



## 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 27<sup>th</sup> April 2016 at 1.00pm

1. **Apologies**
2. **Conflict of Interest Declaration**
3. **Notification of General Business/Late Items**
4. **Public Forum**
5. **Rangatahi to Rangatira – page 1 - 2**
6. **Toi Wairarapa Funding Request – page 3 - 6**
7. **Waiohine Floodplain Management Plan – page 7 - 10**
8. **Events Centre Management Strategy – page 11 - 16**
9. **New Road Name: Macs Lane Subdivision – page 17 - 26**
10. **New Road Name: Renaming of Nelson Crescent – page 27 - 36**
11. **New Road Name: Hartley Avenue Subdivision – page 37 - 46**
12. **2016 Local Government NZ National Conference & Annual General Meeting – page 47 - 48**
13. **Elected Members Remuneration 2016/17 – page 49 - 62**
14. **Introduction of Donna Howard – Wairarapa Area Commander – oral report**
15. **Chief Executive's Report – page 63 - 74**
16. **Elected Member's Reports – page 75**
17. **General Business/Late Items**
18. **Confirmation of the Minutes**
  - 18.1 Minutes of the Ordinary Meeting held on 23<sup>rd</sup> March 2016 – page 77 - 86
  - 18.2 Minutes of the Water Race Committee Meeting held on 30<sup>th</sup> March 2016 – page 87 - 90
19. **Matters Arising from Minutes**

Jane Davis  
Chief Executive





20 April 2016

## **Rangatahi to Rangatira (R2R)**

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

To provide a background for the Council on R2R. Representatives from R2R will be making a presentation at the Council meeting.

### **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**

R2R is a youth project that aims to develop young people in Carterton and the wider community. It holds events such as leadership workshops and sporting activities. Its aims include having young people more involved in the Carterton community and more awareness of political, social, and environmental changes that are happening.

### **4. COUNCIL'S RELATIONSHIP WITH R2R**

We are supporting R2R by giving them the use of the Youth Centre and they are currently looking for financial support as well. Specific requests for funding assistance will come through the Council's grants funding processes this year.

At the officer level we have committed to supporting them and they are now asking the Council to formalise this relationship. They would like from their relationship with the Council the following:

- Maintaining an authentic relationship with R2R, e.g. meeting the young people and attending events where possible
- Bi-monthly progress meetings with a person of the Council's choosing, e.g. Community Development Manager
- Working with them towards the goals of the revised Wairarapa Youth Strategy (youth participation and engagement in the community)
- Facilitators to organise Wednesday night activities for Carterton youth – sport at park, event planning, networking, art workshops, etc. Planning events for the Carterton District such as Youth Week, school holiday activities, etc.
- Providing youth representation at significant events or meetings, including CDC meetings

R2R will support the Council in implementing the revised Wairarapa Youth Strategy and will produce progress reports for the CDC and R2R

In addition to the relationship with the Council R2R is coordinating with other youth organisations, including attending Wairarapa Youth Focus Network meetings where possible. They are also looking to have an R2R representative on the Wairarapa Youth Council.

They plan to keep their supporters and parents regularly updated through newsletters, the Carterton Crier, and Facebook and they are seeking to strengthen their existing relationships with different community groups, such as Rotary, Go Carterton, Toi Wairarapa, Wai Art, schools, and more.

## **5. RECOMMENDATIONS**

That the Council:

1. **Receives** the report
2. **Instructs** the officers to continue to work with R2R
3. **Notes** that requests for funding assistance will be made by R2R through the grants application processes this year.

Carolyn McKenzie  
**Community Development Manager**



19<sup>th</sup> April 2016

## **Toi Wairarapa Funding Request**

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

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

### **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**

Carterton District Council, as well as Masterton and South Wairarapa District Councils, have supported Toi Wairarapa for a number of years. In 2013/14 year, as in previous years, this Council provided grants funding to Toi of \$10,000. This was increased to \$14,000 in 2014/15 when Carterton District Council agreed to Toi's request to provide funding on a per capita rate.

In the current year (2015/16) Toi Wairarapa requested an additional \$2,000 from Carterton District Council. This was to assist it with a shortfall resulting from Masterton District Council stopping some of its funding at the end of 2015. It was also to help meet the costs of relocating to Carterton. Toi also requested Carterton's funding be bought forward. A total of \$16,000 has now been paid to Toi Wairarapa, which is its grants allocation plus the extra \$2,000.

Funding is from the Council's "Wairarapa Wide or Regional Grants Fund".

### **4. ADDITIONAL FUNDING REQUEST**

Toi Wairarapa has requested \$4,000 from the Council, to be paid in May. See letter attached. In the letter they ask that this be "bringing forward one month [their] next quarterly instalment<sup>1</sup>".

Technically the Council has not yet agreed to continue funding Toi Wairarapa into the next financial year, and the value of any funding has also not yet been discussed. Under the Council's Interim Financial Grants Policy<sup>2</sup> the Wairarapa Wide or Regional Grants Fund is usually allocated through submissions to the Annual Plan.

Toi Wairarapa's Heart of Arts is now up and running and has been very well received by the Carterton community. All indications are that it will be a great asset to Carterton. It would be appropriate to support Toi and agree to pay them the \$4,000 requested. This will be an unbudgeted expenditure because there are no funds in the Grants Fund available.

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<sup>1</sup> Greg Lang confirmed that they would like the payment in May.

<sup>2</sup> The interim policy is currently being reviewed and is due to be reported to Council for adoption in May.

Toi Wairarapa has indicated that it would view the payment as an advance on the next year's funding. If the Council agrees to fund Toi next financial year, through the Annual Plan process now underway, then the \$4,000 paid now can be treated as coming out of the future allocation.

## **5. RECOMMENDATIONS**

That the Council:

1. **Receives** the report.
2. **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, be reduced by \$4,000.

Prepared by:

**Jane Davis**

**Chief Executive**

**Attachment:**

1. Funding application from Toi Wairarapa



**21 April 2016**

**REQUEST**

Dear Councillors

Your support and endorsement has allowed Toi Wairarapa to relocate its office to 147 High St, Carterton, where we have established 'The Heart of Arts' creative hub.

While only in its infancy, the hub's success has been outstanding, (see Midweek article attached.)

It has been literally a roller-coaster ride for the Toi Wairarapa Trustees and co-ordinator as we grapple with relocating, establishing 'Heart of Arts' and developing a new funding and operating model while retaining the essence of our strategy.

With the loss of our major stakeholder, Masterton District Council in December 2015, it has meant Toi Wairarapa will have an operating shortfall for the last month of the financial year. **Therefore Toi Wairarapa requests the ongoing support of CDC by bringing forward one month our next quarterly instalment of \$4,000.**

Toi Wairarapa Trustees can assure you we will not be going away and are currently in talks with an interim funder to partner CDC while we work with a consortium of local business's to partner Toi into the future.

I am available to answer any questions.

**Greg Lang**  
**Chairman**

**"The Heart of Arts" 47 High Street North, Carterton  
PO Box 431, Masterton 5886 T: 021 121 0980 W: [toiwairarapa.co.nz](http://toiwairarapa.co.nz)**



**GOOD VALUE:** Members of youth group Rangatahi 2 Rangatira enjoy an art workshop at Heart of Arts.

# Heart a bustling space for all arts

*Toi Wairarapa  
Corrinne Oliver*



Toi Wairarapa's new space Heart of Arts is a continuing changing scene with a busy flurry of people from all walks of life.

So far, we've had artists, art buyers, locals, potential locals and tourists all coming in. Our fantastic and committed volunteers support Heart of Arts by helping keep us open seven days a week.

We have just finished hosting Justine Eldred's exhibition and pop up shop *Night* — and our canvas has changed again.

At the moment, we have several talented Wairarapa women artists, whose work will be exhibited alongside of *Project 607* for the next month. *Project 607*, by Justine Fletcher, is in honour of the 120th birthday of the National Council of Women and celebrates the 607 brave Wairarapa women who signed the suffrage petition which won New Zealand women the right to vote. Something that until recently I really took for granted!

To finish off the exhibition we will be

having a women's open mic evening. Check in with us if you would like to know more about this, and check out the exhibition.

It's great to have a variety of groups meeting at Heart of Arts. Carterton youth group R2R Rangatahi to Rangatira (R2R) have started coming in to do art workshops once a month. Last month, they chose painting and decoupage (the art of decorating objects with paper cut-outs). With the support of artists Anne and John Minty, some great work got under way.

Carterton's young people are awesome value, and it was great to host them for the evening. We look forward to our next workshop and thank Rebecca Vergunst and Anaru Te Rangi for being great facilitators for R2R.

Next month at Heart of Arts, Wai Word will be holding a public reading from New Zealand poet and essayist Pat White. Pat will be reading from his latest book on Sunday, May 1 at 3pm. All are invited and a koha is appreciated.

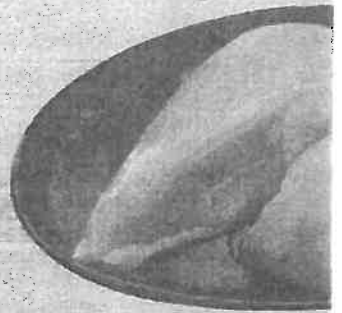
For more details, and to keep up to date with what we are up to, check out our website, [www.toiwairarapa.co.nz](http://www.toiwairarapa.co.nz), or search Toi Wairarapa - Arts, Culture & Heritage Trust on Facebook.

Thanks to Carterton District Council for funding Toi Wairarapa's creative art hub, workshop and gallery Heart of Arts.

## SHOP AT P. KERSHAW

**Fresh Skinless 7  
Chicken Breast**  
Product of New Zealand

**\$11.99**  
kg



**Dole Bobby Bananas**  
Product of Philippines

Any 2 for  
**\$5.00**  
or \$2.69 ea



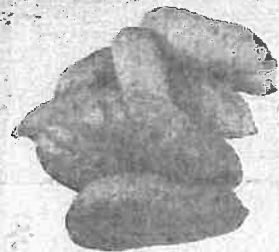
**Broccoli**  
Product of

**\$1.00**



**Red or Golden  
Kumara Loose**  
Product of New Zealand

**\$2.99**  
kg



**Fresh 7  
Whole**  
Product of

**\$5.00**



Prices valid until the 24th April 2016 or w

**MITRE 10**

**80MM LEAF  
SLIDE RAIN  
HEAD**



12 April 2016

## **Waiohine Floodplain Management Plan**

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

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

### **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 draft Waiohine Floodplain Management Plan (FMP) has been developed over the last 10 years. The work has been undertaken by Greater Wellington Regional Council and its Waiohine River Floodplain Management Plan Advisory Committee. The Committee has membership across the affected area, and has included Council representatives. Councillor Ashby is Carterton District Council's current representative.

The Waiohine FMP is designed to address the flood risk posed by the Waiohine River to Greytown and surrounding lands. It takes a long term approach to managing these risks, which includes provision for the impacts of climate change. Carterton District Council has been working through issues with the project team, including provided informal input into early drafts of the FMP.

The draft is now proposed to be opened up for community comment. Any feedback will then be considered and incorporated into a final plan, as appropriate. The final Waiohine FMP may have significant financial and development impacts, especially for Greytown residents. The engagement process will be very important for the landowners potentially affected by the proposed physical works and also those affected by the flood risk, and for the ratepayers who will fund the plan's implementation.

### **4. KEY ELEMENTS OF THE DRAFT FMP**

The Draft Waiohine FMP covers the stretch of the Waiohine River above and immediately east of Greytown. It also involves a number of works on the Carterton side of the river, in Beef Creek and the Mangatarere Stream.

#### **4.1 Impacts and management options**

Increased flood effects in events bigger than around a 20-year event will be experienced on the Carterton side of the river as a consequence of the design options being proposed in the FMP. This mainly relates to the depth of water in a significant event. Overall though, it is expected that there will be improved flood management through improved drainage and stopbank security on the Carterton side of the river for the majority of the time.

