



# ORDINARY MEETING of Council AGENDA

**Time:** 9:30 am  
**Date:** Wednesday, 26 June 2024  
**Venue:** Waiata House, 27 Lincoln Road,  
Masterton

---

## 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

<b>1</b>	<b>Conflicts of Interest</b> .....	<b>5</b>
<b>2</b>	<b>Apologies</b> .....	<b>5</b>
<b>3</b>	<b>Public Forum</b> .....	<b>5</b>
<b>4</b>	<b>Items not on the Agenda</b> .....	<b>5</b>
<b>5</b>	<b>Confirmation of Council Minutes</b> .....	<b>6</b>
5.1	Minutes of Council Meeting held on 8 May 2024 .....	6
5.2	Minutes of Council Meeting held on 5 June 2024 .....	17
<b>6</b>	<b>Committee Reports</b> .....	<b>33</b>
6.1	Infrastructure and Services Committee Meeting - 29 May 2024 .....	33
6.2	Audit and Risk Committee Meeting - 22 May 2024.....	40
<b>7</b>	<b>Reports for Decision</b> .....	<b>52</b>
7.1	Notice of Motion - Councillor Goodwin .....	52
7.2	Adoption of the 2024-2034 Long Term Plan .....	58
7.3	Rates Resolution 2024-2025 .....	67
7.4	Adoption of the Wairarapa Class 4 Gambling and Standalone TAB Venues Policy .....	76
7.5	Disability Advisory Group Appointments.....	94
7.6	Wairarapa Economic Development Strategy Work Programme, Operating Model and Memorandum of Understanding.....	102
7.7	Infrastructure and Services Committee .....	122
7.8	Masterton District Council Community Climate Fund Recommendations .....	128
<b>8</b>	<b>Reports for Information</b> .....	<b>139</b>
8.1	Chief Executive's Report .....	139
8.2	Meeting Reports from Councillors .....	168
8.3	Mayor's Report.....	169
<b>9</b>	<b>Public Excluded</b> .....	<b>194</b>
9.1	Public Excluded Minutes of Council Meeting held on 8 May 2024 .....	194
9.2	Audit and Risk Committee Meeting - 22 May 2024.....	194
9.3	District Licensing Committee Appointments .....	195
9.4	Section 17A Review of Solid Waste Services and Recycling Operations.....	195

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

Let the strength and life force of our  
ancestors

Kia mahea te hua mākihikihi

Be with each and everyone of us

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

Freeing our path from obstruction

kia tūturu, ka whakamaua kia tīna! Tīna!

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

Hui e, Tāiki e!

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

Our work has finished

Mō tēnei wā

For the time being

Manaakitia mai mātou katoa

Protect us all

Ō mātou hoa

Our friends

Ō mātou whānau

Our family

Āio ki te Aorangi

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 8 MAY 2024**

**File Number:**

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

**Authoriser:** Kym Fell, Chief Executive

**RECOMMENDATION**

That the Minutes of Council Meeting held on 8 May 2024 be received and confirmed as a true and correct record of that meeting.

**ATTACHMENTS**

- 1. Minutes of Council Meeting held on 8 May 2024**



# **MINUTES**

**Ordinary Council Meeting  
Wednesday, 8 May 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>Confirmation of Council Minutes</b> .....	<b>3</b>
5.1	Minutes of Council Meeting held on 3 April 2024.....	3
<b>6</b>	<b>Committee Reports</b> .....	<b>4</b>
6.1	Infrastructure and Services Committee Meeting - 17 April 2024 .....	4
<b>7</b>	<b>Reports for Decision</b> .....	<b>4</b>
7.1	Adoption of the Wairarapa Class 4 Gambling and Standalone TAB Venues Policy .....	4
7.2	Dog Fees 2024-2025.....	5
7.3	DLC Appointments .....	7
<b>8</b>	<b>Reports for Information</b> .....	<b>7</b>
8.1	Chief Executive's Report .....	7
8.2	Meeting Reports from Councillors .....	8
8.3	Mayor's Report.....	9
<b>9</b>	<b>Public Excluded</b> .....	<b>9</b>
9.1	Public Excluded Minutes of Council Meeting held on 3 April 2024.....	9
9.2	FOSAL Buy Out Policy .....	10



**MINUTES OF MASTERTON DISTRICT COUNCIL  
ORDINARY COUNCIL MEETING  
HELD AT WAIATA HOUSE, 27 LINCOLN ROAD, MASTERTON  
ON WEDNESDAY, 8 MAY 2024 AT 9:30 AM**

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

**IN ATTENDANCE:** Iwi Representative Jo Hayes, Chief Executive, General Manager - Finance, General Manager - Strategy and Development, General Manager - Community, Chief Advisor, General Manager - Corporate, General Manager - Infrastructure and Assets, Pou Ahurea Māori, Policy Manager, Team Leader Animal and Bylaw Services, Environmental Services Coordinator, Governance Team Leader.

**1 CONFLICTS OF INTEREST**

Councillor Johnson declared an interest in relation to Item 7.1 *Adoption of the Wairarapa Class 4 Gambling and Standalone TAB Venues Policy* as she was a director on the Trust House Board.

**2 APOLOGIES**

**RESOLUTION 2024/35**

Moved by Mayor G Caffell  
Seconded by Councillor B Johnson

That the apology for non-attendance received from Councillor Bowyer and the apology for lateness from iwi representative Jo Hayes be accepted.

**CARRIED**

**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 3 APRIL 2024**

A query was raised about the wording in item 7.6 about the customer satisfaction survey on the library which hadn't been verified. Staff would clarify and the sentence would be removed from the 3 April minutes.

**RESOLUTION 2024/36**

Moved by Councillor B Johnson  
Seconded by Councillor S Lennox

That the Minutes of Council Meeting held on 3 April 2024 be received and confirmed as an accurate record of that meeting.

**CARRIED**

## **6 COMMITTEE REPORTS**

### **6.1 INFRASTRUCTURE AND SERVICES COMMITTEE MEETING - 17 APRIL 2024**

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

Moved by Councillor D Holmes

Seconded by Councillor M Tuuta

- *Infrastructure and Assets Infrastructure and Services Update*  
*That the Infrastructure and Services Committee receives the update from Infrastructure and Assets on key infrastructure projects and areas of project focus.*
- *Community – Infrastructure and Services Update*  
*That the Infrastructure and Services Committee receives the update from the Community team on key projects and a summary of progress since the last report.*
- *Regulatory Services – Infrastructure and Services Update*  
*That the Infrastructure and Services Committee receives the update from the Building Control Services, Consents and Planning and Environmental Services teams.*

**CARRIED**

## **7 REPORTS FOR DECISION**

### **7.1 ADOPTION OF THE WAIRARAPA CLASS 4 GAMBLING AND STANDALONE TAB VENUES POLICY**

The report seeking Council's adoption of the Wairarapa Class 4 Gambling and Standalone TAB Venues Policy (Attachment 1) as recommended by the Wairarapa Policy Working Group was presented by the Policy Manager.

The Policy Manager clarified that the intention of the amendment recommended by the Wairarapa Policy Working Group was to enable temporary relocations in the Masterton District but that the Policy as it stood was unclear under what circumstances those relocations could occur. An addition to the staff recommendation was proposed for Council to direct staff to provide additional wording under Clause 6.1 of the Policy that sets out the circumstances under which Masterton District Council would approve temporary relocation of a Class 4 venue. The Policy would be brought back to the 26 June 2024 Council meeting for approval.

(Jo Hayes joined the meeting at 10.09am)

Members discussed the recommendations. Most agreed with the proposal not to allow permanent relocation but to provide for temporary relocation under certain circumstances as the view was that it was reasonable to allow venues to do that, that allowing temporary relocation would not have any impact on problem gambling, it would not mean an increase in the number of venues, and that not allowing permanent relocation was a step in the right direction. Those who did not agree with allowing temporary relocation thought that Council should be doing everything possible to reduce the ability of

people to use those facilities, even if it was for a short period of time.

Councillor Johnson did not take part in the discussion or vote on the matter.

### **RESOLUTION 2024/38**

Moved by Councillor S Lennox

Seconded by Mayor G Caffell

That Council:

1. **notes** that a review of the Wairarapa Class 4 Gambling and Standalone TAB Venues Policy has been undertaken;
2. **notes** that consultation with the community occurred between 19 February and 22 March 2024.
3. **notes** that hearings and deliberations were undertaken by the Wairarapa Policy Working Group on 15 April 2024.
4. **approves** the recommendations from the Wairarapa Policy Working Group:  
**agree to the amendment to clause 6.1 of the Proposed Wairarapa Class 4 Gambling and Standalone TAB Venues Policy as follows:** Clause 6.1 *Council will not grant consent for a Class 4 venue to **permanently** re-establish at a new site in Masterton District under any circumstances.*
5. **directs** staff to provide additional wording under Clause 6.1 of the Policy that sets out the circumstances under which Masterton District Council would approve temporary relocation of a Class 4 venue and to bring the Policy back to the 26 June 2024 Council meeting for approval.

**CARRIED**

### **7.2 DOG FEES 2024-2025**

The report seeking Council approval of the fees and charges for Council's Dog Registration and Associated Fees for the 2024/2025 financial year (part of the Animal Control activity in the Long Term Plan), seeking Council agreement to provide free registration and permits for keeping more than three dogs in the urban area to specified charities involved in fostering and rehoming dogs, and seeking Council's direction whether to continue investigating a scheme to assist community services card holders with the cost of de-sexing was presented by the General Manager - Community.

### **RESOLUTION 2024/39**

Moved by Councillor B Johnson

Seconded by Councillor T Nelson

That Council:

1. **receives** the Dog Registration and Associated Fees 2024/25 Report;
2. **agrees** that dogs while in foster care will be registered and permits for keeping more than three dogs in the urban area be granted at no cost to the charity
3. **requests** officers to further investigate a scheme where \$1 from every registration is applied to a fund to assist community services card holders with the costs of de-sexing their

dogs;

4. **notes** that officers are still looking into the One Tag For Life option; and

5. **adopts** the Dog Registration and Associated Fees for 2024/25 as listed below:

<b>Dog Registration Fees</b>	<b>Proposed Fees 2024/25 (incl GST)</b>
Responsible owner	\$82.00 (25% discount)
Urban Neutered	\$109.00
Urban Entire	\$188.00
Permit Breeder	\$109.00
Rural 1st Dog	\$109.00
Rural 2nd and Subsequent	\$29.00
Dangerous Neutered	\$163.50
Disability assist	No cost
Dog in approved foster care	No cost

*(Note: the above fees are the same as the 2023/24 fees (no change) and are expected to generate \$504,800 (plus GST)).*

<b>Other Animal Services Charges</b>	<b>All charges include GST</b>
Sustenance fee (per day)	\$27.50
Poundage Fee: First impounding (registered)	\$82.50
First impounding (unregistered)	\$100.00
Second impounding	\$165.00
Third & subsequent impounding (within 12 months)	\$220.00
Surrender of dog (acceptance must be on prior approval)	\$330.00
Micro-chipping of Masterton registered dog	\$22.00
Application for Permit - keep more than two dogs in urban area.	\$65.00
Replacement registration tag	\$7.00
Collars, apparel and worming tablets	Actual cost-plus 15%

Costs and expenses relating to vet treatment for impounded dog.	Actual cost plus 15%
Rehoming of impounded dog from MDC Shelter	Registration + vet costs +15%
Dog Seizure fees	\$165
Afterhours dog release (additional to impounding fees)	\$165
Bark collar hire	2 week hire, plus bond \$23 + \$23
Administration rate (per hour)	\$125
Officer rate (per hour)	\$190

**CARRIED**

### **7.3 DLC APPOINTMENTS**

The report seeking Council's agreement to instruct the Chief Executive to run recruitment for a District Licensing Committee Chairperson/Commissioner for the Masterton District alongside the recruitment to be undertaken for District Licensing Committee list members and informing Council of the recruitment process for the recruitment of members for the chair and the joint DLC list, which will include establishing a selection panel to finalise selection criteria, shortlist and interview candidates and make recommendations to Council regarding final appointments was presented by the General Manager - Community.

#### **RESOLUTION 2024/40**

Moved by Councillor S Lennox  
Seconded by Councillor B Johnson

That Council

1. Agrees that the Chief Executive commences a recruitment process for a Commissioner/Chairperson for the Masterton District Licensing Committee
2. Notes the proposed recruitment process, with Carterton and South Wairarapa District Councils, for a combined list of approved District Licensing Committee members, which includes establishing a selection panel to finalise the selection criteria, shortlist and interview candidates and make recommendations to Council regarding the final list and chairperson appointments.

**CARRIED**

## **8 REPORTS FOR INFORMATION**

### **8.1 CHIEF EXECUTIVE'S REPORT**

The purpose of the attached report is to provide Council with an update on Council operations (as at 3 May 2024).

#### **RESOLUTION 2024/41**

Moved by Councillor B Johnson

Seconded by Councillor B Goodwin

That Council receives the Chief Executive's Report as at 3 May 2024.

**CARRIED**

### **8.2 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. There were no meeting reports from Councillors.

### **8.3 MAYOR'S REPORT**

The Mayor provided a verbal report, including:

- His Worship thanked elected members and staff for their time spent on the LTP consultation process. Over 750 submissions had been received and while it wasn't the whole population, it was double the number received on previous LTPs. He was looking forward to the hearings and noted that Council would be making some important decisions after that.
- The Mayor noted how important the advisory groups like the Rural Advisory Group and the Climate Advisory Group were. To hear points of view from the coalface was a big advantage for Council and he looked forward to the establishment of the Disability Advisory Group which would be another plus for Council. The Youth Council were also having an impact.
- The Mayor's Task Force for Jobs was going well and there had been a number of placements in Masterton. In the current environment, employers were reluctant to take people on but placements were still being made.
- He had attended the screening of Te Tiriti Voices of Wairarapa Waitangi Interviews which had been a great project undertaken by the Community Team. He noted that Councillor Tuuta had been one of the stars of the show.
- He had been to a UCOL Student Nurses meeting which talked about the Health Plan they had come up with, along with Te Awhina, to teach people how to deal with health providers.
- The Anzac day ceremonies had gone well, with big crowds at Masterton and Tinui.
- His Worship acknowledged the achievement of the General Manager - Finance, David Paris, who had recently been recognised for being a member of the Chartered Accountants Australia New Zealand for 40 years.

**9 PUBLIC EXCLUDED**

**RESOLUTION TO EXCLUDE THE PUBLIC**

**RESOLUTION 2024/42**

Moved by Councillor D Holmes  
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 3 April 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)(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 - FOSAL Buy Out Policy</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</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>

---

	(including commercial and industrial negotiations)	
--	--	--

**CARRIED**

**The Meeting moved into public excluded at 10.48am**

**The Meeting moved out of public excluded at 11.05am**

**The Meeting closed at 11.05am**

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 26 June 2024.

.....

**CHAIRPERSON**



**5.2 MINUTES OF COUNCIL MEETING HELD ON 5 JUNE 2024**

**File Number:**

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

**Authoriser:** Kym Fell, Chief Executive

**RECOMMENDATION**

That the Minutes of Council Meeting held on 5 June 2024 be received and confirmed as a true and correct record of the meeting.

**ATTACHMENTS**

- 1. Minutes of Council Meeting held on 5 June 2024**



# **MINUTES**

## **Council Meeting**

**LTP 2024-2034 Deliberations**

**Wednesday, 5 June 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>Confirmation of Council Minutes.....</b>	<b>3</b>
5.1	Minutes of Council - LTP 2024-2034 Hearing Meeting held on 22 May 2024 .....	3
<b>6</b>	<b>Committee Reports.....</b>	<b>4</b>
	Nil	
<b>7</b>	<b>Reports for Decision.....</b>	<b>4</b>
7.1	Long Term Plan 2024-2034 Deliberations - Consultation Overview.....	4
7.2	Long Term Plan 2024-2034 Deliberations - Town Hall, Library and Archive .....	5
7.3	Long-Term Plan 2024-2034 Deliberations - Town Centre Improvements .....	12
7.4	Long-Term Plan 2024-2034 Deliberations - Changes to Council Funding and Funding Requests .....	12
7.5	Long-Term Plan 2024-2034 Deliberations - Changes to Services .....	14
7.6	Long-Term Plan 2024-2034 Deliberations - Financial Implications .....	17
7.7	Adoption of Rates Remission and Postponement on Maori Freehold Land Policy .....	19
<b>8</b>	<b>Reports for Information .....</b>	<b>20</b>
	Nil	
<b>9</b>	<b>Public Excluded .....</b>	<b>20</b>
	Nil	

**MINUTES OF MASTERTON DISTRICT COUNCIL  
ORDINARY COUNCIL MEETING  
HELD AT WAIATA HOUSE, 27 LINCOLN ROAD, MASTERTON  
ON WEDNESDAY, 5 JUNE 2024 AT 9:00 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, Chief Executive, General Manager Finance, General Manager Strategy and Development, Chief Advisor, General Manager Community, General Manager Corporate, General Manager Infrastructure and Assets, Strategic Planning Manager, Projects Delivery and Assets Manager, Management Accountant, Policy Manager, Economic Development Lead, Governance Team Leader

**1 CONFLICTS OF INTEREST**

In relation to Agenda item 7.4 LTP 2024-2034 Deliberations – changes to Council Funding and Funding Requests, Councillor Lennox advised that she was the MDC appointee on the Te Awhina Board.

**2 APOLOGIES**

There were no apologies.

**3 PUBLIC FORUM**

There was no public forum as the meeting was part of the Long Term Plan process and hearings had taken place on 22, 23 and 24 May 2024.

**4 ITEMS NOT ON THE AGENDA**

There were no late items

**5 CONFIRMATION OF COUNCIL MINUTES**

**5.1 MINUTES OF COUNCIL - LTP 2024-2034 HEARING MEETING HELD ON 22 MAY 2024**

**RESOLUTION 2024/39**

Moved by Councillor C Bowyer  
Seconded by Councillor D Holmes

That the Minutes of Council - LTP 2024-2034 Hearing Meeting held on 22 May 2024 be received and confirmed as an accurate record of that meeting.

**CARRIED**

## **6 COMMITTEE REPORTS**

Nil

## **7 REPORTS FOR DECISION**

### **7.1 LONG TERM PLAN 2024-2034 DELIBERATIONS - CONSULTATION OVERVIEW**

The report providing Council with:

1. An overview of the 2024-34 Long-Term Plan consultation process and response.
2. A statement of advice from the Climate Advisory Group, and the balance of submissions that were received, noting submissions from those who were heard were received at the Hearings.
3. A summary of key themes identified in submitter feedback on the 2024-34 Long-Term Plan that relate to Council activities other than the topics consulted on in the Consultation Document.

was presented by the General Manager Strategy and Development who advised that the 'big decision' topics and financials were discussed in separate reports included in the agenda. Those reports updated Council on any changes since the Consultation Document was adopted; and analysis of the 'big decision' topics, taking into consideration the views of our community as expressed in the submissions received and by submitters who attended the hearings. It was noted that the demographics of the feedback didn't align with the community demographics. There was a larger number of older submitters, and a lower number of Māori submitters. Further analysis of submissions was provided in the individual 'big decision' reports where this disparity was apparent.

### **RESOLUTION 2024/40**

Moved by Councillor C Bowyer  
Seconded by Councillor T Hullena

That Council:

1. **Notes** a total of **836** submission were received; **89** people requested to be heard, and **78** participated in the hearings held on 22, 23 and 24 May 2024;
2. **Receives** the statement of advice from Council's Climate Advisory Group included as Attachment 1;
3. **Receives** the **836** submissions on the 2024-34 Long Term Plan included as Attachment 2;
4. **Notes** that reports included in this agenda discuss feedback received on consultation topics and financials;
5. **Notes** the key themes in feedback on other Council services and activities discussed in this report.

**CARRIED**

Item 7.7 was taken before Item 7.2.

## **7.2 LONG TERM PLAN 2024-2034 DELIBERATIONS - TOWN HALL, LIBRARY AND ARCHIVE**

The report providing Council with the analysis of submissions received on Big Decision One: Town Hall, Library and Archive as part of the consultation on the 2024-34 Long-Term Plan and to seek a decision on the matter for inclusion in the 2024-34 Long-Term Plan was presented by the General Manager Strategy and Development.

Councillor Johnson moved a motion that included the preferred option for the town hall but with a major change – to reduce the cost to a maximum of \$25 million and not to retain the façade – and spoke to the motion. The current council who were voted in stood for building a town hall on the current site and the community had spoken through that process. Since then the economy had changed. The consultation feedback received had three recurring themes – the cost of the project, the timing in the current economy and the loss of heritage. The feedback was acknowledged but she believed that the project could be delivered at a much lower cost. The contingency was very high due to the unknowns with an old building, trying to retain the façade and not working with a clear block of land. While it was acknowledged that reducing the contingency meant taking on more risk, building material costs have dropped and contractors were looking for work so now was the time to build, in the future costs will be higher. It was time to get on with it as the councillors had been elected to make a decision.

While the views of those who wanted to to keep the façade were respected and acknowledged spending nearly \$2 million to save it didn't make financial sense. Elements of the old building could be included in the new design but there was also the need to embrace our full heritage and culture and to work with iwi to make sure everyone who has contributed to the rich tapestry of our history is included. It was a community project which needed to acknowledge our past as we build for the future. Our community needs and deserves a flexible multi-purpose building, that's what the council was elected to deliver.

### **The meeting adjourned at 10.42am and reconvened at 10.50am**

All members were present when the meeting reconvened.

In response to questions the project manager advised that: the contingency was high due to the stage the project was at, as the project moved through the feasibility and design phases the contingency would decrease as the unknowns were reduced; once the demolition had occurred the remaining budget would be clear; if the tenders came back over the \$25 million budget Council could decide whether to proceed or not; the \$25 million would include all professional fees and demolition; following the Council decision the first step would be to get consent to demolish the façade which could take a while.

Those who supported the motion raised the following: they understood the struggles people were facing but thought that the town needed to continue to grow and move forward, and needed to be a place people wanted to come and settle in and stay in; people would leave if there was nothing; while the consultation process hadn't given any clear direction, the election had, and while economic times were tough, people did want to see progress being made and for the 'can' not to be kicked down the road; the economic climate also meant that building materials were coming down in price, companies were looking for work, and in-kind donations would be coming; while people were struggling there were still people who wanted to see the town benefit for their children and grandchildren; and the town hall wasn't a nice to have, it was a good to have.

Those who didn't support the motion raised the following: people were struggling, the town hall

was too expensive, it was not essential, it was a nice to have and was not affordable for the community; reducing the rates increase was not doing nothing, increasing rates was a burden for the future as well; the community had done without the town hall for 8 years, people were struggling, with record numbers not paying their rates, council should be listening to and supporting those people; not making a decision on the town hall was making a decision – not to burden the community with the debt; it was important to listen to the submissions received, otherwise there was no point in going through the process; there was no business case that showed it would accelerate growth and positivity or benefit the community; there were multiple facilities in town that could be used for events; the facility would run at a loss regardless of any demand analysis; there was an opportunity cost in not being able to spend the money that would be put into the town hall on other things; and, cost cutting would come back to Council.

Councillor Nelson advised he had would have put an alternative motion that would cost nothing – to retain Waiata House and the leased Queen Street office and do nothing with the town hall site at no cost or significantly less cost.

Councillor Goodwin signalled that he would put a motion to proceed with the demolition of the old town hall and municipal buildings and that we work towards a feasibility of what to do afterwards.

Councillor Johnson did not agree to incorporate Councillor Goodwin's suggestions into her motion. Councillor Goodwin's proposed additions were discussed. It was noted that there could be a number of things that might come up that would impact on the project and that at the very least the contract would come to Council for approval. The changes Councillor Goodwin proposed would just follow under good governance and good process and would take place anyway as outlined in the presentations to the community - procurement of the architect, update the demand analysis, develop an event strategy, identify operational cost, detailed design and further engagement.

Councillor Goodwin did not move an amendment and Councillor Johnson's motion as originally moved and seconded was put.

In relation to the library and archive, Alternative Option 2, to do the minimum work on the library was moved and seconded. Those who were in support of the motion made the following points: the constrained economic conditions, and that the library got 83% satisfaction in March 2023; any future development of the library could be delayed; the basement would provide a huge amount of additional space; given Council's decision on the Town Hall, Council needed to be careful with decisions going forward; before any more debt was taken on; there needed to be analysis of the need for a library to be clear on what the community needed; there was some support for the preferred option but, given the previous decision re the town hall, the needs of the community should be put first as they couldn't afford it.

Those who didn't support the motion but did support the preferred option thought that the library had come off second best as the need to address the library had been recognised a couple of terms ago but nothing had been done, that in terms of the cost, the contingency was high and that external funding should be available and there would be the opportunity to partner with other organisations, that youth used the library and it was a benefit for the majority of the community and would be a positive step.

**RESOLUTION 2024/41**

Moved by Councillor B Johnson  
Seconded by Councillor S Lennox

That Council:

1. **Agrees** to retain and expand the existing Waiata House, as outlined in the Council's preferred option, to accommodate Civil Defence, customer services, a Council Chamber, public meeting rooms and a lab, at an estimated cost of \$8.7million (including 33% contingency ) to be loan funded and included in years 1 to 3 of the LTP.
2. **Agrees** to demolish the Town Hall and Municipal Buildings and build a new Town Hall on the current Town Hall site including a multi-purpose space for performances or functions, as outlined in the preferred option but DO NOT retain the Municipal Building façade, at a budget of no more than \$25 million (including contingency) to be included in years 1 to 4 of the LTP.
3. **Directs** officers to proceed to demolish the Town Hall and Municipal Buildings and with detailed design for the new Town Hall.
4. **Directs** officers to proceed with a fixed price tender process for the build for no more than the remaining budget.

In Favour: Mayor Gary Caffell, Councillor Bex Johnson, Councillor Craig Bowyer, Councillor David Holmes, Councillor Stella Lennox, Councillor Marama Tuuta

Against: Councillor Brent Goodwin, Councillor Tom Hullena, Councillor Tim Nelson

**CARRIED 6/3**

**MOTION**

Moved by Councillor B Goodwin  
Seconded by Councillor T Hullena

That Council **agrees** to proceed with alternative option 2 to complete essential library repairs and maintenance only with an estimated cost of \$2.3 million which will be loan funded with \$0.5 million from reserves.

In Favour: Councillor Brent Goodwin, Councillor Tom Hullena, Councillor Tim Nelson, Councillor Marama Tuuta

Against: Mayor Gary Caffell, Councillor Bex Johnson, Councillor Craig Bowyer, Councillor David Holmes, Councillor Stella Lennox

**LOST 4/5**



## RESOLUTION 2024/42

Moved by Councillor S Lennox  
Seconded by Mayor G Caffell

That Council **agrees** to proceed with Council's preferred option to upgrade and expand the library and consider in future a further extension to include the Archive with an estimated cost of \$10.75 million which will be loan funded with \$0.5 million from reserves.

**CARRIED**

## 7.3 LONG-TERM PLAN 2024-2034 DELIBERATIONS - TOWN CENTRE IMPROVEMENTS

The report providing Council with the analysis of submissions received on Big Decision Two: Town Centre Improvements and to seek a decision on the matter for inclusion in the 2024-34 Long-Term Plan was presented by the General Manager Strategy and Development.

Members supported the preferred option as there was a need to fix the footpaths which were currently uneven. It was noted that the street furniture would also be repainted and that no car parks would be lost with that option.

## RESOLUTION 2024/43

Moved by Councillor B Goodwin  
Seconded by Councillor B Johnson

That Council:

1. **Notes** the analysis of submissions and key themes that were received on the proposals for Big Decision Two: Town Centre Improvements as part of the consultation on the 2024-34 Long-Term Plan.
2. **Agrees** to proceed with Council's preferred option to complete essential work to improve water and roading infrastructure in the Town Centre, with no other improvements to Queen Street for the 2024-34 Long-Term Plan with an estimated cost of \$6.48 million which will be funded from depreciation reserves, rates, and the NZTA subsidy.

**CARRIED**

## The meeting adjourned at 11.36am and reconvened at 11.45am

All members were present when the meeting reconvened.

Item 7.5 was taken before Item 7.4

## The meeting adjourned at 12.39pm (following Item 7.5) and reconvened at 1.30pm to consider Item 7.4

All members were present when the meeting reconvened.

## **7.4 LONG-TERM PLAN 2024-2034 DELIBERATIONS - CHANGES TO COUNCIL FUNDING AND FUNDING REQUESTS**

The report providing Council with the analysis of submissions received on Big Decision 3: Changes to Council Funding; to consider requests for funding that have been received; and to seek Council's decision on these matters for inclusion in the 2024-34 Long-Term Plan was presented by the General Manager Community.

The recommendations were taken in parts.

Notes 2 to 7 in the staff recommendation were discussed. Staff advised that those had been included in response to submissions where those projects had been raised. The items relating to the Solway Reserve and Riversdale Beach were operational but the other items had been discussed previously and were projects seeking a Council contribution and budget provision had been made in the Long-Term Plan. It was noted that not all of the funding would come from rates, but some would come from reserves. Those items would be subject to further Council decision making. A change in the order of the projects listed in #2 to #7 of the staff recommendation was made and a new #8 added to reflect the discussion.

Members discussed the remainder of the recommendations and there was support for maintaining current funding arrangements to enable the listed organisations to plan effectively. It was noted that those organisations would be able to apply for funding to a meeting of the Awards and Grants Committee in July as they had applied through the LTP process in the past and the usual September grants round would be too late for them.

In response to a question, the difference between the figures in the consultation document and recommendation 11 was clarified – the difference was because Business Wairarapa had previously been funded from a separate budget but had now been included.

### **RESOLUTION 2024/44**

Moved by Councillor C Bowyer  
Seconded by Councillor S Lennox

That Council:

1. **Notes** the analysis of submissions and key themes that were received on the proposals for Big Decision Three: Changes to Council Funding.
2. **Notes** there is provision of \$40,000 per annum over Years 1-2 of the LTP to upgrade the boardwalk structure through the Solway Reserve.
3. **Notes** Council's commitment to the projects/developments at Riversdale Beach as set out in the LTP.
4. **Notes** there is provision of \$1 million in Year 2 of the LTP to contribute to Golden Shears to upgrade the War Memorial Stadium, including any project management support.
5. **Notes** there is provision of \$1.2M split between Year 1 and Year 4 of the LTP for improvements at Memorial Park.
6. **Notes** there is provision for Council funding of \$100,000 per annum over Years 1-3 of the LTP for implementation of the Ngāti Te Korou Reserve Master Plan.
7. **Notes** total funding provision of \$1.7 million, allocated in Years 1, 2 and 4 of the LTP, for

Kids Own Playground replacement.

8. **Notes** that #4 to #7 set out above are subject to business cases and final Council approval.

**CARRIED**

## **RESOLUTION 2024/45**

Moved by Councillor S Lennox  
Seconded by Councillor B Goodwin

That Council

9. **Agrees** to proceed with the alternative option to maintain existing Council funding arrangements.
10. **Agrees** to refer funding agreement decisions for the following organisations that were listed in the 2024-34 LTP Consultation Document to the Awards and Grants Committee for consideration in July 2024:
- i. Business Wairarapa
  - ii. Cobblestones
  - iii. Digital Seniors
  - iv. Fab Lab
  - v. Life Flight Trust
  - vi. Masterton Foodbank
  - vii. Nuku Ora
  - viii. Pasifika o Wairarapa Trust
  - ix. Pūkaha Mount Bruce
  - x. Riversdale Beach Surf Lifesaving Club
  - xi. Te Awhina Community Hub
  - xii. Wai Waste
  - xiii. Wairarapa Community Centre Trust
  - xi7v. Wellington Free Ambulance
11. **Agrees** to maintain the funding pool for the organisations that have funding agreements listed in Recommendation 10 at the level that was funded for those organisations in 2023/24, being \$316,300, noting that some organisations have requested increased funding through the LTP process; and for the 2024/25 annual contestable pool to be \$85,000.
12. **Agrees** that Wings Over Wairarapa, also listed in the 2024-34 LTP Consultation Document, be advised to apply to the Events Fund.
13. **Notes** the status quo maintains a multi-year agreement for Destination Wairarapa; and that the level of funding will be reviewed when the current arrangement expires in September 2025.
14. **Agrees** to reallocate any funding agreement provision that is not committed by the Awards and Grants Committee in July 2024 to the 2024/25 Annual Contestable Fund or the Events

Fund.

15. **Agrees** to refer applications from the following organisations received through the 2024-34 LTP process to the Annual Contestable Funding round to be considered by the Awards and Grants Committee in September 2024:

- Five Towns Trail Trust
- Victoria University/New Zealand Symphony Orchestra (NZSO)
- Wairarapa Water Advocacy Group

**CARRIED**

## **7.5 LONG-TERM 7PLAN 2024-2034 DELIBERATIONS - CHANGES TO SERVICES**

The report providing Council with the analysis of the feedback received on the 2024-34 Long-Term Plan Consultation for Big Issue 4: Changes to Services, including a summary of the key themes was presented by the General Manager Finance.

The recommendations were taken in parts.

In relation to the Wairarapa Economic Development Strategy (WEDS) funding those who supported maintaining funding believed in what WEDS was doing for the Wairarapa and thought that if Council wanted to see the Wairarapa go ahead, this should be one of the things Council should be promoting, but also commented that they should reduce the number of projects. Those who thought the funding should be reduced thought that the tangible benefits for Masterton hadn't been there and what Masterton was getting for their contribution needed to be more explicit.

In relation to the funding for Regional Walking and Cycling facilitation members supported the preferred option to cease the funding as there was a view that the money would be better spent on things like Henley Lake that directly benefitted Masterton.

In relation to the funding for Regional Positive Ageing facilitation those who supported the preferred option to cease funding thought that the tangible benefits of the funding weren't obvious. Those who supported maintaining the funding thought that it was needed as Masterton had an ageing population and the Positive Ageing Strategy needed to be considered in everything Council did.

In relation to the funding for Welcoming Communities facilitation beyond 2025, those who supported the preferred option to seek further external funding valued and respected the role, and saw a need for work to be done in that space, but didn't think that ratepayers should be funding it.

In relation to the funding for the Community-Led Climate initiatives fund rather than climate activators, those who supported the preferred option thought that the community could pick up the challenge better than Council could and that the Climate Advisory Group had the expertise to give Council good advice. Those who supported increased funding and to provide for the activators felt that the preferred option didn't go far enough and that the activators did a fantastic job. In response to a question, staff advised that without the activators Council would need to rely on the Climate Advisory Group and the community to deliver the Climate Action Plan.

**MOTION**

Moved by Councillor D Holmes  
Seconded by Councillor C Bowyer

That Council:

Change 1: Wairarapa Economic Development Strategy (WEDS) Funding

**Agrees** to maintain funding at 2023/24 level - \$100,000

**LOST**

**RESOLUTION 72024/46**

Moved by Councillor B Goodwin  
Seconded by Councillor M Tuuta

That Council:

Change 1: Wairarapa Economic Development Strategy (WEDS) Funding

**Agrees** to reduce funding by 20 per cent compared to 2023/24 - \$80,000 compared to \$100,000, saving \$20,000;

**CARRIED**

**RESOLUTION 2024/47**

Moved by Councillor B Goodwin  
Seconded by Councillor M Tuuta

That Council

Change 2: Funding for regional Walking and Cycling facilitation

**Agrees** to cease this funding and the projects and activities that are delivered to save \$35,000;

**CARRIED**

**MOTION**

Moved by Councillor B Goodwin  
Seconded by Councillor T Nelson

That Council

Change 3: Funding for regional Positive Ageing facilitation

**Agrees** to cease this funding and the projects and activities that are delivered to save \$40,500;

**LOST**

**RESOLUTION 2024/48**

Moved by Councillor B Johnson  
Seconded by Councillor S Lennox

That Council

Change 3: Funding for regional Positive Ageing facilitation

**Agrees** to continue funding \$40,500 per year for regional Positive Ageing Strategy Facilitation.

**CARRIED**

**RESOLUTION 2024/49**

Moved by Councillor B Johnson  
Seconded by Councillor T Hullena

That Council

Change 4: funding for Welcoming Communities facilitation beyond 2025

**Agrees** to seek further external funding for Welcoming Communities facilitation or cease the projects and activities that are currently delivered, when current funding expires in 2025;

**CARRIED**

**RESOLUTION 2024/50**

Moved by Councillor C Bowyer  
Seconded by Councillor T Nelson

That Council

Change 5: Community-Led Climate Initiatives Fund and Climate Activation facilitation funding beyond April 2026 when external funding ceases

**Agrees** to increase the Community-Led Climate Initiatives Fund from \$50,000 to \$100,000 rather than funding Climate Activation beyond April 2026, when external funding ends.;

**CARRIED**

**7.6 LONG-TERM PLAN 2024-2034 DELIBERATIONS - FINANCIAL IMPLICATIONS**

The General Manager – Finance presented the report:

- providing Council with a summary of submitters' feedback (as expressed in submissions and at the hearings) on financial and funding topics, including Fees and Charges, that were raised as part of the consultation on the Long-Term Plan 2024-34; and
- informing Council of any changes and new information received since the Long-Term Plan Consultation Document was adopted on 3 April 2024; and in response,
- seeking direction on the changes to make to the budgets in the LTP financial model for the adoption of the 2024-34 Long-Term Plan

Members discussed the report. In relation to the provision for Kids Own Playground of Yr1 \$100k and Y2 \$120k members agreed that \$100k was sufficient and requested the \$120k be removed from Y2. Recommendation #4 was changed accordingly.

Staff also advised that the adoption of the Fees and Charges Schedule needed to be added to the recommendation as a new #5.

At 3.03pm, as the meeting had been running for 6 hours the following resolution was passed to enable the meeting to continue:

**RESOLUTION 2024/51**

Moved by Councillor S Lennox  
Seconded by Councillor M Tuuta  
That the meeting continue

**CARRIED**

**RESOLUTION 2024/52**

Moved by Mayor G Caffell  
Seconded by Councillor T Nelson  
That Council:

1. **Receives** the Long-Term Plan 2024-2034 Deliberations - Financial Implications Report
2. **Notes** the analysis of submissions and key themes on financial and funding topics, including Fees and Charges, that were received as part of the consultation on the Long-Term Plan 2024-34.7
3. **Receives** the changes and new financial information received since the Long-Term Plan Consultation Document was adopted on 3 April 2024, as identified in the Report.
4. **Directs** staff to incorporate the changes identified under the **Financial Model Changes Proposed (pre-deliberations)** heading in the Report, including a reduction in the provision for the Kids Own Playground (to remove \$120,000 from Year 2), along with any other changes that result from Council's deliberation decisions, into the Long-Term Plan for adoption on 26 June 2024.
5. **Confirms** the Schedule of Fees and Charges 2024-2025 adopted for consultation on 3 April 2024 and included as Attachment 4 to Agenda Item 7.1.

**CARRIED**

**7.7 ADOPTION OF RATES REMISSION AND POSTPONEMENT ON MAORI FREEHOLD LAND POLICY**

The report providing an opportunity for Council to consider submissions on the Rates Remission and Postponement on Māori Freehold Land Policy and seeking Council adoption of the Policy was presented by the Policy Manager.

**RESOLUTION 2024/53**

Moved by Councillor B Johnson  
Seconded by Councillor S Lennox  
That Council:

1. **notes** that Council has been provided with the submissions on the Rates Remission and

Postponement on Māori Freehold Land Policy as part of the Long Term Plan 2024-34 Hearings Report received at the meeting held on 22, 23 and 24 May 2024;

2. **considers** the community feedback received in response to the Rates Remission and Postponement on Māori Freehold Land Policy Review Consultation;
3. **adopts** the Rates Remission and Postponement on Māori Freehold Land Policy.

**CARRIED**

## **8 REPORTS FOR INFORMATION**

Nil

## **9 PUBLIC EXCLUDED**

Nil

**The Meeting closed at 3.09pm.**

**The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 26 June 2024.**

.....  
**CHAIRPERSON**



## 6 COMMITTEE REPORTS

### 6.1 INFRASTRUCTURE AND SERVICES COMMITTEE MEETING - 29 MAY 2024

**File Number:**

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

**Authoriser:** Kym Fell, Chief Executive

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

#### **THE COMMITTEE RECOMMENDS:**

That Council confirms confirms the report of the Infrastructure and Services Committee meeting held on 29 May 2024 including the following resolutions:

- *Infrastructure and Assets Update*  
*That the Infrastructure and Services Committee receives the update from Infrastructure and Assets on key infrastructure projects and areas of project focus.*
- *Community Update*  
*That the Infrastructure and Services Committee receives the update from the Community team on key projects and a summary of progress since the last report.*
- *Building and Planning Update*  
*That the Infrastructure and Services Committee receives the update from the Building Control Services team and the Consents and Planning team.*

#### **ATTACHMENTS**

1. **Minutes of Infrastructure and Services Committee Meeting held on 29 May 2024**



# **MINUTES**

## **Infrastructure and Services Committee Meeting**

**Wednesday, 29 May 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	Infrastructure and Assets Update .....	3
5.2	Community Update .....	5
5.3	Building and Planning Update .....	6

**MINUTES OF MASTERTON DISTRICT COUNCIL**  
**INFRASTRUCTURE AND SERVICES COMMITTEE MEETING**  
**HELD AT WAIATA HOUSE, LINCOLN ROAD, MASTERTON**  
**ON WEDNESDAY, 29 MAY 2024 AT 3:00 PM**

**PRESENT:** Mayor Gary Caffell, Councillors B Johnson, C Bowyer, B Goodwin, S Lennox, T Nelson and M Tuuta And Iwi Representative Jo Hayes.

**IN ATTENDANCE:** General Manager – Community, General Manager – Infrastructure and Assets, General Manager – Strategy and Development, General Manager – Finance, Chief Advisor, Pou Ahurea Māori, Project Delivery and Assets Manager, Roading Services Manager, Building Control Services Manager, Environmental Services Manager, Technology Services Manager, Project Manager, Community Development Team Leader and Governance Advisor.

