



Ordinary Council Meeting

Agenda

to be held on

Wednesday, 22 February 2017

at 1.00pm

at

Hurunui o Rangi Room, Carterton Event Centre

50 Holloway Street, Carterton



AGENDA

The Agenda of the Ordinary Council Meeting of the Carterton District Council to be held at the Hurunui o Rangī Meeting Room at the Carterton Event Centre, 50 Holloway Street, Carterton on Wednesday 22 February 2017 at 1.00pm.

1. **Karakia (Prayer)**
2. **Apologies**
3. **Conflict of Interest Declaration**
4. **Public Forum**
5. **Notification of General Business / Late Items**
6. **Courthouse Update Report – page 1 - 4**
7. **Triennial Agreement – page 5 - 14**
8. **Establishment of Grants Committee – page 15 - 24**
9. **Establishment of a Road Closure Hearing Committee – page 25 - 28**
10. **Wind up of Carterton District Community Trust – page 29 - 30**
11. **Destination Wairarapa 6 month report – page 31 - 44**
12. **Chief Executive Report – page 45 - 62**
13. **Whaitua Update Report**
14. **General Business/Late Items**
15. **Confirmation of the Minutes**
 - 15.1 **Minutes of the previous Ordinary Council meeting held on 14 December 2016 – page 63 - 70**
16. **Matters Arising from Minutes**
17. **Exclusion of the Public**
 - 17.1 **Appointment of independent member to Audit and Risk Committee – page 73 - 82**
 - 17.2 **Rates Refund – page 83 - 90**



15 February 2017

Courthouse Update Report

1. PURPOSE OF THE REPORT

For the Council to receive a report of activities of the Carterton Community Courthouse Trust.

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. REPORT ON ACTIVITIES OF THE COURTHOUSE TRUST

A report outlining the activities with the renovation of the Courthouse is in **Attachment 1**.

The report notes that the Trustees are starting to consider the operation of the building once renovations are completed. Officers will continue to work with the Trust as their plans are developed to ensure all opportunities for synergies between the Courthouse and Events Centre are explored and maximised.

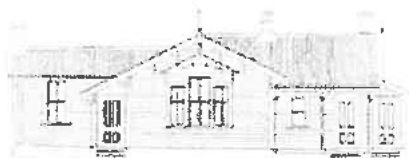
RECOMMENDATION

That the Council:

- 1. Receives the Courthouse Update Report in Attachment 1.**

Jane Davis
Chief Executive

Attachment 1: Courthouse Trust Update Report



Carterton Community Courthouse Trust
From Victorian Courthouse to revitalised Community Hub

Report to CDC for February 2017 Meeting

After prolonged wet and windy weather, the renovation finally got underway again in December, much to the relief of the Courthouse Trust. Then followed the typical lull in activity over the holiday season. But work has now resumed in earnest. The exterior work is now all but complete and the interior work is well advanced.

All going to plan, the building and trades fitout work should be completed before Easter (mid-April) and the Hub made ready for use soon after that.

Access to the building is restricted while the renovation work is in progress, but Councillors and local residents will have observed the flurry of activity as they pass the building. The Trust is appreciative of the many positive comments received.

Renovation – Summary of Activities since last Report

Roof

1. Replaced deteriorated sections of the roof iron and flashings & refastened the rest.
2. Replaced all the spouting and downpiping with the galvanised ogee style of the period.
3. Installed bracing ply over strategic portions of the roof.
4. Run cabling through the ceiling to provide power, lighting, security, data and an AV system.
5. Installed fibreglass batts through the hard to access ceiling of the courtroom and reception.
6. Installed the faux, but authentic roof ventilator to replicate the original. *(Note: The ventilator was gifted to the Trust. Current building code requires tall roof structures over to be fixed by stays. The current straps are a temporary measure and will be replaced by fine wire stays.)*
7. Commenced painting the roof, fascias, soffits & ventilator. The colour was recommended by local architect, Gregg Crimp, to complement the library.

Ramp & Steps

1. Replaced the former front ramp and steps with code-compliant ones.
2. New hand rails have been commissioned but are still to be installed.

Interior Building Work

1. Installed fibreglass batts in exterior walls and soundproof batts in interior walls and installed insulation and soundproofing batts in the rear leanto section of the building.
2. Installed ply bracing.
3. Taken delivery of appropriately run architraves, skirtings, etc made using recycled rimu and new T&G panelling for the courtroom and reception area.

4. Refurbished some of the original interior doors and taken delivery of large refurbished, reframed double doors (*originally from a church in Palmerston North*) for the opening between the courtroom and reception area.
5. All interior & exterior light fittings are on order and some have already arrived
6. Confirmed the final kitchen layout, obtained revised quotes for the stainless benchtops and ordered the extractor hood and gas appliances.
7. Moved the door giving access to the toilets from the courtroom to the reception area, set out the partitioning of the toilets and detailed the disabled toilet.
8. Despite windows in each of the three toilet cubicles, the toilet area gets little natural light so as an additional item, a fixed skylight is being installed in this area.

Fitout

1. A large government department in Wellington was planning to donate used office furniture (tables, chairs, electronic whiteboard, etc) to the Hub. This donation would have resulted in a substantial cost saving for us. Unfortunately, damage caused in Wellington by the Kaikoura earthquake means that organisation has had to reuse the furniture in its 'temporary' accommodation. So the Trust now has to look at alternative sources for such items.
2. In January, the furniture and fittings from the former Masterton Cosmopolitan Club were auctioned. The Trust purchased a lot of crockery, cutlery and assorted kitchen items. Most importantly, we secured 90 chairs, all in excellent condition, at about 12.5% of the cost of new chairs of similar style (*which equates to an excellent cost saving of more than \$10,000*).
3. The Trust continues to seek out good quality, mostly secondhand items on TradeMe and similar outlets. It is a time-consuming, but ultimately worthwhile task to seek out, purchase and store items which are suitable for use in the fitout of the new Hub.

Hub Operations – Planning

Since my last report to Council, Trustees have been busy on renovation, fitout and administrative matters. However planning for the next phase is also now well underway.

As part of this planning, Trustees are looking at how other communities have organised their centres. Trustees recently attended a very useful session at the Featherston Community Centre, meeting with their Coordinator and some of their Trustees. The Featherston people very openly and generously shared detailed information about how their Centre is managed, operated and funded. Everything from their Trust Deed, to their strategic plan, health & safety policies, accounting system and the like.

Although Carterton is different from Featherston, at the nub of things there are also a great many parallels between the two centres and the Courthouse Trustees believe we would be foolish to try and reinvent every wheel. We will take lessons from what works well for them and adapt their policies, strategies, processes, etc to meet the specific Carterton context. Also both parties have acknowledged that there is room, for ongoing collaboration and synergy between our two groups.

Joseph Gillard
 Chairman
 Carterton Community Courthouse Trust
 Email: xk6050@xtra.co.nz



13 February 2017

Triennial Agreement 2016-2019

1. PURPOSE OF THE REPORT

For the Council to endorse the proposed Triennial Agreement for the 2016-19 triennium and authorise the Mayor to finalise and sign the Triennial Agreement.

2. SIGNIFICANCE

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

3. BACKGROUND

The Local Government Act 2002 requires that all the local authorities in a region enter into a Triennial Agreement amongst themselves which sets out how they will work together for the good governance of their districts, cities and region by acting co-operatively and collaboratively. The Triennial Agreement for the 2016-2019 triennium is required to be in place by 1 March 2017.

4. DRAFT AGREEMENT AND SIGN-OFF PROCESS

A Triennial Agreement was in place in the previous triennium. The proposed agreement (**Attachment 1**) is based on the content of the 2013-16 agreement. Changes have been made to the previous shared services provisions, with the list of prioritised shared services throughout the region being replaced with more general collaboration provisions. This reflects the progress made in investigating and in some cases establishing shared working arrangements last triennium.

The draft agreement has been circulated to the region's local authorities for consideration and endorsement. As some changes may be necessary as a result of the nine councils' considerations it is appropriate that the Mayor be authorised to finalise the agreement, provided that the changes do not significantly alter the key elements of the agreement.

5. RECOMMENDATION

That the Council:

1. **Receives** the report.
2. **Endorses** the proposed Triennial Agreement for the 2016-2019 triennium.
3. **Notes** that the proposed agreement is subject to consideration by all councils in the Wellington region, and that this may result in changes being proposed which, if significant, will require the proposed agreement to come back to the Council for further consideration.
4. **Authorises** the Mayor to sign the Triennial Agreement on behalf of the Council, provided that no significant changes are made following consideration of the proposed agreement by other councils.

Jane Davis
Chief Executive

Attachment 1: Draft Triennial Agreement

WELLINGTON REGIONAL TRIENNIAL AGREEMENT 2016 - 2019

1. SCOPE

- 1.1 This agreement is drafted in order to meet the requirements of s.15 of the Local Government Act 2002.
- 1.2 The Local Government Act 2002 (hereafter referred to as 'the Act') is intended to provide the necessary flexibility for councils to work co-operatively and collaboratively together and with other public bodies to advance community goals and to improve community wellbeing. The scope of this agreement includes the current co-operative and collaborative projects already in place in the Wellington Region and work being undertaken to establish structures and protocols associated with specific issues, and aims to build on these.

2. PURPOSE

The parties to this agreement commit to working for the good governance of their city, district or region by acting co-operatively and collaboratively. It is intended that this agreement will ensure that appropriate levels of consultation and co-ordination are maintained between the councils of the Wellington Region. It is intended that the process of arriving at this agreement, as well as its ongoing operation, should contribute to the strengthening of the regional relationships.

3. PARTIES TO AGREEMENT

- 3.1 The parties to this agreement are:

- Carterton District Council
- Greater Wellington Regional Council
- Hutt City Council
- Kapiti Coast District Council
- Masterton District Council
- Porirua City Council
- South Wairarapa District Council
- Upper Hutt City Council
- Wellington City Council

- 3.2 In accordance with the requirements of the Act, and in the spirit of collaboration that they wish to foster within the region, the parties agree to work in accordance with the protocols outlined in this agreement.

4. PROTOCOLS

- 4.1 The councils of the Wellington Region will work together on issues where it is agreed that the Region and the communities within it will benefit from a regionally collaborative approach.
- 4.2 The councils of the Wellington Region will work together in line with the protocols and principles outlined in the Wellington Regional Strategy Multilateral Agreement in regard to the Wellington Regional Strategy.
- 4.3 When a council has a significant disagreement with the position of the others, the group will make every effort to accommodate, acknowledge or at least fairly represent the dissenting view.
- 4.4 The councils of the Wellington Region will proactively present their case to the Government and other councils from other regions to ensure that the Wellington Region's interests are protected and enhanced.
- 4.5 When a significant decision or issue affects a particular council, or its population, then that council should have the lead role in formulating the Region's response.
4.6 Where facilities and services of significance benefit more than one district, and are intended to be funded by more than one district, those districts that intend to participate shall be involved in identifying, delivering, and funding the facility or service. One Council shall take the lead for the project, appointed by the participating councils.
- 4.7 The agreement acknowledges each council's unique accountability.
- 4.8 The councils agree to act in good faith on issues of information and disclosure.
- 4.9 The councils agree to work collaboratively in an open and transparent manner.
- 4.10 The councils agree to build on work currently being undertaken within the Region and to continue to address issues of co-ordination, roles and responsibilities.
- 4.11 As signatories to this agreement all councils will ensure provision of the following:
 - a) Early notification to affected councils, through the distribution of draft documentation, of major policy discussions which may have implications beyond the boundaries of the decision-making council. This specifically includes the development of consultation policies and policies on significance.
 - b) Opportunities for all councils in the Region to be involved in early consultation on the development of each other's draft Annual Plan and draft Long Term Plan and other significant policy consultation processes.
 - c) The application of a 'no surprises' policy, whereby early notice will be given over disagreements between councils concerning policy or programmes, before critical public announcements are made.

