



ORDINARY MEETING of Council AGENDA

Time: 9:30 am
Date: Wednesday, 30 October 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:

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.

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The Chairperson will open the meeting with the karakia

Karakia timatanga

Kia tau ngā manaakitanga a te mea ngaro

ki runga ki tēnā, ki tēnā o tātou

Kia mahea te hua mākihikihi

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

kia tūturu, ka whakamaua kia tīna! Tīna!

Hui e, Tāiki e!

Let the strength and life force of our
ancestors

Be with each and everyone of us

Freeing our path from obstruction

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

Permanently fixed established and
understood

Forward together

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

Karakia whakamutunga

Kua mutu ā mātou mahi

Mō tēnei wā

Manaakitia mai mātou katoa

Ō mātou hoa

Ō mātou whānau

Āio ki te Aorangi

Our work has finished

For the time being

Protect us all

Our friends

Our family

Peace to the universe

1 CONFLICTS OF INTEREST

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

2 APOLOGIES

The Chair invites notice from members of:

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

3 PUBLIC FORUM

4 ITEMS NOT ON THE AGENDA

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

Matters requiring urgent attention as determined by resolution of the Council

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

Minor matters relating to the general business of Council

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

5 CONFIRMATION OF COUNCIL MINUTES

5.1 MINUTES OF COUNCIL MEETING HELD ON 18 SEPTEMBER 2024

File Number:

Author: Harriet Kennedy, Governance Team Leader

Authoriser: Kym Fell, Chief Executive

RECOMMENDATION

That the Minutes of Council Meeting held on 18 September 2024 be received and confirmed as a true and correct record of that meeting.

ATTACHMENTS

- 1. Minutes of Council Meeting held on 18 September 2024**



MINUTES

**Ordinary Council Meeting
Wednesday, 18 September 2024**

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**MINUTES OF MASTERTON DISTRICT COUNCIL
ORDINARY COUNCIL MEETING
HELD AT WAIATA HOUSE, 27 LINCOLN ROAD, MASTERTON
ON WEDNESDAY, 18 SEPTEMBER 2024 AT 9:30 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 (from 9.36am), Iwi Representative Robin Potangaroa (from 9.37am), Chief Executive, General Manager Finance, Strategic Planning Manager, Chief Advisor, General Manager Community, General Manager Corporate, General Manager Infrastructure and Assets, Policy Manager, Environmental Services Manager, Community Development Team Leader, Library and Archive Manager, Customer Service Manager, Animal & Bylaw Services Team Leader, Project Delivery and Assets Manager, roading Services Manager, Facilities and Open Spaces Manager and Governance Team Leader.

1 CONFLICTS OF INTEREST

Councillor Johnson declared a conflict in relation to agenda item 7.2 *Adoption of the Draft Wairarapa Local Alcohol Policy and Statement of Proposal* as she was a Director of Trust House.

2 APOLOGIES

There were no apologies.

3 PUBLIC FORUM

Simon Roseingrave, General Manager, Kia Hākinakina, spoke to Council about the project and the work they were doing, particularly with schools and also the elderly.

4 ITEMS NOT ON THE AGENDA

There were no late items.

5 CONFIRMATION OF COUNCIL MINUTES

5.1 MINUTES OF COUNCIL MEETING HELD ON 7 AUGUST 2024

RESOLUTION 2024/82

Moved by Councillor B Johnson
Seconded by Councillor C Bowyer

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

CARRIED

6 COMMITTEE REPORTS

6.1 AUDIT AND RISK COMMITTEE MEETING - 14 AUGUST 2024

RESOLUTION 2024/83

Moved by Councillor S Lennox
Seconded by Councillor C Bowyer

That Council receives the report of the Audit and Risk Committee Meeting held on 14 August 2024 including the following resolutions:

SERVICE PROVISION REPORTS - ARATOI AND NUKU ORA

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

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

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

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

NON-FINANCIAL PERFORMANCE 2023-24 QUARTER 4 REPORT

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

NON-FINANCIAL PERFORMANCE 2023-24 QUARTER 4 REPORT

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

KEY POLICIES MONITORED BY THE AUDIT AND RISK COMMITTEE

That the Audit and Risk Committee:

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

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

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

CORPORATE CARBON EMISSIONS REDUCTION PLAN: REVISED TIMELINES

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

HEALTH AND SAFETY QUARTERLY REPORT

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

UPDATED TERMS OF REFERENCE FOR THE AUDIT AND RISK COMMITTEE

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

BUILDING AND PLANNING UPDATE

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

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

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

TREASURY MANAGEMENT REPORT

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

RATES RECEIVABLE REPORT FOR THE YEAR ENDED 30 JUNE 2024

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

INSURANCE UPDATE

That the Audit and Risk Committee

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

CARRIED

6.2 AWARDS & GRANTS COMMITTEE MEETING - 4 SEPTEMBER 2024

RESOLUTION 2024/84

Moved by Councillor T Nelson
Seconded by Councillor B Johnson

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

COMMUNITY WELLBEING GRANT AND COMMUNITY EVENTS FUND APPLICATIONS FOR 2024/2025

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

1. Community Wellbeing Grant

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

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

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

21	Wairarapa Citizens Advice Bureau Incorporated	<i>Seeking funding for operating expenses.</i>	\$2,000
22	Wairarapa Filipino Society	<i>Seeking funding for the biannual sports programmes to enhance mental health and wellbeing through weekly sports sessions and mental health promotions to increase community participation.</i>	\$2,500
23	Wairarapa Road Safety Council	<i>Seeking funding to support the Wairarapa Driver Mentor Programme.</i>	\$10,000
24	Wairarapa Womens Centre	<i>Seeking funding for creative counselling fees to provide 40 Art Therapy workshops; and practitioner fees for 40 women-only Yoga classes for enhancing health and wellbeing through a lens of diversity, inclusivity and equity.</i>	\$2,000
25	Wairarapa Woodworkers Guild	<i>Seeking funding for tools and equipment to furnish the growing demand in our programmes for new members and the continuation of the community work we do for the Cancer Society and Parkinson's New Zealand.</i>	\$1,199
26	Wairarapa Youth Charitable Trust	<i>Seeking funding towards personnel costs for the Wairarapa Boxing Academy programmes.</i>	\$8,000
27	Wairarapa Youth Orchestra	<i>Seeking funding for van hire to transport rangatahi from Masterton to rehearsals at Kuranui College in Greytown for three terms to enable participation in the Wairarapa Youth Orchestra.</i>	\$720
28	YMCA Central Incorporated (Y Central Masterton)	<i>Seeking funding towards operating expenses for the Masterton site.</i>	\$4,000

29	Youthline Central North Island Incorporated (Wairarapa Branch)	<i>Seeking funding for the "Thrive" (Hauora Hinengaro Pai-Oranga Mental Health, Wellbeing) programme which includes workshops and activities designed to enhance mental health awareness, coping skills, where to get support, help and overall wellbeing among rangatahi.</i>	\$5,000
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(c) **notes** that 26 applications, listed in Schedule 1, will be presented to the Committee at this meeting.

2. Community Events Fund

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

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

App #	Organisation Club or Individual	Event	Allocation
1	Age Concern Wairarapa	<i>Ageing with Attitude Expo 2024</i>	\$1,500
2	Alzheimers Wairarapa	<i>WELL-LUG Lego Show</i>	\$2,000
3	Douglas Villa Association Football Club Incorporated	<i>2024 Douglas Villa Junior Soccer Tournament</i>	\$2,000
4	Eastside Community Group	<i>2025 Community Festival</i>	\$3,000
5	Elevate Wairarapa Community Trust	<i>Summer Hummer 2025</i>	\$10,000
6	Equippers Masterton Trust	<i>2024 Colour Party</i>	\$1,000
7	Golden Shears International Shearing Championship Society Incorporated	<i>Golden Shears 2025 World Premier Shearing and Wool Handling Championship</i>	\$11,800
8	Masterton Golf Club	<i>Pro-Am 2025</i>	\$1,000
9	Masterton Motorplex Incorporated	<i>2024-25 Drag Racing Season</i>	\$5,000
10	Masterton Samoan Assembly of God	<i>Iron Sharpens Iron Youth Rally Service</i>	\$1,000

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

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

CARRIED

7 REPORTS FOR DECISION

7.1 ALCOHOL PROHIBITION LABOUR WEEKEND AND CHRISTMAS NEW YEAR

The report recommending that Council give public notice of a prohibition on the consumption or possession of alcohol in the public roads and places within the Riversdale and Castlepoint Beach community areas for Labour Weekend 2024 and New Year 2024/2025 celebrations and a prohibition on vehicles at New Year 2024/2025 was presented by the Environmental Services Manager.

Sergeant Cameron was in attendance to support the proposed alcohol and vehicle prohibitions.

Sergeant Cameron advised that the prohibitions were a tool Police could use to help with the reduction of alcohol harm and to keep the community safe. In the past there had been antisocial behaviour at both Castlepoint and Riversdale and the prohibitions helped Police.

RESOLUTION 2024/85

Moved by Councillor B Johnson
Seconded by Councillor S Lennox

That Council

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

CARRIED

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

The report seeking Council adoption of the draft Wairarapa Local Alcohol Policy and Statement of Proposal for consultation was presented by the Policy Advisor.

Councillor Bowyer and Councillor Nelson, the Masterton District Council appointees to the Wairarapa Policy Working Group which had undertaken the initial review, spoke in support of the draft policy and statement of proposal.

Due to her declared interest, Councillor Johnson did not take part in the discussion or vote on the matter.

RESOLUTION 2024/86

Moved by Councillor M Tuuta
Seconded by Councillor S Lennox

That Council:

1. **notes** that a joint review of the Wairarapa Local Alcohol Policy (the Policy) is underway;
2. **endorses** the recommendations of the Wairarapa Policy Working Group to make amendments to the Policy.
3. **adopts** the draft Policy (Attachment 1) and Statement of Proposal (Attachment 2) for consultation with the community (Option 1).
4. **notes** that the proposed consultation, using the special consultative procedure, will run between 20 September to 20 October 2024.
5. **delegates** authority to the Chief Executive to approve minor edits that do not alter the intent of the content, prior to publication of the draft Policy and Statement of Proposal for consultation.
6. **notes** that the Wairarapa Policy Working Group will hear submissions on 23 October 2024 and undertake deliberations on 6 November 2024.
7. **notes** that following hearings and deliberations the Wairarapa Policy Working Group will make final recommendations to Council in December 2024.

CARRIED

7.3 AMENDMENT TO STANDING ORDERS - MEMBERS JOINING REMOTELY INCLUDED FOR QUORUM

The report seeking Council amendment of the Standing Orders to align with a statutory change, to the Local Government Act which allows members attending meetings by audio or audio visual link to be counted for quorum was presented by the Strategic Planning Manager.

Members discussed the amendment and noted while it enabled those attending remotely to be counted for quorum that their preference would still be to meet face to face. It was also noted that Māori had a preference for meeting kanohi ki te kanohi.

RESOLUTION 2024/87

Moved by Councillor T Nelson

Seconded by Councillor T Hullena

That Council

1. Receives the Report
2. Adopts the updated Masterton District Council Standing Orders, amended to reflect the changes to Schedule 7, Clause 25A(4) of the Local Government Act that come into effect on 1 October 2024, allowing members attending a meeting by audio or audiovisual link to be counted as present for the purposes of quorum (SO 11.1, SO 13.8 and SO 13.9).

CARRIED

8 REPORTS FOR INFORMATION

8.1 NZTA FUNDING FOR ROAD SAFETY PROMOTION AND FOOTPATH RENEWAL AND MAINTENANCE

The report providing Council with information on indicative funding allocations from NZTA for subsidised road safety, promotion, and footpath renewal/maintenance, as well as how the revised program will be adapted to meet these funding levels was presented by the Roothing Services Manager. The Manager Wairarapa Road Safety Council (WRSC) was in attendance to answer questions. The Mayor, on behalf of Council, thanked the WRSC Manager and acknowledged the work he had done in his time with the organisation.

RESOLUTION 2024/88

Moved by Councillor D Holmes
Seconded by Councillor S Lennox

That Council **notes** the information provided in this report.

CARRIED

Item 8.2 was taken before Item 8.1 due to staff availability.

8.2 ANNUAL REPORT 2023-2024 UPDATE

The report presenting draft aspects of Council's 2023/2024 financial result prior to Audit New Zealand review, and to provide an update on end-of-year non-financial measures and Annual Report progress was presented by the General Manager Finance and the Corporate Planning Lead.

A request was made to have a further discussion about the charges for eWaste disposal as although the original proposal was to reward good behaviour, the cost to ratepayers was high and was not in line with the user pays philosophy that had been applied elsewhere.

RESOLUTION 2024/89

Moved by Councillor C Bowyer
Seconded by Councillor M Tuuta

That Council

1. Receives the update on the 2023/24 Annual Report process including the draft year-end financial summary statements and an update on non-financial performance measures; and
2. Notes key dates for the 2023/24 Annual Report process.

CARRIED

8.3 POU AHUREA MAORI ACTIVITY REPORT

The report providing Council with an update from the Pou Ahurea Māori on key projects and activities was taken as read.

A question was asked about how many MDC staff were proficient in Te Reo Māori. [*Note to minutes: MDC has seven staff with some proficiency in Te Reo Māori*].

RESOLUTION 2024/90

Moved by Councillor B Johnson
Seconded by Councillor M Tuuta

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

CARRIED

The meeting adjourned at 10.55am and reconvened at 11.10am

All members were present when the meeting reconvened

8.4 COMMUNITY ACTIVITY REPORT

The report providing Council with an update from the Community team on key projects and activities was presented by the Library Manager, the Environmental Services Manager, the Customer Services Manager and the Community Development Team Leader.

Members acknowledged the good work being done by the Community Development Team.

RESOLUTION 2024/91

Moved by Councillor S Lennox
Seconded by Councillor D Holmes

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

CARRIED

8.5 INFRASTRUCTURE AND ASSETS ACTIVITY REPORT

The report providing Council with an update from the Infrastructure and Assets Team was presented by the Project Delivery and Assets Manager, the Roothing Services Manager, the Facilities and Open Spaces Manager and the General Manager Infrastructure and Assets.

The Youth Hub was discussed and the estimated completion date was confirmed as 14 October 2024. Whether security cameras could be included was raised as the need for them in the area had been talked about for a long time. The application of security cameras will be assessed in line with budget availability.

In relation to roading, a request was made for a report to Council on the significant risks the district was facing in terms of roading and footpaths from the Roothing Services Manager's perspective. A further request was made to include why funding had been declined and whether Council not achieving all the renewals planned had any impact on that. The Mayor noted that funding cuts had

occurred across the whole country, not just in the Masterton district.

The water meter project was discussed and it was advised that work was still being done on access to install meters on private property. In response to a question about the initial amnesty period so people could get used to the system before charging started that had previously been discussed, it was advised that this could be added to the Policy which was being finalised. It was also advised that those who did not have meters when the system rolled out would remain on the current rating model until they did have a meter installed. A request was made for some community education about water meters.

RESOLUTION 2024/92

Moved by Councillor T Hullena

Seconded by Councillor C Bowyer

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

CARRIED

8.6 STRATEGY, POLICY AND GOVERNANCE ACTIVITY REPORT

The report providing Council with an update from the Strategy, Policy and Governance team was presented by the Strategic Planning Manager, the Policy Manager, the Economic Development Lead, the Environmental Lead, the Corporate Planning Lead and the Governance Team Leader.

The General Manager Finance advised that it would not be possible for the Annual Report to be adopted by 31 October 2024 due to delays in the report preparation resulting in the need to extend the audit timetable. The Annual Report would be brought to a Council meeting in mid-November 2024.

In relation to the Panama land, a request was made for the next report to Council to cover all scenarios for housing as at the moment ratepayers subsidised Council's senior housing and were also paying taxes to central government for social housing. Staff advised that the next report would cover the bigger picture.

RESOLUTION 2024/93

Moved by Councillor C Bowyer

Seconded by Councillor B Johnson

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

CARRIED

8.7 CHIEF EXECUTIVE'S REPORT

The report provided Council with an update from the Chief Executive (as at 11 September 2024).

RESOLUTION 2024/94

Moved by Mayor G Caffell

Seconded by Councillor B Goodwin

That Council receives the Chief Executive's Report as at 11 September 2024.

CARRIED

8.8 MEETING REPORTS FROM COUNCILLORS

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

Councillor Goodwin reported back on the meeting of the Upper Ruamāhanga River Management Advisory Committee he had attended.

8.9 MAYOR'S REPORT

The Mayor provided a verbal report including:

- He had attended the Human Library event at the Library where panelists who had immigrated to New Zealand spoke about why they came to Masterton. Councillor Goodwin, Councillor Tuuta and iwi representatives Jo Hayes and Robin Potangaroa also attended.
- He had attended the Mayors Taskforce for Jobs meeting. There had been an increase in youth employment, with the Youth to Work concept working well through REAP. The work REAP were doing was acknowledged as REAP didn't just place youth in jobs, they kept in touch with the new employees to ensure things were working well.
- Regular informal meetings were taking place between Masterton Trust Lands Trust, Trust House and Council and were proving to be very productive.
- The Wairarapa Leadership Group, which includes Trust House, the Lands Trust and all the local social service organisations continues to meet. The current state of the health service in the Wairarapa and the Trust House Housing Strategy had been discussed at the last meeting.
- The Wairarapa Mayors had met with Mike Butterick and had discussed a number of issues which involved central government decisions and what those meant for councils. The Mayors had also met with the region's Emergency Management Team, and had also discussed enhancing iwi relationships within the three councils.

RESOLUTION 2024/95

Moved by Councillor B Johnson
Seconded by Councillor D Holmes

That Council receives the verbal report from the Mayor

CARRIED

9 PUBLIC EXCLUDED

RESOLUTION TO EXCLUDE THE PUBLIC

RESOLUTION 2024/96

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>9.1 - Public Excluded Minutes of Council Meeting held on 7 August 2024</p>	<p>s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons</p> <p>s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	<p>s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7</p>
<p>9.2 - Audit and Risk Committee Meeting - 14 August 2024</p>	<p>s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons</p> <p>s7(2)(c)(i) - the withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied</p> <p>s7(2)(c)(ii) - the withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely otherwise to damage the public interest</p> <p>s7(2)(i) - 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>

	enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	
9.3 - Section 17A Review - Trust House Recreation Centre	s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
9.4 - Section 17A Review - Mawley Holiday Park	s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
9.5 - Chief Executive Performance Review	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

CARRIED

The Meeting moved into public excluded at 12.22pm

The meeting moved out of public excluded at 2.20pm

The Meeting closed at 2.20pm

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 30 October 2024.

.....
CHAIRPERSON

6 COMMITTEE REPORTS

Nil

7 REPORTS FOR DECISION

7.1 TRAFFIC BYLAW AMENDMENTS

File Number:

Author: Matt Steele, Economic Development Lead

Authoriser: Kym Fell, Chief Executive

PURPOSE

The purpose of this report is to seek Council adoption of amendments to Schedule 2G: Mobility Parking Spaces and Schedule 2F1: No Stopping Areas on Streets in the Wairarapa Consolidated Bylaw, Part 10: Masterton District Traffic Bylaw Schedules.

RECOMMENDATIONS

That Council

1. **Receives** the Traffic Bylaw Amendments Report.
2. **Notes** that
 - (a) the Masterton Bowling Club have requested mobility parking spaces on McKenna Street.
 - (b) Officers provided neighbours in the vicinity with an opportunity for feedback on the proposed mobility parking spaces and no feedback has been received
 - (c) Green by Nature have identified an opportunity to add a mobility parking space outside the public toilets on Jetty Road at Castlepoint as part of wider accessibility improvements.
 - (d) a recent safety audit of Dixon Street identified issues around the visibility at the Dixon Street and Norris Way intersection.
3. **Agrees** to
 - (a) amend Schedule 2G: Mobility Parking Spaces by adding two new mobility parking spaces on either side of Masterton Bowling Club.
 - (b) amend Schedule 2G: Mobility Parking Spaces by adding a new mobility parking space on Jetty Road beside the public toilets.
 - (c) amend Schedule 2F1: No Stopping Areas on Streets by adding a new no stopping area on Dixon Street at the Norris Way intersection.
4. **Notes** that the bylaw schedule amendments will be notified via the Council website and on social media.
5. **Notes** that the amended Wairarapa Consolidated Bylaw, Part 10: Traffic Bylaw Schedules for Masterton District is included in Attachment 1 for information.

CONTEXT

Wairarapa Consolidated Bylaw, Part 10: Traffic

The Masterton, Carterton and South Wairarapa District Councils (Wairarapa District Councils) have a consolidated bylaw including Part 10: Traffic. This part sets the requirements for parking and

control of vehicular or other traffic on any road in the three Wairarapa districts, including state highways located within the urban boundaries that are otherwise controlled by Waka Kotahi.

Under clause 21 of Part 10: Traffic, each council is responsible for maintaining the schedules of traffic control measures in their respective district. Council has the power to amend its bylaw schedule by resolution publicly notified under clause 20 of the bylaw.

Mobility Parking Spaces

Masterton Bowling Club

Masterton Bowling Club delivered a letter to Waiata House on 2 September, requesting Council's intervention to resolve parking issues near the premises on McKenna Street. The Masterton Bowling Club is a non-profit sporting organisation with over 100 regular members.

A used car retailer, operating on Dixon Street, occupies a significant number of parking spaces on Dixon Street and McKenna Street, making it difficult for the club members, particularly the elderly and disabled to find parking.

As part of the letter, Masterton Bowling Club asked Council to consider designating an area for two mobility parking spaces outside the club entrance. Given the location of the bowling club, and the demographics of their members, officers consider that designating two mobility parks would support equity and accessibility, without disproportionately impacting nearby residents.

Officers are also considering alternative approaches to addressing the problem of businesses utilising public car parks for the storage of vehicles as part of the wider review of the Wairarapa Consolidated Bylaw.

Consultation with McKenna Street Residents

On 30 September, MDC delivered letters to all houses on McKenna Street notifying them of the proposed mobility parking spaces and seeking their feedback by 11 October. No feedback was received.

Jetty Road, Castlepoint

As part of wider accessibility improvements works at Castlepoint, Green by Nature have asked Council to consider a mobility parking space on Jetty Road next to the public toilets. Designating this space supports accessibility for both residents and visitors and fits with the accessibility improvements to the public picnic tables. Green by Nature is contracted to manage Councils parks.

No Stopping Areas

Dixon Street & Norris Way

Following a recent safety audit, officers propose adding no stopping areas on the corner of Dixon Street and Norris Way. These no stopping areas will improve the visibility for motorists around the Norris Way intersection, particularly those turning from Norris Way onto Dixon Street.

The proposed no stopping areas reflect best practice for intersections on high traffic roads and will bring this intersection in line with the findings of the safety audit.

ANALYSIS AND ADVICE

McKenna Street

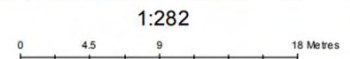
Schedule 2G does not currently designate any mobility parking spaces on McKenna Street. The following parking spaces on either side of the Bowling Club entrance, opposite 1 McKenna Street are proposed:

Wairarapa Maps



September 26, 2024

DISCLAIMER
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The following parking space adjacent to the public toilets on Jetty Road is proposed:

Wairarapa Maps



September 26, 2024

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1:141

0 2.25 4.5 9 Metres

The following no stopping areas on the corner of Dixon Street and Norris Way are proposed:

Wairarapa Maps



September 26, 2024

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1:282

0 4.5 9 18 Metres

Schedule 2G: Mobility Parking Spaces

The following amendments are proposed to implement the proposed mobility parking on McKenna Street and Jetty Road:

Location		Description	Date of Resolution
Primary	Secondary		
McKenna Street (adjacent to entrance of Masterton Bowling Club)		The southern side of McKenna Street, commencing at the point 38.8m east of the intersection of McKenna Street and Dixon Street, extending in a easterly direction for a distance of 3.6 metres.	17 October 2024
McKenna Street (adjacent to entrance of Masterton Bowling Club)		The southern side of McKenna Street, commencing at the point 55.3m east of the intersection of McKenna Street and Dixon Street, extending in a easterly direction for a distance of 3.6 metres.	17 October 2024
Jetty Road (carpark adjacent to public toilets)		The southeastern side of Jetty Road	17 October 2024

Schedule 2F1: No Stopping Areas on Streets

The following amendments are proposed to implement the proposed no stopping areas on the corner of Dixon Street and Norris Way:

Location		Description	Date of Resolution
Primary	Secondary		
Dixon Street	Norris Way	The eastern side of Dixon Street, commencing at the interaction of Dixon Street and Norris Way, extending in southerly direction for a distance of 9.6 metres.	17 October 2024
Dixon Street	Norris Way	The eastern side of Dixon Street, commencing at the interaction of Dixon Street and Norris Way, extending in northerly direction for a distance of 19.4 metres.	17 October 2024

OPTIONS CONSIDERED

Option	Advantages	Disadvantages
<p>1</p> <p>Agrees to amend the Wairarapa Consolidated Bylaw, Part 10: Traffic Bylaw Schedules by:</p> <ul style="list-style-type: none"> • adding the McKenna street and Jetty Road parking areas to Schedule 2G: Mobility Parking Spaces • adding the Dixon Street and Norris Way no stopping areas to Schedule 2F1: No Stopping Areas on Streets 	<ul style="list-style-type: none"> • Provides designated mobility parking, improving accessibility for elderly and disabled Bowling Club members. • Addresses the parking issue raised by the Masterton Bowling Club, showing Council responsiveness to community concerns. • Helps to regulate parking near the club entrance, reducing inconvenience caused by the used car retailer. • Increases accessibility to the Castlepoint public toilets. • Improves safety at the Norris Way and Dixon Street intersection. 	<ul style="list-style-type: none"> • Potential loss of general parking spaces, which may impact other road users or neighbouring houses. • The process of amending the bylaw schedule requires council resources, public notifications and administrative procedures.
<p>2</p> <p>Does not agree to amend the Wairarapa Consolidated Bylaw, Part 10: Traffic Bylaw Schedules</p>	<ul style="list-style-type: none"> • No immediate change required, saving Council time and resources in the short term. • Maintains the status quo for general parking availability. 	<ul style="list-style-type: none"> • Does not address the accessibility concerns raised by the Bowling Club, which may lead to further inconvenience for elderly and disabled members. • Does not address Green by Nature feedback and take the opportunity to introduce additional mobility parking. • May be perceived as unresponsive to community needs and concerns, particularly those of a long-standing non-profit organisation.

RECOMMENDED OPTION

Option 1 is recommended. This ensures that the schedules can be updated to respond to community needs, improve accessibility, and increase safety.

SUMMARY OF CONSIDERATIONS

Strategic, Policy and Legislative Implications

The Wairarapa District Councils have a consolidated bylaw including Part 10: Traffic which sets the requirements for parking and control of vehicular or other traffic on any road in the Masterton, Carterton and South Wairarapa districts, including state highways located within the urban boundaries that are otherwise controlled by Waka Kotahi. The bylaw is made in accordance with section 145 of the Local Government Act 2002 and section 22AB of the Land Transport Act 1998.

Under clause 21 of Part 10: Traffic, each of the councils are responsible for maintaining schedules of traffic control measures in their respective districts. Council has the power to amend this bylaw schedule by resolution publicly notified under clause 20.

Mobility parking aligns with Te Hōkai Nuku Wairarapa Region Positive Ageing Strategy - Goal 3 by providing sufficient disabled and accessible parking.

Significance, Engagement and Consultation

Clause 20 of the Wairarapa Consolidated Bylaw, Part 10: Traffic Bylaw Schedules requires consultation to be undertaken in accordance with section 156 of the Local Government Act 2002 and Council's Significance and Engagement Policy (the Policy).

The proposed amendments are assessed as lower significance under the Policy because it relates to a smaller subsection of the community and does not have significant impact or consequences (e.g. costs, risks) for the Council or the district. Residents of the properties on McKenna Street were consulted because they live adjacent to the proposed mobility parks and are therefore most likely affected. The wider community will be informed of the decision.

Financial Considerations

There are minor costs associated with painting mobility parks and no stopping area lines, which will come from existing roading budgets.

Implications for Māori

No implications specific to Māori have been identified for this decision.

Communications/Engagement Plan

If Council agrees to the recommendations, the Bylaw amendments will be notified via the Council website and on social media.

Environmental/Climate Change Impact and Considerations

No environmental/climate impacts have been identified in relation to this decision.

NEXT STEPS

Subject to Council adoption of the amendments to Schedule 2G: Mobility Parking Spaces and Schedule 2F1: No Stopping Areas and Streets in the Wairarapa Consolidated Bylaw, Part 10: Traffic Bylaw Schedule, notification will be made via the Council website, in print and social media.

After making a resolution under clause 20.1, officers will record the matter in its traffic control schedules and publish the updated version and mark the roads in accordance with the Land Transport Rule: Traffic Control Devices 2004.

ATTACHMENTS

- 1. Amended Part 10: Traffic Bylaw Schedules** [↓](#)

Attachment 1: Parking Bylaw Schedules

The following amendments will be made to Part10: Traffic Bylaw Schedules:

Schedule 2F1: No Stopping Areas on Streets (Page 3)

Location		Description	Date of Resolution
Primary	Secondary		
McKenna Street (adjacent to entrance of Masterton Bowling Club)		The southern side of McKenna Street, commencing at the point 38.8m east of the intersection of McKenna Street and Dixon Street, extending in a easterly direction for a distance of 3.6 metres.	17 October 2024
McKenna Street (adjacent to entrance of Masterton Bowling Club)		The southern side of McKenna Street, commencing at the point 55.3m east of the intersection of McKenna Street and Dixon Street, extending in a easterly direction for a distance of 3.6 metres.	17 October 2024
Jetty Road (carpark adjacent to public toilets)		The southeastern side of Jetty Road	17 October 2024

Schedule 2G: Mobility Parking Spaces (Page 42)

Location		Description	Date of Resolution
Primary	Secondary		
Dixon Street	Norris Way	The eastern side of Dixon Street, commencing at the interaction of Dixon Street and Norris Way, extending in southerly direction for a distance of 9.6 metres.	17 October 2024
Dixon Street	Norris Way	The eastern side of Dixon Street, commencing at the interaction of Dixon Street and Norris Way, extending in northerly direction for a distance of 19.4 metres.	17 October 2024

7.2 ACQUISITION, RETENTION AND DISPOSAL OF PROPERTY POLICY

File Number:

Author: Matt Steele, Economic Development Lead

Authoriser: Kym Fell, Chief Executive

PURPOSE

The purpose of this report is to seek Council's endorsement of the Acquisition, Retention and Disposal of Property Policy attached to this report (Attachment 1).

RECOMMENDATIONS

That Council:

1. Notes that Council has not previously had an Acquisition, Retention and Disposal of Property Policy.
2. Notes that the Acquisition, Retention and Disposal of Property Policy was approved by the Executive Leadership Team on 5 September 2024.
3. Endorses the Acquisition, Retention and Disposal of Property Policy included as Attachment 1.
4. Delegates final approval to the Chief Executive to allow for minor corrections and formatting changes as part of finalisation.

CONTEXT

The purpose of the Acquisition, Retention and Disposal of Property Policy (the Policy) is to ensure Council's processes for buying or selling property are robust and comply with relevant legislative frameworks and legal principles.

The Policy addresses the Council's approach to acquiring, retaining, and disposing of property. It outlines the criteria and principles governing these activities, including procedural steps and decision-making protocols. It also defines roles, responsibilities and delegations.

ANALYSIS AND ADVICE

Need for an Acquisition, Retention and Disposal of Property Policy

Masterton District Council (MDC) has not previously had an Acquisition, Retention and Disposal of Property Policy, with acquisitions and disposals undertaken on an ad-hoc basis.

There are a number of benefits that this Policy provides. These include:

- **Financial Management:** The policy helps ensure that public funds are used responsibly when acquiring assets and that disposals generate appropriate value.
- **Transparency:** The policy provides a clear framework for decision making, supporting public trust and accountability.
- **Legal compliance:** The policy ensures that council adheres to laws and regulations governing public asset management.

- Asset optimisation: It guides council in maintaining an efficient portfolio of assets that aligns with strategic objectives.
- Risk management: The Policy helps mitigate risks associated with asset acquisition and disposal, such as overpaying or underselling.
- Standardisation: It establishes consistent procedures across different departments and over time.
- Environmental responsibility: The Policy includes guidelines for sustainable practices in asset acquisition and disposal.
- Audit trail: It creates a documented process that is subject to oversight and review.

Through the recent Long-Term Plan process, Council committed to reviewing all Council assets to assess whether they are still required. A number of Council owned properties were identified as potential options for divestment. Adoption of this Policy will support the consideration of these properties

Drafting process

Officers considered examples of acquisition and disposal policies from across the local government sector during the development phase. The MDC Policy (attached) is based on the Waimakariri District Council's Policy, which was identified as a comprehensive policy that also included detailed procedures to assist officers when undertaking associated work.

Staff involved in property and potential disposals and acquisitions contributed to the development of the MDC Policy to ensure it is consistent with other Council policies and procedures and is fit for purpose.

