



# ORDINARY MEETING of Council AGENDA

**Time:** 9:30 am  
**Date:** Wednesday, 18 September 2024  
**Venue:** Waiata House, 27 Lincoln Road,  
Masterton

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## MEMBERSHIP

Mayor Gary Caffell (Chairperson)

Councillor Bex Johnson  
Councillor Craig Bowyer  
Councillor Brent Goodwin  
Councillor David Holmes

Councillor Tom Hullena  
Councillor Stella Lennox  
Councillor Tim Nelson  
Councillor Marama Tuuta

## Values

1. **Public interest:** members will serve the best interests of the people within the Masterton district and discharge their duties conscientiously, to the best of their ability.
2. **Public trust:** members, in order to foster community confidence and trust in their Council, will work together constructively and uphold the values of honesty, integrity, accountability and transparency.
3. **Ethical behaviour:** members will not place themselves in situations where their honesty and integrity may be questioned, will not behave improperly and will avoid the appearance of any such behaviour.
4. **Objectivity:** members will make decisions on merit; including appointments, awarding contracts, and recommending individuals for rewards or benefits.
5. **Respect for others:** will treat people, including other members, with respect and courtesy, regardless of their ethnicity, age, religion, gender, sexual orientation, or disability. Members will respect the impartiality and integrity of Council staff.
6. **Duty to uphold the law:** members will comply with all legislative requirements applying to their role, abide by this Code, and act in accordance with the trust placed in them by the public.
7. **Equitable contribution:** members will take all reasonable steps to ensure they fulfil the duties and responsibilities of office, including attending meetings and workshops, preparing for meetings, attending civic events, and participating in relevant training seminars.
8. **Leadership:** members will actively promote and support these principles and ensure they are reflected in the way in which MDC operates, including a regular review and assessment of MDC's collective performance.

These values complement, and work in conjunction with, the principles of section 14 of the LGA 2002; the governance principles of section 39 of the LGA 2002; and our MDC governance principles:

<b>Whakamana Tangata</b>	Respecting the mandate of each member, and ensuring the integrity of the committee as a whole by acknowledging the principle of collective responsibility and decision-making.
<b>Manaakitanga</b>	Recognising and embracing the mana of others.
<b>Rangatiratanga</b>	Demonstrating effective leadership with integrity, humility, honesty and transparency.
<b>Whanaungatanga</b>	Building and sustaining effective and efficient relationships.
<b>Kotahitanga</b>	Working collectively.

## Order Of Business

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The Chairperson will open the meeting with the karakia

**Karakia timatanga**

Kia tau ngā manaakitanga a te mea ngaro  
ki runga ki tēnā, ki tēnā o tātou

Kia mahea te hua mākihikihi

kia toi te kupu, toi te mana, toi te aroha, toi te Reo  
Māori

kia tūturu, ka whakamaua kia tīna! Tīna!

Hui e, Tāiki e!

Let the strength and life force of our  
ancestors

Be with each and everyone of us

Freeing our path from obstruction

So that our words spiritual, power, love and  
language are upheld

Permanently fixed established and  
understood

Forward together

At the appropriate time, the following karakia will be read to close the meeting

**Karakia whakamutunga**

Kua mutu ā mātou mahi

Mō tēnei wā

Manaakitia mai mātou katoa

Ō mātou hoa

Ō mātou whānau

Āio ki te Aorangi

Our work has finished

For the time being

Protect us all

Our friends

Our family

Peace to the universe

**1 CONFLICTS OF INTEREST**

Members are reminded of the need to be vigilant to stand aside from decision making when a conflict arises between their role as a member and any private or other external interest they might have.

**2 APOLOGIES**

The Chair invites notice from members of:

- leave of absence for future meetings of Masterton District Council
- apologies, including apologies for lateness and early departure from the meeting where leave of absence has not previously been granted.

**3 PUBLIC FORUM**

**4 ITEMS NOT ON THE AGENDA**

The Chairperson will give notice of items not on the agenda as follows:

*Matters requiring urgent attention as determined by resolution of the Council*

- The reason why the item is not on the agenda; and
- The reason why discussion of the item cannot be delayed until a subsequent meeting.

*Minor matters relating to the general business of Council*

No resolution, decision or recommendation may be made in respect of the item except to refer it to a subsequent meeting of Masterton District Council for further discussion.

**5 CONFIRMATION OF COUNCIL MINUTES**

**5.1 MINUTES OF COUNCIL MEETING HELD ON 7 AUGUST 2024**

**File Number:**

**Author:** Harriet Kennedy, Governance Team Leader

**Authoriser:** Kym Fell, Chief Executive

**RECOMMENDATION**

That the Minutes of Council Meeting held on 7 August 2024 be received and confirmed as a true and correct record of that meeting.

**ATTACHMENTS**

- 1. Minutes of Council Meeting held on 7 August 2024**



# **MINUTES**

**Ordinary Council Meeting  
Wednesday, 7 August 2024**

**Order Of Business**

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**MINUTES OF MASTERTON DISTRICT COUNCIL  
ORDINARY COUNCIL MEETING  
HELD AT WAIATA HOUSE, 27 LINCOLN ROAD, MASTERTON  
ON WEDNESDAY, 7 AUGUST 2024 AT 9:45 AM**

**PRESENT:** Mayor G Caffell (Chair), Councillors B Johnson, C Bowyer, B Goodwin, D Holmes, T Hullena, S Lennox, T Nelson and M Tuuta

**IN ATTENDANCE:** Iwi Representative Jo Hayes, Iwi Representative Robin Potangaroa, Chief Executive, General Manager Finance, General Manager Strategy and Development, General Manager Community, Chief Advisor, General Manager Infrastructure and Assets, General Manager Corporate, Pou Ahurea Māori, Governance Team Leader

Mayor Gary Caffell welcomed Robin Potangaroa, the newly appointed iwi representative for Ngāti Kahungunu.

At the beginning of the meeting, Grace McPartland and Chester Thawley, Co-Chairs of the Masterton District Council Youth Council, provided Council with an update on the activities of the Youth Council.

**1 CONFLICTS OF INTEREST**

No conflicts of interest were declared.

**2 APOLOGIES**

There were no apologies.

**3 PUBLIC FORUM**

There was no public forum.

**4 ITEMS NOT ON THE AGENDA**

There were no late items.

**5 CONFIRMATION OF COUNCIL MINUTES**

**5.1 MINUTES OF COUNCIL MEETING HELD ON 26 JUNE 2024**

**RESOLUTION 2024/50**

Moved by Councillor B Johnson  
Seconded by Councillor S Lennox

That the Minutes of Council Meeting held on 26 June 2024 be received and confirmed as a true and correct record of that meeting.

**CARRIED**

## 5.2 MINUTES OF COUNCIL MEETING HELD ON 31 JULY 2024

### RESOLUTION 2024/51

Moved by Councillor S Lennox  
Seconded by Councillor D Holmes

That the Minutes of Council Meeting held on 31 July 2024 be received and confirmed as a true and correct record of the meeting.

**CARRIED**

## 6 COMMITTEE REPORTS

### 6.1 AWARDS & GRANTS COMMITTEE MEETING - 10 JULY 2024

#### RESOLUTION 2024/52

Moved by Councillor T Nelson  
Seconded by Councillor M Tuuta

That Council confirms the report of the Awards and Grants Committee meeting held on 10 July 2024 including the following resolutions:

- **2024-34 Long Term Plan Funding Applications**

*That the Awards and Grants Committee:*

1. **Receives** the 14 applications for 2024-34 Long-Term Plan funding,
2. **Decides** funding allocations for these applications, as summarised below

No.	Organisation	Project Description	Allocation
1	<b>Business Wairarapa</b>	Seeking funding towards further economic development, training, connections and advocacy on behalf of all Wairarapa businesses.	<b>Year 1 \$30,000 Year 2 \$30,000 Year 3 \$30,000</b>
3	<b>Digital Seniors</b>	Seeking funding towards supporting two part-time staff and 22 volunteers with travel costs across Masterton and maintain key infrastructure such as a website and 0800 helpline.	<b>Year 1 \$15,000 Year 2 \$15,000 Year 3 \$15,000</b>
4	<b>Fab Lab</b>	Seeking funding towards the delivery of Fab Lab for the Masterton Community providing a hub space, unlimited use of equipment to create a library makerspace and deliver industry-level digital fabrication access and provision of the Open Lab Fridays 1-5pm for drop in enquiries and making at zero cost.	<b>Council will support by providing a rent free premise and the use of power and resources until decisions are</b>

			<i>made regarding the library expansion.</i>
<b>5</b>	<b>Life Flight Trust</b>	<i>Seeking funding towards covering essential operational expenses and primarily purchasing and maintaining medical and rescue equipment, staff salaries, aircraft fuel and maintenance.</i>	<b>Year 1: \$20,000</b> <b>Year 2: \$20,000</b> <b>Year 3: \$20,000</b>
<b>6</b>	<b>Masterton Foodbank</b>	<i>Seeking funding towards the continuation of financing the Foodbank Manager for 30 hours per week for one year.</i>	<b>Year 1: \$25,000</b> <b>Year 2: \$25,000</b> <b>Year 3: \$25,000</b>
<b>7</b>	<b>Nuku Ora</b>	<i>Seeking funding towards assisting the production of a Masterton District Sport and Facility Strategy (Year 1 only), the Senior Regional Games, community strength and balance classes in the Masterton district and assistance with connections, advocacy and national information within the sport and recreation sector.</i>	<b>Year 1: \$15,000</b> <b>Year 2: \$15,000</b> <b>Year 3: \$15,000</b>
<b>8</b>	<b>Pasifika o Wairarapa Trust</b>	<i>Seeking funding towards work being undertaken in the Wairarapa including funding the Community Connector position.</i>	<b>Year 1: \$15,000</b> <b>Year 2: \$15,000</b> <b>Year 3: \$15,000</b>
<b>9</b>	<b>Pukaha Mount Bruce</b>	<i>Seeking funding towards providing lower cost community access to local Masterton residents by way of a 50% discount and holding an annual open day.</i>	<b>Year 1: \$20,000</b> <b>Year 2: \$20,000</b> <b>Year 3: \$20,000</b>
<b>10</b>	<b>Riversdale Beach Surf Lifesaving Club</b>	<i>Seeking funding towards staff wages for the Regional Guard Lifeguard services at Riversdale Beach for the summer of 2024/25.</i>	<b>Year 1: \$40,000</b> <b>Year 2: \$40,000</b> <b>Year 3: \$40,000</b>
<b>11</b>	<b>Te Awhina Community Hub</b>	<i>Seeking funding towards funding the Coordinator's salary and operational costs of the Community Hub located in the Masterton East community.</i>	<b>Year 1: \$30,000</b> <b>Year 2: \$30,000</b> <b>Year 3: \$30,000</b>
<b>12</b>	<b>Waiwaste Food Rescue</b>	<i>Seeking funding towards ongoing operational costs.</i>	<b>Year 1: \$25,000</b> <b>Year 2: \$25,000</b> <b>Year 3: \$25,000</b>
<b>13</b>	<b>Wairarapa Community Centre Trust</b>	<i>Seeking funding for operating expenses and Food Resilience Programmes that use centre resources and staff time.</i>	<b>Year 1: \$25,000</b> <b>Year 2: \$25,000</b> <b>Year 3: \$25,000</b>

<b>14</b>	<b>Wellington Free Ambulance (WFA)</b>	<i>Seeking funding towards the running costs of this service includes fuel, vehicle maintenance, operation of the station and purchasing consumable medical equipment.</i>	<b>Year 1: \$30,276</b> <b>Year 2: \$30,882</b> <b>Year 3: \$31,500</b>
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and

3. **Notes** that 14 applications submitted by these organisations were presented to the Committee at the meeting and are listed in Schedule 1.

**CARRIED**

## **7 REPORTS FOR DECISION**

### **7.1 2024 LOCAL GOVERNMENT NEW ZEALAND ANNUAL GENERAL MEETING: REMITS**

The report seeking Council endorsement of the remits proposed in the Local Government New Zealand (LGNZ) 2024 Annual General Meeting Remits document was presented by the General Manager Strategy and Development.

Each remit was discussed separately.

In relation to Remit 1, members supported enabling Council to have the most up to date information.

In relation to Remit 2, members were not clear about how long a community services card was valid for, and whether someone might qualify for a card but then their situation improve in a short space of time and not need it any more. It was noted that the remit was for an enabling provision and the proposal was for councils to be able to choose whether to use the card or not.

In relation to Remit 5, members strongly supported the remit to help young people get driver licenses as licenses were a useful form of identification and police could only turn a blind eye to those driving without a license for a short time and the inability to sit the test was criminalising people at a young age, often through no fault of their own. It was noted that the remit should apply nationwide.

In relation to Remit 6, members supported the remit as councils were often criticised for empty shops and derelict buildings when it was the landlord's responsibility and council had limited ability to do anything. It was noted that there did need to be some controls to ensure building owners weren't driven out of business as a consequence.

### **MOTION**

Moved by Mayor G Caffell  
Seconded by Councillor T Hullena

That Council

1. endorses the remits to the 2024 Local Government New Zealand Annual General Meeting; and
2. delegates authority to Councillor Lennox to vote in accordance with Council's agreed position on each of the remits at the 2024 LGNZ AGM.

**RESOLUTION 2024/53**

Moved by Councillor B Goodwin  
Seconded by Councillor T Hullena

That Council delegates authority to Councillor Lennox to vote in support of Remit 1: Representation Reviews, at the 2024 LGNZ AGM.

**CARRIED**

**RESOLUTION 2024/54**

Moved by Councillor T Nelson  
Seconded by Councillor C Bowyer

That Council delegates authority to Councillor Lennox to vote in support of Remit 2: Community Services Card, at the 2024 LGNZ AGM

**CARRIED**

**RESOLUTION 2024/55**

Moved by Mayor G Caffell  
Seconded by Councillor T Hullena

That Council delegates authority to Councillor Lennox to vote in support of Remit 3: Local government constituencies & wards should not be subject to referendum, at the 2024 LGNZ AGM

**CARRIED**

**RESOLUTION 2024/56**

Moved by Councillor T Hullena  
Seconded by Councillor B Goodwin

That Council delegates authority to Councillor Lennox to vote in support of Remit 4: Entrenchment of Māori Wards seats for local government, at the 2024 LGNZ AGM

**CARRIED**

**RESOLUTION 2024/57**

Moved by Councillor C Bowyer  
Seconded by Councillor D Holmes

That Council delegates authority to Councillor Lennox to vote in support of Remit 5: Graduated driver licensing system, at the 2024 LGNZ AGM

**CARRIED**

**RESOLUTION 2024/58**

Moved by Councillor B Johnson  
Seconded by Councillor S Lennox

That Council delegates authority to Councillor Lennox to vote in support of Remit 6: Proactive lever to mitigate the deterioration of unoccupied buildings, at the 2024 LGNZ AGM

**CARRIED**

**RESOLUTION 2024/59**

Moved by Mayor G Caffell  
Seconded by Councillor B Johnson

That Council delegates authority to Councillor Lennox to vote in support of Remit 7: Appropriate funding models for central government initiatives, at the 2024 LGNZ AGM

**CARRIED**

**RESOLUTION 2024/60**

Moved by Mayor G Caffell  
Seconded by Councillor D Holmes

That Council delegates authority to Councillor Lennox to vote in support of Remit 8: Goods and services tax (GST) revenue sharing with local government, at the 2024 LGNZ AGM

**CARRIED**

**8 REPORTS FOR INFORMATION**

**8.1 STRATEGY, POLICY AND GOVERNANCE ACTIVITY REPORT**

The report providing Council with an update from the Strategy, Policy and Governance team (see Attachment 1) was presented by the General Manager Strategy and Development.

The Council submission on the draft Land Transport Rule: Setting of Speed Limits 2024 was discussed. Members supported the variable signs around schools and asked the Chief Executive to write to Waka Kotahi to let them know Council's position. Staff noted that the consultation had closed. Staff also advised that the signs could cost up to \$40,000 per sign but the view was that the cost was small compared with an increased service that would make a road safer and more functional, and, in the context of the overall value of the roading network. The need for the ability to vary the parameters of the signage where there were local circumstances that might warrant it, like three schools along the same road, was also discussed. A resolution was passed to reflect the discussion.

**RESOLUTION 2024/61**

Moved by Councillor B Goodwin  
Seconded by Councillor C Bowyer

That Council writes to Waka Kotahi to amend its submission on the Draft Rule to support mandatory variable speed limits for schools and to be able to vary the parameters of the signage taking into account local circumstances.

**CARRIED**

**RESOLUTION 2024/62**

Moved by Mayor G Caffell  
Seconded by Councillor B Johnson

That Council receives the update from the Strategy, Policy and Governance teams.

**CARRIED**

## **8.2 COMMUNITY ACTIVITY REPORT**

The report providing Council with an update from the Community team on key projects and activities (See Attachment 1) was presented by the General Manager Community and the Managers of each of the activity areas.

### **RESOLUTION 2024/63**

Moved by Councillor S Lennox  
Seconded by Councillor B Johnson

That Council receives the update from the Community team on key projects and activities.

**CARRIED**

## **8.3 POU AHUREA ACTIVITY REPORT**

The report providing Council with an update on key projects and activities was presented by the Pou Ahurea Māori.

A correction to the report was noted, the reference in the second line of the first paragraph should have been to *Ngāti Kahungunu ki Wairarapa Tāmaki nui-ā-Rua Settlement Trust*.

### **RESOLUTION 2024/64**

Moved by Councillor D Holmes  
Seconded by Councillor T Hullena

That Council receives the update from the Pou Ahurea Māori on key projects and activities

**CARRIED**

## **8.4 INFRASTRUCTURE AND ASSETS ACTIVITY REPORT**

This report providing Council with an update from the Infrastructure and Assets Team (see Attachment 1) was presented by the General Manager Infrastructure and Assets.

### **RESOLUTION 2024/65**

Moved by Councillor D Holmes  
Seconded by Councillor C Bowyer

That Council receives the update from the Infrastructure and Assets Team.

**CARRIED**

## **8.5 CHIEF EXECUTIVE'S REPORT**

The Chief Executive provided Council with an update (as at 2 August 2024).

## **RESOLUTION 2024/66**

Moved by Councillor S Lennox  
Seconded by Councillor B Johnson

That Council receives the Chief Executive's Report as at 2 August 2024.

**CARRIED**

## **8.6 MEETING REPORTS FROM COUNCILLORS**

Councillors are appointed to a number of external groups and organisations as representatives of Masterton District Council. This agenda item allows Councillors to report back on meetings attended in that capacity.

Councillor Johnson reported on the future of the Pasifika o Wairarapa Trust, now that government funding had ceased.

Councillor Lennox reported on the work of the Refugee Steering Group who were holding an employment and education expo on 28 September which would be open to the public in the afternoon.

## **8.7 MAYOR'S REPORT**

The Mayor provided a report:

- He had met with the Chair of the Wellington Heritage Festival. It was the first time the Wairarapa had been included. There would be half a dozen Wairarapa events with the event closing on 17 November at the Coptorne in Masterton.
- He had attended a meeting of the Wairarapa Committee. One of the agenda reports was on projects being undertaken in the Wairarapa which had been sent to members.
- There had recently been a number of presentations to local businesses through the Mayors' Task Force for Jobs (MTFJ). If any councillors knew of businesses that needed staff aged 16-24 then the MTFJ would like to know.
- He had met with Golden Shears and had an update on the plans to upgrade the Stadium. They were keen to have the project completed before the World Championships in 2026.
- He had had a good meeting with the Castlepoint Residents Association.
- The Wairarapa Friendship Force had been set up to meet and welcome visitors to the Wairarapa. When visitors come to Masterton the Mayor goes along to greet them and will get more involved in the future. A group of Japanese visitors had visited and been welcomed recently.
- He and the Deputy Mayor had presented at the Wairarapa Sports Awards.

## **RESOLUTION 2024/67**

Moved by Mayor G Caffell  
Seconded by Councillor B Johnson

That Council receives the verbal report from the Mayor

**CARRIED**



**9 PUBLIC EXCLUDED**

**RESOLUTION TO EXCLUDE THE PUBLIC**

**RESOLUTION 2024/68**

Moved by Councillor T Hullena  
Seconded by Councillor M Tuuta

That the public be excluded from the following parts of the proceedings of this meeting.

The general subject matter 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 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 for the passing of this resolution
<p><b>9.1 - Public Excluded Minutes of Council Meeting held on 26 June 2024</b></p>	<p>s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons</p> <p>s7(2)(c)(i) - the withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied</p> <p>s7(2)(c)(ii) - the withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely otherwise to damage the public interest</p> <p>s7(2)(d) - the withholding of the information is necessary to avoid prejudice to measures protecting the health or safety of members of the public</p>	<p>s48(1)(a)(i) - 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 would exist under section 6 or section 7</p>

	<p>s7(2)(e) - the withholding of the information is necessary to avoid prejudice to measures that prevent or mitigate material loss to members of the public</p> <p>s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	
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**CARRIED**

**The Meeting moved into public excluded at 12.51pm**

**The Meeting closed at 12.52pm.**

**The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 18 September 2024.**

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**CHAIRPERSON**

## 6 COMMITTEE REPORTS

### 6.1 AUDIT AND RISK COMMITTEE MEETING - 14 AUGUST 2024

File Number:

Author: Harriet Kennedy, Governance Team Leader

Authoriser: Kym Fell, Chief Executive

Members: Philip Jones (Chair), Mayor Gary Caffell, Councillor Craig Bowyer, Councillor Brent Goodwin, Councillor David Holmes, Councillor Tom Hullena, Councillor Stella Lennox, Councillor Tim Nelson, Councillor Marama Tuuta, Iwi representative Jo Hayes and Iwi representative Robin Potangaroa

#### THE COMMITTEE RECOMMENDS:

That Council confirms the report of the Audit and Risk Committee Meeting held on 14 August including the following resolutions:

##### Service Provision Reports - Aratoi and Nuku Ora

*That the Audit and Risk Committee receives the Service Provision Reports:*

- 1. Aratoi Regional Trust, covering the summary results of the key result indicators for the quarter 1 April – 30 June 2024, and*
- 2. Nuku Ora, covering the key initiatives for the six months 1 January – 30 June 2024*

##### Destination Wairarapa Quarterly Report (1 April 2024 to 30 June 2024)

*That the Audit and Risk Committee receives the fourth quarter report (1 April 2024 – 30 June 2024) from Destination Wairarapa.*

##### Non-Financial Performance 2023-24 Quarter 4 Report

*That the Audit and Risk Committee receives the Quarter 4/Year-End non-financial performance report for the 2023/24 financial year*

##### Key Policies Monitored by the Audit and Risk Committee

*That the Audit and Risk Committee:*

- 1. notes that the following policies are monitored by the Audit and Risk Committee:*
  - Asset Management Policy*
  - Fraud, Dishonesty and Corruption Control Policy*
  - Workplace Health and Safety and Staff Wellbeing Policy*
  - Procurement Policy*
  - Revenue and Financing Policy*
  - Risk Management Policy*
  - Significance and Engagement Policy*
  - Sensitive Expenditure Policy, and*
  - Treasury Management Policy.*
- 2. notes the status update for each of these policies in this Report.*

##### Corporate Carbon Emissions Reduction Plan: Revised Timelines

*That the Audit and Risk Committee receives this report which provides an update on the*

*review of the Corporate Carbon Emissions Reduction Plan.*

*Health and Safety Quarterly Report*

*That the Audit and Risk Committee notes the content and receives the Health and Safety Report for the quarter: (1 April 2024 to 30 June 2024).*

*Updated Terms of Reference for the Audit and Risk Committee*

*That the Audit and Risk Committee receives the updated Terms of Reference for the Audit and Risk Committee.*

*Building and Planning Update*

*That the Audit and Risk Committee receives the update from the Building Control Services team and the Consents and Planning team.*

*Audit Plan for the Annual Report Audit - year ending 30 June 2024*

*That the Audit and Risk Committee reviews and endorses the Audit Plan for the year ending 30 June 2024.*

*Treasury Management Report*

*That the Audit and Risk Committee receives the Treasury Management Report as at 30 June 2024.*

*Rates Receivable Report for the Year Ended 30 June 2024*

*That the Audit and Risk Committee receives the Rates Receivable Report for the year ended 30 June 2024.*

*Insurance Update*

*That the Audit and Risk Committee*

- 1. receives the information contained in the Insurance Update Report.*
- 2. acknowledges that the insurance market's appetite to offer Professional Indemnity cover to Councils is at an unprecedented low level*
- 3. acknowledges that premium increases for Professional Indemnity will result in budgeted expenditure being exceeded in 2024/25 and*
- 4. acknowledges that the reduced Professional Indemnity cover limits will leave the Council significantly more exposed to risk of adverse financial impacts of litigation.*
- 5. acknowledges that the CE will not take up additional optional Professional Indemnity cover of \$5m due to the excessive cost.*

**ATTACHMENTS**

- 1. Minutes of Audit and Risk Committee Meeting held on 14 August 2024**



# **MINUTES**

**Audit and Risk Committee Meeting  
Wednesday, 14 August 2024**

**Order Of Business**

<b>1</b>	<b>Conflicts of Interest</b> .....	<b>3</b>
<b>2</b>	<b>Apologies</b> .....	<b>3</b>
<b>3</b>	<b>Public Forum</b> .....	<b>3</b>
<b>4</b>	<b>Items not on the Agenda</b> .....	<b>3</b>
<b>5</b>	<b>Reports for Information</b> .....	<b>3</b>
5.1	Minutes of the Previous Meeting held on 22 May 2024 .....	3
5.2	Service Provision Reports - Aratoi and Nuku Ora.....	4
5.3	Destination Wairarapa Quarterly Report (1 April 2024 to 30 June 2024) .....	5
5.4	Non-Financial Performance 2023-24 Quarter 4 Report .....	6
5.5	Key Policies Monitored by the Audit and Risk Committee .....	7
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5.10	Audit Plan for the Annual Report Audit - year ending 30 June 2024 .....	11
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<b>6</b>	<b>Public Excluded</b> .....	<b>14</b>
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**MINUTES OF MASTERTON DISTRICT COUNCIL**  
**AUDIT AND RISK COMMITTEE MEETING**  
**HELD AT WAIATA HOUSE, 27 LINCOLN ROAD, MASTERTON**  
**ON WEDNESDAY, 14 AUGUST 2024 AT 1:00 PM**

**PRESENT:** Philip Jones (Chair), Mayor Gary Caffell, Councillors B Johnson, C Bowyer, B Goodwin, T Hullena, S Lennox, T Nelson and M Tuuta, Iwi Representative Jo Hayes and Iwi Representative Robin Potangaroa

**IN ATTENDANCE:** Chief Executive, General Manager Finance, General Manager Strategy and Development, Chief Advisor, General Manager Community, General Manager infrastructure and Assets, General Manager Corporate, Pou Ahurea Māori, Strategic Planning Manager, Policy Manager, Building Manager, Health and Safety Advisor, Economic Development Lead, Environmental Lead, Corporate Planner, Technology Services Manager and Governance Team Leader.

**1 CONFLICTS OF INTEREST**

No conflicts of interest were declared.

**2 APOLOGIES**

**COMMITTEE RESOLUTION 2024/23**

Moved by Mayor G Caffell  
Seconded by Councillor B Johnson

That apologies from Councillor David Holmes be received and accepted.

**CARRIED**

**3 PUBLIC FORUM**

There was no public forum

**4 ITEMS NOT ON THE AGENDA**

There were no late items.

**5 REPORTS FOR INFORMATION**

**5.1 MINUTES OF THE PREVIOUS MEETING HELD ON 22 MAY 2024**

For the Audit and Risk Committee to receive the minutes of the previous meeting held 22 May 2024.

**COMMITTEE RESOLUTION 2024/24**

Moved by Councillor B Johnson  
Seconded by Councillor S Lennox

That the Audit and Risk Committee receives the minutes of the previous meeting held 22 May 2024

**CARRIED**

## **5.2 SERVICE PROVISION REPORTS - ARATOI AND NUKU ORA**

The report providing the Committee with the fourth quarter report against key result indicators for Aratoi Regional Trust and the six-month report against key initiatives for Nuku Ora was taken as read.

The Director, Aratoi, spoke to the report from Aratoi. The General Manager – Community advised that the key result areas would be brought back to the next Committee meeting for approval and recommendation to Council.

The Wairarapa Partnership Manager, Nuku Ora presented the report from Nuku Ora. She noted that the report was to the end of the previous financial year and that the next report would look different.

A request was made for copies of the regional reports focused on sports fields and indoor court provision referred to in the six-month report.

### **COMMITTEE RESOLUTION 2024/25**

Moved by Councillor B Johnson

Seconded by Councillor B Goodwin

That the Audit and Risk Committee receives the Service Provision Reports:

1. Aratoi Regional Trust, covering the summary results of the key result indicators for the quarter 1 April – 30 June 2024, and
2. Nuku Ora, covering the key initiatives for the six months 1 January – 30 June 2024.

**CARRIED**

## **5.3 DESTINATION WAIRARAPA QUARTERLY REPORT (1 APRIL 2024 TO 30 JUNE 2024)**

The report providing the Audit and Risk Committee with the fourth quarter (1 April 2024 – 30 June 2024) progress report on key deliverables for Destination Wairarapa was presented by the General Manager Destination Wairarapa.

### **COMMITTEE RESOLUTION 2024/26**

Moved by Councillor B Goodwin

Seconded by Councillor S Lennox

That the Audit and Risk Committee receives the fourth quarter report (1 April 2024 – 30 June 2024) from Destination Wairarapa.

**CARRIED**

## **5.4 NON-FINANCIAL PERFORMANCE 2023-24 QUARTER 4 REPORT**

The report advising the Audit and Risk Committee of performance against non-financial measures year to date was presented by the Strategic Planning Manager. The figures in the report are for the



period from 1 July 2023 to 30 June 2024.

**COMMITTEE RESOLUTION 2024/27**

Moved by Councillor C Bowyer  
Seconded by Councillor B Johnson

That the Audit and Risk Committee receives the Quarter 4/Year-End non-financial performance report for the 2023/24 financial year

**.CARRIED**

**5.5 KEY POLICIES MONITORED BY THE AUDIT AND RISK COMMITTEE**

The report providing an update on the policies monitored by the Audit and Risk Committee was presented by the Policy Manager who advised that the next update would include other policies, given the addition of the oversight of Councils Building Control and Planning functions.

**COMMITTEE RESOLUTION 2024/28**

Moved by Mayor G Caffell  
Seconded by Councillor M Tuuta

That the Audit and Risk Committee:

1. **notes** that the following policies are monitored by the Audit and Risk Committee:

- Asset Management Policy
- Fraud, Dishonesty and Corruption Control Policy
- Workplace Health and Safety and Staff Wellbeing Policy
- Procurement Policy
- Revenue and Financing Policy
- Risk Management Policy
- Significance and Engagement Policy
- Sensitive Expenditure Policy, and
- Treasury Management Policy.

2. **notes** the status update for each of these policies in this Report.

**CARRIED**

**5.6 CORPORATE CARBON EMISSIONS REDUCTION PLAN: REVISED TIMELINES**

The report providing the Audit and Risk Committee with an update on the review of the timeline for the implementation of the Corporate Carbon Emissions Reduction Plan was presented by the General Manager Strategy and Development.

In relation to electric vehicles and the reference to a fully electric corporate fleet, the General Manager Strategy and Development advised that during the review process there would be discussion on whether the fleet should be fully electric or hybrid and that would be added to the

update column.

Whether air quality should be included was discussed. The General Manager Strategy and Development noted that it had previously been included in the Climate Action Plan but had been removed as it was felt to be Greater Wellington Regional Council's work. Council could undertake education and advocacy and in the past had given away dry wood. If Council wanted to include that now, it would need to be funded. Staff would include air quality as part of the considerations for the work programme and look at what could be done as part of BAU and the ordinary work with GWRC, and either come back to Council to seek approval for any out of budget funding needed or seek to include it in the Annual Plan.

#### **COMMITTEE RESOLUTION 2024/29**

Moved by Councillor B Goodwin  
Seconded by Councillor M Tuuta

That the Audit and Risk Committee receives this report which provides an update on the review of the Corporate Carbon Emissions Reduction Plan.

**CARRIED**

#### **5.7 HEALTH AND SAFETY QUARTERLY REPORT**

The Health and Safety Quarterly Report was presented by the Health and Safety Advisor.

The Chair requested a report on the number of contract sites that had been audited and how many were compliant as it was important that they were actually audited, rather than just taking their word.

#### **COMMITTEE RESOLUTION 2024/30**

Moved by Councillor T Hullena  
Seconded by Councillor C Bowyer

That the Audit and Risk Committee notes the content and receives the Health and Safety Report for the quarter: (1 April 2024 to 30 June 2024).

**CARRIED**

#### **5.8 UPDATED TERMS OF REFERENCE FOR THE AUDIT AND RISK COMMITTEE**

The report providing an update on the Terms of Reference for the Audit and Risk Committee, to include oversight of Council's Building Consent and Planning function was presented by the General Manager Strategy and Development.

#### **COMMITTEE RESOLUTION 2024/31**

Moved by Councillor B Goodwin  
Seconded by Councillor C Bowyer

That the Audit and Risk Committee receives the updated Terms of Reference for the Audit and Risk Committee.

**CARRIED**

## **5.9 BUILDING AND PLANNING UPDATE**

The report providing the Audit and Risk Committee with an update from the Building Control Team and the Consents and Planning Team was presented by the General Manager Strategy and Development.

A request was made to survey customers who used building and planning services, and for data on building consent processing times to be reported – how many consents are received, how long it takes for them to be processed and how many aren't processed within the required timeframes. The Manager Building Control Services Manager advised that the Ministry of Building Innovation and Employment collected that information and that there were often a number of reasons consents weren't processed within 21 days but that could be reported. A further request was made for information on how many consents weren't progressed after the initial application was lodged. The Building Control Services Manager advised that very few consents weren't progressed but that data, along with data about consents that were vetted and didn't progress, could be provided.

### **COMMITTEE RESOLUTION 2024/32**

Moved by Councillor B Johnson  
Seconded by Philip Jones

That the Audit and Risk Committee receives the update from the Building Control Services team and the Consents and Planning team.

**CARRIED**

## **5.10 AUDIT PLAN FOR THE ANNUAL REPORT AUDIT - YEAR ENDING 30 JUNE 2024**

This report provides the Audit and Risk Committee with a copy of Audit NZ's proposed Audit Plan for their audit of the Annual Report of the year ending 30 June 2024 (see Attachment 1).

Council's Audit Director Karen Young was in attendance to answer any questions.

### **COMMITTEE RESOLUTION 2024/33**

Moved by Mayor G Caffell  
Seconded by Councillor T Hullena

That the Audit and Risk Committee reviews and endorses the Audit Plan for the year ending 30 June 2024.

**CARRIED**

### **The meeting adjourned from 3.06pm to 3.19pm**

Aside from Councillor Holmes who was an apology, all members were present when the meeting reconvened.

## **5.11 TREASURY MANAGEMENT REPORT**

The report providing Council with detailed information on the 30 June 2024 position with respect to the Council's investments and debt was presented by the General Manager Finance.

**COMMITTEE RESOLUTION 2024/34**

Moved by Councillor C Bowyer  
Seconded by Councillor B Goodwin

That the Audit and Risk Committee receives the Treasury Management Report as at 30 June 2024.

**CARRIED**

**5.12 RATES RECEIVABLE REPORT FOR THE YEAR ENDED 30 JUNE 2024**

The report providing the Audit & Risk Committee with detailed information on the 30 June 2024 position with respect to rates collection and arrears was presented by the General Manager Finance.

**COMMITTEE RESOLUTION 2024/35**

Moved by Philip Jones  
Seconded by Councillor B Johnson

That the Audit and Risk Committee receives the Rates Receivable Report for the year ended 30 June 2024.

**CARRIED**

**5.13 INSURANCE UPDATE**

The report providing the Audit and Risk Committee with updated advice on the renewal of insurance cover from 1 July 2024, providing information about the cost of that insurance and about an opportunity to extend Professional Indemnity cover was presented by the General Manager Finance.

The General Manager Finance drew the Committee's attention to the increases in insurance premiums being significantly more than was allowed in the LTP Year 1 budget, particularly for professional indemnity cover, the increase in the associated excess and reduction in cover.

In response to a question it was clarified that the decision to not take up additional insurance cover was within the Chief Executive's delegation, but that if Council did want to take up the additional \$5m cover the Chief Executive would follow that direction.

Members discussed the option to increase and agreed to maintain the cover the Chief Executive had accepted and not spend the additional money to extend the cover by an additional \$5m.

In response to a question, it was advised that staff were working to make sure Council's processes were as good as they could be to minimise any risk as much as possible.

**COMMITTEE RESOLUTION 2024/36**

Moved by Mayor G Caffell  
Seconded by Councillor B Johnson

That the Audit and Risk Committee

1. receives the information contained in the Insurance Update Report.
2. acknowledges that the insurance market's appetite to offer Professional Indemnity cover to Councils is at an unprecedented low level
3. acknowledges that premium increases for Professional Indemnity will result in budgeted expenditure being exceeded in 2024/25 and
4. acknowledges that the reduced Professional Indemnity cover limits will leave the Council significantly more exposed to risk of adverse financial impacts of litigation.
5. acknowledges that the CE will not take up additional optional Professional Indemnity cover of \$5m due to the excessive cost.

**CARRIED**

## **6 PUBLIC EXCLUDED**

### **RESOLUTION TO EXCLUDE THE PUBLIC**

#### **COMMITTEE RESOLUTION 2024/37**

Moved by Councillor T Hullena

Seconded by Philip Jones

That the public be excluded from the following parts of the proceedings of this meeting.

The general subject matter 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 of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under section 48 for the passing of this resolution</b>
<b>6.1 - Minutes of the Audit and Risk Committee Meeting held with the public excluded on 22 May 2024</b>	<p>s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons</p> <p>s7(2)(c)(i) - the withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely to prejudice the supply of similar information, or information from the same source, and it is in the</p>	<p>s48(1)(a)(i) - 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 would exist under section 6 or section 7</p>

	<p>public interest that such information should continue to be supplied</p> <p>s7(2)(c)(ii) - the withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely otherwise to damage the public interest</p> <p>s7(2)(d) - the withholding of the information is necessary to avoid prejudice to measures protecting the health or safety of members of the public</p> <p>s7(2)(e) - the withholding of the information is necessary to avoid prejudice to measures that prevent or mitigate material loss to members of the public</p> <p>s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	
<b>6.2 - Emergency Management Risk Report</b>	<p>s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons</p> <p>s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	s48(1)(a)(i) - 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 would exist under section 6 or section 7
<b>6.3 – Chief Executive Update on Risk</b>	s7(2)(c)(i) - the withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person	s48(1)(a)(i) - 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

	<p>has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied</p> <p>s7(2)(c)(ii) - the withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely otherwise to damage the public interest</p>	<p>reason for withholding would exist under section 6 or section 7</p>
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**CARRIED**

**The Meeting moved into public excluded at 3.55pm**

**The Meeting moved out of public excluded at 4.26pm**

**The Meeting closed at 4.26pm.**

**The minutes of this meeting were confirmed at the Council meeting held on 18 September 2024.**

## 6.2 AWARDS & GRANTS COMMITTEE MEETING - 4 SEPTEMBER 2024

File Number:

Author: Harriet Kennedy, Governance Team Leader

Authoriser: Kym Fell, Chief Executive

Members: Chair Councillor Tim Nelson, Mayor Gary Caffell, Councillor Craig Bowyer, Councillor Bex Johnson, Councillor Stella Lennox, Councillor Marama Tuuta, Iwi representative Jo Hayes and Iwi representative Robin Potangaroa

### THE COMMITTEE RECOMMENDS:

That Council confirms the report of the Awards and Grants Committee meeting held on 4 and 5 September 2024 including the following resolutions:

#### **Community Wellbeing Grant and Community Events Fund Applications for 2024/2025**

That the Awards and Grants Committee receives the information in the Community Wellbeing Grant and Community Events Fund Applications for 2024/25 Report, and for the:

##### 1. Community Wellbeing Grant

- (a) receives the 29 Community Wellbeing Grant applications,
- (b) decides funding allocations for the applications, as summarised in Attachment 1 to this Report, as follows:

App #	Organisation	Project Description	Allocation
1	<b>Access Radio Wairarapa Charitable Trust</b>	Seeking funding towards operating expenses to maintain and develop the community programmes.	<b>\$3,000</b>
2	<b>Alzheimers Wairarapa</b>	Seeking funding towards the Out & About programme.	<b>\$3,000</b>
3	<b>Arthritis New Zealand</b>	Seeking funding towards the Arthritis Assist service delivery in Masterton.	<b>\$1,000</b>
4	<b>Come Sew With Me</b>	Seeking funding towards operating expenses for the sewing machine museum and workshops open to the public.	<b>\$3,000</b>
5	<b>Divine River NZ Trust</b>	Seeking funding towards operating expenses and a contribution towards the Masterton district programme.	<b>\$1,500</b>



<b>7</b>	<b>Garden to Table Trust</b>	<i>Seeking funding towards personnel and operating costs of the Regional Coordinator delivering the Garden to Table programme to schools in the Masterton district.</i>	<b>\$1,000</b>
<b>8</b>	<b>Good Bitches Trust</b>	<i>Seeking funding towards expenses of the Baking it Better programme providing baking boxes.</i>	<b>\$3,000</b>
<b>9</b>	<b>Kim's Way Night Refuge</b>	<i>Seeking funding towards operating expenses for the night refuge.</i>	<b>\$8,000</b>
<b>10</b>	<b>Little Bundles Wairarapa</b>	<i>Seeking funding for wool, washing products, and clothing to provide bundles of clothing for those in need from premature babies to six year-olds.</i>	<b>\$600</b>
<b>11</b>	<b>Masterton Community Toy Library</b>	<i>Seeking funding towards rent.</i>	<b>\$2,000</b>
<b>12</b>	<b>Masterton District Brass Band</b>	<i>Seeking funding to maintain and grow the learners programme in two more schools and resources for the senior band.</i>	<b>\$10,000</b>
<b>13</b>	<b>Masterton Young Citizens Club Incorporated</b>	<i>Seeking funding towards operating expenses.</i>	<b>\$8,000</b>
<b>15</b>	<b>Motuoru Trust</b>	<i>Seeking funding towards youth and mentoring programmes.</i>	<b>\$1,000</b>
<b>17</b>	<b>Shear History Trust</b>	<i>Seeking funding towards the operating expenses of the Wool Shed Museum tourist attraction which also houses the Jubilee Fire Engine Museum and Council's steam roller in the Stewart-Weston gallery.</i>	<b>\$10,000</b>
<b>18</b>	<b>SPCA</b>	<i>Seeking funding towards the operational costs of providing animal welfare services, including building volunteers and foster carer networks.</i>	<b>\$8,000</b>

<b>19</b>	<b>The Ruth Project Wairarapa Charitable Trust</b>	<i>Seeking funding towards The Ruth Project Programme resources and operations as well as in-home support costs.</i>	<b>\$2,000</b>
<b>21</b>	<b>Wairarapa Citizens Advice Bureau Incorporated</b>	<i>Seeking funding for operating expenses.</i>	<b>\$2,000</b>
<b>22</b>	<b>Wairarapa Filipino Society</b>	<i>Seeking funding for the biannual sports programmes to enhance mental health and wellbeing through weekly sports sessions and mental health promotions to increase community participation.</i>	<b>\$2,500</b>
<b>23</b>	<b>Wairarapa Road Safety Council</b>	<i>Seeking funding to support the Wairarapa Driver Mentor Programme.</i>	<b>\$10,000</b>
<b>24</b>	<b>Wairarapa Womens Centre</b>	<i>Seeking funding for creative counselling fees to provide 40 Art Therapy workshops; and practitioner fees for 40 women-only Yoga classes for enhancing health and wellbeing through a lens of diversity, inclusivity and equity.</i>	<b>\$2,000</b>
<b>25</b>	<b>Wairarapa Woodworkers Guild</b>	<i>Seeking funding for tools and equipment to furnish the growing demand in our programmes for new members and the continuation of the community work we do for the Cancer Society and Parkinson's New Zealand.</i>	<b>\$1,199</b>
<b>26</b>	<b>Wairarapa Youth Charitable Trust</b>	<i>Seeking funding towards personnel costs for the Wairarapa Boxing Academy programmes.</i>	<b>\$8,000</b>
<b>27</b>	<b>Wairarapa Youth Orchestra</b>	<i>Seeking funding for van hire to transport rangatahi from Masterton to rehearsals at Kuranui College in Greytown for three terms to enable participation in the Wairarapa Youth Orchestra.</i>	<b>\$720</b>

<b>28</b>	<b>YMCA Central Incorporated (Y Central Masterton)</b>	<i>Seeking funding towards operating expenses for the Masterton site.</i>	<b>\$4,000</b>
<b>29</b>	<b>Youthline Central North Island Incorporated (Wairarapa Branch)</b>	<i>Seeking funding for the "Thrive" (Hauora Hinengaro Pai-Oranga Mental Health, Wellbeing) programme which includes workshops and activities designed to enhance mental health awareness, coping skills, where to get support, help and overall wellbeing among rangatahi.</i>	<b>\$5,000</b>

(c) **notes** that 26 applications, listed in Schedule 1, will be presented to the Committee at this meeting.

## 2. Community Events Fund

(a) **receives** the 22 Community Events Fund applications,

(b) **decides** funding allocations for the applications, as summarised in Attachment 2 to this Report, as follows:

<b>App #</b>	<b>Organisation Club or Individual</b>	<b>Event</b>	<b>Allocation</b>
<b>1</b>	<b>Age Concern Wairarapa</b>	<i>Ageing with Attitude Expo 2024</i>	<b>\$1,500</b>
<b>2</b>	<b>Alzheimers Wairarapa</b>	<i>WELL-LUG Lego Show</i>	<b>\$2,000</b>
<b>3</b>	<b>Douglas Villa Association Football Club Incorporated</b>	<i>2024 Douglas Villa Junior Soccer Tournament</i>	<b>\$2,000</b>
<b>4</b>	<b>Eastside Community Group</b>	<i>2025 Community Festival</i>	<b>\$3,000</b>
<b>5</b>	<b>Elevate Wairarapa Community Trust</b>	<i>Summer Hummer 2025</i>	<b>\$10,000</b>
<b>6</b>	<b>Equipppers Masterton Trust</b>	<i>2024 Colour Party</i>	<b>\$1,000</b>
<b>7</b>	<b>Golden Shears International Shearing Championship Society Incorporated</b>	<i>Golden Shears 2025 World Premier Shearing and Wool Handling Championship</i>	<b>\$11,800</b>
<b>8</b>	<b>Masterton Golf Club</b>	<i>Pro-Am 2025</i>	<b>\$1,000</b>

9	<b>Masterton Motorplex Incorporated</b>	2024-25 Drag Racing Season	<b>\$5,000</b>
10	<b>Masterton Samoan Assembly of God</b>	Iron Sharpens Iron Youth Rally Service	<b>\$1,000</b>
11	<b>Mauriceville Kopuaranga Fair Association</b>	Mauriceville Country Fair	<b>\$3,000</b>
12	<b>Mountains to Sea Wellington Trust</b>	Waipoua on Wheels	<b>\$1,000</b>
13	<b>NZ Aerobatic Club Incorporated</b>	NZ Aerobatic Club Championships	<b>\$1,000</b>
14	<b>New Zealand Red Cross Incorporated</b>	Powhiri for Masterton Refugees	<b>\$1,000</b>
15	<b>REAP Wairarapa</b>	REAP Wairarapa Schools Kapa Haka Festival 2024	<b>\$4,500</b>
16	<b>Jane Ross</b>	Wairarapa Film Festival	<b>\$1,000</b>
17	<b>Rotary Club of Masterton South</b>	Masterton Christmas Fair	<b>\$5,000</b>
18	<b>Sustainable Wairarapa Incorporated</b>	Electrify Wairarapa at Solar-way Park	<b>\$1,000</b>
19	<b>Tinui Horse Sports Club</b>	Tinui Horse Sports and Family Day Out	<b>\$1,100</b>
20	<b>Wairarapa Balloon Society Incorporated</b>	Balloon Festival	<b>\$5,500</b>
21	<b>Wairarapa Maths Association</b>	2024 Matharapa	<b>\$600</b>
22	<b>Yarns in Barns</b>	Wairarapa Festival of Reading	<b>\$2,000</b>

(c) **notes** that 15 applications, listed in Schedule 1, will be presented to the committee at this meeting.

## ATTACHMENTS

### 1. Minutes of Awards & Grants Committee Meeting held on 4 September 2024



# **MINUTES**

**Awards & Grants Committee Meeting  
Wednesday, 4 September 2024**

**Order Of Business**

<b>1</b>	<b>Conflicts of Interest .....</b>	<b>3</b>
<b>2</b>	<b>Apologies .....</b>	<b>3</b>
<b>3</b>	<b>Public Forum.....</b>	<b>3</b>
<b>4</b>	<b>Items not on the Agenda .....</b>	<b>3</b>
<b>5</b>	<b>Reports for Decision.....</b>	<b>3</b>
5.1	Community Wellbeing Grant and Community Events Fund Applications for 2024/2025.....	3

**MINUTES OF MASTERTON DISTRICT COUNCIL  
AWARDS & GRANTS COMMITTEE MEETING  
HELD AT WAIATA HOUSE, LINCOLN ROAD, MASTERTON  
ON WEDNESDAY, 4 SEPTEMBER 2024 AT 9:00 AM AND RECONVENED ON THURSDAY 5  
SEPTEMBER AT 10.00AM**

**PRESENT:** Chair Councillor Tim Nelson, Mayor Gary Caffell, Councillors C Bowyer, B Johnson, S Lennox (4 September only) and M Tuuta and Iwi Representatives Jo Hayes and Robin Potangaroa

**IN ATTENDANCE:** General Manager Community, Grants Administrator, Technology Services Manager and Governance Team Leader

## **1 CONFLICTS OF INTEREST**

Councillor Lennox declared a conflict in relation to the Community Wellbeing Grant application from Kim's Way Night Refuge as she was a member of the Committee.

Councillor Lennox declared a conflict in relation to the Community Event Grant application from Elevate Wairarapa Community Trust as she was a trustee.

Mayor Gary Caffell declared in relation to the Community Wellbeing Grant application from the Masterton District Brass Band that he was the Patron of the Band but that that was a role fulfilled by the Masterton Mayor.

## **2 APOLOGIES**

There were no apologies.

## **3 PUBLIC FORUM**

There was no public forum as the meeting provided the opportunity for grant applicants to present to the Committee.

## **4 ITEMS NOT ON THE AGENDA**

There were no late items.

## **5 REPORTS FOR DECISION**

### **5.1 COMMUNITY WELLBEING GRANT AND COMMUNITY EVENTS FUND APPLICATIONS FOR 2024/2025**

The report providing the Awards and Grants Committee with the applications received seeking funding from the Community Wellbeing Grant and Community Events Fund to allow for decisions to be made on the allocation of funding from the 2024/25 budgets was presented by the General Manager Community.

The applications received were summarised in Attachments 1 and 2 to the Report.

The Committee heard from the following applicants:

Application #	Type of Grant	Speaker and Organisation
25	Wellbeing	Nick Crozier <b>Wairarapa Woodworkers Guild</b>

Councillor Lennox left the table for the Kim's Way Night Refuge presentation

Application #	Type of Grant	Speaker and Organisation
9	Wellbeing	Bob Francis <b>Kim's Way Night Refuge</b>

Councillor Lennox returned to her seat following the Kim's Way Night Refuge Presentation

Application #	Type of Grant	Speaker and Organisation
17	Event	Warwick Dean and Dorothy Booth <b>Rotary Club of Masterton South Masterton - Christmas Fair</b>
1	Wellbeing	Michael Wilson <b>Access Radio Wairarapa</b>
29	Wellbeing	Shane Casey and Josh <b>Youthline Central North Island (Wairarapa Branch)</b>
18	Wellbeing	Rebecca Johnston <b>SPCA Masterton Centre</b>

**The meeting adjourned at 10.05am and reconvened at 10.25am**

All members were present when the meeting reconvened

Application #	Type of Grant	Speaker and Organisation
12	Wellbeing	Mike Hoskins and Narissa Knight <b>Masterton District Brass Band</b>
11	Event	Jenny Barrè and Murray Jones <b>Mauriceville Kopuaranga Fair</b>
4	Event	Clive Comrie and Claire Woolston <b>Eastside Community Group – Community Festival</b>
9	Event	Bob Wilton <b>Masterton Motorplex Incorporated – 24-25 Drag Racing Season</b>
8	Event	Andy Pottinger <b>Masterton Golf Club - Pro-Am Golf Tournament</b>
2	Wellbeing	Alicia Roberts and Carla Eglinton <b>Alzheimers Wairarapa</b>
12	Event	Maddy Glover <b>Mountains to Sea Wellington Trust – Waipoua on Wheels</b>
20	Event	Jennifer Anderson <b>Wairarapa Balloon Society – Wairarapa Balloon Festival</b>
23	Wellbeing	Bruce Pauling <b>Wairarapa Road Safety Council</b>

**The meeting adjourned at 11.55am and reconvened at 12.40pm**



Application #	Type of Grant	Speaker and Organisation
7	Wellbeing	Kristen Wilson <b>Garden to Table Trust</b>
28	Wellbeing	Paddy Simpson <b>YMCA Central Incorporated</b>
17	Wellbeing	Gavin Tankersley and Murray Tomlin <b>Shear History Trust</b>
7	Event	Philip Morrison and Trish Stevens <b>Golden Shears International Shearing Championship Society Incorporated - the Golden Shears Championships</b>
6	Wellbeing	John Hart <b>Fab Lab Masterton Trust</b>

Councillor Lennox left the table for the Elevate Wairarapa Community Trust presentation

Application #	Type of Grant	Speaker and Organisation
5	Event	Bob Francis and Celia Newton <b>Elevate Wairarapa Community Trust – Summer Hummer 2025</b>

Councillor Lennox returned to her seat following the presentation

Application #	Type of Grant	Speaker and Organisation
15	Event	Makuini Kerehi <b>REAP Wairarapa – Wairarapa Schools Kapa Haka Festival 2024</b>
27	Wellbeing	Lisa Rossiter <b>Wairarapa Youth Orchestra</b>
3	Wellbeing	Marie Pert and Fiona Smith <b>Arthritis New Zealand</b>
16	Event	Jane Ross and Minty Hunter <b>Wairarapa Film Festival 2025</b>
26	Wellbeing	Laurence Titter <b>Wairarapa Youth Charitable Trust</b>
8	Wellbeing	Katy Rowden and Eve Williams, <b>Good Bitches Trust</b>
20	Wellbeing	Dame Kerry Prendergast and Corinne Barnard, <b>Victoria University of Wellington &amp; New Zealand Symphony Orchestra</b>

**The meeting adjourned at 3.00pm and reconvened at 3.30pm**

All members were present when the meeting reconvened.

Application #	Type of Grant	Speaker and Organisation
15	Wellbeing	Frances Dearnley and Zoey Trass <b>Motuoru Trust</b>
18	Event	Erica Jar and Vern Brasell <b>Sustainable Wairarapa Incorporated - Electrify Wairarapa Conference</b>

Application #	Type of Grant	Speaker and Organisation
4	Wellbeing	Heather Bannister and Frances Dearnley <b>Come Sew With Me</b>
19	Wellbeing	Abby Hollingsworth <b>The Ruth Project Wairarapa Charitable Trust</b>
13	Wellbeing	Jen Butler <b>Masterton Young Citizens Club</b>
116	Wellbeing	Sophonora Smith <b>Ngāti Kahungunu ki Wairarapa Charitable Trust</b>
5	Wellbeing	Lisa Birrell <b>Divine River NZ Trust</b>
24	Wellbeing	Geraldine Durrant and Christie Satti <b>Wairarapa Womens Centre</b>
3	Event	Derek Walker and Luke Gibbs <b>Douglas Villa Associated Football Club – Junior Tournament</b>
1	Event	Alison Hobbs <b>Age Concern Wairarapa - Ageing with Attitude Expo</b>
13	Event	Andrew Love <b>NZ Aerobatic Club Inc - NZ Aerobatic Club Championships</b>

**The meeting adjourned at 5.28pm to reconvene on Thursday 5 September 2024 at 10.00am**

**The meeting reconvened at 10.00am on Thursday 5 September 2024**

### **COMMITTEE RESOLUTION 2024/3**

Moved by Tim Nelson

Seconded by Mayor G Caffell

That the apology received from Councillor Lennox be accepted

**CARRIED**

The Committee discussed the applications and made the allocations listed in the resolution below. Councillor Lennox was not present at the meeting and did not provide the Committee with any comment on the two applications where she had a declared interest - Kim's Way Night Shelter application or the Elevate Community Trust application.

### **COMMITTEE RESOLUTION 2024/4**

Moved by Tim Nelson

Seconded by Councillor B Johnson

**That the Awards and Grants Committee receives the information in the Community Wellbeing Grant and Community Events Fund Applications for 2024/25 Report, and for the:**

**1. *Community Wellbeing Grant***

- (a) **receives** the 29 Community Wellbeing Grant applications,
- (b) **decides** funding allocations for the applications, as summarised in Attachment 1 to

this Report, as follows:

App #	Organisation	Project Description	Allocation
1	<b>Access Radio Wairarapa Charitable Trust</b>	Seeking funding towards operating expenses to maintain and develop the community programmes.	<b>\$3,000</b>
2	<b>Alzheimers Wairarapa</b>	Seeking funding towards the Out & About programme.	<b>\$3,000</b>
3	<b>Arthritis New Zealand</b>	Seeking funding towards the Arthritis Assist service delivery in Masterton.	<b>\$1,000</b>
4	<b>Come Sew With Me</b>	Seeking funding towards operating expenses for the sewing machine museum and workshops open to the public.	<b>\$3,000</b>
5	<b>Divine River NZ Trust</b>	Seeking funding towards operating expenses and a contribution towards the Masterton district programme.	<b>\$1,500</b>
7	<b>Garden to Table Trust</b>	Seeking funding towards personnel and operating costs of the Regional Coordinator delivering the Garden to Table programme to schools in the Masterton district.	<b>\$1,000</b>
8	<b>Good Bitches Trust</b>	Seeking funding towards expenses of the Baking it Better programme providing baking boxes.	<b>\$3,000</b>
9	<b>Kim's Way Night Refuge</b>	Seeking funding towards operating expenses for the night refuge.	<b>\$8,000</b>
10	<b>Little Bundles Wairarapa</b>	Seeking funding for wool, washing products, and clothing to provide bundles of clothing for those in need from premature babies to six year-olds.	<b>\$600</b>
11	<b>Masterton Community Toy Library</b>	Seeking funding towards rent.	<b>\$2,000</b>
12	<b>Masterton District Brass Band</b>	Seeking funding to maintain and grow the learners programme in two more schools and resources for the senior band.	<b>\$10,000</b>

13	<b>Masterton Young Citizens Club Incorporated</b>	Seeking funding towards operating expenses.	<b>\$8,000</b>
15	<b>Motuoru Trust</b>	Seeking funding towards youth and mentoring programmes.	<b>\$1,000</b>
17	<b>Shear History Trust</b>	Seeking funding towards the operating expenses of the Wool Shed Museum tourist attraction which also houses the Jubilee Fire Engine Museum and Council's steam roller in the Stewart-Weston gallery.	<b>\$10,000</b>
18	<b>SPCA</b>	Seeking funding towards the operational costs of providing animal welfare services, including building volunteers and foster carer networks.	<b>\$8,000</b>
19	<b>The Ruth Project Wairarapa Charitable Trust</b>	Seeking funding towards The Ruth Project Programme resources and operations as well as in-home support costs.	<b>\$2,000</b>
21	<b>Wairarapa Citizens Advice Bureau Incorporated</b>	Seeking funding for operating expenses.	<b>\$2,000</b>
22	<b>Wairarapa Filipino Society</b>	Seeking funding for the biannual sports programmes to enhance mental health and wellbeing through weekly sports sessions and mental health promotions to increase community participation.	<b>\$2,500</b>
23	<b>Wairarapa Road Safety Council</b>	Seeking funding to support the Wairarapa Driver Mentor Programme.	<b>\$10,000</b>
24	<b>Wairarapa Womens Centre</b>	Seeking funding for creative counselling fees to provide 40 Art Therapy workshops; and practitioner fees for 40 women-only Yoga classes for enhancing health and wellbeing through a lens of diversity, inclusivity and equity.	<b>\$2,000</b>

25	<b>Wairarapa Woodworkers Guild</b>	Seeking funding for tools and equipment to furnish the growing demand in our programmes for new members and the continuation of the community work we do for the Cancer Society and Parkinson's New Zealand.	<b>\$1,199</b>
26	<b>Wairarapa Youth Charitable Trust</b>	Seeking funding towards personnel costs for the Wairarapa Boxing Academy programmes.	<b>\$8,000</b>
27	<b>Wairarapa Youth Orchestra</b>	Seeking funding for van hire to transport rangatahi from Masterton to rehearsals at Kuranui College in Greytown for three terms to enable participation in the Wairarapa Youth Orchestra.	<b>\$720</b>
28	<b>YMCA Central Incorporated (Y Central Masterton)</b>	Seeking funding towards operating expenses for the Masterton site.	<b>\$4,000</b>
29	<b>Youthline Central North Island Incorporated (Wairarapa Branch)</b>	Seeking funding for the "Thrive" (Hauora Hinengaro Pai-Oranga Mental Health, Wellbeing) programme which includes workshops and activities designed to enhance mental health awareness, coping skills, where to get support, help and overall wellbeing among rangatahi.	<b>\$5,000</b>

- (c) **notes** that 26 applications, listed in Schedule 1, will be presented to the Committee at this meeting.

## 2. **Community Events Fund**

- (a) **receives** the 22 Community Events Fund applications,
- (b) **decides** funding allocations for the applications, as summarised in Attachment 2 to this Report, as follows:

App #	Organisation Club or Individual	Event	Allocation
1	<b>Age Concern Wairarapa</b>	Ageing with Attitude Expo 2024	<b>\$1,500</b>
2	<b>Alzheimers Wairarapa</b>	WELL-LUG Lego Show	<b>\$2,000</b>
3	<b>Douglas Villa Association Football Club Incorporated</b>	2024 Douglas Villa Junior Soccer Tournament	<b>\$2,000</b>
4	<b>Eastside Community Group</b>	2025 Community Festival	<b>\$3,000</b>

5	<b>Elevate Wairarapa Community Trust</b>	Summer Hummer 2025	<b>\$10,000</b>
6	<b>Equippers Masterton Trust</b>	2024 Colour Party	<b>\$1,000</b>
7	<b>Golden Shears International Shearing Championship Society Incorporated</b>	Golden Shears 2025 World Premier Shearing and Wool Handling Championship	<b>\$11,800</b>
8	<b>Masterton Golf Club</b>	Pro-Am 2025	<b>\$1,000</b>
9	<b>Masterton Motorplex Incorporated</b>	2024-25 Drag Racing Season	<b>\$5,000</b>
10	<b>Masterton Samoan Assembly of God</b>	Iron Sharpens Iron Youth Rally Service	<b>\$1,000</b>
11	<b>Mauriceville Kopuaranga Fair Association</b>	Mauriceville Country Fair	<b>\$3,000</b>
12	<b>Mountains to Sea Wellington Trust</b>	Waipoua on Wheels	<b>\$1,000</b>
13	<b>NZ Aerobatic Club Incorporated</b>	NZ Aerobatic Club Championships	<b>\$1,000</b>
14	<b>New Zealand Red Cross Incorporated</b>	Powhiri for Masterton Refugees	<b>\$1,000</b>
15	<b>REAP Wairarapa</b>	REAP Wairarapa Schools Kapa Haka Festival 2024	<b>\$4,500</b>
16	<b>Jane Ross</b>	Wairarapa Film Festival	<b>\$1,000</b>
17	<b>Rotary Club of Masterton South</b>	Masterton Christmas Fair	<b>\$5,000</b>
18	<b>Sustainable Wairarapa Incorporated</b>	Electrify Wairarapa at Solar-way Park	<b>\$1,000</b>
19	<b>Tinui Horse Sports Club</b>	Tinui Horse Sports and Family Day Out	<b>\$1,100</b>
20	<b>Wairarapa Balloon Society Incorporated</b>	Balloon Festival	<b>\$5,500</b>
21	<b>Wairarapa Maths Association</b>	2024 Matharapa	<b>\$600</b>
22	<b>Yarns in Barns</b>	Wairarapa Festival of Reading	<b>\$2,000</b>

- (c) **notes** that 15 applications, listed in Schedule 1, will be presented to the committee at this meeting.

**CARRIED**

**The Meeting closed at 11.39am on Thursday 5 September 2024.**

**The minutes of this meeting were confirmed at the Council Meeting held on 18 September 2024.**

## **7 REPORTS FOR DECISION**

### **7.1 ALCOHOL PROHIBITION LABOUR WEEKEND AND CHRISTMAS NEW YEAR**

**File Number:**

**Author:** Corin Haines, General Manager Community

**Authoriser:** Kym Fell, Chief Executive

#### **PURPOSE**

The purpose of this report is to recommend that Council give public notice of a prohibition on the consumption or possession of alcohol in the public roads and places within the Riversdale and Castlepoint Beach community areas for Labour Weekend 2024 and New Year 2024/2025 celebrations and a prohibition on vehicles at New Year 2024/2025.

#### **RECOMMENDATIONS**

That Council

1. **Adopts**, in accordance with the Masterton District Council Alcohol Control Bylaw 2018 and section 151(2) of the Local Government Act 2002, a prohibition on the consumption or possession (including while in a vehicle) of alcohol in public places at Castlepoint and Riversdale during Labour Weekend 2024 from 7.00pm in the evening to 7.00am the following day, on each of the following days: Friday 25 October, Saturday 26 October and Sunday 27 October 2024 (Labour Day Weekend).
2. **Adopts**, in accordance with the Masterton District Council Alcohol Control Bylaw 2018 and section 151 of the Local Government Act 2002, a prohibition on the consumption or possession of alcohol in public places at Castlepoint and Riversdale from 6.00pm on Monday 30 December 2024 to 6.00am Wednesday 1 January 2025 (New Year's Eve).
3. **Adopts**, in accordance with sections 319(1)(h), 342(1)(b) and clause 11 of Schedule 10 of the Local Government Act 1974, a prohibition on vehicles at Castlepoint and Riversdale Beach townships on New Year's Eve 2024 from 4.00pm Tuesday 31 December 2024 to 6.00am Wednesday 1 January 2025 (New Year's Eve).
4. **Agrees** to include consultation on permanently prohibiting the consumption or possession of alcohol in public places at Castlepoint and Riversdale during the periods set out in subparagraphs (i), (ii) and (iii) above, on Labour Day Weekend and New Year's Eve, as part of the review of the Bylaw.

#### **CONTEXT**

The beach communities of Riversdale and Castlepoint have experienced issues with anti-social behaviour and the excessive consumption of alcohol during key holiday periods with Labour Day Weekend and New Year's Eve having been particularly problematic. In recent years the prohibition on the consumption or possession of alcohol in public places has proved to be an extremely useful deterrent to anti-social behaviour at the two beach locations during these times. The prohibition does not apply to licensed premises or their outdoor areas, or to people carrying unopened alcohol containers from licensed premises to areas outside the alcohol-free zone or to a private property.



See Attachment 2 for further information relating to officer powers and infringements for offences in relation to a prohibition in general.

## **ANALYSIS AND ADVICE**

The Masterton District Council Alcohol Control Bylaw 2018 (the Bylaw) came into effect on 12 December 2018. Under the Bylaw, Masterton CBD and the Skatepark are alcohol-free zones at all times. Queen Elizabeth Park is alcohol-free from 9.00pm to 7.00am, 7 days a week.

Under section 151(2) of the Local Government Act 2002 and clause 8.1 of the Bylaw, Council has the power, by resolution publicly notified, to order a prohibition of alcohol consumption or possession for certain events or other specified times within specified public places in the Masterton district.

As a result of the issues experienced within these two beach communities Council has previously adopted a prohibition on the consumption of alcohol in public places and the use of motor vehicles at Labour Weekend and New Year. This has historically led to a substantial reduction in issues at the two beach communities.

Local Residents and Ratepayers' Associations are supportive of the use of prohibitions. Both Associations have noted a reduction in alcohol-related harm when having the prohibitions in place and believe it is an effective tool against anti-social behaviour. Supporting letters can be seen in Attachment 3. In 2016 New Year there were several assaults and other alcohol harm-related incidents at Castlepoint. This resulted in the prohibitions for alcohol and road closures being implemented earlier than the previous 6.00pm on 31 December.

### **Prohibition of vehicles**

Section 147B of the Local Government Act 2002 states that a Territorial Authority must be satisfied that there is evidence that the area to which the bylaw applies has experienced a high level of crime or disorder that can be shown to have been caused or made worse by alcohol consumption in the areas. Despite having prohibitions in place, there have still been alcohol harm-related incidents at Riversdale in the past two years. Last year a young person was given first aid after being hit. The year before bottles were thrown at Police officers while they patrolled at Riversdale.

The areas proposed to be temporarily closed as a result of the prohibition of vehicles (detailed below) are legal roads and can therefore be temporarily closed to normal traffic if statutory temporary road closure procedures are followed. The procedures are set out in Section 319 of the Local Government Act 1974 and give the Council the power to stop or close any road (or part of a road) within the parameters of Section 342 and Schedule 10 of the Local Government Act 1974 (Schedule 10 is included as Attachment 1).