5. CONSULTATION

5.1 Consultation in relation to this agreement will be undertaken within the following groups:

- a) A meeting of the Mayors, Regional Council Chair and their Chief Executives will occur at least once every six months to discuss general policy business and to review the performance of the agreement.**
- b) Existing regional and sub-regional forums such as:**
 - The Wellington Regional Mayoral Forum**
 - The Joint Wairarapa Councils' Meeting**
 - The Wellington Regional Strategy Committee**
 - The Wellington Regional Transport Committee**
 - LGNZ Zone Four**
 - Regional Civil Defence Emergency Management**
- c) Meetings between staff as necessary to achieve communication and co-ordination on issues identified in the agreement.**

5.2 Under Section 15(2) of the Act, the following consultation processes will apply to proposals for new Regional Council activities:

- a) Where a proposed new Regional Council activity is significant in terms of the Wellington Regional Council's policy on significance, the process will be as set out in s.16 of the Act.**
- b) Where a proposed new Regional Council activity is not significant in terms of the Wellington Regional Council's policy on significance, the Regional Council undertakes to notify all other councils in the Region prior to commencing any public consultation, in line with the principles of 'no surprises', transparency and good faith.**
- c) Where the parties to this agreement are unable to agree, dispute procedures set out in s.16 (4)-(7) of the Act will apply.**

5.3 The following consultation process will apply to any change, variation, or review of the Regional Policy Statement for the Wellington Region, and the preparation of any future Regional Policy Statement:

- a) The Regional Council will seek the input of territorial authorities into the review of the Regional Policy Statement for the Wellington Region.**
- b) The Regional Council will make available to all local authorities, for discussion and development, draft copies of:**
 - any change or variation of to the Regional Policy Statement**
 - any proposed Regional Policy Statement.**

- c) Territorial authorities will be given a reasonable period of time, but no less than 30 working days, to respond to any such proposal. The Regional Council agrees to consider fully any submissions and representations on the proposal made by territorial authorities within the Region.

6. OTHER ISSUES

The parties agree that, in addition to the general consultation obligations of this agreement, the councils of the Wellington Region will continue to meet together in various forums to develop common approaches on issues identified as priorities for the Region, including the progressing of Shared Services initiatives consistent with the following principles:

Collaboration Principles

In giving effect to shared services the councils will adopt the following principles to guide progress towards implementation of shared services across the region:

1. **Transferable** - regardless of future decisions around governance, that any approach to shared services be transferrable to any new council structure.
2. **Beneficial** - that shared services focus on services where these will result in significant cost savings, and focus on the delivery of functions that result in more effective and efficient delivery for households and businesses.
3. **Sustainable/** that the approach has longevity and sets a benchmark for quality service provision in the region but can be scaled up.
4. **Urgent** – that the approach can realise benefits quickly and, if necessary, start small.

6.1 Collaboration within the region

The Mayoral Forum will:

- Be the vehicle for oversight of projects, such as collaboration projects.
- Review existing collaboration and shared services arrangements as necessary to ensure that current arrangements remain relevant and optimal
- Identify new opportunities for collaboration and shared services for consideration by the councils

7. SERVICING

- 7.1 The parties agree that responsibility for servicing this agreement shall be shared, with responsibility passing from local authority to local authority at the start of each triennium. Servicing involves:
- providing those secretarial services required
 - within the limits outlined in the protocols and principles above, acting as a media and communications contact (including the provision of information to the public on request) in relation to matters covered in the agreement.
- 7.2 The parties agree that the Upper Hutt City Council will be the council responsible for servicing this agreement for the 2016 -2019 triennium, after which it shall pass to the remaining local authorities as listed in appendix one, unless otherwise agreed.

7.3 The parties also agree that responsibility for servicing, and making media comment on behalf of, existing specific regional and sub-regional forums, will lie within those specific forums.

8. REVIEW OF THE AGREEMENT

The parties agree to review the terms of this agreement in accordance with s.15(4) of the Act within four weeks of a request by one of the councils made in writing to the council delegated responsibility to service the Agreement.

9. DISPUTE RESOLUTION

In the event of a disagreement over the terms of this agreement, the parties agree to refer the issue of disagreement to arbitration for non-binding resolution. If no agreement on an arbitrator is forthcoming an arbitrator will be appointed by the President of the Wellington Branch of the New Zealand Law Society.

This agreement is signed on this _____ day of _____
2017, by the following on behalf of their respective councils.

Carterton District Council

John Booth - Mayor

Greater Wellington Regional Council

Chris Laidlaw - Chair

Hutt City Council

Ray Wallace - Mayor

Kapiti Coast District Council

K (Guru) Gurunathan - Mayor

Masterton District Council

Lyn Patterson - Mayor

Porirua City Council

Mike Tana - Mayor

South Wairarapa District Council

Vivien Napier- Mayor

Upper Hutt City Council

Wayne Guppy - Mayor

Wellington City Council

Justin Lester - Mayor

DRAFT

Appendix One: Servicing Responsibility

<u>Party Responsible</u>	<u>Financial Year</u>
	<u>Triennium</u>
Masterton District Council	2007-10
Porirua City Council	2010-13
South Wairarapa District Council	2013-16
Upper Hutt City Council	2016-19
Wellington City Council	2019-22
Carterton District Council	
Greater Wellington Regional Council	
Hutt City Council	
Kapiti Coast District Council	

Servicing involves:

- Providing those secretarial services required
- within the limits outlined in the protocols and principles above, acting as a media and communications contact (including the provision of information to the public on request) in relation to matters covered in the agreement.

The responsible party should also ensure that a process is in place for the drafting, and subsequent signing, of the following triennium's agreement.



14 February 2016

Establishment of Grants Committee for the 2016-19 Triennium

1. PURPOSE OF THE REPORT

For the Council to establish and appoint members to a Grants Committee for the 2016-19 Triennium.

2. SIGNIFICANCE

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

3. BACKGROUND

The Council has a Financial Grants Funds Policy that provides for grants to be allocated to community groups (**Attachment 1**). The policy provides for grants to be allocated by a Grants Committee.

4. TERMS OF REFERENCE

It is proposed that the Committee's Terms of Reference include the consideration of application and decisions on the allocation of the grants funds. There should also be a monitoring role for the committee to ensure recipients use the funds for the purpose they are given. Under the policy recipients are required to report back to the Council on the success or otherwise of the project or activity.

It is also proposed that the Committee be given the role to advise the Council on any changes to the Policy.

5. APPOINTMENT OF MEMBERS

It is proposed the Mayor and three Councillors be appointed to the Committee. Under the Local Government Act the Mayor is automatically on each Committee.

6. RECOMMENDATION

That the Council:

1. **Receives** the report.
2. **Agrees** to establish a Grants Committee.
3. **Adopts** the Terms of Reference for the Grants Committee in Attachment 2.
4. **Appoints** the following Councillors to the Grants Committee:
 - i. Mayor Booth
 - ii. Deputy Mayor Keys
 - iii. Councillor Vergunst
 - iv. Councillor O'Callaghan
5. **Appoints** Deputy Mayor Keys as chair of the Committee

John Booth
Mayor

Jane Davis
Chief Executive

Attachment 1: Financial Grants Funds Policy

Attachment 2: Grants Committee Terms of Reference

Carterton District Council Financial Grants Funds Policy

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

1. The Grants Funds

1.1. The Grants Funds and their purpose

There are two categories of grants funds:

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

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

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

1.2. Setting the value of the grants funds

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

1.3. Allocation decisions to be made by the Grants Committee

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

- Delegations to meet to make a decision on the distribution of the Community Grants
- Elect a chairperson and a deputy chairperson
- Decisions by the committee to be made by consensus; a vote only being taken if required confirming the consensus view. If votes are tied the chairperson will have a casting vote
- A requirement that all conflicts of interest must be declared by elected members who cannot take any part in deliberations related to the conflict

The Committee will meet once a year to make allocation decisions, generally in August each year. It may meet more than once if funds are available and applications lodged seeking grants support.

2. Local Community Grants Fund

2.1. The Local Community Grants Fund's Purpose

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

These grants will be determined by the Grants Committee for distribution no later than 30 September of the year in question.

2.2. Eligibility of Applicants

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

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

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

Groups or organisations seeking support to carry out projects or activities that are in effect an extension of the Council's own business will not be funded through the Local Community Grants Fund. In these cases funding arrangements will be made through the Council's operations budgets.

2.3. Eligibility of projects, activities and services

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

2.3.1. Social

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

2.3.2. Environmental

- Protect, preserve, and restore Carterton's environment

- Enable and encourage people to appreciate the environment
- Promote awareness of environmental issues and concepts of sustainability

2.3.3. Sport and recreation

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

2.4. Grant Criteria

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

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

2.5. Applications that will not be funded are:

- Staff salaries including casual employees

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

2.6. The Process

- 2.6.1. All completed grant applications will be submitted to the Council by a date set by the Council to enable allocation decisions to be made in August. Where the grants fund is not fully allocated in August, applications may be received through the financial year, until the funds are fully allocated.
- 2.6.2. A report will be provided to the Committee detailing:
- The total amount for allocation
 - The organisations requesting a grant
 - A brief analysis of the projects, events or programmes; including
 - How the application relates to the Council's community outcomes
 - How the application relates to the criteria
 - The amount requested
 - Any conditions considered appropriate to place on the grant.
 - The applications not meeting the policy, with the reasons why
 - Any other information required that will assist the Grants Committee in their deliberation
- 2.6.3. The Committee will meet and consider applications. The meeting will be in public, unless there are reasons under the Local Government Official Information and Meetings Act that justify conducting the meeting with the exclusion of the public.
- 2.6.4. The Committee may invite applicants to speak to their application.

- 2.6.5. Where the Committee decides to make a grant it may include conditions. A standard condition should be included requiring reports back to the Council on the success, or otherwise, of the project or activity, as well as information on how the funds were spent.
- 2.6.6. Where the Committee decides to decline an application, or to grant less funding than applied, it will specify its reasons.
- 2.6.7. Decisions of the Committee will be reported to applicants as soon as possible following the Committee's decisions.
- 2.6.8. No appeals on the decision of the Committee will be considered.

3. Wairarapa Wide Regional Grants Fund

3.1. The Wairarapa Wide Regional Grants Fund's Purpose

- 3.1.1. The purpose of this fund is to support organisations which may not be based in Carterton but undertake an activity or project that has regional benefits, including in the Carterton District.
- 3.1.2. Normally the activity or project offered by these organisations would not be available to the Wairarapa as a region without the Wairarapa Councils' support.
- 3.1.3. These grants will be determined by the Grants Committee for distribution no later than 30 September of the year in question.

3.2. Eligibility

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

3.3. Grant Criteria

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

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

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

3.4. Applications that will not be funded are:

- Staff salaries including casual employees
- Commercial profit making activities where the profit is not used to grow the activity or mitigate future operations
- Retrospective requests to cover projects, events or programmes that have been completed
- Rent and debt repayments
- Sponsorships or endowments
- Political organisations and lobby groups
- Overruns in projects, events or programmes costs
- Religious or faith based instruction, lobbying or education; church organisations may apply for grants towards the provision of non-sectarian social services
- Sports team accommodation, travel or uniforms
- The application is for an activity already provided by another organisation

An application not supported by at least one other Wairarapa Council. Support from the other Wairarapa Council(s) need not be financial, but could be the provision of infrastructure or in kind support; this must be quantified in the application.