Objectives of the Policy

The Policy outlines the principles, policies and processes regarding acquisition, retention and disposal of property. The policy objectives are to:

- Ensure property and asset- related decision-making is governed by clear criteria and aligned with the Council's Policies, Strategies, Long-Term Plans, and its core purposes and objectives
- Strategically manage Council's property portfolio for the long-term interests of the community
- Ensure fair, consistent transparent and compliant processes and behaviours are in place
- Achieve good value (financial and non-financial) in all property dealings.

Scope

The Policy applies to the acquisition, retention and disposal of most property with permanent ownership rights, including:

- Land
- Buildings fixtures and fittings
- Council Infrastructure and Improvements
- Vestings, offsetting and giftings (for example related to subdivisions)

- Easements, Land Covenants, and a variety of other land encumbrances (on both Council and non-Council owned property)
- Rights associated with air, riparian and subterranean property interests
- Agreements, contracts, or other legal instruments that commit the Council to any of the above types of property transactions.

Links with other Council policies, strategies and plans

The Policy forms a key part of Council’s asset planning and management. Decisions made under this Policy will be consistent with Council policies, strategies and plans, including:

- Asset Management Policy and Asset Management Plans
- Significance and Engagement Policy
- Infrastructure Strategy and Financial Strategy
- Long-Term Plans and Annual Plans
- Council Procurement Policy

Review cycle

It is proposed that the first review for the Policy should be after three years. After the first review, it is suggested that the Policy move to a six-yearly review cycle.

Given the level of detail set out in the Policy, officers will work to develop supporting material over the next few months to assist in understanding and using the Policy.

OPTIONS CONSIDERED

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

Option	Advantages	Disadvantages
1	Endorse the Acquisition, Retention and Disposal of Property Policy The Policy reflects current legislative settings The Policy aligns with the practice of other Councils The Policy will support a consistent and transparent approach to acquisitions and disposals. The Policy will guide Council’s approach to potential disposals identified as part of the Long-Term Plan process	No disadvantages identified
2	Do not endorse the Acquisition, Retention and Disposal of Property Policy and direct officers to undertake further work	Council’s work on potential disposals identified as part of the Long-Term Plan process will need to be held until the Policy is finalised

RECOMMENDED OPTION

Option 1 is recommended. The Policy reflects current legislative settings and aligns with the practice of other Councils. It will support a consistent approach to acquisitions and disposals, including the assessment and process around potential disposals.

SUMMARY OF CONSIDERATIONS

Strategic, Policy and Legislative Implications

The Policy reflects the current legislative frameworks and frameworks set out by Government including the Local Government Acts 2002 and 1974, Public Works Act 1981, Resource Management Act 1991 and the Reserves Act 1977.

Significance, Engagement and Consultation

Endorsing the Policy does not trigger community engagement or consultation criteria under the significance and engagement policy . It is a policy that sets out internal direction.

Any proposed acquisitions or disposals will be subject to the Significance and Engagement Policy.

Financial Considerations

There are no specific financial considerations associated with the endorsement of this Policy.

Implications for Māori

Any acquisition or disposal will be assessed under the Significance and Engagement Policy, and appropriate engagement/consultation with Iwi/mana whenua undertaken.

Communications/Engagement Plan

A Communications/Engagement Plan is not required for this Policy. Following Council endorsement, staff will be made aware of the Policy and the requirements in this space.

Environmental/Climate Change Impact and Considerations

The Policy incorporates principles of sustainable management to ensure these are applied to acquisition, retention and disposal decisions made under the Policy.

When an acquisition or disposal is considered, a disposal plan must be part of the process. This disposal plan extends to the inclusion of environmental, waste and economic considerations, and is expected to meet best practice standards.

NEXT STEPS

Following endorsement from Council, the Policy will be promulgated to staff.

ATTACHMENTS

1. **Acquisition, Retention and Disposal of Property Policy** [↓](#)

ACQUISITION, RETENTION, AND DISPOSAL OF PROPERTY POLICY



INSERT ENDORSED DATE HERE

POLICY NUMBER: MDCXXX	
First Endorsed	This policy was first endorsed on XX
Latest Version	
Endorsed by:	XX
Review Date	

DRAFT

PURPOSE

The purpose of the policy is to ensure consistent decision making and diligent management of financial and legislative risks relating to the Council's Property Portfolio.

The policy establishes principles, policies and processes for the Acquisition, Retention, and Disposal of Property and seeks to ensure that Acquisition, Retention and Disposal is carried out in a way that:

1. aligns with Council's strategic objectives, policies, strategies and Long-Term Plan;
2. is strategically managed for long-term community benefit;
3. is fair, consistent, transparent, robust and:
 - protects property owners' rights;
 - maintains stakeholder relationships (private, public, Iwi, and Māori);
 - safeguards Council's reputation;
 - complies with the Council's legislative responsibilities; and
 - complies with best practice.
4. is carried out in a way that reflects good value (financial and non-financial) by:
 - minimising costs associated with Acquisition and Disposal;
 - maximising returns from Disposals;
 - reviewing the Council Property Portfolio regularly and when considering the future ownership of a Council owned property, questioning whether that Property is Surplus, well-used, and suitable for its purpose.

The Policy is broken into the following four schedules:

Part A: Acquisition of Property;

Part B: Review and Retention of existing Council Property;

Part C: Disposal of Council Property; and

Part D: Related Policy, Legislation and Definitions.

SCOPE

The Policy applies to the Acquisition, Retention, and Disposal of Property by the Council and applies to all Council employees, including any temporary staff, contracted staff, consultants, delegates and agents if they are acting on behalf of the Council.

The Policy does not apply to:

- the acquisition or granting of interests in land such as roads, reserves, parks, licenses, leases or easements of or over Property;

- hireage of spaces and any other temporary use arrangements for Property;
- rights to attach equipment/signage to a building (unless it is a permanent right);
- removable furniture, equipment, and other items not fixed to a real property asset;
- disposal of stopped up roads;
- intellectual property rights; and
- naming rights.

The Policy does not apply to the development, construction, alteration, renewal, replacement or demolition of buildings, fixtures and fittings, or Council infrastructure and improvements on land. These issues are covered within the relevant asset management plans.

Where Council is directed by central government to acquire property, following a Civil Defence Emergency or as a result of climate change initiatives, this policy will be applied in conjunction with the terms and conditions specified by central government. Where there is any inconsistency between the two, the terms and conditions specified by Central Government will prevail. An example of this is the Future of Severely Affected Land (FOSAL process following Cyclone Gabrielle).

PRINCIPLES

In considering any Acquisition, Retention or Disposal, the Council should have regard to the following principles:

1. **Public Interest:** prioritise community and ratepayer interests;
2. **Transparency:** conduct acquisition or disposal transactions in an open and transparent manner, within reasonable commercial confidentiality constraints;
3. **Conflict Management:** identify, disclose, and mitigate conflicts of interest;
4. **Iwi Partnership:** engage meaningfully with local iwi, respecting tikanga Māori;
5. **Legal Compliance:** adhere to relevant legislation and regulations;
6. **Financial Responsibility:** optimise value and consider non-ownership options;
7. **Needs-Based:** align with community needs and long-term trends;
8. **Consistency:** align with Council policies, strategies, and plans;
9. **Sustainability:** consider social, cultural, environmental, and economic factors; and
10. **End-of-Life Planning:** include disposal plans in acquisition decisions.

CONSULTATION

The Council will apply the Local Government Act and its Significance and Engagement Policy when determining the appropriate level of engagement on

decisions to Acquire or Dispose of property. Officers will also ensure that consultation meets the requirements of any applicable legislation (see Part D).

Planning for significant Acquisitions and Disposals of Property generally requires the Council to undertake public engagement through the preparation of infrastructure strategies, long-term plans and annual plans.

Engagement with the community and stakeholders affected by potential decisions or that have specific interests in it may take a variety of forms depending on the stage of decision making.

REVIEW OF POLICY

This policy will be reviewed after three years initially, before moving to a six year cycle, or as necessary to reflect legislative changes.

RELATED DOCUMENTS

Council Documents

- Wairarapa Combined District Plan
- Annual Plan
- Long-Term Plan
- Wairarapa Consolidated Bylaws

Version Control

Version	Date	Summary of Amendments	Endorsed By
1.0	XX	Initial policy	Council

PART A - ACQUISITIONS

1. General Provisions

Unless otherwise agreed by Council under resolution, when acquiring a Property, the Council must:

- comply with Council decision-making processes, as set out in the delegations register;
- determine the market value by obtaining a registered valuation carried out by a registered valuer;
- evaluate and explore alternative approaches besides ownership to provide the service and consider the respective consequences of each approach.

2. Acquisitions Planning

Operational Acquisitions

Operational Acquisitions of Property are:

- provided for in the Long-Term Plan or Annual Plan, either as specifically identified property/ies or in order to contribute to identified service requirements or associated with or required to enable projects contemplated by the Long-Term Plan or the Annual Plan;
- funded from capital funding sources including but not limited to those identified in the Long-Term Plan, Annual Plan and/or by development contributions;
- purchased within the financial year containing the allocated purchase budget or purchased within delegated financial authority.

Ad Hoc Acquisitions

Ad Hoc Acquisitions of Property are Acquisitions that do not meet the above requirements for an Operational Acquisition. Ad hoc Acquisitions of Property allow Council to acquire Property on a proactive and efficient basis, ensuring that council can take advantage of market opportunities.

Ad hoc Acquisitions of Property support Council to deliver improved economic, environmental, social and cultural outcomes and meet its future operational requirements, by allowing for the advantageous purchase of Property not anticipated for in the current financial year.

These unanticipated opportunities to purchase might come from the public, landowners, elected officials, central government or staff. In this situation, an assessment against the criteria in this Policy will be undertaken and presented to Council. If the recommendation is to acquire the Property, the assessment must clearly justify why the Acquisition of the Property should be addressed promptly rather than through the usual planning process.

Strategic Acquisitions

The basis of this category of strategic Acquisition of a Property is to secure Property to initiate development that will be beneficial for the community which is not

initiated by the private sector. The word 'land' is commonly used for this type of strategy but can equally apply to the wider 'Property' definition used in this policy.

It is envisaged that Council's role in this form of advance purchase would generally be one of initiation or facilitation on a case-by-case basis and usually short term.

For the property to meet the criteria for strategic purchase to initiate further development, the following needs to apply:

- There needs to be an approved land acquisition proposal for the specific property in the form of a report and recommendation to Council to acquire the property. As a minimum, the report should contain supporting arguments, evidence, and a risk assessment.
- The recommendation should be signed off by the activity manager and approved by the Chief Executive/Council resolution.
- If the acquisition proposal is more than two years old, the activity manager needs to confirm that it is still currently valid.

3. Purpose of Acquisitions

Masterton District Council may acquire Property for a diverse range of reasons or purposes. Some common examples include for a public work, for a reserve or open space, for an esplanade strip, or because it was directed to by Central Government as part of a recovery operation. Each of these reasons or purposes has its own specific and individualised requirements, goals and motivations which can affect how the acquisition is made and the steps involved in the acquisition process. Identifying the purpose and following the process can help mitigate risk and support a better outcome for the Council. See the examples of some types of purposes for Acquisition of Property and a description of each set out in the table below:

Type	Description
Public Work	Where the Council requires land for delivering Public Works (e.g. roads, public utilities and other infrastructure for things like drinking water, stormwater or wastewater (sewage)), it may Acquire Property using the Public Works Act 1981. The Public Works Act can also be used to Acquire Property for non-infrastructure projects. The Public Works Act provides a process for Acquisition of Property by Council for a Public Work, either by agreement with the landowner or under compulsion.
Reserves and Open Spaces	Reserves and open space in the district are utilised for a range of active and passive pursuits, and assets on Council reserves provide for enhanced community use and enjoyment. Reserve assets vary from toilet blocks to playgrounds and community halls. Reserves and open spaces can also be acquired to protect and preserve ecological values, historic heritage, cultural value, geological value, or landscape values. The Council acquires Reserves and open spaces to accommodate the growth of our communities, and developers are required to contribute either funds (through financial or

	<p>development contributions) or land towards providing this.</p> <p>If land is classified as a Reserve (section 16 of the Reserves Act), the Council has obligations for its management, including rules for revocation and Disposal, under the Reserves Act 1977.</p> <p>If the Reserve is Crown derived, upon revocation of the reserve status, the land would be passed back to LINZ/Crown to dispose. Council can be an “administering body” of the Reserve to control and manage the Reserve (this depends on whether the land was acquired by Council or whether ownership was derived from the Crown).</p>
Esplanade Strips/ Reserves	<p>The Council acquires esplanade reserve when landowners subdivide titles adjacent to significant water bodies and the coast. Whilst esplanade reserves are vested as a separate title with the Council, esplanade strips are simply recognised by an instrument on the record of title of the underlying lot and therefore remain in private ownership, however, there will likely be requirements relating to public access, fencing, and planting.</p>
Offsetting/ Developments	<p>The Council may Acquire Property where a development is required under a resource consent to vest land in the Council to offset a negative effect of the development, or under the LGA for the protection of rights. Commonly as part of these developments, easements are provided to the Council to protect its existing/new infrastructure and Council's specific access requirements.</p>
Central Government Directed Acquisition	<p>The Council may be directed by central government to acquire property following a civil defence emergency, or as part of climate response initiatives.</p>

4. Methods of Acquisition

Masterton District Council has a variety of methods by which it can Acquire Property, depending on the nature and purpose of the Acquisition. The various methods and a description of each are set out in the table below:

Method	Description
Willing Seller/Willing Buyer	<p>Direct negotiation occurs between the Council and the property owner. Terms of the sale, including the price paid for the Property, is determined through the negotiation process.</p>
By Negotiation under the Public Works Act 1981	<p>The Public Works Act 1981 provides the Council with the ability to negotiate to acquire specific types of Property for a Public Work. Direct negotiation occurs between the Council and the property owner to determine the terms of the sale, including the price paid for the property (section 17 public Works Act).</p>

By Compulsory Acquisition under the Public Works Act 1981	The Public Works Act 1981 provides the Council with the ability to compulsorily acquire specific types of Property for a public work. The landowner is compensated in accordance with the requirements of the Public Works Act 1981.
Endowment Gifting & Bequeathing	Property owners approach Masterton District Council to gift or bequeath Property. When deciding whether to accept a proposal to gift or bequeath Property, the Council must consider the need for the Property, how much it will cost to develop, the ongoing maintenance costs, ability to on sell if the Property becomes operationally redundant and any other obligations or conditions imposed by the property owner.
Vesting	Property is vested in the Council through the Reserves Act 1977 or due to a requirement in planning rules, such as those relating to roads, public spaces (pocket parks and reserves, stormwater drains, accessways and carparks) and esplanade reserves.
Land Exchange and Transfer between Public Uses	Generally applied to Public Work acquisitions, opportunities can arise for the mutually beneficial exchange of Property through boundary adjustments or outright 'swapping' of property. Masterton District Council owns Property for a wide variety of purposes, and at the end of the life of an asset, or due to changing needs, Property may become available for an alternative public use, such as a park. This may also apply to other Crown Acquiring Authorities/Agencies.
Private-Public Partnerships	The Council can enter into agreements with the private sector for capital works projects, including the Acquisition of Property. In these agreements, the Council would work with and share risk with a private entity to deliver better outcomes for the community. There are various ways to document these agreements, including Memorandums of Understanding/ Heads of Agreement, or bespoke documents that detail the commitments taken on by each party to the agreement.
First Right of Purchase Agreement	The Council and the property owner enter into an agreement that the Council has the option to purchase the Property prior to it being offered for sale on the open market. The agreement outlines the terms and conditions under which the Property will be offered to the Council to purchase. An encumbrance is recorded on the record of title for the Property to acknowledge the first right of purchase agreement.

Voluntary Buyout offer on behalf of central government and Council	Where central government and the Council share the costs of either the purchase of land and a residential dwelling, or just a residential dwelling (without the land, but with compensation to the owner for the value of curtilage around the dwelling). In the first scenario, Council would own the land and the dwelling. In the second scenario, Council would own just the dwelling for removal from the land (with the owner agreeing to the Council registering a land covenant over the land to prevent further residential use of the land).
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5. Funding options

The Council secures funding for Property Acquisitions from various sources. The following table summarises these sources and describes how they apply to the Acquisition of a Property:

Method	Description
Targeted rates	The Council can charge a targeted rate on a group of properties for a defined purpose, such as acquiring a specific piece of land for a specific purpose. Funds collected this way must be spent on the purpose for which they are collected.
Loans	The Council can raise loans against capital works such as purchasing land, and these are used by the Council as a 'smoothing mechanism' to reduce the impact of such a large one-off expenditure on rates, balanced with a prudent approach to ensure the burden of debt does not become too large.
Financial contributions	The Resource Management Act 1991 enables local authorities to make rules requiring financial contributions when land is developed to mitigate the effects of growth.
Development contributions	The Local Government Act 2002 allows Councils to require a contribution from new developments to provide infrastructure required due to growth, such as land for infrastructure projects like Public Works or greenspace. Development contributions can only be spent on growth-related infrastructure in accordance with the Council's Development Contributions Policy.
Proceeds from the disposal of Council-owned or administered land	<p>If the Council Disposes of Property it may choose, or be required under the Reserves Act 1977, to utilise the proceeds from any such sale towards acquiring new land or as otherwise set out in the Reserves Act 1977. Proceeds from asset sales will be credited to the Property Proceeds Reserve.</p> <p>In cases where the Council has been gifted the Property, it may be required to reinvest any proceeds from Disposal into a purpose in line with the original gift.</p>
Funding from reserves	Funding from reserves refers to the practice of using saved money from previous financial years to cover current or future expenses. Council may choose to draw on these reserves to

	Acquire Property, particularly in the short term, without raising rates or changing service levels.
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6. Acquisition opportunity assessment process

The Council will apply a strategic approach to the Acquisition of Property. This approach will include evaluating each Acquisition opportunity against the 6-step assessment process set out below:

1. **Need for Property identified:** this is primarily through asset management planning associated with the Annual Plan or Long-Term Plan. Alternatively, a need could be identified through a request from Elected Members or the public.
2. **Acquisition opportunity identified:** officers identify potential Property or Properties. This should include basic investigatory work on the history, use and price of potential properties. At this stage, an interim decision should be sought from the Council before further work is undertaken.
3. **Opportunity assessed against Acquisition and Prioritisation Criteria:** officers confirm that the Acquisition opportunity aligns with the Acquisition and Prioritisation Criteria (see paragraph 7 below), or alternate rationale clearly documented. This assessment should also include any potential opportunity costs.
4. **Council decision making:** Assessment against Acquisition and Prioritisation Criteria presented to Council as a report for a resolution to acquire.
5. **Consultation:** consultation or engagement may be required as part of the Annual plan or Long-Term Plan process, by the Significance and Engagement Policy, or other applicable legislation.
6. **Acquisition undertaken:** Acquisition undertaken as per terms of the Council resolution.

7. Acquisition and Prioritisation Criteria

When considering the Acquisition of a Property, the Council uses the following acquisition and prioritisation criteria to determine if the Acquisition of the Property, for all property, aligns with policy objectives:

Strategic Fit

- Aligns with growth or asset management plans.
- No existing Council properties meet the need.
- Enhances functionality or access to current properties.
- Offers social and environmental benefits.
- Fills a recognized gap or need, as noted in plans.
- Included in Long-Term or Annual Plan, with budget allocated.

Community Needs

- Considers community interest and preferences.
- Aligns with community aspirations for site use

Costs and Value

- Funding source is identified, and life-cycle costs are considered.
- Equitable funding for current and future generations.
- Registered valuation for the Property is obtained.
- If buying extra property, a clear plan for its use or disposal is required.
- Considers strategic value if only part of a property is purchased

Land Use Restrictions

- Zoning and designations are appropriate for intended use.

Alternative options

- Explores other ownership arrangements (e.g., easements, leases).
- Evaluates alternative acquisition methods (e.g., endowments, partnerships).

Site suitability

- Current use and natural hazards do not obstruct planned use.
- Considers costs and implications of existing structures.
- Ensures site access and functionality.

Due diligence/Tenure

- Legal authority for the proposed activities or intended use is confirmed.
- Investigation of all legal and title issues relating to the Property and any encumbrances or memorials registered on the record of title.
- Resource management, code of compliance and LIM matters relating to the Property are identified and addressed taking into consideration intended use.
- Building report for any buildings on the Property including engineering issues is conducted and evaluated.
- Any existing tenancies (registered or unregistered) eg leases or licenses are reviewed and assessed.
- Suitability of the Property for the intended use.

Cultural and Ecological Values

- Supports meaningful iwi relationships.
- Protects ecological, historical, cultural, or landscape values.

Risks of non-acquisition

- Risk of losing the opportunity or site becoming unsuitable.
- Priority given if no alternatives exist, and the need will not be met otherwise.

The Council may still proceed with an Acquisition of Property even if some criteria are not fully met, but any unmet criteria will be thoroughly reviewed and considered in the decision-making process.

PART B – REVIEW AND RETENTION OF EXISTING PROPERTY

1. General Provisions

The Council should own, fund, maintain, and manage Property that:

- is strategically important;
- supports core business cost-effectively;
- provides other value or benefit to Council or our community (such as parks, Reserves etc).

If a Property doesn't meet these criteria, it should be considered for Disposal.

2. Review of Council Property Portfolio

A strategic review of the Council Property Portfolio will be conducted every three years as part of the Long-Term Plan (LTP) process. This review will:

- evaluate the adequacy and performance of current properties in alignment with this Policy;
- explore non-ownership options for delivering services or strategies and assess their impacts;
- identify properties that may be considered for Disposal;
- if Disposal is considered, identify any potential service gaps or impacts on organisational objectives.

The results of this review will be reflected in asset management plans, and consultation on any Property identified for potential Disposal will be undertaken as part of the LTP process, in line with consultation requirements of the Local Government Act, our Significance and Engagement Policy and any other applicable legislation.

3. Criteria for the Review of Existing Council Owned Property

Property Review Criteria

Council will evaluate each existing Property using specific criteria to determine whether to Retain it.

The following ten key criteria are to be considered in conjunction with the purpose and principles of this Policy:

- Strategic Relevance:** Has the Property been identified by the Council as being strategically relevant?
- Core Business:** Does the Property contribute to the Council's core business activities?
- Location:** Is the Property in the correct location for current and future needs?
- Sufficiency:** Is the Property sufficient for delivering these services?
- Functional Utility:** Is the Property in a good state of repair and 'fit for purpose'?
- Utilisation:** Is the Property well utilised/accessible for its purpose?

- vii. **Provision:** Is the Property the only one of its kind, or are there other options available?
- viii. **Cost Efficiency:** Is the Property cost-effective?
- ix. **Return on Investment:** Does the Property provide a good return on investment?
- x. **Cost:** What is the cost of maintaining the Property in a state fit for purpose, including any costs of compliance?

Property Review Scoring of Criteria

The property review applies a weighted scoring system based on the abovementioned ten key criteria, with a total possible score of 60 points. Strategic Relevance and Core Business/Activity each contribute up to ten points, while the other eight criteria are scored out of five points.

A Property will be deemed to have failed the retention benchmark if the review produces a score where:

- i. the total score is less than 35
- ii. any two or more criteria rank as one or less;
- iii. any four or more criteria rank as two or less

Where all or most of the criteria are met, and a Property has not failed the retention benchmark (as noted above), the Council will Retain the Property.

Where the initial retention benchmark is not met, the implications for each Property and stated objectives will be assessed and noted.

Where three or more criteria are not met or where the implications of/for unmet criteria are significant, then a further, more detailed assessment will be undertaken, as part of the asset management planning process.

The ten key criteria are set out again in the following table, with further definitions and the corresponding scoring schedule adjacent:

Criteria	Scoring Benchmark
1. Strategic Relevance Is the function or purpose of the Property identified as a strategic priority for the Council that demonstrably supports a meaningful working relationship with iwi and the social, cultural, economic and environmental benefits associated with Council's published Community Outcomes. For example, it may support/facilitate growth or provide improved amenity, functionality, safety, or access to (or for) the coast, waterways, walkways, cycle tracks, or other recreational connections.	10 - The Property is required and critical to meet Council's current and future strategic priorities as detailed in an Asset Management Plan, Infrastructure Strategy or other strategies and plans adopted by the Council.
	5 - The Property provides the most cost-effective option to meet Council's current and future strategic priorities as detailed in an Asset Management Plan, Infrastructure Strategy or other strategies and plans adopted by the Council.
	1 - The property is one of several options that could meet Council's strategic priorities.

<p>2. Core Business/Activity Is the function the Property will fulfil considered a core Council business/activity? Is it detailed in an Asset/Activity Management Plan?</p>	10 – Core Council business.
	5 – Not core Council business but desirable, and no one else is supplying the service.
	1 - Service could be/possibly should be provided by the private or voluntary sector.
<p>3. Location In terms of the purpose for which the Property is held and utilised, how does its location complement/assist its function?</p>	5 - The location is ideal.
	4 - The location is good to very good.
	3 - The location is good.
	2 - The location is acceptable but could be better.
<p>4. Sufficiency Is the Property sufficiently large or able to be adapted to accommodate the service and facilitate growth as required?</p>	1 - The location is poor.
	5 – The Property and/or improvements are large enough and have sufficient additional capacity to accommodate future development/growth (10-30%).
	4 - The Property and/or improvements are only large enough for the current purpose.
	3 - The Property and/or the improvements are too small, but this can be readily accommodated by improvements costing less than 20% of CV or acquiring adjacent Property.
	2 - The Property and/or the improvements are too large (31%-50% more than required).
1 - The Property and/or improvements are too large (>50% more than required).	
<p>5. Function/Utility Is the Property fit for purpose? Notes: “Depreciation” is the loss in value from any cause. The two main components are physical depreciation and obsolescence. “Physical depreciation” is physical wearing out due to use and natural forces. “Obsolescence” is the loss in value from causes other than physical decay or wear. It includes functional, economic, legal and technological obsolescence.</p>	5 - The functional utility of the Property is estimated to be within 90% of that exhibited by a new Property designed and built specifically for the purpose.
	4 - The functional utility of the Property is estimated to be within 75% to 90% of that exhibited by a new Property designed and built specifically for the purpose.
	3 - The functional utility of the Property is estimated to be less than 75% of that exhibited by a new asset Property built specifically for the purpose, but the asset can still be practically used for the purpose.
	2 - Physical depreciation and/or obsolescence is of such a degree that the usefulness of the Property is moderately and noticeably constrained.
	1 - Physical decay and/or obsolescence is of such a degree that the usefulness of the Property is significantly constrained.
<p>6. Utilisation Is the Property well utilised? Note: Utilisation in this regard means the Property is either: Well utilised in terms of physical space; or The Property attracts high use levels in relation to the number of people that benefit/use such Property with due consideration to the frequency of such use.</p>	5 – At least 95% of the floor area and 85% of the land area are effectively utilised for the purpose. Alternatively, the Property exhibits a very high level of use for its intended purpose.
	4 – At least 85% of the floor area and land area are effectively utilised for the purpose. Alternatively, the Property has a high level of use for its intended purpose.
	3 – At least 70% of the floor area and land area are effectively utilised for the purpose. Alternatively, the Property has a reasonable level of use for its intended purpose.
	2 – At least 50% of the floor area and land area are effectively utilised for the purpose. Alternatively, the Property has a low level of use for its intended purpose.

	<p>1 – Less than 50% of the floor area or land area are effectively utilised for the purpose. Alternatively, the Property is infrequently used in terms of its intended purpose.</p> <p>Note: The percentage utilisation estimated can include an allowance for future growth.</p>
<p>7. Provision/Tenure Is the Property/resulting service already provided elsewhere locally by the Council or another provider? Are there opportunities to partner with others to deliver the Property/resulting service? Are there alternative ownership structures that could be practicable, such as an easement or lease?</p>	<p>5 – The Property/resulting service fulfils local need, and there are no other providers or viable ownership options.</p>
	<p>3 – The Property/resulting service will need to be provided temporarily but may be provided by others or from alternative ownership modes or another Property longer-term.</p>
	<p>1-The Property/resulting service is already provided locally or can be provided locally by others.</p>
<p>8. Cost Efficiency Can the function be provided more cost effectively, and is it practical to do so?</p>	<p>5 - No, the function cannot be practically provided more cost-effectively.</p>
	<p>3 - It may be possible to provide the function more cost-effectively practically.</p>
	<p>1 - Yes, the function can be practically provided more cost effectively.</p>
<p>9. Return on Investment Does the Property achieve a good return on investment in terms of the resulting function and activity, economic return or strategic outcomes? For community facilities, such as libraries, ROI should be considered using usage figures and engagement activities.</p>	<p>5 - The return from the Property is equal to or exceeds a fair market return. Alternatively, it delivers expected returns in line with Council policies.</p>
	<p>4 - The return from the Property is between 90% and 100% of the fair market return or of expected returns in line with Council policies.</p>
	<p>3 - The return from the Property is between 75% and 90% of the fair market return or of expected returns in line with Council's policies.</p>
	<p>2 - The return from the Property is between 50% and 75% of the fair market return or expected returns in line with Council policies</p>
	<p>1 - The return from the Property is less than 50% of the fair market return or expected returns in line with Council policies.</p>
<p>10. Capital Costs What are the capital costs required to maintain the Property in a state fit for purpose?</p>	<p>5 – Capital costs are < 14% of CV over the next thirty years.</p>
	<p>4 – Capital costs are between 15-25% of CV over the next thirty years.</p>
	<p>3 – Capital costs are between 26-40% of CV over the next thirty years.</p>
	<p>2 – Capital costs are 41-60% of CV over the next thirty years.</p>
	<p>1 – Capital costs are >60% of CV over the next thirty years.</p>
<p>Managed FOSAL land and/or dwellings</p>	<p><i>Needs to be considered in future planning</i></p>

It may take several Long-Term Plan cycles to deliver a fully informed position with regard to some areas of the Council. Once a specific property has been reviewed, the subsequent review will focus on improving data integrity and updating the

information based on documented changes, reducing the ongoing workload associated with review.

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PART C – DISPOSALS

1. Disposal Process

Disposal refers to the process of removing an asset from the Council's ownership or control. The process is summarised below and explained in more depth after that:

Disposal Process

1. Property flagged for consideration – investigate future ownership and use of Property;
2. Due Diligence (including any statutory requirements/obligations or otherwise and confirmation of Property not being required by a Requiring Authority);
3. Full report to Council seeking designation as operationally redundant and seek approval to undertake Disposal;
4. Undertake any actions to discharge statutory obligations;
5. Disposal – the Property is disposed of in a suitable manner, in accordance with any statutory requirements.

Step One: Property flagged – Investigate Future Ownership and Use of Property

Before considering a Property for Disposal, the following steps should be taken:

- identify the original purpose for acquisition of the Property (see also the table set out in paragraph 2 below entitled "Original Purpose for Acquisition of Property and Relative Disposal Methods");
- confirm whether the Property is still being used for its original purpose, or whether it has some other use, or whether it is no longer needed for any purpose;
- explore whether the Property can be repurposed within the Council or if not the Council, the Crown (as applicable); and
- if no alternative use is found, begin the disposal process as set out in paragraph 3 below.

Step Two: Due diligence

Before a Property is deemed operationally redundant, a due diligence investigation must be carried out (see note regarding engaging internal/external legal below), which includes as a minimum, obtaining a Land Acquisition Status Report that:

- identifies any parties with potential claims on the Property (including Iwi as a result of any settlement obligations the Council may have);
- confirms any obligations toward these parties;
- verifies statutory obligations in relation to the Property, including reviewing the historical record of title (or parcel of land if no title) for the Property to ascertain the history and legal status, offer back requirements; and

Checking for any contractual obligations related to the Property (eg first rights of refusal or leasing obligations, transfer of any consents or warranties etc) is also imperative and should be carried out as part of a due diligence investigation.

The due diligence investigation should also assess the commercial viability of selling the Property and consider whether an alternative use, such as leasing, might be more beneficial for the Council.

Assessing the original purpose for the acquisition of the property (see the table in paragraph 2 below) will help guide you on the applicable disposal method that may apply.

To ensure that the above requirements have been met, legal support (either internal or external) should be engaged as part of a quality assurance process.

Step Three: Full Report to go to Council for Consideration

A full report must be submitted to the Council for consideration, determining whether the Property could be deemed operationally redundant, surplus and suitable for Disposal. A property is not officially deemed as operationally redundant and surplus until Council has agreed to proceed with Disposal.

If the property was held for a Public Work and is no longer needed, it may be deemed operationally redundant and surplus if:

- the property is not designated for a Public Work;
- no formal request has been made to the Council for the Property's use in a Public Work.

Step Four: Discharge Statutory Obligations

The Council must comply with any statutory obligations for Disposal, particularly but in no way limited to, the offer-back obligations contained in section 40 of the Public Works Act 1981.

Step Five: Disposal

If the Land Acquisition Status Report, obtained during Step Two, concludes there is no obligation to offer back, and no other agency needs the Property for a Public Work, subject to Council agreeing to proceed with Disposal, it can be Disposed of appropriately. In the case of a Property that was originally held for a Public Work, if the Property is no longer required for a Public Work and subsections (2) and (4) of section 40 don't apply, the Local Authority may sell it in accordance with section 42 of the Public Works Act.