**1 CONFLICTS OF INTEREST**

No conflicts of interest were declared.

**2 APOLOGIES**

**COMMITTEE RESOLUTION 2024/13**

Moved by Councillor B Johnson  
Seconded by Councillor S Lennox

That apologies from Councillor David Holmes and Councillor Tom Hullena 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 INFRASTRUCTURE AND ASSETS UPDATE**

The report providing the Infrastructure and Services Committee with an update from Infrastructure and Assets on key infrastructure projects and areas of project focus was presented by the General Manager - Infrastructure and Assets.

Matters discussed included:

- The Youth Hub has had a slight reduction in scope to fit within budget, however, the project will still deliver a functional space. A copy of the revised design will be provided to Councillor Lennox as requested. How the Youth Hub will use the space is being developed, along with the planning for what will be in place at the launch.
- Mawley Park – a section 17A review has been undertaken. The contract has been extended until June 2025 to align with the Recreation Centre (Belgravia are the contractors of both). Officers advised the Top 10 Holiday Park brand is a franchise model. At this time Council has no ability to specify the use of Top 10, however there may be an opportunity to do so when the contract goes back out for tender in 2025.

Discussion regarding the financial state of the park was had. There is a risk that the financial position worsens, which may result in additional support from council being discussed in the future. There is a sense that some potential upgrades could help with the occupancy numbers. It was advised that Council invested in park upgrades around 15 years ago, which resulted in a significant increase in revenue.

- The Opaki Water Main Upgrade that has been deferred for a couple of years, and now into 2024/25, is the water main that connects to Cashmere Oaks.
- The planting of 6,000 natives will be done at the southern escarpment at Riversdale Beach and is part of dune restoration work.
- Council is moving away from the development of an ash scattering area at the Riverside Cemetery and are looking at what local hapu have in mind for the area.
- The Storm and Wastewater Strategic Project (Cockburn Street) – it was noted that there are three workstreams: Data Collection; Strategic Roadmap; and Communication and Stakeholder Engagement. The Data Collection workstream is in play, the smoke testing exercise for Cockburn Street has been finished. The Strategic Roadmap workstream will be a long term project, considering the long term solution for the district with waste and storm water, including the potential costs. The Communication and Stakeholder Engagement workstream is in progress. The impacted residents have been invited to an information evening to be held in council chambers on 12 June.

A question was raised on how recommendations and points raised by the GHD commissioned report by Matt Kneebone will be incorporated into asset management work. Confirmation was given that the Storm and Wastewater Strategy project will address the recommendations. The importance of the Communication and Stakeholder Engagement was highlighted, noting the report is addressing the longstanding issue.

There is interest in discussing the asset management work in general with the GM Infrastructure & Assets. This will be arranged accordingly.

- The Opaki Water Race update provided a synopsis of work to date and estimated costs/work effort on the Opaki Water Race. It was highlighted that an extension to the closure date will likely require a significant amount of cost and workload and is not recommended by GWRC. The length of time a man made waterway has to be in place before it becomes a natural waterway was queried, noting the species that currently live in the race. It was advised that the rehoming of native species would be looked at as part of the closure management plan (which is a condition of the draft consent recently issued).

It was noted the group advocating the race remains open does not represent all users but around 15%, but they believe they have the support of most of the people. Council received opposing views on keeping the race open as part of the earlier consultation phase.

### **COMMITTEE RESOLUTION 2024/14**

Moved by Councillor C Bowyer  
Seconded by Councillor M Tuuta

That the Infrastructure and Services Committee receives the update from Infrastructure and Assets on key infrastructure projects and areas of project focus.

**CARRIED**

### **5.2 COMMUNITY UPDATE**

The report providing the Infrastructure and Services Committee with an update from the Community team on key projects and summary of progress since the last report, including highlights and any new issues was taken as read.

Matters discussed included:

- Parking in Colombo Road around sportsfields - fines will be issued in relation to the parking which is a health and safety issue. In response to a suggestion that Netball Wairarapa and Pioneer be notified of the problem, it was advised that in the past this has been done. Carparking in the area was discussed, including creating more parking for the winter, possibly on the contaminated land site on Colombo Road. It was noted that there is overflow parking available at Henley Lake.
- A paper on the Disability Advisory Group will be brought to Council in June and then the applicants will be notified whether they have been successful. Notification has been sent to Iwi.
- The Animal Control Function has costs of \$823,000, with external revenue received of \$574,000. \$500,000 is received from animal control/dog fees and the rest is from penalties and infringements. Funding is split 70/30 with rates as per Council policy.
- The three iwi entities noted in the Welcoming Communities section was queried – it was advised that Council has a relationship with the two Kahungunu entities, and that there are only two post PSGEs, but we have a relationship with the third entity in regards to community matters.
- The Ministry of Social Development have provided money to run an employment expo for the refugee resettlement group community.
- A Member advised that feedback on the School Holiday Programme, that was held in partnership with Pasifika o Wairarapa, had been extremely positive and massively appreciated by people in that community.
- The dog safety presentation was also extremely well received and another fantastic piece of service.
- The Riversdale Beach Community Plan was praised, noting there had been good communication with Riversdale, helpful staff getting the plan up and running, and a well produced plan.

### **COMMITTEE RESOLUTION 2024/15**

Moved by Councillor C Bowyer  
Seconded by Councillor S Lennox

That the Infrastructure and Services Committee receives the update from the Community team on key projects and a summary of progress since the last report.

**CARRIED**

**5.3 BUILDING AND PLANNING UPDATE**

The report providing the Infrastructure and Services Committee with an update from the Building Control team and the Consents and Planning team was taken as read.

A member queried whether, due to the flow and volume of work in the building area, there was enough work to keep the people in the team busy. It was advised that nearly all consents are being done internally now and use of contractors is just about to a zero point. They are also preparing for the IANZ audit, taking the opportunity to undertake further training for the team and looking at continuous improvement projects.

**COMMITTEE RESOLUTION 2024/16**

Moved by Councillor S Lennox  
Seconded by Councillor B Johnson

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

**CARRIED**

**The Meeting closed at 3.56pm.**

**The minutes of this meeting were confirmed at the Council Meeting held on 26 June 2024.**

.....  
**CHAIRPERSON**

## 6.2 AUDIT AND RISK COMMITTEE MEETING - 22 MAY 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, Iwi Representative Jo Hayes, Councillor David Holmes, Councillor Tom Hullena, Councillor Stella Lennox, Councillor Tim Nelson, and Councillor Marama Tuuta

### THE COMMITTEE RECOMMENDS:

That Council confirms the report of the Audit and Risk Committee meeting held on 22 May 2024 including the following resolutions:

- Endorsing the Masterton District Council Sensitive Expenditure Policy Manual, Fraud, Dishonesty and Corruption Policy and Fraud and Corruption Procedure

*That the Audit and Risk Committee*

1. **notes** that the Sensitive Expenditure Policy Manual (“the Manual”) has been updated to align with best practice guidance from the Office of the Auditor General;
  2. **notes** the Fraud, Dishonesty and Corruption Policy (“the Policy”) and the Fraud and Corruption Procedure (“the Procedure”) have been reviewed in line with Ministry of Justice guidance;
  3. **notes** all documents require approval before 30 June 2024 to apply for the 2024/25 financial year;
  4. **notes** the Manual, Policy and Procedure were approved at the Executive Leadership Team meeting on 9 May 2024; and
  5. **endorses and recommends Council adopts** the:
    - (a) Sensitive Expenditure Policy Manual;
    - (b) Fraud, Dishonesty and Corruption Policy; and
    - (c) Fraud and Corruption Procedure.
- Service Provision Report Aratoi Regional Trust  
*That the Audit and Risk Committee receives the Service Provision Report Aratoi Regional Trust, covering the summary results of the key result indicators for the quarter 1 January – 31 March 2024.*
  - Destination Wairarapa Quarterly Report (1 January 2024 to 30 March 2024)  
*That the Audit and Risk Committee receives the third quarter report (1 January 2024 – 30 March 2024) from Destination Wairarapa.*
  - Corporate Carbon Emissions Reduction Plan Implementation: Progress Report  
*That the Audit and Risk Committee receives the third six-monthly progress report on the implementation of the Corporate Carbon Emissions Reduction Plan.*



- Non Financial Performance 2023/2024 Quarter 3 Report  
*That the Audit and Risk Committee receives the Quarter 3 non-financial performance report for the 2023/24 financial year.*
- 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 January 2024 to 31 March 2024).*
- Nine Months to Date Financial Report 2023/24  
*That the Audit and Risk Committee receives the 9 months to date financial report and commentary.*
- Investment Management Update  
*That the Audit and Risk Committee*
  1. *receives the information contained in the Investment Management Update Report.*
  2. *directs staff to follow a procurement process to place the funds with other external fund managers or products and report back to the next Audit and Risk Committee meeting or Council meeting as appropriate.*
- Insurance Update  
*That the Audit and Risk Committee*
  1. *receives the information contained in the Insurance Update Report and notes that options to reduce insurance cover and costs will be brought through the LTP Deliberations report.*
  2. *acknowledges that changing the deductible amount has little impact on premiums*
  3. *requests staff to bring back recommendations to the LTP Deliberations meeting around increasing the risk Council carries in relation to material damage insurance on building assets.*

## **ATTACHMENTS**

1. **Minutes of Audit and Risk Committee Meeting held on 22 May 2024**



# **MINUTES**

**Audit and Risk Committee Meeting  
Wednesday, 22 May 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	Endorsing the Masterton District Council Sensitive Expenditure Policy Manual, Fraud, Dishonesty and Corruption Policy and Fraud and Corruption Procedure.....	3
<b>6</b>	<b>Reports for Information</b> .....	<b>5</b>
6.1	Minutes of the Previous Meeting held on 21 February 2024 .....	5
6.2	Service Provision Report Aratoi Regional Trust.....	5
6.3	Destination Wairarapa Quarterly Report (1 January 2024 to 30 March 2024) .....	5
6.4	Corporate Carbon Emissions Reduction Plan Implementation: Progress Report .....	7
6.5	Non Financial Performance 2023/2024 Quarter 3 Report.....	8
6.6	Health and Safety Quarterly Report.....	9
6.7	Nine Months to Date Financial Report 2023/24 .....	11
6.8	Investment Management Update .....	12
6.9	Insurance Update.....	13
<b>7</b>	<b>Public Excluded</b> .....	<b>14</b>
7.1	Minutes of the Audit and Risk Committee Meeting held with the public excluded on 21 February 2024.....	15
7.2	Wairarapa Recovery Risk Report .....	15
7.3	Chief Executive Update on Risk .....	15

**MINUTES OF MASTERTON DISTRICT COUNCIL  
AUDIT AND RISK COMMITTEE MEETING  
HELD AT WAIATA HOUSE, 27 LINCOLN ROAD, MASTERTON  
ON WEDNESDAY, 22 MAY 2024 AT 1:00 PM**

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

**IN ATTENDANCE:** Chief Executive, General Manager - Finance, General Manager - Strategy and Development, General Manager - Community, General Manager - Infrastructure and Assets, Chief Advisor, General Manager - Corporate, Pou Ahurea Māori, Policy Manager, Health and Safety Advisor, Governance Team Leader.

**1 CONFLICTS OF INTEREST**

No conflicts of interest were declared.

**2 APOLOGIES**

**COMMITTEE RESOLUTION 2024/11**

Moved by Councillor B Johnson  
Seconded by Councillor B Goodwin

That the apology received from Councillor Hullena be accepted

**CARRIED**

**3 PUBLIC FORUM**

There was no public forum.

**4 ITEMS NOT ON THE AGENDA**

The Chief Executive advised of a late item for the public excluded part of the agenda – Chief Executive Update on Risk.

**5 REPORTS FOR DECISION**

Items 6.2 and 6.3 were taken before Item 5.1 due to the attendance of the Director Aratoi and the General Manager Destination Wairarapa.

**5.1 ENDORSING THE MASTERTON DISTRICT COUNCIL SENSITIVE EXPENDITURE POLICY MANUAL, FRAUD, DISHONESTY AND CORRUPTION POLICY AND FRAUD AND CORRUPTION PROCEDURE**

The report seeking the Audit and Risk Committee's endorsement of the Sensitive Expenditure

Policy Manual, the Fraud, Dishonesty and Corruption Policy, and the Fraud and Corruption Procedure was presented by the Policy Manager.

### **COMMITTEE RESOLUTION 2024/12**

Moved by Councillor C Bowyer  
Seconded by Councillor B Goodwin

1. That the Audit and Risk Committee
1. **notes** that the Sensitive Expenditure Policy Manual (“the Manual”) has been updated to align with best practice guidance from the Office of the Auditor General;
2. **notes** the Fraud, Dishonesty and Corruption Policy (“the Policy”) and the Fraud and Corruption Procedure (“the Procedure”) have been reviewed in line with Ministry of Justice guidance;
3. **notes** all documents require approval before 30 June 2024 to apply for the 2024/25 financial year;
4. **notes** the Manual, Policy and Procedure were approved at the Executive Leadership Team meeting on 9 May 2024; and
5. **endorses and recommends Council adopts** the:
  - (a) Sensitive Expenditure Policy Manual;
  - (b) Fraud, Dishonesty and Corruption Policy; and
  - (c) Fraud and Corruption Procedure.

**CARRIED**

## **6 REPORTS FOR INFORMATION**

### **6.1 MINUTES OF THE PREVIOUS MEETING HELD ON 21 FEBRUARY 2024**

The minutes of the Committee meeting held on 21 February 2024 were confirmed by Council at its meeting on 4 April 2024 and are being brought to the Committee for their receipt.

### **COMMITTEE RESOLUTION 2024/13**

Moved by Councillor T Nelson  
Seconded by Councillor B Goodwin

That the Audit and Risk Committee receives the minutes of the previous meeting held 21 February 2024.

**CARRIED**

### **6.2 SERVICE PROVISION REPORT ARATOI REGIONAL TRUST**

The report providing the Committee with the quarterly report against key result indicators for Aratoi Regional Trust was presented by the Director Aratoi.

**COMMITTEE RESOLUTION 2024/14**

Moved by Councillor C Bowyer  
Seconded by Councillor B Johnson

That the Audit and Risk Committee receives the Service Provision Report Aratoi Regional Trust, covering the summary results of the key result indicators for the quarter 1 January – 31 March 2024.

**CARRIED**

**6.3 DESTINATION WAIRARAPA QUARTERLY REPORT (1 JANUARY 2024 TO 30 MARCH 2024)**

The purpose of this report is to provide the Audit and Risk Committee with the third quarter (1 January 2024 – 30 March 2024) progress report on key deliverables for Destination Wairarapa

General Manager was in attendance to present her report. The Board Chairperson was also in attendance.

**COMMITTEE RESOLUTION 2024/15**

Moved by Councillor C Bowyer  
Seconded by Councillor S Lennox

That the Audit and Risk Committee receives the third quarter report (1 January 2024 – 30 March 2024) from Destination Wairarapa.

**CARRIED**

**6.4 CORPORATE CARBON EMISSIONS REDUCTION PLAN IMPLEMENTATION: PROGRESS REPORT**

The report advising the Audit and Risk Committee of progress on the implementation of the Corporate Carbon Emissions Reduction Plan (CCERP 2021) was presented by the Climate Activator.

**COMMITTEE RESOLUTION 2024/16**

Moved by Philip Jones  
Seconded by Councillor B Johnson

That the Audit and Risk Committee receives the third six-monthly progress report on the implementation of the Corporate Carbon Emissions Reduction Plan.

**CARRIED**

**6.5 NON FINANCIAL PERFORMANCE 2023/2024 QUARTER 3 REPORT**

The report advising the Audit and Risk Committee of performance against non-financial measures year to date was presented by the General Manager Strategy and Development. The figures in the report cover or the period from 1 July 2023 to 31 March 2024.

It was noted in relation to the reporting on the trails logging data that, as it was in the LTP, it needed to be reported on for all three years of the LTP but it would be taken out for the next financial year.

**COMMITTEE RESOLUTION 2024/17**

Moved by Councillor D Holmes  
Seconded by Councillor S Lennox

That the Audit and Risk Committee receives the Quarter 3 non-financial performance report for the 2023/24 financial year.

**CARRIED**

**6.6 HEALTH AND SAFETY QUARTERLY REPORT**

Under the Health and Safety at Work Act 2015, all elected members are deemed 'officers' and must exercise a duty of due diligence in relation to health and safety. The quarterly report provides information to assist elected members to carry out that role. The Report was presented by the General Manager Corporate.

A request was made to see the staff induction handbook and the wellbeing calendar. It was noted that the Committee's role was to gain assurance that those things were in place and that Council was doing everything it could to keep staff safe.

**COMMITTEE RESOLUTION 2024/18**

Moved by Councillor C Bowyer  
Seconded by Councillor S Lennox

That The Audit and Risk Committee notes the content and receives the Health and Safety Report for the quarter: (1 January 2024 to 31 March 2024).

**CARRIED**

**6.7 NINE MONTHS TO DATE FINANCIAL REPORT 2023/24**

The report providing the Audit & Risk Committee with financial reporting for the nine months to 31 March 2023 was presented by the General Manager Finance.

**COMMITTEE RESOLUTION 2024/19**

Moved by Councillor M Tuuta  
Seconded by Councillor C Bowyer

That the Audit and Risk Committee receives the 9 months to date financial report and commentary.

**CARRIED**

**The meeting adjourned at 2.53pm and reconvened at 3.02pm**

All members were present when the meeting reconvened, with the exception of Councillor Hullena who was an apology.

## **6.8 INVESTMENT MANAGEMENT UPDATE**

The report providing the Audit and Risk Committee with information about changes to the management of a portion of the Council's investment portfolio was presented by the General Manager Finance.

In relation to the \$7m investment funds held in two bond funds, managed by ANZ Investments Ltd, and the notice of closure of the ANZ wholesale division, it was advised that the funds will need to be moved to a new investment vehicle. The Investment Policy provided the guidelines to allow the General Manager Finance to move the funds to invest via another investment and/or investment manager. The matter had been brought to the Committee to get some direction and make sure elected members were comfortable that the conservative nature of the Policy was still appropriate, or whether changes should be made to the Policy.

Members agreed with the General Manager Finance's proposal to leave the investment where it was until the end of the current financial year and to follow a process to investigate other products that came within the Policy and to report back to the August Council or Audit and Risk Committee meetings.

An amendment to the staff recommendation was put to reflect the discussion.

### **COMMITTEE RESOLUTION 2024/20**

Moved by Councillor C Bowyer  
Seconded by Councillor B Johnson

That the Audit and Risk Committee

1. receives the information contained in the Investment Management Update Report.
2. directs staff to follow a procurement process to place the funds with other external fund managers or products and report back to the next Audit and Risk Committee meeting or Council meeting as appropriate.

**CARRIED**

## **6.9 INSURANCE UPDATE**

The report providing the Audit and Risk Committee with up-to-date advice on the renewal of insurance cover from 1 July 2024, information about the expected cost increases of that insurance, and information about some of the risk decisions the Council can consider with respect to material damage, was presented by the General Manager Finance.

Members discussed the report. There was support for looking at a list of buildings to consider adding to the list of those insured only for indemnity value and also to go through a maximum probable loss exercise, effectively moving risk to more self insurance. The General Manager - Finance advised that there were a number of buildings that could be considered for indemnity, but they may not reduce the premiums dramatically. He did not recommend increasing the deductible amount.

### **COMMITTEE RESOLUTION 2024/21**

Moved by Councillor B Johnson



Seconded by Councillor C Bowyer

That the Audit and Risk Committee

1. receives the information contained in the Insurance Update Report and notes that options to reduce insurance cover and costs will be brought through the LTP Deliberations report.
2. acknowledges that changing the deductible amount has little impact on premiums
3. requests staff to bring back recommendations to the LTP Deliberations meeting around increasing the risk Council carries in relation to material damage insurance on building assets.

**CARRIED**

## **7 PUBLIC EXCLUDED**

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

#### **COMMITTEE RESOLUTION 2024/22**

Moved by Councillor D Holmes

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:

<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>7.1 - Minutes of the Audit and Risk Committee Meeting held with the public excluded on 21 February 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 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</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>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>7.2 - Wairarapa Recovery 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>	<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>
<b>7.3 – Chief Executive Update on Risk</b>	<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</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>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>	
--	---	--

**CARRIED**

**The Meeting moved into public excluded at 3.41pm**

**The Meeting closed at 4.14pm.**

**The minutes of this meeting were confirmed at the Council meeting held on 26 June 2024.**

.....

**MAYOR**

## **7 REPORTS FOR DECISION**

### **7.1 NOTICE OF MOTION - COUNCILLOR GOODWIN**

I, Councillor Brent Goodwin, give notice that at the next Ordinary Meeting of Council to be held on 26 June 2024, I intend to move the following motion:

#### **MOTION**

That Council

1. **Notes** the Notice of Motion provided to the Chief Executive
2. **Refers** the proposal set out below to the Chief Executive for consideration and report.
  - (i) That Resolution 2024/41 set out below from the Council meeting held on 5 June 2024 be revoked:

*That Council:*

    1. **Agrees** to retain and expand the existing Waiata House, as outlined in the Council's preferred option, to accommodate Civil Defence, customer services, a Council Chamber, public meeting rooms and a lab, at an estimated cost of \$8.7million (including 33% contingency) to be loan funded and included in years 1 to 3 of the LTP.
    2. **Agrees** to demolish the Town Hall and Municipal Buildings and build a new Town Hall on the current Town Hall site including a multi-purpose space for performances or functions, as outlined in the preferred option but **DO NOT** retain the Municipal Building façade, at a budget of no more than \$25 million (including contingency) to be included in years 1 to 4 of the LTP.
    3. **Directs** officers to proceed to demolish the Town Hall and Municipal Buildings and with detailed design for the new Town Hall.
    4. **Directs** officers to proceed with a fixed price tender process for the build for no more than the remaining budget.
  - (ii) That Council **proceeds** with the proposed Waiata House extension, as outlined in the preferred option, to accommodate an IL4 Civil Defence headquarters, a Council Chamber, customer services, public meeting rooms and a laboratory at an estimated cost of \$8.7m [including 33% for contingency] to be loan funded and included in years 1 to 3 of the LTP.
  - (iii) That Council **agrees** that the existing Town Hall and Municipal buildings be left as they are, noting that the government's changed regulations don't require any action until 2031

## RATIONALE

See Attachment 1

I commend this Notice of Motion to Council.

## ATTACHMENTS

1. Notice of Motion [↓](#)

**NOTICE OF MOTION**

To: Chief Executive

From: Councillor Goodwin

Date: 16 June 2024

In accordance with Standing Order 24.1

(a) The resolution which I propose to revoke is

Resolution 2024/41 from the Council meeting held on 5 June 2024:

*That Council:*

1. **Agrees** to retain and expand the existing Waiata House, as outlined in the Council's preferred option, to accommodate Civil Defence, customer services, a Council Chamber, public meeting rooms and a lab, at an estimated cost of \$8.7million (including 33% contingency) to be loan funded and included in years 1 to 3 of the LTP.
2. **Agrees** to demolish the Town Hall and Municipal Buildings and build a new Town Hall on the current Town Hall site including a multi-purpose space for performances or functions, as outlined in the preferred option but **DO NOT** retain the Municipal Building façade, at a budget of no more than \$25 million (including contingency) to be included in years 1 to 4 of the LTP.
3. **Directs** officers to proceed to demolish the Town Hall and Municipal Buildings and with detailed design for the new Town Hall.
4. **Directs** officers to proceed with a fixed price tender process for the build for no more than the remaining budget.

(b) The resolution was passed at the Council meeting held on 5 June 2024

(c) The motion I propose to replace the revoked resolution with is

**That Council**

1. **Proceeds** with the proposed Waiata House extension, as outlined in the preferred option, to accommodate an IL4 Civil Defence headquarters, a Council Chamber, customer services, public meeting rooms and a laboratory at an estimated cost of \$8.7m [including 33% for contingency] to be loan funded and included in years 1 to 3 of the LTP.
2. **Agrees** that the existing Town Hall and Municipal buildings be left as they are, noting that the government's changed regulations don't require any action until 2031

- (d) Supporting information to satisfy the decision-making provisions of sections 77-82 of Part 6 of the LGA 2002 is below

[ d ]

Council consulted on a \$33m budget for a new town hall – to arbitrarily reduce the budget in motion [a] and therefore the build, by approximately 25%, is a significant change to the project.

The motion [a] is at odds with the Local Govt recommended “Evidence-Based Decision Making” which identifies reliable data, research, and expert analysis as key to achieving well informed and good outcomes, minimising the risk of wasted resources or unintended consequences.”

The motion [a] breaches council obligations of “financial responsibility” and fails “to balance the need for essential services and infrastructure with the financial capacity of ratepayers”.

The motion [a] is not supported by any “cost benefit analysis” and ignores the available demand analysis.

It is irresponsible for council to commit [in motion {a} ] to this massive, ongoing and non- essential cost at this time, with little detail or supportive evidence. A future council may wish to address these issues if it wished for the project to proceed.

Standing orders say that if the decision is likely to be deemed a significant decision, this proposal should be referred to the Chief Executive for consideration and report.

**I would like to move**

**That Council**

- 1. Notes the Notice of Motion provided to the Chief Executive**
- 2. Refers the proposal to the Chief Executive for consideration and report.**

**Attachments**

1. (c) and (e) Motion signed by three members

[ c ]

Notice of Motion for MDC meeting 26<sup>th</sup> June 2024

That Council proceeds with the proposed Waiata House extension, as outlined in the preferred option, to accommodate an IL4 Civil Defence headquarters, a Council Chamber, customer services, public meeting rooms and a laboratory at an estimated cost of \$8.7m [including 33% for contingency] to be loan funded and included in years 1 to 3 of the LTP.

That the existing Town Hall and Municipal buildings be left as they are, noting that the governments changed regulations don't require any action until 2031.

This motion shall be referred to the chief executive for consideration and report.

*E Goodwin 16/6/24*

Brent Goodwin 027 355 7206

*Tim Nelson (021 2724665)  
16/6/24  
Tim*

Tom Hullena (16-06-24)



*Marama Tuuta see attached  
(e)*



Notice of Motion for MDC meeting 26<sup>th</sup> June 2024


That Council proceeds with the proposed Waiata House extension, as outlined in the preferred option, to accommodate an IL4 Civil Defence headquarters, customer services, a Council Chamber, public meeting rooms and a laboratory, at an estimated cost of \$8.7m [including 33% for contingency] to be loan funded and included in years 1 to 3 of the LTP.


That the existing Town Hall and Municipal buildings be left as they are, noting that governments changed regulations don't require any action until 2031.

Brent Goodwin



027 355 7206

 Tim Nelson  
13/6/24

 Mara ma Tuuta

## **7.2 ADOPTION OF THE 2024-2034 LONG TERM PLAN**

**File Number:**

**Author:** David Paris, General Manager - Finance  
Karen Yates, General Manager - Strategy & Development

**Authoriser:** Kym Fell, Chief Executive

### **PURPOSE**

The purpose of this report is to seek Council adoption of the 2024-34 Long Term Plan (LTP). The final Plan once adopted provides a formal and public statement of Council's intentions in relation to the matters covered by the Long-Term Plan, and will set the rates requirement for the 2024/25 year.

A copy of the 2024-34 LTP is included as Attachment 1 (provided under separate cover), noting final proofing, formatting and design work will be completed once the Plan is adopted.

### **RECOMMENDATIONS**

That Council:

1. **notes** the 2024-34 Long-Term Plan reflects the decisions made by Council at the Deliberations Meeting held on 5 June 2024.
2. **notes** the 2024/25 Schedule of Fees and Charges which forms the basis for some income for Year 1 of the 2024-34 Long-Term Plan was adopted at the Deliberations Meeting on 5 June 2024.
3. **acknowledges** the Audit opinion that has been issued on the 2024-34 Long-Term Plan.
4. **adopts** the 2024-34 Long-Term Plan included as Attachment 1 noting that it includes i) the Council's budgets for ten years, ii) a Rating Funding Impact statement that forms the basis of the 2024-25 rates revenue and iii) it reflects changes made to the financial model and budgets through the consultation and deliberations meeting decisions.
5. **delegates** authority to the Chief Executive to approve minor proofing corrections and formatting prior to publication of the 2024-34 Long-Term Plan document; and
6. **notes** that the final 2024-34 Long-Term Plan will be published within one month of its adoption.

### **CONTEXT**

#### **Long Term Plan Process**

Section 93 of the Local Government Act 2002 (LGA) requires Council to have a Long-Term Plan (LTP) at all times. Council is required to prepare and adopt a ten-year LTP every three years.

Section 95 of the LGA requires Council to prepare and adopt an Annual or Long-Term Plan by 30 June of each financial year. For 2024/25, Council is required to adopt a LTP for the ten years from 2024 to 2034.

The purpose of the LTP is to:

- Describe the Council's activities and the community outcomes it aims to achieve.

- Provide integrated decision-making and coordination of the resources.
- Provide a long-term focus.
- Show accountability to the community.
- Provide an opportunity for participation by the public in council decision-making processes.

Under Section 95 of the LGA, the proposed budget and funding impact statement for year 1 of the LTP is considered to be the Annual Plan for 2024/25. The Rating Funding Impact Statement in the LTP sets out the amount of funding Council requires for the year from rates revenue and defines how it will be allocated to rateable properties in the district. It utilises the Revenue and Financing Policy, which defines how activities will be funded (e.g. rates, user charges, loans etc) and how rates funding will be allocated using the mechanisms allowed in the Local Government (Rating) Act 2002.

The LTP outlines the long-term direction for the activities we plan to deliver throughout the Masterton district. It states the vision and outcomes we want to achieve for our community. It details what we intend to do over the next 10 years, including the services we will provide, the projects we will undertake, how much we will spend, how we will pay for everything and how we will measure success.

### **The Long Term Plan (LTP) Document**

The LTP document content includes:

- Financial Strategy
- Infrastructure Strategy
- Significant Assumptions
- Our Work in Detail, incorporating performance measures and cost of service statements for each Activity group.
- Our Costs in Detail, incorporating the financial statements for the 2024-34 Long Term Plan, detailed capital expenditure statements by activity and the Rating Funding Impact Statement.
- Reference to the Revenue & Financing Policy in which consideration has been given to the appropriate sources of funding required under Section 101 of the Local Government Act. (That Policy having been adopted by the Council on 3<sup>rd</sup> April 2024).

The document also includes links to the Fees and Charges Schedule and lists other policies relevant to the LTP and Council's Asset Management Plans.

The LTP content has been developed in alignment with requirements of the Local Government Act 2002.

The 2024-34 LTP document has been reviewed by Audit New Zealand ahead of Council's adoption. A key purpose of the Audit NZ review is to assess Council's compliance with these legislative requirements.

At the time of writing Officers were awaiting the Audit New Zealand opinion. The audit opinion will be distributed once it is available (and included in the final LTP document before it is published).

## **Adoption of the LTP**

As noted, it is a statutory requirement for the 2024-34 LTP to be adopted by 30 June 2024. The LTP is required to be audited and accompanied by an auditor's opinion. Adoption by 30<sup>th</sup> June enables rates to be set for the coming year (the Rates Resolution follows this report).

Any delay in adoption would mean that Council would not comply with Local Government legislation and would not be able to set rates for the 2024/25 financial year until the Plan is adopted (and audited). In this scenario, for the first quarter, Council can charge rates at the level charged in the 2023/24 year.

Depending on the extent of any delay, this could impact on Council's ability to deliver planned levels of service, work programmes and projects.

Any adjustments to the financial content, the underlying assumptions, the service levels and performance information in the Plan would require a second audit by Audit New Zealand with an associated increase in fees to cover their time.

The LTP document, once adopted, provides a formal and public statement of Council's intentions in relation to the matters covered by the Plan and will establish the rates revenue to be levied for the 2024/25 year. Section 96 of the LGA provides that a resolution to adopt a long-term plan or an annual plan does not constitute a decision to act on any specific matter included within the plan so Council can deviate from the plan during the year for good reason if something unforeseen does arise.

## **ANALYSIS AND ADVICE**

Work on the 2024-34 Long-Term Plan (LTP) commenced over a year ago. A series of Council workshops have been held to inform the development of the 2024-34 LTP and the Schedule of Fees and Charges.

Workshops have included levels of service for Council activities, asset management plans for infrastructure assets; and key assumptions that underpin the asset, activity and financial planning.

All this content was incorporated into the draft Infrastructure and Financial Strategies that formed part of the supporting information for our Consultation Document.

In parallel to that work a review of the Revenue and Financing Policy was undertaken. Changes were consulted on in late 2023 and the revised policy was adopted on 3 April 2024.

### **2024-34 LTP Consultation Process**

Council adopted the 2024-34 LTP Consultation Document, Supporting Information and the Fees and Charges Statement of Proposal on 3 April 2024. The formal consultation period launched on Friday 5 April 2024 and closed at 10am on Monday 6 May 2024.

The primary objective of communications and marketing activity during the consultation period was to raise awareness of the consultation process and promote the opportunity to 'have a say'.

The Consultation Document was posted on our website with hard copies available via our Queen Street Customer Service Centre, the Library and at 'face to face' events.

During the consultation period a range of 'face to face' engagement activities were attended or hosted by elected members and staff. There was also a range of social, radio and print media activity.

In total 836 submissions were received, and 78 submitters participated in the Hearings held on 22-24 May 2024.

Council considered the views and feedback of submitters and those who provided feedback at the 'face to face' sessions, as well as staff advice and new information, when making their decisions at the Deliberations meeting held on 5 June 2024.

Further information on the consultation process is available in Report 7.1 included in the 5 June 2024 Council Deliberations Agenda.

### **Key Proposals**

Decisions on key proposals made at the deliberations meeting held on Wednesday 5 June 2024 included:

#### **Big Decision One: TOWN HALL, LIBRARY AND ARCHIVE**

Council consulted on options for the future of the Town Hall, Library and Archive and have made the decision to demolish the existing Town Hall and Municipal Buildings, including the façade, and build a new multi-purpose Town Hall on the current site, with a total budget of no more than \$25 million.

Council acknowledged it was a difficult decision to demolish the façade but the cost to retain it at \$2 million is substantial. Council will work with the architects to ensure we incorporate elements of the old Town Hall in the new Town Hall facility, including salvaging materials during the demolition phase that can be re-used in the new build.

Council's Waiata House office will be expanded, at a cost of \$8.7 million, to accommodate Civil Defence, customer services, a Council Chamber, public meeting rooms and a lab for use by environmental services staff.

In line with the Council's preferred option for consultation, the Library will be upgraded and expanded at a cost of \$10.75 million. Council will consider a further extension to include the Archive in future.

#### **Big Decision Two: TOWN CENTRE IMPROVEMENTS**

Council's preferred consultation option will be progressed. Essential work to improve water and roading infrastructure (including footpaths) in the Town Centre will be completed, with no other improvements to Queen Street. The 'look and feel' of the Town Centre will essentially remain as it is now.

#### **Big Decision Three: CHANGES TO COUNCIL FUNDING**

Council consulted on a proposed change to community funding which would have seen all funding considered as part of one annual contestable funding round. Having considered submissions it was

agreed the current approach will be maintained for the 2024-34 LTP. The current 'mixed model' approach allows for requests for single or multi-year funding to be considered in alignment with the LTP cycle, as well as having an annual contestable funding round.

### **Big Decision Four: CHANGES TO SERVICES**

Council consulted on a range of proposed changes to services. Having considered feedback from our community Council agreed to:

- Reduce Wairarapa Economic Development Strategy (WEDS) funding by 20 per cent compared to 2023/24 - this reduces funding from \$100,000 to \$80,000, saving \$20,000.
- Cease funding for regional Walking and Cycling facilitation, saving \$35,000 per year.
- Continue funding for regional Positive Ageing facilitation.
- Seek further external funding for Welcoming Communities facilitation beyond 2025 when current funding expires.
- Increase the Community-Led Climate Initiatives Fund from \$50,000 to \$100,000, rather than funding climate activation facilitation beyond April 2026 when external funding ceases.

### **Key Changes to the LTP**

Key changes to the LTP since the Consultation Document was published (other than changes relating to the Big Decision consultation outlined above) include:

#### **1. Waka Kotahi Rooding Funding**

The roading budget assumes a 56% co-funding subsidy from Waka Kotahi/NZTA on all work submitted in the 3 year subsidised roading programme. However, Waka Kotahi/NZTA have only endorsed the allocation of \$43.4 million, leaving \$14.9 million worth of work yet to be endorsed.

Confirmation of any additional subsidy is not expected until August 2024, but for the purposes of completing our LTP and delivering our roading asset management plan we have assumed the full subsidy will be confirmed. If the Waka Kotahi/NZTA funding is confirmed at less than we have anticipated, we may have to reduce our roading programme in year 1 by up to \$900k and reassess what can be delivered in years 2 and 3 via the Annual Plan process in the relevant years.

Specific items not currently confirmed as being subsidised are the Mataikona Road upgrade project (Years 2 & 3), the regional road safety programme, a portion of the local safety improvements budget and the footpath renewals and maintenance budgets. The Council will continue to liaise with Waka Kotahi/NZTA to ensure they understand the implications of not providing subsidy at the level expected/needed.

#### **2. Changes from Re-forecasting of Capital Projects**

There are a number of capital projects where the 2023/24 year-end forecast position has changed between the February forecast and May forecast. Changes include:

Moving the following capex projects into 2024/25 (Year 1) with associated reductions in interest and depreciation costs:

- a. Solid Waste Transfer Station concrete pad renewal \$250,000

- b. Youth Hub and Skatepark Toilets \$200,000
- c. Animal Shelter \$2,200,000
- d. Henley Lake Playground \$250,000
- e. Hood Aerodrome –the timing of the airport upgrade project has changed due to construction delays. A total of \$5.2 million project cost has been carried forward and added to Year 1. The capital budget is now planned as Year 1 \$8.74 million and Year 2 \$3.21 million. External funding of \$7.78 million will be utilised, with the balance funded by debt as signalled in the draft LTP budget.
- f. Rural Roding Cyclone Recovery works that carry over into Year 1 need to increase by \$0.53 million to now total \$6.711 million. NZTA subsidy on this work has been confirmed.
- g. Pool vehicle replacement – due to late delivery of the preferred model, a carry forward of a portion of the 2023/24 budget is needed (\$55,000 in the capex budget, funded from depreciation reserves).
- h. The re-forecasting of some capital projects has resulted in flow-on changes to operating budgets, particularly for projects with loan funding such as the Airport.

### **3. Other Operational Budget Changes**

There are a number of activity areas where budgets have been adjusted since the adoption of the 2024-34 LTP Consultation Document to reflect new or latest information. Changes include:

- a. An upwards adjustment to the increase in insurance costs.
- b. Re-allocation of subsidised roading budgets based on NZTA advice on their changed priorities.
- c. Correction of an error in a depreciation rate on Solid Waste renewed assets.
- d. Spreading maintenance costs on rural halls over three years rather than all in Year 1.
- e. Additional funding nominally to develop Water Services Delivery plans.

The full list of changes was included in the Deliberations reports.

The net requirement for 2024/25 funding from rates in the draft budget that informed the LTP Consultation Document was \$46.68 million. After incorporating all the changes noted above, and from the deliberations decisions, the net rates required is \$46.45 million.

### **2024-34 LTP Financial Considerations**

#### *Rates Increase 2024/25*

The average rates increase is 9.6%, after allowing for growth in the rating database of 1.85%. This is 1% less than was forecast in the LTP Consultation Document but as discussed in the draft Financial Strategy that is included in 2024-34 LTP document, in Year 1 rates will be higher than the limit defined in the Financial Strategy (which is a maximum rates increase of 8.4%).

Because growth in the rating base has been stronger in the urban area, the urban rate increase will average 8.6% with variations due to revaluation effects.

Higher rural rates are a result of roading costs increasing, and rural properties being allocated a greater share of those costs (as per the Revenue and Financing Policy). Rural properties will have

an average 12.4% increase, but with variations between different types of property and again, variations due to the revaluation effects.

The increases applicable to GWRC rates will be in addition to the above.

The key drivers for the rates increase include:

- Local government inflation (at 3.9% average across all costs).
- Interest costs on borrowing for new projects such as the airport and cyclone repairs to rural roads have been increased the rates required.
- Insurance costs are expected to increase at least 20% for Year 1 of the 2024-34 LTP
- Capital costs are being impacted by inflation and supply challenges.
- Operational budgets are being impacted by inflation and demand drivers.
- Increased asset valuations are increasing depreciation costs which adds funding to enable the asset renewals programmes to continue.

### OPTIONS CONSIDERED

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

Options		Advantages	Disadvantages
1	Adopt the 2024-34 LTP which incorporates the Schedule of Fees and Charges for 2024/25 (recommended)	<p>This would meet the legislative deadline for adoption.</p> <p>This would enable Council to strike the rates for the 2024/25 financial year.</p>	No disadvantages identified.
2	Do not adopt or defer adoption of the 2024-34 LTP, which incorporates the Schedule of Fees and Charges for 2024/25	No advantages have been identified.	<p>Council would not comply with requirements of the Local Government Act 2002.</p> <p>Council would not be able to set the rates for the 2024/25 financial year.</p>

### RECOMMENDED OPTION

Officers recommend Option 1. This will ensure Council meets its legal obligations to adopt a Long-Term Plan (LTP) by 30 June 2024 and enable council to set the rates for the 2024/25 financial year.

The 2024-34 LTP incorporates the decisions made by Council at the Deliberations meeting and results in a work programme to deliver Council services over the next ten years.



Rates funding is a significant outcome of the planning process, and it has resulted in an overall average rate increase of 9.6% in Year 1 and a cumulative increase 47.7% across the ten years. The draft LTP and CD included 53.5% cumulative increase in rates over the ten years.

Adopting the Plan will enable Council to meet its obligations under the Local Government Act to adopt a LTP by 30 June and will enable Council to set the rates for the 2024/25 financial year.

It is therefore recommended that Council adopt the 2024-34 LTP. It is also recommended that the Chief Executive be delegated authority to make any minor amendments or corrections (that do not change the intent of the Plan) to the 2024-34 LTP document as part of the final proofing of the document prior to publication.