3.5. The Process

- 3.5.1. All completed grant applications will be submitted to the Council by a date set by the Council to enable allocation decisions to be made in August by the Grants Committee. Where the grants fund is not fully allocated in July, applications may be received through the financial year, until the funds are fully allocated.
- 3.5.2. A report will be provided to the Grants Committee detailing:
 - The total amount for allocation
 - The organisations requesting a grant
 - A brief analysis of the projects, events or programmes; including
 - How the application will benefit the Carterton community

- How the application relates to the criteria, including the support from other Councils, or likelihood of support
 - The amount requested
 - Any conditions considered appropriate to place on the grant.
 - The applications not meeting the policy, with the reasons why
 - Any other information required that will assist the Grants Committee in their deliberation
- 3.5.3. The Committee may invite applicants to speak to their application.
- 3.5.4. Decisions of the Committee will be reported to applicants as soon as possible following the Committee's decisions.

4. Applicants' Responsibilities

- 4.1.1. All applications are required to be completed in full and delivered to the Carterton District Council offices by the closing time on the closing day as advertised.
- 4.1.2. Where necessary supporting letters must be provided along with the completed application.
- 4.1.3. The financial page must be completed in full giving an indication of the real costs of each project (e.g. the cost of associated with volunteer time, or in-like contributions).
- 4.1.4. The last set of audited accounts available need to be attached to all applications.
- 4.1.5. A completed accountability form must be returned from Council within 12 months of the date of the grant being paid out, or prior to any future grant application being made for the following year.

Grants Committee

Terms of Reference

Purpose

To allocate grants funding, under the Council's Financial Grants Funds Policy.

Specific responsibilities

1. Consider applications for grants funding.
2. Make decisions on the allocation of grants funding.
3. Monitor the use of grants.
4. Assist in promoting the use of the grants fund to community groups.
5. Advise the Council on any relevant changes to the Financial Grants Funds Policy.

Membership

The Mayor and three elected members.

Quorum

Three elected members.

Meeting frequency

Twice yearly, and as required.



14 February 2016

Establishment of a Road Closure Hearing Committee for the 2016-19 Triennium

1. PURPOSE OF THE REPORT

For the Council to establish and appoint members to a Road Closure Hearing Committee for the 2016-19 Triennium.

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

From time to time the Council closes roads under provisions of the Local Government Act 1974 and the Transport (Vehicular Traffic Road Closure) Regulations 1965. The process to close roads involves publically notifying an intention to close the road and inviting objections. Where objections are received these need to be considered and a final decision made about the closure.

While objections are rarely received, the Council should have a committee in place that will be available to respond should the need arise. Officers believe an objection may be received on the closure of Te Wharau Road (in connection with the Cliffhanger motorcycle challenge) that has recently been advertised.

4. TERMS OF REFERENCE

It is proposed that the Committee's Terms of Reference include the consideration of objections to road closures and decisions on the closure. Draft Terms of Reference are in Attachment 1.

5. APPOINTMENT OF MEMBERS

It is proposed the Mayor and two Councillors be appointed to the Committee. Under the Local Government Act the Mayor is automatically on each Committee.

6. RECOMMENDATION

That the Council:

1. **Receives** the report.
2. **Agrees** to establish a Road Closure Hearing Committee.
3. **Adopts** the Terms of Reference for the Road Closure Hearing Committee in Attachment 1.
4. **Appoints** the following Councillors to the Grants Committee:
 - i. Mayor Booth
 - ii. Councillor Ashby
 - iii. Councillor Carter
5. **Appoints** Mayor Booth as chair of the Committee

John Booth
Mayor

Jane Davis
Chief Executive

Attachment 1: Road Closure Hearing Committee Terms of Reference

Road Closure Hearing Committee

Terms of Reference

Purpose

To consider objections to proposals to close roads under the Local Government Act 1974 and the Transport (Vehicular Traffic Road Closure) Regulations 1965.

Specific Responsibilities

1. To consider objections to road closures.
2. To hear objectors who wish to speak to the Committee
3. To make a final decision on a proposed road closure.

Membership

The Mayor and two elected members.

Quorum

Two elected members.

Meeting frequency

As required.



14 February 2017

Winding up of the Carterton District Community Trust

1. PURPOSE OF THE REPORT

To inform the Council about the winding up of the Carterton District Community Trust.

2. SIGNIFICANCE

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

3. BACKGROUND

The Carterton District Community Trust (CDCT) was established in 1980, primarily to develop a medical centre in Carterton. After the medical centre was set up a significant amount of the trust's funds were donated toward the establishment of the Carterton Events Centre. This came from some of the proceeds of the sale in 2004 of its Ron Wakelin buildings on the corner of Seddon and High streets.

Since then the Trust has used the interest gained from its remaining funds to give out small grants, largely for medical purposes.

The Council has two appointees on the Trust board. The current members are Councillors Lang and Carter.

4. WINDING UP OF THE TRUST

On Dec 15th 2016 at a second special meeting CDCT trustees and members unanimously voted to confirm the resolution of the first special meeting which was to wind up the Trust.

All the Trust's assets are to be gifted to the Nikau Foundation, to be set up in a Carterton District Endowment fund. The Trust's rules require that, in the event of the Trust winding up, all surplus assets and funds must be given to a body with similar objects to the Trust, or to the District Council.

Over the last two years CDCT trustees had been looking at different options for securing the best future direction and concluded the Nikau Foundation offered skills and opportunities in the modern world to grow a specific Carterton fund far beyond the capabilities of the CDCT.

The Nikau Foundation is the community foundation for the Greater Wellington Region. It distributes income from the investments gifted to it in accordance with the donor's wishes in perpetuity.

A liquidator has been appointed and once liquidation is complete to launch the fund there will be two significant grants made to Carterton organisations.

5. RECOMMENDATION

That the Council:

1. **Receives the report.**
2. **Notes the liquidation of the Carterton District Community Trust and the transfer of the Trust's assets to the Nikau Foundation.**

Councillor Lang
CDCT Chair



15 February 2017

Destination Wairarapa Report to 31 December 2016

1. PURPOSE OF THE REPORT

For the Council to receive a report of activities for the quarter ending 30 September 2016 and to receive of copy of the Memorandum of Understanding between Destination Wairarapa and the three Wairarapa Councils.

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

Destination Wairarapa is an incorporated society established to encourage, facilitate and develop tourism and associated industries and services within the Wairarapa. Carterton District Council provides funding to the agency of just over \$50,000 per annum. Destination Wairarapa also receives funding from Masterton and South Wairarapa District Councils, as well as its members and Trust House.

Through a Memorandum of Understanding (MOU) between Destination Wairarapa and the three Wairarapa District Councils, it is required to act as the Wairarapa Regional Tourism Organisation. Its objectives include growing visitor numbers to Wairarapa and increasing the length of stays and the amount visitors spend). The MOU has recently expired and a new one has been signed.

4. REPORT TO END DECEMBER 2016

The report to end December 2016 is in **Attachment 1**.

The report does not show Carterton-specific metrics. David Hancock, Destination Wairarapa's Chief Executive, will be in attendance at the meeting to answer any questions Councillors may have on the report.

5. RECOMMENDATION

That the Council:

1. **Receives the Destination Wairarapa report to end of December 2016.**

Jane Davis
Chief Executive

Attachment 1: Destination Wairarapa Report to end December 2016

Destination Wairarapa Council and Trust Report 31 December 2016

More Visitors, Staying Longer & Spending More

Overview

Visitor Arrivals

Wairarapa's growth has continued particularly with international visitor guest nights up each month for the past 13 months. YTD September 2016 and international visitor guest nights are up 21% on the previous year.

Domestic growth has also continued over the same period and is up 5.4%.

We have seen a marked decline in length of stay which is disappointing but it is a similar trend nationally and in Taupo.

Statistics New Zealand		12 Months Ending September 2015 v 2016			
		Wairarapa	Greater Wellington	Hawkes Bay	Taupo
Guest Arrivals					
2016	123,413	1,244,989	502,898	578,294	19,114,885
2015	109,156	1,194,757	463,314	530,080	17,647,393
Variance	11.6%	4.0%	7.9%	8.3%	7.7%
Guest Nights					
2016	224,389	2,690,363	1,116,057	1,059,892	38,040,747
2015	203,123	2,560,179	1,019,263	999,820	35,814,286
Variance	9.5%	4.8%	8.7%	5.7%	5.9%
Occupancy					
2016	23.6%	65.9%	40.5%	40.8%	43.1%
2015	21.2%	63.1%	35.6%	38.7%	40.9%
Variance	2.4	2.8	4.9	2.1	2.2
Length of Stay					
2016	1.82	2.16	2.22	1.83	1.99
2015	1.86	2.14	2.20	1.89	2.03

Note: Greater Wellington excludes Wellington City

Carterton and South Wairarapa statistics are grouped together so the following table for Masterton is not available for the other two TLAs.

Commercial Accommodation Monitor

Statistics New Zealand 12 Months Ending September 2015 v 2016

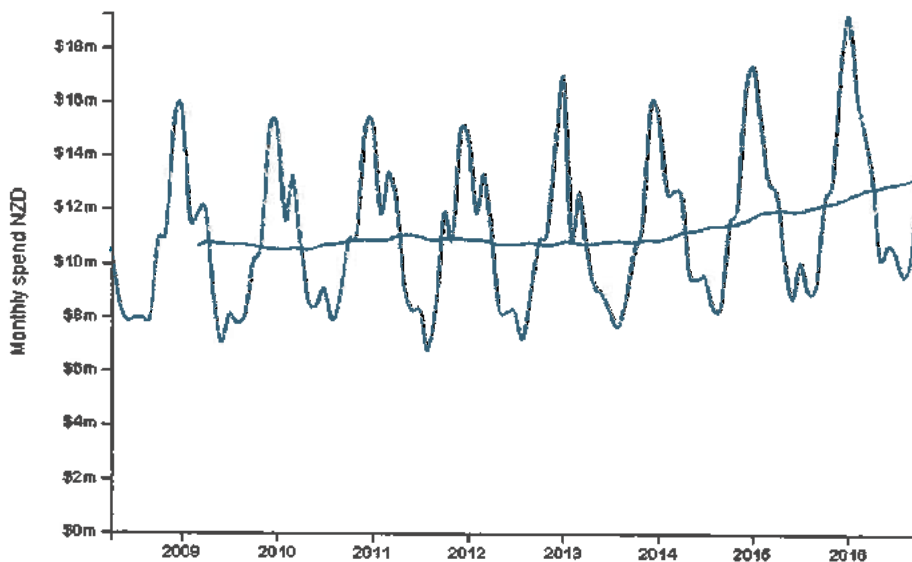
	Wairarapa	Masterton	National
Guest Arrivals			
2016	123,413	69,583	19,114,885
2015	109,156	66,834	17,647,393
Variance	11.6%	4.0%	7.7%
Guest Nights			
2016	224,389	137,023	38,040,747
2015	203,123	129,177	35,814,286
Variance	9.5%	5.7%	5.9%
Occupancy			
2016	23.6%	28.0%	43.1%
2015	21.2%	25.9%	40.9%
Variance	2.4	2.1	2.2
Length of Stay			
2016	1.82	1.97	1.99
2015	1.86	1.93	2.03

Visitor Spend

The data Destination Wairarapa has used in the past to report on credit card spend is not currently available as MBIE overhaul their systems. There are also no reports available at the moment specific to individual TLAs. RTONZ the Regional Tourism Organisation association is working with MBIE and Statistics NZ to get the TLA reports operational again. This was hoped to be before the end of 2016 however the earthquake has slowed Statistics NZ return to operations.

This series of graphs is a more aggregated view of spend but still shows growth for all visitors to the Wairarapa at YE October 2016.

