief Executive

Attachments:

1. Application for Road Names
2. Plan of subdivision Development
3. Road Naming Policy

Attachment 1

1. Change to the Application for Road name email correspondence

Hi Solitaire,

Can you bring these names to the council for the next meeting on the 25th

We would like the council to consider the next names for the private right of way of Hartley Avenue, chosen by Jacob and Marijke Aperloo and Sam van den Bosch on behalf of Bosaap Limited.

We prefer as 1st choice: Hart Lane - because the name is close to Hartley Ave, sounds right to us, "Hart Lane of Hartley Ave" and because there are only 5 houses on the private road so a nice and short name.

Our 2nd choice is: Routhan Way, just because she did a lot of good for Carterton and also because she was such an inspiration!

Our 3rd one is: Francis Love Place or Lane, just sounds right.

Thanks for considering these three names, hope to hear what the council has decided in due course.

Kind regards, Marijke Aperloo

On behalf of Bosaap Limited, developers of the subdivision!

Attachment 2

2. Plan for Subdivision



Attachment 3

3. Road Naming Policy



Road Naming Policy

1) Introduction

Carterton District Council is responsible for naming (and renaming) roads within its boundaries. Roads are named to reflect the identity of the local area and/or the district and to ensure ease of identification for the Council, the public and key public and private services such as emergency, postal and courier services.

The authority for naming roads comes from Section 319A of the Local Government Act 1974

2) Definitions

Private Road – any roadway, place or arcade laid out on private land by the owner thereof intended for the use of the public generally. Private roads are not maintained by the Council but shall be formally named.

Public Road – Any road open to public travel that is under the jurisdiction of and maintained by the Council.

Rights-of-Way (Private Way) - An easement, a privilege to pass over the land of another, whereby the holder of the easement acquires a reasonable and usual enjoyment of the property, (normally the right to pass and re-pass) and the owner of the land retains the benefits and privileges of ownership consistent with the right of way easement. Rights-of-way are not maintained by the Council but those rights-of-way that serve more than four lots shall be formally named.

Road – A generic term that for the purposes of this policy only encompasses public roads, private roads and rights-of-way that serve more than four lots.

Suggested Suffixes – Terms such as “road”, “street”, “lane” etc. are to be used in circumstances appropriate to the physical situation, with the following suffix definitions acting as a guide:

Avenue	A wide straight road planted with trees on either side
Boulevard	A wide, main road, often planted with rows of trees
Circle	A street surrounding a circular or oval shaped space
Common	A street with a reserve or public open space along one side
Court	A short enclosed road, i.e. a cul-de-sac
Crescent	A crescent shaped street, generally with both ends intersecting the same street
Crest	A road running along the top or summit of a hill

Cul-de-sac	A short enclosed road
Drive	An especially scenic road or a main connecting route in a subdivision
Glade	A tree covered street or passage between streets
Green	As for Common, but not necessarily bounded by a reserve
Grove	A road that often features a group of trees standing together
Heights	A road traversing high ground
Lane	A narrow road
Lookout	A road leading to or having a view of fine natural scenery
Parade	A public promenade or road
Place	A short, sometimes narrow road
Ridge	A road along the top of a hill
Rise	A road going to a higher place of position
Road	A route between places, general usage
Row	A road with a line of professional buildings on either side
Street	A road that usually has houses on both sides
Track	A narrow country street that may end in pedestrian access
View	A road commanding a wide panoramic view across the surrounding areas
Way	A narrow road, often synonymous with lane

3) Road Naming Procedures

The procedures apply to new and currently named or unnamed roads, including roads with existing names that are not officially recognised.

The procedures will be applied when:

- a new subdivision is created
- a road is created by a process such as a gazette notice
- a request is received to name a new or currently unnamed road
- a request is received to rename a road
- a request is received to have a name approved for use as a potential road name.
- Council reserves the right to decline any road name proposed, and can substitute any proposal by one which Council considers more appropriate

4) Māori Road Name Proposals

Traditional or Appropriate Māori Name:

The use of Māori names is encouraged. When a Māori name is submitted confirmation of the views of local iwi shall be provided.

5) Request to Name a Road

Where new roads need to be named as a result of a new subdivision or development the subdivider/developer shall be given the opportunity of suggesting up to three options, in order of preference. When submitting the preferred options supportive comment should be

given on why the names have been chosen, including any meaning and/or historical background.

Where thematic areas currently exist or are proposed it is desirable that the thematic nature of road names be retained in any new developments in that area.

The full costs of the signs and their erection are to be paid for by the subdivider/developer.

6) Request to Change the Name of an Existing Road

A member of the public, emergency services, Council or a Councillor can request that a road name be changed. Council will usually only consider changing the name if a significant majority of the residents or business owners in the road support the proposed change or there is significant public benefit in making the change, especially for emergency services.

7) Private Rights of Way

A development using one right of way that accommodates several dwellings can have a Court, Lane, or Way name formally identified. The Council does not have statutory power to name private ways but this does not preclude Council from either:

- Formally identifying names in well accepted usage ;or
- Formally recording the name agreed to by property owners.

Where a name can be formally recorded against a Right-of-Way, numbering proceeds as for new roads.