## **SUMMARY OF CONSIDERATIONS**

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

Section 82 and 93 of the LGA apply to the 2024-34 Long-Term Plan (LTP) consultation process. Council followed the Special Consultative Procedure as prescribed in Section 83 of the LGA. This meets the requirements of Section 82 and 93 which includes preparing and adopting a consultation document, making information available and providing an opportunity for people to present their views.

Provisions for projects within a long-term plan or annual plan do not constitute a commitment. The Local Government Act provides that a resolution to adopt a long-term plan or an annual plan does not constitute a decision to act on any specific matter included within the plan so Council can deviate from the plan during the year for good reason if something unforeseen does arise.

Section 100 of the LGA provides that a local authority must ensure that each year's operating revenues are set at a level sufficient to meet that year's projected operating expenses. Council can set revenues at a different level from that required if it resolves that it is financially prudent to do so having regard to:

- the estimated expenses of achieving and maintaining predicted levels of service
- projected revenue
- the equitable allocation of responsibility for funding the provision and maintenance of assets and facilities throughout their useful life
- council's funding and financial policies.

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

Council undertook consultation on the 2024-34 LTP following the Special Consultative Procedure as prescribed in Section 83 of the LGA.

For the next two years, an Annual Plan will be prepared that will outline any changes from what was set out for years two and three of the LTP. If changes are considered significant or material, further consultation will be undertaken.

### **Financial Considerations**

The 2024-34 LTP Consultation Document proposed an average rate increase of 10.6%. Having adjusted for changes made through the deliberations process, the average rates increase is 9.6%

after allowing for growth in the rating database – growth is predicted to generate an extra 1.85% of rates.

Rates for 2024/25 are set based on the budget approved as part of the 2024-34 LTP. The allocation of rates across properties in the Masterton District is based on the Revenue and Financing Policy and is detailed in the Rating Funding Impact Statement. Both documents are included in the LTP document. A separate Rates Resolution must be adopted by the Council in order to set and levy the 2024/25 rates.

The 2024/25 rates will be set using new rating valuations (effective January 2024). The new values have increased moderately on most residential properties. Those properties whose increases are close to the averages will see little revaluation effect. Those that vary from the averages will see lower rates increases or increases higher than the averages indicated above. There was considerable variability in the valuations, so many properties can expect their property value changes impacting on the rates they pay.

The 2024-34 LTP includes financial budgets for all Council activities and the subsequent rates increase.

The LTP forms the basis of the Rates Resolution which Council will be asked to adopt immediately after the LTP is adopted.

### **Implications for Māori**

No implications specific to Māori have been identified in relation to the recommendations made in this report being to adopt the 2024-34 LTP. However, the projects and work programmes included in the LTP will have implications for Māori, and other members of our community.

### **Communications/Engagement Plan**

Council decisions made at the 5 June deliberations meeting have been communicated via a media release. Notification of the adoption of the LTP and a summary of the decisions will be communicated to submitters and our community. Matters raised in submissions that are within scope and relate to Council operations will be forwarded to the appropriate department.

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

There are no direct environmental impacts/considerations relating to the decision to adopt the 2024-34 LTP. The plan includes projects that directly relate to environmental and climate change action.

Some other projects included in the LTP could have climate change and/or other environmental implications. These will be considered as the project is scoped and progressed.

## **ATTACHMENTS**

### **1. Long Term Plan 2024-2034 (under separate cover)**

### 7.3 RATES RESOLUTION 2024-2025

**File Number:**

**Author:** David Paris, General Manager Finance

**Authoriser:** Kym Fell, Chief Executive

#### **PURPOSE**

The purpose of this report is to set rates, due dates and penalties regime for the 2024/2025 year

#### **RECOMMENDATIONS**

That Council

- (i) Receives the *Rates Resolution 2024-2025* Report
- (ii) having adopted its 2024-34 Long Term Plan, sets the rates, due dates for payment and penalties regime for the 2024/2025 financial year as follows:

#### **2024-25 MASTERTON DISTRICT COUNCIL RATES RESOLUTION**

That, pursuant to the Local Government (Rating) Act 2002, the Masterton District Council, hereby sets the rates and charges as set out in this resolution in respect of rateable properties in the Masterton District for the period of one year commencing on 1st July 2024 and ending on 30th June 2025

The Council has adopted its 2024-25 Long Term Plan, including a Rating Funding Impact Statement for 2024-25. The Rating Funding Impact Statement puts into effect the Revenue and Financing Policy and it contains definitions of "Rural rating area", "Urban rating area" and "differential groups U1, U2 and R1" and "separately used or inhabited part of a rating unit". The resolution below will enable the Council to generate rating revenue to fund the services and activities as outlined in the 2024-34 Long Term Plan (for year 1 of that Plan).

#### **RATES HEREBY SET IN THE DISTRICT:**

Rates quoted are inclusive of GST.

GST has been added at the prevailing rate of 15%.

Total dollars being raised are also stated inclusive of GST and have generally been rounded to nearest \$1,000.

All section references are references to the Local Government (Rating) Act 2002.

#### **1. TARGETED RATES SET ACROSS THE DISTRICT**

A series of targeted, differential rates set under section 16(3)(a) and (4)(b) set as described:

1.1 **ROADING RATE** – per dollar of **land value** as follows:

U1	<b>\$0.001273</b> per dollar of land value raising	\$2,723,000
U2	<b>\$0.002546</b> per dollar of land value raising	\$ 923,000
R1	<b>\$0.001554</b> per dollar of land value raising	\$5,055,000
	Total	<u>\$8,701,000</u>

1.2 **REPRESENTATION & DEVELOPMENT RATE** – per dollar of **capital value** as follows:

U1	<b>\$0.000418</b> per dollar of capital value raising	\$2,037,000
U2	<b>\$0.000836</b> per dollar of capital value raising	\$ 628,000
R1	<b>\$0.000143</b> per dollar of capital value raising	\$ 709,000
	Total	<u>\$3,374,000</u>

1.3 **REGULATORY SERVICES RATE** – per dollar of **capital value** as follows:

U1	<b>\$0.000557</b> per dollar of capital value raising	\$2,712,000
U2	<b>\$0.001114</b> per dollar of capital value raising	\$ 837,000
R1	<b>\$0.000191</b> per dollar of capital value raising	\$ 944,000
	Total	<u>\$4,493,000</u>

1.4 **SUNDRY FACILITIES & SERVICES RATE** – per dollar of **capital value** as follows:

U1	<b>\$0.000487</b> per dollar of capital value raising	\$2,370,000
U2	<b>\$0.000974</b> per dollar of capital value raising	\$ 732,000
R1	<b>\$0.000182</b> per dollar of capital value raising	\$ 899,000
	Total	<u>\$4,001,000</u>

**2. TARGETED ANNUAL CHARGE (TAC)**

A differential targeted rate [referred to as a Targeted Annual Charge in the Funding Impact Statement] set in accordance with section 16(3)(a) and (4)(b) on each separately used or inhabited part of a rating unit, with a differential between urban and rural properties based on allocation of costs between rating areas, as detailed in the Revenue & Financing Policy and as follows:

U1 & U2	<b>\$545.00</b> per part of rating unit, raising	\$5,622,000
R1	<b>\$673.00</b> per part of rating unit, raising	\$2,713,000
	Total	<u>\$8,335,000</u>

### 3. TARGETED CIVIC AMENITIES RATE

A differential targeted rate set under sections 16(3)(b) and (4)(b), assessed in the urban rating area only, for civic amenities costs allocated to that area as per the Revenue and Financing Policy and as follows:

**Civic Amenities Rate** – per dollar of **capital value** as follows:

U1	<b>\$0.000663</b> per dollar of capital value raising	\$3,228,000
U2	<b>\$0.001326</b> per dollar of capital value raising	\$ 997,000
	Total	<u>\$4,225,000</u>

### 4. DIFFERENTIAL TARGETED ANNUAL CHARGE (ROADING CHARGE)

4.1 A differential targeted roading charge set in accordance with sections 16(3)(a) and (4)(b) 17 and 18. This rate is in addition to the (land value) Roothing Rate, and is set on each separately used or inhabited part of a rating unit.

4.2 The Differential Targeted Roothing Charge is as follows:

U1& U2	<b>\$ 85.00</b> per part of rating unit, raising	\$ 876,000
R1	<b>\$ 537.00</b> per part of rating unit, raising	\$2,166,00
	Total	<u>\$3,042,000</u>

### 5. TARGETED URBAN WATER SUPPLY RATES AND CHARGE

#### Targeted on a Uniform Basis and a Capital Value Rate

5.1 According to sections 16(3)(b) and (4)(a) and (4)(b), and 19, a differential targeted Capital Value Rate applying to connected and serviceable rating units (excluding those rural properties charged by metered rate) plus a Uniform Charge for water supply for each separately used or inhabited part of a rating unit throughout the serviced area where the rating unit is connected to the Masterton urban water supply scheme.

Note: urban connected properties will be liable for both rates, rural connected properties will be liable for the uniform charge and a volume-based charge (as per 5.3 below).

5.2 The rates are as follows:

#### **UNIFORM URBAN WATER SUPPLY CHARGE**

(i) Connected **\$ 180.00** Raising \$ 1,847,000

#### **URBAN WATER SUPPLY RATE (with Differential)** - per dollar of **capital value** is:

U1	<b>\$0.000658</b> per dollar of capital value raising	\$3,238,000
----	---	-------------

U2	<b>\$0.001316</b> per dollar of capital value raising	\$1,072,000
	Total	<u>\$4,310,000</u>

The Rate and the Charge raising a total of \$ 6,157,000

**Metered Water Supply**

5.3 A targeted rate for water supplied to metered rural and out-of-district properties from the urban water supply, based on volumes of water supplied through water meters (and in addition to the Uniform Water Supply Charge in 5.2 above).

5.4 The metered rates are as follows:

- (i) Minimum charge for use per quarter for 50 cubic mtrs or below **\$82.80**
- (ii) Price per cubic mtr for consumption between 50 and 100 cubic mtrs  
per quarter **\$2.00**
- (iii) Price per cubic mtr for consumption over 100 cubic mtrs  
per quarter **\$2.60**

**6. TARGETED URBAN WASTEWATER RATES AND CHARGE**

Targeted on Uniform Basis and Capital Value Rate

6.1 According to sections 16(3)(b) and (4)(a) and (b), 17, and 18 Council will set a targeted capital value rate on connected and serviceable rating units, plus a uniform charge for wastewater services on each separately used or inhabited part of a rating unit throughout the Masterton serviced area where rating units are connected to the urban sewerage system.

Note: connected properties will be liable for both rates.

6.2 The rates are:

**UNIFORM WASTEWATER CHARGE**

- (i) Connected **\$ 269.00** Raising **\$ 2,714,000**

**WASTEWATER RATE (with Differential)** - per dollar of **capital value** is:

U1 & R1*	<b>\$0.000965</b> per dollar of capital value raising	\$ 4,775,000
U2	<b>\$0.001930</b> per dollar of capital value raising	<u>\$ 1,569,000</u>
	Total	\$ 6,344,000

The Rate and Charge raising a total of \$ 9,058,000

*\*R1 connected properties that are outside the urban area are subject to the U1 differential for this rate.*

**7. TARGETED RECYCLING COLLECTION CHARGE**

7.1 According to sections 16(3)(b) and (4)(a), a uniform targeted rate for kerbside recycling collection on the following basis:

- (i) Urban – on every separately used or inhabited part of a rating unit situated within the urban area of Masterton to which Council is prepared to provide the service;
- (ii) Rural – on every separately used or inhabited part of a rating unit situated within the rural area of Masterton to which Council is prepared to provide the service.

7.2 The uniform charge is:           **\$105.00**            Raising \$ 1,062,000

## **8. RURAL TARGETED SERVICES RATES & CHARGES**

According to sections 16(3)(b) and (4)(a), the Council will set:

- 8.1 A targeted rate for the **Opaki Water Race** on each rating unit serviced by the Opaki Water Race.

The land value rate for 2024-25 is:           **\$0.001468** per dollar of land value  
Raising a total of \$ 79,000

- 8.2 A targeted rate for the **Tinui Water Supply** on connected residential rating unit.

The uniform targeted charge for 2024-25 is:   **\$573.00**  
Raising a total of \$ 17,800

- 8.3 A targeted rate for the **Riversdale Beach Sewerage Scheme** on each assessed residential equivalent (RE) (based on Sch 3, cl 8 of the LG (Rating) Act 2002) of each connected rating unit (including those that will be connected during the year).

The Targeted RBSS charge for 2024-25 is:           **\$714.00** per RE  
Raising a total of \$ 297,000

- 8.4 A targeted rate for the **Riversdale Beach Sewerage Scheme** on each serviceable, but not connected rating unit within the serviced area of the scheme.

The targeted uniform charge for 2024-25 is:           **\$164.00**  
Raising a total of \$ 10,000

### **8.5 Riversdale Beach Sewerage Capital Contributions**

Based on the Capital Project Funding Plan adopted in 2010, targeted rates for the Riversdale Beach Community Sewerage Scheme (RBCSS) capital contributions for the 2024-25 year are charged on the basis of connected residential equivalents (REs) within the scheme area, on those properties that elected the 20 year time payment option, or were defaulted to that option, payable via property rates.

A **RBCSS 20 Year time payment** charge per residential equivalent connection for 2024-25 (year 15 of 20) of   **\$1,643.40**

Estimated to be charged on 31.9 REs, raising a total of \$ 52,000

- 8.6 Targeted rates for the **Tinui Sewerage Scheme** for the 2024-25 year, on the basis of connected rating units and elected capital contributions. There are three separate rates as follows:

The **Tinui Sewerage Operating Costs** rate per residential connection (and including Tinui School as 5 connections based on assessed usage) for 2024-25 is: **\$564.00**

Raising a total of \$10,700

The **Tinui Sewerage Part Capital Contribution (stage 1)** rate per property for 2024-25 (year 19 of 20) is: **\$212.50** (1 property elected to be charged this sum, which meets their capital contribution spread over 20 years).

The **Tinui Sewerage Part Capital Contribution (stage 1 & 2)** rate per property for 2024-25 (year 19 of 20) is: **\$744.50** (6 properties elected to be charged this sum, which meets their capital contribution spread over 20 years).

Raising a total of \$4,500

- 8.7 A targeted rate, known as the **Beach Refuse & Recycling Collection Charge**, on those rating units in the Riversdale Beach and Castlepoint localities to which the Council is providing refuse bag and recycling collection services:

Targeted uniform charge for 2024-25 is: **\$255.00**

Raising a total of \$ 136,000

- 8.8 A targeted rate for the **Castlepoint Sewerage Scheme** on each separately used or inhabited part of a rating unit (SUIP) connected to the scheme:

Targeted uniform charge for 2024-25 is: **\$670.00**

Raising a total of \$ 138,600

- 8.9 A targeted rate known as the **Sewage Treatment Charge** on each connected rating unit in the rural area that is allowed to discharge effluent from septic system outflows to the urban sewerage system and including Rathkeale College assessed per residential equivalents (RE assumed to be 600 litres/day) based on estimated flow volumes.

The targeted uniform charge is: **\$550.00** per residential equivalent

Raising a total of \$37,400

## **9. OUT-OF-DISTRICT WATER & WASTEWATER/SEWERAGE CHARGES**

Council will set the following charges (to be assessed by Carterton District Council) for non-metered water supply and wastewater/sewerage services which are supplied from Masterton District to properties in the Carterton District on the following basis:

- (i) Water supply - a Uniform Water Charge of \$180.00 on all connected rating units plus water usage measured by water meter and charged as per 5.4 above, both charged by Carterton District Council.
- (ii) Wastewater – a capital value rate per dollar of Capital Value at \$0.001930 on all serviceable rating units, plus a Uniform Wastewater Charge of \$269.00 on all connected rating units, both charged by Carterton District Council.
- (iii) Trade Waste bylaw charges (as listed in the schedule of fees and charges) if Trade Waste Charges are applicable.



## 10. GOODS & SERVICES TAX (GST)

GST has been added to the rates at the prevailing rate of GST and will be included in each instalment notice/tax invoice when it is raised.

## 11. INSTALMENTS, PENALTIES

**Invoice Dates and Due Dates:** The rates are to be assessed in four equal instalments as follows:

		<u>Month of Invoice</u>	<u>Last Day to Pay</u>
(i)	1 <sup>st</sup> instalment	July 2024	20 August 2024
(ii)	2 <sup>nd</sup> instalment	October 2024	20 November 2024
(iii)	3 <sup>rd</sup> instalment	January 2025	20 February 2025
(iv)	4 <sup>th</sup> instalment	April 2025	20 May 2025

**Penalty Charges** - Pursuant to section 57 and 58(1)(a) a penalty as listed below will be added to such part of each instalment of rates which remain unpaid after the due date stated above, to be added on the penalty date for that instalment, as follows:

		<u>Penalty %</u>	<u>Date Penalty Added</u>
(i)	1 <sup>st</sup> instalment	10%	21 August 2024
(ii)	2 <sup>nd</sup> instalment	10%	21 November 2024
(iii)	3 <sup>rd</sup> instalment	10%	21 February 2025
(iv)	4 <sup>th</sup> instalment	10%	21 May 2025

**Penalty on Arrears** - Pursuant to section 58(1)(b) an additional penalty of 10% will be added to all rates outstanding from the previous financial years and remaining unpaid as at 5 July 2024. The penalty will be applied on 8 July 2024.

**Roundings** - The Rates Statements will be subject to roundings. The rates due will be calculated to the nearest cent but rounded to the nearest 10 cents for ease of payment.

## CONTEXT

The Local Government (Rating) Act 2002 (the Act) requires Council to adopt, by Council resolution, the rates it intends to set for the financial year. The rates for 2024/2025 can only be set once Council has adopted its 2024-34 Long Term Plan which includes the Funding Impact Statement for 2024-25.

The resolution must also include (instalment) due dates for payment. The Act permits Council to apply penalties of up to 10% for payments not received by the due dates and for any arrears of previous year's rates. The penalty amount and dates must also be set by Council resolution.

The Act also requires that within 20 working days after making a resolution, the resolution must be made publicly available on the Council's internet site.

## **SUMMARY OF CONSIDERATIONS**

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

The statutory procedure for setting rates is contained in the Local Government (Rating) Act 2002 Section 23(1) and (2) which states as follows:

#### *23 Procedure for setting rates*

- 1) *Rates must be set by a resolution of the local authority.*
- 2) *Rates set by a local authority must—*
  - a) *relate to a financial year or part of a financial year; and*
  - b) *be set in accordance with the relevant provisions of the local authority's long term plan and funding impact statement for that financial year'*

The requirement to have an LTP is outlined in Section 93 of the Local Government Act 2002. The content of the LTP is set out in Part 1 of Schedule 10 of the Local Government Act 2002. The Funding Impact Statement for 2024/2025 is included in the 2024-345 Long Term Plan. Clause 15 of Schedule 10 details the requirements for that (Rating) Funding Impact Statement.

Section 24 of the Local Government (Rating) Act 2002 requires that details of the rating period and payment dates be included in the resolution:

#### *24 Due date or dates for payment*

*A local authority must state, in the resolution setting a rate,—*

- a) *the financial year to which the rate applies; and*
- b) *the date on which the rate must be paid or, if the rate is payable by instalments, the dates by which the specified amounts must be paid.*

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

Under Council's Significance and Engagement Policy, a decision in accordance with the recommendation is considered to have a high degree of significance.

Council consulted on the 2024-34 Long Term Plan and changes have been made to the underlying budgets that the consultation document was based on. Members of the community made submissions as part of the consultation process and their views were taken into account by the Council.

More information on the community feedback and the options that the Council considered which inform these rates can be found in the agenda and minutes for the deliberations meeting held on 5 June 2024.

### **Financial Considerations**

The revenue generated from the rates that are set in this resolution, reflect the rates funding required in the Long Term Plan (year 1) budgets for 2024-2025. The Council will use the revenue that is generated to fund the services it delivers, as defined in the LTP. Rates are set according to statute, so correct procedure must be followed. If the rates resolution is not adopted, rates cannot be levied and the activities and levels of service in the 2024-34 Long Term Plan (Year 1) will not be fully funded.

### **Implications for Māori**

No implications specific to Māori have been identified in relation to the recommendation to set the rates for the 2024/25 year. However, the projects and work programmes included in the Annual Plan will benefit Māori, along with other members of our community.

### **Communications/Engagement Plan**

Council must, within 20 working days after resolving to set the rates for the year, make the resolution publicly available on its website. A copy of the 2024-2034 Long Term Plan will be available within one month of adoption, as required by legislation.

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

There are no direct environmental impacts/considerations relating to the decision to set the rates as per the 2024-34 Long Term Plan. However, the Plan does include projects that take action to address environmental challenges including water resilience and climate change initiatives.

### **ATTACHMENTS**

**Nil**

## **7.4 ADOPTION OF THE WAIRARAPA CLASS 4 GAMBLING AND STANDALONE TAB VENUES POLICY**

**File Number:**

**Author:** Karen Yates, General Manager Strategy & Development

**Authoriser:** Kym Fell, Chief Executive

### **PURPOSE**

This report seeks Council's adoption of an amended Wairarapa Class 4 Gambling and Standalone TAB Venues Policy (Attachment 1) with additional wording on the temporary relocation of venues following direction from Council on 8 May 2024.

### **EXECUTIVE SUMMARY**

The Masterton, Carterton and South Wairarapa District Councils (the Wairarapa District Councils) share a Wairarapa Class 4 Gambling and Standalone TAB Venues Policy (Policy) made under Section 101 of the Gambling Act 2003 and Section 96(1) of the Racing Industry Act 2020 (the Acts).

As a joint Policy, the review was delegated to the Wairarapa Policy Working Group (WPWG) to progress and make recommendations back to the Wairarapa District Councils.

The WPWG recommended an amended Policy be adopted for consultation based on the findings of a Social Impact Assessment (SIA), an assessment of gambling harms and benefits, and the effectiveness of the current Policy in achieving its purpose.

Consultation occurred between 19 February and 22 March 2024.

Hearings and Deliberations were held by the WPWG on 15 April 2024. The WPWG recommended the Wairarapa District Councils adopt the proposed Wairarapa Class 4 Gambling and Standalone TAB Venues Policy but with an amendment to clause 6.1 Venue Relocation to reflect a policy change to enable applications for temporary relocation in Masterton. The word "permanently" would be inserted so the clause reads "Council will not grant consent for a class 4 venue to *permanently* reestablish at a new site in Masterton District under any circumstances."

On 8 May, Masterton District Council (MDC) considered the recommendation of the WPWG and agreed to support *temporary* relocation requests. However, staff were directed to provide additional wording under Clause 6.1 of the Policy to set out the circumstances under which MDC would approve this temporary relocation and to bring the Policy back to the 26 June Council meeting for approval.

This report provides the proposed additional wording and a revised Policy for adoption.

### **RECOMMENDATIONS**

That Council:

1. **considers** the proposed additional wording for the temporary relocation of Class 4 venues under Clause 6.1 of the Policy.
2. **adopts** the Wairarapa Class 4 Gambling and Standalone TAB Venues Policy (Attachment 1), including any changes to the drafting of the attached Policy by South Wairarapa District Council and Carterton District Council to reflect an amended venue relocation policy for their respective councils.

## CONTEXT

Territorial Authorities must adopt a Class 4 Gambling Venue Policy under Section 101 of the Gambling Act 2003. Class 4 Gambling is gambling that utilises or involves a gaming machine (often referred to as “pokies”). Class 4 Gambling represents high-risk, high-turnover gambling. A Class 4 Gambling Venue is a place to conduct Class 4 Gambling.

Section 96(1) of the Racing Industry Act 2020 states that local authorities must adopt a policy on TAB Venues. A TAB Venue is a premise owned or leased by the New Zealand Racing Board and where the main business carried out at the premises is providing racing or sports betting services. Section 101 of the Gambling Act 2003 sets out what a council must include in its Class 4 Gambling Policy, and what it may include. It must specify whether venues can be established in the local authority area and if so, where they may be located. It may:

- specify any restrictions on the maximum number of gaming machines that may be operated at a Class 4 Venue; and
- include a relocation policy.

The Policy sets out the Wairarapa District Councils’ joint approach to Class 4 Gambling and Standalone TAB venues. The purpose of the Policy is to:

- a) minimise the harm to the community caused by gambling;
- b) have regard to the social impacts of gambling in the Wairarapa region, including the cumulative effect of additional opportunities for gambling in the district;
- c) control Class 4 gambling in the Wairarapa region; and
- d) ensure that Council and their communities have influence over the provision of new Class 4 gambling and standalone TAB venues in the Wairarapa region.

The Policy has a three-year review period. A Policy does not cease to have effect because it is due for review or is being reviewed.

### Work to date

Information detailing the pre-review stage and Councils’ analysis was reported to Masterton and Carterton District Councils (CDC) on 13 September 2024 and South Wairarapa District Council (SWDC) on 27 September 2024 [refer [Report 7.1](#)].

The Wairarapa District Councils adopted a Statement of Proposal and draft Policy for consultation on 14 February 2024 [refer [Report 7.3](#)]. Consultation took place from 19 February to 22 March 2024.

A total of 23 submissions were received and four submitters spoke in support of their submission at the hearings on 15 April 2024.

At the deliberations meeting on 15 April 2024, WPWG discussed Proposal 1a (prohibiting relocation in Masterton under any circumstances) taking into account community feedback from Incorporated Society Owners/Operators regarding the importance of the ability to temporarily relocate in the event of an unforeseen event while an existing site undergoes repair/remediation. The WPWG debated this aspect of the Policy and made the following recommendation to enable applications for temporary relocations in Masterton to be considered.

Moved Councillor Bosley

**That the Wairarapa Policy Working Group:**

**3) Recommends the Wairarapa District Councils adopt the proposed Wairarapa Class 4 Gambling and Standalone TAB Venues Policy as follows:**

**(i) agree to the amendment to clause 6.1 of the Proposed Wairarapa Class 4 Gambling and Standalone TAB Venues Policy as follows:**

Clause 6.1 *Council will not grant consent for a Class 4 venue to **permanently** re-establish at a new site in Masterton District under any circumstances.*

**(ii) adopt the Wairarapa Class 4 Gambling and Standalone TAB Venues Policy.**

Seconded by Councillor Cretney and CARRIED

Councillor Nelson against

A revised Policy incorporating the above amendment and the minutes of the WPWG hearings and deliberations were presented to MDC on 8 May 2024 [refer [Report 7.1](#)].

MDC considered the WPWG's recommended amendment of clause 6.1 to insert the word "permanently" so the clause now reads "Council will not grant consent for a class 4 venue to *permanently* reestablish at a new site in Masterton District under any circumstances." MDC agreed to support *temporary* relocation requests. Staff were directed to provide additional wording under Clause 6.1 of the Policy that sets out the circumstances under which MDC would approve this temporary relocation.

On 8 May, SWDC also considered the recommendation of the WPWG and adopted the Masterton specific clause 6.1 amendment to include the word "permanently." SWDC did not adopt the proposed Policy. SWDC expressed concern regarding venues relocating throughout Wairarapa and requested clarification on this aspect ahead of adopting a Policy.

CDC was due to consider adoption of the Policy on 19 June 2024 however this was deferred pending adoption by MDC and SWDC.

## **ANALYSIS AND ADVICE**

### Temporary relocation conditions

The WPWG received feedback through the consultation process requesting venues be able to temporarily relocate machines in Masterton while an existing site undergoes repair/remediation following an adverse event such as fire, flood or earthquake.

At deliberations, members discussed providing for temporary relocation in extenuating circumstances. Members debated timeframes, rebuild requirements (plans and consenting processes), and the option of a renewal period (e.g. 6 monthly).

Taking into account submissions and discussions of the WPWG, staff have considered the following components in drafting additional wording under Clause 6.1 of the Policy.

### *Adverse Events*

Staff consider it appropriate for Council to approve temporary relocation while an existing site undergoes remedial work due to an adverse event, such as fire, flood or earthquake. This would exclude relocation for reasons such as the expiration of lease, acquisition of the property under the Public Works Act 1981, or site redevelopment for reasons not associated with an adverse event such as venue owners/operators seeking to relocate to an upgraded/modernised venue.

### *Duration of relocation*

A key factor in determining the duration of relocation is the timeframe for repairing an existing venue. This can vary depending on factors such as the nature of the event and extent of damage.

Feedback from the MDC Building Team is that an estimated remedial timeframe for an event not affecting structural elements is approximately 32 weeks based on an exemption issued by Council for a building consent. This includes time to strip linings and gut the building, dry the building, repair electrical / plumbing works, install new lining, plaster and paint, and fit out of fixtures. Building consent and additional repair requirements would bring the estimated timeframe to approximately 12 months. For an event causing structural damage this would extend the timeframes beyond 12 months and could be up to approximately 36 months dependent on the extent of structural damage.

Staff have also considered other definitions of “temporary.” The proposed Wairarapa Combined District Plan has a [Temporary Activities section](#) and includes a rule that temporary activities ancillary to or incidental to construction and demolition are permitted where they are limited for a period not exceeding 12 months (TEMP-R1). Feedback from the MDC Planning Team is that 12 months is typically considered an appropriate “temporary” period from a planning perspective.

Based on building and planning considerations, staff recommend an initial relocation period of 12 months, with the option of 6-monthly renewal periods thereafter, up to a maximum of 36 months. Staff consider this provides an appropriate balance between practical rebuild considerations while still ensuring there is an upper time limit.

### *Additional criteria*

Staff recommend retaining the existing protections under the existing venue relocation policy and to include the additional criteria consulted on by SWDC and CDC so that Class 4 Gambling venues cannot relocate to Masterton’s most deprived areas (those on the New Zealand Deprivation Index of decile 9 or 10) if the proposed location is outside of a town centre.

The additional criteria are summarised below and set out in clauses 6.3, 6.4 and 6.5 of Attachment 1.

#### Clause 6.3:

- If outside a town centre, the venue must not be in a high deprivation area (NZDep decile 9-10). For Masterton, the town centre area covers the CBD as shown in the map of the proposed Policy.
- Operator at the new site must be the same as the old site.
- No increase in the number of gaming machines.

#### Clause 6.4: Class 4 venues not permitted where:

- They negatively affect the district’s character.
- They adversely impact kindergartens, early childhood centres, schools, places of worship, or community facilities.

Clause 6.5: Class 4 venues will not be approved outside premises authorised under the Sale and Supply of Alcohol Act 2012 to sell and supply alcohol for consumption on the premise, and where the gaming area is designated as restricted and is visually and physically separated from family or children’s activities.

*Approval requirements*

Staff recommend renewal applications be considered by the Hearings Committee. This provides continuity as the Hearings Committee also considers initial applications for a venue to change its location. It also ensures governance oversight.

There have been no applications for relocation since the Policy was last reviewed in 2019 therefore this is not expected to place significant additional requirements on the committee's time.

Proposed additional wording

The proposed additional wording to Clause 6.1 is outlined in red below.

6.1 Council will not grant consent for a Class 4 venue to permanently re-establish at a new site in Masterton District under any circumstances. **Council may grant consent for an existing Class 4 venue to temporarily establish at an alternative site in Masterton District subject to the following:**

- a) Council will only grant consent in circumstance where an existing site requires remedial work due to an adverse event, such as a fire, flood or earthquake.
- b) The initial duration at the alternative site shall not exceed 12 months. Should remedial work not be completed within this timeframe, Council may consider renewal applications on a six-monthly basis up to a maximum duration of 36 months.
- c) Renewal applications shall be submitted 30 days prior to the consent expiring and include supporting documentation evidencing the outstanding remedial work requirements and a copy of any building consent issued. Renewal applications will be considered by the Hearings Committee of the Council and decisions will be notified to the applicant within 30 days after the application is received.
- d) The relocation is subject to clauses 6.3, and for the avoidance of doubt, 6.4 and 6.5 of the Policy.
- e) For the purposes of clause 6.1d), clause 6.3 applies with all the necessary modifications.

Council is asked to consider adopting the policy with the above proposed additional wording, including any changes to the Policy should SWDC and/or CDC amend their venue relocation under clause 6.2 in the attached Policy. This is because SWDC and CDC will consider adopting the Policy following MDC, and SWDC has sought clarifying information on the venue relocation policy.

**OPTIONS CONSIDERED**

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

Option	Advantages	Disadvantages
1 Recommended Option – Adopt the Wairarapa Class 4 Gambling and Standalone TAB Venues Policy with the proposed additional wording to Clause 6.1 (Attachment 1)	<ul style="list-style-type: none"> <li>- The Policy takes a community wellbeing and harm reduction approach.</li> <li>- The Policy was developed in consideration of the harm and economic/social</li> </ul>	<ul style="list-style-type: none"> <li>- Some members of the community may not support the decisions made as part of reviewing the Policy.</li> <li>- The Policy may discourage new</li> </ul>



		<p>benefits of gambling.</p> <ul style="list-style-type: none"> <li>- There is rationale that supports the more restrictive policy position for Masterton and regional variations are appropriate where justified.</li> <li>- The Policy was recommended by the WPWG taking into account community feedback and staff advice.</li> <li>- The additional wording regarding temporary relocation provides clarity for applicants.</li> </ul>	<p>hospitality businesses, if they need gambling machines to be financially viable.</p> <ul style="list-style-type: none"> <li>- Overtime the Policy may reduce the amount of funding available to community organisations.</li> <li>- May lead to a small number of job losses if a Masterton venue is unable to permanently continue in its current location.</li> <li>- The Policy is not aligned on all aspects for the Wairarapa region which may make it more difficult for the community to understand.</li> </ul>
2	Alternative Option – Adopt the Wairarapa Class 4 Gambling and Standalone TAB Venues Policy with an amendment to the proposed additional wording under Clause 6.1 (Attachment 1).	<ul style="list-style-type: none"> <li>- Advantages are dependent on the extent of changes.</li> </ul>	<ul style="list-style-type: none"> <li>- Disadvantages are dependent on the extent of changes.</li> </ul>
3	Alternative Option – Do not adopt the Wairarapa Class 4 Gambling and Standalone TAB Venues Policy.	<ul style="list-style-type: none"> <li>- No advantages identified.</li> </ul>	<ul style="list-style-type: none"> <li>- Council would not proceed with the Policy despite consulting on changes and receiving majority support.</li> <li>- The Policy has been developed in consideration of gambling harm and the social/economic benefits.</li> <li>- The Policy has been recommended by the WPWG in consideration of community views and staff advice.</li> <li>- The additional wording of clause 6.1 provides clarity to applicants.</li> <li>- Council is legally required to have a policy.</li> </ul>

## **RECOMMENDED OPTION**

Option 1: Adopt the Wairarapa Class 4 Gambling and Standalone TAB Venues Policy (Attachment 1) is recommended. This option has been recommended by the WPWG based on the findings of a Social Impact Assessment, an assessment of gambling harms and benefits, the effectiveness of the current Policy in achieving its purpose, community views and advice from staff. It also incorporates direction from Council to set out the circumstances under which under which MDC would approve temporary relocation of a Class 4 venue.

This option means the Policy would take a community wellbeing and harm reduction approach and reflects an appropriate balance between minimising gambling harm and economic/social benefits.

## **SUMMARY OF CONSIDERATIONS**

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

Councils are required to have a policy under the Acts and review the policy every three years. The review process met the requirements set out in the Acts.

The LGA 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.

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

The review of the policy followed the special consultative procedure as outlined in the LGA. The Statement of Proposal and ways our community could have their say and present their views was widely advertised and available.

The consultation period ran from 19 February to 22 March 2024. A formal hearing was held on 15 April 2024 to enable submitters to present their views to elected representatives in person.

The proposed additional wording does not trigger a requirement to reconsult. The wording has been developed in response to feedback received through the consultation period and key aspects of the wording were debated as part of deliberations.

### **Financial Considerations**

The budget for the review is split across the Wairarapa District Councils according to the Wairarapa Shared Services Funding Policy.

Costs associated with reviewing the Policy were met from within existing 2023/24 budgets.

### **Implications for Māori**

Minimising harm to our community caused by gambling is a key objective of the Policy, including our Māori communities.

We promoted the consultation opportunity to ensure that Mana Whenua, Te Hauora Rūnanga o Wairarapa, and Māori health and social services providers had an opportunity to submit on the Policy. We will also provide notification of the final Policy.

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

The Policy has no direct impact on environmental and climate change considerations.

### **NEXT STEPS**

SWDC Council (Strategy Working Committee) will consider a report on 3 July 2024. CDC will consider a report on 31 July 2024.

Council is asked to consider adopting the policy with the proposed additional wording to Clause 6.1, including any amendments that SWDC and CDC make to their venue relocation policy.

If adopted by the Wairarapa District Councils, the Policy will be published on the Council website and notification will be sent to submitters and key stakeholders that were informed of the consultation.

A copy will also be provided to DIA and TAB NZ as required by the Acts.

### **ATTACHMENTS**

- 1. Proposed Wairarapa Class 4 Gambling and Standalone TAB Venues Policy** [↓](#)



## Wairarapa Class 4 Gambling and Standalone TAB Venues Policy

### *Kaupapa Here Whare Petipeti – Momo 4*

<b>First Adopted:</b>	2003
<b>Latest Version:</b>	June 2024 [TBC]
<b>Adopted by:</b>	Masterton, Carterton and South Wairarapa District Councils
<b>Review Date:</b>	June 2027 [TBC]

## Contents | Rārangi Ūpoko

1. Purpose   <i>Pūtake</i> .....	2
2. Scope   <i>Whānuitanga</i> .....	2
3. Objectives   <i>Whāinga</i> .....	2
4. Definitions   <i>Kuputaka</i> .....	2
5. Venue Criteria   <i>Paearu Whare</i> .....	3
6. Venue Relocation   <i>Te Hūnuku Wāhi</i> .....	3
7. Applications for Consent   <i>Ngā Tono Whakaaetanga</i> .....	4
8. Application Fees   <i>Ngā Utu Tono</i> .....	5
9. Policy Review Requirements   <i>Herenga Arotake Kaupapa Here</i> .....	5

DRAFT

---

## 1. Purpose | *Pūtake*

---

- 1.1. The purpose of the Wairarapa Class 4 Gambling and Standalone TAB Venues Policy is to:
- a) minimise the harm to the community caused by gambling;
  - b) have regard to the social impacts of gambling in the Wairarapa region, including the cumulative effect of additional opportunities for gambling in the district;
  - c) control Class 4 gambling in the Wairarapa region; and
  - d) ensure that Council and their communities have influence over the provision of new Class 4 gambling and standalone TAB venues in the Wairarapa region.
- 1.2. This policy is made in accordance with the Gambling Act 2003 (s.101) and the Racing Industry Act 2020 (s.96).

---

## 2. Scope | *Whānuitanga*

---

- 2.1. This policy applies to Class 4 and standalone TAB venues in the Masterton, Carterton and South Wairarapa Districts (referred to collectively as the Wairarapa region).

---

## 3. Objectives | *Whāinga*

---

- 3.1. The objectives of the three Wairarapa Councils are to:
- a) prevent and minimise harm to the community caused by gambling
  - b) control and manage gambling in the Wairarapa region
  - c) restrict the locations of gambling venues within the Wairarapa region
  - d) promote community involvement in decisions about the provisions of gambling
  - e) ensure the community have influence over the location of new gambling venues in the district
  - f) promote opportunities for money from gambling to benefit the Wairarapa community.

---

## 4. Definitions | *Kuputaka*

---

The following definitions are relevant to this policy:

**Class 4 Gambling:** Gambling that utilises or involves a gaming machine, as defined in the Gambling Act 2003 (s.30).

**Class 4 Gambling Venue:** A place to conduct Class 4 gambling.

**Council:** The Masterton, Carterton or South Wairarapa District Council, as applicable.

**Gaming Machine:** A device, whether totally or partly mechanically or electronically operated, that is adapted or designed and constructed for the use in gambling, as defined in the Gambling Act 2003 (s.4). Commonly known as 'pokie machines'.

**New Zealand Deprivation Index (NZDep):** An index of socioeconomic deprivation based on census information. Deprivation scores range from 1 (least deprived) to 10 (most deprived).

**Standalone TAB Venue:** Premises that are owned or leased by the New Zealand Racing Board and where the main business carried on at the premises is providing racing or sports betting services under the Racing Act 2003.

**Statistical Area 1 (SA1):** Geographical areas with a range of approximately 100-200 residents, and a maximum population of approximately 500 residents.

**Venue Licence:** A Class 4 venue licence issued by the Secretary for Internal Affairs.

---

## 5. Venue Criteria | *Paearu Whare*

---

Under sections 101 of the Gambling Act 2003 and section 96 of the Racing Industry Act 2020, this policy can restrict the establishment of class 4 gambling and standalone TAB venues, and consider other criteria including the maximum number of gaming machines.

### 5.1 Establishment of New Class 4 Gambling Venues

- No new Class 4 gambling venues may be established in the Wairarapa region.
- Gambling venues existing or consented as at 1 January 2024 and not ceasing operations for any period longer than six months will be regarded as existing venues under this policy and will be granted consent to continue their operations automatically.

### 5.2 Establishment of Standalone TAB Venues

- No new standalone TAB venues may be established in the Wairarapa region.

### 5.3 Merged Gambling Venues

- Where Council consents to the merger of two or more clubs under Section 95 of the Gambling Act 2003, the combined club may:
  - a) operate an existing single venue, which will be regarded as an existing venue, subject to clause 5.4; or
  - b) apply to the Council for a single new venue to be established, provided that all existing venues are closed, subject to section 6 and clause 5.4.

### 5.4 Restriction on the Number of Gaming Machines

- The three Wairarapa Councils have set a 'sinking lid' on the number of gaming machines in the Wairarapa region. This means no increase in the number of gaming machines in any Class 4 gambling venue in the Wairarapa region as of 1 January 2024 will be permitted.
- Any gaming machine that is relinquished for a period of longer than six months may not be replaced on that site and may not be transferred to another site under any circumstances.
- Where two or more club venues merge, the combined club may operate the lesser of 18, or the number of gaming machines both clubs operated immediately prior to the merger.