If the Land Acquisition Status Report, obtained during Step Two, concludes there is an obligation to offer back, and no other agency needs the Property for a Public Work, then the Council must follow the steps for disposal set out in the Public Works Act 1981 for disposal to a former owner.

General Provisions

The following requirements will apply to Disposal of all Property by Council:

- determine the market value by obtaining a registered valuation carried out by a registered valuer.

- the Council must ensure it complies with its legislative requirements when a Property is Disposed of, such as the Reserves Act 1977, the Public Works Act 1981 and the Local Government Act 2002. These determine the public consultation process (if applicable), who obtains the proceeds from disposing of Property, rights to purchase the Property once the Council indicates it is Surplus and how the proceeds from Disposal of the Property can be spent.

2. Original Purpose for Acquisition of Property and Relative Disposal Methods

Council needs to consider how and for what purpose the Property was originally acquired as this directly impacts the method utilised to Dispose of such Property. Some examples of types of ownership are set out below, with a list of considerations that you will need to consider relating to each type:

Type	Considerations
Council-owned Freehold Property	Where the Council has acquired a Property for strategic or other purposes (not a Public Work), it commonly holds such property as freehold property. The Council commonly can choose to sell freehold property at its will. An assessment in accordance with this policy will ensure such decision-making is strategically aligned.
Property Previously Acquired or used for a Public Work	If Property has been acquired for or used for a Public Work and all or part of it is no longer required for that Public Work, any other Public Work, or an exchange, the Council can dispose of the Property. However, subject to the existence of a suitable and justifiable exemption in section 40(2) of the Public Works Act 1981 or a recommendation under section 40(4), it has a legal obligation to first offer the Property back to the former owner or their successor.
Reserve Land	If the Council wishes to dispose of a Property classified as a Reserve, subject to any other obligation it may have, it will first need to revoke its classification as a reserve and cancel any vesting of the reserve in the Council (if it is a Crown-derived reserve). This process is detailed in the Reserves Act 1977 and includes consultation with the Department of Conservation and public consultation. If a reserve is Crown-derived, disposal will be facilitated by the Department of Conservation under the Land Act 1948 once the reserve status has been revoked. The Crown has a policy on the sharing of proceeds of such land.
Endowment or Trust held property (gifted or bequeathed)	Before disposing of endowed or Trust vested property, the Council must obtain advice/consider the conditions that were imposed on the provision of the endowment or Trust and, if required, seek the views of the original owners or their successors. Disposal may also depend on the terms of the Trust Deed, or other document creating such Trust, as well as statutory requirements. Legislative or Ministerial approval may also be required. Sections 140 and 141 of the Local Government Act 2002 provide for restrictions on the disposal of endowment property and conditions applying to the sale or exchange of such property.

Crown-derived property	The Council formally and informally manages and administers Crown-owned and Crown-derived property. Crown-derived property's holding, or disposal, will likely be subject to specific legal requirements or conditions. Consideration of such requirements is essential in evaluating the appropriateness of disposal of such property.
Other Property interests	Council has a variety of tangible property interests, including ownership of buildings, infrastructure and improvements. The Council also has a variety of non-tangible interests, including the benefit of leases or licences to occupy, easements, land covenants and other interests in property. There is sometimes also an opportunity for the Council to dispose of Property while retaining a non-tangible interest in property that aligns with the Annual Plan, Long Term Plan and other strategic documentation.

The Council's preference is that when Disposing of a Property a fully transparent, publicly competitive, open market sale process is followed where possible and appropriate; however, there may be cases where this is not feasible, i.e. the sale of stopped road where there is only one feasible purchaser.

3. Property Disposal Criteria

The criteria guide the Council's decisions on the Disposal of a Property. Each Property should be assessed and evaluated against the criteria individually. Not all criteria apply to all Property and not all criteria must be met. If a criterion is not met, it will be analysed and considered in the Council's decision-making process.

Property Considered Suitable for Disposal

A Property may be considered suitable for Disposal if:

- it no longer supports growth strategies or asset management plans;
- it is no longer needed for its original purpose;
- it isn't suitable for any other Council use;
- its ongoing costs are unsustainable;
- disposing of it offers financial benefits to the Council.

Market and fiscal considerations

For Disposal of a Property *not* acquired or used for a Public Work:

- the property market isn't significantly depressed;
- there are interested buyers;
- part disposal is not feasible;
- the financial benefits of disposal outweigh the costs, considering disposal costs, alternative uses (e.g., leasing), income, and maintenance costs;
- the market value of the Property has been determined by obtaining a registered valuation carried out by a registered valuer;

- “best value” may include non-financial factors, not just the highest price; and
- consideration of community benefits (there may be instances where a Property is best sold or divested to community groups or other similar entities, below market rates).

Legal, Tenure and Plan Alignment

- the Council can legally Dispose of the Property, meeting all statutory and compliance requirements;
- disposal aligns with the Long-Term Plan and Annual Plan.

Community views

- community views should be considered, as required by the Council's Significance and Engagement Policy.
- consider any known community interest or preferences, including:
 - current tenants or users;
 - availability of other assets to provide the same service;
 - frequency of use; and
 - community support for disposal.
- under section 128 of the Local Government Act 2002, a Local Authority must consult on the proposal to sell or otherwise dispose of a park or part of a park.

Cultural heritage

- how/if the Property contributes to ecological, historic, cultural, geological, or landscape values
- how/if the Property holds cultural significance to hapū and iwi, as identified by the Council's iwi partners.

4. Ad hoc disposal

The Council may from time to time receive an ad hoc request or wish to take advantage of an opportunity to Dispose of a Property outside of a planned disposal in the Long-Term Plan or Annual Plan. The request could come from a member of the public, an elected member, or from an internal Council planning exercise.

If this occurs, the request must be presented to the Council for a disposal resolution which assesses the disposal opportunity using the Property Disposal Criteria outlined above in section 3. Any decisions responding to ad hoc requests to Dispose of a Council-owned or administered Property must be made by Council resolution based on this assessment, as required by the Local Government Act.

Where a member of the public applies to the Council to purchase a Council-owned or administered Property, all costs associated with that property purchase shall be paid for by the applicant (unless otherwise agreed prior to the process commencing).

PART D – RELATED POLICY, LEGISLATION AND DEFINITIONS

1. Policy

Introduction

The following policies, plans and strategies have been considered when formulating this Policy:

- 1) Wairarapa Combined District Plan
- 2) Council Strategies and Plans
- 3) Annual Plan
- 4) Long-Term Plan
- 5) Wairarapa Consolidated Bylaws
- 6) Relevant Council Policies

Wairarapa Combined District Plan

The Wairarapa Combined District Plan identifies and manages growth areas and uses designations to set aside land and signal its use for a particular purpose and informs structure plans. It must also give effect to higher-order statutory direction from National and Regional Policy Statements.

Ongoing monitoring of changes to the Wairarapa Combined District Plan and other related planning documents is required to inform property-related decisions.

Council Strategies and Plans

The Council has adopted several strategies and plans which set out the vision, goals, objectives, projects and plans to achieve outcomes relating to specific issues.

Annual Plan

The Annual Plan outlines the Council's work programme and key projects for the following year.

Long-Term Plan

The Long-Term Plan sets the timing and funding of infrastructure works and other capital investments, including planned land purchases on a ten-year planning horizon. It explains how the Council will respond to today's challenges while planning for the future. The Long-Term Plan is developed every three years with an Annual Plan produced in the two intervening years.

Wairarapa Consolidated Bylaws

The Wairarapa Consolidated Bylaws control things like:

- licensing activities such as serving food, tattooing, and hairdressing that need to be done in a safe and responsible way;
- making sure everyone knows the acceptable standard of behaviour in public places;
- promotion of a nuisance free environment, i.e. through rules on keeping animals
- making sure that the public can safely use public land.

2. Legislation

The table below sets out some of the key legislation relevant to this Policy.

The legislation provides the Council with broad powers as a Local Authority and sets limits on the exercise of these powers. This legislation must be contemplated and adhered to (as and when applicable depending on the Property in question) when Council considers the Acquisition or Disposal of any Property.

This table of legislation is just a starting point for reference and should not be taken as providing an exhaustive list or definitive explanation of how that legislation should be interpreted or applied. It is provided as a guide only and should trigger the need to seek professional advice.

It is essential to seek legal advice on a Property (which should provide at the very least, a history of that Property and what specific requirements apply to the Acquisition or Disposal of it as a result of the relevant Legislation), as a first step in the Acquisition or Disposal process.

Ongoing monitoring of legislative and regulatory change is required, and accordingly, this section is subject to more regular review and revision (annually).

Type	Description
Airport Authorities Act 1966	Under the Airport Authorities Act, local authorities work with airport authorities, which can also be local authorities. For instance, a local authority can form an airport company and invest in its equity or debt securities. They can also provide grants, loans, or leases to an airport authority, subject to certain conditions.
Forestry Rights Registration Act 1983	The Forestry Rights Registration Act provides for the creation and registration of forestry rights against records of title under the Land Transfer Act 2017.
Heritage New Zealand Pohere Taonga Act 2014	Heritage New Zealand has statutory and regulatory obligations to protect and preserve heritage, with varying levels of protection based on the heritage status. Their goals generally align with the Council's heritage objectives. However, at the property level, this can lead to restrictions on how a property can be used or altered and may increase maintenance and compliance costs.
Land Transfer Act 2017	The Land Transfer Act regulates land ownership registration in New Zealand and governs the registration and meaning of various instruments and interests in the land transfer system. It's crucial for any property transactions. The Land Transfer Regulations 2018, created under the Land Transfer Act, outline the requirements for instruments like caveats, land covenants, and easements. They specify the necessary information and documents for registration and automatically imply certain terms into specific instruments.
Local Government Act 2002	The Local Government Act requires the Council to consult on significant proposals or when the Council proposes to dispose of parks not held under the Reserves Act 1977. The Act also allows the Council to collect development contributions to recover growth-related costs associated with any Council-

	<p>owned or administered land and allows the Council to charge a targeted rate to fund activities.</p> <p>The Local Government Act sets out that the purpose of local authorities is:</p> <ul style="list-style-type: none"> • to enable democratic local decision-making and action by, and on behalf of, communities; and • to promote the social, economic, environmental and cultural wellbeing of communities in the present and future (otherwise known as the sustainable development mandate). <p>It is important to be aware that there are a number of stipulations in the Local Government Act that apply to all Local Authority property activities, which must be adhered to in the decision-making and the development of specific property policies.</p> <p>Section 12 of the Local Government Act contains what is known as the power of general competence of a Local Authority. It provides Local Authorities with broad general powers to undertake any activity or enter into any transaction for the purposes of performing its role as a Local Authority. This power includes the power to Acquire and Dispose of Property.</p> <p>Section 14 of the Act places obligations on Local Authorities to act in accordance with several principles when performing its role. Many of these have relevance to the Acquisition and Disposal of Property, for example, the obligation for the Council:</p> <ul style="list-style-type: none"> • to conduct its business in an open, transparent, and democratically accountable manner; • to make itself aware of, and have regard to, community views; • to undertake commercial transactions in accordance with sound business practices; • to ensure prudent stewardship and the efficient and effective use of resources. <p>Since 2000, the general legislative direction has changed in that decision-making in relation to property management by the Council (and in particular Acquisition and Disposal) has increased in significance.</p> <p>Section 76AA of the Local Government Act requires Local Authorities to adopt a significance and engagement policy that determines which assets are considered to be Strategic Assets.</p> <p>Sections 138 – 141 of the Local Government Act contain several restrictions and conditions that apply to Disposal by a</p>
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	<p>Local Authority of any parks, reserves (other than those held under the Reserves Act 1977), and endowment lands.</p> <p>In relation to Property management by Council, under section 97 of the Local Government Act, before:</p> <ul style="list-style-type: none"> • a decision to significantly alter the intended level of service provision for any significant activity undertaken by or on behalf of the Local Authority is made, including a decision to commence or cease such activity (section 97(1)(a)); • a decision to transfer the ownership or control of a Strategic Asset to or from the Local Authority (section 97(1)(b)) is made; <p>a Local Authority must first consult on it in accordance with Section 93E of the Act and explicitly include it in its Long-Term Plan.</p> <p>The requirements for a Local Authority to manage its finances prudently are set out in section 101 of the Local Government Act. In particular:</p> <ol style="list-style-type: none"> 1. A local authority must manage its revenues, expenses, assets, liabilities, investments and general financial dealings prudently and in a manner that promotes the current and future interests of the community. 2. A local authority must make adequate and effective provision in its Long-Term Plan and its Annual Plan (where applicable) to meet the expenditure needs of the local authority identified in the Long-Term Plan and Annual Plan. 3. The funding needs of the local authority must be met from those sources that the local authority determines to be appropriate, following consideration of: <ol style="list-style-type: none"> a. In relation to each activity funded: <ol style="list-style-type: none"> i. the community outcomes to which the activity primarily contributes; ii. the distribution of benefits between the community as a whole, any identifiable part of the community, and individuals; iii. the period in or over which those benefits are expected to occur; iv. the extent to which the actions or inaction of particular individuals or a group contribute to the need to undertake the activity; and v. the costs and benefits of funding the activity distinct from other activities, including consequences for transparency and accountability. b. the overall impact of any allocation of liability for revenue needs on the community.
<p>Local Government Act 1974</p>	<p>The Local Government Act sets out requirements for stopping and closing of roads and disposal of land no longer required for road.</p>

	<p>Section 316 vests all roads (including the soil/materials they are made of, or materials placed or laid on any road) in fee simple in the Council of the district in which they are situated.</p> <p>Section 319 provides local authorities with broad powers to construct, upgrade, repair, lay, increase the width or alter the level of roads within their district (with the exception of state highways).</p> <p>Under section 319, a Local Authority can also make and use a temporary road while an existing road is being repaired, name or alter the name of a road and sell surplus spoil of roads or stop or close any road or part of a road, in the manner and upon the conditions set out in section 342 and Schedule 10 of the Act.</p> <p>Section 342 gives a Local Authority the power to stop a road or close any road on a temporary basis in the manner and in accordance with the conditions provided in Schedule 10.</p> <p>Section 349 provides a Local Authority with the power to turn a private road or private right of way into a public road. However, this power would need to be considered carefully given such a declaration may place a significant maintenance burden on the Council in future.</p>
<p>Local Government Official Information and Meetings Act 1987</p>	<p>The Local Government Official Information and Meetings Act controls the public release of information in commercially sensitive situations, such as negotiations to Acquire or Dispose of Property.</p>
<p>Overseas Investment Act 2005</p>	<p>The Overseas Investment Act limits the ability of overseas persons to own or control sensitive New Zealand assets (being land or otherwise) and more recently also limits the ability of overseas persons to purchase residential or lifestyle land. From a Local Authority perspective, the Overseas Investment Act limits the number of parties to whom a Property can be sold.</p>
<p>Public Bodies Leases Act 1969</p>	<p>Section 303(1) of the Local Government Act 2002 provides that territorial authorities cease to be leasing authorities for the purposes of the Public Bodies Leases Act. However, the Public Bodies Leases Act may apply to leases where the lease was granted under that Act before the enactment of the Local Government Act 2002 or for the renewal of a lease already granted under the Act.</p>
<p>Public Works Act 1981</p>	<p>The Public Works Act 1981 is the primary mechanism available to the Council for:</p> <ul style="list-style-type: none"> • Acquisition of Property for a Public Work; and • Disposal of Property that was originally acquired for a Public Work, that has been declared Surplus.

	<p>The Public Works Act outlines procedures for the Acquisition and Disposal of land held under the Act or in any other manner for any Public Work, as well as providing for compensation and compulsory acquisition.</p> <p>Section 2 of the Act provides a definition of a Public Work, Work and Essential Work. These are imperative in using the Act to Acquire or Dispose of Property as a Local Authority.</p> <p>Section 16 of the Act provides the Council in its capacity as a Local Authority with the general power of Acquisition of Property required for a local work for which it has financial responsibility.</p> <p>Section 17 provides a mechanism for a local authority to acquire property by way of agreement with a landowner (i.e. not under compulsion).</p> <p>Compulsory acquisition of land by the Council involves several statutory provisions under the Public Works Act. This process usually includes the preparation and issuing of a Notice of Desire to acquire land under Section 18, a land survey followed by the issuing, publication and registration on the record of title for the land of a Notice of Intention under Section 23, followed by a request for a proclamation under Section 26 of the Act and registration of that proclamation pursuant to Section 57.</p> <p>Section 40 is the “offer back” provision under the Act. This may require a Local Authority to offer a piece of land that has been declared Surplus, back to the landowner (or the landowner’s successors) if a piece of land is no longer required for a Public Work and was taken for a Public Work. This explanation is a simplified explanation, and the consequences of Section 40 require careful consideration with the risk of significant extra costs and litigation if the process is not managed by the Council appropriately.</p> <p>Section 103 provides a mechanism for the Council as a Local Authority or the Minister to provide other property interests in lieu of compensation if certain requirements are met.</p> <p>Sections 114 and 116 of the Act provide the Minister with the power to declare land as road or stop road in certain circumstances. The latter is the companion provision to the power provided to local authorities to stop roads under the Local Government Act 1974 (discussed above).</p> <p>Section 116 is predicated on a road being stopped in circumstances where the community and surrounding residents overwhelmingly support a proposed road stopping</p>
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	with no objections from the community or residents. This contrasts with the Local Government Act 1974 process predicated on public consultation and community involvement where a proposed road stopping might be contentious or subject to objections.
Property Law Act 2007	<p>The Property Law Act 2007 is a piece of legislation that is not specific to Local Authorities. However, the Act impacts upon the Council in its role as a landowner stipulating the rights and powers that apply to landlords and tenants in commercial leases, powers and obligations that apply in respect of land covenants, easements, and other types of encumbrances and the powers and responsibilities of mortgagees which may apply if the Council is granted a mortgage over a landowner's property.</p> <p>The Act also sets out specific rules and requirements regarding property transactions more generally. These transactional requirements directly impact the Council's ability to Acquire and Dispose of Property.</p>
Resource Management Act 1991	<p>The Resource Management Act allows the Council to designate land for certain purposes through the district plan, such as parks and open spaces, and signal its intention to purchase property for public works. It also allows the Council to take esplanade reserves and strips along the coast and waterways upon subdivision and permits the Council to collect financial contributions or receive vested land upon subdivision.</p> <p>In addition:</p> <ul style="list-style-type: none"> • Section 11 of the Act sets out a prohibition on the subdivision of land except in certain limited cases. An example of such an exemption is in respect of a subdivision effected by the acquisition, taking, transfer, or disposal of part of an allotment under the Public Works Act 1981 (except that, in the case of the disposition of land under the Public Works Act 1981, each existing separate parcel of land shall, unless otherwise provided by that Act, be disposed of without further division of that parcel of land). • Section 86 of the Act provides the Council as a Local Authority with the ability to acquire land by agreement under the Public Works Act 1981 for the purpose of terminating or preventing any non-complying or prohibited activity in relation to that land or facilitating an activity in relation to that land that is in accordance with the objectives and policies of the plan.
Reserves Act 1977	The Reserves Act provides for parks and open spaces held by the Council to be declared reserves and classified for a particular purpose (for example, recreation, local, scenic, scientific or historical) and sets out consultation and approval processes when land declared as a Reserve is proposed to be Disposed of or exchanged.

	<p>Section 2 of the Act provides a broad definition of what constitutes a Reserve. It also provides a definition of a Local Authority for the purposes of the Reserves Act.</p> <p>Section 15 of the Reserves Act provides a mechanism for local authorities to exchange of the land comprised in any Reserve, or part or any parts of it, for other land in certain circumstances.</p> <p>The use of Reserves by local authorities is restricted by the classification or purpose for which such Reserves are held. Sections 24 and 24A of the Act provide that the Minister or a territorial authority can change the classification or purpose of a Reserve in certain limited circumstances. This usually requires consultation and compliance with other legislative requirements.</p> <p>Sections 54, 56, 58A, 61, 61A, 67 and 73 of the Reserves Act provide powers regarding certain types of Reserves to grant leases or licences (as the case may be). These sections primarily relate to recreation reserves (including recreation reserves set apart for racecourse purposes), local purpose reserves, scenic reserves, historic reserves and reserves for aerodromes.</p> <p>Section 48 of the Reserves Act provides for granting rights of way or other easements over any part of the Reserve by administering bodies in certain circumstances and subject to various legislative requirements. Section 111 provides a useful power that enables the Council to dedicate road reserve as legal road.</p>
<p>Te Ture Whenua Māori Act 1993/Māori Land Act 1993</p>	<p>The principles set out in the Te Ture Whenua Māori Act seek to reaffirm the Treaty of Waitangi in recognising the importance of land to Māori and that the land is Taonga. The Te Ture Whenua Māori Act seeks to promote the retention of Māori land and promote its occupation, development and use by its owner, their whanau and hapu.</p>
<p>Local Government Act 2002</p>	<p>The Local Government Act recognises and respects the Crown's obligations under the Treaty of Waitangi by placing some specific obligations on Councils.</p> <p>The Local Government Act includes requirements for Councils to:</p> <ol style="list-style-type: none"> 1. ensure they provide opportunities for Māori to contribute to decision-making processes; 2. establish and maintain processes for Māori to contribute to decision-making; 3. consider ways in which they can foster the development of Māori capacity to contribute to decision-making processes;

	<p>4. provide relevant information to Māori; and</p> <p>5. take into account the relationship of Māori and their culture and traditions with their ancestral land, water, sites, wāhi tapu, valued flora and fauna, and other Taonga.</p>
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3. Definitions

In this Policy the following words have the following meanings:

Type	Description
Acquiring Authority/Agency	means a Crown Agency asking the Minister or Land Information to acquire or take land under the Public Works Act 1981 and includes a Crown property accredited supplier contracted by an Acquiring Authority/Agency.
Acquisition	means to obtain or receive legal ownership of a right, title or other interest through methods of acquisition such as purchase, vesting on deposit, offsetting, legal proceedings, and gifting and " Acquire " and " Acquisitions " has a corresponding meaning.
Annual Plan	means the annual plan made by Masterton District Council.
Asset Management Plan	means a tactical plan for managing Masterton District Council's infrastructure and their assets to deliver an agreed level of service.
Council Property Portfolio	means a portfolio of all Property owned by Masterton District Council.
Delegated Officer	means a person identified in the Council's Delegations Register as having the authority or responsibility to carry out a function as authorised by the Council.
Disposal	means to sell or otherwise relinquish legal ownership of a right, title or other interest through methods of disposal such as sale, transfer or disposal, or otherwise and " Dispose " and " Disposals " has a corresponding meaning.
FOSAL (Future of Severely Affected Land)	Is of land categorisations to deal with the risks from future severe weather events on affected properties.
Local Authority	has the meaning given to that term in section 5 of the Local Government Act 2002.
Long-Term Plan	means the Masterton District Council Long-Term Plan (being the 2024-2034 plan current as at the commencement date of this Policy).
Operationally Redundant	refers to a decision to determine that specific property is no longer required for its original purpose or any new purpose within the same department or team within the Council.
Policy	means the Masterton District Council Acquisition, Retention, and Disposal of Property Policy and associated Schedules.
Property	<p>means any estate or interest in land (or any part of it) and includes but is not limited to the following:</p> <ul style="list-style-type: none"> rights associated with air, riparian and subterranean property interests; and

	<ul style="list-style-type: none"> agreements, contracts, or other legal instruments that commit the Council to any of the above types of property transactions.
Park/s	has the meaning given to that term in section 138(1) of the Local Government Act 2002.
Public Work	has the meaning given to that term in section 2 of the Public Works Act 1981.
Reserve or Public Reserve	has the meaning given to that term in section 2 of the Reserves Act 1977.
Retention	means continued ownership and " Retain " has a corresponding meaning.
Return on Investment	<p>in the context of this policy refers to a series of performance measures used to evaluate the efficiency and effectiveness of a property purchase and compares this to the efficiency and effectiveness of similar properties that have a similar use or function.</p> <p>These performance measures would differ depending on the use and nature of the particular property and would also consider the opportunity cost associated with such property and the amount of return on a particular investment, which would be both financial and non-financial, e.g. community outcomes, relative to the investment's cost.</p>
Significance and Engagement Policy	means a significance and engagement policy adopted by the Council under section 76AA of the Local Government Act 2002 that determines which assets are considered to be Strategic Assets.
Strategic Asset	has the meaning given to it in section 5 of the Local Government Act 2002.
Surplus	Surplus in the context of Disposal, means that a property (or part of it) is no longer required by the Council for that Public Work, or any other Public Work, or for any exchange under section 105 of the Public Works Act 1981.

7.3 WAIRARAPA WATER RESILIENCE STRATEGY IMPLEMENTATION WORK PROGRAMME 2024/25

File Number:

Author: Matt Steele, Economic Development Lead

Authoriser: Kym Fell, Chief Executive

PURPOSE

This report seeks Council agreement to the Wairarapa Water Resilience Strategy Implementation Work Programme for 2024/25.

RECOMMENDATIONS

That Council

1. Notes that the Wairarapa Water Resilience Strategy was finalised in 2021
2. Notes that the Implementation Work Programme 2024/25 has been developed by the Water Resilience Strategy Governance Group, which includes Greater Wellington Regional Council, the three district councils, and iwi.
3. Notes that the work programme is organised into five targeted work streams: natural attenuation, water capture, allocation, adaptation, and water use efficiency
4. Notes that the work programme, where possible, draws on existing projects and initiatives being undertaken by councils.
5. Approves the Implementation Work Programme 2024/25.

CONTEXT

The Wairarapa Water Resilience Strategy

The Wairarapa Water Resilience Strategy (the Strategy), developed collaboratively in 2021, outlines a comprehensive approach to managing water resources across the Wairarapa region. This integrated plan addresses both water demand management and supply enhancement. The strategy recognizes that the accessibility and quality of freshwater are essential for maintaining our lifestyle, supporting the local economy, and ensuring environmental health. The Strategy was created to address both present and projected challenges to freshwater resources. Its primary aim is to promote sustainable water use and allocation while enhancing resilience, recognising that water's value is likely to increase in line with predicted changes in the climate. The strategy's core outcome is defined as:

"Ensuring secure, efficient, and resilient freshwater supplies for all Wairarapa residents, in a manner that respects tangata whenua values and adheres to appropriate environmental standards."

The Strategy has been endorsed by leadership across the region and identified as a key priority in the Wairarapa Economic Development Strategy (WEDS) and the Wellington Region Economic Development Plan (REDP).

Interim Governance Group

In November 2023, the CEOs from the three Wairarapa district councils and Greater Wellington Regional Council agreed to provide interim governance and oversight to oversee the development

of a work programme to implement the Strategy. The interim governance group is chaired by Councillor David Holmes and includes elected members from each of the four councils as well as the CEOs, other senior officers, and iwi representatives.

Implementation Work Programme 2024/25

The 2024/25 implementation plan for the Wairarapa Resilience Strategy is attached. It details the approach and structure for managing the complex set of initiatives aimed at enhancing water resilience in the Wairarapa. The plan includes a wide range of tools to drive and implement change.

The objective is to establish a comprehensive, actionable work programme that:

- (a) breaks down the strategy into manageable tasks
- (b) ensures effective progress monitoring
- (c) identifies potential obstacles and new opportunities

While improving water resilience is a long-term process, this programme focuses on launching key projects within the next 18 months. It is anticipated that a more extensive, long-term programme will be developed once the initial phase has:

- (a) established effective working methods
- (b) gained momentum
- (c) incorporated lessons learned from early implementation

This approach allows immediate progress to be made, while laying the groundwork for sustained, long-term improvements in water resilience.

The programme is organised into five targeted workstreams, focused on wider recommendations of the Strategy.

- Natural attenuation, including restoring wetlands, riparian sites, and afforestation
- Water capture, including methods such as managed retention, constructed dam storage, and micro-storage for hill country water attenuation. While some of these approaches may be experimental, the Strategy provides a framework of principles for evaluating storage proposals.
- Allocation, which will be optimised to maximise beneficial use through improved planning and system-wide management, moving beyond individual consent-based approaches.
- Adaptation, promoting water-efficient crops and diversified farming practices to adapt land use and reduce water consumption.
- Water use efficiency, working across water users to encourage and incentivise water conservation and more efficient uses.

More details on the objectives and scope for each of the workstreams are provided in the work programme document, along with details of expected projects and key outcomes (points 2.2 - 2.7 in the attached document).

The delivery of the work programme is led by a project manager, funded by contributions from all four councils. Additional oversight of each of the workstreams is provided by officers from within the four councils.

ANALYSIS AND ADVICE

The Implementation Work Programme provides direction and expectations for progressing the Strategy. While water resilience work has been a priority for the region for a number of years, projects and approaches have often been fragmented across the councils of the region, and various strategies. This work programme, and the associated governance arrangements and focus areas, provides a roadmap for making progress across in this key area.

Approval of the work programme by the three district councils and Greater Wellington Regional Council will support the delivery of the work programme, and illustrate a joined-up approach by the region. It will also assist with any central government funding opportunities that may arise.

OPTIONS CONSIDERED

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

Option	Advantages	Disadvantages
1 Approve the Implementation Work Programme 2024/25 for the Wairarapa Water Resilience Strategy	Approval of the work programme supports the delivery of projects to support the Strategy and shows a joined up approach to this work across the region. This takes a more streamlined and coordinated approach contributing to greater efficiencies. The work programme has been developed following input from the four councils and iwi.	None identified.
2 Do not approve the Implementation Work Programme 2024/25 for the Wairarapa Water Resilience Strategy	None identified.	Without a unified approach, efforts across the region may become more fragmented and inconsistent. Each council might duplicate efforts or invest in less effective solutions without a coordinated plan. Different areas within the region might adopt varying approaches to water management, leading to inconsistencies.

RECOMMENDED OPTION

Option 1 is recommended. This ensures that the Implementation Work Programme can progress, utilising a joined up regional approach, and reflecting the earlier work of all key stakeholders in developing the work programme.

SUMMARY OF CONSIDERATIONS

Strategic, Policy and Legislative Implications

The Wairarapa Water Resilience Strategy is not a legal requirement; however, it provides a strategic plan for water resilience work 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

For the 2024/25 financial year the budget associated with the implementation of the work programme is a total of \$150,000 which has been allocated by councils in line with the Shared Services Procurement Policy to fund a Programme Director and some initial untagged operational funding. MDC's share of this funding was \$50,000.

Funding for any specific projects associated with the workstreams will be considered as part of the Annual Plan process.

Implications for Māori

Iwi hold a strong interest in water resilience, and decision making with regards to water use, conservation, and resilience. Iwi representatives are part of the governance structures for the Strategy. Mana whenua engagement brings environmental and cultural perspectives to the work, ensuring that decisions align with the priorities, principles and values of local iwi.

Communications/Engagement Plan

No communications/engagement plan is required.

Environmental/Climate Change Impact and Considerations

The Strategy and Work Programme guide decision making in regard to water resilience. Given the expected changes to the Wairarapa climate, and the expected growth in demand for water, climate change and environmental considerations are at the forefront of this work.

ATTACHMENTS

- 1. Wairarapa Water Resilience Work Programme 2024-2025** [↓](#)



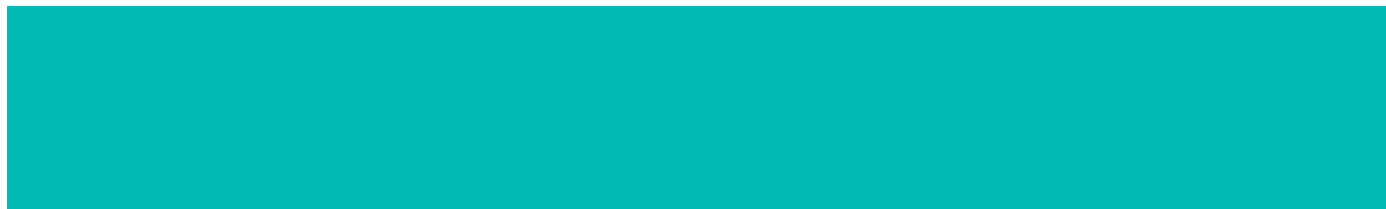
Wairarapa Water Resilience Strategy Implementation Work Programme 2024/25

**"Te Ora o nga mea katoa, ko te wai; ki te kore te wai,
kaore he painga o nga mea katoa"**

"The life of all things is water; without water nothing can thrive"

(Recital from the Ancient Whare Wananga 1865)

Prepared for the Wairarapa Water Resilience Governance Group



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1. Introduction

Improving water resilience in the Wairarapa has been identified as a priority across strategic and planning documents to ensure economic, social and environmental sustainability and improvement for the region.

The Wairarapa Water Resilience Strategy was finalised in 2021. It recommends a holistic approach to improve reliability of water supply, temper demand and look after this precious resource.

This work programme has been developed by an Interim Governance Group with elected members across the four Wairarapa councils and iwi.

1.1 Water supports Wairarapa's way of life and requires action

The main sectors that contribute to the Wairarapa economy and major employers, like hospitality, primary industries, food and fibre and manufacturing are all heavily reliant on access to a good, secure water supply.

The collective impacts of climate change and tighter rules and regulations for water management will and already do, affect established businesses, inhibit new businesses and constrain population growth in Wairarapa.

