



## AGENDA

The Agenda of the Ordinary Meeting of the Carterton District Council to be held at  
GV Electrical & Pumping Board Room, 148 – 152 Belvedere Road, Carterton  
on Wednesday 5<sup>th</sup> October 2016 at 1.00pm

1. Apologies
2. Conflict of Interest Declaration
3. Notification of General Business/Late Items
4. Annual Report for the year ending 2016 – *page 1 - 80*
5. Budget carry-forward to 2016/17 – *page 81 - 84*
6. Silage Bylaw Decision – *page 85 - 88*
7. Smokefree Outdoor Areas Policy – *page 89 - 98*
8. Report on Dog Control Policy and Procedures – *page 99 - 102*
9. Request to locate survey building in Sparks Park – *page 103 - 108*
10. Memorandum of Understanding – *page 109 - 130*
11. Wairarapa Moana Statutory Board – *page 131 - 152*
12. Carterton Daffodil Festival 2016 – *page 153 - 170*
13. Chief Executives Report – *page 171 - 184*
14. Councillor Updates – *page 185 - 186*
15. General Business
16. Confirmation of the Minutes
  - 16.1 Minutes of the Ordinary Meeting held on 24<sup>th</sup> August 2016 – *page 187-189*
  - 16.2 Minutes of the Public Excluded Portion held on 24 August 2016 – *page 190*
  - 16.3 Minutes for Objection to rates Record Hearing held on 11 August 2016 – *page 191 - 194*
  - 16.4 Minutes for Infrastructure and Services Committee Meeting held on 17 August 2016 – *page 195 - 198*
  - 16.5 Minutes for Policy and Strategy Committee Meeting held on 18 August 2016 – *page 199 - 200*
  - 16.6 Minutes for Audit and Risk Committee Meeting held on 14 September 2016 – *page 201 - 204*
  - 16.7 Minutes for Silage By-Law Hearings Committee held on 15 September 2016 – *page 205 - 206*
17. Matters Arising from Minutes
18. Valedictory Speeches
  - Councillor Brazendale
  - Councillor Knowles

Jane Davis  
Chief Executive





5 October 2016

## **Annual report for the year ended 2016**

### **Purpose**

This report seeks Council endorsement of the draft annual report for the year ended 30 June 2016. The final audited report will be presented to the incoming Council for adoption.

### **Significance and engagement**

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

### **Background**

Under section 98 of the Local Government Act 2002, the Council must prepare an annual report. The purposes of the annual report are to:

- compare its actual activities and the actual performance in the year with the intended activities and intended level of performance as set out in the long-term plan with the annual plan
- promote the Council's accountability to the community for the decisions made throughout the year.

The annual report must be completed and adopted, by resolution, within four months after the end of the financial year. That deadline is 31 October 2016. And within one month of the adoption, the annual report and a summary report must be made publicly available.

### **Comment**

This Council's last meeting is 5 October 2016, and the annual report's audit and consequent adjustments are not yet finalised. The draft annual report, prepared by management, is in attachment 1. It is other than incorporating feedback from the outgoing Council and any adjustments agreed with the auditors.

The structure of the report has changed from the previous year. A Chief Executive's report is included. Discussion on the Council activities has been moved earlier in the document. The financial statements and accompanying policies and notes have been shifted to the end. Each activity section no longer includes a cost of service statement, but financial highlights are covered in each activity's commentary.

### **Audit**

At the time of writing, there are a few matters still under discussion with our auditors. Only one could have an effect on the financial statements. This relates to the accounting treatment of the forestry harvest and whether the revenue and expenses should be reported in this year or the previous year. A number of performance measures are still being discussed and one requires third party confirmation on resource consent compliance.

Audit New Zealand has not completed its audit and provided an audit report.

### **Adoption of the final report**

The final report will be provided for the incoming Council before their meeting on 26 October 2016 seeking adoption. It will include an audit report, any changes agreed by Council on 5 October 2016, and any final edits agreed with the auditors in the interim. Our auditor will be attending the Council meeting on 26 October to discuss the proposed annual report and any audit concerns.

### **Recommendations**

That the Council:

1. **endorses** the draft Carterton District Council annual report for the year ended 30 June 2016
2. **recommends** the incoming Council adopts the annual report after amendments agreed with the auditors.

Marty Sebire  
Corporate Services Manager

**Attachment 1: Draft Annual Report for the year ended 30 June 2016**

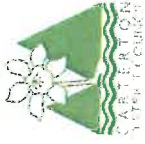


**DRAFT**

**Annual Report  
for the year ended 30 June 2016**

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Malcolm Hollis  
PricewaterhouseCoopers

### Resource Management and Engineering Consultants

Opus International Consultants  
NZ Environmental Technologies Ltd

### Auditors

Mari-Anne Williamson  
Audit New Zealand  
for the Auditor-General

### Solicitors

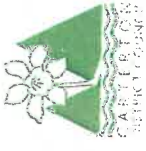
Mark Hinton  
WCM Legal

### Bankers

Johan Otto  
Bank of New Zealand

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**DRAFT**

One of the strengths of Carterton is the way in which we as a community work together. We're a very small Council by NZ standards, and yet I feel we constantly punch above our weight. We can only do this by working effectively with our community through collaborations. Over this past year we have had some outstanding examples of just that.

## Introduction from the Mayor



*Tihei winiwini, tihei wanawana, tihei mauri ora!  
Mauri ora ki te rangi, mauri ora ki te whenua, mauri ora ki a  
tātou katoa!*

*I breathe with excitement, I breathe with thrill, I breathe with well-being and life!  
The well-being of our air and skies, the well-being of our lands and waterways,  
the well-being of our community!*

I have much pleasure in presenting the Carterton District Council's Annual Report for the 2015/16 financial year. It summarises the Council's activities and financial results for the past year, and gives an update on the key matters that were highlighted in the Council's Long Term Plan 2015–2025.

This is the second Annual Report that I have presented in my time as Mayor. It gives me great pleasure to report on our Annual Plan, and to confirm our achievements throughout the past 12 months.

I would like to take the opportunity to recognise the appointment of our new Chief Executive, Jane Davis. Jane's experience in strategic planning and thinking coupled with her strong leadership skills sets us in great stead, and we are incredibly lucky to have such a high calibre leader.

The statistics are telling us that Carterton District is doing well. Our employment rate is better than the NZ average, the numbers of new dwellings is tracking up on the NZ average, our GDP per capita is rising, we've had a record year for our building consents, and our population is growing—more and more people want to come and live in Carterton.

We worked with the Lions Club of Carterton to upgrade Millennium Park and bring to the town a magnificent statue of our founding father, Charles Rooking Carter. Having the Prime Minister in town to unveil the statue was a real highlight of the year. We work with the Lions and many other groups on our annual Daffodil Festival, which is growing in success every year. The Rotary Club run our district's Christmas Parade each year. We have partnered with a number of organisations delivering arts, culture and community services to Carterton through our grants scheme, including Toi Wairarapa, the Carterton Historical Society and others. Over the past year we have developed a strong partnership with youth in Carterton through Rangatahi to Rangatira (RZR) and I am privileged to be supporting, as a mentor, two of our young leaders through the Tuia programme.

The Council also has strong partnership relationships with social services providers in our community, including the Carterton Foodbank. This year we have established Haumanu House, which has enabled the Council to bring back into Carterton social services providers to support our people here in town.

We are also very pleased, as a Council, to be working alongside Resilient Carterton. This is a community-led initiative aimed at growing our community's readiness to response to a major event. Our own Neighbourhood Support programme is an important part of that resilience.

I acknowledge and thank all those who have worked with Council or with other groups in the community. Together we are fostering Council's vision for Carterton, a welcoming and vibrant community where people enjoy living.

John Booth  
Mayor



## Chief Executive's report

This is my first year at Carterton District Council and I feel very privileged to be part of this high-performing council.

Despite its small size the Council has very good financial management and is in a very sound financial position. We are operating well within our prudential limits. And we have outstanding staff and managers who deliver very high quality services to the Carterton community.

Some of the work we do is highly visible and we get a lot of very positive feedback about it. Our gardens and parks are particularly appreciated, and we are really proud of the work of our parks team. We also deliver outstanding drinking water and wastewater services. Our operations team quite rightly takes a lot of pride in what they do. I have been very impressed with their commitment to the people of Carterton.

The Events Centre is one of Carterton's biggest assets, in all meanings of the word. It is in its fifth year—an appropriate time to review its operations, which we did this year. Our strategic review of the centre confirmed that is highly valued as a local community facility, and that we need to continue to make its spaces available to community groups. We also found that there is potential to get better value from it, particularly the auditorium, through increased commercial use. We have begun marketing the facilities more actively and have already seen a significant increase in usage.

Responding to community needs, we have stepped up our community development work. Carterton, like many small towns, has lost direct access to a number of government and other support services. This year we have established a social services hub, Hau manu House, which hosts a number of social service agencies. We are also supporting our young people under the umbrella of a Youth Strategy that the Council adopted this year.

One of the Council's contributions to the economic well-being of Carterton is in the way we deliver our regulatory services. We are very lucky to have a highly skilled team who work hard to be enabling and responsive, while still ensuring we meet our legal obligations. I receive a lot of positive feedback on the way we manage the various applications and processes, particularly our timeliness.

One of the challenges ahead for us all at Carterton District Council over the next year will be responding to the decisions that are made about local government amalgamation in Wairarapa. Staff at the Council have been operating with the uncertainty of amalgamation for a few years now. It is likely that a final decision will be made in the coming year. I will be working very hard to ensure staff feel supported and well represented should amalgamation happen.

Irrespective of amalgamation decisions, I know we will all continue to work hard to maintain the high service levels we currently deliver. My personal thanks goes to the management team and the wider Council staff for their support of me in my first year. I acknowledge their dedication and professionalism in delivering services and programmes to Carterton over the past year.



Jane Davis

**Chief Executive**



## Mayor and councillors

<b>His Worship the Mayor</b>	Mayor John Booth
<b>Deputy Mayor</b>	Cr Elaine Brazendale
<b>Councillors</b>	Cr Mike Ashby Cr Ruth Carter Cr Jill Greathead Cr Russell Keys
	Cr Bill Knowles Cr Greg Lang Cr Mike Palmers

## Hurunuiorangi Marae

**Kaumātua** Mrs Lou Cook  
Mr PJ Devonshire

The Carterton District Council recognises the importance of the Treaty of Waitangi as the founding document of Aotearoa New Zealand, which created a partnership between iwi and the Crown. The Council also recognises that through legislation, such as the Resource Management Act and the Local Government Act, the Council is devolved powers from the Crown for the whole community.

The Council acknowledges Hurunuiorangi Marae as mana whenua in our district and recognises the value of Hurunuiorangi in the social and cultural fabric of our community.

We work with them on a range of initiatives. The Marae and the Council wish to build on this developing relationship for the good of our communities, through respectful engagement, and taking note of our respective aspirations and capacity.

It is through working alongside each other that opportunities will arise and capacity will be built for Māori to contribute to Council decision-making, and for Council to contribute to Māori well-being in the present and for the future.

Some activities during the last year have included:

- Attendance of Kaumātua at Council meetings
- leadership by the Marae in the Council's ceremonies for new citizens
- Marae submissions to the planning processes
- regular presentations by the Marae at ordinary Council meetings
- working with the Marae on a number of community development activities.

This section is in accordance with the Local Government Act 2002 Schedule 10 Part (3)(2)(1) requirement that Council include a report on the activities that have been undertaken in the year to establish and maintain processes to provide for opportunities for Māori to contribute to the decision-making process of Council.

## Senior executives

<b>Chief Executive</b>	Jane Davis
<b>Community Facilities Manager</b>	Brian McWilliams
<b>Operations Manager</b>	Garry Baker
<b>Manager Planning and Regulatory</b>	Dave Gittings
<b>Community Development Manager</b>	Carrie Mckenzie
<b>Corporate Services Manager</b>	Marty Sebire
<b>Human Resources Manager</b>	Peter Rickman

## Statement of compliance and responsibility

### Compliance

1. The Council and management of the Carterton District Council certify that all the statutory requirements in relation to the annual report have been complied with.

### Responsibility

2. The Council and management of the Carterton District Council accept responsibility for the preparation of the annual Financial Statements and Statement of Service Performance and the judgements used in them.
3. The Council and management of the Carterton District Council accept responsibility for establishing and maintaining a system of internal control designed to provide reasonable assurance as to the integrity and reliability of the financial and service performance report.
4. In the opinion of the Council and management of the Carterton District Council, the annual Financial Statements for the year ended 30 June 2015 fairly reflect the financial position and operations of Carterton District Council.



John Booth  
Mayor



Jane Davis  
Chief Executive

## Independent Auditor's Report

### To the readers of Carterton District Council's annual report for the year ended 30 June 2016

The Auditor-General is the auditor of Carterton District Council (the District Council). The Auditor-General has appointed me, **Mari-Anne Williamson**, using the staff and resources of Audit New Zealand to audit:

- the financial statements of the District Council that comprise:
  - the statement of financial position as at 30 June 2016 on **page 25**;
  - the statement of financial performance, statement of other comprehensive revenue and expense, statement of changes in equity and statement of cash flows for the year ending 30 June 2016 on pages 24 to 26;
  - the funding impact statement of the District Council on **page 26**;
  - the statements about budgeted and actual capital expenditure in relation to each group of activities of the District Council on pages 50 to 80; and
  - the notes to the financial statements that include accounting policies and other explanatory information about the financial statements on pages 10 to 22 and 27 to 44;
- the statement of service provision (referred to as groups of activities) of the District Council on pages 50 to 80 and the funding impact statements in relation to each group of activities of the District Council on pages 50 to 80; and
- the disclosures of the District Council that are required by the Local Government (Financial Reporting and Prudence) Regulations 2014 on pages 45 to 49.

In addition, the Auditor-General has appointed me to report on whether the District Council's annual report complies with the Other Requirements of schedule 10 of the Local Government Act 2002, where applicable, by including :

- Information about:
  - reserve funds on **page 41 to 43**;
  - each group of activities carried out by the District Council on **pages 50 to 80**;
  - remuneration paid to the elected members and certain employees of the District Council on **page 35**;
  - employee staffing levels and remuneration on **page 35**; and
  - severance payments on **page 35**;
  - rating base units on **page 33**; and



- insurance of assets on page 35 to 36;
- a report on the activities undertaken by the District Council to establish and maintain processes to provide opportunities for Maori to contribute to the Council's decision making processes on page 5; and
- a statement of compliance signed by the mayor of the Council, and by the District Council's chief executive on page 6.

**Opinion**

**Audited information**

In our opinion:

- the financial statements of the District Council on pages 10 to 44:
  - present fairly, in all material respects:
    - the District Council's financial position as at 30 June 2016;
    - the results of its operations and cash flows for the year ended on that date; and
    - comply with generally accepted accounting practice in New Zealand.
  - the funding impact statement of the District Council on page 26, present fairly, in all material respects, the amount of funds produced from each source of funding and how the funds were applied as compared to the information included in the District Council's annual plan.
- the statements about budgeted and actual capital expenditure in relation to each group of activities of the District Council on pages 50 to 80, present fairly, in all material respects, by each group of activities the capital expenditure spent as compared to the amounts budgeted and set out in the District Council's long term plan or annual plan.

- the groups of activities of the District Council on pages 50 to 80:

- presents fairly, in all material respects, the District Council's levels of service for the year ended 30 June 2016, including:
  - the levels of service as measured against the intended levels of service adopted in the long term plan;
  - the reasons for any significant variances between the actual service and the expected service; and
  - complies with generally accepted accounting practice in New Zealand.

- the funding impact statements in relation to each group of activities of the District Council on pages 50 to 80, present fairly, in all material respects, by each group of activities, the amount of funds produced from each source of funding and how the funds were applied as compared to the information included in the District Council's long term plan.

- the disclosures on pages 45 to 49 represent a complete list of required disclosures and accurately reflects the information drawn from the District Council's audited information.

**Compliance with the other requirements of schedule 10**

The District Council's annual report complies with the Other Requirements of schedule 10 that are applicable to the annual report.

Our audit was completed on XX October 2016. This is the date at which our opinion is expressed.

The basis of our opinion is explained below. In addition, we outline the responsibilities of the Council and our responsibilities, and we explain our independence.

**Basis of opinion**

We carried out our audit in accordance with the Auditor General's Auditing Standards, which incorporate the International Standards on Auditing (New Zealand). Those standards require that we comply with ethical requirements and plan and carry out our audit to obtain reasonable assurance about whether the information we audited is free from material misstatement.

Material misstatements are differences or omissions of amounts and disclosures that, in our judgement, are likely to influence readers' overall understanding of the financial statements and groups of activities. If we had found material misstatements that were not corrected, we would have referred to them in our opinion.

An audit involves carrying out procedures to obtain audit evidence about the amounts and disclosures in the information we audited. The procedures selected depend on our judgement, including our assessment of risks of material misstatement of the information we audited, whether due to fraud or error. In making those risk assessments, we consider internal control relevant to the District Council's preparation of the information we audited in order to design procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the District Council's internal control.

An audit also involves evaluating:

- the appropriateness of accounting policies used and whether they have been consistently applied;
- the reasonableness of the significant accounting estimates and judgements made by the Council;
- the adequacy of the disclosures in the information we audited;
- determining the appropriateness of the reported groups of activities within the Council's framework for reporting performance; and
- the overall presentation of the information we audited.

We did not examine every transaction, nor do we guarantee complete accuracy of the information we audited.

When reporting on whether the annual report complies with the Other Requirements of schedule 10 of the Local Government Act 2002, our procedures were limited to making sure the information required by schedule 10 was included in the annual report, where relevant, and identifying material inconsistencies, if any, with the information we audited. This work was carried out in accordance with International Standard on Auditing (New Zealand) 720; The Auditor's Responsibilities Relating to Other Information in Documents

Containing Audited Financial Statements. As a result we do not express an audit opinion on the District Council's compliance with the requirements of schedule 10.

We did not evaluate the security and controls over the electronic publication of the information we are required to audit and report on. We believe we have obtained sufficient and appropriate evidence to provide a basis for our opinion.

**Responsibilities of the Council**

The Council is responsible for preparing:

- financial statements and groups of activities that:
  - comply with generally accepted accounting practice in New Zealand;
  - present fairly the District Council's financial position, financial performance and cash flows;
  - present fairly its service performance, including achievements compared to forecast;
- a funding impact statement that presents fairly the amount of funds produced from each source of funding and how the funds were applied as compared to the information included in the District Council's annual plan;
- funding impact statements in relation to each group of activities that presents fairly by each group of activities, the amount of funds produced from each source of funding and how the funds were applied as compared to the information included in the District Council's long term plan;
- statements about budgeted and actual capital expenditure in relation to each group of activities that presents fairly by each group of activities the capital expenditure spent as compared to the amounts budgeted and set out in the District Council's long term plan or annual plan; and
- disclosures in accordance with the requirements of the Local Government (Financial Reporting and Prudence) Regulations 2014; and
- the other information in accordance with the requirements of schedule 10 of the Local Government Act 2002.

The Council's responsibilities arise under the Local Government Act 2002.

The Council is responsible for such internal control as it determines is necessary to ensure that the annual report is free from material misstatement, whether due to fraud or error. The Council is also responsible for the publication of the annual report, whether in printed or electronic form.

**Responsibilities of the Auditor**

We are responsible for expressing an independent opinion on the information we are required to audit, and whether the Council has complied with the Other Requirements of schedule 10, and reporting that opinion to you. Our responsibility arises under section 15 of the Public Audit Act 2001.

**Independence**

When carrying out this audit, which includes our report on the Other Requirements, we followed the independence requirements of the Auditor General, which incorporate the independence requirements of the External Reporting Board. Other than this audit, which includes our report on the Other Requirements, and the audit of the District Council's 2015 25 Long Term Plan, we have no relationship with, or interests in, the District Council.

Mari-Anne Williamson  
 Audit New Zealand  
 On behalf of the Auditor-General  
 Wellington, New Zealand

## Groups of activities

### Governance

#### This group of activities...

includes the following services and programmes:

- Council and Committees and other democratic processes
- public communication, consultation, and information.

#### ...contributes to the community outcomes

##### *Strong and positive leadership*

- by conducting Council business in an open, transparent, and democratically accountable manner
- through democratic decision-making at a local level
- by encouraging participation within the district
- by representing the district's interests.

The Council's continued involvement in the Governance group of activities is contained in:

- Local Government Act 2002, which provides the Council with the power of general competence to undertake any business or activity given certain provisos
- Electoral Act 2001
- Local Government Official Information and Meetings Act 1987.

Section 14 of the Local Government Act 2002 sets out the principles that the Council must follow when performing its role. These are summarised as follows:

- conduct its business in an open, transparent, and democratically accountable manner

- make it aware of and have regard to the views of the community.

When making decisions, the Council must:

- take account of the diversity of its community and its communities' interests, now and into the future
- consider the likely impact of any decision on those interests
- provide opportunities for Māori to contribute.

The Council must also:

- ensure prudent stewardship, and efficient and effective use of its resources
- take a sustainable development approach, by taking into account the social, economic, environmental, and cultural interests of its community, now and in the future.

In addition to the Local Government Act, the Council has responsibilities and duties to perform under a number of other Acts, many of which are referred to in this document.

#### Examples of Council activities that contributed to achieving outcomes

- Regular meetings of the Council, its committees and working groups were held to address governance and strategic policy issues. The conduct of these meetings observed standing orders and reflected best practice
- Engaged with constituents in a range of ways: consultation meetings, service groups, business forums and individually.
- Leadership and participation in the response to future Wairarapa governance options promoted by the Local Government Commission.
- Participation at the Wellington Region Mayoral Forums.
- Attendance at the Zone 4 Local Government New Zealand meetings.
- Councillors' membership on a number of outside committees and groups, such as the Wairarapa Road Safety Council, Wellington Region Waste Forum, Arts and Cultural Strategy Governance Group.

## Significant asset acquisitions or replacements, and variations from the Annual Plan

There were no significant asset acquisitions or replacements for governance activities during the year.

## Levels of service and performance measures

The service broken down into measurable components	Performance measure	Target 2015	Result
Governance is managed at the best possible cost for the level of service	Expenditure within approved budget	100%	Achieved. Governance cost \$808, 863 during 2015/16, up from \$754,473 in 2014/2015. The Annual Plan anticipated expenditure of \$812,533. [2015: Not achieved]
Open and transparent conduct of Council business	Agenda items within 'public excluded'	≤5%	Not achieved. 8.8% of agenda items were considered as 'public excluded' items. Matters considered as 'public excluded' were personal or commercially sensitive in terms of the Local Government Official Information Management Act. [2015: 10.6%]
Representation of residents by elected members	Residents rate the performance of the Mayor and councillors as 'very good' or 'fairly good'	≥75%	Not measured this year. The survey undertaken in 2014 stated that 77% of residents surveyed <sup>1</sup> , rated performance as 'very good' or 'fairly good'. This survey is taken every three years, the next survey to be taken in 2017. [2014: 77%]
Effective monitoring of the financial and non-financial performance of the Council	The annual report is adopted within statutory timeframes, with an unqualified audit opinion	100%	Achieved. The Annual Report was adopted within the statutory deadline (31 October 2016) on xx October 2016 with an unmodified audit opinion. [2015: unmodified report adopted on 30 October 2015]

<sup>1</sup> NRB Communitrak™ Survey: National Research Bureau, August 2014.

## Community support

### This group of activities...

includes the following services and programmes:

#### Community development

- providing information, advice, and advocacy services to a wide range of people and community groups
- providing grants to initiatives that support our strategic objectives
- providing and supporting community facilities, amenities, and events
- supporting projects that encourage people to develop skills and increase employment opportunities
- supporting volunteer networks by providing volunteering opportunities

#### Parks and reserves

- maintenance and ongoing development of Carrington, Howard Booth, South End, Sparks, and Millennium Parks, Memorial Square, their facilities, and a number of small reserves
- acquisition of land for the extension of the parks and reserves network
- urban street mowing and maintenance of the various civic areas and recreation reserves scattered throughout the urban area
- maintenance and ongoing development of the district's rural reserves
- management of the Council's forestry assets at the Kaipaitangata and miscellaneous small roadside blocks.

#### Community amenities

- Carterton Events Centre
- Clareville Cemetery
- Outdoor Swimming Complex

- public toilets
- Carterton Holiday Park
- a number of Council-owned properties, some of which are leased.

### ...contributes to the community outcomes

*A vibrant and prosperous economy*

*A safe district*

*A healthy district*

*A district that encourages lifelong learning*

*A district that enjoys creativity and recreation*

*A district that values and protects its natural environment*

*A district that promotes sustainable infrastructure and services*

Access to cultural and community development services builds social cohesion and contributes to overall cultural and social well-being. The Council contributes because it is part of the social fabric that makes the Carterton community vibrant and a great place to live in.

Providing grants supports a wide range of initiatives—encouraging healthy lifestyles, enhancing social cohesion, protecting people's health and safety, and ensuring people have access to basic needs.

Supporting volunteer networks retains knowledge, expertise and resources in the community.

Community facilities bring people together and help them to access opportunities. They also contribute to people's sense of belonging and pride.

Parks and reserves make an important contribution to the well-being and lifestyle of the community. They provide areas for relaxation, sporting activities, and green and attractive open spaces in built-up areas. The Council's continued involvement in parks and reserves is contained in the Reserves Management Act 1977, which requires the Council to

preserve and manage for the benefit and enjoyment of the public land for recreational use whether active or passive.

Economic growth is vital to the development of the district and region. The Council contributes to economic development initiatives to support business growth, employment, and tourism to the district and region. And a well-maintained and safe Holiday Park attracts business for the local economy.

The maintenance and operation of a range of properties contributes to the overall well-being of the district's community, and is important to the economic and social fabric of the district.

### Examples of Council activities that contributed to achieving outcomes

- Distribution of grants to community organisations that benefit Carterton residents.
- Provision of funding to Destination Wairarapa, the Wairarapa Arts Festival, the Cobblestones Trust, and the Neighbourhood Support.
- Other funding assistance including the Wairarapa Healthy Homes Project, the Clareville artificial hockey surface, the Enviroschools programme, and Sport Wellington (Wairarapa).
- Transferred the pensioner housing to the Carter Society for their management within the Society's wider services to the elderly
- Annual scholarships to UCOL and the Taratahi Agricultural Training Farm.
- Community provider meetings to encourage information sharing and collaboration to ensure comprehensive delivery of social services within Carterton.
- Worked with other councils to review and re-establish the Wairarapa Councils youth development strategy
- Establishing Haumanu House bringing social service agencies under the one roof so Carterton residents can access the services within their own town
- Supported two Carterton youth to attend the Tuia Mayoral mentoring programme
- Creating two new roles within Council of Marketing and Communications and Community Development Coordinator
- School holiday programmes via the Library for youth and young adults.

- Running a book club via the Library to encourage wider reading and education.
- Monthly and weekly radio shows to provide information on events and activities of interest throughout the Wairarapa with a specific focus on Carterton.
- Improved on-line presence in social media via Facebook and Twitter for information sharing.
- Installed heat pumps into the library as well as new inner doors in order to make the Event Centre and library a warm and inviting place to visit

### Significant asset acquisitions or replacements, and variations from the Annual Plan

- Completed the Millennium Park upgrade.
- Initiated revitalisation of Broadway as the link between shopping centre and the railway station.
- Completed the burial berms at Clareville cemetery.
- Identified suitable land to be purchased for establishing a playground at South End.



### Levels of service and performance measures

The service broken down into measurable components	Performance measure	Target 2015	Result
Community support is managed at the best possible cost for the level of service	Expenditure within approved budget	100%	Not achieved. Community Support cost \$4,375,833 during 2015/16, up from \$3,385,165 in 2014/2015. The Annual Plan anticipated expenditure of \$3,379,491. Unplanned forest harvesting of low value trees cost \$982,530 but their replacement with Mānuka/Kānuka plantings is anticipated to provide annual revenue from apilary activity. Capital expenditure was \$525,000. [2015: Not achieved]
A range of amenities of a standard satisfactory to residents	Residents satisfied with public swimming baths	≥75%	Not measured. The survey undertaken in 2014 stated that 63% of residents surveyed <sup>2</sup> rated their satisfaction as 'very satisfied' or 'fairly satisfied'. 34% 'didn't know'. Of those who had used or visited the public swimming baths in the previous 12 months, 90% rated their satisfaction as 'very satisfied' or 'fairly satisfied'. [2011: 57%]
	Residents satisfied with public toilets	>75%	Not measured. The survey undertaken in 2014 stated that 74% of residents surveyed <sup>3</sup> rated their satisfaction as 'very satisfied' or 'fairly satisfied'. 26% 'didn't know'. Of those who had used the public toilets in the previous 12 months, 95% rated their satisfaction as 'very satisfied' or 'fairly satisfied'. [2011: 49%]
	Percentage of Carterton residents who are members of the Library	>75%	Not achieved. At 30 June 2016, there were 4,408 members. This is 54 percent of the 8,235 <sup>4</sup> residents. [2015: Not achieved]
	Increase in number of people who use the Outdoor Swimming Complex	≥50	Free access to the outdoor pool and favourable weather had the complex filled to capacity on several days of the 2015/16 summer. This demand compromised the measurement records on these days as limits were put in effect to restrict swimmers to the approved levels. [2015: 2,176 increase]

<sup>2</sup> NRB Communitrak™ Survey: National Research Bureau, August 2014.

<sup>3</sup> NRB Communitrak™ Survey: National Research Bureau, August 2014.

<sup>4</sup> 2013 Census, NZ Statistics

The service broken down into measurable components	Performance measure	Target 2015	Result
Effective use of grant monies	Community grants budget is distributed in accordance with the Council policy	100%	Achieved. The community grants budget was distributed in accordance with the Council policy. [2015: Achieved]
High quality sports fields, parks, and reserves	Residents (who have used or visit a park or reserves) satisfied	≥90%	Not measured. The survey undertaken in 2014 stated that 96% of residents surveyed <sup>5</sup> , who had visited a park or reserve in the previous 12 months, rated their satisfaction as 'very satisfied' or 'fairly satisfied'. [2011: 95%]
	High profile or offensive graffiti is removed within 4 hours of the Council being aware of it	100%	Achieved. Graffiti found in public parks and reserves was removed within 4 hours in every instance during 2015/16. [2015: 100%]
Prompt response to all health and safety incidents	Calls with a potential public health or safety risk are responded to within 30 minutes	100%	There were no calls received during 2015/16 identifying a potential public health or safety risk. [2015: 100%]

<sup>5</sup> NRB *Communitrak™* Survey: National Research Bureau, August 2014.

## Regulatory and planning

### This group of activities...

includes the following services:

- Administration of the responsibilities imposed on the Council under Section 31 of the Resource Management Act 1991, the primary focus being the management of the effects of activities on the environment according to the rules set out in the District Plan
- Oversight of the building control functions of both the Territorial Authority's (TA) and Building Consent Authority's (BCA) regulatory responsibilities within the Council. Both BCA and TA requirements are set out under the Building Act 2004 with specific requirements for the BCA in the Building (Accreditation of Building Consent Authorities) Regulations 2006.
- Maintenance and development of the Council's Geographic Information System (GIS), which provides a cadastral mapping database that graphically depicts property and road boundaries, and holds valuable data about each property in the district, e.g. location of sewer and water connections, fault lines, and resource consents
- Environmental health
- Licensing the sale and supply of alcohol
- Civil defence and emergency management
- Animal and dog control
- Rural fire control.

### ...contributes to the community outcomes

*A safe district*

*A healthy district*

*A district that values and protects its natural environment*

The Resource Management Act places specific statutory functions on territorial authorities to promote the sustainable management of natural and physical resources.

Appropriate policy and programmes are promoted and implemented to ensure minimal adverse effect on the environment.

The Building Act sets out standards to ensure that people who use buildings can do so safely and without endangering their health. There are other legislative requirements to provide and manage that are important for the health and safety of the district's community and environment including the monitoring of air quality, drinking water, and food safety.

*A vibrant and prosperous economy*

*A district that promotes sustainable infrastructure and services*

The regulatory and planning group of activities benefits every resident and society in general by promoting sustainable development, whilst encouraging development to occur in a way that benefits the district and region.

The District Plan balances environmental safeguards and protection for natural assets in conjunction with the rights of property owners wishing to undertake property development.

Community infrastructure needs are included in the District Plan guidelines for new development.

The Council's continued involvement in the regulatory and planning group of activities is contained in a range of legislation, including:

- Resource Management Act 1991 and subsequent amendments, which require the Council to sustain the potential of natural and physical resources to meet the reasonable and foreseeable needs of the next generation
- Health Act 1956 and amendments, which require the Council to improve, promote and protect public health
- Sale and Supply of Alcohol Act 2012, which requires the Council to enforce safe and responsible sale, supply, and consumption of alcohol in the Carterton district
- Civil Defence Emergency Management Act 2002, which requires the Council to plan adequately for emergencies and for response and recovery in the event of an emergency

- Dog Control Act 1996 and amendments, which require the Council to put measures in place to control dogs in public places, through registration, prevent nuisances and ensure public safety
- Animal Welfare Act 1999, which requires the Council to ensure owners of animals, and persons in charge of animals, attend properly to the welfare of those animals
- Building Act 2004 and regulations, which sets out the roles and responsibilities of the BCA, TA, owner, builder designer, and product manufacturer.
- Fencing of Swimming Pools Act 1987, which requires the Council to promote the safety of young children by requiring the fencing of swimming pools
- Forest and Rural Fire Act 2002, which requires the Council to maintain a rural fire organisation capable of responding to fire events
- Local Government Act 2002, which provides the Council with the power of general competence to undertake any business or activity given certain provisos, e.g. the making of bylaws.

Changes in the level of service will impact on funding requirements, and vice versa.

### **Examples of Council activities that contributed to achieving outcomes**

- Membership and funding support to the Wairarapa Rural Fire Board.
- Membership of the regional BCA group
- Ongoing accreditation following audit of the BCA by International Accreditation New Zealand
- Membership and funding support to the Wellington Region Emergency Management Group.
- Regular inspection of food and alcohol outlets.
- All dog owners are visited at least once every year.
- The District Licensing Committee prepared a Wairarapa Local Alcohol Policy under the Sale and Supply of Alcohol Act 2012.

### **Significant asset acquisitions or replacements, and variations from the Annual Plan**

Investment was made in a new building consent management system.

**Levels of service and performance measures**

The service broken down into measurable components	Performance measure	Target 2015	Result
The regulatory and planning service is managed at the best possible cost for the required level of service	Expenditure is within approved budget	100%	Not achieved. Regulatory and Planning cost \$1,602,011 during 2015/16, up from \$1,265,589 in 2014/2015. The Annual Plan anticipated expenditure of \$1,321,162. The increase in cost arose through the processing of resource consents, building consents and health inspection. [2015: Achieved]
Timely processing of applications	LIMs <sup>6</sup> processed within 10 working days	100%	Achieved. 204 LIMs processed all completed under the 10 day statutory time frame. Average process time was 5 days. [2015: 153 LIMs, Average processing time 5 days]
	Non-notified and notified resource consents processed within statutory timeframes	100%	Achieved. 47 resource consents were processed during the year, all completed within statutory timeframes. [2015: 54 resource consents, 100% within statutory timeframes]
Prompt responses to enquiries and complaints (animal and noise)	Building consents processed within statutory timeframes	100%	Achieved. 280 Building consents were processed during the year, with an approximate value of \$23.4million. All processed within the statutory time frame. Average processing time 7 days. [2015: 309 Building consents, 100% within statutory timeframes – approximate value \$23m]
	100% of complaints and service requests responded to and actioned	100%	A total of 586 complaints and service requests were responded to. 120 noise complaints and 466 complaints/service requests from animal control [2015:113 noise and 447 animal control (a total of 560)]
Safe and healthy food premises and liquor outlets	Known food premises and liquor outlets in the district are registered or licensed	100%	Achieved. 15 On-licences, 13 off-licences, and 8 club licences processed. 23 food premises. (a total of 59). All monitored, ensuring current licensing and registration. [2015: A total of 67 registered licensed]

<sup>6</sup> Land Information Memorandums

## Roads and footpaths

### This group of activities...

includes the management and operation of a safe and efficient roading and footpath network that serves the needs of the Carterton district. The network comprises roads, footpaths, street lighting, and road signs. The Council also contributes funding for the Wairarapa Road Safety Council.

### ...contributes to the community outcomes

*A vibrant and prosperous economy*

*A safe district*

*A district that enjoys creativity and recreation*

*A district that promotes sustainable infrastructure and services*

The roading and footpath network benefits every resident in the district and society in general and are essential for the social, economic and cultural well-being of the district and region.

Under the Local Government Act 2002, the Council controls all roads and streets in the district except State Highway 2.

A well-maintained reliable roading network supports the economic vibrancy of the district and region by the efficient transport of goods from business to business.

Residents and visitors feel safe when the roads, streets, footpaths, and street lighting are well-maintained and reliable.

Recreation opportunities in the district are supported by well-maintained, reliable and safe roads to recreation areas and for recreational activity.

Public road safety education programmes and campaign through the Wairarapa Road Safety Council supports community lifelong learning and improved safety of the public.

The district roading network is managed under the *Roading Activity Management Plan 2014* that sets out the targets for asset condition, performance, and levels of service.

The levels of service for the roading network have been developed taking into account the following general considerations:

- community expectations and the Council's response to the customer feedback
- legislative requirements, eg Land Transport NZ Act 1989
- sustainable economic and safety matters embodied in the community outcomes
- community affordability.

The level of service determines the amount of funding that is required to maintain, renew, and upgrade the road infrastructure to provide customers with the level of service provided. Changes in the level of service will impact on funding requirements.

### Examples of Council activities that contributed to achieving outcomes

- 2015/16 was noted for very favourable weather conditions with some extreme temperatures and no adverse weather events. This situation enabled demands on contractor availability to do work that exceeded expectation.
- Provision of funding for the Wairarapa Road Safety Co-ordinator.
- Completion of the approved subsidised roading programme, being the first year in the 2015/18 3 year programme.
- 19.4 km of resealing on rural roads completed.
- 0.75 km of sealed rural road rehabilitated. A further 0.9km of unsealed rural road was partially completed, but completion delayed due to contractor availability from continuing favourable weather.
- 1730 m<sup>2</sup> of footpath surfacing renewed (562m<sup>2</sup> of concrete paths, and 1168m<sup>2</sup> of asphaltic concrete paths).

### Significant asset acquisitions or replacements, and variations from the Annual Plan

The proposed river protection works at Dakins Road were deferred to 2016/17 due to the Regional Council being unable to meet their share of the costs. Temporary works in the river were carried out by GW to help stabilise the river flow. Land purchase to enable a realignment of the road has been initiated.

The bulk of the roading work was 'business as usual'. The Ponatahi, Millars, and Kokotau Road intersection works has been completed with some additional safety works. . Two new street lights were added at the East Taratahi/Hughes Line and Waihakeke/Para Rd intersections.

The Ponatahi Road culvert realignment was advanced and design work completed and a contract awarded for completion in 2016/17.

### Levels of service and performance measures

The service broken down into measurable components	Performance measure	Target 2015	Result
Roads and footpaths are managed at the best possible cost for the required level of service	Expenditure is within approved budget	100%	Achieved. Roads and Footpaths cost \$3,156,943 during 2015/16, down from \$3,429,985 in 2014/2015. The Annual Plan anticipated expenditure of \$3,422,051. Savings arose from there being no emergency expenditure. This situation was due to favourable weather conditions throughout the period. [2015: Not achieved—operating under and capital over budget]
Safe roads	Change from previous year in number of fatal and serious injury crashes on local road network <sup>7</sup>	<1 fatal <3 serious injury	Not Achieved. During 2015/16 there was one fatal crash (0 in 2014) and four serious injury crashes (1 in 2014) [2014: Achieved.]
Up-to date, 'fit for purpose' network and facilities	Compliance with maintenance contract response times	90%	Not achieved. Of the 141 requests, 125 or 89% were responded to within the contract response time. [2015: Not achieved 86%]
	Average quality of ride on the sealed local road network	≥90%	Achieved. The ride quality of the sealed local road network was considered to be 98% [2015: not measured]
	An average road roughness index on sealed roads	80 or less	Achieved. Road roughness was 64.3 NAASRA <sup>8</sup> counts per lane kilometre. [2015: 65.4 NAASRA counts per lane km]
	Percentage of sealed road network that is resurfaced	≥6%	Achieved. 19.4km or 7.0% of the 289.9km of sealed roads. [2015: Achieved. 20km or 7%]

<sup>7</sup> Source: NZTA's Crash Analysis System

<sup>8</sup> National Association of Australia State Road Authorities

The service broken down into measurable components	Performance measure	Target 2015	Result
	Percentage of footpaths compliant with condition standards	≥95%	Not measured in last two years. A survey is proposed for 2016/2017
	Residents satisfied with the district's footpaths	≥60%	Not measured. The survey undertaken in 2014 stated that 69% of residents surveyed <sup>9</sup> rated their satisfaction as 'very satisfied' or 'fairly satisfied'. 8% 'didn't know'. [2011: 58%]
Easy-to-see and understood traffic signs and markings	Regulatory signs repaired or replaced within 3 days of advice of a fault	≥95%	Not achieved. A response rate of 20%, of the five regulatory signs repaired or replaced; only one was within the required response time. [2015: Nil]
	Non-regulatory signs repaired or replaced within 21 days of advice of a fault	≥90%	Not achieved. A response rate of 44%; of the 54 non-regulatory signs, 24 were repaired within the required response time [2015: Not measured]
	Road signs and markings found missing or not visible	≤5%	Achieved. A rate of 2% of the 2,300 road signs or markings within the district, 53 road signs or markings were found to be missing or not visible in the six-monthly inspections. All were remedied. [2015: Achieved]
Safe footpaths	Fault reports and public complaints are acknowledged within 2 days	≥90%	Not achieved. Of six complaints related to footpaths one was responded to within 2 working days (17%). [2015: 31%]
Lighting for safety, navigation, and security	Street lighting faults are repaired within 2 weeks	100%	Not achieved. Of the 42 streetlight faults identified, 39 or 93% were repaired within 2 weeks. [2015: 97%]
Response to service requests	Service requests relating to roads and footpaths responded to within 10 days	≥90%	Not achieved. Of 196 service requests 134 responded to within 10 days (68%) [2015: Not measured]

<sup>9</sup> NRB Communitrak™ Survey: National Research Bureau, August 2014.



## Sewerage and the treatment and disposal of sewage

### This group of activities...

includes the management of the urban reticulated sewerage system, pumping stations, sewage treatment plant, sewage disposal service for the Waingawa Industrial Zone, and the management of the impact of any discharge into the environment.

### ...contributes to the community outcomes

*A vibrant and prosperous economy*

*A safe district*

*A healthy district*

*A district that values and protects its natural environment*

*A district that promotes sustainable infrastructure and services*

The urban reticulated sewerage system and treatment facilities contribute to a range of objectives. Effective collection and disposal of treated sewage contributes to community health and minimises public health risk. Effective sewerage reticulation supports a vigorous residential and commercial community. Reticulation and sewage treatment infrastructure capable of meeting resource consent requirements minimises adverse impact on the environment.

The Council's continued involvement in sewerage and the treatment and disposal of sewage, and associated ownership of assets, is contained in the:

- Local Government Act 2002 (Section 130), which requires the Council to continue to provide wastewater and sanitary services and maintain its capacity to do so
- Health Act 1956 and subsequent amendments, which require the Council to provide adequate sanitary works, the definition of which includes 'sanitary services'.

The urban reticulated sewerage network is managed under the *Asset Management Plan – Municipal Wastewater Treatment and Disposal: March 2015*, which sets out the targets for asset condition, performance, and levels of service.

In Waingawa, sewerage services are provided by Carterton District Council, who has an agreement with Masterton District Council to treat and dispose of the sewage.

The level of service for the sewerage and treatment infrastructure has been developed taking into account the following general considerations:

- community expectations and the Council's response to customer feedback
- legislative and consent requirements
- sustainable health and environmental matters embodied in the community outcomes
- community affordability.

The level of service determines the amount of funding that is required to maintain, renew, and upgrade the sewerage infrastructure to provide customers with the level of service provided. Changes in the level of service will impact on funding requirements.

### Examples of Council activities that contributed to achieving outcomes

- Reporting to Greater Wellington Regional Council (GWRC) on resource consent conditions.
- The continued upgrade and renewal of the sewer reticulation network.
- Consultation with key stakeholders continued during the year as part of the sewage treatment plant resource consent renewal process.
- Provision of reticulated sewerage services to the Waingawa Industrial Zone by agreement with Masterton District Council.

## Significant asset acquisitions or replacements, and variations from the Annual Plan

The planned mains replacement activity was completed; this work came in \$12,000 under the contract budget.

The significant activity this year was undertaking system trials and investigation work preparatory to making application for renewal of the resource consent. This application will be made to Greater Wellington Regional Council in early 2017.

## Levels of service and performance measures

The service broken down into measurable components	Performance measure	Target 2015	Result
The sewerage service is managed at the best possible cost for the required level of service	Expenditure is within approved budget	100%	Not achieved. Sewerage cost \$1,893,693 during 2015/16, up from \$1,421,826 in 2014/2015. The Annual Plan anticipated expenditure of \$1,601,106. The increase arose from the continued re-development of the sewage treatment plant and its capability to meet current and future resource consents. This expenditure includes professional advice and technical analysis services. Activity continued on the associated capital works. [2015: Not achieved]
System and adequacy	Number of dry weather sewerage overflows per 1000 connections	≤5	Achieved. A rate of 0.86 per 1000 connections: two properties impacted by sewer overflows during the year. [2015: Not measured]
Management of environmental impacts	Number of abatement notices	≤1	Achieved. No abatement notices were issued by GWRC [2015: Not achieved]
	Number of infringement notices	0	Achieved. No infringement notices were issued by GWRC [2015: Achieved]
	Number of enforcement orders	0	Achieved. No enforcement notices were issued by GWRC. [2015: Achieved]
	Number of successful prosecutions	0	Achieved. No prosecution of the Carterton District Council was undertaken by GWRC during 2015/16 [2015: Achieved]
Response to sewerage system faults	Median attendance time	≤1 hour	Not achieved. No incidents recorded that took less than 1 hour to attend [2015: Not measured]

The service broken down into measurable components	Performance measure	Target 2015	Result
Customer satisfaction	Median resolution time	≤4 hours	Not achieved. The rate is greater than 4 hours. Four incidents occurred and each took greater than 4 hours to resolve. [2015: Not measured]
Minimising adverse effects on the environment	Total number of complaints received per 1000 properties connected	≤20	Achieved. The rate is 0.86 per 1000 connections: there were 2 odour complaints during 2015/16 [2015: Not measured]
	Compliance with resource consent conditions	100%	Not achieved. Non-compliance is anticipated due to technical and environmental impacts. Final determination by GWRC is dependent on a report on water quality conditions. <sup>10</sup> [2015: Not achieved]
	Sewage overflows per storm event due to inflow / infiltration	≤15	Achieved. There were no overflows from storm events during the year. [2015: None]
Response to sewerage system failures and service requests	Significant repairs and system failures resolved within 4 hours of notification	100%	Not achieved. Only three of four major blockages, ie: 75%, were resolved within 4 hours of notification. [2015: Not achieved]
Sewerage system of a satisfactory standard	Urban residents satisfied with the sewerage system	≥87%	Not measured. The survey undertaken in 2014 stated that 97% of urban residents surveyed <sup>11</sup> rated their satisfaction as 'very satisfied' or 'fairly satisfied'. [2014: 97%]

<sup>10</sup> Based on the opinion of New Zealand Environmental Technologies Limited. Wellington Regional Council has yet to confirm.