---

## 6. Venue Relocation | *Te Hūnuku Wāhi*

---

- 6.1. Council will not grant consent for a Class 4 venue to permanently re-establish at a new site in Masterton District under any circumstances. Council may grant consent for an existing venue to temporarily establish at an alternative site in Masterton District subject to the following conditions:
- a) Council will only grant consent in circumstances where an existing site requires remedial work due to an adverse event, such as a fire, flood or earthquake.
  - b) The initial duration at the alternative site shall not exceed 12 months. Should remedial work not be completed within this timeframe, Council may consider renewal applications on a six-monthly basis up to a maximum duration of 36 months.
  - c) Renewal applications shall be submitted 30 days prior to the consent expiring and include supporting documentation evidencing the outstanding remedial work requirements and a copy of any building consent issued. Renewal applications will be

considered by the Hearings Committee of the Council and decisions will be notified to the applicant within 30 days after the application is received.

- d) The relocation is subject to clauses 6.3, and for the avoidance of doubt, 6.4 and 6.5 of the Policy.
  - e) For the purposes of clause 6.1 d), clause 6.3 applies with all the necessary modifications.
- 6.2. Council may permit a Class 4 venue to re-establish at a new site in Carterton or South Wairarapa Districts where, due to extraordinary circumstances, the owner or lessee of the Class 4 venue cannot continue to operate at the existing site. Examples of such circumstances include, but are not limited to, the following:
- a) expiration of the lease;
  - b) acquisition of property under the Public Works Act 1981; or
  - c) site redevelopment.
- 6.3. Permission to relocate a Class 4 venue in Carterton or South Wairarapa Districts will be subject to the following conditions:
- a) where the relocation is to an area outside of a town centre area (identified in Schedule 1), the relocation will be to a Statistical Area 1 (SA1) on the New Zealand Deprivation Index (NZDep) of decile 1 to 8. The NZDep decile rating will be that which applies at the time the application for relocation is submitted to the Council; and
  - b) the gambling venue operator at the new site shall be the same venue operator at the site to be vacated; and
  - c) the number of gaming machines permitted to operate at the new venue will not exceed the number permitted to be operated at the existing site.
- 6.4. Class 4 gambling venues will not be permitted where the Council reasonably believes that:
- a) the character of the district, or part of the district, for which the venue is proposed will be adversely affected; or
  - b) there is likely to be an adverse effect on any kindergartens, early childhood centres, schools, places of worship, or other community facilities.
- 6.5. Class 4 gambling venues will not be approved outside premises authorised under the Sale and Supply of Alcohol Act 2012 to sell and supply alcohol for consumption on the premise, and where the gaming area is designated as restricted and is visually and physically separated from family or children's activities.

---

## **7. Applications for Consent | Ngā Tono Whakaaetanga**

---

- 7.1. Council consent is required before:
- a) Two or more clubs merge.
  - b) A corporate society changes the location of a venue to which a Class 4 Venue licence currently applies.
- 7.2. Applications must be made on the approved form and must provide:
- a) Name and contact details of the applicant.
  - b) Street address of the proposed or existing Class 4 gambling venue.
  - c) A scale site plan covering both gambling and other activities proposed for the venue, including any screening or separation from other activities proposed.
  - d) A copy of any certificate of compliance or resource consent required for the primary activity of the venue under the Wairarapa Combined District Plan.



- e) For Class 4 gambling venues only, evidence of the authority to sell or supply alcohol for consumption on the premise under the Sale and Supply of Alcohol Act 2012.
  - f) For applications relating to the merging of two or more clubs, details of the number of machines operated at each venue immediately prior to merger and the number of machines intended to be operated at each site, as applicable.
- 7.3. To aid the Council in determining whether there is likely to be an adverse effect, all applications are required to be publicly notified and will include a social impact statement.
- 7.4. Applications will be determined by the Hearings Committee of the Council, which may receive submissions from the applicant and any interested parties at a public hearing.
- 7.5. Applicants will be notified of Council’s decision within 30 days after the application is received.

---

## 8. Application Fees | *Ngā Utu Tono*

---

- 8.1. Fees for gambling consent applications will be set by Council annually and will include consideration of the cost of:
- a) processing the application;
  - b) establishing and triennially reviewing the Gambling and Standalone TAB Venues Policy;
  - c) the triennial assessment of the economic and social impact of gambling in the Wairarapa region.

---

## 9. Policy Review Requirements | *Herenga Arotake Kaupapa Here*

---

- 9.1. The policy is required to be reviewed every three years.

### Related Documents

Wairarapa Combined District Plan

### References

Gambling Act 2003

Racing Industry Act 2020

### Version Control

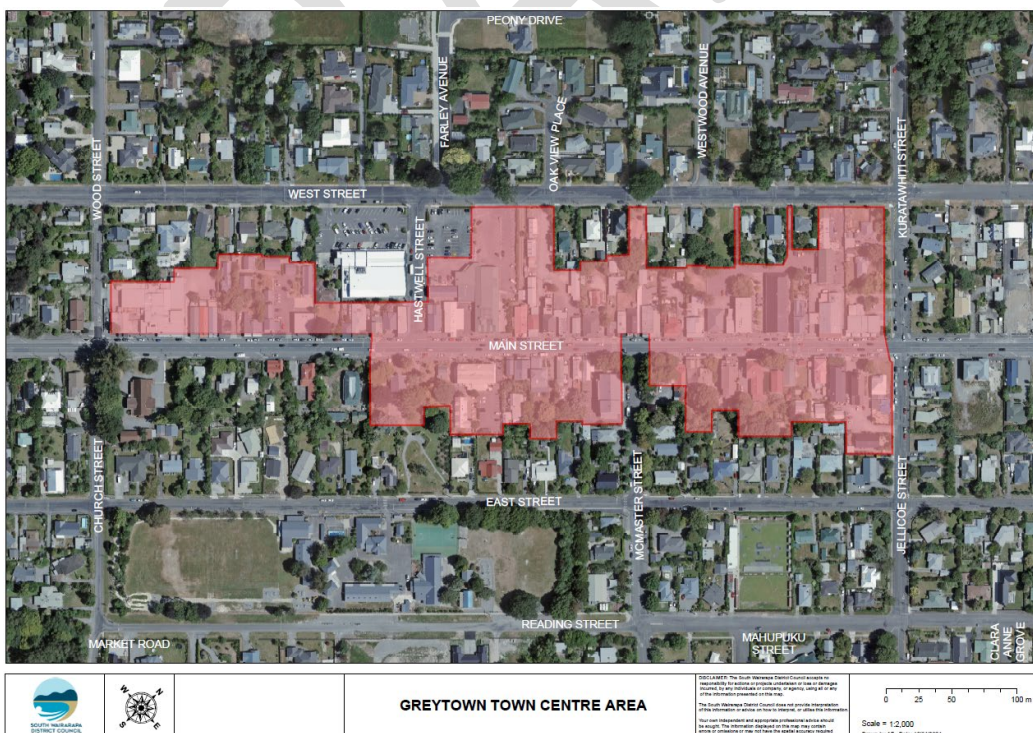
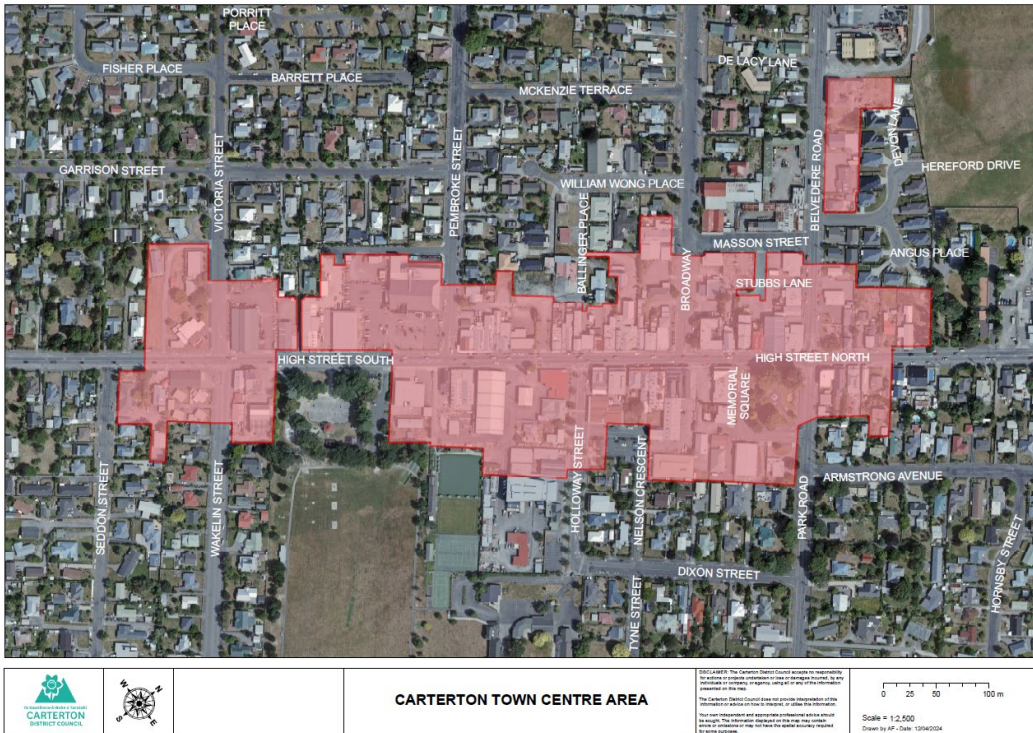
Date	Summary of Amendments	Approved By
2016	Minor updates	Masterton, Carterton and South Wairarapa District Councils
2019	Merged the Wairarapa Gambling Venue Policy and the Wairarapa TAB Board Venue Policy. Minor amendments for clarification.	Masterton, Carterton and South Wairarapa District Councils
2024	Removal of reference to a “maximum number of gaming machines allowed” for clarification purposes. Amendment so that Class 4 venues cannot permanently re-establish at a new site in Masterton District under any circumstances. Inclusion of a new condition of relocation for Carterton and South Wairarapa Districts –	Masterton, Carterton and South Wairarapa District Councils

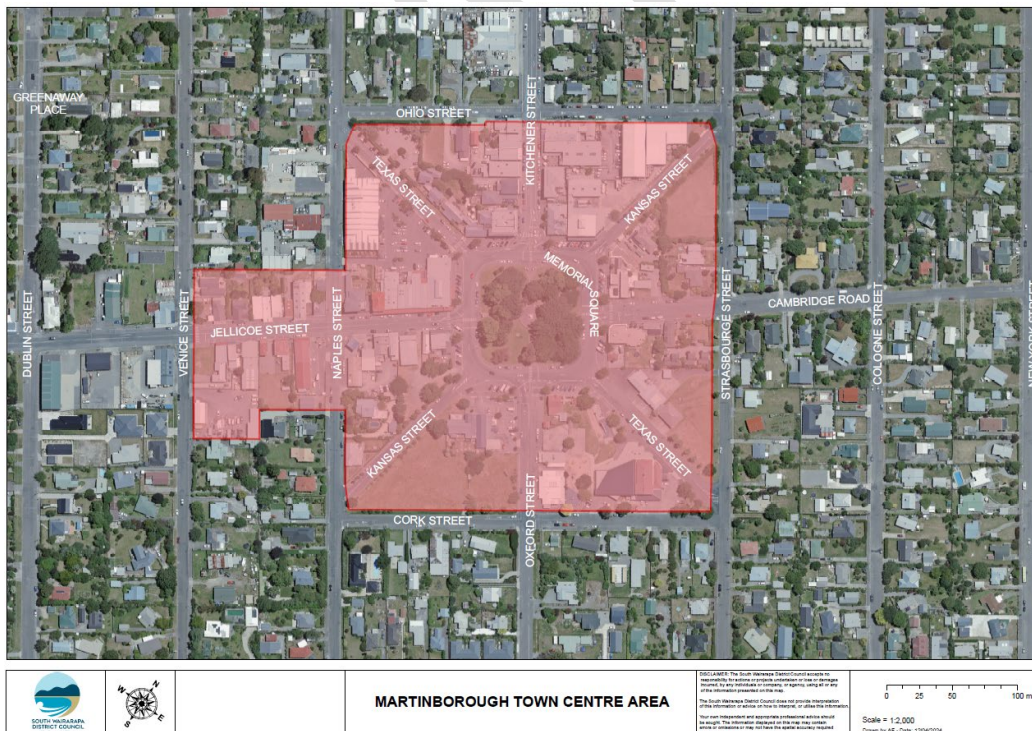
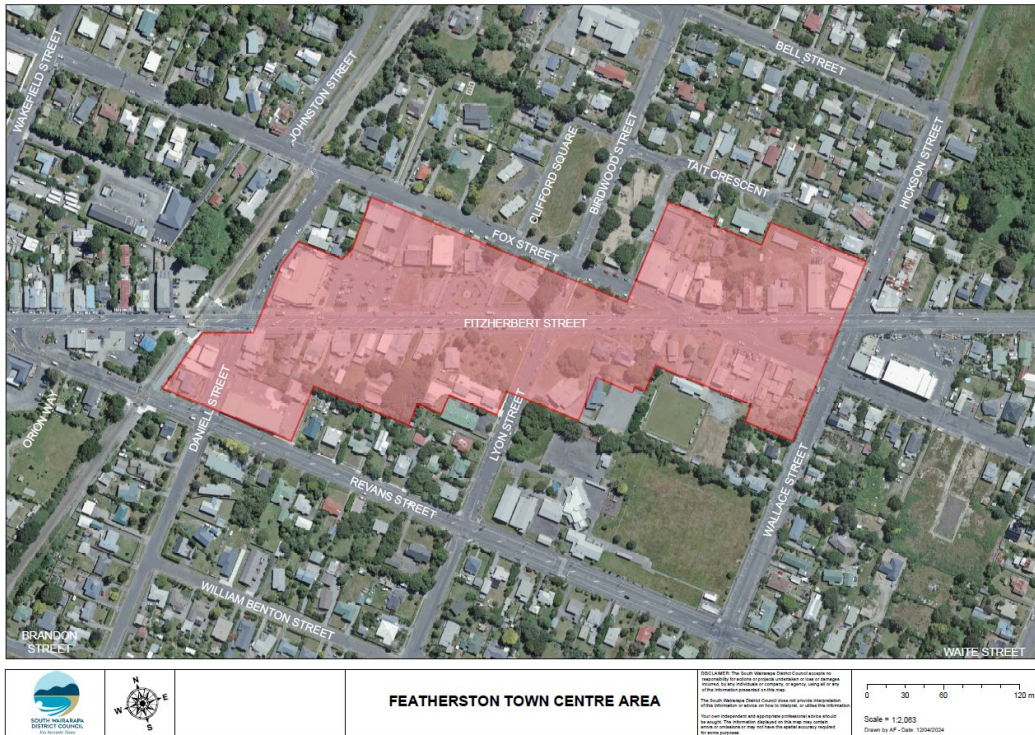
<p>that the relocation of Class 4 Gambling venues will be to a decile 1-8 area on the New Zealand Deprivation Index if the relocation is to an area outside of town centres identified in Schedule 1.</p> <p>Amendment so that no new standalone TAB venues may be established in the Wairarapa region.</p> <p>Minor amendments for clarification and to improve flow and readability.</p> <p>Updates to reflect the name of new legislation since the last review.</p>	
---	--

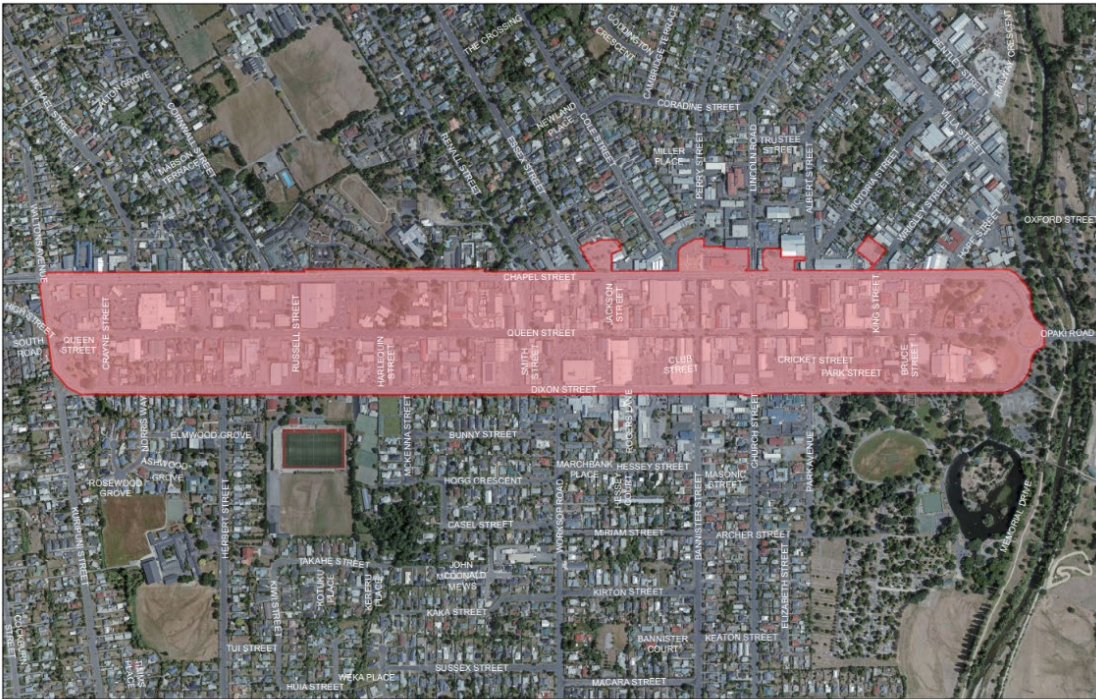
DRAFT

**Schedule 1: Maps of Town Centre Areas where Class 4 Gambling Venue relocation is permitted in NZDep SA1 areas of Decile 1 to 10**

Refer clause 6.3(a) of the Policy







		<p><b>MASTERTON TOWN CENTRE AREA</b></p>	<p><small>DISCLAIMER: The Masterton District Council accepts no responsibility for errors or omissions or for any consequences arising from the use of the information presented on this map.</small></p> <p><small>The Masterton District Council does not provide representation of this information or advice or to be integrated or used in any other way.</small></p> <p><small>For all representations and descriptions of information please refer to the relevant legislation or other documents.</small></p>	<p>Scale = 1:6,000 Drawn by: M. Cook, 12/04/2024</p>
--	--	--	---	--

DRAFT

## **7.5 DISABILITY ADVISORY GROUP APPOINTMENTS**

**File Number:**

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

**Authoriser:** Kym Fell, Chief Executive

### **PURPOSE**

This report seeks Council agreement to an amendment to the Terms of Reference for the Disability Advisory Group to provide for the appointment of an alternate, and to appoint the Mayor, Councillor Tuuta and an alternate to the Masterton District Council Disability Advisory Group.

### **EXECUTIVE SUMMARY**

Council agreed to the establishment of the Disability Advisory Group (the Group) at the 3 April 2024 Council Meeting and agreed to the terms of reference for the Group. No elected member appointments were made at that time so this report seeks Council agreement to appoint the Mayor, Councillor Tuuta and an alternate to the Disability Advisory Group.

As the Terms of Reference for the Group currently only provide for the appointment of two councillors, it is proposed also to allow for the appointment of an alternate in the event that either of the appointed members are unable to attend a meeting. The Terms of Reference need to be amended to reflect that change (see Attachment 1).

### **RECOMMENDATIONS**

That Council:

1. Agrees to amend the Terms of Reference of the Masterton District Council Disability Advisory Group to enable an alternate elected member to be appointed.
2. Appoints Mayor Gary Caffell, Councillor Tuuta and Councillor .... (as an alternate member) to the Masterton District Council Disability Advisory Group.

### **CONTEXT**

As set out in the Report to Council on 3 April 2024, the Masterton District Disability Advisory Group will provide support to Council in addressing the challenges faced by people with disabilities. The Disability Advisory Group will have up to 12 members: two elected member representatives (plus an alternate), iwi representatives (up to four), and six community representatives. It will be tasked with providing community input about disability issues to be considered as part of Council's decision-making processes and providing advice to support initiatives aimed at enhancing accessibility and inclusivity within the Masterton District.

Once the elected member appointments have been made to the Group, the process to appoint the community representatives will be finalised.

## **SUMMARY OF CONSIDERATIONS**

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

Establishing and operationalising a Masterton District Disability Advisory Group is one of the ways in which Council and the wider community can work towards a more inclusive and accessible district. The work will contribute to the social development area outlined in *He Hiringa Tangata, He Hiringa Whenua*, Council's Wellbeing Strategy, particularly in fostering a positive, strong, inclusive, and self-determining community with equitable opportunities for everyone.

The Masterton District Disability Advisory Group will also contribute to the principle outlined in the *Parks and Open Spaces Strategy*, specifically by ensuring that individuals with disabilities have equal opportunities to connect with nature and enjoy parks and open spaces through various sporting and recreational activities.

It also aligns with the strategic goals of the *Positive Ageing Strategy* by enhancing community and health services, facilitating accessible communication, advocating for affordable transport, and improving safety and enjoyment in public spaces.

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

Appointing members and amending the Terms of Reference are not significant decisions in terms of Council's Significance and Engagement Policy.

### **Financial Considerations**

There are no financial implications arising out of the decisions sought in this report.

### **Implications for Māori**

There are no implications for Māori arising out of the decisions sought in this report.

The proposed Terms of Reference provides for iwi representatives to be appointed to the Masterton District Disability Advisory Group.

### **Communications/Engagement Plan**

No communications or engagement plan is required in relation to the decisions sought in this report.

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

There are no environmental or climate change impacts or considerations arising from the decisions sought in this report.

The establishment of the Masterton District Disability Advisory Group contributes to creating a more inclusive and resilient community, addressing various challenges faced by people with disabilities.

## **NEXT STEPS**

Following approval by Council, officers will finalise the Terms of Reference and provide recommendations to the Councillors appointed to the group for the appointment of the six community members to be included in the Group.

## ATTACHMENTS

1. Disability Advisory Group Terms of Reference [↓](#)





## MASTERTON DISTRICT COUNCIL DISABILITY ADVISORY GROUP TERMS OF REFERENCE

### 1. Introduction

The Terms of Reference for the Masterton District Council Disability Advisory Group (the Advisory Group) set out the purpose, role, and protocols of the Advisory Group.

Members of this Advisory Group will abide by the Code of Conduct (Appendix A) which is consistent with the principles of the Masterton District Council Governance Code of Conduct, available on the Masterton District Council [website](#).

### 2. Purpose

The purpose of the Advisory Group is to provide advice, information, and recommendations to Masterton District Council (Council) on the following areas:

- the development of Council policies, plans and strategies as they relate to disability/whaikaha issues,
- Council engagement, education, and/or advocacy on disability/whaikaha issues with the district's communities, and
- any matter of particular interest or concern related to disability/ whaikaha issues connected with the functions of Council.

### 3. Outcomes

The Advisory Group's advice will contribute towards promoting the wellbeing of the district's communities in relation to disability/whaikaha inclusion and accessibility. Its advice will inform Council policy decisions and planning for the district's future.

### 4. Membership and Community Member Selection Process

The Advisory Group will have up to 12 members.

Council appoints two elected members to the Advisory Group. [Council may also appoint an alternative elected member to attend meetings if the substantive member is unavailable.](#) These elected member appointments are subject to change if resolved by Council.

Six community member positions will be appointed via an external expressions of interest (EOI) process, and up to four iwi representatives (nominated by the two Wairarapa iwi - Ngāti Kahungunu o Wairarapa and Rangitāne ki Wairarapa respectively).

The Mayor and the two elected members appointed to the Advisory Group [\(or the alternate member and the two appointed members if the Mayor is an appointed member\)](#) will appoint the six

community members based on officer's recommendations. The Advisory Group members will be selected based on:

- their interest and knowledge of disability/whaikaha issues and advocacy;
- either living in, or being able to demonstrate a close connection with, the Masterton District;
- showing a specific interest and/or commitment to the future of the Masterton District;
- their understanding of Te Tiriti o Waitangi.

The candidates will be chosen based on the criteria above and selectors will be looking for diversity of members (e.g., age, gender, background, rural/urban community).

Advisory Group members agree to adhere with the expectations set out in the Code of Conduct (appendix A).

#### 5. Term

The group's term ends one month prior to the next local government elections in 2025.

#### 6. Meetings

The Advisory Group will meet at least four times per year, at a time and location deemed convenient by the majority of members. Groups, individuals, or organisations may from time to time be invited to speak or present to the Advisory Group on disability/ whaikaha related matters.

Further input outside this schedule may be requested through additional meetings, emails and/or surveys.

#### 7. Quorum

The quorum required for an Advisory Group meeting will be half the members if the number of members is even, and a majority if the number of members is odd.

#### 8. Meeting Protocols

The Advisory Group is an advisory body established by Council. It is not a subordinate decision-making body of Council and does not have any decision-making power. Its role is to advise Council and staff on disability/ whaikaha issues impacting the communities of the Masterton District.

The Advisory Group will appoint a chairperson at its first meeting. The role of the chairperson is to lead the Advisory Group meetings. The chair can select a deputy chair who supports the chair to run regular meetings.

Either of the Council elected members appointed to this Advisory Group can act as the spokesperson for the Advisory Group if external organisations, including central government or the media, seek the views of the group on specific matters.

Any recommendations or advice to Council should clearly be shown in meeting minutes.

### 9. Submissions

The Advisory group cannot make formal submissions to Masterton District Council on council strategies, policies and plans, for example, the annual plan. However, the group may be asked for informal feedback during a consultative process or during the development of a consultative process.

The Advisory Group cannot make formal submissions to external organisations in its capacity as the Advisory Group.

This does not prevent individual members making submissions themselves to Council or other external organisations outside their role as Advisory group members.

### 10. Engagement with Council

The Advisory Group will raise any issues to Council through the elected member representatives on the Advisory group or through the meeting minutes.

### 11. Advisory Group remuneration

Council sets an annual budget for the Advisory Group to cover remuneration and meeting costs.

Advisory Group members are entitled to meeting fees determined by the Council unless:

- they are on the Advisory group as a representative of an organisation or interest group which already pays them and/or
- they are an elected member of Masterton District Council or a Masterton District Council iwi representative.

Council will reimburse all members for travel costs to attend Advisory group meetings in line with Council's Members Expenses and Reimbursing Allowances Expenses Policy.

Elected members will not receive additional payment for their membership on this Advisory group.

### 12. Staff support

Council staff support will include:

- co-ordinating the development of the Advisory Group's work programme
- following up on meeting actions
- acting as a conduit with relevant parts of Council for the Advisory Group
- attending pre-meeting briefings with the Chair
- highlighting potential issues and risks
- meeting report and agenda preparation, minute-taking, and meeting procedure advice
- ensuring guidance and advice from the Advisory Group is clearly captured
- providing subject matter expertise.

### 13. Review

The form and functioning of the Advisory Group will be reviewed after one year and at the end of the 2022-2025 triennium.

## **Appendix A: Code of Conduct for Masterton District Council Disability Advisory Group**

### **Purpose**

The Code of Conduct sets out expectations for the general conduct of the members of the Masterton District Council Disability Advisory Group.

### **Code of Conduct principles**

The Advisory Group members agree to work in accordance with the Masterton District Council Code of Conduct governance principles:

- Whakamana Tangata - 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.
- Manaakitanga - Recognising and embracing the mana of others.
- Rangatiratanga - Demonstrating effective leadership with integrity, humility, honesty and transparency.
- Whanaungatanga - Building and sustaining effective and efficient relationships.
- Kotahitanga - Working collectively.

In addition to these governance principles, Advisory Group members agree to:

- act honestly and with integrity at all times.
- consider issues on their merits, taking into account the views of others.
- co-operate fully and honestly to ensure the best advice is provided to the council.
- observe the rights of other people and listen to differing points of view.
- communicate clearly with the Council and give reasons for advice given.
- treat others, including staff, with respect at all times.
- not misrepresent the statements or actions of others (whether they be other individual members, Council or Council staff).
- treat people with courtesy and recognise the different roles others play in local government decision-making.
- uphold the law and, on all occasions, act in accordance with the trust the public places in them.
- regularly attend Advisory Group meetings.

Non-compliance may be considered grounds for withdrawal from the Advisory Group.

### **Creating a supportive and inclusive environment**

Members agree to take all reasonable steps in order to participate in activities scheduled to promote a culture of mutual trust, respect and tolerance.

### **Confidential information**

In the course of their duties, Advisory Group members will occasionally receive information, whether in reports or through debate, that is confidential. This will generally be information that is either commercially sensitive or is personal to a particular individual or organisation. Accordingly, members must agree not to use or disclose confidential information for any purpose other than the purpose for which the information was supplied to the member.

### **Breaching the Code of Conduct**

The membership of an Advisory Group member will cease if they breach the Code of Conduct.

#### **Notification of breach**

If a member has regular non-attendance at Advisory Group meetings, or breaches the Code of Conduct, the chair must first raise the issues directly with the member and try and resolve them by mutual agreement. If under-performance continues the chair can recommend to the Mayor that the member be removed from the group. Alternatively, concerns about the conduct of any member or chairperson may be raised with the Chief Executive who will give advice on options available to resolve the concerns.

#### **Principles to identify breach**

The following principles will guide any processes for investigating and determining whether or not a breach under this Code has occurred:

- that the approach for investigating and assessing a complaint will be proportionate to the apparent seriousness of the alleged breach;
- that the processes of complaint, investigation, advice and decision-making will be kept separate as appropriate to the nature and complexity of the alleged breach; and
- that the concepts of natural justice and fairness will apply in the determination of any complaints made under this Code. This requires, conditional on the nature of an alleged breach, that affected parties:
  - have a right to know that an investigation process is underway;
  - are given due notice and are provided with an opportunity to be heard;
  - have confidence that any hearing will be impartial;
  - have a right to seek appropriate advice and be represented; and
  - have their privacy respected.

## **7.6 WAIRARAPA ECONOMIC DEVELOPMENT STRATEGY WORK PROGRAMME, OPERATING MODEL AND MEMORANDUM OF UNDERSTANDING**

**File Number:**

**Author:** Karen Yates, General Manager Strategy & Development

**Authoriser:** Kym Fell, Chief Executive

### **PURPOSE**

This report seeks Council agreement to the WEDS Work Programme for 2024/2025, the WEDS Operating Model and agreement to the Memorandum of Understanding for 2024-2027.

### **EXECUTIVE SUMMARY**

The Regional Economic Development Team Lead WellingtonNZ, has provided a report for Council's consideration in relation to the WEDS Work Programme and Operating Model for the 2024/2025 Financial Year and the 2024-2027 Memorandum of Understanding. The Report is attached and the recommendations from the Report are set out below.

### **RECOMMENDATIONS**

That Council

1. **Notes** the WEDS Forum (including Council Mayors and CEOs) ran a Lessons Learnt exercise in November 2023 and a prioritisation workshop in April 2024.
2. **Notes** the lessons learnt and the outcomes of the prioritisation workshop have been utilised to focus WEDS activity in the Work Programme for FY24/25.
3. **Notes** the Work Programme for FY24/25 and process to determine initiatives has been endorsed by the WEDS Forum and the three Wairarapa District Councils Mayors and CEOs.
4. **Agrees** the Work Programme for FY24/25, focused on Water Resilience, Food & Fibre, and Workforce.
5. **Notes** other strategic priorities include Transport resilience, Māori Economic Development and Tourism/Dark Skies, which are best addressed through existing channels.
6. **Notes** the lessons learnt, work programme complexity and budget have been considered to "right size" the WEDS operating model.
7. **Notes** the WEDS Operating Model for FY24/25 has been endorsed by the three Wairarapa District Councils Mayors and CEOs on 28 May.
8. **Agrees** the WEDS operating model for FY24/25 and beyond, with oversight provided by a small WEDS Steering Group consisting of place-based and skilled economic development representatives.
9. **Notes** the current Memorandum of Understanding (MoU) expires on 30 June 2024.
10. **Agrees** the Memorandum of Understanding for 1 July 2024 – 30 June 2027, including funding provision.

11. **Notes** that operational improvements will continue to be made by the WellingtonNZ Programme Management Office for WEDS (PMO) to deliver the Work Programme effectively, with visibility to the Steering Group.
12. **Notes** that quarterly and annual reporting will be provided to Council, including work programme delivery and financial reporting.
13. **Agree** the existing MoU to 30 June 2024 will remain in force until a new agreement is signed and any unspent budget allocation under the current MoU will be carried over to FY24/25

## CONTEXT

The Wairarapa Economic Development Strategy Memorandum of Understanding was last approved by Council in September 2022 and expires on 30 June 2024. Council has agreed to provide funding to WEDS of \$80,000 per annum.

## OPTIONS CONSIDERED

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

Option		Advantages	Disadvantages
1	Agree with the recommendations in the attached Report to agree the work programme, operating model and the Memorandum of Understanding.	<p>Agreement with the work programme and the MOU defines the commitment of the three Wairarapa councils to partner to deliver the Wairarapa Economic Development Strategy and provides direction for the application of the funding provided by Masterton District Council and includes a requirement for quarterly reporting to the three councils.</p> <p>The work programme and operating model have been developed following workshops with and input from WEDS Forum members and the Wairarapa Mayors and CEs.</p>	None identified
2	Do not agree with the recommendations in the attached report.	None identified.	There will be no framework or direction for the application of the funding agreed to be provided by Masterton District Council

## **RECOMMENDED OPTION**

Option 1 is recommended. This ensures that the expectations of Council in relation to the delivery of the WEDS work programme are defined and that there is accountability through regular reporting.

## **SUMMARY OF CONSIDERATIONS**

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

The WEDS is not a legal requirement, however it provides a strategic plan for economic development across the Wairarapa region.

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

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

### **Financial Considerations**

At the Long-Term Plan Deliberations meeting on 5 June 2024, Masterton District Council agreed to provide \$80,000 per annum for WEDS.

### **Implications for Māori**

No implications for Māori have been identified in the decisions sought in the attached Report.

### **Communications/Engagement Plan**

No communications/engagement plan is required.

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

There are no environmental/climate change impacts or considerations in the decisions sought in the attached report.

## **ATTACHMENTS**

1. **Report re WEDS Work Programme, Operating Model and Memorandum of Understanding** [↓](#)



14 June 2024

## **WAIRARAPA ECONOMIC DEVELOPMENT STRATEGY (WEDS) WORK PROGRAMME FOR FY24/25, OPERATING MODEL, AND MEMORANDUM OF UNDERSTANDING FOR FY24-27**

### **1. PURPOSE**

- 1.1 The purpose of this paper is to seek approval from Council for:
  - 1.1.a The work programme for WEDS in FY24/25.
  - 1.1.b The operating model for WEDS in FY24/25 and beyond.
  - 1.1.c The Memorandum of Understanding that defines the commitment of the three Wairarapa District Councils and WellingtonNZ to partner to deliver the Wairarapa Economic Development Strategy for the period 1 July 2024 – 30 June 2027, including the work programme for FY24/25, under the operating model.

### **2. RECOMMENDATIONS**

- 2.1 **Note** the WEDS Forum (including Council Mayors and CEOs) ran a Lessons Learnt exercise in November 2023 and a prioritisation workshop in April 2024.
- 2.2 **Note** the lessons learnt and the outcomes of the prioritisation workshop have been utilised to focus WEDS activity in the Work Programme for FY24/25.
- 2.3 **Note** the Work Programme for FY24/25 and process to determine initiatives has been endorsed by the WEDS Forum and the three Wairarapa District Councils Mayors and CEOs.
- 2.4 **Agree** the Work Programme for FY24/25, focused on Water Resilience, Food & Fibre, and Workforce.
- 2.5 **Note** other strategic priorities include Transport resilience, Māori Economic Development and Tourism/Dark Skies, which are best addressed through existing channels.
- 2.6 **Note** the lessons learnt, work programme complexity and budget have been considered to “right size” the WEDS operating model.
- 2.7 **Note** the WEDS Operating Model for FY24/25 has been endorsed by the three Wairarapa District Councils Mayors and CEOs on 28 May.
- 2.8 **Agree** the WEDS operating model for FY24/25 and beyond, with oversight provided by a small WEDS Steering Group consisting of place-based and skilled economic development representatives.
- 2.9 **Note** the current Memorandum of Understanding (MoU) expires on 30 June 2024.
- 2.10 **Agree** the Memorandum of Understanding for 1 July 2024 – 30 June 2027, including funding provision.
- 2.11 **Note** that operational improvements will continue to be made by the WellingtonNZ Programme Management Office for WEDS (PMO) to deliver the Work Programme effectively, with visibility to the Steering Group.
- 2.12 **Note** that quarterly and annual reporting will be provided to Council, including work programme delivery and financial reporting.
- 2.13 **Agree** the existing MoU to 30 June 2024 will remain in force until a new agreement is signed and any unspent budget allocation under the current MoU will be carried over to FY24/25

14 June 2024

**3. BACKGROUND**

- 3.1 A Lessons Learnt exercise was completed in November 2023, identifying improvements for WEDS at both governance and operational levels. The exercise highlighted the need to align the WEDS work programme and operating model with the relatively small budget and resource allocation. Recommendations included:
- 3.1.a Agreeing high-level strategic priorities, and focusing activity under these priorities;
  - 3.1.b Considering the best pathway for implementation, including considering what WEDS is best placed to deliver and what it is not;
  - 3.1.c Empowering the WellingtonNZ PMO to deliver the WEDS work programme together with the initiative leads and key partners;
  - 3.1.d “Right-sizing” the operating model and empowering a fit-for-purpose WEDS oversight group to focus on strategic direction and alignment, to support the WellingtonNZ PMO.
- 3.2 A facilitated prioritisation workshop was held in April 2024 for WEDS Forum members, observers, and the PMO, to identify and refine the strategic priorities for FY25-27. The WEDS Work Programme for FY24/25 reflects the strategic priorities, and focuses activity on areas where WEDS is best placed to deliver. The WEDS Work Programme for FY24/25 has been endorsed by the WEDS Forum and the three Wairarapa District Councils Mayors and CEOs on 6 June.
- 3.3 A hui was held in December 2023 between the three Wairarapa District Councils Mayors and CEOs, Independent Chair of the WEDS Forum, and WellingtonNZ CEO and GM Business & Innovation. All participants agreed to review the MoU, governance, and membership of the WEDS forum. The WEDS Operating Model for FY24/25 and beyond reflects the Lessons Learnt and aligns with the work programme and resource allocation. The WEDS Operating Model for FY24/25 has been endorsed by the three Wairarapa District Councils Mayors and CEOs on 28 May.
- 3.4 The WEDS budget for FY24/25 is anticipated to be \$215,000 from the three Wairarapa District Councils combined (subject to approvals in the respective 2024-27 Long Term Plans). WellingtonNZ will commit the equivalent of the total budget from the three Wairarapa District Councils, to employ the roles necessary to deliver the WEDS work programme. The success of the WEDS model relies on leveraged funding from third parties and the WellingtonNZ PMO will continue to advocate for this approach to investment.

14 June 2024

**4. WEDS WORK PROGRAMME FOR FY24/25**

**Outcomes of the prioritisation workshop: high-level strategic priorities**

4.1 A facilitated workshop was held in April 2024 for WEDS Forum members, observers, and the PMO. Participants agreed on a set of criteria for prioritisation: Would it matter if the project did not proceed? Will it improve the quality of life of residents in the region, particularly Iwi/Māori? How will it create comparative advantage for the region? How will it impact our natural resources? Is the project sufficiently resourced and funded? Is the project sufficiently supported by the WEDS Forum and other organisations?

4.2 Using the criteria, participants identified the following long list of six areas of strategic importance:

- 4.2.a Water Resilience
- 4.2.b Transport Resilience
- 4.2.c Food and Fibre
- 4.2.d Workforce
- 4.2.e Tourism/Dark Skies
- 4.2.f Māori Economic Development

4.3 Participants then voted for their top three priorities from this list. The outcome is summarised in the table below:

Role	Water Resilience	Transport Resilience	Food & Fibre	Workforce	Tourism/Dark Skies	Māori ED
Member	1	1				
	1	1				
	1	1				
	1	1				
	1	1				
	1	1		1	1	
	1	1	1	1	1	
	1	1	1	1	1	
Observer	1		1		1	
	1		1		1	
	1	1	1		1	
PMO	1		1	1		1
	1		1	1		1
	1	1	1	1		1
<b>TOTAL</b>	<b>15</b>	<b>10</b>	<b>9</b>	<b>7</b>	<b>6</b>	<b>2</b>

4.4 The votes show that:

- 4.4.a All forum participant groups (Members, Observers, and PMO) identified Water Resilience as a priority.
- 4.4.b Participant groups did not highlight Māori Economic Development as a priority for WEDS.
- 4.4.c Transport Resilience was identified as a priority by the Members group.
- 4.4.d Food & Fibre was identified as a priority by the Observers and PMO groups.
- 4.4.e Workforce was identified as a priority by the Members and PMO groups.
- 4.4.f Tourism/Dark Skies was identified as a priority by the Members and Observers group.