For Greytown, flood protection will be significantly improved over the current protection levels. For some residents outside Greytown in the rural area of South Wairarapa District a lower level of improvement will be provided.

In addition to traditional gravel management and vegetation buffers the plan will provide for new structural works including stopbanking and river rock works. The draft plan has a greater emphasis on the consistent application of vegetated buffers, where appropriate, to manage the river channel.

#### **4.2 Mitigation measures**

To mitigate impact on properties owners directly affected by the plan the Regional Council will work with those owners to identify the appropriate measures. In some cases this may involve house-raising or protective bunds. For properties in the Carterton District, Carterton District Council has already provided assistance and support for these discussions and this assistance is expected to continue through the upcoming engagement process.

### **5. PROPOSED COMMUNITY ENGAGEMENT**

The Waiohine River Floodplain Management Plan Advisory Committee met on the 5th of April to finalise the draft document. Greater Wellington Regional Council is asking both Carterton and South Wairarapa District Councils to support the draft Waiohine River for the release for public consultation. South Wairarapa District Council has considered this request and has supported the release of the draft plan for consultation. In doing so it noted that there were greater flood benefits on the right (Greytown) bank of the river and greater impacts on the left (Carterton) bank that should be recognised and mitigated.

The engagement will be led by Greater Wellington, but this Council will assist the process by facilitating meetings with affected Carterton land owners and making information available.

The engagement process has already started with the directly affected property owners and is expected to start with the wider community in June. The proposed engagement will include elements listed below:

- one-on-one meetings with directly affected people (residences impacted by, and those on the edge of, increased flooding, as well as landowners affected by stopbank works)
- talking directly with iwi
- public meetings
- site visits and the opportunity to listen to landowners from other parts of the region who have been part of and impacted by previous FMPs
- information sharing through print media and radio
- opportunity to make submissions. Carterton District Council can be a submitter if it wishes. These submissions will be heard at a hearing to be held, at this stage in late July 2016.

The members of the hearing panel will make recommendations to Carterton and South Wairarapa District Councils, the Regional Council and the Waiohine River FMP Advisory Committee regarding the final FMP and its content. The composition has not yet been confirmed but we have

requested that Greater Wellington includes a Carterton District Council representative on the panel.

Notification of and recommendations for the final FMP are expected to be in August/September 2016. It has been suggested that the three Councils (South Wairarapa and Carterton District Councils and GWRC) meet to discuss the draft FMP following feedback from the public.

## 6. RECOMMENDATIONS

That the Council:

1. **Receives** the report.
2. **Supports** the public release of the draft Waiohine Floodplain Management Plan by Greater Wellington Regional Council for public consultation.
3. **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.
4. **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.

Jane Davis  
Chief Executive





19 April 2016

## **Events Centre Management Strategy**

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

To seek the Council's approval of a new strategic approach to managing the Events 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 processes and strategic direction of the facility as well as consider opportunities.

In 2005 there were 6,852 Carterton residents – 2616 households. By the 2013 Census this had increased to 8,235 residents and 3294 households.

Pre-Events Centre, key civic buildings required substantial upgrades to ensure safety and stability. These included the Phoenix Theatre, the Municipal Hall and the Ron Wakelin Centre which housed a number of community groups. At the time there were no suitable venues in the region for arts and cultural performances.

The purpose and function of the proposed Events Centre was not only to replace the old civic buildings but also to be a 'hub' for the community and to provide opportunities to host a range of additional events both community and commercial.

To ensure cost effectiveness and economies of scale, it was proposed that activities were clustered together in terms of functional requirements:

- Library/ toy library and youth interaction activities
- Plunket and health services (which required discrete washroom and ablution facilities, a waiting area and a separate entrance to enable people access to sensitive services such as counselling).
- Theatre/arts and cultural activities – auditorium, stage and seating, reception and ticket booth, lighting and projection and back stage facilities as well as storage.
- Scouts/Guides and youth activity – hard wearing space, storage
- St John/Red Cross and Foodbank – meeting rooms and storage.

#### 4. CURRENT SITUATION

##### 4.1 Current use

Since the Events Centre was opened in 2011 the centre has been positively received. Many community groups utilise the facilities and a variety of arts and cultural events have taken place, including annual and biannual events such as Kokamai, WaiArt sale and the Oversew Fashion Awards. Limelight Theatre Group utilise the auditorium for amateur productions which are enjoyed by the local community.

##### 4.2 Assessment of the Events Centre against the original criteria

The original proposal for the facility was based on a number of criteria as detailed below:

Criteria	Current evaluation
It had to be cost effective	Costs are significantly higher than proposed and revenue is less. Opportunities exist to increase revenue
It could not substantially duplicate any other facility in the district	Success – opportunities now exist to work with complimentary facilities such as Copthorne and Memorial Hall
It had to play a role in improving the lifestyle options of the community	Success – arts, culture, community events
It had to play a regional role in the provision of services within the Wairarapa	Success – opportunities now exist to further develop this
The facility needed to be multi-functional	Success – auditorium, meeting rooms, community focused, library, youth
It had to be community focused	Success – many groups are located at the Events Centre or use the facility
Clustering of functions	Partly successful - the library and toy library work well together; there could be some opportunities to better utilise the Plunket space as other health services do not use the space and it is often under-utilised. The auditorium is under-utilised. This provides opportunities for revenue as well as economic and social development opportunities for the district. The youth area provides opportunity for more use St John/Red Cross and Foodbank – meeting rooms and storage, need to look at what works well and what may need changing.

It has to be remembered that the facility was intended to be more than just a community centre. The inclusion of the auditorium significantly added to the costs of the facility and it was always intended that this space be used to generate income by way of attracting a range of arts, community and commercial events to Carterton and Wairarapa.

##### 4.3 Current costs

The original feasibility study for the proposed facility assumed it would be staffed by existing library staff alone. The cost to build was estimated at \$1.9million. It was estimated that the

total annual running costs of the new facility, in 2005, would be \$461,782 per annum (including depreciation), \$68 per resident. It would generate annual revenue of \$90,000.

Prior to the Events Centre being built, the Council funded the theatre, municipal hall, library and youth centre to the amount \$241,000 per year. Most of this was for the library. As such, the additional operating costs to the District were estimated to be minimal and the benefits significant.

Total costs are in the region of \$1.5million per annum, approximately \$180 per resident. Revenue is currently around \$65,000, \$40,000 of which is rent/room hire. Of the costs, power is \$55,000 per annum and salaries and contractor costs are around \$470,000. Depreciation and interest are around \$440,000 per annum due the actual cost to build being \$6million, \$1.5 million of which was donated by local businesses, individuals and trusts.

## **5. NEW STRATEGIC APPROACH**

### **5.1 Charges**

Currently the cost of hiring the meeting room is \$10 per hour for community groups and \$30 per hour for non-community groups. This includes all equipment – whiteboard, audio-visual (AV), etc. The costs to buy, and the ongoing maintenance costs of this equipment, are not insignificant (e.g. \$500 to replace the bulb in the overhead projector).

The charges for ‘corporate’ groups are well below other, comparable venues. In addition, it is standard practice for most professional venues to charge extra for use of this equipment. For example, the Royal Society in Wellington charges \$80 per hour, 3 hour minimum for up to 40 people; whiteboard hire is included but there are additional charges for a data projector and screen (\$50 per hire up to 3 hours). They also charge a security fee for hires outside office hours to cover additional costs.

Community groups could retain significantly lower rates for times when the facility is available, but they must be flexible. Council officers will need to continue to work actively with community groups to ensure their requirements for space are met.

### **5.2 Marketing and promotion**

There is significant opportunity to increase hireage of the Events Centre. By increasing the number of hires at the Events Centre from external parties, there are opportunities to increase economic development for Carterton – more people from outside of Carterton/Wairarapa spending money in Carterton/Wairarapa. More businesses would benefit from people wanting accommodation, catering, transport, event management, souvenirs and experiences. This can lead to more jobs as well as business opportunity.

Local groups who currently utilise the space are usually flexible as long as they have a space to meet somewhere. Currently the schools, Limelight Theatre and others have their dates set and other users work around these. With space pre-booked, (sometimes only for a couple of hours in a 24 hour period) there is the possibility that the Event Centre misses out on income generation hires (e.g. tradeshows, day-long meetings) and the associated economic and, depending on the event, social advantages for the district.

Giving priority to corporate-type hires will potentially result in the need to transfer community groups to other venues or times. There are further opportunities for the wider community if community groups need to meet at other local venues whilst corporate events happen at the events centre, in that hire fees go to other smaller organisations such as the Memorial Club, Gladstone Complex, Clareville A&P and the Heart of Arts, amongst others.

By identifying all local venues that are available for hire a list of different options could be managed and promoted to potential hirers to accommodate differing needs (including budgets).

### **5.3 Promoting events packages**

Many corporate (especially conference) hirers are looking for venues, accommodation and catering options. Because Carterton has limited visitor accommodation, the existing strategic partnership with the Cophthorne Hotel and Tranzit Coachlines could be promoted more effectively to those considering the use of the Events Centre. Under the existing partnership the Events Centre provides the venue whilst the Cophthorne provide the expertise, staff and service (including catering) for corporate events and Tranzit the transport.

Additional partnership agreements with a range of local suppliers, such as event organisers, additional accommodation providers, caterers and equipment hire companies, could be strengthened and promoted so that potential customers can be offered a package of services for a fee but the services are provided by third parties, not Council employees.

### **5.4 Memorandums of Understanding (MOUs)**

There are a number of MoUs in place with current Event Centre Tenants – e.g. Plunket, Food Bank, Red Cross, Limelight, Scouts, etc. Whilst these have been amended (and not always documented) over the last few years there has not been any formal review of annual charges or of whether the agreements need amending. It is timely to review these and amend as required.

### **5.5 Renaming the Events Centre and rooms**

The Events Centre is seen as a Wairarapa facility, not just a Carterton resource. Marketing the facility outside Wairarapa would be assisted if it were to be renamed to reflect this, especially if accommodation packages with providers outside Carterton are to be promoted.

It is suggested that the Events Centre could be promoted, for example, as the “Wairarapa Events Centre” or something similar.

Also, the names of the various rooms in the Events Centre e.g. “Meeting Room 1” would be easier to market if they had names that were not simply descriptors.

It would be appropriate to involve the community in finding names for the Events Centre and rooms in the building.

### **5.6 Modelling**

If this new strategic approach described above is adopted officers should carry out economic impact analyses to assess the impact of increasing the number of corporate events at the



Events Centre on the rest of the Carterton community and the wider Wairarapa. This would assist in determining the merits of, and returns on, council support for a range of events, not just those at the Events Centre.

## **6. RECOMMENDATIONS**

That the Council:

1. **Receives** the report.
2. **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.
3. **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 the other parties.
4. **Notes** that 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.

Tracey O'Callaghan

**Life Choices Limited**

Jane Davis

**Chief Executive**





12 April 2016

## **New Road Name: Macs Lane Subdivision**

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

Council to give consideration to suggested road name.

### **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**

A subdivision and land use consent has been approved for a lifestyle village on LOT 2 DP 405661 off Macs Lane comprising 78 unit titles and a manager's residence. One new road is proposed which now requires to be named to allow for appropriate addressing to be applied.

### **4. PROPOSED NEW ROAD NAME**

Application has been made for the naming of new road. The developer had originally requested Council to consider renaming part of Macs Lane and the new private road into Ashmore Park. This was impractical, as Macs Lane is a public road, with other properties having legal access to it. It was agreed that Macs Lane will remain as it is, within its legal boundaries, and the new private road will be given a new name. The developer has opted to choose his own preferred name as provided for in clause 5 of Council's Road Naming policy. The proposed plan and application for the road names fairly reflects the requirements of Council's Road Naming Policy.