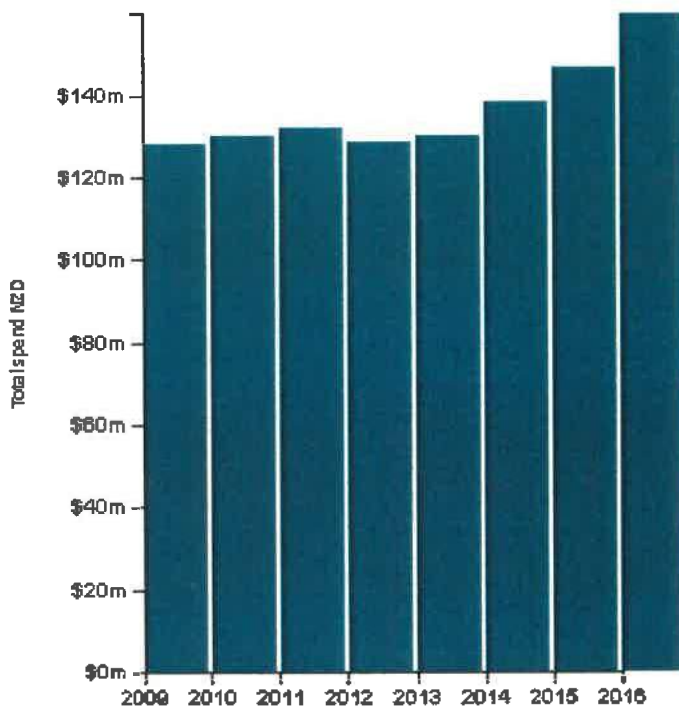
Historical monthly spending pattern



The financial objective for the tourism industry is outlined in the Tourism 2025 framework. In a Wairarapa context this means growing annual tourism revenue from \$134 million (YE 2014) by \$78 million to \$212 million a year by 2025.

Revenue from tourism YE October 2016 for the Wairarapa is \$160 million. That's an average growth of 9.7% per annum. The target is average growth of 5.3% per annum, so the Wairarapa is well on track for doing its part for the New Zealand tourism industry.

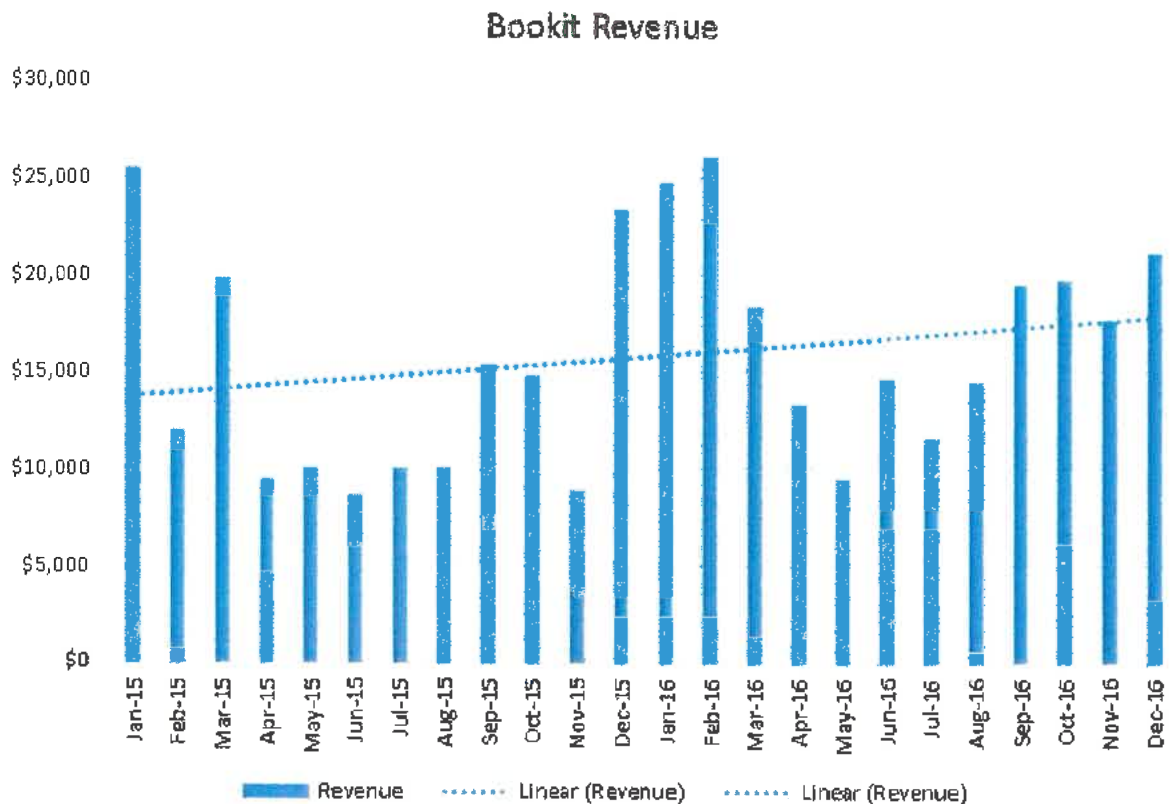
Total spending for year to October



The following graph shows spend in the Wairarapa by product for July 2016. This order of products purchased doesn't change when viewed for 12 months. The importance of tourism to retail and therefore retail to tourism cannot be understated in the Wairarapa. Getting as many retailers open 7 days a week is a real opportunity for the towns.

Bookit

Bookit is the online booking engine on the Destination Wairarapa website. Through October to December booking volumes and revenue were up 24.2% on the same period last year. This is revenue going direct to local businesses.



Winning Business Events

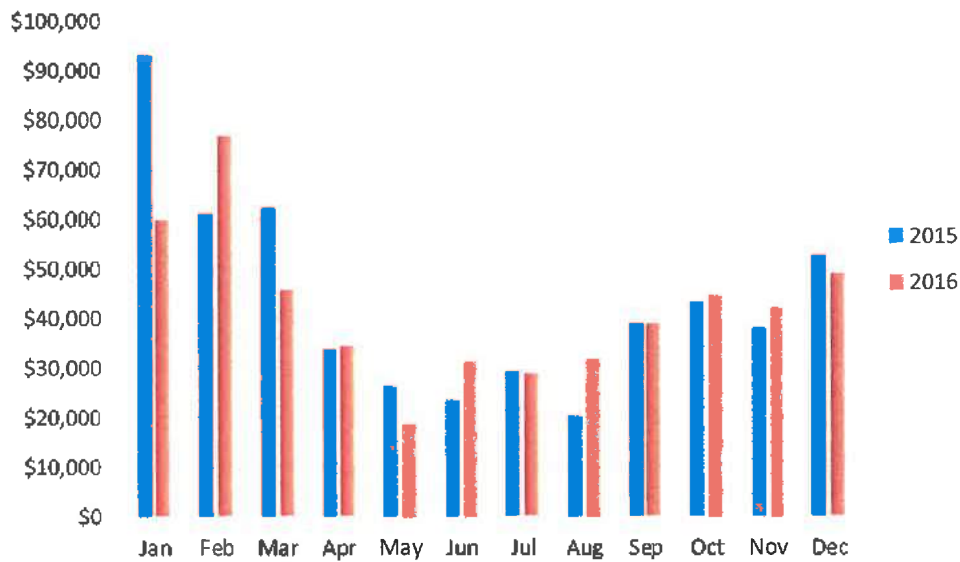
Destination Wairarapa has agreed with partners that in 2017, a collective of operators with an overarching Wairarapa theme would attend Show Me Wellington on 7 March.

i-SITE Visitor Centres

Highlights:

- **i-SITE Total Sales**
 - i-SITE Visitor Centre gross revenue for YE December 2016 (\$503,115) was down 3.7% on the previous 12 months but improved 3 points since August 2016 quarter.
- **i-SITE Visitor Volumes**
 - October – December 2016 had 11,201 visitors through the doors which is 6% down on the same quarter in the previous year

i-SITE REVENUE



Product Development

- Development of Castlepoint Tours to be opened in January 2017
- Development of Rivenrock mountain bike park to be opened in January 2017
- Continued development of New Zealand Cycle Classic & Huri Huri; Wairarapa's Bike Festival
- Continued development of NZ wide Brown Tourist sign symbols with MBIE and NZTA
- Monthly meetings with GWRC trains

Operator Development

October – China Ready Workshop #2

David Hancock

General Manager

September – December 2016 Marketing Manager's Report

Marketing to Arriving Travelers:

Established Products and Markets

A soon to be established market – Singapore – has been a big focus in this period as we've prepared for the new Singapore Airlines flights via Canberra. Two new markets which can now access Wellington easily. WREDA has done a whole campaign into Canberra and we've prepared and worked with trade and media in this period in preparation for Singaporeans.

For example this content was prepared:

<http://www.wairarapanz.com/coming-from-singapore>

<http://www.wairarapanz.com/day-trip-from-Wellington>

We've spent time with numerous members of the new team at WREDA. Some were hosted here so we could meet with new members of the Wellington team. There has been high turnover at WREDA and sadly some key gatekeepers for us are gone.

Domestic Marketing

We hosted a Mighty-Mighty Platinum Marketing group meeting. Claire co-ordinated a Platinum members training/sales visit to i-SITEs in Taupo, Rotorua, Hastings, Napier Palmerston North, Woodville and Turangi. This was extremely well received by staff at those sites and valued by our participating members.

Wellington Wine Country

We've established strong and regular communications with the new WWC group and look forward to an effective relationship.

Projects

Included email database /social media campaigns supporting:

- Free Trains day ex Wellington
- Pukaha Mount Bruce Wairarapa Garden Tour
- Martinborough Charity Bike Ride
- UB40 concert
- Toast Martinborough
- Xmas shopping giving Wairarapa activities and accommodation vouchers
- promoting our When and Where database for locals and gained another 200 members over this period



Accommodation promotion

To drive accommodation bookings through wairarapanz.com and the Masterton and Martinborough i-SITE Visitor Centres (as opposed to other online providers) we rolled out a Kids Go Free to Pukaha offer. Pukaha Mount Bruce kindly provided this entrance free of charge to us. Too early to measure effect as yet.



Auckland – Fly Palmy Campaign



This was a major body of work during this period – genuine destination development and messaging regarding coming from Auckland to the Wairarapa by flying into Palmerston North.

The campaign was very capably managed by Claire with many components including production of this video:

<https://www.youtube.com/watch?v=DHMP9JtXBoY>

There was an extensive partnership with Fly Palmy, media hosting of a blogger, online elements, Facebook advertising and website content etc.

We worked very closely with Tui Brewery (the new company The Experience Collective with Nick Rogers and Rosie Broughton) and DB to maximize the launch of the new brewery experience. This meant the campaign was somewhat closer to Xmas than we would have hoped but the benefit of the exposure DB gave us was worth it.

Below is an example of what partnership can deliver. An animated banner developed by Fly Palmy for us on a promo partner website.

Note – a longer 2 minute version of the video for ongoing use will be completed in Feb 2017. It will showcase the northern route.



RTONZ Digital Day

Claire and I attended two days hosted by RTONZ. One was an industry day which included a presentation by the NZ Rugby Union regarding the forthcoming Lions Tour – very useful insight. Second day was all digital session – trends, opportunities, mobile strategy etc. Very useful, inspiring and actionable by us.

Trade

We've had a lot of trade through on famils in this period:

- Winchester Travel pre the launch of their Singapore tour commencing. We hope these will be regular.
- Tourism NZ Flight Centre group from Australia
- NZ travel inbounders ex Wellington (we initiated)
- Thai Leisure travel group from Tourism NZ
- 4 Trenz Buyers on their way to TRENZ. This is facilitated by WREDA
- Large groups of sellers via Tourism NZ- Chinese x 2 groups, one large European group

Media

We updated our crisis communications tools and approach. We've watched closely the way in which Kaikoura and Wellington have managed their messaging post the recent earthquake.