These procedures include:

- Consultation with Waka Kotahi (New Zealand Transport Agency) and the Police;
- Public notice being given of the proposal to close any road (or part of a road), and public notice of a decision to close the road;
- Council being satisfied that traffic is not likely to be unreasonably impeded.

A resolution of Council is required where a proposal to temporarily close a road during a period when public disorder is anticipated.

Council is required to give public notice of its decision.

### **Proposed Prohibition**

The prohibition of vehicles is intended to run from:

- 4.00pm Tuesday 31 December 2024 to 6.00am Wednesday 1 January 2025

The prohibition of alcohol is intended to run from:

- 7.00pm in the evening to 7.00am the following day, on each of the following days: Friday 25 October, Saturday 26 October and Sunday 27 October 2024.
- 6.00pm Monday 30 December 2024 to 6.00am Wednesday 1 January 2025.

The prohibition of vehicles and alcohol will affect the following areas:

#### Riversdale

- Orui Station/Riversdale Road intersection, and along Riversdale Road to Riversdale township, Bodle Drive to the lagoon and including Riversdale Beach from the lagoon to the Southern Riversdale Reserve to the water's edge. From Blue Pacific Parade and Bodle Drive intersection along Blue Pacific Parade to and including the Southern Riversdale Reserve including the beach to the water's edge.
- From Riversdale Road and Pinedale Crescent intersection along Pinedale Crescent to the intersection with Blue Pacific Parade.
- The southern terrace off Palm Parade and the middle terrace off Pinedale Crescent being Rochdale Road, Otarua Road, Bull Lane, Tama Road, Pukeko Place, Knoyle Road and Rochdale Road.
- This includes all public places, public parks and accessways into the defined area where the prohibition will be extended to.

#### Castlepoint

- From the Castlepoint motorcamp to the Castlepoint Lagoon, including Jetty Road and Castlepoint Beach to the water's edge. From in front of the motorcamp to the Castlepoint Lagoon, including Castlepoint Reserve. Also including Guthrie and Balfour Crescents and all public roads and places to which the public have access within the township of Castlepoint.

(collectively referred to as the Prohibition)

### **OPTIONS CONSIDERED**

A summary of the options considered is included in the table below.

<b>Option</b>		<b>Advantages</b>	<b>Disadvantages</b>
<b>1</b>	Adopt the Prohibition	<ul style="list-style-type: none"> <li>• Continues a harm prevention/minimisation approach</li> <li>• Enables the police to use</li> </ul>	<ul style="list-style-type: none"> <li>• Council may be perceived by some as impinging on their rights to consume alcohol during the</li> </ul>

Option		Advantages	Disadvantages
		<p>powers if needed</p> <ul style="list-style-type: none"> <li>Supported by the police and ratepayers associations.</li> </ul>	<p>periods outlined</p>
2	Do not adopt the Prohibition	<ul style="list-style-type: none"> <li>None identified</li> </ul>	<ul style="list-style-type: none"> <li>Ceases the harm prevention/ minimisation approach</li> <li>Risks a return to the anti-social behaviour experienced in the two communities</li> <li>Likely to result in the two communities feeling unsupported by council in dealing with this issue</li> </ul>

### RECOMMENDED OPTION

Option one is recommended as it continues Council’s approach in supporting efforts to reduce alcohol-related harm at the two communities during these holiday periods and it supports the efforts of residents’ associations in reducing disorder during these times.

### SUMMARY OF CONSIDERATIONS

#### Strategic, Policy and Legislative Implications

Local Government Act 1974 & 2002 and the Masterton District Council Alcohol Control Bylaw 2018.

#### Significance, Engagement and Consultation

The Significance and Engagement Policy has been considered.

As part of the Bylaw consultation, public feedback was sought. Five submissions were received, all submitters supported both alcohol-free zones and vehicle bans (road closures).

A survey specifically relating to alcohol control measures at Castlepoint and Riversdale Beach was open for feedback from 21 December 2018 to 28 February 2019. Seventy-seven people responded to the survey. There are no plans to carry out another survey in the near future.

91% (70) supported alcohol-free zones and 9% (7) were against them. The survey results for the vehicle ban at Castlepoint/Riversdale Beach for the 2018-19 New Year’s period showed 76% (59 individuals) supporting the vehicle ban, and 21% (16 people) against the ban, with 3% (three people) saying they didn’t know.

More recently in 2022 as part of feedback on the Riversdale Community Plan, some general comments from the community indicated a need or support for the control of anti-social behaviour associated with drinking.

### **Financial Considerations**

An electronic notification sign on the way to the beach settlements to notify of the prohibitions at New Year has been planned. The cost has been budgeted for within existing operational budgets.

### **Implications for Māori**

There are no specific implications for Māori arising from the decision to adopt the prohibition in accordance with the Masterton District Council Alcohol Control Bylaw 2018.

### **Communications/Engagement Plan**

The community will be notified of the planned prohibitions via public notice, and through social media posts along with posters throughout the settlements such as the shop notice boards. Residents and people staying at accommodation will be encouraged to have proof of accommodation to ensure they can drive to the properties.

### **Environmental/Climate Change Impact and Considerations**

The prohibition on alcohol and vehicles is not considered to have a significant impact on the environment.

### **NEXT STEPS**

Public Notice

If approved, the decision will be publicly notified in the local media in accordance with the requirements of clause 4.5 of the Bylaw and section 170(3) of the Local Government Act 2002.

### **ATTACHMENTS**

1. **Local Government Act 1974** [↓](#)
2. **Local Government Act 2002** [↓](#)
3. **Letters from Residents' Associations** [↓](#)

**Attachment 1**

**Local Government Act 1974**

**Section 319 General powers of councils in respect of roads**

- (1) The council shall have power in respect of roads to do the following things:
- (a) to construct, upgrade, and repair all roads with such materials and in such manner as the council thinks fit;
  - (b) *[Repealed]*
  - (c) to lay out new roads;
  - (d) to divert or alter the course of any road;
  - (e) to increase or diminish the width of any road subject to and in accordance with the provisions of the district plan, if any, and to this Act and any other Act;
  - (f) to determine what part of a road shall be a carriageway, and what part a footpath or cycle track only;
  - (g) to alter the level of any road or any part of any road;
  - (h) to stop or close any road or part thereof in the manner and upon the conditions set out in [section 342](#) and [Schedule 10](#);
  - (i) to make and use a temporary road upon any unoccupied land while any road adjacent thereto is being constructed or repaired;
  - (j) to name and to alter the name of any road and to place on any building or erection on or abutting on any road a plate bearing the name of the road;
  - (k) to sell the surplus spoil of roads;
  - (l) for the purpose of providing access from one road to another, or from one part of a road to another part of the same road, to construct on any road, or on land adjacent to any road, elevators, moving platforms, machinery, and overhead bridges for passengers or other traffic, and such subways, tunnels, shafts, and approaches as are required in connection therewith.
- (2) Before exercising a power under this section to do anything that will or is likely to interfere with any pipe, line, or other work associated with wastewater, stormwater, or the supply of water, electricity, gas, or telecommunications, the council must give not less than 10 working days' notice in writing of the proposed interference to the owner of the pipe, line, or other work, except in the case of any emergency or danger.

**Section 342 Stopping and closing of roads**

- (1) The council may, in the manner provided in [Schedule 10](#),—
- (a) stop any road or part thereof in the district:  
provided that the council shall not proceed to stop any road or part thereof in a rural area unless the prior consent of the Minister of Lands has been obtained; or
  - (b) close any road to traffic or any specified type of traffic (including pedestrian traffic) on a temporary basis in accordance with that schedule and impose or permit the imposition of charges as provided for in that schedule.
- (2) *[Repealed]*

**Clause 11, Schedule 10 - Temporary prohibition of traffic**

**Temporary prohibition of traffic**

11 The council may, subject to such conditions as it thinks fit (including the imposition of a reasonable bond), and after consultation with the Police and the New Zealand Transport Agency, close any road or part of a road to all traffic or any specified type of traffic (including pedestrian traffic)—

- a) while the road, or any drain, water race, pipe, or apparatus under, upon, or over the road is being constructed or repaired; or
- b) where, in order to resolve problems associated with traffic operations on a road network, experimental diversions of traffic are required; or
- c) during a period when public disorder exists or is anticipated; or
- d) when for any reason it is considered desirable that traffic should be temporarily diverted to other roads; or
- e) for a period or periods not exceeding in the aggregate 31 days in any year for any exhibition, fair, show, market, concert, film-making, race or other sporting event, or public function;

provided that no road may be closed for any purpose specified in paragraph (e) if that closure would, in the opinion of the council, be likely to impede traffic unreasonably.

**Attachment 2**

**Local Government Act 2002**

**Section 245 Issue of infringement notices**

- (1) An infringement notice may be served on a person if an enforcement officer—
  - (a) observes a person committing an infringement offence; or
  - (b) has reasonable cause to believe that an infringement offence is being or has been committed by that person.
- (2) An infringement notice not relating to a breach of an alcohol ban may be served—
  - (a) by an enforcement officer (not necessarily the person who issued the notice) personally delivering it (or a copy of it) to the person alleged to have committed the infringement offence concerned; or
  - (b) by post addressed to that person's last known place of residence or business.
- (2A) An infringement notice relating to a breach of an alcohol ban may be served—
  - (a) by a constable personally delivering it to the person alleged to have committed the breach; or
  - (b) by a constable personally delivering it, at a time after the person alleged to have committed the breach has been arrested for committing it, to the person; or
  - (c) by post addressed to the last known place of residence or business of the person alleged to have committed the breach.
- (3) An infringement notice sent to a person under subsection (2)(b) must be treated as having been served on that person when it was posted.
- (4) An infringement notice must be in the prescribed form and must contain the following particulars:
  - (a) details of the alleged infringement offence sufficient to inform fairly a person of the time, place, and nature of the alleged offence:
  - (b) the amount of the infringement fee specified for that offence:
  - (c) the time within which the infringement fee must be paid:
  - (d) the address of the place at which the infringement fee must be paid:
  - (e) a summary of the provisions of [section 21\(10\)](#) of the Summary Proceedings Act 1957:
  - (f) a statement that the person served with the notice has a right to request a hearing:
  - (g) a statement of what will happen if the person served with the notice neither pays the infringement fee nor requests a hearing:
  - (h) any other particulars that are prescribed.
- (5) If an infringement notice has been issued under this section,—

- (a) proceedings in respect of the offence to which the notice relates may be commenced in accordance with [section 21](#) of the Summary Proceedings Act 1957; and
- (b) the provisions of that section apply with all necessary modifications.

**Section 147B Criteria for making resolutions relating to bylaws**

Before making under [section 151](#), a resolution relating to a bylaw under [section 147](#), a territorial authority must, under section 147B, be satisfied that—

- (a) there is evidence that the area to which the bylaw applies (or will apply by virtue of the resolution) has experienced a high level of crime or disorder that can be shown to have been caused or made worse by alcohol consumption in the area; and
- (b) the bylaw, as applied by the resolution,—
  - (i) is appropriate and proportionate in the light of the evidence; and
  - (ii) can be justified as a reasonable limitation on people's rights and freedoms.





30<sup>th</sup> August 2024

To whom it may concern,

**LIQUOR PROHIBITION AND ROAD CLOSURES - CASTLEPOINT**

The Castlepoint Residents and Ratepayers Association is in favour of continuing the prohibition of liquor in public places over Labour Weekend and New Year, along with the road closure over New Year.

Prior to these regulations being in effect, the settlement was subject to antisocial and harmful public behaviour over these popular periods.

The police were not able to have sufficient presence to effectively control this behaviour.

Since these liquor bans have been in place over Labour Weekend and New Year, and road closure has been in place over New Year, the antisocial and harmful behaviour has been much reduced.

The public have got used to this expectation and have modified their behaviour accordingly.

This has effectively reduced to workload on police and improved community safety and wellbeing.

Yours faithfully,

**Chris Garland**

**Chairman**

Castlepoint Residents and Ratepayers Association.

**From:** [riversdalebca@gmail.com](mailto:riversdalebca@gmail.com) <[riversdalebca@gmail.com](mailto:riversdalebca@gmail.com)>  
**Sent:** Tuesday, September 3, 2024 4:40 PM  
**To:** Terri Mulligan <[terrim@mstn.govt.nz](mailto:terrim@mstn.govt.nz)>  
**Subject:** Alcohol and traffic ban at Riversdale Beach



Hello Terri

Riversdale Beach Community Association absolutely supports and recommends the temporary prohibition on alcohol and traffic closures at Riversdale Beach over the Labour Weekend and Xmas New Year period.

The decline in alcohol related harm has decreased since these bans have been taking place and we have had the presence of police patrolling over these times. It has gone from out-of-control street parties to a much more peaceful time. While the odd incident still can occur at times the majority of the residents and visitors respect this ban for the added security and peace of mind it gives us.

The prohibition decreases the risk of more serious harm, out of control partying in the public places, and keeps the environment clearer of broken glass and rubbish being strewn on beaches and streets. If trouble does occur, having the police on hand to quickly deal with it is of utmost importance.

We applaud this initiative and would see no reason not to continue with it taking place and are thankful that the Masterton District Council and Police are supporting this.

Kind regards

Christine Wilson

Secretary on behalf of the Riversdale Beach Community Association.

## **7.2 ADOPTION OF THE DRAFT WAIRARAPA LOCAL ALCOHOL POLICY AND STATEMENT OF PROPOSAL**

**File Number:**

**Author:** Stephanie Frischknecht, Policy Manager

**Authoriser:** Kym Fell, Chief Executive

### **PURPOSE**

The purpose of this report is to seek Council adoption of the draft Wairarapa Local Alcohol Policy and Statement of Proposal for consultation.

### **EXECUTIVE SUMMARY**

Masterton, Carterton and South Wairarapa District Councils (the Wairarapa District Councils) share a joint Wairarapa Local Alcohol Policy made under sections 75 and 76 of the Sale and Supply of Alcohol Act 2012 (the Act). A review is underway.

The Wairarapa Policy Working Group (WPWG) has delegated authority to progress the review and make recommendations back to the Wairarapa District Councils. The review is almost complete, with the aim to move to community consultation in September.

Based on stakeholder feedback, research, information from health and addiction organisations, examples of other local alcohol policies from across New Zealand, and the recommendations of the WPWG we consider the Policy should be amended.

In reviewing the Policy we must consult the community using the Special Consultative Procedure (SCP). This involves making a Statement of Proposal, and information about how our community can have their say and present their views, publicly available. The consultation period must run for a minimum of one month.

If adopted by the Wairarapa District Councils, consultation with the community will take place in September/October 2024. The WPWG will hear submissions and undertake deliberations ahead of making final recommendations to the Wairarapa District Councils in December 2024.

### **RECOMMENDATIONS**

That Council:

1. **notes** that a joint review of the Wairarapa Local Alcohol Policy (the Policy) is underway;
2. **endorses** the recommendations of the Wairarapa Policy Working Group to make amendments to the Policy.
3. **adopts** the draft Policy (Attachment 1) and Statement of Proposal (Attachment 2) for consultation with the community (Option 1).
4. **notes** that the proposed consultation, using the special consultative procedure, will run between 20 September to 20 October 2024.
5. **delegates** authority to the Chief Executive to approve minor edits that do not alter the intent of the content, prior to publication of the draft Policy and Statement of Proposal for consultation.

6. **notes** that the Wairarapa Policy Working Group will hear submissions on 23 October 2024 and undertake deliberations on 6 November 2024.
7. **notes** that following hearings and deliberations the Wairarapa Policy Working Group will make final recommendations to Council in December 2024.

## **CONTEXT**

The Wairarapa District Councils share a joint Wairarapa Local Alcohol Policy made under sections 75 and 76 of the Act.

Under section 77 of the Act, a local alcohol policy may include policies on any or all of the following licensing matters:

- location of licensed premises by reference to broad areas;
- location of licensed premises by reference to proximity to premises of a particular kind or kinds;
- location of licensed premises by reference to proximity to facilities of a particular kind or kinds;
- whether further licences (or licences of a particular kind or kinds) should be issued for premises in the district concerned, or any stated part of the district;
- maximum trading hours;
- the issue of licences, or licences of a particular kind or kinds, subject to discretionary conditions;
- one-way door restrictions.

The joint Policy was first adopted in 2018 following a development process spanning five years. Having a joint Policy provides a consistent approach across the Wairarapa region. This is beneficial to both users and operators of licensed premises as residents and visitors to the region frequently travel between the different districts.

### *Purpose of the Wairarapa Local Alcohol Policy*

The purpose of the Policy is to:

- promote safe and responsible sale, supply and consumption of alcohol;
- reflect the views of our communities regarding the appropriate location, number, hours and conditions that apply to licensed premises;
- provide certainty and clarity for applicants and the public as to whether a proposed license application meets the criteria in the LAP; and
- provide effective guidance for the decisions of the District Licensing Committee (DLC) and the Alcohol Regulatory and Licensing Authority (ARLA).

### *Key Provisions of the Current Policy*

#### Maximum Trading Hours

The current Policy restricts the default maximum trading hours specified in the Act which are 8am – 4am for on-licence premises (such as pubs, taverns and restaurants) and 7am to 11pm for off-licence premises (such as bottle stores and supermarkets).

The maximum trading hours in the current Policy are:

<b>Licence Type</b>	<b>Maximum Trading Hours</b>
Off-licence	7.00am – 10.00pm
On-licence	8.00am – 1.00am the following day Hotel minibar sales: 24 hours
Club Licence	Considered on a case-by-case basis, but will generally not exceed: 8.00am* – 11.00pm for Sports Clubs, and 8.00am* – 1.00am the next day for other clubs.  *6am on ANZAC day for those hosting ANZAC celebrations
Special Licence	Considered on a case-by-case basis.

#### Location of premises

The current Policy limits the location of off-licence premises in relation to schools, early childcare facilities, children’s playgrounds and recreation facilities (park, reserve, playground, sealed courts and gymnasiums built for or catering to children).

For premises within commercial areas and/or pedestrian precincts, an off-licence will not be issued in respect of any new premise being licensed for the first time on any site where the front façade of the premises directly borders any one of the above sites. In cases where a resource consent is required to locate a premise outside a commercial area and/or pedestrian precinct, an off-licence will not be issued for a new premise where the boundary of the site is less than 40m from the boundary of one of the above sites.

The above limits apply unless it can be demonstrated to the DLC that the hours, external alcohol-related signage, or operation of the premises will have no significant alcohol-related impact on those facilities and/or on persons using those facilities.

The Act also requires DLCs to consider the effects of proposed new premises on the amenity and good order of the locality when considering a licence application.

There are no specific restrictions in relation to proximity to facilities of a particular kind for on-licence premises, or club or special licences.

#### Discretionary conditions

The current Policy includes discretionary conditions that may be appropriate. These are at the discretion of the DLC.

For off-licence premises this includes:

- Supervised designation of all bottle stores to ensure unaccompanied minors do not enter bottle stores.
- Application of Crime Prevention through Environmental Design (CPTED) principles (e.g. CCTV, lighting, internal layout).

- At least 50% of any store front glazing shall be transparent, and no more than 30% of the external area of any side of the premises may contain alcohol-related signage or advertising.
- External alcohol-related signage must comply with the signage requirements of the Wairarapa Combined District Plan.

For on-licence premises this includes conditions such as one way door restrictions from a specified time, specifications around food and drink to be provided, limits on the number of drinks per customer, requirement for a management plan (this is not a complete list).

For club licences this includes one-way door restrictions, specification of food and drinks to be provided, require licensed outside areas to be monitored, require a management plan, require the holder of a manager's certificate to be present when alcohol is available during busy periods.

For special licence this include conditions such as specifying the range of food and drinks available, wine to be sold by the glass or plastic container only, require licensed outside areas to be monitored, restriction on BYO alcohol, one way door restrictions (this is not a complete list).

A copy of the current Policy is available [here](#).

### *Review Methodology*

The Sale and Supply of Alcohol (Community Participation) Amendment Act 2023 received Royal Assent on 30 August 2023. The Amendment Act made changes to the Sale and Supply of Alcohol Act 2012 to make it easier for communities to have a say in alcohol licensing decisions.

A key change was amending the process for developing local alcohol policies. This removed the requirement to develop a provisional local alcohol policy and the ability for people to appeal provisional local alcohol policies to ARLA. The process to develop (and review) a local alcohol policy is now simpler.

Under the amended legislation, the process involves the following steps:

1. Formal decision of Council to proceed with a local alcohol policy.
2. Consultation with Police, licensing inspectors and the Medical Officer of Health during production of a draft.
3. Consultation on the draft policy using the Special Consultative Procedure.
4. Following consultation, finalise and give public notice of the policy.
5. Bring the local alcohol policy into force on a day stated by resolution of Council.
6. Provide the licensing authority with a copy of the policy in force.

In producing a draft policy, councils must have regard to the following in accordance with section 78(2) of the Act:

- a. the objectives and policies of the district plan
- b. the number of licences of each kind held for premises in its district, and the location and opening hours of each of the premises
- c. any areas in which bylaws prohibiting alcohol in public places are in force
- d. the demography of the district's residents
- e. the demography of people who visit the district as tourists or holidaymakers
- f. the overall health indicators of the district's residents, and
- g. the nature and severity of the alcohol-related problems arising in the district.

### *Work to Date*

In February 2022, staff provided the Wairarapa District Councils with a report on the review requirements and approach. Councils agreed to delegate responsibility to the WPWG to support the review and make recommendations back to the Wairarapa District Councils.

Background research and stakeholder engagement was undertaken throughout 2022 and 2023. The review timelines were impacted due to the availability of stakeholders to provide input, primarily due to the redirection of resources to the COVID-19 response.

Staff first reported to the WPWG in January 2024. At this meeting, the WPWG were presented with a copy of the Background Report (Attachment 3) and a summary of feedback from key stakeholders engaged in the first phase of the review.

WPWG direction was sought on key items raised by stakeholders. At the WPWG meeting it was agreed:

- to amend the Policy to reduce maximum trading hours to 9.00am – 10.00pm for off-licence premises (excluding supermarkets and grocery stores which retain trading hours of 7.00am – 10.00pm);
- to amend the Policy to introduce a definition of Sensitive Sites that applies to the issue of an off-licence being licensed and expand the current policy settings to extend to other sensitive sites;
- to retain the current Policy settings with no restrictions on the further issue of off-licences (*an amendment was not supported as the growth in licences was primarily in Martinborough and Greytown which did not align with alcohol-related harm statistics. These premises were also recognised for their contribution to the Wairarapa tourism offer*);
- no amendments to extend trading hours during summer months for events centered around darkness (*an amendment was not supported as the hours of special licences for events are considered on a case-by-case basis*);
- no amendments to extend trading hours for Sports Clubs (*an amendment was not supported as although hours for sports clubs are generally to 11.00pm the current Policy provides the ability for this to be considered on a case-by-case basis. Extending hours for Sports Clubs also did not align with other feedback which supported reducing the supply of alcohol*).

At this meeting, staff undertook to revise the draft Policy and to hold a second meeting of the WPWG meeting should further direction be required ahead of presenting the draft Policy and Statement of Proposal to Wairarapa District Councils to adopt for consultation.

A second meeting of the WPWG was held on 19 August 2024 to seek further input into the review and to confirm the draft Policy. At this meeting, WPWG direction was sought on the following areas of the Policy:

- Approach to sensitive sites
  - a refined definition
  - exemptions
  - potential application to on-licence premises
- Special licences for events

- child focused events
- driving events
- reoccurring events
- Maximum trading hours
  - On-licences
  - Off-licences (closing hours).

The WPWG confirmed the draft Policy (Attachment 1) and recommended it be adopted by the Wairarapa District Councils for consultation. The draft Policy has also undergone a legal review.

### **ANALYSIS AND ADVICE**

As stated above, councils must have regard to the matters set out in section 78(2) of the Act when producing a draft Policy and consult with NZ Police, licensing inspectors and the Medical Officer of Health.

A Background Report has been prepared to meet these requirements and is provided as Attachment 3. The key findings are summarised below.

#### Key findings from background research

##### *Wairarapa alcohol licences, premises and ban areas*

- Licensing data indicates that over the 10-year period to 2023, the overall number of alcohol licences in Masterton reduced by 6 percent (five fewer licences); increased by 5.6 per cent in Carterton (2 additional licences) and increased by 26 per cent in South Wairarapa (28 additional licences). Accounting for population growth, this equates to a reduction from 33.5 to 27.3 licences per 10,000 people in Masterton, a reduction from 41.3 to 37.1 licences per 10,000 in Carterton and an increase from 112.3 to 114.9 licences per 10,000 people in South Wairarapa<sup>1</sup>.
- Since the Policy was introduced in 2018, all Wairarapa districts have had a net increase in the number of licensed premises, the largest of which has been in South Wairarapa. There has been a net increase of 17 premises in South Wairarapa, four premises in Masterton, and two premises in Carterton. The growth in South Wairarapa has largely been driven by an increase in licensed premises in Martinborough and Greytown (+10 premises in Martinborough and +5 premises in Greytown), noting Martinborough and Greytown are areas that tourists to the Wairarapa tend to visit and that post COVID-19 lockdown the Wairarapa experienced increased visitor numbers.
- Most on and off-licensed premises throughout the Wairarapa tend to be concentrated in the central business district (CBD) or main streets of each town. The exception to this is vineyards/cellar door premises, particularly around Martinborough. Clubs are more widely spread with some being located in residential areas.
- Each district has a standalone Alcohol Control Bylaw which sets out the alcohol-free areas in each district. Masterton and Carterton have ban areas in the business district and for specific locations such as parks. South Wairarapa has no permanent ban areas but has an event-

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<sup>1</sup> Note that the number of alcohol licences in a district does not necessarily reflect the actual number of alcohol premises as one premise can have more than one type of alcohol licence.



based ban area for the annual Toast Martinborough event. While not included in the current Alcohol Control Bylaw, Masterton District Council has issued temporary bans over the New Year period at parts of Castlepoint and Riversdale beaches, in accordance with its Alcohol Control Bylaw. These bans are approved by Council resolution each year.

#### *Wairarapa demographics and economy*

- All Wairarapa districts have experienced population growth since the Policy was introduced. Masterton has experienced the highest population growth (9.8 per cent) while Carterton and South Wairarapa districts both experienced growth of 7.8 per cent. The Wairarapa population has grown at a faster rate than the national population and is projected to continue to do so. A growth rate of around 36 per cent is forecast for each Wairarapa district over the period 2018-2038, compared to 26 per cent nationally.
- Wairarapa has a higher proportion of European population than New Zealand as a whole. The proportion of Māori is the same in Masterton as for New Zealand as a whole (21.3 per cent) but lower than New Zealand in Carterton and South Wairarapa districts. The proportion of Pacific peoples is the same in Masterton as for New Zealand as a whole (4.0 per cent) but lower in Carterton and South Wairarapa districts. Wairarapa has a higher median age compared with all of New Zealand.
- Evidence shows communities in deprived areas experience more alcohol harm. The most deprived areas in Wairarapa (with a NZ Deprivation Index rating of 9 or 10) are located within the Masterton urban area. There are also areas within Featherston, clustered on the southern side of the Featherston township. Carterton, Greytown and Martinborough have no areas with a deprivation rating of 9 or higher.
- In the five-year period to 2022, all Wairarapa districts experienced employment growth, with the unemployment and Not in Employment, Education or Training (NEET) rates for 15–24-year-olds falling over the period.
- While employment has increased, average household income across the Wairarapa remains lower than the New Zealand average. South Wairarapa district has the highest average household income, followed by Carterton and Masterton. The per capita income in South Wairarapa is higher than for New Zealand as a whole. Per capita income in Masterton and Carterton is lower than the New Zealand average.
- Housing is becoming increasingly unaffordable across all Wairarapa districts. Data shows housing is most affordable in Masterton District. South Wairarapa is the least affordable district in the Wairarapa region and is now less affordable than New Zealand as a whole.

#### *Wairarapa alcohol related harm*

- When looking at drinking patterns, Wairarapa DHB had more past year drinkers (87.9 per cent) between 2017-2020, than anywhere else in the country. However, past-year drinkers in Wairarapa were less likely than nationally to consume alcohol hazardously. Younger people and people who identify as Māori are most likely to drink hazardously in Wairarapa.
- Communities identified at most risk of alcohol related presentations at Wairarapa hospital also tend to be communities that have higher deprivation ratings. Areas with higher alcohol related presentations include Masterton Central, Masterton East, Solway South, Lansdowne, Carterton and Featherston, followed by Masterton West, Solway North and Ngaumutawa. Emergency Department presentations shows a similar pattern, with Masterton Central,

Masterton East and Lansdowne being areas of concern for alcohol related harm. Masterton West, Solway North and Featherston may also be areas of concern.

- Around half (52 per cent) of police-recorded alcohol harm in Wairarapa occurs in a private residential setting. The next most common location is in a public space (38 per cent), and a small proportion is recorded in a commercial/retail setting (4 per cent). The remaining proportion is recorded in other settings such as community, education, and health facilities, in-transit and online.
- Police-recorded alcohol harm is more prevalent in areas of the Wairarapa with higher deprivation, typically with a NZ Deprivation Index rating of 7 or higher.
- There has been an increase in the number of alcohol-related driving offences in Wairarapa. In 2023, Wairarapa accounted for 15 percent of alcohol-related driving offences in the wider Wellington region, up from 11 per cent in 2015. Masterton is ranked 11th out of all local authorities in terms of personal risk to the community of being involved in a fatal or serious alcohol and/or drug related crash and is considered of “medium concern.” South Wairarapa (ranked 44th) and Carterton (ranked 67th) are not identified as areas of concern.

#### *Economic impact of Alcohol in Wairarapa*

- Wairarapa’s alcohol attractions play a significant role in its tourism offer. This includes vineyards and wineries (particularly in Martinborough). Greytown is also increasingly becoming known for its boutique licensed premises. The Wairarapa also hosts major events built around the wine industry such as Toast Martinborough and Wairarapa Wines Harvest Festival, offers a range of premises targeting the tourism market, including restaurants, bars and cafes, and is often referred to by marketers as being “Wellington’s playground”.
- There has been growth in tourism related employment, which accounted for 6.1 per cent of Wairarapa employment in 2023 compared to 5.0 per cent in 2014<sup>2</sup>. Tourism GDP and expenditure have also increased. Latest figures suggest this trend continues.
- Tourism accounted for 13 percent of people employed in South Wairarapa in 2023, up from 9.4 per cent in 2014. Tourism employment levels are lower in Masterton (4.6 per cent of the workforce in 2022) and Carterton (3.2 per cent of the workforce in 2023).
- The majority of visitor spend in Wairarapa primarily falls into the broad categories of retail and food and beverage.
- The food and wine industry is a prominent feature of the Wairarapa’s appeal, with key experiences contributing to the appeal of Wairarapa as a destination being Martinborough, Castlepoint, Cape Palliser and the region’s wine and food festivals.

#### Stakeholder feedback

Stakeholder engaged in the first phase of the review included:

- The New Zealand Police – Wellington and Wairarapa-based
- Te Whatu Ora Regional Public Health and the Medical Officer of Health
- The alcohol licensing inspectors/regulatory managers of the Wairarapa District Councils
- The Chairs of the three District Licensing Committees (governance perspective only)

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<sup>2</sup> Source: Infometrics Regional Economic Profile 2023.

- Te Hauora Runanga O Wairarapa Inc (mandated to represent the views of both Wairarapa iwi on matters relating to alcohol addiction)
- Destination Wairarapa.

Key themes identified through stakeholder engagement supported an amended Policy. The matters raised broadly related to reducing the supply of alcohol, strengthening the approach to “sensitive sites,” aligning settings for club licences, and supporting Wairarapa as a destination through amendments to special licences.

Stakeholder feedback is included as part of the Background Report.

Proposed revised Policy

Based on the findings of our background research, input from key stakeholders and the recommendations of the WPWG, we consider the Policy should be amended. The proposed amendments are outlined below.

Alongside these key amendments, we have also proposed updates to improve the flow and readability of the Policy. In doing so we have simplified the General Framework section and reordered some clauses and sections, such as moving the Definitions section to the end of the Policy.

<b>Proposed amendment</b>	<b>Rationale</b>
<p>1 Amend the Policy so that no new off-licences will be granted for premises within 100m of a sensitive site, unless an exemption applies. A sensitive site includes sites such as a childcare or educational facility, playground or recreational facility, healthcare facility, marae, a place of worship.</p> <p>Applications relating to existing off-licence premises are exempt. An exemption may also apply if the premises limits the exposure to alcohol sales and marketing and alcohol-related harm to the people using the sensitive site. This includes supermarkets and grocery stores because the Act prevents them from advertising alcohol products in a way that can be seen outside of the premises.</p> <p>The restriction has not been applied to on-licence premises. On-licence premises have additional host responsibilities that help minimise alcohol-related harm and are recognised for their contribution to Wairarapa’s tourism offer.</p>	<p>Reduces exposure to alcohol promotion for people who use sensitive sites which supports a reduction in alcohol-related harm. This aligns with feedback from stakeholders who advocated for the policy to provide protections for certain site users, such as those of rehabilitation centres.</p> <p>Introducing a definition of sensitive sites into the Policy will also provide clarity to the community, licensing inspectors and the District Licensing Committee should a licence application be opposed by the community on the basis of being in close proximity to a sensitive site.</p> <p>The exemptions ensure an appropriate balance between harm reduction and minimising impacts to existing local businesses.</p>

Proposed amendment	Rationale
<p>2 Amend the maximum trading hours for off-licence premises from 7.00am to 10.00pm to 9.00am to 10.00pm.</p> <p>This excludes supermarkets and grocery stores which retain the hours of 7.00am to 10.00pm.</p>	<p>The current Policy modified the default national trading hours from 11.00pm to 10.00pm but did not reduce the start time. Reducing maximum trading hours is one tool councils can use to reduce the availability and accessibility of alcohol. This is supported by key stakeholders. Research shows that most alcohol consumed is purchased from off-licence premises. Alcohol purchases from off-licence premises (e.g. RTDs) can also be a popular option for our communities at higher risk of alcohol-related harm (i.e. youth).</p> <p>Most off-licence premises (excluding supermarkets and grocery stores) do not advertise opening hours from 7.00am. This change therefore better reflects our local circumstances and ensures we do not see increased availability in future. It is also consistent with guidance on an effective local alcohol policy<sup>3</sup>.</p>
<p>3 A special licence is used to sell and supply alcohol to people attending an event. The Act does not allow a special licence where a permanent or variation of an existing permanent licence (e.g. on-licence) is more appropriate.</p> <p>The current Policy considers one entertaining evening per month as reasonable before a permanent or variation to a permanent licence should be applied for. We have proposed an amendment to state that premises should not have more than 12 events under a special licence in any 12-month period, or that a special licence for a series of events should not exceed a period of six months.</p>	<p>New and emerging tourism means that events at certain times of the year are becoming more common, such as those associated with Matariki or Dark Skies over the summer.</p> <p>We have heard from some parts of our community that one event per month may not provide sufficient flexibility to applicants in how events are structured throughout the year. Amending the policy from one entertaining event per month to a maximum of 12 events in a 12-month period increases flexibility for applicants in how they structure their events over the year, while not increasing the overall volume of events permitted. A six-month limit for a series of events provides guidance to applicants and the District Licensing Committee on how long a series of events may extend for.</p>
<p>4 Amend the Policy to state that special licences will not be granted for events focused on children and young people aged under 18 years old. Examples include children’s sports games, school</p>	<p>Statistics show that the prevalence of drinking is high among young people and the Health Promotion Agency states that “people who are exposed to alcohol marketing are more likely to start drinking at a younger age or participate in</p>

<sup>3</sup> [Effective Local Alcohol Policy Guidelines](#)

Proposed amendment	Rationale
<p>galas and school kapa haka events.</p> <p>The age limit aligns with the legal age to purchase alcohol which is 18 years.</p>	<p>hazardous drinking behaviours.” The World Health Organization (WHO) includes bans on exposure to alcohol advertising as one of the five ‘best buys’ for reducing alcohol-related harm<sup>4</sup>.</p> <p>This proposal offers protective factors for children and young people from exposure to alcohol promotion. It also supports a consistent approach being taking throughout Wairarapa and aligns with Council run events for children and young people which are increasingly becoming alcohol free.</p>
<p>5 Amend the Policy to state that in considering licence applications, the District Licensing Committee shall have regard to the appropriateness of associating the consumption of alcohol with driving events, and that applicants must demonstrate they have put in place practical steps to minimise the risk of driving under the influence of alcohol. Examples include providing information about alternative transport available, continuous supply of free-drinking water, and/or food available at a reasonable price.</p> <p>Driving events include demonstrations or events where cars drive in convoy together from location to location.</p>	<p>Evidence shows that alcohol is a key contributing factor in vehicle related crashes, with NZ Police stating alcohol and/or drugs are a factor in about a third of all fatal crashes<sup>5</sup>. There has also been an increase in the number of alcohol related driving offences in Wairarapa– up from 235 offences in 2015 to 332 offences in 2023<sup>6</sup>.</p> <p>This proposal supports a preventative approach to managing the potential risk of driving under the influence of alcohol.</p>

**OPTIONS CONSIDERED**

A summary of the options considered is included in the table below.

Option	Advantages	Disadvantages
<p>1 Recommended Option – Adopt the draft Wairarapa Local Alcohol Policy and Statement of Proposal for consultation</p>	<p>- The Policy has been developed based on latest available information, including alcohol-related harm and tourism benefits.</p>	<p>- The Policy may be perceived as restrictive by some applicants/ licensees due to additional criteria.</p>

<sup>4</sup> [Te Hiringa Hauora, Health Promotion Agency, statement on Alcohol advertising, promotion and sponsorship \(2022\)](#)

<sup>5</sup> [NZ Police, Being safe on the road - rules and reasons](#)

<sup>6</sup> [NZ Police, Road policing driver offence data \(2024\)](#)

		<ul style="list-style-type: none"> <li>- The Policy supports an alcohol-related harm reduction approach but provides exemptions where appropriate to reduce impacts to existing businesses.</li> <li>- The Policy takes into account feedback received through the early engagement period.</li> <li>- The flow and readability of the Policy has been improved.</li> <li>- The Policy will enable greater consistency across the Wairarapa region.</li> <li>- This option is recommended by the WPWG who has developed a breadth of understanding of the issues.</li> </ul>	
2	<p>Alternative Option – Do not adopt the draft Wairarapa Local Alcohol Policy and Statement of Proposal for consultation with a preference to retain the current Wairarapa Local Alcohol Policy.</p> <p>This option would involve referring back to the WPWG for reconsideration.</p>	<ul style="list-style-type: none"> <li>- The current Policy is familiar to the community, licensees and the District Licensing Committee.</li> <li>- The current Policy offers some protective factors to children and young people.</li> <li>- The current Policy may be preferred by some applicants/licensees as there is less criteria.</li> </ul>	<ul style="list-style-type: none"> <li>- Does not take advantage of opportunities to further reduce alcohol-related harm based on latest available information.</li> <li>- Does not respond to stakeholder feedback received through the early engagement period.</li> <li>- Does not take advantage of opportunities to clarify existing aspects of the policy that are unclear or applied inconsistently throughout Wairarapa.</li> <li>- Does not take advantage of the opportunity to improve the flow and readability of the policy.</li> <li>- This option is not supported by the WPWG and would require</li> </ul>

			additional staff and elected member resource. A decision to rollover the existing Policy still requires consultation.
3	<p>Alternative Option – Do not adopt the draft Wairarapa Local Alcohol Policy and Statement of Proposal for consultation with a preference to revoke the Wairarapa Local Alcohol Policy.</p> <p>This option would involve referring back to the WPWG for reconsideration.</p>	<ul style="list-style-type: none"> <li>- Premises would have more flexibility in when and where they sell and supply alcohol.</li> <li>- If revoked, Council resources would not be required to review the Policy in future.</li> </ul>	<ul style="list-style-type: none"> <li>- Would be a significant shift from Council's current position.</li> <li>- May lead to an increase in alcohol-related harm.</li> <li>- Would not offer protective factors for our communities at most risk of alcohol-related harm.</li> <li>- Views and preferences of the community would not be reflected in licensing decisions.</li> <li>- Does not align with feedback from key stakeholders, including those that Council is required to consult with under the Act.</li> <li>- This option is not supported by the WPWG and would require additional staff and elected member resource. A decision to revoke the current Policy still requires consultation.</li> </ul>

## **RECOMMENDED OPTION**

Option 1: Adopt the draft Wairarapa Local Alcohol Policy and Statement of Proposal for consultation is recommended. The amendments aim to support a reduction in alcohol-related harm and to ensure the Policy is easily understood by the community, staff and the DLC. This option also aligns with the recommendations of the WPWG.

If Council prefers an alternative option it is recommended to refer back to the WPWG for reconsideration. This is because they have delegated authority to support the review and have developed a breadth of understanding of the issues. This would delay the review.

## **SUMMARY OF CONSIDERATIONS**

### **Strategic, Policy and Legislative Implications**

The Policy is due for review. The Act sets out the review process and requires councils to consult using the SCP.

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

### **Significance, Engagement and Consultation**

As stated, council is required to consult using the SCP. When consultation opens, all current licensees will be informed. Stakeholders such as Te Hauora, Destination Wairarapa, Te Whatu Ora, and NZ Police who provided early feedback on the Policy will also be informed of the opportunity to submit.

We have also identified some parts of our community that are likely to have an interest in the Policy such as business groups (e.g. Business Wairarapa, Martinborough Business Association), Wairarapa Winegrowers, Youth Councils, schools, iwi, Wairarapa Community Network Forum).

During the consultation period we will make relevant document available including the draft Policy, Statement of Proposal, submission form, and Background Report.

### ***Our community can find out about the policy review through several channels***

We will advertise the opportunity for the community to have their say on the Council website, social media, and through traditional media. Physical copies will be available at the Council customer service centres and libraries across the Wairarapa.

We will proactively communicate with key stakeholder groups identified above to make them aware of the consultation opportunity.

### **Financial Considerations**

The budget for the review is split across the Wairarapa District Councils according to the Wairarapa Shared Services Funding Policy, under the 'joint policy development' activity. The cost allocation is 52 per cent Masterton District Council, 20 per cent Carterton District Council and 28 per cent South Wairarapa District Council.



Council's contribution towards the costs associated with the review are being met from within existing budgets.

### **Implications for Māori**

Promoting safe and responsible consumption alcohol among our communities is a key aim of the policy, including our Māori communities. The inclusion of marae in the definition of sensitive sites offers additional protection for Māori.

The Policy also aims to reflect the views of our communities, including our Māori communities. We will promote the consultation period to ensure that Mana Whenua, Te Hauora Rūnanga o Wairarapa, and Māori health and social services providers have an opportunity to submit on the Policy.

### **Environmental/Climate Change Impact and Considerations**

There are no environmental/climate change impacts or considerations resulting from the decision to consult on the Policy.

### **NEXT STEPS**

SWDC will consider this report on 4 September. MDC and CDC will consider this report on 18 September.

Subject to adoption by the Wairarapa District Councils, consultation will be undertaken in September/October 2024. Hearings and deliberations by the WPWG would follow.

Following consultation, we would draft the amended Policy (as required) for finalisation by the Wairarapa District Councils in December 2024. The finalised Policy would be publicly notified and is adopted 30 days after the date on which it is publicly notified.

The Policy does not have effect until brought into force by resolution. In accordance with section 90 of the Act, elements of the Policy that amend maximum trading hours from those that applied previously are unable to be brought until three months after the day on which public notice of the Policy is given. Other elements of the Policy may be brought into effect after the policy is adopted on any day stated by the resolution.

The Policy would next be required for review in six years' time in accordance with the Act.

### **ATTACHMENTS**

1. **Draft Wairarapa Local Alcohol Policy** [↓](#)
2. **Statement of Proposal and Submission Form** [↓](#)
3. **Local Alcohol Policy Background Report** [↓](#)

**Attachment 1: DRAFT Wairarapa Local Alcohol Policy**



**Wairarapa Local Alcohol Policy**  
**Kaupapa Here Waipiro ā-Rohe o Wairarapa**

DRAFT FOR CONSULTATION

<b>First Adopted:</b>	1 August 2018
<b>Latest Version:</b>	[TBC]
<b>Adopted by:</b>	Masterton, Carterton and South Wairarapa District Councils
<b>Review Date:</b>	[TBC]

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DRAFT

## OVERVIEW

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### 1. GENERAL FRAMEWORK | ANGA WHĀNUI

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- 1.1. The Sale and Supply of Alcohol Act 2012 (the Act) puts in place a system of control over the sale and supply of alcohol to achieve the objectives of the Act.
- 1.2. The objectives of the Act are to encourage the safe and responsible sale, supply and consumption of alcohol and to minimise the harm caused by the excessive or inappropriate consumption of alcohol.
- 1.3. Alcohol Related Harm has a very broad definition in the Act. In summary, it relates to harm to society generally or the community as a result of the inappropriate or excessive consumption of alcohol.
- 1.4. The Act sets out national rules for the sale and supply of alcohol. These provide a baseline for control over the sale and supply of alcohol. Where there is no Local Alcohol Policy in force, the national rules apply. Some of the national rules are mandatory including national maximum trading hours, the drinking age, manager training and vetting, and actions to minimise the risk of alcohol related harm such as providing free drinking water, ensuring food and low or non-alcoholic beverages are available, and providing information about transport options.
- 1.5. The Act allows local authorities, in consultation with its community, to develop a Local Alcohol Policy dealing with the sale and supply of alcohol as it relates to its local area. The Act sets out what local authorities can and cannot include in their Local Alcohol Policy. A Local Alcohol Policy can modify and refine some of the national rules to reflect the circumstances of the local area and introduce other local requirements. For example, a Local Alcohol Policy may limit the location and control the density of licences or impose conditions on particular types of licences or restrict or extend the maximum trading hours set in the Act.
- 1.6. A Local Alcohol Policy can be more restrictive than the Wairarapa Combined District Plan, but it cannot authorise anything that is forbidden by that plan. A Local Alcohol Policy must be consistent with the Act, and the law in general.
- 1.7. Local authorities may also choose to join together and adopt a single Local Alcohol Policy for the benefit of 2 or more local councils. The Wairarapa Local Alcohol Policy (the Policy) is a joint Local Alcohol Policy between the Masterton, Carterton, and South Wairarapa District Councils. The Policy deals with matters relating to alcohol licensing for the benefit of the Wairarapa region.

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### 2. PURPOSE | PŪTAKE

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- 1.8. The purpose of the Policy is to:
  - a) promote the safe and responsible sale, supply and consumption of alcohol by putting in place a system of control that is applicable to the Wairarapa region;
  - b) reflect the views of our communities regarding the appropriate location, total number of premises, trading hours and conditions that apply to licensed premises;
  - c) provide certainty and clarity for applicants and the public as to whether a proposed licence application meets the criteria in the Policy; and
  - d) provide instruction to the District Licensing Committee (DLC) and the Alcohol Regulatory and Licensing Authority, which they must have regard to when making decisions on all licensing matters for each district.

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### **3. SCOPE | WHĀNUITANGA**

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#### **APPLICATION OF POLICY**

- 3.1. The Policy applies to all applications for licences, including renewals of licences issued under previous versions of the Policy, from the date the Policy comes into force.
- 3.2. If a Policy has been adopted, any conditions in the Policy that relate to a modification of existing maximum trading hours or a modification of a one-way door restriction cannot come into force straight away. The date to bring that part of the Policy into force may be stated by resolution, but it cannot be a date that is earlier than the day that is three months after the day that public notice of the Policy is given. The rest of the Policy or amendments may be brought into effect on any day stated by resolution.

#### **GENERAL CRITERIA FOR LICENSING APPLICATIONS**

- 3.3. There are four types of licences referred to in the Act. These are as follows:
  - a) on-licence;
  - b) off-licence;
  - c) club licence; and
  - d) special licence.
- 3.4. Decisions on applications for licences (including renewals) are made by DLCs. DLCs may refer an application to the Alcohol Regulatory and Licensing Authority for a decision.
- 3.5. As well as having regard to the Policy, when making a decision on whether to issue an on, off, or club licence, the DLC must also have regard to the criteria set out in section 105 of the Act. This includes, but is not limited to the following:
  - the object of the Act;
  - the suitability of the applicant;
  - the days on which and the hours during which the applicant proposes to sell alcohol;
  - the design and layout of the premises;
  - whether the applicant provides goods and services other than those related to the sale of alcohol, low alcohol refreshments, non-alcoholic refreshments and food;
  - whether the amenity and good order of the locality would be likely to be reduced, to more than a minor extent, by the effects of the issue of the licence;
  - whether the amenity and good order of the locality are already so badly affected by the existing licences that they would be unlikely to be reduced further by the effects of the issue of the licence;
  - whether the applicant has the appropriate systems, staff and training to comply with the law;
  - any matters dealt with in any report from the Police, an inspector, or a Medical Officer of Health made under section 103.
- 3.6. For renewal applications, DLCs must consider the above criteria in clause 3.5 (excluding those relating to amenity and good order) and the criteria set out in section 131 of the Act, which includes:
  - whether (in its opinion) the amenity and good order of the locality is likely to be increased by more than a minor extent, by the effects of a refusal to renew the licence; and

- the manner in which the applicant has sold, displayed, advertised or promoted alcohol.
- 3.7. When deciding whether to issue a special licence, a DLC must have regard to the criteria set out in clause 3.5 above (excluding those relating to amenity and good order of a locality that is already badly affected by the existing licence) and the criteria set out in section 142 of the Act, which includes:
- the nature of the particular event for which the licence is sought;
  - any areas of the premises that the applicant proposes should be designated as restricted areas or supervised areas;
  - any steps the applicant proposes to take to ensure that the requirements of the Act in relation to the sale and supply of alcohol to prohibited persons are observed;
  - the applicant's proposals relating to;
    - the sale and supply of non-alcoholic drinks and food;
    - the sale and supply of low alcohol drinks;
    - the provision of help with or information about alternative forms of transport from the premises.
- 3.8. A DLC may refuse a licence, or grant it but with conditions, if the issue of the licence, or the consequences of the issue of the licence, would be inconsistent with the Policy.
- 3.9. Renewal of a licence may be declined if the renewal would be inconsistent with any density or location policy in the Policy, or conditions imposed if the renewal of licence, or the consequences of the renewal of licence, would be inconsistent with the Policy.
- 3.10. As well as the above legislative criteria, when making decisions, DLCs may also consider relevant case law and Alcohol Regulatory and Licensing Authority practice notes and guides.
- 3.11. DLCs cannot take into account the impacts of a new or renewed licence on business conducted by an applicant under any other licence.
- 3.12. A licence may not be issued for any premises unless the location of that premises complies with the provisions of the Wairarapa Combined District Plan or a Resource Consent that has been granted or it complies with Section 10 of the Resource Management Act 1991, where there are existing use rights.
- 3.13. The Act requires DLCs to consider the effects of proposed new premises on the amenity and good order of the locality when considering a licence application.

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## **4. OFF-LICENCE POLICIES | KAUPAPA HERE RAIHANA Ā-WAHO**

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### **INTRODUCTION**

- 4.1. An off-licence is where the licensee can sell alcohol for consumption somewhere else. Common examples include supermarkets and bottle stores.
- 4.2. This section of the Policy does not apply to premises for which off-licences are endorsed under sections 39 (auctioneers) or 40 (remote sellers) of the Act.

### **LOCATION OF PREMISES BY REFERENCE TO PROXIMITY TO FACILITIES OF A PARTICULAR KIND OR KINDS**

- 4.3. Except as allowed by clause 4.5, no new off-licence will be granted for a premises which is located

within 100 metres of a Sensitive Site<sup>1</sup>. This setback is measured from the legal property boundary of the Sensitive Site to the legal property boundary of the proposed premises.

- 4.4. Clause 4.3 does not apply to:
- a) supermarkets or grocery stores<sup>2</sup>;
  - b) an application for renewal of an existing off-licence for any type of premises;
  - c) an application for renewal of an existing off-licence for any type of premises when after a licence has been issued and prior to renewal, a Sensitive Site has moved to a location within 100 metres of an existing licensed premises;
  - d) an application for an off-licence for a premises whose operator has an existing off-licence, but where the business operated from the premises is sold or transferred to a new owner/entity<sup>3</sup>.
- 4.5. Where an applicant for a new off-licence for a premises in a location that is within 100 metres of the legal property boundary of a Sensitive Site (and the applicant is not one of the groups set out in clause 4.4) can demonstrate to the DLC that it has limited the exposure to alcohol sales and marketing and Alcohol-Related Harm to the people who use the Sensitive Site by meeting the following criteria:
- a) there is no external display of alcohol related signage/advertising;
  - b) there is no internally placed display of alcohol related signage/advertising that is visible to people from outside the premises;
  - c) there is an ID 25 Policy on the premises;
- then the DLC may (at its discretion) determine whether that applicant is exempt from clause 4.3.
- 4.6. In considering an application under clause 4.5, the DLC may impose other reasonable discretionary conditions prescribing steps to be taken by the licensee to ensure the exposure to alcohol sales and marketing and Alcohol-Related Harm to the people who use the Sensitive Site is limited (i.e. over and above those specified in clause 4.5(a) to (c)).

#### MAXIMUM TRADING HOURS

- 4.7. The following maximum trading hours apply to off-licence premises in the Wairarapa region and include all off-licence sales including over the counter sales:

MAXIMUM TRADING HOURS OFF-LICENCE PREMISES (Monday to Sunday)		
Area	Opening	Closing
Supermarkets and Grocery Stores	7.00am	10.00pm (the same day)
All Other Off-Licences	9.00am	10.00pm (the same day)

<sup>1</sup> 4.3 ensures that those who use Sensitive Sites are not exposed to alcohol promotion and signage when at those Sensitive Sites. Refer to section 77(1)(c) of the Act.

<sup>2</sup> Supermarkets and grocery stores are exempt from clause 4.3 because section 114 of the Act prevents supermarkets and grocery stores from displaying, promoting or advertising alcohol products in a way that can be seen outside of the premises. There are no equivalent controls in the Act on external signage for other off-licences.

<sup>3</sup> In this situation, the new business owner/entity would be required to apply for a new off-licence but is exempt from clause 4.3.

**DISCRETIONARY CONDITIONS FOR OFF-LICENCES**

4.8. In addition to the mandatory conditions for off-licences outlined in section 116(2) of the Act, under section 116(1) and 117 of the Act, the DLC may issue any off-licence subject to any reasonable conditions not inconsistent with the Act. Conditions relating to the following matters may (as well as any other reasonable conditions) be appropriate for off licences:

- a) supervised designation of all bottle stores to ensure unaccompanied minors do not enter bottle stores;
- b) application of the principles of Crime Prevention through Environmental Design (CPTED)<sup>4</sup> to implement the following:

<b>Closed-Circuit Television (CCTV)</b>	CCTV being installed in suitable locations to monitor vulnerable areas (areas which are not easily or continuously monitored by staff). Customers being made aware of the CCTV systems.
<b>Lighting</b>	Internal lighting of the premises to enable informal or organised surveillance by staff or trained personnel, and electronic surveillance by CCTV. Lighting to allow customers to be seen as they enter the premises. Lighting to allow staff to check identification. External areas such as car parks and loading bays being well lit, subject to the requirements of any resource consent or Wairarapa Combined District Plan rule.
<b>Internal layout</b>	General points of sale to be positioned near the main entrance. Relevant staff understanding of how to operate the CCTV system. Sufficient numbers of staff to ensure control of the premises during trading hours.

- d) at least 50% of any store front glazing shall be transparent, consistent with CPTED;
  - e) and no more than 30% of the external area of any side of the premises may contain alcohol-related signage or advertising, excluding the company name.
- 4.9. External alcohol-related signage must comply with the signage requirements outlined in the Wairarapa Combined District Plan.

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**5. ON-LICENCE POLICY | KAUPAPA HERE RAIHANA Ā-ROTO**

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**INTRODUCTION**

- 5.1. An **on-licence** is where the licensee can sell and supply alcohol for consumption on the premises and can let people consume alcohol there. Common examples include hotels, taverns and restaurants.
- 5.2. Policies in this Policy relating to on-licences also apply to bring your own restaurants and caterers as referred to in sections 37 and 28 of the Act (respectively).

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<sup>4</sup> Refer to the National Guidelines for Crime Prevention through Environmental Design in New Zealand Parts 1 & 2 (Ministry of Justice)



**MAXIMUM TRADING HOURS**

- 5.3. The following maximum trading hours apply to on-licence premises in the Wairarapa region (other than hotel in-bedroom (mini-bar) sales):

<b>MAXIMUM TRADING HOURS ON-LICENCE PREMISES (Monday to Sunday)</b>		
<b>Area</b>	<b>Opening</b>	<b>Closing</b>
All On-Licences	8.00am	1.00am (the following day)

- 5.4. The following hours apply to hotel in-bedroom (mini-bar) and or Lodgers sales in the Wairarapa region:

<b>MAXIMUM TRADING HOURS (Monday to Sunday)</b>	
<b>Area</b>	
Hotel Mini Bars and/or Lodgers	24 Hours

**DISCRETIONARY CONDITIONS FOR ON-LICENCES**

- 5.5. In addition to the mandatory conditions for on-licences outlined in section 110(2) of the Act, under sections 110(1) and 117 of the Act, the DLC may issue any on-licence subject to any reasonable conditions not inconsistent with the Act. Conditions relating to the following matters **may** (as well as other reasonable conditions) be appropriate for on-licences:
- a) one way door restrictions from a specified time;
  - b) specify the range of food, non-alcohol and low-alcohol drinks to be provided;
  - c) specify limits on the number of drinks per customer at specified times;
  - d) no serving in glass containers at specified times;
  - e) restrictions on the wearing and/or display of gang paraphernalia;
  - f) restrictions on the use of outdoor areas after 'x' hour, e.g. outdoor speakers are prohibited after 'x' hour;
  - g) require licensed outside areas to be monitored;
  - h) require a management plan for the management of patrons in outdoor areas to minimise impacts on the amenity of near-by properties;
  - i) conditions relating to management such as:
  - j) certificated staff required if the occupancy exceeds a prescribed number or if recommended by Police or the Inspector;
  - k) requirement for multiple managers for large events and/or establishments.
- 5.6. The following condition may be appropriate for on-licensed premises such as a BYO restaurant:
- a) the holder of a manager's certificate to be on duty during busy periods e.g. Thursday, Friday and Saturday nights.

## 6. CLUB LICENCES | RAIHANA KARAPU

### INTRODUCTION

- 6.1. A **club licence** is where the licensee can sell and supply alcohol to Authorised Customers for consumption on the club premises.

### MAXIMUM TRADING HOURS

- 6.2. The following maximum trading hours apply to premises with a club licence in the Wairarapa region:

MAXIMUM TRADING HOURS (Monday to Sunday)	
Area	Opening and Closing
All Club Licences	<p>Maximum trading hours for club licences will be considered on a case by case basis but will generally not exceed 8.00am* until 11.00pm (the same day) for Sports Clubs and 8.00am* until 1.00am (the following day) for other Clubs.</p> <p>*6.00am on ANZAC Day only for those hosting ANZAC celebrations</p>

### DISCRETIONARY CONDITIONS FOR CLUB LICENCES

- 6.3. In addition to the mandatory conditions for club licences outlined in section 110(2) and under sections 110(1) and 117 of the Act, the DLC may issue any club licence subject to any reasonable conditions not inconsistent with the Act. Conditions relating to the following matters (as well as any other reasonable conditions) may be appropriate for club licences depending on the size and nature of the club:
- one way door restrictions from a specified time;
  - specify the range of food, non-alcohol and low-alcohol drinks to be provided;
  - require licensed outside areas to be monitored;
  - require a management plan for the management of patrons in outdoor areas to minimise impacts on the amenity of near-by properties;
  - require the holder of a manager's certificate to be present when alcohol is available for sale during busy periods e.g. more than X people are on the Club premises. For large events or establishments, a number of licensed managers may be specified.

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## **7. SPECIAL LICENCES | RAIHANA MOTUHAKE**

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### **INTRODUCTION**

7.1. A **special licence** can be either an on-site or off-site special licence:

**On-Site Special Licence:** an on-site special licence is where a licensee can sell or supply alcohol for consumption on the premises to people attending an event described in the licence. Common examples include at a community event, or when a bar has a special licence to open earlier/close later for a significant event.

**Off-Site Special Licence:** an off-site special licence is where a licensee can sell the licensee's alcohol for consumption somewhere else, to people attending an event described in the licence.

7.2. No special licence will be issued where a permanent or variation of a permanent licence is more appropriate.

7.3. Any special licence for a series of events should not be for a period exceeding 6 months.

7.4. Generally, no premises should have more than 12 events under a special licence in any 12-month period. The DLC will require the multiple events named in a special licence application to be related in some way. Examples include a theatre group performing several performances over several days, or an organisation holding a series of quiz nights.

### **SPECIAL LICENCES: EVENTS FOCUSED ON CHILDREN AND YOUNG PEOPLE**

7.5. Special licences will not be granted for events focused on children and young people. An event focused on children and young people is an event that is centred around under 18-year-olds. This includes but is not limited to children's sports games, school galas, school kapa haka events, etc.

### **SPECIAL LICENCES: DRIVING EVENTS**

7.6. When deciding on whether or not to issue a special licence for a driving event, as well as having regard to the general criteria for issuing a special licence in section 142 of the Act, the DLC shall have regard to the appropriateness of associating the consumption of alcohol with driving events. Applicants must demonstrate they have put in place practical steps to minimise the risk of driving under the influence of alcohol. Where this cannot be effectively demonstrated, a licence may not be issued.

7.7. Minimising the risk of driving under the influence could include (but is not limited to<sup>5</sup>):

- a) provision of breathalysers or alcohol testing during the event;
- b) provision of help with or information about sober drivers or alternative transport available to take participants home;

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<sup>5</sup> See also the Guidelines for managing alcohol at large events published by Te Whatu Ora (Health New Zealand) published as at September 2020.

- c) a reasonable range of food available at a reasonable price;
- d) reduced prices for non-alcoholic beverages;
- e) maximum number of serves per person; and/or
- f) continuous supply of free drinking water.

**MAXIMUM TRADING HOURS**

7.8. The hours (opening and closing) and duration of a special licence are set at the discretion of the DLC for each event, having regard to the nature of the event, or series of events, as assessed on a case-by-case basis.

<b>MAXIMUM TRADING HOURS (Monday to Sunday)</b>	
<b>Area</b>	<b>Opening and Closing</b>
Special Licences	Maximum trading hours and the duration of special licences will be considered on a case-by-case basis.

**DISCRETIONARY CONDITIONS FOR SPECIAL LICENCES**

7.9. In addition to the mandatory conditions for special licences outlined in section 147(3) of the Act, the DLC may issue a special licence subject to any reasonable conditions not inconsistent with the Act. Conditions relating to the following matters (as well as any other reasonable conditions) **may** be appropriate for special licences:

- a) specify the range of food, non-alcoholic and low-alcohol drinks to be provided;
- b) alcoholic drinks to be sold by the glass or plastic container only;
- c) areas to be clearly defined/cordoned off/demarcated where alcohol is being sold/consumed outside of the building e.g. beer tent. Where appropriate people are to remain within the defined area;
- d) require licensed outside areas to be monitored;
- e) require a management plan for the management of patrons in outdoor areas to minimise impacts on the amenity of nearby properties;
- f) one way door restrictions from a specified time;
- g) the holder of a manager’s certificate is to be present when alcohol is available for sale. For large events or establishments, multiple managers may be specified;
- h) restrict BYO alcohol and require security to check the public for alcohol as they arrive and confiscate any alcohol found;
- i) where an event is taking place within an alcohol ban area require signage at the event exit to remind the public that when they leave the event, they will be entering an alcohol ban area;
- j) for events with over 400 attendees, or as otherwise considered appropriate:
  - i. require an Alcohol Management Plan in a form acceptable to the DLC. The plan should identify alcohol related risks as they apply to the event and state how these will be mitigated; and
  - ii. specify the maximum number of alcoholic drinks per sale transaction, as appropriate.

## 8. DEFINITIONS| KUPUTAKA

For further details refer to the section of Sale and Supply of Alcohol Act 2012 (Act) that is referenced.

<b>Act</b>	means the Sale and Supply of Alcohol Act 2012;
<b>Alcohol Regulatory and Licensing Authority (ARLA)</b>	means the Alcohol Regulatory and Licensing Authority continued in existence by section 169(1) of the Act (previously called the Liquor Licensing Authority);
<b>Alcohol-Related Harm</b>	is defined widely and includes crime, damage, death, disease, disorderly behaviour, illness or injury, and harm to individuals or the community, either directly or indirectly caused or contributed to, by the excessive or inappropriate alcohol consumption;
<b>Authorised Customers</b>	has the meaning given to it under section 60(3) of the Act;
<b>Bar</b>	has the meaning given to it under section 5(1) of the Act;
<b>Bottle Store</b>	means retail premises where, in the opinion of the DLC, at least 85% of the annual sale revenue is expected to be earned from the sale of alcohol for consumption somewhere else (section 32(1)(ii) of the Act);
<b>Child/Children</b>	means a person under the age of 18;
<b>Childcare Facility</b>	means the use of land and/or buildings (or part of them) regularly for the provision of early childhood education for 11 or more children (in addition to the children resident on the site or children of the persons providing the education or care and not including children enrolled at a school who are being provided with education or care before or after school) under the age of 6 years, by day (or part of a day). It includes, but is not limited to a creche, kindergarten, playcentre, childcare centre or kohanga reo);
<b>Event focused on children and young people</b>	means an event centred around under 18-year-olds. This includes but is not limited to Children's sports games, School galas, School kapa haka events;
<b>Club</b>	has the meaning given to it under section 5(1) of the Act;
<b>Club Licence</b>	has that meaning given to it by section 21 of the Act;
<b>DLC</b>	means the District Licensing Committee as appointed by each of the three Wairarapa Councils pursuant to section 186 of the Act;
<b>Educational Facility</b>	means the use of land and/or buildings (or part of them) for the provision of regular instruction or training and includes Schools, tertiary educational institutions, works skills training centres, outdoor education centres, before or after-school care centres, youth-oriented facilities, recreation and sports training activities;
<b>Grocery Store</b>	means the premises has the characteristics normally associated with shops of the kind commonly thought of as grocery shops; and comprises premises where a range of food products and other household items is sold; but the principal business carried on is or will be the sale of food products (refer section 33 of the Act);
<b>Healthcare Facility</b>	Means the use of land and/or buildings (or part of them) for the provision of essential medical, physical and mental heal services, as well as any addiction treatment facilities. This includes but is not limited to any pharmacy, dental surgery, health clinic, hospital;

<b>Hotel</b>	means premises used or intended to be used in the course of business principally for providing to the public— (a) lodging; and (b) alcohol, meals, and refreshments for consumption on the premises (refer section 5(1) of the Act);
<b>LAP</b>	means a Local Alcohol Policy dealing with the sale and supply of alcohol as it relates to its local area;
<b>Library</b>	means the Council operated libraries located in Carterton, Masterton and South Wairarapa;
<b>On-Licence</b>	has that meaning given to it by sections 14, 15 and 16 of the Act;
<b>Off-Licence</b>	has that meaning given to it by section 17, 18, 19, and 20 of the Act;
<b>Place of Worship</b>	Means any church, mosque or other facility designed primarily for worship and related religious activities;
<b>Playground or Recreational Facility</b>	means the use of land and/or buildings (or part of them) for a park, playground, sealed courts, gymnasiums or for any other recreational purpose, maintained by Council for recreation purposes;
<b>The Policy</b>	Means the Wairarapa Local Alcohol Policy being a joint local alcohol Policy between the Masterton, Carterton, and South Wairarapa District Councils;
<b>Premises</b>	has the meaning given to it under the Act;
<b>Reserve</b>	has the meaning given to it by the Reserves Act 1977;
<b>Restaurant/café</b>	means premises that— (a) are not a conveyance; and (b) are used or intended to be used in the course of business principally for supplying meals to the public for eating on the premises (refer section 5(1) of the Act);
<b>Sensitive Site</b>	means any Playground or Recreational Facility, Childcare Facility, Reserve, Educational Facility, Healthcare Facility, Place of Worship, marae, or any other area or facility that the DLC determines (in its discretion), as a sensitive site having regard to the inherent nature or vulnerability of the people using that area or facility, and the desirability to protect the users of those areas or facilities from exposure to alcohol related sales or marketing or Alcohol Related Harm;
<b>School</b>	Includes any primary, intermediate or secondary school and any Kura Kaupapa;
<b>Special Licence</b>	has that meaning given to it by section 22 of the Act;
<b>Sports Club</b>	means a Club that has, as a key objective, participation in or promotion of a sport for purposes other than financial gain;
<b>Supermarket</b>	means premises with a floor area of at least 1000m <sup>2</sup> (including any separate departments set aside for such foodstuffs as fresh meat, fresh fruit and vegetables, and delicatessen items) (refer section 5(1) of the Act);
<b>Tavern</b>	(a) means premises used or intended to be used in the course of business principally for providing alcohol and other refreshments to the public; but (b) does not include an airport bar (refer section 5(1) of the Act) i.e. an airport bar is not treated as a tavern for alcohol licensing purposes);
<b>Wairarapa</b>	for the purpose of this Local Alcohol Policy, Wairarapa refers to the territorial areas made up of the Masterton, Carterton and South Wairarapa District Councils.

## 9. REVIEW OF POLICY | HERENGA AROTAKE KAUPAPA HERE

- 9.1 The Policy can be amended or revoked at any time subject to appropriate consultation processes being followed. The Policy must be reviewed every six years using the special consultative procedure.