Taking into consideration the context of the development – lifestyle village to be known as Ashmore Park, serviced privately, it is considered prudent to approve the proposed road name as put forward by the developer.

## **5. RECOMMENDATIONS**

That the Council:

1. **Receives** the report.
2. **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.
3. **Instructs** officers to notify the District Land Registrar and Chief Surveyor in accordance with Section 319A Local Government Act 1974.

Edita Babos

**Senior Planner**

## **Attachments**

1. Application for Road names
2. Plan of subdivision Development
3. Property Map
4. Road naming policy

## Edita Babos

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**From:** Kelly McIsaac <kellyanddean@paradise.net.nz>  
**Sent:** Tuesday, 19 April 2016 1:00 p.m.  
**To:** Edita Babos  
**Subject:** Re: Ashmore Park

Hi Robbie

The developers wish it to be Ashmore Park Road

Thanks

Kelly



**Kelly McIsaac** / Licensed Real Estate Agent  
kmcisaac@leaders.co.nz / 021 949 488

**Leaders Carterton**  
06 379 6039  
www.wesellcarterton.co.nz



On 18/04/16 12:59 pm, Edita Babos wrote:

Hi Kelly,

Thank you for our email.

The examples given must have been approved prior to the new standards.

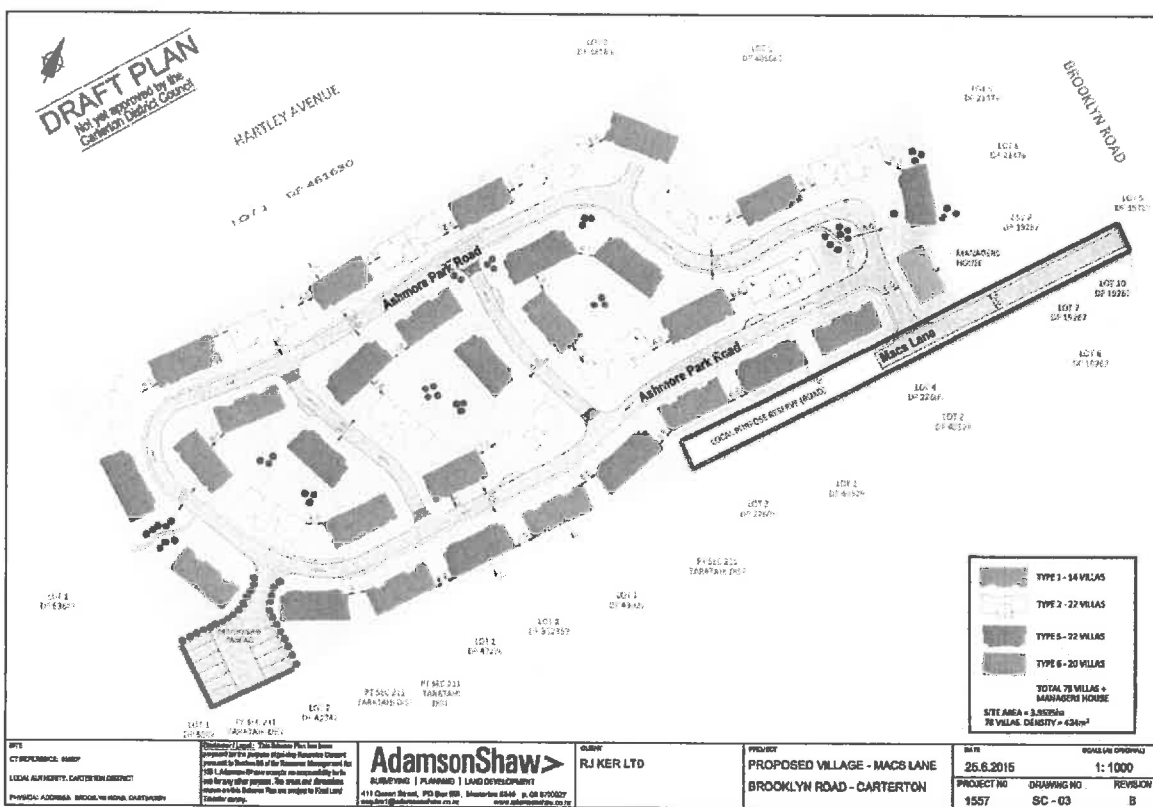
In AS/NZS 4819:2011 under 4.3 ROAD NAME COMPONENTS – ROAD TYPE

Every road name shall consist of a name element followed by a road type. Road names without a type shall not be used (e.g. "Broadway" is not acceptable).

There is no point in putting this to Council for approval, just so that LINZ can reject it.

Kind regards,

Development Plan for Ashmore Park Lifestyle Village



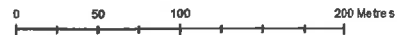
Ashmore Park site



April 20, 2016

**DISCLAIMER**  
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1:3,146





## 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 23<sup>rd</sup> July 2014.

A review of this Policy shall occur by 22<sup>nd</sup> 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	Current Mayor
Knutson	Historic Identity
Knowles	Historic Identity
Pankhurst	Historic Identity
Kiddie	Historic Identity
Francis Love	Historic Identity



18<sup>th</sup> April 2016

## **New Road Name**

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

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

### **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**

An application has been made to Council by Mr William J Knowles (Bill) for consideration of renaming the existing road 'Nelson Crescent.'

### **4. CURRENT STATUS**

The applicant has requested Council to consider renaming an existing road or a section of the road under Trino Koers to posthumously recognise Mr. Koers' contribution to Carterton's development. Mr Koers operated a very successful clothing factory on Nelson Crescent, Carterton. The factory provided employment to a number of local residents. Koers family have contributed to Carterton community over the years; supporting the swimming club, Sparks Park and other charities.

Council's current policy in regards to changing an existing road name is contained in section 6 of the policy, which is attached to this report and firstly notes that a member of the public, emergency services, Council or a Councillor can request that a road name be changed. As such, this request meets the first requirement of the policy.

The policy then further elaborates that Council will usually only consider changing the name of an existing road 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.

In respect of the proposal put before Council, there is no evidence of significant support either from residents or businesses and Council officers consider that the request as presented is not supported by the policy and recommends that the request be declined.

However, it is recognised that Mr Koers did contribute to the economic and social growth of Carterton and it is recommended that the name “Koers” is added to Appendix 1 of the existing Policy, being the schedule of preferred road names.

## **5. RECOMMENDATIONS**

That the Council:

1. Receives the report.
2. 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.
3. Agrees to amend the Schedule of Preferred Road Names to include Koers.

Prepared by:

**Solitaire Robertson**

**Planner**

Approved by:

**Jane Davis**

**Chief Executive**

### **Attachments:**

1. Application for Road Name
2. Property Map
3. Road Naming Policy

1. Application for Road Name

7<sup>th</sup> March 2016  
Hornsby Street  
Carterton

The Planning and Regulatory Officer  
Carterton District Council  
Carterton

Dear Sir

**Consideration of Street Names in the Carterton District.**

Council recently received from the family of the late Trino Koers a request asking the council might consider the naming of a suitable street or area to commemorate his participation in our districts progress.

Mr Koers operated a very successful clothing factory in our town for many years (employing a number of local staff) on Nelson Crescent, also residing in the same street. His widow Mrs June Koers is still a resident there and his business still operates on a small scale to this day.

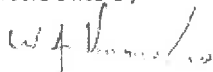
Mr & Mrs Koers have contributed a lot to Carterton over the years, supporting the swimming club, Sparks park and other charities. The Koers preferred to show their support anonymously.

I write asking if council might be prepared to give consideration to rename Nelson Crescent to Koers Crescent or perhaps the section of that street from Holloway Street to the corner by the entry to Wrightson NMA. This short section of the street might be considered and renamed Koers Way.

Either of my suggestions would give in effect suitable recognition to the Koers family and in particular to Mrs Koers a lady who has in her own quiet way given much to our town and community.

I ask that this recommendation be supported and submitted to the roading committee for consideration and recommendation to full council.

Yours sincerely



William J Knowles (Bill)

2. Property Map





### 3. Road Naming Policy



#### Road Naming Policy

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- The name is in poor taste or likely to cause offence
- The name is difficult to pronounce.

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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 23<sup>rd</sup> July 2014.

A review of this Policy shall occur by 22<sup>nd</sup> July 2019.

## Appendix 1

### Schedule of preferred road names

<u>Name</u>	<u>Reason</u>
Warrington	Historic Identity
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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





19<sup>th</sup> April 2016

## **New Road Name**

### **1. PURPOSE OF THE REPORT: HARTLEY AVENUE SUBDIVISION**

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

### **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 Hartley Avenue comprising twenty six lots. Three new roads are proposed, one of which is extension of existing Hartley Avenue. Two new roads are required to be named to allow for appropriate addressing to be applied. This application is for the naming of one of the new Roads.

### **4. CURRENT STATUS**

Application has been made for the naming of one of the new roads. The developer (Bosaap Limited) has allowed the applicants Mr & Mrs Iggulden to put forward a name for the Right of Way in which their house is being constructed. The original application from Mr & Mrs Iggulden requested Council to consider a theme akin to an historic event of first immigrants in NZ. In particular Sarah Ann Barrow with her father James Barrow and family of six arrived in Petone, Wellington on the first immigrant ship to NZ on 22<sup>nd</sup> of January 1840. Sarah (who was 15 years old at that time) was the first white woman to step foot on the shore of Petone. The Barrows were originally farmers from Kent in England and continued farming in NZ and the Wairarapa. The original request was to name the Right of Way "Sarah Barrow Court".

When the name as proposed was assessed against the policy it became apparent that while there is a Wairarapa connection, the name itself was not reflective of Carterton which is a requirement under the existing policy. A telephone conversation with Mrs Iggulden and a follow up email (see attachment 1) has resulted in the name Sarah Barrow being withdrawn and the applicants would like to proposed that the Right of Way be called Warrington Court.

The name Warrington is listed in Appendix 1 of Council's Road Naming Policy –Schedule of Preferred road names for the reason of being a historic identity. The applicants have ascertained that a Mr J Warrington ran a milk delivery business in the early days of Carterton.

The proposed plan and application for the road name fairly reflects the requirements of Council's Road Naming Policy and it is considered prudent to approve the proposed suggested name as put forward by Mr & Mrs Iggulden.

## **5. RECOMMENDATIONS**

That the Council:

1. **Receives** the report.
2. That Council **approve** the road names for the subdivision by Bosaap Limited off Belvedere Road to be known as Warrington Court as identified on the attached scheme plan.
3. **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. Change to the Application for Road name email correspondence
2. Application for Road Names
3. Plan of subdivision Development
4. Road Naming Policy



**1. Change to the Application for Road name email correspondence**

Good Afternoon Lynne,

As per our phone conversation earlier, I am sending this email outlining Council officers recommendations in relation to your proposed new road name of Sarah Barrow Court.

While it is apparent that there is a close family connection with your proposed name, and that there is a regional connection, with Sarah being the first European women to step foot on the Petone foreshore, the name as suggested does not fit comfortably with the guiding principles contained within the Carterton District Council's Road naming policy. Because of this, if the proposed name was to go to the next Council meeting, officers would have to make the recommendation that Council declines the request.

Having explained this to yourself on the phone, and then working with you through the list of Council's preferred names as attached in Appendix 1 of the Policy you indicated that you were comfortable with the name Warrington Court. The name Warrington is on the preferred name list as a historic identity. Could you please confirm that you are comfortable with the withdrawal of Sarah Barrow and the replacement of this with Warrington.

If this is acceptable, then I will ensure that a paper goes to the Council meeting on the 27<sup>th</sup> of this month with a recommendation that the side road off Hartley Avenue be named Warrington Court and that the District Land Registrar and Chief Surveyor are notified in accordance with Section 319A of the Local Government Act 1974.

Kind Regards

Solitaire

---

Dear Solitaire

Many thanks for your phone call this afternoon and email.