<sup>11</sup> *NRB Communitrak™ Survey*: National Research Bureau, August 2014.

## Stormwater drainage

### This group of activities...

includes managing the urban stormwater system (including street kerb collection, and piped and open drains) and identifying flood prone areas, reviewing known trouble areas and developing cost-effective solutions.

### ...contributes to the community outcomes

#### *A safe district*

*A district that values and protects its natural environment*

*A district that promotes sustainable infrastructure and services*

The Council provides the stormwater system to provide effective collection and disposal of surface water from various areas that are serviced within the Carterton urban area.

Complying with resource consents protects the environment and ensures the resource is being used sustainably.

Residents feel safe as the possibility of flooding during storm events is reduced and they know that their enquiries will be responded to in a specified time frame.

Infrastructure is capable of reducing the impacts of flooding to people and property.

Development is managed to ensure appropriate provision for stormwater drainage.

The urban reticulated stormwater network is managed under the *Asset Management Plan—Municipal Stormwater System: March 2015*, which sets out the asset condition, performance, and levels of service.

The levels of service for the stormwater asset have been developed taking into account the following general considerations:

- community expectations and the Council's response to customer feedback
- consent requirements
- sustainable health and environmental matters embodied in the community outcomes
- community affordability.

The level of service determines the amount of funding that is required to maintain, renew and upgrade the stormwater infrastructure to provide customers with the level of service provided. Changes in the level of service will impact on funding requirements.

### Examples of Council activities that contributed to achieving outcomes

- Continued upgrades to the urban stormwater systems contributed to no significant flooding events occurring within the urban area.

### Significant asset acquisitions or replacements, and variations from the Annual Plan

The only significant capital works item, the diversion of Waikākariki Stream, could not proceed when the key service provider became unavailable.

There were no other significant asset acquisitions or replacements during the year, and no other variations from the Annual Plan.

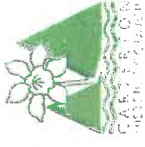
### Levels of service and performance measures

The service broken down into measurable components	Performance measure	Target 2015	Result
Urban stormwater is managed at the best possible cost for the required level of service	Expenditure is within approved budget	100%	Achieved. Stormwater management cost \$165,699 during 2015/16, down from \$173,338 in 2014/2015. The Annual Plan anticipated expenditure of \$223,107. [2015: Achieved]
System and adequacy	Number of flooding events	≤1	No flooding events recorded [2015: Not measured]
	For each flooding event, the number of habitable floors affected, per 1000 properties connected	≤1	None [2015: Not measured]
Management of environmental impacts	Number of abatement notices	0	Achieved. No abatement notices were issued by GWRC [2015: Achieved]
	Number of infringement notices	0	Achieved. No infringement notices were issued by GWRC [2015: Achieved]
	Number of enforcement orders	0	Achieved. No enforcement notices were issued by GWRC. [2015: Achieved]
	Number of successful prosecutions	0	Achieved. No prosecution of the Carterton District Council was undertaken by GWRC during 2015/16 [2015: Achieved]
	The median response time to attend a flooding event	≤3 hours	Not achieved. A rate greater than 3 hours to attend an event. Two flooding events where one attended within timeframe, one outside the timeframe. [2015: Not measured]
Customer satisfaction	Total number of complaints received per 1000 properties connected	≤10	No complaints were made during 2015/16. [2015: Not measured]

The service broken down into measurable components	Performance measure	Target 2015	Result
Response to service requests	Significant reticulation blockages cleared within 4 hours during storm events	100%	Achieved. There were no major reticulation blockages. [2015: Achieved]
Stormwater system of a standard satisfactory to residents	Urban residents satisfied with the stormwater system	≥79%	Not measured. The survey undertaken in 2014 stated that 73% of urban residents surveyed <sup>12</sup> rated their satisfaction as 'very satisfied' or 'fairly satisfied'. [2011: 77%]
The urban stormwater service is managed in a sustainable manner	Compliance with resource consent conditions including discharge requirements	100%	Achieved. Complied with resource consent conditions. <sup>13</sup> [2015: Achieved]

<sup>12</sup> *NRB Communitrak™ Survey: National Research Bureau, August 2014.*

<sup>13</sup> Based on the opinion of New Zealand Environmental Technologies Limited. **Wellington Regional Council has yet to confirm.**



## Waste management

### This group of activities...

includes the following services:

- management of the Dalefield Road Transfer Station facilities
- provision of a weekly kerbside refuse and recycling collection
- daily collection of refuse from street refuse bins in the CBD and other public spaces
- promotion of waste minimisation and recycling.

### ...contributes to the community outcomes

#### *A healthy district*

*A district that values and protects its natural environment*

*A district that promotes sustainable infrastructure and services*

Waste management is essential for the health, well-being and quality of life of the Carterton community.

A regular kerbside collection and transfer station service for the disposal of residual solid waste minimises environmental impacts and protects the health of Carterton residents.

The level of residual waste is further reduced through the adoption of waste minimisation practices and promotion.

An accessible transfer station protects the environment by minimising fly dumping.

There is a legislative requirement in terms of the Local Government Act 2002, for the Council to:

- encourage efficient and effective waste management services

- ensure that management of waste does not cause a nuisance or be injurious to public health
- consider the issues related to sustainability of its waste management activities and achieve improved collaboration with its communities and other agencies
- adopt a Waste Management Plan via the special consultative procedure.

The Council provides a weekly kerbside residual waste and recycling collection service and transfer station facilities at Dalefield Road. The Transfer Station provides for green waste disposal, steel and general recycling facilities as well as residual waste disposal. Access to the Transfer Station is available six days per week.

Residual waste is currently freighted to a landfill site in Marton. This disposal arrangement remains in place until 2018, before when the Wairarapa councils will need to review the current arrangements in light of the operating and regulatory environment that applies at the time.

Contractors provide management and operational services for the Transfer Station, recycling depot and the weekly kerbside collection.

The level of service determines the amount of funding that is required to maintain, renew and upgrade the waste management service to provide customers with the level of service provided. Changes in the level of service will impact on funding requirements.

### Examples of Council activities that contributed to achieving outcomes

- Weekly kerbside refuse and recycling collection for residents in the urban area.
- Provision of a transfer station and recycling depot. Residual waste is transferred to a landfill at Marton.
- A joint Wellington region Waste Management and Minimisation Plan is in operation.
- An Environment and Sustainability Officer, jointly funded by Wairarapa councils, undertaking promotional activity to encourage waste reduction, and identifying actions for reducing greenhouse gas emissions.

### Significant asset acquisitions or replacements, and variations from the Annual Plan

There were no significant asset acquisitions or replacements during the year.

There were no variations from the Annual Plan.

### Levels of service and performance measures

The service broken down into measurable components	Performance measure	Target 2015	Result
Waste management is managed at the best possible cost for the required level of service	Expenditure is within approved budget	100%	Achieved. Waste management cost \$733,431 during 2015/16, up from \$695,443 in 2014/2015. The Annual Plan anticipated expenditure of \$826,424. [2015: Not achieved]
Refuse and recycling services of a satisfactory standard	Urban residents are satisfied with refuse collection and with kerbside recycling	≥85%	Not measured. The survey undertaken in 2014 stated that 90% of urban residents surveyed <sup>14</sup> rated their satisfaction with refuse collection as 'very satisfied' or 'fairly satisfied', and 89% with kerbside recycling. [2014: refuse collection 90% and kerbside recycling 89%]
Adverse effects of waste on the environment are minimised	Compliance with resource consent conditions including compliance monitoring	100%	Not achieved. Ground water sampling from the landfill has been found to exceed guideline parameters. These reflect past use of the landfill environs. [2015: Not achieved]

<sup>14</sup> NRB *Communitrak™* Survey: National Research Bureau, August 2014.



## Water supply

### This group of activities...

includes the following services:

- management of the district's urban water reticulation and treatment facilities
- promotion and education of water conservation methods
- provision of potable water to the Waingawa Industrial Zone
- management of the Carrington and Taratahi Water Races for stock use, non-potable domestic and industrial use, rural fire fighting, and stormwater control.

### ...contributes to the community outcomes

*A vibrant and prosperous economy*

*A safe district*

*A healthy district*

*A district that values and protects its natural environment*

*A district that promotes sustainable infrastructure and services*

Economic development prospects are enhanced by an affordable and reliable water supply.

Water is an essential commodity for farming and for business viability. A reliable water service is important for business viability and animal health. A reliable water supply is a requirement for the efficient operation of existing and new business infrastructure.

The safety of district's property is protected by providing water at an appropriate pressure to put out fires. The fire fighting capability of the rural water service supports a safe community

It also supports community and property safety through the fire fighting capacity of the system.

A public water supply system provides water suitable for drinking for the general well-being and health of its community. A high quality water supply is fundamental to community health. Water that complies with Drinking Water Standards provides the community with assurance it is safe and healthy to drink.

The adoption of conservation-based strategies encourages appropriate usage of the water resource. Collective ownership of resources will reduce the environmental impact of multiple individual systems. The environment is protected by providing a community supply with parameters around consumption rather than individuals being left to source their own water supplies.

A sustainably derived rural water service managed to protect and enhance the natural environment. Complying with resource consents protects the environment and ensures the resource is being used sustainably.

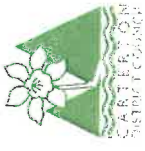
The Council's role is to ensure that the community has an adequate water supply that is sustainable for future generations and does not adversely affect the environment.

The Council's continued involvement in the water activity and ownership of assets is contained in:

- Local Government Act 2002 (Section 130), which requires the Council to continue to provide water services and maintain its capacity to do so
- Health Act 1956 and subsequent amendments, which require the Council to provide adequate sanitary works; the definition of which includes 'water works'.

The urban reticulated water network is managed under the *Asset Management Plan – Municipal Water Supply: March 2015*, which sets out the targets for asset condition, performance, and levels of service.

The urban water supply services the Carterton urban community, a number of rural properties on the periphery of the urban boundary and properties along SH2 North to Chester Road and part way up Chester Road.



The Council's role is to ensure that property owners and businesses who have access to the Carrington and Taratahi Water Race system have an adequate supply of non-potable water that is sustainable and does not adversely affect the environment.

In Waingawa, potable water services will be supplied by the Masterton District Council.

The levels of service for the water supply asset have been developed taking into account the following general considerations:

- community expectations and the Council's response to customer feedback
- legislative requirements, eg Drinking Water Standards
- sustainable health and environmental matters embodied in the community outcomes
- community affordability.

For example legislative requirements and public health objectives have driven the capital works programme to enhance treatment. Sustainability objectives have driven the need to minimise leakage of treated water from the reticulation system and the introduction of water metering.

A sustainable, safe, and healthy water supply is delivered at an appropriate water pressure to properties permitted to be connected to the urban water supply at the lowest possible cost to maintain the service.

The level of service determines the amount of funding that is required to maintain, renew, and upgrade the urban water infrastructure to provide customers with the level of service provided. Changes in the level of service will impact on funding requirements.

The rural water service is under the oversight of the Water Race Committee, which is made up of councillors and community members elected by water race users. The Committee determine policy, sets targets for maintenance, and monitors the proactive cleaning programme.

### Examples of Council activities that contributed to achieving outcomes

- Universal water metering of the urban reticulated water supply, with a significant number of leaks on private property pipes identified and repaired.
- Provision of water for stock farming, industrial, horticulture, and viticulture businesses.
- Provision of reticulated water services to the Waingawa Industrial Zone by agreement with Masterton District Council.

### Significant asset acquisitions or replacements, and variations from the Annual Plan

We continue to wait for approval from the Greater Wellington Regional Council for the renewal of the resource consents. Unplanned capital expenditure associated with the consent to take water from Kaipitangata for town water supply was brought forward from 2014/15, and at the end of the year carried forward into 2016/17.

Work on the water mains replacement was carried over to 2016/17 year.

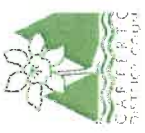
**Levels of service and performance measures**

The service broken down into measurable components	Performance measure	Target 2015	Result
The urban water service is managed at the best possible cost for the required level of service	Expenditure is within approved budget	100%	Achieved. Water supply cost \$1,773,632, up from \$1,704,750 in 2015/2015. The Annual Plan anticipated expenditure of \$1,803,337. [2014: Not achieved]
Safety of drinking water	Compliance with NZ Drinking Water Standards bacteriological requirements	100%	Not achieved. Regional Public Health have determined the following: Frederick Street Treatment Plant: (Technical Non Compliance) Insufficient sampling, five days a week is required per quarter whereas only four were used. Kaipatangata Treatment Plant: (Non Compliance), lack of disinfection on occasions (FACE), and an E.coli transgression on 22/10/2016, also (Technical Non Compliance) Insufficient sampling, five days a week is required per quarter whereas only four were used. [2015: Achieved]
Maintenance of the reticulation network	Compliance with part 4 of DW Standards (bacteriological requirements)	Full compliance	Achieved – Considered compliant by Regional Public Health [2015: Not measured]
	Compliance with part 5 of DW Standards (protozoal requirements)	Full compliance	Not achieved. Non-compliant as regular testing to be established in line with an agreed Water Safety Plan. This plan is currently under development for consideration and approval by Regional Public Health. [2015: Not measured]
Fault response times	Real water loss from networked reticulation system	≤15%	Not achieved. Result reflects system flushing to maintain service levels as well as the real water loss through leakages and breaks. Flushing is currently not measured. [2015: Not measured]
	Median time to attend urgent call-outs	≤2 hours	Achieved. The median of all call outs was 2 hours. There were only five urgent callouts during 2015/16 and three were attended within 2 hours. [2015: Not measured]
	Median time to attend urgent call-outs	≤4 hours	Achieved. The median of all call outs was 2 hours There were only five urgent callouts during 2015/16 and four were attended within 4 hours;

The service broken down into measurable components	Performance measure	Target 2015	Result
	Median time to attend non-urgent call-outs	≤12 hours	only one took greater than 4 hours to attend. [2015: Not measured]
	Median time to attend non-urgent call-outs	≤24 hours	Not achieved. The median of all non-urgent callouts was greater than 24 hours. Of the 48 non urgent callouts during 2015/16 five callouts were attended within 12 hours. [2015: Not measured]
Response to reticulated water system failures and service requests	Significant repairs and system failures resolved within 4 hours of notification	100%	Not achieved. The median of all non-urgent callouts was greater than 24 hours. Of the 48 non urgent callouts during 2015/16 22 callouts were attended within 24 hours. [2015: Not measured]
Customer satisfaction	Number of complaints received per 1000 connections	≤15	Not achieved. There was one significant repair that took 5.5 hours. [2015: not achieved]
Demand management	Average consumption of drinking water per day per resident within the district	≤400 litres	Achieved. The rate is 0.79 per 1000 connections. Two complaints were received during the year. [2015: Not measured]
Urban water system of a satisfactory standard	Urban residents are satisfied with the urban water service	≥90%	Achieved. 227 litres per resident serviced by water supply [2015: Not measured]
Water resources are used sustainably	Reduction in community water consumption	≥2.5% per annum	Not measured. The survey undertaken in 2014 stated that 95% of urban residents surveyed rated their satisfaction with the town water supply as 'very satisfied' or 'fairly satisfied'. [2014: 95%]
	Compliance with water resource consent conditions	100%	Achieved. Water flow from the Kaipaitangata and Supplementary Bore reservoirs was 2.7% less than the previous year. [2015: Not achieved 5% more than the previous year]
			Not achieved. An abatement notice was issued by GWRC due to lateness in reporting usage demand [2015: Achieved]

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# Financial statements



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**CARTERTON DISTRICT COUNCIL**

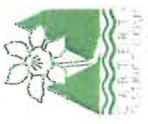
**Statement Of Financial Performance  
For The Year Ended 30 June 2016**

Actual 30 June 2015 \$	Actual 30 June 2016 \$	Note	LTP 30 June 2016 \$
<b>REVENUE</b>			
9,709,837	10,224,374	20	10,337,324
35,463	74,303	20	50,000
175,910	227,985	1	203,356
1,599,964	1,764,813		1,314,549
1,635,015	1,499,039		1,599,500
63,779	66,128		60,000
24,719	129,091	2	16,281
330,884	186,328		123,639
42,509	61,827	4	186,910
339,092	428,805		310,000
51,406	47,304		50,500
116,510	24,574		154,200
-	-		-
-	970,312		-
-	27,591		-
27,194	13,000		-
-	(52,125)		(64,000)
<b>14,152,282</b>	<b>15,693,349</b>		<b>14,342,259</b>
<b>Expenditure</b>			
754,472	808,863		821,553
3,429,985	3,156,942		3,422,051
1,704,751	1,773,632		1,803,339
1,421,826	1,893,693		1,601,106
173,338	165,699		223,107
695,443	733,431		826,424
3,385,163	4,375,933		3,379,491
1,265,569	1,602,011		1,321,162
39,852	-		20,000
-	2,197,938	5	-
42,232	19,046		1,553,239
-	(52,125)		(64,000)
<b>12,912,631</b>	<b>16,675,063</b>		<b>14,907,471</b>
<b>1,239,651</b>	<b>(981,714)</b>		<b>(565,212)</b>
<b>18,529</b>	<b>77,802</b>	7	-
<b>1,258,180</b>	<b>(903,912)</b>		<b>(565,212)</b>
-	-	11	-
<b>1,258,180</b>	<b>(903,912)</b>	5	<b>(565,212)</b>
Note: Operating costs include the following expenses			
3,297,962	3,448,373	6	3,476,495
489,820	497,848	1	553,094
3,348,570	3,630,024	3	3,040,426

**CARTERTON DISTRICT COUNCIL**

**Statement Of Other Comprehensive Revenue And Expense  
For The Year Ended 30 June 2016**

Actual 30 June 2015 \$	Note	Actual 30 June 2016 \$	LTP 30 June 2016 \$
1,258,180		(903,912)	(565,212)
<b>2,042,724</b>	19	<b>2,985,041</b>	<b>366,159</b>
<b>2,458</b>	19	<b>6,147</b>	<b>1,350</b>
<b>2,045,182</b>		<b>2,991,188</b>	<b>367,509</b>
<b>3,303,362</b>		<b>2,087,276</b>	<b>(187,703)</b>



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**CARTERTON DISTRICT COUNCIL**

**Statement Of Changes In Equity  
For The Year Ended 30 June 2016**

Actual 30 June 2015 \$	Actual 30 June 2016 \$	Note	LTP 30 June 2016 \$
160,486,867	163,790,229		162,008,052
3,303,362	2,087,276		(197,703)
<u>163,790,229</u>	<u>165,877,505</u>		<u>161,810,349</u>
<b>Components of equity</b>			
112,631,897	114,927,184		113,299,763
1,258,180	(903,912)		(565,212)
834,272	(3,032,890)		(2,293,131)
2,835	1,435,819		-
<u>114,927,184</u>	<u>112,426,201</u>		<u>110,441,420</u>
42,241,753	44,284,100		43,261,781
2,045,182	2,991,188		366,159
(2,835)	(1,435,819)		-
<u>44,284,100</u>	<u>45,839,469</u>		<u>43,627,940</u>
5,413,217	4,578,945		5,446,508
(834,272)	3,032,890		2,293,131
-	-		1,350
<u>4,578,945</u>	<u>7,611,835</u>		<u>7,740,989</u>
<u>163,790,229</u>	<u>165,877,505</u>		<u>161,810,349</u>

**CARTERTON DISTRICT COUNCIL**

**Statement Of Financial Position  
As At 30 June 2016**

Actual 30 June 2015 \$	Actual 30 June 2016 \$	Note	Actual 30 June 2016 \$	LTP 30 June 2016 \$
6,578,828	7,559,149		7,559,149	7,977,039
<b>Assets</b>				
<b>Current assets</b>				
4,589,504	4,394,885	8	4,394,885	6,595,617
1,975,407	1,337,363	9	1,337,363	1,381,422
13,517	1,826,901	10	1,826,901	-
-	-		-	-
-	-		-	-
<u>6,578,828</u>	<u>7,559,149</u>		<u>7,559,149</u>	<u>7,977,039</u>
<b>Non-current assets</b>				
166,520,230	167,461,795	32	167,461,795	165,283,226
413,053	490,855	13	490,855	394,524
531,011	421,626	14	421,626	329,433
28,370	34,517	12	34,517	27,262
13,882	13,882	12	13,882	13,882
<u>167,506,546</u>	<u>168,422,675</u>		<u>168,422,675</u>	<u>165,048,327</u>
<u>174,085,374</u>	<u>175,981,824</u>		<u>175,981,824</u>	<u>174,025,366</u>
<b>Liabilities</b>				
<b>Current liabilities</b>				
1,672,344	1,470,235	15	1,470,235	1,179,621
288,493	308,860	16	308,860	261,322
-	-	17	-	-
344,195	5,747,711	18	5,747,711	503,666
<u>2,305,032</u>	<u>7,526,806</u>		<u>7,526,806</u>	<u>1,944,609</u>
<b>Non-current liabilities</b>				
76,851	84,277	16	84,277	-
-	-	17	-	-
7,913,262	2,493,236	18	2,493,236	10,270,408
<u>7,990,113</u>	<u>2,577,513</u>		<u>2,577,513</u>	<u>10,270,408</u>
<b>Equity</b>				
114,927,184	112,426,201	19	112,426,201	110,441,420
1,187,016	2,300,737	19	2,300,737	1,734,225
44,284,100	45,839,469	19	45,839,469	43,627,940
3,391,929	5,311,098	19	5,311,098	6,006,764
<u>163,790,229</u>	<u>165,877,505</u>		<u>165,877,505</u>	<u>161,810,349</u>
<u>174,085,374</u>	<u>175,981,824</u>		<u>175,981,824</u>	<u>174,025,366</u>

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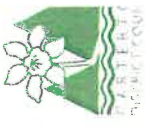
**CARTERTON DISTRICT COUNCIL**  
**Statement of Cashflows**  
**For The Year Ended 30 June 2016**

**CARTERTON DISTRICT COUNCIL**  
**Funding Impact Statement**  
**For The Year Ended 30 June 2016**

Actual 30 June 2015 \$	Note	Actual 30 June 2016 \$	LTP 30 June 2016 \$
<b>Cash flows from operating activities</b>			
<b>Cash was received from:</b>			
9,746,798		10,392,257	10,187,324
1,167,884		1,311,846	1,106,040
1,908,431		1,321,358	1,615,781
64,220		65,272	60,000
1,845,979		4,376,641	2,235,655
372,133		228,006	203,356
14,905,445		17,695,380	15,408,136
<b>Cash was applied to:</b>			
9,108,689		10,760,952	9,497,247
1,161,865		1,317,839	1,106,040
480,226		498,558	553,094
10,760,780		12,577,349	11,156,381
4,144,665	21	5,118,031	4,251,775
<b>Cash flows from investing activities</b>			
<b>Cash was received from:</b>			
33,706		67,655	-
33,706		67,655	-
<b>Cash was applied to:</b>			
3,884,021		3,550,811	4,378,200
13,517		1,813,384	-
3,897,538		5,364,195	4,378,200
(3,863,832)		(5,296,540)	(4,378,200)
<b>Net cash flow from investing activities</b>			
<b>Cash flows from financing activities</b>			
<b>Cash was received from:</b>			
604,847		443,625	2,920,650
604,847		443,625	2,920,650
<b>Cash was applied to:</b>			
933,569		460,135	427,592
933,569		460,135	427,592
(378,722)		(16,510)	2,493,058
(47,889)		(195,019)	2,366,633
4,637,293		4,589,504	4,228,984
4,589,904		4,394,885	6,595,617
<b>Represented by:</b>			
4,589,904		4,394,885	6,595,617
4,589,904		4,394,885	6,595,617

Annual Plan 30 June 2015 \$	Actual 30 June 2015 \$	Actual 30 June 2016 \$	LTP 30 June 2016 \$
<b>Sources of operating funding</b>			
6,592,667	6,621,578	6,880,507	6,932,816
3,103,257	3,123,722	3,418,170	3,454,939
606,398	843,787	1,779,173	1,779,173
1,576,663	1,599,964	1,764,812	1,764,812
159,215	175,910	175,850	1,514,949
449,659	605,088	1,384,064	350,746
12,487,859	12,970,049	14,288,496	13,035,651
<b>Applications of operating funding</b>			
9,151,153	9,082,617	10,511,858	9,324,643
540,575	489,820	497,848	553,094
9,691,728	9,572,437	11,009,706	9,877,737
2,796,131	3,397,612	3,278,790	3,157,914
<b>Surplus / (deficit) of operating funding</b>			
988,470	815,947	963,048	996,608
310,000	339,092	438,808	430,000
1,519,759	(328,722)	(16,510)	2,493,058
-	33,706	(67,655)	-
2,818,229	860,023	1,307,689	3,799,666
<b>Total sources of capital funding</b>			
<b>Applications of capital funding</b>			
572,050	10,539	-	216,600
1,619,760	2,332,070	601,197	1,210,000
3,134,030	2,312,098	2,680,952	2,951,600
248,520	(397,022)	1,304,329	2,579,380
40,000	4,257,635	4,586,478	6,957,580
5,614,360	(3,397,612)	(3,278,790)	(3,157,914)
(2,796,131)	-	-	-
<b>Surplus / (deficit) of capital funding</b>			
<b>Funding balance</b>			





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## CARTERTON DISTRICT COUNCIL

### Governance Funding Impact Statement For The Year Ended 30 June 2016

LTP 30 June 2015 \$	Actual 30 June 2016 \$	LTP 30 June 2016 \$
	825,525	834,846
<b>Sources of operating funding</b>		
General rates, UAGC, rates penalties	-	-
Targeted rates	-	834,846
Subsidies and grants - operating	-	-
Fees and charges	-	-
Internal charges and overheads recovered	-	-
Local Authorities fuel tax, fines, infringement fees and other	9,011	-
<b>Total operating funding</b>	<b>9,011</b>	<b>2,000</b>
	834,536	836,846
<b>Applications of operating funding</b>		
Payments to staff and suppliers	439,541	516,668
Finance costs	43,181	8,210
Internal charges and overheads applied	300,949	294,863
Other operating funding applications	-	-
<b>Total applications of operating funding</b>	<b>783,671</b>	<b>819,741</b>
	14,903	17,105
<b>Surplus / (deficit) of operating funding</b>		
	-	-
<b>Sources of capital funding</b>		
Subsidies and grants - capital	-	-
Development and financial contributions	-	-
Increase / (decrease) in debt	(32,212)	(22,148)
Gross proceeds from sale of assets	-	-
Lump sum contributions	-	-
Other dedicated capital funding	-	-
<b>Total sources of capital funding</b>	<b>(32,212)</b>	<b>(22,148)</b>
<b>Applications of capital funding</b>		
Capital expenditure - meet additional demand	-	-
Capital expenditure - improve level of service	-	-
Capital expenditure - replace existing assets	(17,309)	2,000
Increase / (decrease) in reserves	-	(7,043)
Increase / (decrease) of investments	-	-
<b>Total application of capital funding</b>	<b>(17,309)</b>	<b>(5,043)</b>
	(14,903)	(17,105)
<b>Surplus / (deficit) of capital funding</b>		
	-	-
<b>Funding balance</b>		
	-	-

## CARTERTON DISTRICT COUNCIL

### Community Support Funding Impact Statement For The Year Ended 30 June 2016

LTP 30 June 2015 \$	Actual 30 June 2016 \$	LTP 30 June 2016 \$
	2,937,843	2,970,523
<b>Sources of operating funding</b>		
General rates, UAGC, rates penalties	-	-
Targeted rates	-	24,368
Subsidies and grants - operating	222,954	190,501
Fees and charges	-	-
Internal charges and overheads recovered	-	-
Local Authorities fuel tax, fines, infringement fees and other	297,728	91,999
<b>Total operating funding</b>	<b>4,283,339</b>	<b>3,278,227</b>
<b>Applications of operating funding</b>		
Payments to staff and suppliers	2,139,763	2,115,662
Finance costs	337,315	187,003
Internal charges and overheads applied	454,850	426,523
Other operating funding applications	-	-
<b>Total applications of operating funding</b>	<b>3,709,096</b>	<b>2,729,188</b>
	574,243	549,038
<b>Surplus / (deficit) of operating funding</b>		
	-	-
<b>Sources of capital funding</b>		
Subsidies and grants - capital	-	-
Development and financial contributions	106,502	104,723
Increase / (decrease) in debt	79,473	111,367
Gross proceeds from sale of assets	-	(160,675)
Lump sum contributions	-	-
Other dedicated capital funding	-	-
<b>Total sources of capital funding</b>	<b>185,975</b>	<b>406,755</b>
<b>Applications of capital funding</b>		
Capital expenditure - meet additional demand	375,026	-
Capital expenditure - improve level of service	309,065	263,493
Capital expenditure - replace existing assets	337,077	262,055
Increase / (decrease) in reserves	(339,158)	104,110
Increase / (decrease) of investments	-	-
<b>Total application of capital funding</b>	<b>682,010</b>	<b>629,658</b>
	(496,035)	955,791
<b>Surplus / (deficit) of capital funding</b>		
	-	-
<b>Funding balance</b>		
	-	-



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**CARTERTON DISTRICT COUNCIL**

**Regulatory and Planning Funding Impact Statement  
For The Year Ended 30 June 2016**

	LTP 30 June 2015 \$	Actual 30 June 2016 \$	LTP 30 June 2016 \$
<b>Sources of operating funding</b>			
General rates, UAGC, rates penalties	415,978	397,832	402,307
Targeted rates	322,091	375,364	379,839
Subsidies and grants - operating	-	-	-
Fees and charges	551,150	667,276	596,100
Internal charges and overheads recovered	-	-	-
Local Authorities fuel tax, fines, infringement fees and other	2,343	26,855	11,500
<b>Total operating funding</b>	<b>1,291,562</b>	<b>1,467,327</b>	<b>1,389,746</b>
<b>Applications of operating funding</b>			
Payments to staff and suppliers	978,218	1,246,407	1,089,307
Finance costs	-	-	2,234
Internal charges and overheads applied	219,437	336,239	210,364
Other operating funding applications	-	-	-
<b>Total applications of operating funding</b>	<b>1,197,655</b>	<b>1,582,646</b>	<b>1,301,906</b>
<b>Surplus / (deficit) of operating funding</b>	<b>93,907</b>	<b>(115,319)</b>	<b>87,840</b>
<b>Sources of capital funding</b>			
Subsidies and grants - capital	-	-	160,000
Development and financial contributions	-	21,664	-
Increase / (decrease) in debt	-	-	67,494
Gross proceeds from sale of assets	-	-	-
Lump sum contributions	-	-	-
Other dedicated capital funding	-	-	-
<b>Total sources of capital funding</b>	<b>-</b>	<b>21,664</b>	<b>227,494</b>
<b>Applications of capital funding</b>			
Capital expenditure - meet additional demand	-	-	150,000
Capital expenditure - improve level of service	-	21,644	10,000
Capital expenditure - replace existing assets	-	2,269	200,000
Increase / (decrease) in reserves	93,907	(117,568)	(44,666)
<b>Total application of capital funding</b>	<b>93,907</b>	<b>(93,655)</b>	<b>315,334</b>
<b>Surplus / (deficit) of capital funding</b>	<b>(93,907)</b>	<b>115,319</b>	<b>(87,840)</b>
<b>Funding balance</b>	<b>-</b>	<b>-</b>	<b>-</b>

**CARTERTON DISTRICT COUNCIL**

**Roads and Footpaths Funding Impact Statement  
For The Year Ended 30 June 2016**

	LTP 30 June 2015 \$	Actual 30 June 2016 \$	LTP 30 June 2016 \$
<b>Sources of operating funding</b>			
General rates, UAGC, rates penalties	2,136,574	1,965,304	1,988,044
Targeted rates	-	-	-
Subsidies and grants - operating	711,789	640,714	762,892
Fees and charges	-	-	-
Internal charges and overheads recovered	-	-	-
Local Authorities fuel tax, fines, infringement fees and other	91,878	92,212	150,200
<b>Total operating funding</b>	<b>2,940,241</b>	<b>2,698,230</b>	<b>2,901,136</b>
<b>Applications of operating funding</b>			
Payments to staff and suppliers	1,663,431	1,425,894	1,633,467
Finance costs	119,985	54,310	93,187
Internal charges and overheads applied	412,732	365,134	362,832
Other operating funding applications	-	-	-
<b>Total applications of operating funding</b>	<b>2,196,147</b>	<b>1,845,338</b>	<b>2,089,487</b>
<b>Surplus / (deficit) of operating funding</b>	<b>744,094</b>	<b>852,892</b>	<b>811,649</b>
<b>Sources of capital funding</b>			
Subsidies and grants - capital	906,320	858,325	836,608
Development and financial contributions	106,502	104,274	100,000
Increase / (decrease) in debt	(80,665)	(64,263)	(81,413)
Gross proceeds from sale of assets	-	-	-
Lump sum contributions	-	-	-
Other dedicated capital funding	-	-	-
<b>Total sources of capital funding</b>	<b>932,157</b>	<b>898,336</b>	<b>855,195</b>
<b>Applications of capital funding</b>			
Capital expenditure - meet additional demand	-	-	61,600
Capital expenditure - improve level of service	1,855,220	1,729,596	1,545,200
Capital expenditure - replace existing assets	(178,969)	21,632	60,044
Increase / (decrease) in reserves	-	-	-
Increase / (decrease) of investments	1,676,251	1,751,228	1,666,844
<b>Total application of capital funding</b>	<b>(744,094)</b>	<b>(852,892)</b>	<b>(811,649)</b>
<b>Surplus / (deficit) of capital funding</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Funding balance</b>	<b>-</b>	<b>-</b>	<b>-</b>



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## CARTERTON DISTRICT COUNCIL

### Sewerage Funding Impact Statement For The Year Ended 30 June 2016

	LTP 30 June 2015 \$	Actual 30 June 2016 \$	LTP 30 June 2016 \$
<b>Sources of operating funding</b>			
General rates, UAC, rates penalties	109,181	124,311	125,522
Targeted rates	982,630	1,118,794	1,129,701
Subsidies and grants - operating	227,352	407,631	239,000
Fees and charges	-	-	-
Internal charges and overheads recovered	-	47,843	48,800
Local Authorities fuel tax, fines, infringement fees and other	-	-	-
<b>Total operating funding</b>	<u>1,319,163</u>	<u>1,698,579</u>	<u>1,543,024</u>
<b>Applications of operating funding</b>			
Payments to staff and suppliers	550,295	925,823	672,490
Finance costs	185,919	221,726	221,726
Internal charges and overheads applied	162,031	212,258	151,812
Other operating funding applications	-	-	-
<b>Total applications of operating funding</b>	<u>898,245</u>	<u>1,359,833</u>	<u>1,046,028</u>
<b>Surplus / (deficit) of operating funding</b>	<u>420,918</u>	<u>338,746</u>	<u>496,996</u>
<b>Sources of capital funding</b>			
Subsidies and grants - capital	-	-	-
Development and financial contributions	53,251	76,600	50,000
Increase / (decrease) in debt	498,209	294,910	2,068,446
Gross proceeds from sale of assets	-	-	-
Lump sum contributions	-	-	-
Other dedicated capital funding	-	-	-
<b>Total sources of capital funding</b>	<u>551,460</u>	<u>301,510</u>	<u>2,118,446</u>
<b>Applications of capital funding</b>			
Capital expenditure - meet additional demand	-	-	-
Capital expenditure - improve level of service	218,200	288,213	250,000
Capital expenditure - replace existing assets	589,686	473,490	592,000
Increase / (decrease) in reserves	-	(121,447)	1,773,442
Increase / (decrease) of investments	-	-	-
<b>Total application of capital funding</b>	<u>972,378</u>	<u>640,256</u>	<u>2,615,442</u>
<b>Surplus / (deficit) of capital funding</b>	<u>(420,918)</u>	<u>(338,746)</u>	<u>(496,996)</u>
<b>Funding balance</b>	-	-	-

## CARTERTON DISTRICT COUNCIL

### Stormwater Funding Impact Statement For The Year Ended 30 June 2016

	LTP 30 June 2015 \$	Actual 30 June 2016 \$	LTP 30 June 2016 \$
<b>Sources of operating funding</b>			
General rates, UAC, rates penalties	20,122	22,266	22,546
Targeted rates	181,095	200,392	202,912
Subsidies and grants - operating	-	-	-
Fees and charges	-	-	-
Internal charges and overheads recovered	-	-	-
Local Authorities fuel tax, fines, infringement fees and other	-	-	-
<b>Total operating funding</b>	<u>201,217</u>	<u>222,658</u>	<u>225,458</u>
<b>Applications of operating funding</b>			
Payments to staff and suppliers	82,166	42,669	77,137
Finance costs	27,869	19,264	26,830
Internal charges and overheads applied	28,094	37,742	26,652
Other operating funding applications	-	-	-
<b>Total applications of operating funding</b>	<u>138,129</u>	<u>99,675</u>	<u>130,619</u>
<b>Surplus / (deficit) of operating funding</b>	<u>63,088</u>	<u>122,983</u>	<u>94,839</u>
<b>Sources of capital funding</b>			
Subsidies and grants - capital	-	-	-
Development and financial contributions	10,650	38,300	10,000
Increase / (decrease) in debt	(8,481)	(14,700)	182,905
Gross proceeds from sale of assets	-	-	-
Lump sum contributions	-	-	-
Other dedicated capital funding	-	-	-
<b>Total sources of capital funding</b>	<u>2,169</u>	<u>23,600</u>	<u>192,905</u>
<b>Applications of capital funding</b>			
Capital expenditure - meet additional demand	-	-	5,000
Capital expenditure - improve level of service	-	13,846	210,000
Capital expenditure - replace existing assets	65,257	132,737	72,744
Increase / (decrease) in reserves	-	-	-
Increase / (decrease) of investments	-	-	-
<b>Total application of capital funding</b>	<u>65,257</u>	<u>146,583</u>	<u>287,744</u>
<b>Surplus / (deficit) of capital funding</b>	<u>(63,088)</u>	<u>(122,983)</u>	<u>(94,839)</u>
<b>Funding balance</b>	-	-	-



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## CARTERTON DISTRICT COUNCIL

### Waste Management Funding Impact Statement For The Year Ended 30 June 2016

	LTP 30 June 2015 \$	LTP 30 June 2016 \$
<b>Sources of operating funding</b>		
General rates, UAGC, rates penalties	292,858	383,887
Targeted rates	146,328	145,786
Subsidies and grants - operating	274,776	240,000
Fees and charges	68,162	64,000
Internal charges and overheads recovered	782,124	833,673
Local Authorities fuel tax, fines, infringement fees and other	175	-
<b>Total operating funding</b>	<b>1,592,984</b>	<b>1,592,984</b>
<b>Applications of operating funding</b>		
Payments to staff and suppliers	648,838	714,106
Finance costs	-	-
Internal charges and overheads applied	94,909	82,824
Other operating funding applications	740,747	796,930
<b>Total applications of operating funding</b>	<b>1,484,494</b>	<b>1,593,860</b>
<b>Surplus / (deficit) of operating funding</b>	<b>108,490</b>	<b>(6,876)</b>
<b>Sources of capital funding</b>		
Subsidies and grants - capital	-	-
Development and financial contributions	-	-
Increase / (decrease) in debt	-	-
Gross proceeds from sale of assets	-	-
Lump sum contributions	-	-
Other dedicated capital funding	-	-
<b>Total sources of capital funding</b>	<b>-</b>	<b>-</b>
<b>Applications of capital funding</b>		
Capital expenditure - meet additional demand	-	-
Capital expenditure - improve level of service	-	-
Capital expenditure - replace existing assets	-	-
Increase / (decrease) in reserves	41,377	50,000
Increase / (decrease) of investments	-	(13,257)
<b>Total application of capital funding</b>	<b>41,377</b>	<b>36,743</b>
<b>Surplus / (deficit) of capital funding</b>	<b>(41,377)</b>	<b>(36,743)</b>
<b>Funding balance</b>	<b>-</b>	<b>-</b>

## CARTERTON DISTRICT COUNCIL

### Water Supply Funding Impact Statement For The Year Ended 30 June 2016

	LTP 30 June 2015 \$	LTP 30 June 2016 \$
<b>Sources of operating funding</b>		
General rates, UAGC, rates penalties	132,013	153,288
Targeted rates	1,188,115	1,579,594
Subsidies and grants - operating	-	-
Fees and charges	272,856	40,000
Internal charges and overheads recovered	-	-
Local Authorities fuel tax, fines, infringement fees and other	-	457
<b>Total operating funding</b>	<b>1,592,984</b>	<b>1,853,528</b>
<b>Applications of operating funding</b>		
Payments to staff and suppliers	866,138	993,470
Finance costs	26,548	16,928
Internal charges and overheads applied	226,920	293,776
Other operating funding applications	-	-
<b>Total applications of operating funding</b>	<b>1,119,606</b>	<b>1,310,174</b>
<b>Surplus / (deficit) of operating funding</b>	<b>473,378</b>	<b>543,354</b>
<b>Sources of capital funding</b>		
Subsidies and grants - capital	-	-
Development and financial contributions	53,251	76,600
Increase / (decrease) in debt	(19,147)	(14,181)
Gross proceeds from sale of assets	-	-
Lump sum contributions	-	-
Other dedicated capital funding	-	-
<b>Total sources of capital funding</b>	<b>34,104</b>	<b>62,419</b>
<b>Applications of capital funding</b>		
Capital expenditure - meet additional demand	-	-
Capital expenditure - improve level of service	-	-
Capital expenditure - replace existing assets	125,512	12,705
Increase / (decrease) in reserves	381,970	91,693
Increase / (decrease) of investments	507,482	744,334
<b>Total application of capital funding</b>	<b>1,014,964</b>	<b>848,732</b>
<b>Surplus / (deficit) of capital funding</b>	<b>(473,378)</b>	<b>(786,313)</b>
<b>Funding balance</b>	<b>-</b>	<b>-</b>

## CARTERTON DISTRICT COUNCIL

### Administration and Support Funding Impact Statement For The Year Ended 30 June 2016

	LTP 30 June 2015 \$	Actual 30 June 2016 \$	LTP 30 June 2016 \$
<b>Sources of operating funding</b>			
63,901	-	74,303	50,000
-	-	-	-
-	-	-	-
213	-	45	25
1,895,922	-	2,285,536	1,767,754
199,340	-	304,869	250,106
2,160,376	-	2,664,753	2,067,885
<b>Applications of operating funding</b>			
1,631,575	-	2,064,994	1,576,337
-	-	7,848	-
-	-	-	-
-	-	-	-
1,631,575	-	2,072,842	1,576,337
528,801	-	591,911	491,549
<b>Sources of capital funding</b>			
-	-	-	-
-	-	-	-
-	-	12,398	-
-	-	67,655	-
-	-	-	-
-	-	-	-
-	-	80,053	-
<b>Applications of capital funding</b>			
-	-	-	-
-	-	-	-
265,156	-	1,296	30,000
263,645	-	121,848	198,400
-	-	548,820	263,149
528,801	-	671,964	491,549
(528,801)	-	(591,911)	(491,549)
-	-	-	-
<b>Funding balance</b>			

## Notes to the Accounts

### Note 1: Finance revenue and finance costs

#### Finance revenue

Interest revenue:

- term deposits

- internal interest

**Total finance revenue**

	30 June 2016	30 June 2015
	\$	\$
	175,860	175,910
	52,125	-
	<u>227,985</u>	<u>175,910</u>

#### Finance costs

Interest expense:

- interest on bank borrowings and finance leases

- internal interest

**Total finance costs**

	30 June 2016	30 June 2015
	445,723	489,820
	52,125	-
	<u>497,848</u>	<u>489,820</u>

### Note 2: Grants and subsidies

Lions Club of Carterton

Creative New Zealand

Sports NZ rural travel fund

Internal Affairs

Summer reading grant

World War II memorial trust

**Total grants and subsidies**

	30 June 2016	30 June 2015
	\$	\$
	104,723	-
	11,765	11,765
	9,500	9,500
	1,093	1,093
	1,510	1,861
	500	500
	<u>129,091</u>	<u>24,719</u>

### Note 3: Personnel costs

Salaries and wages

Defined contribution plan employer contributions

Increase/(decrease) in employee entitlements/liabilities

**Total personnel costs**

	30 June 2016	30 June 2015
	\$	\$
	3,511,403	3,222,348
	90,828	88,337
	27,793	37,885
	<u>3,630,024</u>	<u>3,348,570</u>

Employer contributions to defined contribution plans include contributions to Kiwisaver, Jacques Martin, Local Government and Union Brokers.

### Note 4: Miscellaneous revenue

Dividends  
Sundry sales  
Vehicle crossings  
Daffodil Festival  
Manuka Apiary  
Donations  
Other  
Election deposits  
Library revenue  
Ticket sales  
Grazing  
**Total miscellaneous revenue**

	30 June 2016	30 June 2015
	\$	\$
	271	543
	1,350	1,462
	1,510	-
	3,999	4,137
	8,666	-
	100	697
	39,649	28,721
	-	1,391
	3,589	3,649
	1,985	1,909
	708	-
	<u>61,827</u>	<u>42,509</u>

### Note 5: Summary cost of services

Revenue  
Governance  
Roads and footpaths  
Water supply  
Sewerage  
Stormwater  
Waste management  
Community support  
Regulatory and planning  
**Total activity revenue**

	30 June 2016	30 June 2015
	\$	\$
	9,011	2,333
	1,695,525	1,781,840
	297,246	294,288
	532,074	486,078
	38,300	39,000
	279,346	324,514
	1,561,586	580,434
	715,795	645,609
	<u>5,128,883</u>	<u>4,154,096</u>

Rates

Rates penalties

Commission

Finance revenue

Fees and charges

Miscellaneous revenue

Assets vested in council

Bad debts recovered

Profit on sale of assets

Other gains

**Total revenue**

	30 June 2016	30 June 2015
	10,224,374	9,709,837
	74,303	35,463
	44,100	47,775
	227,985	175,910
	45	-
	5,193	2,007
	-	-
	27,591	-
	13,000	27,194
	77,802	18,529
	<u>15,823,276</u>	<u>14,170,811</u>

Expenditure									
Governance	808,863	754,472						999	3,165,047
Roads and footpaths	3,156,942	3,429,985							
Water supply	1,773,632	1,704,750						8,488	5,497
Sewerage	1,893,693	1,421,826						142,391	127,418
Stormwater	165,699	173,338						586	-
Waste management	733,431	695,443							151,465
Community support	4,375,933	3,385,165							
Regulatory and planning	1,602,011	1,265,569							
<b>Total activity expenditure</b>	<b>14,510,204</b>	<b>12,830,547</b>							
Loss on sale of assets	19,046	42,232							207,688
Bad debts	-	39,852							497,848
Gifted assets	2,197,938	-							-
<b>Total expenditure</b>	<b>16,727,188</b>	<b>12,912,631</b>							<b>176</b>
<b>Net surplus/(deficit) before tax</b>	<b>(903,912)</b>	<b>1,258,180</b>							<b>807</b>

All items above are stated gross of internal overhead costs and revenues.