8) Guiding Principles Applicable For New Road Names

- **Historic Person or Event**
The name of a notable person or event from early history should ideally have a local association with the area, but might also be a prominent national personality or major event in New Zealand's history.
- **Significant Feature**
It is appropriate to name a road after a significant feature in the area (for example geographical feature, landscape, flora and fauna). Naming after features which do not exist in the area should be avoided (for example, naming after native trees or plants that are not evident in the area or views that cannot be identified).
- **Common or Established Theme**
Where more than one road is being created in a subdivision, a common theme is recommended for the names. If a naming theme is already established in an area then new names should remain consistent with that theme.
- **Traditional or Appropriate Māori Name**
The use of Māori names when known is encouraged. When a Māori name is submitted confirmation of the views of local iwi should also be provided.
- **Personal Name for Special Service**

This can be for community service, sport, conservation, or other sphere of activity with local association which can be duly recognised.

9) Technical Criteria

- Names should be reasonably brief.
- In general short roads will be given short names to avoid cartographic problems.
- The use of more than one word is generally to be avoided however hyphens to connect parts of names can be used whenever this is appropriate.
- The possessive form is not acceptable. e.g. Hector Avenue not Hector's Avenue.
- Descriptive names are acceptable provided they are not ambiguous.
- The name should have local content or meaning
- Names having historic significance, geographic significance, or referring to early explorers, early settlers and notable people or events, traditional or appropriate Māori names, having regard to the area concerned is also encouraged.

Reasons why Council might not recommend a suggested name could include:

- The name either duplicates or sounds similar to a road name already allocated in the Wairarapa.
- The name is in poor taste or likely to cause offence
- The name is difficult to pronounce.

10) Names should reflect issues which are important

Names give a historical context by reflecting the way a town develops. Names should be reflective of Carterton and the Wairarapa primarily. Starting trends or themes should be avoided unless an area is specifically defined. Names might embody something pleasing about living there.

11) Schedule of Preferred Road Names

Council had engaged in public consultation to assist in the compilation of a schedule of preferred road names. A list of names for road naming has been approved by Council and is attached as Appendix 1. Applications to Council should include proposed names taken from the schedule; however Council will consider any other name proposed. The schedule can be amended from time to time as Council considers appropriate.

Any application to name a road shall be considered by the full Council. Names are entirely at the discretion of Council, whether for policy reasons or for other considerations.

On approval the Council is required to provide a copy of the relevant resolution to the Registrar General of Land and the Surveyor General.

This policy takes effect on 23rd July 2014.

A review of this Policy shall occur by 22nd July 2019.

Appendix 1

Schedule of preferred road names

<u>Name</u>	<u>Reason</u>
Warrington	Historic Identity
Elizabeth	Reigning Monarch
Kaio	WW1 Veteran
Van Baarle	Developer
Wolters	First Town Clerk
Lipinski	Early settlers
Te Aroha	Heart of Carterton
Daysh	Historic Identity
<u>Former County Chairs</u>	
Gilligan	County Chair 1877-1878
Pharazyn	County Chair 1878-1882
Bunny	County Chair 1887-1904
Perry	County Chair 1904-1920
McGregor	County Chair 1933-1940
Court	County Chair 1940-1943
Scott	County Chair 1971-1976
Lukies	County Chair 1976-1983
Monk	County Chair 1983-1989
<u>Former Mayors</u>	
Keys	Past Mayor 1984-1995
Beyer	Past Mayor 1995-2000
Tankersley	Past Mayor 2000-2004
McPhee	Past Mayor 2004-2010
Hart	WW1 veteran – Brigadier General
Lawrence	Historic Identity
Patterson	Current resident's fondness of Carterton
Goodin	Historic Identity
Routhan	Historic Identity - gifted land to Council
Maunsell	Historic Identity
Mark	Former Mayor
Knutson	Historic Identity
Knowles	Historic Identity
Pankhurst	Historic Identity
Kiddie	Historic Identity
Francis Love	Historic Identity
Koers	Local Business Identity



10 May 2016

Policy on elected members' allowances and expenses

Purpose

This report proposes revisions to the Council's policy on members' allowances and expenses.

Significance

The matters for decision in this report are not considered to be significant under the Council's significance and engagement policy.

New determination

The Remuneration Authority has issued a new Local Government Elected Members determination, setting new maxima for elected members' allowances and expenses. No changes have been made to the communications allowances.

Revised policy

A revised policy on members' allowances and expenses has been prepared based on maximum allowable communications and travel allowances set by the Remuneration Authority. The Council may choose to set allowances at a lower rate. The agreed policy will need to be submitted to the Authority for approval. The draft revised policy is attached, with the changes highlighted in yellow.

Recommendations

I recommend that Council:

1. **agree** to recommend the revised policy on members' allowances and expenses to the Remuneration Authority .

Marty Sebire
Corporate Services Manager



Policy on elected members' allowances and expenses

Introduction

In addition to determining the remuneration of elected members, the Remuneration Authority is required to approve the Council's policy on allowances and expenses payable to elected members.

In developing this policy, key factors have been fairness to elected members and ratepayers, and administrative efficiency.

This policy should be read in conjunction with the Council's Sensitive Expenditure Policy.