Wairarapa's urban areas are already experiencing relatively frequent malfunctions in municipal supply networks like infiltration of pathogens or high sediment loads from floodwater contamination and failure to treat wastewater in line with contemporary standards to protect the environment. Most towns are facing considerable costs for upgrading and maintaining their municipal water infrastructure relative to their rating base.

In the primary industries, water storage supplied by direct extraction from surface and groundwater is currently limited to a few farms and vineyards. Reliable water provides certainty to rural activities as it improves the quality, quantity and timing of crops. Without additional storage, together with other water resilience modes, this situation is expected to get worse with climate change and population growth compared to other parts of our region.

1.2 A strategy to ensure sustainable use of water and increase our region's resilience

The Wairarapa Water Resilience Strategy (the Strategy) was developed as part of a collaborative process in 2021. It sets out an integrated approach covering the management of demand and enhancing the supply of water resources. This is in light of predictions that demand for water will grow, while climate change is driving extended periods of drought interspersed with severe weather events.

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The availability and quality of freshwater resources are critical to sustaining the Wairarapa communities' way of life, are fundamental to environmental wellbeing and underpin the local economy.

The Strategy has since been endorsed by leadership across the region and identified as a key priority under both the Wairarapa and Wellington Region Economic Development Plans.

In November 2023, the group of Wairarapa Council and Greater Wellington Regional Council CEOs met and agreed to provide interim governance and oversight to oversee the development and ratification of a work programme to implement the Strategy.

In 2018, the Wairarapa Economic Development Strategy and Action Plan identified the need for an integrated approach to preparing for water use and protection. Increasing demand coupled with expected climatic changes leading to more droughts and degradation of water resources provides particular challenges for the Wairarapa region.

The Strategy was developed in response to the current and anticipated pressures on freshwater resources. Its overarching objective is to work towards water use and allocation that is sustainable and increases resilience, where in line with climatic prediction, water is only increasing in value. Its strategic outcome statement is:

“Secure, efficient and resilient supplies of freshwater for all people of Wairarapa, in a way acceptable to tangata whenua and within acceptable environmental standards.”

1.3 Increasing our resilience

Resilience is the concept at the heart of the Strategy. It is about our ability to bounce back from shock but also being able to absorb it. It also supports our adaptive capability to create futures where land and water use is further optimised under changing conditions and we can keep benefiting from our fresh water resource.

Significant pressures are building on our water resources currently that impact current and future communities, our economic potential and environmental quality and wellbeing.

These can be summarised as

- Water deficit, where there is not enough water to meet our needs
- Low flows in our rivers and aquifers, requiring us to prioritise and restrict water use
- Accommodating the growth of our communities and industries
- Loss of Mauri where the environment is degraded and cannot support the life depending on it

- Infrastructure challenges where pipes, treatment plants, stormwater systems etc are old and need replacing

The Strategy lays out the approach to organise for action by looking at two dimensions:

- Managing and tempering demand – to improve how we use water
- Enhancing supply – increasing the availability of water

The Strategy sets out exploration for interventions, including grey (infrastructure-based) and green (nature-based), as well as systemic solutions. It recommends the development of a “comprehensive, integrated and well-orchestrated programme of action”. It calls for a collaborative approach, innovative, building on knowledge to fill gaps.

The Strategy identifies principles and criteria for priority uses that help set the course for the work ahead. The actions are structured into four focus areas:

- Water capture, which could include managed retention, constructed storage with a dam, and micro-storage to capture hill country attenuation. Some of these interventions would be experimental but the Strategy provides a set of principles to evaluate storage proposals.
- Natural attenuation, including restoring wetlands, riparian sites, and afforestation.
- Allocation, which would involve moving water allocation to maximise beneficial use, improving proactive planning and the allocation system rather than working with individual consents.
- Adaption - Land use adaptation through the introduction of crops that use less water and encouraging mixed farming.

These focus areas are also referred to as “rooms”, priding a conceptual split that can bring key people and agencies together to make progress within each.

In the Strategy it is recommended that the implementation programme adopts a 10-year staged approach while maintaining a 50-year planning horizon.

It is stated clearly in the Strategy and subsequent related documents that concerted leadership and governance from mana whenua and local government will be required to make progress. As part of obligations under Te Tiriti, Treaty settlements and as key regional partners, mana whenua involvement in designing and implementing solutions is critical alongside local and regional councils.

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1.4 Resource management – our joint responsibility

A catchment-wide rather than individual farm-holding approach is required to enable the scale and nature of such changes to be successfully implemented.

The complexity of the issues and range of solutions has already brought several organisations together, including regional and local councils, Wellington Water, Rangitāne, Ngāti Kahungunu, the Wairarapa Economic Development Strategy, WellingtonNZ, central government and other local interest groups.

Mana whenua have had a constant presence in the Wairarapa, from the early settlement of the coastline through to the modern-day operation of commercial farming and forestry enterprises. Local iwi Ngāti Kahungunu and Rāngitane o Wairarapa have recently completed historic Tiriti o Waitangi settlements with the Crown. Their leadership is likely to drive sustainable land management and the principles of kaitiakitanga. This will see a greater focus on sustainable and renewable farming practices, investment in skills and education, and exploring alternative land use strategies.

Councils have a statutory role in the direct management of water, as well as land use and infrastructure responsibilities that influence the use of water. Good decisions that drive water resilience can therefore be achieved by considering all tools available, including regional and district plan provisions, non-regulatory methods (education programs, incentives), direct capital and sustained investment in infrastructure, flood management plans, and bylaws.

There are many things under councils' control that will impact aquatic receiving environments, from the disposal of sewage to land management. Activities on the land affect water quality and water quantity. Conversely, decisions about water management can affect land management. Effects can move from the land to groundwater, streams and rivers and then into marine receiving environments.

Local councils have clear responsibilities concerning water protection and management, both under the Local Government Act 2002 and the Resource Management Act 1991, with recent standards and the proposed reformed resource management system reinforcing expectations.

Local councils typically manage water supply and set land use provisions. They must include objectives, policies, and methods in their district plans to promote positive effects, and avoid, remedy, or mitigate adverse effects (including cumulative effects). For example, these provisions must manage the impact of urban development on the health and well-being of water bodies, freshwater ecosystems, and receiving environments.

Regional councils are responsible for managing the effects of using freshwater, land, air and coastal waters, by developing regional policy statements and the issuing of consents. As part of this, they must also manage rivers, mitigate soil erosion and provide flood control, as well as provide for regional emergency management and civil defence preparedness.

1.5 Relevant legislation

Under the Local Government Act, territorial authorities are responsible for a wide range of local services including roads, water reticulation, sewerage and refuse collection and local regulations, economic development, and land use planning. The Local Government Act requires councils to prepare infrastructure strategies for at least a 30-year period. The purpose of an infrastructure strategy is to identify significant infrastructure issues over the period and identify options for managing those issues and the implications of those options. They are to cover as a minimum, the five key assets of water supply, stormwater, wastewater, council-owned roading and flood protection, and can include any other significant assets.

Under the Resource Management Act, regional councils are charged with the integrated management of the natural and physical resources of a region through developing and implementing a regional policy statement and regional plan(s).

In terms of water, this includes primarily making decisions about:

- taking, damming and diverting water
- discharges of contaminants to land, air or water
- controlling land use for the purpose of managing water quantity and quality
- managing the coastal marine area
- protecting aquatic biodiversity.

District and city councils, through their District Plans, are responsible (s. 31 RMA) for making decisions about the effects of land use and the effects of activities on the surface of rivers and lakes.

1.6 Relationship to wider responsibilities and other strategic directions

Implementation of the Wairarapa Water Resilience Strategy is strongly linked to the outcomes and proposed initiatives of several other strategic plans, including the Whaitua Implementation Programme and the Wellington Regional Economic Development Plan.

The Wellington Regional Economic Development Plan (refreshed in 2024) identifies Water Accessibility and Security as one of four key enablers of

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economic development in the Greater Wellington Region, and particularly for Wairarapa as well as one of the five key issues and opportunities to grow and maintain a sustainable and thriving food and fibre sector. Undertaking work to plan and manage our water resources in an integrated way was also identified as a priority action in the Wairarapa Economic Development Strategy of 2022.

Whaitua Implementation is led by the Greater Wellington Regional Council and involves working at a catchment scale to understand the environmental characteristics of local waterbodies and improve the quality of the freshwater environment. Our increasing understanding of the pressures on freshwater and the values residents associate with it will help people make good decisions that support freshwater health and are appropriate to Wairarapa's unique waterways and communities.

The Ruamāhanga Whaitua Committee spent four years studying the catchment and finalised freshwater quality and quantity objectives and recommendations that formed their Whaitua Implementation Programme (WIP) in 2018. The WIP describes the ways people from the catchment want to manage their water now and for future generations through a range of integrated tools, policies and strategies. The WIP includes recommendations on managing contaminants, water allocation and river management and sets freshwater objectives and limits for each freshwater management unit (FMU). The regulatory recommendations in the WIP will be integrated into the Natural Resources Plan and non-regulatory recommendations will be pursued by Greater Wellington and relevant external organisations.

In parallel, the Wairarapa Water Users Group, IrrigationNZ and other stakeholders have been engaged locally and with central government to reinvigorate plans for a large storage facility, including the exploration under proposed mechanisms in the Fast-track Approvals Bill currently considered by the Government. Also, the new government direction under the Local Water Done Well initiatives, requires collective approaches to fundamental infrastructure.

The recent establishment of the Wairarapa Moana Statutory Board, creates further links to freshwater management.

2. Overarching Programme Plan

This document sets out the pathway to the implementation of the Wairarapa Water Resilience Strategy. It provides the approach and arrangements to oversee a complex programme of works that spans all tools required to drive and make change with the view to significantly improve the water resilience of the Wairarapa Region.

The goal is to set out a comprehensive and implementable work programme to bring about outcomes, by structuring the work into implementable tasks, while ensuring oversight of progress including the identification of any barriers and new opportunities.

While the work to improve water resilience would take decades, this programme focuses on making a start with a shorter horizon for initiating key projects in the next 18 months. It is anticipated that a future longer-term programme would build on this once the way of working is bedded in, traction has been gained, and learning along the way can be applied.

2.1 Workstreams for targeted work under a wider umbrella

The Programme is organised into five targeted work streams (See Figure 1) to bring about the implementation of recommended actions in the WWRS:

- **Natural attenuation**, including restoring wetlands, riparian sites, and afforestation.
- **Water capture**, which could include managed retention, constructed storage with a dam, and micro-storage to capture hill country attenuation. Some of these interventions would be experimental but the Strategy provides a set of principles to evaluate storage proposals.
- **Allocation**, which would involve moving water allocation to maximise beneficial use, improving proactive planning and the allocation system rather than working with individual consents
- **Adaptation** - Land use adaptation through the introduction of crops that use less water and encouraging mixed farming.
- **Water use efficiency** - Working across water users to encourage and incentivise water conservation and more efficient uses.

For each work stream, initial projects or initiatives have been identified by the Interim Governance Group and officers from participating councils.

The mix of interventions, contingencies, risks, and partners vary in terms of their responsibilities and the actions differ within each workstream. For each, more granular resourcing requirements will be identified alongside decision-makers and partners, timeframes and estimated budget needs. The programme is placed within the context of existing or planned work and targets any gaps or areas not covered through RMA planning documents.

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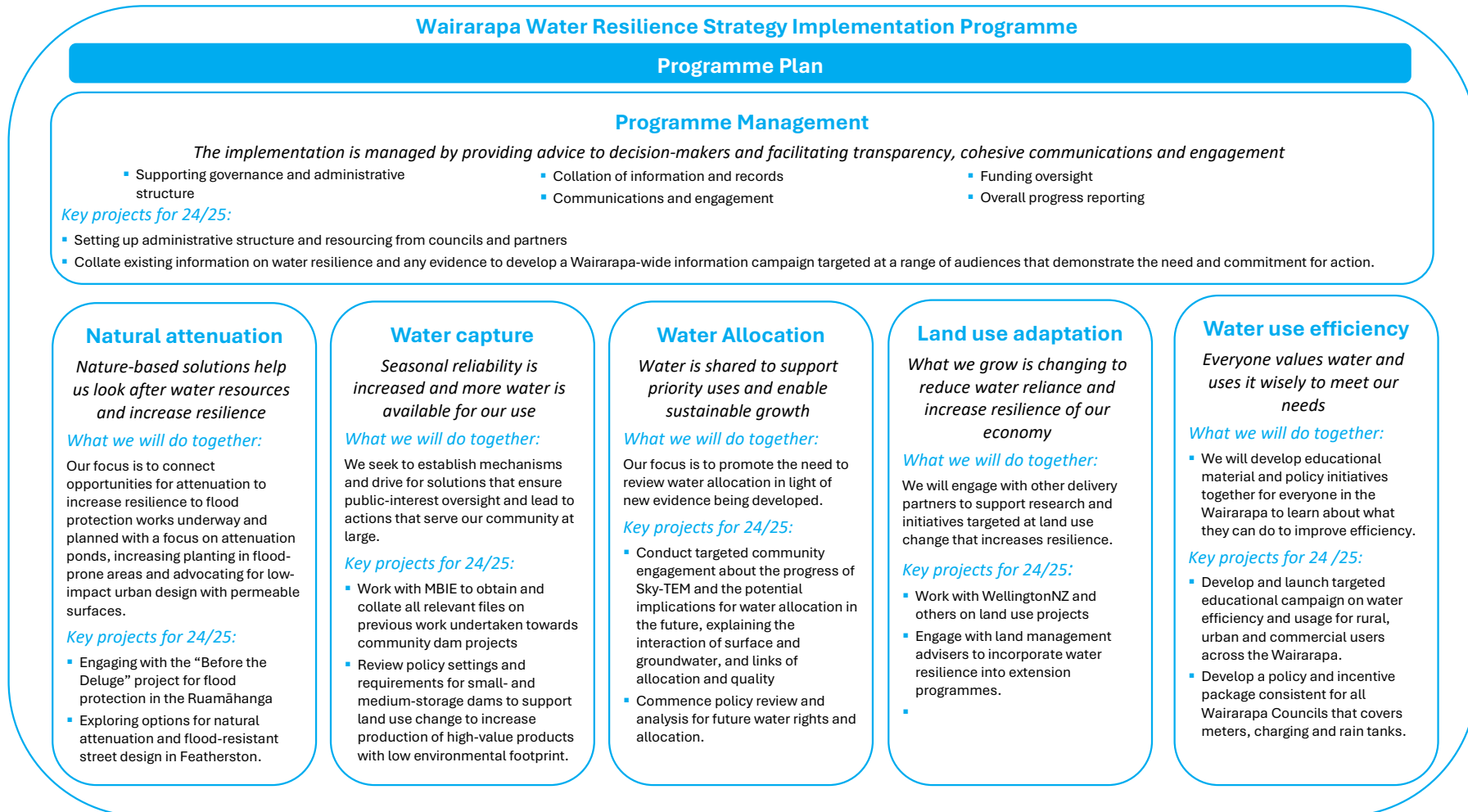
Appendix I. provides the template for each “Plan on a Page” to be developed for each workstream as shown on the following pages. These require development with governance group member organisations as a key next step.

These workstream plans are to be read in association with this overarching document and will augment the approach, not duplicate it. Generally, the approach and principles outlined here are to be applied across the work streams as well as the communication plan followed.

The programme should also provide a platform for communications and engagement and ultimately bring together individual actions into a comprehensive picture of integrated system improvement.

The governance structure and workstreams are supported by a programme management function.

Figure 1. The Work Programme for 2024/25 is organised into five targeted work streams to bring about the implementation of recommended actions in the Wairarapa Water Resilience Strategy 2021



2.2 Programme management

The objective of this workstream is to manage the implementation of the work programme overall, and provide advice to decision-makers, and facilitate transparency, as well as support cohesive communication and engagement.

The scope of this programme is to

- Provide the secretariat
- Facilitate organisation of project leads as part of workstreams,
- Explore overarching funding and provide budget oversight,
- Manage communication and
- Identify and manage any overarching research requirements and initiatives
- Work with MBIE, WellingtonNZ, and other key stakeholders.

Expected projects and their key output

- Setting up the administrative structure and identifying resourcing from councils and iwi.
- Administration of the governance and reporting against progress
- Collation of existing information on water resilience and any evidence to develop a Wairarapa-wide information campaign targeted at a range of audiences that demonstrate the need and commitment for action, provide transparency and build awareness.
- The success of the programme delivery depends on ongoing, constructive collaboration between iwi and the four councils, as well as the ability to leverage resources from the organisations.
- Any additional funding to support project implementation is yet to be secured.

2.3 Natural attenuation

Natural attenuation is about increasing the natural capacity of the catchment to receive and hold water. It is part of the nature-based solutions both in rural and urban areas that will help us look after water resources and increase resilience.

Objectives and scope

The objective of this workstream is to advance and implement projects aimed at increasing natural attenuation in natural, agricultural and urban landscapes in the Wairarapa.

The scope of this programme is to work with councils and connect with flood protection projects to identify existing and potential new areas suitable for increasing the natural capacity for the landscape through the

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expansion of permeable surfaces, managed wetlands and flood control. It includes gathering relevant insights, progressing planning provisions and initiating projects on the ground that increase attenuation capacity.

Expected projects and their key output

- Identify opportunities for natural attenuation, including through engagement with the “Before the Deluge” Project for flood protection in the Ruamāhanga. This could include partnerships and funding to extend space for freshwater environments and to widen available river channels and increase vegetation in suitable areas
- Policy and planning for increased urban capacity for attenuation, including exploration of the development of an urban project such as demonstrating a flood-resistant street design in Featherston
- Work with Masterton District Council on realising the concept of a sponge catchment in the Waipoua.

The project requires coordination across planning divisions of the four councils and testing and endorsement of proposals for each to fit in with statutory timeframes.

The co-investment business case to government ‘Before the Deluge 2.0’ for co-investing in flood management infrastructure to improve New Zealand-wide community resilience against extreme weather events included 11 priority flood protection projects in the Wairarapa.

Any additional funding for the projects is yet to be secured.

2.4 Water capture

Capturing water is about increasing the reliability and resilience of stored water available to the community and commercial activity.

Objectives and scope

The objective of this workstream is to identify the need, governance and ownership models and options to progress any new water storage proposal.

We seek to establish the mechanisms to provide oversight and drive for solutions that ensure public-interest outcomes and lead to actions that serve our communities.

In scope is the collation and review of existing materials, exploration of models for the expedient governance of any new proposals and development of the process required for the consideration of any such proposals that support the WWRS and its principles.

Expected projects and their key output

- Working with MBIE and GWRC to establish mechanisms to obtain and collate all relevant files of previous work done in a way that ensures public-interest oversight.
- Determine the potential of bulk water storage to solve for municipal supply and commercial activity. This would include the undertaking of a feasibility report covering governance and cost share arrangements, estimated costs, risks and benefits to enable a decision to be made on any preferred options.
- Assess options that would enable small-medium sized water storage to support land use change (including any lessons learnt for other water storage initiatives e.g. Northland).

This project is dependent on gaining access to files currently held by MBIE. Any exploration of large-scale storage infrastructure will need to align with central government processes.

The government's Fast-track Approvals Bill includes water storage proposal for the Wairarapa, with stakeholders and lobby groups actively working to progress planning for additional storage.

Any explorations of options should consider existing plans by Carterton and Masterton District Councils.

2.5 Water Allocation

The way we allocate water drives land use options, user behaviour and ensures the ongoing health of our natural water resources.

Objectives and scope

The objective of this workstream is to improve the understanding of water use and availability to then review and if necessary adjust the policy frameworks and decision-making regimes for allocating water resources.

In scope is the reception and analysis of the SKYTEM project and review of policy settings that enable allocation of water resources in line with the Ruamāhanga Whaitua Implementation Programme (WIP) to support appropriate water use into the future.

Expected projects and their key output

- Working through the science and policy teams at GWRC to
- Conduct targeted community engagement about the progress of Sky-TEM and the potential implications for water allocation in the future. This includes explaining the interaction between surface and groundwater and links between allocation and quality.

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- Commence policy review and analysis for future water rights and allocation in line with Whaitua Implementation Programme and beyond.

This project is closely aligned with the Ruamāhanga WIP and is part of GWRC policy and regulatory mandates and will thus be progressed through the in-house teams charged with the advancement of this work.

2.6 Landuse Adaptation

Adapting the way we use our productive land to reduce the need for water or use it more efficiently to grow high-value produce is a key part of the WWRS as well as other economic development strategies.

Objectives and scope

The objective of this workstream is to advance research providing insights into the suitability of high-value land uses with the view to understand barriers and opportunities as well as working with landowners and managers to explore land use adaptation on their land.

In scope is the development of a project in partnership with central government, agricultural associations, research agencies, and other interested parties (like Water Users and the Farm Environment Trust) to identify key high-value land uses that require less water.

The other part is to increase the land use advice programme to include approaches to reduce water use or adapt practices to increase the resilience of productive land uses.

Expected projects and their key output

- Work with WellingtonNZ (Wairarapa Economic Development Strategy), MPI and other potential partners to identify pathways to promoting or otherwise supporting alternative land use opportunities and projects
- Support the development of water-resilient land use advice as part of GWRC/MPI land management extension, including an education campaign for landowners.
- The approach seeks to engage with existing research as well as extension and support programmes support farmers and other land managers with land use advice.

2.7 Water use efficiency

Water efficiency is about how we use water, how much and for what purpose. This includes getting better at avoiding any wastage and increasing mindfulness of its value.

Objectives and scope

The objective of this workstream is to support behavioural change to improve water users' efficiency and deepen the understanding of the value of water and the services to provide it.

This underpins the receptiveness to some of the other workstreams and also supports everybody to take part in improving our water resilience.

The scope includes the development of collective communications material, advice and incentives to support people in increasing their water use efficiency.

Expected projects and their key output

- Develop and launch a targeted educational campaign on water efficiency and usage targeted for rural, commercial and urban users across the Wairarapa.
- Develop policy and incentive package consistent for all Wairarapa Councils that covers meters, charging and rain tanks and promulgate this for urban and rural users.

The policy and incentives package will need to be sized and is currently not budgeted for.

This approach requires in kind support from communication s teams and working with targeted audiences.

3. Approach and Principles

The outcome sought requires an integrated approach and must work in accord. At the same time, actions within each dimension are complex and require targeted effort across many organisations and the deployment of various tools to bring about change.

The approach to the work programme reflects this: An effort to target change across a multitude of drivers and bring it all together into an integrated system.

The WWRS sets out guiding principles (see Textbox 1) and priority uses (see Textbox 2). These are applied across all workstreams.

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It is understood that the management of water is important to all and significant engagement and collaboration with mana whenua, other partners and the community has to be central to developing solutions and implementing any interventions. Unless delegated to the workstream leads or individual projects, this is to be led through the programme leadership and governance.

Textbox 1. Guiding principles developed as part of the WWRS

- Equity – sharing costs and benefits
- Natural resilience – blending grey and green infrastructure
- Mauri – gradually restoring the mauri of water
- Prosperity – sustaining community prosperity
- Value – best use of water
- Knowledge – building knowledge and understanding of the challenges and solutions
- Reliability/consistency – maximising reliability
- Multiple solutions – not putting all eggs in one basket
- Rural and urban – both have their responsibilities

Textbox 2. Priority uses developed as part of the WWRS

- Environmental bottom lines – Whaitua guidelines are taken as fundamental
- Drinking water – quality and access
- Stock drinking water – availability and animal welfare are paramount
- Cultural uses – uses that are fundamental to cultural values and expression
- Non-consumptive uses – because they don't use up water – e.g. water sports
- Capital uses – protect capital stock such as root stock, resilient planting and so on.

4. Governance arrangements

The implementation of the WWRS will require strong leadership and making some significant decisions on complex issues. Clear governance and management structure to oversee the pathway to the implementation of the work programme is therefore critical.

The day-to-day execution of the work programme will require coordination and oversight. It is anticipated that projects under various workstreams require resourcing and input from technical experts, project managers, and representatives from relevant stakeholders.

Progress reporting and ensuring a flow of information within and across the agencies is also important.

This effort and associated resources will come from all or some of the member organisations. Additional resources may be sought externally also. This means organisations will need to facilitate discussions and decisions internally, as well as coordinate this contribution as part of the wider combined work programme effort.

4.1 Leadership will need to ensure progress is made

The governance group will need clear roles and responsibilities, including well-defined decision-making powers, accountability, and communication lines across and within member organisations and external stakeholders.

The group and individual members will champion the cause internally and externally and seek synergies across opportunities to drive progress.

4.2 The structure provides for connection and decision-making processes

A governance group, with members from all four councils and iwi will oversee the progress and resourcing of the work programme as a whole and receive updates on workstream development and individual projects.

The Senior Leaders Group working with the Programme Director provides connection to management and resourcing decisions of member organisations and ensures cohesion and communication within and across.

Iwi representatives are critical for providing cultural and environmental advocacy. Mana Whenua representatives bring cultural and environmental perspectives to the group, ensuring that decisions align with the principles and values of the local iwi. They engage with decision-makers within their respective iwi structures, influencing policies related to water resilience and resource management. Beyond driving for outcomes, iwi may advocate for financial support for initiatives that align with the cultural and environmental priorities of mana whenua.

Workstream leads are assigned to drive forward work across projects reporting to the Programme Director. Projects would be managed as required, involving resourcing from appropriate sources, internal and external.

Workstream leads will ensure technical experts contribute with specialised knowledge and inform decisions. They provide valuable guidance on the development of policies that are grounded in scientific, engineering, and environmental considerations. As experts in their respective fields, will also bring connections with external funding bodies and research organisations, helping secure additional funding for specific projects to progress work streams. The work of workstream leads will be coordinated by a programme director and supported by the secretariat.

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Significant projects may require separate governance including other external members or even the establishment of special bodies for their administration. For example, a large community water storage project would require governance, programme and project management that involve external parties, possibly central government etc.

Regardless of the size, complexity and stage of the workstreams and projects, the governance group oversees the implementation of the WWRS as a whole and champions its progress against all dimensions.

Figure 2. Outlines the governance structure put in place to drive and oversee the work programme at large.

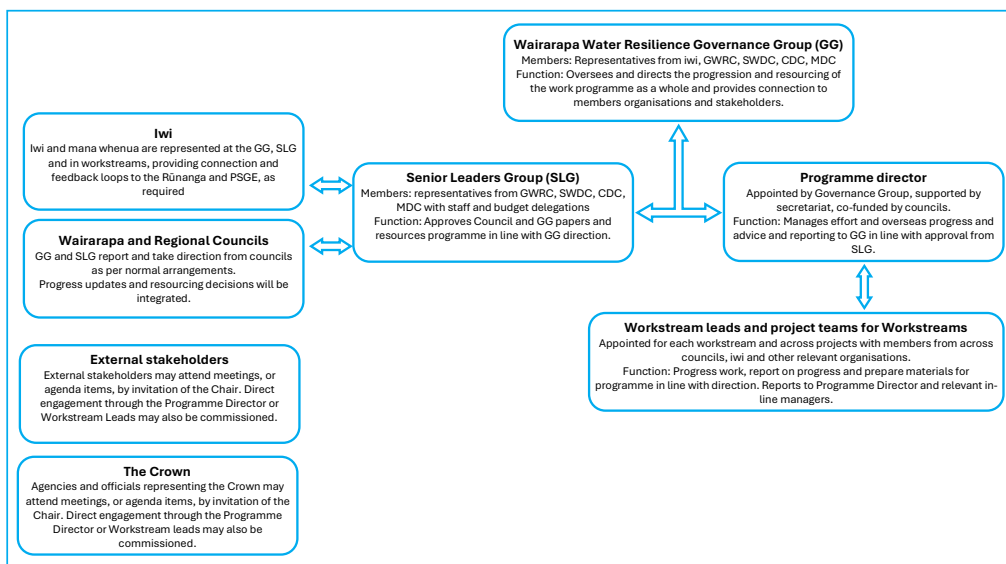
Appendix II. provides the Terms of Reference for the Wairarapa Water Resilience Governance Group and the Senior Leaders Group.

4.3 Partners and Stakeholders

There are many interested parties as well as wide interest in the management of water resources. Mana whenua are partners to the project with representation in the governance group and if desired in the working groups.

How the tiers of the governance structure organise engagement with stakeholders and the wider community is yet to be determined. It is advisable that the governance group provides the overarching leadership and speaks to the strategy and programme as a whole, while workstreams and individual project leads may undertake planned, targeted engagement as part of their work.

Figure 2. Governance structure for the implementation programme of the WWRS



5. Scope and budget

The scope of this work programme is limited to actions and initiatives that bring about water resilience across the dimensions identified as work streams.

In scope are all interventions and mechanisms that may be deployed by councils, central government and other partners and stakeholders. They include

- Planning policy, and regulatory interventions
- Provision of incentives and direct support for activities
- Allocation of funding or applications for funding for capital and operational investments
- Procurement of scientific studies
- Undertaking collaborative approaches
- Supporting community-driven action

Out of scope are policies and actions already underway through standard planning processes and individual consent applications.

For the 2024/25 financial year the budget associated with the implementation of the work programme is a total of 150k has been allocated by councils in line with the Shared Services Procurement Policy to fund a Programme Director and some initial untagged operational funding.

It is anticipated that most of the value of initial contributions will be in-kind from member organisations of the Wairarapa Water Resilience Governance Group with the ambition to attract further funding from government and through alliance with other providers.

5.1 On funding mechanisms to enable the resourcing of implementation

Mutual financial commitments to the WWRS work programme are encouraged where the financial responsibilities of each council are clearly outlined, and a sense of shared ownership and accountability is fostered.

Pooling financial resources among councils to create a shared budget dedicated to the WWRS work programme could help optimise resourcing and allocation of funds. This may require collaborative budget planning workshops involving representatives from all councils to ensure that the WWRS work programme is integrated seamlessly into each council's budget, avoiding conflicts, and streamlining financial processes.

It is expected that external funding will be sought to implement parts of this programme where initiatives from central government and other

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agencies align. Joint approaches for applications of external funding will be an important advantage and show a unified commitment to water resilience.

Risk-sharing agreements among councils to address potential financial challenges may need to be set up to establish contingency plans and shared responsibilities to mitigate the impact of unforeseen financial hurdles.

In any case, transparency in resource allocation, clearly outlining how funds are distributed among councils for various aspects of the WWRS work programme will need to be maintained.

6. Milestones, deliverables, and timeline

The implementation of the strategy will require several years and span several stages. This implementation programme is Stage 1 and has a horizon of 12-18 months with the view that it will be extended, informed by the progress made during Stage 1.

The design of the reporting system envisions regular reporting by workstream leads to the Programme Director, which will be collated, signed out by the Senior Leaders Group and presented to the Governance Group at their meetings.

This ensures a flow of information from the ground level to the overarching governance bodies, maintaining transparency and accountability.

6.1 Progress reporting and success metrics

Milestones and budgets will be set for each workstream which will be reported in the form of a dashboard that can be discussed and respond to direction by the Governance Group.

This will also highlight key issues and opportunities and correspond to a risk register that will be developed and maintained.

7. Communications and external engagement

The approach to communications should aim to foster collaboration, transparency, and a cohesive approach to the implementation of the strategy while ensuring consistent, accurate, and transparent communication with the media and the wider public regarding the activities, progress, and decisions of the Governance Group overseeing the Wairarapa Water Resilience Strategy.

7.1 Principles

- **Kotahitanga/Togetherness:** Portrait cohesion and common purpose as part of this group
Consistency: Maintain a consistent message across all communications platforms to avoid confusion and ensure a unified narrative.

- **Accuracy:** Provide accurate information reflecting the current status of the WWRS work programme, decisions, and outcomes.
- **Transparency:** Strive for openness in communication, sharing relevant information without compromising confidentiality when required.
- **Timeliness:** Communicate in a timely manner to keep the public informed about key developments and milestones.
- **Accessibility:** Make information easily accessible to the public through various channels, ensuring inclusivity.

A communications protocol has been developed and adopted (see Appendix III) and a proactive communications plan will be developed in due course.

7.2 Key Messages

- “Our group is united in its commitment to the successful implementation of the Wairarapa Water Resilience Strategy. Together, we are dedicated to securing a sustainable water future for our community and environment.”
- “We are committed to implementing the Wairarapa Water Resilience Strategy for the benefit of the community and the environment.”
- “We are working together as the four councils and mana whenua for successful strategy implementation.”
- “Collectively we are responsible for ensuring the well-being of our environment and communities, for whom water is a critical resource.”
- “Collaboration lies at the heart of our strategy. By bringing together the four councils and mana whenua, we harness collective strength, expertise, and resources to make a meaningful impact on water resilience in Wairarapa.”
- “The water resilience strategy calls for holistic thinking which means everyone working together in a coordinated way.”
- “Our focus is on tangible progress. As we meet regularly, discuss, and collaborate, we are steering the course toward a sustainable and resilient water future for Wairarapa.”
- “Our shared goal is to leave a positive legacy for generations to come.”
- “We are committed to transparency in all communications, ensuring stakeholders are well-informed about decisions and progress.”
- “We are committed to open communication, ensuring that our decisions, progress, and challenges are communicated openly and honestly.”
- “We look forward to engaging with and seeking input from the wider community to ensure a holistic and inclusive approach to water resilience.”