### RELATED DOCUMENTS

Wairarapa Combined District Plan  
Masterton District Council Alcohol Control Bylaw  
Carterton District Council Liquor Control Bylaw  
South Wairarapa District Council Alcohol Control Bylaw

### REFERENCES

Sale and Supply of Alcohol Act 2012  
National Guidelines for Crime Prevention through Environmental Design in New Zealand Parts 1 & 2 (Ministry of Justice)  
Guidelines for Managing Alcohol at Large Events (Te Whatu Ora Health New Zealand) published as at September 2020

### VERSION CONTROL

Date	Summary of Amendments	Approved By
2018	First adopted	Masterton, Carterton and South Wairarapa District Councils
2024	TBC	Masterton, Carterton and South Wairarapa District Councils

# WAIRARAPA LOCAL ALCOHOL POLICY REVIEW: STATEMENT OF PROPOSAL

INSET IMAGE



**SOUTH WAIRARAPA  
DISTRICT COUNCIL**  
*Kia Reretahi Tātau*



Te Kaunihera-ā-Rohe o Taratahi  
**CARTERTON**  
DISTRICT COUNCIL



# KUPU WHAKATAKI INTRODUCTION

This Statement of Proposal has been prepared in accordance with section 83 of the Local Government Act 2002.

It includes the following sections:

- Background
- Our Proposal
- Summary of key proposals
- Options considered by Council
- What else has been considered
- How you can have your say
- What happens next.

The Wairarapa Local Alcohol Policy is due for review. We are proposing some changes and would like your feedback to ensure the policy reflects the views of the community. Consultation closes **4.00pm Sunday 20 October 2024**.

# HOROPAKI BACKGROUND

The Sale and Supply of Alcohol Act 2012 (the Act) enables local councils to develop and adopt a local alcohol policy. The Masterton, Carterton and South Wairarapa District Councils (the Wairarapa District Councils) adopted a joint policy in 2018.

## **What is a Local Alcohol Policy?**

The Act puts in place a system of control over the sale and supply of alcohol to encourage the safe and responsible sale, supply and consumption of alcohol and to minimise the harm caused. The Act sets out national rules that apply.

A local alcohol policy enables local councils, in consultation with its community, to modify and refine some of the national rules to reflect local circumstances. It enables communities to have greater influence over when, where and how alcohol is sold. Licensing bodies must consider the policy when they make decisions about alcohol licensing applications.

Local alcohol policies may include policies on the following licensing matters:

- the location of licensed premises in particular areas or near certain types of premises or facilities such as near schools, marae or churches.
- the density of licences by specifying whether further licences or types of licences should be issued for premises in the district or parts of the district;
- maximum trading hours;
- conditions on licences such as a 'one-way door' restriction which allows patrons to leave premises but not enter or re-enter after a certain time.

Local alcohol policies can only contain policies relating to alcohol licensing. This means they cannot place restrictions on who can purchase alcohol or constraints on the products themselves. They also cannot alter restrictions relating to the age of purchase, types of marketing or price of alcohol.

The purpose of the Wairarapa Local Alcohol Policy (the policy) is to:

- promote the safe and responsible sale, supply and consumption of alcohol in the Wairarapa region;
- reflect the views of our communities regarding the appropriate location, number, trading hours and conditions that apply to licensed premises;
- provide certainty and clarity for applicants and the public as to whether a proposed licence application meets the criteria in the Policy; and

- provide effective guidance for licensing decisions of the District Licensing Committee and the Alcohol Regulatory and Licensing Authority.

**What is a licence?**

A licence allows the holder to sell and supply alcohol. There are four types of licences and each type has specific criteria attached to it by the Act.

Licence type	Description	Example
On-Licence	The licensee can sell and supply alcohol for consumption on the premises and can let people consume alcohol there.	Pub, restaurant, café
Off-Licence	The licensee can sell alcohol for consumption somewhere else e.g. at home	Supermarket, bottle store
Club Licence	The licensee can sell and supply alcohol for consumption at the club premises to members or authorised affiliates or guests of the club	Sports club, RSA, working men’s club
Special Licence	The licensee can sell and supply alcohol at events. It may be used to extend operational hours or to licence one-off events.	Festivals, events in public spaces

**What has been considered in reviewing the policy?**

In reviewing the policy, the Wairarapa District Councils have considered the following in accordance with requirements under section 78(2) of the Act:

- objectives and policies of the Wairarapa Combined District Plan
- number of licences, and the location and opening hours of premises
- alcohol ban areas
- residents' demographics
- tourists or holiday-makers demographics
- health indicators of Wairarapa residents; and
- nature and severity of alcohol-related problems.

The Councils have also consulted key stakeholders including the Police, alcohol licensing inspectors and Medical Officer of Health.

**Key findings from our background research**

- Wairarapa has had a net increase of 23 licensed premises since the policy was introduced in 2018 - 17 in South Wairarapa, four in Masterton and two in

Carterton. The growth in South Wairarapa has largely been driven by increases in Martinborough and Greytown which are areas that tourists to the Wairarapa tend to visit.

- Wairarapa has a higher proportion of people who consumed alcohol in the past year than elsewhere in the country (87.9 per cent average for Wairarapa compared to 80.4 per cent nationally).
- Almost 30 per cent of people aged 15 – 24 years in Wairarapa were identified as ‘hazardous drinkers’<sup>1</sup>.
- Communities in deprived areas are at greater risk of alcohol-related harm and around half (52 per cent) of police-recorded alcohol harm in Wairarapa occurs in a private residential setting. The next most common location is a public space (38 per cent).
- There has been an increase in the number of alcohol-related driving offences. Wairarapa accounted for 15 per cent of alcohol-related driving offences in the greater Wellington region in 2023, up from 11 per cent in 2015.
- Wairarapa’s alcohol attractions play a significant role in its tourism offer. Tourism accounted for 6.1 per cent of tourism related employment in Wairarapa in 2023, up from 5.0 per cent in 2015.

The Background Report which addresses the above requirements and informed the policy review is available on the Council websites: [mstn.govt.nz](http://mstn.govt.nz), [cdc.govt.nz](http://cdc.govt.nz) or [swdc.govt.nz](http://swdc.govt.nz)

## TĀ TĀTOU TONO OUR PROPOSAL

The Wairarapa District Councils consider that, on the whole, the policy is working well. However, we are proposing some changes based on the findings of our research and feedback from stakeholders to better achieve the purpose of the policy taking into account up to date research and local circumstances. The amendments also aim to ensure the policy is easily understood by the community, staff and the District Licensing Committee. The draft policy is available on the council websites.

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<sup>1</sup> Hazardous drinking’ refers to an established alcohol drinking pattern that carries a risk of harming the drinker’s physical or mental health or having harmful social effects on the drinker or others.

**Summary of key proposals**

The key proposed changes are summarised below.

Description of Proposal	Reason for Proposal
<p><b>Proposal 1: Limiting the location of off-licence premises in relation to sensitive sites</b> <i>Refer clauses 4.3 to 4.5 of the draft Policy and the Definitions section</i></p>	
<p>No new off-licences will be granted for premises within 100m of a sensitive site, unless an exemption applies. A sensitive site includes sites such as a childcare or educational facility, playground or recreational facility, healthcare facility, marae, a place of worship.</p> <p>Applications relating to existing off-licence premises are exempt. An exemption may also apply if the premises limits the exposure to alcohol sales and marketing and alcohol-related harm to the people using the sensitive site. This includes supermarkets and grocery stores because the Act prevents them from advertising alcohol products in a way that can be seen outside of the premises.</p> <p>The restriction has not been applied to on-licence premises. On-licence premises have additional host responsibilities that help minimise alcohol-related harm and are recognised for their contribution to Wairarapa’s tourism offer.</p>	<p>Reduces exposure to alcohol promotion for people who use sensitive sites which supports a reduction in alcohol-related harm. This aligns with feedback from stakeholders who advocated for the policy to provide protections for certain users, such as those visiting rehabilitation centres.</p> <p>Introducing a definition of sensitive sites into the policy will also provide clarity to the community, licensing inspectors and the District Licensing Committee should a licence application be opposed by the community on the basis of it being in close proximity to a sensitive site.</p> <p>The exemptions ensure an appropriate balance between harm reduction and minimising impacts to existing local businesses.</p>
<p><b>Proposal 2: Reduced maximum trading hours of off-licence premises</b> <i>Refer clause 4.7 of the draft Policy</i></p>	
<p>We are proposing to amend the maximum trading hours for off-licence premises from 7.00am to 10.00pm to 9.00am to 10.00pm.</p> <p>This excludes supermarkets and grocery stores which retain the hours of 7.00am to 10.00pm. Retaining 7.00am for supermarkets and grocery stores recognises that the sale of alcohol is not the primary purpose of these stores. This time provides for the convenience of shoppers carrying out their normal grocery purchases at this time.</p>	<p>The current policy modified the default national trading hours from 11.00pm to 10.00pm but did not reduce the start time. Reducing maximum trading hours is one tool councils can use to reduce the availability and accessibility of alcohol. This is supported by key stakeholders.</p> <p>Research shows that most alcohol consumed, is purchased from off-licence premises. Alcohol available from off-licence premises (e.g. RTDs) can also be a popular option for our communities at risk of alcohol-related harm (i.e. youth).</p>

Description of Proposal	Reason for Proposal
	<p>Most off-licence premises (excluding supermarkets and grocery stores) do not advertise opening hours from 7.00am. This change therefore better reflects our local circumstances and ensures we do not see increased availability in future. It is also consistent with guidance on an effective local alcohol policy<sup>2</sup>.</p>
<p><b>Proposal 3: Special Licences for events</b> <i>Refer clauses 7.2 to 7.4 of the draft Policy</i></p>	
<p>A special licence is used to sell and supply alcohol to people attending an event. The Act does not allow a special licence where a permanent or variation of an existing permanent licence (e.g. on-licence) is more appropriate.</p> <p>The current policy considers one entertaining evening per month as reasonable before a permanent or variation to a permanent licence should be applied for. We have proposed an amendment to state that premises should not have more than 12 events under a special licence in any 12-month period, or that a special licence for a series of events should not exceed a period of six months.</p>	<p>New and emerging tourism means that events at certain times of the year are becoming more common, such as those associated with Matariki or Dark Skies over the summer.</p> <p>We have heard from some parts of our community that one event per month may not provide sufficient flexibility to applicants in how events are structured throughout the year. Amending the policy from one <b>entertainment evening</b> per month to a maximum of 12 events in a 12-month period increases flexibility for applicants in how they structure their events over the year, while not increasing the overall volume of events permitted. A six-month limit for a series of events provides guidance to applicants and the District Licensing Committee on how long a series of events may extend for.</p>
<p><b>Proposal 4: Special licences for events focused on children and young people</b> <i>Refer clause 7.5 of the draft Policy</i></p>	
<p>The policy has been amended to state that special licences will not be granted for events focused on children and young people aged under 18 years old. Examples include children’s sports games, school galas and school kapa haka events.</p> <p>The age limit aligns with the legal age to purchase alcohol which is 18 years.</p>	<p>Statistics show that the prevalence of drinking is high among young people and the Health Promotiopolin Agency states that “people who are exposed to alcohol marketing are more likely to start drinking at a younger age or participate in hazardous drinking behaviours.” The World Health Organisation (WHO) includes bans on exposure to alcohol advertising as one</p>

<sup>2</sup> [Effective Local Alcohol Policy Guidelines](#)

Description of Proposal	Reason for Proposal
	<p>of the five ‘best buys’ for reducing alcohol-related harm<sup>3</sup>.</p> <p>This proposal offers protective factors for children and young people from exposure to alcohol promotion. It also supports a consistent approach being taking throughout Wairarapa and aligns with Council run events for children and young people which are increasingly becoming alcohol free.</p>
<p><b>Proposal 5: Special Licences for driving events</b> <i>Refer clauses 7.6 and 7.7 of the draft Policy</i></p>	
<p>We have proposed an amendment to state that in considering licence applications, the District Licensing Committee shall have regard to the appropriateness of associating the consumption of alcohol with driving events, and that applicants must demonstrate they have put in place practical steps to minimise the risk of driving under the influence of alcohol. Examples include providing information about alternative transport available, continuous supply of free-drinking water, and/or food available at a reasonable price.</p> <p>Driving events include demonstrations or events where cars drive in convoy together from location to location.</p>	<p>Evidence shows that alcohol is a key contributing factor in vehicle related crashes, with NZ Police stating alcohol and/or drugs are a factor in about a third of all fatal crashes<sup>4</sup>. There has also been an increase in the number of alcohol related driving offences in Wairarapa– up from 235 offences in 2015 to 332 offences in 2023<sup>5</sup>.</p> <p>This proposal supports a preventative approach to managing the potential risk of driving under the influence of alcohol.</p>

Alongside these key proposals, we have also proposed updates to improve the flow and readability of the policy. In doing so we have simplified the General Framework section and reordered some clauses and sections, such as moving the Definitions section to the end of the policy.

<sup>3</sup> [Te Hiringa Hauora, Health Promotion Agency, statement on Alcohol advertising, promotion and sponsorship \(2022\)](#)

<sup>4</sup> [NZ Police, Being safe on the road - rules and reasons](#)

<sup>5</sup> [NZ Police, Road policing driver offence data \(2024\)](#)

# NGĀ MEA I WHAKAAROTIA E TE KAUNIHERA

## OPTIONS CONSIDERED BY THE COUNCILS

The Wairarapa District Councils have considered the reasonably practical options for the future of the Wairarapa Local Alcohol Policy. The advantages and disadvantages of each option are outlined below. We are proposing to proceed with Option 1.

Advantages	Disadvantages
<p><b>Option 1 – Council adopt the proposed draft Wairarapa Local Alcohol Policy.</b> This is our preferred option</p>	
<ul style="list-style-type: none"> <li>• The policy has been developed based on latest available information, including alcohol-related harm and tourism benefits.</li> <li>• The policy supports an alcohol-related harm reduction approach but provides exemptions where appropriate to reduce impacts to existing businesses.</li> <li>• The policy takes into account feedback received through the early engagement period.</li> <li>• The flow and readability of the policy has been improved.</li> <li>• The policy will enable greater consistency across the Wairarapa region.</li> </ul>	<ul style="list-style-type: none"> <li>• May be perceived as restrictive by some applicants/licensees due to additional criteria.</li> </ul>
<p><b>Option 2 - Council retains the current Wairarapa Local Alcohol Policy</b></p>	
<ul style="list-style-type: none"> <li>• The current policy is familiar to the community, licensees and the District Licensing Committee.</li> <li>• The current policy offers some protective factors to children and young people.</li> <li>• May be preferred by some applicants/licensees as there is less criteria.</li> </ul>	<ul style="list-style-type: none"> <li>• Does not take advantage of opportunities to further reduce alcohol-related harm based on latest available information.</li> <li>• Does not respond to stakeholder feedback received through the early engagement period.</li> <li>• Does not take advantage of opportunities to clarify existing aspects</li> </ul>



Advantages	Disadvantages
	<p>of the policy that are unclear or applied inconsistently throughout Wairarapa.</p> <ul style="list-style-type: none"> <li>• Does not take advantage of the opportunity to improve the flow and readability of the policy.</li> </ul>
<p><b>Option 3 - Council revokes the Wairarapa Local Alcohol Policy</b> Local Alcohol Policies are not mandatory. However, they allow communities to have a say on the sale and supply of alcohol in their community. Without the policy, licensing decisions would be made based on the default criteria in the Sale and Supply of Alcohol Act 2012.</p>	
<ul style="list-style-type: none"> <li>• Premises would have more flexibility in when and where they sell and supply alcohol.</li> <li>• Council resources would not be required to review the policy in future.</li> </ul>	<ul style="list-style-type: none"> <li>• May lead to an increase in alcohol-related harm.</li> <li>• Would not offer protective factors for our communities at most risk of alcohol-related harm.</li> <li>• Views and preferences of the community would not be reflected in licensing decisions.</li> <li>• Does not align with feedback from key stakeholders, including those that Council is required to consult with under the Act.</li> <li>• Would be a significant shift from Council's current position.</li> </ul>

# HE AHA ATU NGĀ MEA I WHAKAAROHIA?

## WHAT ELSE HAS BEEN CONSIDERED?

In developing the Policy some alternative aspects were considered. These, and the reasons the Wairarapa District Councils are not proposing to progress these changes, are outlined below.

Option considered	Reasons changes are not proposed
<p><b>Limit the further issue of licences in parts of the Wairarapa region (e.g. introduce a cap on the number of off-licences)</b></p> <p>The policy does not include a cap on the number of licences that may be issued. Limiting the issue of licences can be used to control the supply of alcohol which was supported by some stakeholders.</p>	<ul style="list-style-type: none"> <li>• Most new licences have been issued in Martinborough and Greytown, with small increases or declines in other areas. This does not align with the areas that have experienced alcohol-related harm.</li> <li>• The Councils recognised the contribution new premises make to our local economy and tourism offer.</li> <li>• It can be administratively difficult to create density limits that are effective and remain fit for purpose over time.</li> <li>• Our proposals that limit the issue of new off-licences near sensitive sites and prohibit special licences for events focused on children and young people offers protection for our vulnerable communities.</li> </ul>
<p><b>Reduced trading hours for on-licence premises</b></p> <p>The current policy allows on-licence premises to sell alcohol from 8.00am to 1.00am. Some stakeholders support an earlier end time.</p>	<ul style="list-style-type: none"> <li>• The Councils considered the current hours for on-licence premises to be reasonable.</li> <li>• A 1.00am end time is within the guidance of an effective local alcohol policy and only a small number of on-licence premises in Wairarapa open until 1.00am.</li> <li>• The policy is consistent with other policies throughout the country, all of which have an end time of 1.00am or later (3.00am maximum) for on-licences under certain circumstance.</li> <li>• On-licence premises may have additional conditions imposed such as one-way door restrictions from a specified time or specify the range of food, non-alcohol and low-alcohol drinks to be provided.</li> </ul>

# TE ĀHUA O TŌ TUKU KŌRERO HOW YOU CAN HAVE YOUR SAY

We welcome your feedback on the proposed Wairarapa Local Alcohol Policy. Please note Masterton District Council is managing submissions on behalf of Carterton and South Wairarapa District Councils.

**Submissions close at 4.00pm on Sunday 20 October 2024.**



Complete our online submission form at: [mstn.govt.nz](https://mstn.govt.nz), [cdc.govt.nz](https://cdc.govt.nz), or [swdc.govt.nz](https://swdc.govt.nz).



Download a fillable pdf submission form from any of the above websites and email to: [submissions@mstn.govt.nz](mailto:submissions@mstn.govt.nz).



Pick up a submission form from one of our libraries or customer service centres or print out our printer-friendly form from the websites above.

Post it to Masterton District Council, Freepost 112477, PO Box 444, Masterton 5840, or drop it off to one of our libraries or customer service centres.

Masterton District Council 161 Queen Street, Masterton

Carterton District Council 28 Holloway Street, Carterton

South Wairarapa District Council 19 Kitchener Street, Martinborough



Phone the Masterton team on 06 370 6300 between 9am and 4pm Monday to Friday (excluding public holidays) and tell us what you think.

## Hearing

For those wanting to formally present their views, a joint hearing by two elected representatives of each of the Wairarapa District Councils will be held on Wednesday 23 October 2024. You will need to indicate on your submission form that you would like to participate in the hearing.

## What happens next?

Councils must follow the process set out in the Sale and Supply of Alcohol Act 2012.

Following the consultation period, a hearing will be held on 23 October 2024. The elected representatives will then meet to consider feedback on 6 November 2024. Following the deliberations meetings, the Wairarapa District Councils will meet to finalise the policy in December 2024.

The policy is adopted 30 days after the finalised policy has been publicly notified. Subject to adoption, the policy will be brought into force in 2025.

# WAIRARAPA LOCAL ALCOHOL POLICY REVIEW: SUBMISSION FORM

This submission form allows you to give feedback on the Wairarapa Local Alcohol Policy. Please read the Statement of Proposal before completing the form.

Please provide your feedback by **4.00pm Sunday 20<sup>th</sup> October 2024.**

## Privacy Statement

All submissions will be made available to the public via the Wairarapa District Councils websites. Your name, organisation (if applicable) and feedback will be included in public documents. All other personal details will remain private. If you have extenuating circumstances, please contact us prior to the submission closure date to request that your name be withheld.

The Privacy Act 2020 applies when we collect personal details. Further information is available by searching Masterton District Council Submission Policy on the MDC website: [www.mstn.govt.nz](http://www.mstn.govt.nz).

## Your Details

Full name (required): \_\_\_\_\_

Organisation (if applicable): \_\_\_\_\_

Postal address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## Hearings

A hearing will be held on Wednesday 23 October 2024 for those wanting to present their views. You will have 5-10 minutes to present your feedback to elected members.

[Would you like to present your views at the hearing?](#)

If yes, please make sure your contact details in the previous section are correct so we can get in touch.

- Yes (in person)
- Yes (via Microsoft Teams)
- No

**About You (Optional)**

These questions help us understand which sectors of the community are providing feedback so we can improve our engagement approach. Your responses will not be made public with your submission. Only collated data will be reported to the Council.

What district do you live in?

- Masterton     Carterton     South Wairarapa     I do not live in Wairarapa

What is your age range?

- Under 20     20-29     30-39     40-49     50-59     60-69     70+

Which ethnic group do you belong to? Select all that apply to you.

- NZ European     Māori     Pacific Peoples     Asian     Other  
Please state:

What is your gender?

- Male     Female     Another Gender. Please state:

Do you live with impairments/long-term health conditions or do you identify as tāngata whaikaha/disabled?

- Yes     No     Prefer not to answer

**Your thoughts on the future of the Wairarapa Local Alcohol Policy**

Which is your preferred option for the future of the Wairarapa Local Alcohol Policy?

- Option 1 – Adopt the proposed draft Wairarapa Local Alcohol Policy (Council’s preferred option)
- Option 2 – Adopt the proposed draft Wairarapa Local Alcohol Policy with amendments
- Option 3 – Retain the current Wairarapa Local Alcohol Policy
- Option 4 – Revoke the Wairarapa Local Alcohol Policy

Is there anything you would like to tell us in support of your preferred option?

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### **Your thoughts on our Proposals**

#### **Proposal 1: Limiting the location of off-licence premises in relation to sensitive sites**

Do you support Council's proposal that no new off-licences will be granted for premises within 100m of a sensitive site (e.g. childcare or educational facility, health care facility, marae, place of worship), unless an exemption applies?

- Yes
- No

#### **Proposal 2: Reducing maximum trading hours for off-licence premises**

Do you support Council's proposal to reduce the maximum trading hours of off-licence premises (excluding supermarkets and grocery stores) from 7.00am – 10.00pm to 9.00am to 10.00pm?

- Yes
- No

#### **Proposal 3: Special licences for events**

Do you support Council's proposal to provide flexibility and guidance to applicants in how events are structured over the year? This involves amending the event limit for a special licence from one per month to 12 over the year, with a limit of six months on series of events.

- Yes
- No

#### **Proposal 4: Special licences for events focused on children and young people**

Do you support Council's proposal to not grant special licences for events focused on children and young people aged under 18 years?

- Yes
- No

#### **Proposal 5: Special licences for driving events**

Do you support Council's proposal to require the District Licensing Committee to have regard to the appropriateness of associating the consumption of alcohol with driving events and for applicants to put in place practicable steps to minimise the risk of driving under the influence of alcohol?

- Yes
- No

**Is there anything else you would like to tell us as part of your feedback on the Wairarapa Local Alcohol Policy? (attach separate pages if needed)**

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# REVIEW OF THE WAIRARAPA LOCAL ALCOHOL POLICY

## BACKGROUND REPORT

December 2023

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Disclaimer: This report has been prepared for information purposes. We have prepared this report using external sources, systems and other information we believe to be accurate, complete and reliable at the time of preparation. We shall not be liable or responsible for any error or omission in data contained in the Report.

## 1. Introduction

The development of the first Wairarapa Local Alcohol Policy (LAP) commenced in 2013. In the initial stages of its development, research was undertaken into the impacts of alcohol consumption in the Wairarapa region, as per Section 78(2) of the Sale and Supply of Alcohol Act 2012 (the Act).

A report was completed in 2014 which included:

- the impacts of alcohol consumption on health, crime and the region's economy
- an assessment of the local alcohol industry, including the number and type of alcohol licences in each district
- the results of a community survey on alcohol use and perceptions
- an assessment of sensitive areas
- a review of national-level data on alcohol consumption
- a literature review of the community impacts of alcohol at a national level.

The background information gathered during this research phase was used to help inform the development of the LAP.

The intent of this report is to update the information listed above to provide current context and identify any changes or trends that may be relevant to the policy review. It is not an exhaustive research report but pulls together relevant available data and information.

Information has been provided by the Environmental Health teams at the three Wairarapa district councils, Te Whatu Ora, the New Zealand Police, Waka Kotahi NZ Transport Agency, and the Wairarapa Road Safety Council. A range of datasets have been drawn from, using the most up to date sources of information available at the time of writing.

This document is intended to be informative only. Attachment 2 records the views and opinions of key agencies regarding whether the LAP is working as intended and whether amendments are considered necessary.

## 2. The Sale and Supply of Alcohol Act 2012

The object of the Sale and Supply of Alcohol Act 2012 (the Act) is:

- that the sale, supply and consumption of alcohol should be undertaken safely and responsibly, and
- the harm caused by the excessive or inappropriate consumption of alcohol should be minimised.

Harm is defined widely and includes any crime, damage, death, disease, disorderly behaviour, illness or injury to individuals or the community either directly or indirectly caused by excessive or inappropriate alcohol consumption.

Under Section 75 of the Act, Territorial Authorities are able to develop Local Alcohol Policies (LAPs). The matters that can be addressed through a LAP are:

- location and density of licensed premises
- location of licensed premises in relation to premises and facilities of a particular kind, such as schools
- whether any future licences should be issued for premises in the district, or any part of the district

- maximum trading hours
- discretionary conditions for the use of licences or licences of a particular kind
- one-way door restrictions.

A LAP cannot cover unrelated licensing matters such as the price of alcohol.

In developing a LAP, councils must have regard to the following matters:

- objectives and policies of its district plan
- the number of licences of each kind held for premises in its district, and the location and opening hours of each of the premises
- any areas in which bylaws prohibiting alcohol in public places are in force
- the demography of the district's residents
- the demography of people who visit the district as tourists or holiday-makers
- the overall health indicators of the district's residents and
- the nature and severity of the alcohol-related problems arising in the district.

Councils must consult with the Police, Licencing Inspectors and the Medical Officer of Health when developing a draft LAP.

A District Licensing Committee (DLC) is required to have regard to the LAP when making decisions about applications for alcohol licences.

#### [Amendment to the Sale and Supply of Alcohol Act 2012](#)

The Sale and Supply of Alcohol (Community Participation) Amendment Act 2023 received the royal assent on 30 August 2023. This made changes to the Sale and Supply of Alcohol Act 2012 (the Act) to make it easier for communities to have a say in alcohol licencing decisions.

A key change was removing the ability for people to appeal provisional LAPs to the Alcohol Regulatory and Licencing Authority (ARLA) from 31 August 2023. The process to develop a LAP is now much simpler.

Under the new rules, the process follows the following steps:

- Draft LAP
- Consult of draft LAP
- Finalise and give public notice of LAP
- Adopt LAP
- Bring LAP into force by resolution.

Other changes include:

- enabling DLCs and ARLA to decline to renew a licence if the licence would be inconsistent with conditions on location or licence density in the relevant LAP. Previously, DLCs were unable to take any inconsistency between LAPs and the renewal of licences into account when deciding whether to approve applications (i.e. if a LAP was not in place at the time of the issuing of the original licence, it did not need to be considered when an application was received to renew a licence). This change is intended to improve the effectiveness of LAPs as renewal decisions will be more likely to reflect communities' intentions for alcohol licensing as per the LAP.
- allowing any person to object to licence applications, whether as an individual or a representative of a group or an organisation, with narrow exceptions for trade

competitors and their surrogates. Previously, only people with “a greater interest than the public generally” could object to licensing applications;

- extending the time period for objections to applications from 15 to 25 working days; and;
- changing the way licencing hearings are run from 30 May 2024 to make them less formal and more accessible.

### 3. The Current Wairarapa Local Alcohol Policy

The Wairarapa LAP was developed jointly by the three Wairarapa district councils (the three councils). It came into force in November 2018.

The Wairarapa LAP gives direction to the region’s three District Licensing Committees (DLCs) for Masterton, Carterton and South Wairarapa, and helps inform their decisions on licensing and renewals. It is important to note, that when the DLC is considering applications, it must have regard to the LAP and give weight to its provisions, however it is not bound to ensure all provisions are applied (except for those given statutory effect such as maximum trading hours). The DLC may apply its discretion in response to individual circumstances. It is also important to note that while the LAP sets out discretionary conditions for on-licences and special licences, this does not prevent the DLC from issuing any other conditions (as per Section 117 of the Act).

Work on the current policy began in 2013, with the establishment of a Wairarapa Alcohol Working Group. The Working Group comprised representatives from each of the three Councils, and from February 2014, the Medical Officer of Health and Police were included in the Group. In addition to the 11 steps required under the Act to develop a LAP, the three councils undertook a Wairarapa Community Alcohol Survey and held various forums to hear from licensees, those involved in the hospitality industry, and youth.

Following submissions, Council adopted a provisional LAP in June 2015. Three appeals were received, and one was later withdrawn. The appeals related to off-licence maximum trading hours and one discretionary condition.

Through a process of mediation, the appeals were resolved and Council adopted the revised Provisional LAP in December 2016. The Alcohol Regulatory and Licensing Authority (ARLA) required a hearing to confirm agreement between the appellants and the Councils. This was held in July 2017. All those who originally submitted on the draft LAP were notified of the changes to the Provisional LAP and given the opportunity to appeal those changes. No further appeals were received.

While the Act specifies a minimum six-yearly review period, the three councils resolved to review the LAP after three years.

The following table summarises the content of the current Wairarapa LAP. Note that this is a summary only, and that the full policy conditions are contained within the LAP. All policy conditions contained in the Wairarapa LAP apply to all districts.

Table One: Policy Conditions in the Wairarapa LAP 2018	
Policy Setting	Summary of Policy Conditions
<b>OFF LICENCES</b> (Where the licensee sells alcohol from a premises for consumption somewhere else)	
Off-licence maximum trading hours	7.00am – 10.00pm
Location of premises	<p>Within commercial areas and/or pedestrian precincts, an off-licence will not be issued in respect of any new premises being licensed for the first time on any site where the front façade of the premises directly borders any school, early childcare facilities, children’s playgrounds and recreation facilities.</p> <p>In cases where a resource consent is required to locate the premises outside a commercial area and/or pedestrian precinct, an off-licence will not be issued in respect of any new premises being licensed for the first time on any site where the boundary of the site is less than 40m from the boundary of a school, early childcare facility, or children’s playground or recreational facility.</p> <p>The above apply unless it can be demonstrated to the DLC that the hours/signage/operation of the premises will have no significant alcohol-related impact on those facilities and/or on persons using those facilities.</p>
Discretionary conditions	<p>Conditions relating to the following may be appropriate for off-licences:</p> <ul style="list-style-type: none"> <li>• Supervised designation of all bottle stores to ensure unaccompanied minors do not enter bottle stores.</li> <li>• Application of Crime Prevention through Environmental Design (CPTED) principles (e.g. CCTV, lighting, internal layout).</li> <li>• At least 50% of any store front glazing shall be transparent, and no more than 30% of the external area of any side of the premises may contain alcohol-related signage or advertising.</li> </ul>

Table One: Policy Conditions in the Wairarapa LAP 2018	
Policy Setting	Summary of Policy Conditions
	<ul style="list-style-type: none"> <li>External alcohol-related signage must comply with the signage requirements of the Wairarapa Combined District Plan.</li> </ul>
<b>ON-LICENCES</b>	
(Where the licensee can sell and supply alcohol for consumption on the premises and can let people consume alcohol there)	
On-licence maximum trading hours	8.00am – 1.00am the following day Hotel minibar sales: 24 hours
On-licence discretionary conditions	Conditions that may be appropriate include: one way door restrictions from a specified time, specifications around food and drink to be provided, limits on the number of drinks per customer, requirement for a management plan (this is not a complete list).
<b>CLUB LICENCES</b>	
(Where the licensee can sell and supply alcohol for consumption on the club premises by authorised customers)	
Maximum trading hours	Considered on a case-by-case basis, but will generally not exceed: 8.00am* – 11.00pm for Sports Clubs, and 8.00am* – 1.00am the next day for other clubs. *6am on ANZAC day for those hosting ANZAC celebrations
Discretionary conditions for club licences	Conditions that may be appropriate include: one-way door restrictions, specification of food and drinks to be provided, require licensed outside areas to be monitored, require a management plan, require the holder of a manager’s certificate to be present when alcohol is available during busy periods.
<b>SPECIAL LICENCE DISCRETIONARY CONDITIONS</b>	
(Can be either on-site or off-site special licences. These are generally used for events).	
Maximum Trading Hours	Considered on a case-by-case basis.



Table One: Policy Conditions in the Wairarapa LAP 2018	
Policy Setting	Summary of Policy Conditions
Discretionary conditions	Conditions that may be appropriate include: specifying the range of food and drinks available, wine to be sold by the glass or plastic container only, require licensed outside areas to be monitored, restriction on BYO alcohol, one way door restrictions (this is not a complete list).

The following table shows the licensed closing times for each type of alcohol licence in each district prior to the introduction of the Wairarapa LAP in 2018, the closing times under the Wairarapa LAP, and the difference between the two.

Table Two: Licensed closing times before and after the introduction of the Wairarapa Local Alcohol Policy					
	Prior to the introduction of the LAP			Wairarapa LAP 2018	Difference
	Masterton	Carterton	South Wairarapa	All Districts	
Off-Licence closing time	Generally 11pm with the exception of taverns (2am)	Generally 11pm	11pm	10pm	Reduction of 1 hour for all districts. Reduction of 4 hours for Taverns in Masterton.
On-Licence closing time	2am	2am	1am	1am	Reduction of 1 hour for Masterton and Carterton. No change for South Wairarapa.
Club Licence closing time	Generally 1am or 2am	Generally 1am	1am	Case by case but generally 11pm for sports clubs and 1am for other clubs.	Reduction of 2-3 hours for sports clubs and up to 1 hour for other clubs.

Note: Licences may be issued with more restrictive hours than those in the table. The hours above are the maximum licensed hours.

## 4. The Wairarapa Combined District Plan

When producing a draft LAP, a territorial authority must have regard to the objectives and policies of its district plan – Section 78(2)(a).

The existing Wairarapa Combined District Plan (the Plan) is now 10 years old and a review is underway.

The review of the Plan is an opportunity to influence how the Councils control land use and subdivision in the three Wairarapa districts. The Proposed Plan was notified and open for submissions until 19 December 2023. Submissions on the Proposed District Plan will be summarised and published to the website and a further submission period will be notified. This will be an opportunity for people to make submissions on points raised in an original submission. The further submission period is not an opportunity to raise new points. This will be followed by hearings, decisions, and any appeals to the Environment Court.

The Wairarapa Local Alcohol Policy (LAP) is independent of the Plan and of the designated land uses that the Plan stipulates. The district plan denotes at a high level the areas that are set aside for commercial, industrial or residential use. Within those areas the LAP has the ability to control the location (or not) within those zones as well as the times (opening hours or sales time) and type of business (off licence, club licence, or on-licence) those premises can undertake.

## 5. Alcohol Licensing in the Wairarapa Region

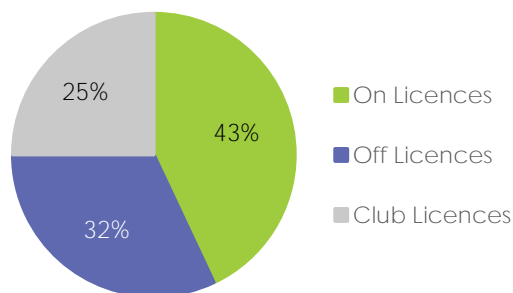
This section looks at the number and type of alcohol licenses held by businesses or clubs in each of the three Wairarapa districts. It includes information about changes in licence figures since the previous background report, completed in 2014.

It is important to note that the number of alcohol licences in a district does not necessarily reflect the number of actual alcohol premises, i.e. “bricks and mortar” outlets. A premises which sells alcohol can hold more than one type of alcohol licence. For this reason, the following section looks at changes in the number of alcohol premises.

### Masterton

Masterton district has 77 alcohol licences issued to 68 premises. The following chart shows that most licences (43%) are on-licences issued to premises such as restaurants, cafes, hotels, and function centres. Off-licences comprise 32% of all licences and club licences comprise a quarter of all licences (25%).

Chart One: Alcohol Licences in Masterton District  
March 2023



The following table shows the number of alcohol licences in 2014 and 2023, by licence type.

Table Three: Number of Alcohol Licences in Masterton, 2014 and 2023					
Licence Type	Description	Number 2014	Number 2023	Change (#)	Change (%)
On Licences	Restaurant/café, hotel, function centre, BYO, winery, tavern	32	33	+1	+3%
Off Licences	Remote Sales <sup>1</sup> , supermarkets, grocery stores, bottle stores, hotels, winery, tavern	29	25	-4	-16%
Club Licences	Sports club, charter club, social club	21	19	-2	-10%
<b>TOTAL LICENCES</b>	<b>All types</b>	<b>82</b>	<b>77</b>	<b>-5</b>	<b>-6%</b>

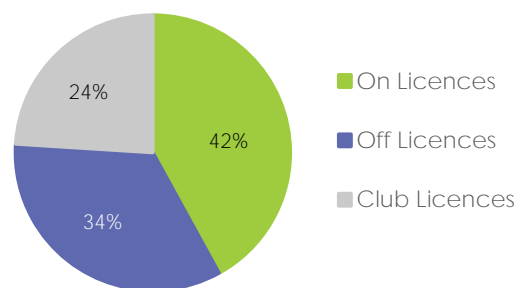
Source: Masterton District Council, March 2023 and ACC community profile, 31 January 2014

There has been a 6 per cent reduction in the total number of alcohol licences in Masterton district since 2014. This equates to five fewer licenses. There was an increase of one on-licence, a reduction of four off-licences and a reduction of two club licences. Masterton district’s population increased by 15 per cent over a similar period (24,500 in 2014 to 28,200 people in 2022<sup>2</sup>).

### Carterton

Carterton district currently has 38 alcohol licences issued to 36 premises. The following chart shows that the proportion of different licence types, as a percentage of total licences.

Chart Two: Alcohol Licences in Carterton  
March 2023



<sup>1</sup> Remote Sales take place when the seller uses the internet, phone, mail or other means to sell and deliver alcohol to a person who is not at the premises. The end consumer may live in a different region or country.

<sup>2</sup> At the time of writing, estimated population data was not available for 2023.

Table Four: Number of Alcohol Licences in Carterton, 2014 and 2023					
Licence Type	Description	Number 2014	Number 2023	Change (#)	Change (%)
On Licences	Restaurant/café, hotel, function centre, BYO, winery, tavern	17	16	-1	-6%
Off Licences	Remote sales, supermarkets, grocery stores, bottle stores, hotels, winery, tavern	11	13	+2	+18%
Club Licences	Sports club, charter club, social club	8	9	+1	+12.5%
<b>TOTAL LICENCES</b>	<b>All types</b>	<b>36</b>	<b>38</b>	<b>+2</b>	<b>+5.6%</b>

Source: Carterton District Council, March 2023 and ACC community profile, 31 January 2014

There has been a 5.6 per cent increase in the total number of alcohol licences in Carterton district since 2014. This equates to an overall increase of two licences. There has been two additional off-licences, a reduction of one on-licence and one additional club licence. The population of Carterton increased 18 per cent over a similar period (from 8,710 in 2014 to 10,250 in 2022).

### South Wairarapa

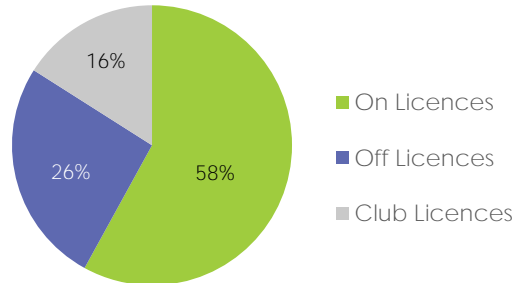
South Wairarapa district currently has 135 alcohol licences issued to 111 premises. The following table shows the number of each different licence type in South Wairarapa District, as at March 2023.

Table Five: Alcohol Licences Issued in South Wairarapa, as at March 2023				
Licence Type	Featherston	Greytown	Martinborough	Total South Wairarapa
On Licences	11	11	36	58
Off Licences	5	9	48	62
Club Licences	3	5	7	15
<b>TOTAL LICENCES</b>	<b>19</b>	<b>25</b>	<b>91</b>	<b>135</b>

Source: South Wairarapa District Council, March 2023.

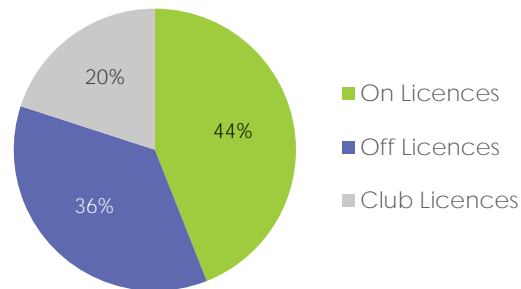
The following graphs show the proportion of the different licence types, as a percentage of total licences, in each of the South Wairarapa district wards.

Chart Three: Alcohol Licences in Featherston  
March 2023



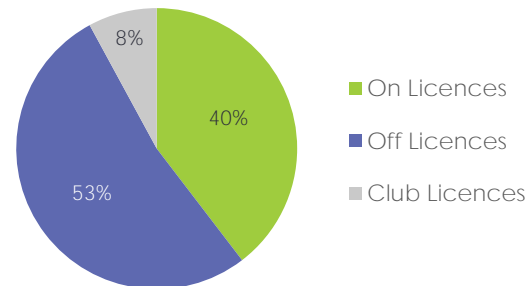
As the graph shows, more than half of alcohol licences in Featherston are for on-licensed premises. Off-licences account for just over a quarter of all licences, while club licences comprise 16% of total licences.

Chart Four: Alcohol Licences in Greytown  
March 2023



The split between on and off licences in Greytown is relatively even, with 44% of all licences being for on-licences and 36% being for off-licences. Club licences comprise 20% of total licences.

Chart Five: Alcohol Licences in Martinborough  
March 2023



Over half of alcohol licences in Martinborough are off-licences (53%). A significant proportion of these are for cellar door sales at vineyards. On-licences comprise 40% of total licences and club licences account for 8% of total licences.

The data used in the background report completed during the development of the LAP was only available at the district level, and was not broken down into South Wairarapa district's individual wards. To enable a comparison between 2014 and 2023 figures, the following table shows the number of alcohol licences in South Wairarapa district as a whole in 2014 and in 2023, as well as the difference (%) between the two.

Table Six: Number of Alcohol Licences in South Wairarapa District, 2014 and 2023				
Licence Type	2014	2023	Change (#)	Change (%)
On Licence	41	58	+17	+41%
Off Licence	53	62	+9	+17%
Club Licence	13	15	+2	+15%
<b>TOTAL LICENCES</b>	<b>107</b>	<b>135</b>	<b>+28</b>	<b>+26%</b>

Source: South Wairarapa District Council, March 2023 and ACC community profile, 31 January 2014

There has been a 26 per cent increase in the total number of alcohol licences held in South Wairarapa district between 2014 and 2023. This is an increase of 28 licenses. The biggest increase is in on-licences (up 41 per cent or 17 licences). Off-licences have increased by 17 per cent (an additional 9 licences) and club licences have increased 15 per cent (2 additional licences). The resident population of South Wairarapa district has increased 23 per cent over a similar period (from 9,525 in 2014 to 11,750 in 2022).

It is important to note the contribution of the tourism sector to South Wairarapa district's economy, particularly in Martinborough and Greytown. The population of these towns swell considerably during holiday periods and weekends. The number of licensed premises in the district serves not only the resident population, but also the significant number of international and domestic visitors to the area throughout the year. Wairarapa was one of few regions that experienced an increase in visitor numbers following the first Covid-19 lockdown in 2020. This is believed to be due to the close proximity of Wairarapa to Wellington, and people opting to holiday close to home rather than overseas or further afield within New Zealand.

#### Number of Licences Relative to Population

The following table shows the number of licences (on, off and club licences) per 10,000 people in each district, and the Wairarapa region as a whole. The table includes figures from 2014 as a comparison.

Table Seven: Number of Licences Relative to Population, 2014 and 2023

Area	On-Licensed Premises per 10,000 people		Off-Licensed Premises per 10,000 people		Club-Licensed premises per 10,000 people		Total Licensed Premises per 10,000 people	
	2014	2023	2014	2023	2014	2023	2014	2023
Masterton District	13.1	11.7	11.8	8.9	8.6	6.7	33.5	27.3
Carterton District	19.5	15.6	12.6	12.7	9.2	8.8	41.3	37.1
South Wairarapa District	43.0	49.4	55.6	53.0	13.6	12.8	112.3	114.9
Total Wairarapa Region	20.8	21.3	21.5	19.9	9.8	8.6	52.7	49.8

The table shows that in Masterton and Carterton districts, the number of licensed premises per 10,000 people has decreased across almost all licence types between 2014 and 2023. There was a slight increase in the number of off-licensed premises per 10,000 people in Carterton district. The number of alcohol licences per 10,000 people increased in South Wairarapa district between 2014 and 2023. This was driven by an increase in on-licences, while the number of club and off-licences per 10,000 people fell between 2014 and 2023. The Wairarapa region as a whole has seen a decrease in the number of alcohol licences per 10,000 people between 2014 and 2023.

## 6. Alcohol Premises in the Wairarapa Region

As noted earlier, alcohol premises can hold more than one type of licence. Examples include wineries, which may hold an off-licence for cellar door purchases where the alcohol is to be consumed off-site and an on-licence for alcohol consumed onsite. Hotels or taverns that serve alcohol and have a bottle store attached also require two licences. When a premises opens or closes, the number of licences can therefore increase or reduce by more than one. This means the change in the availability or 'visibility' of alcohol in the community can appear greater than the reality. Change of ownership of premises can also skew the number of licences held in a district.

To assist with assessing whether there has been an increase or decrease in the availability of alcohol since the LAP came into force, this section looks at the changes in the number of alcohol premises ("bricks and mortar") since 2018. The information in this section is based on a combination of information held by alcohol inspectors as well as staff knowledge of closures and openings. While data on licences was available from 2014, this section looks at changes since the LAP came into force in 2018. It would be difficult to draw on information prior to 2018 due to the 'on the ground' staff knowledge needed to compile this information. It is important to note that because the information draws on staff knowledge as well as records of licence cancellations and closures, the figures provided in this section should be considered estimates.

The following table shows the number of new premises that have opened in Masterton since 2018, the number of premises that have closed and the resulting net change in the number of alcohol premises. Where a premises has closed or opened that holds/held more than one type of licence, it is only included in one category in order to avoid double counting.

Masterton

The following table shows the number of new premises that have opened in Masterton since 2018, the number of premises that have closed and the resulting net change in the number of alcohol premises. Where a premises has closed or opened that holds/held more than one type of licence, it is only included in one category in order to avoid double counting.

Table Eight: Changes in Number of Alcohol Premises, 2018-2023				
	Type of licence	New premises opened since 2018	Premises closed and not reopened since 2018	Total Masterton Net Change 2018-2023
On licensed premises	Restaurant/Café	7	3	+4
	Hotel	-	1	-1
	Function Centre	-	-	No change
	BYO	-	1	-1
	Winery	1	-	+1
	Tavern	-	-	No change
Total net change – On licensed				+3
Off licensed premises	Remote Sales	1	-	+1
	Other	1	-	+1
	Supermarket	-	-	No change
	Grocery Store	-	-	No change
	Bottle Store	1	-	+1
	Hotel	-	-	No change
	Club	-	1	-1
	Winery	1	1	No change
	Tavern	-	-	No change
Total net change – Off licensed				+2
Club licensed premises	Sports Club	1	1	No change
	Charter Club	-	-	No change
	Social Club	-	1	-1
Total net change – Clubs				-1
<b>TOTAL NET CHANGE – All licensed premises</b>				<b>+4</b>

Source: Masterton District Council, last updated March 2023.

The table shows a net increase of four additional premises that sell alcohol (all licence types) since 2018. This comprises:

- A net increase of three on-licensed premises
- A net increase of two off-licensed premises
- One less club.



## Carterton

The following table shows the number of new premises that opened in Carterton between 2018 and 2023, the number of premises that have closed and the resulting net change in the number of alcohol premises. As above, where a premises has closed or opened that holds/held more than one type of licence, it is only included in one category in order to avoid double counting.

Table Nine: Changes in Number of Alcohol Premises, 2018-2023				
	Type of Licence	New Premises opened since 2018	Premises closed and not reopened since 2018	Total Carterton Net Change 2018-2023
On Licensed premises	Restaurant/Café	3	-	+3
	Hotel	-	-	No change
	Function Centre	-	-	No change
	BYO	-	-	No change
	Winery Cellar Door	-	-	No change
	Tavern	-	1	-1
Total net change – on licensed				+2
Off Licensed premises	Tavern	-	NB – a tavern with an off licence has closed since 2018. This change is recorded under on-licence above.	No change
	Remote Sales	2	-	+2
	Supermarket	-	-	No change
	Grocery Store	-	-	No change
	Bottle Store	1	-	+1
	Hotel	-	-	No change
	Winery Cellar Door	-	3	-3
	Other	-	-	No change
Total net change – off licensed				No change
Club Licensed premises	Sports Club	-	-	No change
	Social Club	-	-	No change
	Services Club	-	-	No change
Total net change – Club licensed				No change
<b>TOTAL NET CHANGE – All licensed premises</b>				<b>+2</b>

Source: Carterton District Council, last updated March 2023.

The table shows:

- A net increase of two alcohol premises in Carterton since 2018.
- Three new licensed restaurants/cafes since 2018.
- Two new businesses offering remote sales.
- An additional bottle store.
- A tavern has closed, along with three businesses that offered cellar door sales.

South Wairarapa

The following table shows the number of new premises that have opened in South Wairarapa district since 2018, the number of premises that have closed since 2018, and the resulting net change in the number of alcohol premises. As above, where a premises has closed or opened that holds/held more than one type of licence, it is only included in one category in order to avoid double counting.

Table 10: Changes in Number of Alcohol Premises since 2018								
	Type of licence	Featherston		Greytown		Martinborough		Total South Wairarapa Net Change 2018-2023
		(New premises opened since 2018)	(Premises closed and not reopened since 2018)	(New premises opened since 2018)	(Premises closed and not reopened since 2018)	(New premises opened since 2018)	(Premises closed and not reopened since 2018)	
On licenced premises	Restaurant/Café	1	3	4	2	1	1	No change
	Hotel	1	-	-	1	-	-	No change
	Function Centre	1	-	-	-	2	-	+3
	BYO	-	-	-	-	1	-	+1
	Winery Cellar Door	-	-	-	-	3	1	+2
	Tavern	-	-	-	-	1	-	+1
<b>Total net change – on licenced</b>		<b>3</b>	<b>(3)</b>	<b>4</b>	<b>(3)</b>	<b>8</b>	<b>(2)</b>	<b>+7</b>
Off licenced premises	Remote Sales	<i>Location not applicable</i>						+3
	Other	-	-	-	-	1	-	+1
	Supermarket	-	-	-	-	-	-	No change
	Grocery Store	-	-	-	-	-	-	No change
	Bottle Store	-	-	2	-	1	-	+3
	Hotel	-	-	-	-	-	-	No change
	Winery Cellar Door	-	-	1	-	3	2	+2
Tavern	-	-	-	-	1	-	+1	
<b>Total net change – off licenced</b>		<b>0</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>6</b>	<b>(2)</b>	<b>+10</b>

Table 10: Changes in Number of Alcohol Premises since 2018								
	Type of licence	Featherston		Greytown		Martinborough		Total South Wairarapa Net Change 2018-2023
		(New premises opened since 2018)	(Premises closed and not reopened since 2018)	(New premises opened since 2018)	(Premises closed and not reopened since 2018)	(New premises opened since 2018)	(Premises closed and not reopened since 2018)	
Club licensed premises	Sports Club	-	1	1	-	-	-	No change
	Charter Club	-	-	-	-	-	-	No change
	Social Club	-	-	-	-	-	-	No change
Total net change – club licensed		0	(1)	1	0	0	0	No change
TOTAL NET CHANGE – All licensed premises		3	(4)	8	(3)	14	(4)	+17 (including remote sales)

Source: South Wairarapa District Council, last updated March 2023.

The table shows a net increase of 17 alcohol premises in South Wairarapa since 2018. Points of note include:

- Three of the new licences (18% of additional new licences) are remote sales, and therefore do not necessarily have a “shop front”.
- There has been no overall change in restaurants/cafes since 2018.
- There has been a net increase of three new bottle stores since 2018 (two in Greytown, one in Martinborough). Note that “bottle store” includes boutique/speciality bottle stores as well as standard franchise bottle stores.
- There have been two additional on-licence winery/cellar door premises since 2018 (both in Martinborough).
- There is one additional tavern and three additional function centres since 2018.

The net change in the number of alcohol premises (excluding remote sales) for each of the South Wairarapa towns (2018- 2023) are:

- Featherston: -1
- Greytown: +5
- Martinborough: +10

## 7. Opening Hours of Licensed Premises

The licensed hours for on and off-licensed premises in Wairarapa are consistent with the LAP.

The maximum opening hours granted for off-licences as per the LAP are 7am-10pm. The trading hours for off-licensed premises in Wairarapa vary, but all are trading within their maximum licensed hours.

The maximum opening hours granted for on-licences under the LAP is 8am-1am the following day. As with off-licensed premises, the trading hours for on-licensed premises in Wairarapa vary, but all are trading within their maximum licensed hours.

While there are a small number of sports clubs that are licensed later than the “generally accepted” time of 11pm, this is within the requirements of the LAP because licences for clubs are decided on a case-by-case basis. The hours are no later than 1am as required in the LAP. The licences were first granted prior to the introduction of the Wairarapa LAP.

All alcohol inspectors and relevant agencies in each district are working to ensure they align with the purpose and object of the Act, including in relation to licensed hours.

## 8. Location of Licensed Premises

The location of all licensed premises are shown in the maps linked below. The map for each district includes all on, off and club licences within the district.

1. [Map of licensed premises in the Masterton District, as at March 2023](#)
2. [Map of licensed premises in the Carterton District, as at March 2023](#)
3. [Map of licensed premises in the South Wairarapa District, as at March 2023](#)

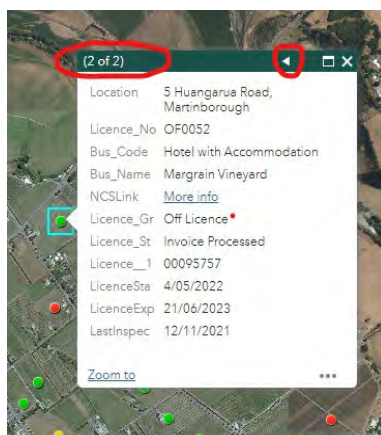
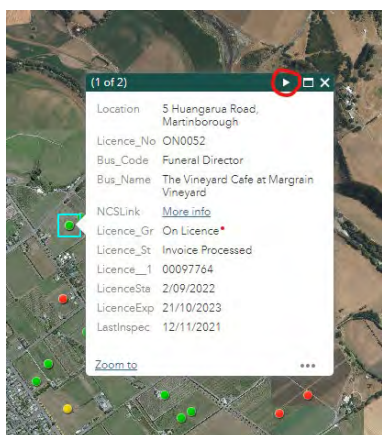
Premises with a current off-licence (e.g. bottle stores, cellar door) are marked **green**.

Premises with a current on-licence (e.g. restaurants) are marked **red**.

Premises with a club licence (e.g. sports clubs) are marked **yellow**.

Where a premises holds more than one type of licence, only one coloured dot is shown for that premises. However, when the dot is clicked on, the pop up will show two items.

Clicking on the small triangle at the top will give the option to select between the first or second set of data, as shown below.



Areas with an alcohol ban in place are shaded red, green or blue in each district (different colours are used to denote different ban areas). These areas are defined in each district's Alcohol Control Bylaws, as described in more detail below. An example of Carterton's alcohol ban areas is shown below.



As was the case in 2014 when the last background report was produced, within each of the districts, most on and off-licensed premises tend to be concentrated in the central business district (CBD) or main streets of each town. The exception is vineyards/cellar door premises. Clubs are more widely spread with some being located in residential areas. The following information about each district is provided as at March 2023.

In Masterton District:

- All supermarkets and four out of six bottle stores are within the CBD to Kuripuni area of the town.
- More than half of all restaurants and taverns/hotels are also located within this wider CBD area.
- There are small clusters of licensed premises at the Solway end of town (predominantly associated with the hotels and motels located there) and at the northern end of town.

In Carterton District:

- Both bottle stores and the supermarket are located in the central shopping area of the town.
- The majority of restaurants, cafes, taverns and hotels are also located in this area. There is an additional tavern on High Street, south of the shopping area.

In South Wairarapa District:

- Supermarkets are located in Featherston and Greytown near the shopping areas. Most grocery store licences are located in the Martinborough township.
- Most tavern/hotel licences are located in or around the main streets/ central areas of the three South Wairarapa towns.
- The majority of restaurant licences are for premises located in or around Martinborough.
- There are winery/cellar door licences in both Greytown and Martinborough, with the vast majority being located around Martinborough. Licences for remote sales are held in Greytown and Martinborough.

## 9. Alcohol Control Bylaws

Local authorities have the power to make bylaws for alcohol control purposes under Section 147 of the Local Government Act 2002. Each Wairarapa district has a standalone Alcohol Control Bylaw, which sets out the alcohol-free areas in each district. Temporary alcohol bans are sometimes put in place for major events to ensure an event is a safe place.

Prohibitions in an Alcohol Control Bylaw do not apply to licensed premises or their outdoor areas, or to people transporting unopened alcohol containers. The police are responsible for enforcing alcohol bans.

The alcohol-free areas in each of the districts, and their operative times, are shown in the following tables. These areas are also shown graphically in the maps linked below.

Masterton

Permanent Ban Areas	Operative Time
Masterton Business District	All times
Masterton Skate Park	All times
Queen Elizabeth Park	9:00pm – 7:00am

A copy of the Masterton District Alcohol Control Bylaw can be found [here](#).

While not included in the current Alcohol Control Bylaw, for a number of years the Masterton District Council has issued temporary alcohol bans over the new year period at parts of Castlepoint and Riversdale beaches. These bans must be approved by Council each year.

Carterton

Permanent Ban Areas	Operative Time
Carrington Park	All times
Central Business District (specify)	All times
Millennium Park	All times
Memorial Square	All times
Private Carpark on High Street North	All times
Town Clock Reserve	All times

A copy of the Carterton District Alcohol Control Bylaw can be found [here](#).

South Wairarapa

Event-based Ban Area	Operative Time
The Martinborough Square bounded by Strasbourge, Cork, Naples and Ohio Streets	From midday – 9:00pm on the day of the Toast Martinborough event

A copy of the South Wairarapa District Alcohol Control Bylaw can be found [here](#).

A summary of SWDC’s 2021 review of its Alcohol Control Bylaw, and rationale for the decisions made, is provided as Attachment One.

## 10. Demographic Profile of Wairarapa

When preparing a draft Local Alcohol Policy, a territorial authority must have regard to the demography of the district’s residents. The results of the 2018 census and data from Infometrics and Sense Partners informs this section.

### Population

The following table shows the resident population for each of the Wairarapa districts, as at June 2018 (census data). This is the year the Wairarapa LAP came into force. It also shows the estimated resident population for each of the Wairarapa districts as at June 2022, and the percentage change in population between 2018-2022.

District	2018 (resident population)	2022 (estimated resident population)	% change (2018 to 2022)
Masterton District	26,400	29,000	+9.8%
Carterton District	9,510	10,250	+7.8%
South Wairarapa District	10,900	11,750	+7.8%
Total – all districts	46,810	51,000	+9.0%
New Zealand	4,900,600	5,124,100	+4.6%

Source: Statistics New Zealand Census 2018 and Estimated Resident Population, June 2022

All Wairarapa districts have experienced population growth since the LAP was introduced in 2018. Masterton has experienced the biggest population growth (9.8 per cent) while Carterton and South Wairarapa districts both experienced growth of 7.8 per cent.

The population of the Wairarapa region grew faster than New Zealand as a whole between 2018-2022.

### Forecast Population Growth

The following table shows the forecast population changes, under a medium growth scenario, for each of the three Wairarapa districts, between 2018 and 2038.

District	2018 (Actual)	2028	2038	% Change (2018 - 2038)
Masterton District	26,400	31,644	36,054	36.6%
Carterton District	9,510	11,324	13,016	36.9%
South Wairarapa District	10,900	12,992	14,782	35.6%

Source: Sense Partners, 2022

The table shows that a similar growth rate is forecast for each district over 2018-2038. The population of each Wairarapa district is forecast to grow at a greater rate than the New Zealand population, which is forecast to increase 25.8% over the same period (2018-2038).

### Ethnicity

The largest ethnic group in each of the three Wairarapa districts is European, followed by Māori and Pacific Peoples. This reflects the three largest ethnic groups for all of New Zealand.

Each of the Wairarapa districts has a higher proportion of European people than New Zealand as a whole. The proportion of Māori is the same in Masterton as for New Zealand as a whole (21.3 per cent) but lower than New Zealand in Carterton and South Wairarapa districts. The proportion of Pacific Peoples is the same in Masterton as for New Zealand as a whole (4.0 per cent) but lower in Carterton and South Wairarapa districts.

Changes in the proportion of different ethnic groups between 2013 and 2018 are shown in the tables below.

Ethnic Group	2013 (%)	2018 (%)
European	86.6	84.7
Māori	18.6	21.3
Pacific Peoples	3.3	4.0
Asian	2.4	3.9
Middle Eastern/Latin American/African	0.3	0.3
Other ethnicity	2.1	1.3

Source: Statistics New Zealand (Census 2018 and Census 2013)

NB: Where a person reported more than one ethnic group, they are counted in each applicable group.

The proportion of European people and 'other ethnicities' reduced between 2013 and 2018. The proportion of all other ethnic groups increased over the period.



Table 14: Ethnic Groups for People in Carterton District, 2013 and 2018		
Ethnic Group	2013 (%)	2018 (%)
European	91.4	91.4
Māori	11.8	13.4
Pacific Peoples	1.9	1.8
Asian	1.3	2.2
Middle Eastern/Latin American/African	0.2	0.2
Other ethnicity	2.3	1.7

Source: Statistics New Zealand (Census 2018 and Census 2013)

NB: Where a person reported more than one ethnic group, they are counted in each applicable group.

The proportion of European people in Carterton remained the same between 2013 and 2018. The Middle Eastern/Latin American/African proportion of the population also remained the same. The proportion of Pacific Peoples fell slightly, along with 'other ethnicities'. The proportion of Māori and Asian people both increased over the period.

Table 15: Ethnic Groups for People in South Wairarapa District, 2013 and 2018		
Ethnic Group	2013 (%)	2018 (%)
European	90.2	90.5
Māori	13.8	14.2
Pacific Peoples	2.0	2.2
Asian	2.1	2.5
Middle Eastern/Latin American/African	0.2	0.4
Other ethnicity	2.3	1.5

Source: Statistics New Zealand (Census 2018 and Census 2013)

NB: Where a person reported more than one ethnic group, they are counted in each applicable group.

The proportion of the population of all ethnicities identified in the table increased between 2013 and 2018. 'Other ethnicities' reduced between 2013 and 2018.

### Age

Each Wairarapa district has a higher median age compared with all of New Zealand, as shown in the following table.

District	Median Age (Years)
Masterton	43.2
Carterton	46.4
South Wairarapa	47.1
New Zealand	37.4

Source: Statistics New Zealand (Census 2018)

The table below shows the age composition for each Wairarapa district and for New Zealand as a whole, as at December 2022.

District	Under 20 years (%)	20-49 years (%)	50-64 years (%)	65 years+ (%)
Masterton	24	34	20	22
Carterton	24	30	22	24
South Wairarapa	22	31	24	24
New Zealand	24	40	19	16

Source: Infometrics Regional Economic Monitor, December 2022

As the figures show, the percentage of people in both the 50-64 years and 65+ age groups is higher in the three Wairarapa districts than New Zealand as a whole. The proportion of those aged 20-49 years is lower in the Wairarapa districts than New Zealand as a whole. Those aged under 20 years is the same for Masterton and Carterton as New Zealand as a whole (24 per cent) while the percentage of the population aged under 20 is slightly lower than the national average in South Wairarapa district (20 per cent).

### Deprivation

Evidence from Alcohol Healthwatch (2022) shows that communities in deprived areas experience more harm per drink, when compared with the least deprived communities with the same level of drinking.

The New Zealand deprivation index (NZDEP) is an index of socioeconomic deprivation based on census information. Deprivation scores range from 1 (least deprived) to 10 (most deprived). The following maps show the deprivation scores for each of the five towns within the Wairarapa region - Masterton, Carterton, Greytown, Featherston and Martinborough.

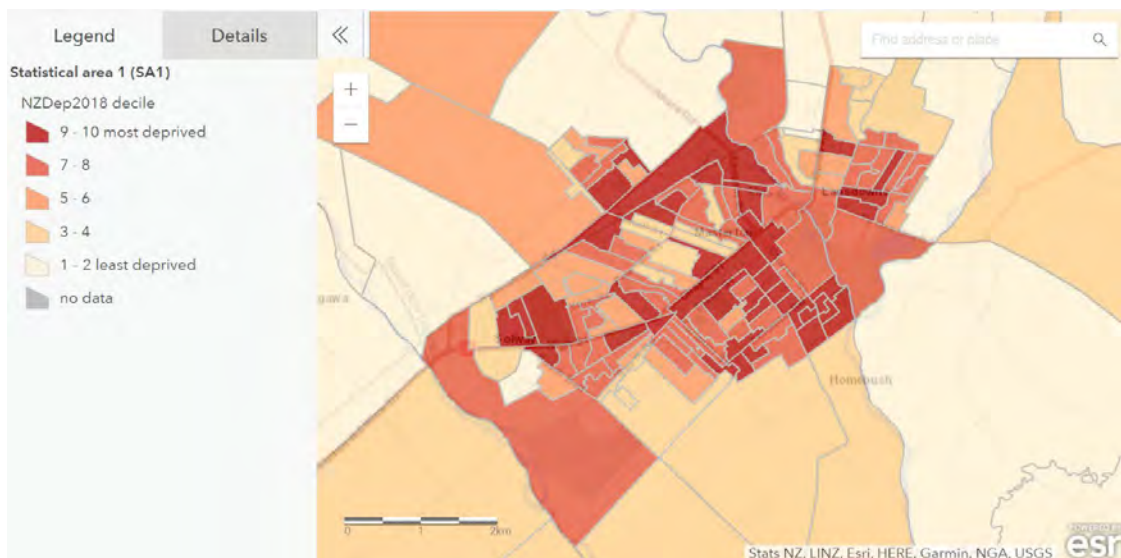
The maps are broken down into 'Statistical Areas'. Statistical Area 2 (SA2) areas in district council locations generally have a population of around 1,000-3,000 residents. An example of an SA2 in Masterton is Masterton Central. SA2s are further broken down into Statistical Area 1 (SA1) areas. These areas have a range of around 100-200 residents, and a maximum population of about 500 residents. For example, Masterton Central is divided into two SA1s.

Due the geographical size of the region and the towns within it, only the central area of each town is shown in the maps below. The maps can be viewed in full [here](#).

## Masterton

Areas with a deprivation score of 9 or 10 are considered the most deprived in the country. Masterton has 40 SA1 areas<sup>3</sup> with a deprivation score of 9 or 10, out of 170 total SA1 areas in the district (24 per cent). These are located within the following SA2 areas<sup>4</sup>:

- Ngaumutawa (9, 10)
- Masterton Central (9, 9, 9)
- Kurupuni (9, 9)
- Douglas Park (9, 9, 9, 10, 9)
- Cameron and Soldier's Park (9, 9, 9, 9, 9, 9, 9)
- McJorrow Park (10, 10, 10, 10, 10, 10, 10, 9, 9)
- Solway South (9, 9, 9)
- Lansdowne East (9, 9, 9)
- Lansdowne West (9)
- Solway North (9, 9, 10, 10, 9)

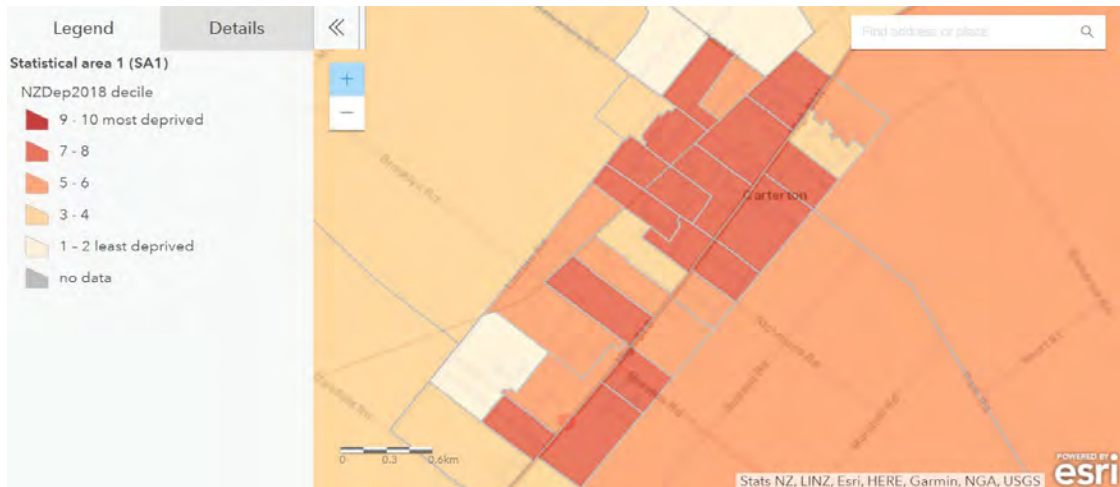


<sup>3</sup> Statistical Area 1 (SA1) provides a detailed geography output within district council locations, with an ideal size range of 100-200 residents, and a maximum population of about 500,

<sup>4</sup> Statistical Area 2 (SA2) areas in district council locations generally have a population of around 1,000-3,000 residents.