Policy on allowances and expenses

Parking

Elected members who incur parking charges when on Council business at other locations are entitled to reimbursement of the actual cost.

Use of public transport

Elected members who travel by public transport in relation to Council business are entitled to reimbursement of the actual cost. Evidence of the cost incurred shall be provided.

Vehicle mileage allowance

Subject to the interpretation and exceptions listed below, elected members are entitled to a mileage allowance when using a private vehicle for Council business:

The rate payable will be 74 cents per kilometre for the first 5,000 kilometres in 2016/17 of Council travel, and 37 cents thereafter.

A threshold, above which a claim can be made, is twice the distance from home to Council office, up to 30 kilometres. It applies only to visits to the Council offices; for other travel, no threshold applies.

Interpretation

With respect to mileage allowances and to reimbursement of public transport costs, the term 'Council business' includes attendance at the following:

- official meetings of the Council and any committee and sub-committee of Council
- Council workshops
- meetings and workshops of advisory groups established by Council
- meetings and workshops of external bodies to which the elected member has been appointed by Council
- statutory hearings
- an external event or meeting where there has been:
 - a resolution of Council or a committee
 - an authorisation by the Mayor, or
 - with respect to the member of a committee, an authorisation by the Chairperson of that committee
- visits to, and tours of, facilities or sites or works for which the Council is responsible, or has involvement, or which will be the subject of business to come before the Council or any committee
- seminars and training courses where the elected member's attendance has been authorised.

Mileage may include travel to and from the member's residence, if the travel is:

- the member is not provided with a Council vehicle
- the distance travelled exceeds the threshold
- the member is travelling on a private vehicle, on Council business (defined above), and by the most direct route that is reasonable.

Exceptions

- 'Council business' does not include events where the primary focus is on social activity.
- If the Council is providing transport, and an elected member chooses for personal reasons to travel separately, they will not be entitled to a vehicle allowance.
- Where an elected member chooses for personal reasons to travel by private vehicle to an approved conference or seminar outside of the Wellington region, they will be entitled to no more than the cheapest equivalent air fares available for the day(s) of travel, where such fares are less than the mileage allowance.

Communications allowance

It is expected that elected members will have their own home computer with internet connection, a home telephone, and a mobile phone, and that these items are available for use for their Council-related business.

Elected members having such items available for Council business are eligible to receive communications allowances of:

- \$150 for the use of a personal computer or electronic tablet
- \$40 for the use of a printer
- \$60 for the use of a mobile phone
- \$250 for an internet connection
- \$400 for council-related toll and mobile phone charges.

Any consumables associated with the use of the computer are the responsibility of the elected member.

The Council will normally provide a mobile phone for the Mayor and cover all expenses associated with the use of that phone on Council business. The phone remains the property of the Council, and the communication allowance payable to the Mayor will be reduced to reflect the provision of the phone.

Conferences, courses, seminars

Elected members who have been authorised to attend a conference, course, seminar etc. will have attendance fees, travel, accommodation, and meals paid for.

Approval for Councillor attendance at these events must be approved by the Mayor; approval for attendance by the Mayor by the Council or Deputy Mayor.

Payment

Claims for mileage or reimbursement of other expenses should be made on the forms provided, must be made no later than three months after the date concerned, and should include all relevant receipts.

Communications allowances will be paid annually, at the end of each financial year to which they relate. They should be claimed on the form provided. **Members may claim for part-years where they are elected within a financial year or are not successfully re-elected.**

Payment will be made by direct credit at the next Council payment run.

Taxation

Taxation on allowances shall be deducted at the prevailing taxation rates set by the Department of Inland Revenue.

Status—10/05/2016—DRAFT yet to be submitted to Remuneration Authority



23rd May 2016

Library and Information Centre opening hours

1. PURPOSE OF THE REPORT

To seek the Council's approval of a variation in opening hours for the Library and Information Centre.

2. SIGNIFICANCE

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

3. BACKGROUND

The Carterton Events Centre was officially opened in 2011 and as such, it is timely to review the opening hours for the library and information centre.

The Library currently opens six days a week, Monday to Saturday. Weekdays it is open from 9.30am to 5.00pm and Saturday 9.30am to 12.30pm. This is staffed by a full time Library Services Manager and four part-time staff members. We have recently appointed a full time Assistant Librarian to support the Library Services Manager, meaning staffing hours have increased by 20 hours.

The information Centre opens seven days a week – Monday to Friday 10.00am to 4.00pm and Saturday and Sunday 10.00 to 1.00pm. This is staffed by a full time Information Centre Coordinator and an Event Centre Assistant. On a Saturday, library staff and custodians staff the front counter and on Sunday the Event Centre assistant staffs the front counter.

Carterton has been operating an Information Centre for some time and when it moved to the Events Centre, it was staffed by a full time coordinator and volunteers. After reviewing this in late 2015, volunteers were re-deployed into other voluntary positions such as front of house for events or assisting with the holiday programmes in the library. An Event Centre Assistant role was created to ensure front counter coverage across six of the days.

4. CURRENT SITUATION

There are different opening hours for the library and information centre which can be confusing for visitors to the centre. When the information centre is not staffed, the library staff provide the information to customers. This is proving challenging at times, as the library staff do not necessarily have the skills and knowledge required for the information centre and may be single staffed.