APPENDIX I. Template for Plan on a Page for each Workstream or Project to be developed

<p>Context</p> <p>This project is part of a larger work programme to implement the Wairarapa Water resilience Strategy. This multi-disciplinary programme supports a holistic approach to increasing water resilience in the Wairarapa of which [this workstream] is a key part. [insert appropriate context for this workstream and projects]</p> <p>This workstream is led by [insert lead agency].</p> <p>The wider programme is overseen by a governance group of elected official across the Wairarapa Councils and iwi representatives.</p> <p>Objectives and scope</p> <p>The objective of this workstream is to [insert text]</p> <p>Expected projects and their key output</p> <p>[insert text as required]</p> <ul style="list-style-type: none"> ▪ [Insert detail] ▪ [Insert detail] ▪ [Insert detail] 	<p>The Team and roles</p> <table border="1"> <thead> <tr> <th>Role</th> <th>Name, position</th> <th>Organisation</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table> <p>Resource and budget overview</p> <ul style="list-style-type: none"> ▪ [Insert detail on FTE contributions and financial details as appropriate] ▪ [Insert detail] ▪ [Insert detail] <p>Timeline for delivery</p> <table border="1"> <thead> <tr> <th>Key output/milestone</th> <th>Delivery date</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table> <p>Risks and dependencies</p> <p>[insert text]</p>	Role	Name, position	Organisation																									Key output/milestone	Delivery date																
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Key output/milestone	Delivery date																																													

APPENDIX II. Terms of Reference of the Governance Group for the implementation of the Wairarapa Water Resilience Strategy

Purpose and objectives

1. This group brings together the four councils and mana whenua to oversee the implementation of a shared work programme to progress the objectives of the Wairarapa Water Resilience Strategy (WWRS) developed in 2021.
2. The objective of this group is to ensure appropriate collaboration and to champion the work required to implement the strategy by supporting action from within the members' organisation and during engagement with external stakeholders.
3. Specifically, the group will
 - a) Meet regularly to receive and provide updates
 - b) Discuss the approach and progress made to implement the WWRS
 - c) Provide connections and support collaboration between councils, mana whenua and wider stakeholders to establish a work programme under the water resilience strategy.
 - d) Provide direction for the development of the work programme, and ultimately
 - e) Endorse the work programme developed for the implementation of the WWRS, and
 - f) Consider and arrange for the future governance arrangements that would best guide and support the work programme.

Membership

4. The Governance Group is made up of the following members:
 - a) Ngāti Kahungunu Iwi: tbc
 - b) Rangitāne o Wairarapa: tbc
 - c) Masterton District Council: tbc
 - d) Carterton District Council: tbc

WWR Work Programme 24/25

- e) South Wairarapa District Council: tbc
 - f) Greater Wellington Regional Council: tbc
 - g) Ex Officio: tbc
5. The Senior Leaders Group is made up of the following members:
- a) Ngāti Kahungunu Iwi: tbc
 - b) Rangitāne o Wairarapa: tbc
 - c) Masterton District Council: tbc
 - d) Carterton District Council: tbc
 - e) South Wairarapa District Council: tbc
 - f) Greater Wellington Regional Council: tbc

Ways of working

- 6. All members are committed to working together constructively to progress the delivery of an efficient work programme to implement the WWRS that is feasible, pragmatic, and acceptable socially and politically.
- 7. All members are committed to contributing to a free and frank exchange of ideas during the meeting while respecting confidentiality where required.
- 8. Conflicts of interest, real or perceived, must be declared and logged. Where the conflict compromises the member relating to specific agenda items, the member may not be able to participate.
- 9. Any communications with the media and the wider public about this group will be by an agreed communications protocol.
- 10. Officers of the member organisations may be invited to attend and support the meeting or present agenda items.
- 11. Secretariat support will be provided through the Programme Management function, co-funded by the four councils, while in-kind support of iwi and councils is provided to implement the work streams, alongside external funding being sought.
- 12. All meeting papers and minutes are kept on the GWRC record and are available on request.

Meetings and dissolution

13. It is anticipated that the Governance Group meets at least quarterly for the first year (July 2024- June 2025), with the Senior Leaders Group meeting 6-weekly, or at least once prior to Governance Group meetings.
14. Meetings are scheduled in advance and may not be regular.
15. The forward agenda will be agreed and reviewed at each meeting.
16. The agenda and meeting papers will be collated by the secretariat and distributed following endorsement by the Chair, no later than three working days before the meeting.
17. A quorum shall be met by at least one elected representative from each of the four councils present and at least two ex-officio attendants to provide the record. Members may nominate a representative on their behalf to achieve the quorum if they are unable to attend.
18. The group may recommend its dissolution.

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APPENDIX III. Communications Protocol for Media and Public Engagement

Purpose

1. This Communications Protocol aims to foster collaboration, transparency, and a cohesive approach to the implementation of the work programme developed to further the objectives under Wairarapa Water Resilience Strategy (WWRS) while ensuring consistent, accurate, and transparent communication with the media and the wider public regarding the activities, progress, and decisions of the Governance Group.

Principles

2. The Governance Group is committed to taking a principled approach, with the following agreed principles being:
 - a) **Kotahitanga/Togetherness:** Portrait cohesion and common purpose as part of this group Consistency. We will maintain a consistent message across all communications platforms to avoid confusion and ensure a unified narrative.
 - b) **Accuracy and transparency:** Provide accurate information reflecting the current status of the WWRS work programme, decisions, and outcomes. We will strive for openness in communication, sharing relevant information without compromising confidentiality when required.
 - c) **Timeliness and accessibility:** Communicate in a timely manner to keep the public informed about key developments and milestones. We will proactively share our progress with interested parties and make information easily accessible to the public through various channels, ensuring inclusivity.

Official Spokesperson

3. The Chair of the Governance Group or a designated representative shall be the official spokesperson for all media interactions.

Media Releases, social media, and press

4. All media releases must be reviewed and approved by the Governance Group and require provision for sign-out by respective organisations within five working days or 48 hours, if urgent.
5. Media releases should align with key messages and the overarching goals of the WWRS.
6. Social media posts should be coordinated through the official channels of the respective councils and mana whenua, ensuring consistent messaging.

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7. Website Updates should be considered under a designated section on council websites with accurate and up-to-date information about the WWRS work programme.
8. Any interaction with the press should be after obtaining approval from the Governance Group with support from the communications teams of the relevant council.
9. Key messages and talking points should be prepared in advance to ensure consistent communication. Some key points are provided in the last section of this document.

Confidentiality

10. Confidentiality requirements must be respected, particularly when discussing sensitive matters that may impact ongoing negotiations or projects.

Collaboration with Council Communications Teams

11. Collaborate closely with the communications teams of each council to ensure consistency in messaging and to leverage their expertise in local communication.

Review and Updates

12. This communications protocol will be reviewed periodically to ensure its relevance and effectiveness. Updates may be made based on lessons learned, changes in the communication landscape, or the evolving needs of the Wairarapa Water Resilience Work Programme.

Key Messages

- Our group is united in its commitment to the successful implementation of the Wairarapa Water Resilience Strategy. Together, we are dedicated to securing a sustainable water future for our community and environment.
- We are committed to implementing the Wairarapa Water Resilience Strategy for the benefit of the community and the environment.
- We are working together as the four councils and mana whenua for successful strategy implementation.
- Collectively we are responsible for ensuring the well-being of our environment and communities, for whom water is a critical resource.
- Collaboration lies at the heart of our strategy. By bringing together the four councils and mana whenua, we harness collective strength, expertise, and resources to make a meaningful impact on water resilience in Wairarapa.

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- The water resilience strategy calls for holistic thinking which means everyone working together in a coordinated way
- Our focus is on tangible progress. As we meet regularly, discuss, and collaborate, we are steering the course toward a sustainable and resilient water future for Wairarapa.
- Our shared goal is to leave a positive legacy for generations to come.
- We are committed to transparency in all communications, ensuring stakeholders are well-informed about decisions and progress.
- We are committed to open communication, ensuring that our decisions, progress, and challenges are communicated openly and honestly.
- We look forward to engaging with and seeking input from the wider community to ensure a holistic and inclusive approach to water resilience.

7.4 MEETING SCHEDULE FOR 2025 AND AMENDMENT TO 2024 SCHEDULE

File Number:

Author: Karen Yates, Manager Strategy and Governance

Authoriser: Kym Fell, Chief Executive

PURPOSE

This report seeks Council approval of the schedule of Council and Committee meetings for 2025 and for a further amendment to the Schedule of Council and Committee meetings for 2024.

EXECUTIVE SUMMARY

Council meetings are set on a six-week schedule with additional meetings added to the schedule when required. The Audit and Risk Committee meets quarterly and the Awards and Grants Committee meets annually.

Adoption of a schedule of meetings for the coming year allows for reasonable public notice of meetings to be given in accordance with statutory requirements and for the planning of other commitments around Council and Committee meetings.

The 2024 Schedule of Meetings needs to be further amended as an additional Council meeting is needed on 13 November 2024.

RECOMMENDATION

That Council

1. approves the schedule of Council and Committee meeting dates for 2025 as set out in Attachment 1 to this report.
2. approves a further amendment to the 2024 Schedule of Council and Committee Meetings to add the additional Council meeting on 13 November commencing at 9.30am.

CONTEXT

The meeting calendar for 2025 follows roughly the same schedule as the 2024 calendar, with Council meetings on a six-weekly cycle, the Audit and Risk Committee meeting quarterly and the Awards and Grants Committee meets annually to consider applications for grant funding following the closure of the grant round in July.

The proposed schedule sets meetings up until October when the 2025 local election takes place. The schedule for the remainder of 2025 will be considered by Council at the Inaugural Council meeting of the 2025-2028 triennium in October.

As a general rule, Council meetings will commence at 9.30am. Audit and Risk Committee meetings will commence at 1.00pm. The Awards and Grants Committee meeting will commence at 9.00am. All meetings have been scheduled on Wednesdays.

In addition to the scheduled Council and Committee meetings, further ordinary and extraordinary meetings may be added as required. Elected members will be advised of these dates as soon as they have been set.

Adoption of a schedule of meetings for the coming year allows for reasonable public notice of meetings to be given in accordance with statutory requirements and for the planning of other commitments and the scheduling of work programmes around Council and Committee meetings.

Council approved the 2024 Schedule of Meetings at its meeting on 25 October 2023 and further amendments to the schedule on 14 February 2024 and 4 April 2024. Approval of the proposed amended schedule, with the addition of the 13 November Council meeting, will allow the website to be updated with the latest version.

OPTIONS CONSIDERED

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

Option	Advantages	Disadvantages
<p>1 Approve the proposed schedule for Council and Committee meetings to October 2025 and the amended 2024 schedule.</p>	<p>Elected members and staff will have certainty around meeting dates up until the 2025 election.</p> <p>The decision will allow meeting dates to be advertised in accordance with the requirements of the Local Government Official Information and Meetings Act and the latest version of the schedule to be available on the Council website.</p>	<p>None identified.</p>
<p>2 Adopt an amended 2025 Schedule</p>	<p>Elected members and staff will have certainty around meeting dates for the remainder of the current triennium.</p> <p>The decision will allow meeting dates to be advertised in accordance with the requirements of the Local Government Official Information and Meetings Act</p>	<p>None, unless changes are to the Audit and Risk Committee dates which may affect the availability of the Independent Chair.</p>
<p>3 Do not approve a schedule of meetings for 2025</p>	<p>No advantages identified</p>	<p>Elected members and staff will not have certainty around meeting dates for the remainder of the triennium.</p>

RECOMMENDED OPTION

Option 1 is the preferred option.

SUMMARY OF CONSIDERATIONS

Strategic, Policy and Legislative Implications

While not a requirement, the decision to adopt a schedule of meetings is referred to in the Local Government Act and meeting notification timeframes are set out in the Local Government Official Information and Meetings Act 1987.

Significance, Engagement and Consultation

Decisions to adopt a schedule of meetings for 2025 and to update the 2024 schedule do not amount to significant decisions in terms of Council's Significance and Engagement Policy as they are administrative in nature.

Financial Considerations

There are no financial considerations in the decision to adopt the 2025 schedule of meetings or the amended 2024 schedule.

Implications for Māori

No implications specific to Māori have been identified in the decisions sought.

Communications/Engagement Plan

No communication or engagement plan is required. Meetings will be publicly notified in accordance with the requirements of the Local Government Official Information and Meetings Act 1987.

Environmental/Climate Change Impact and Considerations

There are no environmental or climate change impacts or considerations arising from the approval of the schedule of meetings for the 2025 year and the amended 2024 schedule.

NEXT STEPS

If the 2025 schedule is adopted as recommended, invitations for the 2025 meetings will be sent out.

ATTACHMENTS

1. **2025 Schedule of Meetings** [↓](#)
2. **Amended Schedule of Meetings 2024** [↓](#)

SCHEDULE OF MEETINGS 2025
Masterton District Council

	January	February	March	April	May	June	July	August	September	October	November	December	
MON									1			1	MON
TUE				1			1		2			2	TUE
WED	1 New Year's Day			2 COUNCIL Ordinary			2		3 AWARDS & GRANTS Community Wellbeing and Events Grants	1		3	WED
THU	2 New Year's Day off			3	1		3		4	2		4	THU
FRI	3			4	2		4	1	5	3		5	FRI
SAT	4	1	1	5	3		5	2	6	4	1	6	SAT
SUN	5	2	2	6	4	1	6	3	7	5	2	7	SUN
MON	6	3	3	7	5	2 King's Birthday	7	4	8	6	3	8	MON
TUE	7	4	4	8	6	3	8	5	9	7	4	9	TUE
WED	8	5	5	9	7 AUDIT & RISK	4 COUNCIL Additional AP DELIBS	9	6 COUNCIL Ordinary	10	8	5	10 COUNCIL (TBC)	WED
THU	9	6 Waitangi Day	6	10	8	5	10	7	11	9	6	11	THU
FRI	10	7	7	11	9	6	11	8	12	10	7	12	FRI
SAT	11	8	8	12	10	7	12	9	13	11 ELECTION DAY	8	13	SAT
SUN	12	9	9	13	11	8	13	10	14	12	9	14	SUN
MON	13	10	10	14	12	9	14	11	15	13	10	15	MON
TUE	14	11	11	15	13	10	15	12	16	14	11	16	TUE
WED	15	12	12	16	14 COUNCIL Ordinary	11	16	13 AUDIT & RISK	17 COUNCIL Ordinary	15	12 AUDIT & RISK (TBC)	17	WED
THU	16	13	13	17	15	12	17	14	18	16	13	18	THU
FRI	17	14	14	18 Good Friday	16	13	18	15	19	17	14	19	FRI
SAT	18	15	15	19	17	14	19	16	20	18	15	20	SAT
SUN	19	16	16	20	18	15	20	17	21	19	16	21	SUN
MON	20 Wellington Anniversary	17	17	21 Easter Monday	19	16	21	18	22	20	17	22	MON
TUE	21	18	18	22	20	17	22	19	23	21	18	23	TUE
WED	22	19 COUNCIL Ordinary	19	23	21 COUNCIL Additional AP HEARINGS	18	23	20	24	22	19	24	WED
THU	23	20	20	24	22 AP HEARINGS	19	24	21	25	23	20	25 Christmas Day	THU
FRI	24	21	21	25 ANZAC Day	23	20 Matariki	25	22	26	24	21	26 Boxing Day	FRI
SAT	25	22	22	26	24	21	26	23	27	25	22	27	SAT
SUN	26	23	23	27	25	22	27	24	28	26	23	28	SUN
MON	27	24	24	28	26	23	28	25	29	27 Labour Day	24	29	MON
TUE	28	25	25	29	27	24	29	26	30	28	25	30	TUE
WED	29	26 COUNCIL Additional	26 AUDIT & RISK	30 COUNCIL Additional	28	25 COUNCIL Ordinary	30	27		29 INAUGURAL COUNCIL	26	31	WED
THU	30	27	27		29	26	31	28		30	27		THU
FRI	31	28	28		30	27		29		31	28		FRI
SAT			29		31	28		30			29		SAT
SUN			30			29		31			30		SUN
MON			31			30							MON

KEY	COUNCIL	AUDIT & RISK COMMITTEE	AWARDS & GRANTS COMMITTEE	HEARINGS COMMITTEE	Weekends/Public Holidays	Annual Plan Related	School Holidays
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UPDATED SCHEDULE OF MEETINGS 2024
Masterton District Council

	October	November	December	
SUN			1	SUN
MON			2	MON
TUE			3	TUE
WED			4	WED
THU			5	THU
FRI		1	6	FRI
SAT		2	7	SAT
SUN		3	8	SUN
MON		4	9	MON
TUE		5	10	TUE
WED		6	11	COUNCIL WED
THU		7	12	THU
FRI		8	13	FRI
SAT		9	14	SAT
SUN		10	15	SUN
MON		11	16	MON
TUE		12	17	TUE
WED		13	COUNCIL AUDIT AND RISK 18	WED
THU		14	19	THU
FRI		15	20	FRI
SAT		16	21	SAT
SUN		17	22	SUN
MON		18	23	MON
TUE		19	24	TUE
WED		20	25	Christmas Day WED
THU		21	26	Boxing Day THU
FRI		22	27	FRI
SAT		23	28	SAT
SUN		24	29	SUN
MON	Labour Day	25	30	MON
TUE		26	31	TUE
WED	COUNCIL	27		WED
THU		28		THU
FRI		29		FRI
SAT		30		SAT
SUN				SUN

KEY	COUNCIL	AUDIT AND RISK COMMITTEE	Weekends / Public Holidays
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7.5 UPDATE TO MEMBERSHIP: CHIEF EXECUTIVE PERFORMANCE REVIEW COMMITTEE

File Number:

Author: Karen Yates, General Manager Strategy & Development

Authoriser: Kym Fell, Chief Executive

PURPOSE

To appoint another member to the Chief Executive Performance Review Committee.

EXECUTIVE SUMMARY

At the Inaugural Council meeting on 26 October 2022 Council endorsed the Mayor's decision to establish a number of Committees and agreed to appoint members to those committees. The Mayor, and Councillors Hullena and Nelson, were appointed to the Chief Executive Performance Review Committee with the Mayor as Chair. It is proposed that, due to her experience, the Deputy Mayor is also appointed to the Committee. The Mayor has appointed Councillor Tom Hullena as Chair under Section 41A of the Local Government Act.

The Mayor will remain a member of the Committee as provided by Section 41A(5) of the Local Government Act (the mayor is a member of each committee of a territorial authority).

The Terms of Reference for the Committee also need to be amended to provide that the Committee has four members.

RECOMMENDATIONS

That Council

1. appoints the Deputy Mayor, Councillor Bex Johnson, as a member of the Chief Executive Performance Review Committee
2. endorses the Mayor's appointment of the Councillor Tom Hullena, as the Chair of that Committee
3. amends the Terms of Reference for the Committee to increase its membership to four members.

ATTACHMENTS

1. **Terms of Reference - Chief Executive Performance Review Committee** [↓](#)

1.5 Chief Executive’s Performance Review Committee

Function	<p>To ensure that Council carries out the responsibilities of a Good Employer, as the employer of the Chief Executive.</p> <p>Key responsibilities include:</p> <ul style="list-style-type: none"> • Completing an annual review of the Chief Executive’s performance and reporting the results to the Council. • Managing the provisions of the Chief Executive’s employment agreement. • Ensuring the Chief Executive is provided with regular feedback, mentoring and support through informal quarterly meetings. • Ensuring the Chief Executive receives relevant training and development opportunities.
Membership and Composition	Four members.
Quorum	Two members.
Frequency	As required.
Delegated Authority	<ul style="list-style-type: none"> • Recommend to the Council a process for appraising the Chief Executive’s performance and remuneration. • Undertake the annual appraisal of the Chief Executive’s performance and remuneration and make recommendations to Council. • Manage the provisions of the Chief Executive’s Employment Agreement, including negotiating any variation to the Employment Agreement and making recommendations to the Council. • Draft the Chief Executive KPIs for recommendation to Council

7.6 NZTA FUNDING FOR ROAD IMPROVEMENTS, RENEWALS AND MAINTENANCE

File Number:

Author: **Kaine Jaquiery, Roding Manager**

Authoriser: **Kym Fell, Chief Executive**

PURPOSE

The purpose of this report is to:

- inform the Council of the Waka Kotahi/NZTA funding decision for our Low-Cost, Low-Risk Improvement Programme and the Roding Renewal/Maintenance Programme;
- seek agreement to repurpose local share funding to accelerate repairs to our deteriorating network and meet the government's increased expectations for road renewal; and
- provide direction on future strategic work for Mataikona given reduced newly confirmed funding.

RECOMMENDATIONS

That Council:

1. **Notes** the information provided in this report
2. **Agrees** to reallocate MDC's rated share of year one improvement funding to roading renewals.
3. **Notes** that further decisions on reallocating funds in years two and three of the Long-Term Plan (LTP) will be considered as part of the annual plan process.
4. **Approves** the proposed approach to advancing the Mataikona resilience improvement projects, authorising expenditure of up to \$3 million (with 78% subsidised by NZTA Crown Resilience Programme), noting Council will provide loan funding of \$660,000 in either 2025/26 or 2026/27 and also noting additional work and associated funding options will need to be considered in the future. A separate options paper will be presented to the Council before the end of the year, outlining specific projects identified in the Business Case and uses for this funding.
5. **Approves** progressing the work to investigate safety improvements at the Queen and Dixon Street intersection in Kuripuni, using local share funding.

CONTEXT

Every three years, the NZTA Board endorses indicative funding allocations for continuous programmes as part of developing the 2024-27 National Land Transport Programme (NLTP). The Board has now provided funding allocations for the category of known as 'Low-cost, Low-risk roading improvement projects' (defined as projects under \$2 million), as well as local road capital renewals and operations (now referred to as Local Road Pothole Prevention and Local Road Maintenance). NZTA subsidises or co-funds this work for MDC at a 56% Funding Assistance Rate (FAR), while the local share accounts for 44% of the total submitted work programme. Local share funding is established through the Long-Term Plan (LTP) and Annual Plan (AP) cycles.

In September 2024, the NZTA Board determined that only state highway improvements and local road improvements with highly GPS-aligned activities would receive funding subsidies. As a result, Masterton District Council did not receive any allocations, a situation mirrored by most local authorities throughout New Zealand, including South Wairarapa and Carterton District Councils.

Funding submissions for resilience work on Mataikona Road, which were part of the Low-cost, Low-risk programme, were also not approved for subsidised funding. However, \$3,000,000 has been provided through the Crown Resilience Programme for resilience work over the next three years to help minimise the impacts of severe weather events on the Mataikona route (subsidised at 78%). The table below provides a high-level overview of the three-year NZTA allocations for improvements, capital renewals, and operations, including MDC's requested funding.

Table 1: Three Year Funding requested vs NZTA Funding Allocated

Activity Class	2024-27 Funding Allocation	2024-27 Funding Request NLTP and approved in LTP	NZTA 2024-27 Allocation Compared to Request (%)
Low Cost Low Risk Improvements (< \$2 m)	\$0	\$5,199,286	0%
Mataikona Resilience Projects	\$3,000,000	\$7,600,000	39%
Local Road Pothole Prevention	\$29,132,000	\$29,132,000	100%
Local Road Operations	\$13,267,000	\$13,267,000	100%

ANALYSIS AND ADVICE

The Minister of Transport has directed local authorities to focus on delivering core business functions, ensuring value for money, and improving performance and efficiency. Specific targets have been set, including increasing the local road rehabilitation rate to 2% (MDC is currently targeting 1%) and increasing the resurfacing rate to 9% per annum (MDC is targeting between 5-7%).

Due to the policy change, and associated NZTA funding decisions, leading to no co-funding for improvement activities in the Masterton District and the Minister's increased focus on efficiency, it is recommended reallocating local funding initially designated for improvements to the roading renewal programme.

Below is a summary of the improvement budgets confirmed for rural and urban projects in the Long-Term Plan (LTP):

Table 2 Initial Improvement funding including Mataikona set out in LTP (includes NZTA contribution)

Funding Budgets LTP	3-Year Total	Year 1	Year 2	Year 3
Minor Roding Improvements	5,199,286	973,852	2,486,984	1,738,449
Mataikona	7,600,000	0	3,050,000	4,550,000
Total	12,799,286	973,852	5,536,984	6,288,449

Examples of projects included in the minor improvements, that it is suggested funding is reallocated from, are:

- Bridge works to improve load-carrying capacity for rural bridges.
- Minor widening works associated with road rehabilitation.
- Phase 2 high-risk safety improvements on Masterton Castlepoint Road.
- Intersection safety improvements at Paierau Road and Loop Line.
- Traffic calming measures around schools.
- Safety improvements at three urban intersections (two on Queen Street and one on Dixon Street).
- KiwiRail level crossing improvements.

Of this programme, \$1.04 million was originally allocated for the local share of KiwiRail level crossing improvements currently underway in Wairarapa. This work is now fully funded by KiwiRail, excluding a short section of footpath connecting to our network at Edwin Feast Place, and any locally directed work required at the Judds Road level crossing to potentially keep it open to vehicles.¹

If Council agrees to not support the minor improvement projects from Year 1 of the LTP, 44% of the minor improvement funding (ie the local share) will be available for reallocation into core roading renewal functions to help meet the Minister's expectations and programme shortfall. This excludes Mataikona funding, which was to be funded through a loan rather than rates. The table below summarises the available local share in the LTP excluding Mataikona:

Table 3: Available Roding local share within the LTP, excluding Mataikona

Funding Source	3-Year Total	Year 1	Year 2	Year 3
Minor Roding Improvements (local Share)	2,287,686	428,494	1,094,273	764,917

¹ Council will need to decide whether additional budget be allocated to the Judds Road level crossing following KiwiRail's assessment of costs. This will be reported to Council at a future date.

Roading maintenance and renewals are currently facing a forecasted shortfall in funding due to rising contract prices and faster-than-anticipated pavement deterioration, particularly on heavy haulage routes. Additionally, significant loss of metal from our unsealed road network due to heavy rainfall and road shape degradation has exacerbated the situation e.g. Homewood Rd, Ngaumu Rd Mataikona Road, Tinui Valley Road.

Our current renewal rates fall short of government-recommended targets, which set annual rates at 2% for rehabilitation and 9% for resurfacing. Achieving these targets will require additional funding in our capital renewal roading budgets. This report recommends reallocating the majority of the local share of the improvement funding in the LTP (\$2.287 million) to pavement maintenance and renewals to help achieve the targets.

To maintain a focus on safety improvements, officers recommend directing a small portion of the above local share funds towards the investigation and design of intersection improvements at the Queen and Dixon intersection in Kuripuni—a known problem area that the community has requested we address.

Resilience Funding for Mataikona Road

Funding for resilience work on Mataikona Road was requested from NZTA for Years 2 and 3 of the Long-Term Plan (LTP), totalling \$7.6 million. However, this request was not supported in the current NLTP funding round. Instead, \$3 million has been secured through the Crown Resilience Programme, with the local share of this funding to be obtained via loans.

Currently, as part of the strategy and development work programme, we are in the early stages of developing two key strategies that will guide how MDC manages and funds coastal adaptation planning along the Mataikona route. These are the **Roading Prioritisation Strategy** and the **Coastal Management Strategy**. Once in place, these strategies are expected to set clear intervention levels and decision points—or triggers—for corrective actions and adaptation measures. Both strategies will support decision making as we work to address the resilience and funding issues MDC is currently facing along the Mataikona Coastal route.

As these strategies are not yet developed, it is critical that external specialised expertise is brought in to support the development process to ensure the strategies are practical, implementable, and receive community support. Their development will set the foundation for future actions and interventions.

The Roding team will reassess the critical package options from the Mataikona business case and recommend one for Council approval. Since current funding only covers part of the resilience solution, officers will prepare an options paper outlining a package of work that fits within the available \$3 million external funding and any loan funding identified in the LTP, to be presented to the council before the end of the year.

We recommend engaging external professional support to coordinate the strategic response and assist with compiling the work packages. If additional resilience funding becomes available, further packages can be submitted for funding applications. External expertise will help ensure the Council and community clearly understand the trade-offs involved in the decision-making process.

SUMMARY OF CONSIDERATIONS

Strategic, Policy and Legislative Implications

The programme direction aligns with the Council's Infrastructure Strategy and Long-Term Plan outcomes.

The development of the 2024-27 National Land Transport Programme (NLTP) is guided by the Government's transport priorities, as set out in the Government Policy Statement on Land Transport 2024 (GPS 2024). In addition to providing strategic direction, the GPS 2024 sets the funding ranges for each activity class. This is how NZTA prioritises investment. Our program is in alignment with the GPS, the asset management plan, and community levels of service.

Significance, Engagement and Consultation

The information in this report does not trigger criteria under the Significance and Engagement Policy to require community engagement or consultation. Officers will continue to engage with the Mataikona community as the work progresses. The strategies will be developed with extensive community input.

Financial Considerations

There is no further funding required for Year 1 and reallocation of local share funding between work categories can be done as a Council decision. The funding for Years 25/26 and 26/27 will be reassessed and brought to Council during the development of the 2025/26 Annual Plan. Partial funding of \$2.34 million for the Mataikona project has been secured through the Crown Resilience Programme. The local share, a minimum of \$660,000, will be obtained via loans, bringing the total funding to \$3 million. The LTP anticipated loan funding being raised for this project in both 2025/26 and 2026/27.

Implications for Māori

There are no specific implications for Māori or iwi as a result of the decisions in this report. The strategies will be developed in partnership with mana whenua.

Environmental/Climate Change Impact and Considerations

As noted in the report, extreme weather events are one of the factors that have impacted our roading network, with the most notable recent event being Cyclone Gabrielle. Climate change forecasts predict more frequent extreme weather events.

In our coastal areas, it is anticipated that the coastline will continue to experience the detrimental effects of climate change, including increased frequency and severity of storms, sea level rise, and coastal erosion. The Coastal Management Strategy will enable Council to better understand and manage the likely impacts on our coastal assets.

The Mataikona resilience work is expected to address one of the critical package options for Mataikona. The Roothing Prioritisation and Coastal Management strategies will ultimately provide direction to the council and community regarding the road network's ability to withstand the effects

of climate change and adapt to environmental conditions and changes. Decisions made around coastal adaptation should carefully consider the level of precedence they are setting for future climate adaptation decisions that will affect the community. This will be a key consideration as we progress these strategies.

NEXT STEPS

1. Budget Estimation:

Complete the estimation process for the additional operating and capital budgets required in Year 2 of the Long-Term Plan (LTP). This will help ensure adequate funding is available for road resilience and maintenance.

2. Mataikona Road Resilience:

Finalise potential work packages for improving resilience along the Mataikona Road. Leverage the \$3 million allocated through the Crown Resilience Programme and prepare options for Council consideration. A decision on the direction for this funding will be sought before the end of the year.

3. Queen and Dixon Street Intersection Investigation:

Initiate a detailed investigation into the intersection of Queen and Dixon Street, focusing on functionality and potential safety benefits. Unsubsidised funding will be used to explore improvements in this known problem area.

ATTACHMENTS

Nil

8 REPORTS FOR INFORMATION

8.1 DOG CONTROL POLICY AND PRACTICES REPORT 2023/2024

File Number:

Author: Corin Haines, General Manager Community

Authoriser: Kym Fell, Chief Executive

PURPOSE

The purpose of this report is to submit the Dog Control Policy and Practices Report for the 2023/2024 registration year to Council for adoption.

RECOMMENDATION

That Council receives and adopts the Dog Control Policy and Practices Report for the 2023/2024 Registration year.

CONTEXT

The Masterton District covers approximately 2300 km² and is both urban and rural.

Council provides a twenty-four-hour animal control service, with Council's Animal and Bylaws team covering business hours and afterhours, at weekends and on public holidays. This includes caring for the dogs in the dog shelter and servicing the poo bins.

Council employs three full-time Animal & Bylaws Officers, an Animal & Bylaws Team Leader and a Registration and Regulatory Support Officer. The Environmental Services Manager is the supervisor of the team. Contractors are not used to provide dog control services.

The animal shelter is located in a temporary facility, construction is underway on the purpose-built animal shelter. Expected completion for the new shelter is early to mid-2025.

Council liaises regularly with the SPCA, rehoming groups, veterinarians and local Police.

Increase in registration

There were 6311 dogs registered in the 2023/2024 year compared to 6200 dogs the previous year. It is thought that there are likely many dogs that are unknown to council officers and unregistered in the district.

Owners who are known to have dogs that they didn't register within the required timeframe were issued with penalty notices at the beginning of August and if necessary, contacted via telephone or visited at their property. Following these reminders, any owner who still didn't comply was issued with an infringement notice.

Encouraging compliance, our current approach is engagement, education and then enforcement. Dog owners are currently given a timeframe to get their unregistered dog registered. However, if the dog is impounded the dog must be registered before it can be released. Dog owners who fail to register their dog within the given timeframe will be issued an infringement.

Dog attacks

There were 79 reports to the council about dogs attacking. Reported attacks on people have reduced from the previous year, with 15 fewer reports. Attack reports do not include dogs attacking their owners or others living in the household with the dog. Other agencies, such as medical practitioners do not report to council when they provide medical treatment for dog bites nor do ACC.