The gifted assets relate to the pensioner housing properties that were gifted to the Carter Society during September 2015.

**Note 6: Other revenue and expenses**

Expenditure	30 June 2016	30 June 2015
Change in provision for doubtful debts	\$ (27,961)	\$ 39,676
Fees to principal auditor		
- Audit fees for financial statement audit	83,337	81,944
- Audit fees for 2015-2025 Long Term Plan	6,000	53,000
Depreciation		
- Motor vehicles	71,958	73,393
- Plant and equipment	304,351	184,771
- Roads and footpaths	1,310,971	1,271,638
- Water systems	515,353	514,482
- Stormwater systems	66,024	66,024
- Sewerage systems	255,897	244,864
- Buildings	427,423	469,924
- Library collections	70,010	89,577
- Office equipment	75,468	80,310
- Fixtures and fittings	198,454	169,660

- Heritage assets

Amortisation		
- GIS system	8,488	
- Consents	142,391	
- Software	586	

Councillors' remuneration	151,465	3,296,908
Interest expense	207,688	
Debtors written off	-	
Rental expense of leased assets	932	
Superannuation contributions	90,828	

**Note 7: Other gains and losses**

Gain/(loss) in fair value of forestry assets (note 13)

<b>Total gains/(losses)</b>	<b>77,802</b>	<b>18,529</b>
	<b>77,802</b>	<b>18,529</b>

**Note 8: Cash and cash equivalents and special funds**

Cash at bank and on hand	\$	\$
Short term deposits with maturities less than 3 months	1,675,929	550,997
Special fund term deposits with maturities less than 3 months	1,500,000	2,515,759
<b>Total cash and cash equivalents</b>	<b>1,218,956</b>	<b>1,523,148</b>
	<b>4,394,885</b>	<b>4,589,904</b>

The carrying value of cash at bank, short term deposits and special fund term deposits with maturities less than three months approximates their fair value. The total value of cash and cash equivalents that can only be used for a specific purpose, as outlined in a trust deed or Council resolution, is \$1,218,956 (2015 \$1,523,148).

**Fair value**

The carrying amount of short term deposits and special fund term deposits approximates their fair value. Cash and cash equivalents include the following for the purposes of the statement of cashflows:



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	30 June 2016	30 June 2015
Cash at bank and on hand	\$ 1,675,929	\$ 550,997
Short term bank deposits with maturities less than 3 months	1,500,000	2,515,759
Special fund bank deposits with maturities less than 3 months	1,218,956	1,523,148
<b>Total cash and cash equivalents</b>	<u>4,394,885</u>	<u>4,589,904</u>

**Maturity analysis and effective interest rates**

The maturity dates for all other financial assets with the exception of equity investments are as follows:

<b>2016</b>		
Cash at bank and in hand	1,675,929	
Short term bank deposit maturing within three months	1,500,000	
Special fund deposits (with maturities of 3 months or less; average maturity 90 days)	1,218,956	
<b>Weighted average effective interest rate</b>	3.20%	
<b>2015</b>		
Cash at bank and in hand	550,997	
Short term bank deposit maturing within three months	2,515,759	
Special fund deposits (with maturities of 6 months or less; average maturity 60 days)	1,523,148	
<b>Weighted average effective interest rate</b>	4.17%	

Note 9: Debtors and other receivables

	30 June 2016	30 June 2015
<i>Receivables under exchange transactions</i>	\$ -	\$ -
Amounts due from customers for contract work	29,891	33,236
Prepayments	29,891	33,236
<i>Receivables under non-exchange transactions</i>		
Rates receivables	481,524	580,058
Other receivables	619,781	857,734
Goods and services tax	67,038	61,687
Sundry debtors	200,719	531,873
Related party receivables	-	-
Loans to related parties	-	-
Less provision for impairment	<u>1,398,953</u>	<u>2,064,588</u>
	(61,590)	(89,181)
	<u>1,337,363</u>	<u>1,975,407</u>

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**Total debtors and other receivables**

Movements in the provision for impairment of receivables and community loans are as follows:

	30 June 2016	30 June 2015
At 1 July	\$ -	\$ 49,505
Additional provisions made during the year	89,181	39,852
Receivables written off during the period	(27,591)	(176)
<b>At 30 June</b>	<u>61,590</u>	<u>89,181</u>

Note 10: Investments

Bank deposits with maturities greater than 3 months and remaining maturities less than 12 months	1,819,154	-
Special fund term deposits with maturities greater than 3 months and remaining maturities less than 12 months	7,747	13,517
<b>Total investments</b>	<u>1,826,901</u>	<u>13,517</u>

The carrying value of special fund term deposits approximates their fair value.

Note 11: Income tax

	30 June 2016	30 June 2015
Total surplus/(deficit) before tax	\$ (903,912)	\$ 1,258,180
Income tax @ 28%	-	352,290
Add/(less) tax effect of non-taxable income/expenditure	-	(352,290)
<b>Income tax expense</b>	<u>-</u>	<u>-</u>
Current tax expense	-	-
Deferred tax expense	-	-
<b>Income tax expense</b>	<u>-</u>	<u>-</u>

CDC has 2016 taxable income of \$nil (2015 \$nil) with tax credits attached of \$nil (2015 \$nil). As the tax credits attached are equal to the applicable income tax rate of 28%, CDC has no further tax to pay on this income.



**Note 12: Shares in companies**

	Fair value	
	30 June 2016	30 June 2015
New Zealand Local Government Insurance Corporation Ltd (23,642 shares)	\$ 34,517	\$ 28,370
Airtel Ltd (8,100 shares)	12,879	12,879
Farmlands Trading Society Ltd (1,003 shares)	1,003	1,003
<b>Total shares in companies</b>	<b>48,399</b>	<b>42,252</b>

Under section 4(3) of the Local Government (Financial Reporting) Regulations 2011 the statement of financial position must present separately investments in entities listed in section 6(4) of the Local Government Act 2002. Section 6(4) includes the New Zealand Local Government Insurance Corporation Limited.

**Fair value**

*Unlisted shares – valuation*

Unlisted shares are recognised at fair value. The fair value of the unlisted shares for New Zealand Local Government Insurance Corporation Limited, Airtel Limited and Farmlands Trading Society Limited has been determined as market value, based on advice supplied by the respective companies as there is no active market to determine the value of the shares.

*Listed shares – valuation*

Listed shares are recognised at fair value. The fair values of listed shares are determined by reference to published current bid price quotations in an active market. The Council currently has no publicly listed shares.

**Note 13: Forestry assets**

Balance at 1 July	413,053	394,524
Increases due to purchases	-	-
Gains/(losses) arising from changes in fair value less estimated point of sale costs	77,802	18,529
Decreases due to sales	-	-
Decreases due to harvest	-	-
<b>Balance at 30 June</b>	<b>490,855</b>	<b>413,053</b>

Through its investment in Kaipaitangata Forest, the Council owns 265 hectares of pinus radiata forest, which are at varying stages of maturity with prospective harvest dates ranging from 2016-2042. Council received revenue of \$970,312 from harvesting during the year (2015 \$nil). In October 2012, 11.3 hectares of forest was damaged by fire. This land was subsequently replanted early in the 2013 financial year.

**Valuation assumptions**

Independent registered valuers, Forest Enterprises Limited, have valued forestry assets as at 30 June 2016. The following significant valuation assumptions have been adopted in determining the fair value of forestry assets:

- The forestry assets have been valued using the historic cost method for young stands and the discounted cash flow method for stands older than five years for the year ended 30 June 2016. A discount rate of 6.9% was used to discount the present value of expected cash flows to value the forestry assets for the year ended 30 June 2016.
- The forest has been valued on a going concern basis and only includes the value of the existing crops on a single rotation basis.
- No allowance for inflation has been provided.
- Costs are current average costs. No allowance has been made for cost improvements in future operations.
- Log prices are based on the average for the lower North Island for the previous 12 months.

**Financial risk management strategies**

The Council is exposed to financial risks arising from changes in timber prices. The Council is a long-term forestry investor and does not expect timber prices to decline significantly in the foreseeable future. Therefore, no measures have been taken to manage the risks of a decline in timber prices. The Council reviews its outlook for timber prices regularly in considering the need for active financial risk management.

**Note 14: Intangible assets**

	Carbon Credits	GIS Software	Other Software	Resource Consents	Total
Balance at 1 July 2015	\$ 115,048	\$ 201,845	\$ -	\$ 538,307	\$ 855,200
Cost	-	(189,895)	-	(134,294)	(324,189)
Accumulated amortisation and impairment	-	-	-	-	-
Opening carrying amount	115,048	11,950	-	404,013	531,011
Year ended 30 June 2016	\$ -	\$ 6,950	\$ 35,130	\$ -	\$ 42,080
Additions	-	(8,488)	(586)	(142,391)	(151,465)
Amortisation charge	-	-	-	-	-
Closing carrying amount	115,048	10,412	34,544	261,622	421,626
<b>Balance 30 June 2016</b>	<b>\$ 115,048</b>	<b>\$ 208,795</b>	<b>\$ 35,130</b>	<b>\$ 538,307</b>	<b>\$ 897,280</b>
Cost	-	(198,383)	(586)	(276,685)	(475,654)
Accumulated amortisation and impairment	-	-	-	-	-
Closing carrying amount	115,048	10,412	34,544	261,622	421,626

Note 15: Creditors and other payables

	30 June 2016	30 June 2015
<i>Payables under exchange transactions</i>		
Trade payables	984,067	1,049,632
Deposits and bonds	35,121	20,441
Accrued expenses	189,081	342,004
	1,208,269	1,412,077
<i>Payables under non-exchange transactions</i>		
Revenue in advance	132,795	131,493
Rates in advance	129,171	128,774
	261,966	260,267
<b>Total creditors and other payables</b>	1,470,235	1,672,344

Creditors and other payables are non-interest bearing and are normally settled on 30-day terms. Therefore, the carrying value of creditors and other payables approximates their fair value.

Note 16: Employee entitlements

	30 June 2016	30 June 2015
Accrued pay	\$	\$
Annual leave	60,459	30,545
Long service leave	227,584	245,007
Time off in lieu	97,860	80,163
Retirement gratuities	7,234	9,629
Sick leave	-	-
	393,137	365,344
<b>Total employee entitlements</b>	393,137	365,344

Comprising:

Current	308,860	288,493
Non-current	84,277	76,851
<b>Total employee entitlements</b>	393,137	365,344

Note 17: Provisions

	30 June 2016	30 June 2015
Provisions	\$	\$
Opening balance	-	9,455
Provision additions for the year	-	-
Provision expensed for the year	-	(9,455)
Adjustment to NPV	-	-
<b>Total provisions</b>	-	-

	Carbon Credits	GIS Software	Other Software	Resource Consents	Total
<i>Balance at 1 July 2014</i>	\$	\$	\$	\$	\$
Accumulated amortisation and impairment	115,048	191,845	-	358,620	665,513
Opening carrying amount	115,048	(184,399)	-	(6,875)	(191,274)
<i>Year ended 30 June 2015</i>	\$	\$	\$	\$	\$
Additions	-	10,000	-	179,687	189,687
Amortisation charge	-	(5,496)	-	(127,419)	(132,915)
Closing carrying amount	115,048	11,950	-	404,013	531,011
<b>Balance 30 June 2015</b>	\$	\$	\$	\$	\$
Cost	115,048	201,845	-	538,307	855,200
Accumulated amortisation and impairment	-	(189,895)	-	(134,294)	(324,189)
Closing carrying amount	115,048	11,950	-	404,013	531,011

There are no restrictions over the title of intangible assets. No intangible assets are pledged as security for liabilities.

**Easements**

Easements are non cash generating in nature as they give the Council the right to access private property where infrastructural assets are located. These easements have not been valued as the Council believes they are of no monetary value. As a result, no value for easements has been included as intangible assets.

**Carbon credits**

The council received carbon credits for no consideration when these were allocated by the government under the Emissions Trading Scheme. The Council had accounted for these carbon credits at nil under NZ IFRS (PBE). Under the new PBE accounting standards, carbon credits received for no consideration are required to be accounted for at their fair value at initial recognition. The carbon credits were received during 2012 and 2013 and the Council elected to treat their fair value at 1 July 2014 as deemed cost. Adjustments have been made to opening equity in the comparative year to account for these credits.

The Council considers there is no impairment of carbon credits held as they are expected to be fully utilised in satisfying carbon obligations.

Carbon units have been assessed as having an indefinite useful life because they have no expiry date and will continue to have economic benefit as long as the Emissions Trading Scheme is in place.

Comprising:		
Current	-	-
Non-current	-	-
<b>Total provisions</b>	-	-

2016  
Less than one year  
weighted average effective interest rate

\$  
5,747,711  
5.16%

**NZ Mutual Liability Risk Pool provision**

The New Zealand Mutual Liability RiskPool (NZMLRP) board has indicated that calls will be made on members for further contributions in regards to the weather tightness claims against Council. NZMLRP has not indicated when CDC's next call will be payable.

Later than one year but not more than five years  
weighted average effective interest rate

1,994,559  
5.16%

Later than five years  
weighted average effective interest rate

498,677  
5.16%

**Provision for landfill aftercare costs**

The Council gained resource consent to operate the landfill. The Council has responsibility under the resource consent to provide ongoing maintenance and monitoring of the landfill after the site has closed until February 2016.

2015  
Less than one year  
weighted average effective interest rate

344,195  
5.67%

The cash outflows for landfill post-closure are expected to occur between 2009 and 2016. The long-term nature of the liability means that there are inherent uncertainties in estimating costs that will be incurred. The provision was estimated taking into account existing technology and using a discount rate of 5.67% in 2015.

Later than one year but not more than five years  
weighted average effective interest rate

7,913,262  
5.67%

Later than five years  
weighted average effective interest rate

-  
5.67%

**Note 18: Borrowings**

	30 June 2016	30 June 2015
<b>Current</b>	<b>\$</b>	<b>\$</b>
Bank overdraft	-	-
Secured loans	5,732,481	326,653
Debentures	-	-
Lease liabilities	15,230	17,542
<b>Total current borrowings</b>	<b>5,747,711</b>	<b>344,195</b>

**Fair values of non-current borrowing**

The carrying amounts of borrowings repayable approximate their fair value, as the effect of discounting is not significant.

The carrying amounts and the fair values of borrowing are as follows:

	2016	2015
<b>Non-Current</b>		
Secured loans	2,418,400	7,848,318
Debentures	-	-
Lease liabilities	74,836	64,944
<b>Total non-current borrowings</b>	<b>2,493,236</b>	<b>7,913,262</b>
	<b>Carrying Amount</b>	<b>Fair Value</b>
	\$	\$
	8,150,881	8,150,881
	90,066	90,066
	<b>8,240,947</b>	<b>8,240,947</b>

The range of interest rates applying to the above loans is 4.04% to 5.99% with a weighted average of 5.16% (2015 5.67%). Loans are secured by way of rates.

**2015**

Secured loans  
Finance leases  
Total

Carrying Amount  
Fair Value  
\$  
8,174,971  
82,486  
8,257,457

**Fixed-rate debt**

The Council's secured debt of \$8,150,881 (2015 \$8,174,971) is issued at fixed rates of interest.

**Security**

The Council's loans are secured over either separate or general rates of the district.

**Note 19: Equity**

Asset revaluation reserves consist of:

	2016	2015
	\$	\$
<b>Public equity</b>		
As at 1 July	114,927,184	112,831,897
<i>Transfers to:</i>		
Restricted and other reserves	(6,643,338)	(4,665,516)
<i>Transfers from:</i>		
Restricted and other reserves	3,610,448	5,499,788
Transfer from asset revaluation reserve on disposal of property, plant, and equipment	1,435,819	2,835
Surplus / (deficit) for the year	(903,912)	1,258,180
<b>As at 30 June</b>	<u>112,426,201</u>	<u>114,927,184</u>
<b>Restricted reserves</b>		
As at 1 July	1,187,016	1,479,963
<i>Transfers to:</i>		
Public equity	(328,299)	(845,079)
<i>Transfers from:</i>		
Public equity	1,442,020	552,132
<b>As at 30 June</b>	<u>2,300,737</u>	<u>1,187,016</u>

Asset revaluation reserves consist of:

<i>Infrastructure assets</i>	32,694,358	32,694,357
Roads, streets and footpaths	6,091,315	4,918,518
Water systems	950,937	684,595
Sewerage systems	3,505,742	1,959,841
Stormwater systems	1,135,732	1,290,232
<i>Operational assets</i>	1,273,256	2,554,574
Land	156,050	156,050
Buildings	-	-
Library collections	23,474	23,474
Landfill	45,830,864	44,281,642
<b>Total asset revaluation reserves</b>	<u>45,830,864</u>	<u>44,281,642</u>

Fair value through other comprehensive revenue and expense reserve

As at 1 July	2,458	-
Net revaluation gains / (losses)	6,147	2,458
<b>As at 30 June</b>	<u>8,605</u>	<u>2,458</u>

Total revaluation reserves

	45,839,469	44,284,100
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Restricted reserves relate to funds that are subject to specific conditions accepted as binding by the Council and which may not be revised by the Council without reference to the Courts or a third party. Also included in restricted reserves are reserves restricted by Council decision. The Council may alter them without references to any third party or the Courts.

**Note 20: Rates revenue**

	30 June	2015	30 June
	2016	\$	2015
<b>General rates</b>			
	6,806,204	\$	6,586,115
<b>Targeted rates attributable to activities</b>			
Water	1,579,594		1,433,526
Sewerage	1,118,794		937,629
Stormwater	200,392		216,610
Waste management	144,026		151,292
Regulatory and planning	375,364		384,665
<b>Total targeted rates</b>	<u>3,418,170</u>		<u>3,123,722</u>
<b>Total rates</b>	<u>10,224,374</u>		<u>9,709,837</u>

DRAFT

Rates penalties	74,303	35,463
<b>Total revenue from rates and penalties</b>	<b>10,298,677</b>	<b>9,745,300</b>
Rating base	30 June 2016	30 June 2015
Capital value	\$ 2,509,975,500	\$ 2,442,712,800
Land value	1,378,308,300	1,353,190,300

There were 4,963 rating units within the Council district as at 30 June 2016 (2015: 4,902).

**Rates remission**

Rates revenue is shown net of rates remissions. The Council's rates remission policy allows rates to be remitted on condition of a ratepayer's extreme financial hardship, land used for sport, and land protected for historical or cultural purposes.

Rates revenue before remissions	30 June 2016	30 June 2015
	\$ 10,310,560	\$ 9,759,155
<i>Council policy remissions:</i>		
Sports bodies	2,832	3,249
Other	9,051	10,566
<b>Total remissions</b>	<b>11,883</b>	<b>13,815</b>
<b>Rates revenue after remissions</b>	<b>10,298,677</b>	<b>9,745,300</b>

**Non-rateable land**

Under the Local Government (Rating) Act 2002 certain properties cannot be rated for general rates. These properties include schools, places of religious worship, public gardens and reserves. These non-rateable properties may be subject to targeted rates in respect of sewerage, water, refuse and sanitation. Non-rateable land does not constitute a remission under the Council's rates remission policy.

Note 21: Reconciliation of net surplus/(deficit) to net cash flow from operating activities

Surplus/(deficit) after tax	30 June 2016	30 June 2015
	\$ (903,912)	\$ 1,258,180
<b>Add/(less) non-cash items:</b>		
Depreciation and amortisation	3,448,373	3,297,962
Gifted assets	2,181,598	-
Bad debts	-	39,852

Assets vesting in council	-	-
(Gains)/losses in fair value of forestry assets	(77,802)	(18,529)
(Gains)/losses in fair value of property, plant and equipment	-	-
(Gains)/losses in fair value of shares	-	-
	<b>5,552,169</b>	<b>3,319,285</b>
<b>Add/(less) Items classified as investing or financing activities:</b>		
(Gains)/losses on disposal of property, plant and equipment	6,046	15,038
(Gains)/losses on disposal of forestry assets	-	-
	<b>6,046</b>	<b>15,038</b>
<b>Add/(less) movements in working capital items:</b>		
Trade and other receivables	638,044	(351,201)
Inventories	-	-
Creditors and other payables	(202,109)	(125,068)
Provisions	-	(9,455)
Employee entitlements	27,793	37,886
	<b>463,728</b>	<b>(447,838)</b>
<b>Net cash inflow/(outflow) from operating activities</b>	<b>5,118,031</b>	<b>4,144,665</b>

Note 22: Statement of commitments

**Non-cancellable operating leases**

For the year ended 30 June 2016 the Council had no non-cancellable operating leases (2015: \$nil).

As a lessor, the Council has an operating lease for the use of farmland which it owns.

**Capital commitments**

For the year ended 30 June 2016 the Council had no capital commitments (2015: \$nil).

Note 23: Contingencies

Contingent liabilities	30 June 2016	30 June 2015
Financial guarantees	\$ -	\$ -
Total contingent liabilities	-	-

The Council is a member of the New Zealand Mutual Liability RiskPool (NZMLRP), which provides public liability and professional indemnity insurance for its members. The Trust Deed of NZMLRP provides that, if there is a shortfall in any one year (where reinsurance recoveries and contributions from members are less than total claims), the Board may make a further call on members for that year.

There are no unfulfilled conditions and other contingencies attached to New Zealand Transport Agency subsidies recognised.

The value of financial guarantees disclosed as contingent liabilities reflects the Council's assessment of the undiscounted portion of financial guarantees that are not recognised in the statement of financial position.

**Note 24: Related party transactions**

**Key management personnel**

During the year, Councillors and key management, as part of a normal customer relationship, were involved in minor transactions with the Council (such as payment of rates etc).

In addition, Councillor Keys is the owner of McKenzies Electrical 2000. During the 2016 year the Council engaged McKenzies Electrical 2000 for electrical services. These services were made on commercial terms and amounted to \$2,358.

No provision has been required, nor any expense recognised for impairment of receivables for any loans or other receivables to related parties (2015 \$nil).

	30 June 2016	30 June 2015
<i>Mayor &amp; Councillors</i>		
Remuneration	207,688	191,478
Full-time equivalent members	9	9
<i>Chief Executive</i>		
Remuneration	260,179	200,078
Full-time equivalent members	1	1
<b>Total key management personnel remuneration</b>	<b>467,867</b>	<b>391,556</b>
<b>Total full-time equivalent personnel</b>	<b>10</b>	<b>10</b>

Due to the difficulty in determining the full-time equivalent for Councillors, the full-time equivalent figure is taken as the average number of Councillors.

	30 June 2016	30 June 2015
Salaries and other short-term employee benefits	460,582	380,231
Post-employment benefits	-	-
Other long-term benefits	7,285	11,325
Termination benefits	-	-
<b>Total key management personnel compensation</b>	<b>467,867</b>	<b>391,556</b>

Key management personnel include the Mayor, Councillors, and the Chief Executive.

**Note 25: Remuneration**

*Chief executive*

The Chief Executive of the Council appointed under section 42 of the Local Government Act 2002 received a salary of \$98,141 (2015 \$171,753), performance bonus of \$23,269 (2015 \$17,000) and superannuation contributions of \$7,285 (2015 \$11,325) to 30 November 2015. During the 2016 year the Chief Executive retired and as a result holiday pay owing of \$9,936 was paid out which is included in the previously disclosed salary figure. The new Chief Executive commenced from November 2015 and received a salary of \$131,484.

For the year ended 30 June 2016, the total annual cost to the Carterton District Council of the remuneration package being received by the Chief Executive is calculated at \$260,179 (2015 \$200,078).

*Elected representatives*

	30 June 2016	30 June 2015
R Mark (retired 24 September 2014)	-	14,631
J Booth (elected Mayor 31 October 2014)	63,700	51,673
E Brazendale	26,388	22,866
R Carter	16,800	16,100
W Knowles	16,800	16,100
J Greathead	16,800	16,100
M Ashby	16,800	16,100
G Lang	16,800	16,100
M Palmers	16,800	16,100
R Keys (elected Councillor 20 February 2015)	16,800	16,100
<b>Total elected members remuneration</b>	<b>207,688</b>	<b>191,479</b>

*Council employees remuneration by band*

	30 June 2016	30 June 2015
< \$60,000	40	43
\$60,000 - \$79,999	11	6
\$80,000 - \$139,999	6	6
\$140,000 - \$199,999	1	1
<b>Total employees</b>	<b>58</b>	<b>56</b>

At balance date, the Council employed 45 (2015: 44) full-time employees, with the balance of staff representing 5 (2015: 4.5) full-time equivalent employees. A full-time employee is determined on the basis of a 40-hour working week.

Note 26: Severance payments

For the year ended 30 June 2016 the Council did not make any severance payments (2015 \$nil).

Note 27: Insurance of assets

The Local Government Act 2002 requires that from 2014 the annual report include information about the insurance of assets.

	Carrying amount at 30 June 2016 \$	
<b>Insurance contracts</b>		
Material damage	23,617,500	<i>Subject to range of deductibles- \$5,000 for most claims, and 5% of site value for earthquakes.</i>
Forestry	569,764	<i>Maximum cover of \$20,000 for hail, no cover for windstorm, volcanic activity, earthquake, or landslide. Deductible of 1.5% of Property Declared Value subject to minimum \$10,000 per loss occurrence.</i>
Motor vehicle	392,479	<i>Insured for market value. Carrying amount has been used for this disclosure.</i>
<b>Risk sharing arrangements</b>		
Infrastructural assets as member of LAPP	14,593,111	<i>This is 40 percent of the estimated replacement cost of the scheduled assets. A deductible of \$147,000 applied.</i>
Central government assistance	21,889,667	<i>Under the 'Guide to the National Civil Defence Emergency Management Plan', the government may fund 60 percent of the cost of repair or recovery of essential infrastructure assets. A deductible of .0075 percent applied.</i>
<b>Self-insured</b>		
To cover deductibles and uninsured assets	-	
<b>Total assets insured</b>	<b>\$61,062,521</b>	

Note 28: Events after balance date

There have been no events subsequent to 30 June 2016 which require disclosure or adjustment to the financial statements.

Note 29: Financial instrument categories

The accounting policies for financial instruments have been applied to the line items below:

FINANCIAL ASSETS

	30 June 2016 \$	30 June 2015 \$
<b>Fair value through profit and loss – held for trading</b>		
Derivative financial instrument assets	-	-
<b>Loans and receivables</b>		
Cash and cash equivalents	1,675,929	550,997
Short term funds	1,500,000	2,515,759
Special funds	1,218,956	1,523,148
Investments	1,826,901	13,517
Debtors and other receivables	1,337,363	1,975,407
Other financial assets:		
- term deposits	-	-
- community loans	-	-
- loans to related parties	-	-
<b>Total loans and receivables</b>	<b>7,559,149</b>	<b>6,578,828</b>

**Fair value through comprehensive revenue and expense**

**Other financial assets:**

- local authority stock	-	-
- unlisted shares	48,399	42,252
- listed shares	-	-
<b>Total fair value through equity</b>	<b>48,399</b>	<b>42,252</b>

FINANCIAL LIABILITIES

	30 June 2016 \$	30 June 2015 \$
<b>Fair value through profit and loss – held for trading</b>		
Derivative financial instrument liabilities	-	-

**Financial liabilities at amortised cost**

Creditors and other payables	1,463,354	1,672,344
<b>Borrowings:</b>		
- finance leases	90,066	82,486
- secured loans	8,150,881	8,174,971
- debentures	-	-
<b>Total financial liabilities at amortised cost</b>	<b>9,704,301</b>	<b>9,929,801</b>

**Note 30: Capital management**

The Council's capital is its equity (or ratepayers' funds), which comprise accumulated funds and reserves. Equity is represented by net assets.

The Local Government Act 2002 (the Act) requires Council to manage its revenues, expenses, assets, liabilities, investments and general financial dealings prudently and in a manner that promotes the current and future interests of the community. Ratepayers' funds are largely managed as a by-product of managing revenues, expenses, assets, liabilities, investments and general financial dealings.

The objective of managing these items is to achieve intergenerational equity, which is a principle promoted in the Act and applied by the Council. Intergenerational equity requires today's ratepayers to meet the costs of utilising the Council's assets and not expecting them to meet the full cost of long term assets that will benefit ratepayers in future generations. Additionally, the Council has in place asset management plans for major classes of assets detailing renewal and maintenance programmes, to ensure ratepayers in future generations are not required to meet the costs of deferred renewals and maintenance.

The Act requires the Council to make adequate and effective provision in its Long Term Plan (LTP) and in its Annual Plan (where applicable) to meet the expenditure needs identified in those plans. And the Act sets out the factors that the Council is required to consider when determining the most appropriate sources of funding for each of its activities. The sources and levels of funding are set out in the funding and financial policies in the Council's LTP.

The Council has the following Council created reserves:

- Reserves for different areas of benefit
- Trust and bequest reserves

Reserves for different areas of benefit are used where there is a discrete set of rate or levy payers as distinct from the general rates. Any surplus or deficit relating to these separate areas of benefit is applied to the specific reserves.

Self-insurance reserves are built up annually from general rates and are made available for specific unforeseen events. The release of these funds generally can only be approved by Council.

Trust and bequest reserves are set up where the Council has been donated funds that are restricted for particular purposes. Interest is added to trust and bequest reserves where applicable and deductions are made where funds have been used for the purposes they were donated.

**Note 31: Property, plant and equipment—valuation**

**Valuation—general**

Land, buildings (operational and restricted), library books, and infrastructural assets (except land under roads) are revalued with sufficient regularity to ensure that their carrying amount does not differ materially from fair value and at least every three years. All other assets are carried at depreciated historical cost.

Council assesses the carrying values of its revalued assets annually to ensure that they do not differ materially from the assets' fair values. If there is a material difference, then the off-cycle asset classes are revalued.

Council accounts for revaluations of property, plant and equipment on a class of asset basis.

The results of revaluing are credited or debited to an asset revaluation reserve for that class of asset. Where this results in a debit balance in the asset revaluation reserve, this balance is expensed in the statement of financial performance. Any subsequent increase on revaluation that off-sets a previous decrease in value recognised in the statement of financial performance will be recognised first in the statement of financial performance up to the amount previously expensed, and then credited to the revaluation reserve for that class of asset.

**Valuation—specific**

*Land (operational)*

Land is valued at fair value using market-based evidence based on its highest and best use with reference to comparable land values. Adjustments have been made to the "unencumbered" land value where there is a designation against the land or the use of the land is restricted because of reserve and endowment status. These adjustments are intended to reflect the negative effect on the value of the land where an owner is unable to use the land more intensely.

The most recent valuation was performed by independent valuers Andrew Parkyn (Registered Valuer, B.Com (VPM), PG Dip Com, SPINZ, ANZIV), Angela Scott (BBS (VPM), MPINZ) and David Cornford (BBS (VPM), MPINZ) of QV Asset & Advisory, and the valuation is effective as at 30 June 2015. The landfill liner and water races were not revalued in the 2015 year. Additions are recorded at cost.

*Buildings (operational and heritage)*

Specialised buildings are valued at fair value using depreciated replacement cost because no reliable market data is available for such buildings.



Depreciated replacement cost is determined using a number of significant assumptions. Significant assumptions include:

- the replacement asset is based on the replacement cost of the specific assets as at the date of valuation less an allowance for any physical and economic obsolescence to date and for any over-design
- the replacement cost is derived from recent construction contracts of similar assets, reference to publications such as the Rawlinsons Construction Handbook, recent costing obtained from construction details and Property Institute of New Zealand cost information
- the remaining useful life of assets is estimated
- straight-line depreciation has been applied in determining the depreciated replacement cost value of the asset

**Non-specialised buildings** (for example, residential buildings) are valued at fair value using market-based evidence. Market rents and capitalisation rates were applied to reflect market value.

The most recent valuation was performed by independent valuers Andrew Parkyn (Registered Valuer, B.Com (VPM), PG Dip Com, SPINZ, ANZIV), Angela Scott (BBS (VPM), MPINZ) and David Cornford (BBS (VPM), MPINZ) of QV Asset & Advisory, and the valuation is effective as at 30 June 2015. Heritage assets are also included in this category. Additions are recorded at cost.

**Infrastructure asset classes: wastewater, water, stormwater, and roads, streets and footpaths**

Wastewater, water, stormwater and roading infrastructure assets are valued using the depreciated replacement cost method. There are a number of estimates and assumptions exercised when valuing infrastructure assets using the depreciated replacement cost method. These include:

- estimating any obsolescence or surplus capacity of the asset
- estimating the replacement cost of the asset. The replacement cost is derived from recent construction contracts in the region for similar assets
- estimates of the remaining useful life over which the asset will be depreciated. These estimates can be affected by the local conditions. For example, weather patterns and traffic growth. If useful lives do not reflect the actual consumption of the benefits of the asset, then the Council could be over- or under-estimating the annual depreciation charge recognised as an expense in the statement of comprehensive revenue and expense. To minimise this risk, infrastructure asset useful lives have been determined with reference to the NZ Infrastructure Asset Valuation and Depreciation Guidelines published by the National Asset Management Steering Group, and have been adjusted for local conditions based on past experience. Asset inspections, deterioration, and condition-modelling are also carried out regularly as part of asset management planning activities, which provides further assurance over useful life estimates.

The most recent valuation for roads, streets and footpaths was performed by independent valuer John Vessey (BE (Civil), BA (Economics), CPEng, FIPENZ, Affiliate Member of PINZ, and member of ACENZ) of

Opus International Consultants, and the valuation is effective as at 30 June 2014. All roads, streets and bridge assets were valued. Additions are recorded at cost. The Council's most recent estimate of the replacement cost for roads, streets and footpaths is \$154,663,000.

The most recent valuation for sewerage systems, water systems and stormwater was performed by independent valuer John Vessey (BE (Civil), BA (Economics), CPEng, FIPENZ, Affiliate Member of PINZ, and member of ACENZ) of Opus International Consultants, and the valuation is effective as at 30 June 2016. All wastewater, water and stormwater assets were valued. Additions are recorded at cost.

The Council's most recent estimate of the replacement cost for sewerage systems, water systems and stormwater is \$44,748,300 based on the 30 June 2016 valuation as follows:

Sewerage systems – treatment plant & facilities	\$3,637,325
Sewerage systems – other	\$12,137,079
Water systems – treatment plant & facilities	\$4,486,951
Water systems – other	\$16,139,008
Stormwater	\$8,347,937

**Land under roads**

Land under roads was valued based on fair value of adjacent land determined by independent valuer John Vessey (BE (Civil), BA (Economics), CPEng, FIPENZ, Affiliate Member of PINZ, and member of ACENZ) of Opus International Consultants, effective 30 June 2002. Under NZ IFRS, the CDC has elected to use the fair value of land under roads as at 30 June 2002 as deemed cost. Land under roads is no longer revalued.

**Library collections**

Library collections are valued at depreciated replacement cost in accordance with the guidelines released by the New Zealand Library of New Zealand in May 2002. The library valuation was performed by independent valuer Colin Gerrard (BSc, MSc, GIPENZ) and reviewed by Sarah Seel (BE, MIPENZ) of AECOM New Zealand, and the valuation is effective as at 30 June 2015.

**Total fair value of property, plant and equipment valued by each independent valuer**

	30 June 2016 \$
John Vessey of Opus International Consultants Limited – roads, streets & footpaths (30/6/14)	118,105,000
John Vessey of Opus International Consultants Limited – wastewater, water & stormwater (30/6/16)	19,531,811
David Cornford of QV Asset & Advisory - land, buildings & heritage assets (30/6/15)	20,092,120
Collin Gerrard of AECOM Limited - library collections (30/6/15)	343,401

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**Impairment**

There were no impairment losses in 2016 (2015 \$nil).

**Work in progress**

The total amount of property, plant and equipment in the course of construction is \$333,330 (2015 \$158,861). Work in progress is disclosed in note 32.

**Leasing**

The net carrying amount of plant and equipment held under finance leases is \$77,342 (2015 \$66,925).

**Vested assets**

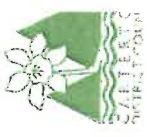
No assets were vested in or transferred to the Council (2015 \$nil).



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Note 32: Property, plant and equipment

	Cost/ revaluation	Accumulated depreciation	Carrying amount	Current year additions	Current year transfers	Current year disposals	Accumulated depreciation on disposals	Current year depreciation	Revaluation	Cost/ revaluation	Accumulated depreciation	Carrying amount
	1 July 2015 \$	1 July 2015 \$	1 July 2015 \$	\$	\$	\$	\$	\$	\$	30 June 2016 \$	30 June 2016 \$	30 June 2016 \$
<b>30 June 2016</b>												
<i>Infrastructural assets</i>												
Roads, streets & footpaths – land	5,722,494	-	5,722,494	-	41,152	-	-	-	-	5,763,646	-	5,763,646
Roads, streets & footpaths	119,848,015	(1,271,638)	118,576,377	1,725,294	(41,152)	-	-	(1,310,971)	-	121,592,157	(2,582,609)	118,949,548
Water systems - treatment plant & facilities	1,758,725	(162,210)	1,596,515	-	-	-	-	(81,105)	101,753	1,617,163	-	1,617,163
Water systems - other	6,440,371	(863,348)	5,577,023	-	-	-	-	(434,248)	1,071,045	6,213,820	-	6,213,820
Sewerage systems - treatment plant & facilities	1,248,278	(144,401)	1,103,877	-	(21,672)	-	-	(71,709)	755,665	1,766,161	-	1,766,161
Sewerage systems - other	4,929,408	(328,769)	4,600,639	464,508	21,672	-	-	(184,188)	(489,323)	4,413,308	-	4,413,308
Stormwater systems	4,170,568	(129,086)	4,041,482	-	-	-	-	(66,024)	1,545,901	5,521,359	-	5,521,359
	144,117,859	(2,899,452)	141,218,407	2,189,802	-	-	-	(2,148,245)	2,985,041	146,827,614	(2,582,609)	144,245,005
<i>Operational assets</i>												
Land	7,332,300	-	7,332,300	155,407	-	(519,000)	-	-	-	6,968,707	-	6,968,707
Buildings	12,606,700	-	12,606,700	310,950	-	(1,686,000)	(27,201)	(427,423)	-	11,231,650	(400,222)	10,831,428
Fixtures & fittings	2,127,898	(711,157)	1,416,741	197,551	-	(25,800)	(23,898)	(198,454)	-	2,299,649	(885,713)	1,413,936
Office equipment	564,533	(373,719)	190,813	190,302	-	(171,319)	(97,891)	(75,468)	-	583,516	(351,296)	232,219
Library collections	343,401	-	343,401	48,049	-	-	-	(70,010)	-	391,450	(70,010)	321,440
Motor vehicles	1,016,306	(554,242)	462,064	2,372	-	-	-	(71,958)	-	1,018,678	(626,200)	392,479
Plant & equipment	3,498,136	(1,326,964)	2,171,172	121,585	-	(10,932)	(8,761)	(304,351)	-	3,608,789	(1,622,554)	1,986,235
Landfill	214,000	-	214,000	-	-	-	-	-	-	214,000	-	214,000
Water races	359,271	-	359,271	118,245	-	-	-	-	-	477,516	-	477,516
	25,062,545	(2,966,082)	25,096,462	1,144,461	-	(2,413,051)	(157,751)	(1,147,664)	-	26,793,955	(3,955,995)	22,837,960
Heritage assets	46,499	-	46,499	-	-	-	-	(999)	-	46,499	(999)	45,500
Work in progress	158,862	-	158,862	237,071	-	(62,603)	-	-	-	326,450	-	333,330
<b>Total assets</b>	<b>172,385,765</b>	<b>(5,865,534)</b>	<b>166,520,230</b>	<b>3,571,934</b>	<b>-</b>	<b>(2,475,654)</b>	<b>(157,751)</b>	<b>(3,296,908)</b>	<b>2,985,041</b>	<b>173,994,518</b>	<b>(6,539,603)</b>	<b>167,461,795</b>



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Note 32: Property, plant and equipment

	Cost/ revaluation	Accumulated depreciation	Carrying amount	Current year additions	Current year transfers	Current year disposals	Accumulated depreciation on disposals	Current year depreciation	Revaluation	Cost/ revaluation	Accumulated depreciation	Carrying amount
	1 July 2014 \$	1 July 2014 \$	1 July 2014 \$	\$	\$	\$	\$	\$	\$	30 June 2015 \$	30 June 2015 \$	30 June 2015 \$
<b>30 June 2015</b>												
<i>Infrastructural assets</i>												
Roads, streets & footpaths – land	5,722,494	-	5,722,494	-	-	-	-	-	-	5,722,494	-	5,722,494
Roads, streets & footpaths	118,146,152	-	118,146,152	1,701,863	-	-	-	(1,271,638)	-	119,848,015	(1,271,638)	118,576,377
Water systems - treatment plant & facilities	1,758,725	(81,105)	1,677,620	-	-	-	-	(81,105)	-	1,758,725	(162,210)	1,596,515
Water systems - other	6,408,690	(429,971)	5,978,719	31,681	-	-	-	(433,377)	-	6,440,371	(863,348)	5,577,023
Sewerage systems - treatment plant & facilities	1,248,278	(71,786)	1,176,492	-	-	-	-	(72,615)	-	1,248,278	(144,401)	1,103,877
Sewerage systems - other	4,777,379	(156,518)	4,620,861	152,029	-	-	-	(172,251)	-	4,929,408	(328,769)	4,600,639
Stormwater systems	4,170,568	(63,061)	4,107,507	-	-	-	-	(66,025)	-	4,170,568	(129,086)	4,041,482
	142,232,286	(802,441)	141,429,845	1,885,573	-	-	-	(2,097,011)	-	144,117,859	(2,899,452)	141,218,407
<i>Operational assets</i>												
Land	7,159,667	-	7,159,667	156,823	-	-	-	-	15,810	7,332,300	-	7,332,300
Buildings	11,963,201	(929,755)	11,033,446	75,872	(58,244)	(18,730)	-	(469,924)	2,044,280	12,606,700	-	12,606,700
Fixtures & fittings	1,473,039	(551,088)	921,951	606,206	58,244	(9,591)	(9,591)	(169,660)	-	2,127,897.72	(711,157)	1,416,741
Office equipment	641,429	(401,491)	239,937	41,067	-	(117,963)	(108,082)	(80,310)	-	564,533	(373,719)	190,813
Library collections	553,705	(154,120)	399,585	50,970	-	-	-	(89,577)	(17,577)	343,401	-	343,401
Motor vehicles	1,071,503	(628,299)	443,204	93,328	-	(148,525)	(147,450)	(73,393)	-	1,016,306	(554,242)	462,064
Plant & equipment	2,226,528	(1,164,469)	1,062,059	1,312,940	-	(41,332)	(22,273)	(184,768)	-	3,498,136	(1,326,964)	2,171,172
Landfill	214,000	-	214,000	-	-	-	-	-	-	214,000	-	214,000
Water races	117,030	-	117,030	242,241	-	-	-	-	-	359,271	-	359,271
	25,420,102	(3,829,223)	21,590,879	2,579,447	-	(336,141)	(287,396)	(1,067,632)	2,042,513	28,062,544	(2,966,082)	25,096,462
Heritage assets	47,500	(808)	46,692	-	-	-	-	(404)	211	46,499	-	46,499
Work in progress	929,547	-	929,547	33,790	-	(804,475)	-	-	-	158,862	-	158,862
<b>Total assets</b>	<b>168,629,435</b>	<b>(4,632,472)</b>	<b>163,996,963</b>	<b>4,498,810</b>	<b>-</b>	<b>(1,140,616)</b>	<b>(287,396)</b>	<b>(3,165,047)</b>	<b>2,042,724</b>	<b>172,385,764</b>	<b>(5,865,534)</b>	<b>166,520,230</b>

**Note 32: Property, plant and equipment**

The current year disposals include the gifted assets referred to in note 5.

**Note 33: Depreciation and amortisation by group of activity**

	30 June		LTP		30 June	
	2016	\$	2016	\$	2016	2015
Governance	1,312	\$	1,812	\$	1,228	
Roads and footpaths	1,311,604		1,332,565		1,272,341	
Water supply	606,416		584,081		604,580	
Sewerage	533,860		555,078		400,745	
Stormwater	66,024		92,488		66,024	
Waste management	30,260		29,494		25,752	
Community support	666,837		650,303		724,358	
Regulatory and planning	19,365		19,256		17,056	
Administration and support services	212,695		211,418		185,878	
<b>Total depreciation</b>	<b>3,448,373</b>		<b>3,476,495</b>		<b>3,297,962</b>	

**Note 34: Statement of special funds reserves**

The Council maintains special funds reserves as a sub-part of its equity. Schedule 10, clause 31 of the Local Government Act 2002 requires certain information to be included in the Annual Report about these reserves. Reserve funds as 'money set aside by a local authority for a specific purpose'. Reserves are part of equity, which may or may not be physically backed by cash/investments. Reserves are often used to separate a funding surplus of an activity. The purpose and activities of each reserve is set out in the Council's investment policy, as follows.

The Council has a number of specific cash investments that represent monies put aside for a particular purpose as follows:

WWII Memorial Trust—Joint Council and Carterton RSA initiative. Grants from interest earned on investment distributed to Carterton district residents undertaking tertiary education.

Clareville Grave Maintenance Trust—Funds left in trust for the Council to maintain a grave at the Clareville Cemetery.

Equipment Purchase and Renewal Fund—Funds predominantly used for the purchase of plant, equipment vehicles and IT equipment.

Roading Emergency Fund—Contingency fund to be used for emergency roading works, eg damage caused by flooding. A contribution of 0.5 percent of general rates to be made to the fund annually.

Rural Water Contingency Fund—Contingency fund to be used to upgrade or replace the water race intakes. An annual contribution of \$5,000.00 is to be made to the fund from the water race targeted rates.

Major Projects Fund—The funds to be used for projects that benefit the community as a whole as determined by the Council of the day.

Recreation and Reserve Account—Funds from Recreation Reserve levies as provided for in the District Plan. Funds to be used for the purchase of Esplanade Reserves and Strips as required under the Resource Management Act or for the purchase or development of new or existing recreation reserves.

Roading Contributions Fund—Monies from Rooding Contribution levies as provided for in the District Plan. Funds to be used for upgrading and expanding the district's roading network.

Infrastructure Contributions Fund—Monies from Infrastructure Contribution levies as provided for in the District Plan. Funds to be used for upgrading and expanding public water supplies, and the disposal of sewage and stormwater.

Waingawa Infrastructure Contributions Fund—Monies from Waingawa Infrastructure Contribution levies as provided for in the District Plan. Funds to be used for upgrading and expanding water supply and the disposal of sewage for the Waingawa industrial area.

Longbush Domain, Belvedere Hall, and West Taratahi Hall—Monies held by the respective community organisations for activities in association with the community halls and property in their communities owned by the Council.