Statistics show that one of the main reasons for visiting the centre on a Sunday is locals attending events that are on. There is already a custodian working during events, as well as the information centre staff member. The other main reason is to use the toilets or for general information.

There were a total of 220 enquiries on Sundays over the past six months, 141 locals and 70 visitors.

The library acknowledges that Carterton has a significant number of residents that commute and that there is potential to increase usage of the library if it was made more accessible for that demographic. From experience, a late night does not increase usage significantly, rather normal business is stretched to fill the time i.e. regular customers are more likely to come in later as opposed to gaining new customers. This is especially the case in winter when uptake for a late night is reduced as commuters are focussed on getting home.

It is acknowledged that closing the library at 12.30pm on a Saturday impacts on those people with Saturday morning sports. The library begins to get busy at about 12.00pm when sports have finished. Library staff report they regularly have to ask people to leave at 12.30pm.

5. PROPOSED CHANGES

It is proposed to trial moving the opening hours of the Information centre and library to be the same during the week – opening at 9.30am and closing at 5.00pm. On Saturday both the library and information centre to be open 10.00am to 4.00pm. Both would be closed on Sunday.

It is proposed that information pertaining to toilets (Carrington Park), i-site information (Masterton and Martinborough) and general information is displayed on the glass frontage so that people visiting the centre outside opening hours can obtain the information they require without having the staff the information centre.

6. RECOMMENDATIONS

That the Council:

1. **Receives** the report.
2. **Agrees** to trialling a change in opening hours for both the library and information centre for a three month period.

Carolyn Mckenzie

Community Services Manager

15 May 2016

Chief Executive's Report

1. PURPOSE OF THE REPORT

To inform Council of officers' activities since the previous meeting.

2. ROADING

2.1 Maintenance works carried out in April included:

- Wearing course metalling of the Arawhata hill portion of Te Wharau Road.
- Widening of Driscoll Road at two drop out sections of the road.
- Started on block wall support for Mangatarere Valley Road.
- Road side tree removal and open drain cleaning on Matarawa Road.

The April maintenance contract claim is \$118,082. This is below the programmed works amount. Under achievement was due to a delay in commencing the Mangatarere repairs and less metalling being completed. Fulton Hogan have given assurances that additional resource will be available through May and June to complete the approved programme of works.

2.2 Work proposed for May includes:

- The second mowing of the District.
- Wearing course on Craigie Lea, Glenburn Hill, Kaiwhata, Admiral Station Roads and Ngatawhai Grove.
- Roadside tree removal on Te Wharau Road in close proximity to power lines.
- Complete the block wall structures on Mangatarere Valley Road.
- Repairs on next year's reseal sites (mainly AC repairs).

2.3 Millars/Ponatahi Intersection

A meeting was held between Higgins and Opus early in May 2016 to discuss remedial works pertaining to seal texture on Millars Road in order to complete this project. It was agreed that a two coat 3/5 second coat seal is to be applied to the remaining surface throughout the site so as to match the remedial sealing Higgins undertook in March 2016 on Ponatahi- Kokotau Road.

Due to another loss of control accident occurring at the site, additional permanent warning curve advisory signage to help slow vehicles down to an appropriate speed for the curve will be installed by the contractor. It is anticipated that the second coat sealing for the balance of this site and additional traffic services to improve driver perception of this curve will be completed before the end of May 2016.

2.4 Reseal Contract for 2015-2017

The claim value for April 2016 was \$220,306. Sealing was completed on 22nd April 2016.

2.5 Rehabilitation Contract 2015-16

The total claim value for the April 2016 period was \$116,502.61.

Sites 1 and 2 on Te Wharau Road pavement construction is complete. Sealing of these two sites has been carried out on 12 May. Site #3 Te Wharau Road drainage and pavement works has started.

2.6 Footpath Maintenance and Resurfacing Contract

No construction work took place in Carterton this month. The asphalt resurfacing of sites in Belvedere Road, Dixon Street and Pembroke Streets are to be started in May.

The re-locating of the pedestrian crossing point on Park Road will also be completed in May.

2.7 Street Light Contract 2014-2017 (Alf Downs Group)

The installation of a light at both Hughes/East Taratahi and Waihakeke/Para has been delayed, with installation now due in May.

2.8 Ponatahi Culvert Realignment

Tenders were requested late April for this realignment, and close 18 May. A resource consent application for the work has been lodged with Greater Wellington Regional Council.

3. PLANNING AND REGULATORY

3.1 Building Services

The number and value of building consents issued in April continued the trend seen in previous months. A total of 37 consents were issued for the month, compared to 30 in the same month last year. The total value was \$1,832,931 compared to \$623,575 in 2015. There were six new dwellings or farm buildings compared to two in 2015.

The team is making excellent progress with introducing changes in response to the findings from the IANZ assessment in February. We are receiving very positive feedback from IANZ to the corrective actions we have already taken and are on track to be fully compliant when we are assessed again later in the year.