We hosted during this period:

- 4 Chinese journalists via Tourism NZ
- LENS a Chinese multi media crew from TNZ
- Group Indian and Thai journalists via TNZ
- Conde Nast Traveller
- NZ based Guardian UK writer
- Traveler .com.au

Sam Mickell from Gotta Love NZ as part of a funded visit (anchor funder was Palmerston North Airport). Gotta Love has large social channels including Facebook Instagram, a

blog and website. You pay for content they develop expressively to be shared on their platforms.

Blog is here: <http://www.gottalovenz.com/destinations/adventure-in-wairarapa/>

Freelancer Mike Yardley came and already we've had several great results from him with more to come:

<http://www.newstalkzb.co.nz/lifestyle/travel/mike-yardley-artisans-of-the-wairarapa/>

<http://www.newstalkzb.co.nz/lifestyle/travel/mike-yardley-epic-encounters-at-palliser-bay/>

Just some of the media results with highlights in yellow:

Toast Martinborough

<http://www.stuff.co.nz/life-style/food-wine/food-news/86323895/Dry-River-winery-will-hold-a-one-day-pop-up-cellar-door>

<http://www.stuff.co.nz/life-style/86334034/good-times-great-wine-and-the-odd-naked-moment-at-toast-martinborough>

<http://times-age.co.nz/sun-turns-wine-lovers/>

<http://www.stuff.co.nz/entertainment/86649415/glorious-weather-greets-visitors-to-the-25th-toast-martinborough>

Other:

http://www.nzherald.co.nz/travel/news/article.cfm?c_id=7&objectid=11748480

<http://www.oversixty.com.au/travel/international-travel/2016/11/must-visit-events-in-martinborough-new-zealand/>

<http://www.oversixty.co.nz/travel/domestic-travel/2016/11/must-visit-events-in-martinborough-new-zealand/>

<http://www.oversixty.com.au/travel/international-travel/2016/10/how-we-found-glamping-in-retirement/>

<http://www.thejakartapost.com/news/2016/10/21/spoil-your-taste-buds-down-under.html>

<http://www.thejakartapost.com/travel/2016/10/19/enjoying-nature-in-the-lands-down-under.html>

<https://www.facebook.com/oversixtys/posts/1836100153286929>

<http://www.stuff.co.nz/travel/kiwi-traveller/84942421/five-of-the-best-bike-rides-in-new-zealand-that-involve-eating-and-drinking>

<http://www.oversixty.com.au/lifestyle/retirement-life/2016/10/senior-sisters-open-their-own-cafe-in-retirement/>

Barb Hyde Marketing Manager

Profit & Loss

Destination Wairarapa Inc. 1 October 2016 to 31 December 2016

	31 Dec 16	30 Nov 16	31 Oct 16
Income			
Accommodation Commission	7,562	6,062	4,070
Bookit	4,682	3,529	2,439
Interest Received	563	581	834
Membership	68,743	192	364
Other Revenue	1,399	1,398	1,774
Ticket Commission	2,172	1,836	1,498
Tourism Products	5,322	2,640	818
Travel Sales	500	708	781
Wairarapa Visitor Guide	-	27,289	27,289
Council Grants			
Grants - CDC	17,667	13,250	13,250
Grants - MDC	66,560	66,560	66,560
Grants - SWDC	28,866	28,866	28,866
Total Council Grants	113,092	108,676	108,676
Retail Sales			
Retail Sales	5,390	4,133	3,012
Less Cost of Sales	(1,013)	(762)	(779)
Total Retail Sales	4,377	3,371	2,233
Total Income	208,411	156,283	150,777
Gross Profit	208,411	156,283	150,777
Less Operating Expenses			
Corporate Support Expenses			
ACC Levies	-	-	1,040
Accounting Fees	5,179	3,979	1,200
Audit Fees	15,844	15,844	57
Bad Debts	-	456	495
Bank Fees - ANZ	161	155	149
Board Fees	343	5,170	4,547
Board Members Expenses	178	180	180
Electricity Corporate	288	346	294
Entertainment	84	26	26
Equipment Rental	272	272	272
Fringe Benefit Tax	2,399	2,399	2,399
Information Technology	1,013	1,746	1,875
Insurance	1,206	1,217	1,228
Interest Expense	1,231	1,252	1,273
Kitchen Supplies Corporate	5	68	136
KiwiSaver Employer Contributions	3,471	3,553	3,519
Legal Expenses	1,878	880	-
Membership Expenses	1,929	2,054	957

Profit & Loss

	31 Dec 16	30 Nov 16	31 Oct 16
Merchant & BNZ Bank Fees	769	626	496
Office Supplies & Photocopying Corporate	2,564	2,883	1,087
Personnel incl. Training Corporate	135	385	418
Rent & Rates Corporate	3,467	3,467	3,467
Salaries	69,808	75,229	73,314
Subscriptions & Membership	3,881	4,828	2,078
Telecom Incl Mobiles Corporate	2,461	2,511	2,509
Vehicle Leases	1,632	1,632	1,632
Vehicle Operating Costs	2,090	2,459	2,503
Total Corporate Support Expenses	122,287	133,617	107,151
Total I-Site Expenses			
Electricity i-SITES	636	1,557	1,517
Kitchen Supplies i-SITES	82	82	55
Office Supplies i-SITES	215	215	81
Personnel incl Training & Conferences i-SITES	1,280	1,280	578
Photocopier i-SITES	469	522	323
Rent & Rates i-SITES	7,169	7,253	7,806
Telecom i-SITES	1,228	1,191	1,183
Travel & Transport	-	3,197	3,197
Wages	46,401	45,204	44,326
Total Total i-Site Expenses	57,479	60,501	59,065
Total Marketing Expenses			
Distribution	3,013	3,232	2,148
Domestic Marketing	1,668	2,105	1,059
Domestic Marketing Email Distribution	832	503	609
Domestic Marketing Facebook	44	-	28
Domestic Marketing Spring Campaign	4,200	3,530	122
Imagery	415	366	-
International Marketing Alliance	18	25,000	25,000
Media Hosting	1,555	2,679	2,671
Relationship Marketing	111	175	351
Trade Events & Training	1,661	1,845	1,547
Trade Fairs	416	437	471
Visitor Guide	16,915	16,915	-
Website	817	1,520	1,303
Total Total Marketing Expenses	31,664	58,307	35,308
Total Projects Expenses			
Rimutaka Cycle Trail	7	7	-
Total Total Projects Expenses	7	7	-
Total Operating Expenses	211,437	252,433	201,525
Operating Profit	(3,026)	(96,150)	(50,748)
Non-operating Expenses			
Entertainment - Non deductible	96	34	101
Total Non-operating Expenses	96	34	101
Net Profit	(3,122)	(96,184)	(50,849)



15 February 2017

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 General

This month saw the inaugural meeting of the Cycling and Walking Strategy Advisory Group with a group of enthusiastic members ready to drive through on the strategy recently adopted by Council. Meetings will be quarterly with updates reported back to Council at the conclusion of the group's second meeting.

The Department of Conservation and the Wellington Regional Economic Development Agency (WREDA) are working together to develop a Regional Trails Framework for the Wairarapa, Wellington and Kapiti Coast. The framework will outline how everyone can work together to develop, maintain, promote and manage a world class network of off-road trails and tracks across parks and open spaces. The project is currently mapping the existing trails network, its strengths, weaknesses and any new opportunities that could address gaps in the current network.

The building services team is continuing its involvement with the GoShift programme which is a partnership between central and local government to improve performance, consistency and levels of service across the building consent system. Currently this involves councils in central New Zealand, from Bay of Plenty in the north to Nelson at the top of the South Island. The longer term goal is a unified national approach that will make it easier and faster to get a building consent, no matter where you live and work. Carterton District Council is currently leading the work programme to align inspection processes.

The Carterton Business Group, assisted by Carterton District Council, has formed a new action group to help tackle issues with the earthquake prone buildings in the central Carterton business district. The group wants to work with building owners to see if taking a collective approach can save costs and find some workable solutions for all building owners regardless of the earthquake status.

Business continuity planning for the Council's operations has begun with a draft plan having just been completed. This is part of the organisation's emergency preparedness work.

2.2 Planning Services

Work on the proposed Urban Growth Strategy continues with community workshops to discuss ideas around Carterton's urban growth planned for the 21st of February. There are two workshops offered, one in the afternoon and another in the evening. Along with general advertisements, landowners who may be directly affected have been written to and invited to come along to share their thoughts.

Responses to the draft Easter Trading Policy have been low but positive. There were 5 submissions on the proposal to allow Easter trading with all responses wishing to see the Easter trading policy go ahead as long as worker rights are respected.

A combined meeting of the planners across the Wairarapa has been reinstated in order to provide greater consistency in how the three councils apply the District Plan. Issues such as similar wording on conditions, layout for consents and workload sharing are all items for discussion.

2.3 Building Services

The two tables below outline building consent statistics for December 2016 and January 2017 compared with the corresponding period the previous year. The December comparison is much lower compared to that of the previous year although a single million dollar warehouse accounts for a large amount of the discrepancy. The January comparison shows a reversal of the December comparison with a large increase. A large driver in the December statistics appears to be a larger number, albeit at lower per build cost, of new housing.

Table 1: December 2015-2016 Comparison

Building Type	Number of Consents	Value of building works	Number of Consents	Value of building works
	December 2015	December 2015	December 2016	December 2016
New (& prebuilt) House, Unit, Bach, Crib	4	1,782,000	3	536,000
New Warehouses	1	1,000,000	-	-
New Other Buildings	1	15,000	1	14,000
Dwellings – alterations & additions	1	53,000	1	100,000
Domestic Fireplaces	1	8,000	1	4,500
Re-sited Houses	1	18,000	-	-
Domestic only - carports	1	27,000	-	-
Conservatories	1	12,000	-	-
Other outbuildings e.g. shed, workshop, sleep-out	3	55,500	2	169,000

39119

Swimming Pools & Spa Pools	-	-	2	55,000
Other Construction eg signs, pergolas	1	5,000	-	-
TOTAL	15	2,975,500	10	878,500

Table 2: January 2016- 2017 Comparison

Building Type	Number of Consents	Value of building works	Number of Consents	Value of building works
	January 2016	January 2016	January 2017	January 2017
New (& prebuilt) House, Unit, Bach, Crib	1	366,000	6	1,490,000
New Warehouses	-	-	-	-
New Farm Buildings – other	-	-	1	7,000
New Other Buildings	1	88,000		
Dwellings – alterations & additions	1	24,000	4	143,650
Domestic Fireplaces	1	4,000	3	15,500
Re-sited Houses	1	10,000	-	-
Domestic only – garages	4	61,000	1	22,000
Domestic only - carports	-	-	-	-
Conservatories	-	-	-	-
Other outbuildings e.g. shed, workshop, sleep-out	-	-	2	27,400
Shops, restaurants – Alterations & additions	-	-	1	75,000
Swimming Pools & Spa Pools	1	30,000	-	-
Other Construction eg signs, pergolas	-	-	-	-
TOTAL	10	583,000	18	1,780,550

Building consent processing has begun for the earthquake strengthening of the clock tower. The delay was to address concerns that the appearance of the tower upon completion of strengthening would not be noticeably changed.

The building control team have begun on-site audits of life safety systems of commercial buildings. The monitoring of compliance schedules are a council building control function which is in addition to the Building Consent Authority's role. Building owners have received a letter advising of the audits.

Combined building consent officers' meetings of the Wairarapa councils will continue this month. Regular meetings between all officers is aimed at increasing consistency in decision making although, with a performance based building code there will always be some discrepancies both within and between BCAs.