Waste Disposal Fund—Under the Waste Minimisation Act, a waste levy is charged on all waste disposed of in a landfill. Half the levy money goes to territorial authorities, on a population basis, so that they can improve waste minimisation in their areas.

Creative New Zealand Fund—Monies received from Creative New Zealand for the Council to distribute as grants for community arts.

Sport New Zealand Rural Travel Fund—Monies received from Sport New Zealand for the Council to distribute as travel subsidy grants to assist young people in rural school and club sports teams to participate in local sporting competitions.

Keep Carterton Beautiful Fund—Monies managed by the Keep Carterton Beautiful committee. Funds to be used for beautifying the town centre.

Memorial Square Fund— Established under the Carterton and District Memorial Square Act 1932 to obtain land and erect a memorial (now Memorial Square) and for the ongoing maintenance and upkeep of the memorial and of the associated public park or recreation ground.

Election Contingency Fund— Monies set aside by Council in non-election years to assist with the costs of elections.

Workshop Depot Upgrade Fund— Monies set aside by Council for the upgrade of the garage workshop in the Council Operations Depot.

Combined District Plan Fund— Monies set aside by Council to help meet the costs of the five-yearly review of the Combined District Plan.

Waingawa Industrial Zone Services Deficit Fund— Monies set aside by Council to smooth out deficits and surpluses from the provision of services during the development of the Waingawa Industrial Zone.

<b>Waste disposal fund</b>		
Opening balance	52,703	42,943
Deposits	33,270	30,366
Withdrawals	(29,192)	(20,606)
<b>Closing balance</b>	<b>56,781</b>	<b>52,703</b>

<b>Creative New Zealand fund</b>		
Opening balance	2,194	9,478
Deposits	11,950	12,107
Withdrawals	(11,447)	(19,391)
<b>Closing balance</b>	<b>2,697</b>	<b>2,194</b>

<b>Sport New Zealand rural travel fund</b>		
Opening balance	-	-
Deposits	9,500	9,500
Withdrawals	(8,000)	(9,500)
<b>Closing balance</b>	<b>1,500</b>	<b>-</b>

<b>Keep Carterton Beautiful fund</b>		
Opening balance	5,405	5,518
Deposits	192	274
Withdrawals	(521)	(387)
<b>Closing balance</b>	<b>5,076</b>	<b>5,405</b>

<b>Clareville grave maintenance trust</b>		
Opening balance	2,394	2,323
Deposits	39	71
Withdrawals	-	-
<b>Closing balance</b>	<b>2,433</b>	<b>2,394</b>

<b>Memorial Square fund</b>		
Opening balance	7,043	6,747
Deposits	235	296
Withdrawals	-	-
<b>Closing balance</b>	<b>7,278</b>	<b>7,043</b>

<b>WWII Memorial trust</b>		
Opening balance	62,944	62,868
Deposits	2,646	3,114
Withdrawals	(3,441)	(3,038)
<b>Closing balance</b>	<b>62,149</b>	<b>62,944</b>

<b>Equipment purchase and renewal fund</b>			
Opening balance	\$	30 June 2016	30 June 2015
Deposits	1,509	1,091	\$
Withdrawals	50	418	
<b>Closing balance</b>	<b>1,559</b>	<b>1,509</b>	<b>1,509</b>

<b>Recreation and reserve account</b>		
Opening balance	236,020	548,140
Deposits	124,336	98,930
Withdrawals	-	(411,050)
<b>Closing balance</b>	<b>360,356</b>	<b>236,020</b>

<b>Roading emergency fund</b>		
Opening balance	225,102	179,419
Deposits	87,197	45,683
Withdrawals	-	-
<b>Closing balance</b>	<b>312,299</b>	<b>225,102</b>

<b>Rural water contingency fund</b>		
Opening balance	45,438	38,771
Deposits	6,492	6,667
Withdrawals	-	-
<b>Closing balance</b>	<b>51,930</b>	<b>45,438</b>



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<b>Longbush Domain fund</b>			
Opening balance	2,227	2,984	111,236
Deposits	868	-	4,941
Withdrawals		(757)	-
<b>Closing balance</b>	<b>3,095</b>	<b>2,227</b>	<b>116,177</b>
<b>West Taratahi Hall fund</b>			
Opening balance	19,971	19,516	1,837
Deposits	5,427	455	-
Withdrawals	-	-	(303)
<b>Closing balance</b>	<b>25,398</b>	<b>19,971</b>	<b>1,534</b>
<b>Election contingency fund</b>			
Opening balance	19,940	10,775	25,248
Deposits	16,064	9,165	9,772
Withdrawals	-	-	-
<b>Closing balance</b>	<b>36,004</b>	<b>19,940</b>	<b>35,020</b>
<b>Workshop depot upgrade fund</b>			
Opening balance	21,797	20,882	1,479,963
Deposits	729	915	1,442,020
Withdrawals	-	-	(328,299)
<b>Closing balance</b>	<b>22,526</b>	<b>21,797</b>	<b>2,300,737</b>
<b>Combined district plan reserve</b>			
Opening balance	(717,838)	(688,842)	1,187,016
Deposits	783,182	1,051	552,132
Withdrawals	(65,344)	(30,047)	(845,079)
<b>Closing balance</b>	<b>-</b>	<b>(717,838)</b>	<b>1,187,016</b>
<b>Roading contribution fund</b>			
Opening balance	682,650	585,516	1,479,963
Deposits	126,746	97,134	552,132
Withdrawals	(200,000)	-	(845,079)
<b>Closing balance</b>	<b>609,396</b>	<b>682,650</b>	<b>1,187,016</b>
<b>Infrastructure contributions fund</b>			
Opening balance	364,787	493,515	1,479,963
Deposits	207,328	221,272	552,132
Withdrawals	(10,000)	(350,000)	(845,079)
<b>Closing balance</b>	<b>562,115</b>	<b>364,787</b>	<b>1,187,016</b>
<b>Waingawa infrastructure contributions fund</b>			
Opening balance	116,177	116,177	111,236
Deposits	24,650	24,650	4,941
Withdrawals	-	-	-
<b>Closing balance</b>	<b>140,827</b>	<b>140,827</b>	<b>116,177</b>
<b>Belvedere Hall fund</b>			
Opening balance	1,534	1,534	1,837
Deposits	-	-	-
Withdrawals	(354)	(354)	(303)
<b>Closing balance</b>	<b>1,180</b>	<b>1,180</b>	<b>1,534</b>
<b>Waingawa industrial zone services deficit fund</b>			
Opening balance	35,020	35,020	25,248
Deposits	1,119	1,119	9,772
Withdrawals	-	-	-
<b>Closing balance</b>	<b>36,139</b>	<b>36,139</b>	<b>35,020</b>
<b>Special funds reserves - summary</b>			
Opening balance	1,187,016	1,187,016	1,479,963
Deposits	1,442,020	1,442,020	552,132
Withdrawals	(328,299)	(328,299)	(845,079)
<b>Closing balance</b>	<b>2,300,737</b>	<b>2,300,737</b>	<b>1,187,016</b>

Note 35: Explanation of major variances against budget

Explanations for major variations from the Council's estimated figures in the 2015/16 year in the Long Term Plan are as follows:

Statement of Financial Performance

- Fees and charges revenue is above budget due to water metering fees and sewerage trade waste charges being higher than expected.
- Forestry harvest income was received in February 2016 where none was budgeted for. The income relates to the harvest that occurred during the 2015 year.
- Contributions for the year are above budget due to increased levels of development activity across all areas.
- Sewerage expenditure was above budget due to higher than expected activity in the reticulation area.

- Parks and reserves expenditure was above budget due to expenditure related to the forestry harvest.
- Gifted assets expenditure is above budget due to the revaluation of the pensioner housing in 2015 being higher than expected, resulting in a higher value of the properties gifted to the Carter Society.

#### **Statement of Other Comprehensive Revenue and Expense**

- The total deficit for the year is more than budgeted due to the explanations mentioned for the statement of financial performance.
- The movement in revaluation reserves is greater than budgeted due to the revaluation of water, sewerage and stormwater assets being greater than the estimated levels in the LTP as a result of actual results exceeding projected inflation factors from Business and Economic Research Limited.

#### **Statement of Movements in Equity**

- Total comprehensive revenue and expense for the year is more than budget due to the explanations mentioned for the statement of other comprehensive revenue and expense.
- The unbudgeted transfers from revaluation reserves result from the gifting of the pensioner housing.

#### **Statement of Financial Position**

- Property, plant and equipment and asset revaluation reserves are above budget due to the explanation mentioned for the statement of other comprehensive revenue and expense.

- Forestry assets are above budget due to a higher than expected increase in value resulting from further natural growth of the second rotation stands.
- Intangible assets are over budget due to the capitalisation of resource consents that were not included in the LTP.
- Borrowings are lower than budget due to the Council's decision to use internal funds during the 2011 year, which delayed projected drawdown of loan funds in 2012 to 2014, as well as external loans not being drawn down during 2016 for sewerage mains, stormwater and parks and reserves that were expected in the LTP.
- Restricted reserves are above budget due to the Council's decision to write off the combined district plan reserve which was overdrawn.

#### **Statement of Cashflows**

- Other revenue was greater than budgeted due to the explanations mentioned for the statement of financial performance.
- Payments to suppliers and employees was greater than budget due to the explanations mentioned for the statement of financial performance.
- The purchase of property, plant and equipment is below budget due to the timing of capital works.
- The drawdown of public debt is less than budgeted due to the timing of loans between prior, current and future years, reflecting significant delays in capital expenditure.



## Financial prudence benchmarks

### Annual report disclosure statement for year ending 30 June 2016

#### What is the purpose of this statement?

The purpose of this statement is to disclose the council's financial performance in relation to various benchmarks to enable the assessment of whether the council is prudently managing its revenues, expenses, assets, liabilities, and general financial dealings.

The council is required to include this statement in its annual report in accordance with the Local Government (Financial Reporting and Prudence) Regulations 2014 (the regulations). Refer to the regulations for more information, including definitions of some of the terms used in this statement.

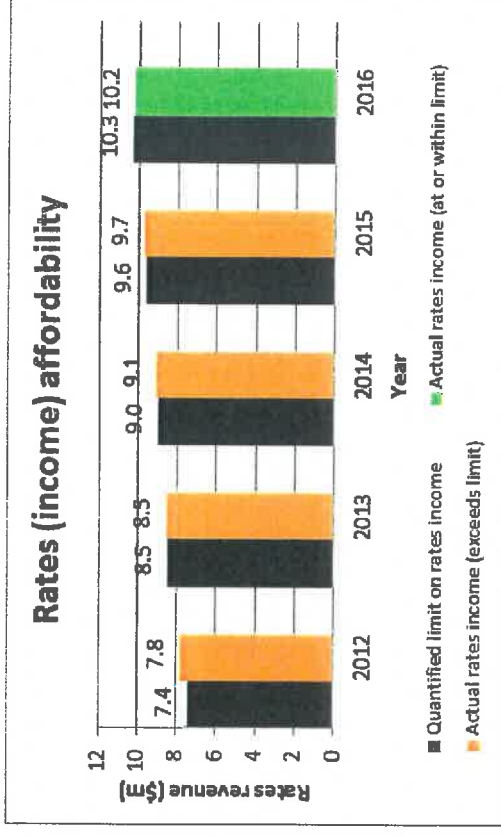
#### Rates affordability benchmark

The council meets the rates affordability benchmark if—

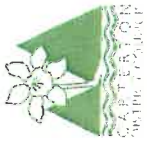
- its actual rates income equals or is less than each quantified limit on rates; and
- its actual rates increases equal or are less than each quantified limit on rates increases.

#### Rates (income) affordability

The following graph compares the council's actual rates income with a quantified limit on rates contained in the financial strategy included in the council's long-term plan. The quantified limit is budgeted rates revenue in the long-term plan.



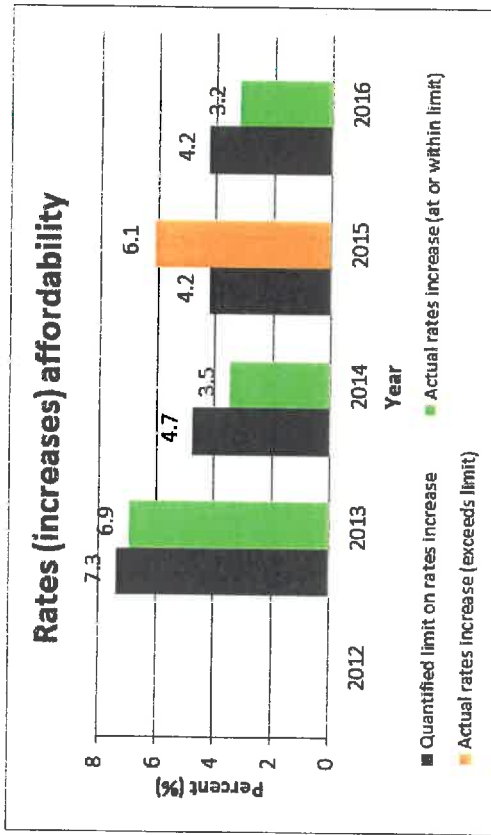
Carterton District Council has not set a definite \$ value as its quantified level for rates income; rather the Council has set the quantified level applicable each year at the agreed budgeted rates income level set in the Long Term Plan, as amended and approved each year through the Annual Plan consultation process.



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**Rates (increases) affordability**

The following graph compares the council's actual rates increases with a quantified limit on rates increases included in the financial strategy included in the council's long-term plan. The quantified limit is the percentage change in average rates<sup>15</sup> must not exceed the increase in the opening BERL local government cost index plus 2 percent.



Quantified limits on rates increases were first set for the year ended 30 June 2013.

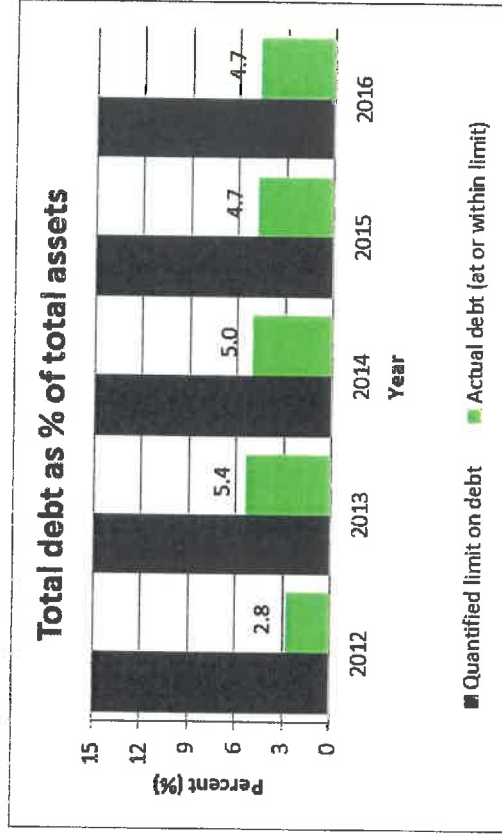
Comparative information is not available for the average rates increases (as defined in the quantified limit) for the years prior to 2013.

<sup>15</sup> The average rates is the total rates income divided by the total number of rates assessments.

**Debt affordability benchmark**

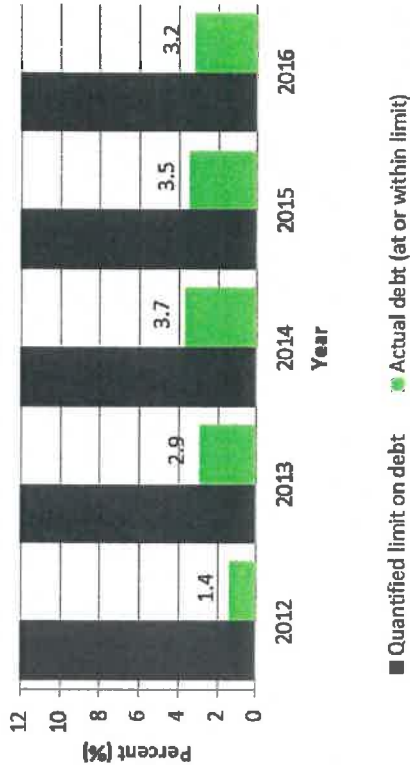
The council meets the debt affordability benchmark if its actual borrowing is within each quantified limit on borrowing.

The following graph compares the council's actual borrowing with a quantified limit on borrowing stated in the financial strategy included in the council's long-term plan. The quantified limit is that total debt as a percentage of total assets must not exceed 15 percent.



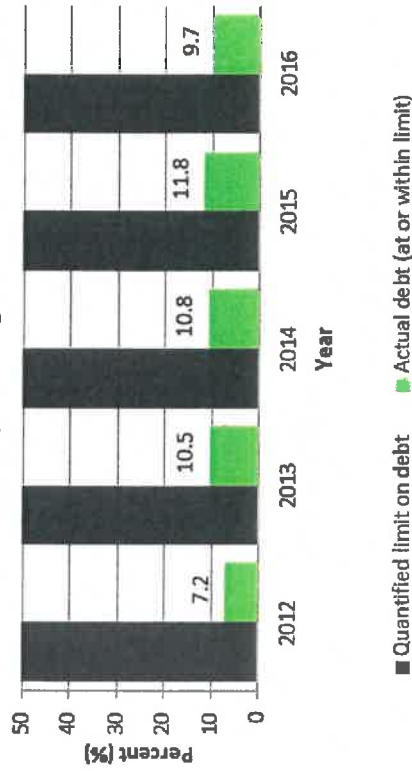
The following graph compares the council's actual borrowing with a quantified limit on borrowing stated in the financial strategy included in the council's long-term plan. The quantified limit is that gross interest paid on term debt must not exceed 12 percent of gross operating revenue.

### Interest paid as % of operating revenue



The following graph compares the council's actual borrowing with a quantified limit on borrowing stated in the financial strategy included in the council's long-term plan. The quantified limit is that gross interest expense must not exceed 50 percent of net cash inflow from operating activities.

### Interest as % of operating net cash flows

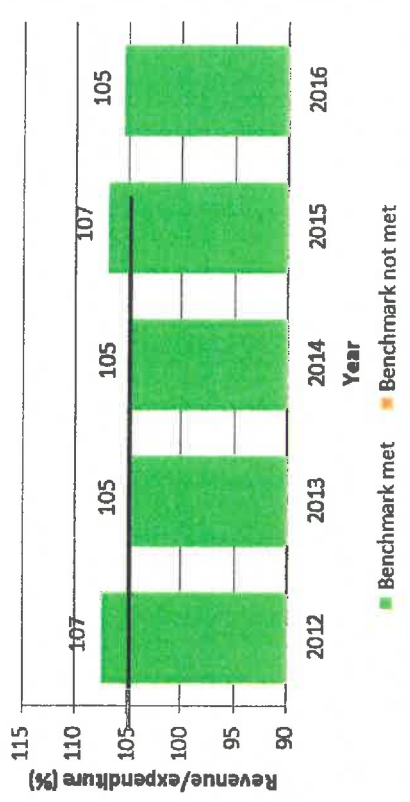


### Balanced budget benchmark

The following graph displays the council's revenue (excluding development contributions, financial contributions, vested assets, gains on derivative financial instruments, and revaluations of property, plant, or equipment) as a proportion of operating expenses (excluding losses on derivative financial instruments and revaluations of property, plant, or equipment).

The council meets this benchmark if its revenue equals or is greater than its operating expenses.

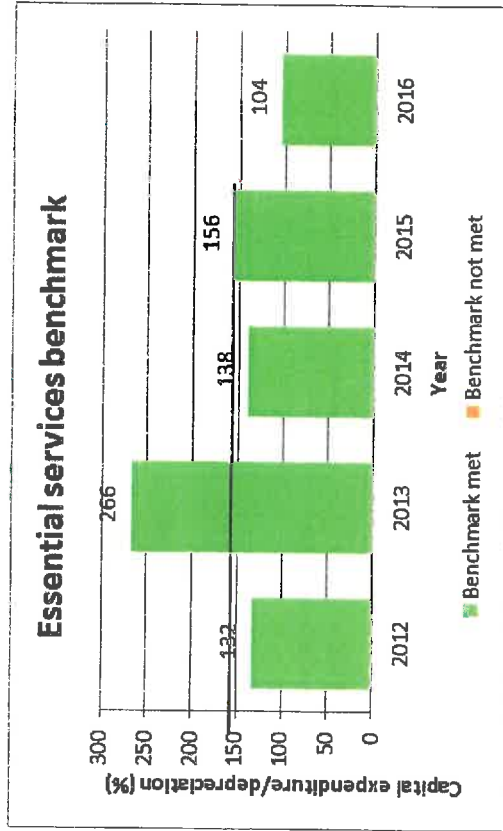
### Balanced budget benchmark



**Essential services benchmark**

The following graph displays the council's capital expenditure on network services as a proportion of depreciation on network services.

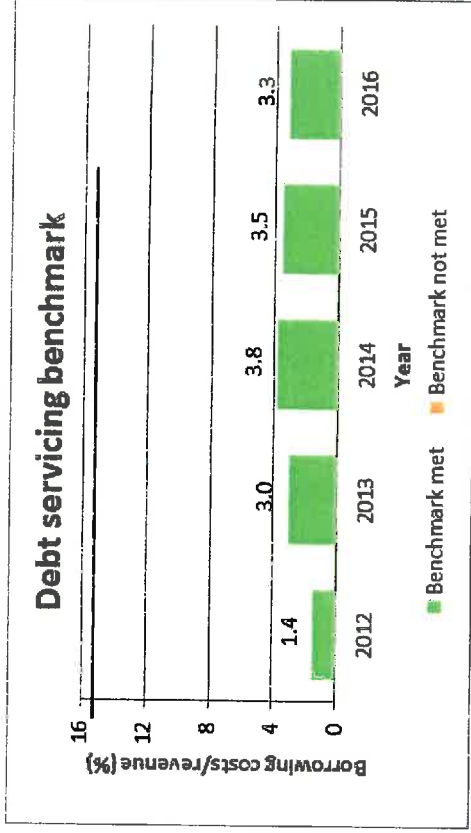
The council meets this benchmark if its capital expenditure on network services equals or is greater than depreciation on network services.



**Debt servicing benchmark**

The following graph displays the council's borrowing costs as a proportion of revenue (excluding development contributions, financial contributions, vested assets, gains on derivative financial instruments, and revaluations of property, plant, or equipment).

Because Statistics New Zealand projects the council's population will grow faster than the national population growth rate, it meets the debt servicing benchmark if its borrowing costs equal or are less than 15% of its revenue.

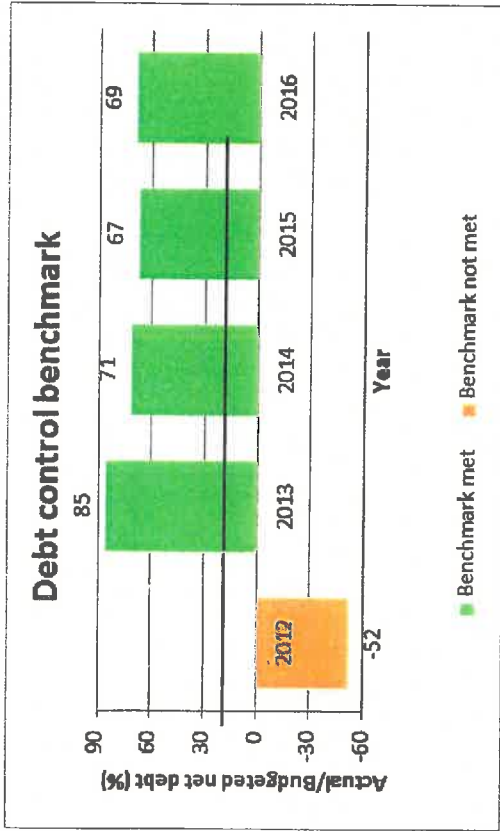


**Debt control benchmark**

The following graph displays the council's actual net debt as a proportion of planned net debt. In this statement, net debt means financial liabilities less financial assets (excluding trade and other receivables).

The council meets the debt control benchmark if its actual net debt equals or is less than its planned net debt.

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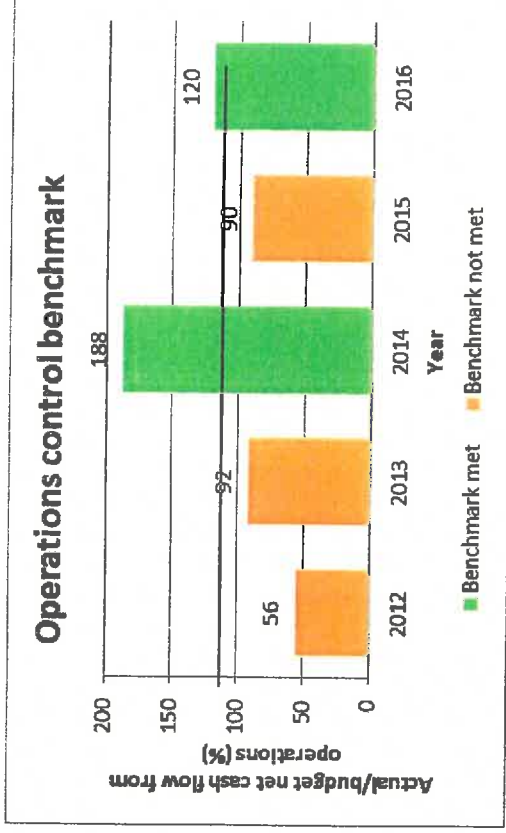


2011/12 was significantly distorted by timing differences between expectations in the 2009–2019 LTCCP and actual results related to the construction of the Events Centre and associated grants receipts, borrowing, and proceeds from property sales.

#### Operations control benchmark

This graph displays the council's actual net cash flow from operations as a proportion of its planned net cash flow from operations.

The council meets the operations control benchmark if its actual net cash flow from operations equals or is greater than its planned net cash flow from operations.



2011/12 was significantly distorted by timing differences between expectations in the 2009–2019 LTCCP and actual results related to the construction of the Events Centre and associated grants receipts. In 2012/13, rates revenue was higher than planned but closing debtors increased by more, and although expenditure was similar to planned, creditors increased more than forecast. Similarly, in 2014/15, although revenue was higher than planned, there were significantly higher debtors at year end.

## Statement of Accounting Policies

### Reporting Entity

Carterton District Council (Council) is a territorial local body governed by the Local Government Act 2002 (LGA 2002) and is domiciled in New Zealand.

The Council is a separate legal entity and does not have any subsidiaries.

The primary objective of the Council is to provide goods and services for the community or social benefit rather than making a financial return. Accordingly, the Council has designated itself as a public benefit entity for the purposes of the new Public Sector Public Benefit Entity International Public Sector Accounting Standards (PBE IPSAS).

The financial statements of the Council comply with PBE standards.

The financial statements of the Council are for the year ended 30 June 2016. The financial statements were authorised for issue by Council on 26 October 2016.

### Basis of Preparation

#### Statement of compliance

The financial statements of the Council have been prepared in accordance with the requirements of the Local Government Act 2002, which includes the requirement to comply with New Zealand generally, accepted accounting practice (NZ GAAP).

These financial statements have been prepared in accordance with PBE IPSAS for a Tier 2 entity as the Council does not have public accountability and is not large.

These financial statements have been prepared on a going concern basis.

### Measurement base

The financial statements have been prepared on a historical cost basis, modified by the revaluation of land and buildings, certain infrastructure assets, forestry assets and certain financial instruments (including derivative instruments).

### Functional and presentation currency

The financial statements are presented in New Zealand dollars and all values are rounded to the nearest dollar. The functional currency of the Council is New Zealand dollars.

### Changes in accounting policies

There have been no changes in accounting policies during the financial year.

### Standards, amendments and interpretations issued that are not yet effective and have not been early adopted

There are no standards that are not yet effective and that are expected to have a material impact on the Council in the current or future reporting periods and on foreseeable future transactions.

### Significant Accounting Policies

#### Revenue

Revenue is measured at the fair value of consideration received or receivable.

Revenue may be derived from either exchange or non-exchange transactions.

#### Revenue from exchange and non-exchange transactions

Revenue from exchange transactions arises where the Council provides goods or services to another entity and directly receives approximately equal value (primarily in the form of cash in exchange).

Revenue from non-exchange transactions arises from transactions that are not exchange transactions. Revenue from non-exchange transaction arises when the Council receives value from another party without giving approximately equal value directly in exchange for the value received.

Approximately equal value is considered to reflect a fair or market value, which is normally commensurate with an arm's length commercial transaction between a willing buyer and willing seller. Many of the services that the Council provides for a fee are charged at below market value as they are subsidised by rates. Other services operate on a cost recovery or breakeven basis and are not considered to reflect a market return. Most of the Council's revenue is therefore categorised as non-exchange.

Specific accounting policies for major categories of revenue are outlined below. The Council undertakes various activities as part of its normal operations, some of which generate revenue, but generally at below market rates. The following categories (except where noted) are classified as transfers, which are non-exchange transactions other than taxes.

#### *Rates revenue*

General rates, targeted rates (excluding water rates by meter), and uniform annual general charges are recognised at the start of the financial year to which the rates resolution relates. They are recognised at the amounts due.

The Council considers that the effect of payment of rates by instalments is not sufficient to require discounting of rates receivables and subsequent recognition of interest revenue.

Rates are a tax as they are payable under the Local Government Ratings Act 2002 and are therefore defined as non-exchange.

Rates collected on behalf of the Greater Wellington Regional Council (WRC) are not recognised in the financial statements as the Council is acting as an agent for the WRC.

Revenue from water rates by meter is recognised on an accrual basis and are taxes that use a specific charging mechanism to collect the rate and are non-exchange revenue.

Unbilled usage, as a result of unread meters at year end, is accrued on an average usage basis.

#### *Government grants*

Government grants are received from the New Zealand Transport Agency, which subsidises part of the costs of maintaining the local road infrastructure. The subsidies are recognised as revenue upon entitlement as conditions pertaining to eligible expenditure have been fulfilled.

Various grants are also received from a number of Crown bodies for a range of purposes, such as employment subsidies, assistance with community activities, and grant money for distribution to the community. The grants are recognised as revenue when they become receivable.

Other grants and bequests – with or without conditions – are recognised as revenue when they become receivable.

#### *Provision of services*

Revenue from the rendering of services is recognised by reference to the stage of completion of the transaction at balance date, based on the actual service provided as a percentage of the total services to be provided.

#### *Vested assets*

Where a physical asset is acquired for nil or nominal consideration the fair value of the asset received is recognised as revenue. Assets vested in the Council are recognised as revenue when control over the asset is obtained.

The fair value of vested assets is usually determined by reference to the cost of constructing the asset.

Vested asset revenue is recognised as non-exchange revenue when the maintenance period (where the developer is responsible for addressing maintenance items) ends and the asset is at the required standard to be taken over by Council.

***Sale of goods***

The sale of goods is classified as exchange revenue. Sale of goods is recognised when products are sold to the customer and all risks and rewards of ownership have transferred to the customer.

***Agency arrangements***

Where revenue is derived by acting as an agent for another party, the revenue that is recognised is the commission or fee on the transaction.

***Interest and dividends***

Interest revenue is recognised using the effective interest method.

Dividends are recognised when the right to receive payment has been established and are classified as exchange revenue. Dividends are recorded net of imputation credits.

***Fines and penalties***

Revenue from fines and penalties (eg traffic and parking infringements, library overdue book fines, rates penalties) is recognised when infringement notices are issued or when the fines/penalties are otherwise imposed.

***Other gains and losses***

Gains include additional earnings on the disposal of property, plant and equipment and movements in the fair value of financial assets and liabilities.

***Development contributions***

Development and financial contributions are recognised as revenue when the Council provides, or is able to provide, the service for which the contributions were charged. Otherwise development contributions and financial contributions are recognised as liabilities until such time as the Council provides, or is able to provide, the service.

Development contributions are classified as part of “development and financial contributions”.

**Borrowing costs**

Borrowing costs are recognised as an expense in the period in which they are incurred.

**Grant expenditure**

Non-discretionary grants are those grants that are awarded if the grant application meets the specified criteria and are recognised as expenditure when an application that meets the specified criteria for the grant has been received.

Discretionary grants are those grants where the Council has no obligation to award on receipt of the grant application and are recognised as expenditure when approved by the Council and the approval has been communicated to the applicant.

**Foreign currency transactions**

Foreign currency transactions (including those for which foreign exchange contracts are held) are translated into the functional currency using the exchange rates prevailing at the dates of the transactions. Foreign exchange gains and losses resulting from the settlement of such transactions and from the translation at year end exchange rates of monetary assets and liabilities denominated in foreign currencies are recognised in the surplus or deficit.

**Income tax**

Income tax expense includes current tax and deferred tax.

Current tax is the amount of income tax payable based on the taxable surplus for the current year, plus any adjustments to income tax payable in respect of prior years. Current tax is calculated using tax rates (and tax laws) that have been enacted or substantively enacted at balance date.

Deferred tax is the amount of income tax payable or recoverable in future periods in respect of temporary differences and unused tax losses. Temporary differences and



differences between the carrying amount of assets and liabilities in the financial statements and the corresponding tax bases used in the computation of taxable surplus.

Deferred tax is measured at the tax rates that are expected to apply when the asset is realised or the liability is settled, based on tax rates (and tax laws) that have been enacted or substantively enacted at balance date. The measurement of deferred tax reflects the tax consequences that would follow from the manner in which the Council expects to recover or settle the carrying amount of its assets and liabilities.

Deferred tax liabilities are generally recognised for all taxable temporary differences.

Deferred tax assets are recognised to the extent that it is probable that taxable profits will be available against which the deductible temporary differences or tax losses can be utilised.

Deferred tax is not recognised if the temporary difference arises from the initial recognition of goodwill or from the initial recognition of an asset and liability in a transaction that is not a business combination, and at the time of the transaction, affects neither accounting surplus nor taxable surplus.

Current and deferred tax is recognised against the surplus or deficit for the period, except to the extent that it relates to a business combination, or to transactions recognised in other comprehensive revenue or directly in equity.

**Leases**

*Finance leases*

A finance lease is a lease that transfers to the lessee substantially all the risks and rewards incidental to ownership of an asset, whether or not title is eventually transferred.

At the commencement of the lease term, finance leases are recognised as assets and liabilities in the statement of financial position at the lower of the fair value of the leased item or the present value of the minimum lease payments.

The finance charge is charged to the surplus or deficit over the lease period so as to produce a constant periodic rate of interest on the remaining balance of the liability.

The amount recognised as an asset is depreciated over its useful life. If there is no certainty as to whether the Council will obtain ownership at the end of the lease term, the asset is fully depreciated over the shorter of the lease term and its useful life.

*Operating leases*

An operating lease is a lease that does not transfer substantially all the risks and rewards incidental to ownership of an asset. Lease payments under an operating lease are recognised as an expense on a straight-line basis over the lease term.

**Cash and cash equivalents**

Cash and cash equivalents includes cash on hand, deposits held at call with banks, other short-term highly liquid investments with original maturities of three months or less, and bank overdrafts.

Bank overdrafts are shown within borrowings in current liabilities in the statement of financial position.

**Debtors and other receivables**

Short-term debtors and other receivables are recorded at their face value, less any provision for impairment.

Impairment of a receivable is established when there is objective evidence that the Council will not be able to collect amounts due according to the original terms of the receivable. Significant financial difficulties of the debtor, probability that the debtor will enter into bankruptcy, receivership or liquidation, and default in payments are considered indicators that the debt is impaired. The amount of the impairment is the difference between the asset's carrying amount and the present value of estimated future cash flows, discounted using the original effective interest rate. The carrying amount of the asset is reduced through the use of an allowance account, and the amount of the loss is recognised in the surplus or deficit. When the receivable is uncollectible, it is written off against the allowance account for receivables. Overdue receivables that have been renegotiated are reclassified as current (that is, not past due).

**Derivative financial instruments and hedge accounting**

The Council does not engage in the use of derivative financial instruments and hedging activities.

**Other financial assets**

Financial assets are initially recognised at fair value plus transaction costs unless they are carried at fair value through surplus or deficit in which case the transaction costs are recognised in the surplus or deficit.

Purchases and sales of financial assets are recognised on trade-date, the date on which the Council commits to purchase or sell the asset. Financial assets are derecognised when the rights to receive cash flows from the financial assets have expired or have been transferred and the Council has transferred substantially all the risks and rewards of ownership.

Financial assets are classified into the following categories for the purpose of measurement:

- Fair value through surplus or deficit
- Loans and receivables
- Held to maturity investments
- Fair value through other comprehensive revenue and expense

The classification of a financial asset depends on the purpose for which the instrument was acquired.

**Financial assets at fair value through surplus or deficit**

Financial assets at fair value through profit and loss include financial assets held for trading. A financial asset is classified in this category if acquired principally for the purpose of selling in the short-term or it is part of a portfolio of identified financial instruments that are managed together and for which there is evidence of short-term profit-taking. Derivatives are also categorised as held for trading unless they are designated into hedge accounting relationship for which hedge accounting is applied.

Financial assets acquired principally for the purpose of selling in the short-term or part of a portfolio classified as held for trading are classified as a current asset. The current/non-current classification of derivatives is explained in the derivatives accounting policy above.

After initial recognition, financial assets in this category are measured at their fair values with gains or losses on remeasurement recognised in the surplus or deficit.

Council does not hold any financial assets in this category.

**Loans and receivables**

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market. They are included in current assets, except for maturities greater than 12 months after the balance date, which are included in non-current assets.

After initial recognition, they are measured at amortised cost, using the effective interest method less impairment. Gains and losses when the asset is impaired or derecognised are recognised in the surplus or deficit.

Loans to community organisations made at nil or below-market interest rates are initially recognised at the present value of their expected future cash flows, discounted at the current market rate of return for a similar financial instrument. The loans are subsequently measured at amortised cost using the effective interest method. The difference between the face value and present value of the expected future cash flows of the loan is recognised in the surplus or deficit as a grant.

Council's loans and receivables comprise cash and cash equivalents, bank term deposits, debtors and other receivables, community and related party loans. Loans and receivables are classified as "debtors and other receivables" in the statement of financial position.

**Held to maturity investments**

Held to maturity investments are non-derivative financial assets with fixed or determinable payments and fixed maturities and there is the positive intention and ability



to hold to maturity. They are included in current assets, except for maturities greater than 12 months after balance date, which are included in non-current assets.

After initial recognition they are measured at amortised cost, using the effective interest method, less impairment. Gains and losses when the asset is impaired or derecognised are recognised in the surplus or deficit.

Council does not hold any financial assets in this category.

#### *Fair value through other comprehensive revenue and expense*

Financial assets at fair value through other comprehensive revenue and expense are those that are designated into the category at initial recognition or are not classified in any of the other categories above. They are included in non-current assets unless management intends to dispose of the share investment within 12 months of balance date or if the debt instrument is not expected to be realized within 12 months of balance date.

Council includes in this category:

- investments that it intends to hold long-term but which may be realised before maturity
- shareholdings that it holds for strategic purposes.

These investments are measured at their fair value, with gains and losses recognised in other comprehensive revenue and expense, except for impairment losses, which are recognised in the surplus or deficit.

On derecognition, the cumulative gain or loss previously recognised in other comprehensive revenue and expense is reclassified from equity to the surplus or deficit.

Council's investments in this category include shares in companies.

#### **Impairment of financial assets**

Financial assets are assessed for objective evidence of impairment at each balance date. Impairment losses are recognised in the surplus or deficit.

#### *Loans and other receivables*

Impairment is established when there is objective evidence that the Council will not be able to collect amounts due according to the original terms of the receivable. Significant financial difficulties of the debtor, probability that the debtor will enter into bankruptcy, and default in payments are considered indicators that the asset is impaired. The amount of the impairment is the difference between the asset's carrying amount and the present value of estimated future cash flows, discounted using the original effective interest rate. For debtors and other receivables, the carrying amount of the asset is reduced through the use of an allowance account, and the amount of the loss is recognised in the surplus or deficit. When the receivable is uncollectible, it is written-off against the allowance account. Overdue receivables that have been renegotiated are reclassified as current (that is, not past due). Impairment in term deposits, local authority stock, government stock, and community loans, are recognised directly against the instruments carrying amount.

#### *Financial assets at fair value through other comprehensive revenue and expense*

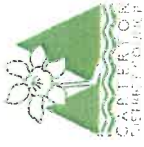
For equity investments, a significant or prolonged decline in the fair value of the investment below its cost is considered objective evidence of impairment.

For debt investments, significant financial difficulties of the debtor, probability that the debtor will enter into bankruptcy, and default in payments are considered objective indicators that the asset is impaired.

If impairment evidence exists for the investments at fair value through other comprehensive revenue and expense, the cumulative loss (measured as the difference between the acquisition cost and the current fair value, less any impairment loss on that financial asset previously recognised in the surplus or deficit) recognised in other comprehensive revenue and expense is reclassified from equity to the surplus or deficit.

Equity instrument impairment losses recognised in the surplus or deficit are not reversed through the surplus or deficit.

If in a subsequent period the fair value of a debt instrument increases and the increase can be objectively related to an event occurring after the impairment loss was recognised, the impairment loss is reversed in the surplus or deficit.



**Non-current assets held for sale**

Non-current assets held for sale are classified as held for sale if their carrying amount will be recovered principally through a sale transaction rather than through continuing use. Non-current assets held for sale are measured at the lower of their carrying amount and fair value less costs to sell.

Any impairment losses for write-downs of assets held for sale are recognised in the surplus or deficit.

Any increases in fair value (less costs to sell) are recognised up to the level of any impairment losses that have previously been recognised.

Non-current assets held for sale (including those that are part of a disposal group) are not depreciated or amortised while they are classified as held for sale.

**Property, plant and equipment**

Property, plant and equipment consists of:

*Operational assets*—land, buildings, fixtures and fittings, office equipment, library collections, motor vehicles, plant and equipment, landfill post closure and water races.

*Infrastructure assets*—fixed utility systems owned by the Council. Each asset class includes all items that are required for the network to function. For example, sewer reticulation includes reticulation piping and sewer pump stations.

*Heritage assets*—assets owned by the Council that are of cultural or historical significance to the community and cannot be replaced due to the nature of the assets. Buildings recorded under the Historical Places Act 1993 have been recorded as **heritage assets**.

Property, plant and equipment is shown at cost or valuation, less accumulated depreciation and impairment losses.

**Revaluation**

Land and buildings (operational and restricted), library books, and infrastructural assets (except land under roads) are revalued with sufficient regularity to ensure that their carrying amount does not differ materially from fair value and at least every three years. All other assets are carried at depreciated historical cost.

The carrying values of revalued assets are assessed annually to ensure that they do not differ materially from the assets' fair values. If there is a material difference, then the off-cycle asset classes are revalued.

Revaluations of property, plant and equipment are accounted for on a class of asset basis.

The net revaluation results are credited or debited to other comprehensive revenue and expense and are accumulated to an asset revaluation reserve in equity for that class of asset. Where this would result in a debit balance in the asset revaluation reserve, this balance is not recognised in other comprehensive revenue and expense but is recognised in the surplus or deficit. Any subsequent increase on revaluation that reverses a previous decrease in value recognised in the surplus or deficit will be recognised first in the surplus or deficit up to the amount previously expensed, and then recognised in other comprehensive revenue and expense.

**Additions**

The cost of an item of property, plant and equipment is recognised as an asset if, and only if, it is probable that future economic benefits or service potential associated with the item will flow to the Council and the cost of the item can be measured reliably.

Work in progress is recognised at cost less impairment and is not depreciated.

Property, plant and equipment is recognised at cost. Where an asset is acquired at no cost, or for nominal cost, it is recognised at fair value as at the date of acquisition.

**Subsequent costs**

Costs incurred subsequent to initial acquisition are capitalised only when it is probable that future economic benefits or service potential associated with the item will flow to Council and the cost of the item can be measured reliably.

**Disposals**

Gains and losses on disposals are determined by comparing the proceeds with the carrying amount of the asset. Gains and losses on disposals are reported net in the surplus or deficit. When revalued assets are sold, the amounts included in asset revaluation reserves in respect of those assets are transferred to accumulated funds.

**Depreciation**

Depreciation is provided on a straight-line basis on all property, plant and equipment other than land (which also includes the landfill and water races), at rates which will write off the cost (or valuation) of the assets to their estimated residual values over their useful lives.

The estimated useful lives and associated depreciation rates of major classes of assets have been estimated as follows:

Motor vehicles	10 years	10.00%
Plant and equipment	10 to 50 years	2.00–10.00%
Roads, bridges & footpaths*	9 to 63 years	1.58–11.42%
Water systems*	7 to 30 years	3.29–13.66%
Stormwater systems*	65 to 74 years	1.35–1.55%
Sewerage systems*	10 to 24 years	4.12–10.39%
Buildings	5 to 100 years	1.09–20.00%
Library collections	6 years	16.67%
Office equipment	5 to 10 years	10.00–20.00%
Fixtures and fittings	10 to 50 years	2.00–10.00%
Heritage assets	20 to 50 years	2.00–5.00%
Intangible assets	5 years	20.00%

In relation to infrastructural assets marked \* (above), depreciation has been calculated at a componentry level based on the estimated remaining useful lives as assessed by Council's engineers and independent registered valuers. A summary of these lives is detailed above.

The residual value and useful life of an asset is reviewed, and adjusted if applicable, at each financial year end.

**Intangible assets**

**Software acquisition and development**

Acquired computer software licenses are capitalised on the basis of the costs incurred to acquire and bring to use the specific software.

Costs that are directly associated with the development of software for internal use are recognized as an intangible asset. Direct costs include the software development employee costs and an appropriate portion of relevant overheads.

Staff training costs are recognised in the surplus or deficit when incurred.

Costs associated with maintaining computer software are recognised as an expense when incurred.

**Easements**

Easements are recognised at cost, being the costs directly attributable in bringing the asset to its intended use. Easements have an indefinite life and are not amortised, but are instead tested for impairment annually.

**Resource consents**

Costs incurred in obtaining resource consents are capitalised and classified as intangible assets. Costs are amortised on a straight-line basis over the term granted by the resource consent, which ranges from 3–10 years, and are stated at cost less accumulated amortisation and impairment losses.

**Carbon credits**

Purchased carbon credits are recognised at cost on acquisition. Free carbon credits received from the Crown are recognised at fair value on receipt. They are not amortised, but are instead tested for impairment annually. They are derecognised when they are used to satisfy carbon emission obligations.

**Amortisation**

The carrying value of an intangible asset with a finite life is amortised on a straight-line basis over its useful life. Amortisation begins when an asset is available for use and ceases at the date that the asset is derecognised. The amortisation charge for each period is recognised in the surplus or deficit.

The useful lives and associated amortisation rates of major classes of intangible assets have been estimated as follows:

Computer software	5 years	20.00%
Resource consents	3–10 years	10.00–33.33%

**Impairment of property, plant and equipment and intangible assets**

Intangible assets that have an indefinite useful life, or not yet available for use, are not subject to amortisation and are tested annually for impairment. Assets that have a finite useful life are reviewed for indicators of impairment at each balance date. When there is an indicator of impairment the asset’s recoverable amount is estimated. An impairment loss is recognised for the amount by which the asset’s carrying amount exceeds its recoverable amount. The recoverable amount is the higher of an asset’s fair value less costs to sell and value in use.