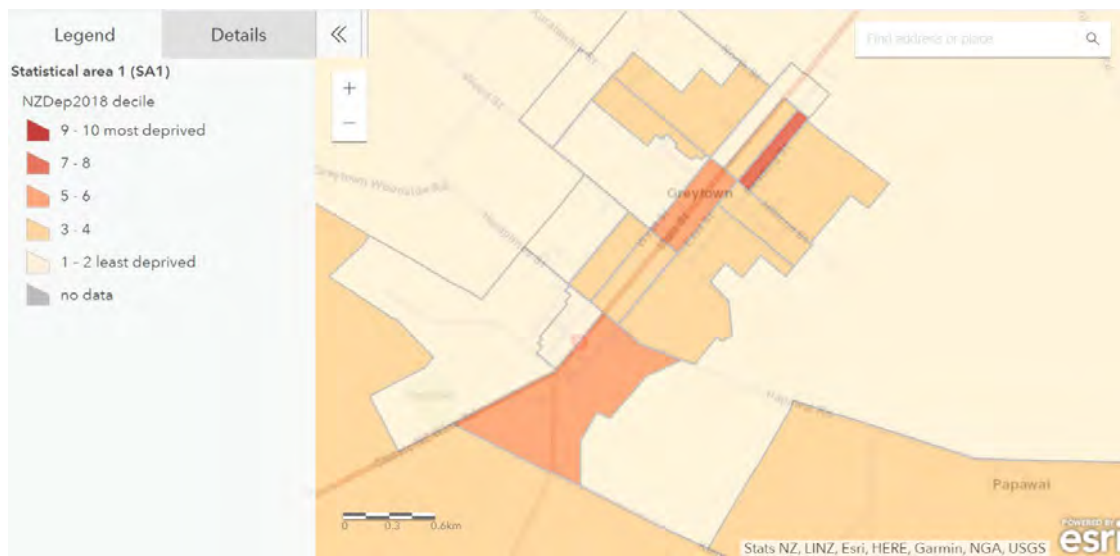
Carterton

Carterton and the surrounding district has no areas with a deprivation score of 9 or 10.



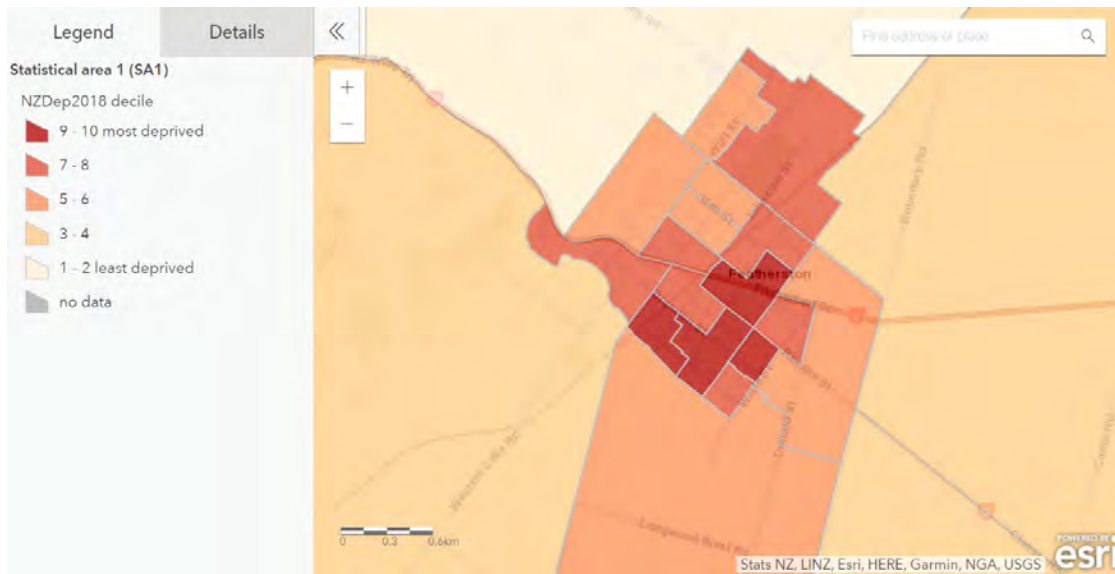
Greytown

Greytown has no areas with a deprivation score of 9 or 10.



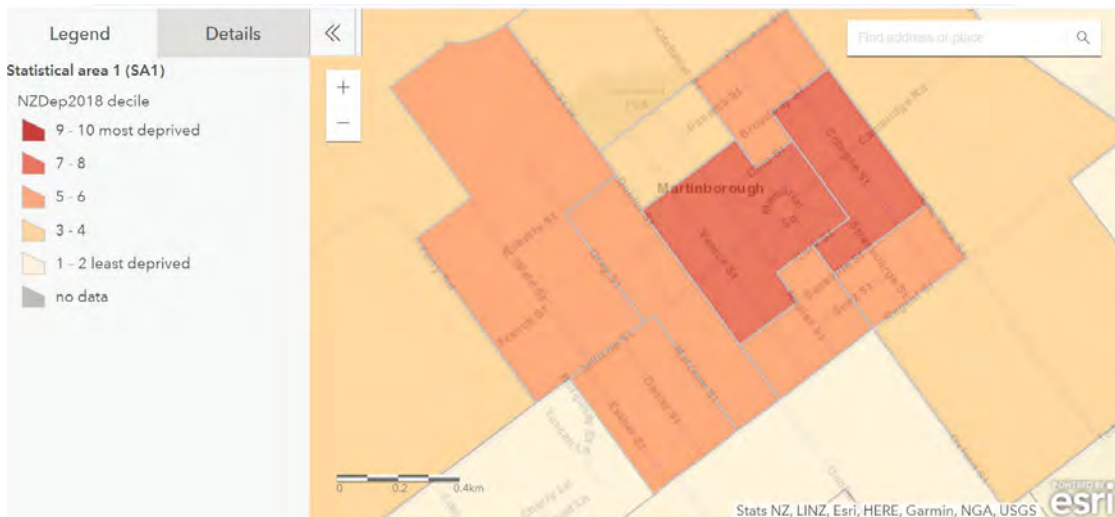
Featherston

Featherston has four SA1 areas with a deprivation score of 9, out of a total of 16 SA1 areas in Featherston (25 per cent). These are all located in the SA2 area 'Featherston' clustered on the southern side of Featherston township.



Martinborough

Martinborough has no areas with a deprivation score of 9 or 10.



## Employment

Employment growth is shown by an increase in the number of filled jobs. According to Infometrics, Masterton district experienced the highest employment growth of each of the three Wairarapa districts between 2018 and 2022 (10.2 per cent). Carterton experienced employment growth of 9.2 per cent, and South Wairarapa district recorded employment growth of 8.7 per cent over the same period.

## Unemployment and the NEET Rate

The unemployment rate measures the proportion of the workforce that is not in employment.

The NEET rate measures the percentage of those aged 15-24 years who are Not in Employment, Education or Training.

The NEET rate for each of the three districts dropped significantly between 2018-2022. The NEET rate for all of New Zealand remained static over the same period. The unemployment rate for each of the three districts has also fallen between 2018 and 2022. The unemployment rate for all of New Zealand dropped over the same period. The NEET rate and unemployment rate figures for 2018 and 2022 are shown in the following table.

Table 18: NEET Rate and Unemployment Rate for the three Wairarapa Districts, 2018 and 2022

District	Unemployment Rate		NEET Rate (%)	
	2018	2022	2018	2022
Masterton	4.4%	2.3%	15.7	8.1
Carterton	3.6%	3.0%	12.9	7.9
South Wairarapa	2.9%	1.6%	10.4	6.6
New Zealand	4.6%	3.4%	11.8	11.7

Source: Infometrics, December 2022

## Household Income

The following table shows the average (mean) household income for each of the Wairarapa districts, and for all of New Zealand, in 2018 and 2022.

Table 19: Average Household Income, 2018 and 2022

District	2018	2022	% Change
Masterton	\$77,414	\$91,935	18.8%
Carterton	\$73,755	\$92,403	25.3%
South Wairarapa	\$87,232	\$106,494	22.1%
New Zealand	\$99,601	\$117,934	18.4%

Source: Infometrics Regional Economic Profile, 2018 and 2022 data

As the table shows, each Wairarapa district has an average household income that is lower than the New Zealand average. South Wairarapa district has the highest average household income, followed by Carterton and Masterton. Carterton district experienced the biggest increase in average household income between 2018 and 2022 (25.3 per cent

increase). This was followed by South Wairarapa district (22.1 per cent increase) and Masterton (18.8 per cent increase). Each district experienced a higher increase in average household income over the period than New Zealand as a whole (18.4 per cent increase).

### Per Capita Income

Per capita income is a widely used measure of living standard, as it accounts for all sources of household income as well as household size. Masterton and Carterton districts have a per capita income which is lower than the New Zealand per capita income. The per capita income in South Wairarapa district is higher than for New Zealand as a whole.

The per capita income for each of the Wairarapa districts and for New Zealand in 2022 were:

- Masterton District: \$36,014
- Carterton District: \$38,735
- South Wairarapa District: \$47,706
- New Zealand: \$44,179.

Source: Infometrics Regional Economic Profile, December 2022

### Housing Affordability

Housing affordability is measured by a ratio of average house values to average household incomes. A higher ratio suggests that average houses cost a greater multiple of typical incomes, which indicates lower housing affordability.

Infometrics data shows that housing is becoming increasingly unaffordable across all Wairarapa districts. Housing is most affordable in Masterton District. South Wairarapa is the least affordable district in the Wairarapa region and is now less affordable than New Zealand as a whole.

Table 20: Housing Affordability Ratio, 2018 and 2022

District	Housing Affordability Ratio December 2018	Housing Affordability Ratio December 2022
Masterton District	4.3	7.5
Carterton District	5.3	8.4
South Wairarapa District	5.3	9.0
All of New Zealand	6.7	8.7

Source: Infometrics, 2018 and 2022 data



## 11. Alcohol Consumption and Availability – A National Overview

A literature review of research relating to alcohol consumption and availability in New Zealand was undertaken during the initial development of the LAP and was completed in 2014. This section provides key updates, where available, on alcohol consumption and availability in New Zealand, as well as its associated impacts.

### Past Year Drinking

The most recent New Zealand Health Survey (2021/22) produced by the Ministry of Health, found that:

- In 2021/22, four in every five adults (79.1%) drank alcohol in the past year, an increase since 2020/21 (78.5%).
- Men were 1.1 times as likely to have been past-year drinkers than women, after adjusting for age.
- Although the legal age for purchasing alcohol in New Zealand is 18 years old, 57.1% of those aged 15–17 years drank alcohol in the past year. This rate has not changed significantly since 2011/12 (59.9%).
- Pacific and Asian adults were less likely to have had alcohol in the past year than non-Pacific and non-Asian adults, after adjusting for age and gender.
- After adjusting for age, gender, and ethnic group, those in the most socioeconomically deprived areas were less likely to have consumed alcohol in the past year than those living in the least deprived areas.

### Hazardous Drinking

'Hazardous drinking' refers to an established alcohol drinking pattern that carries a risk of harming the drinker's physical or mental health or having harmful social effects on the drinker or others. It is determined by using the World Health Organisation's AUDIT checklist - a score of 8 or more on the checklist indicates hazardous drinking (Ministry of Health, 2022).

Nearly one in five adults (18.8%) have a hazardous drinking pattern that places them and/or others at risk of harm. This is equivalent to over 900,000 New Zealanders. There has been no significant change in the hazardous drinking rate since it was first recorded in 2015/16.

In 2021/22, the highest prevalence of hazardous drinking was among those aged 18–24 years, at 31%. The prevalence of hazardous drinking was also high in those aged 25–34 (22.4%), 35–44 (23.4%) and 45–54 (19.5%).

Approximately 33% of Māori are hazardous drinkers, and Māori are more likely to be hazardous drinkers than non-Māori. This is especially the case for wāhine Māori who reported a hazardous drinking prevalence that was 1.9 times higher than non-Māori women. Māori men reported a hazardous drinking prevalence 1.6 times higher than non-Māori men. Asian adults had a lower rate of hazardous drinking than other ethnic groups, at 6%. The rate for Pacific peoples is 22% and for European/other it is 20% (New Zealand Health Survey 2021/22).

In 2021/22, after adjusting for age, gender, and ethnic group, those in the most socioeconomically deprived areas were less likely to be hazardous drinkers in the past year than those living in the least deprived areas.

### Heavy Episodic Drinking



Heavy episodic drinking, or 'binge drinking' is when a large amount of alcohol is consumed rapidly within a short time. Most define a 'binge' as four or more drinks over a short period for women, and five or more for men. Binge drinking leads to intoxication in a short space of time and can cause serious harm in both the short and the long-term (Ministry of Health, 2022).

Heavy episodic drinking at least monthly

In 2021/22, 19.8% of people aged 15 years and over reported consumption of six more or more drinks on one occasion, at least monthly.

Very little overall change was found in the prevalence of heavy episodic drinking at least monthly since the last New Zealand Health Survey, and there has been little change since the time series began in 2015/16. Future surveys are needed to determine real trends.

Heavy episodic drinking at least weekly

In 2021/22, 10.2% of New Zealand people aged 15 years and over reported consumption of six or more drinks on one occasion, at least weekly.

### Family Violence

Substance use (drugs or alcohol) is understood to exacerbate the risk of family violence offending and victimisation. Substance use by victims can also affect their ability to get help and to live free from violence. Victims of family violence may also increase their use of alcohol and other drugs as a coping mechanism (Ministry of Justice, 2022).

The New Zealand Crime and Victims Survey Report 2022, produced by the Ministry of Justice, reports that:

- In 2020-21, offenders were under the influence of alcohol in 37% of offences by family members.
- Offenders were under the influence of alcohol and/or other drugs in about half of all offences by family members (52%).
- For 12% of offences by family members, victims said it had led them to increase their use of alcohol and/or other drugs.
- Victims reported that they themselves were under the influence of alcohol during 14% of offences by family members, or under the influence of alcohol and/or other drugs during 20% of offences.

Alcohol.org.nz report that one in four of the most severe intimate partner assaults in Aotearoa involve alcohol.

### Drunk Driving

Alcohol consumption can impair coordination and judgement and is a major cause of road injury in New Zealand. There is no set number of drinks that a person can have to stay under the Blood Alcohol Concentration (BAC) of 250 mcg per litre of breath and 50 milligrams per 100 millilitres of blood. The legal drink drive limit for drivers under 20 years of age is a BAC of zero. The rate of alcohol absorption in the body varies depending on body size, gender, body fat and amount of food in the stomach. The same person can drink the same number of drinks on different occasions and have different BAC levels (Waka Kotahi, 2022).

According to the New Zealand Police (2022):

- Drinking while impaired – either by alcohol, drugs or fatigue, is one of the four main behaviours which contribute to death and injury on New Zealand's roads.
- Alcohol and/or drugs are a factor in about a third of all fatal road crashes.

- Alcohol and/or drugs are involved in one-in-eight injury crashes.

### The Availability of Alcohol for Consumption

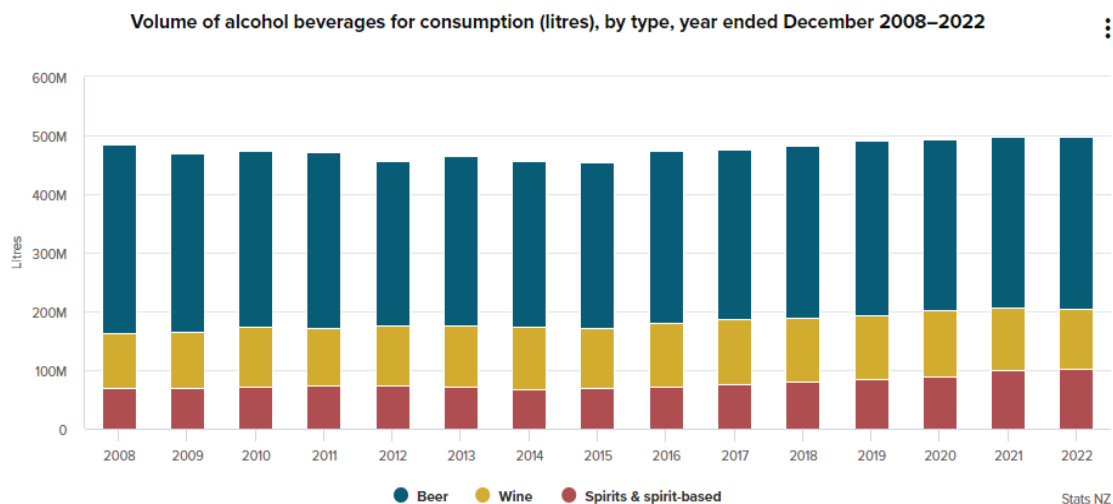
Statistics New Zealand provides data on the volume of alcohol available for consumption in New Zealand, including beer, wine, spirits, and spirit-based drinks. The total volume calculated includes production for domestic consumption as well as imports, and excludes exports.

In the year ended December 2022, the total volume of alcoholic beverages available for consumption was 498 million litres. This includes:

- 294 million litres of beer.
- 101 million litres of wine.
- 103 million litres of spirits (including spirit-based drinks). Spirit-based drinks have an alcohol content less than or equal to 23 percent. They include RTDs (ready-to-drink beverages) and wines that are spirit-based.

### Changes in Volume of Alcohol Available for Consumption between 2008-2022

The following graph shows the volume of alcohol beverages for consumption by type, between 2008-2022.



As a proportion of the total volume of alcoholic beverages available for consumption, between 2008 and 2022:

- beer decreased from 66 percent to 59 percent
- wine increased from 19 percent to 20 percent
- spirits and spirit-based drinks increased from 14 percent to 21 percent.

## 12. Alcohol Related Harm in Wairarapa

Excessive and inappropriate consumption of alcohol is a significant contributor to social harm in New Zealand. Alcohol is the most common recreational drug in New Zealand, and a significant proportion of police work involves responding to alcohol-related incidents. These include violent offending, homicides, drink-driving, family violence, and ensuring the safety of intoxicated people or those around them (New Zealand Police, 2022).

Alcohol harm is driven by both the total volume consumed and by patterns of drinking. Harmful drinking can cause serious health, personal and social problems. Alcohol is one of the main preventable risk factors for a number of diseases, such as cancer, mental health conditions and long-term conditions (Ministry of Health, 2022).

### Wairarapa drinking patterns

- The Wairarapa DHB catchment had more past year drinkers between 2017 – 2020 than anywhere else in the country at 87.9 per cent (range 69.2 to 87.9 per cent), with the New Zealand average at 80.4 per cent.
- Past year drinkers in the Wairarapa were less likely to consume alcohol hazardously at 21.8 per cent compared to the New Zealand average at 25.7 per cent.
- Those most likely to drink hazardously were 25-44-year-olds (32.8 per cent) and 15–24-year-olds (29.1 per cent).
- Hazardous drinking by Māori in Wairarapa (41.4 per cent) is similar to the New Zealand Māori average at 41.2 per cent.

### Alcohol-related hospital presentations

All communities have some level of alcohol related harm but this is not spread evenly between areas.

From hospital diagnostic coding it is possible to determine residents who has hospital admissions related to alcohol and compare levels of harm across geographic areas. Geographical comparisons are made by analysing the crude rate (number of hospital admissions per 100,000 head of population) and then categorising crude rates as a decile scale where 10% of the highest crude rates are at decile 10 through to the 10% lowest at decile 1. This translates into a risk assessment scale as follows:

- 1 and 2 are very low risk
- 3 and 4 are low risk
- 5 and 6 are moderate risk
- 7 and 8 are high risk
- 9 and 10 are very high risk.

The following table outlines alcohol related presentations from January 2016 to April 2023 to understand the comparative level of risk of Wairarapa residents being admitted to Wairarapa Hospital. It includes conditions of an acute nature, that is, the impact is rapid and often results from excessive consumption (e.g. alcohol poisoning), and chronic conditions (e.g. alcohol liver disease). The table distinguishes between presentations where alcohol was wholly vs. partially responsible for the outcome/condition.

Those areas shown in red are of most concern (Masterton Central, Masterton East, Solway South, Lansdowne, Carterton and Featherston), followed by those in orange (Masterton West, Solway North and Ngaumutawa).

Table 21: Crude rates of alcohol related Wairarapa hospital presentations by decile for Wairarapa residents

Area	All Acute	All	All Chronic	Partial Acute	Partially	Partial Chronic	Wholly Acute	Wholly	Wholly Chronic
<b>Masterton</b>									
Homebush-Te Ore Ore	3	3	3	3	4	4	4	2	
Opaki-Fernridge	1	1	3	1	2	4	1	1	1
Kopuaranga	2	2	2	3	3	3	1	1	1
Whareama	5	4	3	6	5	4	5	4	2
Masterton Central	10	10	10	10	10	10	10	10	10
Masterton West	7	7	7	8	8	8	3	3	3
Masterton East	10	9	9	9	9	9	9	9	8
Solway North	7	8	8	8	9	9	6	5	3
Solway South	7	7	7	8	8	8	6	6	5
Ngaumutawa	9	9	8	10	10	9	4	3	1
Masterton Railway*	10	9	8	8	9	9	10	9	
Lansdowne	9	9	8	10	9	8	7	7	6
<b>Carterton</b>									
Waingawa	4	3	3	6	5	3		1	
Mt Holdsworth	4	3	2	5	5	5	3	1	
Te Wharau	3	3	2	4	3	3	4	2	1
Carterton	8	9	9	8	9	9	7	8	8
<b>South Wairarapa</b>									

Table 21: Crude rates of alcohol related Wairarapa hospital presentations by decile for Wairarapa residents

Area	All Acute	All	All Chronic	Partial Acute	Partially	Partial Chronic	Wholly Acute	Wholly	Wholly Chronic
Tuturumuri	7	6	4	7	5	2	7	8	8
Greytown	6	6	7	7	8	8	3	4	5
Featherston	9	9	8	9	8	8	8	8	8
Martinborough	8	7	4	6	6	5	9	8	3
Kahutara	3	4	5	4	4	5	4	4	5

\*Masterton Railway may be an outlier due to a small data set.

Emergency Department specific data shows a similar pattern, with Masterton Central, Masterton East and Lansdowne having the highest crude rates. Masterton West, Solway North and Featherston may also be areas of concern.

Table 22: Emergency Department alcohol related hospital admissions in July 2020 to April 2023

Area	Crude rate
Homebush-Te Ore Ore	4
Opaki-Fernridge	5
Kopuaranga	3
Whareama	5
Masterton Central	10
Masterton West	8
Masterton East	9
Solway North	7
Solway South	6
Ngaumutawa	5
Masterton Railway	10*
Lansdowne	8
Waingawa	3
Mt Holdsworth	1
Te Wharau	5
Carterton	6
Tuturumuri	8*
Greytown	3
Featherston	7
Martinborough	6
Kahutara	4

\*Possible outliers due to small data set.

### ***Explanatory notes for Alcohol-Related Harm Data***

#### Definitions

Wholly: Alcohol is wholly responsible for the outcome/condition.

Partially: Alcohol is partly responsible for the outcome/condition.

Acute: Casual impact (e.g. Acute Intoxication, Alcohol Poisoning, Alcoholic Mental and Behavioural Disorders, Blood Alcohol).

Chronic: Evidence of association linked to long term consumption (e.g. Alcoholic Cardiomyopathy, Alcoholic Gastritis, Alcoholic Liver Disease, Alcoholic Pancreatitis, FASD & Maternal Care for damage to foetus from alcohol, Nervous System Degeneration/

Crude rates: A crude rate refers to a basic measure of alcohol-related harm (ARH) in a population. It provides a straightforward assessment of the overall occurrence of an ARH within a defined population, without considering any demographic or other factors that may influence the rates. Crude rates are useful for obtaining a general overview of the occurrence ARH in a population. However, they may not provide a comprehensive understanding of the underlying factors or variations in rates across different subgroups within the population (e.g. age, sex).

Areas: The areas displayed in the above tables are the 2013 census area units, and can be looked up [here](#).

## 13. Alcohol-Related Crime in Wairarapa

### Police Alcohol Harm Demand

This section includes data sourced from the Police National Alcohol Harm Viewer (NAHV) which contains data from two systems Police use to record information: the Communications Centres Computer Aided Resource Despatch (CARD) system and the Police National Intelligence Application (NIA).

CARD records events reported to Police, and when the call taker identifies that alcohol is a factor in the event occurring, they select an Alcohol Supplementary Flag. When police respond to an event, it is entered into NIA. In 2019, NIA was amended so that all occurrences must indicate if alcohol is a contributing factor. The NAHV only includes CARD events that have not been entered into NIA.

The NAHV counts each harm (e.g. incident, infringement, or offence) individually, whether they are linked to the same occurrence or not.

The following two tables show the number of police recorded alcohol harm events for Wairarapa, and the number of events relative to population. Trend comparisons are difficult due to the data for 2019 and 2023 not being full year data, and the potential impacts of Covid-19 on the in between years. The data does however show that overall Masterton has higher rates of alcohol related-harm per population than Carterton and South Wairarapa districts.

Table 23: Police Recorded Alcohol Harm for Wairarapa, September 2019 – August 2023

Event Type	Police Recorded Alcohol Harm Events (NIA)			Police Reported Alcohol Harm Events (not recorded) (CARD)			Total Alcohol Harm Events		
	Masterton District	Carterton District	South Wairarapa District	Masterton District	Carterton District	South Wairarapa District	Masterton District	Carterton District	South Wairarapa District
2019 (from September)	301	36	59	75	9	14	376	45	73
2020	945	158	200	203	34	52	1,147	192	252
2021	988	210	256	166	24	36	1,154	234	292
2022	698	147	283	148	21	34	846	168	317
2023 (to August)	605	131	159	116	22	24	721	153	183
Total	3537	682	957	708	110	160	4,245	792	1,117



Table 24: Police Recorded Alcohol Harm for Wairarapa relative to Population, September 2019 – August 2023

Event Type	Police Recorded Alcohol Harm Events (NIA) per 10,000 people			Police Reported Alcohol Harm Events (not recorded) (CARD) per 10,000 people			Total Alcohol Harm Events per 10,000 people		
	Masterton District	Carterton District	South Wairarapa District	Masterton District	Carterton District	South Wairarapa District	Masterton District	Carterton District	South Wairarapa District
2019 (from September)	111.9	37.3	54.4	27.9	9.3	12.9	139.8	46.6	67.3
2020	341.2	159.8	180.1	73.3	34.4	46.8	414.1	194.1	226.9
2021	350.4	209.0	225.2	58.9	23.9	31.7	409.2	232.8	256.8
2022	243.2	144.1	243.2	51.6	20.6	29.2	294.8	164.7	272.5
2023 (to August)	207.9	127.8	133.6	39.9	21.5	20.2	247.8	149.3	153.8

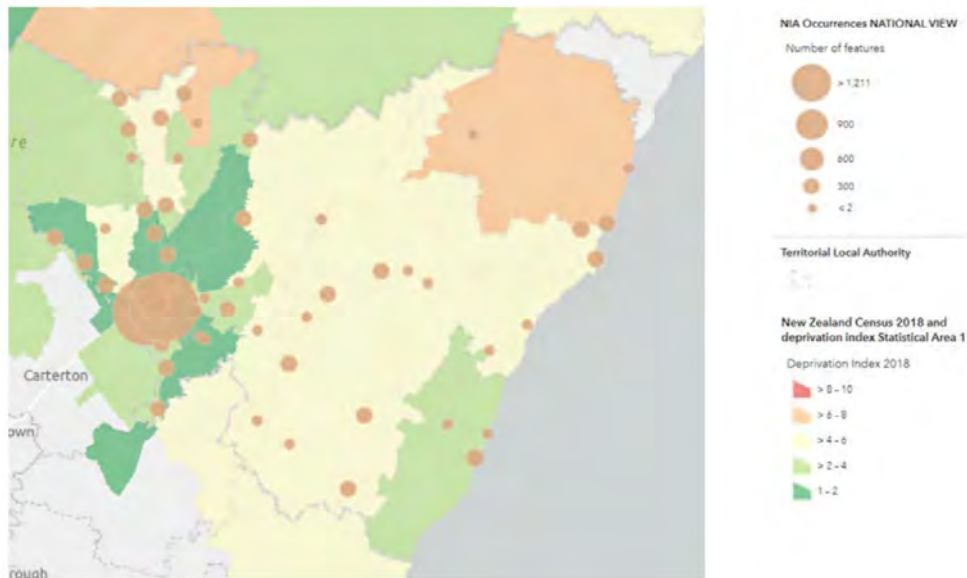
The below table shows police recorded alcohol harm by scene type. Around half (52 per cent) of alcohol harm throughout the Wairarapa districts occurs in a private residential setting.

Table 25: Police Recorded Alcohol Harm (NIA) by scene type – September 2019 – August 2023

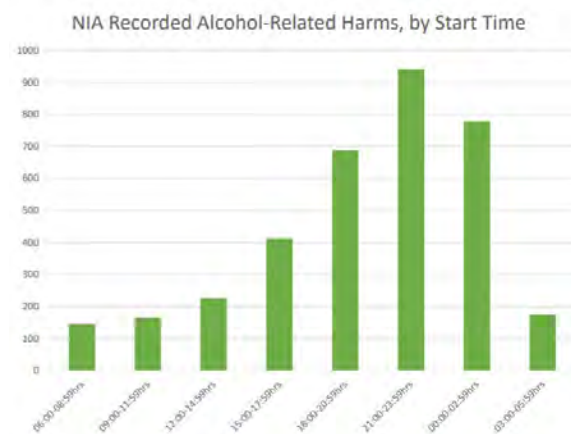
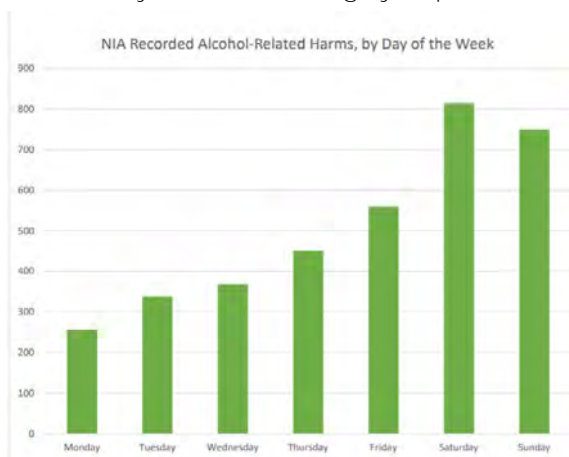
Scene Type	Masterton		Carterton		South Wairarapa	
	#	%	#	%	#	%
Residential	1,824	52%	347	51%	499	52%
Public Space	1,374	39%	240	35%	370	39%
Commercial	59	1.7%	31	5%	4	2.9%
Retail	76	2.1%	14	2.1%	6	0.6%
Community	45	1.3%	4	0.6%	4	0.4%
Education	7	0.2%	3	0.4%	3	0.3%
Health	13	0.4%	0	-	0	-
In-transit	51	1.4%	0	-	16	1.7%
Online	30	0.8%	9	1.3%	5	0.5%
Not applicable	48	1.4%	11	1.6%	17	1.8%
Unknown	10	0.3%	2	0.3%	8	0.8%
<b>Total</b>	<b>3,537</b>	<b>100%</b>	<b>682</b>	<b>100%</b>	<b>956</b>	<b>100%</b>

Masterton

Police Recorded Alcohol Harm (NIA) in Masterton District, September 2019 – August 2023



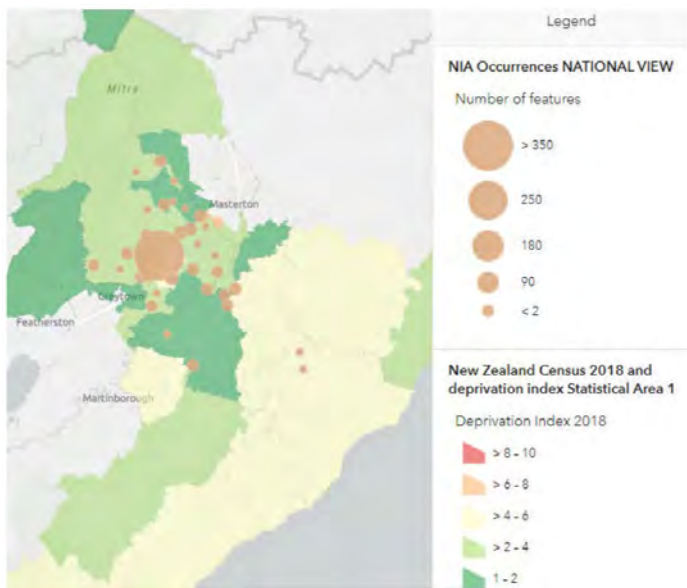
- Around half (52 per cent) of police recorded alcohol harm occurred in a residential setting. The next most common setting is in a public space (39 per cent).
- The majority of police recorded alcohol harm that occurred in Masterton District between September 2019 – August 2023 was in a deprivation area of 8 or higher.
- Recorded alcohol-related harm occurred most often from Friday – Sunday. The most common period for recorded alcohol-related harm is between 9pm – midnight, followed by midnight – 3.00am.
- Just over half (51 per cent) of police recorded alcohol harm was alcohol-related family harm. Alcohol-related family harm follows a similar pattern to total alcohol-related harm in that it occurs most often between 9pm and midnight, through Friday to Sunday, and in more highly deprived areas (NZDep rating 8, 9 or 10).



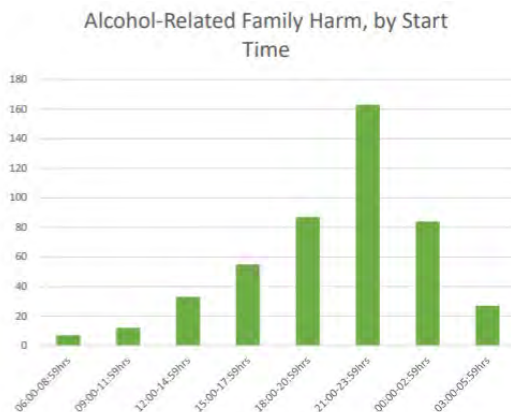
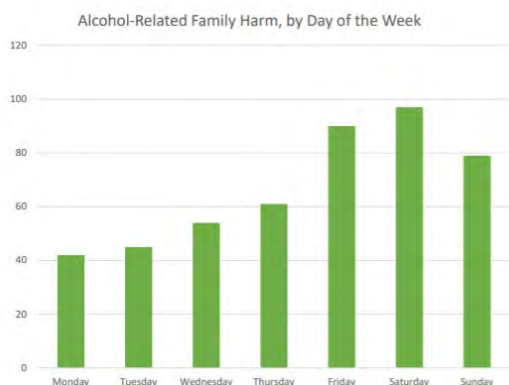
- There were 65 recorded alcohol ban breaches between September 2019 – August 2023.

Carterton

Police Recorded Alcohol Harm (NIA) in Carterton District, September 2019 – August 2023

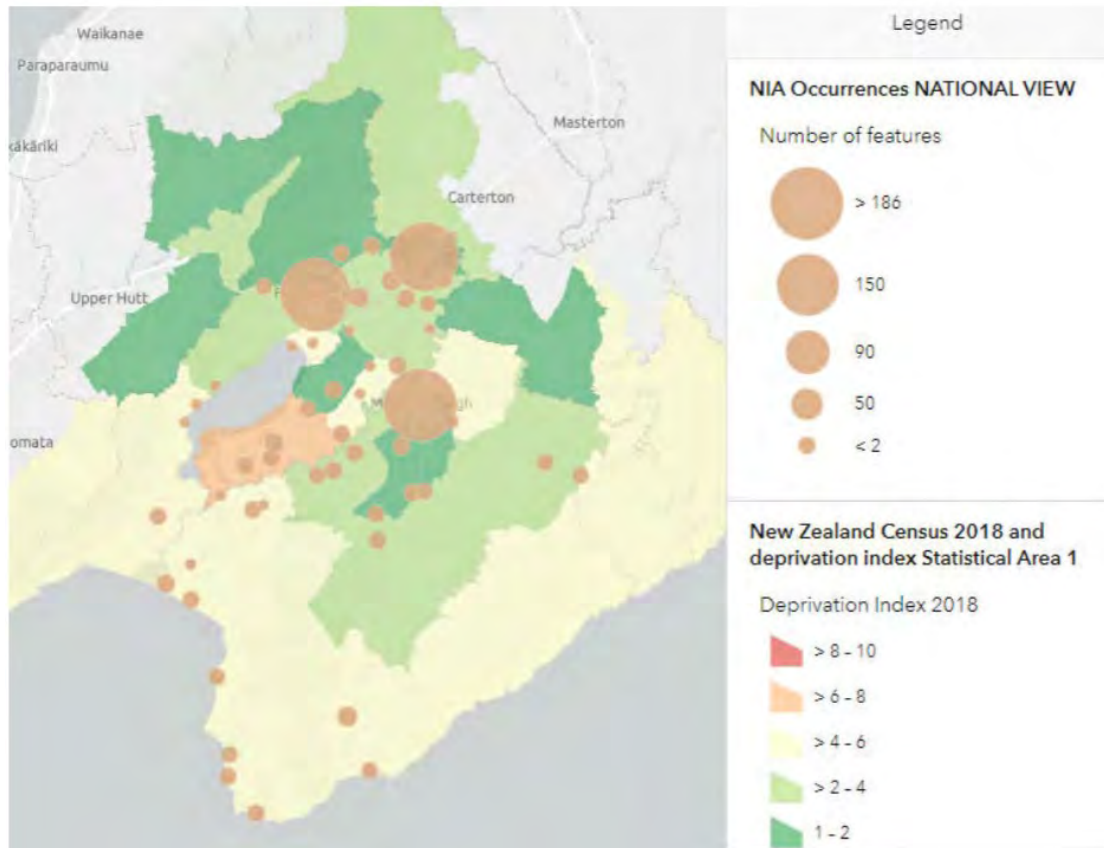


- Around half (51 per cent) of police recorded alcohol harm occurred in a residential setting. The next most common setting is in a public space (35 per cent).
- The highest occurrence of police recorded alcohol harm occurred in an area with a NZ Dep rating of 8. Note there are no decile 9 or 10 areas in Carterton district.
- Recorded alcohol-related harm occurred most often from Friday – Sunday. The most common period for recorded alcohol-related harm is between 9pm – midnight, followed by 6.00pm – 9.00pm.
- Almost half (49 per cent) of police recorded alcohol harm was alcohol-related family harm. Alcohol-related family harm follows a similar pattern to total alcohol-related harm in that it occurs most often between 9pm and midnight, and most commonly in an area with a NZDep rating of 8.

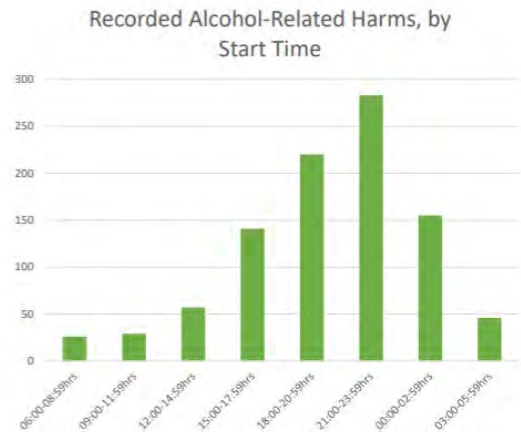
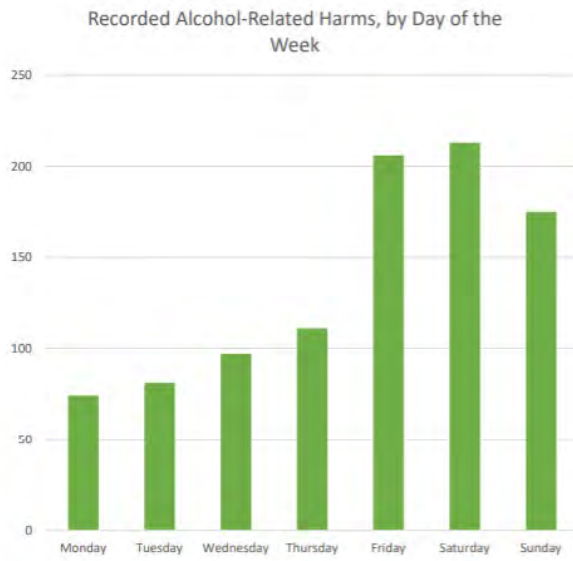


South Wairarapa

Police Recorded Alcohol Harm (NIA) in South Wairarapa District, September 2019 – August 2023



- Around half (52 per cent) of police recorded alcohol harm occurred in a residential setting. The next most common setting is in a public space (39 per cent).
- The highest occurrence of police recorded alcohol harm occurred in an area with a NZDep rating of 7. Police recorded alcohol harm was less prevalent in an area with a decile rating of 8 or 9. Note there are no areas with a decile rating of 10 in South Wairarapa.
- Recorded alcohol-related harm occurred most often from Friday – Sunday. The most common period for recorded alcohol-related harm is between 9pm – midnight, followed by 6.00pm – 9.00pm.
- Almost half (49 per cent) of police recorded alcohol harm was alcohol-related family harm. Alcohol-related family harm follows a similar pattern to total alcohol-related harm in South Wairarapa in that it occurs most often from Friday – Sunday, between 9pm and midnight, and most commonly in an area with a NZDep rating of 7.



- There were 17 alcohol ban breaches in South Wairarapa between September 2019 – August 2023 (2 in 2019 and 15 in 2022). The 2022 breaches all occurred on Sunday, linked to the Toast Martinborough event.

### Police Alcohol Harm Demand in Town Centres

The following tables provide an overview of police recorded alcohol harm within a 5km radius of the town centres between September 2019 and August 2023. This data was requested primarily to enable a view of alcohol harm across Martinborough, Featherston and Greytown as the Police database is unable to provide a ward level view.

Overall, Featherston has higher police recorded alcohol harm within a 5km radius of the town centre when compared to Martinborough and Greytown. Featherston has the highest proportion of alcohol harm occurring in a public space (57 per cent), and a lower proportion of alcohol harm occurring in a residential setting (35 per cent) compared with other town centres.

Greytown and Martinborough show a higher proportion of alcohol recorded harm being related to traffic offending compared to other town centres, at 38 per cent and 34 per cent respectively. Masterton and Carterton's traffic offending accounts for 25 per cent of police recorded alcohol harm, and 27 per cent for Featherston.

Year	Masterton	Carterton	Martinborough	Featherston	Greytown
2019 (from September)	277	27	11	30	14
2020	893	137	35	68	67
2021	950	181	50	129	51
2022	674	109	81	112	58
2023 (to August)	559	112	35	63	43
Total	3,353	566	212	402	233

Scene Type	Masterton		Carterton		Martinborough		Featherston		Greytown	
	#	%	#	%	#	%	#	%	#	%
Residential	1,745	52%	296	52%	93	44%	141	35%	104	45%
Public Space	1,288	38%	194	34%	88	42%	231	57%	118	51%
Commercial	60	1.8%	27	5%	20	9%	3	0.7%	4	1.7%
Retail	76	2.3%	13	2.3%	0	-	5	1.2%	1	0.4%
Community	44	1.3%	4	0.7%	3	1.4%	1	0.2%	0	-
Education	6	0.2%	2	0.4%	0	-	3	0.7%	0	-
In-transit	49	1.5%	15	2.7%	5	2.4%	7	1.7%	4	1.7%
Online	29	0.9%	9	1.6%	2	0.9%	2	0.5%	1	0.4%
Not applicable	33	1.0%	6	1.1%	0	-	2	0.5%	0	-
Total	3,353	<b>100%</b>	566	<b>100%</b>	212	100%	402	100%	233	100%

Table 28: Police recorded alcohol harm (NIA) within 5km radius of town centre by category code

Year	Masterton		Carterton		Martinborough		Featherston		Greytown	
	#	%	#	%	#	%	#	%	#	%
Violence	755	23%	128	23%	46	22%	88	22%	41	18%
Sexual	29	0.9%	6	1.1%	1	0.5%	0	0%	3	1.3%
Drugs & Anti-social	320	10%	70	12%	22	10%	23	6%	20	9%
Dishonesty	73	2%	12	2.1%	2	0.9%	8	2.0%	3	1.3%
Property damage	164	5%	25	4.4%	6	2.8%	27	7%	4	1.7%
Property abuse (trespass/other)	76	2.3%	15	2.7%	9	4.2%	8	2.0%	5	2.1%
Administrative (obstructing course of justice, escaping custody, failing to provide ID, breaches etc.)	12	0.4%	2	0.4%	1	0.5%	1	0.2%	0	0%
Incidents	1,084	32%	166	29%	52	25%	139	35%	68	29%
Tasks (Information/ Missing person)	6	0.2%	3	0.5%	0	0%	1	0.2%	1	0%
Traffic Offending	834	25%	139	25%	73	34%	107	27%	88	38%
<b>Total</b>	<b>3,353</b>	<b>100%</b>	<b>566</b>	<b>100%</b>	<b>212</b>	<b>100%</b>	<b>402</b>	<b>100%</b>	<b>233</b>	<b>100%</b>

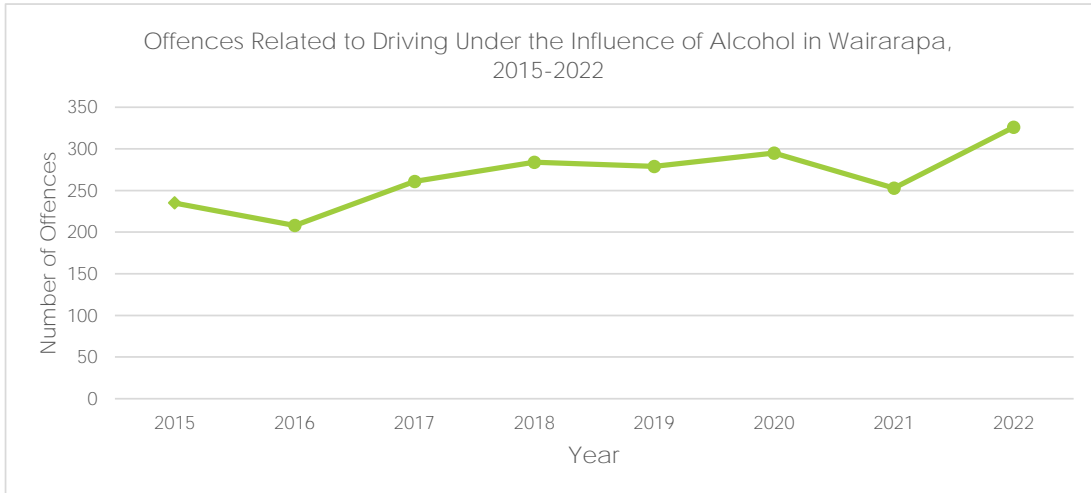
### Driving Under the Influence of Alcohol

The New Zealand Police website provides road policing driver offence data. Full year data is currently available for the period 1 January 2009 – 31 December 2022 and is updated quarterly. Alcohol and drug offence data includes all offences relating to driving under the influence of alcohol and drugs.

Alcohol-specific data can be separated out. There are over 40 alcohol-related driving offences, including offences committed by drivers aged under 20 who breach the zero breath and blood alcohol limit introduced in 2011.

The following graph shows the trend in alcohol-related driving offences in Wairarapa between 2015 and 2022. This date has been selected in order to be able to observe trends before and after the introduction of the LAP, and to ensure consistent data following the reduction of the alcohol impairment limits in 2014.





Source: New Zealand Police, 2022

The graph shows an increase in the number of alcohol-related driving offences in Wairarapa over 2015-2022. There were 235 offences in 2015, compared with 326 in 2022, representing a 39% increase in the number offences over the period.

Offences in the greater Wellington region have decreased since 2015, with 11.5% fewer offences in 2022 than in 2012.

#### Alcohol-related Driving Offences as a Percentage of Total Offences

The following table shows the number of offences relating to driving under the influence of alcohol in Wairarapa as a percentage of the total number of those offences in the greater Wellington region. The table also shows the number of alcohol-related driving offences in Wairarapa as a percentage of the total for all of New Zealand.

Table 29: Alcohol-related driving offences in Wairarapa as a proportion of total alcohol-related driving offences

	2015	2016	2017	2018	2019	2020	2021	2022
Wairarapa as % of Wellington Region	11%	10%	13%	15%	13%	16%	15%	17%
Wairarapa as % of Total NZ offences	0.9%	0.8%	1.0%	1.1%	1.1%	1.3%	1.2%	1.3%

Source: New Zealand Police, 2022

As the table shows, in 2022 Wairarapa accounted for approximately 17% of alcohol-related driving offences in the greater Wellington region. This is an increase from 11% in 2015. In 2015, Wairarapa accounted for 0.9% of total New Zealand offences, which has increased to 1.3% in 2022.

#### Exceeding the Legal Alcohol Limit while Driving – District Level Data

The following table shows the number of recorded incidents of ‘exceeding the prescribed content of alcohol or other substance’ in each of the Wairarapa districts. The data is from the policedata.nz website and is available for the years April 2020-March 2021 and April 2021-March 2022. Data prior to April 2020 has been archived and is not available. Since mid-2022 the downloadable archive section of the website was removed due to upload limitations.

Table 30: Recorded Incidents of Exceeding the Prescribed Content of Alcohol or Other Substance

	April 2020 - March 2021	April 2021 - March 2022
Masterton	74	80
Carterton	14	11
South Wairarapa	19	18
Total – All districts	107	109

Source: Policedata.nz. Retrieved April 2023.

### Anecdotal Insights from Police

Wairarapa Police have made the following “on the ground” observations in recent years:

- Pre-loading<sup>5</sup> is a big issue. Expensive bars are more popular than in the past which is contributing to pre-loading.
- There can be a migration from sports clubs into town which can lead to issues including heavier drinking and fights.
- Overall, younger people seem to be drinking less than in previous years. Wairarapa Police have noticed a gradual decline over the last ten years (with the exception of those in rugby clubs).
- While young people are drinking less, some drug use has increased. Young people want the high without the hangover.
- 1am closing for on-licences has had a big positive impact for Police. The introduction of CCTV in town has also helped.
- Covid restrictions led to uncontrolled congregation and overly intoxicated people, for example at Riversdale Beach. Now that events are back on this should lead to less uncontrolled congregation.
- Observations suggest that those most at risk of harm from their drinking in Wairarapa is 18–35-year-olds.

## 14. Alcohol-Related Road Vehicle Crashes

Waka Kotahi NZ Transport Agency manages the Crash Analysis System (CAS). The CAS is the primary tool used in New Zealand to capture information about where, when and how road crashes occur, including whether alcohol was involved.

In August 2022, Waka Kotahi released a report which presented the findings of an independent study into New Zealand’s alcohol-related crash data and related datasets. The research examined how ‘fit for purpose’ the alcohol-related crash data was and studied trends in such crashes over the past 10 years. The report, entitled *Alcohol Related Crash Trends*, was published in August 2022.

Background to Waka Kotahi’s Report:

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<sup>5</sup> Pre-loading is the activity of drinking alcohol at a private premises before going out somewhere else.

- New Zealand's rate of alcohol-related deaths and serious injuries (DSIs) were expected to decrease after a reduction in alcohol limits for drivers in December 2014. However, this was not observed in the crash data.
- The proportion of alcohol-related DSIs as a proportion of total DSIs (as reported from the CAS) dropped steadily between 2010 and 2014, but then increased between 2014 and 2016 and fluctuated considerably from 2017 to 2020. It was considered that either the change in blood alcohol limit was not effective in reducing alcohol-related DSIs or a change occurred in how crash data was collected that affected how alcohol-related crashes were reported.

The investigation found that:

- While New Zealand is good at testing drivers for alcohol after a crash, the research uncovered errors and inconsistencies in how this data is reported in the CAS. Two significant errors detected from late 2018 onwards resulted in the alcohol-related cause codes being inaccurate for many drivers.
- The report found that crash codes '101' (alcohol suspected), '102' (alcohol test below limit) and '103' (alcohol test above limit or test refused) were all over-reported at some point in the past 10 years.
- The above means that, while the alcohol-related crash data in the CAS indicated that alcohol-related deaths and serious injuries increased following the reduction in alcohol limit in 2014, this data contains errors and is unreliable.
- Potential reasons for errors in the CAS were identified and are discussed extensively in the report.
- Meanwhile, hospitalised drivers with blood alcohol levels over the legal limit dropped between 2014 and 2020. The report concluded that this likely means the proportion of alcohol-related DSI crashes has reduced over time, despite the CAS data suggesting otherwise.

Since Waka Kotahi's report found the CAS data to be unreliable, we have removed our analysis of the Wairarapa-related data in this section. It is likely that the data is incorrect, and/or overstates the rate of alcohol-related road crashes in Wairarapa.

### [Waka Kotahi Communities at Risk Register 2022](#)

Waka Kotahi NZ Transport Agency produces the Communities at Risk Register (the Register). It uses fatal and serious injury crash data from the CAS to identify communities of road users that are over-represented in terms of road safety risk. It highlights personal risk to road users by ranking communities based on areas of concern.

Personal risk is a count of deaths and serious injuries (DSI) divided by distance or time travelled. This is used to highlight areas where a crash is more likely to occur based on use of the road network. Given that personal risk is not affected by population size, it is a way of making crash measures comparable between local authorities.

Note: The Alcohol-Related Crash Trends Report 2022 does not suggest there is a problem with CAS data in one region more than another. On advice from the Ministry of Transport, we have assumed that the underlying errors are consistent across the country. We have also therefore assumed that the rankings of territorial authorities in the Communities at Risk Register 2022 are still correct.

The 2022 Communities at Risk Register

The 2022 Register uses crash data from the CAS over the latest available five-year period 2017-2021.

The Register identifies two groups of concern:

- **High concern** is assigned to communities with personal risk profiles greater than one standard deviation from the mean.
- **Medium concern** is assigned to communities with personal risk profiles greater than half a standard deviation from the mean and below one standard deviation.

The Register is divided into 14 'road safety topic areas'. These include, for example, alcohol and/or drugs, young drivers, and speed. For alcohol and drugs, the calculation used is counts of death and serious injury where a driver was proven to be over the legal alcohol limit<sup>6</sup>. Before 2017, crashes were also included if alcohol was *suspected*.

In terms of the personal risk to the community of being involved in an alcohol and/or drug related crash, Masterton is currently ranked 11<sup>th</sup> out of the 73 territorial local authorities in New Zealand and is considered an area of medium concern. This is an improvement from the 2021 Register where Masterton was considered an area of high concern. South Wairarapa and Carterton districts are not areas of concern.

To assess trends, the following table shows how each district has ranked against all New Zealand territorial authorities in terms of the involvement of alcohol and/or drugs in the Communities at Risk Register over the last five years.

Table 31: Ranking of the three Wairarapa Districts for Alcohol and/or Drugs in the Communities at Risk Register, 2018-2022

	Ranking 2018	Ranking 2019	Ranking 2020	Ranking 2021	Ranking 2022
Masterton District	35	25	8	8	11
Carterton District	64	70	67	66	67
South Wairarapa District	49	46	58	57	44

Source: Waka Kotahi Communities at Risk Registers 2018-2022

The table shows that Masterton District has been assigned either high concern or medium concern in terms of fatal/serious injury crashes involving alcohol and/or drugs in three of the last five years. Carterton and South Wairarapa Districts have not been an area of concern for the last five years.

To provide context in terms of how the alcohol and drugs categories fits with the other safety topic areas, the following table shows the ranking of each of Wairarapa's three districts across the 14 Road Safety Topic Areas in 2022. Those shown in **red** are considered areas of high concern for that road safety topic. Those shown in **orange** are considered medium concern.

<sup>6</sup> Cause codes 103, 105, 109 and 221 are used.

Table 32: Communities at Risk Register 2022 – Ranking of the three Wairarapa Districts

	Ranking (out of 73 TLAs)		
	Masterton District	Carterton District	South Wairarapa District
1 Young drivers (of light vehicles aged 16-24 years)	12	44	24
2 Alcohol and/or drugs	11	67	44
3 Speed (too fast for the conditions)	5	25	16
4 Urban intersections	39	19	66
5 Rural intersections	21	8	49
6 All intersections	24	14	68
7 Rural road loss of control and/or head-on (speed zones >70km/hr)	7	52	11
8 Motorcyclist involved	4	66	2
9 Cyclist involved	44	29	46
10 Pedestrian involved	51	48	71
11 Distraction (crash factor: attention diverted)	24	30	61
12 Fatigue	42	70	9
13 Older road users (those aged 75 years and older)	20	9	68
14 Restraints (seatbelt not worn)	10	31	13
Overview - all deaths and serious casualties	10	48	12

Source: Waka Kotahi NZ Transport Agency Communities at Risk Register 2022

## 15. The Economic Impact of Alcohol in Wairarapa

While a formal analysis of the contribution of the consumption of alcohol to the Wairarapa economy has not been undertaken, we know that the region's alcohol-related attractions play a significant part in its tourism offer.

Wairarapa's alcohol-related attractions include:

- Vineyards and wineries – Wairarapa is acknowledged as a wine producing region, particularly in Martinborough. In 2020 Wairarapa had approximately 126 vineyards over 1,067 hectares.
- Greytown is becoming increasingly well-known for its boutique licensed premises.
- Many licensed premises target the tourism market, including restaurants, bars and cafes.
- Major events – including Toast Martinborough and Harvest Festival. These events are built around the region's wine industry.

### Visitor Spend in Wairarapa

- The majority of visitor spend in Wairarapa primarily falls into the broad categories of retail and food and beverage.
- Despite COVID-19 lockdowns, Wairarapa was one of only five regions in New Zealand to experience an increase in visitor spend in the 12 months to January 2021. The majority of visitors spend was from domestic tourists.
- Total tourism expenditure in Masterton District was \$111 million in 2022. Of this, \$104 million was spending by domestic visitors and \$7 million was spending by international visitors. Tourism accounted for 3.7% of Masterton's GDP in 2022.
- Total tourism expenditure in Carterton District was \$17.6 million in 2022. Of this, \$17 million was spending by domestic visitors and \$0.6 million was spending by international visitors. Tourism accounted for 1.4% of Carterton's GDP in 2022.
- Total tourism expenditure in South Wairarapa District was \$76.1 million in 2022. Of this, \$73.8 million was spending by domestic visitors and \$2.27 million was spending by international visitors. Tourism accounted for 4% of South Wairarapa District's GDP in 2022.

Source: Infometrics Quarterly Economic Monitor, December 2022 and Regional Economic Monitor, December 2022.

### The Wairarapa Destination Management Plan 2021

The food and wine industry features throughout the Wairarapa Destination Management Plan 2021 (the Plan).

The Plan is a community-centred strategy, which aims to capture the aspirations of the community. The vision is “Wairarapa, a well-established, year-round destination where visitors are encouraged to discover the region’s hidden gems that leave them wanting more”. This is underpinned by the goal to grow the value of the visitor economy for the Wairarapa that is compatible with the lifestyle, environment and culture of the region.

The Plan notes that Wairarapa still has a good social licence for tourism. Most people are happy to grow tourism as an economic enabler in the region, but not at the cost of the environment, culture or way of life. Social well-being is one of the aspirations within the strategy, including the goal to ensure that the positive ‘social licence’ for tourism is encouraged and maintained.

As part of the Plan’s development, Colmar Brunton completed work to understand what the current perceptions are of the Wairarapa as a destination, and what aspects of the destination help to increase the appeal of the region for potential target markets. Based on this research, Wairarapa’s key experiences were identified as Martinborough, Castlepoint, Cape Palliser and the region’s wine and food festivals. Attributes identified as appealing to visitors included wineries, cute villages, native wildlife, great food and wonderful people.

‘Hero experiences’ are described as those that that will derive the best outcome and benefit for the industry and the community and provide memorable moments for new and existing target markets engaging with these experiences. The key experiences identified within the research are the region’s iconic natural assets, combined with the appeal of the region as a wine and food destination. Overlaying community aspirations with the research, the hero experiences for Wairarapa are articulated as: big skies, accessible nature, food and wine, and village charm.

Wairarapa has been a renowned food and wine destination for many years, and with the addition of events that allow visitors to engage with vineyards and food produces, this reputation is considered likely to grow. Food and wine events are already a large motivator for visitors to visit at various times throughout the year. The Plan notes that there is an opportunity to add to the wine and food options available to visitors.

### Alcohol-Related Employment

In addition to attracting and servicing tourists, the wine industry and other licensed premises in the Wairarapa region also provide employment opportunities for local people.

Alcohol can contribute to a range of work opportunities, for example in the tourism industry as well as ‘behind the scenes’ in horticulture/viticulture, retail trade, and manufacturing. An exact figure for total alcohol-related employment is not known, however the following tables shows the number of people and proportion of the workforce employed in each of these sectors in 2022, with a comparison to 2014. There has been an increase in the proportion of workforce employed in the tourism industry in South Wairarapa (up from 7.8 per cent in 2014 to 10.4 per cent in 2022). Other key changes include a decline in the proportion of people employed in the Agriculture, Forestry and Fishing Industries across the Wairarapa Districts, although this still remains a prominent industry particularly for South Wairarapa and Carterton.

Table 33: Number of People and Proportion of Workforce Employed in Industries with an Alcohol Component, 2022

	Masterton District		Carterton District		South Wairarapa District	
	2022	% of total	2022	% of total	2022	% of total
<i>Tourism</i>	782	(5.8%)	87	(2.2%)	485	(10.4%)
Accommodation and Food Services	881	(6.6%)	173	(4.3%)	518	(11.1%)
Retail Trade	1,541	(11.5%)	265	(6.6%)	475	(10.2%)
Agriculture, Forestry and Fishing	1,532	(11.5%)	653	(16.3%)	938	(20.1%)
Manufacturing	753	(5.6%)	813	(20.3%)	351	(7.5%)

Source: Infometrics Regional Economic Profile, 2022

Table 33: Number of People and Proportion of Workforce Employed in Industries with an Alcohol Component, 2014

	Masterton District		Carterton District		South Wairarapa District	
	2014	% of total	2014	% of total	2014	% of total
<i>Tourism</i>	561	(4.9%)	80	(2.4%)	311	(7.8%)
Accommodation and Food Services	725	(6.4%)	133	(4.0%)	477	(11.9%)
Retail Trade	1,407	(12.3%)	230	(7.0%)	332	(8.3%)
Agriculture, Forestry and Fishing	1,524	(13.4%)	674	(20.5%)	1,111	(27.7%)
Manufacturing	732	(6.4%)	732	(22.2%)	265	(6.6%)

Source: Infometrics Regional Economic Profile, 2014

In 2022, the top 50 largest employers in Masterton include:

- Supermarkets and grocery stores (3.1% of jobs)
- Cafes and restaurants (3.1% jobs)

In 2022, the top 50 employers in Carterton include:

- Supermarkets and grocery stores (2.5% of jobs)
- Cafes and restaurants (2.6% of jobs)

In 2022, the top 50 employers in South Wairarapa include:

- Supermarkets and grocery stores (3.6% of jobs)
- Cafes and restaurants (4.7% of jobs)

Source: Infometrics Regional Economic Profile, 2022



### Tourism employment

The tourism sector is not an industry in itself but rather comprises parts of various industries including accommodation and food services, retail, arts and recreation services and transport. This section describes the contribution of tourism to total employment in Wairarapa. It shows how tourism ranks as an employer in Wairarapa relative to the broad ANZSIC industries

#### Highlights for Wairarapa, 2022

The tourism sector employed an average of 1,354 people in Wairarapa in 2022. This amounted to 6.1% of Wairarapa's total employment in 2022 as compared to 5.3% in 2000.

Employment growth in the tourism sector in Wairarapa has averaged 2.1% per annum between 2000 and 2022, compared with an average of 3.8% per annum in South Wairarapa District, 1.2% per annum in Carterton District and 1.5% per annum in Masterton District.

Employment in the tourism sector increased by 18.3% in 2022 in Wairarapa, compared with increases of 25.1% in Masterton District, 11.5% in South Wairarapa District and 2.4% in Carterton District.

#### Tourism Sector Employment

- Wairarapa 2014 – 952 = 5.1% of total (NZ 7.8%)
- Wairarapa 2022 – 1354 = 6.1% of total (NZ 5.4%)

### Tourism GDP

The tourism sector contributed \$95.3m towards GDP in Wairarapa in 2022. This amounted to 3.3% of Wairarapa's economic output in 2022 as compared to 1.2% in 2000. (NZ = 2.7%)

Growth in the tourism sector in Wairarapa has averaged 6.9% since 2000, compared with an average of 7.3% in South Wairarapa District, 7.1% in Carterton District and 6.8% in Masterton District. (NZ = 5.7%)

Economic output in Wairarapa's tourism sector increased by 8.4% in 2022, compared with increases of 32.3% in Carterton District, 9.5% in Masterton District and 0.4% in South Wairarapa District. (NZ = 4.3%)

#### Tourism GDP

- Wairarapa 2014 - \$53.9M = 2.4% of total (NZ 3.1%)
- Wairarapa 2022 - \$95.3M = 3.3% of total (NZ 2.7%)

### Tourism Expenditure

This section describes the extent of tourism expenditure in Wairarapa. The data is in current prices and distinguishes between spending by domestic and international visitors to Wairarapa. Tourism expenditure should not be confused with tourism GDP, which is a measure of value added by the tourism sector.

#### Highlights for Wairarapa, 2023

- In Wairarapa tourists spent a total of \$249.281m in 2023. Spending was up by 7.6% compared with the previous year.
- By comparison spending increased by 17.1% in Masterton District and 5.4% in South Wairarapa District and declined by 8.9% in Carterton District.
- International visitors contributed 13.8% in Wairarapa in 2023, while domestic visitors contributed 86.2%.

### The Wairarapa Economic Development Strategy 2022

The refreshed Wairarapa Economic Development Strategy was endorsed by all three Wairarapa district Council's in September 2022 and launched in November 2022. The Strategy's actions are grouped into five focus areas which recognise the strengths and opportunities of the region. These focus areas are: people focus, business focus, iwi focus, land use focus and digital/tech focus.

A key part of the people focus is support for the tourism sector. There is also a plan to better explore food and fibre opportunities in the region, which will include the utilisation of our hospitality venues, and the possibility of more food and beverage events.

## 16. Attachments

### Attachment One: Overview of the Review of the South Wairarapa District Alcohol Control Bylaw 2021

The Featherston Liquor Control Bylaw 2010 and the South Wairarapa Liquor Control Bylaw 2011 (Liquor Bylaws) were established to prohibit the consumption and possession of alcohol in the Featherston CBD and to enable temporary alcohol bans for specified parts of the district for specified times, associated with particular events, to be prescribed by resolution and required signage to be provided.

The Liquor Bylaws were due to be replaced with an alcohol control bylaw by December 2018 in accordance with section 11 of the Local Government (Alcohol Reform) Amendment Act 2012. That Act introduced changes to the LGA regarding bylaws to control the consumption and bringing into, and possession of, alcohol in public places, in order to reduce alcohol related harm.

In 2021, South Wairarapa District Council initiated a review and adopted a replacement Alcohol Control Bylaw 2021. The bylaw, which came into effect on 4 November 2021, controls the consumption, bringing into, or possession of alcohol in public places to reduce and mitigate crime and disorder that is caused or made worse by the presence or consumption of alcohol in those places. The controls in the bylaw apply to temporary special events in public places, including Toast Martinborough. There are no permanent alcohol ban areas in the bylaw, including for the Featherston CBD, but it enables Council to establish alcohol ban areas in the future by resolution where criteria is met, including temporary bans associated with other events or permanent bans associated with specific areas or facilities.

The previous Featherston CBD liquor ban area was a response to a historic problem associated with particular community members at that time and was not replicated in the replacement bylaw. The previous ban was made in a different legislative context which did not require councils to demonstrate the existence of a high level of crime or disorder and that the ban was a reasonable limitation on rights and freedoms. In addition, there was insufficient evidence that the area experiences alcohol related crime and disorder. Although there may be some preventative benefits derived from the previous ban, the historic nature of the problem meant that the continuation of a ban was not warranted.

The alcohol ban to accompany Toast Martinborough was included within the bylaw itself given it is a well-established and recurring major event. This was intended to provide more certainty to the community and stakeholders and is more efficient because it does not rely on a temporary ban being sought and made by resolution each year, as has been the case under previous bylaws. The ban applies for the same time and location as previous bans and is supported by Police and the event organisers.