2.4 Asset management and GIS projects

There are a number of projects and operations being undertaken by the asset management and GIS team:

- The asset engineer continues to provide assistance with LIMs, resource and building consents. (24 LIMs, 5 resource consents and 25 building consents in total for December /January period)
- The re-drawing of water races to reflect their actual locations for the Carrington and Taratahi water races has been completed. 924 data shapes were corrected over 566 properties to reflect the buffered class A and B zones within reach of the two water race networks. This information has been handed over to the Finance department and added to the Council's internal GIS viewer platform for staff to reference.
- The cemetery data has been provided to the GIS supplier (Esri) for it to be added to the new public viewer platform. It will be merged with an existing Masterton database that is used for the same purposes, meaning public access is not defined by the territorial authorities' boundaries.
- The last report on the imagery re-fly received in early January was that conditions hadn't been particularly favourable over the previous weeks, but they anticipated improvements as the summer progresses. A request for another update to the program schedule has been made.
- Manual scanning and data storage of engineering plans is progressing with nearly 900 files scanned and available for staff to view.
- Smart water meters: investigative work has been underway to scope out what alternatives are available to either assist the meter readers, or perhaps to replace the current meter reading practices. Smart water meters are being priced for a trial in 'green-fields' applications (new developments) to view their performance and may provide a simple alternative.
- In addition to the planned re-mapping fly-over of Carterton District, a drone flight of the waste water facility has been scheduled. Permanent ground control points will be installed to assist with future consistency of the imagery as base reference points. Weather permitting this minor project will be completed soon.

2.4 Noise Control

Armourguard Security responded to 12 noise complaints in December and 10 in January. For the combined period there were 9 excessive noise directions served on non-compliant households.

2.5 Environmental Health

The first transition point for the changes from the Food Act 2014 will take place on 31 March 2017, requiring existing and new businesses with a liquor licence to

register their food control plans or national programme. A large number of hours have been sent with operators trying to ensure that compliance. There remain two operators who have yet to sign up to either a national programme or food control plan.

2.6 Liquor Licensing

Liquor licensing remains busy with 11 applications made. Five manager's certificates were processed along with three special licenses.

2.8 Animal Control

A successful prosecution for a destruction of a dog has been concluded in the District Court. This has been a long and involved process with credit due to the Council's animal control officer supplying excellent documentation and support to the prosecution team.

3 OPERATIONS

3.1 Water and Sewer Main Renewal

Work at Waingawa should be completed shortly. The contractors will then be starting the water main renewal in High Street South.

The sewer main replacement for High Street North has been put on hold due to higher than expected costs. We are going to CCTV the line again and look at inline patching some of the worst areas of pipe line.

3.2 Wastewater Irrigation

We started the irrigation season on 21 December 2016. All is working well and we have had days where we haven't irrigated due to high winds, or not enough waste water to irrigate.

3.3 Solid Waste

Tenders are due to go onto Tender Link on Friday 10th February for our solid waste contract.

3.4 Water Supply

Water restrictions came into force on 17 January. Since then the weather has been up and down with a really hot Waitangi weekend. Water usage over that weekend was very reasonable.

3.5 Staff

Jim Wilkinson, Council's water and wastewater electrician has called it a day and will finish working on Friday 17 February. Jim has worked as a contractor to the council for 37 years, and the last 5 years he was employed as and when required. Jim has seen and carried out a lot of changes in his 42 year he has worked for Carterton District Council and we wish him well in his full-time retirement.

4 COMMUNITY FACILITIES

4.1 Seats for Holloway Street

The template and seat have been forwarded to Massons Engineering who is constructing the legs and base. They will then be sent away to be galvanised before installation. The seats are to be placed at the end of Holloway Street by the High

Street intersection with one on each side of the road. This is a joint project between the Lions and Council.

One of the seats is being funded by Lions, who are also project managing the construction of the seats. This will be placed on Holloway Street in memory of Ian Renall. Given the importance of volunteers in Carterton, and to recognise the huge contribution volunteers make to the District, it has been suggested that the other seat be dedicated to volunteers.

An event will be planned for the dedication of the seats which is likely to follow the dedication of the Events Centre sculpture.

4.2 Event Centre Sculpture

The plinth is now in place for the Events Centre sculpture leaving a little bit of ground work to be completed. The concrete requires a minimum of 28 days to cure. We have been working closely with the sculptors to ensure everything will be in place for the unveiling on 22nd March.

4.3 BBQ and Shelter

This is another joint project between Lions and Council where both parties will work together. The costs are to be split between Lions and Council. The BBQ and shelter have been ordered and are due to arrive in 6 weeks. They will be situated on the grassed area next to the children's playground and basketball court in Carrington Park.

4.4 Birds Reserve

Community consultation was held during January regarding the proposed concept of Bird Park. We received 47 responses to our feedback survey with over 70% of respondents agreeing that the proposed concept met the needs of a community park. The interactive workshop which was held after feedback was collected proved to be a productive and successful structure in which to engage with the community.

One of the issues raised through the engagement process was the name of the park. After discussions with a representative of the Bird family about the name, they advised they would be happy with "Birds Reserve". Melissa Bird will also assist in the selection of specimen trees paying particular attention to trees which will attract birds to the reserve. A site visit with a contractor has taken place to see if work can commence on the path as soon as possible.

5 COMMUNITY DEVELOPMENT

5.1 2017 Tuia Leadership Programme

Dallas and Anaru Te Rangi will continue as the Carterton District Council Tuia Leaders for 2017. They will work more with the Mayor and Community Services Team on Council led activities, and skills and knowledge developed in 2016 will be more fully utilised to lead actions under the combined Council youth strategy, encourage youth participation in civic activities, and mentor others to undertake youth leadership roles in Carterton.

5.2 Haumanu House

A new logo and signage detailing participating organisations has been developed for the social service hub Haumanu House. An open afternoon was held on 9th February

for organisations to visit the venue and discuss how to increase access and services for the Carterton community.

5.3 Community Funding

Funding is now open for the Sport NZ Rural Travel Fund, and the Carterton & Districts Returned & Services Memorial Trust Fund. Closing dates for both funds is Friday 24th February.

5.4 Children's Day Event

National Children's Day – Te Ra O Te Tamariki, provides New Zealanders with an opportunity to give time to children. Plunket and the Carterton District Council Community Development Team are organising a Teddy Bear's Picnic at Carrington Park on Sunday 5th March. This is a free morning out for families and children with volunteers providing fun activities and resources.

5.5 Community Development plan

We have developed a work plan for the coming year and what we would like to achieve in the community development space. Please see attachment 1 which outlines the 2017 Action plan.

5.6 Marketing and Communications

Highlights of the marketing and communications activities recently undertaken are outlined below.

Branding

- Website – behind schedule but should be going live by the end of February.
- Communications Guidelines – initial discussions have started regarding process and implementation of communication guidelines.
- New templates have been created for official Carterton District Council notices and are being used for public information.

Marketing

- Celebrating 160 years of Carterton - initial designs have been created to commemorate the 160 year anniversary of Carterton. This can be used on all Carterton District Council correspondence, marketing material, advertising and additional marketing material during 2017.
- New marketing material is being created for Carterton Event Centre and will aim to be ready for the Wellington Wedding Show – May 7th.
- Carterton Residents Guide is on track to be published on the last Wednesday of March. The design has been updated to bring a fresh clean look, with content and advertising updated.
- Carterton Event Centre staff will be attending Wellington Wedding Show in May and will join other Carterton wedding suppliers to create a vision for Carterton Weddings.
- Carterton Event Centre staff will also be attending Show Me Wellington as part of a Wairarapa stand on March 8th

- Audience experience has been identified as an important focus for Carterton Event Centre in 2017. The marketing and venue team is looking at ways to increase numbers and increase the overall experience when attending shows.
- A digital newsletter is being created to help keep the community informed of “Whats On” at the Events Centre.
- A one page “Whats On” feature will be advertised in the Wairarapa News each month to keep the Wairarapa community of “Whats on” at the Events Centre.

Advertising

- A 12 month advertising schedule for Carterton Event Centre and Carterton District Council is complete.
- Advertising templates are being created, and will be used for Carterton Event Centre and Carterton District Council, this will make advertising more efficient and cost effective.

Social Media

- Carterton District Council Facebook is proving a very effective way of informing Carterton residents of important information.
- Mayor John Booth Page is a great platform for the Mayor to engage with the public. Kate and John work together to deliver content.

Communications

- Bird Park – communication support was provided for the Bird Park engagement process. The format was very successful and will be used again.
- Urban Growth Strategy Workshop – programmed for Tuesday 21st February. Kate has been liaising with Dave Gittings regarding the advertising of this workshop.
- Reserves Management plan – Kate working with Project Manager Lynly Selby-Neal and Dave Gittings to produce a communications plan to support the community engagement process for this project.
- Kate working with Gerry, Dave G and Solitaire to design Smokefree Carterton Signs, which will be placed in public spaces with Carterton as per the Smokefree policy. Community will be involved in helping create the final designs.

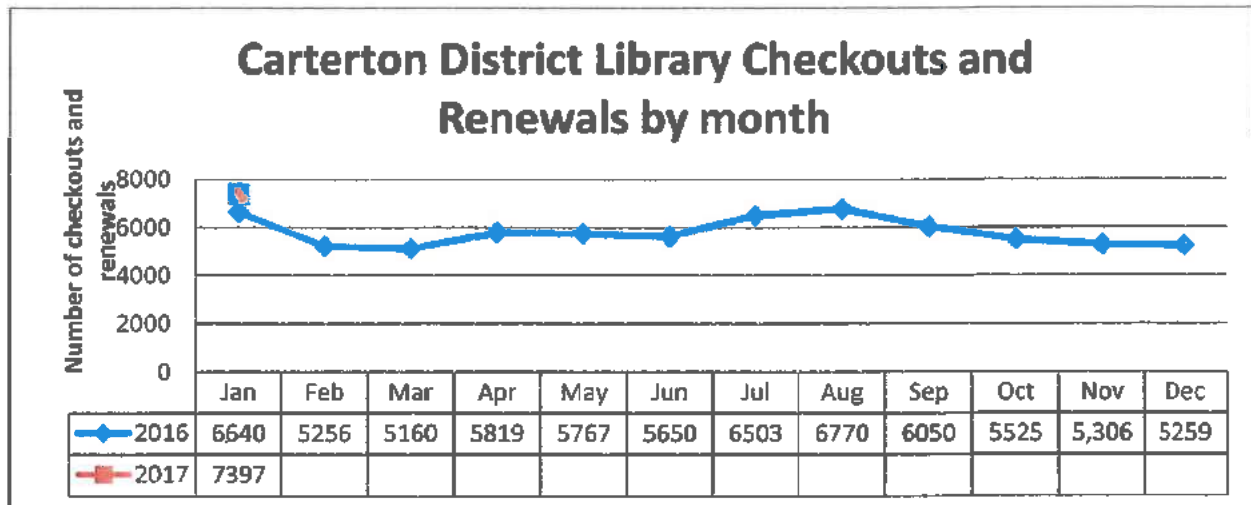
5.7 Library Monthly Report for December 2016 and January 2017

Statistics

Issues and renewals

Physical items:

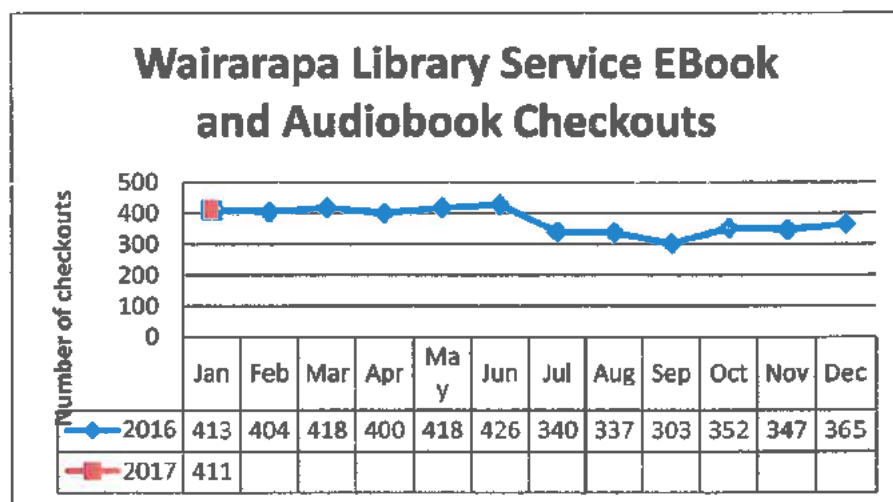
	Carterton Dec 2016	Carterton Jan 2017	Wairarapa Library Service Dec 2016	Wairarapa Library Service Jan 2017
Number of issues and renewals.	5,259	7,397	13,917	18,626



E-books and Audiobooks:

There were Ebook and audiobook issues for the entire Wairarapa Library Service in January.