Value in use is depreciated replacement cost for an asset where the future economic benefits or service potential of the asset are not primarily dependent on the assets ability to generate net cash flows and where the entity would, if deprived of the asset, replace its remaining future economic benefits or service potential.

The value in use for cash-generating assets and cash-generating units is the present value of expected future cash flows.

If an asset’s carrying amount exceeds its recoverable amount, the asset is impaired and the carrying amount is written down to the recoverable amount.

For assets not carried at a revalued amount, the total impairment loss is recognised in the surplus or deficit.

For assets not carried at a revalued amount (other than goodwill), the reversal of an impairment loss is recognised in the surplus or deficit.

**Forestry assets**

Standing forestry assets are independently revalued annually at fair value less estimated cost to sell for one growth cycle. Fair value is determined based on the present value of expected net cash flows discounted at a current market determined rate. This calculation is based on existing sustainable felling plans and assessments regarding growth, timber prices, felling costs and silvicultural costs and takes into consideration environmental, operational and market restrictions.

Gains or losses arising on initial recognition of forestry assets at fair value less estimated costs to sell and from a change in fair value less estimated costs to sell are recognised in the surplus or deficit.

Forestry maintenance costs are recognised in the surplus or deficit when incurred.

**Creditors and other payables**

Short-term creditors and other payables are recorded at their face value.

**Borrowings**

Borrowings are initially recognised at their fair value net of transactions costs incurred. After initial recognition, all borrowings are measured at amortised cost using the effective interest method.

Borrowings are classified as current liabilities unless the Council has an unconditional right to defer settlement of the liability for at least 12 months after the balance date or if the borrowings are expected to be settled within 12 months of balance date.

**Employee entitlements**

*Short-term employee entitlements*

Employee benefits expected to be settled within 12 months of balance date are measured at nominal values based on accrued entitlements at current rates of pay.

These include salaries and wages accrued up to balance date, annual leave earned to, but not yet taken at balance date, long service leave entitlements expected to be settled within twelve months, and sick leave.

A liability for sick leave is recognised to the extent that compensated absences in the coming year are expected to be greater than the sick leave entitlements earned in the coming year. The amount is calculated based on the unused sick leave entitlement that can be carried forward at balance date, to the extent it will be used by staff to cover those future absences.

A liability and an expense is recognised for bonuses where the Council has a contractual obligation or where there is a past practice that has created a constructive obligation.

*Long-term employee entitlements*

Employee benefits that are due to be settled beyond 12 months after the end of the period in which the employee renders the related service, such as long service leave and retirement gratuities, have been calculated on an actuarial basis. The calculations are based on:

- likely future entitlements accruing to staff, based on years of service, years to entitlement, the likelihood that staff will reach the point of entitlement and contractual entitlements information, and
- the present value of the estimated future cash flows.

A discount rate of 5.16% and an inflation factor of 3.00% were used. The discount rate is based on the weighted average of Government interest rates for stock with terms to maturity similar to those of the relevant liabilities. The inflation factor is based on the expected long-term increase in remuneration for employees.

*Presentation of employee entitlements*

Sick leave, annual leave, vested long service leave, and non-vested long service leave and retirement gratuities expected to be settled within 12 months of balance date, are classified as a current liability. All other employee entitlements are classified as a non-current liability.

**Superannuation schemes**

Obligations for contributions to defined contribution superannuation schemes are recognised as an expense in the surplus or deficit as incurred.

**Provisions**

A provision is recognised for future expenditure of uncertain amount or timing when there is a present obligation (either legal or constructive) as a result of a past event, it is probable that expenditures will be required to settle the obligation, and a reliable estimate can be made of the amount of the obligation.

Provisions are measured at the present value of the expenditures expected to be required to settle the obligation using a pre-tax discount rate that reflects current market assessments of the time value of money and the risks specific to the obligation. The increase in the provision due to the passage of time is recognised as an interest expense and is included in "finance costs".

**Financial guarantee contracts**

A financial guarantee contract is a contract that requires the Council to make specified payments to reimburse the holder of the contract for a loss it incurs because a specified debtor fails to make payment when due.

Financial guarantee contracts are initially recognised at fair value, even if a payment under the guarantee is not considered probable. If a financial guarantee contract was issued in a standalone arm's length transaction to an unrelated party, its fair value at inception is equal to the consideration received. When no consideration is received, a liability is recognised based on the probability that the Council will be required to reimburse a holder for a loss incurred discounted to present value. The portion of the guarantee that remains unrecognised, prior to discounting to fair value, is disclosed as a contingent liability.

Financial guarantees are subsequently measured at the initial recognition amount less any amortisation. However, if it is probable that expenditure will be required to settle a guarantee, then the provision for the guarantee is measured at the present value for the future expenditure.

**Equity**

Equity is the community's interest in the Council and is measured as the difference between total assets and total liabilities. Equity is disaggregated and classified into the following components:

- Public equity – accumulated funds
- Restricted reserves
- Other reserves – trust funds
- Asset revaluation reserves
- Fair value through other comprehensive revenue and expense reserves

**Restricted reserves**

Restricted reserves are a component of equity generally representing a particular use to which various parts of equity have been assigned. Reserves may be legally restricted or created by the Council.

Restricted reserves are those subject to specific conditions accepted as binding by the Council and which may not be revised by the Council without reference to the Courts or a third party. Transfers from these reserves may be made only for certain specified purposes or when certain specified conditions are met.

Also included in restricted reserves are reserves restricted by Council decision. The Council may alter them without references to any third party or the Courts. Transfers to and from these reserves are at the discretion of the Council.

Council's objectives, policies and processes for managing capital are described in note 34.

**Asset revaluation reserves**

This reserve relates to the revaluation of property, plant and equipment to fair value.

**Fair value through other comprehensive revenue and expense reserves**

This reserve comprises the cumulative net change in the fair value of fair value through other comprehensive revenue and expense instruments.

**Goods and services tax (GST)**

All items in the financial statements are stated exclusive of goods and services tax (GST), except for debtors and other receivables and creditors and other payables, which are stated on a GST inclusive basis. GST not recoverable as input tax is recognised as part of the related asset or expense.

The net amount of GST recoverable from, or payable to, the Inland Revenue Department (IRD) is included as part of receivables or payables in the statement of financial position.

The net GST paid to, or received from the IRD, including the GST relating to investing and financing activities, is classified as an operating cash flow in the statement of cash flows.



Investing activities are those activities relating to the acquisition and disposal of long-term assets and other investments not included in cash and cash equivalents.

### **Budget figures**

The budget figures are those approved by the Council in its 2015 – 2025 Long Term Plan. The budget figures have been prepared in accordance with PBE IPSAS, using accounting policies that are consistent with those adopted in preparing these financial statements.

### **Cost allocation**

The cost of service for each significant activity of Council has been derived using the cost allocation system outlined below.

Direct costs are those costs directly attributable to a significant activity. Indirect costs are those costs which cannot be identified in an economically feasible manner with a significant activity.

Direct costs are charged directly to significant activities. Indirect costs are charged to significant activities using appropriate cost drivers such as actual usage, staff numbers, and floor area.

### **Statement of cash flows**

Cash means cash balances on hand, held in bank accounts, demand deposits and other highly liquid investments in which Council invests as part of its day-to-day cash management. GST is disclosed net as disclosing gross amounts does not provide any further meaningful information.

Operating activities include cash received from all revenue sources and cash payments made for the supply of goods and services. Agency transactions (the collection of Regional Council rates) are recognised as receipts and payments in the Statement of Cash Flows because they flow through the Council's main bank account.

Financing activities comprise the change in equity and debt structure of the Council.

### **Statements of service performance**

The cost of service statements, as provided in the Statements of Service Performance, report the net cost of services for significant activities of the Council, and are represented by the costs of providing the service less all direct revenue that can be allocated to these activities.

### **Critical accounting estimates and assumptions**

In preparing these financial statements, estimates and assumptions have been made concerning the future. These estimates and assumptions may differ from the subsequent actual results. Estimates and judgments are continually evaluated and are based on historical experience and other factors, including expectations or future events that are believed to be reasonable under the circumstances. The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are discussed below:

#### *Landfill aftercare provision*

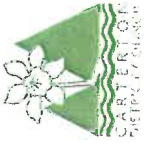
Note 17 provides information about the estimates and assumptions surrounding the landfill aftercare provision.

#### *Infrastructural assets*

Note 31 provides information about the estimates and assumptions applied in determining the fair value of infrastructural assets.

### **Critical judgments in applying Council's accounting policies**

Management has exercised the following critical judgments in applying accounting policies for the year ended 30 June 2016:



DRAFT

*Classification of property*

The Council owned a number of properties held to provide housing to pensioners. The receipt of market-based rental from these properties is incidental to holding them. The properties were held for service delivery objectives as part of the Council's social housing policy. The properties were accounted for as property, plant and equipment until they were gifted to the Carter Society in September 2015.



5 October 2016

## Budget carry-forward to 2016/17

### Purpose

This report seeks Council approval to carry-forward unspent budgets from 2015/16 to 2016/17.

### Background

When the budgets for the Annual Plan 2016/17 were prepared, it was assumed that some operating activity and capital expenditure planned for 2015/16 would not be completed before 30 June 2016. These were therefore budgeted for completion in 2016/17 (in the Annual Plan).

However, some expenditure was not incurred as expected in those last few months and still need to be completed. There was under-expenditure in 2015/16 and, unless approved, there will be unbudgeted expenditure in 2016/17.

Because the expenditure planned for 2015/16 was not fully spent, funds will still be in the bank account or transferred to reserves at year-end.

### Capital expenditure

The following capital items were underspent in 2015/16, were not completed, and require budgets carried forward to 2016/17:

Description	2015/16 under-spend	2016/17 carry-forward	Comment
<b>Roads and footpaths</b>			
Minor works	\$ 74,350	\$ 74,350	
LED lighting	\$ 61,600	\$ 61,600	
<b>Water supply</b>			
Resource consent renewal	\$ 35,000	\$ 35,000	waiting for Regional Council

Description	2015/16 under-spend	2016/17 carry-forward	Comment
Mains upgrade / replacement	\$ 118,000	\$ 118,000	
<b>Stormwater</b>			
Waikākāriki Stream diversion	\$ 91,000	\$ 91,000	behind schedule
<b>Community support</b>			
Youth Centre roof	\$ 10,000	\$9,000	completed July
<b>Regulatory and planning</b>			
Motor vehicle	\$ 35,000	\$ 35,000	early replacement of Building Inspector's vehicle
South Carterton sewer/water easements	\$ 150,000	\$ 150,000	waiting for development to occur
<b>Overhead units</b>			
Software upgrades	\$ 115,125	\$ 115,125	to be completed in 2016/17
Renovations Council office	\$ 42,050	\$42,050	to be completed in 2016/17

### Waingawa water and sewerage extension

Council has set aside \$600,000 in the Annual Plan to extend the water and sewerage network in Norman Avenue, Waingawa. More details have been sought from Opus and their estimates are far cheaper than first thought.

Opus has surveyed the area and come up with a cheaper alternative of going under the railway lines with the water and sewer mains (as originally planned) then putting a pumping line from each property to connect to instead of one large pump station. The cost of the individual pump stations are on the property owner not the Council and become their responsibility. Opus' estimate of this approach is \$200,000, a saving of \$400,000.

### Water mains

The water mains on High Street South from Dalefield Road to Moreton Road is planned for renewal this year. The budget for this work is \$248,000. Subsequently Opus has scoped the job and suggested an alternative approach. However the proposal is considerably more expensive at \$440,000.

At present there is a water main on the East side of the road, with laterals crossing the road for every property on the West side. It is getting more and more difficult to carry out any work in the live lanes of the highway. Opus has suggested we put a 50mm rider main on the western side and remove the laterals going across the highway.

For \$440,000 we can complete a rider main on the western side from Dalefield to Moreton. For the current budget we could only go as far as Frederick or Charles.

## Holiday Park

The Annual Plan assumed that the Holiday Park would be leased and would require limited budgets because the lessee would be picking up the operating revenue and expenses. Attempts to procure a lessee were unsuccessful. A contractor has been engaged on similar conditions as the previous contractor. Therefore additional unplanned budgets of \$93,500 revenue and \$41,000 expenses are needed to reflect this arrangement.

## Roads and footpaths

The 2015/16 financial year was the first of the current three-year programme for the NZTA-subsidised roading activity. Carry-forwards are requested for operating revenue and expenses of \$130,000 for an emergency reinstatement budget under the subsidised roads and footpaths activities.

In addition, our Roding Manager has identified the following unplanned capital expenditure that the Council may wish to consider:

- additional footpath resurfacing \$25,000—Cr Knowles, Opus, and our Roding Manager conducted a footpath inspection to determine the final programme for the year. They recommend Council considers additional resurfacing adjacent to planned work to deal based on public inquiries, complaints, and concerns.
- extension to the subsidised roading renewals programme \$63,200
- unsubsidised minor works \$40,000—resealing Stubbs Lane to address drainage problems and (this is a longstanding issue that was discussed at the August Infrastructure Services Committee).

## Recommendations

That Council:

1. **approves** the carry-forward to 2016/17 budgets of the following capital expenditure:

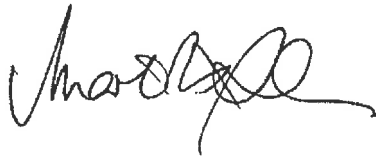
Minor works	\$ 74,350
LED lighting	\$ 61,600
Resource consent renewal	\$ 35,000
Mains upgrade / replacement	\$ 118,000
Waikākāriki Stream diversion	\$ 91,000
Youth Centre roof	\$9,000
Motor vehicle	\$ 35,000
South Carterton sewer/water easements	\$ 150,000
Software upgrades	\$ 115,125
Renovations Council office	\$42,050
<b>Total</b>	<b>\$ 731,125</b>

2. **approves** the following unplanned operating budget changes:

<b>Holiday Park</b>	
Revenue	\$ 93,500
Expenses	\$ 41,000
<b>Roads and footpaths</b>	
Emergency reinstatement maintenance	\$ 130,000

3. **considers** the following unplanned capital budget changes:

<b>Roads and footpaths</b>	
Footpath resurfacing	\$ 25,000
Subsidised roading renewals	\$ 63,200
Minor works Stubbs Lane	\$ 40,000
<b>Water and sewerage</b>	
Norman Avenue extension	(\$ 400,000)
High Street South water mains	\$ 192,000
<b>Total</b>	<b>(\$ 79,800)</b>



Marty Sebire  
Corporate Services Manager



19<sup>th</sup> September 2016

## Silage Bylaw Decision

### 1. PURPOSE OF THE REPORT

For the Council to consider the recommendations of the Hearing Committee in regards to the reviewed Silage Bylaw 2011 for the purposes of determining if the bylaw is still applicable, requires amending, lapses or continues without modification.

### 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. The review of the bylaw required consultation with the community. The process set out in Section 4 of this report was followed to meet that requirement.

### 3. BACKGROUND

Carterton District Council in 2011 adopted a Silage Bylaw in order to control inappropriate and poor construction of silage pits and stacks along with poor management of these pits and stacks which have the potential to cause adverse effects on the environment and public health. Amongst other provisions, it controls the siting of pits/stacks in close proximity to waterways and the potential for leachates which may contaminate surface and groundwater. It establishes appropriate covering and sealing of the pits/stacks and setback distances, in order to ensure that objectionable or offensive odour is kept to a minimum.

The Council established a Hearing Committee to hear and consider submissions, and to make a recommendation to the Council on the bylaw.

### 4. REVIEW OF SILAGE BYLAW

Under the Local Government Act 2002 (the Act), all local authorities are required to review their bylaws by 30 June 2008 or within five years from the date of their making, whichever is the later. Once reviewed, the bylaws are to again be reviewed within a further 10 years. If a Bylaw is not reviewed in accordance with the Act it lapses after two years.

Council is following the procedures set out below for the review process.

Wednesday 27 June 2016	Council adopts the reviewed Silage Bylaw to go out for public consultation.
Wednesday 3 August 2016	Advertisement in Wairarapa News
Friday 2 September 2016	Submissions/Feedback close at 4pm

Thursday 15 September 2016      Submissions heard by the Hearings Committee  
 Wednesday 5 October 2016      Council makes final decision  
 Wednesday 12 October 2016      Public notice of final decision

**5. SUBMISSIONS RECEIVED AND SUMMARY OF SUBMISSIONS**

Council received five submissions on the proposed reviewed Silage Bylaw 2011. Councillors Brazendale (chair) and Ashby and Mayor Booth heard the submitters and considered their submissions on Thursday the 15th September 2016. A summary of submissions are as follows:

Submitter	Points raised
Federated Farmers of New Zealand	<ul style="list-style-type: none"> <li>• As per their 2011 submission the bylaw is a crude, prescriptive, punitive reaction to a particular situation.</li> <li>• There are more appropriate mechanisms to address reverse sensitivity tensions. Including use of the District Plan if this was considered an option by Council.</li> <li>• It is material to assess the extent to which those circumstances have changed.</li> <li>• Recommend to Council to take this opportunity to more carefully identify the problem and the options for managing reverse sensitivity.</li> <li>• Re shape the bylaw as a code of conduct.</li> </ul>
Chris & Judith Engel	<ul style="list-style-type: none"> <li>• Council has never proven that silage has adverse effects on the environment and public health.</li> <li>• If public health is an issue why would any person be allowed to apply for a consent to waiver from the bylaw?</li> <li>• The bylaw was initiated by lifestylers in regards to their family farming operation.</li> <li>• Farming is a permitted activity.</li> <li>• Reference to previous prosecutions.</li> <li>• Would like to see Carterton District Council supporting the rural primary production industry.</li> <li>• Would like to see Carterton provide all lifestyle block owners with the brochure produced by the Ministry for the Environment titled "Thinking about living in the Country"</li> </ul>



	<ul style="list-style-type: none"> <li>• Support option 1.</li> <li>• Develop a guideline along similar lines to the Stock Movement Guideline.</li> </ul>
Gillian McDonald	<ul style="list-style-type: none"> <li>• Recognize existing uses that may cause adverse effects and that persons who move close to an activity should not then complain.</li> <li>• Silage is used in the dairy industry, which we rely on.</li> <li>• Reference to previous prosecution and the cost to ratepayers.</li> <li>• The bylaw is a waste of ratepayers money.</li> </ul>
Patricia Smith	<ul style="list-style-type: none"> <li>• Requests her previous submission is accepted as her view has not changed.</li> <li>• Why was a bylaw created which affects the whole community because of a disagreement between neighbors?</li> <li>• There are adequate laws in place already.</li> <li>• A satisfactory outcome could be achieved without a bylaw.</li> </ul>
Ross Withers	<ul style="list-style-type: none"> <li>• Bylaw is unnecessary</li> <li>• There are provision in the Resource Management Act 1991.</li> <li>• References the previous prosecution.</li> <li>• Questions the statement “a bylaw is still the most effective and enforceable mechanism by which to deal with Silage in the District”</li> </ul>

## 6. DECISION AND RECOMMENDATION FROM HEARINGS PANEL

The Hearing Committee considered four possible options in response to the matters raised in the submissions and hearings process. These options are statutory and non-statutory and may be used individually or in combination with each other. The options considered were:

**Option 1** - Information and education programmes

**Option 2** - Reliance on existing legislation such as the Resource Management Act 1991 and the Local Government Act 2002

**Option 3** - Retain the current Silage Bylaw 2011 without amendment

**Option 4** - Retain the current Silage Bylaw 2011 with amendment

The Hearing Committee discussed each of the four options in depth and agreed that the Silage Bylaw is no longer the most appropriate mechanism to deal with potential issues arising from inappropriate or poor construction of pits and stacks. It agreed a code of conduct should instead be developed in consultation with the community, incorporating good management practice to manage silage. It is recommending, therefore, the Council revokes the Silage Bylaw 2011 .

## **7. RECOMMENDATIONS FROM HEARINGS PANEL**

That the Council:

1. **Receives** the report.
2. **Agrees** that a Silage Bylaw is no longer the most appropriate way of addressing problems associated with Silage Pits/Stacks.
3. **Approves** the development of a code of conduct incorporating good management practice to manage silage, in consultation with the community.
4. **Agrees** to revoke the Silage Bylaw 2011.

Prepared by:

**Solitaire Robertson**

**Planner/Policy Adviser**

Approved by:

**Councillor Brazendale**

**Chair, Hearing Committee**



19 September 2016

## Smokefree Outdoor Areas Policy

### 1. PURPOSE OF THE REPORT

The purpose of this report is to seek a decision from Council to adopt the Smokefree Outdoor Areas Policy. The purpose of the policy is to encourage the community to refrain from smoking in public outdoor areas, specifically in playgrounds, parks and sports grounds, and at Council supported events.

### 2. BACKGROUND

The Government has committed to a goal of New Zealand becoming smokefree by 2025, giving a clear mandate for local authorities to work in partnership to support this vision. By focusing on public outdoor areas and supported events, Carterton District Council will be proactive and demonstrate leadership by promoting a smokefree environment as being both desirable and the norm in Carterton.

Smokefree outdoor area policies are based on the rationale of good role modelling to children and young people. Children and young people tend to copy what they see and emulate the actions around them. Where children and young people are exposed to smokefree environments, they are more likely to be non-smokers. Conversely, if they are exposed to parents, friends, siblings who smoke and to smoking environments, they are more likely to become smokers themselves. This policy aims to de-normalise smoking in public environments, and therefore minimise the exposure that children and young people have to smoking.

**Attachment 1** contains background information on smokefree messaging and policies.

### 3. DISCUSSION

Officers are seeking a decision from the Council to adopt the Smokefree Outdoor Area Policy. The policy seeks to make all Council owned sports fields, playgrounds and reserves smokefree initially with an end goal of the entire commercial area of Carterton being smokefree by 2025.

Areas included in the policy are:

- Council owned sports fields
- Council owned playgrounds
- Urban Reserves.
- The main entrance to Councils' Events Centre, the smokefree area will include the full forecourt from the public footpath and the Library verandha.

- Bus stops, including a ten metre perimeter from bus shelters, signs or bus stop markings, noting this would require support from Greater Wellington Regional Council.
- All Council owned seating in public areas.

Carterton District Policy and Strategy Committee gave a clear indication that they would like the entire Central Business District to be smokefree by 2025. This could be undertaken as a staged approach, where in year 1, the policy applies only to Council owned parks, sports fields and reserves. Year 2 could include the front of the administration building and Event Centre, and Cafes which utilise Council land, or occupy Council owned footpaths and bus stops.

Officers are of the opinion that from year 3 (2019) through to year 2025 that there will be a reduction in smoking in public places and that with appropriate media coverage, messages and buy in from CBD businesses that the outcome desired by Council could be achieved.

Council officers attended the most recent Go Carterton meeting to present on the upcoming policy. This was a recommendation from the Policy and Strategy Committee. There is significant support for this policy from those businesses in attendance, with the suggestion that a smokefree CBD could be achieved earlier than year 3. A copy of the draft Policy has been sent to the members of Go Carterton for feedback.

It is also proposed that the policy take a strong approach in terms of events, by ensuring that any event held on Council property, or financially supported by Council via grant funding is required to be promoted as smokefree. However, this would need to be carefully managed in order to ensure that the district does not lose events that would be of economic benefit.

#### **4. TIMEFRAME**

It is proposed that the policy is implemented over three years with the end goal of Carterton being a smokefree town by 2025. Implementation is conducted through signage placement timetabled as follows:

##### **Year 1 (2016-2017)**

- All Council owned parks, sportsgrounds, playgrounds and urban reserves.
- Within ten metres of the public pedestrian entrance to Council's administrative office.
- For the main entrance to Councils' Events Centre, the smokefree area will include the full forecourt from the public footpath, including the Library veranda.

##### **Year 2 (2017-2018)**

- Areas set up primarily for café or dining purposes on publicly-owned land
- Bus stops, including a ten metre perimeter from bus shelters, signs or bus stop markings.
- Council owned seating in public areas.

##### **Year 3 onwards (2018-2025)**

- The entire Commercial area of Carterton, as defined in the District Planning Maps.

For years 1 and 2 Council can proceed as per the timeframe above. Prior to year 3 it is proposed to hold a series of targeted meetings with the business community in order to get

buy in, and ensuring that sufficient information is made available publically along with signs and stickers. A separate communication plan will be presented to Council prior to Year 3.

## **5. RECOMMENDATIONS**

That the Council:

1. **Receives** the report.
2. **Agrees** the areas to be designated as smoke free as set out in section 3 of this report.
3. **Agrees** the timeframe as set out in section 4 of this report.
4. **Adopts** the Smokefree Public Outdoor Areas Policy, in Attachment 2.

Prepared by:

Solitaire Robertson

**Planner/Policy Adviser**

Approved by:

Dave Gittings

**Manager Planning & Regulatory**

**Attachment 1: Supplementary Information**

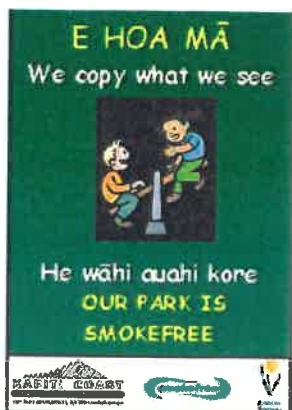
**Attachment 2: Draft Smokefree Policy**

## ATTACHMENT 1: SUPPLEMENTARY INFORMATION

### Signage

Good and prominent signage is the key to a successful educational smokefree outdoor public places policy.

Each Council around New Zealand has erected different signage, depending on the key messages, demographics of their community and internal Council requirements. Some examples from the Wellington region are below:



### Frequently Asked Questions

The following frequently asked questions were taken from [www.smokefreecouncils.org.nz](http://www.smokefreecouncils.org.nz)

#### Why do we need smokefree outdoor areas?

Smokefree outdoor areas are all about protecting children and young people.

We know from research that increased smokefree environments will contribute towards fewer young people beginning to smoke – the less they see smoking, the less 'normal' it will seem.

Few parents, smoking or non-smoking, want their children to become smokers. Adults using the parks and playgrounds will be smokefree role models for children and young people; rather than giving the message that smoking is just another part of life by smoking in front of them.

#### How will smokefree outdoor areas make smoking seem less 'normal'?

Young people tend to believe that more people smoke than is actually the case. For example, a 2004 study found that over 50 percent of girls and 40 percent of boys thought that half or three-quarters of their peers smoked. In fact, only 11 percent of their peers were smokers. (1)

Research indicates that seeing people around them smoke contributes to young people's tendency to overestimate the number of smokers. This over-estimation makes it more likely that young people will take up smoking, as they mistakenly believe that smoking is a common activity and 'everybody does it'.

Smokefree outdoor areas will reduce children and young people's exposure to smoking, better reflecting actual smoking rates.

### References

1. Darling, H., Reeder, A. (2005). *Youth Lifestyle Study 2004: High Level Report*. Prepared for HSC. Social and Behavioural Research in Cancer Group, University of Otago.

**What is the benefit of smokefree outdoor areas?**

A smokefree outdoor areas policy gives the Council an opportunity to promote a healthier community and the clean green image for its outdoor areas.

It creates a healthy environment in the recreation areas. Smokefree outdoor areas show the Council is progressive and prepared to take positive action to help reduce the smoking rates of New Zealand's young people.

Smokefree outdoor areas show that Councils support a smokefree future generation.

**How is the policy enforced?**

Experience with smokefree outdoor spaces has shown that smokers are generally very considerate, and will smoke outside smokefree areas. If someone does light up in a smokefree area, other users of that space will often ask them to step outside the smokefree area to smoke.

A focus on the signage and publicity to help raise public awareness of the Council policy is an important way of encouraging the community to maintain a clean, healthy environment in areas used by young people.

**Do other areas have smokefree outdoor areas?**

Many local Councils in New Zealand, Australia and the USA are making their parks, playgrounds, beaches, sporting fields and other areas smokefree to promote healthy communities.

## ATTACHMENT 2: SMOKEFREE OUTDOOR AREAS POLICY



# Smokefree Public Outdoor Areas Policy

## Purpose

To encourage the community to refrain from smoking in public outdoor areas, specifically in playgrounds, parks and sports grounds, and at Council supported events.

## Background

The Government has committed to a goal of New Zealand becoming Smokefree by 2025, giving a clear mandate for local authorities to work in partnership to support this vision. By focusing on public outdoor areas and supported events, Carterton District Council will be proactive and demonstrate leadership by promoting a Smokefree environment as being both desirable and the norm in Carterton.

Smokefree outdoor area policies are based on the rationale of good role modelling to children and young people. Children and young people tend to copy what they see and emulate the actions around them. Where children and young people are exposed to smokefree environments, they are more likely to be non-smokers. Conversely, if they are exposed to parents, friends, siblings who smoke and to smoking environments, they are more likely to become smokers themselves. This policy aims to demoralise smoking in public environments, and therefore minimise the exposure that children and young people have to smoking.

## Assets/activities covered by the policy

The public will be asked to refrain from smoking in Council owned and/or managed playgrounds and parks, including sports grounds. Signage, as appropriate, will be displayed by certain playgrounds, parks and sports grounds and will be integrated into the signs replacement/renewal programme where timing permits. It is recognised that Smokefree information may not be appropriate in remote locations, where there is low usage and exposure of the area, or where there are other hazards which take priority over Smokefree signage in the area.

Initially, where feasible, Carterton parks and other outdoor spaces will display the Smokefree symbol in the form of stickers adhered to the existing signage. And it is anticipated that over time these will be replaced with appropriate signage. Examples of smokefree signage can be found in appendix 1 of this report.

Places specifically designated as Smokefree under this policy are as follows:

- Council owned parks, sportsgrounds, playgrounds and reserves.



- Within ten metres of the public pedestrian entrance to Council's administrative office
- For the main entrance to Councils' Events Centre, the smokefree area will include the full forecourt from the public footpath.
- Bus stops, including a ten metre perimeter from bus shelters, signs or bus stop markings.
- Areas set up primarily for café or dining purposes on publicly-owned land
- Council owned seating in public areas.
- Businesses or organisations that wish to implement further smokefree places on their own property (or on property where they have the authority to do so) will be able to access free smokefree signs or stickers, as available.

## Smokefree events

The Council will extend the Smokefree concept to events funded or supported by the Council, to be designated Smokefree events, by requiring the display and announcement of smokefree messages in advertising and at the event. Council will provide information on the policy as a matter of course to event organisers when they are planning to run an event at a Council owned and or/managed outdoor area.

## Alignment with Council's Community Outcomes

The policy will contribute to Carterton District Council's Community Outcomes:

- A healthy district
- Protection of the natural environment

## Relevant legislation

The Local Government Act 2002 (LGA 2002) states that one of the purposes of councils is to promote the social, economic, environment and cultural well-being of communities, in the present and for the future. Section 11 of LGA 2002 provides that the role of councils is to give effect to their purpose, and perform the duties and exercise the rights conferred on them by, or under, LGA 2002. Section 23 of the Health Act 1956 also states that it is the duty of every council to improve, promote and protect public health within its district.

## Policy details

### Core Objective

The reduction of smoking uptake by children and young people.

This policy is an educational tool to discourage smoking in public outdoor areas where people, particularly children and young people, gather.

## Information and Education

The Council will implement a robust communications plan to promote positive role modelling, which will be communicated over a long period of time (at least two years) to achieve a positive attitude and behaviour change by smokers.

## Communication

The Council will publicise the Smokefree areas. It will do this by incorporating the existing national Smokefree/ Auahi kore brand into appropriate signs, posters, and other communication media. The Council will work with partner organisations and agencies to provide information for smokers who wish to quit smoking, and to raise awareness about this policy.

## Implementation

Key elements of the communications plan include signage, promotions on the Council website, FAQs to key influencers, radio and newspaper advertising, school newsletters, and direct marketing to sports groups/clubs. The Council will work with Public Health and the Wairarapa District Health Board to ensure information relating to the new legislation and the health impacts of smoking and passive smoking are easily accessible to the community. Messages on signage and any communications will focus on the positive rather than the negative.

## Timeline & Staging

It is proposed that the policy is implemented over three years with the end goal of Carterton being a smokefree town by 2025. The implementation is as follows:

### Year 1 (2016-2017)

- All Council Council owned parks, sportsgrounds, playgrounds and urban reserves.
- Within ten metres of the public pedestrian entrance to Council's administrative office
- For the main entrance to Councils' Events Centre, the smokefree area will include the full forecourt from the public footpath including the Library verandha.

### Year 2 (2017-2018)

- Areas set up primarily for café or dining purposes on publicly-owned land
- Bus stops, including a ten metre perimeter from bus shelters, signs or bus stop markings.
- Council owned seating in public areas.

### Year 3 onwards (2018-2025)

- The entire Commercial area of Carterton, as defined in the District Planning Maps.

## **Enforcement**

The policy is not a ban on smoking in a public place. Compliance with the policy would be voluntary and it would not be enforced by Council staff. The policy aims to provide a voluntary environment where people can choose to be responsible and not smoke around children and young people, rather than unduly infringe the ability of others to smoke in public outdoor areas should they wish to.

## **Review**

The policy will be reviewed after one year, and thereafter every three years, or earlier if requested by Council.

**Approval Date** : 5<sup>th</sup> October 2016

**Reconsideration Date** October 2017





20 September 2016

## **Report on dog Control Policy and Practices – 2015/2016**

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

This report outlines the dog control activities and practices related to the Carterton District Dog Control Policy.

### **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**

Section 10A(4) of the Dog Control Act (1996) requires that a Territorial Authority must, in respect of each financial year, report to the Department of Internal Affairs on the administration of its dog control policy and its dog control practices no longer than one month following adoption of the report.

### **4. THE REPORT FOR THE YEAR 1 JULY 2015 TO 30 JUNE 2016**

The report for the year ended 30 June 2016 is in **Attachment 1**. It outlines the key activities undertaken by the Council, as well as providing the statistics required by the Department of Internal Affairs. Once adopted by the Council the report will be forwarded to the Department.

### **5. RECOMMENDATIONS**

That the Council:

1. **Receives** the report.
2. **Adopts** the report on Council's Dog Control Policy and Practices for the period 1 July 2015 to 30 June 2016 under section 10A Dog Control Act 1996.

Prepared by:

**Karen Schischka**

**Animal & Dog Control Officer**

Approved by:

**Dave Gittings**

**Manager Planning & Regulatory**

**Attachment 1: Report on Dog Control Policy and practices**

## **Report on Carterton District Council's policy and practices in relation to the control of dogs for the year 1 July 2015 to 30 June 2016**

Carterton District Council (CDC) has applied its Dog Control Bylaw ("Bylaw") when undertaking its responsibilities under the Dog Control Act 1996. The policy is to be reviewed before 9<sup>th</sup> October 2017.

### Dog exercise areas

CDC has no designated dog exercise areas in the district but off-leash parks are available and all prohibited areas are clearly signposted. Dogs must be on a leash at all times in public places including the central business district. CDC provides 'Doggy Doo Dumpster' bins near dog exercise areas and in urban streets which are cleared regularly by Council staff.

### Fees and Charges

Fees and charges are reviewed annually and set by Council resolution. Council's funding policy for animal control provides for 80% of the total costs to be met by dog registration fees and 20% from rates. Dog owners are discounted registration fees for neutered/spayed animals.

### Education programmes

Education programmes and obedience courses are promoted through written and online services. Written information regarding dog obedience and the local kennel club is provided with a link to the New Zealand Institute of Animal Control Officers website for advice to owners.

Council has adopted Christchurch City Council's 'Dogsmart Education' programme and is preparing to implement it across all schools within the district and has included 'Dogsmart' training in CDC's school holiday programmes.

### Offences and penalties

Council approaches each incident on a case by case basis while adhering to the Dog Control Act 1996 where an attack has occurred. Prosecution decisions are made under an assessment matrix while continuing to use infringement notices for minor offences.

Under CDC Bylaw, no more than two dogs per owner within an urban area are permitted. Any application received is assessed by onsite visits. Previous history and any objections are taken into account.

### Statistics

The following tables provide information in accordance with section 10A of the Dog Control Act 1996.

Number of registered dogs	2241
Number of probationary owners	0
Number of disqualified owners	0

Number of dogs classified as dangerous under Section 31 of the Dog Control Act 1996.

Classification under s.31 1(a) due to owner conviction	0
Classification under s.31 1(b) due to sworn evidence	0
Classification under s.31 1(c) due to owner admittance	1

Number of dogs classified as menacing

Classification under s.33A 1(b)(i) observed or reported behaviour	11
Classification under s.33A 1(b)(ii) considered to pose a threat	0
Classification under s.33C characteristics associated with breed	17

Infringement notices

Failing to register a dog	45
Failure to implant microchip transponder	1
Failure to keep dog controlled or confined	6
Failure to comply with bylaw	0
Failure to comply with effects of classification	2

Dog related complaints

Total dog related complaints	333
Reported dog bite incidents on people	4
Reported dog bite incidents on animal / livestock	9
Reported dog rushing incidents	19
Reported dog barking incidents	70
Reported dog wandering incidents	111
Reported dog welfare incidents	5
Reported lost dog incidents	55
Reported found dog incidents	60
Dogs impounded	55
Reported dogs sold to new owners	1
Dogs surrendered to other organisations for rehoming	9
Dogs illegally removed from pound	3
Dogs destroyed	7
Dogs returned to owner	35
Prosecutions	0





21 September 2016

## Request to locate survey building in Sparks Park

### 1. PURPOSE OF THE REPORT

For the Council to consider a request to build a storage and operations facility for a survey on Sparks Park.

### 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. THE REQUEST

The Council has received a request from Mr Eion Clarke for the Council to allow the construction of a building on Sparks Park to house the community's survey. The request is in **Attachment 1**.

The building would be used to store the survey, as well as being the base for its operation. The request is for the building to be located adjacent to the main entrance on the eastern boundary of the park.

It is proposed to construct a building with a floor area of 6 x 4 m<sup>2</sup>, a pitched roof and gable ends. It would be clad with colour steel.

A charitable trust is currently being set up to operate the survey. Fund raising for the construction of the building is also underway. As part of the request, Mr Clarke has asked that the Council allows a board to be attached to the building naming the sponsors.

A request has also been made to waive building consent fees.

Mr Clarke has discussed this request with the Sparks Park Trust chairman (Bill Knowles). Mr Knowles has written a letter in support of the request, which is in **Attachment 2**. The Sparks Park Trust would like to be party to discussions finalising the arrangements.

#### 4. CONSIDERATION OF THE REQUEST

Sparks Park is a local purpose reserve. The rules applying to the reserve allow buildings of the type proposed to be constructed, subject to the Council approving the design. They must be designed to be “appealing aesthetically” and “incorporate the surrounding landscape”.

The Draft Reserves Management Plan identifies the values associated with Sparks Park. These include:

**Heritage:** iris planting in memory of Francie Love, and the park’s funding as part of a Millennium project

**Natural:** wetland and amenity (iris) planting

**Recreational:** walking and jogging.

The outcomes sought in the draft plan include maintaining a pleasant open space for multiple purposes, including informal recreation, amongst other outcomes.

The proposal to locate the surrey at Sparks Park, and the structure to house it, are consistent with the park’s values and the proposed outcomes. The proposed location, near the entrance to the park on Belvedere Road, will enable access both for visitors and for the operation of the surrey. It will avoid horses having to walk on the park during wet winter months.

The building does not trigger any requirement for a resource consent under the District Plan. There will be a requirement for a building consent. The issue of fees can be worked through with the Trust once more details are known about the nature and value of the building.

If the building is to be located near the boundary it would be appropriate for the plans to be discussed with the neighbour before any final decision about the location is made.

The details of ownership and ongoing maintenance will also need to be considered prior to the building being constructed.

The above issues are all details that officers will be able to address once the decision to agree in principle to the building is made by the Council.

Subject to the building design being in keeping with the amenity of the Park and other operational matters being addressed, it would be appropriate for the Council to give its in-principle approval to the request.

#### 5. NEXT STEPS

If approval is given by the Council, officers will work with Mr Clarke and the Sparks Park Trust to agree the final design of the building and to complete the necessary paperwork. This may include a lease agreement between the Council and the “Surrey with the Fringe on Top” Trust.

Officers will also work with the Trust on any building consent requirements, including addressing the issue of fees.

## **6. RECOMMENDATION**

That the Council:

1. **Receives** the report.
2. **Notes** the request to construct a building on Sparks Park to house the surrey.
3. **Notes** the support for the use of Sparks Park by the Sparks Park Trust.
4. **Agrees** in principle that a building to house the surrey be located on Sparks Park.
5. **Instructs** the Chief Executive to work with Mr Eion Clarke and "Surrey with the Fringe on Top" Trust and the Sparks Park Trust to progress the proposal, including consideration of waiving building consent fees.

Jane Davis  
Chief Executive

**Attachment 1: Request from Mr E G Clarke**

**Attachment 2: Letter of support from Chair, Sparks Park Trust**

Mr E G Clarke  
21 Hornsby Street  
Carterton 5713  
Ph: - 379 8344  
23<sup>rd</sup> August 2016

Chief Executive Officer  
Carterton District Council  
28 Holloway Street  
Carterton

In a recent discussion with Mayor John Booth and Councillor Bill Knowles it was suggested that Sparks Park in Belvedere Road, may be a location to erect a building as a permanent home and base to store and operate "The Surrey with the Fringe on Top".  
I have discussed this proposal with the Surrey team, and we are very keen to do this.

Therefore I am writing to you to obtain the approval of the Carterton District Council to locate the carriage building on Sparks Park. We would like the building to be located adjacent to the main entrance on the eastern boundary. This would allow us easy access without having to take the Horses and passengers further into the park.

The carriage building would be a six x four metres floor area with a pitched roof and gable ends and clad with colour steel. I am unsure at this stage if the building will be of Kit set form or built on site, but it will comply with the District Council building code.

Mayor Booth suggested that the Council may be able to waive the consent and permit fees in this case; we would appreciate very much if this was able to happen.

We are fund raising and seeking sponsors to meet the cost of the building at the present time and hope to be in a position to erect the building this summer should Council approval be given.

The legal work in setting up the "The Surrey with the Fringe on Top" as a Charitable Trust is almost in place, this is being done by B L Keys Solicitor Carterton. The other request I would like to make is that we be allowed to place on the building a board naming the sponsors should any sponsors wish us to do so.

As stated earlier in this letter that we wish to do the building this summer. Would it be possible that this matter is dealt with and a decision be made at your September Council meeting. If it would be of help I would be happy to attend that meeting to answer any question or concerns the Council may have. Enclosed is a letter from Spark Park Trust supporting our request?

Yours Faithfully



E G Clarke

SPARKS PARK TRUST

4Hornsby Street

Carterton

Mr J Booth

Mayor Carterton District Council

Carterton

Dear Sir,

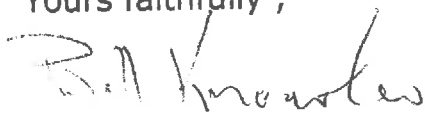
The Trustees of Sparks Park have been approached by Mr Eion Clarke and the team that have built for our community the Surrey Vehicle that can be used for many local events both for fund raising and other uses asking if we would consider and view favourably the construction of a suitable building on Sparks Park to house the Surrey.

I have discussed this with my trustees and have a favourable response from them, we would wish to meet with you and the council members to further advance the proposal as a worthwhile addition to our town and districts amenities.

We envisage that the surrey would be used to take people for rides around the park during summer months when the ground is firm and be used on the appropriate streets near the park in winter months.

We look forward to meeting with you to advance the proposal in the near future so that more advanced planning can be carried out.

Yours faithfully ,



Bill Knowles

Trust Chairman





21 September 2016

## Memoranda of Understanding

### 1. PURPOSE OF THE REPORT

To inform the Council of progress on developing memoranda of understanding with Council partners receiving Council funds.

### 2. SIGNIFICANCE

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

### 3. BACKGROUND

As part of the 2016/17 Annual Plan process the Council made a number of decisions to fund groups to deliver services and projects for the benefit of the Carterton community. These included:

- Rangatahi to Rangatira Carterton (R2R)
- Water Wairarapa
- Sport Wellington
- Connecting Communities Wairarapa
- Destination Wairarapa
- EnviroSchools
- Toi Wairarapa
- Mangatarere Restoration Society
- Carterton Swimming Club.

This funding was outside the grants funding process. Grants funding is subject to other accountability measures.

At the time of agreeing to fund the groups above the Council requested that officers prepare a memorandum of understanding (MOU) with each of these groups. The purpose of the MOUs was to clarify the relationship between the Council and the group, and to set out Council's expectations for the benefits to Carterton from the funding.

#### **4. PROGRESS WITH THE DEVELOPMENT OF THE MEMORANDA OF UNDERSTANDING**

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

An MOU with R2R has been completed and awaiting sign off at their meeting Friday 23rd September. A copy is in **Attachment 1**.

The MOU sets out the Council's obligations to R2R, which include, in addition to funding, providing space for storage and activities. R2R's obligations include, amongst others, assisting the Council to implement the Youth Strategy and attending at least four Council meetings per year.

The MOU is for a period of five years. The Council funds R2R \$10,000 p.a., subject to the Council's Annual Plan decisions.

##### **4.2 Water Wairarapa**

An MOU was signed in July by the Chief Executives of the four Councils funding the Water Wairarapa project. A copy is in **Attachment 2**. The MOU, in addition to setting out how the Councils will work together and the shared assumptions and understanding of the project, outlines how the three District Councils' funding is to be used. In section 5 of the MOU the Wairarapa Councils Work Programme is described. The programme includes an assessment of the social, environmental, cultural and economic implications of the project on the Wairarapa communities, and the identification and quantification of any benefits to Water Wairarapa on community infrastructure. This might include water races and urban water supplies.

The MOU will be in place for 12 months. The Council is contributing \$10,000 to the Water Wairarapa project this financial year.

##### **4.3 Sport Wellington**

The MOU with Sports Wellington is currently being developed with the other two Wairarapa District Councils. It is expected to be signed in early October.

##### **4.4 Connecting Communities Wairarapa**

An MOU with Connecting Communities has been sent and is awaiting sign off by their manager. A copy is in **Attachment 3**.

The MOU focusses on the support and development of Rangatahi. The Council's obligations include providing the Events Centre in kind for one youth-focussed event per year. Connecting Communities obligations include ensuring Carterton representation on the Wairarapa Youth Council, delivering at least one youth-focussed event in Carterton in collaboration with R2R, per year, and working with the Council officers to implement the Wairarapa Combined Youth Development Strategy.

The MOU will be in place for five years. The Council funds Connecting Communities \$3,000 p.a., subject to the Council's Annual Plan decisions.



#### **4.5 Destination Wairarapa**

Discussions are underway with Destination Wairarapa regarding the MOU. Options for changing the Council's membership status may provide the Council more opportunity to realise benefits from the Council's funding. In addition to achieving tourism growth in Carterton, and reporting on that growth we are seeking to have Destination Wairarapa actively promote the Events Centre for general events in addition to conferences.

An MOU is expected to be signed by the end of the year.

Council funds Destination Wairarapa \$54,000 p.a., subject to the Council's Annual Plan decisions.