3.2 Planning Services

In addition to the usual consent processes and LIMs reporting, the planning team is leading the following policy work:

- reviewing the Reserves Management Plan
- developing a project plan for a Urban Growth Strategy (see separate report to the Council)
- assessing the Council's current bylaws and developing a review programme
- drafting a Carterton Smoke-Free policy
- drafting a Code of Practice for the Water Races.

All this work will be reported to the Council this year.

3.3 GIS

We continue to develop our GIS with data on our assets being collected in the field and entered into the database – in particular water meters, sewer manholes, water sumps and fire hydrants. We now just need to complete data captured on the stormwater manholes.

3.4 Animal Control

We had a brief run of poundings during the month, with 11 dogs in total impounded. Masterton District and Upper Hutt City Councils provided assistance to us to house dogs.

In total there were 46 incidents involving animals (compared with 30 the previous month), including:

- 2 rushing dogs
- 1 dog attack on a domestic animal
- 3 stock issues.

3.5 Noise Control

There were 12 afterhours callouts during April. ADT is contracted to provide afterhours services and we are currently reviewing response times with them, which have been slower than we require.

3.6 Food Premises

Existing food premises are now being visited to explain the new Food Act requirements, and to encourage them to change over to Food Control Plans.

3.7 Liquor Licensing

Thirteen applications were received during the month for liquor licenses. Two compliance inspections were undertaken, with both compliant.

4. COMMUNITY FACILITIES

4.1 Rural Reserves – Gladstone Football Grounds

A request has been received from Mr Bevan Morland proposing the naming of the rugby grounds at Gladstone. The football pitch is situated on an area of land running adjacent to the Ruamahanga River. This land is Council Esplanade Reserve. This being the case we have to follow a statutory process of naming a reserve, which includes consulting with the locals and stakeholders. This process has now been started. Letters will be sent to the local Iwi, neighbours will be met with and signs will be displayed around the Gladstone area inviting feedback.

Mr Morland has been advised of the process and he will be kept informed of progress.

4.2 Carrington Park

The old incandescent lights around the basketball court have been replaced with new LED lighting. As well as improved lighting to the area they also use less electricity.

New fitness equipment has been installed in the park, bringing the total amount of fitness equipment stations to 5 double stations. These fitness stations are continuing to be very popular with the increased park users.

Discussions have taken place with Circus Aotearoa which is travelling the country at the moment and are coming through the Wairarapa. We are looking at them setting up their circus in Carrington Park for three shows planned for the 8th, 9th and 10th July which coincides

with the school holidays. They are a modern animal free Circus comprising clowns, acrobats, etc. who have performed at Carrington Park in the past. Their last visit was 2013.

5. COMMUNITY DEVELOPMENT

5.1 Haumanu House

Haumanu House was officially opened on 2nd May by Mayor John Booth. A number of organisations used the house last week and client numbers are expected to rise once the word gets out about it.

5.2 Youth Development Strategy

We are continuing with the drafting of the Wairarapa Councils Youth Development Strategy. This will be presented to Masterton and Carterton District Councils in June.

5.3 TUIA – Mayoral Rangatahi mentoring programme

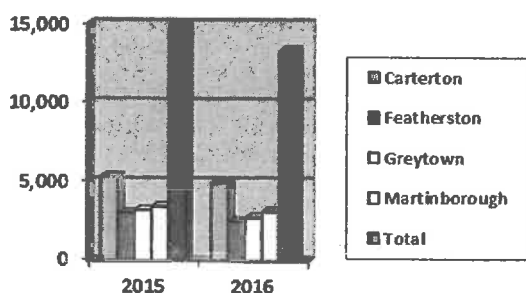
We are working with Dallas and Anaru to plan a community contribution project. At this stage they are looking to create a community garden at the rear of Haumanu House. This is now in the planning stages, with a particular focus on sustainability.

5.4 Community Events

Charles Rooking Carter Community awards nominations have closed. The calibre of nominees was extremely high. The event dinner will be held on Saturday 11th June 2016. Tickets are available from the Information Centre.

5.5 Library

Circulation (Issue) Statistics	April 2015	April 2016
Carterton	5,320	4,948
Featherston	3,021	2,482
Greytown	3,189	2,757
Martinborough	3,426	3,134
Total	14,956	13,321



Public Computer Use	March 2016	April 2016
APNK Public Access PC's	478	680
Wireless Usage	599	661
Unique Devices (laptops, tablets, smart phones, etc) used in the library to access wireless facility	295	319

E-Book Issues	April 2015	April 2016
(All of Wairarapa Library Service)	11,562	11,071

These figures show an increase on last year of 491 eBook and audio book downloads.

Displays

Adult display – Anzac

Adult display – Try Something New

Adult display – Shakespeare’s words

Adult display – ‘Last Chance Saloon’ promoting books that haven’t been borrowed for a while.

Junior display – Diary of a Wimpy Kid

Junior display – Zac Power

Events

Six craft events were held over the children’s two week holiday period. These were highly successful, one being attended by approx. 80 children.