Regarding our conversation on the naming of our street, I accept that our proposed new road name of Sarah Barrow Court does not meet with the Council's policy of road names, and hereby withdraw our suggestion to use the name, Sarah Barrow and would like to instead request that the Council would consider 'Warrington Court' as the new name for our street.

From what I have been able to research on the name Warrington, Mr J Warrington ran a Milk Delivery business in the early days of Carterton, and as our new subdivision has been built on farming land 'Warrington Court' is a perfect choice.

Thank you for giving us the opportunity to be able to participate in the naming of our new street.

Kind regards

Lynne & Don Iggulden

## 2. Application for Road Names

Dear Kabi

Many thanks for your time yesterday; it was nice meeting you both.

As discussed yesterday Sam & Jacob gave us the opportunity to name the new Street in their subdivision where we are building our house and with the privilege we also felt there was an obligation to come up with a name of significance.

We would like to request the naming of our Road to be - '**Sarah Barrow Court**'.

**Sarah Ann Barrow** with her father James Barrow and family of six arrived in Petone, Wellington on the first immigrant ship to NZ the 'Aurora' on the 22nd January 1840.

His daughter Sarah (who was 15yrs old at the time), decided that she couldn't wait for the formal unloading of supplies and passengers and became the first white woman to step foot on the shore at Petone.

There are two versions of the story 1, that her father paid a seaman, Mr Jones to carry her ashore, (who four years later returned from England to marry Sarah). Another version states that Sarah and another young woman jumped over the side and swam ashore in a race to land on Petone Beach.

Either way, she symbolises the spirit of many of our first settlers, embracing the unknown with guts, enthusiasm and tenacity.

The Barrows were originally Farmers from Kent in England and on arriving in NZ continued to farm, first in Glenside (Johnsonville, Wellington), the Pauatahanui (where Sarah is buried).

My husband Don (Donald) Iggulden is a direct descendant of Sarah Barrow (his great, great Grandmother), and he like many of her descendants continued farming and many now live in the Wairarapa.

Also of significance is that the Wellington (Province) Anniversary Weekend (to which the Wairarapa is part of) is held each year to celebrate the landing date of the Aurora.

*(To our knowledge there is no other place/road etc. named after her)*

I hope that the Council will give some consideration to our request to the naming of our Street and we look forward to hearing the outcome.

Kindest regards  
Don & Lynne Iggulden  
Carterton

3. Plan for Subdivision



#### 4. Road Naming Policy



### Road Naming Policy

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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 23<sup>rd</sup> July 2014.

A review of this Policy shall occur by 22<sup>nd</sup> July 2019.

### Appendix 1 Schedule of preferred road names

<u>Name</u>	<u>Reason</u>
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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





12 April 2016

## **2016 Local Government New Zealand national conference and Annual General Meeting**

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

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.

### **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 LGNZ national conference and AGM will be held in Dunedin from 24 to 26 July. Carterton District Council is entitled to have a delegate at the AGM and must nominate:

- the Presiding Delegate (the person responsible for voting on behalf of the Council at the AGM)
- one or more Alternate Delegates (person/s responsible for voting on behalf of the Council if the Presiding Delegate is absent from the AGM).

### **4. ATTENDEES AT THE 2016 CONFERENCE**

In past years the Council has sent between one and three elected representatives and the Chief Executive to the annual conference and AGM. This year's conference will cost in the order of \$2,500 per attendee (flights, accommodation and conference fees). Given the cost it is recommended that only the Mayor and Chief Executive attend. There will be a full report-back from the Mayor to the council following the conference and AGM.

If the Mayor and the Chief Executive are to attend the conference It would be appropriate for council to nominate the Mayor as the Presiding Delegate and the Chief Executive as the Alternative Delegate at the AGM.

## **5. RECOMMENDATIONS**

That the Council:

1. **Receives** the report.
2. **Approves** the attendance of the Mayor and the Chief Executive at the 2016 LGNZ national conference and Annual General Meeting.
3. **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.

Jane Davis  
**Chief Executive**



14 April 2016

## **Elected Members Remuneration 2016/17**

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

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.

### **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 Remuneration Authority sets the remuneration for elected positions in local government. It also sets the rules for reimbursement of costs met by members in undertaking their duties.

At the beginning of each election year the Authority sets the base salary and Mayoral remuneration for each council. It also reviews the sums available to each council for reallocating to elected representatives to recognise additional responsibilities. Councils have the opportunity to make recommendations to the Authority on how that allocation should be made. Guidelines are provided by the Authority to assist in making allocation recommendations. These are in Attachment 1.

### **4. PROPOSED CHANGES**

#### **4.1 Base remuneration**

The Remuneration Authority has decided to implement increases in elected representatives' base salaries by between 1.5% and 3%, with the larger metropolitan areas receiving 1.5% and the Councils with "more modest" current remuneration being increased up to 3%. Carterton has been allocated a 3% increase.

The base salaries will be:

<b>Role</b>	<b>2015/16 remuneration</b>	<b>2016/17 remuneration</b>
Mayor	\$63,700	\$65,611
Councillor	\$16,800	\$17,304

Note: a Mayor's car, if available for private use, is valued as part of the remuneration. Mayor Booth does not currently have private use of the car.

#### 4.2 Payment for additional duties

The Remuneration Authority has reviewed the additional duties of some elected representatives and has increased the amount available to supplement base remuneration from 150% to 200% of a Councillor base salary. For Carterton this amount is \$34,608.

The Authority has also removed the 40% Deputy Mayor extra allocation cap.

#### 5. CURRENT ALLOCATIONS

The current remuneration arrangements, agreed at the end of the last Triennium, are as follows:

Role	2015/16 remuneration	2016/17 remuneration (if current allocation for extra duties continues)
Mayor – base salary	\$63,700	\$65,611
Deputy Mayor – Councillor base salary plus 30%	\$21,840	\$22,495
All other Councillors –base salary	\$16,800	\$17,304

If the 30% allocation to the Deputy Mayor continues, the balance of the additional allocation available would be \$29,417.

#### 6. INFORMATION REQUESTED BY THE AUTHORITY

The Remuneration Authority has requested Councils to recommend how to allocate the extra pool. The criteria for deciding allocation of the extra pool is in Attachment 1 (Appendix D). This should be read in conjunction with the description of the base role (Appendix C).

The Authority's guidelines suggest that no more than 100% should be allocated to any Councillor over the base salary.

The information is required by 16 May. Once the Authority has this information from all councils, it will issue a determination. It wants to do this before 1 July.

#### 7. RECOMENDATION

That the Council:

1. **Receives** the report.
2. **Agrees** how to allocate, if at all, the pool for extra payment for additional responsibilities.
3. **Instructs** the Chief Executive to complete the relevant forms and submit these to the Remuneration Authority, giving effect to the allocation decision, in (2).

Jane Davis  
**Chief Executive**

**Attachment 1 – Remuneration Setting for Local Authorities**





# Remuneration Setting for Local Authorities

## 1 The components of the remuneration of each council

At the beginning of each election year, the Remuneration Authority sets the base councillor salary and the mayoral/chair remuneration (excluding reduction for the provision of a car) for each council.

The base councillor salary and the mayoral/chair remuneration is based on the council's size index, which will be derived from population size and council expenditure (see section 3 for more detail).

The relationship between councils' size indices and base councillor salaries, along with mayoral/chair remuneration, is determined every three years, having regard to the job size of the positions of councillor, mayor, and chair (as assessed for sample councils by Hay Group). Regard is also given to the proportion of full-time work applicable to the council (as determined by survey results); and Remuneration Authority pay scales.

The basic remuneration for each elected community board chair and for board members is also set according to the size of the population served by the community board.

Councils are invited to make representation to the Remuneration Authority for additional remuneration for:

- community boards that have additional levels of responsibility
- councillor positions of responsibility (including Deputy Mayor).

The Remuneration Authority will set guidelines for these submissions (see sections 11 and 12).

## 2 The Remuneration Authority's process for regular review

Local government is changing rapidly, and the expectations and accountabilities of elected officials are changing at the same speed. The Remuneration Authority believes regular full reviews of amounts of work in the sector are needed. The Remuneration Authority therefore intends to undertake a job-sizing exercise with a cross section of councils every three years. The exercise will include a survey, and assess the hours required for governance and representative activity.

Results from the survey and job sizing will then be used in a review of base remuneration, with a new council size index for each council. This will provide the foundation for basic

remuneration for councillors and give indicative amounts available for positions with additional responsibilities.

The Remuneration Authority intends to undertake such a review approximately two years after each election, with the results available to local government at the start of each election year.

At that time, each council will be asked to make recommendations concerning extra remuneration for positions of additional responsibility. Such recommendations, if accepted by the Remuneration Authority, will form the basis of the determination for the period starting from the declaration of election results.

In the following two years, the Remuneration Authority will annually recalculate the size index for each council, and automatically apply any increase that is warranted in a 1 July determination. When any mid-term changes might lead to a reduction in base remuneration for councillors, the changes will not take place during the term of council, but will be part of the next pre-election review.

### **3 Allocation for positions of additional responsibility**

Having set the base remuneration of each elected official, the Remuneration Authority has identified commonly required additional roles. It will provide guidelines for the allocation of additional sums of money for those performing additional duties. See section 12 for further discussion and Appendix A for draft guidelines.

The Remuneration Authority will also indicate the expected maximum from the total of the additional amounts.

Where councils believe they have distributed duties to all councillors and thereby increased the base responsibility of all councillors, they will need to justify their submissions before the Remuneration Authority will increase the base remuneration for their councillors.

A similar approach will be taken for community boards, recognising that varying amounts of responsibility are given to different community boards. See section 12 and Appendix A.

### **4 Removal of salary/meeting fee mix**

In moving to a base remuneration rate, the Remuneration Authority considered whether a feature of the system should be the possibility of reducing the base rate to create a pool for meeting fees.

It decided, however, that such an approach was inconsistent with the 'rate for the job size' approach of the new system.

The Remuneration Authority considers that a councillor's role is more than attending meetings, and believes that idea should be reinforced, not undermined, by the remuneration regime.

It also believes that having meeting fees puts another barrier in the way of ratepayers being able to assess the real remuneration councillors receive.

Since 2013, the Remuneration Authority has not approved meeting fees for core council business.



## 5 Council remuneration in election year

Consultation with councils will take place between January and April, and a determination will be issued for the period from election day until 30 June. When they make the decision to stand, elected members will therefore know exactly what the basic remuneration will be after the election.

Councillors elected unopposed will experience no break in remuneration, but will revert from any higher salary to the basic rate from election day.

Remuneration of members standing for election will end on the day before the election. If they are re-elected, their basic remuneration will re-start on the day after election results are officially confirmed.

For those members who are subsequently appointed to positions with additional remuneration, that remuneration will apply from the date of their appointment.

Reconfirmation of remuneration after the election will not be required. No further determination will be issued until 1 July the following year unless the local authority seeks to amend the extra amounts available for additional duties.

## 6 The process in nonelection years

In non-election years, the Remuneration Authority will:

- re-assess each council's size index based on latest data
- determine an increase reflecting any changes in CPI or general wage growth and apply the increase to each council's base remuneration for councillors, and mayor or chair remuneration, calculated using the revised size index
- hold remuneration at the existing amounts until the next year, or next election, if the reassessment results in a decrease in remuneration
- adjust remuneration pro rata for positions with additional responsibilities to the change in base remuneration for councillors, for that council
- issue a determination including the updated rates.

It is possible that the Remuneration Authority could determine a general increase to adjust for changes in CPI or general wage growth for mayors and chairs that is different from the increase for councillors.

Councils will be able to review their structure, as in the past, but there will be no requirement to do so.

Where a review is undertaken and change is recommended, the Remuneration Authority will consider the new arrangements and issue an amending determination or consult further with the council.