#### **4.6 Enviroschools**

An MOU is currently being drafted, with Greater Wellington Regional Council and Masterton District Council, who also fund Enviroschools to deliver programmes in Wairarapa. This may be completed in time to present to the Council meeting on the 5<sup>th</sup> October.

Council funds Enviroschools \$8,500 p.a., subject to the Council's Annual Plan decisions.

#### **4.7 Toi Wairarapa**

The preparation of an MOU with Toi Wairarapa is currently on hold. Council officers and Toi Wairarapa members are working together to put in place initiatives to give it financial stability into the future, recognising the importance of an arts centre in Carterton.

An MOU is likely to be prepared by the end of the year.

Council is currently funding Toi Wairarapa \$16,000 this financial year, \$4,000 of which was provided in the 2015/16 year.

#### **4.8 Mangatarere Restoration Society**

The MOU with the Mangatarere Restoration Society has not yet been started. This is expected to be drafted and signed by the end of the year. While the Council does not directly fund the Society, there is a very close working relationship between the two entities, especially with the development of the wastewater treatment facility at Dalefield.

#### **4.9 Carterton Swimming Club**

As part of the Annual Plan process the Council agreed to work in partnership with the swimming club as both parties review their facilities and develop plans to upgrade the various buildings. There is a potential opportunity for shared facilities and also possibly more shared operations.

Discussions are now well underway with the Club to define a project to progress investigating options. An MOU has been drafted and may be signed in time to present it to the Council meeting on the 5<sup>th</sup> October.

## **5. REPORTING**

Officers and partner groups with MOUs with the Council will report regularly to the Council on progress with various programme and projects through the financial year.

## **6. RECOMMENDATION**

That the Council:

1. **Receives** the report.
2. **Notes** the completed MOUs and progress made to complete MOUs with Council partners.

Jane Davis  
**Chief Executive**

**Attachment 1: Memorandum of Understanding with Rangatahi to Rangatira**

**Attachment 2: Memorandum of Understanding with Water Wairarapa**

**Attachment 3: Memorandum of Understanding with Connecting Communities Wairarapa**



## **MEMORANDUM OF UNDERSTANDING**

**Between: Carterton District Council (CDC)**

**And: Rangatahi to Rangatira (R2R)**

### **1. Purpose**

1.1. To provide the basis for an ongoing working relationship between Rangatahi to Rangatira (R2R) and the Carterton District Council (Council). It signals the importance of the relationship in achieving the shared goals of both R2R and Council:

1.1.1. Wairarapa rangatahi positively participating in Council and community affairs

1.1.2. Wairarapa is a great place for rangatahi to live, play, learn and work.

1.2. It also outlines the roles of both parties and provides a framework for continued co-operation in achieving shared objectives.

### **2. Term**

2.1. The term of this Memorandum of Understanding shall be five years from the commencement date of 15 July 2016.

### **3. The Council's Responsibilities**

3.1. The Council agree to:

- 3.1.1. Provide \$10,000 per annum for rangatahi focused activities to be applied for annually through the annual plan
- 3.1.2. Provide the Youth Centre including storage space free of charge once per week for rangatahi focused activities

#### **4. R2R's Responsibilities**

##### 4.1. R2R agree to:

- 4.1.1. Assist Council in implementing the Wairarapa Combined Council Youth development strategy
- 4.1.2. Keep the Youth Centre in a clean and tidy state after usage and remove all rubbish before exiting

##### 4.2. Youth Development

- 4.2.1. Work with the Community Development Coordinator to implement the Wairarapa Combined Council Youth Development Strategy
- 4.2.2. Work with the Wairarapa Youth Council to provide one youth focussed event in Carterton per year
- 4.2.3. Assist in School Holiday Programmes with at least two members volunteering as mentors for each programme

##### 4.3. Council representation

- 4.3.1. Attend at least one Council meeting a quarter to provide input from a youth perspective
- 4.3.2. Provide one member to the Wairarapa Youth Council and report back to Council on activities within the quarterly report

##### 4.4. Community development

- 4.4.1. Work with the Community Development Coordinator on proposed community development projects to provide input from a youth perspective

## **5. Key Result Areas**

- 5.1. CDC will use its best endeavours to achieve the objectives outlined in its Strategic Plan approved by CDC and its successors.
- 5.2. For each of the key result areas a number of outputs will be defined, and one or more key performance measures and targets identified and agreed annually. The measures agreed will define the basis for accountability.

## **6. Reporting**

- 6.1. R2R agree to provide:
  - 6.1.1. Quarterly financial reports detailing budgets, income and expenditure, and financial statements
  - 6.1.2. Quarterly reports outlining activities including Youth Council participation
  - 6.1.3. CDC may request other reports from R2R as required

## **7. Period of Agreement**

- 7.1. This agreement shall cover the period 1 July 2016 to 30 June 2021 and will continue for successive periods or until terminated by R2R or CDC.

## **8. Termination**

- 8.1. CDC may terminate this agreement where it considers there is a breach of this agreement or a failure by R2R to meet Key Result Areas, targets and/or accountabilities.
- 8.2. Termination may also occur by mutual agreement between the parties. The parties acknowledge however, that mutual termination of this

agreement shall be looked on as a last resort and should only occur where the agreement is no longer workable. Where termination by mutual agreement occurs six (6) months' notice shall be given.

8.3. If termination of this agreement occurs, any R2R funding provided by CDC, which has not been spent, shall be returned to CDC.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2016

Signed:

.....

**Carolyn McKenzie, Community Services Manager, for and on behalf of  
CARTERTON DISTRICT COUNCIL (CDC)**

Signed:.....

, for and on behalf of

**RANGATAHI TO RANGITIRA (R2R)**



**WATER WAIRARAPA PROJECT**

WELLINGTON REGIONAL COUNCIL  
MASTERTON DISTRICT COUNCIL  
CARTERTON DISTRICT COUNCIL  
SOUTH WAIRARAPA DISTRICT COUNCIL

## **PARTIES**

**Wellington Regional Council** a regional council of Shed 39, 2 Fryatt Quay, Pipitea, Wellington 6011 (GWRC)

**Masterton District Council** a territorial authority of 64 Chapel Street, Masterton 5840 (MDC)

**Carterton District Council** a territorial authority of 40 Holloway Street, Carterton 5713 (CDC)

**South Wairarapa District Council** a territorial authority of 19 Kitchener Street, Martinborough 5711 (SWDC)

## **BACKGROUND**

- A GWRC is leading the Water Wairarapa project to undertake investigations into the development of a water storage and distribution scheme in the Wairarapa region (**Water Wairarapa project**). The Water Wairarapa project aims to use the region's land and water in ways that boost regional prosperity, care for the environment and support community use and in particular to:
- provide an affordable, economically efficient and resilient water supply to support rural and/or urban demands that deliver broader economic benefits to the region; and
  - contribute to wider initiatives to improve the resilience and reliability of the Ruamahanga catchment water resource.
- B GWRC is the recipient of funding from the Crown Irrigation Investment Limited (CIIL) for the Water Wairarapa project. The funding arrangement requires indications of support from MDC, CDC, SWDC (collectively the **Wairarapa Councils**) and GWRC in relation to the financial model and key assumptions set out in that arrangement and for which CIIL has had input into the key assumptions.
- C The Wairarapa Councils have engaged with GWRC particularly since late 2015 in relation to the Water Wairarapa project, as outlined in Appendix 2 of this memorandum of understanding (MOU), and through their annual planning process have each agreed to commit funding to the Water Wairarapa Project (**Wairarapa Councils' Funding**).
- D The parties have developed the common work programme set out in clause 5 of this MoU (**Wairarapa Councils Work Programme**).
- E The parties have agreed to enter into this MoU to acknowledge the parties' support for the Water Wairarapa investigations and to agree shared principles for progressing the Wairarapa Councils Work Programme.

## **OPERATIVE PROVISIONS**

### **1 PURPOSE OF THIS MEMORANDUM OF UNDERSTANDING**

1.1 The purpose of this MOU is to:

- 1.1.1 acknowledge the parties' support for assessing the feasibility of the Water Wairarapa project; and



- 1.1.2 describe how the parties will work together, including through the Wairarapa Councils Work Programme, to support the Water Wairarapa project and the associated community opportunities it offers in the Wairarapa region.

**2 TERM**

- 2.1 The term of this MOU is 12 months from the date it is signed by all parties (**Initial Term**), unless terminated in accordance with clause 6. The parties may agree to extend the term of this MOU following the Initial Term.

**3 SUPPORT FOR THE WATER WAIRARAPA PROJECT'S FINANCIAL MODEL**

- 3.1 The parties acknowledge and support the work on the financial model and key assumptions (as scoped in the Funding Agreement for Water Wairarapa Project Stage 2 Viability of Black Creek and Tividale Schemes between GWRC and CIIL dated 27 June 2016) for the purpose of modelling the feasibility of the Water Wairarapa project.

**4 SHARED PRINCIPLES**

- 4.1 The parties agree that the following shared principles (**Shared Principles**) govern how they will progress the Water Wairarapa project and meet their respective obligations under this MOU:
- 4.1.1 The parties will work collaboratively to identify, scope and jointly manage the activities in the Wairarapa Councils Work Programme to achieve an optimal outcome for all parties.
- 4.1.2 The parties will proactively offer support to achieve the Wairarapa Councils Work Programme.
- 4.1.3 The parties will meet regularly (approximately monthly) to:
- (a) receive reports from representatives of the Water Wairarapa project on progress with the project and the Wairarapa Councils Work Programme; and
- (b) provide oversight and input into the selection of consultants and implementation of the Wairarapa Councils Work Programme and development of the Water Wairarapa project.
- 4.1.4 The parties will share information, reports and other material related to the Wairarapa Councils Work Programme or related activities.
- 4.1.5 The parties shall maintain a 'no surprises' policy that keeps one another informed of both potentially contentious issues and issues that may have a significant impact on the current and ongoing operations of the parties.

**5 WAIRARAPA COUNCILS WORK PROGRAMME**

- 5.1 The parties agree to facilitate progress of the Water Wairarapa project by supporting the following Wairarapa Councils Work Programme in line with the Shared Principles:

- 5.1.1 Assess the social, environmental, cultural and economic implications of the Water Wairarapa project on the Wairarapa Communities.
- 5.1.2 Identify and quantify the benefits the Water Wairarapa project may provide for community infrastructure items including provision of urban water, stock water race augmentation, environmental flows, support for urban waste water disposal and the sharing of the parties' water consent allocation. This will allow the potential revenue streams from these items to be included in a financial modelling exercise and associated commercial agreements between the parties to be considered.
- 5.1.3 Seek independent advice to explore the options, risks and opportunities for parties' commercial support for scheme development and construction.
- 5.1.4 Carry out other tasks as mutually agreed from time to time.
- 5.2 The Wairarapa Councils' Funding will be applied towards the Work Programme in accordance with a budget to be agreed by the parties as soon as reasonably practicable after the date of this MOU.
- 5.3 The parties agree that Council workshops will be held with each party's Councillors as soon as reasonably practicable following the election in October 2016. These workshops will present the latest financial modelling information and outputs from the Wairarapa Councils Work Programme assisting them to consider financial support in the 2017/18 annual planning cycle.
- 5.4 The Water Wairarapa project will investigate new governance and commercial structure options in consultation with the parties with the intention of transitioning to a new selected structure in 2017.

## 6 TERMINATION

- 6.1 Any party may terminate its participation in this MOU by providing 30 days' written notice to the other parties. This MOU will terminate automatically if all but one party has given notice that it terminates its participation.

## 7 NON-BINDING EFFECT AND NO PARTNERSHIP

- 7.1 This MOU serves as an umbrella document between the parties indicating their intent to collaborate in relation to the Water Wairarapa project but is not intended to be legally binding. Nothing in this MOU constitutes a joint venture or legal partnership between the parties.
- 7.2 Wairarapa Councils' investment through their annual planning process is capped to funding committed through that process and intended to support the Wairarapa Councils Work Programme. Wairarapa Councils' Funding does not commit Wairarapa Councils to ongoing support for the Water Wairarapa project.
- 7.3 This MOU may be superseded or supplemented by contractual arrangements agreed between the parties as the Water Wairarapa project is progressed.

**8 REPRESENTATIVES**

- 8.1 Each party agrees to appoint a representative to facilitate its participation in this MOU. The initial representatives are:

**Wellington Regional Council**

Name: Greg Campbell  
Address: Shed 39, 2 Fryatt Quay, Wellington  
Telephone: 04 830 4205  
Email: greg.campbell@gw.govt.nz

**Masterton District Council**

Name: Pim Borren  
Address: 161 Queen Street, Masterton  
Telephone: 06 370 6300  
Email: pimb@mstn.govt.nz

**Carterton District Council**

Name: Jane Davis  
Address: 28 Holloway Street, Carterton  
Telephone: 06 379 4033  
Email: jane.davis@cdc.govt.nz

**South Wairarapa District Council**

Name: Mark Allingham  
Address: 19 Kitchener Street, Martinborough  
Telephone: 06 306 9611  
Email: mark.allingham@swdc.govt.nz

**9 MISCELLANEOUS**

**Territorial authority or regional council**

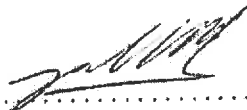
- 9.1 The parties acknowledge that each party is a territorial authority or regional council for the area in which the Water Wairarapa project is proposed and that the terms of this MOU do not restrict or affect the exercise of their statutory rights, powers or duties as a territorial authority or regional council (as applicable). A party will not be entitled to any compensation for loss or damage suffered as a result of another party properly exercising its statutory rights, powers or duties.

9.2

**EXECUTION AND DATE**

Date:


**Wellington Regional Council by:**

  
.....  
Signature of authorised person

*GREG CAMPSON*  
.....  
Name of authorised person (print)

*C.E.O*  
.....  
Office held

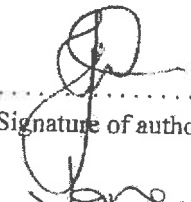
**Masterton District Council by:**

  
.....  
Signature of authorised person

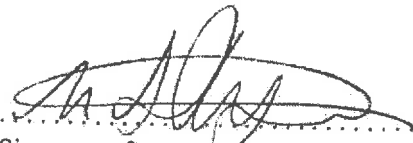
*Pim Borner*  
.....  
Name of authorised person (print)

*CEO*  
.....  
Office held

Carterton District Council by:

  
.....  
Signature of authorised person  
Jane Davis  
.....  
Name of authorised person (print)  
C-E  
.....  
Office held

South Wairarapa District Council by:

  
.....  
Signature of authorised person  
Mark Allingham  
.....  
Name of authorised person (print)  
acting CE  
.....  
Office held

## APPENDIX 1

### Overview of engagement and consultation between the parties

Engagement between the Water Wairarapa project and Councils has undergone a number of meaningful iterations particularly since late 2015. This engagement has included:

- A leadership group meeting in November 2015 at which Mayors of the Wairarapa Councils invited the project to workshop with each of the Wairarapa Councils.
- Wairarapa Councils workshops held between December 2015 and March 2016 at which a briefing of the Water Wairarapa project was provided, and the Councils discussed their interests in the project.
- A meeting between Water Wairarapa project representatives and the Mayors and Chief Executive Officers of each of the Wairarapa Councils was held during March and April 2016 to discuss the Wairarapa Councils work programme.
- Meetings with Wairarapa Councils officers to identify, and where possible, quantify the potential areas of opportunity the project could deliver in terms of community infrastructure related items associated with the provision of urban water, stock water race augmentation, environmental flows, support for urban waste water disposal and the sharing of Councils water consent allocation.
- The Water Wairarapa project presented to the annual plan hearings of the Wairarapa Councils during May 2016.
- Councillors and senior staff from the Wairarapa Councils were involved in a Leaders Tour hosted by the Water Wairarapa project representatives in April 2016, which aimed to show high value uses of water by industry and for community infrastructure.
- The Water Wairarapa project representatives provided a briefing on progress with the Wairarapa Councils work programme at the combined Councils forum in June 2016.
- A meeting was held in June 2016 between Chief Executive Officers of the Councils and the Water Wairarapa project Chairman and Project Director to discuss the board parameters associated with this MOU.
- GWRC councillors, staff and representatives of the Wellington Regional Economic Development Agency tour in mid June 2016.
- The Wairarapa Councils Work Programme was developed as a result of discussions during the workshops held by Water Wairarapa with the three Councils during December 2015 to March 2016. Progress on this work programme has been reported to Councils at the subsequent engagements described above.



**AGREEMENT FOR THE PROVISION OF SERVICES RELATING  
TO CONNECTING COMMUNITIES**

**BETWEEN**

**CARTERTON DISTRICT COUNCIL**

**AND**

**CONNECTING COMMUNITIES WAIRARAPA**

**1 July 2016 to 1 July 2021**

**MEMORANDUM OF UNDERSTANDING BETWEEN  
CARTERTON DISTRICT COUNCIL  
AND  
CONNECTING COMMUNITIES WAIRARAPA**

**Between:** Carterton District Council (CDC)

**And:** Connecting Communities Wairarapa (CCW)

**1. Introduction**

1.1. The Government recognises that community, voluntary, iwi and Maori organisations play a unique and vital role in New Zealand society and have encouraged all government agencies to work together with such organisations to build strong and respectful relationships.

1.2. This Memorandum of Understanding acknowledges the partnership between CDC and CCW and formalises their respective roles:

- CDC (the funder)
- CCW (the provider)

**2. Purpose**

2.1. To provide the basis for an ongoing working relationship between CCW and the CDC. It signals the importance of the relationship in achieving the shared goals of both CDC and CCW:

- Strengthening Rangatahi Voice  
Rangatahi positively participate in Council and community affairs
- Supporting Rangatahi Potential



Wairarapa rangatahi are supported to reach their full potential and grow into vibrant, optimistic and connected adults

2.2. CDC acknowledges CCW is a professional sustainable organisation that has positive relationships with a wide variety of community organisations, Maori and government agencies.

2.3. CDC recognises that CCW has strong interest, skill and knowledge to develop collaboration between young people and youth services to work effectively together.

2.4. CDC recognises that CCW may have separate accountabilities to other funders and sponsors for matters that are not covered in this agreement.

2.5. The parties to this agreement agree that the relationship between them should not be construed as creating a legal relationship of partnership or joint venture.

### **3. CDC Responsibilities**

3.1. Provide the Event Centre in kind for hosting one youth focused event in Carterton per year.

3.2. Support CCW to foster a positive and engaged Youth Council.

### **4. CCW Responsibilities**

4.1. Ensure proportionate representation of Carterton Youth on the Wairarapa Youth Council.

4.2. Organise and deliver one youth focused event in Carterton in collaboration with Rangatahi Tu Rangatira (R2R) per year.

4.3. Work with the CDC Community Development Coordinator to implement the Wairarapa Combined Council Youth Development Strategy.

4.4. Provide half yearly reports on funding spend and youth activities, including Youth Council participation.

4.5. CDC may request other reports from CCW as required.

## 5. Term

5.1. The term of this MOU is five years from the date it is signed by all parties (initial term), unless terminated in accordance with clause 6. The parties may agree to extend the term of this MOU following the initial term.

5.2. This differs from the term of funding which will be on an annual basis in accordance with clause 13.

## 6. Funding

6.1. A grant of \$3000.00 shall be paid by CDC to CCW annually on successful submission to the annual plan to be used at follows:

- \$1500.00 towards Youth Council activities
- \$1500.00 towards one youth based event in Carterton

6.2. If the CDC's Chief Executive (CE) believes that there is likely to be substantial failure to meet all or part of the key result areas for the year, or that there has been a breach of this agreement, the CE may withhold all or part of a payment, provided that CCW has been notified.

R  
cm

6.3. CCW will be able to establish contracts with other funding providers and charge users for specific services.

## 7. Termination

7.1. Termination may occur by mutual agreement between the parties. The parties acknowledge however, that mutual termination of this agreement shall be looked on as a last resort and should only occur where the agreement is no longer workable. Where termination by mutual agreement occurs one (1) months' notice shall be given.

7.2. If termination of this agreement occurs any CCW funding provided by CDC, which has not been spent, shall be returned to CDC.

## 8. Disputes

8.1. If there is any dispute between CCW and CDC concerning this agreement and the dispute cannot be resolved by discussion or negotiation it will be referred to the Chief Executive of CDC and the CCW Board Chair for resolution and failing resolution the dispute shall be referred to mediation.

8.2. The parties agree to mediate the dispute in terms of the Arbitrators' and Mediators' Institute of New Zealand Incorporated (AMINZ) standard mediation agreement. The mediation will be conducted by a mediator, and at a fee, agreed by the parties. Failing agreement between the parties, the mediator will be selected and the mediator's fee will be determined, by the President for the time being of AMINZ.

8.3. Neither party will commence any court proceedings relating to a dispute arising out of or related to this agreement, unless the party has first complied with the above.



Dated this 27 day of September 2016

Signed:

Carol McKenzie

Carolyn McKenzie, **COMMUNITY SERVICES MANAGER**, for and on behalf of **CARTERTON DISTRICT COUNCIL (CDC)**

[Signature]

for and on behalf of **CONNECTING COMMUNITIES WAIRARAPA (CCW)**



21 September 2016

## **Wairarapa Moana Statutory Board**

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

For the Council to consider the key components of the Wairarapa Statutory Board proposed in the Ngāti Kahungunu Treaty settlement agreement in principle, and in particular the sub-committee to prepare a natural resources document for the Ruamahanga catchment.

### **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**

Since May 2015 the Crown has been negotiating with Ngāti Kahungunu and Rangitane over natural resources settlement redress in Wairarapa. Part of those discussions has been the development of a Wairarapa Moana Statutory Board. The Office of Treaty Settlements discussed the proposed arrangements with the Council in late 2015.

The Office of Treaty Settlements is seeking the Council's support for part of the proposed redress of relevance to the Carterton District, by 10 October, prior to going to Cabinet on the final Ngāti Kahungunu deed of settlement package. It is working to initial the Ngāti Kahungunu deed of settlement in early 2017.

### **4. THE AGREEMENT IN PRINCIPLE**

The Ngāti Kahungunu agreement in principle includes provision for a Wairarapa Moana Statutory Board, including a sub-committee to prepare a natural resources document for the Ruamahanga catchment. The relevant sections of the Agreement in Principle are in **Attachment 1**. The Statutory Board is to act as a guardian for Wairarapa Moana and the Ruamahanga River Catchment.

The Board will comprise representatives from Rangitane, Ngāti Kahungunu, the Department of Conservation, Greater Wellington Regional Council and South Wairarapa District Council.

The key components of the Board arrangements are outlined in **Attachment 2**. The subcommittee to prepare and recommend a natural resources document to the Board will

include a representative of each of the four Councils in Wairarapa and two members from each of the two Iwi. Once in place the natural resources document must be “recognised and provided for” when the Councils prepare or change their Resource Management documents, including the District Plan. In addition, the Councils must “have particular regard to” the natural resources document when preparing or approving long term and annual plans.

The other Wairarapa Councils have confirmed their support in principle for the arrangements.

## **5. CARTERTON’S SUPPORT FOR THE PROPOSED ARRANGEMENTS**

Carterton District Council will be involved in the proposed arrangements through its membership of the Statutory Board’s Ruamahanga sub-committee. The committee will be administered by Greater Wellington Regional Council, which will receive a one-off contribution from the Crown to fund the preparation of the sub-committee’s plan. There should not be any costs to Carterton District Council, apart from the time of one elected member sitting on the sub-committee.

Given the Carterton District Council is to be represented on the sub-committee it would be appropriate for the Council to support the proposal.

## **6. NEXT STEPS**

The Council’s support is sought by the Office of Treaty Settlement by 10 October for the proposed redress prior to going to Cabinet on the final Ngāti Kahungunu deed of settlement package.

The Office is working to initial the Ngāti Kahungunu deed of settlement in early 2017. Relevant draft deed and bill provisions will be shared with local authorities in the next three months on the board and sub-committee for comment and agreement. These will include provisions for dispute resolution process.

The Office of Treaty Settlements is also working on the treatment of liabilities and will be in contact if the Carterton District Council is affected. As no Council-owned land is proposed to be included in the redress such liabilities are unlikely.

## **7. RECOMMENDATION**

That the Council:

- 1. Receives the report.**
- 2. Notes** the proposed Ngāti Kahungunu settlement agreement in principle, and in particular the sub-committee for natural resources and the natural resources document.
- 3. Agrees** to support in principle the settlement agreement.

Jane Davis  
Chief Executive

**Attachment 1: The relevant sections of the Agreement in Principle**

**Attachment 2: The key components of the Board arrangements**

## AGREEMENT IN PRINCIPLE

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- 5.14 The following Crown agencies will be involved in the development of the social and economic revitalisation strategy:
- 5.14.1 Ministry of Education; and
  - 5.14.2 Wairarapa District Health Board; and
  - 5.14.3 Mid Central District Health Board; and
  - 5.14.4 Ministry of Business, Innovation and Employment; and
  - 5.14.5 Ministry of Social Development; and
  - 5.14.6 Ministry of Justice; and
  - 5.14.7 Department of Corrections; and
  - 5.14.8 New Zealand Police.
- 5.15 If other Crown agencies agree, they may be added to the list in clause 5.14.
- 5.16 The strategy will be developed with Crown agencies and implemented to the extent agency resourcing will allow.
- 5.17 The strategy will not override the Crown's ability to make decisions relating to Crown policy setting, funding and responsibilities, or to provide services in the Wairarapa Tāmaki Nui-ā-Rua region. Nor will the strategy derogate from the Crown's responsibilities in the Wairarapa Tāmaki Nui-ā-Rua region.

## WAIRARAPA MOANA STATUTORY BOARD

### Background

- 5.18 The parties have agreed, together with Rangitāne o Wairarapa and Rangitāne Tāmaki Nui-ā-Rua, to be part of a statutory board comprising members appointed by the following –
- 5.18.1 the governance entity;
  - 5.18.2 the trustees of the Rangitāne governance entity;
  - 5.18.3 the Minister of Conservation;
  - 5.18.4 the Wellington Regional Council;
  - 5.18.5 the South Wairarapa District Council.



## **AGREEMENT IN PRINCIPLE**

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### **Shared redress legislation**

- 5.19 The shared redress legislation will provide for the matters set out in clauses 5.20 to 5.57 and 5.64 to 5.67.

### **Establishment and purpose of the Wairarapa Moana statutory board**

- 5.20 The shared redress legislation will establish a statutory board, called the Wairarapa Moana statutory board, whose purpose will be to act as a guardian of Wairarapa Moana and the Ruamahanga River catchment, for the benefit of present and future generations by:

5.20.1 being the administering body of Wairarapa Moana reserves as if it were appointed to control and manage the reserves under section 30(1) of the Reserves Act 1977 and the shared redress legislation, including to protect and enhance their cultural, spiritual and ecological values; and

5.20.2 being the manager of the Wairarapa Moana marginal strips as if under section 24H of the Conservation Act 1987; and

5.20.3 providing leadership on the sustainable management of the Ruamahanga River catchment; and

5.20.4 promoting the restoration, protection and enhancement of the social, economic, cultural, environmental and spiritual health and well being of Wairarapa Moana and the Ruamahanga River catchment as they relate to natural resources.

- 5.21 The Wairarapa Moana statutory board will comprise –

5.21.1 4 members appointed by the governance entity, including 2 hapū members representing Pāpāwai and Kohunui Marae; and

5.21.2 1 member appointed by the trustees of the Rangitāne governance entity; and

5.21.3 2 members appointed by the Minister of Conservation; and

5.21.4 2 members appointed by the Wellington Regional Council; and

5.21.5 1 member appointed by the South Wairarapa District Council.

- 5.22 The Chair of the Wairarapa Moana statutory board will be elected by the board members from amongst the 4 members appointed by the governance entity.

- 5.23 The Wairarapa Moana statutory board will be the administering body of Wairarapa Moana reserves as if it were appointed to control and manage the reserves under section 30(1) of the Reserves Act 1977 for the purposes set out in the Reserves Act 1977 and the shared redress legislation and the manager of Wairarapa Moana marginal strips as if under section 24H of the Conservation Act 1987.

## AGREEMENT IN PRINCIPLE

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### Functions of the Wairarapa Moana statutory board

- 5.24 The principal function of the statutory board is to achieve its purpose.
- 5.25 The other functions of the statutory board are –
- 5.25.1 to prepare and approve a publicly notified Wairarapa Moana Board document as set out in clauses 5.27 to 5.31; and
  - 5.25.2 to prepare and approve the statutory board's annual and multi-year priorities; and
  - 5.25.3 to jointly agree with the appointers an annual operational management programme; and
  - 5.25.4 to approve conservation projects and any other projects to be undertaken by the Board or one or more appointers as agreed by the appointers from time to time; and
  - 5.25.5 to provide advice to the Minister of Conservation and Department of Conservation on conservation matters relating to Wairarapa Moana reserves, including advice on rules for commercial and recreational fishing within Wairarapa Moana reserves; and
  - 5.25.6 to engage with, seek advice from, and provide advice to local authorities and other relevant agencies regarding the sustainable integrated management of Wairarapa Moana and the Ruamahanga River catchment; and
  - 5.25.7 to seek approval from the Minister of Conservation for the commercial take of indigenous species within Wairarapa Moana reserves; and
  - 5.25.8 to monitor and report to the appointers and sub-committee appointers annually on the implementation and achievement of the Wairarapa Moana Board document and the operational management programme agreed under clause 5.36; and
  - 5.25.9 to engage with third parties and interest groups, including producing and disseminating information and awareness of Wairarapa Moana and the Ruamahanga River catchment; and
  - 5.25.10 to undertake any other function required to achieve the statutory board's purpose.
- 5.26 In addition to the sub-committee referred to in clause 5.33, in carrying out its functions, the statutory board may establish sub-committees of its members which may invite advisors and observers to attend their sub-committee meetings.

## AGREEMENT IN PRINCIPLE

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### **Wairarapa Moana Board Document**

- 5.27 The Wairarapa Moana statutory board must prepare and approve the Wairarapa Moana Board Document in accordance with procedures and timeframes set out in the shared redress legislation.
- 5.28 The Wairarapa Moana Board Document will consist of the following three parts:
- 5.28.1 an overarching vision and statement of desired outcomes for Wairarapa Moana which recognises and provides for the cultural and spiritual values of Wairarapa Moana;
  - 5.28.2 a reserves management plan for all Wairarapa Moana reserves that reflects the statutory board's overarching vision and desired outcomes and is consistent with conservation and shared redress legislation;
  - 5.28.3 a natural resources document that identifies the statutory board's issues, values, vision, objectives, and desired outcomes for sustainable management of natural resources in the Ruamahanga River catchment, to the extent that they apply to the health and wellbeing of Wairarapa Moana and/or the Ruamahanga River catchment.
- 5.29 In particular the Wairarapa Moana Board Document will –
- 5.29.1 recognise and give expression to the relationship of Ngāti Kahungunu and Rangitāne o Wairarapa and Rangitāne o Tāmaki Nui-ā-Rua and their culture and traditions with their ancestral lands, water, wahi tapū sites and other taonga in Wairarapa Moana and/or the Ruamahanga River catchment; and
  - 5.29.2 respect Ngāti Kahungunu and Rangitāne o Wairarapa and Rangitāne o Tāmaki Nui-ā-Rua tikanga and values in the management of Wairarapa Moana and/or the Ruamahanga River catchment.
- 5.30 The Ngāti Kahungunu deed of settlement and the shared redress legislation will set out in full a public notification and submission process for the Wairarapa Moana Board Document including for –
- 5.30.1 the reserves management plan in accordance with section 41 of the Reserves Act 1977; and
  - 5.30.2 the natural resources document which will include –
    - (a) a public notification of the draft natural resources document process;
    - (b) the availability of the draft natural resources document for public inspection at specified places;
    - (c) the ability of interested persons or organisations to lodge submissions on the draft natural resources document for at least 20 business days after the date of the publication of the notice;

## **AGREEMENT IN PRINCIPLE**

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- (d) the consideration of any written submissions that are consistent with the purpose of the natural resources document by the Wairarapa Moana Statutory Board;
- (e) a hearing process at the discretion of the Wairarapa Moana Board;
- (f) a process for approving the natural resources document; and
- (g) the notification of the approved natural resources document.

5.31 At the discretion of the Wairarapa Moana Board the public notification and submission process for the Wairarapa Moana Board Document may either comprise separate processes for the reserves management plan and the natural resources document or a combined process.

### **Preparation of reserves management plan**

5.32 The shared redress legislation will provide that –

- 5.32.1 the Department of Conservation and the governance entity prepare, in consultation with the statutory board, a draft reserves management plan; and
- 5.32.2 in accordance with the process set out in the Reserves Act 1977, the statutory board will recommend the draft reserves management plan to the Minister of Conservation for approval; and
- 5.32.3 the Department of Conservation will be responsible for organising and funding processes required under section 41 of the Reserves Act 1977.

### **Preparation of natural resources document**

5.33 The shared redress legislation will provide that –

- 5.33.1 a sub-committee of the statutory board be established to prepare and recommend the natural resources document to the statutory board for approval; and
- 5.33.2 the sub-committee will comprise the following members:
  - (a) 2 members appointed by the governance entity;
  - (b) 2 members appointed by the Rangitāne governance entity;
  - (c) 1 member appointed by the Wellington Regional Council;
  - (d) 1 member appointed by the South Wairarapa District Council;
  - (e) 1 member appointed by the Masterton District Council;
  - (f) 1 member appointed by the Carterton District Council; and

## **AGREEMENT IN PRINCIPLE**

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- 5.33.3 the statutory board will consider and approve the natural resources document or refer it back to the sub-committee for reconsideration if there is any recommendation made by the sub-committee that the board considers is not consistent with its purposes, or the board's overarching vision and statement of desired outcomes, in order for the sub-committee to provide further recommendations to the board; and
- 5.33.4 the purpose of the natural resources document is to identify issues, values, vision, objectives and desired outcomes for sustainable management of natural resources in the Ruamahanga River catchment, in order to:
- (a) provide leadership on the sustainable management of the Ruamahanga River Catchment in a way that promotes its restoration, protection and enhancement of the social, economic, cultural, environmental and spiritual health and well being of Wairarapa Moana and/or the Ruamahanga River catchment; and
  - (b) recognise and give expression to the relationship of Ngāti Kahungunu and Rangitāne o Wairarapa and Rangitāne o Tāmaki Nui-ā-Rua and their culture and traditions with their ancestral lands, water, sites, wahi tapū and other taonga in Wairarapa Moana and/or the Ruamahanga River catchment; and
  - (c) respect Ngāti Kahungunu and Rangitāne o Wairarapa and Rangitāne o Tāmaki Nui-ā-Rua tikanga and values in the management of Wairarapa Moana and/or the Ruamahanga River catchment; and
- 5.33.5 the natural resource document must not contain rules or regulatory methods.

### **Operational management of Wairarapa Moana reserves**

- 5.34 The shared redress legislation will provide that the appointers will have primary responsibility for delivery of operational management.
- 5.35 The statutory board must hold an annual planning meeting, at which the statutory board will determine its annual and multi-year priorities.
- 5.36 The statutory board and appointers will agree a collaborative operational management programme.
- 5.37 The annual operational management programme must –
- 5.37.1 be consistent with relevant legislation and the Wairarapa Moana Board Document; and
  - 5.37.2 not be inconsistent with the statutory board's annual and multi-year priorities; and
  - 5.37.3 be commensurate with the level of funding contributed by the statutory board and appointers at their discretion for the year in question.

## AGREEMENT IN PRINCIPLE

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- 5.38 The appointers may contribute to operational management across all or some areas of Wairarapa Moana reserves irrespective of ownership.
- 5.39 The appointers will pay directly from their own funds for the operational management costs to which they have committed to contribute through the operational management programme.
- 5.40 The statutory board may directly fund special projects from a variety of funding sources (including through a contestable process) and engage third parties to undertake the work in accordance with the annual operational management programme.
- 5.41 The appointers will report annually to the statutory board and the other appointers and sub-committee appointers on delivery of the operational management programme for the previous year at the annual planning meeting.

### **Statutory effect of Wairarapa Moana Board Document and statutory board's advice**

- 5.42 The shared redress legislation will provide that –
  - 5.42.1 in preparing or changing a regional policy statement, regional plan or district plan under the Resource Management Act 1991, the relevant local authority must recognise and provide for the content of the natural resources document to the extent that it is relevant to matters covered by those plans; and
  - 5.42.2 the relevant local authority must have particular regard to the content of the natural resources document in preparing or approving long-term and annual plans under the Local Government Act 2002 to the extent that the content of the document is relevant to matters covered by those plans; and
  - 5.42.3 for the purposes of clauses 5.42.1 and 5.42.2 "content" means issues, values, vision, objectives and desired outcomes for sustainable management of natural resources in the Ruamahanga River catchment; and
  - 5.42.4 in preparing a conservation management strategy, the Director-General of Conservation must have particular regard to the overarching vision and statement of desired outcomes in the Wairarapa Moana Board Document to the extent that the content of the document is relevant to matters covered by that strategy, and to the approved reserves management plan for Wairarapa Moana reserves; and
  - 5.42.5 in preparing any other conservation statutory plan, the Director-General of Conservation must have particular regard to the overarching vision and statement of desired outcomes in the Wairarapa Moana Board Document to the extent that the content of the document is relevant to matters covered by that plan, and to any advice provided to the Minister of Conservation by the Wairarapa Moana statutory board; and
  - 5.42.6 the Minister of Conservation must have particular regard to advice from the statutory board on rules for recreational and commercial fishing to apply to Wairarapa Moana reserves; and

## **AGREEMENT IN PRINCIPLE**

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- 5.42.7 the contents of the Wairarapa Moana Board Document do not predetermine or constrain the identification of freshwater values or setting freshwater objectives by local authorities and their communities under the National Policy Statement for Freshwater Management 2014.

### **Other matters relating to the Wairarapa Moana statutory board**

- 5.43 The shared redress legislation will provide –
- 5.43.1 for the matters set out in clauses 5.44 to 5.54 relating to the Wairarapa Moana statutory board and its members to be set out in a schedule to the legislation, but
- 5.43.2 that otherwise the statutory board and its members may regulate their own procedures.

### *Appointment*

- 5.44 A member of the statutory board may be appointed, reappointed or discharged at the discretion of the appointer by the appointer giving written notice to the member and the other appointers.
- 5.45 Where there is a vacancy on the statutory board, the relevant appointer will fill that vacancy as soon as is reasonably practicable.
- 5.46 A member of the sub-committee referred to under clause 5.33.1 may be appointed, reappointed or discharged at the discretion of the appointer of the sub-committee by giving written notice to the member and the other sub-committee appointers.
- 5.47 Where there is a vacancy on the sub-committee referred to under clause 5.33.1 the relevant sub-committee appointer will fill that vacancy as soon as is reasonably practicable.

### *Procedures and meetings of the board*

- 5.48 Sections 32 to 34 of the Reserves Act 1977 apply, with any necessary modifications and to the extent consistent with the shared redress legislation, to the Wairarapa Moana statutory board as if it were a board for the purposes of that Act.
- 5.49 The first meeting of the Wairarapa Moana statutory board must be held no later than six months after the settlement date or earlier if there is a statutory responsibility that requires the board's decision-making at an earlier date.
- 5.50 At its first meeting, the Wairarapa Moana statutory board must –
- 5.50.1 adopt standing orders for the initial procedure of the statutory board; and
- 5.50.2 agree on a schedule of meetings.

## AGREEMENT IN PRINCIPLE

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### *Quorum and decision-making of the board*

- 5.51 The quorum for a meeting of the Wairarapa Moana statutory board will be 6 members, of which at least 3 of the attendees must be members appointed by the governance entity and the trustees of the Rangitāne governance entity, and at least 3 must be members appointed by other appointers.
- 5.52 The decisions of the Wairarapa Moana statutory board will be made by vote at a meeting. The statutory board will seek to achieve consensus but, where that is not possible, decisions will be made by vote at a meeting by a 75% majority of those members present. The Chair has a deliberative but not a casting vote.
- 5.53 The statutory board may adopt its own procedures, subject to compliance with the Reserves Act 1977 with any necessary modifications and to the extent consistent with the shared redress legislation.
- 5.54 To avoid doubt, the statutory board is not a committee or joint committee of a local authority for the purposes of the Local Government Act 2002 or any other Act.

### *Funding and administrative support*

- 5.55 Each appointer or sub-committee appointer is responsible for meeting the expenses of its appointees.
- 5.56 Wellington Regional Council will provide secretariat services for the statutory board and the sub-committees of the board.
- 5.57 The Wairarapa Moana statutory board may seek sponsorship and funds from other sources for its activities.
- 5.58 On the settlement date, the Crown will provide \$500,000 to Wellington Regional Council as a one-off contribution to the costs of the preparation and public notification of the natural resource document.
- 5.59 Wellington Regional Council will hold the fund on behalf of the statutory board as a separate and identifiable ledger item and spend those funds as directed by the statutory board in accordance with the purposes set out at clause 5.58.

### **Outstanding matters to be negotiated further**

- 5.60 The parties and the Rangitāne governance entity intend that the matters to be further negotiated and agreed for inclusion in the deed of settlement include, but are not limited to the following:
- 5.60.1 how authorisations in relation to Wairarapa Moana reserves are to be issued, and by whom:
  - 5.60.2 timeframes for completing operational management programmes and for authorisations:
  - 5.60.3 a dispute resolution process of the statutory board and sub-committees:



## **AGREEMENT IN PRINCIPLE**

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- 5.60.4 liabilities and indemnities for the statutory board, sub-committees and the appointers:
- 5.60.5 the name of the Wairarapa Moana statutory board and the Wairarapa Moana board document.
- 5.61 Details around appointment and eligibility for membership of the statutory board will be developed and agreed for inclusion in the deed of settlement where appropriate.
- 5.62 The parties and the Rangitāne governance entity will explore between the date of this agreement in principle and the signing of the deed of settlement, the inclusion of additional reserves to be administered by the statutory board, with the schedule of Wairarapa Moana reserves to be administered by the board to be confirmed in the Ngāti Kahungunu deed of settlement.

### **Commercial fishing**

- 5.63 Notwithstanding Section 50 of the Reserves Act 1977, the Minister of Conservation may approve commercial fishing on Wairarapa Moana Reserves on the recommendation of the statutory board.

### **Customary fishing regulations**

- 5.64 After the later of the settlement date and the Rangitāne o Wairarapa and Rangitāne o Tāmaki Nui-ā-Rua settlement date, a collaborative process will be established to explore the need for and, where appropriate, develop regulatory mechanisms under the Fisheries Act 1996 to provide for the management of customary food gathering and management of customary fishing grounds by Ngāti Kahungunu ki Wairarapa Tamaki Nui-ā-Rua, Rangitāne o Wairarapa and Rangitāne o Tamaki Nui-ā-Rua, to apply to Wairarapa Moana and the Ruamahanga River catchment.
- 5.65 The participants in that collaborative process will be the following entities:
  - 5.65.1 the governance entity:
  - 5.65.2 the Rangitāne governance entity:
  - 5.65.3 the Ministry for Primary Industries.
- 5.66 The Crown, the Mandated Representatives of Ngāti Kahungunu ki Wairarapa Tamaki Nui-ā-Rua and the Rangitāne governance entity intend that the shared redress legislation will provide –
  - 5.66.1 authority for the making of regulations to apply to Wairarapa Moana and the Ruamahanga River catchment under the Fisheries Act 1996 in relation to –
    - (a) the management of customary food gathering by Ngāti Kahungunu ki Wairarapa Tamaki Nui-ā-Rua and Rangitāne o Wairarapa and Rangitāne o Tamaki Nui-ā-Rua; and

## AGREEMENT IN PRINCIPLE

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- (b) applications for the management of customary fishing grounds of special significance to Ngāti Kahungunu ki Wairarapa Tamaki Nui-ā-Rua, or Rangitāne o Wairarapa or Rangitāne o Tamaki Nui-ā-Rua; and
- 5.66.2 that the process for considering and deciding on applications to manage fishing grounds of special significance to Ngāti Kahungunu ki Wairarapa Tamaki Nui-ā-Rua or Rangitāne o Wairarapa or Rangitāne o Tamaki Nui-ā-Rua will be consistent with the relevant provisions of the Fisheries (Kaimoana Customary Fishing) Regulations 1998; and
- 5.66.3 if, after consultation between the post-settlement governance entities for Ngāti Kahungunu ki Wairarapa Tāmaki Nui-ā-Rua, Rangitāne o Wairarapa and Rangitāne o Tāmaki Nui-ā-Rua and their constituent hapū, the participants in the collaborative process referred to in clause 5.65 agree that regulations in relation to the management of customary food gathering and the management of customary fishing grounds are required, those participants will:
  - (a) provide advice to the Minister for Primary Industries on the required regulations and the content of them; and
  - (b) the Minister will recommend the making of regulations to give effect to the advice provided in clause 5.66.3(a).
- 5.67 For the purposes of this clause "customary food gathering" has the meaning given to it in section 186 of the Fisheries Act 1996.

### **Te Upoko Taiao - Natural Resource Management Committee**

- 5.68 The deed of settlement is to provide that the settlement legislation will provide that the committee is a permanent committee of the Wellington Regional Council deemed to be appointed under clause 30(1)(a) of Schedule 7 of the Local Government Act 2002.
- 5.69 The deed of settlement is to provide that the settlement legislation will provide that the terms of reference may only be changed by Wellington Regional Council on the recommendation of the committee.
- 5.70 The deed of settlement is to provide that the settlement legislation will provide that the committee may only be disestablished by Wellington Regional Council on the recommendation of the committee.

### **Definitions for Wairarapa Moana**

**appointer** – each entity or person referred to as an appointer under clause 5.18.

**financial year** – the period of 12 months ending on 30 June in each calendar year.

**governance entity** – is the Ngāti Kahungunu ki Wairarapa Tāmaki Nui-ā-Rua post-settlement governance entity.

**Parties** – the Crown and Ngāti Kahungunu ki Wairarapa Tāmaki Nui-ā-Rua.

## AGREEMENT IN PRINCIPLE

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**Rangitāne governance entity** means the Rangitāne Tū Mai Rā Trust.

**Rangitāne settlement date** means the settlement date under the legislation to give effect to the deed of settlement of historical claims of Rangitāne o Wairarapa and Rangitāne Tāmaki Nui-ā-Rua.

**Ruamahanga River catchment** – the catchment area shown edged green on the map attached as Appendix 2.

**sub-committee appointer** – each entity or person referred to in clause 5.33.2.

**Wairarapa Moana** – the land and natural resources within the Wairarapa Moana reserves area as described in Appendix 3 and as shown on the plan in Appendix 4.

**Wairarapa Moana reserves** – the reserves described in Appendix 3, the general location of which is shown on the plan in Appendix 4, and any other reserves which the Wairarapa Moana statutory board is appointed to control and manage under the relevant part of the shared redress legislation.

**Wairarapa Moana statutory board** or **statutory board** – the statutory board established under clause 5.20.

**committee** - the committee established by the Wellington Regional Council on 18 August 2009, known as Te Upoko Taiao - Natural Resource Management Committee.

**terms of reference** - the terms of reference for the committee adopted by the Wellington Regional Council on 18 August 2009, including any amendments made before the date of the deed of settlement.