5.6 Information Centre

Enquiries

Local: 578 Out of Town: 157 Phone: 30

Accommodation Enquiries:	4
Events Enquiries:	59
Activity/Attraction Enquiries:	37
Social Services Enquiries:	23
General Enquiries:	72
Meetings Enquiries:	459
Other:	99

Radio and Social Media Activity

Over April the following guests were interviewed:

Fran Reardon	Accredited Visiting Service	Heather	French Country Fair
David Dell	Farewell Zealandia	Justine	Tangle Dance Community
Gaye Sutton	But for the Grace (book)	Philippa Werry	NZ Pacific Studio
Bruce Pauling	Carfit Clinics	Jenny Blackadder	Banjo
Tulletha Pollett	Yoga	Deirdre O’Flynn	Rotary Young Achievers

- Our Facebook page has 834 followers at present.
- On Twitter we are up to 336 followers.

Ticketing

Sales of ticketing are intermittent. We have had a brief flurry over April for the Swing Band and The Oversew Fashion Award and there are a few other eventfinda shows within in the Wairarapa such as

the Featherston Booktown Events (of which there are three), a Regent 3 event and a Shakespearean event out at Gladstone Vineyard.

Social Services

The majority of the enquiries around social services relate to the foodbank and legal enquiries which are referred on to the Wairarapa Community Law Centre.

6. FINANCIAL

The following is summary information on the financial results for the Council for the financial year to 31 March 2016. Full financial statements are available.

6.1 Key financial measures

The Council has recorded an operating surplus of \$572,278 for the nine-month period to 31 March 2016. This compares with the budgeted surplus of \$740,488, an unfavourable variance of \$168,170.

Overall operating revenue was \$11,524,998, over budget by \$720,669. Revenue was over budget for unbudgeted forestry harvest (\$970,312) and a positive variance for trade waste charges (\$174,144), offset by negative variances for NZTA roading subsidy (\$432,654, which is a timing issue), and some regulatory and planning fees (\$45,317).

Overall operating expenditure was \$10,952,720, over budget by \$888,866. Expenditure included a number of unplanned items including forestry harvesting costs (\$896,910) sewerage activity consultancies (\$114,827), building inspection consultancy fees (\$99,384) and health and safety legislative change (\$22,749). This was offset by positive timing variances for roading expenses (\$152,361) and waste management (\$78,418).

Total capital expenditure this year to date was \$1,855,320, which excludes \$158,861 work-in-progress balance brought forward from the previous year. The full-year budget in the Annual Plan is \$4,378,200. 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 \$77,046 under delegated authority for emergency capital expenditure. Expenditure for the nine months to date is 33 percent of the revised total of \$5,703,527.

Currently the Council has eleven term loans held with the Bank of New Zealand totalling \$8,242,495, and five finance leases totalling \$73,938.

6.2 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
Capital expenditure		
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

Item	Amount	Approved
Total to date	\$ 1,248,281	
Operating expenditure		
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
Total to date	\$ 26,750	

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
Emergency capital expenditure		
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
Library heat pumps	\$ 12,420	27 April 2016
Holiday Park house chattels	\$ 1,739	27 April 2016
Renovations Council Offices—phase 1	\$ 42,050	
Events Centre inner door—brought fwd	\$ 8,074	
Total to date	\$ 77,046	

7. RECOMMENDATIONS

That the Council:

1. **Receives** the report.
2. **Notes** that the Chief Executive has approved unbudgeted capital expenditure for renovations at the Council Offices and an inner door at the Events Centre.

Jane Davis
Chief Executive

Councillor Report - Jill Greathead

18 April to 13 May 2016

Date	Name	Reason	Salient points
20 April	Wairarapa Safer Community Trust	Strategy Meeting	Facilitated by Mark Bromley
20 April	Council workshop	Annual Plan discussion	
22 April	Premier Beehive onsite visit		
27 April	Council meeting		
2 May	Joint Committee for the Wellington Regional Waste and Minimisation Plan	Committee meeting followed by Workshop	Agree actions: <ul style="list-style-type: none"> • Develop joint waste bylaw • Develop regional waste assessment • Establish regional role to ensure actions of the next Waste Management and Minimisation Plan (WMMP)
3 May	Carterton Sports and Recreation	Monthly meeting	Vision: "Waste Free Together" Prioritised actions for WMMP Organised consultation with Neighbours if Carrington Park
3 May	Waiohine Flood Management Plan	Visited on Jeff Ticehurst (one of landowners) with Mike Ashby and GWRC	
3 May	Let's get moving	GWRC drop in session	
9 May	Hearing's appointment committee		
10 May	Wairarapa Safer Community Trust	Monthly meeting	
12 May	Mangatarere Restoration Society	Monthly meeting and planning visit by Greater Wellington	MRS are partners in Restoration Day being held at Carterton Events Centre

The Minutes of the Ordinary Meeting of the Carterton District Council held in the Carterton Events Centre, Holloway Street, Carterton on Wednesday 27th April 2016 at 1.00pm

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

In Attendance P J Devonshire (Kaumātua)
J Davis (Chief Executive)
M Sebire (Corporate Services Manager)
C Mckenzie (Community Development Manager)
S Hayes (Committee Secretary)

1. Apologies

There was an apology from Lou Cooke (Kaumātua).

Moved:

That the apology be received.