14 June 2024

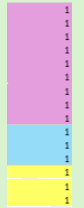

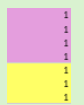

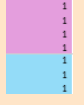
**Implementation pathway considerations: focused activity**

- 4.5 Following the prioritisation workshop, the PMO have identified existing pathways for each of the high-level strategic priority areas considered:
- 4.5.a Water Resilience in the Wairarapa has its own governance group and strategy, which is currently being progressed into an implementation plan. Water Resilience is a current strategic action of the WEDS work programme. Water Accessibility and Security is a key enabler in the Regional Economic Development Plan. All three Wairarapa District Councils and Greater Wellington Regional Council are directly involved with water in the Wairarapa.
  - 4.5.b Transport Resilience is a newly identified strategic priority. All three District Councils and the Regional Council are directly involved with transport in the Wairarapa. Transport is identified as one of five focus areas under the Wellington Regional Leadership Committee (separate from Economic Development), and the region has developed a Regional Land Transport Plan.
  - 4.5.c Food & Fibre (or Primary Sector) is a key sector in the Regional Economic Development Plan. Sector Development is a key opportunity in the WEDS strategy under the People Focus pillar.
  - 4.5.d Workforce development is led by the Wairarapa Skills Leadership Group and the Wairarapa Workforce Plan. The group has direct sector and council involvement. Implementation of the Wairarapa Workforce Plan is recognised as an initiative in the Skills, Talent and Education chapter of the Regional Economic Development Plan.
  - 4.5.e Destination Wairarapa is the Regional Tourism Organisation for the Wairarapa. A Destination Management Plan has been developed for the Wairarapa. A Dark Skies Steering Group is being established. Wairarapa Dark Skies Development is an REDP initiative in the Visitor Economy chapter, led by Destination Wairarapa.
  - 4.5.f Iwi in the Wairarapa are progressing work on developing an Economic Development Strategy. Māori Economic Development is a key enabler in the Regional Economic Development Plan. Te Matarau a Māui is the regional Māori economic development strategy, led by a Trust. WellingtonNZ employ a General Manager for Māori Economic Development across the Wellington Region, and specialised Business Growth services for Pākihi Māori.
- 4.6 Digital Technology and Business are focus areas of the WEDS Strategy which have not been identified as strategic priorities for FY25-27. Implementation pathways also exist for these areas. WellingtonNZ deliver business and technology sector support to the region as part of its EDA activities under the Technology Sector Acceleration Strategy, often in partnership with CreativeHQ. Technology is a key sector in the Regional Economic Development Plan.

**Proposed work programme for FY24/25**

- 4.7 Based on the strategic priorities identified at the workshop, and considering the existing implementation pathways above, the PMO is recommending that WEDS focuses activity for FY24/25 on Water Resilience, Food & Fibre, and Workforce as highlighted in the following table. These three areas are in line with workshop outcomes and are the areas where WEDS can have the highest direct impact. Details about each of these areas are available in **Attachment 1: Strategic Priority Focus Areas**.
- 4.8 Transport Resilience is a priority for forum members. Councils are directly involved with transport resilience and can deliver the highest impact directly, including through providing a unified Wairarapa voice for the Regional Transport Plan and Wellington Regional Leadership Committee.
- 4.9 Tourism/Dark Skies is a slightly lower priority for forum members and observers. Tourism is the focus of Destination Wairarapa as the RTO for the region. Dark Skies is an area that requires tourism leadership and alignment between diverse parties, with a steering group being established.
- 4.10 Māori Economic Development is led by Iwi, Te Matarau a Māui, and WellingtonNZ through existing pathways. WEDS initiatives across all focus areas include considerations for Māori economic development.

Page 4

Type	FOCUS AREA	Priority Votes	Implementation Pathways	ISSUES & OPPORTUNITIES	INITIATIVES	LEAD
Focus Enabler	Water Resilience		WWRS-AP & GG <b>WEDS</b> REDP Councils	<ul style="list-style-type: none"> <li>Water quality</li> <li>Water quantity</li> <li>Collaboration</li> </ul>	Wairarapa Water Resilience Strategy	WWRS-GG
					Waingawa Water Security	CDC
					Water Education	WWRS-GG
Focus Sector	Food & Fibre		REDP <b>WEDS</b>	<ul style="list-style-type: none"> <li>Productivity</li> <li>Innovation and diversification</li> <li>Resilience and Skills</li> </ul>	Support the sector to implement tangible initiatives that contribute to the priorities identified	TBD WEDS PMO
Focus Enabler	Workforce		<b>WSLG</b> REDP	<ul style="list-style-type: none"> <li>Learning opportunities</li> <li>Great workplaces</li> <li>Learner support</li> <li>Leadership</li> <li>Progression</li> </ul>	Implement the Wairarapa Workforce Action Plan	WSLG & sector groups
Enabler	Transport Resilience		Councils WRLC RLTP	<ul style="list-style-type: none"> <li>Resilient transport</li> <li>Sustainable funding</li> <li>Unified Wairarapa voice</li> </ul>		CDC MDC SWDC
Sector	Tourism/Dark Skies		DW DMP DS-SG REDP	<ul style="list-style-type: none"> <li>Destination management, development, and marketing</li> <li>Environmental regeneration</li> <li>Dark Skies implementation</li> </ul>	Dark Skies Development	DW Dark Skies SG
					Five Towns Trail Development	Five Towns Trail Trust
Enabler	Māori Economic Development	-	Iwi TMaM REDP	<ul style="list-style-type: none"> <li>Under development</li> </ul>	Wairarapa Māori Economic Development Priorities	Iwi WNZ MED TMaM
Sector	Business	-	RBP		WNZ programmes	WNZ Business Growth Team
Sector	Technology	-	REDP		WNZ Tech Strategy	WNZ Tech Team & CreativeHQ

An acronyms table is available in **Attachment 2: Acronyms Table**.

12 June 2024

**Comments from the WEDS Forum**

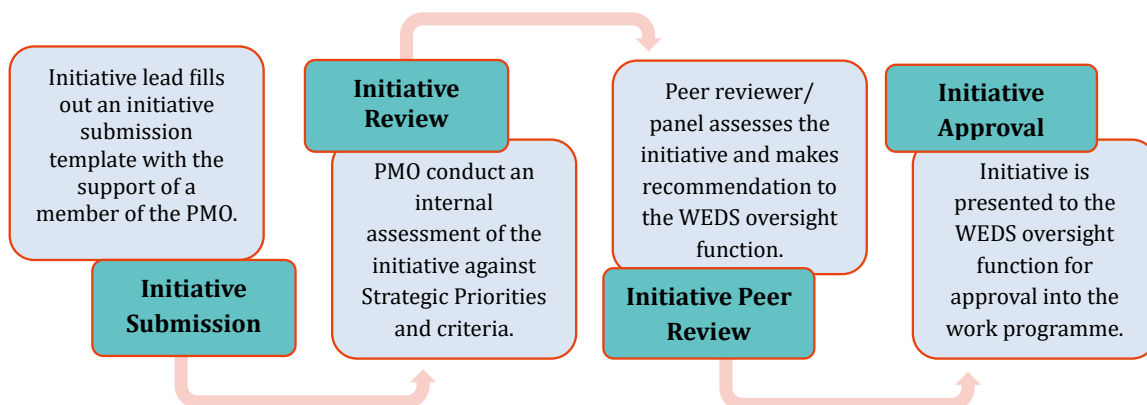
- 4.11 The work programme for FY24/25 focuses activity on Water Resilience, Food & Fibre, and Workforce because these are the areas within the strategic priorities where WEDS is best placed to deliver. WEDS continues to recognise the importance of the other strategic priorities comprising Transport Resilience, Tourism/Dark Skies and Māori Economic Development, however these are best addressed through existing channels noted in sections 4.8-4.10.
- 4.12 Clear issues and opportunities have been identified with the Food & Fibre sector (see **Attachment 1: Strategic Priority Focus Areas**) and WEDS is well placed to support the sector to implement tangible initiatives to address them. This will require the development of key partner relationship within the sector, starting with the groups that have already been engaged with this work.
- 4.13 To implement the work programme, the WellingtonNZ PMO will focus its resources (people and budget) on supporting the delivery of initiatives to address the issues and opportunities identified in each focus area, in alignment with the initiative lead (see **Attachment 1: Strategic Priority Focus Areas**). This may involve working with initiative leads to ensure specific actions are delivered, identifying external sources of funding and support to accelerate delivery, identifying new initiatives and initiative leads, etc. This ongoing work to deliver the work programme will have oversight from the WEDS Steering Group (see section 5) and quarterly reporting will be provided to the three District Councils to reflect progress made and budget allocated.
- 4.14 The WellingtonNZ PMO will continue to connect Wairarapa to regionally significant programmes governed by the Wellington Regional Leadership Committee, and to central government opportunities aligned with economic development priorities for Wairarapa.

**Oversight**

- 4.15 Section 5 presents recommendations for an operating model aligned with the Lessons Learnt, work programme, complexity and budget.

**Process for new initiatives**

- 4.16 The process for submitting, assessing, and approving new initiatives into the WEDS work programme is proposed to be:



**Budget**

- 4.17 The WEDS budget for FY24/25 is anticipated to be \$215,000 from the three Wairarapa District Councils combined (subject to approvals in the respective 2024-27 Long Term Plans).
- 4.18 The allocation of budget across the strategic priorities will be determined by the PMO to maximise the impact of each initiative in the work programme. Quarterly reporting will be provided, reflecting the progress made and budget allocated.

12 June 2024

**5. WEDS OPERATING MODEL FOR FY24/25 AND BEYOND**

- 5.1 Six options have been considered (see **Attachment 3: Operating Model Options Considered**). WNZ discussed the options with Council representatives and other Economic Development practitioners and recommend establishing a small WEDS Steering Group with skills and place-based representation (Council and Iwi economic development representatives, strategic priority focus area representation, strategic economic development skills and connections e.g. with central government).
- 5.2 The Steering Group is intended to be a coalition of the willing, to continue to provide a central point of coordination for the Wairarapa and have oversight of the WEDS Work Programme. Clear Terms of Reference will be developed for the Steering Group to proactively guide, manage risks, and champion the delivery of the work programme.
- 5.3 It is proposed that WNZ and the three Wairarapa District Councils have a simple agreement in place for the delivery of the WEDS Work Programme (see **Attachment 4: WEDS Memorandum of Understanding 1 July 2024 – 30 June 2027**), that sets out the role of the Programme Management Office (WNZ PMO), the role of the Steering Group, the role of the three District Councils, funding contributions, planning, and reporting requirements.
- 5.4 The WellingtonNZ PMO will be responsible for the council resources and for operational delivery. This includes making operational decisions and allocation of budget across strategic priorities and initiatives, with visibility to the Steering Group. Quarterly reporting to the three District Councils will reflect progress made and budget allocated.
- 5.5 The PMO will:
  - 5.5.a Use the issues and opportunities outlined in the Strategic Priority Focus Areas of the WEDS Work Programme in section 4 (and other relevant economic development plans where there is alignment when necessary) to ensure initiatives are aligned with strategic priorities,
  - 5.5.b Use the WEDS Initiatives Process Guideline and WEDS Initiative Assessment Scoring Workbook to consistently assess initiatives against criteria, including strategic value, benefits to the region (central government PRISM framework), and feasibility (value, capacity/capability, affordability, achievability),
  - 5.5.c Provide support to initiative leads to identify pathways for implementation, and clearly identify the role of the PMO in each initiative,
  - 5.5.d Utilise the Steering Group to guide and inform the work programme (similar to the REDP Steering Group).
- 5.6 Strategic priorities are expected to be reviewed annually with the Steering Group, Mayors, and Council CEOs, at least three months prior to financial year end.

**6. MEMORANDUM OF UNDERSTANDING**

- 6.1 A Memorandum of Understanding has been developed for the period 1 July 2024 – 30 June 2027. The MoU defines the commitment of the three Wairarapa District Councils and WellingtonNZ to partner to deliver the Wairarapa Economic Development Strategy, including the Work Programme for FY24/25 (section 4), under the Operating Model for FY24/25 and beyond (section 5). The MoU is annexed in **Attachment 4: WEDS Memorandum of Understanding 1 July 2024 – 30 June 2027**.

Page 7

12 June 2024

**7. FINANCIAL IMPLICATIONS**

**7.1 Masterton District Council**

Commit \$80,000 + GST each financial year, plus an adjustment for inflation based on the annual Consumer Price Index (to 31 March each year), to be applied each year via the Council's Annual Plan.

**7.2 Carterton District Council**

Commit \$60,000 + GST each financial year, plus an adjustment for inflation based on the annual Consumer Price Index (to 31 March each year), to be applied each year via the Council's Annual Plan.

**7.3 South Wairarapa District Council**

Commit \$75,000 + GST each financial year, plus an adjustment for inflation based on the annual Consumer Price Index (to 31 March each year), to be applied each year via the Council's Annual Plan.

**7.4 WellingtonNZ Limited**

Commit the equivalent of the total budget of the three District Councils \$215,000 + GST each financial year, plus an adjustment for inflation based on the annual Consumer Price Index (to 31 March each year), to be applied each year via WellingtonNZ annual planning process.

**8. IMPLICATIONS FOR MĀORI**

8.1 The WEDS Strategy commits to an active Iwi/Māori economy, a shared sense of direction built on mutual respect, and opportunities for collaboration on joint initiatives.

**9. NEXT STEPS**

9.1 After approval by the three Wairarapa District Councils, the MoU will be signed by the three Councils and WellingtonNZ, and delivery of the WEDS Work Programme for FY24/25 will commence under the WEDS Operating Model for FY24/25 and beyond.

**Author:** Matt Carrere, Regional Economic Development Team Lead, WellingtonNZ

**Attachments:** Attachment 1: Strategic Priority Focus Areas  
Attachment 2: Acronyms Table  
Attachment 3: Operating Model Options Considered  
Attachment 4: WEDS Memorandum of Understanding 1 July 2024 – 30 June 2027



12 June 2024

## ATTACHMENT 1: STRATEGIC PRIORITY FOCUS AREAS

### WATER RESILIENCE

The context for water in the Wairarapa is documented in the [Wairarapa Water Resilience Strategy 2021](#) (WWRS) and the [Wellington Regional Economic Development Plan](#) (REDP).

Water is critical to our lives, our wellbeing, and our potential. Reliable water means security for businesses to operate, to guarantee quality and quantity of production, and confidence to invest in business growth.

Acknowledging the need, while capturing the opportunity to act, the 2021 Wairarapa Water Resilience Strategy (WWRS) reflects a broad consensus about what needs to be done and how to go about it. The three Wairarapa District Councils and GWRC are establishing a Water Resilience Governance Group to oversee delivery of the WWRS and resulting action plan.

#### Issues and Opportunities

The issues are complex, and have wide-reaching economic, social, environmental, and cultural implications. Local issues include water availability, security, storage, and quality; alongside infrastructure deficiencies resulting in risks to regional production, employment, and population growth. Opportunities include potential for land-use change (adaptation); increased allocation efficiency and capture for rural, commercial, or urban use; natural attenuation; and regional collaboration through a joint governance platform. Additional information about water quantity will be provided by the SkyTEM project which is mapping the arrangement of possible groundwater resources throughout the Wairarapa, with results expected to be available in late-2024.

#### Activity to Date

- The three Wairarapa District Councils & Greater Wellington Regional Council (GWRC) have established a *Water Resilience Governance Group*, under an interim chair. There is commitment to collaboratively resource this group from July 2024.
- GWRC have funded development of a *Water Resilience Action Plan* identifying priority projects for each pillar of the WWRS (Attenuation, Allocation, Capture, Land & Efficient Use). This will be finalised in July 2024.
- Wairarapa was successful in securing \$1.75M from Kānoa (MBIE) under the *Regional Strategic Partnership Fund* toward Water Resilience infrastructure at Waingawa Industrial Estate. This will assist with water security concerns on take from the Waingawa River – protecting regional employment, productivity, and increasing potable water reserves. WEDS have contributed a further \$128,000 to support project shortfalls, and Carterton District Council have committed to leading the project.
- WEDS partnered with the *Wairarapa Water Users Society* to pilot a series of events on innovative water use in the rural sector. This ‘hands-on’ platform was well received and supported by GWRC, MPI, Federated Farmers, MBIE, The Wairarapa Water Users Society, and WellingtonNZ.

12 June 2024

**Initiatives Table**

Initiative	Lead	Actions
Wairarapa Water Resilience Strategy implementation plan	WWRS Governance Group	Develop an implementation plan among key stakeholders and define the initial governance structure and work programme that encompasses all four rooms of the resilience strategy framework (capture, attenuation, allocation, adaptation).
	GWRC, GNS	Deliver the public viewer of the SkyTEM lithology model; and prioritise further work on flow modelling to identify potential groundwater connectivity and groundwater extents.
	TBD	Establish a water capture (including water storage options) workstream under the WWRS, building on previous work done and in connection with central government, to report to the WWRS interim governance group on preferred options, the necessary governance and ownership models for different scale of water capture, and funding requirements.
Waingawa Water Security	CDC	Implement the Waingawa Process Water Project.
Water Education	WWRS-GG	Water education & networking events, similar to the successful <i>Summer Series</i> events.

**PRIMARY SECTOR – FOOD & FIBRE**

The food and fibre sector covers primary sector production, processing and services industries along the value chain from producer to final consumer, including support services such as transport, storage, distribution, marketing and sales. Primary sector - food & fibre is recognised as one of four focus sectors in the Wellington Regional Economic Development Plan. The draft refreshed REDP highlights that food and fibre contributed \$600m to GDP and employed 4,600 people in the Wairarapa in 2023. The intersecting businesses and landscapes that contribute to the sector create a culture rich in diversity, innovation, and potential for the Wairarapa brand.

**Issues and Opportunities**

The Wairarapa has lost significant primary productive land to alternative uses over the past ten years. Along with the cost of land, volatile markets, afforestation incentives and high input costs, this means the contribution from the traditional sectors of sheep, beef, dairy and forestry looks to be in decline. Barriers for this sector include a lack of technology uptake and digitalisation, few large firms, few businesses engaged internationally, a low level of investment in capital and knowledge, and productivity being driven by a high number of hours worked. There is potential to look for new opportunities to increase both productivity and production in traditional sectors, while keeping a focus on innovation and diversification for new offerings over time. Leadership and access to skills will be enabling factors.

**Activity to Date**

- The *Good2Great programme* was delivered in partnership with Business Wairarapa and MPI, with WEDS support. The programme is designed to grow leaders and improve workplace cultures in the primary sector.

12 June 2024

- WEDS ran the inaugural *Wairarapa Food & Fibre Innovation Forum* in November 2023. This brought together farmers, growers, and boutique suppliers and connected them with funding agencies across the spectrum from R&D through to export.
- A report scoping Wairarapa Food & Fibre Priorities was commissioned by WellingtonNZ via local rural consultant *InsideNZ*. The report is currently being analysed and will inform future initiatives and actions for the sector.
- Stage one of a feasibility study into high-value horticulture opportunities in the Wairarapa eastern hill country was delivered, with funding from WEDS. Landowners and industry groups showed appetite to pursue further investigation with MPI’s *Sustainable Food and Fibre Futures Fund*, which will operate for a further two and a half years.
- A pilot programme to introduce landowners to agritourism development opportunities was delivered with WEDS funding. Demand has been established, and further capability building and networking events will enable the sector to develop.

**Initiatives Table**

Initiative	Lead	Actions
Support the sector to implement tangible initiatives that contribute to the priorities identified	TBD WEDS PMO	TBD.  This will likely require developing key partner relationships (including with the Food & Fibre Reference Group, the Wairarapa Primary Skills Advisory Group, and others) to identify, validate, develop, and support the delivery of specific initiatives in line with the priority issues and opportunities for the sector (access to funding, upskilling and skills attraction, leadership; productivity, innovation and diversification).

**WORKFORCE DEVELOPMENT & SKILLS**

The Wairarapa Skills Leadership Group (WSLG) was established in 2020 under Dame Margaret Bazley, to identify and better support ways of meeting future skills and workforce needs in the region. Workforce is recognised as a critical enabler for the local economy across all sectors including primary, manufacturing, construction, healthcare, technology and professional services, tourism and hospitality, and across all Māori businesses. Each of these sectors is represented on the Wairarapa Skills Leadership group, and the group is collectively working to refresh the Wairarapa Workforce Plan. The plan enables sectors, employers, educators, and agencies to collaborate to grow our sectors and bolster our economy for the future.

**Issues and Opportunities**

Wairarapa needs to increase our local working population and enhance our skills, to ensure our workforce is relevant and aligned with our changing future. Key challenges to achieving this goal are education options and diverse career pathways in resilient sectors for young people; skilled employers fostering positive working environments and acting as role models; and career progression and celebration. The Wairarapa Workforce Action Plan determines actions for each sector to progress in response to these challenges.

12 June 2024

**Activity to Date**

- The Primary Sector group delivered Good2Great programmes for local primary sector businesses, with support from WEDS and in partnership with Business Wairarapa and co-funded by MPI. Each nine-month programme supported businesses to attract, retain, and develop their workforce through upskilling.
- The Healthcare Sector Group ran an attraction campaign with WEDS funding which resulted in two expressions of interest for placement at Wairarapa Hospital. The group recently launched the Attract, Connect, Stay programme to overcome our rural workforce attraction challenges, with coordination and co-funding from WEDS.
- The Tourism and Hospitality sector group partnered with Business Wairarapa and WEDS to deliver WaiHost, a four-workshop programme for customer-facing roles to develop a premium Wairarapa visitor experience.
- A Wairarapa-focused career pathways event “Umanga Tumatarau” is being developed by REAP for all WSLG sectors and all Wairarapa schools with support from WEDS, to be delivered in early-2025.
- The Technology Sector group and WEDS coordinated a technology career pathway event for 80 attendees and a career roadshow in four secondary schools. The group is currently working with schools to run Digital Fluency Baseline Assessments for all Year 9 and 10 students.
- Māori In Business Wairarapa ran three events focused on upskilling, networking, and mentorship for Pākihi Māori in the region. This was supported by WEDS and included support from WellingtonNZ’s Business Growth team to help new applicants access further capability development opportunities.

**Initiatives Table**

Initiative	Lead	Actions
Implement the Wairarapa Workforce Action Plan	WSLG, and Sector Groups	Health sector – Deliver the Attract, Connect, Stay programme to recruiting and retaining healthcare workforce
		Tech sector – Deliver the digital fluency programme in Wairarapa
		Education – Deliver Umanga Tumatarau careers event for all sectors and schools in the Wairarapa
		Other workforce initiatives TBD.  Sector groups (primary, manufacturing, construction, healthcare, technology and professional services, tourism and hospitality, Māori business) are currently working to refresh the plan. This is likely to involve updated context, issues, and opportunities for each sector, and identified actions to deliver the objectives of the plan.

12 June 2024

**ATTACHMENT 2: ACRONYMS TABLE**

CDC	Carterton District Council
DMP	Destination Management Plan
DS-SG	Dark Skies Steering Group
DW	Destination Wairarapa
F&F Ref Group	Food & Fibre Reference Group
FDS	Wairarapa-Wellington-Horowhenua Future Development Strategy
GDP	Gross Domestic Product
GNS	GNS Science
GWRC	Greater Wellington Regional Council
LTP	Long Term Plan
MBIE	Ministry for Business, Innovation, & Employment
MDC	Masterton District Council
MPI	Ministry for Primary Industries
PMO	Project Management Office
R&D	Research & Development
RBP	Regional Business Partners Network
REAP	Rural Education Activities Programme - Wairarapa
REDP	Wellington Regional Economic Development Plan
RLTP	Regional Land Transport Plan
SkyTEM	Transient electromagnetic aquifer mapping project undertaken by GWRC.
SWDC	South Wairarapa District Council
TBD	To be decided
TMaM	Te Matarau a Māui
WEDS	Wairarapa Economic Development Strategy
WNZ	WellingtonNZ
WNZ MED	WellingtonNZ Māori Economic Development Team
WRLC	Wellington Regional Leadership Committee
WSLG	Wairarapa Skills Leadership Group
WWRS	Wairarapa Water Resilience Strategy
WWRS-AP	Wairarapa Water Resilience Strategy Action Plan
WWRS-GG	Wairarapa Water Resilience Strategy Governance Group

12 JUNE 2024

**ATTACHMENT 3: OPERATING MODEL OPTIONS CONSIDERED**

#	Options	Pros	Cons
1	<b>WEDS Forum (Status Quo)</b> WEDS Forum with Members, Observers & WNZ WEDS PMO	<ul style="list-style-type: none"> <li>- Structure already exists.</li> <li>- MoU and funding arrangements established.</li> <li>- Independent Chair as facilitating third party.</li> </ul>	<ul style="list-style-type: none"> <li>- Over engineered for the size of the work programme (Lessons Learnt, November 2023),</li> <li>- Over representation from Local Government (Mayors and CEs).</li> <li>- Disparity between WEDS Members and others (Iwi, Business, Economic Development practitioners).</li> <li>- High administrative overhead (time and cost).</li> </ul>
2	<b>REDP Steering Group, WRLC</b> Leverage the WRLC and existing REDP Steering Group (which includes Wairarapa representatives) No WEDS PMO	<ul style="list-style-type: none"> <li>- Structure, systems and processes already exist.</li> <li>- General alignment on priority focus areas</li> <li>- Well defined issues and opportunities.</li> <li>- Wairarapa representatives already part of the REDO Steering Group and WRLC</li> </ul>	<ul style="list-style-type: none"> <li>- Region wide plan of which the Wairarapa is a subregion.</li> <li>- Less oversight, autonomy, and specific focus on Wairarapa.</li> <li>- Perception that less resource is going into the Wairarapa.</li> </ul>
3	<b>WEDS Steering Group - RECOMMENDED</b> Steering Group with skills and place-based representation (Council, Iwi and priority focus area representation) & WNZ WEDS PMO	<ul style="list-style-type: none"> <li>- Right sized for the scale and resourcing of the work programme</li> <li>- Closer connection with the Wairarapa Councils, Iwi, and priority focus areas.</li> <li>- Autonomy and specific focus on Wairarapa.</li> <li>- Focal point for Central Govt support where the Wairarapa is eligible e.g. Regional Infrastructure Fund</li> <li>- Similar to the REDP Steering Group, dedicated to the Wairarapa</li> </ul>	<ul style="list-style-type: none"> <li>- Change from the status quo e.g. a new operating model.</li> <li>- Less involvement from Mayors in regular WEDS forums (however continued involvement in strategic priorities, and accountability through progress reports).</li> <li>- Less Independent Chair as facilitating third party.</li> </ul>
4	<b>WellingtonNZ</b> WNZ WEDS PMO	<ul style="list-style-type: none"> <li>- Oversight through quarterly reporting directly to council.</li> <li>- Highest reduction of administrative overheads (time and cost).</li> </ul>	<ul style="list-style-type: none"> <li>- Less involvement from Council, Iwi, and priority focus area representation.</li> <li>- Less coalition of the willing; risk of delivery solely on WNZ.</li> <li>- WNZ becomes the focal point for agreed Wairarapa priorities, more difficult to unlock Central Govt &amp; Local Govt resources.</li> </ul>
5	<b>Existing Focus Area Groups</b> Utilise the existing Focus Area Groups (WWRS-GG, WSLG, & TBD for Food & Fibre)	<ul style="list-style-type: none"> <li>- Leverages existing project boards and coordination groups.</li> </ul>	<ul style="list-style-type: none"> <li>- Same as option 4 above, plus:</li> <li>- Disparate and uncoordinated across the various focus areas.</li> <li>- Risk of duplication, silos, lack of alignment of resources for implementation.</li> </ul>
6	<b>No focus on Economic Development</b> No dedicated people or project resources	<ul style="list-style-type: none"> <li>- Budget reprioritised to other council priorities</li> </ul>	<ul style="list-style-type: none"> <li>- Nothing happens, missed opportunities and the Wairarapa declines.</li> <li>- Reputational risks for WNZ, Councils and WEDS for establishing a refreshed Strategy and not resourcing it.</li> </ul>

12 June 2024

**ATTACHMENT 4: WEDS MEMORANDUM OF UNDERSTANDING**  
**1 JULY 2024 – 30 JUNE 2027**

<b>AGREEMENT TITLE:</b>	<b>WAIRARAPA ECONOMIC DEVELOPMENT STRATEGY MEMORANDUM OF UNDERSTANDING</b>
<b>PERIOD OF VALIDITY:</b>	1 July 2024 – 30 June 2027
<b>DATE ADOPTED:</b>	
<b>FILE REF:</b>	

**PURPOSE**

This Memorandum of Understanding defines the commitment of the three Wairarapa District Councils and the Wellington Regional Economic Development Agency Limited (trading as WellingtonNZ) to partner to deliver the Wairarapa Economic Development Strategy for the period 1 July 2024 – 30 June 2027.

**BACKGROUND**

The three Wairarapa District Councils and WellingtonNZ jointly launched a Wairarapa Economic Development Strategy and Action Plan (the “WEDSAP”) in October 2018. The WEDSAP was developed to foster regional collaboration and coordinated investment through the Provincial Growth Fund (PGF).

In 2021, the WEDSAP was reviewed to align with changes in the economic environment and provide focus areas for economic development in Wairarapa. The new Wairarapa Economic Development Strategy (the “WEDS”) was adopted by the three Wairarapa District Councils in October 2022.

A Memorandum of Understanding (MoU) was signed in September 2022 by the three District Councils and WellingtonNZ to deliver the WEDS work programme. This MoU expires on 30 June 2024.

The three Wairarapa District Councils and WellingtonNZ have agreed to continue to partner to deliver the Wairarapa Economic Development Strategy for a further three years from 1 July 2024 until 30 June 2027, when the WEDS will be reviewed as part of the Local Government Long Term Planning (LTP) process.

**WEDS VISION**

The shared WEDS vision is “Thrive Wairarapa” – a thriving community alive with opportunity. This will be achieved through growing comparative advantage (opportunities), fostering enterprise that underpins the future economy; and building resilience (enablers), by protecting our existing assets and leveraging partner opportunities for investment. The full strategy and focus areas are published at [www.thrivewairarapa.nz](http://www.thrivewairarapa.nz)

**WEDS IMPLEMENTATION**

The WEDS work programme and budget will be managed and implemented by WellingtonNZ on behalf of the three District Councils, with oversight from a small WEDS Steering Group consisting of place-based and skilled economic development representatives.

Strategic priorities for the work programme are expected to be reviewed annually with the Steering Group, Mayors, and Council CEOs, at least three months prior to financial year end.

12 June 2024

The Steering Group will include Council and Iwi economic development representatives, strategic priority focus area representation, strategic economic development skills and connections (for example with central government).

The Steering Group will be chaired by the General Manager, Business and Innovation at WellingtonNZ (or other nominated representative amongst the Steering Group). The Group is intended to be a coalition of the willing, to provide a central point of coordination for the Wairarapa and have oversight of the WEDS Work Programme. Clear Terms of Reference will be developed for the Steering Group to proactively guide, manage risks, and champion the delivery of the work programme.

The WEDS programme sits alongside the Regional Economic Development Plan (REDP) which is governed by the Wellington Regional Leadership Committee. The REDP highlights initiatives with significant economic impact potential over the next ten years. WellingtonNZ will ensure alignment of workstreams across both plans and deliver integrated reporting on Wairarapa projects where appropriate.

#### **ROLES OF THE MOU PARTNERS**

WellingtonNZ will:

1. Commit to employing the roles necessary to deliver the WEDS work programme for the period 1 July 2024 – 30 June 2027, including employee management and support functions.
2. Be responsible for operational delivery of the WEDS work programme and for managing resources, including making operational decisions and allocation of budget across strategic priorities and initiatives, with visibility to the Steering Group.
3. Utilise the Steering Group to guide and inform the work programme.
4. Provide quarterly reporting to the three District Councils to reflect progress made and budget allocated.
5. Provide an annual report by the 30<sup>th</sup> of August each year, for the previous financial year, including work programme delivery and financial reporting.

The three Wairarapa District Councils will:

1. Commit to funding WellingtonNZ to deliver the WEDS work programme for the period 1 July 2024 – 30 June 2027 as per the Funding Provisions below.
2. Nominate a maximum of one council officer responsible for economic development to join the WEDS Steering Group.
3. Provide opportunity for their officer on the WEDS Steering Group (or other Steering Group member as appropriate) to provide updates to relevant council staff and elected members.
4. Champion, support, and align with the delivery of the WEDS work programme, including considering support through council facilities, expertise, data, insights, forums, and other resources where appropriate; and informing WellingtonNZ of any risks and issues relating to the delivery of the WEDS work programme.
5. Participate in an annual review of strategic priorities for the work programme with the Steering Group, through their Mayors and CEOs.

#### **FUNDING PROVISIONS**

The funding (as set out below) will be paid to WellingtonNZ, invoiced in four equal quarterly instalments, as per the following commitments (subject to approval in the 2024-27 Long Term Plans):

##### ***Masterton District Council***

Commit \$80,000 + GST each financial year, plus an adjustment for inflation based on the annual Consumer Price Index (to 31 March each year), to be applied each year via the Council's Annual Plan.



12 June 2024

**Carterton District Council**

Commit \$60,000 + GST each financial year, plus an adjustment for inflation based on the annual Consumer Price Index (to 31 March each year), to be applied each year via the Council's Annual Plan.

**South Wairarapa District Council**

Commit \$75,000 + GST each financial year, plus an adjustment for inflation based on the annual Consumer Price Index (to 31 March each year), to be applied each year via the Council's Annual Plan.

**WellingtonNZ Limited**

Commit the equivalent of the total budget of the three District Councils \$215,000 + GST each financial year, plus an adjustment for inflation based on the annual Consumer Price Index (to 31 March each year), to be applied each year via WellingtonNZ annual planning process.

**RENEWAL OF FUNDING**

Before 30 June 2027, Masterton District Council, Carterton District Council, South Wairarapa District Council and WellingtonNZ will meet to establish any further commitment to WEDS. Any decision from the three Councils will be confirmed to the CEO of WellingtonNZ in writing with at least three months' notice.

**CARRY-OVER OF FUNDS**

Any funds not committed by WellingtonNZ at the end of each financial year are to be carried over to the next financial year, or otherwise refunded by mutual agreement of the funding partners.

**DISSOLUTION OF MOU**

This MOU shall expire on 30 June 2027 unless extended or terminated by mutual agreement of all parties, with at least three months' notice.

**Chief Executive**  
**Wellington Regional Economic**  
**Development Agency Ltd**

*Signature:*

*Name:*

*Date:*

**Chief Executive**  
**Masterton District Council**

*Signature:*

*Name:*

*Date:*

**Chief Executive**  
**South Wairarapa District Council**

*Signature:*

*Name:*

*Date:*

**Chief Executive**  
**Carterton District Council**

*Signature:*

*Name:*

*Date:*

## **7.7 INFRASTRUCTURE AND SERVICES COMMITTEE**

**File Number:**

**Author:** Karen Yates, General Manager Strategy & Development

**Authoriser:** Kym Fell, Chief Executive

### **PURPOSE**

This report seeks Council approval to disestablish the Infrastructure and Services Committee, reallocate governance oversight responsibilities to the Audit and Risk Committee and Council and maintain the Chairperson's remuneration. The report also seeks adoption of the updated Schedule of Meetings 2024 to reflect these decisions.

### **RECOMMENDATIONS**

That Council:

1. **Disestablishes** the Infrastructure and Services Committee for the remainder of the 2022-25 triennium.
2. **Reallocates** the responsibility for governance oversight of council's District Planning and Building Consent Authority activities to the Audit and Risk Committee and agrees to update the Terms of Reference of the Audit and Risk Committee accordingly.
3. **Agrees** to maintain the Chairperson's remuneration to recognise additional responsibilities undertaken through the triennium.
4. **Adopts** the Updated Schedule of Meetings 2024 in Attachment 1 to this report.

### **CONTEXT**

The Infrastructure and Services Committee (Committee) was established for the 2022-25 triennium by the Mayor under section 41A of the Local Government Act 2002 and endorsed by Council at its inaugural meeting on 26 October 2022 (refer Report 5.3). The Committee's Terms of Reference and delegations were also approved at that meeting. All elected members are members of the Committee and Cr Holmes was appointed Chairperson.

The function of the Committee is to provide governance oversight and monitoring of council's programmes, services, and projects against approved levels of service across the following activity areas:

- Community wellbeing
- Roads and footpaths
- Water supply
- Wastewater
- Stormwater
- Solid waste and recycling

- Community facilities (including senior housing, other property, and Hood Aerodrome) and parks
- Regulatory

Meetings of the Committee are held every six weeks.

Council last approved the schedule of meetings for 2024 at its meeting on 3 April 2024, including the meetings of the Committee.

Remuneration rates are determined annually by the Remuneration Authority under the Remuneration Authority Act 1977 based on the allocation of the total remuneration pool agreed by Council at the beginning of the triennium. The Chairperson of the Committee receives remuneration in addition to the base remuneration rate for councillors to recognise the additional responsibilities associated with the position of Chairperson. The remuneration for the Chairperson under the Local Government (2023/24) Determination 2023 is \$61,889 (the base rate for an MDC Councillor with no additional responsibilities is \$51,575).

The Chief Executive has been asked to consider the merits of disestablishing the Committee.

## **ANALYSIS AND ADVICE**

### *Operation of the Committee*

There have been 8 meetings of the Committee since it was established. The Committee has operated as a forum for elected members to discuss and ask questions on Council activities for which it has oversight. The discussion has been thorough, and the Committee provides good oversight of these activities in a transparent manner. The minutes of the meeting are reported to Council and key areas of discussion highlighted at that meeting by the Chairperson. There is little duplication of discussion at the Council meeting.

The Committee has limited decision-making delegation authority, and it has only exercised this delegation twice this triennium regarding a CBD planting plan and Traffic Calming Measures Guidelines. The Committee does not have oversight of the People and Culture, Strategy and Governance, Communications, Finance and Pou Ahurea Māori activities of Council; these activities report to other Committees or to Council directly through the Chief Executive's report. The other Committees and Council scrutinize these council activities in a similar way to the Committee.

Officers estimate that 12 hours of governance officer time is required to support the Committee per meeting. This includes preparing agenda and reports, supporting the Chairperson, attending the meeting and finalising minutes and action items. This is in addition to officer time to write and present reports to the Committee, and Executive Leadership Team and Councillor time to prepare for and attend the meetings.

Officers consider that there is merit in disestablishing the Committee for this triennium. The oversight of activities within the Committee's responsibility could be readily transferred to the Audit and Risk Committee or Council without a decrease in scrutiny, transparency or accessibility for the community. Such a move would save officer and elected member time and enable more fulsome discussion and decision-making at Council.

Officers do not consider there to be merit in establishing another Committee or advisory entity to pick up the Committee's work as this will not result in the gains identified above.

Officers propose the Committee’s responsibilities are allocated, as below. This also responds to the change in functional areas in council following the reorganisation of the Executive Leadership Team’s responsibilities.

**Council**

- Community (including community development, customer services, library and archives, environmental, animal and bylaw services)
- Infrastructure and Assets (including roads and footpaths, water supply, wastewater, stormwater, solid waste and recycling, property and parks, and Hood Aerodrome)

**Audit and Risk Committee**

- District Planning
- Building Consent Authority

*Changes to remuneration during a Council term*

If Council supports the disestablishment of the Committee, officers will need to advise the Remuneration Authority of the change to the governance structure in Council.

Where changes to a Council’s governance structure and/or position of responsibility are made during a council term and this has implications for councillor remuneration, the Remuneration Authority issues an amending determination which must be gazetted before the new rates take effect.

Council may wish to consider whether the additional responsibilities Cr Holmes has taken on during the triennium with regard to water resilience, including as Chairperson of the Interim Governance Group for the Wairarapa Water Resilience Strategy, and as Chairperson of the Rural Advisory Group, balance the loss of responsibility as Chairperson of the Committee. If this is the case, there are no implications for councillor remuneration to be notified to the Remuneration Authority.

If the Council wishes to reduce or increase the Chairperson’s remuneration, new remuneration rates will need to be determined for Councillors based on a reallocation of the remuneration pool set by the Remuneration Authority.

*Schedule of meetings for 2024*

Officers have updated the Schedule of Meetings 2024 in anticipation of the Council supporting the disestablishment of the Committee (Attachment 1). The updated Schedule also includes an additional Awards and Grants Committee meeting on 10 July 2024 following the decisions at the Long-Term Plan deliberations meeting on 5 June 2024 about Big Decision 3 Changes to Council Funding.

**OPTIONS CONSIDERED**

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

<b>Option</b>	<b>Advantages</b>	<b>Disadvantages</b>
1a Disestablish the Infrastructure and	Efficiency gains through reduction in officer and	Additional officer time to disestablish the

	<p>Services Committee and reallocate responsibilities to the Audit and Risk Committee and Council.</p> <p>Maintain the Chairperson's remuneration.</p>	<p>Councillor time.</p> <p>Transferring responsibilities to the Audit and Risk Committee and Council maintains governance oversight, transparency and accessibility.</p> <p>Maintaining remuneration for the Chairperson recognises the equivalence of additional responsibilities undertaken during the triennium.</p>	<p>Committee.</p>
1b	<p>Disestablish the Infrastructure and Services Committee and reallocate responsibilities to the Audit and Risk Committee and Council.</p> <p>Increase or decrease the Chairperson's remuneration.</p>	<p>Efficiency gains through reduction in officer and Councillor time.</p> <p>Transferring responsibilities to the Audit and Risk Committee and Council maintains governance oversight, transparency and accessibility.</p> <p>Increasing or decreasing the Chairperson's remuneration reflects an increase or decrease in the additional responsibilities undertaken during the triennium.</p>	<p>Additional officer time to disestablish the Committee.</p>
2	<p>Continue the Infrastructure and Services Committee.</p>	<p>No additional officer time to disestablish the Committee.</p>	<p>No efficiency gains through reduction in officer and Councillor time.</p>

### **RECOMMENDED OPTION**

Option 1a or 1b is recommended. This ensures that Council receives efficiency gains whilst maintaining governance oversight, transparency and accessibility.

### **SUMMARY OF CONSIDERATIONS**

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

The Local Government Act 2002 enables the Mayor and Council to establish committees and appoint Chairpersons to the committees as part of the decision-making governance structure of local authorities. Committees may be established and disestablished during the triennium. The remuneration of elected members, including additional remuneration to recognise additional

responsibilities, is determined by the Remuneration Authority under the Remuneration Authority Act 1977.

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

The decisions in this report do not engage Council's Significance and Engagement Policy and no community consultation is required.

### **Financial Considerations**

There will be efficiency gains in officer and elected member time if the Council decides to disestablish the Committee.

### **Implications for Māori**

There are no specific implications for Māori associated with the decisions in this report.