A New Zealand survey of 535 adults with an ACC claim for a dog bite injury found that over one third (36%) occurred in public places, with only 21% occurring in the victim's home, and 43% on other private property. Of note, 56% were reported as occurring in urban areas. Source: Epidemiology of dog-related injuries within New Zealand. New Zealand Medical Journal.

The Animal and Bylaws Services team offers education to all schools in the district about dog safety. There were over 15 education talks presented throughout the year. The programme has been recently extended to offer this education to organisations whose employees may encounter a dog on private property while carrying out their job.

Disappointingly there was an increase in reports of dogs attacking other animals. There were 58 reports made about dogs attacking other animals compared to the previous year when there was 35.

Officers note many attacks could be avoided if owners had their dogs under control. It is particularly important when in a public space if dogs are off leash that owners have excellent voice control over their dog.

Enforcement

There have been no prosecutions. There has been 2 dog owners disqualified from owning a dog for 5 years. There was one dog owner who was put on probation for 24 months.

On and off-leash walking areas.

Most Masterton dog owners comply with the respective 'leash-only' area requirements and don't bring their dogs into prohibited areas such as the CBD.

Impounding

The majority of dogs that are impounded are picked up by their owner. There were fewer dogs euthanised last year compared to the previous 2 years, however there were also fewer dogs impounded for the same time period. Impounded dogs are required to be held for 7 days before the dog becomes the property of the council. Anecdotally if there is no contact from a dog owner within the first 24 hours it is unlikely the dog will be collected.

Most dogs that are impounded are either picked up on the same day or the day after. The dogs with the longest stay last year were the 9 puppies that were dumped in Andrews Street in late May with some remaining in council ownership for 65 days.

Surrender of unwanted dogs

More people are contacting council to surrender their dog, often having been referred by the SPCA. The vast majority of these dogs are in our database as unregistered and entire. The callers are often family members who have had the dog dumped on them and do not have the funds to look after the dog, let alone pay the surrender fee. It should be noted there is no legal requirement for a council to take the unwanted dog and the dog control service model is user pays.

The rescue organisations are often at capacity and unable to take people's unwanted dogs, particularly when people want to be rid of their dog at very short notice.

There is an expectation by many callers that Council 'has' to take the dog immediately because the SPCA wont. If the dog is not taken in that day, there is a medium risk that dog will be abandoned within 24 hours.

Property permits

There has been an increase in arranged property checks and permits by over 50%. The animal services team have been actively following up with dog owners who have more than 2 dogs registered to their property in the urban area that didn't hold a permit.

Responsible Dog Owner

Responsible Dog owner (RDO) status still remains popular. There are likely more dog owners who meet the criteria that who have not yet applied for the status of RDO.

ATTACHMENTS

1. **Animal Services Section 10A Report 2023-2024** [↓](#)

ANIMAL SERVICES SECTION 10A REPORT 2023/2024

Number of Registered Dogs			
	2021/2022	2022/2023	2023/2024
Number of dogs registered by council	6234	6200	6311

Number of dogs classified as Dangerous (Section 31)			
	2021/2022	2022/2023	2023/2024
S31(1)(a) - owner conviction	0	0	0
S31(1)(b) – sworn evidence	1	1	1
S31(1)(c) – owner admitted in writing	0	1	0
Total Dangerous Dogs	1	2	1

Number of dogs classified as Menacing (Section 33A & 33C)			
	2021/2022	2022/2023	2023/2024
Menacing by Breed S33C	91	89	84
Menacing by Deed S33A	46	53	57
Total Menacing Dogs	137	142	141

Number of Disqualified Dog Owners			
	2021/2022	2022/2023	2023/2024
Disqualified Owners	2	1	2
Probationary Owners	2	0	1

Impounding & Rehoming			
	2021/2022	2022/2023	2023/2024
Dogs Returned to Owner	192	189	150
Dogs Rehomed	6	8	15
Registered with other Council & returned	2	4	3
Dogs Signed over to SPCA/Rescue Org	22	5	8
Dogs Euthanised	15	26	9
Alive & in pound	2	2	2
Total Dogs Impounded	239	234	187

Requests for Service – Reactive Response			
Category	2021/2022	2022/2023	2023/2024
Roaming dog++	367	410	347
Barking or Howling	190	341	287
Pick up contained dog++	242	261	238
Aggressive behaviour towards people (rushing)	50	67	52
Dog attack on other animals (stock, poultry, domestic animals)	46	37	58
Dog attack on people	17	28	21
Worrying stock	5	2	2
Bylaw breach	7	9	5
Roaming stock**	46	50	105
Welfare	27	36	17
Police/SPCA assistance	5	4	3
Relinquish dog	17	13	14
Deceased dogs	5	9	12
Unsociable behaviour on private property	22	24	22
Total Reactive RFS Received	1,046	1,291	1,183

**Animal Services Officers deal with roaming stock under the Bylaws part of their work. This is recorded under General Inspectorate work but has been included in this report to show the variety of tasks assigned to the officers

++There have been less calls for contained/roaming dogs due to members of the public using social media to find/alert owners

Requests for Service – Proactive Work			
Category	2021/2022	2022/2023	2023/2024
Unregistered dogs	142	299	160
Property Inspections/ RDO's/Permits	83	51	119
Microchipping	17	46	52
Poo Bins – empty/refill bag dispenser	-	12	43
Leash control/fouling	9	5	10
Total Proactive Tasks	251	413	384

Requests for Service - Other			
Category	2021/2022	2022/2023	2023/2024
Lost dogs	163	189	166
Other Administrative work (not specified by category)	138	154	206
Total Other Tasks	301	343	372

Infringement Notices Issued			2023-24
Section	Description of Offence	Fee	Issued
19(2)	Failure or refusal to supply information or wilfully providing false particulars	\$750	2
20(5)	Failure to comply with any bylaw	\$300	3
33EC(1)	Failure to comply with effects of classification of dog as menacing dog	\$300	22
36A(6)	Failure to implant microchip transponder in dog	\$300	4
42	Failure to register dog	\$300	377
52A	Failure to keep dog controlled or confined	\$200	28
53(1)	Failure to keep dog under control	\$200	2
55(7)	Failure to comply with barking dog abatement notice	\$200	1
Total Infringements Issued			439

8.2 MASTERTON DISTRICT LICENSING COMMITTEE 2023-2024 ANNUAL REPORT

File Number:

Author: Corin Haines, General Manager Community

Authoriser: Kym Fell, Chief Executive

PURPOSE

The purpose of this paper is to provide the Council with a copy of the Masterton District Licensing Committee (DLC) 2023/2024 Annual Report.

RECOMMENDATION

That Council receives a copy of the Masterton District Licensing Committee 2023-2024 Annual Report.

CONTEXT

Section 199 of the Sale and Supply of Alcohol Act 2012 requires the Secretary of the Masterton District Licensing Committee to provide an annual report to the Alcohol Regulatory and Licensing Authority (ARLA). The reporting period is 1 July 2023 to 30 June 2024. See Attachment 1 for a copy of this report.

DISCUSSION

There was one hearing heard by the District Licensing Committee. The hearing was for a special licence. The District Licensing Committee concluded that the applicant did not meet the criteria to have a special licence to be issued.

Two oppositions to Managers Certificate were heard. Both applicants did not appear to be heard by the District Licensing Committee. Both applications were refused.

The Commissioner and District Licensing Committee list members appointments expired on 30 June, a full appointment process of the Commissioner and District Licensing Committee list members was carried out. There has been a new Commissioner appointed and new and existing list members appointed. The appointment period is for 5 years.

There were changes to the Sale and Supply of Alcohol Act 2012, there was the Sale and Supply of Alcohol (Community Participation) Amendment Act 2023 (the Amendment Act) which made it easier for communities to have a say on alcohol regulation in their area, by making targeted changes to the alcohol licensing process in the Act.

The changes which have been in force since 30 May 2024 are that hearings:

- avoid unnecessary formality
- do not permit cross-examination, or the ability for parties to question other parties or their witnesses – DLCs will test evidence instead
- allow for tikanga to be incorporated into proceedings, and

- allow evidence to be received in te reo Māori.

An additional change is that DLCs and ARLA are required to consider reasonable requests from parties to attend hearings remotely

Changes in force from August 2023

- removal of the ability for people to appeal provisional local alcohol policies (LAPs) to the Alcohol Regulatory and Licensing Authority (ARLA)
- enablement of district licensing committees (DLCs) and ARLA to decline to renew a licence if the licence would be inconsistent with conditions on location or licence density in the relevant LAP, and
- allowance for any person to object to licence applications, whether as an individual or a representative of a group or an organisation, with narrow exceptions for trade competitors and their surrogates.

ATTACHMENTS

1. **2023-2024 ARLA Annual Report** [↓](#)

Questions relating to the makeup of your DLC	
1. Please provide the name of your District Licensing Committee and a generic email address to which general correspondence will be certain of a response. generic email	Masterton alcohol@mstn.govt.nz
2. Please provide the name, email and contact number of your Committee's Secretary.	Kym Fell Chief Executive alcohol@mstn.govt.nz Corin Haines General Manager – Community corinh@mstn.govt.nz
3. Please name each of your Licensing Inspectors and provide their email and contact number.	Bronwyn Johnson – Chief Licensing Inspector <u>Licensing Inspectors</u> Cherie Bulled Dave Gallagher Terri Mulligan Phone (06) 370 6300 Email alcohol@mstn.govt.nz
New Licences 2023-2024	
4. a) How many applications for new on-licences did your committee grant?	4
4. b) How many applications for new on-licences did your committee refuse?	0
4. c) How many applications for new off-licences did your committee grant?	4
4. d) How many applications for new off-licences did your committee refuse?	0
4. e) How many applications for new club licences did your committee grant?	0
4. f) How many applications for new club licences did your committee refuse?	0

Managers' Certificates 2023-2024	
5. a) How many applications for new manager's certificates did your committee grant?	28
5. b) How many applications for new manager's certificates did your committee refuse?	2
Renewals 2023-2024	
6. a) How many applications for the renewal of licences did your committee grant?	13
6. b) How many applications for the renewal of licences did your committee refuse?	0
6. c) How many applications for the renewal of manager's certificates did your committee grant?	66
6. d) How many applications for the renewal of manager's certificates did your committee grant?	0
Total Number of Licences (new and existing) at 30 June 2024	
7. a) What is the total number of on-licences in your licensing district?	30
7. b) What is the total number of off-licences in your licensing district?	26
7. c) What is the total number of club licences in your licensing district?	18
Questions	
8. Please comment on any changes or trends in the committee's workload in 2023-2024. (Required)	<p>Applications have increased – 207 applications received. (184 applications in 2022/23). This was mostly due to an increase in Manager Certificate applications.</p> <p>Police and Medical Officer of Health are taking the full 15 working days to report on applications.</p> <p>Licensing Inspectors have carried out compliance visits throughout the year checking compliance for 49 licences. Three large Special Licence event were also visited. Licensing Inspectors invite Police and Medical of Health staff, and they attend when available.</p>

<p>9. Please comment on any new initiatives the committee has developed/adopted in 2023-2024. (Required)</p>	<p>The Masterton DLC appointments expire 30 June 2024. Masterton District Council conducted a recruitment process from April 2024. On 26th June 2024, a new Commissioner and eight List Members were appointed by the Masterton District Council.</p> <p>Alcohol Licensing staff provided initiatives to ensure licensed premises with alcohol information:</p> <ul style="list-style-type: none"> • Club workshop in April 2024. This was open to all clubs in Wairarapa. • Information sheets created for clubs • Newsletter for all licensed premises in December 2023 <p>A questionnaire has been created for applicants renewing their Managers Certificate. This assist Licensing Inspectors when assessing applications.</p> <p>Alcohol Licensing team is participating in the Wellington Regional collaborative meetings.</p>
LAPs	
<p>10. Has your committee developed a Local Alcohol Policy? (LAP)(Required)</p>	<p>Yes</p>
<p>If the answer is yes, at what stage is your LAP?</p>	<p>In Force</p>
<p>11. If the answer to 10 is 'in force', what effect do you consider your LAP is having?</p>	<p>Gives consistency across the regional. Maximum hours reduced compared to default hours. The effect is the reduced access to alcohol.</p>
<p>12. If the answer to 10 is 'in force', when is your LAP due for review - date?</p>	<p>Review is in progress</p>
Operations	
<p>13. Please comment on the ways in which you believe the Sale and Supply of Alcohol Act 2012 is, or is not, achieving its objective. Note: the object of the Act is: a) The sale, supply, and consumption of alcohol should be undertaken safely and responsibly; and b) The harm caused by the excessive or inappropriate consumption of alcohol should be minimised.</p>	<p>Masterton District Council does not have access to Police and health data on alcohol related harm.</p> <p>The object is being achieved with on and club –licensed premises. The object does not have an effect of people consuming alcohol on private property.</p>
<p>14. What changes or trends in licensing have you seen since the Act came into force?</p>	<p>There appears to be an increase in higher strength, low-cost beer appearing in off-licensed premises for single sale. On-licensed premises appear to be experiencing a reduction in trade. Antidotally the hospitality industry is affected by economic conditions in the country.</p>

<p>15. What changes to practices and procedures under the Act (if any) would you find beneficial? (Required)</p>	<p>Increase in range of low and non-alcohol beverages.</p> <p>Amendment to section 136 of the Act to extend the timeframe from 3 months due to the increased objection period for the substantive licence to 25 working days. We are unlikely to be able to issue a new licence within 3 months.</p> <p>More national guidance about special licences when they are required - who should get them, when and what the timeframes are.</p> <p>More public education about what good host responsibility is at a licensed premises e.g. food availability.</p>
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8.3 STRATEGY, POLICY AND GOVERNANCE ACTIVITY REPORT

File Number:

Author: Karen Yates, General Manager Strategy & Development

Authoriser: Kym Fell, Chief Executive

PURPOSE

The purpose of this report is to provide Council with an update from the Strategy, Policy and Governance team (see Attachment 1).

RECOMMENDATION

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

ATTACHMENTS

1. Strategy Policy and Governance Activity Report [↓](#)



STRATEGY, POLICY AND GOVERNANCE ACTIVITY REPORT

Strategy

Coastal Management Strategy

1. Work on a Coastal Management Strategy for the district is in the initiating stages. This work will feed into a Spatial Plan/Growth Strategy.

Spatial Plan/Growth Strategy

2. Initial community consultation to inform the Spatial Plan/Growth Strategy is being planned for April 2025, in alignment with the Annual Plan process. The initial consultation phase will seek feedback from the community regarding their aspirations for Masterton's future.

Stormwater and Wastewater Strategy

3. Support continues for the Stormwater and Wastewater Strategy that is being led by Council's Assets and Operations Team.

Corporate Planning

2023/24 Annual Report

4. The year end audit has been delayed due to resourcing and capacity. Audit New Zealand will be on site from 21 October 2024. The Annual Report is currently scheduled for adoption on 13 November. A draft Annual Report Summary will also be presented to the Council at that time. Following the adoption of the Annual Report, we have one month to publish the Annual Report and Annual Report Summary.

2025/26 Annual Plan

5. A workshop with Councillors to discuss high level prioritisation for 2025/26 is scheduled for October/November. This workshop will inform further development of the 2025/26 work programme and budget.

6. Proposed key dates for the 2025/26 Annual Plan process are outlined below:

Activity	Proposed date
Council Workshop 1: High level prioritisation	October/November 2024
Council Workshop 2: Draft budgets	11 December 2024
Council Workshop 3: Confirm consultation issues and finalise budgets	29 January 2025
Adopt issues and options for consultation (if any are identified)	19 February 2025
Adopt Consultation Document	26 March 2025
Launch consultation	28 March 2025
Close consultation	28 April 2025
Hearings	21 & 22 May 2025
Deliberations	4 June 2025
Adopt Annual Plan	25 June 2025

Economic

Census Update

7. The latest census data was released by Stats NZ on 3 October. A summary of the key data is attached to this report.

Economic Update

8. On 9 October the Reserve Bank accelerated the monetary policy easing cycle, cutting the official cash rate (OCR) by 50 basis points to 4.75%. Markets had priced in a cut of around 50 basis points, although analysts were more divided (between 25 and 50 basis points). Most retail banks had shifted their forecasts to a 50-basis point cut following the release of NZIER's Quarterly Survey of Business Opinion on 1 October.
9. Infometrics' view remained that a 25-basis point cut was the option most consistent with the Reserve Bank's previous outlook.
10. Infometrics expect the Reserve Bank to take a measured approach in November with another 50-point cut, as it breaks for three months before its next review in February 2025. However, a 75-basis point cut in November is not out of the question, as the Bank offered little forward guidance in the 9 October statement.

Panama Vacant Land High Court Application

11. Following legal advice, we contacted both Te Whatu Ora and the Salvation Army regarding our intention to sell or lease the vacant land at Panama. Te Whatu Ora were the previous holders of the land, and the Salvation Army are holders of adjacent land.
12. The Salvation Army have confirmed that they hold no interest in the vacant land at Panama. We are awaiting further questions from Te Whatu Ora, before we can confirm their position.
13. Officers expect to bring a report to Council in December setting out next steps and seeking approval to proceed.

Dark **Skies**

14. Council hosted a presentation by Charlotte Harding from the Wairarapa Dark Sky Association on 16 October at the library. The presentation focused on what a dark sky reserve is, benefits of being part of a dark sky reserve, and what steps people can take at home and in the community to support the dark sky.
15. The presentation was well attended, with a number of people indicating an interest in being part of the dark sky work, and the programme as a whole. These leads will be followed up in conjunction with the Dark Sky Association.

Environment

Environment international and national updates of interest have been included for information for Elected Members. If there is an impact on the district, officers will provide updates as appropriate.

International

Hurricane Milton | Florida

16. Florida was hit by Hurricane Milton in October. The weather event had wind speeds of up to 290km/h and generated enough rain to qualify it as a 1-in-1000 year event. The World Weather Attribution has analysed the storm and determined that it was worsened by human-caused climate change - global warming made the wind speeds 10% stronger, and increased rainfall by 20-30%.
17. Moreso, hurricanes are generated over the sea and require warm water temperatures to form. Previous scientific analyses have shown that climate change has made warm water temperatures in the Gulf of Mexico - where Hurricane Milton was formed – 400-800 times more likely.

Olive oil

18. Climate change is affecting the price of olive oil. Stats NZ have reported that the price for a one litre bottle of oil has increased by around 58% compared to the same time last year. Spain is the world's largest producer of olive oil, and their 2023 drought reduced their olive oil production by more than 40% compared to previous years, causing considerable economic losses.
19. Climate scientists are predicting that long term, drought conditions in Spain will worsen as a consequence of climate change.

National

National Adaptation Inquiry

20. In May 2024, MPs from all parties agreed to establish a cross-party inquiry to consider how adapting to more frequent and severe weather events should be funded, and how responsibilities should be shared.
21. Currently, the risk, cost and responsibility are shared across private asset owners, councils, insurers, and central government. The Inquiry outlines that this system is under stress, and a more strategic and proactive approach is needed.
22. The inquiry into climate adaptation was released in September 2024. The full paper can be downloaded from <https://selectcommittees.parliament.nz/>
23. The inquiry has produced some high-level recommendations for the government to consider, however it does not provide direct advice on who should pay for the costs.
24. The inquiry does suggest a climate adaptation framework to address the payment issue: *Investment in climate adaptation should be paid for by applying a combination of the following principles: beneficiary pays, exacerbator pays, public pays, and ability-to-pay.* However, it does not determine how the framework should be split.

Masterton District

Wairarapa Healthy Homes Report

25. The Wairarapa Healthy Homes Report has been released for the 2023/24 financial year. The initiative works to subsidise the retrofit of insulation for applicants that are either in low-income households, or in low decile areas of town as per the EECA criteria.
26. The initiative subsidised 54 homes – of those, 38 were in the Masterton District. The value of the work completed was \$142,033. Masterton District Council contributed \$10,000. The report can be found at the end of this report as Attachment 2.

Girls who Grow

27. Officers supported the Girls who Grow Imagination Challenge in September, taking on a mentoring role working with college students. The programme has a mission to grow the

next generation of wāhine changemakers, leaders, and environmental guardians by connecting them back to the land through educational and interactive experiences.

28. The programme specifically considered the challenges climate change will bring to water in the Wairarapa region. The students came up with some innovative solutions to the challenging problems.

Better Off Funding Projects

29. Eco-Corridors (Biodiversity and Fish Passage) Project: The project team has continued to make progress with biodiversity planting with the first planting scheduled to be completed by the end of October 2024. This initial planting will see approximately 3,500 plantings in the Homebush area. Further surveying is being carried out by GRWC to identify fish passage barriers in the upper reach of the stream. Iwi members of the project team are providing guidance and leadership for the Matauranga Māori workstream.
30. Mana Whenua Climate Change Project: The Quarter 1 project report is included as Attachment 3.

Policy

National

Back to Basics of Local Government

31. The Government has announced its intention to introduce measures to ensure councils are getting basic to basics to reduce the cost of living, deliver core services and infrastructure, and improve the efficiency of decision making including:
- Refocusing the purpose provisions in the Local Government Act;
 - Investigating performance benchmarks for local councils;
 - Investigating options to limit council expenditure on non-core activities;
 - Reviewing transparency and accountability rules.
32. The timing of the Bill to give effect to the commitments made is uncertain, but anticipated to be later this year. Officers will monitor developments and keep Council informed.
33. Further information is available from: www.beehive.govt.nz/release/back-basics-local-government.

Treaty Principles Bill

34. In September, the Associate Justice Minister announced Cabinet has agreed to the next steps for the Treaty Principles Bill.

35. The Bill is expected to define what the principles of the Treaty of Waitangi are in statute. It is not expected to alter or amend the text of the Treaty itself or Treaty settlements.
36. Cabinet has agreed for the following principles to be included in the Bill:
- **Civil Government:** The Government of New Zealand has full power to govern, and Parliament has full power to make laws. They do so in the best interests of everyone, and in accordance with the rule of law and the maintenance of a free and democratic society.
 - **Rights of Hapū and Iwi Māori:** The Crown recognises the rights that hapū and iwi had when they signed the Treaty. The Crown will respect and protect those rights. Those rights differ from the rights everyone has a reasonable expectation to enjoy only when they are specified in legislation, Treaty settlements, or other agreement with the Crown.
 - **Rights to Equality:** Everyone is equal before the law and is entitled to the equal protection and equal benefit of the law without discrimination. Everyone is entitled to the equal enjoyment of the same fundamental human rights without discrimination.
37. The Bill is expected to be introduced into Parliament later this year. Officers will monitor developments and keep Council informed.

Land Transport Rule: Setting of Speed Limits 2024

38. In late September the Minister of Transport wrote to all Mayors and Chief Executives confirming the Government's approach to speed limits.
39. The new rule comes into effect on 30 October 2024, and outlines the requirements to reverse certain speed limits. Initial assessment of the rules suggests that the only speed limits impacted in the Masterton district are those outside schools with permanent speed limit zones, which were changed as part of the speed management plan work in 2023. Officers are seeking further advice to confirm this.
40. A report will be taken to Council in April 2025 confirming the speed limits that need to be amended and laying out the next steps.

Regional

Wairarapa Local Alcohol Policy Review

41. The Masterton, Carterton and South Wairarapa District Councils (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).

42. Councils agreed to consult on five key changes to the policy regarding sensitive sites for off-licences, special licences for events, special licences for child and youth focused events, special licences for driving events, and a reduction in opening hours for off-licences.
43. Consultation on the policy commenced on 20 September and closed on 20 October. The opportunity for the community to have their say was promoted in print media (Midweek), social media and targeted emails to key stakeholders including current licence holders, iwi entities, Business Wairarapa, Wairarapa Community Network, schools/ kura and health organisations.
44. The Wairarapa Policy Working Group will hear submissions on 23 October and deliberate on 6 November with the aim to make recommendations for council to consider at its December meeting.

Wairarapa Consolidated Bylaw 2019 Review

45. The Wairarapa District Councils share a joint Wairarapa Consolidated Bylaw made under sections 145 and 146 of the Local Government Act 2002, and other relevant statutes.
46. 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.
47. The WPWG last met in May 2024 to discuss the Bylaw and review approach. The key focus of the Policy Team since this date has been undertaking background research, engagement with key stakeholders, options analysis and drafting of an amended Bylaw.
48. The WPWG will next meet on 3 December to consider an amended Bylaw, with a view to present to the Wairarapa District Councils for adoption for consultation in February 2025.

District

Masterton Dog Policy and Bylaw

49. Masterton District Council has a Dog Policy and Control of Dogs Bylaw made under the Dog Control Act 1996. The Policy was last reviewed in 2018 and is now due for review. The Bylaw will be reviewed alongside the Policy.

50. In adopting the Policy, councils must have regard to:

- the need to minimise danger, distress, and nuisance to the community generally;
- the need to avoid the inherent danger in allowing dogs to have uncontrolled access to public places that are frequented by children, whether or not the children are accompanied by adults;
- the importance of enabling, to the extent that is practicable, the public (including families) to use streets and public amenities without fear of attack or intimidation by dogs; and
- the exercise and recreational needs of dogs and their owners.

51. The Policy Team is currently undertaking background research and early engagement, with a view to seek Council adoption of a Policy and Bylaw for community consultation alongside the 2025/26 Annual Plan.

Masterton Dangerous, Affected and Insanitary Building Policy

52. Dangerous, affected and insanitary buildings have the potential to cause serious harm to people, or damage other property. In some situations, buildings may be being used for something they were not designed for, have suffered structural damage or they may not have functioning sanitary facilities. Such buildings may pose risks to people or to other property.

53. Under section 131 of the Building Act 2004 a territorial authority must adopt policy on dangerous and insanitary buildings. Masterton District Council has had a policy in place since 2006, last updated in 2018. It is now due for review.

54. The Policy must state:

- the approach that the Council will take in performing its functions under Subpart 6 of the Building Act; and
- the Council's priorities in performing those functions; and
- how the policy will apply to heritage buildings.

55. On the whole the Policy is working well in practice. The Policy Team is working through feedback from the Ministry of Business, Innovation and Employment and Heritage New Zealand Pouhere Taonga and will take options to Council in early 2025, with a view to consult on the Policy alongside the 2025/26 Annual Plan.

Governance

Local Government Official Information and Meetings Act Requests

56. For the period 11 September to 18 October 2024, Council received a total of 15 Local Government Official Information Act (LGOIMA) requests.

Requests in Progress

Subject	Requester	Date Received	Status	Due Date
Subdivisions in the last 3 years	Wairarapa Times Age	23/09/2024	In Progress	21/10/2024
Request for information re staff attendance at a property	Individual	30/09/2024	In Progress	29/10/2024
Remote controlled boats on Henley Lake	Ministry for Primary industries	2/10/2024	In Progress	31/10/2024
Service or Assist dogs rushed attacked or refused entry	Disability Dog Advocates	8/10/2024	In Progress	6/11/2024
Rating RID Data	Headway Systems Ltd	8/10/2024	In Progress	6/11/2024
Resource and Building Consents	Individual	10/10/2024	In Progress	7/11/2024
Opaki Water Race - MDC papers	Opaki Water Race Users	10/10/2024	In Progress	8/11/2024
Policy on Council workshops and briefings	Individual	11/10/2024	In Progress	11/11/2024
Cost of pensioner and social housing and cost of complying with treaty requirements	Individual	11/10/2024	In Progress	11/11/2024
Costs associated with Court Case	Individual	15/10/2024	In Progress	13/11/2024
Resource consents	Urban Edge Planning Ltd	17/10/2024	In Progress	14/11/2024

Requests Completed Since Last Report

Subject	Requester	Date Received	Days to respond
Information re Water Fluoridation	Individual	15/07/2024	44 (with extension)
Town Hall, Library extension and Waiata House extension costings	MRRA	1/08/2024	37 (with extension)
Hammer Throw Cage	Individual	15/08/2024	20
Wastewater issues – Upper Plain	Individual	15/08/2024	24
Resource consents and new wastewater connections – Upper Plain	Individual	15/08/2024	20
Dog Registration penalty	Individual	14/08/2024	22
EPB Notice for 64 Chapel Street – additional information required	MRRA	23/08/2024	16
Technical soil reports for Proposed District Plan	Tomlinson & Carruthers Survey Ltd	26/08/2024	19
Parking officer warrant	Individual	26/08/2024	14
Property spaces and venues – Policies, guidelines, regulations_ statements for use or hire	Free Speech Union	2/09/2024	19

Subject	Requester	Date Received	Days to respond
Proposed Wairarapa Combined District Plan Query	Individual	4/09/2024	20
Emergency Management Capability	Green Party	5/09/2024	16
Drinking Water Results - 23 September 2023 to 30 August 2024	ManukaMed	6/09/2024	17
Over-road signage structures	Snapshot Research NZ Ltd	11/09/2024	1
Property values	Individual	18/09/2024	1
Implications of NLTP final decisions	New Zealand Council of Trade Unions	20/09/2024	20
Service or Assist dogs rushed attacked or refused entry	Disability Dog Advocates	8/10/2024	7

SUMMARY (by financial year)	2024-2025 (year to date)	2023-2024	2022-2023
Total Received	46	116	100
% sent in timeframe (including extensions)	35 requests completed to date 30 were sent within timeframe	93%	87%

Privacy Act Complaints

57. No Privacy Act complaints have been received for the period 11 September to 18 October 2024.

Attachments:

- Attachment 1: Census Data
- Attachment 2: Wairarapa Healthy Homes Report
- Attachment 3: Quarter 1 Report - Better Off Funding Mana Whenua Project

Date of report: 21 October 2024

Report writers:

Stephanie Frischknecht | **Policy Manager**

Harriet Kennedy | **Governance Team Leader**

Tania Madden | **Strategic Planning Manager**

Matt Steele | **Economic Lead**

Josie Askin | **Corporate Planning Lead**

Kylie Robinson | **Environment Lead**

Approved by:

Karen Yates | **General Manager – Strategy and Development**

Attachment 1: Census Data

Census Area	Masterton	Wellington Region	New Zealand
Population			
Resident Population	27,678	520,971	4,993,923
Dwellings	12,516	215,991	2,056,578
Households	10,791	194,406	1,780,527
Demographics			
Median age (years)	42.7	37.9	38.1
Aged over 65 years (% of total)	22.7%	15.5%	16.6%
Female gender	51.2%	50.6%	50.3%
Residence elsewhere in NZ five years ago	45.2%	41.0%	44.3%
Born overseas	14.7%	28.1%	28.6%
Māori ethnicity	22.6%	15.5%	17.8%
Children (average per female)	1.9	1.4	1.6
Disabled	8.4%	6.4%	7.7%
Difficulty Walking	16.3%	12.4%	12.2%
Families and Households			
No motor vehicle	5.9%	9.4%	5.8%
Own or partly own home	71.0%	66.3%	66.0%
Access to internet	80.2%	86.7%	82.8%
Skills and Employment			
No qualification	19.9%	11.7%	15.1%
Full-time study	18.8%	20.8%	20.9%
Unemployed	2.4%	2.9%	3.0%
Self-employed	16.9%	14.7%	16.2%
Work at home	16.0%	19.0%	17.7%
Public transport to work	1.9%	15.5%	5.2%
Income			
Median Personal Income	\$37,200	\$48,700	\$41,500

Attachment 2: Wairarapa Healthy Homes Report

Wairarapa Healthy Homes Project
Full Year Report 2023-24

The figures reported below relate to the financial transactions that WHH has funded. Not included are any homes where an EECA subsidy or Terra Lana subsidy has been applied with no WHH subsidy.

Costs		\$	\$	\$	\$	\$	\$	Average
Retrofit Measures	No.	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	per Home
2004 - 2018	2,583							
2018/19	100	243,063						2,431
2019/20	105		291,235					2,774
2020/21	107			260,992				2,439
2021/22	72				224,840			\$ 3,123
2022/23	42					149,109		\$ 3,550
2023/24	54						212,915	\$ 3,943
Totals	3,063	243,063	291,235	260,992	224,840	149,109	212,915	

Income								
EECA		162,853	199,903	234,067	179,872	119,287	170,769	1 \$ 3,162
Owner contributions**		-	-	-	-	-	-	
Terra Lana subsidy		19,341	29,143	-	-	-	19,815	2
		182,194	229,046	234,067	179,872	119,287	190,584	
Community Funding Applied		60,870	62,189	26,925	44,968	29,822	22,330	3
Average WHH funding per home		\$ 609	\$ 592	\$ 252	\$ 625	\$ 710	\$ 414	4
		25%	21%	10%	20%	20%	10%	

Community Funding	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24
Wairarapa DHB	20,000	20,000	20,000	20,000	20,000	20,000
Trust House Foundation	-	-	-	-	-	-
Eastern & Central Community Trust	-	-	-	-	-	-
Masterton DC	30,000	20,000	10,000	10,000	10,000	10,000
Sth Wairarapa DC	5,000	2,000	4,000	5,000	5,000	5,000
Carterton DC	5,000	5,000	5,000	5,000	5,000	5,000
Other (Genesis, PowerCo)	-	-	-	-	-	-
	60,000	47,000	39,000	40,000	40,000	40,000

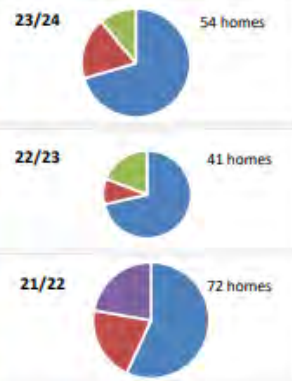
Total Income	\$ 242,194	\$ 276,046	\$ 273,067	\$ 219,872	\$ 159,287	\$ 230,584
Opening carried forward funds	\$ 30,864	\$ 29,995	\$ 14,806	\$ 26,880	\$ 21,912	\$ 32,090
Closing carried forward funds	\$ 29,995	\$ 14,806	\$ 26,880	\$ 21,912	\$ 32,090	\$ 49,760

Notes

- 1 From April 2021 EECA subsidy is 80% on owner/occupier homes.
- 2 Manufacturer's subsidy ex Terra Lana was part of the 3rd party funding formula accepted by EECA.
- 3 This is the amount of WHH community funding applied in total for the 12 month period.
- 4 EECA subsidy applied has been either 80% or 90%. WHH has funded 10%, with the balance being picked up by Terra Lana.
- 5 No application has been made to Trust House since 2016 as projected funding needs have yet to be defined.