### **Manawatu River Advisory Board**

- 5.71 The Crown offers the opportunity for the governance entity to have statutory membership on the Manawatu River Advisory Board, proposed to be established through the Rangitāne o Manawatu deed of settlement and settlement legislation. The advisory board is intended to work in a collaborative manner with the Manawatu-Wanganui Regional Council with the common purpose of addressing and promoting the health, wellbeing, sustainable use and mana of the Manawatu River within the jurisdiction of the Manawatu-Wanganui Regional Council. The role of the advisory board would be to provide advice to the Manawatu-Wanganui Regional Council in relation to the freshwater management issues relating to the Manawatu River catchment under the Resource Management Act 1991.

### **Potential cultural redress properties**

- 5.72 The deed of settlement is to provide that the settlement legislation will vest in the governance entity those of the properties described in Table 1 below as potential cultural redress properties that the parties agree are to be cultural redress properties.
- 5.73 If the parties agree a potential cultural redress property is to be vested as a cultural redress property, it will be vested in the governance entity on the basis provided in Table 1 below.

## APPENDIX

Table 1 – Key components of the Wairarapa Moana statutory board

Key component	Proposal
<b>Membership</b>	<ul style="list-style-type: none"> <li>- Two iwi members and two hapū members appointed by the Ngāti Kahungunu governance entity</li> <li>- One member appointed by the Rangitāne governance entity</li> <li>- Two members appointed by the Minister of Conservation</li> <li>- Two members appointed by Greater Wellington Regional Council (GWRC)</li> <li>- One member appointed by South Wairarapa District Council (SWDC)</li> </ul> Chair to be elected by the Board from the Ngāti Kahungunu appointees
<b>Decision-making</b>	Decision-making by consensus, where consensus is not possible, decision by 75% majority. Chair to have a deliberative vote only.
<b>Purpose</b>	The Board will act as a guardian of the Wairarapa Moana and the Ruamahanga River catchment for the benefit of the present and future generations by: <ul style="list-style-type: none"> <li>- administering the Wairarapa Moana reserves for the purposes set out in the Reserves Act 1977 and the settlement legislation, including to protect and enhance their cultural, spiritual, and ecological values; and</li> <li>- providing leadership on the sustainable management of the Ruamahanga River Catchment in a way that promotes the restoration, protection and enhancement of the social, economic, cultural, environmental and spiritual health and wellbeing of the Ruamahanga River catchment.</li> </ul>
<b>Scope</b>	The Board will manage and control the Wairarapa Moana reserves defined as reserves/sites owned by the Crown, Council or iwi (as transferred in settlement) as listed below. Additional reserves may be included between the Ngāti Kahungunu agreement in principle and initialling of the Ngāti Kahungunu deed of settlement. <p>The Board will provide high level advice to councils on natural resources in the Ruamahanga River Catchment to the extent they apply to the health and well being of the Wairarapa Moana, through the drafting of a Wairarapa Moana document.</p>
<b>Functions</b>	The proposed key functions of the Board are: <ol style="list-style-type: none"> <li>a. to control and manage, as the administering body, the Wairarapa Moana reserves in accordance with the Reserves Act 1977 and the settlement legislation;</li> <li>b. to prepare and approve a publicly notified Wairarapa Moana document that shall:</li> </ol>

Key component	Proposal
	<ul style="list-style-type: none"> <li>i. recognise and give expression to the relationship of Ngāti Kahungunu and Rangitāne and their culture and traditions with their ancestral lands, water, sites wāhi tapu and other taonga in the Wairarapa Moana and the Ruamahanga River catchment;</li> <li>ii. respect Ngāti Kahungunu and Rangitāne tikanga and values in the management of Wairarapa Moana and the Ruamahanga River catchment;</li> <li>iii. identify the Board's overarching vision, and desired outcomes for Wairarapa Moana;</li> <li>iv. include a single statutory reserve management plan for the Wairarapa Moana reserves that recognises and provides for the cultural and spiritual values of Wairarapa Moana; and</li> <li>v. include a natural resource document that identifies the Board's issues, values, vision, objectives and desired outcomes for sustainable management of natural resources in the Ruamahanga River catchment.</li> </ul> <p>Other proposed functions of the Board are:</p> <ul style="list-style-type: none"> <li>a. to prepare and approve the Board's annual and multi-year priorities;</li> <li>b. to approve conservation projects and any other projects to be undertaken by the board or one or more appointers as agreed by appointers from time to time;</li> <li>c. to provide advice to the Minister of Conservation and Department of Conservation on conservation matters relating to the Wairarapa Moana reserves, including advice on rules for commercial and recreational fishing within the Wairarapa Moana reserves;</li> <li>d. to engage with, seek advice from and provide advice to local authorities and other relevant agencies regarding the sustainable integrated management of the Ruamahanga River catchment;</li> <li>e. to seek approval from the Minister of Conservation for the commercial take of indigenous species particularly eels. The settlement legislation will need to enable this function which is not permitted under the Reserves Act 1977;</li> <li>f. to monitor and report to appointers annually on the implementation and achievement of the Wairarapa Moana Board Document and the operational programme; and</li> <li>g. to engage with third parties and interest groups, including producing and disseminating information and awareness of Wairarapa Moana.</li> </ul>

Key component	Proposal
<b>Wairarapa Moana document</b>	<p>The Board will prepare and approve a Wairarapa Moana document comprised of:</p> <ul style="list-style-type: none"> <li>- the Board’s overarching vision, and desired outcomes for Wairarapa Moana that is reflected in the other components of the document;</li> <li>- a single reserve management plan for the Wairarapa Moana reserves; and</li> <li>- a natural resource document that identifies the Board’s issues, values, vision, objectives and desired outcomes for sustainable management of natural resources in the Ruamahanga River catchment.</li> </ul> <p>The document will not contain methods or rules.</p> <p>The document will also:</p> <ul style="list-style-type: none"> <li>- recognise and give expression to the relationship of Ngāti Kahungunu and Rangitāne and their culture and traditions with Wairarapa Moana and the Ruamahanga River catchment; and</li> <li>- respect NKKWTNAR and Rangitāne values in the management of the Wairarapa Moana and the Ruamahanga River catchment.</li> </ul>
<b>Preparation and approval of reserve management plan</b>	<p>The reserve management plan will be co-drafted by the Department of Conservation and Ngāti Kahungunu governance entity with the consultation processes to be managed by the Department of Conservation.</p> <p>The Board will seek the Minister of Conservation’s approval for the Reserve Management Plan.</p>
<b>Preparation and approval of natural resources document</b>	<p>A committee of the Board will prepare and recommend the natural resources document to the Board. The Committee will be comprised of two members appointed by Ngāti Kahungunu and two members appointed by Rangitāne, and one each appointed by GWRC, SWDC, Masterton District Council and Carterton District Council.</p> <p>The Board will consider and approve the natural resource document or recommend the document back to the committee with specific recommendations on amendments.</p>
<b>Legal effect of natural resources document and conservation advice</b>	<p>The relevant local authority must “recognise and provide for” the natural resource document in preparing or changing the regional policy, regional plan and district plan under the Resource Management Act 1991 (to the extent that it is relevant to matters covered by those plans and covers the Ruamahanga River catchment).</p> <p>The relevant local authority must “have particular regard to” the natural resource document in preparing or approving long-term and annual plans under</p>

Key component	Proposal
	<p>the Local Government Act 2002 (to the extent that its content is relevant to matters covered by those plans and covers the Ruamahanga River catchment).</p> <p>The Minister of Conservation and the Department of Conservation must 'have particular regard to' the Board's advice on conservation matters and the Wairarapa Moana Board document, when preparing or amending:</p> <ul style="list-style-type: none"> <li>- a conservation plan or strategy that relates to the Wairarapa Moana reserves; and</li> <li>- rules for recreational and commercial fishing that relate to the Wairarapa Moana reserves.</li> </ul>
<p><b>Operational management of the Wairarapa Moana Reserves</b></p>	<p>DOC, the Ngāti Kahungunu governance entity, the Rangitāne governance entity, GWRC and SWDC (subject to Council agreement) have shared statutory responsibility for the delivery of operational management of the Wairarapa Moana reserves based on:</p> <ul style="list-style-type: none"> <li>- the Board and appointers agreeing a joint operational programme consistent with the Reserve Management Plan and the Board's priorities; and</li> <li>- funding/resources committed by appointers at their discretion and/or any resources of the Board.</li> </ul> <p>Delivery of operational management will occur within different appointer's structures across all or some areas, irrespective of ownership by appointers. Appointers will pay for operational management costs directly as they commit to through the joint operational programme.</p> <p>The Board will be able to directly fund special projects from a variety of funding sources and engage third parties to undertake the work.</p> <p>The appointers will be required to report back to the Board on the delivery of their management commitments.</p>
<p><b>Funding</b></p>	<p>Each appointer is responsible for meeting the expenses of its appointees on the Board.</p>

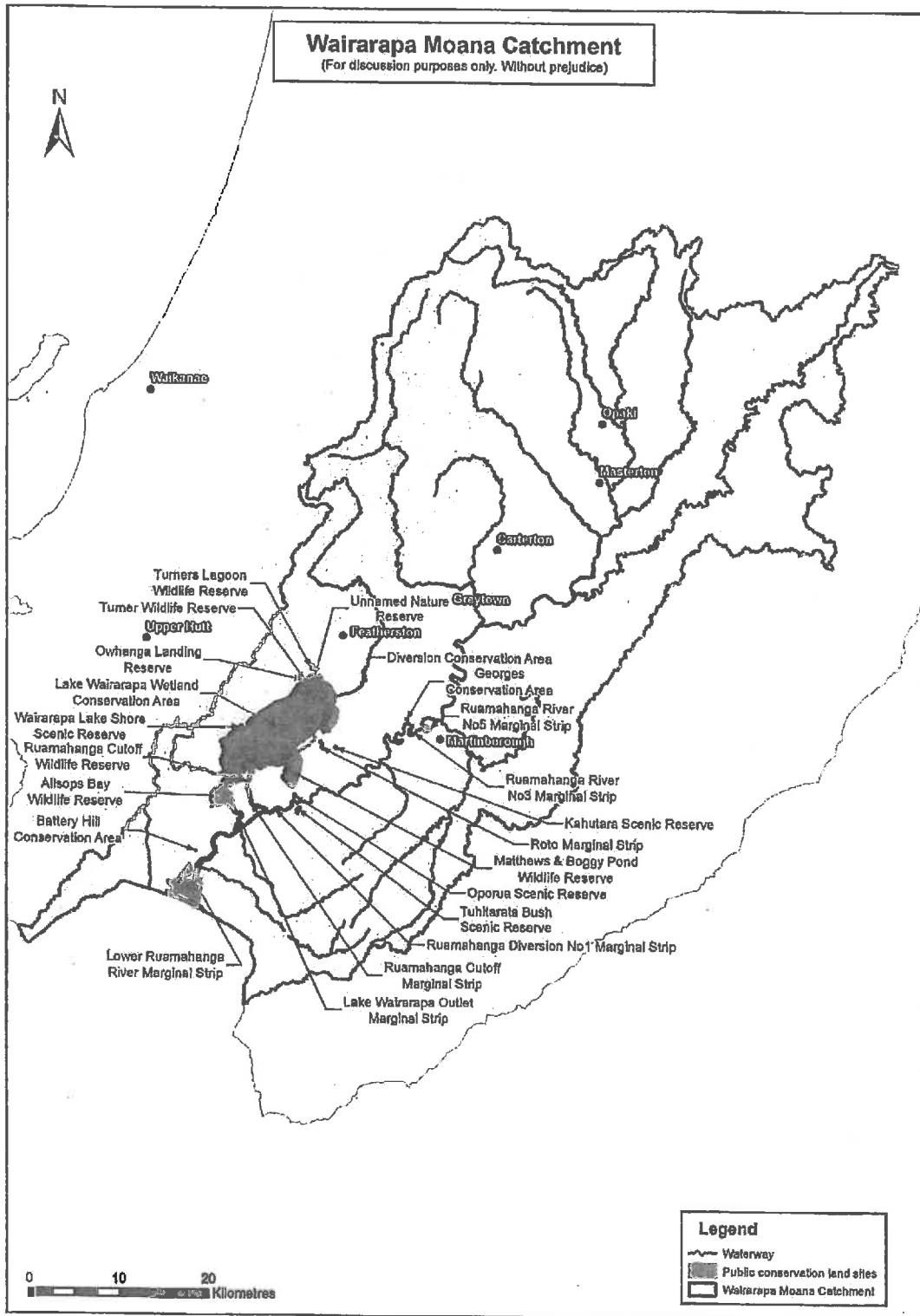
**Table 2 – Reserves to be administered by the Wairarapa Moana statutory board**

<b>Public conservation land administered by DOC to be controlled and managed by the Wairarapa Moana Statutory Board</b>	
<b>Conservation Unit Name</b>	<b>Status</b>
Lake Wairarapa Wetland Conservation Area	Stewardship
Owhanga Landing Reserve	Local Purpose Reserve – Landing Site
Matthews and Boggy Pond Wildlife Reserve	Government Purpose – Wildlife Management
Ruamahanga Cutoff Wildlife Reserve	Government Purpose – Wildlife Management
Wairarapa Lake Shore Scenic Reserve	Scenic Reserve
Allsops Bay Wildlife Reserve	Government Purpose – Wildlife Management
Kahutara Scenic Reserve	Scenic Reserve
Parera Conservation Area	Stewardship
Oporua Scenic Reserve	Scenic Reserve
EC Holmes Memorial Scenic Reserve	Scenic Reserve
Tuhitarata Bush Scenic Reserve	Scenic Reserve
Turner Wildlife Reserve	Government Purpose – Wildlife Management
Turners Lagoon Wildlife Reserve	Government Purpose – Wildlife Management
Unnamed Nature Reserve - Featherston	Vesting on deposit for nature reserve (Crown) - DP 424891 – unclassified
Diversion Conservation Area	Stewardship Area
Battery Hill Conservation Area	Stewardship Area
<b>Marginal Strips (DOC) (Board appointed to manage MS as if under s24H Conservation Act)</b>	
Ruamahanga Diversion No.1 Marginal Strip	Marginal Strip
Roto Marginal Strip	Marginal Strip



Ruamahanga Cutoff Marginal Strip	Marginal Strip
Lower Ruamahanga River Marginal Strip	Marginal Strip
Lake Wairarapa Outlet Marginal Strip	Marginal Strip
Oporua Backwater Marginal Strip	Marginal Strip
<b>Council owned reserves administered by SWDC to potentially be controlled and managed by the Wairarapa Moana Statutory Board, subject to SWDC decision</b>	
<b>Conservation Unit name</b>	<b>Status</b>
Lake Domain Reserve	Recreation Reserve

# Wairarapa Moana Catchment





19 September 2016

## **Carterton Daffodil Festival 2016**

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

To provide the Council with a report on the Carterton Daffodil Festival held on 11 September 2016.

### **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's popular Daffodil Festival offers an abundance of activities ranging from the famous Daffodil picking at Middlerun, street markets, horse drawn surrey rides, the Big Wai Art Sale in the Events Centre and loads more.

What is now for many a time-honoured tradition, the festival includes picking daffodils at Middlerun, Gladstone. A small fee is charged to pick the daffodils with all proceeds going to the locale charities Plunket and St John.

The festival's street markets boasts dozens of stalls featuring local arts and crafts, yummy treats, children's rides and live entertainment.

The Daffodil Express, an historic steam train, brings visitors from Wellington. Operated by Steam Incorporated, the train departs Wellington Railway Station and arrives around 10.30am. A short ride on the Daffodil Express between Carterton and Masterton is also popular for local Wairarapa residents.

The Festival is organised by the Carterton District Council. The street markets are proudly supported and coordinated by the Lions Club of Carterton.

### **4. PLANNING FOR THE 2016 FESTIVAL**

As this was Kate Jurlina's first year as the coordinator of the festival. The groups she worked with and who were involved with the day included: the Council, Lions Club, Carterton Railway,

Steam Inc, Transit, Traffic safe NZ, Carterton Plunket, Scouts, St John, NZME, MoreFM, Carterton Farmers Market, WaiArt, and the Booth Family.

There were a few key issues which were identified from 2015 festival which needed to be worked through and managed. These included:

- The relationship between Wai Art and the market stall coordinators
- The relationship between the Carterton Farmers Market and the market stall holders
- The Traffic Management Plan for Middlerun.

The key message was that communication needed to be strong between all parties. Key areas of organisation and focus during the preparation process included:

- Marketing and advertising - a large percentage of effort from CDC was into the marketing and advertising of the event to ensure that visitor numbers were high, and information delivered. Radio/print/web/billboards and social media were all the platforms used this year.
- Steam train – Carterton Railway and Steam Inc. managed this side of the festival, including ticket sales, promotion and passengers.
- Middlerun set up/coordination – Carterton Plunket and St John arranged all details to do with the Daffodil at Middlerun.
- Market stalls and entertainment – this was co-ordinated by the Carterton Lions Club. It was the second year that Grant and Heather Smith were designated coordinators.
- Traffic Management Plan - Traffic Safe NZ co-ordinated and implemented the plan. A copy of the Traffic Management Plan is in **Attachment 1**.

## 5. THE EVENT/DEBRIEF

The Festival held on Sunday 11th September proved to be a huge success.

The Lions did a wonderful job on the coordination of the market stall. The only setbacks were the vehicles which had been parked overnight within barrier cordon. South Wairarapa Towing were brilliant and towed one vehicle for us (free of charge) and the others were moved by their owners.

The steam train from Wellington was delayed by approx. 20 minutes, and so was a quick turn around when it arrived to exit Wellington passengers and receive Wairarapa passengers. The train had an hour delay in Masterton on its return, due to a logging train from CentrePort. A debrief meeting has since been held with Carterton Railway, and they have begun discussions about 2017 and train scheduling, so that this doesn't happen again next year.

Feedback from Steam Inc. was that it was one of their best years for ticket sales. 512 passengers travelled from Wellington and 455 were on the short trip to Masterton.

The added entertainment of two solo artists and a further solo artist arranged by the Carterton Farmers Market added a relaxed festival like atmosphere. We have had rave reviews about the musicians and will look to follow this format for next year.

The Traffic management plan out at Middlerun went smoothly. We had two small complaints, one from a farmer and one from one of the bus drivers. This was to do with the placement of the cones, which was remedied on site. The town was well set out; however, discussions have already started around the placement of barriers/High St stalls next year to see if we can improve health and safety standards.

The weather played its part and there was a bumper crop of daffodils at Middlerun. Plunket and St John have the coordination of Middlerun down to a fine art. This year they raised over \$8000 from daffodil picking.

This year's Carterton Daffodil Festival has been credited as a huge success. Comments on social media and via email have been incredibly positive.

## 6. BUDGET

The actual costs of the 2016 festival are set out below:

Design	\$522.50
Marketing and Advertising	\$8,394.00
Expenses (incl. Traffic Management Plan)	\$7,375.39
Entertainment	\$760.00
Community Group Donations	\$300
<b>Total</b>	<b>\$16,829.39*</b>

\* 2016 budget was \$20,000

A comparison with previous years is in **Attachment 2**.

Revenue from stalls is yet to be confirmed by the Lions Club but is estimated to be \$8,000. The Council receives 50% of the revenue.

## 7. 2017 DAFFODIL FESTIVAL

Debriefs have now been completed and ideas for improvement are underway for 2017.

Items to note include:

- Stall layout for High St – improve pedestrian access and flow
- Train scheduling – no line conflicts
- Bus scheduling in the morning – minimise wait time
- Marketing strategy – look to create different initiatives and potential to reduce costs

The date for the 2017 festival has been set for Sunday 10th September.

**8. RECOMMENDATION**

That the Council:




1. **Receives** the report.
2. **Notes** the success of the festival.

Kate Jurlina  
Marketing and Communications Coordinator

**Attachment 1: Daffodil Festival 2016 Traffic Management Plan**  
**Attachment 2: Daffodil Festival Financial Summary**

# TRAFFIC MANAGEMENT PLAN

## Carterton Daffodil Carnival - 11 September 2016 - Middle Run Farm, Gladstone Rd

Prepared by:	<b>TRAFFIC SAFE NZ</b> 
Prepared for: RCA/TMC:	
Contractor:	
Asset Owner:	
On-site Traffic Management by:	<b>TRAFFIC SAFE NZ</b> 
TMP Reference:	<b>250716002</b>






**APPROVED**  
CAR 826189  
Athol Nelson  
STMS Number 66026  
Carterton District Council  
  
25 August 2016

# Traffic Management Plan Summary

## THE WORK SCOPE

<b>Project Description:</b>	Carterton Daffodil Festival - Sunday 11 September 2016. Picking of Daffodils at Middle Run Farm - Gladstone Rd, Carterton.	
<b>Work Space Address:</b>	Carterton, Gladstone Rd, Gladstone, New Zealand - TTM from 267 to 394	
<b>Workspace Orientation:</b>	Shoulder, Whole Road	
<b>Active Closure Type(s):</b>	Shoulder, Manually Controlled Alternating Flow, Event Signage/No Parking	
<b>Unattended Closure(s):</b>	No Unattended Closure	
<b>Night time Closure(s):</b>	No Night Time Closure	
<b>Speed:</b>	<b>Permanent Speed:</b> 100km/h	<b>TSL Requested:</b> 30km/h
<b>TTM Resources Required:</b>	1 X Truck, 1 X STMS, 2 X TC's	
<b>Approval requested from</b>	11/09/2016 to 12/09/2016	

## THE PARTIES

<b>TMP Applicant:</b>		Anne Robbins 092833477 Email: tmp@trafficsafe.co.nz
<b>Asset Owner:</b>		Contact: Jean-Paul Irwin 0274 711 507 jean-paul.irwin@opus.co.nz
<b>Contractor:</b>		Project Manager: Brian McWilliams 027 2429 856 brian@cdc.govt.nz
<b>On Site Traffic Management:</b>		<b>Lead STMS:</b> Richard Shepherd * 027 395 0477 wairarapa@trafficsafe.co.nz
<b>RCA/TMC:</b>		Jean-Paul Irwin 0274 711 507 jean-paul.irwin@opus.co.nz



JP



RCA consent (eg CARWAP) and/or RCA contract reference WAP # 826189 CDC Reference 83-16

**TRAFFIC MANAGEMENT PLAN (TMP) – FULL FORM**

Use this form for complex activities. Refer to the NZ Transport Agency's Traffic control devices manual, part 8 Code practice for temporary traffic management (COPTTM), section E, appendix A for a guide on how to complete each field.

Organisations TMP Reference: 250716002

<b>Contractor (Working Space):</b>  Project Manager: Brian McWilliams 027 2429 856 brian@cdc.govt.nz	<b>Principal (Client):</b>  Jean-Paul Irwin 0274 711 507 jean-paul.irwin@opus.co.nz
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<b>Contractor (TTM):</b>  Brian Barnes 027 844 2874	<b>RCA:</b>  Jean-Paul Irwin 0274 711 507 jean-paul.irwin@opus.co.nz
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Location details and road characteristics	Road names and suburb	House no./RPs (From and to)	Road level	Permanent speed
	Carterton, Gladstone Rd, Gladstone, New Zealand	267 - 394	Level 1	100km/h
<b>Traffic details (main route)</b>	<b>AADT = 748</b>		<b>Peak Flows = 94</b>	

**Description of work activity**

Carterton Daffodil Festival - Sunday 11 September 2016.  
 Picking of Daffodils at Middle Run Farm - Gladstone Rd, Carterton.

**Planned work programme**

Start date	11/Sep/2016	Time	8:00	End date	12/Sep/2016	Time	15:00
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**Consider significant stages, for example:**

- road closures
- detours
- no activity periods.

Carterton Daffodil Festival - Sunday 11 September 2016.

Public will be able to pick Daffodils at Middle Run Farm, Gladstone Rd.  
 Shuttle Busses will run from Town Centre and will use gravel area to drop/pick up passengers. There will be a limited amount of parking available in this area also. This area will be Marshalled.  
 MTC will be in place from bridge to Middle run entrance and approx 400m on to the east ( including Gladstone Winery Driveway). 'No Parking' will also be enforced along right hand side of this area as shown on TMD D2- Middle Run.  
 Parking and Pedestrian Management will be from 8am to 3pm.  
 Gates Open 10am to 3pm.

**Alternative dates if activity delayed**

- A time contingency within the valid date range has been allocated to allow for delays

**Road aspects affected (delete either Yes or No to show which aspects are affected)**

Pedestrians affected?	No	Property access affected?	No	Traffic lanes affected?	Yes
Cyclists affected?	No	Restricted parking affected?	No	Delays or queuing likely?	Yes

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 Carterton District Council



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RCA consent (eg CAR/WAP) and/or RCA contract reference	
<b>Proposed traffic management methods</b>	
<b>Installation</b> (includes parking of plant and materials storage)	<p>On arrival on site and following the safety and hazard briefing the STMS will instruct the crew to install the TTM equipment following the approved site diagram and in the following order:</p> <ol style="list-style-type: none"> <li>1. The sign and equipment vehicle to proceed along the left side of the road in one direction as the crew positions the required signage and delineation as per the site diagram/layout requirements.</li> <li>2. The vehicle driver to find a safe position to turn and return as the crew positions the required signage and delineation in the opposite direction.</li> <li>3. Upon completion of the installation the STMS will make a drive through check of the site and instruct the working party to enter when happy with the operating layout.</li> </ol> <p>All plant and material will either be within the working space for daily use or delivered to site on an 'as required' basis.</p> <p>If MTC site required, once the signage has been placed the manual traffic controllers to be placed to assist with controlling traffic flow as the remainder of the delineation is placed around the working space.</p>
<b>Attended (day)</b>	<p>As the site will be attended at all times when equipment is on the carriageway the STMS or delegated TC will monitor the TTM regularly and maintain or make changes as necessary for the ongoing safety of the site.</p> <p>All site checks and or changes to be recorded on the "on site record" (attached).</p> <p>The time of installation and placement of the TSL signage is to be documented in the 'on site record'.</p> <p>The STMS or delegated TC will also monitor the MTC operation for competence, timings of traffic flow through the site and specifically the safety of cyclists passing through the controls.</p> <p>The MTC operators will maintain contact with each other and the operators within the closure at all times in case of emergency and specific site traffic or plant requirements for movement through and into the closure.</p> <p>See D2-Middle Run-B.pdf</p>
<b>Attended (night)</b>	<p>Night works are not planned for this activity.</p>
<b>Unattended (day)</b>	<p>No unattended day site</p>



JP

Unattended (night)	<i>No unattended night site</i>	
Detour route	<i>A detour will not be required for this activity</i>	
	Does detour route go into another RCA's roading network?	No
	<b>Note:</b> Confirmation of acceptance from affected RCA must be submitted prior to occupying the site.	
Removal	<p><i>The removal of the TTM equipment will be carried out in the reverse order of the installation procedure.</i></p> <p><i>The STMS or delegated TC to make a final check and record of the cleared site before leaving at the end of the day.</i></p> <p><i>The MTC paddle operators to assist with controlling the flow of traffic when equipment is removed from the carriageway.</i></p> <p><i>The time of removal of the TSL signage is to be documented in the 'on site record'.</i></p>	

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*AN*

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RCA consent (eg CAR/WAP) and/or RCA contract reference				
Proposed TSLs (see TSL decision matrix for guidance)				
	<b>TSL details as required</b> Approval of Temporary Speed Limits (TSL) are in terms of Section 5 of Land Transport Rule: Setting of Speed Limits 2003, Rule 54001 (List speed, length and location)	<b>Times</b> (From and to)	<b>Dates</b> (Start and finish)	<b>Diagram ref. no.s</b> (Layout drawings or traffic management diagrams)
<b>Attended day/night</b>	<b>Carterton, Gladstone Rd, Gladstone, New Zealand :</b> A temporary maximum speed limit of 30km/h is hereby fixed for motor vehicles travelling over the length of road situated between 267 House no/RP and 394 House no/RP on Carterton, Gladstone Rd, Gladstone, New Zealand	8:00 - 15:00	11 September, 2016 to 12 September, 2016	See designs attached
<b>Unattended day/night</b>				
<b>Positive traffic management measures</b>				
Side friction using cones Signs both sides of the road (Gated) as necessary MTC's using Stop/Go paddles				
<b>Contingency plans</b>				
<b>Generic contingencies for:</b> <ul style="list-style-type: none"><li>major incidents</li><li>incidents</li><li>pre planned detours.</li></ul> Remove any options which do not apply to your job	<b>Major Incident</b> A major incidents is described as:  A major incidents is described as: • Fatality or notifiable injury - real or potential • Significant property damage, or • Emergency services (police, fire, etc) require access or control of the site.	<b>Actions</b>  Actions The STMS/ in charge person must immediately carry out the following: • stop all activity and traffic movement • secure the site to prevent (further) injury or damage • contact the appropriate emergency authorities • render first aid if competent and able to do so • notify the RCA representative and / or the engineer • under the guidance of the officer in charge of the site, reduce effects of TTM on the road or remove the activity if safe to do so • re-establish TTM and traffic movements when advised by emergency authorities that it is safe to do so. • Comply with any obligation to notify WorkSafe.		
	<b>Incident</b>  Incident • excessive delays - real or potential • minor or non-inquiry accident that has the potential to affect traffic flow	<b>Actions</b>  Actions The STMS/in charge person must immediately carry out the following: • stop all activity and traffic movement if required • secure the site to prevent the prospect of injury or further damage • notify the RCA representative and / or the engineer • STMS to implement a plan to safely remove TTM and to establish normal traffic flow if safe to do so • re-establish TTM and traffic movements when it is safe to do so and when traffic volumes have reduced.		
	<b>Detour</b>	<b>Actions</b>		

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*[Signature]*  
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*JP*

	<p>If because of the on-site activity it will not be possible to remove or reduce the effects of TTM once it is established a detour route must be designed. This is likely for:</p> <ul style="list-style-type: none"> <li>• excessive delays when using an alternating flow design for TTM</li> <li>• redirecting one direction of flow and / or</li> <li>• total road closure and redirection of traffic until such time that traffic volumes reduce and tailbacks have been cleared.</li> </ul> <p>The risks in the type of work being undertaken, the risks inherent in the detour, the probable duration of closure and availability and suitability of detour routes need to be considered.</p> <p>The detour and route must be designed including:</p> <ul style="list-style-type: none"> <li>• pre-approval from the RCA's whose roads will be used or affected by the detour route</li> <li>• ensure that TTM equipment for the detour - signs etc are on site and pre-installed.</li> </ul>	<p>When it is necessary to implement the pre-planned detour the STMS must immediately undertake the following:</p> <ul style="list-style-type: none"> <li>• Notify the RCA and / or the engineer when the detour is to be established</li> <li>• Drive through the detour in both directions to check that it is stable and safe</li> <li>• Remove the detour as soon as it practicable and safe to do so and the traffic volumes have reduced and tailbacks have cleared</li> <li>• Notify the RCA and / or the engineer when the detour has been disestablished and normal traffic flows have resumed.</li> </ul>
	<p>Note also the requirements for no interference at an accident scene:</p> <p>Requirements for no interference at an accident scene:</p> <p>In the event of an accident involving serious harm the STMS/in charge person must ensure that nothing, including TTM equipment, is removed or disturbed and any wreckage article or thing must not be disturbed or interfered with, except to:</p> <ul style="list-style-type: none"> <li>• save a life of, prevent harm to or relieve the suffering of any person, or</li> <li>• make the site safe or to minimise the risk of a further accident, or</li> <li>• maintain the access of the general public to an essential service or utility, or</li> <li>• prevent serious damage to or serious loss of property, or</li> <li>• follow the direction of a constable acting in his or her duties or act with the permission of an inspector.</li> </ul>	
<p>Other contingencies to be identified by the applicant (i.e. steel plates to quickly cover excavations)</p>	<p>Members of the Carterton Lions Club will be utilised to assist Pedestrians at this Event.</p> <p>On site TTM to be used to protect victim(s), protect the accident scene, give access to emergency services if required or control traffic flow in case of unforeseen circumstance affecting the carriageway.</p>	



JP

RCA consent (eg CAR/WAP) and/or RCA contract reference			
<b>Authorisations</b>			
Parking restriction(s) alteration authority	Will controlled street parking be affected?	No	Has approval been granted?
	Not Required		
Authorisation to work at permanent traffic signal sites	Will portable traffic signals be used or permanent traffic signals be changed?	No	Has approval been granted?
Road closure authorisation(s)	Will full carriageway closure continue for more than 5 minutes (or other RCA stipulated time)?	No	Has approval been granted?
Bus stop relocation(s) – closure(s)	Will bus stop(s) be obstructed by the activity?	No	Has approval been granted?
Authorisation to use portable traffic signals	Make, model and description/number		
	NZTA compliant?		
<b>EED</b>			
Is an EED applicable?	No	EED attached?	Not Required
<b>Delay calculations/trial plan to determine potential extent of delays</b>			
AADT= 748 Divide by 2 lanes = 374 divide by 8 hours to estimate peak flow = 94 /hr. if we apply a calculation test of 5 minute delays resulting in queue lengths of up to 4 vehicles (est. 40m), and subsequent delay times of up to 0:37 minutes:seconds. Therefore queue lengths are maintainable and delays will be less than 5 minutes.			
<b>Public notification plan</b>			
Carterton District Council will undertake any Public Notifications that may be required.			
Public notification plan attached?		No	
<b>On-site monitoring plan</b>			
Attended (day and/or night)	The attended site shall be monitored (self audited) by the STMS or delegated TC a minimum of 2 hourly, which will be documented on the attached form		
Unattended (day and/or night)	No unattended site		


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RCA consent (eg CAR/WAP) and/or RCA contract reference						
Method for recording daily site TTM activity (eg CoPTTM on-site record)						
Site safety measures						
<p>All persons traveling on the back of a moving Traffic Control Truck MUST wear full harnesses attached to sliding lanyards</p> <p>Full Cover Class 2 Fire Resistant High Viz uniform must be worn by Traffic Safe people at all times.</p> <p>Hard hats and safety eye wear are to be worn whenever outside of a vehicle</p> <p>2.5KG Fire Extinguishers and First Aid Kits are to be stowed in the Traffic Control Truck available for all people at all times</p> <p>Sand bags from the Traffic Control Truck shall be used to contain toxic spills if needed.</p>						
Other information						
<p>Parking and Pedestrian Management 8am to 3pm Approx 2500+ Public - Gates open at 10am to 3pm - Gladstone Road est. 3.6km of parking.</p>						
Site specific layout diagrams						
Number	Title					
	D2-Middle Run-B.pdf					
Contact details						
	Name	24/7 contact number	CoPTTM ID	Qualification	Expiry date	
Principal	Jean-Paul Irwin	0274 711 507				
TMC	Jean-Paul Irwin	0274 711 507				
Engineers' representative						
Contractor	Carterton District Council	027 2429 856				
STMS	Richard Shepherd *	027 395 0477	28581	STMS L1	31/07/2018	
TC						
Others as required	Brian Barnes	027 844 2874	24254	STMS L1	01/04/2017	
TMP Preparation						
Preparation	Anne Robbins	22/08/2016	<i>[Signature]</i>	86167	STMS L2/3 NP	13/10/2018
	Name (STMS qualified)	Date	Signature	ID no.	Qualification	Expiry date
This TMP meets CoPTTM requirements		Number of diagrams attached		1		

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RCA consent (eg CAR/WAP) and/or RCA contract reference						
TMP returned for correction (if required)	Name	Date	Signature	ID no.	Qualification	Expiry date
	Engineer/TMC to complete following section when approval or acceptance required					
Approved by TMC/engineer (delete one)	JP Irwin	22/08/2016		11237	STMS L1	10/10/17
	Name	Date	Signature	ID no.	Qualification	Expiry date
Acceptance by TMC (only required if TMP approved by engineer)	Jean-Paul Irwin					
	Name	Date	Signature	ID no.	Qualification	Expiry date
Qualifier for engineer or TMC approval						
Approval of this TMP authorises the use of any regulatory signs included in the TMP or attached traffic management diagrams.						
This TMP is approved on the following basis:						
<ol style="list-style-type: none"> <li>To the best of the approving engineer's/TMC's judgment this TMP conforms to the requirements of CoPTTM.</li> <li>This plan is approved on the basis that the activity, the location and the road environment have been correctly represented by the applicant. Any inaccuracy in the portrayal of this information is the responsibility of the applicant.</li> <li>The TMP provides so far as is reasonably practicable, a safe and fit for purpose TTM system.</li> <li>The STMS for the activity is reminded that it is the STMS's duty to postpone, cancel or modify operations due to the adverse traffic, weather or other conditions that affect the safety of this site.</li> </ol>						
Notification to TMC prior to occupying worksite/Notification completed						
Type of notification to TMC required			Notification completed	Date		
				Time		



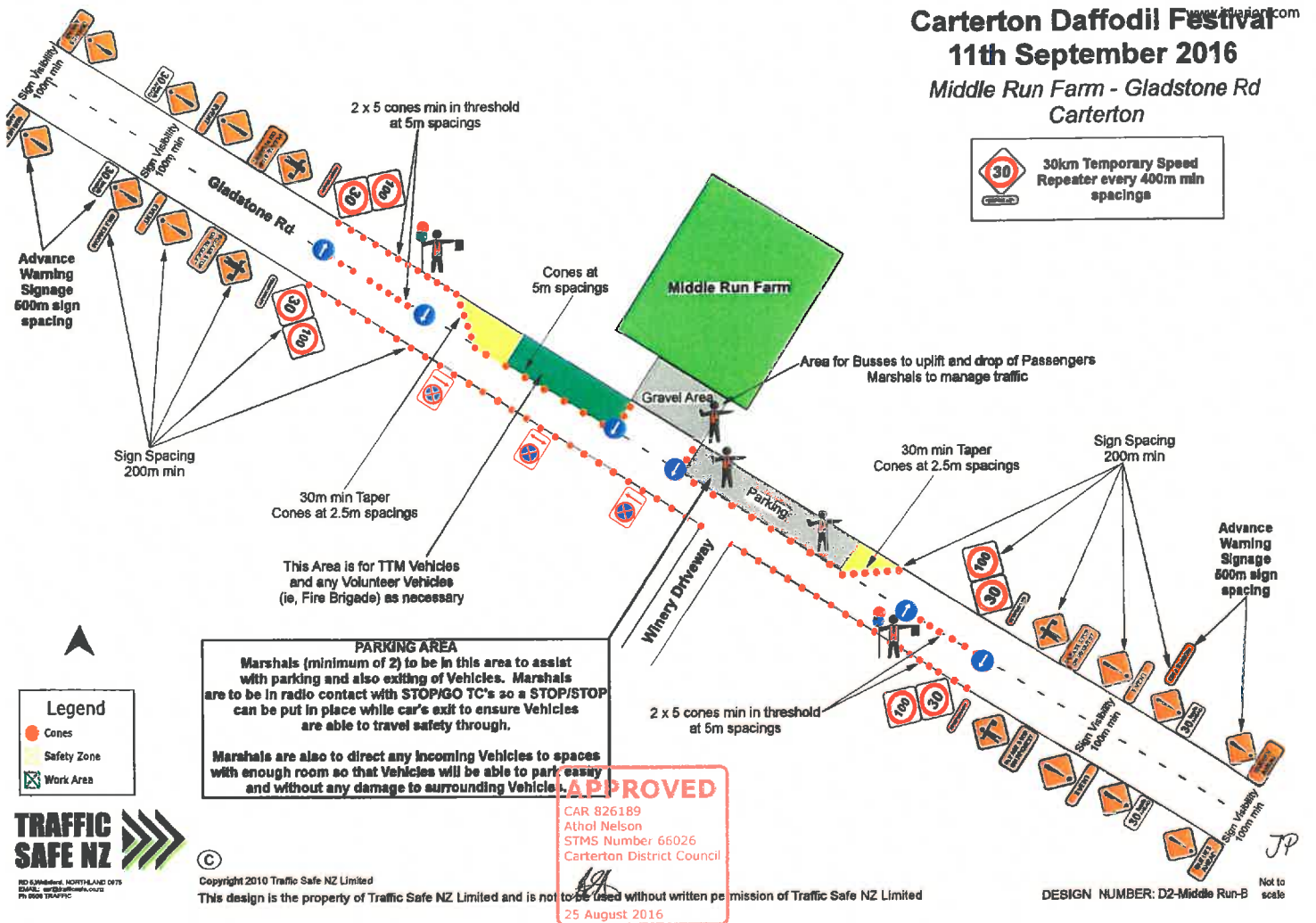




TMP or generic plan reference							
<b>Worksite Monitoring</b>							
TTM to be monitored and 2 hourly inspections documented below.							
Items to be inspected	TTM Set-up	2 hourly check	2 hourly check	2 hourly check	2 hourly check	2 hourly check	TTM removal
High-visibility garment worn by all?							
Signs positioned as per TTM?							
Conflicting signs covered?							
Correct delineation as per TTM?							
Lane widths appropriate?							
Appropriate positive TTM used?							
Footpath standards met?							
Cycle lane standards met?							
Traffic flows OK?							
Adequate property access?							
<i>Add others as required</i>							
<b>Time inspection completed:</b>							
<b>Signature:</b>							
<b>Comments:</b>							
<b>Time</b>	<b>Adjustment made and reason for change</b>						

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www.traffic.com  
**Carterton Daffodil Festival**  
**11th September 2016**  
 Middle Run Farm - Gladstone Rd  
 Carterton



**30**  
 30km Temporary Speed Repeater every 400m min spacings

**PARKING AREA**  
 Marshals (minimum of 2) to be in this area to assist with parking and also exiting of Vehicles. Marshals are to be in radio contact with STOP/GO TC's so a STOP/STOP can be put in place while car's exit to ensure Vehicles are able to travel safely through.  
 Marshals are also to direct any incoming Vehicles to spaces with enough room so that Vehicles will be able to park easily and without any damage to surrounding Vehicles.

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DESIGN NUMBER: D2-Middle Run-B  
 Not to scale

# Carterton Daffodil Festival

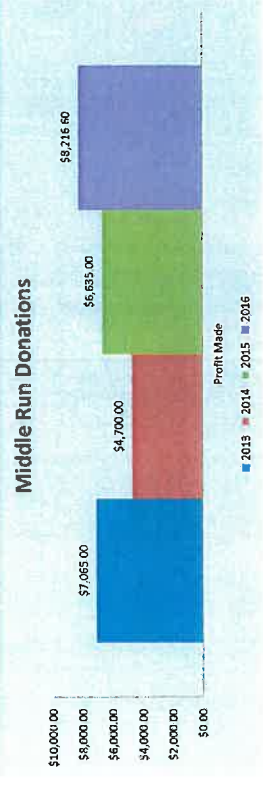
## Event Budget for Daffodil Festival: Total costs

	2013	2014	2015	2016
Total Income	\$4,607.00	\$4,802.00	\$4,860.60	\$3,925.00
Total expenses	\$12,990.96	\$12,990.96	\$12,990.96	\$16,879.39
<b>Total Council Costs</b>	<b>\$8,383.96</b>	<b>\$8,188.96</b>	<b>\$8,130.36</b>	<b>\$12,904.39</b>

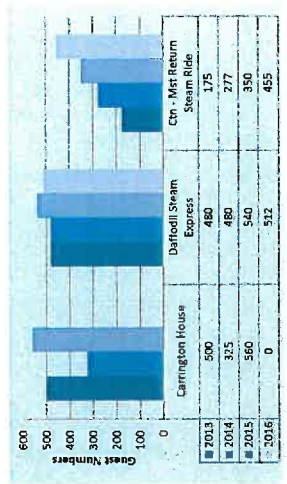
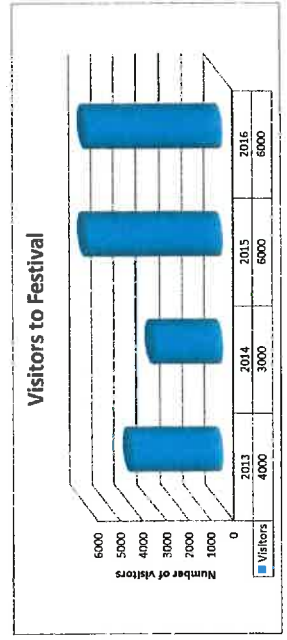


Activity	2013	2014	2015	2016
Carterton House	500	325	560	0
Daffodil Steam Express	480	480	540	512
Ctn - Mt Return Steam Ride	175	277	350	455
Middle Run	\$7,065.00	\$4,700.00	\$6,635.00	\$8,216.60

Stalls	2014	2015	2016
Lions Stalls	139	153	157



Visitors	2013	2014	2015	2016
Visitors	4000	3000	6000	6000





Wednesday, 21<sup>st</sup> September 2016

## Chief Executive's Report

### 1 PURPOSE OF THE REPORT

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

### 2 PLANNING AND REGULATORY SERVICES

#### 2.1 Building Services

The overall value of building work and number of consents is higher when compared to the same time last year. Based on a per-consent total, the value of the average individual consents in August 2016 is less suggesting a lesser complexity of the individual builds.

Building Type	Number of Consents	Value of building works	Number of Consents	Value of building works
	August 2015	August 2015	August 2016	August 2016
New residential units	9	\$2,094,000	5	\$1,477,000
New warehouses, factories, farm buildings, offices	3	\$460,000	7	\$1,107,500
Dwelling alterations & foundations	3	\$23,900	4	\$55,250
Domestic fireplaces	4	\$16,000	7	\$26,637
Re-sited houses	0	0	1	\$50,000
Garages, carports, conservatories	0	0	3	\$51,000
Other out-buildings	3	\$43,000	1	\$50,000
Other building works	2	\$76,000	2	\$110,000
<b>TOTAL</b>	<b>24</b>	<b>\$2,712,900</b>	<b>30</b>	<b>\$2,927,387</b>

#### Earthquake Prone Buildings

Requests for building owners to provide engineering status against the earthquake prone provisions continues, although the submission of those reports to Council has been, to date, slow.

#### 2.2 Planning Services

August had seven applications for resource consent with six of those applications granted and one on-hold waiting further information from the applicant.

In addition, the planning team is leading the following policy work:

- progressing the Reserves Management Plan
- instigating a project plan for a Urban Growth Strategy
- reviewing the Silage Bylaw including a public hearing
- finalising the Carterton Smoke-Free policy
- finalising the joint Provisional Local Alcohol Policy.

### **2.3 GIS**

Water Races have now been mapped more accurately, and work continues to place assets that associate with the races such as 'draw off points', weirs, dams, flumes, & pipes.

The plotting of the Cemetery burial sites continues with validation of sites against Council data base.

Mapping for the wastewater treatment plant consent application continues in an effort to show pictorially the ideas that will be proposed. Field collection of data has been completed to confirm the location of assets on site. LiDAR data (Light imaging, detection, and ranging) has been sourced from GWRC and this will help with elevation modelling for the WWTP proposal once this data has been applied.

### **2.4 Animal Control**

There were 44 service requests for August involving animal control. Six were stock control issues, 1 animal was referred to the SPCA for animal welfare investigation. Six dogs were impounded and the remainder was dog related (roaming, lost, barking etc.).