### **Communications/Engagement Plan**

No communications/engagement plan is required in relation to the decisions sought in this report. If Council agree to the changes recommended, the schedule of meetings on the Council website will be updated.

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

There are no additional considerations associated with the decisions in this report.

### **NEXT STEPS**

If Council agrees to disestablish the Committee, officers will advise the Remuneration Authority of the changes to the governance structure of the Council and update the Audit and Risk Committee Terms of Reference. The updated Schedule of Meetings will be added to the Council website and the website will be updated to reflect the new governance structure. Officers will report to the Audit and Risk Committee or the Council.

### **ATTACHMENTS**

1. **Updated Schedule of Meetings** [↓](#)

**UPDATED SCHEDULE OF MEETINGS 2024**  
**Masterton District Council**

	July	August	September	October	November	December				
SUN			1			1	SUN			
MON	1		2			2	MON			
TUE	2		3	1		3	TUE			
WED	3		4	AWARDS AND GRANTS Community Wellbeing and Events Grants	2	4	WED			
THU	4	1	5		3	5	THU			
FRI	5	2	6		4	1	6			
SAT	6	3	7		5	2	7			
SUN	7	4	8		6	3	8			
MON	8	5	9		7	4	9			
TUE	9	6	10		8	5	10			
WED	10	AWARDS AND GRANTS	7	COUNCIL	11	9	6	11	COUNCIL	WED
THU	11	8	12		10	7	12	THU		
FRI	12	9	13		11	8	13	FRI		
SAT	13	10	14		12	9	14	SAT		
SUN	14	11	15		13	10	15	SUN		
MON	15	12	16		14	11	16	MON		
TUE	16	13	17		15	12	17	TUE		
WED	17	14	AUDIT AND RISK	18	COUNCIL	16	13	AUDIT AND RISK	18	WED
THU	18	15	19		17	14	19	THU		
FRI	19	16	20		18	15	20	FRI		
SAT	20	17	21		19	16	21	SAT		
SUN	21	18	22		20	17	22	SUN		
MON	22	19	23		21	18	23	MON		
TUE	23	20	24		22	19	24	TUE		
WED	24	21	25		23	20	25	Christmas Day	WED	
THU	25	22	26		24	21	26	Boxing Day	THU	
FRI	26	23	27		25	22	27	FRI		
SAT	27	24	28		26	23	28	SAT		
SUN	28	25	29		27	24	29	SUN		
MON	29	26	30		28	Labour Day	25	30	MON	
TUE	30	27			29	26	31	TUE		
WED	31	28			30	COUNCIL (Adopt AR)	27	WED		
THU		29			31		28	THU		
FRI		30					29	FRI		
SAT		31					30	SAT		
SUN								SUN		

KEY	COUNCIL	AUDIT AND RISK COMMITTEE	Weekends / Public Holidays	AWARDS AND GRANTS COMMITTEE	INFRASTRUCTURE AND SERVICES COMMITTEE	HEARINGS COMMITTEE
-----	---------	--------------------------	-------------------------------	--------------------------------	--	--------------------

## **7.8 MASTERTON DISTRICT COUNCIL COMMUNITY CLIMATE FUND RECOMMENDATIONS**

**File Number:**

**Author:** Karen Yates, General Manager Strategy & Development

**Authoriser:** Kym Fell, Chief Executive

### **PURPOSE**

The purpose of this report is to seek Council approval of the 2024 Community Climate Fund grant allocations recommended by the Masterton District Council Climate Advisory Group.

### **RECOMMENDATIONS**

That Council:

1. **notes** that 14 applications were received for the 2024 round of the Masterton District Community Climate Fund
2. **notes** that the Masterton District Climate Advisory Group's Terms of Reference includes responsibility for assessing the Masterton District Climate Fund applications and making recommendations back to Council
3. **notes** that 12 applications are recommended a funding allocation, either full or partial amounts
4. **approves** the Masterton District Council Climate Advisory Group's funding recommendations for the 2024 round of the Community Climate Fund.

### **CONTEXT**

Council approved the Masterton District Climate Change Action Plan (CAP) in 2022. The CAP includes seventy-six actions, split across four theme areas, that the Council and the wider community can work together on to reduce greenhouse gas emissions and adapt to the impacts of climate change.

In Action Two of the CAP, Council committed to providing a designated Community Climate Fund (the Fund) for community groups to access to implement their own local-level climate actions. Council has allocated \$50,000 for the 2024 round of the Fund.

#### ***Community Climate Fund***

Community groups, schools, and other education facilities, were eligible to apply to the Fund for projects that align with the four overarching action areas of the CAP:

1. Community Empowerment
2. Circular Economy
3. 20-Minute Town
4. Climate Resilient District

In addition to this, different types of climate change-related projects were eligible for consideration, including projects that focus on education, mitigation, adaptation, art, and activism. Groups could



apply for between \$2,000 and \$20,000 per application. Projects applied for are to be delivered in the 2024/25 financial year.

Applications to the Fund opened on 8 March 2024 and closed at midday on 8 April 2024. Council staff hosted drop-in sessions at the Library to answer questions from the community about the Fund. Information and application forms were available on the Council website, at the Customer Services Centre (161 Queen Street), and at the Library. Opportunities to apply were advertised through stakeholder groups, on social media, and print media. A copy of the Fund's Information Sheet is included as Attachment 2 and outlines the details of the Fund.

The application process aligned with Masterton District Council's standard grants processes. Accountability forms are required for all projects.

### ***Climate Advisory Group***

The Masterton District Council Climate Advisory Group (the Climate Advisory Group) was established and endorsed by the Council in March 2023. Its Terms of Reference includes responsibility for assessing applications to the Fund and making recommendations back to the Council.

The Climate Advisory Group was also given the opportunity to feed back on the application and assessment process to make sure that the process was fit for purpose for our community.

Membership of the Climate Advisory Group includes Mayor Gary Caffell, Councillor Marama Tuuta, Sam Ludden (Ngāti Kahungunu ki Wairarapa representative), Tracy Kawana (Ngāti Kahungunu ki Wairarapa representative), Mihirangi Hollings (Rangitāne o Wairarapa representative), Bella Duncan, John Hart, Jo Waitoa, Chris Peterson, and James Harbord. Councillor Stella Lennox substituted for Mayor Caffell, who was unavailable for the assessment of the 2024 Fund applications.

### **ANALYSIS AND ADVICE**

Fourteen applications were received for the 2024 round, with a combined funding request total of \$158,675.27

Council staff vetted the applications to make sure they supplied the correct paperwork and met the applicant criteria. Staff also made sure that their funding request was between the \$2,000–\$20,000 limit per application and that there was a connection made to the Masterton District within their application. Council staff were satisfied that all 14 applications met these criteria.

The Climate Advisory Group met on 16 May 2024 to assess the 14 applications and make recommendations for Council to consider for approval. They were presented with the full applications and summaries for their consideration and analysis in advance of the meeting.

All applications were assessed for suitability, and ranked against the following criteria:

- a) Alignment to the Climate Action Plan action areas, themes, and goals.
- b) Advantage to the Masterton District and its community.

The funding recommendations from the Climate Advisory Group and application summaries are outlined in Attachment 1 – (Climate Advisory Group Recommendations on Community Climate Fund). The Climate Advisory Group saw value in and alignment with the CAP in all proposed projects.

In summary, the Climate Advisory Group recommends Council approve funding for twelve out of the fourteen applicants, this utilises the full amount of the \$50,000 allocated to the Fund.

The two applications from Urban Intelligence were from a business supplying software that might be useful for Council staff to implement a 10-minute town, manage climate-related risk, and build community resilience. While these are aligned with the CAP and could provide significant benefit to Masterton District, they would need to be implemented by Council and not the community. Therefore it was felt they did not meet the intent of the Community Climate Fund.

The following summary table outlines the amount of funding sought by each applicant, and what funding has been recommended by the Climate Advisory Group for the Council to consider for approval:

Applicant	Amount sought \$	Amount allocated
Divine River NZ Trust	10,000	5,000
East Side Community Group	14,144	3,000
Good Lives Wairarapa	10,215	3,000
House of Science Wairarapa	3,000	3,000
Ko Te Aroha Trust	11,750	3,000
Oxford St Community Garden	15,640	7,820
Pickled Compost	4,299.40	4,000
Solway Community Group	1,626.87	1,626.87
Sustainable Wairarapa	20,000	5,000
Urban Intelligence – 20-minute town	15,000	No funding allocated
Urban Intelligence – climate resilient district	20,000	No funding allocated
Wairarapa Community Trust	10,000	5,000
Wairarapa Women’s Centre	14,000	5,000
Waiwaste Food Rescue	9,000	4,500
<b>Total</b>	<b>\$ 158,675.27</b>	<b>\$ 49,946.87</b>

## OPTIONS CONSIDERED

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

Option	Advantages	Disadvantages
1	<b>Approves</b> the Climate Advisory Group’s recommendations for	Implements Action #2 under the Climate Action Plan.
		No disadvantages have been identified.

	the 2024 round of the Masterton District Community Climate Fund (Attachment 1)	Enables community groups to undertake climate action in the Masterton community that aligns with the Council’s CAP.  Acknowledges the work undertaken by the Climate Advisory Group to assess and make funding recommendations to the Council.	
2	<b>Does not approve</b> the Climate Advisory Group’s recommendations for the 2024 round of the Masterton District Community Climate Fund (Attachment 1)	No advantages have been identified.	Action #2 under the Climate Action Plan not implemented for 2024.  Could impact community relationships, and risks distrust with the community who applied for the funding.

**RECOMMENDED OPTION**

Option 1 is recommended. Progressing climate change action is a priority area in Council’s Long-Term Plan 2021–31 (LTP), and is the commitment made in the approved CAP.

The Fund, as action two in the CAP, is one way to enable community groups to undertake local-level climate action in the Masterton District for the benefit of our community.

**SUMMARY OF CONSIDERATIONS**

**Strategic, Policy and Legislative Implications**

Establishing and operationalising a Climate Advisory Group is one of the ways in which the Council and the wider community can work towards a low carbon district and is in alignment with the Government’s Climate Change Response (Zero Carbon) Amendment Act, the Government’s National Emissions Reduction Plan, and the Government’s National Adaptation Plan. The work will contribute to MDC achieving environmental outcomes identified in *He Hiringa Tangata, He Hiringa Whenua*, Council’s Well-being Strategy.

The Climate Advisory Group and the Fund will help mobilise our combined efforts out in the community as well as progressing the CAP.

**Significance, Engagement and Consultation**

There are no triggers to consult on established grant funding under the CAP. Council has already consulted on the CAP and the actions within it; and the Year Two (2023/24) CAP Implementation Plan is based on budgets already committed as part of the 2023/24 Annual Plan.

Developing the CAP was assessed as significant under Council’s Significance and Engagement Policy as climate change affects the whole community and has consequences for the current and future well-being of Wairarapa. Council took the “collaborative approach” of co-developing the climate actions with a community focus group, “involve approach” in terms of engagement with key stakeholders, and “consult approach” with the wider community.

### **Financial Considerations**

Council has a budget of \$50,000 in 2023/24 for the Community Climate Fund.

### **Implications for Māori**

It is anticipated that the actions from the CAP, including the Climate Advisory Group, could complement climate and environmental actions that come from work that mana whenua are leading.

Iwi can nominate up to four representatives on the Climate Advisory Group, with three of the places currently occupied.

### **Communications/Engagement Plan**

A Communications and Engagement Plan was developed as part of the first year's implementation of the CAP. All Fund communications are part of this Communications and Engagement Plan. It is planned to review and update this Plan over the next year.

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

The Climate Action Plan, and associated establishment of the Climate Advisory Group and the Community Climate Fund, as well as the internally focussed Carbon Emissions Reduction Plan, are part of a two-plan approach that the Council is taking to reduce and address the impacts of climate change.

### **NEXT STEPS**





If the recommendations in this report are approved, Council staff will advise the Climate Advisory Group and the fund applicants.

### **ATTACHMENTS**

1. **Climate Advisory Group Recommendations on Community Climate Fund 2024** [↓](#)
2. **Community Climate Fund Information Sheet** [↓](#)

June 2024

The purpose of this document is to record the recommendations re Community Climate Fund applications from the Climate Advisory Group to Council.

Climate Advisory Group Recommendations on Community Climate Fund 2024											
Organisation	Application summary	Overarching Climate Action area				Amount sought	Previous Council grants	Meets criteria? Yes/No	Benefit to community and Masterton District shown? Yes/No	Conditions or concerns	Amount recommended by Climate Advisory Group
											
Divine River	A region wide programme of community and in-school workshops that nurture sustainable personal care choices and enable them to provide solutions for themselves through development of creative skills, social connections and by contributing to their community. This includes the provision of volunteer and pupil-made "single" eco-period pad and wet bags to schools, providing real choice for tamariki and rangatahi to make a sustainable choice for their periods, alongside the free period products in schools initiative.	Yes		Yes		\$10,000	2023 Climate \$7,750	Yes	Yes	<ul style="list-style-type: none"> <li>For Masterton schools only.</li> <li>Subject to accountability document received for 2023 Climate Fund grant.</li> </ul>	\$5,000
East Side Community Group	To establish the collection of food waste from residents and educational facilities in the East Side community, diverting waste from landfill, in exchange for food like eggs, meat and vegetables. The stages planned are scoping, community engagement, and implementation, including monitoring and measurement of waste diversion and methane reduction.	Yes		Yes			2023 Community Events \$2,000	Yes	Yes	<ul style="list-style-type: none"> <li>For the scoping stage only.</li> <li>Subject to accountability document received for 2023 Community grant.</li> </ul>	\$3,000
Good Lives Wairarapa	This project has three components: education, personal resilience, community action. We aim to work with small groups of disabled adults and their whānau to introduce key concepts around climate change, mitigation, and adaptation. The House of Science Climate Change hands-on learning kit will be used for this activity. This learning will be complemented by field trips to view climate change in action. We will then look at personal living situations and consider ways that disabled individuals can reduce greenhouse gas emissions and prepare for climate impacts and cost savings possible from more energy efficient practices. Finally, we will expand our current coffee ground collection service and develop quality compost for local community gardens.	Yes	Yes	Yes	Yes	\$10,215	Nil	Yes	Yes	<ul style="list-style-type: none"> <li>Need to demonstrate benefit to Masterton.</li> <li><b>Update:</b> Good Lives has clarified that the project will focus on Masterton District residents.</li> </ul>	\$3,000

June 2024

The purpose of this document is to record the recommendations re Community Climate Fund applications from the Climate Advisory Group to Council.

House of Science Wairarapa	This application is seeking funds for the bilingual 'Clear the Air' science kit (\$2,500) and consumables for this kit for one year (\$500) that will be used in schools throughout the Masterton District, which allows students to explore the structure and function of the human respiratory tract, its natural defence mechanisms, and investigate their own lung capacity. Air quality monitors are provided to demonstrate how the quality of the air that we breathe, both inside and outside the classroom, can be monitored, measured, and modified. Students are also given the opportunity to collect, store, and analyse information about air quality in their own classrooms, giving rise to discussions about carbon dioxide levels and the importance of adequate ventilation to create a healthy, effective learning environment.	Yes	Yes			\$3,000	2023 Climate \$3,000	Yes	Yes	<ul style="list-style-type: none"> <li>Subject to accountability document received for 2023 Climate Fund grant.</li> </ul>	\$3,000
Ko Te Aroha Trust	This programme involves a gardening educator, Garry Foster, working alongside five whānau groups to establish and maintain gardens on their own property to become leaders and influencers in their community. Gardening with Garry is an organic, no dig vegetable, fruit and berry gardening programme focused on Masterton's East Side. It will provide education on the practical skills required to successfully produce high quality food locally throughout all four seasons of the year. It will cover garden planning, installation, maintenance, harvesting, preparing food for the kitchen, and preserving and storing excess.	Yes	Yes	Yes	Yes	\$11,750	Nil	Yes	Yes	<ul style="list-style-type: none"> <li>Contribution only to overall project.</li> </ul>	\$3,000
Oxford Street Community Garden	Expand the paid co-ordinator role from 4 to 8 hours a week. This is in addition to a growing volunteer team. The co-ordinator has been developing an on-line and media presence, environmental education opportunities for homeschooling families taking place in the gardens, developments in garden design and more vegetable boxes being provided to the community. Expansion will allow: <ul style="list-style-type: none"> <li>the development of an effective composting system at the gardens</li> <li>exploration of whether the gardens are able to support the Council's green waste management as a neighbourhood depot</li> <li>the design of a sign at the entrance to the gardens, explaining our kaupapa and how to get involved.</li> </ul>	Yes	Yes	Yes	Yes	\$15,640	2023 Climate \$7,750	Yes	Yes	<ul style="list-style-type: none"> <li>Subject to accountability document received for 2023 Climate Fund grant.</li> </ul>	\$7,820

June 2024

The purpose of this document is to record the recommendations re Community Climate Fund applications from the Climate Advisory Group to Council.

Pickled Compost	Pilot project involving eight businesses and two marae trialling a food scrap diversion that is based on the "pickled compost" system. This trial is an opportunity to understand the challenges and issues for scaling this approach as an alternative to centralised industrial processes.	Yes		Yes		\$4,299.40	Nil	Yes	Yes		\$4,000
Solway Community Group	To provide the volunteer group, Friends of Solway, with native plants for the bush edge at MDC Solway Reserve for the 2025 planting season, to create a biodiverse buffer zone to help protect the inner wetland bush. To purchase stakes and weed mats to ensure the protection and establishment of the plants for the first year. To purchase and hire tools and equipment for ground preparation. Friends of Solway Reserve will provide all labour.	Yes			Yes	\$1,626.87	Nil	Yes	Yes		\$1,626.87
Sustainable Wairarapa	Expanding the "Take the Jump" programme funded in 2023 Climate Fund, including a co-ordinator, and increasing promotion.	Yes	Yes	Yes	Yes	\$20,000	2023 Climate \$7,750	Yes	Yes	• Subject to accountability document received for 2023 Climate Fund grant.	\$5,000
Urban Intelligence	<b>20-minute town</b> Software tool for Council to analyse how to shift from only 4% of residents living within a 10-minute walk of essential amenities and help encourage low-emission transport and make walking, cycling, and busing more desirable.	Yes				\$15,000	Nil	No	na		Nil
	<b>Climate resilient district</b> Software tool and digital platform for Council to manage climate-related risk and building community resilience. Resilience Explorer integrates risk simulation modelling, geospatial mapping, interactive simulations of hazard events, and asset and network data.				Yes	\$20,000	Nil	No	na		Nil
Wairarapa Community Trust	The GROW gardening initiative beside St Marks has the opportunity to expand the land it uses. They seek funding support to take this opportunity and provide education and change people's behaviour and raise awareness of food behaviours, the impact we have on our environment and climate change. In 2023 the Climate Fund supported the creation of bug hotels at the gardens and other sites in the community.	Yes		Yes	Yes	\$10,000	2023 Climate \$3,250  2021/22-2023/24 \$25,000 pa opex grant thru LTP  2023 Well-being \$1,000	Yes	Yes	• Subject to accountability document received for 2023 Climate Fund grant.	\$5,000

June 2024

The purpose of this document is to record the recommendations re Community Climate Fund applications from the Climate Advisory Group to Council.

Wairarapa Women's Centre	Seed funding to support their Climate Resilience Proposal, which includes neighbourhood mapping, a repair café, a community nursery on the East Side, living sustainably workshops, and community composting.	Yes	Yes	Yes	Yes	\$14,000		Yes	Yes	• For repair café only.	\$5,000	
Waiwaste	Waiwaste seeks funding to employ someone and purchase equipment to set up a Waiwaste community fruit harvesting project in the Masterton District and co-ordinate the initial 2024/25 harvesting season. Rather than fruit rotting on the ground or being sent to landfill, this project aims to pick surplus fruit on residential properties, lifestyle blocks, and orchards with an end of season glut. Working with a team of volunteers they will then sort and pack the fruit at their warehouse ready for distribution to the many community organisations they support. As a second stage of the project, they propose to collaborate with local agencies to process some of the rescued fruit into jams, chutneys, and preserves.	Yes		Yes		\$9,000	2021/22-2023/24 \$20,000 pa opex grant thru LTP	Yes	Yes	• Contribution only to overall project.	\$4,500	
											<b>Total</b>	<b>\$49,946.87</b>



## Assessment Process

The MDC Climate Advisory Group (established May 2023) will complete an assessment of the applications and make funding recommendations to the Council.

The recommendations from the Climate Advisory Group will be considered by Council at its meeting on 26 June 2024.

All applications will be assessed for suitability, and ranked against the following criteria:

- Alignment to the Masterton District Climate Action Plan action areas, themes, and goals.
- Benefit to the Masterton District and its community.

## Monitoring

Each successful applicant will be required to complete a Community Climate Fund Accountability Report:

- For projects less than six months in duration, an Accountability Form must be submitted on project completion.
- For projects greater than six months in duration, an Accountability Form must be submitted at the six-month mark as well as on project completion.

## Conditions

1. Each application will be considered on a case-by-case basis.
2. Applicants will provide the Council with additional information, if requested, to assist in assessing eligibility for the Fund.
3. The final funding decision belongs to the Council and is binding.
4. In approving funds, Council may, at its discretion, specify and impose conditions on funding applications. Applicants will be required to agree to these conditions ahead of receiving the funding. Failure to agree to the conditions once the funding has been received, may require funding to be repaid to the Council.
5. If an application has been approved but the associated works do not commence within 12 months of the approval date, Council approval of the funding will expire and funding will no longer be available. Funding may then be distributed to other applications.
6. Funds granted are not transferable and will be allocated only to the specific project that it has been approved for.
7. Applicants must disclose the origin and amount of other sources of funding as part of the application process.
8. The minimum amount of funding which can be granted to an application is \$2,000. The maximum amount of funding which can be granted to an application is \$20,000.
9. No applications will be accepted for completed projects or initiatives. No retrospective grants can be made.



# COMMUNITY CLIMATE FUND INFORMATION SHEET

## Background

Masterton District Council – Te Kaunihera ā-rohe o Whakaoriori has a Masterton District Climate Change Action Plan that sets out ways Council and the wider community can work together to reduce emissions and adapt to climate change impacts. To promote climate action in our District, Council is providing a designated Community Climate Fund that community groups can access to implement their own local-level climate actions. A copy of the Masterton District Climate Action Plan is available on the Council website (search Climate Action Plan).

The first Community Climate Fund round was successfully launched in May 2023. Nine applications were received, and eight applications were granted full or partial funding. These were for a range of initiatives, from eco-personal care products to community gardens to climate action promotion. Find out more about the projects on the Council website (search Community Climate Fund).

The Council has allocated \$50,000 for the 2024 Community Climate funding round.

## Funding round

Applications for the 2024 Community Climate funding round open on Friday 8 March 2024 and close midday 8 April 2024.

## What type of projects does the funding cover?

Community groups can apply for Community Climate funding for projects that align with the four overarching action areas of the Climate Action Plan:

1. Community Empowerment
2. 20-Minute Town
3. Circular Economy
4. Climate Resilient District

In addition to this, the Council will consider different types of climate change-related projects, including those that focus on education, mitigation, adaptation, art, and activism.

## Who can apply?

The fund is open to community groups, schools, and other education facilities that can show their project or initiative will benefit the Masterton District in relation to climate action.

## Who cannot apply?

Funding will not be allocated to projects from individual community members or Government agencies.

## How much can be applied for?

The minimum amount of funding which can be granted to an application is \$2,000. The maximum amount of funding which can be granted to an application is \$20,000.

## Assessment Criteria

All applications must demonstrate how:

- the climate action project or activity will benefit the community and the Masterton District.
- how the climate action project or activity aligns with one or more of the Masterton District Climate Action Plan action areas, goals, and themes.

The Masterton District Climate Action Plan action areas, goals and themes are:



### Community Empowerment

- Goals**
- Building mana-enhancing relationships to support connected communities to be more resilient to climate impacts.
  - Build empowered community networks that help to sustain the Climate Action Plan and other initiatives, whilst informing future action plans.
  - Provide meaningful support to community change projects that inform, educate and inspire climate action.
  - Implement actions to reduce the impacts of climate change on health and well-being.
- Themes**
- Council to promote community leadership.
  - Council to support community initiatives.
  - Council to facilitate climate change education.



### 20-Minute Town

- Goals**
- Increase uptake of low-emission, active and public transport options in the Masterton District so that community/suburb hubs are accessible within 10 minutes for all urban residents.
  - Masterton District Council reduces its own organisational carbon footprint from transport.
  - Masterton District Council supports the community to transition to low-emission transport.
  - Improve the public transport network (buses, shuttles, and trains).
  - Masterton District has well designed streets and roads that minimise transport emissions.
  - Improved active transport networks (footpaths, cycleways, and walking tracks) to encourage alternative modes of transport.
- Themes**
- Cycling
  - Walking, wheelchairs, prams, scooters.
  - Public transport
  - Electric vehicles (EVs)



### Circular Economy

- Goals**
- Reduce Masterton District's contribution to methane emissions from landfills.
  - Keep organic waste out of landfills to reduce methane emissions.
  - Masterton District Council is a role model and educator about reducing waste in the District.
  - Masterton District Council supports climate outcomes within local waste reduction initiatives.
- Themes**
- Organic (green and food) waste
  - Circular economy principles
  - Building/infrastructure waste



### Climate Resilient District

- Goals**
- Ensure the resilience of our district infrastructure, productive landscapes, and natural environment from current and future climate change exacerbated hazards (floods, droughts, heavy precipitation events, strong wind, landslides, heat stress, wildfires).
  - Masterton District has transitioned to zero-emissions energy sources.
  - Masterton District Council has plans for increasingly severe hazards/risk (floods, droughts, storm events). y Reduce carbon emissions related to creating and maintaining infrastructure (including buildings) and ensure infrastructure is designed to withstand climate impacts.
  - Masterton District has biologically healthy rivers which provide for our local communities, and our flora and fauna.
  - Masterton has access to enough water to service a growing population.
  - Masterton District Council has a clear picture of the health of the district's rivers, including what parts are improving and what parts need urgent attention, and the Masterton community has a clear understanding of what work is being done to improve them.
  - Enhance the capacity of the natural environment to sequester carbon and protect indigenous biodiversity from the impacts of climate change.
  - Masterton District Council supports legal protection of key biodiversity hotspot sites that will be important in helping our native flora and fauna to adapt to climate change.
  - Masterton District Council remove any local barriers to a transformative, low emission primary industries sector.
  - Connected regional approach to mitigating and adapting to climate change which allows for knowledge sharing and uses Council resources/staff capacity wisely.
  - Utilise the current and future regional projects to feed into council decision making around climate change mitigation and adaptation.
- Themes**
- Energy transition
  - Emergency response
  - Public spaces
  - Building construction/retrofit
  - District mapping
  - District planning
  - Productive landscapes
  - Biodiversity and ecosystem health

## Funding for events

The Community Climate Fund will accept applications for event costs if they align with the criteria outlined below.

- 1. Pricing:** The event should be free for people to attend (a small koha may be acceptable). Free entry means that no-one can be charged or feel like any money is required to view, engage or participate in the event. Associated optional purchases (such as food, drink or merchandise) or donations are possible as a part of the event, however, they must not create any type of perceived or real barrier to entry.
- 2. Accessibility:** The event must consider factors (e.g. event communication, venue, parking, toilet facilities, seating and signage) that will ensure your event is accessible to everyone. Please also consider whether any specific equipment or New Zealand Sign Language (NZSL) interpreters are required.
- 3. Events must also support smokefree and vape-free messages in advertising and at the event in line with the Wairarapa Combined Smoke and Vape Free Policy.**

## 8 REPORTS FOR INFORMATION

### 8.1 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 on Council operations (as at 21 June 2024).

#### RECOMMENDATION

That Council receives the Chief Executive's Report as at 21 June 2024.

#### ATTACHMENTS

1. Chief Executive's Report as at 21 June 2024 [↓](#)

## **CHIEF EXECUTIVE'S REPORT**

### **26 JUNE 2024**

Since my last update in mid-May, much of my focus has been on advancing the Long-Term Plan (LTP), crucial for informing the decisions of our elected members. I want to commend my team for their outstanding efforts in steering the LTP process smoothly and extend gratitude to our elected members for their valuable insights and challenges along the journey.

As you are aware, the inclement weather has prevented our Civil Contractor from achieving important milestones at Hood Aerodrome. This has created a domino effect of delays which is outside of Council's control. The physical works are now due to be completed in November 2024, impacting our ability to achieve CAA 'Certification' as early as we might have expected.

On a brighter note, the new fencing will be completed within the next few weeks, we have design work underway for lighting & windsocks and have submitted the Runway Extension Safety Area (RESA) application to CAA. We are in the final stages of completing our SMS and have a separate piece of work underway to review our Aerodrome Landing Fees.

While an airline company has expressed interest in landing a 34 seat SAAB 340 twin-engine turboprop aircraft at Hood, this is dependent on achieving an acceptable RESA and Council achieving 'Certified' CAA accreditation. The airline company is working to a compressed timeframe, which is unlikely to be met, as the approvals will be determined by CAA, at their pace.

While we continue to work closely with this airline, it is important to highlight that any commercial airplane under 30 seats can operate out of Hood Aerodrome in its current form. The complexities surround larger aircraft looking to land due to runway length limitations.

In other developments, I have participated in the Greater Wellington Region Local Water Done Well (LWDW) steering group. At first glance the numbers are daunting, so in parallel, we are exploring two other LWDW delivery options, these being a 'Wairarapa' model and a 'Wairarapa/Tararua' model. Council has engaged Townsend Consulting for the modelling of these two options and will report back once we have a better understanding of where things will land.

We are undertaking an organisational change process within our Infrastructure & Assets department to ensure we have the right capability in the right roles. As you are aware, Councillors requested that the Chief Executive find five percent of efficiencies through personnel or contractor efficiencies. This change process forms part of those savings however is not the main driver. We understand that this process may unsettle some team members, and we're committed to providing support to those who may be most affected.

Finally, I want to acknowledge and celebrate Kelsi Rutene from our Community Development Team for being a finalist in the 2024 Taituara Emerging Leader Award. Corin Haines, Kelsi and I attended the awards event in Wellington last week where 350+ local government delegates from across the country attended. While not the grand winner on the day, it was a great achievement for Kelsi on her pathway to leadership.



## **National and Regional Context**

### Local Government (Electoral Legislation and Māori Ward and Constituencies) Amendment Bill

Council submitted on the Local Government (Electoral Legislation and Māori Ward and Constituencies) Amendment Bill. A copy of the submission is attached (Attachment 1 to this report).

### Local Government (Water Services Preliminary Arrangements) Bill

The Local Government (Water Services Preliminary Arrangements) Bill establishes the Local Water Done Well framework and the preliminary arrangements for the new water services system. Key features of the Bill include:

- Requirements for councils to develop Water Services Delivery Plans (within 12 months of enactment)
- Requirements for councils to include in those plans baseline information about their water services operations, assets, revenue, expenditure, pricing, and projected capital expenditure, as well as necessary financing arrangements, as a first step towards future economic regulation
- Streamlined consultation and decision-making processes for setting up water services council-controlled organisations (water services CCOs)
- Provisions that enable a new, financially sustainable model for Watercare (Auckland's water provider).

The Bill is currently being considered by the Finance and Expenditure Select Committee. Submissions closed on 13 June 2024. MDC participated in two joint submissions: the collective councils of the Wellington Region and Horowhenua District (Attachment 2) and the collective councils of the Wairarapa region (Attachment 3).

### Emergency Works Investment Policies Consultation

Waka Kotahi have released a consultation document on changes to the emergency works investment policies, including funding assistance rates (FARs).

Key proposed changes to FARs and associated thresholds, include:

- changing the qualifying trigger for an emergency event attracting an enhanced FAR to a minimum frequency 1 in 20-year event, from the current 1 in 10-year event.
- reducing the enhanced FAR from normal FAR +20% to normal FAR +10%.
- restricting provision of a bespoke FAR (i.e., greater than an enhanced FAR) to only those extreme events for which Crown funding is made available.

The proposed FAR changes would take effect on 1 July 2025. Council has made a submission on the consultation, included as Attachment 4.

**Strategy and Development Activity**

Infometrics Update

The Infometrics monthly webinar for May/June focused on the housing market. The key headline was that after a mild but short-lived rally during early and mid-2023, buyer demand has softened again, as mortgage rates remain high and expectations of interest rate cuts by the Reserve Bank get pushed further into the future.

Other key points included:

- The stock of housing for sale on realestate.co.nz has increased 23% since July last year, to its highest level since 2015. The biggest lifts have been in Wellington and Wairarapa (up 43% and 35% respectively)
- With mortgage rates looking like they've peaked, a record 69% of new fixed lending in the latest two months has been for terms of six or 12 months. That figure was down at 39% as recently as October 2023, when terms of between 18 months and three years were much more popular.

**Regional Level Updates**

Wairarapa Consolidated Bylaw 2019 Review

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 statues.

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.

The WPWG met on 31 May 2024 to discuss the review, work to date, and endorsed the below timeframes. The timeframes ensure a new Bylaw is in place before the existing Bylaw ceases to have effect (June 2026).

<b>Estimated Timeframe</b>	<b>Key Tasks</b>
June/July 2024	<ul style="list-style-type: none"> <li>• Research/Problem Definition/Options Analysis</li> <li>• Pre-engagement with key stakeholders</li> </ul>
August/September 2024	<ul style="list-style-type: none"> <li>• Draft Bylaw and Statement of Proposal (SOP)</li> <li>• Second WPWG workshop to consider draft Bylaw and SOP</li> <li>• Revise Bylaw and SOP following feedback from WPWG</li> </ul>
October 2024	<ul style="list-style-type: none"> <li>• Design SOP</li> <li>• Legal review of draft Bylaw</li> <li>• Council adoption of SOP and draft bylaw for consultation (30 October)</li> </ul>

Estimated Timeframe	Key Tasks
November 2024 – January 2025	<ul style="list-style-type: none"> <li>• Consultation period (note a minimum two month period is required for representation to be given on a Trade Waste Bylaw in accordance with s148 of the LGA)</li> <li>• WPWG Hearings and Deliberations (late January 2025)</li> </ul>
February 2025	<ul style="list-style-type: none"> <li>• Wairarapa District Councils adopt Bylaw</li> </ul>
March 2025	<ul style="list-style-type: none"> <li>• Bylaw effective date</li> </ul>

### Wairarapa Local Alcohol Policy Review

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).

The WPWG last met on 23 January to consider the research of officials and some targeted stakeholder feedback. The WPWG were able to discuss policy positions on the further issue of licences, maximum trading hours, and the location of premises near “sensitive sites”.

The key focus of officials has been revising the draft policy in line with feedback from the WPWG and responding to stakeholder feedback. Our focus until the end of July will be drafting documents for community consultation.

The WPWG will next meet in August to consider the draft policy, Statement of Proposal and relevant consultation documents. Subject to a recommendation from the WPWG, the draft policy for consultation and Statement of Proposal will then go to the three councils for approval in September. Consultation with the wider community will follow and finish in October.

### ***District Level Updates***

#### 2024-34 Long Term Plan

The focus for this reporting period has been LTP, with the final adoption report included in this agenda.

#### Climate Change Action

Climate action work has continued. Highlights for this reporting period include:

- Progressing the assessment of the 2024 Community Climate Fund applications. These grants support community implementation of actions to deliver on our Climate Action Plan. Recommendations from the Climate Advisory Group (CAG) are discussed in a separate report included in this agenda.
- CAG also provided advice on the Long-Term Plan and presented to Council on electric vehicles.
- Checking all Healthy Homes Assessment Kits, which are available for loan from the



library.

- Ongoing climate education and engagement activity to connect communities and support collaboration. One example for this reporting period was supporting the community with their ideas to grow a Masterton community composting network at the Regional Kai Network Hui, with compost expert Liam Prince attending as a guest speaker.

### **Pou Ahurea Māori**

During May and June, the Pou Ahurea maintained proactive engagement with Iwi, Hapū, and Marae, focusing on significant matters for Māori. This included participating in Wairarapa Moana Statutory Board meetings, facilitating Māori involvement in Long Term Planning Consultations, advisory on the proposed Wairarapa Combined District Plan, supporting Wairarapa Recovery Relief efforts, and managing applications for the Marae Development Grant Fund. These efforts highlight commitment to cultivating collaborative relationships and ensuring Māori engagement with Council.

Collaboration by the Pou Ahurea with various council departments concentrated on Māori-centric projects across Parks and Reserves, Community, Planning, Compliance, People and Culture, and Policy domains.

The role emphasises project oversight through a Māori lens, featuring notable projects such as Ngāti Te Korou and Ngā Waipikopikorau o Whakaoriori. Internally, initiatives included ongoing promotion of Te Reo Māori, Te Tiriti training for the Executive Leadership Team (ELT) and facilitating professional development opportunities for staff.

Policy efforts requiring oversight from the role included Sensitive Expenditure (Tikanga/Koha), Gambling and Rates Remission on Māori Land.

The Marae Development Fund opened on 5 April and closed on 31 May 2024, receiving four applications from Ngā Tūmapuhi-ā-rangi ki Motuwairaka Marae, Ngā Tūmapuhi-ā-rangi Incorporated Society, Te Rangimarie Marae, and Hiona Pā. This funding is designated to support Marae within its District in protecting, maintaining, restoring, and developing Marae structures. This year, \$52,590 was requested to fund four Marae development projects, but only \$20,000 was available from the 2023/24 budget allocation. The Marae Development Fund Assessment Group (The Group), established in April 2024, met on Tuesday 18 June to make their decisions. Motuwairaka Marae was the only applicant that spoke to their application. Following their deliberations, The Group decided to allocate \$5,000 to each applicant. The Assessment Group also resolved to make a request to Council to increase the level of funding to \$50,000. Noting that the amount has been increased to \$25,000 as part of the LTP, Council will have the opportunity to consider the request to increase the funding further at the 2025/26 Annual Plan.

Engagement with Māori communities during Long Term Plan (LTP) consultations remained a priority, alongside overseeing Masterton District Council's Te Tiriti o Waitangi obligations through collaboration with Te Arawhiti and utilising the Te Haeata platform. The Pou Ahurea






also maintained oversight of emergency networks, collaborating with WREMO, Wairarapa Māori and Wairarapa wide council staff on emergency preparedness.

Masterton District Council continues its commitment to fostering meaningful relationships, promoting cultural competency, and advancing Māori aspirations, while actively fostering partnerships with iwi within our governance and operational frameworks.

**Local Government Official Information and Meetings Act Requests**

For the period 23 April to 15 June 2024, Council received a total of 20 Local Government Official Information Act (LGOIMA) requests.

The volume of LGOIMA requests received has increased over the last month.

				
Total LGOIMA requests received	Completed	Average days for completion	Completed within statutory timeframe	NOT completed within statutory timeframe
18	20	15	19	1

**CE REPORT ATTACHMENT 1**



Justice Committee  
Komiti Whiriwhiri Take Ture  
Parliament

29 May 2024

Tēnā koutou

**Submission on the Local Government (Electoral Legislation and Māori Wards and Māori Constituencies) Amendment Bill**

Te Kaunihera ā-rohe o Whakaoriori / Masterton District Council (Council) represents an estimated 29,000 residents. Over 20% of our community identifies as Māori, and our Māori population is growing.

In May 2021 Masterton District Council, along with a number of other councils across Aotearoa, agreed to establish a Māori ward for the 2022 local body elections. The primary driver for our Council when making this decision was to enable more Māori representation in our council decision making processes.

The Council is made up of nine elected members including the Mayor, Deputy Mayor, three general ward, three at large, and one Māori ward.

Masterton is identified in Group 1 in the Local Government (Electoral Legislation and Māori Wards and Māori Constituencies) Amendment Bill (the Bill). This means that, despite making the decision to have a Māori ward with our community we must undertake a poll at the 2025 election.

**No pre-engagement with key stakeholders and partners**

The Council has not been consulted regarding these provisions in advance of the Bill's introduction. It has been acknowledged by the Department of Internal Affairs (DIA) that the time constraints imposed by the Government have meant that options have not been fully analysed and minimal consultation has occurred (with government departments only) to advance this Bill. Without the input from local government, we consider that officials have not been able to advise ministers on the actual impacts the Bill will have on councils and the communities they represent.

In 2021 the decision for Council to enact a Māori ward included engagement with, and support from, mana whenua and our community. In developing this Bill, we understand officials have not discussed or consulted with Treaty (of Waitangi) partners as to the proposed changes. We consider that leaving Māori out of the conversation for a decision that directly impacts them breaches the Treaty principle of partnership that both the Crown and local government are required to uphold. We support the findings outlined in the Māori Wards and Constituencies Urgent Inquiry Report WAI 3365 which outlines the implications of this Bill on the Crown's Treaty commitments in more detail.

***The Council does not support the proposed changes to Māori wards as they undermine our commitment to Māori in the district***

A key legal requirement for local government when considering representation is to provide effective representation of communities of interest within the district. We believe national legislation should continue to support and enable Māori to choose to participate in local government in a way that they think will achieve the most effective representation outcome for them. Although there are other mechanisms that promote Māori participation in local government, these mechanisms – including standing committees, tangata whenua forums and strategic relationships – are not the same as having a seat at the decision-making table<sup>1</sup>.

The Bill hinders our ability to uphold our Treaty commitments effectively and risks inciting a divisive narrative amongst our community. There is no poll required to establish or disestablish any other ward for local government. Having a Māori ward is no different to any other ward and still maintains the principle of one person, one vote.

***Polls or referenda do not serve minority groups***

We know that polls do not serve our minority groups. Binding polls acted as a barrier to the establishment of Māori wards prior to 2021. We draw the Committee's attention to the advice of DIA in 2023:

*"Referendums and polls are an instrument of majority rule which can suppress minority interests. Normal lawmaking process have safeguards to make sure minority rights and interests are considered – human rights legislation, parliamentary debates and the select committee process. But referendums do not require that tabling and balancing of interests, and the outcome will depend on the majority's perception of the minority interests."*<sup>2</sup>

Complex constitutional, legal and political issues, such as Māori wards, do not readily lend themselves to a 'yes/no' question. The restoration of referenda to decisions on Māori wards, including wards that have already been established, places councils in exactly that same position and should be avoided.