Crs Carter/Brazendale

Carried

2. Declaration of Conflict of Interest

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

3. Notification of General Business/Late Items

- 3.1 Ruamahanga Whaitua Update
- 3.2 Dumping of rubbish on rural roads

4. Public Forum

4.1 Rob Harris

Rob Harris attended the meeting to put forward his suggestion for secondary school student involvement in Carterton events and governance. He said Carterton is unique in that it has no secondary school, with students travelling south to Kuranui and the remainder north to Masterton colleges. His suggestion is that the schools the students attend be asked to nominate two senior students each as 'Civic Delegates'.

Civic Delegates would be expected to attend, over the course of a school year, various Carterton centred events including citizenship ceremonies, the ANZAC Day service and one or two Council meetings. This list could be expanded or contracted, depending on the level of 'buy in' from schools. On the community front they could also perhaps accompany the Mayor on a visit to local rest homes.

He said benefits to the Delegates would be various, in addition to community service and recognition, there would also be career and tertiary study benefits especially if students are contemplating competitive entry courses such as medicine and dentistry or even Police work, as they are often asked to show community involvement and for other students entering directly into the workforce it would provide a point of difference to a prospective employer.

He further suggested that in recognition of completion of the assignment, each delegate receive a letter from the Mayor thanking them for taking on the role.

Mr Harris said if Council wishes to explore this idea further, he would be happy to meet with the Community Development Manager.

5. Toi Wairarapa Funding Request

Purpose

For Council to give consideration to a request for interim funding support.

Moved:

That Council receive the report and approves the payment of an additional \$4,000 to Toi Wairarapa in the 2015/16 year, subject to any agreement to fund Toi Wairarapa in the next financial year, being reduced by \$4,000.

Crs Ashby/Keys

Carried

Cr Palmers voted against the resolution.

6. Waiohine Floodplain Management Plan

Purpose

For the Council to consider supporting the release of Greater Wellington Regional Council's Draft Waiohine Floodplain Management Plan.

Graeme Campbell, James Flanagan and Mark Hooker from Greater Wellington Regional Council joined the meeting for this item.

James advised consultation has been undertaken with the directly affected property owners with further consultation expected to start with the wider community in June.

Moved:

That Council receive the report and supports the public release of the draft Waiohine Floodplain Management Plan by Greater Wellington Regional Council for public consultation.

Crs Palmers/Carter

Carried

Moved:

That Council notes that there were greater flood benefits on the right bank of the river and greater impacts on the left bank that should be recognised and mitigated.

Crs Brazendale/Ashby

Carried

Moved:

That Council supports working with South Wairarapa District Council and Greater Wellington Regional Council on the final Waiohine Floodplain Management Plan following the conclusion of the engagement process.

Crs Palmers/Ashby

Carried

7. Rangatahi to Rangatira (R2R)

Purpose

To provide a background for the Council on R2R.

Anaru Te Rangi, Dallas Te Rangi, Rebecca Vergunst and Deb Dallas attended the meeting to report on R2R activities and provide a governance update. R2R meet every Wednesday night at the Events Centre for sport, kai and planning. They advised they will be making a submission to Council's 2016/17 Annual Plan.

Moved:

That the report be received.

Crs Keys/Greathead

Carried

Moved:

That the Council instructs the officers to continue to work with R2R.

Crs Palmers/Brazendale

Carried

Moved:

That Council notes that requests for funding assistance will be made by R2R through the grants application process this year.

Crs Ashby/Palmers

Carried

8. Events Centre Management Strategy

Purpose

To seek the Council's approval of a new strategic approach to managing the Events Centre.

Tracey O'Callaghan joined the meeting and presented the report.

Moved:

That the report be received.

Crs Brazendale/Keys

Carried

Moved:

That the Council agrees to adopt a new strategic approach to managing the Events Centre, including:

- a. actively promoting the Events Centre as a venue for hire.
- b. Formalising strategic alliance with providers of services that complement the Events Centre offerings.
- c. Working more closely with other venue providers in Carterton to enable effective use of space, especially for community based events.
- d. Ensuring community groups who currently use the Events Centre have appropriate venues and are not disadvantaged where clashes occur with commercial users.
- e. Continuing to charge community groups, community group rates.
- f. Charging more commercial hireage fees including minimum time, equipment and after hours charges.
- g. Reviewing the name of the Events Centre and its rooms.

Crs Greathead/Carter

Carried

Moved:

That the Council agrees to review existing tenant Memorandums of Understanding to:

- a. Ensure the Events Centre can be used to maximise the efficient use of the facilities.
- b. Preserves the intent of the existing obligations between the Council and other parties.

Crs Ashby/Brazendale

Carried

Moved:

That Council notes the economic impact analyses, assessing the impact of increasing the number of corporate events, will be carried out as part of the new strategic management approach.

Crs Carter/Ashby

Carried

9. New Road Name: Macs Lane Subdivision

Purpose

For Council to give consideration to the suggested road name.

Kelly McIsaac from Leaders Real Estate joined the meeting for this report.

Moved:

That the report be received.

Crs Lang/Brazendale

Carried

Moved:

That the Council approves the road name for the subdivision by Robbie Kerr Contractors Ltd off Macs Lane (off Brooklyn Road) to be known as Ashmore Park Road as identified on the attached scheme plan.