## 7 Loading for unitary councils

Pools from which unitary councils fund councillors' and community board members' remuneration are calculated in the same way as those for territorial authorities. Then a 12.5% loading is applied, to recognise the wider responsibilities of unitary councils.

The Remuneration Authority will review the loading in the year preceding the 2016 council elections.

## **8 Resource consent changes to District Plans hearings**

The Remuneration Authority has decided to retain the current arrangements for resource consent hearings. It will continue reviewing the hourly rate each year.

The Remuneration Authority is considering whether some recognition can be given to the extra time that some councillors spend on some hearings for District Plan changes.

## **9 Approval of elected officials' expense and reimbursement policies**

The Local Government Act requires the Remuneration Authority to determine expenses and allowances payable to elected members.

The Remuneration Authority requests each council to confirm or amend its expenses and reimbursement policies at the same time as it is undertaking its pre-election review of basic remuneration and the pool for additional responsibilities.

Councils are able to seek approval to change the policies at any time when new issues arise.

The Remuneration Authority requires details of policies to be available for inspection by ratepayers. Since all local authorities have websites, the Remuneration Authority considers that details of expense policies should be published online.

## **10 Valuation of mayoral vehicle**

The Remuneration Authority does not, at this time, intend to change the way in which the value of private use of mayoral vehicles is calculated.

To reduce compliance costs for issuing amending determinations, the adjustment made when the value of a vehicle changes applies from 1 July each year, rather than at the time of the change.

The Remuneration Authority reminds councils annually of this requirement as it prepares for the annual determination.

The Remuneration Authority reserves the right to change its policy on adjustments to remuneration caused by changes in vehicles if it feels the policy is grossly unfair to ratepayers.

## **11 Community boards**

Consistent with the approach for elected councillors, the Remuneration Authority sets a base community board salary for each community board. The salary will be based on the population the community board serves and will assume that each community board member has similar basic responsibilities.

Appendix B gives an outline of the roles of community boards and community board chairs.

There is little delegated responsibility from council to community board in the base role, and this is reflected in the base salary.

Depending on additional levels of responsibility, community board salaries may be approved up to a set maximum percentage over the base. The maximum additional percentage is likely to be about 30%.

The base salary for a community board chair will be twice the salary of a community board member (after the addition of any extra for additional responsibilities), provided the chair is carrying out the additional roles of the chair as set out in Appendix B.

If a deputy chair is appointed, then, depending on the role of the deputy, the salary for the deputy chair will be up to 1.5 times that of a community board member.

Where a councillor is also appointed as a member or chair of a community board, the maximum additional remuneration, if any, will be 50% of the community board role the councillor takes up. The Remuneration Authority is aware that many councils do not pay extra to councillors who are appointed to sit on community boards and will need to be convinced that any extra remuneration for such appointments does not raise anomalous situations for other councillors who may, for example, attend residents association meetings without additional remuneration.

The Remuneration Authority will determine any additional remuneration for additional responsibilities, or councillors appointed to community boards. Councils will need to make recommendations and include details of positions and additional responsibilities to the Remuneration Authority.

## 12 Positions of additional responsibility for councillors

The base salary for a councillor is meant to cover the basic role of a councillor, as set out in Appendix C.

Possible descriptions of positions of additional responsibility (including Deputy Mayor) are set out in Appendix D.

Following each election, each council will be invited to provide to the Remuneration Authority its recommendations for positions of responsibility (including Deputy Mayor) setting out, for each position:

1. the position title
2. a brief description of the main functions of the position
3. a note of any delegated authorities (including delegated authorities to speak on behalf of the council)
4. a recommended percentage addition to the base salary for a councillor, to apply to the position
5. any other information that might help the Remuneration Authority's decision-making.

Positions of responsibility can include appointments to community boards.

As a guide, the Remuneration Authority would expect the recommended percentage addition to the base salary for a councillor to be in the range of 5% to 15%, depending on the functions of the position and the delegated authorities. It would expect the recommended percentage addition for a Deputy Mayor to be in the range of 15% to 40%.

The Remuneration Authority would expect that total additional salaries for positions of additional responsibility would not be greater than the base salary for a councillor, for that council.

For each non-election year determination, the Remuneration Authority will, unless otherwise advised by a council, assume that positions of responsibility are unchanged. It will apply the same percentage additions to salary for the positions, based on the base salary for a councillor that is determined that year.

## **Appendix A: Draft guidelines for additional responsibilities**

- Councillor positions of responsibility to attract between 5% and 15% addition to base councillor salary
- Deputy mayors may be paid up to an additional 40% of base councillor salary, depending on levels of delegation – this maximum to apply regardless of any other position of additional responsibility that may be held by the deputy mayor
- The maximum total of additional salaries for additional responsibilities (including those of Deputy Mayor) will be 100% of base councillor salary
- Depending on additional levels of responsibility, community board salaries may be approved up to 30% over the base
- The base salary for a community board chair will be twice the salary of a community board member (after the addition of any extra for additional responsibilities) provided the chair is carrying out the additional roles of the chair as set out in Appendix B.
- If a community board deputy chair is appointed then, depending on the role of the deputy, the salary will be up to 1.5 times that of a community board member.

## **Appendix B: Community board members – Base role description**

### **Representation and advocacy**

- Representing and acting as an advocate for the interests of their community
- Considering and reporting on all matters referred to them by the council, or any matters of interest or concern to the community board
- Communicating with community organisations and special-interest groups in the community
- Bringing the views of their community to the attention of council
- Listening to the concerns of their community on issues pertaining to the community board
- Maintaining an overview of services provided by the council in the community, and commenting on any services delivered by the parent council
- Maintaining contact with various community representatives and other local stakeholders
- Championing causes which best relate to the interests of their community and campaigning for the improvement of the quality of life in their community.

### **Governance**

- Participating constructively and effectively in the good governance of the community board as a whole
- Understanding and ensuring that basic principles of good governance are a part of the approach of the community board
- Understanding and respecting the differing roles of community board Chair and community board members; the roles of the parent council's Mayor, Deputy Mayor, committee chairs / portfolio holders and councillors; and the very different roles of the managers and staff of the parent council with whom the community board might work

- Recognising that the governance role does not extend to operational matters or to the management of any implementation.
- Having a good understanding of the community board processes set out in the Standing Orders that determine how community board meetings are run and how decisions are made
- Developing and maintaining a working knowledge of council services, management processes, powers, duties and constraints
- Ensuring familiarity with agendas and other community board reports before meetings of the community board
- Being familiar with and complying with the statutory requirements of a community board member
- Identifying, being aware of and declaring any potential personal conflicts of interest, whether these are pecuniary or non-pecuniary.

Possible additional responsibilities of community board members:

- Undertaking any other responsibilities that are delegated to them by the council or are prescribed by Order in Council
- Preparing an annual submission to the council for expenditure within the community
- Participating in any relevant consultative processes with the local community and/or other organisations
- Representing the views and position of the community board to external parties, where delegated to do so, and with a clear understanding that only formal community board decisions can commit the community board to any particular course of action (and then only in matters where the community board is delegated to act)
- Participating, as needed, in the setting and monitoring of council policies, budgets, strategies and service delivery through annual and long-term planning processes.

### **Additional responsibilities of Chairs**

- Chairing meetings of the community board
- Representing the community board to a high standard in the areas of activity and business delegated
- Promoting and supporting good governance by the community board
- Developing a clear understanding of the terms of reference of their community board, and of the scope and range of delegations in order to carry out the role of community board Chair
- Ensuring sufficient familiarity with parent council's Standing Orders and procedures that they can chair community board meetings and any other sessions for
- which they have responsibility
- Undertaking sufficient preparation before the meetings they are chairing to allow them to effectively carry out the role of Chair.
- Ensuring meetings they chair operate within the powers delegated by the parent council as set out in the parent council's Delegation Manual
- Managing the progress of business during meetings, including ensuring adherence to the parent council's Standing Orders and to other statutory obligations and requirements
- Ensuring that all participants in meetings have an opportunity to make an appropriate contribution within the bounds of Standing Orders and due process
- Maintaining and ensuring due order and decorum throughout meetings they chair

- Commenting to the media (or other agencies) as the community board spokesperson, where delegated/ authorised to do so, on issues that pertain to the community board
- Liaising with appropriate council staff in respect of the areas of delegated council business for which the community board has responsibility
- Providing leadership to the community board in helping form a consensus that is representative of the community
- Working closely with other members of the community board to ensure smooth community board decision-making
- Keeping abreast of all issues facing the community board.

## Appendix C: Councillor – Base role description

### Collective duties of the council

- Representing the interests of the council
- Formulating the council's strategic direction and relative priorities through the Long Term Council Community Plan (LTCCP), which determines the services and activities to be undertaken by council over a ten-year period
- Determining the expenditure and funding requirements of council activities through the LTCCP and annual planning processes
- Overseeing, developing and/or approving all council policies, administrative, legal, financial and strategic, including formal regional, city and/or district planning matters within the council's geographical area of responsibility
- Monitoring the ongoing performance of council against its stated objectives and policies (including formal sign-off of the Annual Report)
- Ensuring prudent use of council resources
- Law-making (bylaws)
- Overseeing council compliance with any relevant Acts of Parliament
- Employing, setting performance requirements for, and monitoring the ongoing performance of the council's Chief Executive. (Under the Local Government Act 2002, the local authority employs the Chief Executive who, in turn, employs all other staff on its behalf – elected members of council have no responsibilities for, and cannot direct, any staff employed by the council other than the Chief Executive.)

### Representation and advocacy

- Bringing the views of the community into council decision-making processes
- Being an advocate for community groups and individuals at council meetings
- Balancing the need to advocate for specific interests against the needs of the wider community
- Listening to the concerns of local residents and ratepayers on issues pertaining to the council
- Maintaining contact with community representatives and other local stakeholders
- Participating in any relevant consultative processes with the local community and/or other organisations.

### Governance

- Participating constructively and effectively in the good governance of the council as a whole
- Understanding and ensuring that basic principles of good governance are a part of the decision-making approach of the council

- Understanding and respecting the differing roles of Mayor (or Chair for a regional council), Deputy Mayor, committee chairs/portfolio holders and councillors
- Recognising that the governance role does not extend to operational matters or to the management of any implementation
- Having a good understanding of the council processes set out in the Standing Orders that determine how council meetings are run
- Developing and maintaining a working knowledge of council services, management processes, powers, duties and constraints
- Participating in the setting and monitoring of council policies, budgets, strategies and service delivery through annual and long-term planning processes
- Ensuring familiarity with agendas and other council reports before council meetings
- Being familiar with and complying with the statutory requirements of an elected councillor
- Complying with the Code of Conduct adopted by the council
- Identifying, being aware of and declaring any potential personal conflicts of interest, whether of a pecuniary or non-pecuniary nature.

## Appendix D: Additional responsibility – Role description

### Committee Chair/Portfolio holder

Responsibilities in addition to those of a councillor:

- Chairing meetings of the committees in the areas of council activity and business within their area of responsibility
- Representing the council to a high standard in the areas of council activity and business within their area of responsibility, recognising that conduct in the role of CC/PH reflects on council as a whole
- Promoting and supporting good governance by the council
- Developing a clear understanding of the terms of reference of their committees, and of the scope and range of the specific areas of council activities and business within their area of responsibility to allow them to carry out their role as CC/PH
- Ensuring sufficient familiarity with council Standing Orders and procedures to be able to chair council committee meetings and any other sessions of council for which they have responsibility
- Undertaking sufficient preparation before meetings they are chairing to effectively carry out their role as CC/PH
- Ensuring any meetings they chair act within the powers delegated by the council as set out in the council Delegation Manual
- Managing the progress of business during meetings, including ensuring adherence to the council Code of Conduct, Standing Orders and any other statutory obligations and requirements
- Ensuring that all meeting participants have an opportunity to make an appropriate contribution within the bounds of Standing Orders and due process
- Maintaining and ensuring due order and decorum throughout meetings they chair
- Commenting to the media (or other agencies) as the council spokesperson on issues arising that pertain to their committee or that are on the agenda in the areas of council activity and business within their area of responsibility, but only if delegated to do so by council
- Liaising with appropriate council staff in respect of the areas of council activity and business within the CC/PH area of responsibility
- Providing political leadership in building a political consensus around council issues in the areas of council activity and business that are within their area of responsibility

- Recognising and contributing to issues that cut across specific areas of council activity and business within the CC/PH area of responsibility 2s or groups
- Ensuring sufficient familiarity with council Standing Orders and procedures to be able to deputise competently for the Mayor in chairing council meetings and other sessions of council
- Representing the council in various local, regional and/or national settings, both formal and informal, as appropriate
- Working closely with other elected members of council to ensure smooth council decision-making
- Ensuring sufficient familiarity with the processes and procedures of various civic functions to be able to correctly follow the obligations of such civic functions in the event of deputising for the Mayor, should that need arise.