During the review it was also considered whether a ban that operates in public places along the vineyard route in Martinborough at specific times of the day/year is appropriate. However, the size of the problem was not sufficiently clear to determine whether the legislative requirements were met. Instead, Council resolved to support officers' recommendation into measures that could be taken to address issues of cyclists' safety and care for tourists in the wider South Wairarapa district.

### Attachment Two: Summary of Stakeholder Feedback

This section summarises the key points raised during engagement meetings with key stakeholders during the first phase of the review of the Wairarapa Local Alcohol Policy.

In Stage One of the review, we have engaged with:

1. The New Zealand Police – Wellington and Wairarapa-based
2. Te Whatu Ora Regional Public Health and Dr Stephen Palmer, the Medical Officer of Health
3. The alcohol licensing inspectors/regulatory managers of the three district councils
4. The Chairs of the three District Licensing Committees (governance perspective only)
5. Te Hauora Runanga O Wairarapa Inc (mandated to represent the views of both Wairarapa iwi on matters relating to alcohol addiction)
6. Destination Wairarapa.

New Zealand Police – Alcohol Harm Prevention Office (Wellington) and Wairarapa Prevention Manager

- There is a direct link between community wellbeing and the availability of alcohol. Community wellbeing consideration should include the location of alcohol and sensitive areas.
- Councils should look at density and caps for off-licensed premises. This supports protecting the future and a preventative approach to harm. Off-licences considered of issue in Wairarapa.
- Review should consider trading hours – not just closing but opening hours. Some people turn up early to get alcohol.
- Reducing trading hours to 1am had operational benefits for Police.
- A precautionary approach to harm is needed. There needs to be safety nets in place.
- Important to consider the spirit of the Act e.g. restrictions on promotion, awareness of the sensitivity of young people.
- LAP should include requirement for applicants to consider future harm. Important for expectation to the community to be clear.
- Could consider aligning closing times for clubs to other licensed premises. Onus is then on clubs to look after its members and prevents the mass movement into pubs once clubs can no longer serve alcohol.
- Some establishments are better equipped to deal with risk.

New Zealand Police - Anecdotal insights from Wairarapa-based Officers

- Covid-19 lockdowns led to a reduction in family violence, which was attributed primarily to reduced alcohol availability.
- Pre-loading is an issue. The "old style" public bars are no longer operating and more expensive bars are more popular. Considered this contributes to pre-loading.
- Closing times are different for different clubs (earlier for sports clubs). Police have noticed a migration from sports clubs into town which can lead to issues – heavier drinking, fights etc. It could be worth consider aligning the closing time for sport clubs to other clubs to support less migration into town.
- Overall, younger people seem to be drinking less than in previous years. Have noticed a gradual decline over the last ten years (with the exception of those in rugby clubs). There is still a strong drinking culture in rugby.
- While young people are drinking less, some drug use has increased.
- 1am closing for on-licences has had a positive impact for Police. The advent of CCTV in town has also helped.
- The cancellation of events due to Covid led to the congregation of young people that might otherwise not have happened. Optimistic that now that events are back on, there will be less uncontrolled congregation.
- Considered the age group that should be targeted (those who are most harmed by alcohol or cause harm as a result of their drinking) is 18-35 years.
- It could be worth considering a cap on the number of off-licences that sell hard liquor.
- Continuing to promote the consumption of food when drinking alcohol is also important.

Medical Officer of Health, Alcohol Portfolio, Wellington Region

- Alcohol Health Harm in Wairarapa is of concern, particularly in Masterton, and the introduction of the Wairarapa LAP has not seen a decrease in alcohol related health harm.
- Advocated for the policy levers within the LAP to be reviewed to reduce alcohol supply in the region, particularly in areas where harm is of concern. This was considered particularly important where pockets of very high health harm are identified and at-risk populations based on demographics and deprivation are identified.
- Does not consider the LAP reduction in trading hours of off-licence premises from 11pm to 10pm had much impact given the difference in trading and operating hours. Majority of alcohol consumed is from off-licence premises so this is significant.
- There have been no controls in the LAP that cap the number of licenced premises or create a sinking lid policy that reduces the number of outlets where alcohol is available.
- Given there has been no real reduction in the supply channels of alcohol, it is not unexpected that the LAP has not had an impact on alcohol related health conditions.

Alcohol Licensing Inspectors/Regulatory Managers of the three Wairarapa Councils

Masterton District Council

- There has been good compliance with the Policy.

- Generally everything is working well and there are currently no changes that require immediate attention.
- It would be helpful to clarify the definition of “sensitive places”.

Carterton District Council

- The LAP is working as intended and having the desired effect.
- No interpretation issues.
- Do not consider there is any need for change.

South Wairarapa District Council

- Overall, the current policy settings are working well and it is a good LAP.
- Most licenced premises are not trading to the full capacity of their licenced hours.
- Consideration is often given to restricting the end hours but not the start hours.
- There is no real demand for trading hours to extend beyond 1am.
- Queried the accuracy of the current LAP which states hours *can* be extended from the maximum trading hours of the Act. *Note: Staff confirmed with Ministry of Justice that this interpretation is correct.*
- Restricted locations around schools, early childhood, playgrounds and recreation facilities are working and would like this retained. Noted there are no restrictions in the LAP on locations around rehabilitation centres / social services for addiction support.
- Discretionary conditions are working well – tend not to use the broad range of conditions listed in the LAP but nothing that needs to be amended.
- Support to consider the proliferation of off-licences as part of the review.
- No specific issues noted with the operation of premises. Alcohol Control Bylaw review found South Wairarapa does not experience significant incidents of alcohol related crime and disorder.
- Would like alcohol harm statistics to be looked into and interested in community view on whether or not proliferation is perceived to be an issue.

District Licensing Committee Chairs

- One Chair noted that applying discretion under the policy regarding trading hours of on and off-licence premises can be difficult. Most applicants apply for the maximum trading hours but are not open for the full extent of hours.
- The issue of applying discretion when considering the number of new applications for on and off-licences was also raised by one Chair. There is currently no guidance on what an appropriate number is for the community. The other Chairs were comfortable in terms of the number of licences being approved.
- The Chairs acknowledged that the LAP provides a good framework. One considered that there is room to build on the framework in the “spirit of continuous improvement”.

**Te Hauora Rūnanga O Wairarapa**

- The current policy is good. The restriction of locations of licensed premises near schools is sensible.
- Supportive of policies like the LAP that focus on prevention and programmes of work focusing on education and promotion.
- Treaty obligations must be met in undertaking the review. High number of users of establishments and many experiencing alcohol harm are Māori.

- In regard to proximity of premises to specific locations, it was noted that the premises of Te Hauora had recently moved near an existing bar. This did not seem to impact or affect Te Hauora or its service.
- Alcohol is everywhere. Many pre-load at home using alcohol sourced from off licenced premises (e.g. supermarket) and then move to pubs. Small reductions in licenced hours may not have much impact as people would find a way to access alcohol.
- There is a rise in using drugs and alcohol together and in the “worried well” using top shelf liquor.
- The current economic climate (rising cost of living) is of concern given the correlation between poverty and addiction.
- Supportive of a limit on bottle stores as a non-essential service.

#### Destination Wairarapa

- Wairarapa still has a good social licence for tourism and most are happy to grow as an economic enabler but not at the cost of the environment, culture or way of life.
- Data sourced from Colmar Brunton specific to Wairarapa showed the importance of boutique quality wine and food, and the desire to see more Māori/early explorer stories.
- Health and safety are now at the forefront of events like Toast Martinborough.
- With the increased focus on Dark Skies and Matariki, events may finish later as they are centred on darkness. During summer this could potentially extend to 12am. For these events it may be appropriate to extend the licence hours. The level of alcohol expected to be consumed at these events would not be substantial. The events are expected to attract high value visitors who want to engage with our environment, culture and way of life.
- In terms of alcohol consumption, there are minimal stag/hens dos in Wairarapa, and they do not tend to extend late into the evening. There is a trend to weddings becoming smaller.
- In terms of the number of off-licences in Greytown and Martinborough, we have not reached the tipping point – they still have a good social licence. These premises have chosen more limited opening hours, in comparison with supermarkets.
- Martinborough’s tourism industry is centred around food and wine. Vineyards are becoming increasingly family-friendly.
- Some events could have more flexibility around licences as it is more about the development of products and a tasting experience, and therefore they may not need to be restricted in the same way as other events.

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Information was also obtained via personal communication with staff from a number of organisations. These include:

- Carterton District Council
- Destination Wairarapa
- Masterton District Council
- South Wairarapa District Council
- Te Whatu Ora Health New Zealand
- The Ministry of Transport
- Wairarapa Road Safety Council.



### **7.3 AMENDMENT TO STANDING ORDERS - MEMBERS JOINING REMOTELY INCLUDED FOR QUORUM**

**File Number:**

**Author:** Karen Yates, General Manager Strategy and Development

**Authoriser:** Kym Fell, Chief Executive

#### **PURPOSE**

This report seeks Council amendment of the Standing Orders to align with a statutory change, which allows members attending meetings by audio or audio visual link to be counted for quorum.

#### **EXECUTIVE SUMMARY**

Currently, elected members who are not physically present at a meeting of Council or a Committee, and are attending online, are able to be counted for quorum. This was enabled by a temporary amendment to the Local Government Act during the weather events of 2023.

This temporary amendment is repealed on 1 October 2024 so further legislation has made a permanent change to the Local Government Act to enable remote attendees at meetings to be counted for quorum. This change comes into effect on 1 October 2024.

Masterton District Council Standing Orders reflect the original wording in the Local Government Act – i.e. that members who aren't physically present at a meeting are not to be counted as present for the purposes of quorum. An amendment to the Standing Orders is proposed to bring them in to line with the provisions of the Local Government Act.

#### **RECOMMENDATIONS**

That Council

1. Receives the Report
2. Adopts the updated Masterton District Council Standing Orders, amended to reflect the changes to Schedule 7, Clause 25A(4) of the Local Government Act that come into effect on 1 October 2024, allowing members attending a meeting by audio or audiovisual link to be counted as present for the purposes of quorum (SO 11.1, SO 13.8 and SO 13.9).

#### **CONTEXT**

Masterton District Council's Standing Orders were adopted by Council at the Inaugural Council Meeting on 26 October 2022. At least 75% of members present at the meeting must approve the adoption (or amendment) of standing orders.

The Local Government Act originally provided that members who were not physically present at a meeting were not able to be counted for the purposes of quorum (Schedule 7, Clause 25A(4)). Without quorum a meeting does not constitute a valid meeting at which business can be transacted.

This provision was temporarily relaxed during the Covid-19 pandemic to enable Council meetings (and Council business) to continue with quorum even though members were attending remotely, and again, more recently, during the weather events of 2023.

These provisions did not permanently change the Local Government Act so, while members attending remotely have been able to be counted for quorum, the current weather-event related temporary amendment to Clause 25A(4) comes to an end on 30 September 2024. To make this change permanent the Local Government Electoral Legislation Act 2023 has amended the Local Government Act to provide that those who aren't physically present at a meeting can be counted as present for the purposes of quorum. There is no repeal date for this amendment and the change is permanent.

The new Clause 25A(4) is below:

- (4) A member of the local authority or committee who attends a meeting by means of audio link or audiovisual link, in accordance with this clause, is to be counted as present for the purposes of clause 23.

Note that Clause 23 sets out the requirements for quorum: that a meeting is duly constituted if a quorum is present, and, that business may not be transacted at any meeting unless at least a quorum of members is present during the whole of the time at which the business is transacted.

The Masterton District Council Standing Orders reflect the original wording in Clause 25A(4) – i.e. that members who aren't physically present at a meeting are not be counted as present for the purposes of quorum. The following standing orders and definition need amendment to bring them into line with the new Clause 25A(4) of the Local Government Act that will be effective on 1 October 2024 (see pages 15, 35 and 39):

SO 11.1 Council meetings

The quorum for a meeting of the council is:

- (a) Half of the members **physically** present, where the number of members (including vacancies) is even; and
- (b) A majority of the members **physically** present, where the number of members (including vacancies) is odd.

LGA 2002, sch 7, cl 23(3)(a).

SO 13.8 **Member's status: quorum**

Members who attend meetings by electronic link will ~~not~~ be counted as present for the purposes of a quorum.

LGA 2002, sch 7, cl 25A(4).

SO 13.9 **Member's status: voting**

Where a meeting has a quorum, determined by the number **physically** present, the members attending by electronic link can vote on any matters raised at the meeting.

### **Definitions ...**

Present at the meeting to constitute quorum means the member is **either to be** physically present in the room **or is attending the meeting by electronic link**.

## **ANALYSIS AND ADVICE**

The amendment to the Standing Orders is required to make them consistent with the amended clause of the Local Government Act. Schedule 7, Clause 27 of the Local Government Act provides that the standing orders of a local authority must not contravene the Act, the [Local Government Official Information and Meetings Act 1987](#), or any other Act, so an amendment is required to comply with Clause 27.

The amended Standing Orders for adoption are attached (see Attachment 1).

## **SUMMARY OF CONSIDERATIONS**

### **Strategic, Policy and Legislative Implications**

Council is required by statute to have Standing Orders and some provisions in the standing orders come from legislative requirements.

### **Significance, Engagement and Consultation**

The decision to amend the Standing Orders as proposed is not a significant decision in terms of Council's Significance and Engagement Policy.

### **Financial Considerations**

There are no financial considerations arising from the decision sought in this report.

### **Implications for Māori**

There are no implications for Māori in the decision sought.

### **Communications/Engagement Plan**

No communications or engagement plan is necessary. The updated Standing Orders will be available on the Masterton District Council website.

### **Environmental/Climate Change Impact and Considerations**

There are no environmental or climate change impacts or considerations in the decision sought.

## **ATTACHMENTS**

1. **Masterton District Council Standing Orders Updated September 2024** [↓](#)

# COUNCIL MEETING STANDING ORDERS



## Preface

Standing orders contain rules for the conduct of the proceedings of local authorities, committees, subcommittees, subordinate decision-making bodies, and local and community boards. Their purpose is to enable local authorities to exercise their decision-making responsibilities in a transparent, inclusive, and lawful manner.

In doing so the application of standing orders contributes to greater public confidence in the quality of local governance and democracy in general.

These standing orders have been designed specifically for local authorities, their committees, subcommittees, subordinate decision-making bodies, and local and community boards. They fulfil, with regard to the conduct of meetings, the requirements of the Local Government Act 2002 (LGA 2002) and the Local Government Official Information and Meetings Act 1987 (LGOIMA).

Although it is mandatory that local authorities adopt standing orders for the conduct of their meetings, it is not necessary that they are adopted every triennium. However, LGNZ recommends that every council, committee, subordinate body and local and community board review their standing orders within at least the first six months following an election to ensure that they fully meet their needs for effective and inclusive meetings (see LGA 2002, sch 7, cl 27).

For clarity's sake whenever a question about the interpretation or application of these Standing Orders is raised, particularly where a matter might not be directly provided for, it is the responsibility of the chairperson of each meeting to make a ruling.

All members of a local authority must abide by standing orders.

LGNZ has made every reasonable effort to provide accurate information in this document, however it is not advice and we do not accept any responsibility for actions taken that may be based on reading it.

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## 1. Introduction

These standing orders have been prepared to enable the orderly conduct of local authority meetings. They incorporate the legislative provisions relating to meetings, decision making and transparency. They also include practical guidance on how meetings should operate so that statutory provisions are complied with and the spirit of the legislation fulfilled.

To assist elected members and officials the document is structured in three parts:

- Part 1 deals with general matters.
- Part 2 deals with pre-meeting procedures.
- Part 3 deals with meeting procedures.

The Appendix, which follows Part 3, provides templates and additional guidance for implementing provisions within the Standing Orders. Please note, the Appendix is an attachment to the Standing Orders and not part of the Standing Orders themselves, consequently amendments to the Appendix do not require the agreement of 75% of those present. In addition the 'Guide to Standing Orders' provides additional advice on the application of the Standing Orders and are also not part of the Standing Orders.

## Principles

Standing orders are part of the framework of processes and procedures designed to ensure that our system of local democracy and in particular decision-making within local government is transparent and accountable. They are designed to give effect to the principles of good governance, which include that a local authority should:

- Conduct its business in an open, transparent and democratically accountable manner;
- Give effect to its identified priorities and desired outcomes in an efficient and effective manner;
- Make itself aware of, and have regard to, the views of all of its communities;
- Take account, when making decisions, of the diversity of the community, its interests and the interests of future communities as well;
- Ensure that any decisions made under these Standing Orders comply with the decision-making provisions of Part 6 of the LGA 2002; and
- Ensure that decision-making procedures and practices meet the standards of natural justice.

These principles are reinforced by the requirement that all local authorities act so that "governance structures and processes are effective, open and transparent" (LGA 2002, s 39).

## 1.1 Statutory references

The Standing Orders consist of statutory provisions about meetings along with guidance on how those provisions should be applied in practice. Where a statutory provision has been augmented with advice on how it might be implemented the advice (so as not to confuse it with the statutory obligation) is placed below the relevant legislative reference. In some cases the language in the statutory provision has been modernised for ease of interpretation or amended to ensure consistency with more recently enacted statutes.

It is important to note that statutory references in the Standing Orders apply throughout the period of a meeting, regardless of whether or not parts or all of the Standing Orders have been suspended. These provisions must also be carried through into any amendment of the Standing Orders that might be made. Please note, where it is employed the word 'must', unless otherwise stated, identifies a mandatory legislative requirement.

## 1.2 Acronyms

LGA 2002	Local Government Act 2002
LGOIMA	Local Government Official Information and Meetings Act 1987
LAMIA	Local Authorities (Members' Interests) Act 1968

## 1.3 Application

For the removal of any doubt these Standing Orders do not apply to workshops or meetings of working parties and advisory groups, unless specifically included in their terms of reference.

## 2. Definitions

Adjournment means a break in the proceedings of a meeting. A meeting, or discussion on a particular business item, may be adjourned for a brief period, or to another date and time.

Advisory group means a group of people convened by a local authority for the purpose of providing advice or information that is not a committee or subcommittee. These Standing Orders do not apply to such groups. This definition also applies to workshops, working parties, working group, panels, forums, portfolio groups, briefings, and other similar bodies.

Agenda means the list of items for consideration at a meeting together with reports and other attachments relating to those items in the order in which they will be considered. It is also referred to as an 'order paper'.

Amendment means any change of proposed change to the original or substantive motion.

Appointed member means a member of a committee, or subsidiary organisation of a council, who is not elected.

Audio link means facilities that enable audio communication between participants at a meeting where one or more of the participants is not physically present at the place of the meeting.

Audiovisual link means facilities that enable audiovisual communication between participants at a meeting when one or more of them is not physically present at the place of the meeting.

Chairperson means the person in a position of authority in a meeting or other gathering, also known as the presiding member.

Chief executive means the chief executive of a territorial authority or regional council appointed under s 42 of the LGA 2002, and includes, for the purposes of these Standing Orders, any other officer authorized by the chief executive.

Clear working days means the number of working days (business hours) prescribed in these Standing Orders for giving notice and excludes the date of the meeting and date on which the notice is served.

Committee includes, in relation to a local authority:

- (a) A committee comprising all the members of that authority;
- (b) A standing committee or special committee appointed by that authority;
- (c) A joint committee appointed under cl 30A of sch 7 of the LGA 2002; and
- (d) Any subcommittee of a committee described in (a), (b) and (c) of this definition.

Community board means a community board established under s 49 of the LGA 2002.

Conflict of Interest means any pecuniary interest and any interest arising because of that person's position as a trustee, director, officer, employee, or member of another body or because of any personal non-pecuniary interest, such as pre-determination or bias.

Contempt means being disobedient to, or disrespectful of, the chair of a meeting, or disrespectful to any members, officers, or the public.

Council means, in the context of these Standing Orders, the governing body of a local authority.

Debate means discussion by members that occurs once a motion has been moved/seconded

Deputation means a request from any person or group to make a presentation to the local authority which is approved by the Chairperson and which may be made in English, te reo Māori or New Zealand Sign Language.

Division means a formal vote at a Council, committee or subcommittee meeting whereby the names of those members present, including the mayor/chair, are formally recorded as voting either for or against. This includes a vote where the names and votes are recorded electronically.

Electronic link means both an audio and audiovisual link.

Emergency meeting has the same meaning as defined in cl 22A of sch 7 of the LGA 2002.

Extraordinary meeting has the same meaning as defined in cl 22 of sch 7 of the LGA 2002.

Foreshadowed motion means a motion that a member indicates their intention to move once the debate on a current motion or amendment is concluded.

Internet site means, in relation to a local authority or other person or entity, an Internet site that is maintained by, or on behalf of, the local authority, person, or entity and to which the public has free access.

Item means a substantive matter for discussion at a meeting.

Leave of the meeting means agreement without a single member present dissenting.

Joint committee means a committee in which the members are appointed by more than one local authority in accordance with cl 30A of sch 7 of the LGA 2002.

Karakia timatanga means an opening prayer.

Karakia whakamutunga means a closing prayer.

Lawfully excluded means a member of a local authority who has been removed from a meeting due to behaviour that a Chairperson has ruled to be contempt.

Leave of absence means a pre-approved absence for a specified period of time consistent with the council policy should one be in place.

Local authority means in the context of these Standing Orders a regional council or territorial authority, as defined in s 5 of the LGA 2002, which is named in these Standing Orders, and any subordinate decision-making bodies established by the local authority.

Mayor means the Mayor of a territorial authority elected under the Local Electoral Act 2001.



Meeting means any first, inaugural, ordinary, extraordinary, or emergency meeting of a local authority, subordinate decision-making bodies and any community or local board of the local authority convened under the provisions of LGOIMA.

Member means any person elected or appointed to the local authority.

Member of the Police means a Constable of the New Zealand Police within the definition of s 4 of the Policing Act 2008.

Mihi whakatau means a brief welcome typically delivered by one person without any further formalities.

Minutes means the record of the proceedings of any meeting of the local authority.

Motion means a formal proposal to a meeting.

Mover means the member who initiates a motion.

Newspaper means a periodical publication published (whether in New Zealand or elsewhere) at intervals not exceeding 40 days, or any copy of, or part of any copy of, any such publications; and this includes every publication that at any time accompanies and is distributed along with any newspaper.

Notice of motion means a motion given in writing by a member in advance of a meeting in accordance with, and as provided for, in these Standing Orders.

Officer means any person employed by the council either full or part time, on a permanent or casual or contract basis.

Pecuniary Interest includes any interest described in s 3 and 6 of the Local Authorities (Members Interests) Act 1968.

Open voting means voting that is conducted openly and in a transparent manner (i.e. enables an observer to identify how a member has voted on an issue) and may be conducted by electronic means. The result of the vote must be announced immediately it has concluded. Secret ballots are specifically excluded.

Order paper means the list of items for consideration at a meeting together with reports and other attachments relating to those items set out in the order in which they will be considered. An order paper is also referred to as an agenda.

Ordinary meeting means any meeting, other than the first meeting, of a local authority publicly notified in accordance with ss 46(1) and (2) of LGOIMA.

Petition means a request to a local authority which contains at least 20 signatures.

Powhiri means a formal welcome involving a Karanga from the Tangata Whenua (the home people) followed by formal speech making. A Powhiri is generally used for formal occasions of the highest significance.

Present at the meeting to constitute quorum means the member is either physically present in the room or is attending the meeting by electronic link.

Presiding member means the chairperson.

Procedural motion means a motion that is used to control the way in which a motion or the meeting is managed as specified in Standing Orders 24.1 – 24.7.

Public excluded information refers to information, which is currently before a public excluded session, is proposed to be considered at a public excluded session, or had previously been considered at a public excluded session and not yet been released as publicly available information. It includes:

- Any minutes (or portions of minutes) of public excluded sessions which have not been subsequently released by the local authority; and
- Any other information which has not been released by the local authority as publicly available information.

Public excluded session, also referred to as confidential or in-committee session, refers to those meetings or parts of meetings from which the public is excluded by the local authority as provided for in LGOIMA.

Public forum refers to a period set aside usually at the start of a meeting for the purpose of public input.

Public notice means one that is made publicly available, until any opportunity for review or appeal in relation to the matter notified has lapsed, on the local authority's website. And in addition, is published in at least one daily newspaper circulating in the region or district of the local authority, or one or more other newspapers that have a combined circulation in that region or district which is at least equivalent to that of a daily newspaper circulating in that region or district.

Publicly notified means notified to members of the public by a notice contained in a newspaper circulating in the district of the local authority, or where there is no such newspaper, by notice displayed in a public place. The notice may also be replicated on a council's website.

Qualified privilege means the privilege conferred on member by s 52 and s 53 of LGOIMA.

Quasi-judicial means a meeting involving the consideration of issues requiring the evaluation of evidence, the assessment of legal argument and/or the application of legal principles.

Quorum means the minimum number of members required to be present in order to constitute a valid meeting.

Regional Council Chairperson means the member of the governing body of a regional council elected as chairperson of that regional council under cl 25 of sch 7 of the LGA 2002.

Resolution means a motion that has been adopted by the meeting.

Right of reply means the right of the mover of a motion to reply to those who have spoken to the motion. (The right does not apply to an amendment).

Seconder means the member who seconds a motion or amendment.

Sub judice means under judicial consideration and therefore prohibited from public discussion elsewhere.

Subordinate decision-making body means committees, subcommittees, and any other bodies established by a local authority that have decision-making authority, but not local or community boards or joint committees.

Substantive motion means the original motion. In the case of a motion that is subject to an amendment, the substantive motion is the original motion incorporating any amendments adopted by the meeting.

Substantive resolution means the substantive motion that has been adopted by the meeting or a restatement of a resolution that has been voted on in parts.

Subcommittee means a subordinate decision-making body established by a council, or a committee of a council, local board or community board. See definition of "Committee".

Working day means a day of the week other than:

- (a) Saturday, Sunday, Good Friday, Easter Monday, Anzac Day, Labour Day, the Sovereign's birthday, Matariki, and Waitangi Day. If Waitangi Day or Anzac Day falls on a Saturday or a Sunday, then the following Monday;
- (b) The day observed in the appropriate area as the anniversary of the province of which the area forms a part; and
- (c) A day in the period commencing with 20 December in any year and ending with 10 January in the following year.

Should a local authority wish to meet between the 20<sup>th</sup> of December and the 10<sup>th</sup> of January of the following year any meeting must be notified as an extraordinary meeting, unless there is sufficient time to notify an ordinary meeting before the commencement of the period.

Working party means a group set up by a local authority to achieve a specific objective that is not a committee or subcommittee and to which these Standing Orders do not apply.

Workshop means in the context of these Standing Orders, a gathering of elected members for the purpose of considering matters of importance to the local authority at which no decisions are made and to which these Standing Orders will not apply, unless required by the local authority. Workshops may include non-elected members and may be described as briefings.

## General matters

### 3. Standing orders

#### 3.1 Obligation to adopt standing orders

A council is required to operate in accordance with standing orders for the conduct of its meetings and the meetings of its committees and subcommittees. Local boards and community boards must also adopt standing orders. Standing orders must not contravene any Act.

*LGA 2002, sch 7, cl 27(1) & (2).*

#### 3.2 Process for adoption and alteration of standing orders

The adoption of standing orders and any amendment to standing orders must be made by the Council and by a vote of not less than 75% of the members present. Similarly, in the case of a local and community board the adoption of standing orders and any amendments also requires a vote of not less than 75% of the members of the specific board.

*LGA 2002, sch 7, cl 27(3).*

#### 3.3 Members must obey standing orders

All members of the local authority, including members of committees and subcommittees, must obey these Standing Orders. Local boards and community boards which have adopted these Standing Orders must also comply with them.

*LGA 2002, sch 7, cl 16(1).*

#### 3.4 Application of standing orders

These Standing Orders apply to all meetings of the local authority, its committees, subcommittees and subordinate decision-making bodies. They will also apply to any local boards and community boards unless stated otherwise. This includes meetings and parts of meetings that the public are excluded from.

#### 3.5 Temporary suspension of standing orders

Any member of a council, committee, subcommittee and subordinate body, and local and community board, may move a motion to suspend specified Standing Orders at a meeting of which they are a member. Any such motion must also include the reason for the suspension. If seconded, the chairperson must put the motion without debate and at least 75 per cent of the members present and voting must support the motion for it to be carried.

*LGA 2002, sch 7, cl 27(4).*

A motion to suspend Standing Orders may be taken before or during a debate. The motion to suspend Standing Orders must also identify the specific Standing Orders to be suspended. Please Note: in the event of suspension, those Standing Orders prescribed in statute will continue to apply, such as the quorum requirements.

### 3.6 Quasi-judicial proceedings

For quasi-judicial proceedings the local authority or a local or community board may amend meeting procedures. For example, committees hearing applications under the Resource Management Act 1991 have additional powers under the Commissions of Inquiry Act 1908.

### 3.7 Physical address of members

Every member of a local authority, local board and community board must give to the chief executive a physical residential or business address within the district or region of the local authority and, if desired, an electronic or other address, to which notices and material relating to meetings and local authority business may be sent or delivered. Members are to provide their address within 5 working days of the publication of the declaration of the election results. Public access to those addresses is subject to the Privacy Act.

## 4. Meetings

### 4.1 Legal requirement to hold meetings

The local authority must hold meetings for the good government of its city, district or region. The same requirement applies to local boards and community boards in respect of their communities. Meetings must be called and conducted in accordance with:

- (a) Schedule 7 of the LGA 2002;
- (b) Part 7 of LGOIMA; and
- (c) These Standing Orders.

A meeting can be adjourned to a specified time and day if required by resolution of the meeting.

### 4.2 Meeting duration

A meeting cannot continue more than six hours from when it starts (including any adjournments) or after 10.30pm, unless the meeting resolves to continue. If there is no such resolution, then any business on the agenda that has not been dealt with must be adjourned, transferred to the next meeting, or transferred to an extraordinary meeting.

No meeting can sit for more than two hours continuously without a break of at least ten minutes unless the meeting resolves to extend the time before a break.

### 4.3 Language

A member may address a meeting in English, te reo Māori or New Zealand Sign Language. A chairperson may require that a speech is translated and printed in English or te reo Māori.

If a member intends to address the meeting in New Zealand Sign Language, or in te reo Māori, when the normal business of the meeting is conducted in English, they must give prior notice to the chairperson not less than 2 working days before the meeting.

Where the normal business of the meeting is conducted in te reo Māori then prior notice of the intention to address the meeting in English must also be given to the chairperson not less than 2 working days before the meeting.

### 4.4 Webcasting meetings

Webcast meetings should be provided in accordance with the protocols contained in Appendix 7.

### 4.5 First meeting (inaugural)

The first meeting of a local authority, following a local authority triennial general election, must be called by the chief executive as soon as practicable after the results of the election are known. The chief executive must give elected members not less than 7 days' notice of the meeting. However in the event of an emergency the chief executive may give notice of the meeting as soon as practicable.

*LGA 2002, sch, cl 21(1) - (4).*

### 4.6 Requirements for the first meeting

The chief executive (or, in the absence of the chief executive, their nominee) must chair the first meeting until the chairperson has made an oral declaration and attested the declaration (see LGA 2002, sch 7, cl 21(4)).

The business to be conducted at the first meeting following a general election must include the following:

- (a) The making and attesting of the declarations required of the mayor (if any) and members under LGA 2002, sch 7, cl14,;
- (b) The election of the chairperson (if any) and the making and attesting of the declaration required of the chairperson under LGA 2002, sch 7, cl 14;
- (c) A general explanation, given or arranged by the chief executive, of:
  - i. LGOIMA; and

- ii. Other laws affecting members, including the appropriate provisions of the Local Authorities (Members Interests) Act 1968; and ss 99, 105, and 105A of the Crimes Act 1961; and the Secret Commissions Act 1910; and the Financial Markets Conduct Act 2013.
- (d) The fixing of the date and time of the first meeting of the local authority, or the adoption of a schedule of meetings; and
- (e) The election of the deputy Mayor or deputy chairperson in accordance with the LGA 2002, sch7, cl 17.

*LGA 2002, sch 7, cl 21(5).*

It is common for councils to adopt standing orders at the first meeting; however this is not always necessary as, if not amended, standing orders will remain in force after each triennial election.

Please note, that the election of a deputy mayor is not required if the Mayor has already made the appointment under s 41A(3)(a) of the LGA 2002 prior to the meeting. Nothing limits a territorial authority from removing a deputy Mayor from office in accordance with cl 18 of sch 7 of the LGA 2002.

## 5. Appointments and elections

### 5.1 Mayoral appointment of deputy Mayor, committee chairs and members

A Mayor may appoint the deputy Mayor, the chairperson and the members of each committee of the territorial authority. The names of any appointments made by the Mayor must be tabled at the first meeting of the council after the appointments are made. The Mayor may also appoint themselves.

*LGA 2002, s 41A(3).*

### 5.2 Council Discharge of a Mayoral Appointment

Nothing, however, limits or prevents a territorial authority from discharging deputy Mayor, a chairperson or a member of a committee appointed by the Mayor. Any decision by the territorial authority to discharge a deputy Mayor shall follow the procedure in Standing Order 5.5.

If the Mayor declines to appoint a deputy Mayor or committee chairpersons in accordance with LGA 2002, s 41A, the council (or a committee, if so directed by the council) must elect those positions in accordance with Standing Order 5.4.

*LGA 2002, sch 7, cl 31.*



### 5.3 Establishment of committees by the Mayor

The Mayor may establish committees of the territorial authority. Where a Mayor exercises this right, a list of the committees and their terms of reference must be tabled at the next following meeting of the council. Should the Mayor decline to establish committees under s 41A, then any decision to establish committees must follow the processes set out in these Standing Orders.

Nothing, however, limits or prevents a territorial authority from discharging or reconstituting, in accordance with cl 30 of sch 7, LGA 2002, a committee established by the Mayor, or appointing more committees in addition to any established by the Mayor.

Please note, a Mayor is a member of every committee unless specific legislation provides otherwise, such as a committee established under s 189 of the Sale and Supply of Alcohol Act 2012.

*LGA 2002, s 41A (3) and (4).*

### 5.4 Elections of regional chairpersons, deputy Mayors and deputy chairpersons

The council (or a committee responsible for making the appointment) must decide by resolution to use one of two voting systems (see Standing Order 5.6) when electing people to the following positions:

- The chairperson and deputy chairperson of a regional council;
- The deputy Mayor;
- The chairperson and deputy chairperson of a committee; and
- A representative of a local authority.

Please note, this provision does not apply in situations where a mayor has used their powers under LGA 2002, s 41A to appoint a deputy Mayor, or committee chairs. See the LGNZ Guide to Standing Orders for more information.

*LGA 2002, sch 7, cl 25.*

### 5.5 Removal of a deputy Mayor

A deputy Mayor, whether appointed by the Mayor under the Standing Order 5.1, or elected by the council, can only be removed in accordance with cl 18, sch 7, of the LGA 2002. See Appendix 9.

*LGA 2002, sch 7, cl 18.*

## 5.6 Voting system for chairs, deputy Mayors and committee chairs

When electing a regional council chair, a deputy Mayor or a committee chair the local authority must resolve to use one of the following two voting systems.

### System A

The candidate will be elected or appointed if he or she receives the votes of a majority of the members of the local authority or committee who are present and voting. This system has the following characteristics:

- (a) There is a first round of voting for all candidates;
- (b) If no candidate is successful in the first round, there is a second round of voting from which the candidate with the fewest votes in the first round is excluded; and
- (c) If no candidate is successful in the second round, there is a third round, and if necessary subsequent rounds, of voting from which, each time, the candidate with the fewest votes in the previous round is excluded.

In any round of voting, if two or more candidates tie for the lowest number of votes, the person to be excluded from the next round is resolved by lot.

### System B

The candidate will be elected or appointed if he or she receives more votes than any other candidate. This system has the following characteristics:

- (a) There is only one round of voting; and
- (b) If two or more candidates tie for the most votes, the tie is resolved by lot.

*LGA 2002, sch 7, cl 25.*

## 6. Delegations

### 6.1 Duty to consider delegations to community boards

The council of a territorial authority must consider whether or not to delegate to a community board if the delegation will enable the community board to best achieve its role.

*LGA 2002, sch 7, cl 32(6).*

Please note: A council is advised to delegate a range of decision-making responsibilities to its chief executive to cover the period from the day following the

Electoral Office's declaration until the new council is sworn in. See the LGNZ Guide to Standing Orders for further information.

## 6.2 Limits on delegations

Unless clearly stated in the LGA 2002 or any other Act, a council may, for the purposes of efficiency and effectiveness, delegate to a committee, subcommittee, subordinate decision-making body, community board, local board, member, or officer of the local authority, any of its responsibilities, duties, or powers except:

- (a) The power to make a rate;
- (b) The power to make a bylaw;
- (c) The power to borrow money, or purchase or dispose of assets, other than in accordance with the long-term plan;
- (d) The power to adopt a long-term plan, annual plan, or annual report;
- (e) The power to appoint a chief executive;
- (f) The power to adopt policies required to be adopted and consulted on under the LGA in association with the long-term plan or developed for the purpose of the local governance statement;
- (g) *Repealed*; and
- (h) The power to adopt a remuneration and employment policy.

*LGA 2002, sch 7, cl 32 (1).*

## 6.3 Committees may delegate

A committee, subcommittee, subordinate decision-making body, local board, community board, member, or officer of the local authority, may delegate any of its responsibilities, duties, or powers to a subcommittee or person, subject to any conditions, limitations, or prohibitions imposed by the body that made the original delegation.

*LGA 2002, sch 7, cl (2) & (3).*

## 6.4 Use of delegated powers

The committee, subcommittee, other subordinate decision-making body, community board, or member or officer of the local authority to which or to whom any responsibilities, powers, duties are delegated may, without confirmation by the council, committee or body or person that made the delegation, exercise or perform them in the like manner and with the same effect as the local authority could itself have exercised or performed them.

*LGA 2002, sch 7, cl 32(2),(3), and (4).*

## 6.5 Decisions made under delegated authority cannot be rescinded or amended

Nothing in these Standing Orders allows a council, committee and subcommittee to rescind or amend a lawfully made decision of a subordinate decision-making body carried out under a delegation authorising the making of that decision. The same requirement applies to a local board and community board in relation to any committees or subcommittees with delegated authority.

*LGA 2002, sch 7, cl 30 (6).*

## 6.6 Committees and sub committees subject to the direction of the local authority

A committee, subcommittee or other subordinate decision-making body is subject in all things to the control of the local authority, and must carry out all general and special directions of the local authority given to them.

*LGA 2002, sch 7, cl 30(3) & (4).*

# 7. Committees

## 7.1 Appointment of committees and subcommittees

A council may appoint the committees, subcommittees, and other subordinate decision-making bodies that it considers appropriate. A committee may appoint the subcommittees that it considers appropriate, unless it is prohibited from doing so by the council.

*LGA 2002, sch 7, cl 30(1) & (2).*

## 7.2 Discharge or reconstitution of committees and subcommittees

Unless expressly provided otherwise in legislation or regulation:

- (a) A local authority may discharge or reconstitute a committee or subcommittee, or other subordinate decision-making body; and
- (b) A committee may discharge or reconstitute a subcommittee.

A committee, subcommittee, or other subordinate decision-making body is, unless a council resolves otherwise, discharged when members elected at a subsequent triennial general election come into office.

*LGA 2002, sch 7, cl 30 (5) & (7).*

Please note: Section 12 (2) of the Civil Defence and Emergency Management Act 2002 states that a Civil Defence and Emergency Management Group is not deemed to be discharged following a triennial election. The same is true for District Licensing Committees (see the LGNZ Guide to Standing Orders).

### 7.3 Appointment or discharge of committee members and subcommittee members

A council may appoint or discharge any member of a committee and, if established by the council, a subcommittee. A committee may appoint or discharge any member of a subcommittee appointed by the committee unless directed otherwise by the council.

*LGA 2002, sch 7, cl 31(1) & (2).*

### 7.4 Elected members on committees and subcommittees

The members of a committee or subcommittee may be, but are not required to be, elected members of a local authority. A council or committee may appoint a person who is not a member of the local authority to a committee or subcommittee if, in the opinion of the council or committee, the person has the skills, attributes or knowledge to assist the committee or subcommittee.

At least one member of a committee must be an elected member of the council. In the case of a committee established by a local board or community board at least one member must be a member of that board. A staff member of the local authority, in the course of their employment, can be a member of a subcommittee but not a committee.

*LGA 2002, sch 7, cl 31(4).*

### 7.5 Local authority may replace members if committee not discharged

If a local authority resolves that a committee, subcommittee or other subordinate decision-making body is not to be discharged under cl 30 (7), sch 7, LGA 2002, the local authority may replace the members of that committee, subcommittee or subordinate decision-making body after the next triennial general election of members.

*LGA 2002, sch 7, cl 31(5).*

### 7.6 Membership of Mayor

The Mayor is a member of every committee of the local authority unless specific legislation provides otherwise, such as a committee established under s 189 of the Sale and Supply of Alcohol Act 2012.

*LGA 2002, s 41A(5).*

### 7.7 Decision not invalid despite irregularity in membership

For the purpose of these Standing Orders a decision of a local authority, committee, local board and community board is not invalidated if:

1. There is a vacancy in the membership of the local authority, committee, local or community board at the time of the decision; or
2. Following the decision some defect in the election or appointment process is discovered and/or that the membership of a person on the committee at the time is found to have been ineligible.

*LGA 2002, sch 7, cl 29.*

### 7.8 Appointment of joint committees

A local authority may appoint a joint committee with another local authority or other public body if it has reached agreement with each local authority or public body. The agreement must specify:

- (a) The number of members each party may appoint;
- (b) How the chairperson and deputy chairperson are to be appointed;
- (c) The terms of reference of the committee;
- (d) What responsibilities, if any, are to be delegated to the committee by each party; and
- (e) How the agreement may be varied.

The agreement may also specify any other matter relating to the appointment, operation, or responsibilities of the committee agreed by the parties.

*LGA 2002, sch 7, cl 30A(1) & (2).*

### 7.9 Status of joint committees

A joint committee is deemed to be both a committee of a council and a committee of each other participating local authority or public body.

*LGA 2002, sch 7, cl 30A(5).*

### 7.10 Power to appoint or discharge individual members of a joint committee

The power to discharge any individual member of a joint committee and appoint another member in their stead must be exercised by the council or public body that made the appointment.

*LGA 2002, sch 7, cl 30A(6)(a).*

## Pre-meeting

### 8. Giving notice

Please note: the processes described in this section (Standing Orders 8.1 – 8.12) apply as appropriate to local boards and community boards.

#### 8.1 Public notice – ordinary meetings

All meetings scheduled for the following month must be publicly notified not more than 14 days and not less than 5 days before the end of the current month, together with the dates, the times and places on and at which those meetings are to be held. In the case of meetings held on or after the 21st day of the month public notification may be given not more than 10 nor less than 5 working days before the day on which the meeting is to be held. (See the LGNZ Guide to Standing Orders for more information).

*LGOIMA, s 46.*

#### 8.2 Notice to members - ordinary meetings

The chief executive must give notice in writing to each member of the local authority of the date, time and place of any meeting. Notice must be given at least 14 days before the meeting unless the council has adopted a schedule of meetings, in which case notice must be given at least 14 days before the first meeting on the schedule.

*LGA 2002, sch 7, cl 19(5).*

#### 8.3 Extraordinary meeting may be called

An extraordinary council meeting may be called by:

- (a) Resolution of the council, or
- (b) A requisition in writing delivered to the chief executive which is signed by:
  - i. The Mayor; or
  - ii. Not less than one third of the total membership of the council (including vacancies).

*LGA 2002, sch 7, cl 22(1).*

#### 8.4 Notice to members - extraordinary meetings

The chief executive must give notice, in writing, of the time and place of an extraordinary meeting called under the Standing Order 8.3, as well as the general nature of business to be considered, to each member of the council at least 3 working days before the day appointed for the meeting. If the meeting is called by

a resolution, then notice must be provided within such lesser period as is specified in the resolution, as long as it is not less than 24 hours.

*LGA 2002, sch 7, cl 22(3).*

## 8.5 Emergency meetings may be called

If the business a council needs to deal with requires a meeting to be held at a time earlier than is allowed by the notice requirements for holding an extraordinary meeting and it is not practicable to call the meeting by resolution, an emergency meeting may be called by:

- (a) The Mayor; or
- (b) If the Mayor is unavailable, the chief executive.

*LGA 2002, sch 7, cl 22A(1).*

## 8.6 Process for calling an emergency meeting

The notice of the time and place of an emergency meeting, and of the matters in respect of which the emergency meeting is being called, must be given by the person calling the meeting or by another person on that person's behalf.

The notice must be given, by whatever means is reasonable in the circumstances, to each member of the local authority, and to the chief executive, at least 24 hours before the time appointed for the meeting.

*LGA 2002, sch 7, cl 22A(2).*

## 8.7 Public notice – emergency and extraordinary meetings

Where an emergency or extraordinary meeting of a local authority is called but the notice of the meeting is inconsistent with these Standing Orders, due to the manner in which it was called, the local authority must cause that meeting and the general nature of business to be transacted at that meeting:

- (a) To be publicly notified as soon as practicable before the meeting is to be held; or
- (b) If it is not practicable to publish a notice in newspapers before the meeting, to be notified as soon as practicable on the local authority's website and in any other manner that is reasonable in the circumstances.

*LGOIMA, s 46(3).*

## 8.8 Meetings not invalid

The failure to notify a public meeting under these Standing Orders does not of itself make that meeting invalid. However, where a local authority becomes aware that a



meeting has been incorrectly notified it must, as soon as practicable, give public notice stating:

- That the meeting occurred without proper notification;
- The general nature of the business transacted; and
- The reasons why the meeting was not properly notified.

*LGOIMA, s 46(6).*

## 8.9 Resolutions passed at an extraordinary meeting

A local authority must, as soon as practicable, publicly notify any resolution passed at an extraordinary meeting of the local authority unless:

- (a) The resolution was passed at a meeting or part of a meeting from which the public was excluded; or
- (b) The extraordinary meeting was publicly notified at least 5 working days before the day on which the meeting was held.

*LGOIMA, s 51A.*

## 8.10 Meeting schedules

Where the local authority adopts a meeting schedule it may cover any period that the council considers appropriate and may be amended. Notification of the schedule, or an amendment, will constitute notification to members of every meeting on the schedule or the amendment. This does not replace the requirements under LGOIMA to also publicly notify each meeting.

*LGA 2002, sch 7, cl 19(6).*

## 8.11 Non-receipt of notice to members

A meeting of a local authority is not invalid if notice of that meeting was not received, or not received in due time, by a member of the local authority or board unless:

- (a) It is proved that the person responsible for giving notice of the meeting acted in bad faith or without reasonable care; and
- (b) The member concerned did not attend the meeting.

A member of a local authority may waive the need to be given notice of a meeting.

*LGA 2002, sch 7, cl 20(1) & (2).*

## 8.12 Meeting cancellations

The chairperson of a scheduled meeting may cancel the meeting if, in consultation with the chief executive, they consider this is necessary for reasons that include lack of business, lack of quorum or clash with another event.

The chief executive must make a reasonable effort to notify members and the public as soon as practicable of the cancellation and the reasons behind it.

## 9. Meeting agenda

### 9.1 Preparation of the agenda

It is the chief executive's responsibility, on behalf of the chairperson, to prepare an agenda for each meeting listing and attaching information on the items of business to be brought before the meeting so far as is known, including the names of the relevant members.

When preparing business items for an agenda the chief executive must consult, unless impracticable, such as in the case of the inaugural meeting, the chairperson, or the person acting as chairperson for the coming meeting.

### 9.2 Process for raising matters for a decision

Requests for reports may be made by a resolution of the council, committee, subcommittee, subordinate decision-making body, local boards or community board and, in the case of all decision-making bodies other than the council, must also fall within the scope of their specific delegations.

### 9.3 Chief executive may delay or refuse request

The chief executive may delay commissioning any reports that involve significant cost or are beyond the scope of the committee that made the request. In such cases the chief executive will discuss options for meeting the request with the respective chairperson and report back to a subsequent meeting with an estimate of the cost involved and seek direction on whether the report should still be prepared.

Where a Chief executive refuses a member's request to prepare a report, an explanation for that refusal should be provided to the member.

### 9.4 Order of business

At the meeting the business is to be dealt with in the order in which it stands on the agenda unless the chairperson, or the meeting, decides otherwise. An example of a default order of business is set out in Appendix 10.

The order of business for an extraordinary meeting must be limited to items that are relevant to the purpose for which the meeting has been called.

### 9.5 Chairperson's recommendation

A chairperson, either prior to the start of the meeting and/or at the meeting itself, may include a recommendation regarding any item on the agenda brought before the meeting. Where a chairperson's recommendation varies significantly from an officer's recommendation the reason for the variation must be explained. A

recommendation that differs significantly from the officer's recommendation must comply with the decision-making requirements of Part 6 of the LGA 2002.

## 9.6 Chairperson may prepare report

The chairperson of a meeting has the right to prepare a report to be included in the agenda on any matter which falls within the responsibilities of that meeting, as described in its terms of reference.

For clarity, any recommendation must comply with the decision-making requirements of Part 6 of the LGA 2002.

## 9.7 Public availability of the agenda

All information provided to members at a local authority, or local or community board, meeting must be publicly available, except where an item included in the agenda refers to a matter reasonably expected to be discussed with the public excluded.

*LGOIMA, ss 5 & 46A.*

## 9.8 Public inspection of agenda

Any member of the public may, without payment of a fee, inspect, during normal office hours and within a period of at least 2 working days before a meeting, all agendas and associated reports circulated to members of the local authority and local and community boards relating to that meeting. The agenda:

- (a) Must be available for inspection at the public offices of the local authority (including service centres), at public libraries under the authority's control and on the council's website, and:
- (b) Must be accompanied by either:
  - i. The associated reports; or
  - ii. A notice specifying the places at which the associated reports may be inspected.

*LGOIMA, s 46A(1).*

## 9.9 Withdrawal of agenda items

If justified by circumstances, an agenda item may be withdrawn by the chief executive. In the event of an item being withdrawn the chief executive should inform the chairperson.

### 9.10 Distribution of the agenda

The chief executive must send the agenda to every member of a meeting at least two clear working days before the day of the meeting, except in the case of an extraordinary meeting or an emergency meeting (see Standing Orders 8.4 and 8.10).

The chief executive may send the agenda, and other materials relating to the meeting or other council business, to members by electronic means.

### 9.11 Status of agenda

No matter on a meeting agenda, including recommendations, may be considered final until determined by a formal resolution of that meeting.

### 9.12 Items of business not on the agenda which cannot be delayed

A meeting may deal with an item of business that is not on the agenda where the meeting resolves to deal with that item and the chairperson provides the following information during the public part of the meeting:

- (a) The reason the item is not on the agenda; and
- (b) The reason why the discussion of the item cannot be delayed until a subsequent meeting.

*LGOIMA, s 46A(7).*

Items not on the agenda may be brought before the meeting through a report from either the chief executive or the chairperson.

Please note, that nothing in this standing order removes the requirement to meet the provisions of Part 6 of the LGA 2002 with regard to consultation and decision-making.

### 9.13 Discussion of minor matters not on the agenda

A meeting may discuss an item that is not on the agenda only if it is a minor matter relating to the general business of the meeting and the chairperson explains at the beginning of the public part of the meeting that the item will be discussed. However, the meeting may not make a resolution, decision, or recommendation about the item, except to refer it to a subsequent meeting for further discussion.

*LGOIMA, s 46A(7A).*

### 9.14 Public excluded business on the agenda

Items that are likely to be discussed under public-excluded must be indicated on each agenda, including the general subject of the item. The chief executive,

however, may exclude public access to any reports, or parts of reports, which are reasonably expected to be discussed with the public excluded.

*LGOIMA, s 46A(9).*

## 9.15 Qualified privilege relating to agenda and minutes

Where any meeting is open to the public and a member of the public is supplied with a copy of the agenda, or the minutes of that meeting, the publication of any defamatory matter included in the agenda or in the minutes is privileged. This does not apply if the publication is proved to have been made with ill will, or improper advantage has been taken of the publication.

*LGOIMA, s 52.*

## Meeting Procedures

### 10. Opening and closing

Local authorities, local boards and community boards may, at the start of a meeting, choose to recognise the civic importance of the occasion through some form of reflection. This could be an expression of community values, a reminder of the contribution of members who have gone before or a formal welcome, such as a mihi whakatau.

Options for opening a meeting could include a karakia timitanga, mihi whakatau, or powhiri as well as a karakia whakamutunga to close a meeting where appropriate.

### 11. Quorum

#### 11.1 Council meetings

The quorum for a meeting of the council is:

- (a) Half of the members present, where the number of members (including vacancies) is even; and
- (b) A majority of the members present, where the number of members (including vacancies) is odd.

*LGA 2002, sch 7, cl 23(3)(a).*

## 11.2 Committees and subcommittee meetings

A council sets the quorum for its committees and subcommittees, either by resolution or by stating the quorum in the terms of reference. Committees may set the quorums for their subcommittees by resolution, provided that it is not less than two members. (See also 7.4).

In the case of subcommittees, the quorum will be two members unless otherwise stated. In the case of committees at least one member of the quorum must be a member of the council, or if established by a local board or community board, the relevant board.

*LGA 2002, sch 7, cl 23(3)(b).*

## 11.3 Joint Committees

The quorum at a meeting of a joint committee must be consistent with Standing Order 11.1. Local authorities participating in the joint committee may decide, by agreement, whether or not the quorum includes one or more members appointed by each local authority or any party.

*LGA 2002, sch 7, cl 30A(6)(c).*

## 11.4 Requirement for a quorum

A meeting is constituted where a quorum of members is present, whether or not they are all voting or entitled to vote. In order to conduct any business at a meeting, a quorum of members must be present for the whole time that the business is being considered.

*LGA 2002, sch 7, cl 23(1) & (2).*

## 11.5 Meeting lapses where no quorum

A meeting must lapse, and the chairperson vacate the chair, if a quorum is not present within 30 minutes of the advertised start of the meeting. Where members are known to be travelling to the meeting, but are delayed due to extraordinary circumstance, the chairperson has discretion to wait for a longer period.

No business may be conducted while waiting for the quorum to be reached. Minutes will record when a meeting lapses due to a lack of a quorum, along with the names of the members who attended.

Should a quorum be lost, the meeting will lapse if the quorum is not present within 15 minutes.

## 11.6 Business from lapsed meetings

Where meetings lapse the remaining business will be adjourned and be placed at the beginning of the agenda of the next ordinary meeting, unless the chairperson sets an earlier meeting, and this is notified by the chief executive.

## 12. Public access and recording

### 12.1 Meetings open to the public

Except as otherwise provided by Part 7 of LGOIMA, every meeting of the local authority, its committees, subcommittees, local boards and community boards, must be open to the public.

*LGOIMA, s 47 & 49(a).*

### 12.2 Grounds for removing the public

The chairperson may require any member of the public to be removed from the meeting if they believe that person's behaviour is likely to prejudice the orderly conduct of the meeting.

*LGOIMA, s 50(1).*

### 12.3 Local authority may record meetings

Meeting venues should contain clear signage indicating and informing members, officers and the public that proceedings may be recorded by the local authority and may be subject to direction by the chairperson.

### 12.4 Public may record meetings

Members of the public may make electronic or digital recordings of meetings which are open to the public. Any recording of meetings should be notified to the chairperson at the commencement of the meeting to ensure that the recording does not distract the meeting from fulfilling its business.

Where circumstances require, the chairperson may direct the recording to stop for a period of time.



## 13. Attendance

### 13.1 Members right to attend meetings

A member of a local authority, or of a committee of a local authority, has, unless lawfully excluded, the right to attend any meeting of the local authority or committee.

*LGA 2002, sch 7, cl 19(2).*

If a member of the local authority is not an appointed member of the meeting which they are attending, they may not vote on any matter at that meeting. However, they may, with the leave of the chair, take part in the meeting's discussions.

A member attending a meeting of which they are not an appointed member is not a member of the public for the purpose of s48 of LGOIMA. Consequently, if the meeting resolves to exclude the public then any members of the local authority who are present may remain, unless they are lawfully excluded.

Please note: this section does not confer any rights to non-elected members appointed to committees of a local authority.

### 13.2 Attendance when a committee is performing judicial or quasi-judicial functions

When a committee is performing judicial or quasi-judicial functions, members of the local authority who are not members of that committee are not entitled to take part in the proceedings.

### 13.3 Leave of absence

A council may grant a member leave of absence following an application from that member. The council may delegate the power to grant a leave of absence to the Mayor in order to protect a members' privacy and the Council may approve an application from the Mayor. The Mayor will advise all members of the council whenever a member has been granted leave of absence under delegated authority. Meeting minutes will record that a member has leave of absence as an apology for that meeting.

### 13.4 Apologies

A member who does not have leave of absence may tender an apology should they be absent from all or part of a meeting. The Mayor (or acting chair), must invite apologies at the beginning of each meeting, including apologies for lateness and early departure. The meeting may accept or decline any apologies. Members may

be recorded as absent on council business where their absence is a result of a commitment made on behalf of the council.

For clarification, the acceptance of a member's apology constitutes a grant of 'leave of absence' for that meeting.

### 13.5 Recording apologies

The minutes will record any apologies tendered before or during the meeting, including whether they were accepted or declined and the time of arrival and departure of all members.

### 13.6 Absent without leave

Where a member is absent from four consecutive meetings of the council, local board or community board without leave of absence or an apology being accepted (not including extraordinary or emergency meetings) then the office held by the member will become vacant. A vacancy created in this way is treated as an extraordinary vacancy.

*LGA 2002, sch 7, cl 5(d).*

### 13.7 Right to attend by audio or audiovisual link

Provided the conditions in Standing Orders 13.11 and 13.12 are met, members of the local authority and its committees (and members of the public for the purpose of a deputation approved by the chairperson), have the right to attend meetings by means of an electronic link, unless they have been lawfully excluded.

### 13.8 Member's status: quorum

Members who attend meetings by electronic link will be counted as present for the purposes of a quorum.

*LGA 2002, sch 7, cl 25A(4).*

### 13.9 Member's status: voting

Where a meeting has a quorum, determined by the number present, the members attending by electronic link can vote on any matters raised at the meeting.

### 13.10 Chairperson's duties

Where the technology is available and a member is attending a meeting by audio or audiovisual link, the chairperson must ensure that:

- (a) The technology for the link is available and of suitable quality; and
- (b) Procedures for using the technology in the meeting will ensure that:
  - i. Everyone participating in the meeting can hear each other;

- ii. The member's attendance by audio or audio visual link does not reduce their accountability or accessibility of that person in relation to the meeting;
- iii. The requirements of Part 7 of LGOIMA are met; and
- iv. The requirements in these Standing Orders are met.

*LGA 2002, sch 7, cl 25A(3).*

If the chairperson is attending by audio or audio visual link, then chairing duties will be undertaken by the deputy chair, or a member who is physically present.

### 13.11 Conditions for attending by audio or audiovisual link

Noting Standing Order 13.7, the chairperson may give approval for a member to attend meetings by electronic link, either generally or for a specific meeting.

Examples of situations where approval can be given include:

- (a) Where the member is at a place that makes their physical presence at the meeting impracticable or impossible;
- (b) Where a member is unwell; and
- (c) Where a member is unable to attend due to an emergency.

### 13.12 Request to attend by audio or audiovisual link

Where possible, a member will give the chairperson and the chief executive at least 2 working days' notice when they want to attend a meeting by audio or audiovisual link. Should this not be possible due to illness or emergency the member may give less notice.

Where such a request is made and the technology is available, the chief executive must take reasonable steps to enable the member to attend by audio or audiovisual link. However, the council has no obligation to make the technology for an audio or audio-visual link available.

If the member's request cannot be accommodated, or there is a technological issue with the link, this will not invalidate any acts or proceedings of the local authority or its committees.

### 13.13 Chairperson may terminate link

The chairperson may direct that an electronic link should be terminated where:

- (a) Use of the link is increasing, or may unreasonably increase, the length of the meeting;
- (b) The behaviour of the members using the link warrants termination, including the style, degree and extent of interaction between members;
- (c) It is distracting to the members who are physically present at the meeting;

- (d) The quality of the link is no longer suitable;
- (e) Information classified as confidential may be compromised (see also SO 13.16).

### 13.14 Giving or showing a document

A person attending a meeting by audio or audio visual link may give or show a document by:

- (a) Transmitting it electronically;
- (b) Using the audio visual link; or
- (c) Any other manner that the chairperson thinks fit.

*LGA 2002, sch 7, cl 25(A)(6).*

### 13.15 Link failure

Where an audio or audiovisual link fails, or there are other technological issues that prevent a member who is attending by link from participating in a meeting, that member must be deemed to be no longer attending the meeting.

### 13.16 Confidentiality

A member who is attending a meeting by audio, or audio-visual link, must ensure that the meeting's proceedings remain confidential during any time that the public is excluded. At such a time, the chairperson may require the member to confirm that no unauthorised people are able to view or hear the proceedings. If the chairperson is not satisfied by the explanation, they may terminate the link.

## 14. Chairperson's role in meetings

### 14.1 Council meetings

The Mayor must preside at meetings of the council unless they vacate the chair for a part or all of a meeting. If the Mayor is absent from a meeting or vacates the chair, the deputy Mayor must act as chairperson. If the deputy Mayor is also absent the local authority members who are present must elect a member to be the chairperson at that meeting. This person may exercise the meeting responsibilities, duties, and powers of the Mayor for that meeting.

*LGA 2002, sch 7, cl 26(1), (5) & (6).*

## 14.2 Other meetings

In the case of committees, subcommittees and subordinate decision-making bodies, the appointed chairperson must preside at each meeting unless they vacate the chair for all or part of a meeting. If the chairperson is absent from a meeting or vacates the chair, the deputy chairperson (if any) will act as chairperson. If the deputy chairperson is also absent, or has not been appointed, the committee members who are present must elect a member to act as chairperson. This person may exercise the meeting responsibilities, duties and powers of the chairperson.

*LGA 2002, sch 7, cl 26(2), (5) & (6).*

## 14.3 Addressing the chairperson

Members will address the Chairperson in a manner that the Chairperson has determined.

## 14.4 Chairperson's rulings

The chairperson will decide all procedural questions, including points of order, where insufficient provision is made by these Standing Orders (except in cases where appoint of order questions the chairperson's ruling). Any refusal to obey a Chairperson's ruling or direction constitutes contempt (see SO 20.5).

## 14.5 Chairperson standing

Whenever the chairperson stands during a debate, members are required to sit down (if required to stand to address the meeting) and be silent so that they can hear the chairperson without interruption.

## 14.6 Member's right to speak

Members are entitled to speak in accordance with these Standing Orders. Members should address the chairperson when speaking. They may not leave their place while speaking, unless they have the leave of the chairperson.

## 14.7 Chairperson may prioritise speakers

When two or more members want to speak the chairperson will name the member who may speak first. Other members who wish to speak have precedence where they intend to:

- (a) Raise a point of order, including a request to obtain a time extension for the previous speaker; and/or
- (b) Move a motion to terminate or adjourn the debate; and/or
- (c) Make a point of explanation; and/or
- (d) Request the chair to permit the member a special request.

## 15. Public Forums

Public forums are a defined period of time, usually at the start of an ordinary meeting, which, at the discretion of a meeting, is put aside for the purpose of public input. Public forums are designed to enable members of the public to bring matters of their choice, not necessarily on the meeting's agenda, to the attention of the local authority.

In the case of a committee, subcommittee, local or community board, any issue, idea, or matter raised in a public forum, must fall within the terms of reference of that body.

### 15.1 Time limits

A period of up to 30 minutes, or such longer time as the meeting may determine, will be available for the public forum at each scheduled local authority meeting. Requests must be made to the chief executive (or their delegate) at least one clear day before the meeting; however, this requirement may be waived by the chairperson. Requests should also outline the matters that will be addressed by the speaker(s).

Speakers can speak for up to 5 minutes. Where the number of speakers presenting in the public forum exceeds 6 in total, the chairperson has discretion to restrict the speaking time permitted for all presenters.

### 15.2 Restrictions

The chairperson has the discretion to decline to hear a speaker or to terminate a presentation at any time where:

- A speaker is repeating views presented by an earlier speaker at the same public forum;
- The speaker is criticising elected members and/or staff;
- The speaker is being repetitious, disrespectful or offensive;
- The speaker has previously spoken on the same issue;
- The matter is subject to legal proceedings; and
- The matter is subject to a hearing, including the hearing of submissions where the local authority or committee sits in a quasi-judicial capacity.

### 15.3 Questions at public forums

At the conclusion of the presentation, with the permission of the chairperson, elected members may ask questions of speakers. Questions are to be confined to obtaining information or clarification on matters raised by a speaker.

#### 15.4 No resolutions

Following the public forum, no debate or decisions will be made at the meeting on issues raised during the forum unless related to items already on the agenda. (See the LGNZ Guide to Standing Orders for suggestions of good practice in dealing with issues raised during a forum).

### 16. Deputations

The purpose of a deputation is to enable a person, group, or organisation to make a presentation to a meeting on a matter or matters covered by that meeting's terms of reference. Deputations should be approved by the chairperson, or an official with delegated authority, five working days before the meeting; however, this requirement may be waived by the chairperson. Deputations may be heard at the commencement of the meeting or at the time that the relevant agenda item is being considered.

#### 16.1 Time limits

Speakers can speak for up to 5 minutes, or longer at the discretion of the chairperson. No more than two speakers can speak on behalf of an organisation's deputation.

#### 16.2 Restrictions

The chairperson has the discretion to decline to hear or terminate a deputation at any time where:

- A speaker is repeating views presented by an earlier speaker at the meeting;
- The speaker is criticising elected members and/or staff;
- The speaker is being repetitious, disrespectful or offensive;
- The speaker has previously spoken on the same issue;
- The matter is subject to legal proceedings; and
- The matter is subject to a hearing, including the hearing of submissions where the local authority or committee sits in a quasi-judicial capacity.

#### 16.3 Questions of a deputation

At the conclusion of the deputation members may, with the permission of the chairperson, ask questions of any speakers. Questions are to be confined to obtaining information or clarification on matters raised by the deputation.

## 16.4 Resolutions

Any debate on a matter raised in a deputation must occur at the time at which the matter is scheduled to be discussed on the meeting agenda and once a motion has been moved and seconded.

## 17. Petitions

### 17.1 Form of petitions

Petitions may be presented to the local authority or any of its committees, local boards or community boards, as long as the subject matter falls within the terms of reference of the intended meeting.

Petitions must contain at least 20 signatures and consist of fewer than 150 words (not including signatories). They must be received by the chief executive at least five working days before the meeting at which they will be presented; however, this requirement may be waived by the chairperson.

Petitions must not be disrespectful, use offensive language or include malicious, inaccurate, or misleading statements (see Standing Order 20.9 on qualified privilege). They may be written in English or te reo Māori. Petitioners planning to present their petition in te reo or sign language should advise the chief executive in time to allow translation services to be arranged.

### 17.2 Petition presented by petitioner

A petitioner who presents a petition to the local authority or any of its committees and subcommittees, local boards or community boards, may speak for 5 minutes (excluding questions) about the petition, unless the meeting resolves otherwise. The chairperson must terminate the presentation of the petition if he or she believes the petitioner is being disrespectful, offensive, or making malicious statements.

Where a petition is presented as part of a deputation or public forum the speaking time limits relating to deputations or public forums shall apply. The petition must be received by the chief executive at least 5 working days before the date of the meeting concerned.

### 17.3 Petition presented by member

Members may present petitions on behalf of petitioners. In doing so, members must confine themselves to presenting:

- (a) The petition;
- (b) The petitioners' statement; and
- (c) The number of signatures.



## 18. Exclusion of public

### 18.1 Motions and resolutions to exclude the public

Members of a meeting may resolve to exclude the public from a meeting. The grounds for exclusion are those specified in s 48 of LGOIMA (see Appendix 1).

Every motion to exclude the public must be put while the meeting is open to the public, and copies of the motion must be available to any member of the public who is present. If the motion is passed the resolution to exclude the public must be in the form set out in schedule 2A of LGOIMA (see Appendix 2). The resolution must state:

- (a) The general subject of each matter to be excluded;
- (b) The reason for passing the resolution in relation to that matter; and
- (c) The grounds on which the resolution is based.

The resolution will form part of the meeting's minutes.

*LGOIMA, s 48.*

### 18.2 Specified people may remain

Where a meeting resolves to exclude the public, the resolution may provide for specified persons to remain if, in the opinion of the meeting, they will assist the meeting to achieve its purpose. Any such resolution must state, in relation to the matter to be discussed, how the knowledge held by the specified people is relevant and be of assistance.

No such resolution is needed for people who are entitled to be at the meeting, such as relevant staff and officials contracted to the council for advice on the matter under consideration.

*LGOIMA, s 48(6).*

### 18.3 Public excluded items

The chief executive must place in the public-excluded section of the agenda any items that he or she reasonably expects the meeting to consider with the public excluded. The public excluded section of the agenda must indicate the subject matter of the item and the reason the public are excluded.

*LGOIMA, s 46A(8).*

## 18.4 Non-disclosure of information

No member or officer may disclose to any person, other than another member, officer or person authorised by the chief executive, any information that has been, or will be, presented to any meeting from which the public is excluded, or proposed to be excluded.

This restriction does not apply where a meeting has resolved to make the information publicly available or where the chief executive has advised, in writing, that one or both of the following apply:

- (a) There are no grounds under LGOIMA for withholding the information; and
- (b) The information is no longer confidential.