Crs Greathead/Carter

Carried

Moved:

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

Crs Brazendale/Knowles

Carried

10. New Road Name: Renaming of Nelson Crescent

Purpose

For Council to give consideration to a suggested road name change.

Moved:

That the report be received.

Crs Ashby/Greathead

Carried

Moved:

That the Council declines the request of Mr William J Knowles to rename Nelson Crescent on the basis that there is no evidence of significant support for the proposal as required by the policy.

Crs Palmers/Ashby

Carried

Moved:

That the Council agrees to amend the Schedule of Preferred Road Names to include Koers.

Crs Brazendale/Carter

Carried

11. New Road Name: Hartley Avenue Subdivision

Purpose

For Council to give consideration to a suggested road name change.

Moved:

That the report be received.

Crs Brazendale/Carter

Carried

Moved:

That the Council approves the road names for the subdivision by Bosaap Limited off Brooklyn Road to be known as Warrington Court as identified on the attached scheme plan.

Crs Carter/Greathead

Carried

Moved:

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

Crs Brazendale/Ashby

Carried

P J Devonshire left the meeting at 2.18pm

12. Introduction of Donna Howard – Wairarapa Area Commander

Donna Howard joined the meeting to introduce herself and give an overview of her career and background of 25 years in the Police. She advised since taking up the position as Wairarapa Area Commander in late February, a review of the Carterton station has been undertaken with the current hours to continue, with a view to looking at a security upgrade to ensure the station can continue to be open to the public.

13. 2016 Local Government New Zealand National Conference and Annual General Meeting

Purpose

To seek approval for attendance at the 2016 Local Government New Zealand (LGNZ) national conference and Annual General Meeting, and authority for Council representatives to act as delegates at the Annual General Meeting.

Moved:

That the report be received.

That the Council approves the attendance of the Mayor and Chief Executive at the 2016 LGNZ national conference and Annual General Meeting.

That the Council nominates Mayor Booth as the Presiding Delegate for voting on behalf of the Council at the 2016 LGNZ Annual General Meeting and nominates Jane Davis, Chief Executive, for voting on behalf of the Council at the 2016 LGNZ Annual General Meeting if Mayor Booth is absent from the Annual General Meeting.

Crs Carter/Brazendale

Carried

14. Elected Members Remuneration 2016/17

Purpose

To provide information on elected members' remuneration changes set by the Remuneration Authority for the period 1 July 2016 – 30 June 2017, and seek direction from the Council on any allocation of payments for additional duties, for submission back to the Authority.

Moved:

That the new mayoral salary of \$65,611 and the new base councillor salary of \$17,304 be noted.

That the Council recommend to the Remuneration Authority that the salary of the Deputy Mayor be set at 30% above the base councillor salary.

That the Council recommend to the Remuneration Authority that an additional payment of \$2,500 per annum above the base councillor salary be made to the Ruamāhanga Whaitua representative.

That it be left to the new Council to make any further recommendations to the Remuneration Authority regarding additional remuneration for extra duties or responsibilities.

That the Chief Executive be instructed to complete the relevant forms and submit these to the Remuneration Authority, giving effect to the allocation decisions above.

Crs Carter/Greathead

Carried

Cr Ashby abstained from voting on the resolution.

Moved:

That the Council instructs the Chief Executive to complete the relevant forms and submit these to the Remuneration Authority by 16 May 2016.

Crs Carter/Greathead

Carried

15. Chief Executive's Report

Purpose

To inform Council of officers' activities since the previous meeting.

Cr Knowles advised there was a petition circulating for the installation of a pedestrian crossing opposite the Carterton Medical Centre and hoped this would be supported by Council.

Moved:

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

Notes that the Chief Executive has approved unbudgeted capital expenditure of \$12,420 for Library heat pumps and \$1,739 for Holiday Park house chattels.

Crs Knowles/Brazendale

Carried

16. Elected Members Reports

An Elected Member report was received from Cr Greathead.

17. General Business/Late Items

17.1 Ruamahanga Whaitua Update

Cr Ashby gave an update on progress of the Ruamahanga Whaitua Committee and advised the first report has now come back from the modellers. He said the report while being based on science, is not an exact science, which the committee needs to convey to the community. It is hoped there will be a decision by next February.

17.2 Dumping of Rubbish on Rural Roads

Cr Ashby advised there is a growing issue with the dumping of rubbish on the roadsides in the rural area and suggested Council promote and encourage residents to pick up rubbish with a way of it being collected by Council.

The Chief Executive said this could involve developing a system of providing and picking up rubbish bags and working with neighbourhood support groups and Litter Week.

Cr Greathead said these initiatives could also be looked at in the urban area once developed.

18. Confirmation of Minutes

18.1 Ordinary Meeting 23rd March 2016

Moved:

That the minutes of the Ordinary Meeting held on 23rd March 2016 be confirmed.

Crs Greathead/Ashby

Carried

18.2 Water Race Committee Meeting 30th March 2016

Moved:

That the minutes of the Water Race Committee Meeting held on 30th March 2016 be confirmed.

Cr Knowles/Mayor Booth

Carried

19. Matters Arising from Minutes

There were no matters arising.

The meeting concluded at 3.23pm

Minutes confirmed.....

Date.....