19 April 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 March included:

- Drainage maintenance work on Rayners, Taumata, Belvedere, Mangatarere, Hinau Gully and Baylys Roads.
- Stabilisation repairs on Te Wharau, Gladstone, Cobden, Hinau Gully and Dalefield Roads.
- Wearing course and general tidy up Dakins Road at the cliffs.
- Emergency spot metalling Arawhata Hill, Te Wharau Road to address slippery conditions with the Good Friday wet weather conditions.

The March maintenance contract claim is for \$139,546. This is 10% above the programmed works.

#### 2.2 Work proposed for April includes:

- Drainage and culvert clearing on Te Wharau, Tea Creek, Marshalls, Driscolls, Craigie Lea and Admiral Roads.
- Wearing course and metal strengthening on the Arawhata and Glenburn Hill Roads.
- Block wall shoulder support Managatarere Valley Road at two locations where the river has washed out the road shoulder.
- Repairs on Driscoll Road dropout.
- Finish the non-structural bridge maintenance repairs from last year's Opus bridge inspection report.
- Rural roadside noxious weed control Ruakiwi, Te Wharau, Ponatahi, Tiffin, Gladstone, Moreton, and Millars Roads.

#### 2.3 Millars/Ponatahi Intersection

Higgins have reinstated the surface texture and the pavement markings for the worst portion of Kokotau/Ponatahi Road at their cost. The lack of texture at Millars Road intersection is still to be addressed.

#### 2.4 Reseal Contract for 2015-2017

The total claim value for the March 2016 period was \$69,758.86. A negative cost fluctuation adjustment for Bitumen of -\$5,826.74 was applied.

Sites completed in March were Jordan, Longbush, Kokotau, Maungahau and Te Kopi Roads.

Fulton Hogan requested an extension of time from 20th March to 22nd April 2016. The request was reviewed and an extension of 5 working days due to additional sites being added to the programme was approved. The percentage of this year's programme completed at the end of March 2016 is 58%. Sealing is expected to be completed on or before 22nd April 2016.

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

The three Te Wharau Road sites are progressing to programme. Total claim value for March was \$94,266.72.

Earthworks have been completed on all 3 sites. Higgins are progressing with drainage and pavement works.

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

All the programmed concrete work was completed by the end of March 2016 with the exception of an additional site in Park Rd at the pedestrian crossing point. The resurfacing works will commence in April.

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

Council approval was given to the contractor to proceed with the supply and installation of a light at both Hughes/East Taratahi and Waihakeke/Para with a completion date being 30 April 2016.

#### **2.8 Ponatahi Culvert Realignment**

Calibre Consulting have provided draft plans for discussion. The plans were reviewed with Councillor Ashby. Contract documentation and resource consents are being completed, and tenders will be requested late April.

#### **2.9 Key Performance Indicators**

The 3rd Quarter for the second year of the contract response times performance indicators are attached. There has been a noticeable improvement with the Fulton Hogan KPIs.

# Carterton District Council

## Key Performance Indicators

Mar-16

### Maintenance Contract Response Times

**Compliant 90%**

	Number of requests to Contractor	Number of requests not within response time	Percent compliance
To end of previous quarter	68	5	93%
This quarter	36	2	94%
Year to date	104	7	93%

### Sign Replacements

**Compliant 90%**

	Number of requests to Contractor	Number of requests not within response time	Percent compliance
To end of previous quarter	25	14	44%
This quarter	23	6	74%
Year to date	48	20	58%

### Road Signs and Markings Missing or not Visible

#### Six monthly Inspection

	Number of signs and markings in the Network	Signs and markings missing	Target less than 5%
December 15 Inspection	2300	99	4%
June 2016 inspection	2300		0%

### Streetlight Monthly Audit

	Number of streetlights identified with a fault	Number of faulty streetlights repaired within two weeks	% Compliance
To end of previous quarter	11	11	100%
This quarter	7	6	86%
Year to date	18	17	94%

### **3. PLANNING & REGULATORY**

#### **3.1 Building Services**

The building consents received for the month of March was 79, an increase of 23% over the same period last year. The corresponding value has risen nearly 53% on last year, in dollar terms nearly \$2m of additional building growth.

Stephen Mazey has been appointed as our Quality Manager to respond to the issues raised by the IANZ accreditation audit. His current focus is on reworking the quality manual to address some of the concerns raised in the audit. Stephen is employed in a similar capacity by the Masterton District Council so where possible we will be aligning our procedures to theirs. We have submitted our plan to address the Corrective Action Requests raised by IANZ and we will be making small operational changes over the next few months to meet our responsibilities.

#### **3.2 Animal Control**

In March we responded to 30 incidents involving dogs – ranging from roaming, barking and found dogs to one attack. We had five dogs notified as lost. In the month we also responded to nine stock complaints.

#### **3.3 LIMs and PIMs**

All LIMs and PIMs for the month were responded to on time – with most issued well inside the statutory timeframe.

### **4. COMMUNITY FACILITIES**

#### **4.1 Millennium Park**

Millennium Park is all but finished. Since completion it has become obvious that there is a need for bicycle parking and a spot light highlighting the Charles Rooking Carter Statue as present lighting fails to do this. As the project fell within budget these last remaining items will be completed this financial year.

#### **4.2 Carterton Holiday Park**

As Council is maintaining the status quo with the management of the Holiday Park, new managers have now been found to manage the day to day running of the camp in place of Pete and Di who are leaving us at the end of April. The new managers, Phil and Sharrie Gibbons, will take over on 25 May.

Timing issues with the replacement managers means relief managers will be needed to cover the period between Pete and Di's departure and the arrival of Phil and Sharrie.

Pete and Di have been with the Council for 8 years and during this time they have done an excellent job of managing the camp and will be sadly missed by the many visitors to the camp, and staff. They have both worked tirelessly in making the Holiday Park one of the cleanest, friendliest and most presentable Holiday Parks in the region.

#### 4.3 Keep Carterton Beautiful Group (KCBG)

We have been working with KCBG on 2 projects. Their first project is upgrading the toilet at Clareville Cemetery. While this toilet was originally installed for use of staff working at the cemetery, it has become very popular with visitors to the cemetery. KCBG are lining the insides of the toilet, and will be painting the inside and outside of the facility. We will also be installing a locker for KCBG members to store their cleaning materials as they clean the chapel on a weekly basis.

The second project involves planting of daffodil bulbs at Daleton Farm. In preparation for Daffodil Day, we are going to be planting large clumps of daffodil bulbs along the perimeter of Daleton Farm. They will be planted between the native shelterbelt and the fence adjacent to the State Highway where they will be quite visible to the passing traffic, yet not interfere with any of the operations being carried out on the farm.

#### 4.4 Maungaraki ANZAC Memorial – Gladstone

Over recent years there has been a great increase in the numbers attending the ANZAC memorial services at Maungaraki. With this increase in numbers it is becoming dangerous, with high risks for visitors walking from north of the Memorial Oaks, across the Taueru Bridge and up the hill to the commemorative plinth on the corner, in the dark. Consequently we have organised Traffic Management Plans to safeguard the event this year.

We have also been working closely with some local residents from the Maungaraki/Gladstone area developing and installing a sign giving a brief history of the Commemorative Plinth and the avenue of Memorial Oaks at the Maungaraki Reserve. This will be in place prior to ANZAC day.



Following World War 2 a committee was formed to decide an appropriate memorial for those from the Maungaraki district who lost their lives in action during both WW1 and WW2.

As a new bridge and road construction was planned to span the Taueru River, it was decided to design the memorial around this.

36 oak trees were planted to the north of the Taueru River leading to a memorial plinth on the southern side of the river, which was installed and unveiled in 1953.

There are 34 names on the memorial plinth and each oak tree represents a local who lost their life during WW1 and WW2. The additional two trees are recognised as guardian trees.

A dawn parade is held on Anzac Day each year ensuring that those who died for their country are not forgotten.

**LEST WE FORGET**

## **5. OPERATIONS**

### **5.1 Paper4trees in Carterton District**

Recycling and tree planting results for 2015 year have recently been received and are very positive. During last year two additional preschools joined the Paper4trees programme in Carterton, bringing the total amount of schools and preschools participating in Carterton to nine. Schools and preschools participating in Paper4trees in Carterton District:

Carterton Kindergarten	Gladstone School
Carterton Preschool	St Mary's School
Carterton School	Ponatahi Christian School
Dalefield School	South End School

Rimutaka OE Nursery supplied and delivered the plants to each school and preschool that ordered throughout the district. Schools and preschools ordered a total of 34 native trees to plant at school or in the community.

Based on recycling data collected for the 2015 year, Carterton schools and preschools have:

- Recycled 6.15 tonnes of paper and cardboard
- Saved 49.2 cubic meters of landfill space
- Prevented 33.21 tonnes of carbon from being created in landfill

Between 2010 and 2015 Carterton District schools and preschools have earned 177 trees, saved over 332 cubic meters of landfill space, and diverted over 41 tonnes of paper and cardboard from landfill. This has prevented over 224 tonnes of carbon dioxide from being produced. The cost of Paper4trees is around \$1,000 per year and is funded from the waste levy fund.

### **5.2 Wastewater Treatment Plant Open Day**

We held a very successful open day at the Dalefield wastewater treatment plant on Saturday 16<sup>th</sup> April. About 30 people from Carterton and neighbouring districts took tours of the treatment plant and wetlands, and saw the irrigator in action. The feedback we received was very positive. People were appreciative of the opportunity to see the plant and hear about our future plans. There was support for the approach being taken to minimize discharges to the river and to develop the wetlands, in addition to the land discharge.

A number of people suggested some more planting around the treatment plant itself to improve its appearance. In response to these suggestions we will look at some amenity planting, with the intention of using this coming planting season to get some planting started.

## **6. COMMUNITY DEVELOPMENT**

### **6.1 Carterton social services hub**

We have 11 organisations committed to using the Police house as a social services hub. They are Probation, IRD, Community law, Care NZ (drug and alcohol), Workwise, Pathways, Haurora, Wairarapa free budgeting services, Courts and Whaiora.

There will be an official opening of the hub on the 2nd of May at 10am. Organisations will be able to meet their Carterton-based clients for appointments in Carterton which is very exciting. Some organisations are committed to using the hub twice a week and some once a month. There will be signage near the door advising clients when the organisations will be there, and most will be appointment based.

We have spoken to iwi regarding the naming and they have chosen Haumanu House as the name. Haunamu means to revive, restore to health, rejuvenate.

## **6.2 Youth Development Strategy**

We are currently working with Masterton District Council officers to review the Wairarapa Councils' Youth Development Strategy and the Community Development Strategy. It is great to be working together as we recognise the issues are universal to the three districts. Masterton District Council may seek a funding contribution from us for the contractor undertaking this work with us.