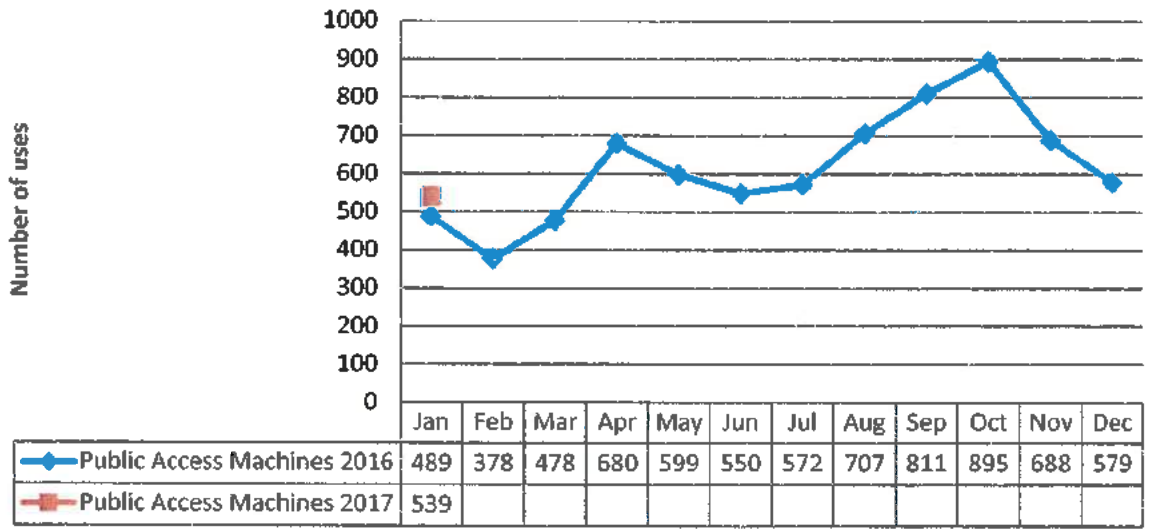
	Wairarapa Library Service Dec 2016	Wairarapa Library Service Jan 2017
Audiobooks	121	151
Ebooks	244	260
TOTAL	365	411



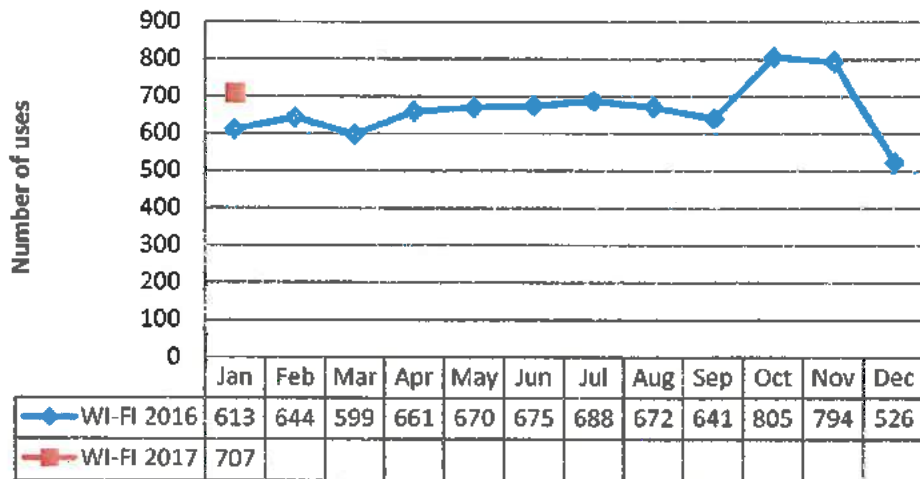
Computer and Wi-Fi access

Public Computer Use	Dec 2016	Jan 2017
APNK Public Access PCs	579	539
Wireless usage	526	707
Unique Devices (individual laptops, tablets, smart phones etc) used in the library to access wireless facility)	324	373

Number of uses of in-house public access machines



Number of times wi-fi accessed



Displays

Adult Displays	Junior Displays
T's is the season	Summer reading
Summer of Cycling	Want to create (coding)
Try a new hobby	On the farm
Aoteroroa summer reads	Give it a go

Events

- The Summer Reading Programme was conducted throughout December and January. Both the junior and intermediate finales were conducted at the end of January.
- The library closed for Christmas from 1pm 24th December 2016 until 4th January 2017.
- The 2016 Adult Reading Challenge finished in December. The reviews were digitised and the resulting booklet is in the final editing stage. It will be available to all contributors and will also be available in the library. Prizes for the best reviews have been identified and will be awarded on release of the booklet.

Other initiatives

- Registrations opened for a Coding Club for children aged 8-12 who want to learn coding. The class places were filled within hours and there is a long waiting list. The classes begin in February and the programme will run for 7 weeks on Saturdays.

5.8 Information Centre

Statistics

Local: 2092 Out of Town: 75 Phone: 53

Events Enquiries 191

Social Services 45

General Enquiries 71

Meetings 1169

Accommodation 2

Activity/Attraction 22

Other 77

There have been a large number of end of year events that have included such occasions as school assemblies (and prize giving) for St Mary's and Carterton School which have inflated the numbers especially for the 'meetings'

News

We had another surge in marriage licences in December, a total of 6 which again was due in part to it being wedding season and in part because Wellington registry office was taking urgent enquiries only.

5.9 Radio Show / Facebook / Twitter / Social Media Presence

Radio show

2nd December : Corrine from Heart of the Arts did her last radio show.

9th December: Nikki King from Spank (local Carterton band) and then Sara & Ben from Dog Days doggycare in Greytown.

16th December : New owners from Matador Motel, Steve & Cath Hurley and then just a short summary by Rob & Val for the new owners of the Royal Hotel in Featherston.

23rd December : Jill Rose from Spellbound Bookbinding and Richard Hall from Stonehenge Aotearoa.

Facebook

930 followers at present so we are slowing gathering momentum. We also maintain a page for Carterton Connections which also has a following of 244 people that use it (two up from last month)

Twitter

We are up to 371 followers on twitter

Art Sales

No art sales over December

On Behalf and miscellaneous

Leading up to Christmas the jewellery sales were the most popular.

Ticketing

A few tickets for next years performances and events of Grumpy Old Women and the Wairarapa Country Music Festival enquiries.

Social Services

JP enquiries have increased and people are regularly enquiring about their availability.

6 FINANCIAL

This short report provides summary information on the financial results for the Council for the financial year to 31 December 2016. Full financial statements are available. Budgets used are those from the annual plan and any changes approved by Council.

6.1 Annual report for the year ended 30 June 2016

At its meeting of 23 November 2016, the Council approved the annual report for the year ended 30 June 2016 and authorised the Mayor and Chief Executive to approve any editorial changes. At that stage the auditors had not finalised their opinion.

The auditors have now completed their audit and are ready to issue their opinion. The final wording of the statement of compliance and responsibility and of a couple of performance measures is being discussed. A final annual report will be ready for the Council meeting of 22 February 2017 for adoption. The small number of differences from 23 November 2016 and the auditor's report will be emailed to councillors before the meeting.

6.2 Key financial measures

The Council has recorded an operating surplus of \$267,881 for the six-month period to 31 December 2016. This compares with the budgeted surplus of \$269,938, an unfavourable variance of \$2,057.

Overall operating revenue was \$7,478,570, over budget by \$190,909. Revenue was over budget for infrastructure contributions (\$162,294), regulatory fees, particularly building consent and dog registrations (\$94,138), for the holiday park (\$71,524), and for Events Centre hireage (\$19,857). These are mostly permanent differences. The over-recovery was offset by negative timing variances for NZTA roading subsidies (\$170,689) and water meter income (\$31,784) election services (\$18,394).

Overall operating expenditure was \$7,213,072, over budget by \$149,224. Expenditure included a number of unplanned items including sewerage activity consultancies and materials (\$128,539), holiday park expenses (\$94,967), building inspection consultancy fees (\$66,257) and Events Centre operating costs (\$50,766). This was partly offset by positive timing variances for roading activity (\$119,970) and landfill resource consents (\$52,000).

Total capital expenditure this year to date was \$1,492,402, 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 approved a further \$651,325 mostly to complete capital items brought forward from the previous year, and Chief Executive has approved a further \$33,383 under delegated authority for emergency capital expenditure. Expenditure for the four months to date is 22 percent of the revised total of \$6,794,847.

Currently the Council has twelve term loans held with the Bank of New Zealand totalling \$8,223,505 and five finance leases totalling \$82,657.

6.2 Unbudgeted expenditure

Additional expenditure beyond the budget can be approved by Council. Unbudgeted expenditure was approved by Council in October. In addition, unbudgeted expenditure has been approved by the Chief Executive under delegated authority. Since the last Council meeting the Chief Executive has approved the following unbudgeted expenditure:

Unbudgeted capital expenditure	Amount
Holloway Street seats (with Lions)	\$ 12,000
Replacement pump swimming pool	\$ 1,723

7 HEALTH AND SAFETY

Since reporting to the last Council meeting little progress has been made as there has been only one short meeting of the Health and Safety Committee on 22 December.

At that meeting we:

- Reviewed and approved the Holiday Park hazard register.

- Discussed and approved the hazard register for Regulatory, Environmental and GIS.
- Reviewed and updated action items.
- Received a report on the investigation of an accident where a staff member fell from a ladder. The accident was not a notifiable event.

In addition we have enrolled three staff on an ICAM (Incident, Cause, Analysis, Method) training course. This two day course will help the staff concerned to understand and apply the ICAM root cause investigation methodology. ICAM investigators are a valuable asset in any organisation seeking to maximise learning from adverse events to avoid reoccurrence and improve future resilience to hazards. This course will introduce our staff to best practice in incident investigation and enable them to develop practical skills to apply back in our workplace. A staff member from South Wairarapa District Council will also attend the course allowing us the possibility to share investigators in the future, particularly where an independent investigator is seen as preferable.

8 RECOMMENDATIONS

That the Council:

1. Receives the report.
2. **Notes** that the Chief Executive has approved unbudgeted capital expenditure for the new public seating in Holloway Street and the replacement of a pump at the swimming pool.