## 18.5 Release of information from public excluded session

A local authority may provide for the release to the public of information which has been considered during the public excluded part of a meeting.

Each public excluded meeting must consider and agree by resolution, what, if any, information will be released to the public. In addition, the chief executive may release information which has been considered at a meeting from which the public has been excluded where it is determined the grounds to withhold the information no longer exist.

## 19. Voting

### 19.1 Decisions by majority vote

Unless otherwise provided for in the LGA 2002, other legislation, or Standing Orders, the acts of, and questions before, a local authority (including a local or community board) must be decided at a meeting through a vote exercised by the majority of the members that are present and voting.

*LGA 2002, sch 7, cl 24(1).*

### 19.2 Open voting

An act or question coming before the local authority must be done or decided by open voting.

*LGA 2002, sch 7, cl 24(3).*

### 19.3 Chairperson has a casting vote

In the case of an equality of votes the Chairperson has a casting vote (in addition to a deliberative vote) in the following circumstances:

- 19.3.1 The meeting is a meeting of the Council, or a hearings committee, and the Council or committee is subject to a binding obligation (whether created by legislation, contract or otherwise) to make a decision, and deferral of the matter would be likely to result in a breach of that obligation; or
- 19.3.2 The meeting is a meeting of the Council and the exercise of the casting vote is required to preserve the continuity of a programme, project, or process mandated by a prior resolution of the Council (including a resolution to adopt a policy or plan).

*LGA 2002, sch 7, cl 24(2).*

## 19.4 Method of voting

The method of voting must be as follows:

- (a) The chairperson in putting the motion must call for an expression of opinion on the voices or take a show of hands, the result of either of which, as announced by the chairperson, must be conclusive unless such announcement is questioned immediately by any member, in which event the chairperson will call a division;
- (b) The chairperson or any member may call for a division instead of or after voting on the voices and/or taking a show of hands; and
- (c) Where a suitable electronic voting system is available that system may be used instead of a show of hands, vote by voices, or division, and the result publicly displayed and notified to the chairperson who must declare the result.

## 19.5 Calling for a division

When a division is called, the chief executive must record the names of the members voting for and against the motion, and abstentions, and provide the names to the chairperson to declare the result. The result of the division must be entered into the minutes and include members' names and the way in which they voted.

The Chairperson may call a second division where there is confusion or error in the original division.

## 19.6 Request to have votes recorded

If requested by a member, immediately after a vote the minutes must record the member's vote or abstention. Recording any other matters, such as a members' reason for their vote or abstention, is not permitted.

## 19.7 Members may abstain

Any member may abstain from voting.

## 20. Conduct

### 20.1 Calling to order

When the chairperson calls members to order they must be seated and stop speaking. If the members fail to do so, the chairperson may direct that they should immediately leave the meeting for a specified time.

### 20.2 Behaviour consistent with Code of Conduct

At a meeting no member may act inconsistently with their Code of Conduct or speak or act in a manner which is disrespectful of other members, staff or the public.

### 20.3 Retractions and apologies

In the event of a member, or speaker, who has been disrespectful of another member or contravened the council's Code of Conduct, the chairperson may call upon that member, or speaker, to withdraw the offending comments, and may require them to apologise. If the member refuses to do so the chairperson may direct that they should leave the meeting immediately for a specified time and/or make a complaint under the Code of Conduct.

### 20.4 Disorderly conduct

Where the conduct of a member is disorderly or is creating a disturbance, the chairperson may require that member to leave the meeting immediately for a specified time.

If the disorder continues the chairperson may adjourn the meeting for a specified time. At the end of this time the meeting must resume and decide, without debate, whether the meeting should proceed or be adjourned.

The chairperson may also adjourn the meeting if other people cause disorder or in the event of an emergency.

### 20.5 Contempt

Where a member is subject to repeated cautions by the chairperson for disorderly conduct the meeting may, should it so decide, resolve that the member is in contempt. Any such resolution must be recorded in the meeting's minutes.

A member who has been found to be in contempt and continues to be cautioned by the Chairperson for disorderly conduct, may be subject to Standing Order 20.6.

## 20.6 Removal from meeting

A member of the police or authorised security personnel may, at the chairperson's request, remove or exclude a member from a meeting.

This Standing Order will apply where the chairperson has ruled that the member should leave the meeting and the member has refused or failed to do so; or has left the meeting and attempted to re-enter it without the chairperson's permission.

## 20.7 Financial conflicts of interests

Every member present at a meeting must declare any direct or indirect financial interest that they hold in any matter being discussed at the meeting, other than an interest that they hold in common with the public.

No member may vote on, or take part in, a discussion about any matter in which they have a direct or indirect financial interest unless an exception set out in s 6 LAMIA applies to them, or the Auditor-General has granted them an exemption or declaration under s 6.

Members with a financial interest should physically withdraw themselves from the table unless the meeting is in public excluded, in which case they should leave the room.

Neither the chairperson, nor the meeting, may rule on whether a member has a financial interest in the matter being discussed. The minutes must record any declarations of financial interests and the member's abstention from any discussion and voting on the matter.

*LAMIA, ss 6 & 7.*

## 20.8 Non-financial conflicts of interests

Non-financial interests involve questions about whether the judgement of a member of a local authority (or local or community board) could be affected by a separate interest, or duty, which that member may have in relation to a particular matter. If a member considers that they have a non-financial conflict of interest in a matter they must not take part in the discussions about that matter, or any subsequent vote.

The member must leave the table when the matter is considered but does not need to leave the room. The minutes must record the declaration and member's subsequent abstention from discussion and voting.

Neither the chairperson, nor the meeting, may rule on whether a member has a non-financial interest in the matter being discussed.

## 20.9 Qualified privilege for meeting proceedings

Any oral statement made at any meeting of the local authority in accordance with the rules adopted by the local authority for guiding its proceedings is privileged, unless the statement is proved to have been made with ill will, or took improper advantage of the occasion of publication.

*LGOIMA, s 53.*

## 20.10 Qualified privilege additional to any other provisions

The privilege referred to above is in addition to any other privilege, whether absolute or qualified, that applies because of any other enactment or rule of law applying to any meeting of the local authority.

*LGOIMA, s 53.*

## 20.11 Electronic devices at meetings

Electronic devices and phones can only be used to advance the business of a meeting. Personal use may only occur at the discretion of the chair. A chairperson may require that an electronic device is switched off if:

- I. its use is likely to distract a meeting from achieving its business, or,
- II. a member is found to be receiving information or advice from sources not present at the meeting that may affect the integrity of the proceedings.

## 21. General rules of debate

### 21.1 Chairperson may exercise discretion

The application of any procedural matters in this section of the Standing Orders, such as the number of times a member may speak or when a chair can accept a procedural motion to close or adjourn a debate, is subject to the discretion of the chairperson.

### 21.2 Time limits on speakers

The following time limits apply to members speaking at meetings:

- (a) Movers of motions when speaking to the motion – not more than 5 minutes;
- (b) Movers of motions when exercising their right of reply – not more than 5 minutes; and
- (c) Other members – not more than 5 minutes.

Time limits can be extended if a motion to that effect is moved, seconded and supported by a majority of members present.

### 21.3 Questions to staff

During a debate members can ask staff questions about the matters being discussed. Questions must be asked through the chairperson, and how the question is to be dealt with is at the chairperson's discretion.

### 21.4 Questions of clarification

At any point in a debate a member may ask the chairperson for clarification about the nature and content of the motion which is the subject of the debate and/or the particular stage the debate has reached.

### 21.5 Members may speak only once

A member, depending on the choice of options for speaking and moving set out in SO 22.2 -22.4, may not speak more than once to a motion at a meeting of the council, except with permission of the chairperson. Members can speak more than once to a motion at a committee or subcommittee meeting with the chairperson's permission.

### 21.6 Limits on number of speakers

If three speakers have spoken consecutively in support of, or in opposition to, a motion, the Chairperson may call for a speaker to the contrary. If there is no speaker to the contrary, the Chairperson must put the motion after the mover's right of reply.

Members speaking must, if requested by the chairperson, announce whether they are speaking in support of, or opposition to, a motion.

### 21.7 Seconder may reserve speech

A member may second a motion or amendment without speaking to it, reserving the right to speak until later in the debate.

### 21.8 Speaking only to relevant matters

Members may only speak to;

- I. any matter before the meeting
- II. a motion or amendment which they propose, and
- III. to raise a point of order arising out of debate,

Members must confine their remarks strictly to the motion or amendment they are speaking to.

The chairperson's rulings on any matters arising under this Standing Order are final and not open to challenge.

### 21.9 Restating motions

At any time during a debate a member may ask, for their information, that the chairperson restate a motion and any amendments; but not in a manner that interrupts a speaker.

### 21.10 Criticism of resolutions

A member speaking in a debate may not unduly criticise the validity of any resolution, except by a notice of motion to amend or revoke the resolution.

### 21.11 Objecting to words

When a member objects to any words used by another member in a speech and wants the minutes to record their objection, they must object at the time when the words are used and before any other member has spoken. The chairperson must order the minutes to record the objection.

Note: This provision does not preclude a member from making a complaint at any time during, or after, a meeting about the use of inappropriate or offensive language.

### 21.12 Right of reply

The mover of an original motion has a right of reply. A mover of an amendment to the original motion does not. In their reply, the mover must confine themselves to answering previous speakers and not introduce any new matters.

A mover's right of reply can only be used once. It can be exercised either at the end of the debate on the original, substantive or substituted motion or at the end of the debate on a proposed amendment.

The original mover may speak once to the principal motion and once to each amendment without losing that right of reply. If a closure motion is carried, the mover of the motion may use their right of reply before the motion or amendment is put to the vote. The mover of the original motion may choose to indicate that they wish to reserve their right or reply until the closure motion.

### 21.13 No other member may speak

In exercising a right of reply, no other member may speak:

- I. After the mover has started their reply;
- II. After the mover has indicated that they want to forego this right; and



- III. Where the mover has spoken to an amendment to the original motion and the chairperson has indicated that he or she intends to put the motion.

### 21.14 Adjournment motions

The carrying of any motion to adjourn a meeting must supersede other business still remaining to be disposed of. Any such business must be considered at the next meeting. Business referred to, or referred back to, a specified committee or local or community board, is to be considered at the next ordinary meeting of that committee or board, unless otherwise specified.

### 21.15 Chairperson's acceptance of closure motions

The Chairperson may only accept a closure motion where there have been at least two speakers for and two speakers against the motion that is proposed to be closed, or the chairperson considers it reasonable to do so.

However, the chairperson must put a closure motion if there are no further speakers in the debate. When the meeting is debating an amendment, the closure motion relates to the amendment. If a closure motion is carried, the mover of the motion under debate has the right of reply after which the chairperson puts the motion or amendment to the vote.

## 22. General procedures for speaking and moving motions

### 22.1 Options for speaking and moving

This subsection provides three options for speaking and moving motions and amendments at a meeting of a local authority, its committees and subcommittees, and any local or community boards.

Option C applies unless, on the recommendation of the chairperson at the beginning of a meeting, the meeting resolves [*by simple majority*] to adopt either of the other two options for the meeting generally, or for any specified items on the agenda.

### 22.2 Option A

- The mover and seconder of a motion cannot move or second an amendment. (This does not apply when the mover or seconder of a motion to adopt a report of a committee wants to amend an item in the report. In this case the original mover or seconder may also propose or second the suggested amendment).

- Only members who have not spoken to the original, or substituted, motion may move or second an amendment to it.
- The mover or seconder of an amendment, whether it is carried (in which case it becomes the substantive motion) or lost, cannot move or second a subsequent amendment.
- Members can speak to any amendment and, provided they have not spoken to the motion or moved or seconded an amendment, they can move or second further amendments.
- The meeting, by agreement of the majority of members present, may amend a motion with the agreement of the mover and seconder.

### 22.3 Option B

- The mover and seconder of a motion cannot move or second an amendment. (This does not apply when the mover or seconder of a motion to adopt a report of a committee wants to amend an item in the report. In this case the original mover or seconder may also propose or second the suggested amendment).
- Any members, regardless of whether they have spoken to the original or substituted motion, may move or second an amendment to it.
- The mover or seconder of an amendment that is carried can move or second a subsequent amendment. A mover or seconder of an amendment which is lost cannot move or second a subsequent amendment.
- Members can speak to any amendment.
- The meeting by agreement of the majority of members present may amend a motion with the agreement of the mover and seconder.

### 22.4 Option C

- The mover and seconder of a motion can move or second an amendment.
- Any members, regardless of whether they have spoken to the original or substituted motion, may move or second an amendment to it.
- The mover or seconder of an amendment whether it is carried or lost can move or second further amendments.
- Members can speak to any amendment.
- The meeting by agreement of the majority of members present may amend a motion with the agreement of the mover and seconder.

## 23. Motions and amendments

### 23.1 Proposing and seconding motions

All motions, and amendments moved during a debate, must be seconded (including notices of motion). The chairperson may then state the motion and propose it for discussion. A motion should be moved and seconded before debate but after questions.

Amendments and motions that are not seconded are not valid and should not be entered in the minutes.

Note: Members who move or second a motion are not required to be present for the entirety of the debate.

### 23.2 Motions in writing

The chairperson may require movers of motions and amendments to provide them in writing, signed by the mover.

### 23.3 Motions expressed in parts

The chairperson, or any member, can require a motion that has been expressed in parts to be decided part by part.

### 23.4 Substituted motion

Where a motion is subject to an amendment the meeting may substitute the motion with the amendment, provided the mover and seconder of the original motion agree to its withdrawal. All members may speak to the substituted motion.

### 23.5 Amendments to be relevant and not direct negatives

Every proposed amendment must be relevant to the motion under discussion. Proposed amendments cannot be similar to an amendment that has already been lost. An amendment cannot be a direct negative to the motion or the amended motion. Reasons for not accepting an amendment can include:

- a) Not directly relevant
- b) In conflict with a carried amendment
- c) Similar to a lost amendment
- d) Would negate a committee decision if made under delegated authority
- e) In conflict with a motion referred to the governing body by that meeting
- f) Direct negative.

Please note that amendments that are significantly different must comply with the decision-making provisions of Part 6 of the LGA 2002.

### 23.6 Foreshadowed amendments

The meeting must dispose of an existing amendment before a new amendment can be moved. However, members may foreshadow to the chairperson that they intend to move further amendments as well as the nature of the content of those amendments.

### 23.7 Carried amendments

Where an amendment is carried, the meeting will resume the debate on the original motion as amended. This will now be referred to as the substantive motion. Members who have not spoken to the original motion may, depending on the choice of options for speaking and moving set out in Standing Orders 22.2 – 22.4, speak to the substantive motion, and may move or second a further amendment to it.

### 23.8 Lost amendments

Where an amendment is lost, the meeting will resume the debate on the original or substituted motion. Any member who has not spoken to that motion may, depending on the choice of options for speaking and moving set out in Standing Orders 22.2 – 22.4, speak to it, and may move or second a further amendment.

### 23.9 Where a motion is lost

In a situation where a substantive motion that recommends a course of action is lost a new motion, with the consent of the Chairperson, may be proposed to provide direction.

### 23.10 Withdrawal of motions and amendments

Once a motion or amendment has been seconded the mover cannot withdraw it without the agreement of the majority of the members who are present and voting.

The mover of an original motion, which has been subject to an amendment that has been moved and seconded, cannot withdraw the original motion until the amendment has either been lost or withdrawn by agreement, as above.

### 23.11 No speakers after reply or motion has been put

A member may not speak to any motion once:

- (a) The mover has started their right of reply in relation to the motion; and
- (b) The Chairperson has started putting the motion.

## 24. Revocation or alteration of resolutions

### 24.1 Member may move revocation of a decision

A member may give the chief executive a notice of motion for the revocation or alteration of all or part of a previous resolution of the council, subordinate body, local or community board. The notice must set out:

- (a) The resolution or part of the resolution which the member proposes to revoke or alter;
- (b) The meeting date when the resolution was passed;
- (c) The motion, if any, which the member proposes to replace it with; and
- (d) Sufficient information to satisfy the decision-making provisions of sections 77-82 of Part 6, of the LGA 2002.

If the mover of the notice of motion is unable to provide this information, or the decision is likely to be deemed a significant decision, the notice of motion should provide that the proposal is referred to the chief executive for consideration and report.

### 24.2 Revocation must be made by the body responsible for the decision

If a resolution is made under delegated authority by a committee, subcommittee or subordinate decision-making body, or a local or community board, only that body may revoke or amend the resolution, assuming the resolution is legally made.

This provision does not prevent the body that made the delegation from removing or amending a delegation given to a subordinate body or local board or community board.

*LGA 2002, sch 7, cl 30(6).*

### 24.3 Requirement to give notice

A member must give notice to the chief executive at least 5 working days before the meeting at which it is proposed to consider the motion. The notice is to be signed by not less than one third of the members of the local authority, including vacancies. Notice can be sent via email and include the scanned electronic signatures of members. If the notice of motion is lost, no similar notice of motion which is substantially the same in purpose and effect may be accepted within the next twelve months.

### 24.4 Restrictions on actions under the affected resolution

Once a notice of motion to revoke or alter a previous resolution has been received no irreversible action may be taken under the resolution in question until the proposed notice of motion has been dealt with.

Exceptions apply if, in the opinion of the chairperson:

- (a) The practical effect of delaying actions under the resolution would be the same as if the resolution had been revoked;
- (b) By reason of repetitive notices, the effect of the notice is an attempt by a minority to frustrate the will of the local authority or the committee that made the previous resolution.

In either of these situations, action may be taken under the resolution as though no notice of motion had been given to the chief executive.

#### 24.5 Revocation or alteration by resolution at same meeting

A meeting may revoke or alter a previous resolution made at the same meeting where, during the course of the meeting, it receives fresh facts or information concerning the resolution. In this situation 75 per cent of the members present and voting must agree to the revocation or alteration.

#### 24.6 Revocation or alteration by recommendation in report

The local authority, on a recommendation in a report by the chairperson, chief executive, or any committee or subcommittee, local or community board, may revoke or alter all or part of a resolution passed by a previous meeting. The chief executive must give at least two clear working days' notice of any meeting that will consider a revocation or alteration recommendation.

*LGA 2002, sch 7, cl 30(6).*

### 25. Procedural motions

#### 25.1 Procedural motions must be taken immediately

A procedural motion to close or adjourn a debate will take precedence over other business, except points of order and rights of reply. If the procedural motion is seconded the chairperson must put it to the vote immediately, without discussion or debate. A procedural motion to close or adjourn debate can be taken after two speakers have spoken for the motion and two against or, in the chairperson's opinion, it is reasonable to accept the closure motion.

#### 25.2 Procedural motions to close or adjourn a debate

Any member who has not spoken on the matter under debate may move any one of the following procedural motions to close or adjourn a debate:

- (a) That the meeting be adjourned to the next ordinary meeting (unless the member states an alternative time and place);
- (b) that the motion under debate should now be put (a closure motion);
- (c) That the item being discussed should be adjourned to a specified time and place and not be further discussed at the meeting;

- (d) That the item of business being discussed should lie on the table and not be further discussed at this meeting; (items lying on the table at the end of the triennium will be deemed to have expired); and
- (e) That the item being discussed should be referred (or referred back) to the relevant committee or local or community board.

A member seeking to move a procedural motion must not interrupt another member who is already speaking.

### 25.3 Voting on procedural motions

Procedural motions to close or adjourn a debate must be decided by a majority of all members who are present and voting. If the motion is lost no member may move a further procedural motion to close or adjourn the debate within the next 15 minutes.

### 25.4 Debate on adjourned items

When debate resumes on items of business that have been previously adjourned all members are entitled to speak on the items.

### 25.5 Remaining business at adjourned meetings

Where a resolution is made to adjourn a meeting, the remaining business will be considered at the next meeting.

### 25.6 Business referred to the council, committee or local or community board

Where an item of business is referred (or referred back) to a committee or a local or community board, the committee or board will consider the item at its next meeting unless the meeting resolves otherwise.

### 25.7 Other types of procedural motions

The chairperson has discretion about whether to allow any other procedural motion that is not contained in these Standing Orders.

## 26. Points of order

### 26.1 Members may raise points of order

Any member may raise a point of order when they believe these Standing Orders have been breached. When a point of order is raised, the member who was previously speaking must stop speaking and sit down (if standing).

## 26.2 Subjects for points of order

A member who is raising a point of order must state precisely what its subject is.

Points of order may be raised for the following subjects:

- (a) Disorder – to bring disorder to the attention of the chairperson;
- (b) Language – to highlight use of disrespectful, offensive or malicious language;
- (c) Irrelevance – to inform the chair that the topic being discussed is not the matter currently before the meeting;
- (d) Misrepresentation – to alert the chair of a misrepresentation in a statement made by a member, an officer or a council employee;
- (e) Breach of standing order – to highlight a possible breach of a standing order while also specifying which standing order is subject to the breach; and
- (f) Recording of words – to request that the minutes record any words that have been the subject of an objection.

## 26.3 Contradictions

Expressing a difference of opinion or contradicting a statement by a previous speaker does not constitute a point of order.

## 26.4 Point of order during division

A member may not raise a point of order during a division, except with the permission of the chairperson.

## 26.5 Chairperson's decision on points of order

The chairperson may decide a point of order immediately after it has been raised, or may choose to hear further argument about the point before deciding. The chairperson's ruling on any point of order, and any explanation of that ruling, is not open to any discussion and is final.

Should a point of order concern the performance of the chair, then the chair will refer the point of order to the deputy chair or, if there is no deputy, another member to hear arguments and make a ruling.

## 27. Notices of motion

### 27.1 Notice of intended motion to be in writing

Notice of intended motions must be in writing signed by the mover, stating the meeting at which it is proposed that the intended motion be considered, and must



be delivered to the chief executive at least 5 clear working days before such meeting. [Notice of an intended motion can be sent via email and include the scanned electronic signature of the mover].

Once the motion is received the chief executive must give members notice in writing of the intended motion at least 2 clear working days' notice of the date of the meeting at which it will be considered.

## 27.2 Refusal of notice of motion

The chairperson may direct the chief executive to refuse to accept any notice of motion which:

- (a) Is disrespectful or which contains offensive language or statements made with malice; or
- (b) Is not related to the role or functions of the local authority or meeting concerned; or
- (c) Contains an ambiguity or a statement of fact or opinion which cannot properly form part of an effective resolution, and where the mover has declined to comply with such requirements as the chief executive officer may make; or
- (d) Is concerned with matters which are already the subject of reports or recommendations from a committee to the meeting concerned; or
- (e) Fails to include sufficient information as to satisfy the decision-making provisions of the LGA 2002, ss 77-82. If the mover of the notice of motion is unable to provide this information, or the decision is likely to be deemed a significant decision, the notice of motion should provide that the proposal is referred to the chief executive for consideration and report; or
- (f) Concerns a matter where decision-making authority has been delegated to a subordinate body or a local or community board.

Reasons for refusing a notice of motion should be provided to the mover. Where the refusal is due to (f) the notice of motion may be referred to the appropriate committee or board.

## 27.3 Mover of notice of motion

Notices of motion may not proceed in the absence of the mover unless moved by another member authorised to do so, in writing, by the mover.

## 27.4 Alteration of notice of motion

Only the mover, at the time the notice of motion is moved and with the agreement of a majority of those present at the meeting, may alter a proposed notice of motion. Once moved and seconded no amendments may be made to a notice of motion.

## 27.5 When notices of motion lapse

Notices of motion that are not moved when called for by the chairperson must lapse.

## 27.6 Referral of notices of motion

Any notice of motion received that refers to a matter ordinarily dealt with by a committee of the local authority or a local or community board must be referred to that committee or board by the chief executive.

Where notices are referred the proposer of the intended motion, if not a member of that committee, must have the right to move that motion and have the right of reply, as if a committee member.

## 27.7 Repeat notices of motion

When a motion has been considered and rejected by the local authority or a committee, no similar notice of motion may be accepted within the next 12 months, unless signed by not less than one third of all members, including vacancies.

Where a notice of motion has been adopted by the local authority no other notice of motion which, in the opinion of the chairperson has the same effect, may be put while the original motion stands.

## 28. Minutes

### 28.1 Minutes to be evidence of proceedings

The local authority, its committees, subcommittees and any local and community boards must keep minutes of their proceedings. These minutes must be kept in hard or electronic copy, authorised by a chairperson's manual or electronic signature once confirmed by resolution at a subsequent meeting. Once authorised the minutes are the *prima facie* evidence of the proceedings they relate to.

*LGA 2002, sch 7, cl 28.*

### 28.2 Matters recorded in minutes

The chief executive must keep the minutes of meetings. The minutes must record:

- (a) The date, time and venue of the meeting;
- (b) The names of the members present;
- (c) The chairperson;
- (d) Any apologies or leaves of absences;
- (e) Member absent without apology or leave of absence;

- (f) Member absent on council business;
- (g) The arrival and departure times of members;
- (h) Any failure of a quorum;
- (i) A list of any external speakers and the topics they addressed;
- (j) A list of the items considered;
- (k) Items tabled at the meeting;
- (l) The resolutions and amendments related to those items including those that were lost, provided they had been moved and seconded in accordance with these Standing Orders;
- (m) The names of all movers, and seconders;
- (n) Any objections made to words used;
- (o) All divisions taken and, if taken, a record of each members' vote;
- (p) the names of any members requesting that their vote or abstention be recorded;
- (q) Any declarations of financial or non-financial conflicts of interest;
- (r) The contempt, censure and removal of any members;
- (s) Any resolutions to exclude members of the public;
- (t) The time at which the meeting concludes or adjourns; and
- (u) The names of people permitted to stay in public excluded.

Please Note: hearings under the RMA 1991, Dog Control Act 1996 and Sale and Supply of Alcohol Act 2012 may have special requirements for minute taking.

### 28.3 No discussion on minutes

The only topic that may be discussed at a subsequent meeting, with respect to the minutes, is their correctness.

### 28.4 Minutes of last meeting before election

The chief executive and the relevant chairpersons must sign, or agree to have their digital signature inserted, the minutes of the last meeting of the local authority and any local and community boards before the next election of members.

## 29. Keeping a record

### 29.1 Maintaining accurate records

A local authority must create and maintain full and accurate records of its affairs, in accordance with normal, prudent business practice, including the records of any matter that is contracted out to an independent contractor.

All public records that are in its control must be maintained in an accessible form, so as to be able to be used for subsequent reference.

*Public Records Act 2002, s 17.*

## 29.2 Method for maintaining records

Records of minutes may be kept in hard copy (Minute Books) and/or in electronic form. If minutes are stored electronically the repository in which they are kept must meet the following requirements:

- (a) The provision of a reliable means of assuring the integrity of the information is maintained; and
- (b) The information is readily accessible so as to be usable for subsequent reference.

*Contract and Commercial Law Act 2017, s 229(1).*

## 29.3 Inspection

Whether held in hard copy or in electronic form minutes must be available for inspection by the public.

*LGOIMA, s 51.*

## 29.4 Inspection of public excluded matters

The chief executive must consider any request for the minutes of a meeting, or part of a meeting, from which the public was excluded as if it is a request for official information in terms of the Local Government Official Information and Meetings Act 1987.

## Referenced documents

- Commissions of Inquiry Act 1908
- Crimes Act 1961
- Contract and Law Act 2017
- Financial Markets Conduct Act 2013
- Local Authorities (Members' Interests) Act 1968 (LAMIA)
- Local Electoral Act 2001 (LEA)
- Local Government Act 1974 and 2002 (LGA)
- Local Government Official Information and Meetings Act 1987 (LGOIMA)
- Marine Farming Act 1971
- Public Records Act 2005
- Resource Management Act 1991 (RMA)
- Sale and Supply of Alcohol Act 2012
- Secret Commissions Act 1910
- Securities Act 1978

## Appendix 1: Grounds to exclude the public

A local authority may, by resolution, exclude the public from the whole or any part of the proceedings of any meeting only on one or more of the following grounds:

- A1 That good reason exists for excluding the public from the whole or any part of the proceedings of any meeting as the public disclosure of information would be likely:
- (a) To prejudice the maintenance of the law, including the prevention, investigation, and detection of offences, and the right to a fair trial; or
  - (b) To endanger the safety of any person.
- A2 That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information where the withholding of the information is necessary to:
- (a) Protect the privacy of natural persons, including that of deceased natural persons; or
  - (b) Protect information where the making available of the information would:
    - i. Disclose a trade secret; or
    - ii. Be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.
  - (ba) In the case only of an application for a resource consent, or water conservation order, or a requirement for a designation or heritage order, under the Resource Management Act 1991, to avoid serious offence to tikanga Māori, or to avoid the disclosure of the location of waahi tapu; or
  - (c) Protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would:
    - i. Be likely to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied; or
    - ii. Be likely otherwise to damage the public interest.
  - (d) Avoid prejudice to measures protecting the health or safety of members of the public; or
  - (e) Avoid prejudice to measures that prevent or mitigate material loss to members of the public; or
  - (f) Maintain the effective conduct of public affairs through the protection of such members, officers, employees, and persons from improper pressure or harassment; or
  - (g) Maintain legal professional privilege; or

- (h) Enable any council holding the information to carry out, without prejudice or disadvantage, commercial activities; or
- (i) Enable any council holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations); or
- (j) Prevent the disclosure or use of official information for improper gain or improper advantage.

LGOIMA, s 7.

*Under A2 (above) the public may be excluded unless, in the circumstances of a particular case, the exclusion of the public is outweighed by other considerations which render it desirable and in the public interest that the public not be excluded.*

- A3 That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information, the public disclosure of which would:
  - (a) Be contrary to the provisions of a specified enactment; or
  - (b) Constitute contempt of Court or of the House of Representatives.
- A4 That the purpose of the whole or the relevant part of the proceedings of the meeting is to consider a recommendation made to that Council by an Ombudsman under section 30(1) or section 38(3) of this Act (in the case of a Council named or specified in Schedule 1 to this Act).
- A5 That the exclusion of the public from the whole or the relevant part of the proceedings of the meeting is necessary to enable the Council to deliberate in private on its decision or recommendation in:
  - (a) Any proceedings before a Council where:
    - i. A right of appeal lies to any Court or tribunal against the final decision of the Council in those proceedings;
    - ii. The Council is required, by any enactment, to make a recommendation in respect of the matter that is the subject of those proceedings; and
    - iii. Proceedings of a local authority exist in relation to any application or objection under the Marine Farming Act 1971.

LGOIMA, s 48.

## Appendix 2: Sample resolution to exclude the public

In accordance with section 48(1) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 of that Act (or sections 6, 7 or 9 of the Official Information Act 1982, as the case may be), it is moved:

- 1 that the public is excluded from:
- The whole of the proceedings of this meeting; (*deleted if not applicable*)
  - The following parts of the proceedings of this meeting, namely; (*delete if not applicable*)

The general subject of the matters to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds for excluding the public, as specified by s 48(1) of the Local Government Official Information and Meetings Act 1987, are set out below:

Meeting Item No. and subject	Reason for excluding the public	Grounds for excluding the public
		To prevent the disclosure of information which would— <ul style="list-style-type: none"> <li>i. be contrary to the provisions of a specified enactment; or</li> <li>ii. constitute contempt of court or of the House of Representatives (s.48(1)(b)).</li> </ul>
		To consider a recommendation made by an Ombudsman (s. 48(1)(c)).
		To deliberate on matters relating to proceedings where: <ul style="list-style-type: none"> <li>i. a right of appeal lies to a court or tribunal against the final decision of the councils in those proceedings; or</li> <li>ii. the council is required, by an enactment, to make a recommendation in respect of the matter that is the subject of those proceedings (s.48(1)(d)).</li> </ul>
		To deliberate on proceedings in relation to an application or objection under the Marine Farming Act 1971 (s.48(1)(d)).



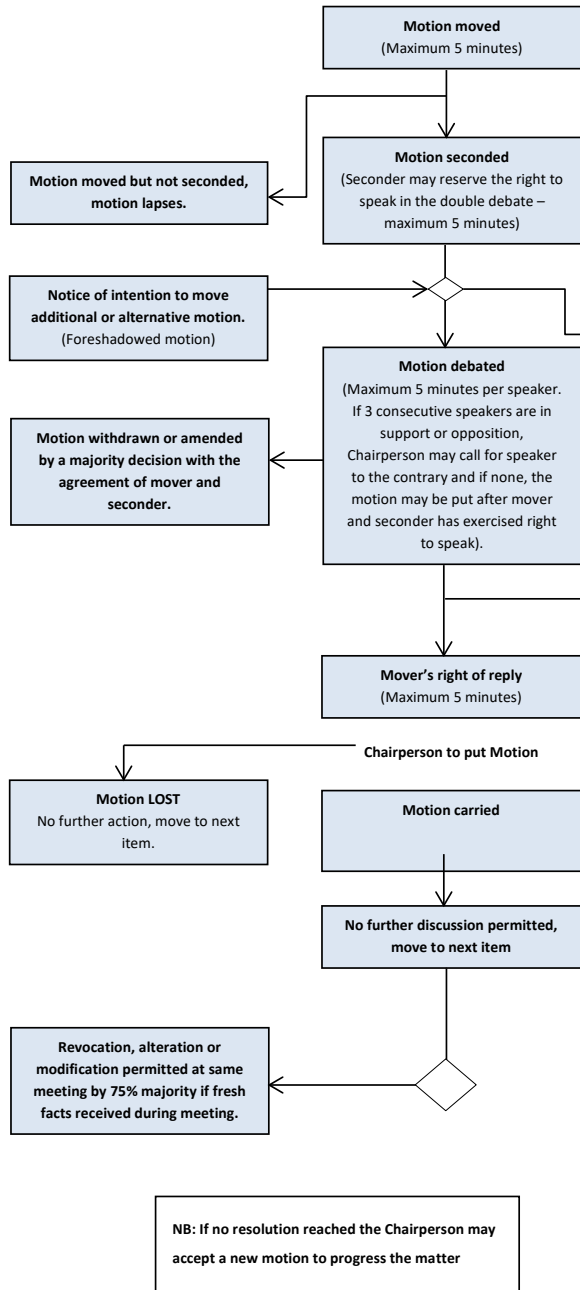
Meeting Item No. and subject	Reason for excluding the public	Grounds for excluding the public
		To carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) (s 7(2)(i)).
		To protect the privacy of natural persons, including that of deceased natural persons (s 7(2)(a)).
		To maintain legal professional privilege (s 7(2)(g)).
		To prevent the disclosure or use of official information for improper gain or advantage (s. 7(2)(j)).
		To protect information which if public would; <ul style="list-style-type: none"> <li>i. disclose a trade secret; or</li> <li>ii. unreasonably prejudice the commercial position of the person who supplied or who is the subject of the information (s 7(2)(b)).</li> </ul>
		To avoid serious offence to Tikanga Māori, or the disclosure of the location of waahi tapu in relation to an application under the RMA 1991 for; <ul style="list-style-type: none"> <li>• a resource consent, or</li> <li>• a water conservation order, or</li> <li>• a requirement for a designation or</li> <li>• an heritage order,</li> </ul> (s 7(2)(ba)).

Meeting Item No. and subject	Reason for excluding the public	Grounds for excluding the public
		<p>To protect information which is subject to an obligation of confidence where the making available of the information would be likely to:</p> <ul style="list-style-type: none"> <li>i. prejudice the supply of similar information, or information from the same source, where it is in the public interest that such information should continue to be supplied; or</li> <li>ii. would be likely otherwise to damage the public interest (s 7(2)(c)).</li> </ul>
		<p>To avoid prejudice to measures protecting the health or safety of members of the public (s 7(2)(d)).</p>
		<p>To avoid prejudice to measures that prevent or mitigate material loss to members of the public (s 7(2)(e)).</p>
		<p>To maintain the effective conduct of public affairs by protecting members or employees of the Council in the course of their duty, from improper pressure or harassment (s 7(2)(f)(ii)).</p>
		<p>To enable the council to carry out, without prejudice or disadvantage, commercial activities (s 7(2)(h)).</p>

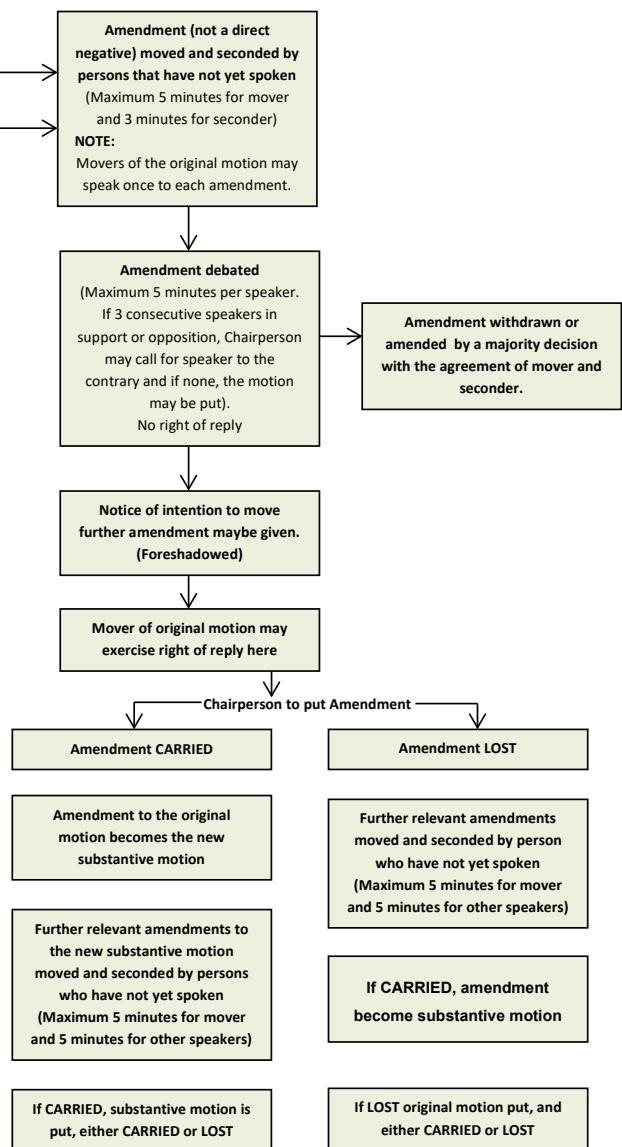
2. That (*name of person(s)*) is permitted to remain at this meeting after the public has been excluded because of their knowledge of (*specify topic under discussion*). This knowledge, which will be of assistance in relation to the matter to be discussed, is relevant to that matter because (*specify*). (*Delete if inapplicable.*)

### Appendix 3: Motions and amendments (Option A)

#### Motions without amendments

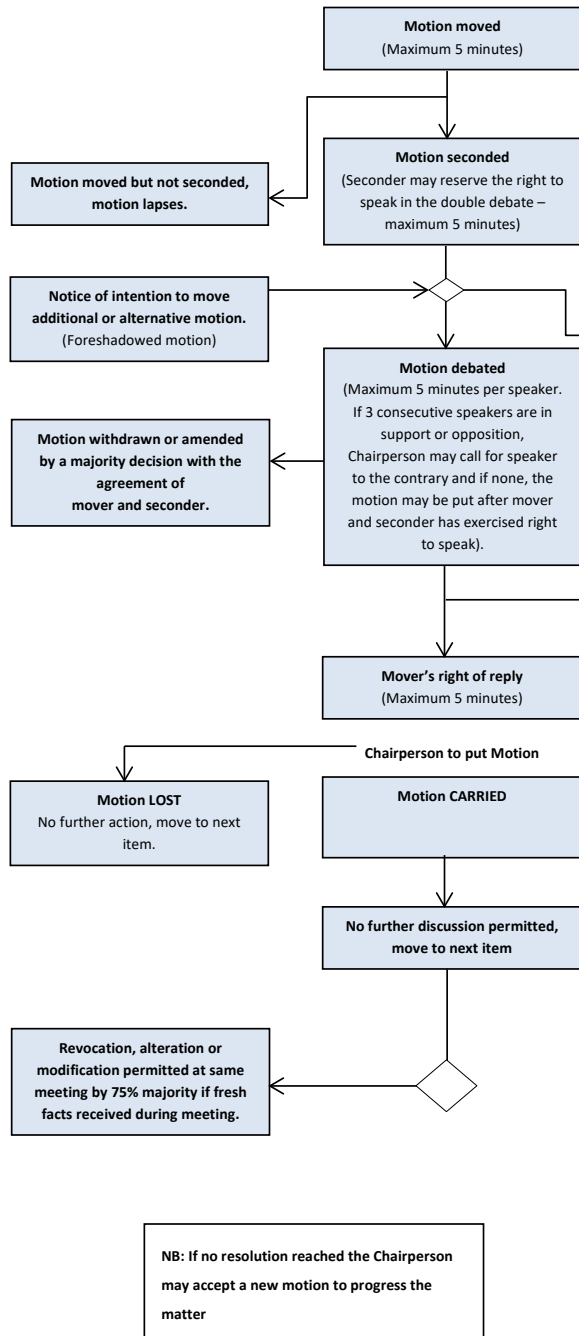


#### Motions with amendments

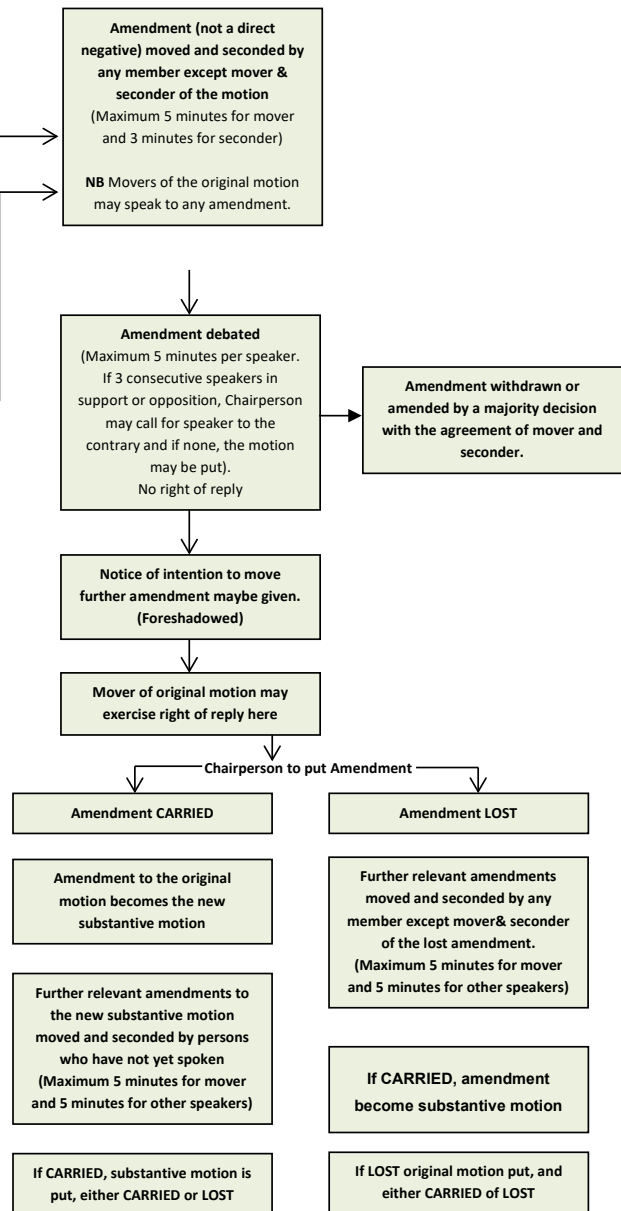


Appendix 4: Motions and amendments (Option B)

Motions without amendments

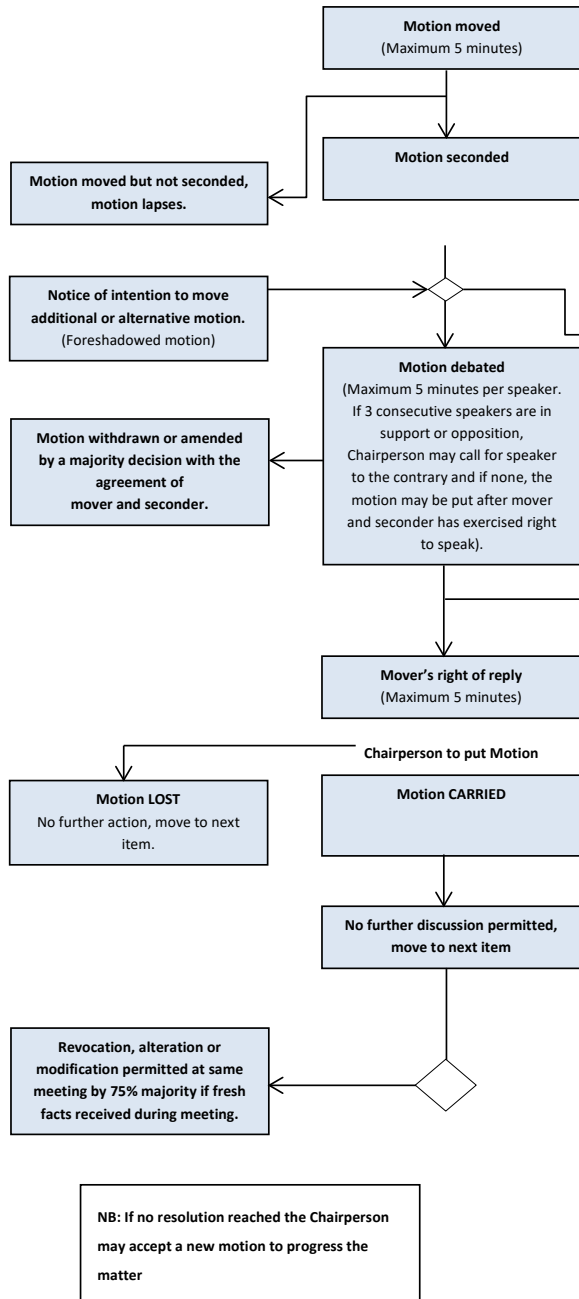


Motions with amendments

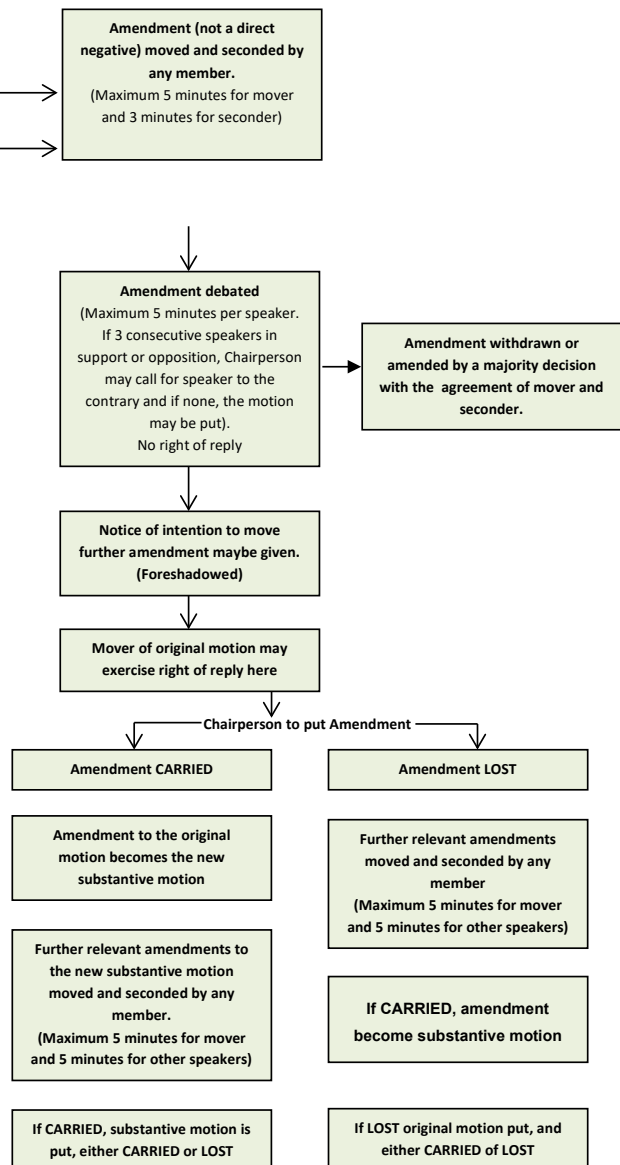


## Appendix 5: Motions and amendments (Option C)

### Motions without amendments



### Motions with amendments



Appendix 6: Table of procedural motions

Motion	Has the Chair discretion to refuse this Motion?	Is seconder required?	Is discussion in order?	Are amendments in order?	Is mover of procedural motion entitled to reply?	Are previous participants in debate entitled to move this motion?	Can a speaker be interrupted by the mover of this motion?	If lost, can motion be moved after an interval?	Position if an amendment is already before the Chair	Position if a procedural motion is already before the Chair	Remarks
(a) "That the meeting be adjourned to the next ordinary meeting, or to a stated time and place"	No	Yes	No	As to time and date only	No	No	No	Yes – 15 minutes	If carried, debate on the original motion and amendment are adjourned	If carried, debate on the original motion and procedural motion are adjourned	On resumption of debate, the mover of the adjournment speaks first. Members who have spoken in the debate may not speak again
(b) "That the motion under debate be now put (closure motion)"	No	Yes	No	No	No	No	No	Yes – 15 Minutes	If carried, only the amendment is put	If carried, only the procedural motion is put	The mover of the motion under debate is entitled to exercise a right of reply before the motion or amendment under debate is put
(c) "That the item of business being discussed be adjourned to a stated time and place"	No	Yes	No	As to time and date only	No	No	NO	Yes – 15 minutes	If carried, debate on the original motion and amendment are adjourned	If carried, debate on the original motion and procedural motion are adjourned	

Motion	Has the Chair discretion to refuse this Motion?	Is seconder required?	Is discussion in order?	Are amendments in order?	Is mover of procedural motion entitled to reply?	Are previous participants in debate entitled to move this motion?	Can a speaker be interrupted by the mover of this motion?	If lost, can motion be moved after an interval?	Position if an amendment is already before the Chair	Position if a procedural motion is already before the Chair	Remarks
(d) "That the item of business being discussed does lie on the table and not be discussed at this meeting"	No	Yes	No	No	No	No	No	Yes – 15 minutes	If carried, the original motion and amendment are both laid on the table	Motion not in order	
(e) "That the item of business being discussed be referred (or referred back) to the local authority or to the relevant committee"	No	Yes	No	As to committee, time for reporting back etc only	No	No	No	Yes – 15 minutes	If carried, the original motion and all amendments are referred to the committee	If carried, the procedural motion is deemed disposed of	
(f) "Points of order"	No – but may rule against	No	Yes – at discretion of chairperson	No	No	Yes	Yes	No	Point of order takes precedence	Point of order takes precedence	See standing order 3.14

## Appendix 7: Webcasting protocols

The provisions are intended as a good practice guide to local authorities that are webcasting meetings or planning to do so.

1. The default shot will be on the chairperson or a wide-angle shot of the meeting room.
2. Cameras will cover a member who is addressing the meeting. Cameras will also cover other key participants in a meeting, including staff when giving advice and members of the public when addressing the meeting during the public input time.
3. Generally interjections from other members or the public are not covered. However if the chairperson engages with the interjector, the interjector's reaction can be filmed.
4. PowerPoint presentations, recording of votes by division and other matters displayed by overhead projector may be shown.
5. Shots unrelated to the proceedings, or not in the public interest, are not permitted.
6. If there is general disorder or a disturbance from the public gallery, coverage will revert to the chairperson.
7. Appropriate signage will be displayed both in and outside the meeting room alerting people that the proceedings are being web cast.



## Appendix 8: Powers of a Chairperson

This Appendix sets out the specific powers given to the chairperson contained in various parts of these Standing Orders.

### Chairperson to decide all questions

The Chairperson is to decide all questions where these Standing Orders make no provision or insufficient provision. The chairperson's ruling is final and not open to debate.

### Chairperson to decide points of order (SO. 26.5)

The chairperson is to decide any point of order and may do so immediately after it has been raised or may first hear further argument before deciding. The ruling of the chairperson upon any point of order is not open to any discussion and is final. No point of order may be raised during a division except by permission of the chairperson.

### Items not on the agenda (SO.9.12)

Major items not on the agenda may be dealt with at that meeting if so resolved by the local authority and the chairperson explains at the meeting at a time when it is open to the public the reason why the item was not listed on the agenda and the reason why discussion of the item cannot be delayed until a subsequent meeting.

Minor matters not on the agenda relating to the general business of the local authority may be discussed if the chairperson explains at the beginning of the meeting, at a time when it is open to the public, that the item will be discussed at that meeting, but no resolution, decision or recommendation may be made in respect of that item except to refer it to a subsequent meeting.

### Chairperson's report (SO.9.6)

The chairperson, by report, has the right to direct the attention of the local authority to any matter or subject within the role or function of the local authority.

### Chairperson's recommendation (SO.9.5)

The chairperson of any meeting may include on the agenda for that meeting a chairperson's recommendation regarding any item brought before the meeting. The purpose of such a recommendation is to focus debate on a suggested motion.

### Chairperson's voting (SO19.3)

The chairperson at any meeting has a deliberative vote and, in the case of equality of votes, has a casting vote where Standing Orders make such provision.

Motion in writing (SO.23.2)

The chairperson may require the mover of any motion or amendment to submit it in writing signed by the mover.

Motion in parts (SO.23.3)

The chairperson may require any motion expressed in parts to be decided part by part.

Notice of motion (SO.27.2)

The chairperson may direct the chief executive to refuse to accept any notice of motion which:

- (a) Is disrespectful or which contains offensive language or statements made with malice; or
- (b) Is not within the scope of the role or functions of the local authority; or
- (c) Contains an ambiguity or statement of fact or opinion which cannot properly form part of an effective resolution, and the mover has declined to comply with such requirements as the chief executive may have made; or
- (d) Is concerned with matters which are already the subject of reports or recommendations from a committee to the meeting concerned.

Reasons for refusing a notice of motion should be provided to the proposer.

Where a notice of motion has been considered and agreed by the local authority, no notice of any other motion which is, in the opinion of the chairperson, to the same effect may be put again whilst such original motion stands.

Action on previous resolutions (SO.

If, in the opinion of the chairperson the practical effect of a delay in taking action on a resolution which is subject to a notice of motion, would be equivalent to revocation of the resolution; or if repetitive notices of motion are considered by the chairperson to be an attempt by a minority to frustrate the will of the meeting, action may be taken as though no such notice of motion had been given.

Repeat notice of motion (SO.27.7)

If in the opinion of the chairperson, a notice of motion is substantially the same in purport and effect to any previous notice of motion which has been considered and rejected by the local authority, no such notice of motion may be accepted within six months of consideration of the first notice of motion unless signed by not less than one third of the members of the local authority, including vacancies.

Revocation or alteration of previous resolution

A chairperson may recommend in a report to the local authority the revocation or alteration of all or part of any resolution previously passed, and the local authority meeting may act on such a recommendation in accordance with the provisions in these Standing Orders.

Chairperson may call a meeting

The chairperson:

- (a) May call a meeting to dispose of the business to be transacted following the lapsing of a meeting due to failure of a quorum, if such business cannot be delayed until the next scheduled meeting; and
- (b) May requisition an extra meeting to be held at a specified time and place, in order to conduct specified business.

Irrelevant matter and needless repetition (SO.21.8)

The chairperson's ruling preventing members when speaking to any motion or amendment from introducing irrelevant matters or indulging in needless repetition is final and not open to challenge.

Taking down words (SO.21.11)

The chairperson may order words used and objected to by any member, to be recorded in the minutes, provided such objection is made at the time the words are used and not after any other members have spoken.

Explanations

The chairperson may permit members to make a personal explanation in addition to speaking to a motion, and members who have already spoken, to explain some material part of a previous speech in the same debate.

Chairperson rising (SO.14.5)

Whenever the chairperson rises during a debate any member then speaking or offering to speak is to be seated and members are to be silent so that the chairperson may be heard without interruption.

Members may leave places (SO.14.6)

The chairperson may permit members to leave their place while speaking.

Priority of speakers (SO.14.7)

The chairperson must determine the order in which members may speak when two or more members indicate their wish to speak.

Minutes (SO.28.1)

The chairperson is to sign the minutes and proceedings of every meeting once confirmed. The chairperson and chief executive are responsible for confirming the correctness of the minutes of the last meeting of a local authority prior to the next election of members.

Questions of speakers (SO.16.3)

The chairperson may permit members to ask questions of speakers under public forum or deputations/presentations by appointment, for the purpose of obtaining information or clarification on matters raised by the speaker.

Withdrawal of offensive or malicious expressions (SO.20.3)

The chairperson may call upon any member to withdraw any offensive or malicious expression and may require the member to apologise for the expression.

Any member who refuses to withdraw the expression or apologise, if required by the chairperson, can be directed to withdraw from the meeting for a time specified by the chairperson.

Chairperson's rulings (SO.14.4)

Any member who refuses to accept a ruling of the chairperson, may be required by the chairperson to withdraw from the meeting for a specified time.

Disorderly behaviour (SO.20.4)

The chairperson may:

- (a) Require any member or member of the public whose conduct is disorderly or who is creating a disturbance, to withdraw immediately from the meeting for a time specified by the chairperson.
- (b) Ask the meeting to hold in contempt, any member whose conduct is grossly disorderly and where the meeting resolves to find the member in contempt, that resolution must be recorded in the minutes.

Failure to leave meeting (SO.20.6)

If a member or member of the public who is required, in accordance with a chairperson's ruling, to leave the meeting, refuses or fails to do so, or having left the meeting, attempts to re-enter without the permission of the chairperson, any member of the police or officer or employee of the local authority may, at the chairperson's request, remove or exclude that person from the meeting.

Audio or audio visual attendance (SO.13.10)

Where the technology is available and a member is attending a meeting by audio or audio-visual link, the chairperson must ensure that:

- (a) The technology for the link is available and of suitable quality; and
- (b) Procedures for using the technology in the meeting will ensure that:
  - i. Everyone participating in the meeting can hear each other;
  - ii. The member's attendance by audio or audio-visual link does not reduce their accountability or accessibility in relation to the meeting;
  - iii. The requirements of Part 7 of LGOIMA are met; and
  - iv. The requirements in these Standing Orders are met.

If the chairperson is attending by audio or audio visual link then chairing duties will be undertaken by the deputy chair or a member who is physically present.

## Appendix 9: Process for removing a chairperson or deputy Mayor from office

1. At a meeting that is in accordance with this clause, a territorial authority or regional council may remove its chairperson, deputy chairperson, or deputy Mayor from office.
2. If a chairperson, deputy chairperson, or deputy mayor is removed from office at that meeting, the territorial authority or regional council may elect a new chairperson, deputy chairperson, or deputy mayor at that meeting.
3. A meeting to remove a chairperson, deputy chairperson, or deputy Mayor may be called by:
  - (a) A resolution of the territorial authority or regional council; or
  - (b) A requisition in writing signed by the majority of the total membership of the territorial authority or regional council (excluding vacancies).
4. A resolution or requisition must:
  - (a) Specify the day, time, and place at which the meeting is to be held and the business to be considered at the meeting; and
  - (b) Indicate whether or not, if the chairperson, deputy chairperson, or deputy Mayor is removed from office, a new chairperson, deputy chairperson, or deputy Mayor is to be elected at the meeting if a majority of the total membership of the territorial authority or regional council (excluding vacancies) so resolves.
5. A resolution may not be made and a requisition may not be delivered less than 21 days before the day specified in the resolution or requisition for the meeting.
6. The chief executive must give each member notice in writing of the day, time, place, and business of any meeting called under this clause not less than 14 days before the day specified in the resolution or requisition for the meeting.
7. A resolution removing a chairperson, deputy chairperson, or deputy Mayor carries if a majority of the total membership of the territorial authority or regional council (excluding vacancies) votes in favour of the resolution.

*LGA 2002, sch 7, cl 18.*

## Appendix 10: Sample order of business

### Open section

- (a) Apologies
- (b) Declarations of interest
- (c) Confirmation of minutes
- (d) Leave of absence
- (e) Acknowledgements and tributes
- (f) Petitions
- (g) Public input
- (h) Local and/or community board input
- (i) Extraordinary business
- (j) Notices of motion
- (k) Reports of committees
- (l) Reports of local and/or community boards
- (m) Reports of the chief executive and staff
- (n) Mayor, deputy Mayor and elected members' reports (information)

### Public excluded section

- (o) Reports of committees
- (p) Reports of the chief executive and staff
- (q) Mayor, deputy Mayor and elected members' reports (information)

## Appendix 11: Process for raising matters for a decision

Matters requiring a decision at a meeting, may be placed on the meeting's agenda by a:

- Report of the chief executive;
- Report of the chairperson;
- Report of a committee;
- Report of a community or local board; or
- Notice of motion from a member.

Where a matter is urgent and has not been placed on an agenda, it may be brought before a meeting as extraordinary business by a:

- Report of the chief executive; or
- Report of the chairperson.

Although out of time for a notice of motion, a member may bring an urgent matter to the attention of the meeting through the chairperson.



## 8 REPORTS FOR INFORMATION

### 8.1 NZTA FUNDING FOR ROAD SAFETY PROMOTION AND FOOTPATH RENEWAL AND MAINTENANCE

**File Number:**

**Author:** Maseina Koneferenisi, General Manager Infrastructure and Assets

**Authoriser:** Kym Fell, Chief Executive

#### PURPOSE

The purpose of this report is to provide the Council with information on indicative funding allocations from NZTA for subsidised road safety, promotion, and footpath renewal/maintenance, as well as how the revised program will be adapted to meet these funding levels.

#### RECOMMENDATION

That Council **notes** the information provided in this report.

#### CONTEXT

Every three years, the NZTA Board endorses indicative funding allocations for continuous programmes as part of developing the 2024-27 National Land Transport Programme (NLTP). The Board has now provided funding allocations for Road Safety and Promotion and footpath maintenance and footpath capital renewals. NZTA subsidised or co funds this work at a 56% funding assistance rate (FAR), while the local share makes up 44% of the total submitted work programme. The local funding is set through long-term plan (LTP) and annual plan (AP) cycles.

In August 2024, the NZTA Board indicated that they will not be funding the full request for footpaths and road safety and promotion; their share of the funding request will be reduced by 64% for footpath maintenance and renewals and by 61% for Road Safety and promotion compared to what was requested through the NLTP. The table below shows the new NZTA allocations.

*Table 1: Three Year Funding requested vs Indicative Funding Allocated*

Activity Class	2024-27 Indicative Funding Allocation	2024-27 Funding Request	NZTA 2024-27 Allocation Compared to Request (%)
Footpath Maintenance and Renewals	\$868,000	\$2,410,000	36%
Road Safety and Promotion	\$309,000	\$799,000	39%

Road safety and promotion activities are carried out across the Wairarapa District by the Wairarapa Road Safety Council (WRSC), an NGO Incorporated Society established in 1988. For the past 10 years, this has been under management of Bruce Pauling.

The WRSC's current funding structure is co-funded by NZTA and the three Wairarapa Councils on a pro-rata basis, operating on a 3-year funding cycle like other subsidised road activities.

## ANALYSIS AND ADVICE

Given the reduction in co-funding from NZTA in both work categories, the forward work programmes for each activity have had to be redesigned. Both activities will still require a LTP local share to remain viable, the local share was approved through the LTP process. For the WRSC, to continue delivering their services across the Wairarapa the approved LTP funding is essential. It is also necessary to ensure our footpaths are maintained in the network at a reasonable standard and to prevent further deterioration to an unsatisfactory level of service.

### Footpath Maintenance and Renewals

Below is the revised summary of the yearly final allocation for the footpath maintenance and renewal activities class. This requires the full allocation set in the LTP process.

*Table 2 Initial footpath programme allocation*

Funding Source	3-Year Total	Year 1	Year 2	Year 3
Footpath Maintenance	351,204	109,607	117,280	124,317
Footpath Renewals	1,979,927	617,358	661,204	701,365
prof services	48,864	15,809	16,283	16772
<b>Total</b>	<b>2,409,995</b>	<b>752,774</b>	<b>804,767</b>	<b>852,454</b>

*Table 3: Revised Footpath Maintenance and Renewals with reduced NZTA funding and MDC Funding*

Funding Source	3-Year Total	Year 1	Year 2	Year 3
Approved NZTA	486,080	151,830	162,316	171,934
MDC Funded (Local Share)	1,060,398	331,221	354,097	375,080
<b>Total</b>	<b>1,546,478</b>	<b>483,050</b>	<b>516,414</b>	<b>547,014</b>

*Table 4 Program allocations between OPEX maintenance and capital renewals*

Activity	3-Year Total	Year 1	Year 2	Year 3
Footpath Maintenance/professional services	430,068	135,416	143,563	151,089
Footpath Renewals	1,116,410	347,634	372,851	395,925
<b>Total</b>	<b>1,546,478</b>	<b>483,050</b>	<b>516,414</b>	<b>547,014</b>

The capital footpath renewals program allocated the entire Year 2 funding for the Masterton Revamp project to renewing CBD footpaths, as agreed by the Council during LTP deliberations. This decision was based on the strategy to minimise costs for the CBD project, following the Council's decision to only replace water services and aging assets. The original Year 2 allocation for footpath renewals was \$661,204. The current new allocation is now insufficient (\$372,851) to resurface the CBD at existing estimated rates. This means the project will require additional funded debt of circa \$288k to make up the year two difference. A more accurate estimate will be provided once the CBD work has been rescoped and re-estimated.

Footpath maintenance is based on historical spending adjusted for escalation and driven by reactive work due to faults and asset deterioration. Therefore, the maintenance figure remains unchanged, with all reductions to budget and work applied to capital renewals.

With an allocation of \$347,634 versus \$617K for Year 1 and \$395,925 versus \$701K for Year 3, the revised footpath renewals program will cover approximately 4.5 km in Year 1 and 5 km in Year 3 (at current contract rates). This is compared to the originally estimated average replacement length of 8 km per year. As a result, the renewal program in Years 1 and 3 will now be \$575K less than the originally proposed programme.

### Road Safety Programme

*Table 5: Initial Road Safety Programme allocation*

Funding Source	3-Year Total	Year 1	Year 2	Year 3
Road Safety Community programme	799,000	250,000	264,000	285,000

The revised funding for the Wairarapa Road Safety Council (WRSC), co-funded by NZTA and the three Wairarapa Councils, is presented in Tables 6 and 7 below. The Manager of the WRSC, along with his Road Safety Educator, has worked within the reduced funding model and is confident that the program remains viable and meets the new eligibility criteria set out in the Government Policy Statement. The revised program has had to implement several cost-saving measures, including:

- **Staffing Adjustments:** the Manager will be advancing his retirement to December 2024 to reduce costs, and the WRSC is exploring a hot-desking arrangement and remote work options.
- **Program Redesign:** The program has been scaled back to align with the reduced budget and new funding eligibility while ensuring continued delivery across the three councils. Scaling back means halting the development of road safety advertising and removing local community safety messaging from billboards, radio, and digital channels – this will now be done through a national campaign program. Additionally, the program will reduce storage provisions for school bikes and cycle trailers. Reductions may also be necessary in training opportunities for school road safety sessions and young driver programs in secondary schools, as well as cutbacks in restraint clinics, cycle training coordination, leadership of the Wairarapa SADD group, and community group sessions.

The required funding level is now lower than what has been approved by each Council LTP. The annual average surplus across all Councils' approved year 2 and 3 LTP funding is \$57,425 per year.

*Table 6 Revised Road Safety Programme with NZTA and MDC Funding*

Funding Source	3-Year Total
Approved NZTA	173,040
Local Share	236,710
<b>Total</b>	<b>409,750</b>

*Table 7: Revised financials: Council retains local share funding + NZTA reduced indicative funding allocation*

Activity	3-Year Total	Year 1	Year 2	Year 3
MDC Share (57%)	134,925	62,700	36,112	36,112
CDC Share (20%)	47,342	22,000	12,671	12,671
SWDC Share (23%)	54,443	25,300	14,572	14,572
NZTA Share	173,040	57,680	57,680	57,680
<b>Total</b>	<b>409,750</b>	<b>167,680</b>	<b>121,035</b>	<b>121,035</b>

## SUMMARY OF CONSIDERATIONS

### Strategic, Policy and Legislative Implications

The programme direction aligns with the Council's Infrastructure Strategy and Long-Term Plan outcomes. The reduced footpath program will need to be monitored in terms of condition survey results, with reporting on our key performance indicators (KPIs) for footpaths as part of the annual plan process. Should the average footpath condition begin to deteriorate, further discussions may be required to consider increasing renewal quantities and therefore funding.

The development of the 2024-27 National Land Transport Programme (NLTP) is guided by the Government's transport priorities, as set out in the Government Policy Statement on Land Transport 2024 (GPS 2024). In addition to providing strategic direction, the GPS 2024 sets the funding ranges for each activity class. This is how NZTA prioritises investment. Our program is in alignment with the GPS, the asset management plan, and community levels of service.

### Significance, Engagement and Consultation

The information does not trigger criteria under the Significance and Engagement Policy to require community engagement or consultation.

## **Financial Considerations**

There is no further LTP funding required for programmed footpath renewals in Years 1 and 3 because we will do less work to align with the financial envelope. However, additional funding will be needed once project works for the CBD services replacement project and aging infrastructure have been scoped and estimated.

The Road Safety and Promotion program delivered through WRSC is being implemented with less funding than was allocated in the LTP. This will result in a surplus of allocated funding for Years 1-3 of the LTP.

## **Implications for Māori**

There are no specific implications for Māori or iwi.