Analysis by Council Area

	2023/24	MDC	CDC	SWDC
No. Homes insulated	38	10	6	
WHH subsidy applied	\$ 15,336	\$ 4,329	\$ 2,666	
Value of work	\$ 142,033	\$ 43,058	\$ 23,222	
	2022/23			
No. Homes insulated	30	4	8	
WHH subsidy applied	\$ 18,698	\$ 2,652	\$ 7,404	
Value of work	\$ 93,491	\$ 13,262	\$ 37,019	
	2021/22			
No. Homes insulated	41	15	16	
WHH subsidy applied	\$ 26,811	\$ 7,970	\$ 10,187	
	2020/21			
No. Homes insulated	71	19	17	
WHH subsidy applied	\$ 15,956	\$ 5,681	\$ 5,288	



Attachment 3: BETTER OFF FUNDING: QUARTER 1 REPORT 2024/25

MANA WHENUA CLIMATE CHANGE PROJECT

Overarching outcomes of the Mana Whenua Climate Change Project are:

- Strengthening relationships and progressing partnership aspirations between mana whenua and Council by partnering to develop a project scope, project plan and to progress projects.
- Enhanced understanding of approaches and resources that will support the success of partnerships in future.
- Enhanced understanding of each partner's priorities and capabilities in relation to climate resilience, and where synergies exist.
- Climate resilience projects that are valued by mana whenua and Council are progressed.

JOINT ACTION: CLIMATE CONFERENCE/FORUMS

Rangitāne o Wairarapa and Kahungunu ki Wairarapa Iwi Development Trust (KKW-IDT) have been working together to deliver the climate conference action. The decision was made to split the proposed conference into two separate forums, acknowledging the importance of education to enhance understanding and inform thinking around solutions.

1. Education/Information Forum

To be held at Te Rangimarie Marae in Masterton on Friday 29 November 2024.

The objective of this forum is to inform and educate attendees on issues and challenges associated with climate change. Four speakers have been confirmed to date. These speakers will provide Te Ao Māori perspectives on climate change and associated challenges, such as fresh water and forestry.

Iwi leaders and decision makers are a key target group. The forum will also be open to the wider community, with an emphasis on mana whenua. The aim is to attract 50-60 attendees.

This forum will also provide valuable context for those who attend the second wananga.

Some Masterton District Council staff will also attend this Forum to develop their knowledge and understanding of Te Ao Māori perspectives on climate change and associated challenges. Mana whenua are also exploring opportunities for Youth Council involvement in supporting this forum.

2. Noho Māori Solutions Focused Wananga

To be held over 2 days in summer, ideally in a location that is 'off-grid' (date and location to be confirmed).

This wananga will target a smaller group of invited attendees and will provide an opportunity to 'deep dive' into Te Ao Māori.

The wananga will be solutions focussed considering climate change impacts; where we are now; and how mana whenua move forward from here.

The wananga kōrero will inform a solutions focussed climate plan for Wairarapa iwi; and inform other actions to be completed by each Iwi as part of the broader Mana Whenua Climate Change Project.

KAHUNGUNU KI WAIRARAPA IWI DEVELOPMENT TRUST (KKW-IDT) ACTIONS

In addition to contributing to the joint climate forums, KKW-IDT identified the following actions to be completed as part of the Mana Whenua Climate Change Project:

- Identifying, tracking, and monitoring Ngāti Kahungunu ki Wairarapa Kaitiakitanga across the Wairarapa hapū karanga structure.
- Impacts of climate change on the whakapapa of Te Taiao o Ngāti Kahungunu ki Wairarapa.
- Exploring the whakapapa of Rongoā opportunities.

KKW-IDT are in the process of recruiting additional resource to support the progression of this workstream, which will also be informed by the wananga kōrero.

RANGITĀNE O WAIRARAPA (ROW) ACTIONS

In addition to contributing to the joint climate forums, ROW identified the following actions to be completed as part of the Mana Whenua Climate Change Project:

- Identifying, tracking, and monitoring the impacts of climate change on Wairarapa taiao.
- Impacts of climate change on local kai sovereignty.
- Exploring local water resilience opportunities.

All actions will be guided by ROW taiao principles and objectives.

ROW have contracted an additional 0.4 FTE resource to progress this workstream and to support the Better Off funded Eco Corridors project. The workstream will also be informed by the wananga kōrero.

MASTERTON DISTRICT COUNCIL (MDC) ACTIONS

Masterton District Council staff will support these Iwi led projects as part of the objective of strengthening relationships, enhancing understanding and progressing projects that are of value to both mana whenua and Council.

These workstreams will enhance Council understanding of mana whenua perspectives and aspirations in relation to climate action. This will be invaluable as MDC progresses the environmental work programme, in particular for the following projects:

- Masterton Spatial Plan/Growth Strategy
- Masterton Coastal Management Plan
- Wairarapa Economic Development Strategy implementation including
 - Wairarapa Water Resilience Plan implementation
 - Food and Fibre workstream
- Wellington Regional Leadership Committee Adaptation Plan/Toolbox
- Wellington Regional Leadership Committee Food Resilience Planning.

8.4 COMMUNITY ACTIVITY REPORT

File Number:

Author: Corin Haines, General Manager Community

Authoriser: Kym Fell, Chief Executive

PURPOSE

The purpose of this report is to provide Council with an update from the Community team on key projects and activities (See Attachment 1).

RECOMMENDATION

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

ATTACHMENTS

1. Community Activity Report [↓](#)

**COUNCIL MEETING
AGENDA
30 OCTOBER 2024**

COMMUNITY TEAM ACTIVITY REPORT

Library and Archive

2024/25 KPI's Library and Archive

This quarter, the library saw strong usage across both in-person and digital channels. Over 34,000 customers visited the library in person, while more than 44,000 utilized the digital library. The Archive had 270 in-person visitors and received 224 online or phone research requests. Borrowing activity was robust, with over 48,000 physical items and 10,000 digital items checked out. Additionally, over 24,000 customers connected to the library's free Wi-Fi and used the public computers. These impressive usage figures indicate the library and archive are on track to meet their key performance indicators.

Library Programmes

- ***Beyond the Page*** - festival from 30 September to 11 October 2024, celebrating out-of-the-box ways of exploring storytelling. For the seventh time, this free multi-disciplinary literary festival for tamariki and their whānau featured non-traditional literary events that included the NZ Ballet, drawing workshops, Orchestra Wellington, painting workshops, a Bluey Bonanza and a toy building workshop. Over 250 children attended the festival this year.
- ***Yarns in Barns*** – 12 - 26 October 2024 various events in the Wairarapa, including the following at the library:
 - Inspire a Child to Read with Roimata Smail – Friday, 18 October 10.30am
 - Understanding Te Tiriti with Roimata Smail – Friday, 18 October noon.
 - Inspire a Child to Read with James Russell – Tuesday, 22 October 3.30pm
 - Inspire a Child to Read with Sam Smith – Tuesday, 22 October 4.30pm
 - Fraser books 40th celebration – Thursday, 24 October 7.00pm.

Upcoming Programmes and Events

- ***Archive Open House*** – 28 October and 29 November 2024 at 3.30pm
- ***Dora Bus*** – 11-15 November 2024 Facilitated by library staff and Digital Seniors, the Digital On-Road Access bus will be visiting locations around Masterton offering digital courses and training.
- ***Wellington Heritage Festival*** - from 15 - 17 November 2024, for the first time in the Wairarapa, the Archive is hosting four events as part of the festival (Tour of the Wairarapa Archive, Walking Tour of Queen Street, Walking Tour of Archer Street Cemetery, and the USMC Showgrounds Tour).

Customer Services

The Customer Service Team have raised 838 service requests from the end of August to the end of September 2024. There have been frequent issues around homelessness in the community, water leaks and potholes in various areas. All of which are recorded as received and appropriate contact with contractors and or service providers made.

The Taking Care of Business (TCoB) initiative has had great traction, with thirteen proposed new businesses and seven new businesses having recently opened. The TCoB initiative allows those who are thinking of opening a business, a 'one stop shop' to have a group look over their application and provide relevant information or a guiding path upfront, rather than waiting until they are ready to open and realise, they have no building consent or licence to open. The group who considers and provides information, are members from each of the departments across the council, which are relevant to the specific business opening.

Call Centre

Call numbers continue to remain steady with 1,629 incoming calls with a 5% breach base.

Service Desk

Waiata House front service desk continues to have a steady flow of incoming visitors attending appointments and drop-in sessions with the Planning and Building teams respectively. We will look to trial the installation of an iPad or tablet for Antenno related issues that present at the front counters.

Community Development

Upcoming Events

- **Halloween** on Thursday, 31 October 2024 - this year the event is being held in Queen Elizabeth Park with the addition of a 'Hospital of Horrors' being created in War Memorial Stadium at the Trust House Recreation Centre. We expect a large number of the community to attend this family friendly event which also includes food trucks, free train and boat rides, free face painting, and a haunted hunt for free candy floss.
- **Youth Hub Launch** on Friday, 15 November 2024 – details are being finalised for this event which will include the first of our One NZ Summer Series involving music, BBQ and giveaways at the Skatepark/Hub. This launch will run in conjunction with the Youth Council Market.
- **One NZ Summer Series** - sponsorship has been secured to run a 6-month programme of music/BBQs and giveaways thanks to One NZ. Masterton District Council will work in partnership with One NZ in hosting a monthly BBQ with live music (bands or DJ) along with giveaways from One NZ.
- **Masterton Christmas Parade** on Saturday, 30 November 2024 - float entries are going well, and preparation is on track.
- **Masterton Christmas In The Park** on Saturday, 30 November 2024 - confirmation of entertainment to be confirmed by the beginning of November. Food vendors have been contacted and registrations are coming in.
- **Twelve Days of Christmas** in December 2024 – events are being collated for this with a proposed calendar to be finalised early/mid-November.

- **Pack the Bus** in December 2024 – Masterton District Council are involved with this again for 2024. This event is led by Mediaworks with support from Council.
- **Waitangi Day 2025** - A funding application has been submitted to the Ministry of Culture and Heritage, supported by Rangitāne o Wairarapa, Ngāti Kahungunu ki Wairarapa Tamaki Nui o Rua Trust, and Reo Rua. The application is focused on Iwi relationships with Tangata Tiriti. The events will involve education and conversations with Tangata Tiriti. There will also be another two videos edited from last year's interviews with local Māori.

Christmas Decorations

We are beginning to receive Christmas decorations, with the first shipment set to arrive on Tuesday 22 October. This delivery will include most of the decorations for the CBD, with the final batch expected in early November. Locations for the larger Christmas installations across the CBD are still being finalised. Each location will feature a combination of up to two of the following: illuminated Christmas trees, a large present, a giant light-up sphere, or a Christmas mural.

Wairarapa Māori Sports Awards 2024

We are on the committee for the Wairarapa Māori Sports Awards with the role of sorting through applications. Those eligible are now with the judges. The event is Thursday 21 November at Copthorne.

Youth Hub

We are actively engaging with youth at the skatepark to gather their feedback and ideas for developing the Youth Hub. A QR code will be added to signage at the park for those who prefer to complete the survey online. The survey asks about creating a welcoming space, desired events and activities, groups they'd like to see at the hub, and interest in joining a rangatahi advisory group. We've already received valuable input, which will continue to guide the project.

Disability Advisory Group

The Disability Advisory Group held their second meeting on 17 October, with presentations from the Facility and Open Spaces Manager, Policy Manager, Project Manager, and Roading Engineer, who discussed their areas of responsibility and how the group can provide input. The group also finalised their Terms of Reference and will reconvene in the New Year. There is strong enthusiasm for their work moving into 2025.

Te Koru Kai Project

This project seeks to lower methane emissions from food waste and improve food security by collecting food scraps and exchanging them for items such as eggs, meat and vegetables. The first week of the trial has been a huge success with 10 homes, one ECE and one Kura. We are in the final stages of preparing the brochure for distribution to the wider Eastside community. With three weeks remaining in the trial, the initiative will soon be expanded to the rest of the community. Other areas in Masterton have expressed interest in replicating the initiative.

Welcoming Communities

- **Business 101 Project** - The Business 101 course commenced on 16 September, with full enrolment at the maximum capacity of 15 participants. The Welcoming Communities Advisor (WCA) is providing one-on-one support to a participant, assisting them with their application process, and collaborates with various council teams to meet the business requirements. The course sessions will be conducted from 4 - 5 November 2024.
- **Welcoming Week** - Welcoming Week, held from 6 - 15 September, was successfully delivered with several engaging events across the district. Five Masterton primary schools participated in a special Welcoming Week Schools event. The Cultural Festival was a highlight, showcasing the traditions, customs, and cuisine of 14 different nationalities, attracting over 1,500 attendees. Additionally, the Human Library event was well received, with more than 60 attendees engaging with participants from five countries. The Community Sports Open Day, held on 13 September, saw over 150 people in attendance.
- **Welcome Plan** - The WCA is currently finalizing the Welcome Plan for the Masterton District. This plan has been developed based on a comprehensive stocktake of community input and insights from various organizations. It aims to address the gaps and barriers identified for newcomers, with a focus on creating inclusive and accessible opportunities.
- **Welcoming Communities Accreditation** - In early October, the WCA submitted an application for the first stage of accreditation for the Masterton District Council. If successful, the council will be officially recognised as a Committed Welcoming Community.
- **Supporting Communities** - In early October, Welcoming Communities successfully conducted an orientation session for newly arrived refugee families, offering them essential support as they settle into the Masterton District. The plan includes 91 action points across 8 standards and 30 sub-outcomes, based on a stocktake done so far. These actions will be implemented over three years, with annual reviews for updates or evaluations. Feedback will remain open to ensure continuous improvement. The plan will be published on the website and used as a key resource moving forward.
- **Newcomers database** – The WCA is working on creating a newcomers database to keep the newcomers well informed about services, events, groups, and other activities. The initial conversation has been done with the council's IT team and working collaboratively to design the platform.

Youth Council

- **Youth Hub Opening and Market** - The Youth Council are planning an event to launch the Youth Hub on 15 November, at 5pm. They are currently searching for youth acts to perform and for stall holders (who will be set up on the Queen Elizabeth Park green space). The event promises kai, spot prizes, and entertainment from 5-7pm, to open the Youth Hub, with rangatahi and whānau welcome.
- **Youth Grants** - A panel of Youth Council members along with Councillor Nelson will meet with applicants next week. The Youth Council alongside Council look forward to supporting the aspirations of those that have applied.

Play

- **Play Collaboration - School Holidays Waka Tākaro Sessions** - Waka Tākaro the play trailer travelled across the Wairarapa in the most recent holidays. Unfortunately, the weather for both our sessions resulted in cancellations, but it was still able to travel to Carterton and to the South Wairarapa.

Neighbourhood Support (NS)

- **Former Refugee Men swim programme** - Nine men participated in the former refugee men swim and water safety programme funded by Te Whatu Ora. Half of the men gained the skill level 1 proficiency, and the other half moved up to level 2. A regular participant of this group has a disability and has been taught how to float and roll on his front and back for his safety in the water. Feedback from a participant: *"I am very happy with the swimming classes. The way of teaching is very good. The teacher taught us the usual swimming and also the back stroke swimming and other types of swimming as well. I had fun learning. I would like to continue going to the swimming classes."*
- **WEconnect** - An ESOL qualified volunteer is in the process of being police vetted and once completed they will be buddied up with a local migrant who needs assistance with learning English and supporting them with volunteer work. Some participants and their volunteers have successfully been connected with community activities such as the GROW Community Garden and Women only swim and water safety programme. As part of our MOU with the Community Driving Mentor Programme, we're recruiting volunteer mentor drivers to help five WEconnect participants obtain their driver's licences.

Te Hōkai Nuku Positive Ageing Strategy



The Ageing with Attitude Expo hosted by Age Concern Wairarapa was held on the 1 October (UN Day of Older Persons). This was a very successful event with around 55 stalls with information for older people and their families. The event was supported by the Masterton District Council Events Fund.

The Co-ordinator had a stall where she both promoted the Positive Ageing Strategy and hosted the "Meet The Mayor" sessions. Mayor Caffell attended the display for part of the morning. Over 40 conversations were had with people, from which feedback was gathered. Some of this was distributed to the Customer Service team for resolution. The event was also an excellent networking opportunity.

The Co-ordinator also attended the Age Concern AGM in late September.

The Co-ordinator is seeking to grow staff's understanding of dementia and will be encouraging the Community Development team and others to undertake "Becoming a Dementia Friend" training [Dementia Friends - Alzheimers New Zealand](#). The Office for Seniors who funded the initial Strategy has challenged council staff nationwide that work in the older persons space to do this training, take a picture of team with their certificates and then submit the photo.



The Co-ordinator continues to support with promotion of the new “Go For Gold” activity which is now confirmed as monthly until the end of the year. This is a great opportunity for Masterton’s older persons.

The “Grab Bag trial” is progressing well in conjunction with Neighbourhood Support Carterton and Masterton, WREMO and Hato Hone St Johns. A one-off information sheet for older persons has been designed for inclusion in the bag. The group are submitting an application to the Warehouse for support to purchase torches.

The quarterly digital collaboration meeting between the Positive Ageing Strategy Co-ordinator, Masterton Library, REAP, Wairarapa Library Service and Digital Seniors was focussed on organising of the DORA visit this year. [DORA - Stepping UP](#) There is a focus on “Manage My Health” app this year. Masterton Library are leading this project on behalf of Masterton District Council.



Find DORA at any of the following locations

Location	Date	Time
Greytown Orchards Lifestyle Retirement 67 Reading St	4 Nov	1pm-3pm
Martinborough Health Centre, 5 Oxford St	5 Nov	10am-12pm 1pm-3pm
Opp Carterton Medical Centre @ St David's Church, 164 High St 5th	6 Nov	10am-12pm 1pm-3pm
Opp Pirinoa Community Medical Centre, 2779 Lake Ferry Rd	7 Nov	10am-12pm 1pm-3pm
Featherston Community Centre, 14 Wakefield St	8 Nov	1pm-3pm
For more information: 0800 373 646 Digital Seniors		
Opp Riversdale Beach Store, 2 Blue Pacific Parade, Riversdale Beach	11 Nov	9:30am-4pm
Hau Kāinga, 15 Queen St, Masterton	12 Nov	9am-4:30pm
Pasifika O Wairarapa, 23 Intermediate St, Masterton	13 Nov	9am-4:30pm
St James Union Church, 116 High St, Solway, Masterton	14 Nov	9am-4:30pm
Tinui Care & Bar carpark, 1 Charles St, Tinui	15 Nov	9:30am-12pm
Castlepoint Beach, 44 Jetty Rd, Castlepoint	15 Nov	1pm-4pm
For more information contact Janet: 027 444 1542 Masterton District Library		

Get help with

Grants and Funding
Masterton District Creative Communities Scheme

Round 2 opened on 21 October and applications will close on 22 November, for projects commencing from 6 December 2024. Funding for this Round is \$9,943.68 and applications will be considered by the Assessment Committee on 5 December 2024.

Environmental Services

Bylaws

Masterton Intermediate School Carparking

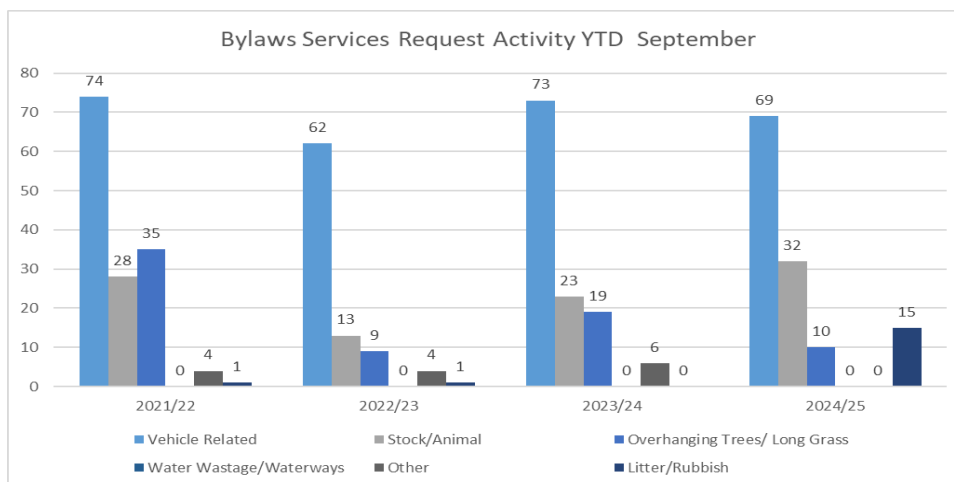
Masterton Intermediate School (MIS) and residents of Intermediate Street have been experiencing difficulties with poor parking behaviours by members of the school community. The school, in partnership with the Wairarapa Road Safety Council (RSC), have been in communication with the parents asking them to modify their parking habits. A meeting was held with RSC, MIS and the Police on 16 October 2024. The RSC and MIS will publish joint communications to the school community including the cost of infringements and enforcement will commence on 29 October 2024, with Council staff supported by the Police. The illegal parking creates a safety hazard, and people should consider the risk they are creating for children when parking illegally round schools.

No warrant and registration infringements

From 1 November 2024 Council will infringe stationary vehicles for no warrant of fitness (WOF) or registration on their vehicle. Throughout the months of November and December, stationary vehicles without a current warrant of fitness or registration that are not already known to council, will have a flyer placed on the vehicle warning them of the offences and a warning will be recorded in the infringement system.

Vehicle owners who have previously been engaged with will be infringed in December. From January 2025 infringement notices will be issued for offences by the First Security Wardens and the Animal and Bylaws Team. If the vehicle owner provides to council, evidence of registration and warranting within a 28-day period after the infringement notice is issued, the infringement notice will be wiped.

We are also aware that some private car businesses are using public parking to store vehicles. Those business owners will be visited to inform them that they may be infringed for any unwarranted and unregistered vehicles found parked around Masterton. They will be left with a letter that outlines the outcomes if unregistered and unwarranted vehicles are found parked in public areas. Infringing for these will commence about two weeks after receipt of the letter.



Animal Services

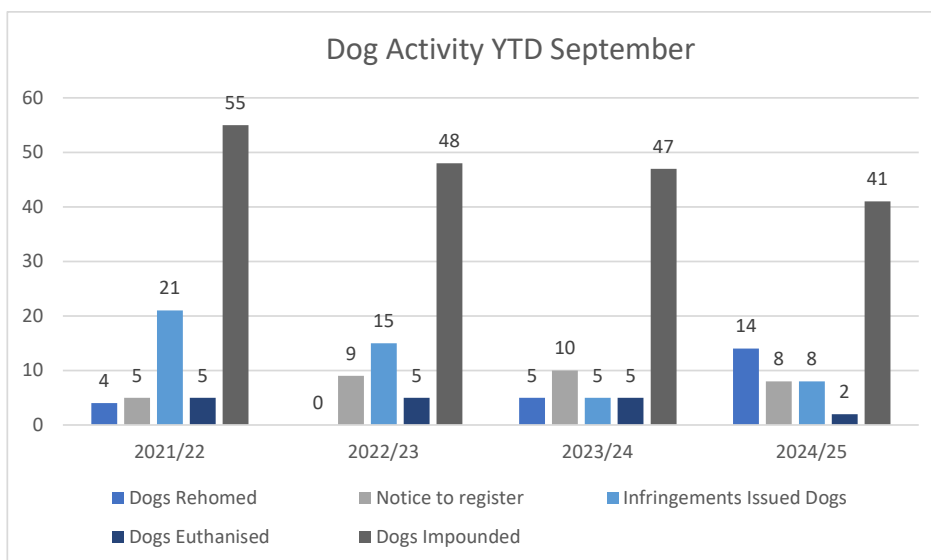
Funding for desexing

Masterton Animal Service was successful in being granted ten thousand dollars from Trust House towards a dog desexing campaign. The team are working through the planning stage of the project to ensure we get the best value for money and so the vet clinics can accommodate more dogs in their clinic for desexing.

The team will also be looking at options to create accountability for dog owners to ensure they turn up for their appointments as previously there have been owners who have been funded from the Department of Internal Affairs (DIA) desexing fund fail to attend their appointment. This results in a loss of revenue for the vet clinic.

Dog Events

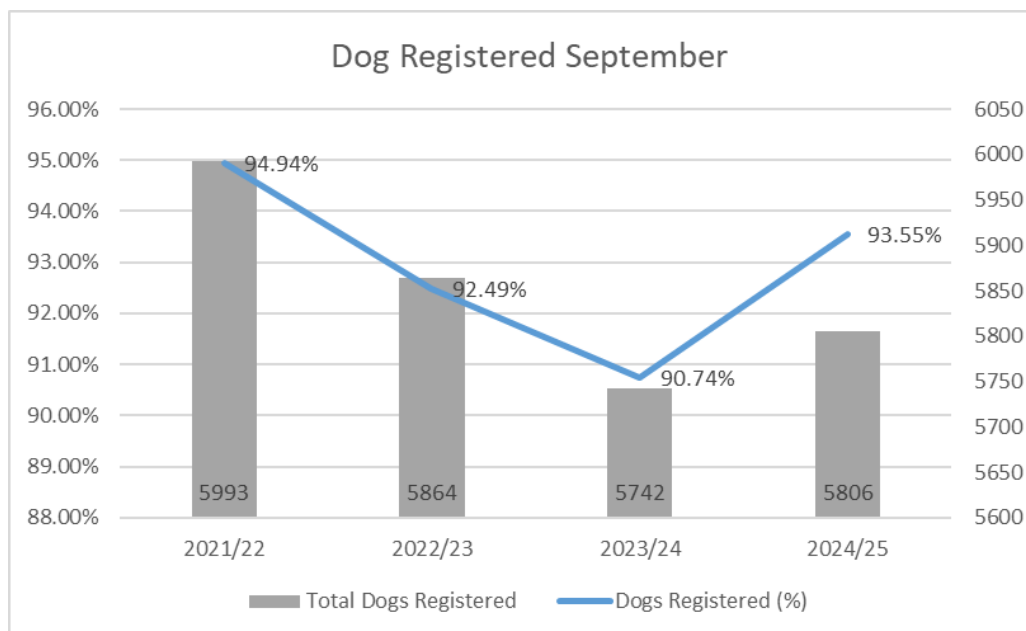
- Henley Lake dog microchipping will take place on 23 October. People can bring their dogs to meet the Animals and Bylaws Team. The dog can have a check done to ensure the microchip is in working order or if the dog does not have a microchip one can be implanted for \$10. The timing of the event is to get dogs chipped before Guy Fawkes when historically a number of dogs are spooked by fireworks and escape from their property.
- On 9 November we will be holding our fourth Dogs in Togs event at the Trust House Recreation Centre in the outdoor pool complex, this will start at 10am and go through to about 1pm. There will be three sessions, one each for small dogs and large dogs and the last session for all dogs. We will have two ramps for dogs to get into and out of the pool, plus toys and a floating Island. This time we hope to have a Coffee Cart on site as well. Local dog charities have been invited to set up a table to let people know what they do. A \$5 charge per dog applies and all money gathered will be distributed equally between the charities. The event will be held wet or fine.



Dog Registration

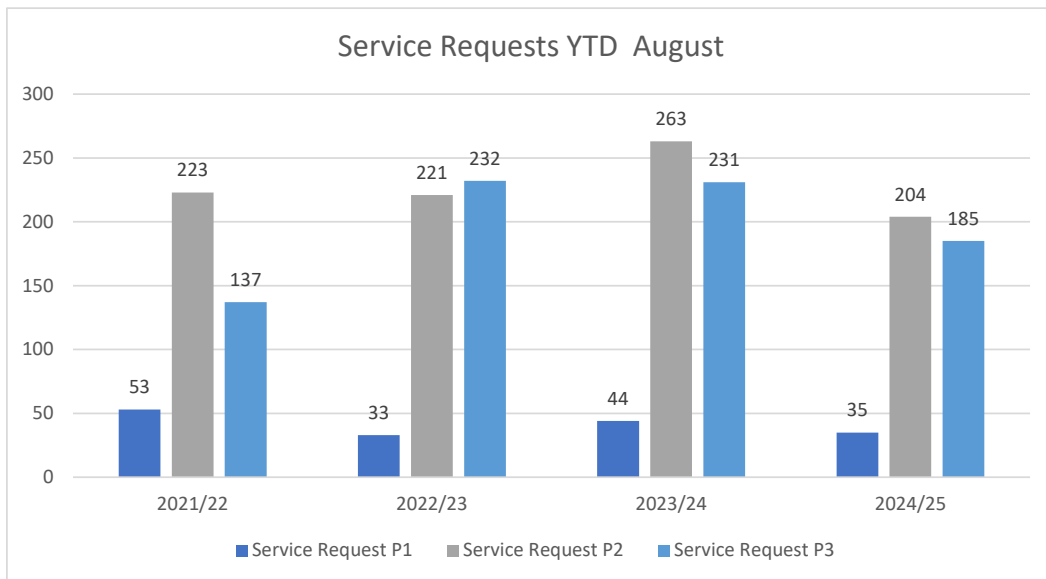
Animal Services are currently issuing infringements for non-registration of dogs. 275 have been issued so far, with another 59 to go. This brings the number of infringements for non-registration to 334, which is 40 down on last year.

Whilst issuing these infringements, the team has so far picked up 64 properties that need checking to ensure the owners and dogs are still a resident there. It is the owner’s responsibility to update their contact details and new location of where the dog(s) are generally housed. There are five owners to consider for either disqualification or put on probation due to infringements issued within the past 24 months, the vast majority for non-payment of registration; 12 owners who require warnings that they are close to becoming probationary owners if they receive one more infringement within the next year and five properties without permits to keep more than two dogs.



Roaming dogs

Roaming dogs still generate the highest number of service requests, there were 24 calls about roaming dogs in September. Dog owners who do not keep their dogs secured are putting the community at risk, and not meeting their obligations as a dog owner to keep their dog under control at all times. As the weather is getting warmer and the days longer the Animal and Bylaws team suggests owners take the time to check the perimeter of their property to ensure their dog can be kept secure on their section. This may include checking the dog cannot get under or over in sections in their fencing.



Environmental Health

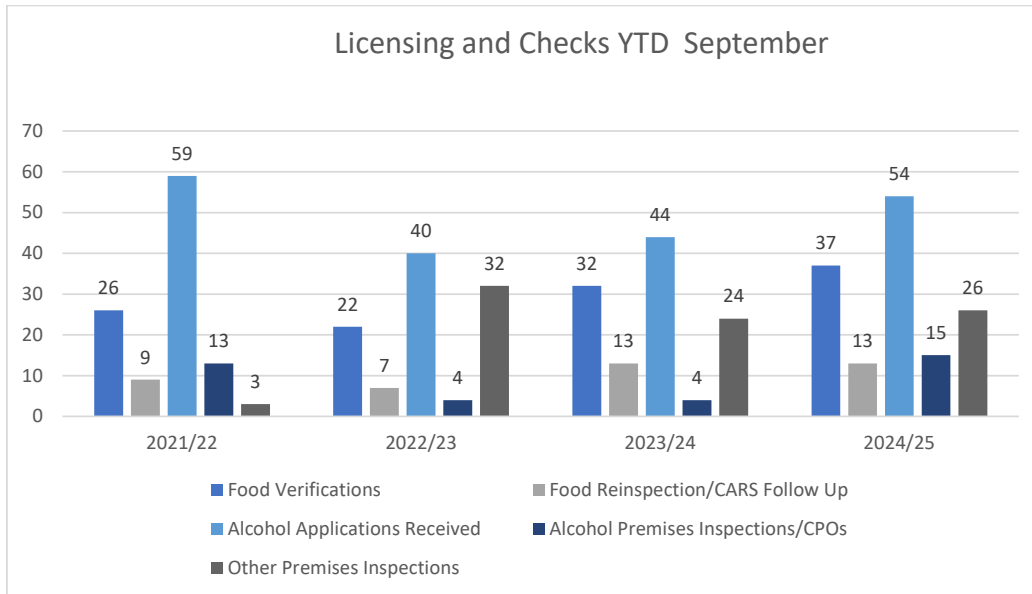
With the start of the summer season the workload for the team has increased with resource consent sampling, food stalls at events, and alcohol applications for end of year functions.