Jane Davis
Chief Executive

2017 Community Development Action Plan				
What we do	What we mean by it	How we achieve it	How we measure how effective it is	
1.0 Community Networks	Develop and maintain relationships to ensure effective and efficient provision of services	1.1 Increase engagement of Carterton Community Network organisations	6 weekly meetings are facilitated with comprehensive minutes recorded	Annual Network survey
			Organisations attend 5 meetings and are actively involved in Network activities	Annual Network survey
		1.2 Increase the capability and capacity of community organisations	Provide 3 community training workshops	Annual Network survey
			Develop 2 volunteer mentors to provide support to organisations	Annual Network survey
		1.3 Increase the use of services provided at Haumanu House	Launch of new logo and signage	Annual Network survey
			Provide effective disability access to building	Annual Network survey
			On average, 50 people per month receive services	Annual Network survey
			Fortnightly meetings with NS Coordinator are held	Annual performance review
		1.4 Support the development of Carterton Neighbourhood Support Groups	Quarterly meetings for Group Contacts are held	Annual NS survey
			Weekly newsletter for Group Contacts is distributed	Annual NS survey
			Hold Neighbours Day event 25-26 March	Annual NS survey

			1.5	Maintaining effective links with other Network groups (eg. Wairarapa Community Networks, Resilient Carterton, Funders Forum, etc)	Attend 8 meetings and be actively involved in activities	Annual Network survey
2.0	Community Engagement	Develop authentic and equitable relationships that encourage active participation in local democracy	2.1	Increase opportunities for community engagement	Develop community survey	Annual community survey
			2.2	Increase engagement with demographic groups	Develop a culture of community-led engagement across council departments	Annual community survey
			2.3	Develop and promote events to acknowledge and celebrate social diversity and issues	Visit 50% of neighbourhoods	Annual community survey
					Establish stakeholder engagement groups for Māori, disability, youth, seniors	Annual community survey
					Promote activities for Childrens Day, Youth Week, National Volunteer Week, Mental Health Awareness Week, Māori Language Week, International Day of Older Persons, White Ribbon Day	Annual community survey
3.0	Youth Development	Strengthen rangatahi voice and support rangatahi potential	3.1	Complete Combined Councils Youth Action Plan	Develop youth survey	Annual youth survey
					Develop recommendations for strengthening YOCO	Annual youth survey
					Map existing avenues that represent rangatahi voice and	Annual youth survey
					Develop rangatahi Māori forums to fill representation gaps	Annual youth survey

				Develop Young Leader Award for civic award process	Annual youth survey
				Attend 5 Youth Network meetings (Youth Forum & YETE Partnership) and be actively involved in activities	Meeting notes
				Provide ongoing support for resourcing opportunities and activities	MDU review
				Develop programme selection process	Annual youth survey
				Provide 3 leadership opportunities for mentoree	Annual community survey
				Work in partnership with Wairarapa Safer Communities Trust to develop 3 mentors	MDU review
				Provide 3 programmes during term school holidays	Annual community survey
				Promote and administer Council's 4 funding processes - Community Grants, SportNZ Rural Travel Fund, Returned Services Welfare Fund, Creative Communities Scheme	Annual community survey
				Develop Council website page detailing Council and other funding opportunities	Annual community survey
				Provide ongoing funding information and advice through relevant website and social media platforms	Annual community survey
				Support Rangatahi to Rangatira to deliver youth activities	
				Support Mayoral TUIA programme	
				Develop volunteer mentor network to support rangatahi into employment	
				Increase opportunities for children's experiences and interests	
				Provide funding opportunities for the community	
				Develop online resources for resourcing and funding opportunities	
				Provide access to funding and resourcing opportunities	
4.0	Community Funding				

			4.3	Increase the capability of community organisations to successfully apply for funding	Provide 2 community training workshops Attend 3 Funders Forum meetings	Annual community survey Meeting notes
5.0	Civic Ceremonies	Provide activities that support identity and participation	5.1	Hold Citizenship Ceremonies	Hold 4 ceremonies	Annual community survey
			5.2	Support nominations for Charles Rooking Carter Awards	Ensure at least 3 nominations for each category	Annual community survey
			5.3	Support community activities for new residents	Provide annual Christmas Function	Annual community survey
6.0	Emergency Response	Develop a prepared and resilient community	6.1	Develop a Community Emergency Hub	Provide emergency response and Hub training for staff and volunteers Hold Community Meeting and Activation Exercise Complete community asset register for Hub Emergency Kit	Annual community survey Annual community survey Annual community survey
			6.2	Develop a Community Emergency Hub Guide	Guide finalised and published online	Annual community survey
			6.3	Develop preparedness resource for homes	Develop 'quick reference' tool eg. Fridge magnet, pamphlet	Annual community survey
			6.4	Develop effective welfare response systems	Attend 3 Welfare Committee meetings	Meeting notes

**The minutes of the Ordinary Meeting of the Carterton District Council held in the
Carterton Events Centre, Holloway Street, Carterton
on Wednesday 14 December 2016 at 1pm.**

Present: Mayor John Booth (presiding)
Crs R Keys, R Carter, B Deller, J Greathead, T O'Callaghan, R Vergunst

Attendance: J Davis (Chief Executive)
M Sebire (Corporate Services Manager)
D Gittings (Planning and Regulatory Manager)
S Robertson (Planning Officer)
K Jurlina (Marketing and Communications Coordinator)
H Burgess (Executive Assistant)

1. Apologies

Moved

Apologies were received from Cr G Lang, Cr M Ashby, PJ Donovan and Lou Cook.

Crs Carter / O'Callaghan
Carried

2. Conflict of Interest

There was no conflict of interest declared.

3. Public Forum

There were no public speakers

4. Notification of General Business / Late Items

No General Business or late items for meeting.

5. Tuia Program

Today we were privileged to see the difference the Tuia Program has made to Dallas and Anaru's life, their journey through the Project. Young Maori Leaders selected in 2016 to be mentored by their local Mayor, to get involved with community leadership projects and to attend five, three and four day wananga. The five wananga focused on:

- 1 Connection to ancestors
- 2 Connection to environment – they put in a community garden at Hamanu house.
- 3 Connection to others
- 4 Connection to yourself
- 5 Connection to bring them all together

6. Carterton Wastewater Project – Development Strategy and Draft Consent Framework.

Purpose

To report the proposed, sustainable development plan for the Carterton wastewater treatment plant and irrigation scheme in support of CDC's imminent consent applications in early 2017.

Moved

That Council received the report.

Crs O'Callaghan / Vergunst

Carried

Moved

That Council supports the proposed development, timetable and cost estimates for upgrading the Carterton wastewater treatment plant and irrigation scheme consistent with the draft 2017 consent applications.

Mayor Booth / Cr Deller

Carried

Moved

That Council supports the structure and approach taken in the draft consent framework, including the 35-year term applied for.

Mayor Booth / Cr Greathead

Carried

7. Bird Park

Purpose

For Council to agree to consult with the community about a design concept for Bird Park.

Moved

That Council received the report.

Crs Greathead / Vergunst

Carried

Moved

That Council agrees to release the initial concept plan for Bird Park and seek feedback on the park's use and design, as shown in Attachment 1.

Cr Carter / Vergunst

Carried

Moved

That Council agrees to establish a Committee to engage with the community and make a final decision on the park's use and design.

Cr Greathead / Carter
Carried

Moved

That Council adopts the Terms of Reference for a Bird Park Plan Committee, as in Attachment 2.

Cr Keys / O'Callaghan
Carried

Moved

That Council appoints Cr Keys, Cr O'Callaghan and Cr Vergunst to the committee, and appoints Cr Keys as the Chair.

Mayor Booth / Cr Greathead
Carried

8. Walk – Cycle Carterton 2016

Purpose

For Council to consider adopting of Carterton District Walking and Cycling Strategy 2016.

Moved

That Council received the report.

Crs Carter / Greathead
Carried

Moved

That Council adopt the Carterton Walking and Cycling Strategy 2016, as in Attachment 1.

Crs Greathead / O'Callaghan
Carried

Moved

That Council agrees to initiate a Carterton Walking and Cycling Advisory Group as per Action Plan 7.

Crs Carter / Deller
Carried

9. Building(Earthquake-prone Buildings) Amendment Act

Purpose

To inform the Council of progress and potential impact on the changes to legislation in relation to earthquake prone buildings.

Moved

That Council received the report.

That Council notes the changes to the legislation will require reissue of earthquake prone building notices and monitoring of their display.

Crs Deller / Carter

Carried

10. Provisional Wairarapa Local Alcohol Policy

Purpose

For Council to adopt changes to the Provisional Wairarapa Local Alcohol Policy, subject to the Alcohol Regulatory Licencing Authority's determination that all appeals have been resolved.

Moved

That Council received the report.

Crs Keys / O'Callaghan

Carried

Moved

That council adopts the changes to the Provisional Wairarapa Local Alcohol Policy, in Attachment 1, for the Carterton District; subject to:

- I. Its adoption by Masterton and South Wairarapa District Councils; and
- II. agreement of the Alcohol Regulatory Licencing Authority to the resolution of appeals.

Crs Greathead / Carter

Carried

Moved

That council agrees the policy will come into force 3 months from the date that the Alcohol Regulatory Licencing Authority determines that all appeals have been resolved.

Crs Greathead / Deller

Carried

11. Easter Trading Hours

Purpose

For Council to consider the options regarding an Easter Sunday Shop Trading Policy; and recommend the adoption of the draft Easter Trading Policy and Statement of Proposal.

Moved

That Council received the report.

That council adopts the draft Easter Sunday Trading Policy and the Statement of Proposal for consultation, using the Special Consultative Procedure as specified in Section 83 of the Local Government Act 2002.

Crs Greathead / O'Callaghan

Carried

Moved

That council approves the consultation process and timeline outlined in section 5 of the report.

Crs Carter / O'Callaghan

Carried

12. Council Feedback to the Draft Wellington Region Waste Management and Minimisation Plan.

Purpose

An opportunity for Council to feedback on the Draft Wellington Region Waste Management and Minimisation Plan 2017 – 2023.

Moved

That Council received the report.

That Council agrees to develop feedback on the draft Wellington Region Waste Management and Minimisation Plan through an informal workshop of elected representatives and Hurunuiorangi Marae representatives in January.

Crs Vergunst / Keys

Carried

Moved

That council delegates to the Council's representative on the Wellington Region Waste Management and Minimisation Plan Joint Committee authority to collate the Council's views and feed those views into the process to finalise the draft plan.

Crs Carter / Keys

Carried

13. Te Kāuru Upper Ruamāhanga River Floodplain Management Sub-Committee

Purpose

To update council on the meeting held on Tuesday 6th December 2016.

Moved

That council received this report.

That council agrees to meet before the next Te Kāuru Upper Ruamāhanga Floodplain Management Sub Committee in February 2017.

Crs Deller / O'Callaghan

Carried

14. Chief Executives Report

Purpose

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

Moved

That Council received the report.

That council notes the Chief Executive has approved unbudgeted capital expenditure for a replacement projector at the Events Centre, large HD monitors and Surface Pro tablets for the Building Inspectors, a tandem trailer transporter for Operations, and a personal security camera and associated IT for the Animal Control Officer.

Crs Keys / Greathead

Carried

15. Section 17A Review Solid Waste Service Delivery

Purpose

For Council to consider the service delivery options for solid waste management services and for Council to make a decision on future service delivery.

Moved

That Council received the report.

That Council agrees to proceed with tendering of the Solid Waste Services contract, in collaboration with Masterton District Council and South Wairarapa District Council.

Crs Greathead / Deller

Carried

Moved

That Council notes the service levels relating to kerbside collection will be discussed and confirmed prior to signing the new contract.

Crs Keys / Deller
Carried

16. Confirmation of the minutes

Moved

That the minutes of the Ordinary Meeting held on Wednesday 23 November 2016 be confirmed.

Crs Carter / Vergunst
Carried

17. Matters Arising from 23 November 2016 Minutes

There were no matters arising from the minutes from the 23rd November 2016.

18. Public Excluded

Moved

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

1. Minutes of the Public Excluded Portion of the Ordinary Meeting held on the 23rd November 2016

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
1. Minutes of the Public Excluded Portion of the Ordinary Meeting held on the 23 November 2016	Good reason to withhold exists under Section 7.	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)

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

Item no.	Interest
1.	Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) (Schedule 7(2)(i))

Crs Carter / O'Callaghan
Carried

Moved

That the Council go out of Public Excluded and return to the Ordinary meeting at 3.25

Crs Keys / Carter
Carried

The public portion of the meeting concluded at 3.25pm

Minutes confirmed.....

Date.....