We consider the provisions provided within the Local Electoral Act 2001 regarding representation reviews, along with consultation requirements under the Local Government Act, enable us to better consider the views of minorities, such as Māori, within our community without the need for a binding poll or referendum.

***The Bill takes a step further than pre-2021 provisions and will cost ratepayers***

The Government has stated that the intention of this Bill is to restore the provisions from pre-2021. However, this is not the case, the Bill takes one step further. The transitional arrangements require the Council to conduct a poll when we have an established ward. A restoration would be to include a provision that would enable electors to demand a poll at any time on the question of the establishment of a Māori ward (19ZA of the Local Electoral Act 2001 (version 2019)). Previously a poll would only be required if 5% of electors demanded it. To be clear we would not support this either (as outlined in our submission) but the Government should be clear this is not restoring provisions pre-2021.

---

<sup>1</sup> The Māori Wards and Constituencies Urgent Inquiry Report WAI 3365

<sup>2</sup> Department of Internal Affairs (2023), Local Government Briefing – Coalition policies for local electoral changes, page 7.

The Government has made it clear that no financial support will be available to councils who must follow this process.

Continuing with our current council make up is the most cost-effective option for our community. It is likely to cost over \$35,000 plus staff time and resources for the poll alone. Further resourcing would be required for a representation review outside of the review cycle, bringing forward costs to council two years early (our next representation review is due in 2027).

***We urge the Government to maintain the status quo***

Council has not received, to date, any formal request to disestablish this ward, as such this is a positive indication that this ward is seen as part of the fabric of local representation and democracy for Masterton.

We consider the existing provisions for representation reviews in sections 19H and 19I of the Local Electoral Act 2001 are sufficient for us to revise our council make-up when the time comes. These provisions also provide adequate opportunity for our community (including mana whenua) to engage in the process and to identify ways they would like to be represented.

Councillors are elected to make decisions, and as elected representatives they should be trusted with balancing the respective community interests involved. We support local decision making and consider the Bill encroaches on our ability to make decisions about our own community.

***The Council supports extending timeframes within the Local Electoral Regulations 2001***

We rely on an efficient postal service to deliver voting papers on time to provide a reasonable time for our community to vote. We support the extension of the delivery period from six to 14 days due to delivery challenges faced by the postal service, particularly as we represent a rural community with limited rural delivery. We note shifting the end date for electors to be on the printed roll may result in increased special votes.

Thank you for considering our submission.

Nāku noa, nā.



**Gary Caffell**  
**Mayor**  
**Masterton District Council**  
**Te Kaunihera ā-rohe o Whakaoriori**

**CE REPORT ATTACHMENT 2**



Committee Secretariat  
Finance and Expenditure Committee  
Parliament Buildings  
Wellington

fe@parliament.govt.nz

13 June 2024

**Submission on behalf of the collective councils of the Wellington region and Horowhenua District to the Finance and Expenditure Select Committee regarding the Local Government (Water Services Preliminary Arrangements) Bill**

This collective submission is made on behalf of the ten councils working together on a water service delivery plan in the Wellington regional area and Horowhenua District. Given the short timeframe we have made this submission collectively, noting that each of our councils holds a range of views and positions and have not had the time to engage with elected members to confirm whether they are in full support all the points outlined. As a result, some councils also intend to make individual submissions.

We thank the Finance and Expenditure Select Committee for the opportunity to submit on the Local Government (Water Services Preliminary Arrangements) Bill ('the Bill'). We would appreciate a hearing should there be the opportunity to do so.

**Wellington regional approach to water service delivery planning**

The ten councils comprising the Wellington regional area and Horowhenua District signed a Memorandum of Understanding on 10 May 2024 to work together on a joint water services delivery plan.

This significant commitment formalised steps already put in place by the ten councils over the preceding months including a joint elected-member governance structure with our Iwi / Māori partners, a Chief Executives' steering group, project team, joint budget and an agreed development process.

The ten councils, representing over half a million people, are committed to this process and are working at pace to ensure we can land an enduring approach to water management ahead of the local government elections in 2025.

The first phase of our work has a strong focus on development of a joint delivery model that is able to address the challenging-long term funding and delivery requirements for water in our region. For our process to be successful we will need support from the Government to assess options and draft a water service delivery plan (WSDP) that aligns with rating agency requirements and Government legislation.

We wish to maintain traction on this process in order to bring earlier benefits and certainty to our partners, communities, and suppliers. We are committed to an enduring solution as a sustainable and long-term approach is required to address the challenges our water networks face – now and into the future. For the Government, this Wellington process is an opportunity to show *Local Water Done Well* in action and provide valuable insights to other councils and regions.

### **Key points in our submission**

The clarity and direction of the Bill is welcomed. It is generally well-aligned with the issues and process that we are working through in our region as we give effect to the direction of *Local Water Done Well*.

In particular, it is useful to have increased clarity on the content of water service delivery plans (WSDP) and simplified consultation and decision-making processes for establishing, joining, or amending a water services council controlled organisation (WSCCO).

We have focused our submission on the process to develop a WSDP and to establish a WSCCO. We note some specific issues in relation to the role of the Greater Wellington Regional Council.

Our submission is based on the practical experience of being underway with the development of a WSDP and through this submission there are particular points we wish to highlight:

- For water reform to be successful ongoing Government support for councils will be required. In our region, we know that achieving a financially sustainable water network will take 15-20 years of ongoing investment and will require some form of Government financial commitment.
- This Bill forms a small part of the overall legislative change, with further detail held over for Bill 3 later in the year. This limits the ability of councils to provide useful feedback or understand the implications of decisions required. Bill 3 will deal with many of the more challenging aspects of water reform giving rise to a number of risks and complexities that will directly impact on our ability to confidently develop a WSDP. Further detail on the Government's commitment to establish a separate class of financially separate, yet council owned WSCCO will be needed for councils to assess options for a WSCCO.
- Process, analysis and consultation requirements to ensure a robust and enduring WSDP across multiple councils is a *significant* resource undertaking and will be extremely challenging to achieve within 12 months of the Bill being enacted.
- The cost and resource implications are unclear for councils, making it challenging to plan or fund the reform. This includes the process and costs to establish a regional WSCCO which will be considerable and are not allowed for in our Long Term Plans.
- Further consideration, clarification and guidance is needed in relation to the content and requirements of a WSDP, including timeframe for these and how financial sustainability is achieved in practice.
- These are not small matters, the decisions that councils make in relation to a WSDP and potential establishment of a new WSCCO will cut to the heart of the future role, functions, community relationships and financial sustainability of councils.

### **Timeline and resource implications for development of a WSDP**

The direction of *Local Water Done Well* policy has been clearly signalled and as a result the ten councils in our regional area have proactively worked together to confirm a joint process and get underway. This approach was able to build upon existing relationships and the collective shareholding interests of the six Wellington Water Limited councils.

It is worth recognising that while we are now well underway with our joint process ahead of the Bill being released, the reality is that it has taken six months of hard work to get to this point. For other councils considering collective options from a standing start, there are significant challenges to developing joint arrangements and completing a WSDP within 12 months of the passage of the Bill.

Preparation of a joint WSDP across multiple councils, including robust testing of options for the delivery of water services (in the absence of Bill 3 – see comments below), is a significant undertaking and an extremely challenging process involving political alignment, a range of complex technical considerations, formal consultation, engagement and decision making.

This process must include working with our Iwi / Māori partners and our communities to ensure that the solutions we develop have acceptance and meet the needs of our communities into the future.

As we know from the previous water reform process under the last Government, if we do not bring our community and partners with us on this journey, there is a risk of significant backlash. This includes concerns in relation to the future privatisation of water, which are not addressed in this Bill.

Even with our accelerated start, it will be challenging for our councils to complete and submit a WSDP within 12 months of the Bill being enacted.

To illustrate some of the challenges we have appended our planned timeline and key phases for decision making by councils. This highlights council decision points and 'off-ramps' from the regional process, (should councils decide to pursue other delivery options such as a sub-regional WSCCO or continue with the status quo). Even with the simplified consultation process set out in the Bill, we consider that completion and adoption of a joint WSDP will still require three to four decision making points for councils.

Our process is bound by voluntary commitment and collaboration and we will have to work through a range of challenging issues such as governance and accountability arrangements, levels of service across the service area, debt transfer, and charging policies. This will rely on a level of support and collaboration with Government in a way that is not contemplated in the Watercare outcomes that have now been reached.

A further practical example of the challenges to complete a WSDP includes the process to work through the transfer of water related debt from a council to a new WSCCO. The principles, process and timing of agreement of the transfer of council debt will be challenging to work through. There will need to be consideration given to the effect of the lost revenue on councils' debt to revenue ratios. There will also need to be agreement in principle among partners regarding price harmonisation across participating councils in order to assuage concerns about regional cross-subsidisation. In addition to this, any new WSCCO entity(s) will require time to get established in order to have the sophistication required to issue debt and become self-reliant in this area.



If there is a disagreement on any of these critical financial matters, this will take time to resolve and potentially have significant ongoing cost implications for either councils or the WSCCO.

All of this needs to be sufficiently agreed before councils are able to formally commit to a WSDP or the establishment of a new WSCCO.

We therefore strongly disagree with the statement made on page 71 of the Regulatory Impact Statement that preparing WSDPs will only require 40 hours of 1 FTE in a small council, 60 hours in a medium council, and 80-100 hours in a large council (or a regional grouping).

The completion of WSDP also needs to ensure alignment with the broader planning for councils including LTP processes and annual plan requirements and this does not appear to have been robustly considered in the drafting of the Bill in order to streamline process and resource impacts on councils.

The reform process for three waters must result in arrangements that are enduring and therefore need to be 'done right' rather than 'done quickly'. On this basis we submit the due date for WSDP is extended to two years with robust expectations on progress and milestones to ensure progress is being made.

With the streamlined consultation process there is also the risk that the community could strongly oppose both options presented requiring further work on options. Also, those councils that join regional planning, but then withdraw, will require further time to complete a WSDP.

In such situations an extension under s17 may be required by a council. We would like to see these added as reasons an extension may be granted by the Minister.

We also submit that there should be a clear timeline for the Secretary of Local Government's consideration and acceptance of WSDPs. Delays in this process will have a significant impact on the ability of councils to give effect to these plans.

**Recommendations:**

- That the Select Committee should clarify how protections against future privatisation of water assets will be dealt with through legislation.
- That clause 16(1) be amended to allow local authorities up to two years from the date on which the Act comes into force with robust expectations on progress and milestones to ensure progress is being made.
- That clause 17 be amended to allow extension of time to complete a WSDP to allow for circumstances where there has been strong community opposition to both options in the consultation requiring further work on options; and to where a council that has attempted to join a regional process but has later withdrawn from the process.
- That clause 18 be amended to require the Secretary of Local Government to advise the territorial authority, or joint arrangement, of a decision to accept a plan or to direct amendments within two months of receipt.

**Lack of detail in relation to WSDPs and new WSCCOs in the Third Bill**

It remains unclear how the Government intends to give effect to its commitments to establish a separate class of financially separate, yet council owned Council Controlled Organisation and whether there are any differences in the powers and accountabilities of these. This is a

detail that impacts on a council's ability to complete a WSDP or assess options for a WSCCO.

The Bill is also silent on the detailed powers that non-council water providers will have. To take an example, will the financially separate WSCCO have powers to enter property and to set bylaws or collect development contributions, and under what conditions? These key issues will underpin the day-to-day operations of a new WSCCO.

Local authorities know very little about the financial sustainability rules that are referred to in the legislation, and the detail of the regimes for economic regulation. The former especially is critical to the analysis of different service delivery options.

The Department has committed to producing guidance – but at this point we've not seen any timetable for the production of this guidance.

These examples impact on the ability of councils to confidently consider different service options and to be able to effectively engage with and consult communities and our partners.

To illustrate this point, the information requirements for consultation on a proposal to establish a WSCCO will be difficult to comply with meaningfully, since key features of the new WSCCOs will still be unknown at the time of consultation as the Third Bill setting out these features is proposed to be introduced in December 2024. We note that the Explanatory Note to the Bill states that the Third Bill will:

- provide for the long-term replacement regime, including—*
- *long-term requirements for financial sustainability:*
- *establishing new classes of council-controlled water organisations and service delivery models:*
- *accountability, planning, and reporting regimes for water services:*

It is questionable to what extent councils can fully appreciate the implications of establishing a WSCCO, or meaningfully consult with their communities on a proposal to do so, in the absence of key information such as:

- WSCCO governance and accountability arrangements, and
- the powers a WSCCO will have, including charging powers and coercive powers that are presently conferred on local authorities under the LGA, but not CCOs.

Also, we note that at present, clause 54(1)(f) states that the information made publicly available must include:

if the proposal involves transferring ownership or control of a strategic asset to the WSCCO, a description of any **accountability or monitoring arrangements the authority will use to assess the performance of the WSCCO in regard to the asset:**

The words in bold in this clause confine accountability and monitoring to performance of the WSCCO in relation to an asset (such as a water supply or wastewater network), whereas accountability and monitoring should relate more broadly to the WSCCO's provision of water services.

It is critical that the relevant policy settings for WSCCOs are publicly available in time to inform council decisions whether to propose a WSCCO, and to consult on that proposal. The Select Committee should clarify the likely timing of consultation to establish a WSCCO, relative to the introduction of the Third Bill. Currently we are unclear whether the optimal timing to undertake consultation is in late 2024 or in early 2025.

**Recommendations:**

- That the relevant policy settings for WSCCOs are publicly available in time to inform council decisions whether to propose a WSCCO, and to consult on that proposal.
- That the Select Committee should clarify the likely timing of consultation to establish a WSCCO, relative to the introduction of the Third Bill
- We ask that the Committee considers the impacts of these outstanding details in relation to the timeline for councils to submit a WSDP and considers what guidance is needed to support councils in this process.

**Establishing Water Services Council-Controlled Organisations (Part 3)**

Clauses 50-54 of the Bill set out simplified consultation and decision-making requirements available to territorial authorities proposing to establish a WSCCO. To that extent, they facilitate the establishment of WSCCOs, by making consultation and decision-making simpler than it would otherwise be under the Local Government Act 2002 (LGA).

There are however several aspects of these clauses that are unclear and would benefit from redrafting. We note:

- Clause 50 of the Bill says that specified “alternative requirements” may be complied with instead of the LGA consultation and decision-making requirements that would otherwise apply. However, where there is no “alternative requirement”, LGA provisions continue to apply. As currently worded, it is unclear whether the principles of consultation in s82 of the LGA will continue to apply because they are not displaced by an “alternative requirement”.
- Simplified consultation and decision-making requirements under this Part of the Bill apply only to territorial authorities. However, a WSCCO (defined in clause 7) is a CCO that delivers water services, including through assets and operations currently owned by regional councils. Part 3 does not recognise that regional councils with water services assets and functions will also have to decide whether they stay with their existing approach to delivering water services, or instead form a WSCCO. In Wellington, Greater Wellington Regional Council owns bulk water supply assets including four water treatment plants, reservoirs, pumping stations, and over 180km of large diameter pipelines. Bulk water services are still water services. To allow for vertical integration of water services delivery across New Zealand in the same way as has been achieved in Auckland through Watercare, regional councils need to be included in WSCCOs.
- We seek clarity on clause 51(2)(i) “remaining with existing approach for delivering water services” and how this relates to:
  - Clause 11(1)(j) ...or will continue to deliver water services in its district alone; and
  - Clause 11(1)(k) explanation on how revenue from water service will be separated from TA other functions.

Our question is if this be achieved through a council's internal financial policies and procedures, or does it require “structural” separation, i.e. establishing a separate entity?

**Recommendations:**

- The wording of Clause 50 is reviewed and clarified to ensure alignment with s82 of the LGA.
- The definitions of joint arrangement, joint service area, joint water services CCO, and joint WSDP in clause 5 be amended to allow for regional council participation within these arrangements.
- Part 3 be amended to give regional councils, as well as territorial authorities, access to the alternative consultation and decision-making requirements when proposing to establish or join a WSCCO, including a joint WSCCO.
- Wording of Clause 51(2)(j) is clarified with respect to Clause 11.

**Matters for decision-making and taking a regional view**

Clause 55 sets out matters that a territorial authority may consider when deciding whether to establish, join, or amend a joint WSCCO. These can include impacts and views relating to the entire joint service area i.e. considerations beyond the council's own district and communities.

Having this broader regional view will be critical to ensure that councils can fully consider the needs and challenges of the broader regional grouping, rather than being bound by making decisions only in the best interests of their councils.

**Recommendation:**

- It is recommended that the views of the other territorial authorities who will be parties to the joint WSCCO, currently a matter that *may* be considered under clause 55 paragraph (c), is something territorial authorities *should* be required to consider.

**Water Service Delivery plans and achieving financial sustainability (Part 2, Subpart 1)**

As currently worded it is not clear what financial sustainability will mean in practice or how this will be achieved or by when. We have made several comments as set out below in relation to how the Bill might help to clarify what is intended including in relation to the content of a WSDP.

**Planning timeline**

Under clause 8, each territorial authority must prepare a water services delivery plan (WSDP). A WSDP must identify the current state of the territorial authority's water services, and "demonstrate publicly its commitment to deliver water services" in a way that:

- Meets relevant regulatory quality standards for stormwater, wastewater and water supply networks;
- Is financially sustainable;
- Ensures compliance with drinking water quality standards; and
- Supports the council's housing growth and urban development objectives.

We know from our technical analysis that reaching a financially sustainable model to meet the investment and regulatory requirements of our water networks will require a long-term approach over the next 20-30 years. However, Clause 13(1) only requires that WSDP must cover a period of at least ten years.

A ten-year outlook is far too short a period to make informed judgements about what is and isn't financially sustainable or what the challenges or impacts of investment requirements are over the next 20 to 30-year period. These include network renewal, regulatory requirements, resilience, climate change, enabling growth and improving the health and quality of waterways.

It is only over this longer-term period that these issues can be addressed and the real potential benefits of a new WSCCO type model would be able to be realised. Using a ten-year horizon for a WSDP may constrain planning and investment in water and run the risk that the mistakes of the past are repeated.

#### **Financial sustainability**

Clause 8(1)(b)(ii) refers to financial sustainability for the territorial authority, whereas the territorial authority may not necessarily be the service provider. It would be better if this simply read "is financially sustainable", linking back to the definition of "financially sustainable" in clause 5, which covers delivery of water services irrespective of whether delivery is via the territorial authority itself or a WSCCO.

#### **Joint arrangement and GWRC**

Significantly for the Wellington regional collective, clause 9 allows a territorial authority to enter into an arrangement with one or more other territorial authorities for the purposes of submitting a joint water services delivery plan. This is to cover where the territorial authorities anticipate or propose delivery water services through a joint arrangement. Joint arrangements must cover all water supply and wastewater services of the participating councils, but a council can choose to retain for itself delivery of some or all of its stormwater services, if it wishes.

Like Part 3, Part 2 appears to assume that only territorial authorities, and not regional councils, provide water services. For example, clause 12 which relates to joint WSDPs, refers only to territorial authorities and their water services. Given that in Wellington, the joint WSDP will encompass bulk water services currently provided by Greater Wellington Regional Council, clause 12 should be amended to allow for the inclusion of a regional council within a joint arrangement, and for their water services to be included in a joint WSDP.

#### **Content of WSDP**

The contents of a WSDP are set out in clause 11(1). While we consider that the content requirements are broadly appropriate, the burden of meeting some of these requirements could be excessive in terms of time and cost.

These include the requirement in paragraph (d) to state whether and to what extent water services comply with regulatory requirements (which could potentially include every resource consent held by the territorial authorities for their water services); and in paragraph (g) to provide an assessment of the current condition, lifespan, and value of the water services network (noting that most water and wastewater pipes are underground). Preparing the WSDP may require extensive fresh work, collation of existing information, and financial and other analysis on the part of territorial authorities.

We would like to see substantial further guidance from the Department on how to prepare a WSDP to avoid the need for significant rework and to minimise the administrative burden on councils. This guidance should include a template or sample WSDP.

For territorial authorities that have not already started there may be insufficient time to complete these tasks, if a WSDP is intended to take effect from 1 July 2025: see clause 13(1), which states that a WSDP must cover a period of at least 10 years starting with the

2024-25 financial year (we presume this is an error, and intended to refer to the 2025-26 financial year).

The Bill is unclear as to whether consultation on a draft WSDP is, or is not, required. Clauses 15(2) and (3) of the Bill state:

(2) Except as provided in Part 3 of this Act, a territorial authority must comply with subpart 1 of Part 6 of the LGA2002 (Planning and decision-making) when preparing, adopting, or amending a water services delivery plan.

(3) This Act does not require a territorial authority to consult in relation to a water services delivery plan, but another enactment (for example, the LGA2002) may require a territorial authority to consult.

However, clause 11(1)(l) says that the WSDP must include “a summary of any consultation undertaken as part of developing the information required to be included in the plan” relating to the proposed service delivery model, and how the revenue from, and delivery of, water services will be separated from the territorial authority’s other functions and activities.

In practice, the safest way to achieve compliance with LGA Part 6 obligations on a significant matter like a draft WSDP (especially the s78(1) requirement to “give consideration to the views and preferences of persons likely to be affected by, or to have an interest in, the matter”) will be to consult, even though section 78 states that a local authority is not required by this section alone to undertake a consultation process.

Because the Bill is ambiguous about whether there needs to be consultation in relation to a WSDP, it does not include streamlined processes which territorial authorities can choose to adopt, in the way it does for consultation on a proposed WSCCO. We consider it would be helpful if these were included, given that some form of consultation on WSDPs seems likely. The Bill could also usefully state the powers of joint committees in the development and adoption of a joint WSDP, in the same way it does in the context of a joint WSCCO (see clause 56).

We are also unclear in relation to what is required to meet Clause 11(m), in particular the reference to ensuring financial sustainability by 30 June 2028. The challenge will be as noted above, achieving real financial sustainability (including meeting all regulatory standards and requirements for the authority’s delivery of those water services) will take 15-20 years of investment. We ask that the Committee give consideration to rewording of this intent by:

- pushing out 2028 in clause 11(m) to something more realistic; or
- deletion of para (b) in the definition of “financially sustainable”; or suggest rewording the definition of “financially sustainable” to something that brings in elements from s100(1) LGA and s57 Local Government Auckland Council Act 2009

**Recommendations:**

- That clause 13(1) be amended to require service delivery plans to cover a period of at least 30 consecutive financial years.
- As noted above, there should be a tidy up of clause 8(1)(b) to say that the WSDP must show how water services will be delivered in a financially sustainable way (rather than financially sustainable for the territorial authority in particular).
- Given the burden of preparing a WSDP, it is recommended that the starting date for WSDPs in clause 13 should be pushed back from 1 July 2025 to 1 July 2026. If not,

clause 13(1) should at least be amended to refer to the 2025-26 financial year, as was presumably intended.

- Reconsider the requirement in clause 11(1)(m) for a WSDP to explain “what the authority proposes to do to ensure that the delivery of water services will be financially sustainable by 30 June 2028”, and that this should be amended to a more realistic date along with consideration of deletion of para (b) in the definition of “financially sustainable”; or suggest rewording the definition of “financially sustainable” to something that brings in elements from s100(1) LGA and s57 Local Government Auckland Council Act 2009.
- It is recommended that clause 12 should be amended to allow for the inclusion of a regional council within a joint arrangement, and for their water services to be included in a joint WSDP.
- We recommend that clauses 15(2) and (3) of the Bill should be replaced by a clear statement of what consultation requirements (if any) apply to a WSDP. It should not be left to territorial authorities to work out whether the LGA requires them to consult on the WSDP.
- We recommend that the Bill include appropriate simplified consultation processes (where consultation is carried out) in the adoption of a WSDP, especially in relation to the identification and consideration of options.
- Further, there should be a provision equivalent to clause 56 (which sets out joint committee powers in the case of proposed joint WSCCOs) clarifying what joint committees can do where there is a proposed joint WSDP.

### **Partnership with Iwi / Māori and The Treaty of Waitangi**

The Bill is silent on the role or involvement of our Iwi / Māori partners or how it gives effect to the Crown’s Treaty of Waitangi obligations and of Te Mana o Te Wai as a korowai for future investment decisions and accountability arrangements.

Our councils are committed to actively engaging with our Iwi / Māori partners through this process and in relation to the development of future service delivery options and WSDP. This process needs to respect and respond to the tikanga of our partners and the range of views across multiple Māori / Iwi / Hapū in our regional area.

We note that precluding the consideration of the hierarchy of obligations in resource consents under the Resource Management Act 1991 is being advanced, amongst other matters, through the Resource Management (Freshwater and Other Matters) Amendment Bill. Submissions on that bill close on 30 June.

The approach to Te Mana o te Wai across both bills should be consistent. Further, the Local Government (Water Services Preliminary Arrangements) Bill process should take its lead from the Resource Management (Freshwater and Other Matters) Amendment Bill process. The latter is the more appropriate vehicle to consider the intricacies of how Te Mana o te Wai should be applied. An appropriate link from the Bill would be as part of the key considerations outlined in Clause 8(1).

### **Recommendations:**

- That clause 8(1)(b) have an additional point (v) added to recognise the cultural importance of Te Mana o te Wai.

- That the Committee gives further consideration to how the Bill gives effect to the Crown's Treaty of Waitangi obligations and the principles of Te Mana o te Wai in alignment with review of the RMA.

### **Interrelationship with broader reforms and the need for greater Government support**

The decisions that councils make in relation to a WSDP and potential establishment of a new WSCCO will cut to the heart of the future role, functions, community relationships and financial sustainability of councils. These will be significant and far-reaching decisions that will shape our communities, towns and cities for generations to come. Investment in water will underpin growth and the future economic, environmental and social well-being of New Zealand.

Implementation of these reforms requires increased commitment from Government to work effectively with councils and a recognition that aspects of the reforms will take years to bed in. The cost and resource implications are unclear for councils, making it challenging to plan or fund the reform. This includes the process and costs to establish a regional WSCCO which will be considerable and are not allowed for in our Long Term Plans.

This is possibly the most challenging and changing time for local government since the 1989 reforms. We will need to work through the process of a WSDP in the context of a rapidly changing global geo-political landscape, a cost-of-living crisis and a range of broader Government reforms which will have fundamental impacts on the future form and function of local government. There remains a lack of clear longer-term direction for what this means for councils and our ability to serve our communities sustainably.

We are motivated to have simple, clear and manageable institutional arrangements, accountabilities, regulation and transitional arrangements. This is important not only for water reforms but also councils to enable our communities to thrive. These will be challenging to navigate within the timeframe allowed to develop a WSDP.

In the context of these challenges, we know that local government cannot be successful alone. A stronger future can only be built by collaboration between local and central government. This will require Government to be willing to consider some form of increased support for water reforms.

We are signalling now in the case of the Wellington regional model, that achieving a financially sustainable water network will take 15-20 years of ongoing investment. To be successful we will need some form of Government financial commitment. We are developing options for further engagement with the Government on this matter.

#### **Recommendations:**

- We ask that the Committee gives due consideration to challenges and complexities facing local government, including how more direct support and advice can be given to help navigate the processes required by the Bill.
- We ask that the Committee gives due consideration to interrelationship of water reforms with other Government policy and legislation change.
- We ask that the Committee consider the support that will be required to ensure councils are able to work towards a financially sustainable water network in a bespoke manner based on the needs of the particular region.



## Conclusion

Councils in our region are committed to a sustainable financial model for water services that can deliver on network resilience, enabling growth, improved harbour and catchment health, and excellent, affordable services to our community.

We want to work with Government to ensure that the new water services regime provides the right mechanisms for success. For these outcomes to be achieved, further consideration of the Bill as drafted is required, supported by a commitment to work with local government through the implementation process. This needs to recognise the significant cost and resource implications for councils and that many aspects of the reform will be challenging to put in place by the current establishment date.

We would like to speak to the Finance and Expenditure Select Committee in support of our submission.

Ngā mihi,

*Kerry Prendergast*

Dame Kerry Prendergast

**Chair, Advisory Oversight Group**

Wellington region and Horowhenua water services delivery plan.

### Copy to:

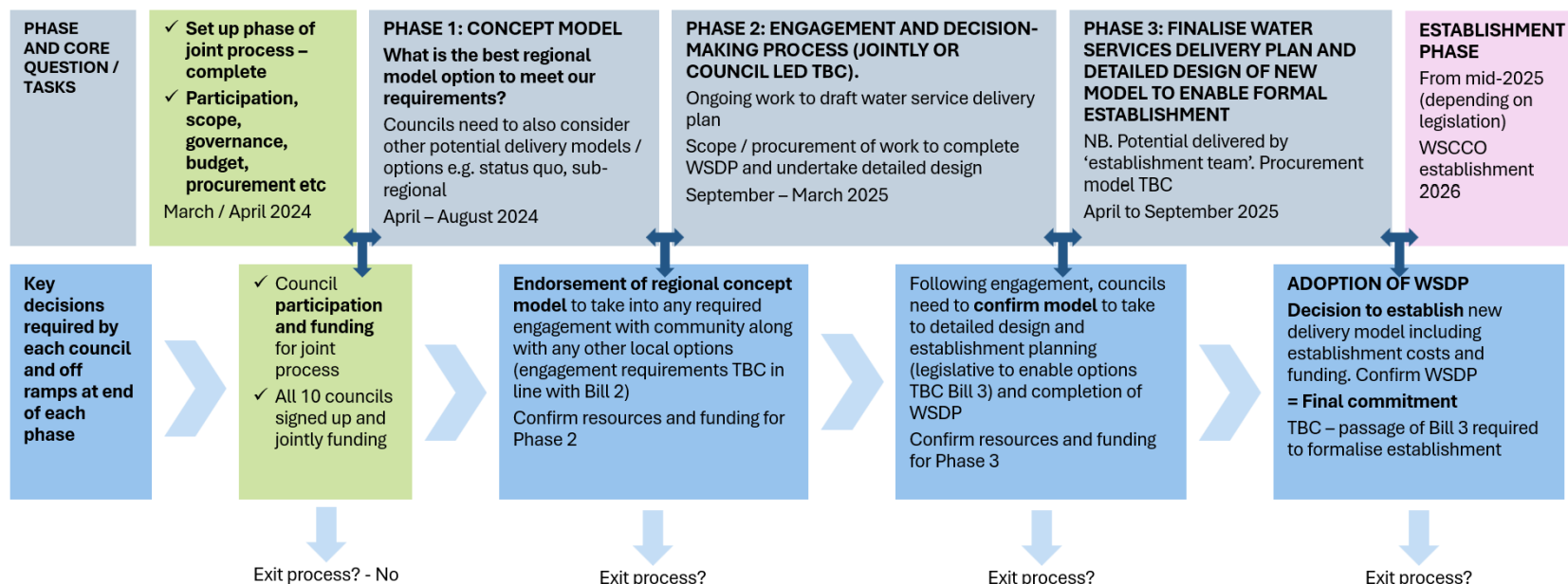
Members of the Advisory Oversight Group

<b>Council / organisation</b>	<b>Representative</b>
Chair	Dame Kerry Prendergast
Greater Wellington Regional Council	Cr Ros Connolly
Upper Hutt City Council	Mayor Wayne Guppy
Hutt City Council	Mayor Campbell Barry
Porirua City Council	Mayor Anita Baker
Wellington City Council	Mayor Tory Whanau
South Wairarapa District Council	Cr Colin Olds
Carterton District Council	Mayor Ron Mark
Masterton District Council	Cr David Holmes
Kāpiti Coast District Council	Mayor Janet Holborow
Horowhenua District Council	Mayor Bernie Wanden
Iwi membership being confirmed – current representative	Helmut Modlik, Tumu Whakarae - CEO, Te Rūnanga o Ngāti Toa

Attachment 1: Indicative Phases, decision points and timeline for Wellington region and Horowhenua District WSDP

# Process and timeline for Wellington WSDP and WSCCO

Our process will enable progressive decision making by councils on both a preferred future delivery model and a water services delivery plan.



**CE REPORT ATTACHMENT 3**



**13 June 2024**

**SUBMITTER DETAILS FOR SERVICE**

Chief Executive  
South Wairarapa District Council  
19 Kitchener Street  
Martinborough  
Email: [Janice.Smith@swdc.govt.nz](mailto:Janice.Smith@swdc.govt.nz)

Chief Executive  
Carterton District Council  
28 Holloway Street  
Carterton  
Email: [Geoffh@cdc.govt.nz](mailto:Geoffh@cdc.govt.nz)

Chief Executive  
Masterton District Council  
161 Queen Street  
Masterton  
Email: [kym.fell@mstn.govt.nz](mailto:kym.fell@mstn.govt.nz)

**Submission on behalf of the collective councils of the Wairarapa region to the Finance and Expenditure Select Committee regarding the Local Government (Water Services Preliminary Arrangements) Bill**

We thank the Finance and Expenditure Select Committee ('the Committee') for the opportunity to submit to its consideration of the Local Government (Water Services Preliminary Arrangements) Bill ('the Bill'). We would appreciate the opportunity to appear at a hearing should there be the opportunity to do so.

**A Wairarapa provincial approach to water service delivery planning**

The ten councils comprising the Wellington regional area and Horowhenua District formally signed a Memorandum of Understanding to work together on a joint water services delivery plan on 10 May 2024.

A feasible option to also be investigated for consultation, is for the Wairarapa and potentially neighbouring provincial councils such as Tararua, to work together on a joint water services delivery plan, that as a minimum, will provide a credible alternative option to be compared against the Wellington regional approach.

The Wairarapa councils have formed a project team and committed considerable resources to work together to develop what we are calling a provincial approach. This distinction from the Wellington regional approach is important because our Wairarapa councils will have a different view on what better outcomes through water services reform will look like and what this will mean to our communities.

To make the very best decisions for our communities we will be weighing up the challenges and the preferred delivery models of each approach before we commit to consultation, because what we will be looking for is greater certainty for our councils, our communities, and our iwi, and this will take time and resourcing to achieve.

**The Need for Clarity Before Decision Making and Consultation**

One of the significant unknown details that will impact on council's ability to complete a Water Services Delivery Plan (WSDP) is that it remains unclear how the Government intends to give effect to its commitments to establish a separate class of financially separate, yet council owned Council

Controlled Organisation ('CCO') and whether there are any differences in the powers and accountabilities of these.

Local authorities also know very little about the financial sustainability rules that are referred to in the legislation, and the detail of the regimes for economic regulation. The former especially is critical to the analysis of different service delivery options.

The Department has committed to producing guidance – but at this point we have not seen any timetable to produce this guidance.

It is critical that the relevant policy settings for Water CCOs are publicly available in time to inform the councils' decision whether to propose a Water CCO versus the status quo, and to consult on that proposal. The Select Committee should clarify the likely timing of consultation to establish a Water CCO, relative to the introduction of the Third Bill.

Even with the clarity requested, considering the complexity of the project for smaller councils already burdened by unprecedented workloads and pressures, it is our view that a more prudent starting date for a WSDP would be 1 July 2026 to enable us the time to avoid applying for an extension tying up valuable resources when we could have made provision for foreseen complexities such as a push for amalgamation upfront.

**Recommendation:**

- That the relevant policy settings for Water CCOs are publicly available in time to inform the councils' decision whether to propose a Water CCO, and to consult on that proposal.
- That the Select Committee should clarify the likely timing of consultation to establish a Water CCO, relative to the introduction of the Third Bill
- We ask that the Committee considers the impacts of these outstanding details in relation to the timeline for councils to submit a WSDP and what guidance is developed to support councils in this process.
- We ask for clarification on the status quo option. Can councils continue to deliver water services out of council operations if they choose and can deliver an acceptable WSDP.
- Given the burden of preparing a WSDP, it is recommended that the starting date for WSDPs in clause 13 should be pushed back from 1 July 2025 to 1 July 2026.

**The Impact on the Ratepayer / Consumer**

The Bill forms only a small part of more significant legislative change, with further detail held over for Bill 3 later in the year. Breaking the reform up into separate bills, while understandable, limits the ability of councils to provide useful feedback or understand the implications of decisions required, whilst simultaneously maintaining a hard deadline of twelve months after enacting the Water Services Preliminary Arrangements Bill to prepare a WSDP.

This further third Bill in late 2024 will deal with many of the more challenging aspects of water reform and until this is clear, there will be several risks and complexities for councils that will directly impact on our ability to confidently develop a WSDP including consideration of options for joint delivery arrangements and a commitment to a new Water CCO.

To bring the risks and complexities down to the Wairarapa level, it is feasible that the decision we make on joint arrangements may lead to a further set of questions about amalgamation of our authorities. What will be critical for us is clarity around the impacts on our ratepayers of splitting off our water assets and whether this will lead to stranded overheads that coupled with greater expectations around compliance and quality in the delivery of water services, results in an unacceptable cost impost on our communities.

We are motivated to have simple, clear, and manageable institutional arrangements, accountabilities, regulation, and transitional arrangements. This will enable councils to manage the post-reform environment to maximum effect to enable our communities to thrive.

**Recommendations:**

- We ask that the Committee gives due consideration to challenges and complexities facing local government, including how more direct support and advice can be given to help navigate through the processes required by the Bill.
- We ask that the Committee gives due consideration of the interrelationship of water reforms with other Government policy and legislation change.
- We ask that the Committee consider the support that will be required to ensure that councils are able to work towards a financially sustainable water network.
- We ask that the Committee consider what support will be given to councils to ensure that any costs because of the transition to and implementation of new arrangements will not exacerbate the cost impacts on ratepayers who will already be bearing the cost of establishing these new entities and delivering better levels of compliance.

**Conclusion**

The Wairarapa Councils are committed to a sustainable financial model for water services that can deliver on network resilience, enabling growth, improved harbour and catchment health, and excellent, affordable services to our community in a provincial context.

We want to work with Government to ensure that the new water services regime provides the right mechanisms for success. For these outcomes to be achieved, further consideration of the Bill as drafted is required, supported by a commitment to work with local government through the implementation process. This needs to recognise the significant cost and resource implications for councils, including post-reform.

We would like to speak to the Finance and Expenditure Select Committee in support of our submission.

Ngā mihi



**Janice Smith**  
CEO, South Wairarapa District Council



**Geoff Hamilton**  
CEO, Carterton District Council



**Kym Fell**  
CEO, Masterton District Council



**Attn: Waka Kotahi NZ Transport Agency**

**Tēnā koutou katoa,**

**Masterton District Council response to the Emergency works investment policies consultation**

This submission provides Masterton District Council's (MDC) response to the Waka Kotahi consultation document on proposed changes to emergency works investment policies.

We recognise the challenges that Waka Kotahi are facing due to the increasing scale and intensity of weather-related events, particularly around substantial additional Crown Funding required in response to these events.

However, we have a number of concerns arising from the proposed changes as set out in the consultation document. These concerns are detailed below.

1. Lack of Resilience and Funding Constraints: Smaller councils like MDC often have less resilient networks and limited funding resources. Redistributing funds away from maintenance and renewals to cover event-related shortfalls is already a challenge. If the criteria for qualifying events increase, it will exacerbate this issue, forcing us to reduce expenditures in other areas and falling further behind on planned works and maintenance.
2. There needs to be a well-thought-out toolbox of practical levers and a supportive funding package that all Road Controlling Authorities can use now and until any policy changes. This will ensure roads can be improved to become more resilient against significant events with return periods between 10 to 20 years. With sufficient time and support, this approach might provide a fighting chance to mitigate the financial risk proposed by the policy change.
3. Inadequate Emergency Reserves: Our council has traditionally carried a storm damage reserve, but since June 2020 the fund's balance of \$0.7million has been drawn down and turned into a deficit of \$1.6million. In addition, we will have borrowed another \$4.7million externally to fund our community's share of the 2022/23 weather-event recovery costs. Our roading assets have been subjected to multiple weather events and we have no emergency funding reserves. We have relied on the +20% and +40% provisions in the current NZTA funding model. Any move away from those formulas will put unsustainable financial stress on the ratepayers of our District.

4. The proposal to only cover events with a 10–20-year probability under work category 140 is concerning, as we have not received increased funding for this category nor been given adequate time to plan for potential additional spending.
5. Challenges with Reducing Levels of Service: The policy suggests reducing the level of service or closing roads as potential options. However, in our experience, these actions are not straightforward and often face onerous legal challenges and public notification issues. This proposal needs to be consistent with other measures the Government and Parliament are considering around climate adaptation and managed retreat and more guidance and support is needed before incorporating such measures into policy.
6. Delays in Remedial Works: The current process outlined in the policy risks delaying the initiation of remedial works. This contradicts the goal of mitigating impact and restoring full service as soon as possible. The process should focus on delivering tangible outcomes rather than becoming an opportunity for prolonged discussions.

In summary, we request further consideration of the proposed policy, as it produces an undue burden on councils, particularly provincial councils, with limited resources and resilience challenges.

Ngā mihi, nā



Kym Fell  
**Chief Executive**

## 8.2 MEETING REPORTS FROM COUNCILLORS

**File Number:**

**Author:** 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**



### 8.3 MAYOR'S REPORT

**File Number:**

**Author:** Gary Caffell, Mayor

#### **PURPOSE**

The Mayor will provide a verbal report.

The four monthly report from LGNZ is attached. This report is designed to help ensure all member councils are up to date with the work LGNZ is doing on councils' behalf.

#### **RECOMMENDATIONS**

That Council

1. receives the verbal report from the Mayor
2. receives the LGNZ March to June 2024 Report to Members

#### **ATTACHMENTS**

1. **LGZ Report to Members March to June 2024** [↓](#)

// **SUBMISSION**



---

# LG NZ four-monthly report for member councils

// March-June 2024





## Ko Tātou LGNZ.

This report summarises LGNZ’s work on behalf of member councils and is produced three times a year. It’s structured around LGNZ’s purpose: to serve local government by **championing**, **connecting** and **supporting** members.