The strategy is specifically around Councils' roles in this space and at this stage, focussed on youth voice engagement in council and living well in the Wairarapa – being active, health and well-being, Education and Training standards.

The revised strategy will be reported to the Council once the review has been completed.

## **6.3 TUIA – Mayoral Rangatahi mentoring programme**

Mayor Booth and the Community Services Manager are currently supporting two local youth – Anaru and Dallas Te Rangi who are involved in the TUIA leadership mentoring programme. This programme is an intentional, long term, intergenerational approach to develop the leadership capacity of young Maori in communities throughout New Zealand. It is believed that with the right support and right opportunities these young leaders could become, in time, drivers of social and economic change in their respective communities. There are five hui across the country over the year and Mayor Booth will be mentoring Dallas and Anaru with monthly meetings and job shadowing. You may see them at some council meetings.

As part of the programme, they will be facilitating and leading a community service project over the next 12 months. Dallas and Anaru are in the planning stages at the moment but are focussed on linking the Carterton schools with community leaders and the environment.

## **6.4 Event Centre**

The Community Services Manager attended a Convene Conference in Auckland in mid- April where we partnered with the Copthorne and Destination Wairarapa to showcase the Event Centre and to meet perspective users. This was very successful and we are looking forward to hosting some bigger events and conferences in the near future as a result of the contacts we made at the event.

We also won the "Best Region" award due to the collaboration between the organisations that attended – Copthorne, Destination Wairarapa, Brackenridge, Tranzit, Tui HQ and the Event Centre.

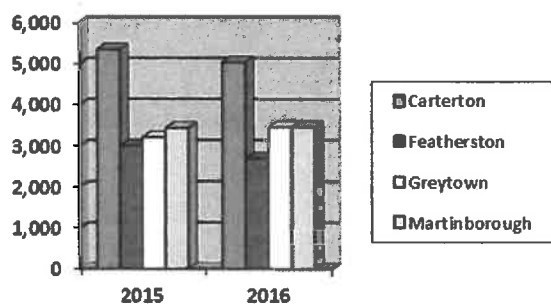
## 6.5 Community Events

We held our largest citizenship ceremony on the 23 March where 18 people became New Zealand citizens. What an excellent turnout and it was great to be supported by local Iwi and the Carterton School kapahaka.

Nominations are now open for the Charles Rooking Carter Community awards. The awards ceremony is going to be held on Saturday 11 June.

## 6.6 Library

Circulation (Issue) Statistics	March 2015	March 2016
Carterton	5,341	5,029
Featherston	2,994	2,690
Greytown	3,206	3,464
Martinborough	3,431	3,464
Total	14,972	14,647



E-Book Issues	February 2015	February 2016
(All of Wairarapa Library Service)	10,988	11,133

These figures show an increase on last year of 145 eBook and audio book downloads.

We installed two new APNK computers making six computers in the library. These are now available to the public with free access to the WI-FI service.

Public Computer Use	March 2016
APKN Public Access PC's	478
Wireless Usage	599

## 6.7 Information Centre

### Enquiries:

Local: 421    Out of Town: 204    Phone: 47

Events Enquiries: 39

General Enquiries: 98

Social Services: 19



Meetings: 408

Other: 62

- There has been an increase in social service requests over this last month – especially for the Foodbank and assistance for the elderly.
- A huge number of New Residents folders are going out the door and being requested. The word has gone around and we even had new residents in Greytown have asked for one.
- There has been an upsurge this season in young overseas tourists requesting ‘freedom camping’ sites as this is being advertised on a smartphone application.

#### **Radio and social media activity**

- Over March we had Corrine Oliver take the first radio show of the month for *Heart of the Arts*. Following on the 11th March Rob and Val Weaver hosted their first ‘couples’ show and interviewed Sue Tennent from Neighbourhood Support. On the 18th Rachel and Cheryl interviewed Jeanette Hall from Training Ventures Ltd and Gill Stewart and Esther Dijkstra from Enviroschools.
- Our Facebook page has 821 followers at present. Followers are growing slowly but surely on a weekly basis and the most popular posts appear to be those most local to our area.
- On Twitter we are up to 336 followers. We have gained a couple of followers recently through the use of #hashtags on our Facebook posts so we will continue to do that.

#### **Art Sales**

We have had three art sales over this past month, two through Wai Art Scape and one through the Wai Art exhibition of photographic work on display at the moment. We are working with Heart of Arts who are complementing our art exhibitions and giving people opportunity to utilise the village with both spaces having options for art works.

#### **Ticketing**

Very few tickets have been sold through us over the last month. It has been one of our quietest months since we started selling through Eventfinda and all the sales were for Michelle A’Court who was performing at the Events Centre.

The very big events locally such as Harvest Festival and Wings Over Wairarapa are being sold through TicketDirect.

## **7. FINANCIAL**

This short report provides summary information on the financial results for the Council for the financial year to 29 February 2016. Full financial statements are available. It excludes the financial implications of gifting the pensioner housing. This was reported in detail last month.

### **7.1 Key financial measures**

The Council has recorded an operating surplus of \$331,447 for the eight-month period to 29 February 2016. This compares with the budgeted surplus of \$658,176, an unfavourable variance of \$326,729.

Overall operating revenue was \$10,264,167, over budget by \$660,319. 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 (\$434,588, which is a timing issue), and some regulatory and planning fees (\$28,360).

Overall operating expenditure was \$9,932,720, over budget by \$987,072. Expenditure included a number of unplanned items including forestry harvesting costs (\$896,910), building inspection consultancy fees (\$92,217), sewerage activity consultancies (\$74,416) and health and safety legislative change (\$22,500). This was offset by positive timing variances for roading expenses (\$123,945) and waste management (\$73,615).

Total capital expenditure this year to date was \$1,053,094, 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 the Chief Executive has approved a further \$26,922 under delegated authority for emergency capital expenditure. Expenditure for the eight months to date is 19 percent of the revised total of \$5,653,403.

Currently the Council has ten term loans held with the Bank of New Zealand totalling \$7,956,068, and five finance leases totalling \$73,938.

## 7.2 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
<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
Library heat pumps	\$12,420	
Holiday Park house chattels	\$ 1,739	
<b>Total to date</b>	<b>\$ 26,922</b>	

## 8. RECOMMENDATIONS

That the Council:

1. **Receives** the report.
2. **Notes** that the Chief Executive has approved unbudgeted capital expenditure for Library heat pumps and Holiday Park house chattels.

Jane Davis  
**Chief Executive**



## Councillor Report - Jill Greathead

12 March to 15 April 2016

Date	Name	Reason	Salient points
15 March	Mangatarere Restoration Society	Presentation to Solway school from a person from the community – the importance of water	Year 5 and 6 are very engaged in environmental concerns
16 March	Economic Development Group	Monthly meeting	
21 March	Power of Co	Seminar	
22 March	Mangatarere Restoration Society	Funding Workshop	Organised by Internal Affair and Eastern and Central – great way promoting funding that is available
23 March	Council meeting and workshop		
12 April	Wairarapa Safer Community Trust	Monthly meeting	
12 April	Waste Water Working Group		
15 April	Eco Design Conference		Conference organised by 8 Eco Design Advisors to celebrate 10 years of the serve in New Zealand



**The Minutes of the Ordinary Meeting of the Carterton District Council held in the  
Carterton Events Centre, Holloway Street, Carterton on Wednesday 23 March 2016 at 1.15pm**

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

**In Attendance** J Davis (Chief Executive)  
M Sebire (Corporate Services Manager)  
M Hautler (Planning & Regulatory Manager)

**1. Apologies**

There were apologies received from Lou Cooke (Kaumātua) and P J Devonshire (Kaumātua).

**Moved:**

**That the apologies be received.**

Crs Brazendale/Carter  
CARRIED

**2. Declaration of Conflict of Interest**

Cr Keys noted his conflict of interest with item 5—New Road Name: East-West Developments Limited. Cr Brazendale noted her conflict of interest with item 9—Removal of Reserve Status.

**Moved:**

**That the conflicts of interest be received.**

Crs Palmers/Knowles  
CARRIED

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

There were no items.

**4. Public Forum**

**4.1 Hugh Gaywood-Eyre**

Mr Gaywood-Eyre lives on Cornwall Road and is concerned about the dumping of rubbish, speeding, and general bad behaviour of car drivers and passengers on the road.

He presented a rubbish bag full of rubbish collected in one week from 100 metres in front of his property, and asked if the Council could offer residents in the road a recycle bin to take away recyclable rubbish.

Mr Gaywood-Eyre is concerned about speeding by vehicles on Cornwall Road, not just by students from Taratahi but also by Fonterra milk tankers and other trucks. He considers 100 km/hr too fast, given that it involves agricultural vehicles and there is often stock on the road. He suggested that 80 km/hr would be reasonable. He would like the Council to talk with Police about vehicle speeds, which are often 120–160 km/hr.

He also spoke about the bad behaviour of Taratahi students, particularly boarding students. There are often three or four cars parked up on the side of the road, with the occupants drinking and being loud. He would like the new CE of Taratahi College to be informed. The behaviour has to be regulated by Taratahi College.

#### 4.2 Megan Gray of Carterton Foodbank

Ms Gray asked the Council for help to solve the problem as to why there is a need to move the foodbank out of the Events Centre. The door at the back of the building was built in, and shelving and layout was designed for the foodbank when the Events Centre was constructed.

She claimed no-one in the Foodbank committee was asked about shifting. They need to stay in their room, because there is no other room that can accommodate the fridge, freezer, and shelving.

There is a new committee starting on 26 April 2016. They are talking about joining with other organisations. But the future of the foodbank is uncertain with the actions of the Council. Ms Gray said the foodbank is staffed by volunteers—they don't need stress, they just want respect.

#### 4.3 Retirement of Milan Hautler

Mayor John Booth acknowledged Mr Milan Hautler, the Council's Manager Planning and Regulatory, for whom this is his last formal Council meeting. He is retiring tomorrow after more than 29 years. Councillors joined the Mayor in thanking Mr Hautler very much for his sterling efforts both for the current District Council and its predecessor council.

### **5. New road name**

#### **Purpose**

For Council to reconsider a previous resolution to name a road in a new East West Developments Limited subdivision on Belvedere Road.

Cr Keys left the table for this item.

#### **Moved:**

**That** the Council rescind its decision to name a road in the East West Developments Limited as Keys Drive.

Crs Brazendale/Ashby  
CARRIED

**That** the road in East West Developments Limited subdivision be named Hereford Drive.

Crs Brazendale/Greathead  
Cr Palmers abstained.  
CARRIED



## **8. Walking and Cycling Strategy**

### **Purpose**

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

Mr Roger Boulter joined the meeting. Mr Boulter was the consultant that assisted the development of the 2011 Strategy, and he presented his Appraisal Note commissioned by the Council.

Cr Brazendale asked that the review incorporate all mobility users including scooters and walkers, and to consider changing the standard foot path surface. She would like to see walking links when large subdivisions are designed. She would like the primary focus to be Carterton, and then consideration given to the connections North and South.

Cr Lang supported the regional strategy and the economic opportunities. He feels that the Strategy needs to be supported by all three Wairarapa councils.

Cr Knowles reinforced the need to have a pedestrian crossing on High Street South at the Medical Centre.

### **Moved:**

**That the Carterton Walking and Cycling Strategy 2011 be reviewed.**

Crs Palmers/Greathead

CARRIED

**That Council note that officers will liaise with Masterton and South Wairarapa District Councils on joint working arrangements.**

Crs Palmers/Lang

CARRIED

## **7. Sport Wellington Wairarapa report to 31 December 2015**

### **Purpose**

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

Ms Dayle Clarkson joined the meeting and presented the report.

### **Moved:**

**That the Sport Wellington Wairarapa's report to 31 December 2015 be received.**

Crs Lang/Greathead

CARRIED

## 6. Carrington Park toilets upgrade

### Purpose

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

The Keep Carterton Beautiful Group has asked about the upgrade project. In particular:

- i Was the community involved with the decision to paint full-sized people all around the building?