## **Environmental/Climate Change Impact and Considerations**

The allocation of funds for footpath maintenance aligns with the climate action plan's objective of establishing accessible and safe areas where residents can fulfil most of their daily needs within a 20-minute walk, cycle, or local public transport trip, thereby reducing reliance on motor vehicles. Although the reduction in spending does not affect the overall length of footpaths, the decreased renewals could potentially impact usability for some residents. To mitigate this, renewal and maintenance efforts will be prioritised and directed towards areas with the greatest need whenever possible.

## **NEXT STEPS**

The Footpath renewal program will be established for Years 1 and 3, and sites will be scheduled into our contractor's forward work program. Further planning and investigation will confirm the footpath program required for the CBD and address the Year 2 funding shortfall.

The Road Safety Council will schedule and deliver the revised road safety and promotion activities in line with the reduced funding allocations.

## **ATTACHMENTS**

1. Letter Chief Executive NZTA to CE Masterton District Council [↓](#)



[www.nzta.govt.nz](http://www.nzta.govt.nz)

44 Bowen Street  
Private Bag 6995  
Wellington 6141  
New Zealand  
T 64 4 894 5400  
F 64 4 894 6100  
[www.nzta.govt.nz](http://www.nzta.govt.nz)

03 September 2024

Kym Fell  
Chief Executive Officer  
Masterton District Council  
Email: [kym.fell@mstn.govt.nz](mailto:kym.fell@mstn.govt.nz)  
Cc: [garyc@mstn.govt.nz](mailto:garyc@mstn.govt.nz); [Emma.speight@nzta.govt.nz](mailto:Emma.speight@nzta.govt.nz)

Dear Kym,

#### **2024-27 National Land Transport Programme – Final decisions**

The NZ Transport Agency Waka Kotahi (NZTA) Board has now adopted the 2024-27 National Land Transport Programme (NLTP). The NLTP is our commitment to the Government's priorities for the land transport system set out in the Government Policy Statement on land transport 2024 (GPS 2024). These are boosting economic growth and productivity, increasing resilience and maintenance, improving safety and focusing on value for money.

Thank you for the huge amount of time and effort you've put into developing your submissions and supporting documentation. It's only through working closely together that we've been able to develop this NLTP.

#### **Greater Wellington Investment for 2024-27**

- A total of \$3.3 billion is forecast to be invested in Greater Wellington in the 2024-27 National Land Transport Programme (NLTP) period.
- Investment in Greater Wellington during the 2024-27 NLTP will focus on building greater resilience into the network with improvements to both the roading network and public transport system.
- The \$3.3 billion forecast investment includes:
  - \$337m forecast maintenance operations investment
  - \$331m forecast for pothole prevention
  - \$1.1b forecast improvements investment
  - \$1.3b forecast public transport investment
  - \$2.5m forecast safety investment
  - \$195m forecast walking and cycling investment

#### **Greater Wellington investment highlights for 2024-27**

- Work will progress on 2 Roads of National Significance - Petone to Grenada Link Road and the Cross Valley Link, and SH1 from Wellington CBD to the airport, including a second Mount Victoria Tunnel and Basin Reserve upgrade.
- Complete stage 2 of the SH58 safety improvements, a Road of Regional Significance
- Progress the SH2 Melling Transport Improvements
- Invest in new trains to deliver increased capacity on the Wairarapa and Manawatū lines
- Continue work on the Ngā Ūranga ki Pito-One (Ngauranga to Petone) section of Te Ara Tupua

- Improve safety and resilience of almost 212 lane kilometres of state highways through targeted maintenance operations and pothole prevention.
- Build a Commercial Vehicle Safety Centre on SH1 Mackays Crossing.

**More information**

This factsheet includes key highlights of our investment in Greater Wellington. For more information on the 2024–27 NLTP, visit our website.

Attachment 1 sets out your continuous programme allocations and your low-cost, low risk programme allocation.

The complete list of activities included in the NLTP can be viewed [here](#).

**Ministerial Expectations in GPS 2024**

GPS 2024 includes a Statement of Ministerial Expectations for NZTA and the sector in general. This statement recognises the need for active cooperation of all players in the sector to deliver the results for the land transport system that New Zealanders want and deserve.

NZTA is expected to ensure that road controlling authorities and public transport authorities follow the Ministerial expectations where applicable. In particular, it is expected that the NZTA will ensure Ministerial expectations are incorporated into the requirements placed on other road controlling and public transport authorities as a condition of inclusion of their projects in the National Land Transport Programme (NLTP).

We've reflected in Attachment 2 how approved organisations can actively support the delivery of the Minister's expectations in GPS 2024. I would also urge you to ensure that you and your staff are familiar with the contents of the GPS including Section 5 where the expectations are set out.

**Conditions of inclusion in the NLTP and funding**

Alongside adoption of the NLTP, the NZTA Board also approved terms and conditions that apply to NLTP funding approvals during this NLTP period for activities of approved organisations or NZTA (for its own activities). These terms and conditions are set out in Attachment 3 and tie in the general requirements and conditions set out on NZTA's website and any other conditions attached by NZTA to funding of any specific activity. They also reflect and support the Ministerial expectations highlighted above.

These terms and conditions provide that NZTA may develop and provide to approved organisations (and NZTA (for its own activities)) other specific requirements to achieve Ministerial expectations (including measures to assess whether an approved organisation is making appropriate progress), and self-assessment and reporting requirements to demonstrate the steps that an approved organisation has taken to meet relevant expectations and any specific requirements. We are currently in the process of considering what specific requirements, self-assessment and reporting requirements are needed to achieve the Ministerial expectations. We will provide these to you once they have been developed. Generally, this is likely to include requiring:

- periodic self-evaluation and reporting of your performance against Ministerial expectations, including identifying improvements in practices to enhance performance;
- monitoring alignment with Ministerial expectations by NZTA as part of future investment audits.

We also anticipate that the reconstituted Road Efficiency Group (REG) will support opportunities for benchmarking, sharing of best practice, use of REG tools etc. to assist in meeting these expectations.

The Director of Regional Relationships for your region, Emma Speight, will be in contact with you to answer any questions you may have relating to the decisions made and to discuss any questions or concerns you may have. However, please feel free to contact her at your own convenience.

We look forward to continuing to work closely with you in coming months as we work to deliver on the Government's priorities.

Yours sincerely



Nicole Rosie  
Chief Executive



**Attachment 1**  
**Approved investment for 2024-27 NLTP – Masterton District Council**

**Continuous programme allocation**

The NZTA Board has endorsed the final allocations for your continuous programmes as shown in the table below.

<b>Activity Class</b>	<b>2024-27 indicative funding allocation</b>	<b>2024-27 funding allocation at NLTP adoption</b>
Local Road Pothole Prevention	\$29,132,000	\$29,132,000
Local Road Operations	\$13,267,000	\$13,267,000
Bridge & Structure Renewals	\$1,000,000	\$1,000,000
Walking and Cycling	\$868,000	\$868,000
Safety	\$309,000	\$309,000

*The figures above are in total cost which is both local and NLTF share.*

**Low cost, low risk allocation**

In this NLTP, given the available funding and existing commitments, coupled with the specific priorities of the GPS, LCLR programmes were only affordable in the state highway improvements and local road improvements activity classes for high GPS aligned activities. The activities in your LCLR programme in these activity classes did not meet this threshold.

*For more project specific detail, please discuss with your investment advisor.*

*In addition to the LCLR allocations outlined above, NLTP 2024-27 establishes a new \$100m fund for low cost (<\$2m) improvements that are targeted at delivering on the GPS strategic priorities of economic growth and productivity, increased resilience, and value for money.*

*The new fund will be available to low cost low risk projects that deliver on these strategic priorities and are assessed by NZTA as having a high GPS alignment or high net present value. Please contact your NZTA maintenance investment advisor for further detail regarding access to this fund.*

## Attachment 2

### Supporting delivery on the Minister of Transport's expectations outlined in GPS 2024

#### *A focus on delivery*

Approved organisations are expected to:

- demonstrate contribution of their proposed activities to the GPS strategic priorities and GPS expectations.
- actively seek to progress and deliver their funded activities in line with the GPS expectations.
- ensure their business cases are focussed on the primary transport objective(s) of their projects, are completed in a timely fashion to control costs and deliver on the strategic priorities of the GPS.
- maintain a tight control on the scope and cost of their projects and adopt a “no frills” approach. (GPS 2024 gives examples of “no frills” and NZTA is considering providing further guidance around this approach).

#### *A focus on core business*

Road controlling authorities are expected to:

- act primarily as delivery agencies (alongside NZTA), recognising that the Ministry of Transport is to lead the oversight and development of policy for New Zealand's transport system.

#### *A focus on value for money*

Approved organisations are expected to:

- choose the most advantageous combination of whole of life cost and infrastructure quality to meet a “no frills” specification that delivers the primary transport objective of the project in the most cost-effective manner. This requires identifying the project's primary objectives and will affect option selection. (NZTA is currently revising its guidance in this regard).
- monitor its operational expenditure to ensure that it is achieving value for money and that it can deliver within approved NLTF funding approvals. Reporting on operational expenditure continues to be via Transport Investment Online. Forecasting future expenditure continues to be via the Programme Monitor on a quarterly basis.
- focus on providing services that meet the needs and expectations of users.
- in the case it has approved funding for a road safety promotion programme, will identify the most cost effective and beneficial method for carrying out that programme. This may be supporting national advertising, rather than engaging in regional or local advertising and only engaging in advertising where necessary.

Road controlling authorities are expected to:

- obtain value for money by keeping costs under control and identifying savings that can be reinvested back into maintaining or improving the land transport network.
- actively seek to reduce expenditure on temporary traffic management through a risk-based approach while maintaining safety of workers and road users.
- report expenditure on temporary traffic management in a way that these costs can be reported by NZTA to the Minister each month. This requires requesting contractors to itemise TTM costs in their contract claims.
- consider the use of standardising design or delivery of building and maintaining roading infrastructure where appropriate to do so to obtain value for money.
- be open to new models of delivery that are likely to result in better and smarter services and/or lower costs.
- for proposed investments in walking and cycling, undergo robust consultation with community members and business owners that could be affected by the investment, prior to any investment decisions being made.

#### *Consider other revenue sources and other funding and delivery models*

Approved organisations are expected to:

- consider relevant funding and financing options in relation to each of their projects.
- consider relevant sources of third party funding in relation to their projects and actively pursue those deemed suitable and include in each project's funding mix.
- consider relevant delivery models that represents value for money and balance appropriate levels of risk and timely delivery.

*Increased focus on performance and efficiency*

Road controlling authorities are expected to:

- comply with requirements in the NZTA Performance and Efficiency Plan that are relevant to an RCA. These relate to management of programmes, asset management practices, price/quality trade-offs for maintenance and operations expenditure, business case and cost estimation, managing overheads and back-office costs, and other GPS requirements and Ministerial expectations.
- monitor and provide information to NZTA to enable monthly reporting to the Minister on delivery of the Performance and Efficiency Plan.
- review their activity management plans in order to improve long-term maintenance outcomes by increasing the percentage of rehabilitation of the local road network towards 2% per annum. RCAs will deliver in accordance with approved funding for 2024-27 and will identify what funding is required to lift to 2% in future years.
- review their activity management plans in order to achieve long-term maintenance outcomes by increasing resurfacing the local road network towards 9% per annum. RCAs will deliver in accordance with approved funding for 2024-27 and will identify what funding is required to lift to 9% in future years.
- demonstrate progress towards fixing potholes on local roads within 24 hours of inspection. This requires best endeavours where it is value for money to repair potholes within that timeframe. RCAs will report on a monthly basis the response times for repairing potholes on its local road network.

*Specific expectations relating to public transport*

Public transport authorities are expected to:

- actively work towards increasing farebox recovery by 30 June 2027. This includes operating within approved funding of public transport continuous programmes, reviewing services that are delivering very low farebox recovery and considering appropriate fares.
- support and actively work towards transition to, delivery of and operation of the National Ticketing Solution in partnership with NZTA. This includes aligning concessionary fare structures with national policy to make the National Ticketing Solution cost effective and value for money for customers.

*Supporting NZTA to report on the expectations*

Approved organisations are expected to:

- use best endeavours to support NZTA in reporting on progress towards meeting the Minister's expectations in relation to GPS 2024 by providing information relating to their respective local transport networks.

**Attachment 3**

**Terms and Conditions of NLTF funding for activities during NLTP 2024-2027 period**

- 1 The following terms and conditions apply to the approval by NZTA of funding from the National Land Transport Fund (**NLTF**) during the 2024-2027 NLTP period for approved activities carried out by an approved organisation or NZTA (for its own activities).
- 2 The approved organisation or NZTA (for its own activities):
  - 2.1 must comply with all the general requirements and conditions set out on NZTA's website (as amended from time to time)( [2024-27 NLTP investment requirements | NZ Transport Agency Waka Kotahi \(nzta.govt.nz\)](https://www.nzta.govt.nz/2024-27-nltp-investment-requirements)) applying to organisations who receive NLTF funding for approved activities, and any other conditions that NZTA attaches to funding of any activity (including those conditions communicated to approved organisations when advising indicative funding allocations for continuous programmes);
  - 2.2 must take all reasonable and practicable steps available to it to support it:
    - (1) meeting the Minister of Transport's expectations for the land transport sector set out in Section 5 of the Government Policy Statement on land transport 2024/25–2033/34(including as those expectations are communicated in writing by NZTA for particular types of funding or activity); and
    - (2) satisfying any other requirements and conditions specified by NZTA in relation to an approved activity and a particular Ministerial expectation; and
  - 2.3 must comply with any self-assessment and reporting requirements linked to Ministerial expectations (referred to below).
- 3 NZTA may develop (and update) and provide to approved organisations and NZTA (for its own activities):
  - 3.1 other specific requirements to achieve Ministerial expectations (including measures to assess whether an approved organisation is making appropriate progress); and
  - 3.2 self-assessment and reporting requirements to demonstrate the steps that an approved organisation has taken to meet relevant expectations and any specific requirements.
- 4 If NZTA determines that:
  - 4.1 the steps taken (or the progress being made) by an approved organisation, or NZTA for its own activities, to meet relevant expectations or any specific requirement is not satisfactory; or
  - 4.2 an approved organisation, or NZTA for its own activities, has failed to comply with the self-assessment and reporting requirements,

NZTA may, at its discretion:

  - 4.3 require the approved organisation, or NZTA, to provide further information to NZTA and/or propose how it will address or remedy the matter;
  - 4.4 amend the funding approval for the relevant approved activities to lower the amount of funding approved; and/or
  - 4.5 withhold (or make subject to additional supplemental conditions) funding for that approved activity.



## **8.2 ANNUAL REPORT 2023-2024 UPDATE**

**File Number:**

**Author:** David Paris, General Manager Finance

**Authoriser:** Kym Fell, Chief Executive

### **PURPOSE**

The purpose of this report is to present draft aspects of Council's 2023/2024 financial result prior to Audit New Zealand review, and to provide an update on end-of-year non-financial measures and Annual Report progress.

### **RECOMMENDATIONS**

That Council

1. Receives the update on the 2023/24 Annual Report process including the draft year-end financial summary statements and an update on non-financial performance measures; and
2. Notes key dates for the 2023/24 Annual Report process.

### **CONTEXT**

The Local Government Act 2002 (LGA) requires all councils to prepare an Annual Report at the end of each financial year. Council's financial year end was 30 June 2024.

The LGA requires Council to adopt the Annual Report by 31 October.

### **ANALYSIS AND ADVICE**

The purpose of an annual report is:

- to compare the actual activities and performance of the Council against what was planned for that year in the Long-Term Plan and the Annual Plan; and
- to promote accountability to the community for the decisions made throughout the year.

The 2023/24 Annual Report is reporting on Year 3 of the 2021-2031 Long-Term Plan and budgets that were set in the 2023/24 Annual Plan. It covers the period from 1 July 2023 to 30 June 2024.

The Annual Report will be divided into four sections:

- An overview of our people, our place, and our future: This will include information about our community and the Council, relationships with key partners and the Council's long-term vision and community outcomes.
- An overview of the year at a glance: This will include a summary of the Council's performance and financials.

- Detailed performance information by each of activity: This will include full commentary on the Council’s performance for each activity, along with statements of service, and case studies of some key projects.
- Financial reporting: This will include full financial reporting that meets Public Benefit Entity (PBE) financial reporting standards and include reporting required by the Local Government (Financial Reporting and Prudence) Regulations 2014.

The Finance team have reached a point with the Annual Report preparation to be able to produce some draft, high level statements that provide a summary of performance against budgets. Those statements are shown below, with associated commentary on what has caused variances from budgets.

<b>Statement of Revenue &amp; Expenditure</b>					
<b>12 Months Year to Date</b>	<b>12 months</b>		<b>12 months</b>		<b>Full Year Plan</b>
to 30 Jun 2024	<b>2023/24</b>	<b>2023/24</b>			
<b>Revenue</b>	<b>Actual</b>	<b>Plan</b>	<b>Variance</b>		<b>2023/24</b>
Rates Revenue*	41,076,010	40,891,298	184,712	0.5%	40,891,297
Interest Received (external)	1,626,495	1,184,750	441,745	37.3%	1,184,750
Roading Subsidies	17,609,122	22,022,969	(4,413,847)	-20.0%	22,022,968
Financial Contributions	2,317,249	2,123,500	193,749	9.1%	2,123,500
Fees, Charges & Other Revenue	11,552,831	11,848,725	(295,894)	-2.5%	21,124,580
<b>Total Operating Revenue</b>	<b>74,181,707</b>	<b>78,071,241</b>	<b>(3,889,535)</b>	<b>-5.0%</b>	<b>87,347,095</b>
<b>Expenses</b>					
Personnel Costs	14,710,060	14,723,796	13,736	0.1%	14,723,796
Other Operating Expenditure	28,230,324	27,479,963	(750,361)	-2.7%	27,537,524
Interest Expense	3,236,710	2,965,665	(271,045)	-9.1%	2,965,665
Depreciation & amortisation	18,968,975	18,946,210	(22,765)	-0.1%	18,946,210
<b>Total Operating Expenses</b>	<b>65,146,069</b>	<b>64,115,634</b>	<b>(1,030,435)</b>	<b>-1.6%</b>	<b>64,173,195</b>
<b>Operating Surplus/(Deficit)</b>	<b>\$9,035,638</b>	<b>\$13,955,607</b>	<b>(\$4,919,969)</b>	<b>-35.3%</b>	<b>\$23,173,900</b>

\*Rates Revenue excludes rates on Council properties

**2023/24 12 Months to 30 Jun 2024**

<b>Rates Requirement Summary</b>	<b>2023/24</b>	<b>2023/24</b>	<b>Variance</b>		<b>2023/24</b>
<i>DRAFT</i>	<b>Actual</b>	<b>Plan</b>			<b>Full Year Plan</b>
RATES REQUIRED BY ACTIVITY	\$	\$	\$	%	\$
<b>Transport</b>					
Roading	9,158,813	8,834,721	(324,094)	-3.7%	8,834,721
<b>Water Services</b>					
Urban Water supply	4,719,362	4,522,195	(197,167)	-4.4%	4,522,194
Rural Water supplies & races	145,756	152,816	7,060	4.6%	152,816
<b>Wastewater Services</b>					
Urban Sewerage system	7,904,263	7,556,951	(347,312)	-4.6%	7,556,951
Rural Sewerage systems	442,780	441,570	(1,210)	-0.3%	441,570
<b>Stormwater Services</b>					
Stormwater	939,547	922,216	(17,331)	-1.9%	922,216
<b>Solid Waste Services</b>					
Solid Waste Services	1,407,515	1,312,958	(94,557)	-7.2%	1,312,957
<b>Community Facilities/Activities</b>					
Parks, Reserves & Sportsfields	3,481,283	3,543,262	61,979	1.7%	3,543,263
Trust House Recreation Centre	1,593,609	1,503,867	(89,742)	-6.0%	1,503,867
Cemeteries	188,699	167,941	(20,758)	-12.4%	167,941
Library & Archive	2,836,752	2,841,295	4,543	0.2%	2,841,295
District Building	519,514	511,274	(8,240)	-1.6%	511,275
Housing for Elderly	224,307	195,593	(28,714)	-14.7%	195,593
Other Property	1,064,973	1,027,257	(37,716)	-3.7%	1,027,256
Hood Airport	482,640	427,755	(54,885)	-12.8%	427,755
Mawley Holiday Park	168,844	153,971	(14,873)	-9.7%	153,971
<b>Regulatory Services</b>					
Resource Mgmt & Planning	1,212,553	1,259,158	46,605	3.7%	1,259,158
Building Development	1,120,151	1,144,840	24,689	2.2%	1,144,840
Environmental Services	677,202	712,562	35,360	5.0%	712,562
Parking Control	19,411	2,729	(16,682)		\$2,729
Animal Services	204,805	138,455	(66,350)	-47.9%	138,455
Emergency Management	283,327	284,033	706	0.2%	284,033
<b>Leadership, Strategy &amp; Corporate Services</b>					
Representation	783,318	918,808	135,490	14.7%	918,808
Internal Functions (net)	(789,663)	-	789,663		0
Community Development	1,131,262	1,126,373	(4,889)	-0.4%	1,126,373
Arts & Culture	554,543	562,232	7,689	1.4%	562,232
Economic Devlpmt	917,517	912,958	(4,559)	-0.5%	912,958
Environmental Initiatives	408,661	451,208	42,547	9.4%	451,208
<b>Total Rates Requirement</b>	<b>\$ 41,801,745</b>	<b>\$ 41,628,998</b>	<b>(\$172,748)</b>	<b>-0.4%</b>	<b>\$ 41,628,998</b>
<b>RATES INCOME</b>					
Masterton District Council rates	41,655,013	41,528,998	126,015	0.3%	41,528,998
Penalty Income	347,765	275,000	72,765		275,000
Rates Remissions	(207,103)	(175,000)	(32,103)		(175,000)
<b>Net Rates Income</b>	<b>\$ 41,795,675</b>	<b>\$ 41,628,998</b>	<b>\$ 166,677</b>	<b>0.4%</b>	<b>\$ 41,628,998</b>
<b>Surplus/(Deficit) of Rates</b>	<b>(\$6,070)</b>	<b>\$ 0</b>	<b>(\$6,071)</b>	<b>0.0%</b>	<b>\$ 0</b>



The Draft Rates Requirement Summary to 30 June 2024 shows the Council's net spending of rates funding at \$41.8 million, 0.4% more than the level planned. After allowing for the Rates Income positive variance, the bottom line is a small deficit, but very close to Plan.

The \$41.8 million rates funding is \$167k better than plan due to more value being rateable in July 2023 than was anticipated when the rates-in-the-\$ were set. Also, income for rates penalties have been ahead of planned. This \$167k surplus revenue nearly offsets the rates expenditure deficit.

This result is before allocation of corporate overheads, so variances in each activity are not offset by corporate overhead savings. The Rates Requirement results are net of external revenue and where there has been budgeted funding to/from reserves, those transfers have been allowed for.

The close to Plan result has been achieved by transferring from Interest Reserves, an unbudgeted \$100k – being some of the better-than-planned interest earned. This allocation of interest from reserves has been applied to part-offset the Roothing shortfall.

### **Commentary on significant variances of Rates Requirements**

- **Roothing** \$9.16m is 3.7% more rates required than budgeted. There has been more spent on maintenance and less spent on the renewals programme or minor improvements and they have largely offset each other. Repair and recovery work relating to weather events has progressed, with some \$13.55m worth of work paid for against a Plan total of \$18.9m. The balance of the recovery work has been carried into the 2024/25 year. Not all of the work done has qualified for subsidy at 76%. The Council's share of the work has been budgeted as loan funded. Other areas in Roothing where budgets have been exceeded are street trees and CBD cleaning. Also interest costs are more than budgeted as short-term debt funding was needed for more than half the year until NZTA allowed subsidy claims to be made.

It is suggested that the \$500k that was planned to be applied to bring the Storm Damage fund back towards a positive balance, be used first to offset the overspend in 2023/24. The fund began the year with a deficit of \$1.62 million.

- **Urban Water** \$4.72m has run 4.4% more than planned (\$197k) due largely to costs of responding to a higher level of water reticulation repairs than planned. There were also unplanned holding costs for a water tank that is due to be installed in Manuka Street. The water treatment plant chemicals costs and monitoring software costs have also exceeded the level planned.
- **Wastewater** urban is \$7.90m or 4.6% more than planned (\$347k) is due largely to unbudgeted costs associated with the temporary sewer pump arrangement at the Colombo Road bridge being required for longer than expected. Also costs of sewer mains and laterals maintenance and cleaning has been more than planned. Sales of baleage from the wastewater plant achieved 42% ahead of the \$180k income budget.
- **Solid Waste** rates cost of \$1.40m is more than planned by 7.2%. Waste tonnages received at the transfer station have been 9.7% less than the level planned. Direct costs of waste disposal are proportionately lower, but the lower tonnages mean less revenue to contribute to the fixed costs of operating Nursery Road transfer station. The waste levy returned to the Council was \$489k versus a budget of \$430k. This funding is applied to delivery of the WMMP, including delivering recycling services to Masterton residents. Costs of \$173k were 56% higher than planned for E-waste disposal.

- **Community Facilities** net costs are \$10.56 million, which is \$188k (1.8%) more than planned. Within that result individual areas are both under and over budget. Trust House Recreation Centre has cost \$89k (6.0%) more than planned due to costs of deferred maintenance during the shutdown in period. Also, the contract washup with Belgravia has meant the Council has contributed towards the extra costs the operator has incurred during the year. This relates to higher electricity prices than expected.  
  
Cemetery expenditure is over due to project work to clean up the Riverside northern area. The Lawn Cemetery Reserve Fund cannot be called on as the balance is committed to other upgrade work. Other variances include higher legal fees for airport leases and the Panama land process.
- **Regulatory** functions net costs are \$3.51 million versus a budget of \$3.54 million. Planning, Building Services and Environmental Health departments have all achieved cost savings. Parking revenue is close to planned, but costs have exceeded plan by 8.0%. Animal Services costs are 7.7% up on planned as after-hours call outs and legal costs both exceeded the level planned.
- **Representation** activity has run at below the plan. Cost savings have included consultation and survey budgets not spent and external consultants that were budgeted for CE performance reviews not used.
- Across the Council's asset management and corporate functions there have been net savings achieved resulting in \$790k less rates required. More interest earned on investments than planned has contributed to this result as well as efficiencies made in the Customer Services, Strategic Planning, CE's Office, Comms and HR activity areas. Higher than planned audit fees and valuation costs for infrastructural assets have both contributed to costs being over budget in the Finance area.
- Summary Statement of Capital Expenditure shows \$34.34 million spent which is 69% of the full year capital budget total.
- Commentary on variances and progress on some the major capital projects is included in the Statements on the following pages.

<b>Draft Summary Statement of Capital Expenditure</b>				<b>Comments</b>
12 months to 30 June 2024	<b>Actual</b> 2023/24	<b>Plan</b> 2023/24	<b>Full Year</b> <b>Variance</b> 2023/24	
	\$000s	\$000s	\$000s	
Roading - subsidised	6,796	8,122	1,326	This includes the urban and rural renewals programme as well as minor improvements work (co-funded by Waka Kotahi). Variances are managed across both maintenance (opex) and renewal (capex) work programmes with this underspend offsetting an overspend against the subsidised maintenance programme (opex).
Roading - non-subsidised	775	977	202	This area includes budget for South Entrance revamp and Kitchener to Gordon Street extension. There was an overspend against budget on the extension which are offset by underspends on the South Entrance and central CBD upgrade budgets.
Roading - Emergency Works	13,526	18,920	5,394	Full year budget of \$19m was not spent in the financial year, so will flow over into the 24/25 financial year. The expenditure relates to Hale, Gabrielle and June/July event reinstatement work. The original \$19m allowed for was the total cost of the works identified before more robust timing of expenditure was known. Budget has been allowed in Yr 1 of the LTP to complete.
Water Services	3,646	2,588	(1,058)	Water reticulation renewals are overspent against budget for the year. This overspend is a combination of increased spend on renewing water connections instead of just repairing, a catchup from contracts let in prior years for water main renewals programme and relaying of the main in Kitchener St for road and stormwater alignment.
Wastewater Services	4,371	6,415	2,044	Normal wastewater reticulation renewals were on budget with an underspend against the Better Off Funded wastewater renewals. An additional \$2.115m of BOF funding was allocated in the financial year taking the total renewals budget to \$3.3m. Unspent BOF funding will roll over to the 24/25 financial year to continue spending in this area - around \$700k of the underspend reported. Colombo Rd bridge sewer pump station has been completed in the year. Millard Avenue sewer work of \$1.3m has been deferred which accounts for the remaining underspend.
Stormwater Services	280	692	412	Stormwater renewal projects were largely completed as expected. The underspend relates to a provision for stopbank and flood protection improvements which no longer need to be utilised.
Solid Waste Services	94	421	327	There was a \$400k budget for the year relating to transfer station renewals. This mainly relates to pit flooring repairs. Initial designs are complete, work needs to be done so as not to disrupt operations. Start date now in 24/25 financial year resulting in an underspend against this budget for this year. Other spending relates to roof repairs (insurance related).
Parks, Reserves & Sportsfields	587	2,180	1,593	This is a diverse range of budgets relating to parks, reserves and sports building upgrades. The larger budgets are for Memorial Park upgrades, Henley Lake level management, upgrading the Henley Lake playgrounds (co-funding with Lions) and sports building upgrades. Douglas Villa ramp, demolition of the tennis pavilion and work around the South Park building have been completed. The main drivers for the year end underspend are Henley Lake playground (\$130k), sports facilities buildings budget (\$300k) - carried forward to 24/25, henley lake level management - moved to 26/27 (\$410k) and Memorial park upgrades (\$550k) - carried forward to 24/25.
Wellbeings (Amenities)	51	347	296	The majority of the budget is for a youth hub solution at the skatepark. This has been budgeted for completion in the 2024/25 financial year.

*Non-Financial Performance Measures*

Most of the non-financial performance measures were reported to the Audit and Risk Committee on 14 August 2024. Two measures related to water usage (loss and consumption) were not available to report at that time. These measures are included in this report, along with revised results for two previously reported measures [refer to Table 5 for more information].

Incorporating these changes (discussed in more detail below), overall, 2023/24 year-end performance remains stronger than it was in 2022/23. In 2023/24 35 measures out of 43 (81.4%) have been achieved, compared to 33 (76.7%) in 2022/23 [refer to Table 1 for more information]. The improvement is largely driven by an increase in the number of wastewater and regulatory services measures that have been achieved [refer to Table 2].

*Table 1: Final year end results (2023/24 compared to 2022/23)*

	<b>2023/24 (current year)</b>	<b>2022/23 (previous year)</b>
Achieved	81.4% (35)	76.7% (33)
Not Achieved	16.3% (7)	20.9% (9)
Unable to measure	2.3% (1)	2.3% (1)
<b>Total measures</b>	<b>43</b>	<b>43</b>

*Table 2: Number of measures achieved by activity (2023/24 compared to 2022/23)*

<b>Number of Measures Achieved:</b>	<b>2023/24 (current year)</b>	<b>2022/23 (current year)</b>
Roads (6 measures)	4	5
Water Supply (9 measures)	5	7
Wastewater (6 measures)	6	3
Stormwater (5 measures)	4	4
Solid Waste (3 measures)	3	3
Community Facilities & Activities (6 measures – 1 no longer available to report)	5	5
Regulatory (8 measures)	8	6
<b>Total:</b>	<b>35</b>	<b>33</b>

Water Loss

The Department of Internal Affairs Water Loss Guidelines (WLG) sets out two approaches for calculating water loss: a water balance methodology, and a night flow measurement.

In previous years, the Council has used a night flow measurement approach, using a single lowest nighttime flow with allowances for real use for key users, including hospitals, schools and JNL Ltd, and for households.

As part of the audit of the 2022/23 Annual Report, Audit New Zealand reviewed our approach and recommended we change to a water balance approach. The WLG note that any water loss calculation that “is not based on an annual water balance can only be regarded as an indicative

value”. The 2022/23 Annual Report notes MDC’s intention to move to a water balance approach for future water loss calculations.

The water balance approach has been applied to the 2023/24 results. Given that, results are not directly comparable with results from previous years. To enable some comparison, the new approach to calculating water loss has been retrospectively applied to the previous two years [refer to Table 3].

*Table 3: Comparison of two alternative approaches to calculate the percentage of real water loss from MDC's reticulation system*

Year	Previous approach	Recommended approach
2023/24	-	45%
2022/23	32.4%	47%
2021/22	32.5%	47%

Note: These numbers are to be regarded as indicative as per WLG. They will be used as a baseline against an improved quality set of data following the introduction of water meters and our hydraulic model for the water network.

Water Consumption

The 2023/24 result for water consumption is included in the table below, along with results for the previous two years [refer to Table 4].

*Table 4: Consumption of drinking water*

Year	Result
2023/24	664 litres/person/day
2022/23	586 litres/person/day
2021/22	578 litres/ person/day

There is low confidence in the consumption numbers. Accuracy will be tested up against monthly meter reads.

Roading

The Council has a footpath renewal program aimed at improving the condition of footpaths in the district. One-third of the network is assessed each year, resulting in a lag in condition scoring. This scoring informs the performance measure for footpaths - ‘Percentage of footpaths where the condition falls within the level of service defined in MDC's Asset Management Plan’.

In August we reported this measure as being ‘Achieved’ however, having reconciled lag data, the result has been updated to ‘Not Achieved’ with 86.3% (181km of 210km) of footpaths surveyed to June 2024 rated excellent, good or fair/average against a target of 90%.

Stormwater

In August 2024 the result of the measure “Number of complaints received about the performance of MDC's stormwater system” was incorrectly labelled as achieved. This has been corrected.

Table 5: New and updated performance measures for 2023/24

Measure	2023/24 Annual Target	YE Result 2023/24	YE Result 2022/23	YE Result 2021/22
<i>New results for year-end 2023/24</i>				
Percentage of real water loss from MDC's reticulation system (calculated using minimum night flow) <b>(Mandatory measure)</b>	Year 3: No more than 32.5%*  *Based on the previous calculation so not directly comparable to the 2023/24 result	<b>Not achieved</b> 45%	<b>N/A</b> 47% (applying new methodology)  Previously reported as 32.4% under old methodology, against a target of no more than 32.5%.	<b>N/A</b> 47% (applying new methodology)  Previously reported as 32.5% under old methodology, against a target of no more than 37%.
Average consumption of drinking water per day per resident within the district. (Demand management). <b>(Mandatory Measure)</b>	Year 2: No more than 578 litres/person/day	<b>Not achieved</b> 664 litres/person/day	<b>Not Achieved</b> 586 litres/person/day	<b>Achieved</b> 578 litres/person/day
<i>Updated results for year-end 2023/24</i>				
Number of complaints received about the performance of MDC's stormwater system <b>(Mandatory Measure)</b>	Less than or equal to 3/1000	<b>Not achieved*</b> 3.22 complaints/1000 connections Actual: 29 complaints  * Results reported to Audit and Risk were correct,	<b>Not achieved</b> 10.11 complaints/1000 connections Actual: 91 complaints	<b>Not achieved</b> 4.11 complaints/1000 connections Actual: 37 complaints

		but the outcome was mis-labelled as “Achieved”		
Percentage of footpaths where the condition falls within the level of service defined in MDC's Asset Management Plan <b>(Mandatory Measure)</b>	90% of footpaths are rated excellent, good or fair/average	<b>Not achieved</b>  86.3%*  181km of 210km network length of footpath surveyed to June 2024 was rated excellent, good or average.  *Result was reported to Audit and Risk as “Achieved: 94.1% (198 km / 210 km).	<b>Achieved</b>  91.7%  196.2km of 214km network length of footpath surveyed to June 2023 was rated excellent, good or average	<b>Achieved</b>  92%  193km of 210km of the footpath network surveyed to June 2022 was condition rated excellent, good or fair.

### **Audit of the Annual Report**

Under the Public Audit Act 2001, the Auditor-General is required to carry out annual audits of all public organisations. Audit New Zealand undertake Masterton District Council’s audit on behalf of the Auditor General. An auditor gives an independent opinion on an organisation’s financial and service performance statements. These statements are an important part the annual report. The auditor’s opinion provides guidance on the reliability of the information in the annual report and must be completed prior to the adoption of the annual report.

Audit New Zealand completed an interim audit in July 2024.

Audit New Zealand will return to complete the final audit of the Annual Report from 30 September 2024 to 25 October 2024.

### **Adopting and Publishing the Annual Report**

The 2023/24 Annual Report is scheduled for adoption at the Council meeting on Wednesday 30 October 2024. Under The Local Government Act 2002 the Annual Report must be adopted by 31 October (4 months after the end of the financial year).

Once the Annual Report is adopted it is a legal requirement for Council to publish the document, and a summary of this, within one month. Audit New Zealand will also review the summary document to ensure consistency with the Annual Report.

## **SUMMARY OF CONSIDERATIONS**

### **Strategic, Policy and Legislative Implications**

Sections 98 and 99 of the Local Government Act 2002 require councils to prepare an Annual Report at the end of each financial year and in accordance with the information required by Part 3 of Schedule 10 of the same Act. The 2023/24 Annual Report is being prepared in accordance with the legislation.

The legislation requires Council to report on the performance measures and targets identified for its activity areas and those measures that are identified as mandatory for all Councils.

The legislation also requires Council to report on its financial performance against budgets that were set for the year.

### **Significance, Engagement and Consultation**

The recommendation to receive this report does not trigger criteria under the significance and engagement policy.

The Annual Report and a Summary of it will be published and made available to the community within one month of adoption.

### **Financial Considerations**

There are no specific financial considerations associated with this update, other than those reported within the body of the report.

### **Implications for Māori**

There are no considerations or implications specific to Māori arising out of the receipt of this update report.

### **Communications/Engagement Plan**

Not applicable.

### **Environmental/Climate Change Impact and Considerations**

There are no environmental/climate change impacts or considerations arising from the receipt of this report.

## **ATTACHMENTS**

**Nil**



### 8.3 POU AHUREA MĀORI ACTIVITY REPORT

**File Number:**

**Author:** Leanne Karauna, Pou Ahurea Māori

**Authoriser:** Kym Fell, Chief Executive

#### **PURPOSE**

The purpose of this report is to provide Council with an update from the Pou Ahurea Māori on key projects and activities (See Attachment 1).

#### **RECOMMENDATION**

That Council receives the update from the Pou Ahurea Māori on key projects and activities

#### **ATTACHMENTS**

1. Pou Ahurea Māori Activity Report [↓](#)

## **POU AHUREA ACTIVITY REPORT**

18 SEPTEMBER 2024

### **Iwi Liaison Context**

**Current Representation:** Both iwi seats on the Masterton District Council are currently occupied. We extend our congratulations to Robin Potangaroa, the newly appointed representative from Ngāti Kahungunu ki Wairarapa Tamaki-nui-a-Rua Trust who joins Jo Hayes from Rangitāne o Wairarapa. Tēnā korua!

**Ongoing Engagement:** The Council maintains continuous engagement with Post Settlement Governance Entities (PSGE), hapū, and marae to address matters of significance to Māori. Key activities include:

- **Partnerships:** Strategic engagement efforts are aimed at supporting existing relationships with iwi, as well as identifying future opportunities for collaboration and mutual benefit. This ensures that Māori perspectives are integrated into Council operations and that ongoing relationships are strengthened. This approach aligns with the Local Government Act 2002, specifically Section 81, which mandates councils to consult with and work in partnership with Māori.
- **Awa Names:** Ngā Waipikopikorau o Whakaoriori. After researching the placement of macrons, four (rākau tohu) for the awa names Waipōkākā, Waiwaka, Waipoua, and Makawekaweka are preparing for installation. While comprehensive engagement has already occurred, the Pou Ahurea is available to coordinate further if additional assistance is needed for liaising with Māori.
- **Review of Wairarapa Consolidated Bylaw Part 12:** Some initial iwi feedback on the District-wide bylaw concerning Tā moko has been received and is currently being collated.
- **Marae Development Grant:** Three out of four marae applications have been successfully funded. Accountability forms have been distributed, and two have been returned.
- **Planning:** Collaborating with iwi on new subdivision development road names to ensure that areas of significance to Māori are addressed appropriately.
- **Reserve Development:** Solway Park members have requested and been provided with iwi contacts for naming purposes.

### **District-Wide Iwi Engagement**

- **Wairarapa Combined District Plan Hearings:** Attended the hearings for the Wairarapa Combined Proposed District Plan, focusing on the Tangata Whenua chapter. Further advisory support and potential additional iwi engagement are needed for submissions related to the Māori Purpose Zone chapter. Engagement will also be necessary for the Sites of Significance chapters.
- **Wairarapa Recovery Board Sub-Committee:** Attend monthly meetings to provide an overview and convey matters of importance to and from iwi Māori as required.
- **WREMO Collaboration:** Engaged with iwi, hapū, marae on matters of importance related to emergency needs and to provide information on training opportunities and weather events across the district.

- **Local Water Done Well:** Initial feedback indicates that iwi value the management of local water territories in alignment with iwi boundaries. Representatives from both iwi participate in Council discussions and oversee progressions.
- **Wairarapa Moana Statutory Board:** Masterton District Council will need to appoint a member to the Natural Resources Committee at a later stage. Strategic visioning by the Board is currently underway.

#### **Internal Support for Council**

- **Cultural Competency Framework:** Four staff members recently attended the Te Reo Māori symposium in Hastings, hosted by Ngāti Kahungunu Iwi Inc. and Heretaunga Council, showcasing the Council's commitment to advancing Te Reo Māori. The event, which received national and international exposure, focused on supporting Te Reo Māori development within government departments, organisations, and whānau. Additionally, staff proficient in Te Reo Māori will attend the Huranui-o-rangi Marae Kura Reo in October for an immersive learning experience.
- **Cultural Competency Workshops:** Workshops are in development. A recent session held at Rangimarie Marae for the Climate Advisory Group and staff was well-received. A second session is scheduled for September, along with Te Tiriti o Waitangi training for the ELT in November.
- **Te Wiki o te Reo Māori:** The Pou Ahurea is supporting the community development and communications teams in planning events for Te Wiki o te Reo Māori. We are exploring ways to promote resources from Te Taura Whiri. The Pou Ahurea is also available to assist with initiatives that promote and foster the use of Te Reo Māori, both within the community and internally at the Council.
- **Policy Review:** Reviewing the Te Reo me ngā Tikanga Policy and the Te Hiringa module with Council Kaumatua.
- **Cultural Advice:** Providing advice on tikanga and kawa, with the guidance of the Council's Kaumatua, on matters such as road naming, the initiation of dog pound projects, and the upcoming openings of a new youth hub and cultural festival, as well as on Te Reo Māori and its associated tikanga. Overseeing the placement of macrons on identified street names in Masterton.

**Council Representation:** Available as needed.

#### **8.4 COMMUNITY ACTIVITY REPORT**

**File Number:**

**Author:** Corin Haines, General Manager Community

**Authoriser:** Kym Fell, Chief Executive

#### **PURPOSE**

The purpose of this report is to provide Council with an update from the Community team on key projects and activities (See Attachment 1).

#### **RECOMMENDATION**

That Council receives the update from the Community team on key projects and activities.

#### **ATTACHMENTS**

1. **Community Team Activity Report** [↓](#)

**COUNCIL MEETING**  
**AGENDA**  
**18 SEPTEMBER 2024**

## **COMMUNITY TEAM ACTIVITY REPORT**

### Library and Archive

The Library and Archive were awarded a Community Impact Grant of \$25,000 from Masterton Trust Lands Trust. This will support local purchasing of materials for the collection, publishing local history books in large print and supporting reading programmes through the year.

#### **Library Programmes**

- **Free Programmes** - each week the library offers 12-15 free programmes for the community to attend. These range from digital courses, to knitting groups, chess, story times and social meetups for adults and children.
- **Digital Seniors** - added a second session on Mondays from 1-3pm.
- **National Poetry Day** – held on 23 August in collaboration with Hedley’s Booksellers, Frasier Books and the family of Jan Gerritsen, we launched the first Poetry competition in memory of Jan. Aligning with Yarns in Barns every other year, the contest is open to those age 7 and up, with prizes in three categories. This year, the contest is being judged by poet and scholar Harry Ricketts. Finalists will have the opportunity to read their poem at Poems in the Vines as part of the Yarns in Barns Festival. The contest runs from 23 August – 28 September 2024.
- **Better Digital Futures Course** - as part of Digital Inclusion Alliance Aotearoa, we continue to offer this free weekly course to learn new skills and build confidence in using technology.

#### **Archive Activity and Engagement**

- The Wairarapa Archive staff attended training that focused on Tikanga Māori in museums and archives. This training covered the responsibilities of the organisation in regard to Te Tiriti o Waitangi, the impact of Māori social structures and concepts, and how Māori cultural customs can be woven into collection services, process and public programmes.

#### **Upcoming Programmes and Events**

- **Human Library** – on 12 September from 5.00 - 6:30 pm – discover, face to face, the stories of newcomers to our community.
- **Te Wiki o te reo Māori** – from 16 - 21 September, a fun week of activities at the library including: Hangaia he tohuwāhi (create your own bookmark), Tākaro Keemu (board games) and Po Kanikani te Wiki o te reo Māori (Disco).
- **Encanto reo Māori** - a special screening of Encanto reo Māori on 22 September (chance to win tickets by attending a library event during Te Wiki o te reo Māori)

- **Archive Open House** – on 27 September the Archive will be hosting a monthly open house the last Friday of each month for the community to come through and learn about our work.
- **Beyond the Page** - festival from 30 September to 11 October, celebrating out-of-the-box ways of exploring storytelling. For the seventh time, this free multi-disciplinary literary festival for tamariki and their whānau is a collaboration between Hutt City Libraries, Kāpiti Coast District Libraries, Masterton District Library, Upper Hutt Libraries, and Wellington City Libraries. The festival has a focus on non-traditional literary experiences that'll leave tamariki fizzing with excitement.
- **Yarns in Barns** – from 12 - 25 October, various events in the Wairarapa, including a few at the library.
- **Wellington Heritage Festival** - from 15-17 November, for the first time in the Wairarapa, the Archive is hosting four events as part of the festival (Tour of the Wairarapa Archive, Walking Tour of Queen Street, Walking Tour of Archer Street Cemetery, and the USMC Showgrounds Tour)

### Customer Services

The Customer Service Team have raised 799 Service Requests (SR's) from the end of July to the end of August. These SRs are being generated from enquiries received via email, phone or over the counter.

#### **Call Centre**

Call numbers have reduced with the completion of rates rebate appointment bookings and dog registration enquiries. At present there are more calls related to general enquiries related to issues out and about in the community. A total of 1,465 calls were received in the timeframe mentioned above. Of these 89 were abandoned and 1,376 answered calls. This equates to 94% completed calls.

#### **Service Desk**

Business as usual in this area with the reduced incoming foot traffic with the end of rates appointments and dog registration.

#### **Compliments & Complaints**

- **Complaints** - no registered complaints at present.
- **Compliments** – there were four received since the last report. These ranged from thanks being given for quick attendance to service requests made, and a beautiful winters day trip to Queen Elizabeth Park, was a highlight. To top off the compliments, great acknowledgments have been given for the front counter staff and rates team, 'mannerisms being heard were acknowledged as having a lovely way with customers.'

## Community Development

### Events

- **Welcoming Week** - Welcoming Week is a national celebration led by Immigration New Zealand, offering an opportunity to recognise the values that unite us as a community in Masterton. The week kicked off with a Primary School mufti day, where children from five schools across the region wore their national dress to school. It was a fantastic day, showcasing the beautiful diversity among their friends and peers.

On Saturday, 7 September, the Cultural Festival was held in the greenspace at Queen Elizabeth Park. The event featured a wide variety of local performances, including kapa haka, Polynesian, Filipino, Indian, West African, Samoan, Thiruvathira, Sinhala, and Fijian dances. There were many food stalls offering Fijian, Pasifika, Sri Lankan, Filipino, South Indian, South African, and Thai cuisines. Building on the inaugural festival last year, the turnout from the community was very pleasing and it was a wonderful day celebrating our diverse community. The festival was made possible through funding from Masterton Trust Lands Trust and Trust House.

The Human Library will return to the Masterton District Library on 12 September. This event provides an opportunity to hear community members share their unique life experiences and journeys to Masterton through personal interviews. Five participants from Brazil, Italy, India, Pakistan, and the Philippines will share their journeys of settlement in Masterton.

A community sports open day, organised by the Wairarapa Badminton Academy in partnership with Welcoming Communities, is also planned as part of the celebrations. Additionally, the Welcoming Workplace initiative will highlight inclusive workplace practices within the community. These will be shared online via the Masterton District Library Facebook page to promote inclusivity and positive change in our local workspaces.

- **Te Wiki o Te Reo Māori** - From 16 – 20 September, we will celebrate Te Wiki o te Reo Māori (Māori Language Week). We have many activities planned for staff. The theme for 2024 is "Ake ake ake – A Forever Language," It represents the resilience, adaptability, and endurance of Te Reo Māori. Activities include Te Reo word searches, shared kai, bingo, and our annual quiz, among others. We are also working with Kahungunu ki Wairarapa and Te Kura Kaupapa Māori for the annual hīkoi along Queen Street, which will end at Library Square.
- **Upcoming Events** - We are now in the process of planning the following events:
  - Halloween – Thursday, 31 October 2024
  - Masterton Christmas Parade – Saturday, 30 November 2024
  - Masterton Christmas In The Park – Saturday, 30 November 2024
  - Twelve Days of Christmas – December 2024
  - Pack the Bus – December 2024

### **Disability Advisory Group**

The first meeting of the Masterton Disability Advisory Group was held last month. It was a positive start, with the group meeting know each other and discussing key challenges faced by the disabled community. Issues like footpaths, especially in the outskirts, and difficulties crossing roads and curbs were highlighted. The group also talked about problems with disability parking, town hazards, and the need for more inclusive spaces such as accessible playgrounds and workplaces. Other topics included the importance of disability education, mental health, and fully accessible public spaces and new developments.

The group will meet again in late October to confirm their Terms of Reference, hear from council officers about upcoming work, and plan their work for the year.

### **Youth Hub**

We met with iwi on Monday 16 September, to discuss the Youth Hub, including its opening, potential names, and how they would like to be involved in ongoing support and collaboration. Additionally, we have a meeting scheduled with youth agencies on Thursday 19 September, to share more information about the hub and explore ways they can contribute. During the school holidays, we also plan to engage with youth at the skatepark to gather feedback from those who use the space and learn what activities they'd like to see at the hub.

### **Ngā Waipikopiko Rau o Whakaoriori**

Ngā Waipikopiko Rau o Whakaoriori is a community-led initiative. Four posts were completed and installed on 5 September, at Robinson's Park, The Crossing, Coddington Crescent Reserve, and UCOL Wairarapa. The group has also been working with our Communications Team to create content for the Story App. Each post includes a QR code that, when scanned, provides background information about the location and the stream. This is a fantastic initiative aimed at expanding opportunities to learn about and engage with the history and heritage of Masterton/Whakaoriori.

### **Te Koru Kai Project**

With the support of the Community Activator, the Eastside Community Group has successfully secured funding for the Te Koru Kai Project from the Masterton District Climate Fund, the Department of Internal Affairs, and the Eastside Community Group. This project aims to reduce methane emissions from food waste while enhancing food security by collecting food scraps that would otherwise go to landfill and exchanging them for items like eggs, meat, and vegetables. It also aims to create part-time employment opportunities for local residents.

In the planning phase, the project will assess how to collect and distribute the food waste and products efficiently. The second phase will engage the community through educational outreach, including schools and local early childhood centres, to raise awareness of the environmental and community benefits. Finally, a trial will be conducted to refine the process and evaluate its success before full implementation. We are at the final stages of the planning phase. There are 10 homes, one school and one ECE participating in the trial.

### **Welcoming Communities**

- **Business 101 Course** – scheduled to start on 16 September, this course is designed to support individuals interested in starting their own businesses. This course will cover essential topics like business planning, financial management, and marketing



strategies. The sessions are scheduled for the first week of October and will include practical workshops and mentoring opportunities. This initiative is a collaboration between Red Cross and Welcoming Communities, aimed at fostering entrepreneurship and economic growth within the community.

- **National Refugee Resettlement Forum (NRRF)** - Welcoming Communities actively participated in the National Refugee Resettlement Forum (NRRF) this year. The forum provided an invaluable opportunity to gather insights and learn from different communities and organisations involved in refugee resettlement. The knowledge gained will inform and strengthen our ongoing efforts to support refugee and migrant communities within our region.
- **Career Expo Project Planning** – Support for the Career Expo is ongoing, with the event scheduled for September 28th. This expo will provide a platform for job seekers and employers to connect, offering valuable career opportunities and insights into various industries. Welcoming Communities will play a key role in ensuring that newcomers and diverse groups are well-represented and supported at the expo.

### **Youth Council**

The Youth Council continue their monthly and group meetings and have held additional meetings to support their social media creation and working on two projects:

- **Youth Grants** – we are running the Youth Grant scheme for the first time. Through this five, \$500 grants will be awarded to local initiatives that are youth-led, support the Masterton community and help young people develop leadership skills. The Youth Grant scheme is recognition of Council's ongoing commitment to supporting youth voices, outlined in the youth development strategy - Te Rautaki Rangatahi o Wairarapa. To progress this work, the committee made of Youth Council members will decide how best to allocate the funds, supported by Councillor Tim Nelson who is the Chair of the Awards and Grants Committee.
- **Clean On the Green: Youth- Led Clean Up** - Receiving Impact Challenge funding, the Youth Council are running a clean-up event at Queen Elizabeth Park, on 22 September, 11am - 1pm. The funding provides for a sausage sizzle, clean up and safety equipment.

The Youth Council will use this event as an opportunity to connect with their peers and work collectively to keep our places and spaces clean.

They will also be supporting the Cultural Festival and are looking to attend the Youth Leadership Symposium on the 3<sup>rd</sup> of October, in Wellington organised by Whāraurau (the National Centre for Infant, Child and Adolescent Mental Health (ICAMH) workforce development).

### **Play**

- **Waka Tākaro** - The play trailer has proved popular in the last month, aligning with the Olympic games. It travelled to two kindergartens, one event and one private function.

- **Play Collaboration in the Upcoming School Holidays** - The play trailer will move across the Wairarapa, with six sessions organised and two here in Masterton:
  - 3 October, 10.30 - 12.30 at Queen Elizabeth Park
  - 9 October, 10.30 - 12.30 at South Park

#### **Neighbourhood Support (NS)**

- **WEconnect Project** – We're excited to share some great news from the WEconnect Project in August. One of our participants passed their driving test with help from the Wairarapa Road Safety Council's Driving Mentor Programme and WEconnect's volunteer driving mentor. It was her third attempt, but her persistence paid off, and we're thrilled to celebrate this success story.

#### **Positive Ageing**

The Positive Ageing Strategy Coordinator works closely alongside Age Concern Wairarapa to support them with their work. This is in recognition that their work is a critical part of the Wairarapa landscape for our older persons. The Coordinator writes a quarterly article for their newsletter highlighting Council business and the implementation of the Strategy. The most recent article submitted focussed the activities available to older people at the Masterton Library (alongside the Wairarapa Library Service) and the importance of being connected to your community. Connection is critical when looking at ways to prevent loneliness. Research shows that "Here in Aotearoa New Zealand, approximately 10% of people over the age of 65 are lonely all or most of the time, and this rises to 50% amongst those over 80. And this loneliness is hazardous: almost a quarter of those people who are lonely may be at risk of premature death. Previous research has equated the reduction in life span as a result of severe loneliness to smoking 15 cigarettes a day."<sup>[1]</sup>

Other work with Age Concern has been supporting them with their Ageing with Attitude Expo being held on 1 October which is United Nations Day of Older Persons. Mayor Caffell will be in attendance alongside the other mayors and/or their representatives and the Coordinator will be hosting a "Meet the Mayor" table where attendees can chat to their elected representative.

The Coordinator is working with Kia Hākinakina to support their new initiative – Go For Gold which hopefully will become a monthly initiative. It is an opportunity for Masterton's 60 plus to engage in a range of activities in their own pace. The next one is based at the YMCA on 19 September. Advice around accessibility reviews for the current Library and the design process for the updated Library was provided. The Coordinator met with the Lansdowne Residents Association and Masterton Lions' representative in Carterton to show them the adult playground equipment in Carrington Park. The Henley Lake project was discussed, and support was given.



[\[1\] Social Isolation – Ageing Well National Science Challenge \(ageingwellchallenge.co.nz\)](https://ageingwellchallenge.co.nz)

### Grants and Funding

#### **Community Wellbeing Grant**

There were 29 applications received for the 2024 Community Wellbeing Grant. The Awards and Grants Committee heard from 26 applicants on 4 September. Grants were allocated by the committee on 5 September 2024. The funding available this year was \$100,582 and \$100,519 was allocated to 25 applicants. Four applicants were unsuccessful for funding.

#### **Community Events Fund**

The 2024 Community Events Fund received 22 applications. Fifteen applicants presented their event funding applications to the Awards and Grants Committee on 4 September. On 5 September the committee allocated the total funding available of \$65,000, amongst all the applicants.

#### **Masterton Arts Fund**

Applications closed on 23 August 2024 with funding available of \$14,334 for this year. Four applications were received for the Assessment Committee's consideration on 5 September. Total funding allocated was \$9,000. This funding was for a Music to Schools Roadshow, Wairarapa Arts Outreach programme, a Wheelwright documentary film and the Wairarapa Festival of Reading. A Round 2 will be run in February 2025 with the remaining balance of funding.

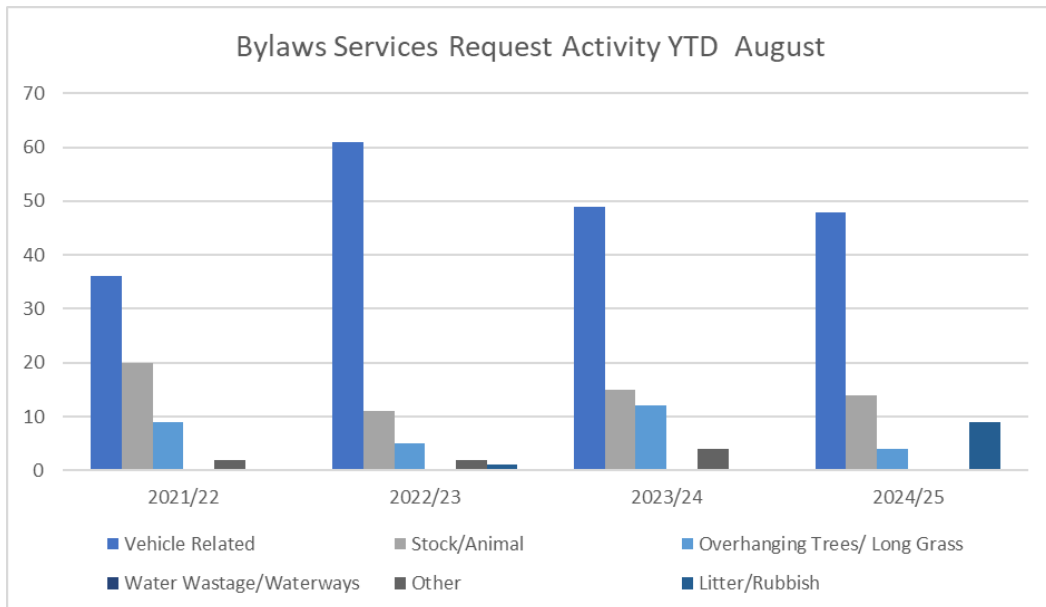
#### **Masterton District Creative Communities Scheme**

Creative New Zealand advised of a funding increase for 2024/25. This resulted in an increase of \$1,186.80 for the year, bringing the allocation to \$31,606.80 for the Masterton district scheme. The first funding round closed on 23 August with five applications received. The Assessment Committee met on 5 September to consider these, and total funding of \$8,012 was awarded to all applicants. Round 2 will open on 21 October, closing on 22 November 2024.

Environmental Services

**Bylaws**

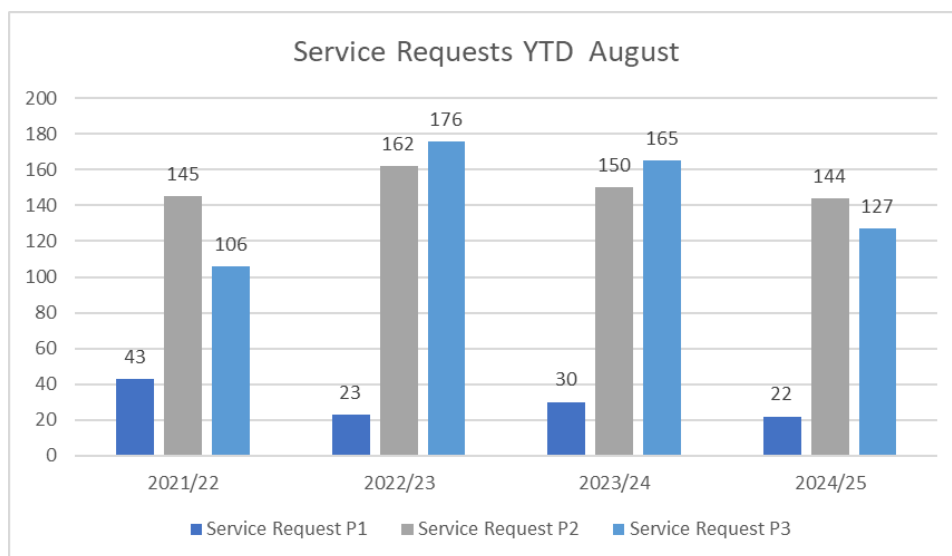
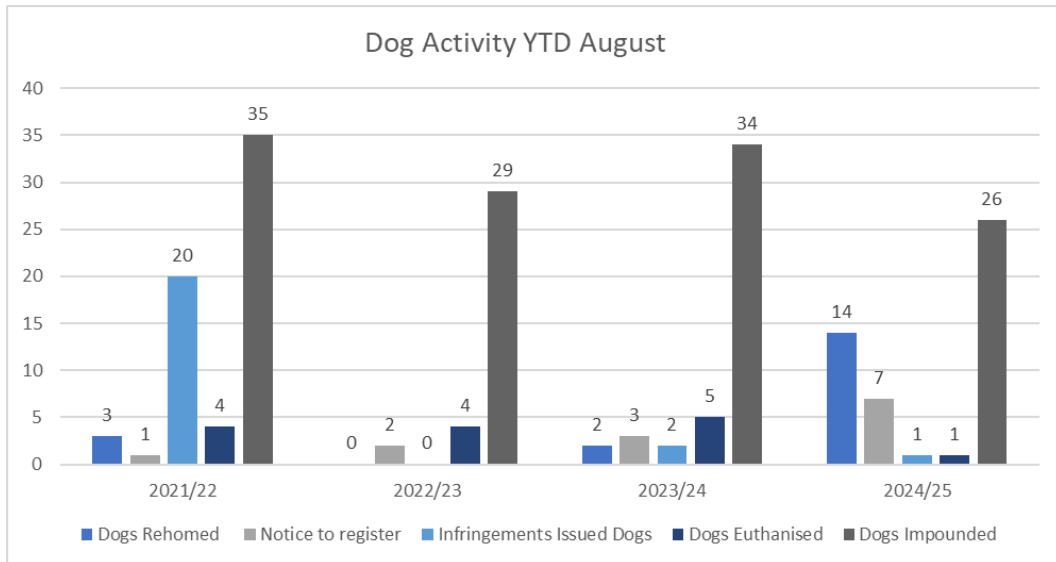
- **Parking infringement increases** – There is a coming increase for parking tickets and the regulated fees for council-ordered towage and Police-ordered impoundment. Fees are set to increase from 1 October, many of the fees have not been updated in the last 20 years. The biggest increase is the infringement for parking in a space that is reserved for disabled people. This infringement increases from \$150 to \$750 in hopes that this will discourage the inappropriate use of mobility spaces. The towage fees have not been updated since 2004 the increase will ensure that towage costs are covered.
- **Parking urban areas** - there continues to be concerns raised about parking behaviour in the area. This included parking behaviour from some businesses, around schools and people parking without consideration for footpath users.



**Animal Services**

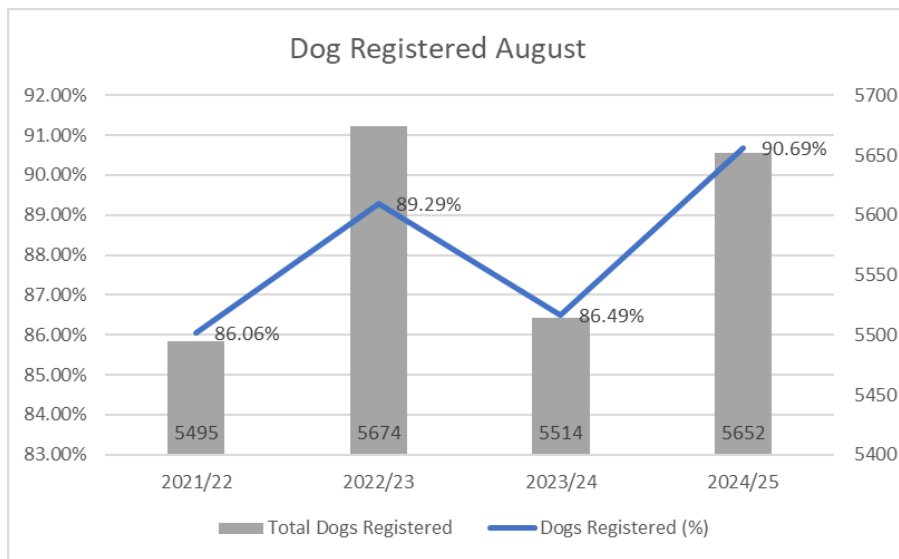
- **Wagging trails** – The Animal Services Team hosted three pack walks over July and August. The weather was on our side with every event and the events were well attended. The first launch event held at Henley Lake on Sunday 7 July included rehoming organisations Retired working dogs, Ellies Canine Rescue and SPCA along with a presentation From Dogs 101 Pip Della Barca. There were 111 dogs in attendance. There were 16 people who attended every event with their canine friends. Feedback from the events was extremely positive. The team are looking forward to running the event again next year.

- Dogs in togs-** By popular demand dogs in togs will be held twice this summer season. The first event is scheduled for November 2024 before the pools open to the public and the second event will be in March 2025 once the swimming season has finished.



- Henely Lake nest season** – from 1 August to 30 November 2024, dogs are required to be on hand-held leashes throughout the wetland area. In all other areas dogs can be off leash but must be under control. The on-leash area is in place to give an area to nesting birds where they won't be disturbed by unleashed dogs. The team will be out monitoring the areas.

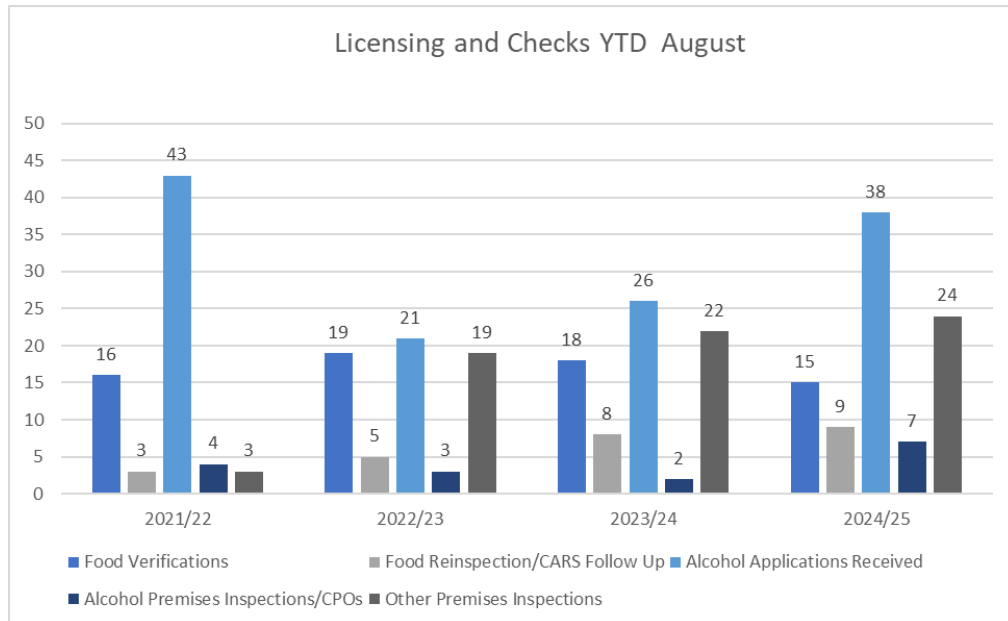
- Dog Registration** – 90.69% of all known dogs were registered at the end of August. There is a total of 580 known unregistered dogs. There could be other reasons for dogs to still displaying as unregistered such as the owner has failed to update the council on the status of the dog. Typically, this would take the form of having moved from the district, died or been rehomed. The animal services team is working through following up with unregistered owners. Infringements of \$300 per unregistered dog will be issued in October. Every year Animal Services encourages people to consider paying off their registration before it is due to avoid penalties. More people are thinking ahead and setting up automatic payments.