Carterton DC is formalising the co-use of animal control backup with Masterton District Council. This person will be able to provide cover for illness and leave.

### **2.5 Noise Control**

During the month of August, six calls were logged and 5 callouts undertaken. Two Excessive Noise Directions were served on non-compliant households and a stereo was seized from a property on a periodic abatement notice. Step are been taken to upgrade the abatement from periodic to permanent.

### **2.6 Environmental Health**

Food verifications and inspections continue with an ongoing drive to transition owners to new Food Control Programmes. This year has shown a marked increase in on-time fee payments with only two remaining outstanding from the July deadline.

### **2.7 Liquor Licensing**

Eight new renewal/special licenses have been granted. Three on-site inspections were undertaken, all were found to be compliant.

### **2.1 Easter Sunday Shop Trading Hours**

A letter has been received from Foodstuffs NZ Ltd urging the Council to consider an Easter Sunday Trading policy, with the policy in place in time for Easter 2017.

The Shop Trading Hours Act 1990 was amended recently to enable territorial authorities to decide whether retailers in their districts can open on Easter Sunday. Councils can now

create local policies to allow shop trading across their entire district or in limited areas on Easter Sunday. Councils must consult their communities using the special consultative procedure on any local policy to allow shop trading on Easter Sunday.

Discussions are underway with officers from Masterton and South Wairarapa District Councils on the potential for a Wairarapa-wide policy. The options for a policy will be provided to the incoming Councils following the elections. Given the requirement for a special consultative procedure to be followed, it is unlikely that a policy will be in place for 2017, should one be developed.

## **2.2 General**

We are in the process of recruiting for a new senior planner upon the resignation of Edita Babos. A low key farewell will be held for Edita in the council offices after public hours on Thursday 29th September.

## **3 OPERATIONS**

### **3.1 Wellington Water**

We have entered into a professional services contract with Wellington Water to provide support for our waters operations. Wellington Water is a council controlled organisation owned by the four metropolitan councils in the Wellington Region, and the Greater Wellington Regional Council. Wellington Water is the largest specialist water services management organisation in the lower North Island. Partnering with Wellington Water will give our operations team a level of professional support it currently does not have. Council staff will continue to operate our facilities, with Wellington Water assisting us with asset management planning, data management and reporting.

### **3.2 Warning signs outside South End School**

We have received a letter from Mr Ryan Smock suggesting the signage at the pedestrian crossing outside the South End School on SH2 is not effective or as strikingly visual as can be provided. We have passed his letter onto the New Zealand Transport Agency to follow up on. The Council does not have jurisdiction to change signage on the State Highway. We have encouraged NZTA to consider Mr Smock's suggestions for improving the signage.

Photos of the current crossing and alternative signage is in **Attachment 2**.

While the signage is outside the Council's jurisdiction Mr Smock asked that we share his concerns with Councillors. Officers will continue to liaise with NZTA over this issue.

## **4 COMMUNITY FACILITIES**

### **4.1 New Community Park in south Carterton**

Two adjoining parcels of land have been purchased in the southern end of Carterton to create a community park. The land, at 58 Frederick Street, runs between Frederick and Charles Streets. It will be developed into a children's play area.

The property was purchased from the Bird family. One of the conditions of the sale was that the Bird name be included in the name of the park. The park was purchased from funds collected as reserves contributions.

The first job will be to erect a fence along the boundary, and then the play area itself will be created. An indicative plan is in **Attachment 1**. It is expected to be ready for an official opening before next winter.

**4.2 Balloon Memorial trees**

There appears to be some concern regarding the health of the two memorial Copper Beeches planted at the Balloon Memorial site in Somerset Road. Both trees are alive and healthy. This species of tree buds later than some other trees, so they may appear to some people to be unhealthy.

**4.3 Asbestos in the Council buildings**

Since the discovery and subsequent removal of asbestos from the ceiling in the main Council offices, we are in the process of having all our buildings assessed for asbestos.

This is going to be a requirement for all buildings in the coming year. Our goal is to have all our Council buildings individually surveyed and a management plan put in place for each building where asbestos is discovered. This will be completed by the end of December.

**4.4 Holiday Park operations**

The new managers of the Holiday Park, Phil and Sharrie Gibbons, are doing a really great job. They are demonstrating a lot of initiative. For example, they handed out fliers about the park at the rail station on Daffodil Day. They have also been painting the inside of the units.

Where winter is normally a very quiet time for the park, the Gibbons have managed to keep the income relatively high.

**Comparison of income for Holiday Park between 2015 and 2016**

These figures show the comparisons of income received for the corresponding time frame in 2015/16.

	<b>Income 2015</b>	<b>Income 2016</b>
June Week 3	\$ 947	\$2126
June Week 4	\$1013	\$2843
July Week 1	\$1651	\$2772
July Week 2	\$1121	\$2689
July Week 3	\$1521	\$ 933
July Week 4	\$ 586	\$3246
August Week 1	\$1510	\$2002
August Week 2	\$ 428	\$2158
August Week 3	\$4446	\$2117
August Week 4	\$1001	\$4764



September Week 1	\$1040	\$4228
September Week 2	\$2813	\$2756
September Week 3	\$2340	\$3363

## **5 COMMUNITY DEVELOPMENT**

### **5.1 School Holiday Programme**

The Council's Holiday Programme being held from 3rd – 7th Oct has been very popular with registrations booked out in 4 days. The programme features a wide range of workshops, guest speakers, goodie bags, spot prizes and a finale disco party. This is a free holiday programme for Carterton children and is the first time we have done this.

### **5.2 Community grants**

Twenty three organisations have received funding in this year's Regional and Local Community Grants round. It was particularly pleasing to provide grants for volunteer organisations applying for financial support for the first time such as Wairarapa Search and Rescue, Carterton Community Patrol and Carterton Community Foodbank.

### **5.3 Carterton Neighbourhood Support**

Sue Tennent, Carterton Neighbourhood Support Coordinator, has commenced working in the Community Services Team. Neighbourhood Support now consists of 60 groups covering over 600 Carterton households.

A successful afternoon tea for group leaders was held on 21 August, and a Red Cross CPR workshop for group members was being held on 13 September.

### **5.4 Citizenship ceremony**

The next ceremony is to be held at 11.30am on Thursday 27th October and will include attendance by the new council. Our very own Anne Hughes and her husband Neil will be obtaining their NZ Citizenship.

### **5.5 Creative Communities Scheme**

The Creative Communities Assessment Committee received eight nominations for new members to replace two members leaving, increasing and broadening the knowledge and experience of the group. The next round of funding for the Creative Communities Scheme will open on 3 October.

### **5.6 Carterton Daffodil Festival**

This was held on Sunday 11th September, and it proved to be a huge success. A separate report on the festival is on this Council agenda.

## 5.7 Event Centre 5th birthday

Saturday 29 October, Arrangements are being planned, and newly elected council and Mayor will be invited to attend a morning tea, with birthday cake on the day.

## 5.8 Marketing and Communications

Areas of focus over the past month included:

- **Branding**– new look Business Cards were approved and first round have been ordered for new staff. The new approach will align Carterton District Council with the Local Government NZ branding.
- **Website** – a contractor has been supporting Kate with the website redevelopment to identify the technical aspects of the upgrade. Managers have identified the content required with the website. The website will be changed throughout the next 8 weeks. The Carterton District Council website will be more closely linked to the Go Carterton website.
- **Communications guidelines** – initial discussions have started regarding process and implementation of Council-wide communication guidelines. This will ensure more consistency with our external communications.
- **Elections** – Kate has been working with Milan and Sandra to support them for the Vote2016 campaign. An advertising schedule has been drafted and will be shared with Masterton and South Wairarapa District councils.
- **Marketing** – the team is working on the updates to Carterton Events Centre marketing material. This will include the new room names.
- Kate, Carrie and Gerry visited Expressions in Upper Hutt and Pataka in Porirua to look at how they were presenting themselves and functioning. It was a positive trip and the team has now started developing ideas for the Events Centre.
- **WREMO** – a communications plan is being drafted in conjunction with WREMO to help promote emergency preparedness within Carterton community. We are also looking at ways of how to advertise the Carterton Events Centre as an Emergency Hub (Civil Defence Centre)

## 5.9 Library

### Statistics

We have changed the way in which we are reporting statistics for the library due to changes in internal systems. The comparison of figures against the previous year is not useful as our reporting and measures have changed and so will be comparing 'apples and pears'. The tables below show numbers of transactions, issues, etc. for Carterton library and across the months.

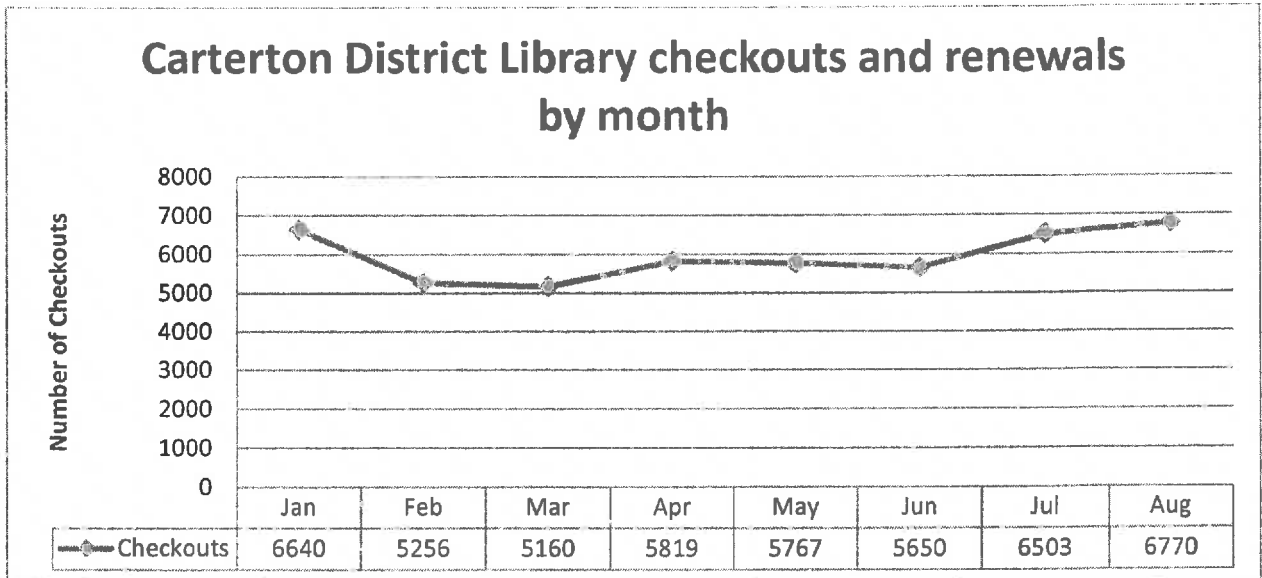
### *Issues and renewals:*

#### *Physical items*

It came to our attention this month that due to changes in the software packages used by Kōtui to generate statistics in the middle of the year, some of previous data we have

reported is different from that now being extracted. We have decided to re-run the data in the new data package in order to provide proper tracking of the same variables to provide meaningful data trends.

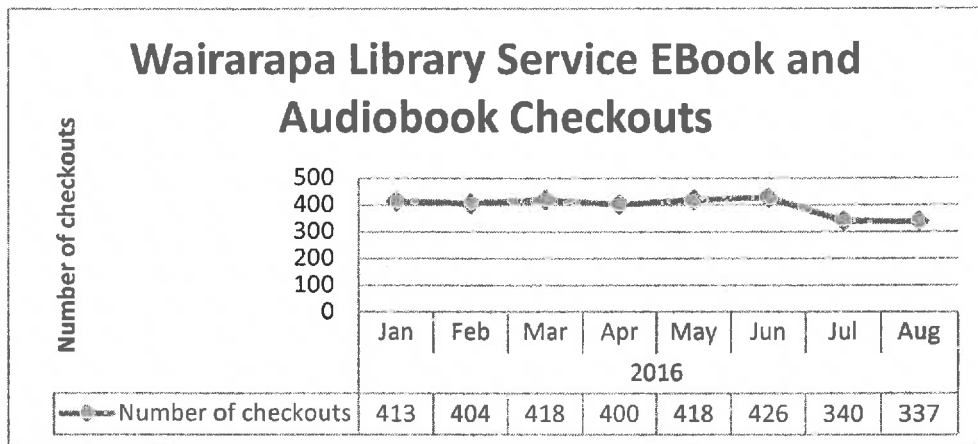
	<b>Carterton</b>	<b>Wairarapa Library Service Total</b>
<b>Number of issues for July</b>	6,770	16,165



*E-books and Audiobooks:*

Statistics for the whole of the North Island have been submitted in error for Wairarapa Library Service. This came to light as we continue to clean up the membership database and we investigate how statistics have been gathered in the past.

We are, therefore providing a graph for this year only, as a comparison tool.



There were 337 e-Book and audiobook issues for the entire Wairarapa Library Service in August.

*Computer and Wi-Fi access*

<b>Public Computer Use</b>	<b>July 2016</b>
APNK Public Access PCs	707
Wireless usage	672

Unique Devices (laptops, tablets, smart phones etc) used in the library to access wireless facility)	331
--	-----

There has been a significant increase in the number of APNK public access PC uses this month. The number of uses on Saturdays has increased, along with a small increase in the average number of daily visits.

#### *Displays*

Adult Displays	Junior Displays
Storytelling	Harry Potter
Keep calm & read on – Chick Lit	Storytime with Quintin
Ngā Tapuwae	
Hey, have you read...	

The permanent “Staff Picks” display has been replaced with a “Genre” display, which will be changed fortnightly.

The Storytelling workshops with Gaye Sutton continued every Saturday afternoon.

The Winter Warmers reading programme concluded with a disco on 13th August. 34 children participated in, and completed the programme.

‘Storytime with Quintin’ was initiated. This is a half hour storytime for pre-schoolers every Friday between 10am and 10:30.

The library now has its own Facebook page. This will connect with our readers, promote our events and services and provide further outreach into the community.

We have begun creating guides to help readers find their next, new author.

### **5.10 Information Centre**

#### *Enquiries*

Local: 874    Out of Town: 264    Phone: 42

Accommodation	4
Events Enquiries	481
Activities/Attractions	11
Social Services	22
General Enquiries	48
Meetings	382
Other	271

#### *General*

Staff attended the Destination Wairarapa workshop “Getting Ready for Chinese Visitors” which is the first in a series of three. It was interesting to look at our own ‘story’ and recognise it will good to learn how other businesses have depicted themselves and any cultural differences we need to be aware of.

### *Facebook & Twitter*

An increase now to 870 followers on Facebook and as we are now running side by side with the Library page we have been inviting our friends and followers to like the library page so that they are aware of its existence and promoted a couple of posts about it. No real change with Twitter but we are now at 349 followers.

### *Sales*

A few sales mostly within the art and jewellery areas.

### *Art Sales*

There have been a number of art sales this month, particularly with the Jane Sinclair student's exhibition and there was a huge upturn in people visiting to view the art. We are definitely getting more visitors to view the art with the constant exhibitions in the foyer.

### *Ticketing*

*Menopause the Musical* was a sell out and already we have had great sales for *Daffodils* (nearly sold out), and *Grease* has already half sold. Although not a lot of sales have been generated yet for Sue Nicholson there has been a huge amount of interest so we are hoping that there will be good follow-through. The upcoming Comedy Show *Ho Ho Ho* has added another 20 tickets sold to it making the grand total 77 – however these tickets are being sold all online.

## **5.11 Social Services**

The Foodbank seems to be operating very smoothly now. There is a stronger demand for food parcels than previously.

The JPs have also set up a 'fortnightly' clinic and provided a roster to ensure that we know who should be on site.

There have been phone calls for legal services and requests at the counter for JPs so it appears that word is going round that they can be accessed via the Information Centre.

## **6 FINANCIAL**

This short report provides summary information on the financial results for the Council for the new financial year to 31 July 2016.

### **6.1 Key financial measures**

The Council has recorded an operating surplus of \$281,920 for the one-month period to 31 July 2016. This compares with the budgeted surplus of \$93,660, a favourable variance of \$188,260.

Overall operating revenue was \$1,280,623, over budget by \$63,994. Revenue was over budget in a number of areas the most significant being dog registration fees (\$18,442), building consent fees (\$30,153), and infrastructure contributions (\$18,000), and offset by negative timing variances for NZTA roading subsidy (\$72,693).

Overall operating expenditure was \$998,703, under budget by \$131,929. There were positive timing variances for subsidised roading maintenance (\$31,941), water races (\$25,670), parks and reserves (\$28,900), and to the Rural Fire Authority (\$20,000).

Total capital expenditure this year to date was \$96,774, which excludes \$333,329 work-in-progress balance brought forward from the previous year. The full-year budget in the Annual Plan is \$6,110,139. Council has been asked to consider additional budget to complete capital items brought forward from the previous year, and the Chief Executive has approved a further \$1,750 under delegated authority for emergency capital expenditure. Expenditure for the one month to date is 1.6 percent of the total budget of \$6,111,889.

Currently the Council has eleven term loans held with the Bank of New Zealand totalling \$8,120,015, and five finance leases totalling \$88,859.

## 6.2 Unbudgeted expenditure

Additional expenditure beyond the budget can be approved by Council. No unbudgeted expenditure has been approved by Council in the year to date.

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>		
Display monitor at Information Desk	\$ 750	
New stove at Operations Depot	\$ 1,000	
<b>Total to date</b>	<b>\$ 1,750</b>	

## 7 RECOMMENDATIONS

That the Council:

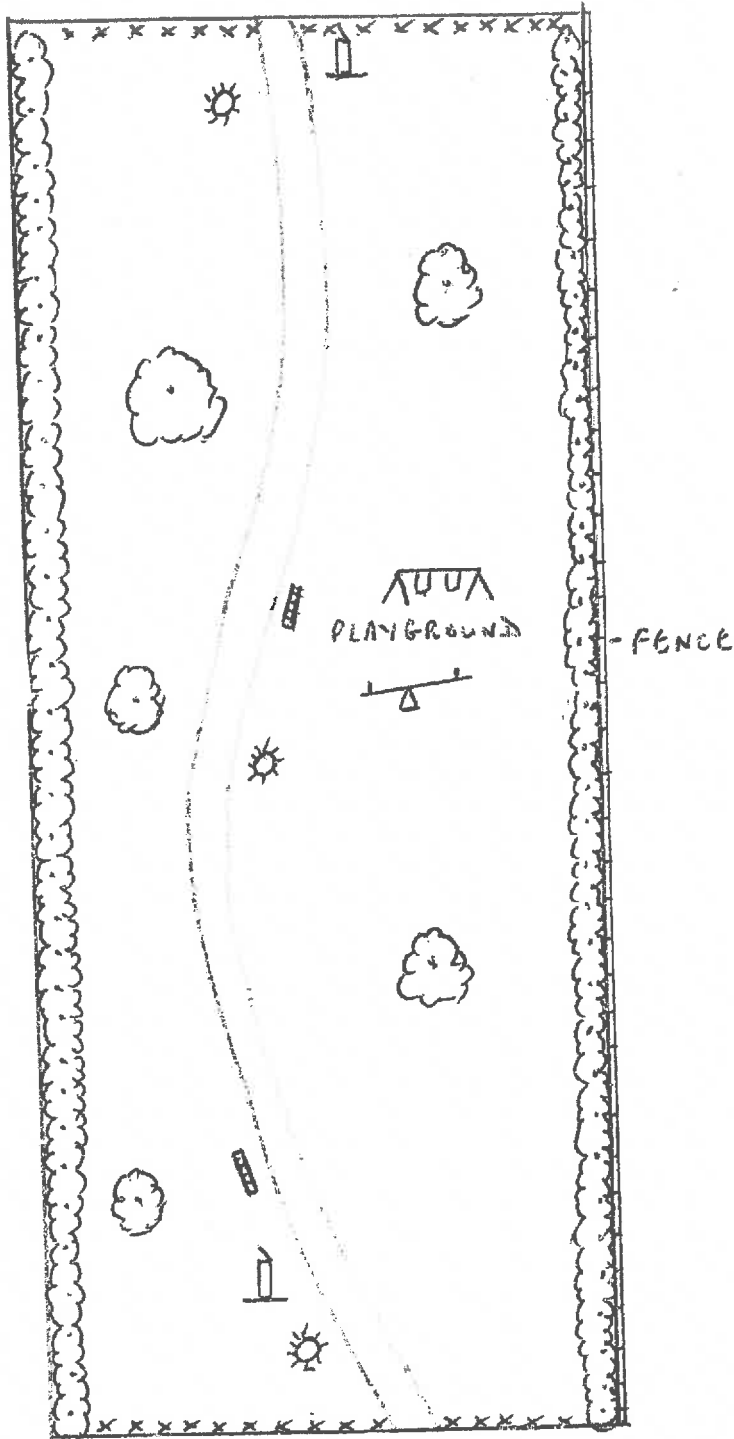
1. **Receives** the report.
2. **Notes** that the Chief Executive has approved unbudgeted capital expenditure for a display monitor at the Information Desk and a stove at the Operations Depot.

Jane Davis  
Chief Executive

**Attachment 1: Indicative Plan for Birds Frederick Street Park**  
**Attachment 2: Photos of the current crossing and alternative signage**

CHARLES ST.

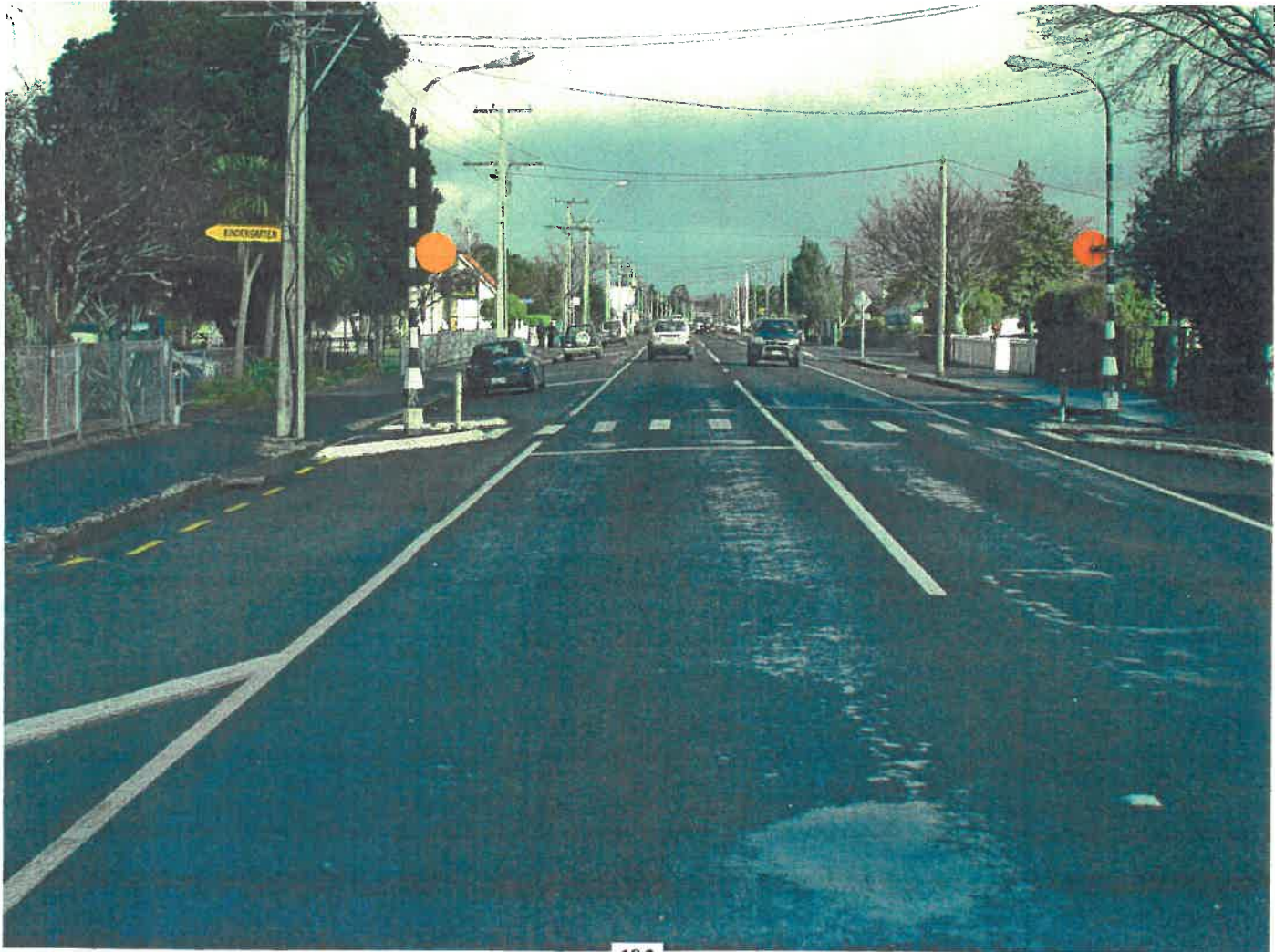
- xxxxx BOLLARDS
-  MIXED NATIVE PLANTINES
-  SPECIMEN TREES
-  RUBBISH BIN
-  SEATING
-  SOLAR LIGHTING



FREDERICK ST.



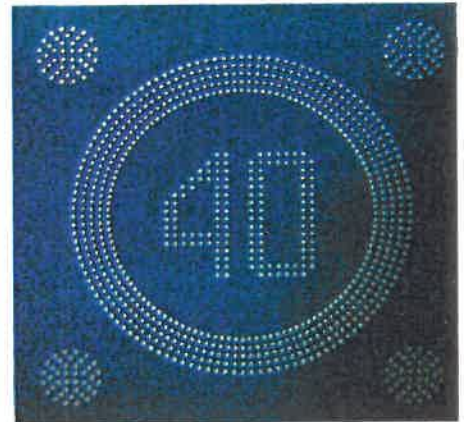
South End School , Carterton







# 40km School Zone Sign



Harding Traffics 40 Km/h School Zone sign is designed to assist with the increase road safety around schools by reducing traffic speed in school zones.

The system is designed to create a 40km/h speed limit zone around schools by displaying highly a visible speed limit on signs which are operated by the school when they are required, for example, morning arrivals, afternoon departures and other special school related events. The ability to schedule the signs to turn on only during times when they are needed increases driver awareness as well reducing the need to have many static signs.

The signs can be utilised by schools that are eligible, as they have been developed to meet the requirements of NZTA Traffic note 37. The centre of the sign is fully programmable allowing for various speed limits to be displayed to suite your requirements or those of your local council.

Combined solar power and wireless communication means the signs are a standalone item not requiring expensive installation costs associated with power and communication line trenching and routing.

Additional features include the ability to operate the sign as regular speed sign when not being used by a school (This will require connection to an external power source).



20 September 2016

## **Councillor Updates**

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

To provide the Council with a report on Councillor activities over the past month.

### **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**

Each month Councillors have the opportunity to update the Council on activities carried out in their official capacity representing the Council on other bodies.

Below is a summary of key activities for August/September.

### **4. WHAITUA**

Councillor Ashby has attended ongoing meetings of the Waitua Committee. At recent meetings the modellers have discussed the attributes the Waitua would wish to model in an ideal world. Upcoming meetings will look at the "silver and bronze plated" schemes. These will be modelled to determine the costs and effects of each scenario.

The Waitua has also had a presentation from Water Wairarapa team.

### **5. WAIOHINE FLOODPLAIN MANAGEMENT PLAN**

The Waiohine FMP hearing of submissions is on hold until after the elections. There has been much media attention over the FMP in recent weeks. Councillors Ashby and Greathead have met with affected Carterton ratepayers and updated them on the situation and will continue to do so. They have emphasised CDC support for their plight.

Councillors Ashby and Greathead have also been to several meetings in Greytown to hear the views of concerned Greytown residents.

## **RECOMMENDATION**

That the Council:

1. **Receives** the report.
2. **Notes** the Councillors' activities.

Jane Davis  
Chief Executive

**The minutes of the Ordinary Meeting of the Carterton District Council held in the  
Carterton Events Centre, Holloway Street, Carterton on  
Wednesday 24<sup>th</sup> August 2016 at 1pm.**

**Present:** Mayor J Booth (presiding)  
Crs E Brazendale, R Carter, B Knowles, J Greathead,  
M Ashby, R Keys, G Lang, M Palmers

**Attendance:** J Davis (Chief Executive),  
M Sebire (Corporate Services Manager)  
C Mckenzie (Community Services Manager)  
H Burgess (Committee Secretary)

**Meeting Started: 1pm**

**1. Apologies**

There were no apologies

**2. Declaration of Conflict of Interest**

There were no conflicts of interest declared.

**3. Sport Wellington Wairarapa 12 Month Report 2015-16**

**Purpose**

For the Council to receive a report from Sport Wellington Wairarapa of activities for the twelve month period to 30 June 2016.

**Moved**

That Council receives the Sport Wellington Wairarapa' s report.

Crs Ashby / Greathead  
Carried

Mayor Booth welcomed the new Times Age report Geoff.

**4. "Food for fines" Proposal**

**Purpose**

To seek the Council's approval to trial a library 'food for fines' initiative for a two week period in November 2016.

**Moved**

That Council receives the report.

That Council agrees to trial a two week 'Food for fines' initiative in November 2016.

Crs Greathead / Carter  
Carried

## **5. Naming of rooms at the Event Centre**

### **Purpose**

For Council to consider naming the rooms at the Event Centre.

### **Moved**

**That** Council receives the report.

That Council agrees to re-name the rooms as follows:

Auditorium, Taratahi Auditorium

Youth Centre, Ranagatahi Hub, subject to further consultation

Large Meeting Room, Hurunuiorangi Room

Changing Rooms, Diva Rooms

Foyer, Te Mahau.

Crs Carter / Brazendale

Cr Knowles votes against.

Carried

## **6. Interim financial report to 30 June 2016**

### **Purpose**

This report provides summary information on the interim financial results for the financial year to 30 June 2016. Full financial statements are available. These results may change as final year-end adjustments are made and the year-end audit is done.

### **Moved**

**That** Council receives the report.

Crs Greathead / Brazendale

Carried

## **7. Notification of General Business / Late Items**

Whaitua update from Cr M Ashby. They have had the second round of consultations and there is another round of consultation in November. By then they should have a proposal.

There is still a lot of knowledge to find out about aquifers and residents are all working well together to share what is available.

They have also had discussions on water races and how best to use them as well as water storage. Urban water storage being the biggest challenge at the moment.

Cr R Key's reported the Sports Hub meet last week. There is a public meeting on the 31<sup>st</sup> August 16 and then they should have something to bring to council.

Fire and Emergency NZ. LGNZ submitted a submission on our behalf.

**8. Confirmation of the Minutes**

8.1 Confirmation of the Ordinary Minutes

**Moved**

**That the minutes of the Ordinary Meeting held on 27 July 2016 be confirmed.**

Crs Greathead / Knowles  
Carried

**9. Matters Arising from Minutes**

There were not matters arising from the 27<sup>th</sup> July 16 minutes

**Public Excluded**

**Moved**

**That the Public be excluded from the following part of the proceeding.**

8.2 Minutes from the Public Excluded Portion of the ordinary meeting held on the 27<sup>th</sup> July 2016

Crs Brazendale / Knowles  
Carried

**The Meeting concluded at 2.05pm**

**Minutes confirmed.....**

**Date.....**

**The minutes of the Public Excluded Portion of the Ordinary Meeting of the Carterton District Council held in the Carterton Events Centre, 50 Holloway Street, Carterton on Wednesday 24<sup>th</sup> August 2016 at 1pm.**

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

**In Attendance:** J Davis (Chief Executive),  
M Sebire (Corporate Services Manager)  
C Mckenzie (Community Services Manager)  
H Burgess (Committee Secretary)

**8.2 Minutes from the Public Excluded Portion of the Ordinary Meeting held on the 27<sup>th</sup> July 2016.**

**Moved**

**That** the minutes of the public excluded portion of the Ordinary Meeting held on the 27<sup>th</sup> July 2016 be confirmed.

Crs Carter / Greathead  
Carried

**Moved**

**That** Council go out of Public Excluded Portion of the Meeting.

Crs Carter / Ashby  
Carried

**The Meeting concluded at 2.10pm**

**Minutes confirmed.....**

**Date.....**





**The minutes for the Objection to Rates Record hearing of  
Carterton District Council held in the Carterton Events Centre Youth Centre,  
Carterton on Thursday 11 August 2016 at 1.00pm.**

**Present**

Hearing Panel	Chair Cr E Brazendale, Cr J Greathead and Mayor J Booth
Council reporting officer	Marty Sebire
Objector	Mr Don Kinnell

There were no apologies.

The Chair opened the meeting, welcoming those present and explained the process of the hearing and ensured everyone was introduced and had the documentation.

**Purpose**

The purpose of the hearing is to consider the objection to the rates record as follows:  
Mr Don Kinnell has objected under section 29 of the Local Government (Rating) Act 2002 (the Act) as follows:

"The Rates Assessments for the current year (for 12,15,17,25,27 and 28 Carrington Drive) show charges for availability of water and sewerage and make no charge for refuse collection and recycling. These properties have dwellings and were connected to these services before 1 July 2015, therefore should be charged for provision of sewerage and refuse collection and recycling."

"I object to the rates on the following Rating units: Carrington Drive no's 16,28,19,23,24,29,31,33,35 & 37. These units are in the rural ward and have been charged a stormwater rate. The stormwater rate is applicable to the urban ward only.

"I also object to the rates on Carrington Drive no's 10 & 14. Neither of these units has been charged for 'Refuse collection and recycling- provision of service'. They should be as it is a service they use."

The chair clarified that the term "ward" is generally used for election purposes, and the terms residential and rural are used for District Plan zones.

It was explained that the objection also fitted under section 39 of the Local Government (Rating) Act 2002. Mr Kinnell was clear his objection was under section 29(1)(c).

The panel agreed to hear the objection taking into account both section 29 and 39 of the Act. Mr Kinnell just wanted the objections raised heard with a resolution.

Mr Kinnell spoke to his objection and referred to his letters (attached to the papers) of 25 May and 27 June 2016.

Mr Kinnell drew attention to the fact that the Rating data base must include the correct categorisation of targeted rates for water, sewerage, refuse collection and recycling for each property connected and using the service. In his view there were incorrect entries for the 2015 year.

Following explanation that all residential properties (whether urban or rural) connected and receiving the services were required to pay the set rates Mr Kinnell agreed that the stormwater and drainage objections were taken care of.

Mr Kinnell stood by his further objections in relation to categorisation relating to water, sewerage, refuse and recycling and requested that the outstanding rates be recovered.

Mr Kinnell said that an amended rates assessment should have been issued before the end of the rating year, the shortfall payments could then have been spread over the next rating year?

His remaining issue was that of failure to recover outstanding undercharges.

The panel then had opportunity to ask questions.

The chair asked Mr Kinnell to identify if he owned or had an interest in any of the stated properties.

Mr Kinnell said he did not.

Mayor J Booth and Cr J Greathead asked questions to clarify Mr Kinnell's objections and further confirm his remaining objection of failure to recover outstanding undercharges.

Mr Sebire then addressed the objections raised and the actions taken to date, to make the necessary corrections to the rating database.

The rates records have been amended and these ratepayers charged relevant rates for 2016/17. It was explained that this action was taken following earlier correspondence from Mr Kinnell.

Mr Kinnell had the right of reply and said he had nothing further to say but upheld his objection of failure to recover outstanding undercharges.

Mr Kinnell was made aware that the details of any property in which he did not have an interest could not be discussed with him or in public.

Mr Kinnell was thanked for attending and drawing his objections to the attention of Council and the hearing was adjourned for deliberation at 2.25pm.

**Deliberation/Decision**

After some discussion amongst the panel and questions of Mr Sebire in relation to all properties on which objections were raised the panel unanimously decided:

1. That the hearing panel receive the report.

*Stormwater rates*

2. Note that the properties in Carrington Drive and other peripheral rural properties have been rated for stormwater where they are connected to the Urban stormwater system.
3. Deny the objection.

*Refuse and recycling*

4. Note that the rates records have been amended and the ratepayers have been charged the relevant rates for 2016/17
5. Deny the objection.

Moved Cr J Greathead, seconded Mayor J Booth.

**Conclusion**

The panel also encourages Council officers to continue to develop reporting and other processes to identify anomalies with changes to rating properties, and when discrepancies are drawn to their attention the Council officers should make adjustments to records in the current rating year and endeavour to recover any shortfalls.

The hearing closed at 2.55pm.

**Minutes confirmed**.....

**Date**.....



**The minutes of the Infrastructure and Services Meeting of the Carterton District Council  
held in the Carterton District Council Meeting Room, 28 Holloway Street, Carterton  
on Wednesday 17 August 2016.**

**Present:** Cr M Ashby (Chair)  
Crs B Knowles, J Greathead, R Keys, Mayor J Booth.

**Attendance:** J Davis (Chief Executive),  
G Boyle (Project Manager)  
W Potts (Roading Manager)  
H Pringle (Roading Manager)  
G Baker (Operations Manager)  
B McWilliams (Parks and Reserves Manager)  
D Gittings (Planning and Regulatory Manager)  
T Pritchard (Asset Engineer)  
H Burgess (Committee Secretary)

**Meeting Started: 10.30am**

**1. Apologies**

There were no apologies recorded.

**2. Declaration of Conflict of Interest**

There were no conflicts of interest declared.

**3. Asset Management Planning Update**

**Purpose**

To update the Infrastructure and Services Committee on the scope and timetable of the next review of Carterton District Council's Asset Management Plans.

**Moved**

That the committee receives the report.

That the committee notes the current status of CDC's asset management plans and the scope of work and timetable to bring all asset management plans to an appropriate standard ahead of, and as a key input to, Council's draft 2018-28 Long Term Plan.

Cr Greathead / Mayor Booth  
Carried

**4. Carrington Wastewater Project – Consenting Process Update.**

**Purpose**

To update the Committee on the progress towards re-consenting the Carterton wastewater treatment plant (WWTP).

**Moved**

That the Committee receives the report

**That** the Committee notes the update report on the consenting progress for the Carterton wastewater treatment plant.

Cr Knowles / Cr Greathead  
Carried

## **5. Operations Activities Update**

### **Purpose**

To update the committee on the activities of the Operations Department.

### **Moved**

**That** the Committee receives the report.

Crs Greathead / Knowles  
Carried

## **6. Cemetery GIS Mapping**

### **Purpose**

To update the committee on the cemetery GIS mapping project.

### **Moved**

**That** the Committee receives the report.

**That** the Committee notes that progress has been made and further work is required before completion of the project in about a month's time.

Crs Keys / Greathead  
Carried

## **7. Roading Update**

### **Purpose**

To update the Committee on the roading activities and for the Committee to consider two requests: street lighting and parking restrictions.

Mayor Booth and Councillor Keys told the committee they had visited Dalefield school and have talked about the lighting problems they have been having. Councillor Keys will continue to assist the school to resolve the problems.

The Committee discussed the issue of who pays for the maintenance of entranceways onto private property off council roads. The Committee considered the need for a formal policy on entranceway costs.

### **Moved**

**That** the Committee receives the report.

**That** the Committee decline the request from Dalefield School for additional street lighting.

That the Committee agrees to introduce a short term parking restriction for two parks on High Street, outside Nisbet Engravers.

That staff be requested to review other councils' policies on funding urban entranceways and come back with a draft policy for Carterton.

Crs Greathead / Keys  
Carried

**8. Natural Burials**

Purpose

To inform the Committee of progress on the establishment of a natural burials area at the Clareville Cemetery.

Moved

That the Committee receives the report.

That the Committee adopts the guidelines and fees as set out in Attachment 1, with the addition to the fees of a fee of \$110.00 for a totara tree.

Mayor Booth / Cr Greathead  
Carried

**9. Late Business**

9.1 A question was asked about the council's policy for urban rubbish fires, and whether the council can ban fires in the urban areas. They create a smoke nuisance, which raises an air quality issue. Currently Masterton District Council bans outside fires in winter and South Wairarapa District Council requires permits all year round.

The Committee asked officer's to consider this issue as they review the model bylaws, and to bring back to the committee advice on controls of Urban rubbish fires.

*Cr Greathead left meeting at 12.30pm*

Drinking water contamination.

In response to current issues in Havelock North with water supply contamination, offices told the committee the Carterton supply is treated with UV and chlorination.

**The Meeting concluded at 12.45pm**

**Minutes confirmed.....**

**Date.....**





**The minutes of the Policy and Strategy Meeting of the Carterton District Council  
held in the Carterton District Council Meeting Room, 28 Holloway Street, Carterton  
on Thursday 18 August 2016.**

**Present:** Cr E Brazendale (Chair)  
Crs R Carter, G Lang, Mayor J Booth.

**Attendance:** J Davis (Chief Executive),  
S Robertson (Planning Officer)  
H Burgess (Committee Secretary)

**Meeting Started: 12.30am**

**1. Apologies**

**Moved**

Apology is accepted for Cr M Palmers.

Cr Carter / Mayor Booth  
Carried

**2. Declaration of Conflict of Interest**

There were no conflicts of interest declared.

**3. Smokefree Outdoor Areas Policy**

**Purpose**

The purpose of this report was to seek a recommendation from the Policy and Strategy committee to progress the Smokefree Outdoor Areas Policy for final adoption by Council.

The purpose of this policy is to encourage the community to refrain from smoking in public outdoor areas, specifically in playgrounds, parks and sports grounds, and at Council supported events.

**Moved**

**That** the committee receives the report.

**That** the committee agrees the areas to be designated as smoke free as set out in section 4 of the report.

**That** the committee agrees the timeframe as set out in section 5 of the report.

**That** the Council administration building and Events Centre main entrance, forecourt and library verandah areas be bought to the first year.

Crs Carter / Lang  
Carried

**Moved**

**That** the Committee recommends the policy be taken to Council for adoption.

Mayor Booth / Cr Lang  
Carried

**The Meeting concluded at 1.10pm**

**Minutes confirmed.....**

**Date.....**

**The minutes of the Audit and Risk Meeting of the Carterton District Council held in the  
Carterton Events Centre, Holloway Street, Carterton  
on Wednesday 14<sup>th</sup> September 2016 at 1.30pm**

**Present :** Mayor John Booth (presiding)  
Crs M Ashby, J Greathead.

**Attendance:** J Davis (Chief Executive),  
M Sebire (Corporate Services Manager)  
D Gittings (Planning and Regulatory Manager)  
P Rickman (Human Resource Manager),  
H Burgess (Committee Secretary)

**Meeting Started: 1.30pm**

**1. Apologies**

There was an apology from Cr E Brazendale

**Moved**

That the Apology be received

Crs Greathead / Ashby  
Carried

**2. Declaration of Conflict of Interest**

There were no conflicts of interest declared.

**3. Health and Safety report**

**Purpose**

The Committee were presented with an approach for on-going reporting of Health and Safety matters, and Committee were presented on recent health and safety activities.

**Moved**

That the Committee receive the report

That the Committee notes the health and safety activities described in this report.

Crs Ashby / Greathead  
Carried

## **Moved**

That the Committee agrees that the reporting approach outlined in this report is acceptable for the on-going reporting of health and safety matters.

Crs Greathead / Ashby  
Carried

## **4. Audit arrangements and engagement letters**

### **Purpose**

The purpose of this report is to present to the Audit and Risk Committee with the arrangements to engage Audit New Zealand and the arrangements for the audit for the year ended 30 June 2016.

### **Moved**

**That** the Committee receive the report

**That** the Committee notes the arrangements for the 2015/2016 audit.

**That** the Committee notes the terms of the audit engagement and the respective responsibilities of the auditor and of the Council for the financial statements and non-financial performance information for the next three years.

Crs Greathead / Ashby  
Carried

## **5. Interim audit management letter.**

### **Purpose**

The purpose of this report is to present the Audit and Risk Committee with the draft report from Audit New Zealand on the interim audit.

### **Moved**

**That** the Committee receive the report.

Crs Greathead / Ashby  
Carried

Mayor Booth left meeting at 2.25pm

## **6. Progress on Annual Report audit**

Marty Sebire provided an oral update for the committee on the progress of the year-end audit. So far, only one significant item has been raised. Audit is considering whether the forestry harvest revenue and expenses should be included in the 2014/15 or the 2015/16 financial year. If 2014/15, there will need to be restatement of the 2014/15 comparative figures.

Mayor Booth returned to the meeting at 2.40pm

**7. Chief Executive's Report**

**Purpose**

The purpose of this report is to present to the Committee a summary of the Chief Executive's activities for the period November 2015 to the end of August 2016, and to suggest performance objectives for the Chief Executive for the 2016/17 year.

**Moved**

That the Committee receives the report

That the Committee notes the Chief Executive's report on her first ten months.

Crs Greathead / Ashby

Carried

Moved

That the Committee agrees to the Chief Executive's 2016/17 performance objectives set out in section 4.

Crs Ashby / Greathead

Carried

**The public meeting concluded at 3.25pm**

**Minutes confirmed.....**

**Date.....**



**The Minutes of the Silage By-Law Hearings Committee Meeting of the Carterton District  
Council held in the  
Carterton Events Centre, Holloway Street, Carterton  
on Thursday 15<sup>th</sup> September 2016 at 1.00pm**

**Present :** Cr. Elaine Brazendale (presiding)  
Mayor John Booth  
Cr M Ashby,

**Attendance:** Chris and Judith Engel  
Ross Withers  
Jamie Falloon (Federated farmers of New Zealand)  
Solitaire Robertson (Planner)  
D Gittings (Planning and Regulatory Manager)

**Meeting Started: 1.10pm**

**1. Apologies**

No Apologies

**2. Declaration of Conflict of Interest**

There were no conflicts of interest declared.

**3. Submission presentation Chris Engel**

- Supported recommendation that the bylaw become a guidance document
- Requested promotion of guidance material produced by the Ministry for the Environment titled "Thinking about living in the Country" to those newly arrived to the rural environment
- No questions from the committee

**4. Submission presentation Ross Withers**

- Supported recommendation that the bylaw become a guidance document as control is governed by RMA.
- Bylaw implementation was vexatious and costly
- No evidence that silage is a health hazard
- No questions from the committee

**5. Submission presentation Jamie Falloon**

- Supported recommendation that the bylaw become a guidance document
- Offered Federated farmers support in guidance document development

**6. Open Deliberation**

**Moved**

**That the Committee deliberate in public**

Mayor Booth/ Crs Ashby  
Carried

**7. Recommendations**

**Moved**

**That the Committee receive the report**

Crs Brazendale/ Crs Ashby  
Carried

**Moved**

**Agrees** that the Silage Bylaw is no longer the most appropriate way of addressing problems associated with silage pits/stacks

Mayor Booth/ Crs Ashby  
Carried

**Moved**

**Approves** the development of a Code of Conduct/Good Management Practice for silage in consultation with the community and interested submitters

Crs Brazendale/ Mayor Booth  
Carried

**Moved**

**Recommends** to Council that the Silage Bylaw 2011 be revoked and replaced by a Code of Conduct/Good Management Practice

Crs Ashby / Mayor Booth  
Carried

**The public meeting concluded at 1.55pm**

**Minutes confirmed.....**

**Date.....**