Cr Greathead said she can provide the communications plan, media releases, and notes from the community meeting (c. 120 attendees). It was part of the Placemaking initiative. A public competition was held. The top six entries were taken to a public workshop (c. 20 attendees), which spent all day discussing and visiting the site, and decided on the final design.

- ii Are we putting people's safety at risk by covering the front of the building with a pergola and seating?

Cr Lang said there will be high visibility through the reinforcing mesh, and plants would be kept low as part of regular maintenance.

Cr Keys said that the pergola will have lighting inside the enclosed area.

Cr Palmers suggested that they could use climbing plants, going up the uprights instead of the mesh.

Cr Brazendale acknowledged the work done to date. She noted that if the mesh does not work, it could be easily removed. She suggested that KCBG be invited to a site visit and discuss their concerns.

Cr Knowles said that as Chair of KCBG he hopes that they receive a fulsome letter answering their questions. He also noted that the facilities are a toilet, and we should not hide unsavoury behaviour.

### **Moved:**

**That Council note the process to date to upgrade the Carrington Park toilets.**

Crs Keys/Ashby  
CARRIED

**That Council endorse the final design of the Carrington Park toilets.**

Crs Keys/Ashby  
CARRIED

## 9. Removal of reserve status

### Purpose

To remove reserve status on Council-owned property in Fisher Place that was part of the agreement related to the gifting of housing for the elderly properties to the Carter Society.

Cr Brazendale left the table for this item.

**Moved:**

**That the Council resolve pursuant to section 24(1)(b) of the Reserves Act 1977:**

- a. Lot 29 on DP 44943 has vested in the Council as Recreation Reserve under the Reserves Act 1977.
- b. 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 requirement.
- c. The reserve is also adjacent to land and buildings that 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.
- d. 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).
- e. That public notice of such revocation shall be given pursuant to section 24(2)(b) of the Reserves Act 1977.

Crs Knowles/Carter  
CARRIED

**10. Gambling venues policy review**

**Purpose**

To reconsider a previous resolution of 24 February 2016 (item 11) that was not in line with legislative process.

**Moved:**

**That the Council rescind its resolution of 24 February 2016 that "Council note that formal consultation is not recommended".**

Crs Brazendale/Lang  
CARRIED

**That the Council:**

- a. 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.
- b. 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.

Crs Lang/Palmers  
CARRIED

**11. Dog registration fees**

**Purpose**

To adopt recommended dog registration fees for the 2016/17 financial year.

**Moved:**

That the fees below be adopted as dog registration fees for the 2016/17 registration year:

	Fees inclusive of GST
Urban—entire dog	\$85.00 per dog
Urban—spayed/neutered dogs	\$60.00 per dog
Rural—entire and 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

Crs Greathead/Palmers  
CARRIED

**12. Holiday Park lease**

**Purpose**

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

**Moved:**

That the Council note the process followed to date to seek a lessee for the Holiday Park.

Crs Palmers/Greathead  
CARRIED

That the leasing of the Holiday Park be postponed.

Crs Palmers/Greathead  
CARRIED

**That the Chief Executive be instructed to find a manager for the Holiday Park for a term of up to three years.**

Crs Brazendale/Palmers  
CARRIED

**That the Council note 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.**

Crs Brazendale/Palmers  
CARRIED

### **13. Delegations Manual amendment**

#### **Purpose**

To approve delegated authority to the Chief Executive in her role acting as the Planning and Regulatory Manager.

#### **Moved:**

**That the Council approve 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 and Meetings Act 1987, Privacy Act 1993, Public Works Act 1981, Resource Management Act 1991, Sale & Supply of Alcohol Act 2012, Sale and Supply of Alcohol (Fees) Regulations 2013, Statutory Land Charges Registration Act 1928.

Crs Palmers/Knowles  
CARRIED

### **14. Chief Executive's report**

#### **Purpose**

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

Cr Brazendale thanked those responsible for organising the Councillors' retreat earlier this month.

#### **Moved:**

**That the report be received.**

Crs Brazendale/Carter  
CARRIED

## **15. Elected Members' reports**

Elected Member reports were received from Crs Greathead and Keys.

## **16. General Business/Late Items**

### 16.1 Scheduling Council business

Cr Keys requested that Council consider how to schedule all Council business for Wednesdays.

Mayor Booth said that this will be discussed at the next Council workshop, after he has had the chance to discuss meeting timing with Masterton and South Wairarapa councils and align with them. The workshop discussion will also cover the Council Committee structure.

## **17. Confirmation of Minutes**

### 17.1 Ordinary Meeting held on 24 February 2016

#### **Moved:**

**That** the minutes of the Ordinary Meeting held on 24 February 2016 be confirmed.

Crs Palmers/Brazendale

CARRIED

### 17.2 Public Excluded portion of the Ordinary Meeting held on 24 February 2016

#### **Moved:**

**That** the minutes of the Public Excluded portion of the Ordinary Meeting held on 24 February 2016 be confirmed.

Crs Carter/Greathead

CARRIED

## **18. Matters arising from the minutes**

Cr Brazendale congratulated Toi Wairarapa, and Cr Lang and Corrinne Oliver, on the opening of the new arts hub in Carterton.

## **19. Public forum items**

### 19.1 Foodbank

Ms Davis updated councillors on the issues related to locating the Foodbank in the Events Centre, and on the two options currently being discussed with the Committee, including the previous Red Cross space in the Events Centre and the garage next to the Police House, which the Council now leases. She explained to the councillors the need for more office space in the Events Centre, which was the reason for raising the potential move with the Foodbank. She confirmed discussions

19.2 Cornwall Road complaints

The complaints were discussed, and it was agreed that Mayor Booth, Cr Brazendale, and Ms Davis will arrange to see the Taratahi Board and Chief Executive.

**The meeting concluded at 3.10pm**

**Minutes confirmed**.....

**Date**.....





## **The Minutes of the Water Race Committee Meeting held in the Carterton Events Centre, Holloway Street, Carterton on Wednesday 30<sup>th</sup> March 2016 at 1.30pm**

**Present** Mayor J Booth (Presiding), Cr B Knowles,  
Messrs D Ellison, J McFadzean, G Smith & N Wadham

**In Attendance** J Davis (Chief Executive)  
M Hewison (Eastern Consulting)  
M Pike (Water Race Supervisor)  
G Baker (Operations Manager)  
M Sebire (Corporate Services Manager)  
S Hayes (Committee Secretary)

### **1. Apologies**

There were no apologies.

### **2. Taratahi Water Race Intake Flood Protection**

David Boone from GWRC attended the meeting to discuss the Taratahi water race intake which is located within the Waingawa River Scheme which is administered by GWRC who manage the river near the intake. Concerns have been raised by MDC that due to degradation of the riverbed, boulder banks constructed by CDC to raise the water level at the intake are deflecting the flow onto the opposite bank and causing erosion and threatening MDC's water supply pipeline.

He further said the scheme is currently under review with identified issues prioritised in accordance with funding and that the current scheme does not control riverbed degradation. GWRC's stance is that it is trying to manage the scheme for all stakeholders and funders, however in the short term CDC needs to think about alternative ways to get water into the intake pipe as the intake will be in trouble if the river continues to degrade. In the long term when the Flood Management Plan is completed funding is likely to be made available to further protect the MDC pipeline.

### **3. Water Race Monitoring Costs and Extra Work**

M Pike advised the resource consent monitoring work is taking extra time to collect data to comply with the conditions of the consent.

M Hewison said there will eventually be one point of entry for all data so it is available to all parties which should cut down on administration and costs.

*J McFadzean requested budgets and financial reports be provided for committee members at future meetings.*

### **4. Incorrect GWRC Maps**

M Pike said some of the GWRC water race and natural stream maps are incorrect and need to be corrected.

M Hewison said part of the issue is the determination of a water race or natural stream by GWRC. The current maps need to be modified or the descriptor updated.

*It was agreed the Operations Manager arrange for these maps to be updated.*

#### **5. Pollution from Road Runoff**

M Pike said since 2003 all storm water off the road has been fed into water races and complaints were received when dust and stones from the State Highway were swept into the water table which caused pollution in the water race. And that extra funding from the Council's roading budget and NZTA could be made available to address this problem. Protection needs to be put in place when water tabling is carried out on roads in the winter so debris cannot enter the race and cause issues or pollution. He also said that there may be a consents issue with cleaning stream entry points to the races.

*The Operations Manager and M Hewison will check the resource consent to see if cleaning of natural stream entrance points is permitted.*

There was general consensus that regular testing should be carried out at certain points to build up a case to confirm levels of pollution between farmland and road runoff.

*It was agreed the Operations Manager, M Hewison and M Pike further investigate this initiative.*

#### **6. Irrigation Effects on Water Race Flows**

M Pike said during low flow periods, people have been diverting water race water into minor streams to lift levels for irrigation purposes and preventing the extra allocation coming through.

Mayor Booth said consents for water extraction are issued by GWRC and the issue of these consents are out of this council's control. There was a general discussion about the impacts of groundwater takes on surface water levels.

*It was agreed Mayor Booth and the Chief Executive advise GWRC of this Council's concerns and request that this Council be considered an affected party in the consent process for new bores.*

#### **7. Storage of Water Race Water for Summer Irrigation Use**

M Pike advised Council owns the dam at the old Waingawa freezing works site and suggested Council should be looking at the future use of this site for storage of water for summer irrigation use and the feasibility of developing a larger storage area.

*It was agreed the Chief Executive, Mayor Booth, G Smith and M Pike further investigate the feasibility of a lake storage area, including costs.*

#### **8. Applications to Relocate Water Race**

Applications have been received from N Terry and S Van den Bosch to relocate water races on their properties.

#### **Moved:**

**That** Council officers further investigate the applications from N Terry and S Van den Bosch and report back to the Committee.

Mayor Booth/N Wadham

Carried

#### **9. Cleaning and Maintenance Problems**

M Pike said the warm weather has produced huge growth in some water races and these have required extra cleaning by up to four times the normal cleaning regime in some places. The extra growth may have been exacerbated by fertilisers. The additional cleaning and maintenance has the potential to increase costs.

#### **10. Inadequate Low Flow Allocation**

M Pike said due to low flows in the Waingawa River, freshes are causing trouble with the gates due to sediment build up which alters how the flows read, allowing less water than allocated through. He further said the Carrington water race requires an extra 5 litres/second allocation and the Taratahi race requires an extra 10 litres/second allocation.

Evidence is currently being collected to support an application for an increased allocation.

#### **11. Water Race Poaching**

M Pike said there are problems with water race water being diverted and suggested the Bylaws needed to be reviewed.

*It was agreed the draft Code of Practice be finalised and approved so that it can be circulated to users.*

*It was further agreed Officers investigate the current Bylaws to see if they are adequate and meet current requirements and report back to the next committee meeting. The finalised Code of Practice to be taken to a shared services meeting.*

#### **12. General Business**

It was requested a field visit be arranged for committee members to familiarise themselves with matters raised at this meeting.

*Mayor Booth and M Pike to arrange a field trip for committee members.*

G Smith enquired as to progress with the Chester Road railway culvert. M Pike said agreement has now been received from KiwiRail to install a box culvert and this has been included in the budget.

G Smith said Council used to have its own digger and requested this be revisited.

*The Operations Manager and M Pike to investigate the feasibility of Council having its own digger.*

G Smith suggested the possibility of merging the two systems for resource consent purposes and to share costs over all users.

It was noted Officers are currently pulling information together on this.

M Pike said the intake pipe size as contained in the Code of Practice needs to be enforced and only plantings contained in the Code of Practice be allowed to be planted next to races.

It was agreed that further meetings be held quarterly with the next meeting to take place in June.

**The meeting concluded at 4.04pm**

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**Minutes Confirmed**

.....  
**Date**