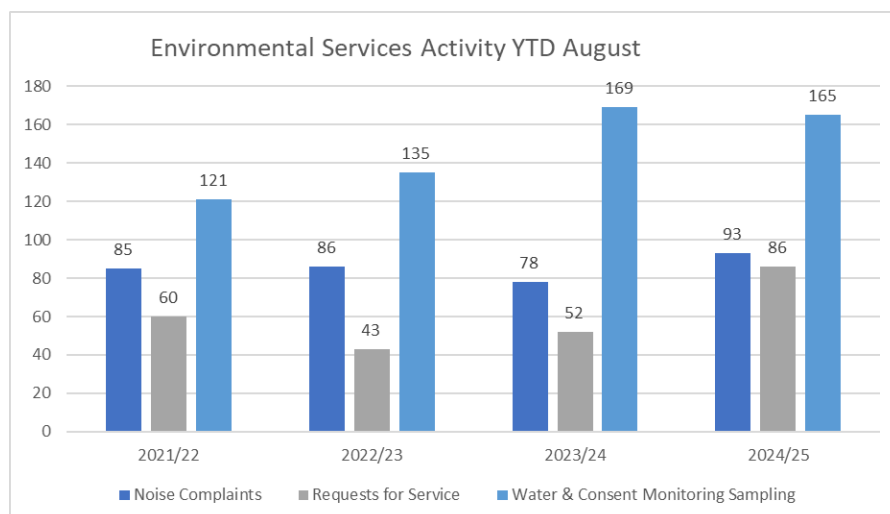
**Environmental Health**

- Increase in inspection workload/hearings for alcohol** - There have been objections from Police and Health New Zealand about the renewal of several club licenses as they have come up for renewal. Should matters not be resolved or objections withdrawn this will result in a hearing for the District Licencing Committee (DLC). At this time, we are expecting a significant increase in the workload for the DLC.

The objections to date have had a significant impact on inspector resourcing while preparing files for reporting and disclosure and this will flow through to staff who need to prepare and administer the hearings.



- **Service Requests** - are still growing annually, and there were 86 Service Requests in July and August 2024. Most of the Service Requests are related to people having food stalls at upcoming events.
- **Water and Consent Sampling** – Preparation for the summer monitoring period has been carried out to ensure access to sample points are still accessible.
- **COVID-19 Wastewater Monitoring** - In July the Institute of Environmental Science and Research Limited (ESR) reviewed their wastewater sampling sites for testing for SARS-CoV-2 (i.e., COVID-19) surveillance and has advised that Masterton wastewater sampling was no longer required, noting that the assistance from Masterton to collect samples has been invaluable.



## 8.5 INFRASTRUCTURE AND ASSETS ACTIVITY REPORT

**File Number:**

**Author:** Maseina Koneferenisi, General Manager Infrastructure and Assets

**Authoriser:** Kym Fell, Chief Executive

### PURPOSE

This report provides Council with an update from the Infrastructure and Assets Team (see Attachment 1).

### RECOMMENDATION

That Council receives the update from the Infrastructure and Assets Team.

### ATTACHMENTS

1. Infrastructure and Assets Activity Report [↓](#)



# Infrastructure & Services Report



Reporting Period: August 2024

**1. General Update**

The Infrastructure & Assets (I&A) Managers have been busy with BAU, contributing to the annual report and kicking off the numerous projects lined up for this FY. Our teams have been focused on daily operations – many officers are also involved in improvement initiatives/projects. The positioning of Infrastructure & Assets in the one area has created some energy and momentum which is helping create a One Team culture.

**Projects of interest:**

- **Compliance Project - Infrastructure Data** (ID) is already proving to be a step changer in terms of our ability to determine our level of compliance with consents and drinking water standards (in almost real time).
- **The Asset Management System & GIS** project team are ready to kick this work off week of 16 September.
- **Project Management framework** is near completion, key elements are already starting to be used, full implementation will commence in the coming weeks.
- **Local Water Done Well** - has required a significant time commitment from the GM I & A.
- **Golden Shears** – Preliminary discussions have begun with interested parties; a high-level programme will be developed in October to identify the critical path and full project duration.

Our 3Waters Operations & Transition Manager, Steve Watt commenced on 9 September as did our new Treatment Plant Operator, Marc Beale.

4. Top issues and risks	Impact	Mitigation / action plan
Health & Safety	Incidents & injuries	Review of procedures, development of an audit programme and H & S operational training
Failure of critical assets	Loss of service delivery	Asset Management System, Condition Assessments, Demand Management Hydraulic model for water and wastewater
Poor project delivery & contract management	Scope creep, poor quality & over budget	PM methodology and contract management process being reviewed

# Roading

Reporting Period: August 2024



Summary Update			
<p>The NZ Transport Agency Board (NZTA) has adopted the 2024-27 National Land Transport Programme (NLTP) and approved conditions for funding. These conditions include self-assessment, reporting requirements, and regular performance evaluations by NZTA to ensure alignment with ministerial expectations. Below is a summary of the funding vs the Long-Term Plan:</p> <ul style="list-style-type: none"> <li><b>Local Road Pothole Prevention and Operations:</b> Fully funded as requested in the LTP.</li> <li><b>Footpath and Road Safety Promotion:</b> Funding significantly reduced as noted in today's Council information paper.</li> <li><b>Improvement Projects:</b> Not supported (zero allocation), only highway improvements with strong alignment to government priorities received funding. MDC's roading improvements were deemed to have not meet this threshold.</li> <li><b>Resilience Projects:</b> The requested \$7.6 million for Mātaikona Road resilience work in year two and three was not approved.</li> </ul> <p>A report will be developed and presented to Council in October on the Improvement and Resilience projects, options and recommendations.</p> <p><b>Maintenance &amp; Operations:</b></p> <ul style="list-style-type: none"> <li>Further repairs have been needed on Mātaikona Road.</li> <li>Revised estimates for keeping Judds Road are in excess of four million dollars.</li> <li>The full urban road sump cleaning program has been completed, (over 2000 sumps).</li> <li>The unsealed roads are deteriorating on some routes, with insufficient metal affecting shape and drainage. Current forecasts show we lack the funds to fully address these issues. We're working with the contractor on grading but may need to adjust the budget to add more aggregate.</li> <li>We are exploring options to rehabilitate Bute Road before commercial logging begins in the area, but the costs are higher than anticipated.</li> <li>Logging truck numbers appear to be increasing despite low log prices, which is accelerating road damage on some logging routes.</li> <li>Over the last month, several trees have fallen across the network due to recent wild weather, but no significant issues arose despite some heavy rain.</li> </ul>			
Top Issues and Risks	Impact details	Mitigations	Impact
Budget & Weather	Delays, reduced scope/quality, potential contractual dispute	Monitor & Report	Yellow
Asset deterioration	Consequential damages to vehicles Increase in complaints Increase in backlog	Review programme Potential to divert Council road safety improvement investment into other roading MOR (paper to come to Council)	Red
Further deterioration EW sites and ground movement /consenting delays	Cost, approvals, work programme scheduling, resourcing	Monitor & report. Seek Geotech expertise if significant	Yellow

## PROJECTS

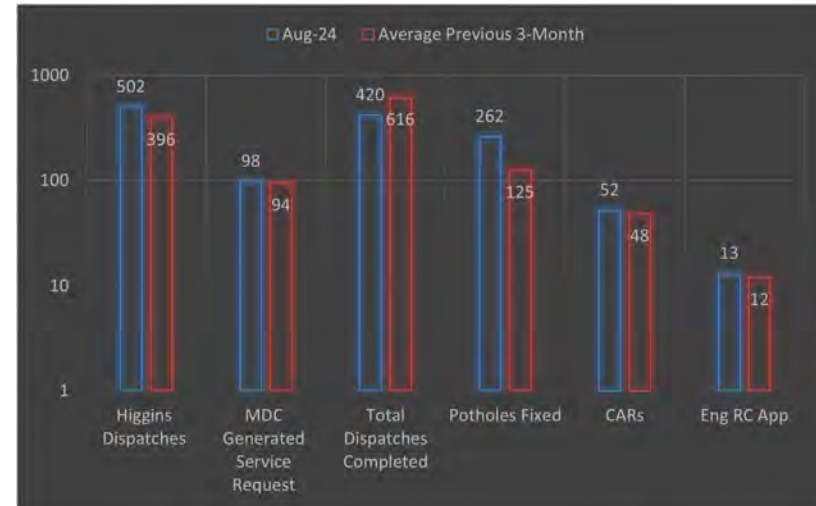
1. Roading Renewals	Overall Status:
<ul style="list-style-type: none"> <li><b>Road resurfacing:</b> The 2024/25 sealing design and programme is nearing completion, estimates are being checked and approved.</li> <li>Site remedials for 2023/24 have been scheduled for late November, depending on the weather.</li> <li><b>Footpaths:</b> Forward work planning with reduced budgets, will be confirmed for sites in late September.</li> <li><b>Drainage:</b> Improvements are being investigated at some urban sites.</li> </ul>	Green
2. Pavement Rehabilitation	Overall Status:
<ul style="list-style-type: none"> <li>Planning and programming of rehab sites for the next three years is underway. Pavement investigation has concluded, and designs are being finalised. Confirmation of scope and quantities schedule is also underway.</li> </ul>	Green
3. Capital Improvements	Overall Status:
<ul style="list-style-type: none"> <li>Kitchener Street upgrade is nearing completion – a few minor works and final checks pending prior to vehicle access.</li> <li>Kiwirail is about to undertake level crossing safety improvements at Cornwall Street, Hillcrest Street, Ngaumutawa Road, Renall Street and Judds Road. The improvements are expected to be completed by 2025, excluding Judds Road.</li> <li>A stormwater resilience study is underway at high-risk rural sites identified during Cyclone Gabrielle. The investigation is looking into minor stormwater works that can improve resilience at these sites.</li> </ul>	Yellow
4. Emergency Works	Overall Status:
<ul style="list-style-type: none"> <li>21-2023/24 Masterton Castlepoint Retaining Walls (Site 14,15,RP50.9) – On track</li> <li>29-2023/24 Tinui Large Slip at 5.7km, Road realignment - Completed</li> <li>28-2023/24 Mātaikona - Coastal Protection Works – additional high-risk sites. Underway</li> <li>Two resource consents lodged with GWRC for works at the large slip at Mātaikona River and for diverting a stream away from Masterton Castlepoint Road.</li> </ul>	Green

# Roading

Reporting Period: August 2024

## Roading Dashboard

- **Higgins Dispatches:** A notable increase (502 vs. 396) reflects the urgent need for more road repairs coming into summer.
- **Potholes Fixed:** The number of potholes fixed more than doubled (262 vs. 125). While this is typical for this time of year, it highlights the significant impact of weather and logging activity on road deterioration.
- **Total Dispatches Completed:** Despite increased demand, completed tasks (420) are below the average (616), due to prioritising more urgent road repairs over routine low priority maintenance.
- **Council Service Requests:** Slight rise in public reports of road issues (98 vs. 94).
- **Corridor Access Requests (CARs):** CARs remained steady, showing consistent demand for road access approvals.
- **Engineering Resource Consents:** Slight increase in applications requiring engineering input, showing ongoing development activities.



# Utilities

Reporting Period: August 2024

On track/low impact	At risk/ medium impact	Behind plan/ high risk
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## Summary Update

- Completed 332 service requests; 257 to City Care and 75 to Utilities
  - Three Waters Maintenance Contract Extension negotiation is now in place to June 2026
- Water**
- Detailed design and contract documents for Upper Plain Water Trunk Main renewal are close to completion to go to the market - 4.7km x 450mm diameter
  - Opaki Road Water Main Renewal, 1.3km x 250mm diameter is in construction drawing phase
  - Engineering design for the railway crossing at Cornwall Street for the Water Main Renewal is in progress
  - Practice of replacing mains only (excluding laterals) is to be reviewed (to include laterals).
- Wastewater**
- Tama Road, Riversdale sewer network capacity investigation is in progress.
- Treatment Plants** The Homebush primary pond 1B has been inspected. A tear was found in the liner and there is some question about method of installation. A report is expected by end of September. Documentation on the warranty is being sought for review. Performance of the other primary and secondary ponds is being monitored during this time.
- The Compliance Management platform for Drinking Water Standards and Resource Consent management has now been implemented and training provided. Reporting from this tool will be used from 1 July 2024.
- Site Health & Safety assessment has been completed. A priority plan is being developed to determine the priority of procedures and protocols that need to be updated. This work is being undertaken in conjunction with the Corporate Services Team.
- Solid Waste**
- The WMMP Regional implementation plan was endorsed by the Joint Committee meeting on 2 September 2024
  - WMMP Local Action Plan is progressing – the GM I & A will be working alongside the team to determine the support that may be required
  - Organics Feasibility Study received MFE funding
  - Currently reviewing procurement options for the shared service contract for solid waste management.
  - Batteries (lithium- ion) recycling scheme collected a total of 700kg in the last financial year.

Top Issues and Risks	Impact Details	Mitigations	Impact
Health & Safety	Incidents & injuries	Update procedures, implement audit programme and H & S operational training	
Failure of critical assets	Loss of service delivery	Asset Management System, Condition Assessments, Demand Management	
Approving new supplies without understanding network capacity	Scope creep, poor quality & over budget	PM methodology and contract management process being reviewed	

## PROJECTS

Renewals	Overall Status:
<ul style="list-style-type: none"> <li>Completed Waltons Avenue sewer pipe renewal – 238m x 150mm diameter</li> <li>Started construction on sewer renewal in Renall Street - 35m x 150mm diameter</li> <li>Scheduled to commence sewer renewal in Chapel Street - 145m x 150mm diameter</li> <li>Sent invitation to tender for Queen Street sewer renewal – 508m x 225mm diameter</li> </ul>	

Water Meters	Overall Status:
<ul style="list-style-type: none"> <li>Of the approximate 9,000 properties, 8,223 meters are validated, confirmed and uploaded to the system server. There are 455 shared connections that need addressing/confirmation of their location and ID. There are 322 remaining properties requiring meters installed.</li> <li>Monthly meter reading has commenced</li> <li>The water meter policy is in draft in preparation for consultation around October 2024</li> <li>Work is required to develop a marketing campaign/launch to communicate next year's changes to consumers.</li> <li>The existing budget is insufficient to complete all installs this FY. This will be addressed through the annual plan process</li> </ul>	

Upcoming work	Overall Status:
<ul style="list-style-type: none"> <li>Tender/procurement process for capex work will be reviewed alongside the criteria and list of pre-approved contractors</li> <li>Hydraulic model for reticulation network is underway</li> </ul> <p>In addition to the roll out of the capex programme and ongoing maintenance, time will be spent on addressing several improvements required in the utilities space. There are two action plans in place, one for the treatment plants and one for the networks. The key themes are:</p> <p><b>Data</b> – Ensuring decisions are based on data and analytics. This is a big piece of work as the absence of an asset management system means most time is spent in the reactive space.</p> <p><b>Understanding network limitations</b> – This also relates to data. There are no models in existence or easily accessible calculations to inform decision makers on network capacity. Actual water loss calculations have a high level of uncertainty due to poor data sets. More work is required on identifying critical assets and expanding on the work undertaken in developing the Asset Management Plans</p> <p><b>Use of resources</b> - Network contracts will be reviewed to ensure contractors are providing the full service they are compensated for.</p> <p><b>Processes</b> - To build resilience into the operating model, processes need to be reviewed, optimised and automated.</p>	

# Projects, Assets & Compliance

## COMPLIANCE Reporting Period: August 2024

Compliance	Update	Status:
<b>Resource Consents</b>	<p><b>Henley Lake Consent</b> – Application lodged, working with GWRC on some additional information requested</p> <p><b>Opaki Water Race</b> – Consent to close by 2026 has been granted by GWRC.</p> <p><b>Homebush WWTP</b> – Review by GM required. This was placed on hold prior to reform.</p> <p><b>Kaituna WTP</b> – Renewal of water take consent in progress. Awaiting outcome of ecological assessment report.</p>	
<b>Drinking Water Standards</b>	Council is now in a new reporting year; prior non-compliances are no longer impacting on assessment. Moved to reporting via ID system, which is still being implemented.	

## PROJECTS 2023 +

Hood Infrastructure	Overall Status:
<ul style="list-style-type: none"> <li>Lighting design has been awarded to Aecom; the work has commenced with a potential delivery date for design of 23 August.</li> <li>Physical work on asphaltting the runway recommences Sept/Oct 2024 (weather dependent). On budget.</li> <li>Engineering design for infrastructure services is in progress.</li> </ul>	

Hood Certification	Overall Status:
<ul style="list-style-type: none"> <li>Certification application was submitted to Civil Aviation Authority for processing mid July 2024.</li> <li>The Runway End Safety Area (RESA) application has been submitted to CAA, with CAA providing a tentative turnaround time of three to six months. Tentative response time is circa November 2024. Engagement on application has commenced</li> </ul>	

Storm & Wastewater Strategy (Cockburn/Taranaki Streets Trial)	Overall Status:
<ul style="list-style-type: none"> <li>The project streams are actively delivering on various components of the programme, i.e., instrument installation in the field for data collection and analysis, pricing of a hydraulic model set up for a specified period to assess hot spots and network behaviours, further review of cross connections and categorisation of potential cost and remedial work required etc.</li> <li>Repairs made to date: <ul style="list-style-type: none"> <li>7 manholes have been replaced</li> </ul> </li> <li>A project update has been issued to the impacted residents</li> <li>Flow monitoring equipment installed and operational</li> <li>A project page for future comms has been set up on the MDC website</li> <li>The Roadmap on future direction is going to be developed by the inhouse project team.</li> <li>Further work on cross-connections to be completed, however work to date appears to be effective.</li> </ul>	

On track/low impact	At risk/ medium impact	Behind plan/ high risk
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Youth Hub	Overall Status:
<ul style="list-style-type: none"> <li>The prefabricated toilets are due on site on 11 September</li> <li>Physical work on the three waters services is near completion</li> <li>The coffee cart – Rad Pad - has been relocated</li> </ul>	

Animal Shelter	Overall Status:
<ul style="list-style-type: none"> <li>Physical works is underway. Estimated completion date is August 2025</li> </ul>	

Waiata House - Extension	Overall Status:
<ul style="list-style-type: none"> <li>Tender evaluation for Lead architect is complete.</li> <li>Appointment is expected to be September 2024.</li> </ul>	

Top Issues and Risks	Impact Details	Mitigations	Impact
Poor project delivery	Scope creep, poor quality & over budget	PM framework is near completion. Plan for implementation to commence early September is underway	
Resources	Delivery to programme	Project schedules will be reviewed frequently.  All projects have now been allocated. Weekly reporting in place.	

# Projects, Assets & Compliance

Reporting Period: August 2024

## PROJECTS 2024 +



Town Hall	Overall Status:	
<ul style="list-style-type: none"> <li>• Council have appointed an external planning consultant to submit the consent application for the demolition of the building on its behalf, thereby removing any conflict of interest. Likewise, an external planner will process the application and an independent commissioner will determine it.</li> <li>• Currently developing the necessary regulatory applications.</li> <li>• Project Management support being provided by TBIG.</li> <li>• Tender documentation for the demolition will be drafted during the consent application phase.</li> </ul>		
Library	Overall Status:	
<ul style="list-style-type: none"> <li>• Lead architect appointed. Commencement date mid-September.</li> <li>• Alternative sites for temporary relocation of the library are being assessed.</li> </ul>		
Local Water Done Well	Overall Status:	
<ul style="list-style-type: none"> <li>• A small project team (Wai +T) has been established to look at options for Masterton, Carterton and South Wairarapa District Councils. These team members represent each of the Councils in the Wellington Regional Project which is working on what kind of model this new entity might operate under and the funding and funding mechanisms that can be deployed. The team is led by Robyn Wells (SWDC) with Johannes Ferreira (CDC) and Maseina Koneferenisi (MDC). Peter Wimsett is now part of the project team, representing Tararua District Council.</li> <li>• A Multi Criteria Analysis (MCA) has been undertaken</li> <li>• The Wellington Regional Project team was presented to the Combined Council Forum on 28 August 2024.</li> <li>• The Wellington Regional draft report encompassing the 10 councils (as per MOU) has been received, the final is expected end September.</li> <li>• The Wairarapa +T report on the alternative options is due second week of October.</li> <li>• Following receipt of the draft reports a workshop/Q&amp;A forum will be held with Council and both project teams.</li> </ul>		

# Facilities & Open Spaces

Reporting Period: August 2024

On track/low impact

At risk/ medium impact

Behind plan/ high risk

Summary Update
<p><b>Facilities</b></p> <ul style="list-style-type: none"> <li>• There has been positive movement on the Senior Housing waiting list with five recent vacancies enabling access to Panama Village and Truro Flats. Varying levels of renovations between tenancies are being addressed.</li> <li>• A re-paint of the Wainuioru Hall exterior has commenced.</li> <li>• Tinui Hall painting will start mid-October. Improvements to the kitchen equipment and hot water system are underway.</li> <li>• Upgrade work on a Manaia Road property (purchased under the PWA) is progressing to bring it up to a healthy home standard. Grazing land on the property has been leased and is now generating income.</li> <li>• Investigation into the feasibility of adding ensuite to Mawley Holiday Park cabins has been completed, quantity surveying off the plans is underway to assess the cost of upgrading the cabins.</li> <li>• New starting blocks have been installed for the main seven lane pool at the Trust House Recreation Centre.</li> <li>• Alterations to the Castlepoint eastern public accessible toilets have been completed to address issues raised by the Resident's Association.</li> </ul> <p><b>Open Spaces</b></p> <ul style="list-style-type: none"> <li>• The MoU with Masterton South and Masterton Rotary Clubs to create a dog exercise area at Henley Lake came to fruition with an opening event on Sunday 8 September, which was well attended.</li> <li>• The street tree maintenance work in Renall Street to address the serious root damage impact to the northern footpath went smoothly. Three trees required removal, 26 were fully pollarded.</li> <li>• The recent weather resulted in storm damage to trees, with the Waipoua River trail affected.</li> </ul>

Top Issues and Risks	Impact details	Mitigations	Impact
<p>Trust House Recreation Centre</p> <ul style="list-style-type: none"> <li>• roofing issue</li> <li>• Structural concrete fault</li> </ul>	<p>Water egress poses risk to electrics and hydraulics for the elevator. (Internal parapet panels form part of flashing system)</p> <p>Reinforcing for concrete beam in filtration area has become exposed, further corrosion could affect the beam.</p>	<p>Roof design work is progressing to consent phase. Temporary Butynol repairs have been completed.</p> <p>Engineer investigation and repair plan. Support props in place.</p> <p>Monitoring condition.</p>	
<p>Tinui Water Treatment Plant - land stability</p>	<p>Officers have reported a slip adjacent to the vehicle driveway access to the Water Treatment Plant.</p> <p>Future periods of heavy rain could further destabilise the site, placing water supply for Tinui at risk if site slipped.</p>	<p>Engineer engaged to carry out testing of the ground surface, and to provide recommendations on how to address any issues they uncover.</p> <p>Retaining wall installation for driveway has been priced, pending full site assessment.</p>	

## PROJECTS

<p><b>Douglas Villa Ramp</b></p> <p>The building consent has been signed off. The Douglas Villa Ramp project is now fully complete.</p>	<p><b>Overall Status:</b></p>
<p><b>Playground Replacements</b></p> <p><b>Henley Lake playground upgrade</b> - Officers are finalising the contract with the preferred supplier - Creo. Masterton Host Waipoua Lions and Lansdowne Resident's Association have committed financial support to provide components for the upgrade. Henley Trust have also confirmed their financial support. There is an estimated 20-week lead in time for components, the upgrade is tracking towards completion in February 2025.</p>	<p><b>Overall Status:</b></p>
<p><b>Trust House Recreation Center</b></p> <p>Officers continue to work through the condition report recommendations, the three areas of roof that require attention are progressing to the procurement phase. A concrete beam fault in a filtration area has been investigated and the engineer's recommendation is being costed. The consultant engaged for the needs and feasibility study of the stadium continues meeting with users and has a live public survey running.</p>	<p><b>Overall Status:</b></p>
<p><b>Riverside Park Cemetery Upgrade</b></p> <p>Officers are investigating development of a Cemetery Master Plan before engaging in any further work, with the aim of providing a guide to how future expansion will be managed at Riverside to meet multi-cultural needs of the community, and to consider the place of all other MDC cemeteries. DIA are investing in seating and some stone masonry work in the Services section.</p>	<p><b>Overall Status:</b></p>
<p><b>Motuwaireka Stream Edge Stabilisation</b></p> <p>The Procurement process for a specialist engineer and ecologist is near completion. Consultation with local Hapu, Iwi, and the wider community has progressed through a recent hui held at Motuwairaka Marae. Project reporting to Crown Infrastructure continues, no issues to date.</p>	<p><b>Overall Status:</b></p>
<p><b>Upcoming work</b></p> <ul style="list-style-type: none"> <li>• Review of Council's building and property portfolio to identify assets that could be considered for disposal</li> <li>• Development and update to strategic plans</li> <li>• Introduce asset management practices</li> </ul>	<p><b>Overall Status:</b></p>

## 8.6 STRATEGY, POLICY AND GOVERNANCE ACTIVITY REPORT

File Number:

Author: Karen Yates, General Manager Strategy & Development

Authoriser: Kym Fell, Chief Executive

### PURPOSE

The purpose of this report is to provide Council with an update from the Strategy, Policy and Governance team (see Attachment 1).

### RECOMMENDATION

That Council receives the update from the Strategy, Policy and Governance team.

### ATTACHMENTS

1. Strategy Policy and Governance Activity Report [↓](#)





## **STRATEGY, POLICY AND GOVERNANCE ACTIVITY REPORT**

### **Strategy**

#### **Strategy and Policy Team Work Programme**

1. The Strategy and Policy Team work programme for the 2024-27 period has been updated to reflect decisions made through the 2024-34 Long-Term Plan process, noting policy work has only been programmed through until June 2025 and will be updated then. The work programme overview is included for information as Attachment 1. This is a living document that will change as new information becomes available and work is reprioritised.
2. The following policies/strategies have been de-prioritised for now: Shared Services Policy Review; Senior Housing Policy (noting Panama progress); Public Art Policy; Arts, Culture & Heritage Strategy review; Cycling Strategy review; Town Centre Strategy review; Homebush Strategy (noting Stormwater and Wastewater Strategy that is underway).
3. Implementation plans for the next 18 months are currently being developed for the Climate Action Plan and Corporate Carbon Emission Reduction Plan and will be shared with Council once complete. Full reviews of these plans are scheduled for Year 2 of the 2024-34 LTP cycle.

#### **Parking Assessment and Plan**

4. Work on the parking assessment/plan is progressing. Officers are working toward adoption of a proposed plan for consultation in November 2024. Any bylaw changes resulting from the plan will be included in the Bylaws review scheduled for consultation in early 2025. Any changes to fees and charges will be consulted on as part of the 2025/26 Annual Plan process.

#### **Spatial Plan/Growth Strategy**

5. A timeline is being developed for the Spatial Plan/Growth Strategy.

#### **Stormwater and Wastewater Strategy**

6. Support continues for the Stormwater and Wastewater Strategy that is being led by Council's Assets and Operations Team. In particular, the Strategy, Policy and Planning Teams are supporting the Catchment Planning workstream.

### **Corporate Planning**

#### **2024-34 Long Term Plan Consultation**

7. MDC won the Super Engaged Award at the LGNZ's Super Local Awards for consultation on the 2024-34 Long Term Plan, Tō Wāhi, Tō Mahere - Your Place, Your Plan. Judges said the consultation used clear, sharp messaging and closed feedback loops to overcome public consultation fatigue.

### **2023/24 Annual Report**

8. Work on the 2023/24 Annual Report is underway and on track for adoption on 30 October 2024. An update on the Annual Report is included as a separate report on this agenda. Audit New Zealand will return in late September to complete the Audit process.

### **2025/26 Annual Plan**

9. A timeline is being developed for the 2025/26 Annual Plan, noting initial work programme and budget reviews are undertaken during Q2 of the financial year.

## **Economic**

### **Infometrics Update**

10. Weaker economic activity and falling unemployment are hitting regional economies, with the economic crunch deepening across the country. Provisional estimates in the June 2024 Infometrics Quarterly Economic Monitor, suggests that economic activity nationally in the June 2024 quarter was 0.2%pa lower than a year ago, turning year-end growth negative, at -0.2%pa, too. Masterton District continues to face challenging economic conditions. Infometrics provisionally estimates that economic activity in the district declined by 0.1%
11. Masterton's economic slowdown is broadly based across a wide range of industries headed by construction, wholesale and retail trade, agriculture and transport. These industries are partially offset by growth in health care and social assistance and central government administration.
12. Masterton households are doing it tough with consumer spending down 0.4% over the year to June 2024. With national price inflation at 3.3%, consumers are walking away from the tills with a lot fewer goods than a year ago.
13. House sales continue their upward trajectory, up 4.5% over the year to June 2024, boosted by an 11% rise in new listings, although sales remain low by historical standards. House values have risen for the second successive quarter, up 6.6%pa in the June 2024 quarter, which means that housing affordability is again deteriorating. By contrast, rental affordability has improved as average rents grew by just 2.7% over the year to June 2024, down from a recent peak of 16.1% in December 2021.
14. On a positive note, Masterton has experienced a decrease in the crime rate, an increase in the public housing stock, a substantial decrease in households in emergency housing, and improvement in school attendance.

### **Panama Vacant Land High Court Application**

15. The appeal period for the High Court judgement on the Council's scheme being approved has lapsed, with no appeals being filed.
16. Officers will be bringing a report to Council in October setting out next steps and seeking approval to proceed.

### **Dark Skies**

17. Work is continuing on the Dark Skies information week scheduled for October 7-13. Officers are working with the Wairarapa Dark Sky Association to organise a speaker at the library. Materials are also being adapted from International Dark Sky information, to be made available on our website and at MDC sites. The materials focus on what people can do at home to support the dark sky reserve, and the benefits of the reserve.

## **Environment**

### **National**

*National updates have been included for information for Elected Members. Officers will keep a watching brief as to how they will impact the District and provide updates as appropriate.*

### **Second Emission Reduction Plan submission**

18. Officers completed a submission for the Ministry for Environment's second emissions reduction plan for 2026-2030 (ERP2). The final submission is attached to this report as **Attachment 2**
19. The second emission reduction plan focused on planting pine trees to sequester emissions, rather than reduce emissions at the source. Pine plantations cause allergens, are vulnerable to pests, wind, and are highly flammable. At time of writing this report, a significant pine plantation fire was underway in Canterbury, engulfing 85ha of pine plantation. It is unclear if the government have an alternative plan if planting becomes an unviable option.

### **Climate Change Commission first national adaptation plan progress assessment**

20. The Climate Change Commission have released their first [national adaptation plan progress report](#). Among other things, the report highlighted that the government needs to set out:
- Clear legislative mandate for adaptation planning and action at the local level, including local community adaptation planning and planning for managed retreat.
  - Clear roles and responsibilities at national and local levels.
  - Clear and inclusive processes and methods for adaptation planning and decision making.
  - How the costs of local adaptation planning and implementation will be shared, and how costs of climate-related losses will be addressed and met.

### **Time of use schemes (congestion charging)**

21. The Minister of Transport has confirmed the government will introduce time of use schemes to reduce travel times on the busiest roads and boost economic growth.
22. Cabinet has agreed to a legislative framework that will enable local councils to propose time of use schemes on their networks. NZ Transport Agency will lead the design of the

schemes in partnership with councils, and all schemes will require approval from the Government. Funds raised will be reinvested into transport infrastructure in the region it was raised.

23. Transport accounts for 18 percent of New Zealand’s greenhouse gas emissions, and 90 percent of those arise from road transport. The schemes will likely result in more people taking public and active transport, reducing emissions. It is worth noting that if such a scheme were to take place in the Wellington region, the Wairarapa rail line continues to fall short of Metlink’s expected targets for reliability and punctuality. The bill is expected to be introduced to Parliament by the end of the year.

Reliability - year to date (Jul - June)				Punctuality - year to date (Jul - June)			
	2023/24	2022/23	Change		2023/24	2022/23	Change
Hutt Valley	97.6%	93.0%	4.6%	Hutt Valley	88.5%	88.1%	0.4%
Johnsonville	96.8%	88.5%	8.3%	Johnsonville	95.8%	91.9%	3.9%
Kāpiti	97.3%	90.3%	7.0%	Kāpiti	83.4%	62.9%	20.5%
Wairarapa	92.8%	95.6%	-2.8%	Wairarapa	23.5%	49.2%	-25.7%
<b>Total</b>	<b>97.1%</b>	<b>91.1%</b>	<b>6.0%</b>	<b>Total</b>	<b>87.1%</b>	<b>80.1%</b>	<b>7.0%</b>

Above: Statistics from [Metlink](#) showing the under performance of the Wairarapa rail line. Speed restrictions have heavily impacted the service

## Regional

### Electrify Wairarapa event

24. Sustainable Wairarapa are planning an event: ‘Electrify Wairarapa.’ The event will be held on 22-23 November at Solway Park, and will include exhibitors and keynote speakers to discuss renewable energy electrification with the businesses and the agriculture sectors. Confirmed keynote speakers include Mike Casey from [Rewiring Aotearoa](#) and Dr Marcos Pelenur, Chief Executive for EECA.
25. Electrification through renewable energy generation will reduce emissions, reduce dependence on the grid, and increase resilience in the Wairarapa. Officers have offered to work with Sustainable Wairarapa to promote the event through our channels.

### Regional local government projects

26. Work is underway to synthesise the Wellington Region Climate Change Impact Assessment (WRCCIA) [report](#) for decision makers.
27. Work is underway to develop a regional approach to climate change adaptation as part of the Wellington Region Leadership Committee work programme. This will identify what problems need to be addressed at a regional level, such as lifelines and emergency management; the management of large rivers and catchments; clarify roles and responsibilities, et cetera. The intention is then to develop a number of tools for local authorities to utilise, including GIS mapping and community engagement best practice.

28. The adaptation project lead has gathered information from all Councils involved and is now formulating the Regional Adaptation Project Plan that will be presented to the Wellington Region Leadership Committee Meeting in October.

## **Masterton District**

### **Environmental/Climate Change Action**

29. Officers are investigating commissioning an independent greenhouse gas inventory for the 2023-24 year. The intent of the inventory is to determine where corporate emissions are generated. The information will help prioritise actions from the Corporate Carbon Emission Reduction Plan.
30. Te Tiriti/Tikanga workshops for those working on environment related projects were concluded in September. The workshops took place over two days and were attended by 13 council staff and 11 members of community groups.



*Above: Attendees at the Te Tiriti/Tikanga workshop*

31. MDC supported Te Wiki Tiaki Ao Tūroa Conservation Week. A range of activities took place over the week, including a conservation themed week at the Masterton Library.
32. Following on from the second round of the Community Climate Fund, officers are reviewing the conditions and criteria of the fund. The review is considering how the fund can be positioned to achieve greater outcomes in the environment space for the community.
33. Photos are included below from the Solway Community Group who received Community Climate funding in 2024 for planting at Solway Reserve. The group partnered with Douglas Park School to undertake the work.





*Above: Solway Community Group Planting with Douglas Park School at Solway Reserve*

### **Better Off Funding Projects**

34. Mana Whenua Climate Project: Mana whenua have finalised their project plans. Projects include actions that focus on identifying the impacts of climate change in Wairarapa taiao. Plans are also progressing for the Mana Whenua Climate Forum to be held later this year.
35. Eco-Corridors (Biodiversity and Fish Passage) Project: The project team has been established with three meetings to date. The project team are identifying a long list of sites on the Mākoura Stream that could benefit from fish passage and/or planting. Tohu (indicators/guidance) will be developed to apply a Mātauranga Māori lens as part of the assessment of sites and as indicators for future.

## **Policy**

### **National**

#### **Government update to parking penalties**

36. The Minister of Transport and Minister of Disability Issues have announced increases to parking infringement and towage fees that will come into effect from 1 October 2024.
37. Most parking infringements were set in 2004. The Government's changes apply a CPI increase to parking infringement fees, resulting in around a 70 per cent increase. This includes an increase of the current \$150 infringement fee for misuse of a mobility parking space to \$750.
38. The changes are being given effect to through the Land Transport (Offences and Penalties) Amendment Regulations 2024, Land Transport (Storage and Towage Fees for Impounded Vehicles) Amendment Regulations 2024 and Land Transport (Towage Fees) Notice 2024. Further information is available from:  
[www.beehive.govt.nz/release/government-update-parking-penalties](http://www.beehive.govt.nz/release/government-update-parking-penalties).

39. There are no implications for the Wairarapa Consolidated Bylaw Traffic Part which prescribes penalties for breaches of the bylaw in accordance with the Land Transport (Offences and Penalties ) Regulations 1999.

**Draft Strategy to Prevent and Minimise Gambling Harm 2025/26 to 2027/28**

40. The Gambling Act 2003 sets out requirements for an integrated problem gambling strategy focused on public health. The Ministry of Health is responsible for refreshing the strategy every three years and has released a Consultation Document available from: [www.health.govt.nz/publications/draft-strategy-to-prevent-and-minimise-gambling-harm-202526-to-202728](http://www.health.govt.nz/publications/draft-strategy-to-prevent-and-minimise-gambling-harm-202526-to-202728).
41. The Consultation Document sets priorities including:
- Increasing access to gambling harm support
  - Growing the gambling harm workforce
  - Strengthening the focus on the prevention of and early intervention in gambling harm
  - Improving the effectiveness of gambling harm support.
42. There are no implications for the recently adopted Wairarapa Class 4 Gambling and Standalone TAB Venues Policy.

**Regional**

**Wairarapa Local Alcohol Policy Review**

43. The Wairarapa District Councils share a joint Wairarapa Local Alcohol Policy made under sections 75 and 76 of the Sale and Supply of Alcohol Act 2012 (the Act).
44. The Wairarapa Policy Working Group (WPWG) met on 19 August 2024 to consider the draft policy. The draft policy and Statement of Proposal is being considered for adoption for consultation at this Council meeting. South Wairarapa District Council adopted the material for consultation on 4 September. Carterton District Council will consider the item on 18 September.
45. Subject to adoption for consultation by all three councils, consultation with the community will run between 20 September – 20 October 2024.

**Wairarapa Consolidated Bylaw 2019 Review**

46. The Masterton, Carterton and South Wairarapa District Councils (the Wairarapa District Councils) share a joint Wairarapa Consolidated Bylaw made under sections 145 and 146 of the Local Government Act 2002, and other relevant statutes.
47. The Wairarapa Consolidated Bylaw 2019 (the Bylaw) has a legal review period of five years, which was due in June 2024. A review of the Bylaw is currently underway. The Wairarapa Policy Working Group (WPWG) has delegated authority to support the review and make recommendations back to the Wairarapa District Councils.

48. The WPWG last met on 31 May 2024 to discuss the current bylaws and review approach. The key focus of staff since this date has been undertaking background research, engagement with key stakeholders, options analysis and drafting of amended bylaws.
49. A meeting of the WPWG will be scheduled later this year to consider amended bylaws and a Statement of Proposal for consultation.

## Governance

### Local Government Official Information and Meetings Act Requests

50. For the period 1 August to 11 September 2024, Council received a total of 22 Local Government Official Information Act (LGOIMA) requests.

#### Requests in Progress

<u>Subject</u>	<u>Requester</u>	<u>Date Received</u>	<u>Status</u>	<u>Due date</u>
Information re Water Fluoridation	Individual	15/07/2024	In progress	16/09/2024 (due date extended)
Town Hall, Library extension and Waiata House extension costings	MRRA	1/08/2024	In Progress	17/09/2024 (due date extended)
Hammer Throw Cage	Individual	15/08/2024	In Progress	12/09/2024
Wastewater issues – Upper Plain	Individual	15/08/2024	In Progress	12/09/2024
Resource consents and new wastewater connections – Upper Plan	Individual	15/08/2024	In Progress	12/09/2024
Dog Registration penalty	Individual	14/08/2024	In Progress	11/09/2024
EPB Notice for 64 Chapel Street – additional information required	MRRA	23/08/2024	In Progress	20/09/2024
Technical soil reports for Proposed District Plan	TCSurvey Ltd	26/08/2024	In Progress	23/09/2024
Parking officer warrant	Individual	26/08/2024	In Progress	23/09/2024
Property spaces and venues – Policies, guidelines, regulations_ statements for use or hire	Free Speech Union	2/09/2024	In Progress	30/09/2024
Proposed Wairarapa Combined District Plan Query	Individual	4/09/2024	In Progress	2/10/2024



<u>Subject</u>	<u>Requester</u>	<u>Date Received</u>	<u>Status</u>	<u>Due date</u>
Emergency Management Capability	Green Party	5/09/2024	In Progress	3/10/2024
Drinking Water Results - 23 September 2023 to 30 August 2024	ManukaMed	6/09/2024	In Progress	4/10/2024

**Requests Completed Since Last Report**

<u>Subject</u>	<u>Requester</u>	<u>Date Received</u>	<u>Days to respond</u>
Local Government Amalgamation discussions	Individual	1/08/2024	11
EPB notice for 64 Chapel Street	MRRA	1/08/2024	13
Noise control log	Individual	5/08/2024	20
Resource Consent Decision	Individual	8/08/2024	3
Renall Street Tree Removal	Individual	9/08/2024	1
Information re Water diversion to Lake of Remembrance	Individual	9/08/2024	21
Resource Consent Decision	Individual	9/08/2024	15
Code of Conduct complaints	Individual	19/08/2024	2
LGNZ Annual Conference 2024 Cost	MRRA	28/08/2024	8
Food Service Outlets	Food Industry Foresight Pty Ltd	28/08/2024	8

<b>SUMMARY (by financial year)</b>	<b>2024-2025 (year to date)</b>	<b>2023-2024</b>	<b>2022-2023</b>
Total Received	31	116	100
% sent in timeframe (including extensions)	16 requests completed to date, 15 were sent within timeframe	93%	87%

**Privacy Act Complaints**

51. No complaints under the Privacy Act have been received for the period 1 August 2024 to 11 September 2024.

**Attachments:**

- **Attachment 1** Policy and Strategy Work Programme
- **Attachment 2:** Masterton District Council Submission on the second emission reduction plan

Date of report: 11 September 2024

Report writers:

Stephanie Frischknecht | **Policy Manager**

Harriet Kennedy | **Governance Team Leader**

Tania Madden | **Strategic Planning Manager**

Matt Steele | **Economic Lead**

Josie Askin | **Corporate Planning Lead**

Kylie Robinson | **Environment Lead**

Approved by:

Karen Yates | **General Manager – Strategy and Development**

ATTACHMENT 1

Table with columns for months (JUL 24 to JUN 27) and rows for various projects and programs. Includes project leads, current status, and a legend on the right with categories like Consultation/Engagement, Decision Point/Report, Corporate Planning, Strategy Team, Strategy Team - Environmental, Policy, and New Council.

**ATTACHMENT 2**



21 August 2024

Ministry for the Environment  
Manatū mō te Taiao  
PO Box 10362  
Wellington 6143

**New Zealand's** Second Emission Reduction Plan

Thank you for the opportunity to respond to the second emission reduction plan (ERP2). The attached document provides Masterton District Council's response.

We have included:

- Information around the challenges our district is facing.
- Commentary on the overall approach the Government has taken for the plan.
- Specific sector feedback.

Any queries can be directed to Kylie Robinson, Environmental Lead (kylie.robinson@mstn.govt.nz).

Ngā mihi.

A handwritten signature in blue ink, appearing to read 'Kym Fell', is located below the text 'Ngā mihi.'.

Kym Fell  
Chief Executive



# SECOND EMISSION REDUCTION PLAN CONSULTATION

## Introduction

Masterton District Council (MDC) appreciates the opportunity to make a submission on the second emission reduction plan (ERP2). We are pleased to see the government develop this next step in the emission reduction journey.

## Background

MDC is a local government body that represents over 29,000 residents of the Wellington Region, across an area of 2,300km<sup>2</sup>. As a provincial town, our council and community are responsible for a significant portion of coastline, agricultural land, open spaces, and a roading network of over 800km. Masterton offers a wealth of opportunities for recreational activities for residents and visitors alike.

### Our community

We have a reasonably vulnerable population; 22 percent of our residents are pensioners (compared to 16 percent nationally), and 24 percent are under 20 years old, leaving just over half of the population at 'working age.' Furthermore, we have large variances in deprivation, and Masterton is considered more deprived than the New Zealand average.

As a district, we have experienced significant growth – between 2014 and 2023, our population increased by 20.5 percent. Projections show the population will continue to trend upwards, and an additional 5,000-27,000 population expected by 2054, increasing pressure on our infrastructure.

### Climate change

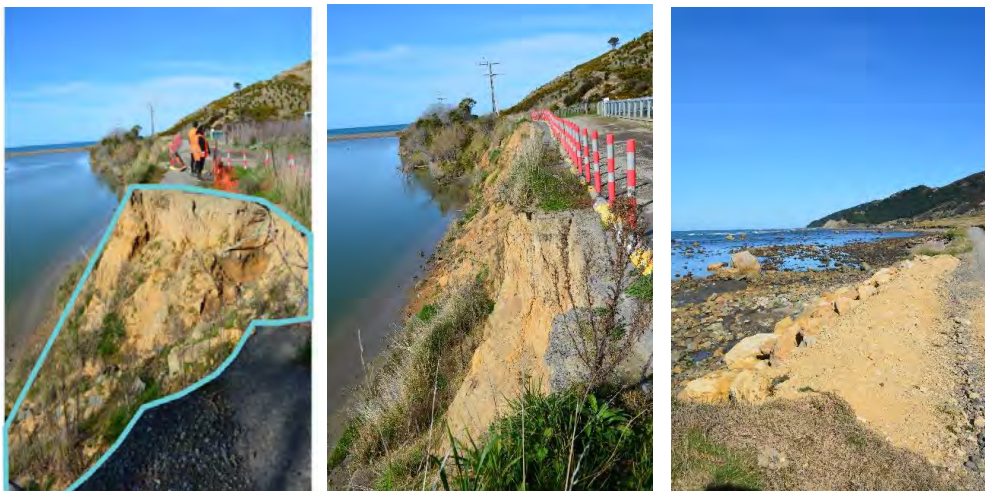
Situated between the Waingawa River, Tararua Ranges, Ruamāhanga River, and East Coast, we are fiercely proud of the beautiful taonga that is our environment. Having a healthy, functioning environment is vital for our community's four well-beings, and we are actively working with our community to ensure they are prepared for the adverse effects of climate change.

MDC adopted our Corporate Carbon Emissions Reduction Plan in 2021. The following year, the community-facing Masterton District Climate Action Plan was adopted. The latter was designed in consultation with a community focus group, and set around four key themes:

- Community Empowerment
- 20 Minute town
- Circular Economy
- Climate Resilient District

As a district, we are experiencing firsthand the impact of climate change:

- o Mātaikona Road is a 13km road that provides the only vehicle access to three coastal settlements, several farming and forestry properties, and the Mātaikona Rocks. The entire road has been under pressure from storm events, and sea erosion has become a significant problem. Parts of the road have been washed out completely, requiring the road to be diverted onto private land to allow access.



*Above: different areas of Mātaikona Road. Left: the blue outline shows the area of road that has been washed out forcing vehicles onto private land. Middle: barriers have been erected to warn users of the erosion and sheer drop below. Right: roading stabilisation that has already been completed.*

- In March this year, a drought was declared for the Wairarapa region by the government after particularly dry conditions.
- In 2023, Cyclones Hale and Gabrielle caused considerable damage to the eastern and coastal areas of the Wairarapa, including the Masterton District.



They caused damage to residential and commercial farming properties, as well as roading and storm water infrastructure.

- As a result, a Recovery Office was established to coordinate recovery efforts across the Wairarapa Region to address ongoing impacts and strengthen capability to recover from future climate events. Among other activities, a voluntary buy-out and relocation programme was established and implemented for Category Three landowners whose properties were extensively flooded during the cyclones.



Above: the aftermath of the 2023 cyclones.

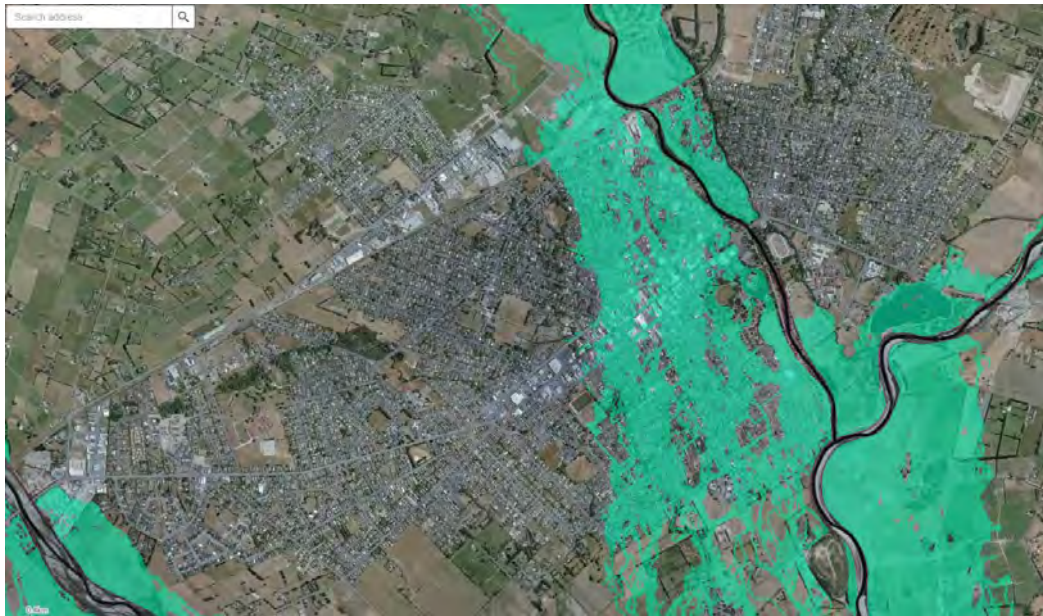
- In 2006, an almost three-metre-high sea wall was erected to protect the Castlepoint coastline from erosion, using over 8,500 tonnes of quarry rock.

On top of what our district is already experiencing, NIWA have predicted<sup>1</sup> that our district will continue to experience an increase in temperatures and changes to rainfall patterns. These changes have the potential to wreak havoc on our community, and Council's ability to provide vital infrastructure. In addition, Greater Wellington Regional Council (GWRC) have released flood maps<sup>2</sup> showing a

<sup>1</sup> NIWA Climate Change projections for the Wairarapa report, prepared for the Greater Wellington Regional Council; September 2021

<sup>2</sup> <https://mapping.gw.govt.nz/GW/Floods>

considerable amount of the town being under water in the event of a 1 in 100-year flood.



*Above: flood maps from GWRC showing Masterton in the event of a 1 in 100-year flood.*

## Local Government New Zealand (LGNZ) Response

We support the submission made by LGNZ and would like to further highlight some points, below.

### Overall comments

We support a partnership approach between local and central government.

Local government need to be prioritised as a key partner to lead and operationalise emission reduction at a community level. We would like to see strong support to do this, by having the appropriate resources to enact change.

We welcome consistent climate change policies, frameworks, and regulation for local government, and the funding to make it happen. This will help us predict, plan for, and invest in climate mitigation and adaptation opportunities. Climate change will capsize all four of the well-beings outlined in the Local Government Act if we are not given tools and resources that are fit for purpose.



Our community wants to participate in emission reduction solutions; however, we cannot stress enough that central government must help fund local government to make it happen. It is simply not enough to rely on **ratepayers'** long term - they do not have unlimited resources.

We welcome the opportunity to complete pilot programmes in the Masterton District in partnership with government. The aforementioned Mātaikona Road would be a great opportunity to trial different practices to support resilience.

Gross emission reduction needs to be prioritised.

Immediate long-term sustainable action to reduce emissions is required to avoid the worst cascading effects that climate collapse will have on our local communities, economies, and trade agreements.

As a community and local government body, we have committed to doing our part to prioritise reducing emissions. We feel strongly that the Government should do the same.

Reducing gross emissions should be prioritised over a net approach that heavily relies on offsetting emissions. Relying on offsetting emissions is short sighted and will result in a significant financial burden on future generations. This is a significant concern for us, given our community's **deprivation** status.

Furthermore, failing to reduce gross emissions in the first instance denies New Zealanders the opportunity to reap the co-benefits, such as the health benefits of cleaner air and active transport. This is exacerbated if the government chooses to rely on international offsets to meet their international emissions reduction targets as the co-benefits will accrue to other countries instead of our environment and our people, and New Zealand will fall further behind. We do not understand why the government would want to do this.

The ERP2 modelling does not align with meeting the 2031-35 emissions budget, or New Zealand's long term and international targets. We strongly urge the government to lead the country to meet our international obligations and long-term targets.

We urge caution on relying on future technologies and mass planting.

We are wary of the plan to rely on future technologies and mass plantings. Relying on technologies that have not been invented, identified, or proven appropriate for New Zealand conditions, or proven at scale is risky. This is highlighted by New Zealand's poor ranking in funding for research and development. We are ranked 25<sup>th</sup> in the OECD for GDP spend in this area.<sup>3</sup>

New Zealand is the only country in the OECD allowing unlimited planting to achieve climate goals. While carbon in the atmosphere is long-lived, forests are not. Land is not unlimited, and being an island nation, we need our land for sensible food production – particularly in smaller rural communities. Relying on planting trees to offset emissions is not a long-term solution. At best, offsetting is a limited transitional tool.

Furthermore, there are considerable social and economic implications on converting farms to forestry. Forestry creates few jobs, displaces rural support services, and can erode the sense of place and community, putting rural communities at risk of collapse. Not to mention the extra burden put on local communities such as fire hazard, pest control, road maintenance, declining rural school roles and sports clubs.

Future climate predictions include an increase in drought, disease, wildfire, and flooding, so caution should be taken when relying on future forests and wetlands, and their stability for carbon sequestration. If gross emissions reduction is prioritised, reliance on sequestration would be reduced.

Additionally, consideration should also be given to future generations who will have to deal with land permanently locked up for offsetting, while gross emissions continue. They will also have to deal with the allergen effects of increasing pine plantations, and the loss of opportunity for indigenous biodiversity. While we understand indigenous plantings do not grow as quickly as exotics, we encourage the government to embrace our native taonga and help ameliorate our looming ecological crisis.

We also note that the ERP2 has based its forestry sequestration modelling on over inflated tree planting numbers, as per the statement from the New Zealand Institute

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<sup>3</sup> <https://www.oecd.org/en/data/indicators/gross-domestic-spending-on-r-d.html>

of Forestry.<sup>4</sup> Their data suggests the actual tree planting this year is around half the forecast figures, with a greater decline expected in 2025.

We ask the government to **reconsider the 'least cost' approach**.

We are apprehensive about the government's 'least cost' approach. A least cost approach needs to account for all costs, including New Zealand's reputation, businesses, exports, sectors, lost co-benefits, offsetting and the cost of adaptation measures that local communities and future generations will bear. The government should consider who 'least cost' applies to and scrutinise how future generations will be impacted by today's decisions.

The ERP2 does not seem to consider the cost of offsetting the emissions required to meet our international trade commitments. Treasury and Ministry for the Environment estimate this could cost billions of dollars before the end of this decade. As already mentioned, we want to see investment in New Zealand emission reduction and sequestration before we fund other countries to do it on our behalf.

An equity lens needs to be applied.

The government need to apply an equity lens over the entire ERP2 to ensure it does not exacerbate social and economic polarisation. It is well documented that climate change will disproportionately disadvantage lower socioeconomic communities.

Relying on the ETS as a key lever for emissions will exacerbate inequity; rising emission prices will result in rising fuel, electricity, and food costs. It is unclear how lower income households will access alternative transport modes or low emission vehicles, generate renewable energy or access affordable nutritious food, noting this is a challenge already being faced in our community.

Although the impact and inequity are discussed, the ERP2 does not detail how this will be addressed and is limited to economic impact only.

Furthermore, MDC like all local government, is concerned with more than just economic impact. We would like to see a well-being framework applied to the ERP2 analysis, to discuss the cultural, ecological, and social impacts of the government's emissions reduction policies and outcomes.

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<sup>4</sup> <https://nzif.org.nz/assets/Media-News/20240717-Second-emissions-reduction-plan.pdf>

## Agriculture comments

While we support the government's ambition for world leading innovation to accelerate transition to a low emission sector, it is disappointing to see the ERP2 fails to address what will happen if the technology is not fit for purpose or fails to deliver.

Agriculture, forestry, and fishing are responsible for 7% of Masterton's GDP (approximately \$118.8m)<sup>5</sup>, yet accounts for 81% of our greenhouse gas emissions.<sup>6</sup> This sector plays a key role in the District (employing over 1,500 people in Masterton), the region, and country. Furthermore, vineyards across Masterton and the wider Wairarapa are a key tourist destination within the Wellington region. It is concerning that the sector does not have a clear path as to how they will decarbonise.

Masterton farmers are repeatedly at the forefront of the worst effects of climate change. Failing to deliver emissions targets will result in farmers experiencing continued harsher climate change impacts and increasingly threaten key export markets.

The government's main tool for driving emission reductions is the ETS, however agriculture continues to be excluded, and details of a split gas approach remain uncertain. We have concerns that if a clear plan for reduction is not outlined and supported, the agriculture sector will be penalised in a future last-minute scramble to meet our international obligations, or not included at all.

Furthermore, when an actionable plan is made, we ask that the government work directly with farmers to ensure it works for all parties. It is vital that the agricultural community are part of the discussion and planning process.

We would like to see support for farmers to utilise existing practices to reduce emissions and incentives to use land in a resilient, low emission way. We support highly productive land being protected from excessive permanent exotic afforestation and welcome the opportunity to work with central government to trial pilot programmes in this space.

New Zealand has an opportunity to set the standard and be global leaders. The ERP2 does not set the country up to do this.

## Transport comments

ERP2 shows only a 1 percent decrease in transport emissions. As New Zealand's second highest emission source, this is not enough. We would like to see support for active and public transport within, and between our urban areas. At the same time,

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<sup>5</sup> Infometrics

<sup>6</sup> AECOM Masterton District Emissions Inventory 2021/22, prepared for Greater Wellington Regional Council, 2023.

as a rural provincial area we need support for our roading network, especially to combat climate change effects.

We encourage the government to be ambitious and take a long-term approach. As part of the decision-making process, we would like to see the government consider:

- Better public transport opportunities outside of the major cities, which will work for the long term. We are pleased to see the Wairarapa train service has received funding from the government, however it is disappointing that hybrid engines have been removed as a requirement. This decision could lock the service into diesel emissions for the next 50 years.
- Opportunities for active transport when undertaking feasibility studies for significant projects. For example, there has been over \$26m of work completed as part of a SH2 road safety upgrade between Masterton and Carterton in the last few years. This would have been an excellent opportunity to introduce cycle lanes.
- Reducing barriers to low emission transport. The installation of 10,000 EV chargers will not necessarily break down the cost barrier - EVs are unaffordable for many in our community, and that for those that have them 80% charge at home. With the revocation of the Auckland fuel tax, and the removal of the Clean Car Discount, it is unclear how communities will be incentivised towards low emission options, or how low-income earners will access them.

The government should carefully consider how and where chargers are rolled out and apply an equitable lens. Our district already has a number of public charging stations, and the key areas that would benefit from these are our beach resorts that attract tourists from outside our district. We also note, the chargers seemingly benefit those that benefited from the Clean Car Discount Programme. Given our lower socio-economic and aging population demographics, there may be more value investing in better public transport in our district.

Noting these points, careful consideration should be given to where the chargers are placed. We are interested to understand how local government will be engaged to inform and enable the charger roll out.

## Missed opportunities for ERP2

We feel that there are missed opportunities that the government could consider to create cost effective emission reduction:

- Fund Local Government to enact emission reduction action at community level, and provide consistent, strong policies.

- Robust transport policies that consider the dynamics of rural provincial areas. New Zealand transport emissions are the fifth highest in the world per capita. A one percent decrease is not enough.
- Reinstate focus and funding on mode shift from private vehicle use to public and active transport and consider rural and provincial areas in the thinking. This would reduce emissions at least cost and deliver co-benefits such as less congestion, improved air quality, and more affordable transport options.
- Support and enable the agriculture sector to innovate and reduce emissions, and work with the sector to find solutions.
- Do not reverse the oil and gas ban.
- Consider reinstating the Government Investment in Decarbonising Industry (GIDI) fund that Treasury estimated would have generated ten million tCO<sub>2</sub>e of savings by 2050.
- Incentivise domestic solar panels for homeowners and landlords. This has multiple benefits: increase in renewable energy generation, reduction in transmission emissions, increased resilience, and will create a buffer against projected energy increases.
- Incentivise households and businesses to remove gas infrastructure. This would have emission implications and health implications. The University of Queensland has found that 12 percent of childhood asthma in Australia is directly attributable to gas cooking.<sup>7</sup>
- Introduce indigenous biodiversity opportunities to the Emissions Trading Scheme. We should be proud of our native taonga and embrace the opportunity for positive biodiversity implications.
- Do not renege on the H1 Energy Efficiency standards. Homes that are well-insulated allow less heat transfer, therefore requiring less energy for heating and cooling. New Zealand housing standards are poor compared to the rest of the developed world, and there is considerable data outlining poor health outcomes with sub-standard housing.
- Consider a national campaign to engage New Zealanders around emission reduction.

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<sup>7</sup> <https://www.mja.com.au/journal/2018/208/7/damp-housing-gas-stoves-and-burden-childhood-asthma-australia>

## Conclusion

Thank you for the opportunity to submit on this important piece of work. As outlined in our feedback, we believe the ERP2 fails to deliver the requirements to meet New Zealand's emission reduction goals and international obligations.

New Zealand has a responsibility to do more than sustain the existing levels of global heating. We would like to see a high level of investment from the Government into making real difference for our communities, now and in the future. If this cannot be committed to, the 'least cost' approach should include funding for recovery, resilience, and adaptation projects, as failing to take strong emission reduction action will result in our communities suffering the consequences now and in the future.

The Government needs to take a leadership role through strong policies and processes and be accountable for emissions reduction. ERP2 has no accountability for the Government if it does not work. Rather, future generations will be penalised for today's shortcomings.

Lastly, we encourage the government to apply a social, economic, cultural, and environmental lens across the ERP2, to ensure our current and future communities are equipped to deal with the challenges to come.

We welcome the opportunity to partner directly with the government on any pilot programmes for this important work.

## 8.7 CHIEF EXECUTIVE'S REPORT

**File Number:**

**Author:** Kym Fell, Chief Executive

### PURPOSE

The purpose of the attached report is to provide Council with an update from the Chief Executive (as at 11 September 2024).

### RECOMMENDATION

That Council receives the Chief Executive's Report as at 11 September 2024.

### ATTACHMENTS

1. Chief Executive's Report [↓](#)



## **CHIEF EXECUTIVE'S REPORT**

18 SEPTEMBER 2024

### **Local Water Done Well (LWDW)**

The last six weeks have been incredibly busy, largely focused on activities related to Local Water Done Well (LWDW). While Council is yet to decide on who we partner with, our team has spent countless hours working with our neighbouring Councils to ensure we present our elected members with the best possible information to enable them to make an informed decision.

Commencing the week of 16 September, the LWDW Project Team will brief our iwi partners from the Tararua and Wairarapa rohe, bringing them up to speed on the direction of the project. This will include in-person information sessions in both Dannevirke and Masterton.

As previously mentioned, by the end of October, our Council will need to decide whether Masterton will fully commit to the Wellington regional water service delivery model or explore alternative options.

### **Financial Impact of Central Government Reforms on Our Community**

The New Zealand Institute of Economic Research (NZIER), commissioned by Local Government New Zealand, has highlighted the financial strain Central Government reforms place on local Councils. These reforms often increase costs for ratepayers, with Central Government consistently underestimating the financial burden on councils. Frequent policy changes, like the triennial revisions in freshwater management, result in significant sunk costs. Additionally, services such as liquor licensing, meant to be cost-recovery, are being subsidised by ratepayers due to decade-old fees set by Central Government.

NZIER found that many Central Government mandates impose one-size-fits-all models that don't reflect local realities. These mandates divert Council resources from essential work, add unnecessary complexity, and underestimate their financial impact.

As the Government's Local Water Done Well (LWDW) programme progresses, our small ratepayer base faces substantial unbudgeted costs that will need to be covered through debt. Despite expectations for Central Government support, the message has been clear, this being "there is no money."

This growing financial strain jeopardises the sustainability of local services and infrastructure. Without adequate funding, Councils will struggle with increased debt, reduced investment in community needs, and the potential decline in service quality. It is crucial that Central Government recognises these challenges and collaborates with local Councils to ensure reforms are financially viable and tailored to meet the unique needs of each community.

A copy of the NZIER report [can be found here](#).

### **LGNZ Conference**

The 2024 Local Government New Zealand (LGNZ) Conference, held from 21-23 August at Takina in Wellington, brought together leaders from across the country to discuss key issues facing local Councils. The event provided an excellent platform for networking, with presentations from academics, politicians, and thought leaders.

To keep costs at a minimum, Councillor Stella Lennox and I represented our Council at the conference. On the final night, we were joined by General Manager Community, Corin Haines, to accept the SuperEngaged Award at the Fulton Hogan Premier Gala Dinner and LGNZ Awards Ceremony. To be acknowledged as an exemplar was a great achievement for Masterton and is something our Council can all be proud about.

### **Regional Deals**

The Department of Internal Affairs (DIA) is hosting a series of online information sessions in mid-September focused on Regional Deals. These sessions are designed for Council Mayors, Chairs, and Senior Leadership. They will provide an overview of the strategic framework, guidance on the process for Councils to submit regional deal proposals, and indicative timelines for implementing these deals.

These sessions are not intended to influence or pre-empt Cabinet decisions, including those concerning the regions that will be invited to submit the first proposals. These decisions are expected to be announced in October 2024.

The Strategic Framework for Regional Deals is available here: [Regional Deals Strategic Framework - dia.govt.nz](#), and the proactively released Cabinet material relating to the framework is available here: [Proactive release of Cabinet material about Establishing a Strategic Framework for Regional Deals](#).

### **Operational Highlights**

The Information Leadership Project has officially commenced, starting with a comprehensive needs assessment of our information requirements. Meetings with all business units have been held to discuss their current processes, opportunities for improvement, and existing risks. This initial phase is designed to shape the broader scope of the project.

Another notable achievement is the sustained reduction in technology service tickets. We have successfully decreased the average number of live tickets from around 300 in the 2022/23 year to under 50 over the past six months.

Looking ahead, the 2024/2025 Growth and Development round is underway. Employees are currently engaged in competency conversations and setting their growth goals, marking a key phase in our development strategy.

On the health and safety front, we have developed audit forms for our online H&S tool, Assura. This enhancement ensures that MDC staff will conduct health and safety risk audits whenever they visit any work site.

Finally, in Emergency Management, we have established a fully functional emergency controller roster. Four individuals are designated to manage emergency responses, each taking a week-long shift per month. Additionally, two alternate controllers are available to provide support during events. This new strategy includes the formation of two teams, enabling the Emergency Operations Centre to operate effectively over extended periods.

### **Annual Report Progress**

The Finance team have been working on reconciling the figures, particularly around asset capitalisation spend, i.e. the items the Council adds to its asset values through renewals, upgrades and new assets. The capitalised value of over \$30 million is the highest value of capital expenditure this Council has ever spent in one financial year. This is influenced by the rural roading reinstatement work following cyclone's Hale and Gabrielle, where some \$13.5 million has been spent, funded by Waka Kotahi (73.7% average) and new borrowing.

The draft overall financial results versus the Annual Plan's budgets are reported on separately in this agenda. It has been a difficult year to manage within budget, with cost increases in excess of what was budgeted. Overall, savings made in corporate areas have helped offset the higher costs incurred in a number of service delivery activity areas.

## 8.8 MEETING REPORTS FROM COUNCILLORS

File Number:

Authoriser: Gary Caffell, Mayor

### PURPOSE

Councillors are appointed to a number of external groups and organisations as representatives of Masterton District Council. This agenda item allows Councillors to report back on meetings attended in that capacity.

### ATTACHMENTS

Nil

## 8.9 MAYOR'S REPORT

File Number:

Author: Gary Caffell, Mayor

### PURPOSE

The Mayor will provide a verbal report.

### RECOMMENDATIONS

That Council

1. receives the verbal report from the Mayor

### ATTACHMENTS

Nil

**9 PUBLIC EXCLUDED**

**RESOLUTION TO EXCLUDE THE PUBLIC**

**RECOMMENDATIONS**

That the public be excluded from the following parts of the proceedings of this meeting.

The general subject matter 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 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 for the passing of this resolution
<p><b>9.1 - Public Excluded Minutes of Council Meeting held on 7 August 2024</b></p>	<p>s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons</p> <p>s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	<p>s48(1)(a)(i) - 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 would exist under section 6 or section 7</p>
<p><b>9.2 - Audit and Risk Committee Meeting - 14 August 2024</b></p>	<p>s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons</p> <p>s7(2)(c)(i) - the withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied</p> <p>s7(2)(c)(ii) - the withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the</p>	<p>s48(1)(a)(i) - 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 would exist under section 6 or section 7</p>

	<p>making available of the information would be likely otherwise to damage the public interest</p> <p>s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	
<b>9.3 - Section 17A Review - Trust House Recreation Centre</b>	s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	s48(1)(a)(i) - 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 would exist under section 6 or section 7
<b>9.4 - Section 17A Review - Mawley Holiday Park</b>	s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	s48(1)(a)(i) - 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 would exist under section 6 or section 7
<b>9.5 - Chief Executive Performance Review</b>	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons	s48(1)(a)(i) - 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 would exist under section 6 or section 7