

Councillor Workshop Agenda¹

18 December 2019

Approx. start time	Topic	Description	Lead
9.00am	Annual Plan 2020/21	Overview of the upcoming Annual Plan and rates. Process for rates review. Discussion about community consultation on Annual Plan and rates review	Phoebe/Chris
9.45	Induction programme	Review of programme to date and upcoming events – opportunity for Councillors to add training/briefings/events to the draft programme	Jane/Phoebe
10.00	Community funding	To take Councillors through how community funding works	Carrie
10.30	Events Centre performance	Presentation on the financial performance of the Events Centre	Carrie
10.45	Morning tea	Carol's last day with CDC – presentation	Mayer
11.00	Sustainability opportunities	Out of the mouths (or pens) of babes – consideration of the ideas in the Carterton School kids' letters to the Council	Jane
11.30	Prep for Citizenship Ceremony		
11.45	Citizenship Ceremony		
12.15pm	LUNCH		
1pm	Council meeting		

¹ Criteria for setting workshop agendas:

1. Briefing Councillors on emerging issues
2. Training
3. Indication of Councillor preference before initiating a policy/project
4. Presentations from external parties
5. Informing on complex issues

Note: Under LGOIMA workshops cannot be used to make decisions

Councillor Workshop Agenda¹

29 January 2020

Approx. start time	Topic	Description	Lead
9.00am	Climate Change Strategy	Presentation of the draft Climate Change Strategy	Mélanie/Carrie
10.00	Annual Plan 2020/21	Discussion draft Annual Plan and rates. Discussion about community consultation on Annual Plan/rates review/10 Year Plan	Phoebe/Chris
11.00	Broadway upgrade plans	A quick revisit of the plans currently sitting in the wings, pending funding availability	Jane
11.20	Action lists from previous 10 YP and Annual Plan feedback processes	A action list was developed in response to requests received by Council through statutory planning processes, for actions that lie outside the formal planning process. List is attached (#54824)	Jane
11.35	Issues updates	Update to Councillors on live issues (Sargents motorcycles consent application, clean fill at Waingawa, clocktower strengthening)	Jane, Dave
11.45	Te reo	Session with Aunty Mihi	Gerry
12.15pm	LUNCH		
1pm	Council meeting		

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Councillor Workshop Agenda¹

18 March 2020

Approx. start time	Topic	Description	Lead
9.30am	3 Waters review	Update on the Government's plans to reform waters delivery and water regulation	Jane
10.00	Policy review programme	Following the Policy and Strategy meeting decision to workshop the current policies and start preparing a review programme	Phoebe/Dave
11.00	Issues updates	Opportunity for Councillors to raise any issues out in the community	Jane
11.30	Te reo	Session with Aunty Mihi	Trisha
12.00	South End School	Visit from South End School kids – opportunity to hear their views on Carterton and answer their questions	
12.30pm	LUNCH		
1pm	Council meeting		

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Notes from Council Zoom catch-up 26 March 2020

Present: Greg, Steffen, Robyn, Steve, Brian, Jill, Russell, Rob, Rebecca, Jane, Phoebe, Elisa

1. What staff are up to

Jane ran through the current activities of staff.

2. Annual Plan 2020-2021

Phoebe talked about Management's current thinking regarding the Annual Plan.

3. Next rates instalment

Phoebe outlined Management's proposed approach to the May rates instalment (notices going out end of April).

4. Current bank arrangements

Phoebe outlined the arrangements she's just negotiated with our bank.

5. Communications

Elisa outlined the current communications arrangements.

6. General discussion/questions

Is the WWTP project still operating? What does current situation mean for timing of lining?

What's happening with the Foodbank?

Notes from Council Zoom catch-up 8 April 2020

Present: Greg, Steffen, Robyn, Steve, Brian, Jill, Rob, Rebecca, Jane, Phoebe, Elisa, Carrie, Dave

1. Annual Plan Update

Phoebe updated Councillors on the current work.

2. Shovel ready projects list

Jane talked about the list previously circulated.

3. Rating Review

In response to an email circulated earlier from Chris about postponing the rating review.

4. Recovery planning

Dave talked about the start of the recovery planning and the proposal to undertake the planning with the three Wairarapa Councils and other relevant agencies (e.g. Destination Wairarapa).

5. Agenda item for "Other items not on the agenda"

A proposal was put up that CDC Council meeting agendas include an item and explicit process for late items.

6. Organisation update

Jane provided an update.

7. Update from the Mayor

8. General discussion

Notes from Council Zoom catch-up 15 April 2020

Present: Greg, Steffen, Robyn, Steve, Brian, Jill, Rob, Rebecca, Russell, Jane, Phoebe, Elisa, Carrie, Dave, Gerry

1. Organisation Update

Jane updated Councillors on the current activities.

2. Community outcomes

Gerry took Councillors through the community outcomes drafted up following the March workshop.

3. Recovery planning

Dave outlined the plans for recovery planning.