Levy Rates that apply to Domestic Food Businesses

Levies for domestic food businesses come into effect from 1 July 2025. For businesses registered through a territorial authority, the levy will have to be collected by the territorial authority on behalf of MPI. A collection fee may be added by the territorial authority. For businesses registered with MPI, the levy will be collected by MPI. This will be an additional charge for food businesses.

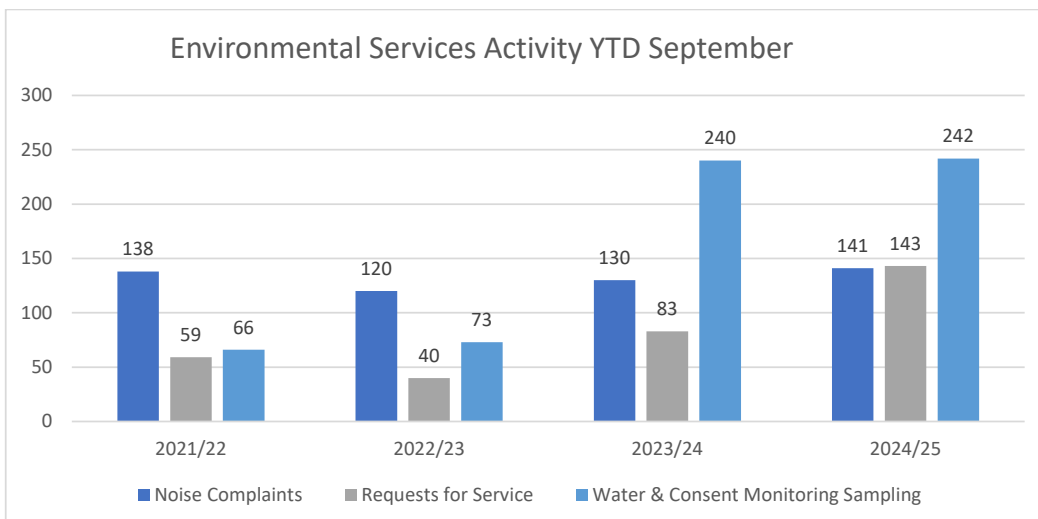
There will be a staggered approach to the MPI fee set out in the table below.

Year	Rate (excl GST)* per year	Rate (incl GST)* per year
2025/26 (from 1 July 2025)	\$57.50	\$66.13
2026/27 (from 1 July 2026)	\$86.25	\$99.19
2027/28 and onwards (from 1 July 2027)	\$115	\$132.25



Noise report

In the 12-month period from September 2023 to October 2024 Masterton District Council Noise Control Officers attended 640 noise complaints. These officers have served 184 excessive noise directions and carried out seven seizures. In that time Council Environmental Health Officers have also served three abatement notices on properties for multiple excessive noise directions who were not responsive to education and engagement. Noise is assessed against a matrix and if deemed to be excessive or unreasonable, an excessive noise direction may be issued. If too many excessive noise directions are issued, an abatement notice may also be issued and potentially a \$750 fine.



8.5 POU AHUREA MĀORI ACTIVITY REPORT

File Number:

Author: Leanne Karauna, Pou Ahurea Maori

Authoriser: Kym Fell, Chief Executive

PURPOSE

The purpose of this report is to provide Council with an update from the Pou Ahurea Māori on key projects and activities (See Attachment 1).

RECOMMENDATION

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

ATTACHMENTS

1. Pou Ahurea Maori Activity Report [↓](#)

POU AHUREA KAITAKAWAENGA
ACTIVITY REPORT

18 October 2024

Iwi Liaison Context

The Masterton District Council's Pou Ahurea Māori Kaitakawaenga (Iwi Liaison) has been actively involved in various Council activities, ensuring that matters of significance to Iwi Māori are taken into account. The following outlines some of these key engagements:

Ongoing Engagement

The Council maintains continuous engagement with Post Settlement Governance Entities (PSGE), hapū, and marae to address matters of significance to Māori. Key activities include:

- **Partnerships:** The Council continues to support and promote opportunities for collaboration with local iwi, including projects such as the Better Off Funding initiative, climate change responses, and the Ngā Waipikopikorau o Whakaoriori projects.
- **Marae Development Grant:** All three marae that received development grants have submitted their accountability forms to date, ensuring transparency in the allocation of funds.
- **Planning:** Iwi have identified names for two new roads at development sites, ensuring the recognition of areas of cultural significance to Māori. Additionally, iwi have requested that te reo Māori be recognised as one of New Zealand's three official languages, proposing the Māori term "Te Ara" instead of "Lane."
- **Riversdale – Motuwairaka (MDC PARK43 Riversdale Stopbank):** A small team of Council staff attended a pōwhiri at Motuwairaka Marae to engage with the community regarding the Riversdale stopbank project. Following the pōwhiri, staff had a positive and meaningful interaction with local mana whenua, gaining significant cultural insight into the issues they face. This engagement allowed for the immediate resolution of concerns related to a *wāhi tapū* (sacred site). In response, the Motuwairaka Marae Trustees and Committee sent a letter of appreciation, acknowledging the positive interaction and extending further invitations for continued engagement.
- **Queen Elizabeth (QE) Park Lake of Remembrance Water Uptake from Waipoua River Consultation:** A resource consent is required for water uptake from the

Waipoua River to sustain the Lake of Remembrance. Gaining approval from iwi is essential, and they are currently being notified about this matter.

District-Wide Iwi Engagement

- **Changes to the Wairarapa Local Alcohol Policy:** Feedback was sought and welcomed from iwi, hapū, marae, and Māori members of the community on the proposed policy. Submissions closed on 20 October, with a hearing scheduled for 23 October. One hapū informed that they had submitted feedback on this policy.
- **Wairarapa Combined District Plan Hearings:** Consultation hui were held with iwi representatives and Boffa Miskell (lead consultant) to clarify various submission matters regarding the Māori Purpose Zone chapter. Similar engagement will soon occur for the Sites of Significance chapters.
- **Wairarapa Recovery Board Sub-Committee:** Attendance at monthly meetings provides an overview and conveys matters of importance to and from iwi Māori as required, supporting the distribution of information to iwi, hapū, and marae as requested.
- **Local Water Done Well:** Initial hui have been held with iwi in both the Wairarapa and Taranaki regions to discuss options for the new water structure. During these meetings, iwi emphasised the importance of considering the newly legislated Rongokako Joint Redress Bill, which grants both iwi statutory obligations over the Ruamāhanga Catchment. This new legislation allows councils to act quickly, streamlining consultation and decision-making processes for the establishment of council-controlled organisations (CCOs) with the intent of delivering safe and reliable water infrastructure.
- **Changes to the Sale and Supply of Alcohol Act:** Recent changes to the Sale and Supply of Alcohol Act require Local District Licensing Committee (DLC) hearings to incorporate tikanga Māori into their proceedings, allowing for evidence to be presented in te reo Māori. The inclusion of tikanga Māori will be guided by mana whenua, ensuring cultural practices are respected and upheld. This may involve integrating pōwhiri (formal or informal welcome), mihi (greetings), karakia (prayers or ritual chants), waiata (songs), and whakawhanaungatanga (relationship-building processes) to create a mana-enhancing environment for all participants.

- **Te Hōkai Nuku Positive Ageing Strategy**

As part of the upcoming review, there is focus to develop a Māori engagement plan. Initial discussions have started with the three Wairarapa District Council Māori Advisors to address historical barriers to Māori participation in this strategy.

Internal Support for Council

Community Engagement:

- **Youth Hub Opening:** The Youth Hub is soon to be opened and we have invited Kaumātua to guide us in this process.
- **Waitangi Day:** A discussion with iwi has occurred to support an application for funding for this day. Iwi have guided Council on areas that could be addressed on this significant annual occurrence.
- **Te Wiki o te reo Māori:** Frontline staff and the Community Events Team were supported to promote and embrace this week by wearing T-shirts that celebrated and promoted the occasion, speaking te reo Māori, running engagement sessions, and holding events at the Library. External community events that promoted the use of te reo Māori were also communicated to staff. Te Wiki o te Reo Māori presents a great opportunity to embrace te reo Māori and encourage further learning among all staff and individuals.
- **Papakāinga Development:** An online forum led by Te Puni Kōkiri, attended by the Pou Ahurea Māori Kaitakawaenga, focused on supporting the development of papakāinga on underutilised Māori land. This forum highlighted the Council's Rates Remission and Postponement Policy for Māori Freehold Land and the newly introduced Māori Purpose Zone in the Wairarapa Combined District Plan, both of which align with the objective of promoting papakāinga development in the region.

Cultural Competency Framework

Masterton District Council's Cultural Competency Framework, Te Aka Poutama, is being designed to enhance the Māori cultural competency of Council staff. The framework supports staff in becoming more confident in their use of te reo Māori, understanding tikanga (correct practices within te ao Māori), and fostering positive relationships with tangata whenua. This framework is essential for building cultural awareness and ensuring respectful, effective engagement with local iwi and hapū in all Council activities.

- **Cultural Competency Developments:** Four community-facing staff members recently attended the Kura Reo o Hurunui-o-Rangi, a four-day te reo Māori immersion programme. Participants reported improved language skills and deeper connections with local mana whenua. The program also served as professional development for local government and iwi staff.
- **Te Wiki o te Reo Māori:** As above.

Policy Review

The Council is currently reviewing its Te Reo me ngā Tikanga Policy and the Te Hiringa learning module with guidance from the Council's Kaumātua. The Alcohol Policy, also under review, has been distributed to iwi Māori for feedback. Additionally, it is important that the Council monitors the progress of the Treaty Principles Bill, which is set to be introduced to Parliament in November 2024 after gaining Cabinet approval in September. This Bill, currently being drafted, may have significant implications for Council policies and practices, particularly regarding the recognition of Treaty principles. It is expected to return from select committee review for further debate by May 2025. The Council will need to stay informed on its progress to ensure alignment with any new statutory requirements that may arise from this legislation.

Cultural Advice

The Council continues to seek guidance on tikanga and kawa from its Kaumātua. A consideration document is being initiated to formalise and guide cultural practices within the Council.

Council Representation

The Pou Ahurea Māori Kaitakawaenga remains available to represent the Council as required, offering support and guidance on Māori engagement in Council activities. This report presents a comprehensive overview of the Masterton District Council's efforts to engage with and incorporate Māori perspectives in its operations, showcasing the Council's commitment to cultural competence and positive partnerships with local iwi.

8.6 INFRASTRUCTURE AND ASSETS ACTIVITY REPORT

File Number:

Author: Maseina Koneferenisi, General Manager Infrastructure and Assets

Authoriser: Kym Fell, Chief Executive

PURPOSE

This report provides Council with an update from the Infrastructure and Assets Team (see Attachment 1).

RECOMMENDATION

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

ATTACHMENTS

1. Infrastructure and Assets Activity Report [↓](#)

Infrastructure & Assets Report



Reporting Period: September-October 2024

General Update

The Infrastructure & Assets (I&A) Teams have been making great headway on projects and business improvement opportunities all whilst maintaining business as usual services. The main capex projects have been kicked off with project plans in place and we are close to finishing the new project management framework for the group. The purpose of the framework is to ensure we deliver all projects through a set of minimum requirements, are managing risks, following our internal procedures and managing H & S and legal requirements.

The team are looking forward to the Xmas break. It is fair to acknowledge the amount of change the Infrastructure & Assets staff have been through over the last couple of years. The team are hard working, resilient and committed to doing great work for our community.

Projects of interest:

- **Youth Hub** – We look forward to being able to hand over the hub to the Community Team. It feels like it's been a long time coming, but we are almost there!
- **The Asset Management System & GIS** – This project is in the Asset Data Migration phase. This is where MDC data is extracted from all data sources (including Citycare), the data is assigned a quality score, then a pathway is established to close the gap between its score and the targeted level of data quality.
- **CBD Upgrade (water and carriageway)** – The team are starting to look closely at the scope of work for this project and will be recommending some changes as part of the annual plan process.

Staff

One of our treatment plant operators has resigned. Risk mitigations are being put in place whilst recruitment occurs. We also welcome back the Senior Project Manager in the next couple of weeks from parental leave.

4. Top issues and risks	Impact	Mitigation / action plan
Health & Safety	Incidents & injuries	Review of procedures, development of an audit programme and H & S operational training
Failure of critical assets	Loss of service delivery	This has gone from High to Medium as a number of mitigations are starting to progress, i.e. Asset Management System, Hydraulic model for water and wastewater, plant reviews.
Poor project delivery & contract management	Scope creep, poor quality & over budget	PM methodology and contract management process being reviewed

Page 1

Roading

Reporting Period: September – October 2024



Summary Update

Maintenance & Operations:

- Shoulder and drainage works are progressing ahead of schedule, with completion expected by late October—an improvement over last year.
- The sealing programme, scheduled to start in November.
- Work has begun on the Westmere Road bridge deck, replacing the granular overlay with asphaltic concrete.
- This year’s maintenance metaling programme is nearly complete, and we are now focusing on optimising the width of wider unsealed roads to achieve benefits with fewer resources.
- Multiple kerb sockets replaced in Kuripuni Village.
- Vegetation encroachment high-cutting completed on 14 rural roads.
- No major incidents this month, except for a few downed trees after windy days and a few unexpected downpours.
- NZTA has started implementing a risk-based approach to temporary traffic management (NZGTTM) on SH roads
- The government now requires councils to report on both traffic management costs and redundant sites. Masterton reported that for the July to September 2024 quarter, 16% of total costs have been attributed to traffic management, with a confidence rating of 3 (on a scale of 1 to 5, where 1 is poor and 5 is highly accurate).
- Regional roading leads have begun discussions on improving cost efficiency, lifecycle value in maintenance, being led by Road Efficiency Group.

Budgets:

- Early forecasts are highlighting budget shortfalls in sealed and unsealed road renewals due to increased pre-seal repairs, cost escalations, and ongoing network deterioration.

Native Planting:

- Roadside land retirement using native planting is completed on Tinui Valley Road in collaboration with GW. Further collaboration on native planting and land retirement is being explored with key GW staff.

PROJECTS

1. Roading Renewals **Overall Status:** On track/low impact

- Road resurfacing:** The 2024/25 sealing design and programme is complete, with work about to start in November (weather dependent)
- Site remedials** for 2023/24 have been scheduled for late November, (weather dependent)
- Footpaths:** reduced budgets are confirmed, Sites are being programmed for May 2025.
- Drainage:** Improvements are being investigated at some urban sites.

2. Pavement Rehabilitation **Overall Status:** On track/low impact

- Finalising contract documents and awarding the 3-year road rehabilitation work.

3. Capital Improvements **Overall Status:** At risk/ medium impact

- Kitchener Street upgrade is completed.
- Bridge deck replacement on Otahome Road is completed.
- A stormwater resilience study is underway at high-risk rural sites identified during Cyclone Gabrielle. The investigation is looking into minor stormwater works that can improve resilience at these sites.

4. Emergency Works & Strategy **Overall Status:** On track/low impact

- 21-2023/24 Masterton Castlepoint Retaining Walls (Site 14,15,RP50.9) – On track
- 28-2023/24 Mātaikona - Coastal Protection Works – additional high-risk sites. Completed.
- Two resource consents lodged with GWRC for works at the large slip at Mātaikona River and for diverting a stream away from Masterton Castlepoint Road. There are delays in obtaining these consents, due to their complexity.
- Mataikona Strategy – Work will commence soon on looking at the options we have in relation to Mataikona road infrastructure long term.

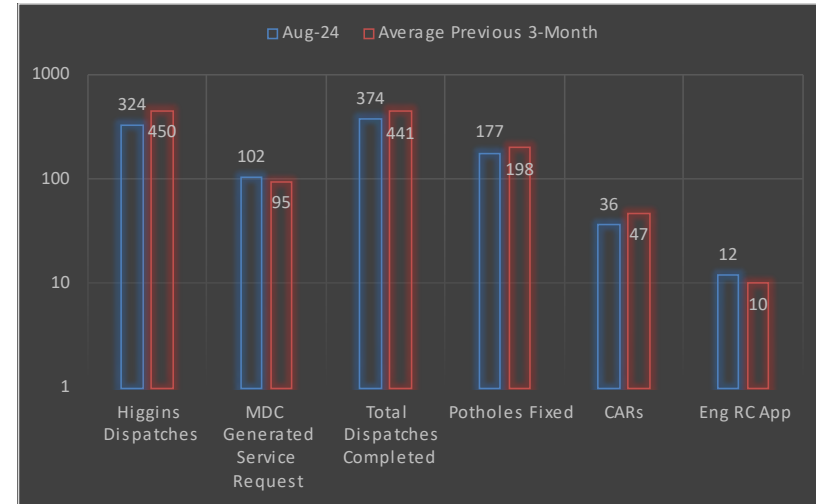
Top Issues and Risks	Impact details	Mitigations	Impact
Budget & Weather	Delays, reduced scope/quality, potential contractual dispute	Monitor & Report	
Asset deterioration	Consequential damages to vehicles Increase in complaints Increase in backlog	Review programme Reallocation of Council road safety improvement budget into other roading MOR	
Further deterioration EW sites and ground movement /consenting delays	Cost, approvals, work programme scheduling , resourcing	Monitor & report. Seek Geotech expertise if significant	

Roading

Reporting Period: September 2024

Roading Dashboard

- Higgins Dispatches: Reduced (324 vs. 450), due to activity in more complex, larger jobs compared to smaller, quicker tasks.
- MDC Generated Service Requests: Slight increase (102 vs. 95), indicating consistent public engagement in reporting road issues.
- Total Dispatches Completed: Lower than the average (374 vs. 441), due to larger, more complex, higher-priority work.
- Potholes Fixed: Slightly reduced (177 vs. 198), still demonstrating ongoing efforts to address weather- and activity-related road damage.
- CARs: Drop in requests (36 vs. 47), showing a temporary decrease in demand for road access approvals.
- Engineering Resource Consents Applications: A slight rise (12 vs. 10), suggesting ongoing development activities requiring engineering input.
- Major Pavement Repairs: Completed on 12 roads, improving road conditions significantly.
- Sign and Pole Structure Jobs: 52 sign jobs and 14 pole structure installations were completed.



Utilities

Reporting Period: September-October 2024

Summary Update

- Completed 145 service requests; 98 to City Care and 47 to Utilities
- Three Waters Maintenance Contract Extension is now in place to June 2026

Water

- A decision has been made to defer the largest water capex project - **Upper Plains 450mm trunk main**. There is insufficient evidence to replace this asset for any reason other than age. In addition, the work is best done as one full piece of work rather than separable portions every 3 years. This will be managed as part of the Annual Plan budget review process. .
- Hydraulic modeling received and currently analyzing to determine flows, pressure and to assist with zoning.
- Pownall St to Hillcrest St** water main replacement 702m x 150mm is out for tender, closing 25th Oct.
- Intermediate St to Lowes Place** water main replacement 277m x 100mm is also out for tender, closing 25th Oct.
- Nikau reservoir tank** replacement project is currently being scoped. Procurement of land from golf course to house tanks is underway.

Wastewater

- Hydraulic model is being built as part of the Storm and WW Strategic Roadmap project.
- Tama Road, Riversdale sewer network capacity investigation is in progress. Received preliminary update on status of system from Consultant. Currently reviewing this information.
- Queen St (Russell St – Dixon St, Contract awarded to contractor. Started work 21st Oct.

Treatment Plants The Homebush primary pond has been repaired and back in service.

Site Health & Safety assessment has been completed. A priority plan is being developed to determine the priority of procedures and protocols that need to be updated. This work is being undertaken in conjunction with the Corporate Services Team.

Solid Waste

- The WMMP Regional implementation plan was endorsed by the Joint Committee meeting on 2 September 2024
- WMMP Local Action Plan is progressing .
- Wairarapa are hosting the Wellington waste forum in November.

Top Issues and Risks	Impact Details	Mitigations	Impact
Health & Safety	Incidents & injuries	Update procedures, implement audit programme and H & S operational training	Yellow
Failure of critical assets	Loss of service delivery	Asset Management System, Condition Assessments, Demand Management	Red
Approving new supplies without understanding network capacity	Scope creep, poor quality & over budget	PM methodology and contract management process being reviewed	Green

PROJECTS

On track/low impact At risk/ medium impact Behind plan/ high risk

Renewals	Overall Status:
<ul style="list-style-type: none"> Waltons Avenue sewer pipe renewal – 238m x 150mm diameter. Completed Awarded and construction commenced on sewer renewal in Renall Street - 35m x 150mm dia. Awarded renewal in Chapel Street - 145m x 150mm diameter . Awarded and construction commenced for Queen Street sewer renewal – 508m x 225mm dia. Awarded and construction commenced for Taranaki St, sewer renewal 647m x 150mm dia. Opaki Road Water Main Renewal, 1.3km x 250mm diameter construction started in Sept, approx 75m laid. Engineering design for the railway crossing at Cornwall Street for the water main renewal is in progress 	Green

Water Meters	Overall Status:
<ul style="list-style-type: none"> There remain approx. 1400 meters to be installed across residential, commercial and industrial users. These will be deferred until funding is approved (which will occur as part of AP round). Monthly meter reading has commenced The water meter policy and charging model is in draft for Council consideration before consultation occurs. 	Green

Upcoming work	Overall Status:
<p>Tender/procurement process for capex work will be reviewed alongside the criteria and list of pre-approved contractors. A formal process needs to be put in place for being a 'preferred vendor'. Zone meter locations will be determined once the hydraulic model is in use with a recommendation coming to council for funding.</p> <p>In addition to the roll out of the capex programme and ongoing maintenance, time will be spent on addressing several improvements required in the utilities space. There are two action plans in place, one for the treatment plants and one for the networks. The key themes are:</p> <p>Data – Ensuring decisions are based on data and analytics. This is a big piece of work as the absence of an asset management system means most time is spent in the reactive space.</p> <p>Understanding network limitations – This also relates to data. There are no models in existence or easily accessible calculations to inform decision makers on network capacity. Actual water loss calculations have a high level of uncertainty due to poor data sets. More work is required on identifying critical assets and expanding on the work undertaken in developing the Asset Management Plans</p> <p>Use of resources - Network contracts will be reviewed to ensure contractors are providing the full service they are compensated for.</p> <p>Processes - To build resilience into the operating model, processes need to be reviewed, optimised and automated.</p>	Yellow

Projects, Assets & Compliance

COMPLIANCE Reporting Period: September-October 2024

Compliance	Update	Status:
Resource Consents	<p>Henley Lake Consent – Application lodged, working with GWRC on some additional information requested</p> <p>Opaki Water Race – Consent to close by 2026 has been granted by GWRC. Developing closure management plan.</p> <p>Homebush WWTP – Review by GM required. This was placed on hold prior to reform.</p> <p>Kaituna WTP – Renewal of water take consent in progress. Awaiting outcome of ecological assessment report.</p>	
Drinking Water Standards	Council is now in a new reporting year; prior non-compliances are no longer impacting on assessment. Moved to reporting via ID system, which is still being implemented.	

PROJECTS 2023 +

Hood Infrastructure	Overall Status:	
<ul style="list-style-type: none"> Lighting installation work to commence in November during runway shut down. Physical work on asphaltting the runway recommences late Oct/Nov 2024 (weather dependent). On budget. Engineering design for infrastructure services is in progress. Resource Consent to be submitted. 		
Hood Certification	Overall Status:	
<ul style="list-style-type: none"> Certification application was submitted to Civil Aviation Authority for processing mid July 2024. CAA were on site 9 & 10 Oct to inspect. The Runway End Safety Area (RESA) application has been with CAA since June 2024, CAA are making progress and we hope to have an outcome by early 2025. A tentative turnaround time of three to six months. Tentative response time is circa November 2024. Engagement on application has commenced. Charging structure report has been completed. Work is now required to look at the land policy being developed. 		
Storm & Wastewater Strategy (Cockburn/Taranaki Streets Trial)	Overall Status:	
<ul style="list-style-type: none"> We have seen a significant improvement in network behavior following the work carried out over previous months. Repairs made to date: <ul style="list-style-type: none"> 12 manholes have been replaced plus a stormwater drain. Smoke testing of all properties on the 6 streets in the pilot area has been completed Two data reports from the field instruments have been received, the last one indicating the replacement of manholes at Kuripuni/Makoura & Cockburn/Colombo has confirmed the effectiveness of these asset replacements The Roadmap on future direction is being developed by the inhouse project team. The template letter for cross connections is under legal review, we expect to issues these by end of October 2024. A project page for future comms has been set up on the MDC website. 		

On track/low impact	At risk/ medium impact	Behind plan/ high risk
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Youth Hub	Overall Status:	
<ul style="list-style-type: none"> The buildings are installed on site (Toilets and Hub) Physical work on the three waters services is near completion Practical completion of work due by 25 Oct. Hand over to Community team planned for 30 Oct. 		
Animal Shelter	Overall Status:	
<ul style="list-style-type: none"> Physical works is underway and on target. Estimated completion date is August 2025. 		
Waiata House - Extension	Overall Status:	
<ul style="list-style-type: none"> Tender evaluation for Lead architect is complete and appointment made. Design work commencing. 		

Top Issues and Risks	Impact Details	Mitigations	Impact
Poor project delivery	Scope creep, poor quality & over budget	PM framework is near completion. Plan for implementation to commence early September is underway	
Resources	Delivery to programme	Project schedules will be reviewed frequently. All projects have now been allocated. Weekly reporting in place.	

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Projects, Assets & Compliance

Reporting Period: September-October 2024



PROJECTS 2024 +

Town Hall	Overall Status:	
<ul style="list-style-type: none"> The consent application is being worked on at present by an external consultant. There have been a number of reports required and a reasonable amount of work effort gone in to preparing for application. We expect this to be lodged mid to end November 2024. Project Management support being provided by TBIG. Tender documentation for the demolition will be drafted during the consent application phase. 		
Library	Overall Status:	
<ul style="list-style-type: none"> Lead architect appointed. Commencement date mid-September. Alternative sites for temporary relocation of the library are being assessed. 		
Local Water Done Well	Overall Status:	
<ul style="list-style-type: none"> Reports and workshops have been undertaken The next phase is to prepare for the council decision making forum which has been set down for 13 November 2024. The next decision for Council is to determine what options MDC should take to public consultation. 		

Facilities & Open Spaces Reporting Period: September-October 2024

On track/low impact At risk/ medium impact Behind plan/ high risk

Summary Update

Facilities

- 7 Snr Housing units have been refurbished this FY and some changes in occupancy (we still have a waiting list).
- The re-paint of the Wainuioru Hall exterior has been completed and Tinui Hall is underway.
- New raised planter boxes are currently being constructed and will be installed for Senior Housing tenants at Laurent Place and Bodmin Flats to use, a proactive Tenant organised sponsorship of materials from Carter's to support the work.
- Officers are finalising the Tender outcome for resurfacing the road and driveways of Laurent Place and Bodmin Flats.
- Central Govt funding has been secured by the Recovery Team to enable installation of solar panels onto the Whareama Rural Hall. This will provide valuable information on the feasibility for other Council facilities and contribute to reduced annual operating costs for the Hall.
- The Tender process is underway to source a new Mowing Contractor for Hood Aerodrome.
- Painting upgrades for the Mini-Putt building and adjacent Toilet facility in QEP is scheduled to start 7 November.
- Entry fees at THRC will be raised by \$0.90c for adult, seniors, students and child casual swims on 14 November 2024
- Officers are filtration options of the Dive Pool to get it operational for summer.

Open Spaces

- The original Contractor who surfaced the Skate Park has completed their site visit and assessment, the cost of their recommended corrective actions is well beyond current budget levels, Officers are exploring local options.
- The new fence for McJorow Park Playground along the Cameron Crescent frontage has been completed.
- Consultation between GWRC and the Riversdale Beach Residents Assn. has occurred to look at a Community Orchard/Garden in a section of Southern Reserve.

Top Issues and Risks	Impact details	Mitigations	Impact
Trust House Recreation Centre • roofing issue • Structural concrete fault	Water egress poses risk to electrics and hydraulics for the elevator. (Internal parapet panels form part of flashing system) Reinforcing for concrete beam in filtration area has become exposed, further corrosion could affect the beam.	Roof design work is progressing to consent phase. Temporary Butynol repairs have been completed. Currently in monitoring phase.	
Tinui Water Treatment Plant - land stability	Officers have reported a slip adjacent to the vehicle driveway access to the Water Treatment Plant. Future periods of heavy rain could further destabilise the site, placing water supply for Tinui at risk if site slipped.	Engineer has carried out testing of the ground surface and has provided a recommended solution to address the risk of further slips. Quantity surveying of design in progress, so costs can be considered as part of the next Annual Plan.	

PROJECTS

Waiata House HVAC	Overall Status:
The existing HVAC system has been assessed, a re-design has been commissioned and is currently being prepared for Tender with Project Management support from TBIG. Supply chain and added consultancy costs have added pressure to current budget allocations.	
Playground Replacements	Overall Status:
Henley Lake playground upgrade - Officers have met with the CREO Project Manager on site and there is potential for the Playground component to be delivered before Christmas. The Lansdowne Resident's Association have identified the exercise components they wish to sponsor. Procuring a Contractor for the ground-work prep is the next focus, once the finalised specification drawings are supplied by CREO.	
Trust House Recreation Centre	Overall Status:
In addition to the roofing issue (see risk table) a concrete beam fault in a filtration area has been investigated and the engineer's recommendation has been costed. The consultant engaged for the needs and feasibility study of the stadium is now progressing their need's findings to the feasibility phase.	
Riverside Park Cemetery Upgrade	Overall Status:
<ul style="list-style-type: none"> • Work is underway on a review of Masterton Cemetery Network Capacity and a site analysis. This will feed into the future development of a Cemetery Master Plan for Masterton. • Planting of native specimens has been carried out along the cleared fence line where GWRC created the access to the Ruamahunga River rock groyne construction. 	
Motuwaireka Stream Edge Stabilisation	Overall Status:
<ul style="list-style-type: none"> • The procurement process is progressing, a QS Consultant and Archaeologist are appointed, fine tuning the contracts for the Ecologist and Engineer has delayed settling terms. • Project reporting to Crown Infrastructure continues, no issues to date. Physical works will occur May 2025. 	
Upcoming work	Overall Status:
<ul style="list-style-type: none"> • Review of Council's building and property portfolio to identify assets that could be considered for disposal • Development and update to strategic plans • Introduce asset management practices 	

Facilities & Open Spaces

Reporting Period: September-October 2024

On track/low impact

At risk/ medium impact

Behind plan/ high risk

Section 17A – Parks and Open Spaces Contract

Executive Summary

The Green by Nature (GbN) contract is now 6 years old and has an expiry date of 30 June 2029. (This was extended based on performance).

Under the Local Government Act 2002 ('the Act') sets out the requirements for local authorities to regularly review the cost effectiveness of delivering public services. This is known as a 'Section 17A (S17A) review'. A review is required every six years unless a [permitted exemption](#) can be applied. Without meeting exemption criteria, the next S17A review on the service delivery of maintenance of Masterton's Parks and Open Spaces, would be due in November 2024.

Council Officer's consider it appropriate to apply one of the permitted legislative exemptions which is that we have a contract in place which cannot be reasonably changed within the following two years. Council is legally obligated to complete the contract term and therefore, application of the exemption can be exercised. There would be legal and financial implications if the contract was to be terminated earlier.

Results of the Previous Service Delivery Review

The previous S17A review in 2018 recommended an outsourced relational contract model for Parks and Open Spaces delivery. Furthermore, the recommendation was to re-negotiate with the incumbent, Recreational Services, now known as Green by Nature.

Current Contract Arrangements for Service Delivery

Council staff do not foresee a need for significant change to the level of service offered through the Parks and Open Spaces contract and are satisfied with the outcomes provided by the Contractor. This is evidenced by the audits completed by Council staff, compliments received, awards won and the achievement of the contract KPIs. The comparatively high result from the Parks and Open Spaces section of the 2023 Customer Satisfaction Survey also supports this view.

Local Government Act 2002 S17A Review Plan

Council staff will seek funding towards consultancy in FY Year 2026/27, to enable undertaking the S17A in FY 2027/28 in preparation for the end of contract in June 2029.

8.7 MEETING REPORTS FROM COUNCILLORS

File Number:

Authoriser: Gary Caffell, Mayor

PURPOSE

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

ATTACHMENTS

Nil

8.8 MAYOR'S REPORT

File Number:

Author: Gary Caffell, Mayor

PURPOSE

The Mayor will provide a verbal report.

RECOMMENDATIONS

That Council receives the verbal report from the Mayor

ATTACHMENTS

Nil

9 PUBLIC EXCLUDED

RESOLUTION TO EXCLUDE THE PUBLIC

RECOMMENDATIONS

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

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
<p>9.1 - Public Excluded Minutes of Council Meeting held on 18 September 2024</p>	<p>s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons</p> <p>s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	<p>s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7</p>
<p>9.2 - Maintenance Contract Variation</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>