Many councils have found it useful to put this report on the agenda for their next council meeting so that all councillors have the opportunity to review it and provide feedback. Sam and Susan are also happy to join council meetings online to discuss the report or any aspect of it, on request.

This report complements our regular communication channels, including *Keeping it Local* (our fortnightly e-newsletter), providing a more in-depth look at what we do.

### Contents

Introduction .....	4
Champion .....	5
Advocacy work programme .....	5
Rates rise conversation .....	5
City and regional deals .....	6
Local government funding and financing .....	7
Māori wards .....	7
Budget 24 .....	7
Government relations .....	8
Media .....	9
Water services reform .....	10
Resource management reform .....	10
Transport .....	11
Climate change .....	11
Support for Cyclone-affected councils .....	12
Localism .....	12
Electoral Reform Working Group .....	13
Measuring councils’ collective scale and impact .....	13
Freedom camping .....	13
Rates rebates .....	13
Remits .....	14
Connect .....	16

LGNZ four-monthly report for member councils: March-June 2024 // 2




---

Member visits .....	16
Combined Sector meeting .....	16
Te Uru Kahika and Regional Sector .....	17
Infrastructure Symposium .....	17
Conference and Awards update .....	17
Women in local government .....	17
Te Maruata update .....	18
Hutia te Rito: LGNZ Māori Strategy .....	18
Young Elected Members .....	18
Community Boards Executive Committee .....	19
Support .....	20
Ākōna .....	20
Guidance and advisory for members .....	21
Elected member safety and security .....	21
Te Korowai .....	21
Mayors' Taskforce for Jobs .....	22
Road Efficiency Group (REG) .....	23
Moata Carbon Portal .....	23
Ratepayer Assistance Scheme (RAS) .....	23
Libraries partnership .....	24



---

## Introduction

National Council reset LGNZ's strategy at our 1 March 2024 meeting. LGNZ's purpose is now to serve members by championing, connecting and supporting local government.

**Champion** means we advocate for local government on critical issues, build relationships with ministers and officials, and use media to amplify member voices and stories.

**Connect** means we bring members together at zone, sector and conference events or via networks like Te Maruata, Young Elected Members and our community boards network, and that we create strong feedback loops between members and LGNZ's work.

**Support** means we provide professional development uniquely tailored to local government, support councils and elected members when they are stuck, and support elected members to deal with pressure and harassment.

Everything LGNZ does comes under these pillars – and that's why they form the structure of this report. I hope reading this report stresses the breadth and depth of LGNZ's work. Our small team is dedicated to delivering for members and this period has been both intense and rewarding.

This four-monthly period has also included LGNZ's annual membership invoicing. We never take members for granted, and during this time there's been really constructive conversations with councils considering their membership. Grey and Westland have chosen not to stay members, and we're sorry to see them go.

As always, we welcome your feedback. The purpose of sharing this detailed report is to give you an opportunity to share your views, and we look forward to hearing them, whether that's in person, via email or a phone conversation. We're always keen to hear from you.

Ngā mihi  
Sam and Susan



---

## Champion

### Advocacy work programme

In March we shared [a document outlining our next steps on our Future by Local Government work](#) with members. It sets out the things we'll advocate for now, the work that local government can collectively start doing to shift towards a new future, and the things that will be longer-term advocacy priorities. This has been the foundation for National Council's work to confirm LGNZ's broad and targeted advocated priorities.

At the Combined Sector meeting in April, we asked members to rank our five broad advocacy areas in terms of priority. These were the resulting rankings:

1. Funding and financing
2. Water (including freshwater)
3. Resource Management Reform
4. Transport
5. Climate change

We also asked members to rank targeted advocacy priorities, with the results as follows:

1. Toolbox approach to funding and financing
2. Four-year term for local government
3. Development of a framework around city/regional deals
4. Changes to Regulatory Impact Statements to consider the impact of decisions on local government
5. Opposing changes to Māori ward/constituency referendum requirements.

Off the back of this ranking exercise, we have finalised our advocacy work programme. This has been shared with members and added as a third page to our 2024 [LGNZ A3](#).

We are now in the process of developing more detailed work plans for each of the five broad advocacy areas, setting out what we're trying to achieve under each area and the work we'll do. We plan to share these work plans with members soon.

### Rates rise conversation

LGNZ has generated hundreds of stories and op-eds via all major media outlets this year on rates rises, the cost pressures facing councils and what's driving them. We generated 52 media items alone on the Infometrics report we launched in mid-March, which analysed increases in local government infrastructure costs that are driving rates rises.

Our March rates rise toolkit included:

- [Key messages](#)
- [Powerpoint](#)



- [Infometrics report](#)

We had overwhelmingly positive feedback on this toolkit and how useful members found it. Councils have been using the data we've provided on increasing cost pressures in their own engagement with media and in their LTP consultation documents. Regional journalists have made good use of the research LGNZ commissioned in their pieces, giving a national perspective on local rates rises.

We launched our second rates rise toolkit at the Combined Sector meeting on 11 April. This covered tax vs rates, how rates compare to other bills, and how we fund infrastructure:

- [Key messages](#)
- [Powerpoint](#)
- [Social assets](#)

Again we have had a very positive response to this work and it was well used by members. For example, our social media posts and assets are being repurposed in councils' own accounts, and attracting some positive engagement from the public, and the information we've shared has been used in some councils' LTP consultation documents.

Our third toolkit will launch in late June and feature research we've commissioned by NZIER on the costs of central government reforms on local government. It looks at a basket of primary and secondary legislation (introduced by different governments) to quantify the cost impact of unfunded mandates on councils and communities. The specific areas (National Policy Statement for Freshwater Management, National Policy Statement on Urban Development and Medium Density Residential Standards, Local Alcohol Policies, improving recycling and food scrap collections) have been chosen to be representative of reforms with a range of impacts on councils.

Our social media rates rise series highlighting the difference between central government income and local government income has had strong engagement. This campaign aims to explain why rates rises occur, especially in the face of rising living costs, and to highlight that this is a widespread systemic issue. Through this series, we've explored how councils are financed, the services they offer, and the benefits residents receive from their investment in rates. The series overall has received over 60,000 impressions across platforms.

### **City and regional deals**

The Government has strongly signalled interest in long-term city and regional deals as a way to partner with local government to create pipelines of regional projects.

We have released a proposal that sets out the key things councils need to see reflected in city and regional deals, and how these will support better alignment between central and local government. This proposal has supported our ongoing engagement with DIA and Ministers on the development of the Government's city and regional deals framework, which we expect to be released around August.



We shared [the proposal](#), as well as a [factsheet](#) and [range of international examples](#), with members in late May.

Our Policy Team is meeting with DIA officials to discuss our proposals in more detail, and we have been approached by the New Zealand Initiative to speak about our work on their podcast. The Initiative's view is that our proposals are worth promoting as a way forward.

### **Local government funding and financing**

We are in the process of developing a local government funding and financing policy and advocacy work plan to be shared with members. This will be a high-level plan setting out key policy, media and government relations actions and objectives. We have also begun work on a 'long list' of funding and financing tools that could form part of a funding and financing toolbox, which will include policy analysis of options. We plan to engage members on that as our work progresses.

Mayor Campbell Barry and Policy Manager Simon Randall recently met with the Local Government Business Forum (which contains representatives from organisations like Federated Farmers, the New Zealand Initiative, Hospitality New Zealand and Business New Zealand) to talk about local government's funding and financing challenges. We are pleased to be having ongoing engagement with the Forum.

### **Māori wards**

In May we released a toolkit to support media engagement on this topic – based on our position that councils should make these decisions as they do on other wards and constituencies.

On 24 May, the Government introduced legislation to the House on reforms to Māori wards and constituencies. Submissions on this legislation were due by 29 May. Our submission was developed with input from Te Maruata Rōpū Whakahaere and was consistent with LGNZ's position that decisions on whether a community has Māori wards or constituencies should be made in the same way as other ward/constituency decisions – by councils with community and iwi consultation.

Thanks to a suggestion from Mayor Grant Smith, we developed a letter that Mayors and Chairs could choose to sign, opposing the Government's changes for the reason set out above. The letter reflected LGNZ's consistent position on this issue since 2018. Fifty-three Mayors/Chairs have now signed the letter, plus our Te Maruata Co-Chairs, and many spoke up in the media.

### **Budget 24**

We were inside the Budget lockup on 30 May and produced [analysis for members](#) that was shared that evening, as well as media engagement that highlighted the Budget's impact on local government.





---

## Government relations

We are continuing our work to develop a strong partnership with the Government and other politicians building on our regular formal meetings with the Prime Minister, Ministers and key officials with additional informal meetings. We have made changes to our approach to political engagement which has seen us:

- Be part of political events such as Waitangi Commemorations, where it's possible to speak to a broader range of Ministers in formal and informal settings;
- Host a localism briefing with National Party MPs and provide follow up support to showcase examples of localism in action in their rohe; and
- Host a pizza and drinks night for Members of Parliament who were previously local government elected members or staff.

These types of engagements help build a broader cohort of central government politicians who understand and can advocate for local government from within.

On 3 April we had one of our regular quarterly meetings with Local Government Minister Simeon Brown. We discussed our desire to see changes to the rates rebate scheme, our work to support councils with the rates rises conversation, and the need for a broader range of funding and financing tools.

Mayor Neil Holdom (in his capacity as Chair of the LGNZ Transport Forum) and Mayor Campbell Barry were invited to meet with Transport Minister Simeon Brown in late March and provided feedback on the draft GPS, including signalling ways in which they thought it could be adjusted to provide councils with greater flexibility.

We have also secured quarterly meetings with Infrastructure Minister Chris Bishop. We had our first regular meeting with Minister Bishop on 16 April, and covered a wide range of topics including infrastructure, housing, local government funding and financing, resource management reform and how the Minister engages with local government.

The Minister agreed with our request for local government representation on his expert ministerial advisory group that is being set up to support phase 3 of the resource management reform programme, and we have put forward names for consideration.

Toby Adams, Mike Theelen and Nigel Corry (supported by Grace) have also recently met with Minister Bishop to discuss how he might engage with the Local Government Steering Group (LGSG) and/or a variation of this going forward. There are positive indications that the Minister is prepared to engage with a smaller, nimble group, so the larger LGSG has been put on hold and a smaller local government reference group formed for this purpose. Thanks to everyone who's contributed energy and expertise to this group over the past three years.

During May we met with Minister Shane Jones to discuss regional economic development and city/regional deals; Max Baxter, MTFJ Chair and the MTFJ team has met with Social Development Minister Louise Upston; and Susan attended a pre-Budget lunch event with the Prime Minister in Auckland.

---

LGNZ four-monthly report for member councils: March-June 2024 // 8



---

In late May, we were invited to present to the Governance and Administration Select Committee on LGNZ's work, with Sam and Susan spending a productive hour explaining what LGNZ does on behalf of members and fielding questions.

In June we have regular meetings with Infrastructure and RMA Reform Minister Chris Bishop (our focus will be on housing and the discussion will involve Mayor Sandra Hazlehurst and Nigel Bickle, CE Hastings District Council), Local Government Minister Simeon Brown, and Regional Development Minister Shane Jones.

## Media

Our most visible media work during this period has been the rates rise conversation discussed above, and we have overall had a significant lift in engagement and profile.

To support the toolkit work discussed above, in early May, Infometrics crunched the numbers on GST from rates being returned to councils and we arranged a joint press conference. Sam and Infometrics CE Brad Olsen spoke to media on Parliament's steps, and Mayors across the motu have used the figures in their own discussions. This was covered extensively, and Sam also spoke about the research and rates rises on [Nine to Noon](#). NBR also ran a feature piece on key issues facing local government, including funding and financing and the expected city/regional deals.

Another major piece of advocacy through media is four-year-terms for local government. Sam has used every opportunity to talk about the efficiencies we'd gain by implementing longer electoral terms. This has led to stories in local papers as well as in-depth coverage by RNZ's political reporter, Russell Palmer. We have kept this conversation alive, having publicly launched the LGNZ Electoral Reform Group on 4 June and supported Chair Nick Smith with media engagement, including [1News](#) and breakfast media.

Leveraging the discussions at the Combined Sector meeting in April, we put the spotlight on city/regional deals, featuring in [pieces by Newsroom](#) and [The Spinoff](#). We had coverage by NBR on the link between tourism and local government in Minister Doocey's session. This media furthers our advocacy priority for new funding and financing tools.

We've been working in with some local papers on stories – including in Ashburton Guardian about how [constant Government reforms cause headaches for councils](#), and in ODT on the power of localism – featuring some of our members highlighting why localism matters.

Earlier this year, LGNZ ran a session for Mayors Taskforce for Jobs supporting individual council programmes to better tell their story of localism and council delivery. Since March, this has spurred an uptick in local media coverage positively highlighting the programme. A highlight was a [Seven Sharp](#) piece brokered by LGNZ on the only Windmill in the Southern Hemisphere, which aired in March.

Our city/regional deals proposal was [previewed by Newsroom](#), with Sam also appearing on the AM Show and [Mike Hosking's Breakfast](#).



---

The Māori wards/constituencies letter received strong coverage on [OneNews](#) and in [Stuff](#). The day before the Budget, we had an [op ed by Sam](#) published in Stuff's The Post and The Press, and our Budget comments gained good traction.

### **Water services reform**

The repeal of the previous government's water services legislation gave councils an additional three months to adopt their LTPs, an ability to forgo the audit of the consultation document, and to reduce consultation requirements on subsequent amendments. Alternatively, councils have been able to defer development of their LTP for 12 months if they produce an enhanced Annual Plan. We advocated for this relief and were pleased to see the Government make it available.

The replacement approach for water services will be rolled out in two parts. A first bill, the Local Government (Water Services Preliminary Arrangements) Bill, was introduced to the House in late May and LGNZ will be submitting on it to highlight councils' commonly held concerns with the bill and suggestions for improvement. This bill will be passed by the middle of the year and will require the development of service delivery plans (which will be the vehicle to self-determine future service delivery arrangements). This bill also puts in place transitional economic regulation and provides a streamlined process for establishing joint water services CCOs.

A second bill will be introduced at the end of the year and will set out provisions relating to long-term requirements for financial sustainability, provide for a complete economic regulation regime, and introduce a new range of structural and financing tools, including a new type of financially independent council-controlled organisation.

A technical advisory group has been formed to support the development of the legislation and related policy. We recommended two names for this technical group – one of them was selected (Mark Reese, Chapman Tripp).

LGNZ has been advocating for updates to the mandatory performance measures for water so that councils don't have to report against both the Taumata Arowai Drinking Water Standards and the now-replaced Ministry of Health Drinking Water Standards. We've been successful in securing this change, which has gone to councils for your feedback. Final changes should be in place by mid-June.

Taumata Arowai is starting to develop regulations for storm water and wastewater, and attended recent sector meetings. We are also engaging with Taumata Arowai on new wastewater and stormwater standards.

### **Resource management reform**

The Government repealed the Natural and Built Environments and Spatial Planning Acts prior to Christmas. It then worked at pace to develop a new fast-track consenting regime. We made a joint submission on the new legislation with Taituarā and on 4 June we will appear before the



---

Environment Committee with Taituarā in support of our submission. Our submission acknowledged the need for a fast-track process but identified a number of improvements that our members want to see including better alignment with councils' planning documents and processes, more time for engagement with councils and more of a focus on sustainable development. Our submission was informed by workshops that we held at each of our April sector meetings.

The new Government is working quickly to make a number of changes to national direction, including the NPS-Freshwater Management. We're monitoring these changes closely along with Taituarā and Te Uru Kahika.

Grace and Susan meet regularly with the MfE leadership team. These meetings are constructive and positive.

As noted above, we've worked closely with Mayor Toby Adams, in his role as Co-Chair of the Resource Management Reform Local Government Steering Group, to support him to engage with Minister Bishop on options for engaging with local government on changes to the resource management system. And we've recommended local government representatives to sit on an expert ministerial working group that Minister Bishop is planning to establish to support his reform programme.

## **Transport**

The LGNZ Transport Forum, chaired by Mayor Neil Holdom, worked closely with our policy team to pull together our submission on the draft Land Transport GPS. We had good engagement with our draft submission, with 18 councils providing constructive feedback.

The Transport Forum had its second meeting of the year on 23 May, which covered off a range of key issues including the NZTA emergency works review, the Road Efficiency Group's (REG) ongoing efforts to improve the collection and presentation of transport data, and progress on the Government Policy Statement on Transport and National Land Transport Programme.

Our Transport Forum is continuing to progress its work programme and engage with members. Immediate priorities for LGNZ in the transport space include considering the impacts of the upcoming Budget, completing our submission on the emergency works review, and reviewing the finalised GPS when it is completed (the draft of which we submitted on earlier this year).

## **Climate change**

We welcomed the Government's announcement that the Finance and Expenditure Committee will be continuing the inquiry into climate change adaptation that was started by the previous government. We're pleased that the Government's announcement has received cross-party support and in our press release emphasised the importance of engagement with local government given its role in adaptation, the urgent need to address adaptation funding arrangements and the need for thought to be given to the framework for managed retreat.



---

The submission that we made to the earlier inquiry will be considered by the Finance and Expenditure Committee and we're planning to provide the Committee with some additional comments.

We were pleased to be able to suggest Aileen Lawrie, CE of Thames-Coromandel District Council, as local government representative on the expert reference group that the Ministry for the Environment has established to support its climate adaptation work.

### **Support for Cyclone-affected councils**

The Policy Team has met with the secretariat of the Cyclone Gabrielle Recovery Taskforce to support development of their insights framework, which seeks to capture the lessons learned from their work. We have also started engagement with the Department of Prime Minister and Cabinet on their next steps on their critical infrastructure framework and minimum standards.

The report on the Government Inquiry into the Response to the North Island Severe Weather Events was released in April. We understand that consideration of the Emergency Management Bill (which we submitted on in October 2023) is on hold until the release of this report, so the Select Committee can consider it and any changes needed to the Bill. This may involve further submissions or engagement.

We worked with Mayor Rehette Stoltz, CE Nedine Thatcher-Swann and the team at Gisborne District Council to write a letter to Ministers and officials raising concerns with the process that was adopted for the Ministerial Inquiry into Land Use that Gisborne District Council was subject to last year. The purpose of the letter was to highlight that we don't want similar process issues repeated in any future inquiries that local government may be subject to.

### **Localism**

We are developing our Choose Localism toolkit, which will be released at our SuperLocal Conference. The toolkit sets out a wide range of tools and approaches councils can use to make a localist future a reality and apply a localism lens across their day-to-day work. The toolkit has four broad headings: collaboration and input; place-based empowerment and devolution; planning, budgeting and resource allocation; and growing and developing local economic and social success.

We have also worked with Curia to poll members of the public on local government issues. The data will look at perceptions around the effectiveness of councils, how councils could improve their effectiveness and who is best placed to make certain decisions/deliver certain services out of central and local government or a combination of both. We are planning to release the findings and supporting work and recommendations at SuperLocal.



---

### **Electoral Reform Working Group**

As part of our broader work on Choose Localism, we are looking at ways to tackle the issue of mandate for local government. There have been several reviews and numerous calls for local government electoral reform over the years, with no progress being made. Only four out of ten eligible voters have their say in local elections, compared with eight out of ten for central government.

Mayor Hon Dr Nick Smith, who has been part of a number of Justice Select Committees looking into this, will be leading an LGNZ working group to get some traction on the issue. The working group will have a very clear purpose: to drive LGNZ's advocacy work to strengthen the democratic mandate for local government to advocate for and meet the needs of communities, with a particular focus on increasing participation.

As well as Mayor Nick, other members of the group are Mayors Rehette Stoltz, Susan O'Regan and Campbell Barry, and Toni Boynton (Te Maruata Co-Chair). The group is meeting shortly to finalise its Terms of Reference and confirm its work programme. We'll keep members informed as this work progresses.

### **Measuring councils' collective scale and impact**

We are holding a zoom on 6 June to support this data-gathering project, initiated by National Council member Mayor Neil Holdom, which aims to consolidate key local government expenditure into a collective national database. The purpose of this is to enable easy comparison between councils and to have data to support key conversations with central government on infrastructure and investment.

### **Freedom camping**

The Policy Team have released updated guidance and a model bylaw that reflect recent amendments to legislation and case law, to support councils to develop, review, and administer bylaws relating to the Freedom Camping Act 2011 (FCA). Amendments to the FCA came into force on 7 June 2023, but there is a transitional period before the new certification for self-contained motor vehicles and related provisions come into force.

The Ministry of Business, Innovation and Employment and the New Zealand Motor Caravan Association part funded this work, and we worked with them and Taituarā to develop it.

### **Rates rebates**

The Minister for Local Government announced an increase to the rates rebate scheme, shortly after we met Ministers Brown and Costello in early April and talked about the need for these changes to



support low-income households. We've advocated strongly on this issue for several years off the back of remits put forward by Whanganui District Council (2020 AGM) and Horowhenua District Council (2023 AGM). However, the increases are only in line with inflation, not the Local Government Cost Index, which is the core ask of the remit put forward by Horowhenua District Council in 2020. We'll continue to advocate for increases to be in line with the LGCI.

### Remits

We're continuing to make progress on remits where we can – though as is always the case following a General Election, progress slowed while the new government bedded in and we developed an understanding of how our remits relate to its priorities.

Remit	Progress update
<b>Allocation of risk and liability in the building sector</b>	We're yet to start substantive work to progress this remit. However, we did raise the issues that this remit addresses through our involvement in a working group that was reviewing the building consent system in 2023.
<b>Rates rebates</b>	As noted above, the Minister for Local Government announced an increase to the rates rebate scheme, shortly after we met Ministers Brown and Costello in early April and talked about the need for these changes to support low-income households.
<b>Roading/transport maintenance funding</b>	Our Transport Forum is leading work on this remit. Our submission to the draft Government Policy Statement advocated for increased investment in road maintenance.
<b>Local election accessibility</b>	We're yet to start substantive work to progress this remit.
<b>Ability for co-chairs at formal meetings</b>	Guidance on how to introduce co-chairs, which has been informed by legal advice, has been incorporated into our revised Guide to the LGNZ Standing Orders Template, which was published in early February 2024.
<b>Parking infringement penalties</b>	We're yet to start substantive work to progress this remit.
<b>Rural and regional public transport</b>	This remit is being progressed through the work that our Transport Forum is leading. Our submission to the draft GPS Land Transport advocated for increased investment in rural and regional public transport.
<b>Establishing resolution service</b>	We have built work on developing a resolution service into the refreshed LGNZ strategy.
<b>Earthquake prone buildings</b>	As championed by Manawatū District Council (the mover of this remit), a review of the current earthquake strengthening requirements has been announced. Our Policy Team has been working with Manawatū District Council and officials at MBIE to ensure the review meets the needs of local government, and that



	there is strong local government input into it. There has been good media coverage of this review, and the role Manawatū District Council has played in pushing for it.
<b>KiwiSaver contributions for elected members</b>	We have engaged with Minister Brown on this issue, and he expressed some interest in it. We have engaged Simpson Grierson to provide detailed advice on options for providing KiwiSaver contributions for elected members – including drafting of relevant legislative clauses, so that we’re able to present a package of options for reform to the Government.
<b>Scope of audits and audit fees</b>	Part of the approach to reduce fees is to ensure that the legislative requirements and scope (and resulting repetition and complexity) of Long-term Plans and Annual Plans and reports are reduced to be better aligned with needs and cost less to audit. A workshop with Audit NZ, Taituarā and the Office of the Auditor General has been organised for July to review the current requirements of long-term planning and associated reporting.

Remit applications for the 2024 AGM close on Tuesday 18 June. Currently no remits have been received, although we know of at least three in development. The remit committee (President, Vice-President, CEO, and Director Policy & Advocacy) will consider these on 1 July, with the approved remits being circulated to members on 3 July.





---

## Connect

### Member visits

Rates rises are top of mind for all councils so our work on this issue has been front and centre in our discussions with councils over the past four months.

As well as Sam, Campbell and representatives from LGNZ's leadership team being at zones 2, 1, 3 and 5-6, Sam and Susan visited councils in Otago and Southland, the wider Wellington region and Northland in March/April. We then visited the West Coast councils on 17-18 April and attended a WCRC meeting on 9 April after conversations about the value they derived from regional sector meetings. Since the start of May, we've visited councils in Manawatū, Whanganui, Upper Hutt, Horowhenua and Canterbury (including Christchurch). All these visits are incredibly valuable in terms of connecting councils with our work and receiving feedback. We are now planning visits over the next few months and post-conference towards the goal of visiting or scheduling visits with all members in Sam's first year as President.

### Combined Sector meeting

Our Combined Sector meeting on Thursday 11 April featured a strong range of speakers, with a focus on rates rises, the cost of infrastructure and the fast-track consenting legislation. Speakers included Mayor of Greater Manchester Andy Burnham, Brad Olsen (Infometrics), Dr Eric Crampton (NZ Initiative), Philippa Fourie (Fonterra), Jade Wikaira (Wikaira Consulting Ltd), Richard Capie (Forest & Bird), Geoff Cooper (New Zealand Infrastructure Commission, Te Waihangā) and the team from Simpson Grierson who talked about fast-track consenting.

We've had very positive feedback on the day, with an average rating overall by survey respondents of 4.5/5, with the programme getting 4.6/5 and the overall organisation 4.8/5. Comments included:

- *Really happy with the new direction of LGNZ and the consultative approach - enjoy the interactive sessions (using SLIDO)*
- *Very worthwhile day. Stakeholder event was excellent*
- *In my opinion, this was one of the best LGNZ events I have ever attended. Topics were spot on, plenty of time to network (which is a huge benefit that comes from these events), great speakers, kicking off with the Manchester Mayor really set the scene. Well done to the organisers!*

Sector meetings the following day also ran well.



---

### **Te Uru Kahika and Regional Sector**

The Regional Sector and Te Uru Kahika’s priorities – climate resilience, resource management system, Te Ao Māori, the Government’s reform agenda in freshwater, water services regulation, and transport – align closely with LGNZ’s advocacy priorities, providing a wide range of opportunities for collaboration. This includes our recent participation in Te Uru Kahika’s Climate Workshop.

Our team is meeting regularly with Te Uru Kahika to ensure we are joined up in our support for the Regional Sector. We continue to work together closely on submissions and engagement on central government reforms.

### **Infrastructure Symposium**

We’re looking forward to this Combined Sector event on 13/14 June and have secured another strong line-up of speakers, with the [finalised programme available here](#). Infrastructure Minister Chris Bishop will speak at the networking event on the Thursday night, and Sir Bill English is one of our keynote speakers on 14 June. Other speakers include Opposition Local Government spokesperson Hon Kieran McAnulty, Peter Nunns (Director Economics, Te Waihanga Infrastructure Commission), Simon Dyne (COO, Fulton Hogan), Councillor Linda Scott (via zoom, President, Australian Local Government Association), Malcolm Smith (Australasian Cities Leader, Arup) plus expert panels and more. Registrations are tracking well.

### **Conference and Awards update**

Planning is well advanced for both SuperLocal 2024 and the Community Boards conference, along with additional events for Te Maruata and Young Elected Members, LGNZ’s Annual General Meeting, the Mayors for Taskforce breakfast and numerous networking events across the three days.

In early April we launched SuperLocal24 to members and opened registrations. This followed the earlier launch of the SuperLocal 24 Awards.

We will exceed our sponsorship target for SuperLocal, which is a real achievement in the current climate.

We have finalised the programme, which has a dynamic line up of speakers, and registrations are on track.

### **Women in local government**

Following on from our 13 February zoom for women in local government, we are planning a lunch immediately before the SuperLocal conference, which will feature Finance Minister Nicola Willis as the opening speaker.



---

## **Te Maruata update**

Te Maruata held its first whānui hui online on 14 March to reset priorities for the remainder of the triennium. The hui included a kōrero with MP Marama Davidson, the election of new members for the Roopu Whakahaere as well as opportunity to meet with Mereana Taungapeau, LGNZ's recently appointed Kaitohutohu Matua Māori. Aubrey Ria was elected as the Rural & Provincial representative, and Keri Brown was elected as the at-large representative.

Te Maruata held its monthly online wānanga on 24 April. Te Whatu Ora provided updates on the Sale and Supply of Alcohol Amendment Act – specifically around the incorporation of Tikanga Māori into licensing hearings. There was also broad discussion about Māori wards and the Fast-Track Amendment Bill.

A key issue for Te Maruata is strong advocacy on retaining current arrangements for the establishment of Māori wards and constituencies.

At the Te Maruata Rōpū Whakahaere hui on 9-10 May, kaupapa included Māori wards, Te Maruata membership, the programme for the Te Maruata Hui at conference and the Hutia te Rito strategy – the LGNZ Te Ao Māori approach. The in-person hui included the member now representing Community Boards, Jock Martin (who represents the Lawrence/Tuapeka ward for Clutha District Council).

The Rōpū Whakahaere have been conscious of ensuring Te Maruata members are supported during the debates around Māori wards, which has been a difficult time for many. Regular comms, information sharing and opportunities for kōrerō have been activated so that Te Maruata members feel supported and connected. Equally it's important that the voices of Māori ward councillors and Māori elected members are uplifted. Te Maruata Rōpū Whakahaere made a submission on the Bill in support of LGNZ's submission that also spoke to personal experiences and the critical role Māori councillors play at decision-making tables across Aotearoa.

### **Hutia te Rito: LGNZ Māori Strategy**

Our Kaitohutohu Matua Māori Mereana Taungapeau led the organisation of a staff wānanga at Raukawa Marae in Ōtaki on 1-2 May. Its purpose was to introduce staff to Hutia te Rito and the Te Ao Māori work programme for LGNZ which is currently in development.

## **Young Elected Members**

The YEM Committee are keen to continue holding annual YEM Hui, and are well underway with planning for this year's event. The Committee has confirmed dates for this year's Hui (16-18 October) and will be holding it in Christchurch. In response to member feedback, we've brought the Hui forward and shared the dates early so people can get it in their diaries.

The YEM Committee met online in March and in person at the end of May. As well as discussing the next Hui and their pre-SuperLocal gathering, the Committee has refined the YEM Strategy and Kaupapa based on feedback received from the network at the end of last year.



---

Petone Community Board member Kaz Yung has been elected to the YEM Committee as the community boards representative, and the Committee has also welcomed new member Councillor Deon Swiggs (Environment Canterbury), who has replaced Deputy Mayor of Westland Ash Cassin, following Westland's decision to withdraw from LGNZ membership.

### **Community Boards Executive Committee**

Over the last few months CBEC has been actively involved in a number of initiatives:

- **Satisfaction survey of community boards and mayors:** CBEC commissioned FrankAdvice to undertake a survey of community boards and mayors to better understand the mood of community boards, and relationships between councils and community boards, as well as identify areas for improvement, with particular emphasis on roles, remuneration and relationships with councils. The final report, with recommendations, was released in late February. The findings will be used for ongoing advocacy by CBEC and to inform updates to the Governance Guide for Community Boards.
- **Community Boards Conference:** CBEC is well underway with planning for the 2024 Community Boards Conference, which is being held as part of SuperLocal. CBEC members have been working hard with the LGNZ team to pull together a programme, and seek speakers and sponsorship.
- **Declarations:** the Committee has discovered that some councils do not require appointed board members to make a community board declaration – creating a potential risk to councils should a board decision be challenged on the basis that some members were ineligible to vote. CBEC sought legal advice, which confirmed that all appointed members should make a community board declaration as well as their council declaration. That advice has been sent to all councils with community boards.
- **Remuneration:** CBEC is working with the Remuneration Authority to improve the basis on which community board remuneration is set. The Authority has not been able to resolve how to remunerate boards with additional responsibilities (member pay is based on population without any consideration of the level of responsibility). The Committee has been engaging regularly with the Remuneration Authority on options. It's meeting in June to develop a work programme to deliver on recommendations resulting from its survey of community board members and Mayors.

Kaz Yung (who was elected to the Young Elected Members Committee) has joined our Community Boards Executive Committee. Jock Martin has also been elected to CBEC and Te Maruata, as noted above.

CBEC held a zoom for all community board members in late March, where they discussed the results of the survey of community board members and mayors, and options for remunerating community board members. The zoom was attended by around 40 members.



---

## Support

### Ākona

On 3 April, we gave all elected members access to Ākona, following National Council's decision that subscription should be rolled into the member fee.

The number of logins continues to grow, with 50-60 learners being added each week. Engagement with Ako hours already exceeds expectations, and registrations for next month's Climate Change Adaptation Ako hour are climbing quickly.

Sector engagement with Ākona has also significantly increased. Last week's bi-monthly hui with Council L&D staff (which would previously attract 10 or less participants) had almost 30 participants. There were also multiple requests for the hui to be recorded and sent to those who could not attend. Hui participants expressed their support of the system, including the new skills analysis tool. There was also keen interest in working with LGNZ to build elected member engagement through coaching sessions, to develop learning programmes, and to develop learning policy based on Ākona content.

The Induction 2025 Project has commenced with the development of a triennial calendar of learning linked to key sector milestones. This calendar will be tested by a group of sector representatives over the next few weeks, with a view to complete induction design by the end of October. The purpose and approach to Induction hui is being refined based on member input and feedback from the 2022 events.

Discussions have begun with Taituarā to develop an induction pack that will include pre-elected learning resources, (as per the framework). A pre-candidacy package of learning will also soon be developed to support the promotion of local governance participation in our communities.

There are new courses recently released or nearing release include:

- Climate Change
- Te Reo
- Decision Making
- The CE Relationship
- Leading diverse communities

In addition, the tīma worked with PD Training to contextualise a Critical Thinking workshop which was delivered at Napier District Council in late February. A targeted workshop focused on Chairing Meetings/Standing Orders has also been developed. Both options will become a permanent part of Ākona offerings.



---

## Guidance and advisory for members

We've updated our [Guide to the LGNZ Standing Orders Templates](#). The updates provide councils with guidance on how to amend their standing orders to incorporate changes to the definition of a quorum (for those joining by audio visual means). They also provide guidance on the Ombudsman's recent report on public access to workshops.

We're working with the Taituarā Democracy and Participation Working Group to fine tune our Standing Orders Template, with a focus on readability. The updated version will be available to councils in early 2025, giving plenty of time to be prepared ahead of the 2025 local body elections. The new template will also reflect legislative changes made since mid-2022 when the current template was drafted.

## Elected member safety and security

We held a zoom on safety and security on 18 April, with 60 people attending. Panel members Mayor Dan Gordon, Deputy Mayor Angela O'Leary and Mayor Len Salt spoke eloquently about the difficult and disturbing experiences they had had, followed by representatives from NZ Police and Netsafe. This was the start of a conversation and there's clearly more LGNZ can do to support members experiencing this harassment, which is also a threat to local democracy.

At the Combined Sector meeting, we asked attendees about their experiences and the results were:

- 74% had face aggressive, abusive or offensive behaviour as an EM in public meetings
- 65% had faced it online
- 39% had faced it at community events
- 33% had faced in doing every day activities like shopping or collecting children from school

In terms of the levels of behaviour:

- 53% thought it was worse than a year ago
- 41% thought it was similar
- 9% thought it was better.

Our second zoom in this series will be in mid-June, to focus on "sovereign citizens" and vexatious requests, and we've secured a range of panellists/speakers. This topic was suggested in the first zoom, and the third zoom will focus on physical security for EMs. All these zooms are recorded and available to elected members in Ākona, along with related resources. [You can log into Ākona here](#).

## Te Korowai

Our continuous improvement programme, previously known as CouncilMARK, has undergone significant evolution over the past year in response to feedback from the sector. These changes aim to increase programme participation and deliver greater value to participating councils.



---

Renamed 'Te Korowai', the programme has extended its focus beyond independent assessments to support councils throughout their continuous improvement journey, both before and after assessment.

Te Korowai emphasises a wraparound support for councils, the establishment of development benchmarks and aligning council performance with priorities. The introduction of additional development pathways facilitates the translation of assessment findings into actionable plans, enabling councils to optimise their performance.

We have collaborated closely with Waikato Regional Council, which served as the pilot for the new programme. Following their successful on-site assessment, they have transitioned into the development phase. Initial feedback from Waikato Regional Council has been overwhelmingly positive, highlighting how the programme provided valuable insights and confidence to progress along their development journey.

We are currently engaged with several other councils, including as Central Hawkes Bay District Council, Ōtorohanga District Council, and Otago Regional Council, as they prepare to join the revamped programme. Additionally, efforts are underway to align the programme's performance assessment framework with Ākōna, fostering continuous improvement through a culture of learning and development.

### **Mayors' Taskforce for Jobs**

Mayors' Taskforce for Jobs (MTFJ) core group has signed off a refreshed five-year strategic plan. The plan reconfirms the focus of the MTFJ kaupapa firmly on rangatahi, particularly those youth who are NEET (Not in Employment, Education or Training).

LGNZ supported Mayor Max Baxter, MTFJ Chair, to secure a meeting with the Social Development Minister Louise Upston, which the MTFJ team of Maree and Tammie attended, along with Scott.

Max also met with Minister Upston while attending a joint visit to Waimate to hear firsthand how the programme has delivered better employment outcomes there. The Minister is joining MTFJ for their annual breakfast meeting at SuperLocal.

The MTFJ Governance Group, which oversees MTFJ's strategy and delivery, met in April and May and the Core Group is meeting on 7 June.

Huge credit to the MTFJ council teams who nationally have exceeded their MSD-contracted CEP outcomes, achieving 1,111 employment outcomes for year one well ahead of the due date. This positions the MTFJ MSD employment contract for continued success as it rolls over into year 2, although with reduced contracted funding from (\$10 million to \$8 million).

LGNZ ran an impactful session for MTFJ in February supporting individual council programmes to better tell their story of localism and council delivery, as discussed in the media section above, and reflected in the uptick of media around MTFJ in recent weeks.

---

LGNZ four-monthly report for member councils: March-June 2024 // 22



---

### **Road Efficiency Group (REG)**

LGNZ has been a long-standing partner and supporter of REG and we are pleased to see REG feature in the draft Transport GPS. This includes direction from the Minister that REG, as part of a wider expectation for improved sector performance and efficiency, is to focus on ensuring that all investment in maintaining and improving resilience on the state highway, local and rural road networks is spent in the most efficient manner.

Key focus areas for REG include:

- Finding efficiency in road maintenance spend to deliver more for road users and taxpayers' investment;
- Standardising maintenance protocols and processes to find efficiency where efficiencies can be found;
- Reducing expenditure on temporary traffic management (TTM), which is adding significant cost to road maintenance and reducing efficiency of spend;
- Reviewing Network Outcomes Contracts (NOC) with a focus on achieving long-term maintenance outcomes of 2 percent rehabilitation and 9 percent resurfacing per year, ensuring a proactive approach to road maintenance.

REG is currently reviewing its term of reference and governance arrangements, which will see two independent appointments by the Minister to the REG governance group.

### **Moata Carbon Portal**

Recently we've provided a demo of the portal and had conversations on carbon accounting with Central Otago District Council. We have also supported Mott MacDonald to attend zone meetings to provide an overview of the carbon portal as well as some findings from the carbon baseline completed on Queenstown Lakes LTP in 2023.

The findings from this baseline were that water projects accounted for 55% of QLDC's total capital carbon, with transport accounting for 24% and built environment 21%. Over the course of their LTP, their highest carbon peaks were predicted for 2023 and 2030, with recommendations provided on integrating carbon assessments into their approval and delivery processes.

### **Ratepayer Assistance Scheme (RAS)**

With Auckland and Tauranga confirming support to establish the RAS, we have secured \$1.2 million of the estimated \$3 million required to complete the development work to establish the RAS. On establishment, we would need circa \$23 million establishment capital.

As a reminder, the RAS is a special purpose tool that would provide support to ratepayers to finance any local authority charge. With balance sheet separation, and proximity to both local and central





---

government, it would have a very high credit rating and therefore be able to provide the cheapest possible financing terms to ratepayers.

The Ratepayer Financing Scheme's flexibility would enable it to support:

- Development contributions to enable housing development.
- Home improvement policy to meet healthy homes, earthquake strengthening, home insulation and solar panel installation, water separation and storage etc.
- Rates postponement to provide relief to ratepayer experiencing affordability pressures.

A detailed business case supporting the RAS's viability has been completed with the support of Auckland, Hamilton, Tauranga, Wellington, Christchurch councils alongside the LGFA and LGNZ. We have had recent positive engagement the new governments policy advisors. The RAS could provide financing for future water charges which would assist with affordability.

The Steering Group have engaged with the Government's water Technical Advisory Group to discuss funding and financing more broadly, including the possible role the RAS could play supporting ratepayers and funding infrastructure.

Scott and selected members of the Steering Group met Simon Court (Parliamentary Under-Secretary to the Minister for Infrastructure and the Minister Responsible for RMA Reform) on 3 April and Minister Simeon Brown has expressed interest in learning more about it.

### **Libraries partnership**

Our Libraries Advisor is continuing to deliver the work programme that has been agreed to with DIA and the New Zealand Libraries Partnership Programme, and will be with LGNZ until the end of June 2024, when the project funding comes to an end. This was a Covid-19 recovery initiative so there isn't ongoing funding for this role.

At the end of the project, we'll receive a report that will outline all the key trends identified and findings made across the three years of the project.

Despite local government funding challenges, a large number of councils have supported the removal of fines to improve access to their library resources. Over 60% of councils are fully fines free and 92% are fines free for children and young people.

**9 PUBLIC EXCLUDED**

**RESOLUTION TO EXCLUDE THE PUBLIC**

**RECOMMENDATION(S)**

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>
<p><b>9.1 - Public Excluded Minutes of Council Meeting held on 8 May 2024</b></p>	<p>s6(a) - the making available of the information would be likely to prejudice the maintenance of the law, including the prevention, investigation, and detection of offences, and the right to a fair trial</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)(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 - 22 May 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>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</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>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>	<p>exist under section 6 or section 7</p>
<p><b>9.3 - District Licensing Committee Appointments</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>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>9.4 - Section 17A Review of Solid Waste Services and Recycling Operations</b></p>	<p>s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, 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</p>

---

	(including commercial and industrial negotiations)	reason for withholding would exist under section 6 or section 7
--	--	---