4. Update from the Mayor

5. General discussion

Notes from Council Zoom catch-up 22 April 2020

Present: Greg, Steffen, Robyn, Steve, Brian, Jill, Rob, Rebecca, Russell, Jane, Phoebe, Carrie, Dave, Gerry

1. Community outcomes

Gerry previously sent to everyone the amended outcome statements following last week's catch-up.

2. Annual Plan

Phoebe previously sent through information about the modelling work underway and the approach being taken.

3. Level 3 activities

Jane had previously distributed Level 3 Plan.

4. Council and Committee meetings in May

Jane had sent out a suggestion that the Audit and Risk and Water Race committees meet on the 20th as scheduled, and the Council meets on the 27th (rescheduled from 4 May).

5. Wairarapa Recovery

Dave outlined the plans for recovery planning, including what was happening regionally and nationally, which appears to be a bit unrealistic at this stage (i.e. overly bureaucratic)

Jane talked about paper being put together on governance arrangements for Wairarapa recovery work.

6. Clocktower and WWTP project updates

7. Mayor's Taskforce for Business Recovery

8. Organisation Update

Jane updated Councillors on the current activities which have focussed on getting teams organised for a safe return to work next week, or continuation of working from home

9. Update from the Mayor

10. Other stuff

Notes from Council Zoom catch-up 29 April 2020

Present: Greg, Steffen, Robyn, Steve, Brian, Jill, Rob, Rebecca, Russell, Jane, Phoebe, Carrie, Dave, Gerry

1. Earthquake-prone buildings (EPB)

Dave outlined the EPB process and history.

2. Winter Festival

Carrie talked about the option to postpone to next year the Winter Festival because of the uncertainties with COVID and gatherings limitations under COVID.

3. Level 3 activities

Gerry talked through the rollout of Level 3 which has gone very smoothly.

4. Wairarapa Recovery

Dave updated progress with the plans for recovery.

5. Organisation Update

Jane updated Councillors on the current activities which have focussed on supporting the teams as they return to work, and continuation of working from home.

6. Other stuff

Notes from Council Zoom catch-up 6 May April 2020

Present: Greg, Steffen, Robyn, Steve, Brian, Jill, Rob, Rebecca, Russell, Jane, Phoebe, Carrie, Dave, Gerry, Elisa

1. Preparation for Level 2

Gerry talked to Ems about managers and staff working through the details of Level 2.

2. Annual Plan

Phoebe updated EMs on where staff have got to with the Annual Plan review.

3. Procurement policy review

Jane and Phoebe talked about reviewing the current procurement policy to reflect guidance coming from the Local Government COVID Response Team.

4. Wairarapa Recovery

Dave updated progress with the plans for recovery.

5. Organisation Update

Jane updated Councillors on the current activities which include preparing for Level 2 and bedding in Level 3 protocols.

6. Other stuff

Notes from Council Zoom catch-up 13 May April 2020

Present: Greg, Robyn, Steve, Brian, Jill, Rob, Rebecca, Russell, Jane, Phoebe, Carrie, Dave, Gerry, Elisa

1. Level 2 activities

Gerry talked through the arrangements put in place to open the Council's full services tomorrow, as NZ goes into Level 2.

2. Committee and Council meeting arrangements

Phoebe and Carrie talked through how meetings next week will run.

3. Annual Plan update

Phoebe updated EMs on where staff have got to with the Annual Plan review.

4. Wairarapa Recovery

Rebecca talked about the governance arrangements for the recovery, following on from the discussion at the Combined Councils Forum earlier in the day.

5. Amateur Sports Association request for assistance

Steve led the discussion about what Council should be offering to clubs to assist them during the COVID period and beyond.

6. Other stuff

Councillor Workshop Agenda¹

10th June 2020

Approx. start time	Topic	Description	Lead
9.00am	Daffodil festival	Making a call on whether to go ahead or not	Carrie
9.15	Attending meetings electronically after COVID restrictions	The rules about attending meetings electronically once temporary measures expire – probably when we move into Alert Level 1 (i.e. going back to the Council's Standing Orders and LGOIMA restrictions) Also developing protocols for remote meeting attendance and live-streaming	Greg/Jane
9.45	Hurunui o Rangī Marae MOU	Review of MOU with Hurunui o Rangī Marae (current MOU attached)	Rebecca/Jane
10.30	Coffee		
10.45	Elected member accountability reporting	Review of the format and reducing inconsistent approaches to the reporting	Rebecca
11.00	COVID recovery planning	Update on here the planning has got to	Dave
11.30	Chester Road pipe replacement.	Feedback from the residents' meeting and heads-up about report and decision at next Council meeting	Brian/Dave
12.00	LTP environmental scan	Confirmation of the outputs from the environmental scan workshop (see attached outputs doc and latest population projections)	Dave/Gerry
12.30pm -1.30	Elected members-only session		
1.30-2.30	Carrington Park leaves	Getting out and about – helping the Parks team tidy up leaves at Carrington Park	

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